



London Breed, Mayor

Department of Human Services
 Department of Aging and Adult Services
 Office of Early Care and Education

Trent Rhorer, Executive Director

MEMORANDUM

TO: HUMAN SERVICES COMMISSION

THROUGH: TRENT RHORER, EXECUTIVE DIRECTOR

FROM: JOAN MILLER, DEPUTY DIRECTOR
 JOHN TSUTAKAWA, DIRECTOR OF CONTRACTS (24)

DATE: MAY 17, 2019

SUBJECT: NEW CONTRACT: CALIFORNIA STATE UNIVERSITY
 FRESNO/FOUNDATION - CALIFORNIA CENTRAL TRAINING
 ACADEMY-BAY AREA ACADEMY TO PROVIDE CHILD
 WELFARE STAFF TRAINING SERVICES

CONTRACT TERM: 7/1/19-6/30/24

	Amount	Contingency	Total
CONTRACT AMOUNT:	\$2,889,560	\$288,956	\$3,178,516

ANNUAL AMOUNT:	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>FY 22/23</u>	<u>FY 23/24</u>
	\$577,912	\$577,912	\$577,912	\$577,912	\$577,912

Funding Source	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:	\$231,165	\$1,358,093	\$1,300,302	\$288,956	\$3,178,516
PERCENTAGE:	8%	47%	45%		100%

The Human Services Agency (HSA) requests authorization to enter into a contract with the Central California Training Academy/Bay Area Academy (CCTA-BAA) via the California State University, Fresno Foundation (CSU) for the provision of child welfare staff training services for the period of July 1, 2019 to June 30, 2024, in an amount of \$2,889,560 plus a 10% contingency for a total amount not to exceed \$3,178,516. The purpose of the contract is to deliver a quality, comprehensive training program to increase child welfare workers' knowledge and skills to promote safety, permanency and well-being in children involved with child welfare.

Background

The State California Department of Social Services (CDSS) established four child-welfare training academies, one of which is the Bay Area Academy, which serves 12 counties in the Bay Area (including San Francisco) to provide a state-wide child welfare training program. The regional academies are the coordinating system for the State of California to provide training to Title IV-E child welfare workers. To draw down the Title IV-E dollars, each academy is required to be affiliated with a university. CSU Fresno Foundation is the current home of the Bay Area Academy, as well as the Central California Training Academy. For over 25 years, HSA has worked with the BAA to provide training that is consistent statewide and reflects current standards and practices.

Services to be Provided

The CCTA-BAA will enhance the Department's ability to deliver quality, culturally responsive services. A key service to be provided by the CCTA-BAA on an ongoing basis is the comprehensive delivery of high quality trainings. Trainings cover complex care management and have both clinical and legal implications; providing child welfare workers critical updates on State laws, regulations and standards. Trainings support FCS mandates and initiatives, including but not limited to Continuum of Care Reform, Safety Organized Practice, Child and Family Teams and the California Child Welfare Core Practice Model and Integrated Practice Model.

The Contractor works with the FCS Program Manager and management team to identify current training needs, as well as provide technical assistance and evaluation tasks. Services include identifying potential trainers, purchasing or developing curriculum, coordinating pre-registration, developing and distributing training announcements, delivering training, providing on-site coordination, and providing support services for events (including hospitality).

For additional information regarding specific services to be provided by the Contractor, please refer to Appendix A – Services to be Provided (attached).

Selection

The Contractor has been approved by the Office of Contract Management as a sole source provider due to CSU's ability to draw down Title IV-E dollars and the need to have a quality standardized State curriculum.

Payment

CSU will invoice using rates and fee for service model. Appendix B, a line item budget is provided to support the rate calculations. The contract supports a complete training program that includes technical assistance and evaluation, curriculum development, LCSW Clinical Supervision, events, hospitality and the Gomez v. Sanenz appeal process.

Funding

Funding for this grant will be provided through federal Title IV-E training funds, State funds, and a match of local general funds.

ATTACHMENTS

- Appendix A – Services to be Provided
- Appendix B – Program Budget
- Appendix B-1-Budget narrative and justification
- Appendix B-2-Calculation of Charges

**Appendix A– Scope of Work
California State University, Fresno Foundation –Bay Area Academy (BAA)
San Francisco Training Project
July 1, 2019 to June 30, 2024**

I. SERVICES TO BE PROVIDED

The California State University, Fresno Foundation, in collaboration with the Bay Area Academy (BAA) will enhance the City and County of San Francisco’s Human Services Agency’s (HSA) ability to deliver quality, culturally responsive services. A comprehensive training program will be offered that will increase Division of Family & Children's Services (FCS) staff knowledge and skills in the practice of public child welfare. Key to this objective is training that promotes Safety, Permanency and Wellbeing. Working with the FCS Program Manager and management team to identify current training needs, BAA will identify potential trainers, purchase or develop classroom, field, and/or online learning curriculum available on BAA password protected page, coordinate pre-registration, develop and distribute training announcements, provide on-site support of classroom training, provide field-based training, provide technical assistance and implementation support and conduct evaluations. Provide tracking and report for all non-BAA training.

A. TRAINING: CLASSROOM, FIELD-BASED, eLEARNING

BAA will support the implementation, development and coordination of classroom, field-based, e-learning training designed to:

1. Support FCS program mandates and initiatives, including but not limited to California Practice Model, Safety Organized Practice, Child Family Teams, Continuum of Care Reform and Continuous Quality Improvement (CQI).
2. Meet the training needs, both classroom and field based, that are required to implement those initiatives.
3. Enhance the staff’s professional skills and knowledge through multiple training mediums, including e-learning, classroom and field-based training.
4. Support and provide learning opportunities, field-based training and evaluation of the agency’s internal coaching program.
5. Increase staff’s cultural awareness and responsiveness by delivering curriculum that is culturally appropriate.
6. Support current efforts to develop and sustain a trauma-informed infrastructure.
7. Increase staff knowledge on the application of new laws and regulations in child welfare.
8. Provide training that will assist child welfare staff in meeting the 40 hours training requirement every two years that is mandated by California Department of Social Services.
9. Emphasize Permanency, Safety and Wellbeing in all training related activities.

B. TECHNICAL ASSISTANCE AND EVALUATION

BAA will support and enhance HSA FCS’s program initiatives through technical assistance, including but not limited to:

1. Evaluation

- a. BAA will provide training and program evaluation services, as determined by the annual training plan development process.
- b. Potential methods to be determined in consultation with Program Manager: surveys, focus groups, interviews and using fidelity measure to assess implementation needs.

2. Implementation Support

- a. BAA will coordinate and provide technical assistance as needed to support HSA-FCS in the implementation of mandates and initiatives, which may include, but is not limited to program evaluation, implementation of Core Practice Model, Continuum of Care Reform and the HSA-FCS System Improvement Plan.
- b. Services may include: coordination with Agency Implementation Teams that support the development of competency, leadership and organizational drivers through the provision of training and coaching, and the use of data to inform decision making.

3. Transfer of Learning

- a. Recognizing that the skills and knowledge learned in the classroom need to be transferred to the workplace, the BAA shall identify various ways to measure the transfer of learning by participants and their supervisors.
- b. Require all trainers to provide learning objectives for each training.
- c. Require all trainers to provide an Executive Summary that outlines transfer of learning activities.

C. LCSW CLINICAL SUPERVISION

San Francisco Human Services Agency, Family and Children Services seeks to enhance staff development and retention by providing Group Supervision for qualifying social workers pursuing licensure in clinical social work.

BAA will identify a Board of Behavioral Sciences (BBS) approved Clinical Supervisor to provide education, supervision and guidance regarding the theoretical principles, practices and techniques related to clinical interventions and the explanation and modeling of approved clinical methods utilized with a professional helping relationship for the purpose of preparing Social Workers with an ASW for licensure as a Licensed Clinical Social Worker.

The Clinical Supervisor will conduct group supervision of no more than 8 social workers per group for the fiscal year for a total of up to 16.7 days or 100 hours annually.

This deliverable will be supported through general funds and will not be matched by IVE dollars.

D. CURRICULUM

Based on the Annual Training Plan referenced in the Training Support Services in Appendix B-2. BAA will purchase or develop the curriculum, books and other resources needed to support

the implementation of the training plan. The training curriculum purchased or developed will be determined during the Annual Training Plan process.

Up to 3 classroom curricula will include the following components:

1. Learning Objectives
2. Lesson Plan
3. Agenda
4. Participant Materials
5. Trainer Guide
6. Audio visual materials

Up to 2 of the following:

Online curriculum will include complete e-learning modules with supplements as determined by the BAA, content developer and county workforce team as well as evaluation materials to ensure completion of the module.

Field curriculum will include learning objectives and activity instructions as well as any identified supplemental materials.

E. EVENTS

The BAA is responsible for the comprehensive delivery of up to three special events. The FCS management team will work with the BAA Workforce Development Specialist to identify the topics for these events. Proposed events include:

1. One FCS division meeting to acknowledge the importance of on-going learning and development to support better services for families and children.
2. One all staff off-site event
3. One event to be determined through consultation with Agency Leadership that supports agency objectives.

F. HOSPITALITY

1. Provide meals and refreshments at all special events.
2. Provide up to 8 working meals per quarter related to training and to support the transfer of learning and limited provision of food for new staff and Title IV-E Intern Program

This deliverable will be supported through general funds and will not be matched by IVE dollars.

H. GOMEZ V. SAENZ APPEAL PROCESS

BAA will contract with expert hearing officers as needed to meet the State requirements governing the Gomez v. Saenz grievance process on 100% of cases that are reviewed and/or appealed.

This deliverable will be supported through general funds and will not be matched by IVE dollars.

II. DELIVERABLES/OBJECTIVES

BAA shall provide the following:

- A. Up to 48 classroom training days or 288 classroom hours or 4320 participant hours
- B. Up to 40 field-based training/coaching days or 240 classroom hours or 720 participant hours
- C. Provide up to 21 Technical Assistance/Program Evaluation/Implementation Support days to support the implementation of mandates and initiatives
- D. LCSW Clinical Supervision for a total of up to 100 hours annually or 16.7 days
- E. Purchase or develop field, classroom, or online curriculum, up to 5 modules
- F. Up to 3 special events
- G. Provide working meals for internal meetings, workgroups and events up to 8 per quarter

III. HSA-FCS RESPONSIBILITIES

- A. Ensure that the specified number of unduplicated participants register and attend trainings.
- B. Provide the names of and other pertinent information about community agency staff, foster parents, and other providers who will participate in joint training sessions.
- C. Determine the number and assignment of slots available for joint training sessions provided by the program, and assure the Title IV-E eligibility of community agency staff attending any of the trainings.
- D. Determine which training sessions are mandatory or voluntary, and identify the respective participant populations.
- E. Determine whether a training session shall be canceled or rescheduled for lack of adequate enrollment.
- F. Ensure staff completion of post-training surveys designed to measure outcome objectives and progress.
- G. Ensure that Department training space is available for all training with the exception of special events.
- H. Provide contractor with schedule of all other FCS training events and coordinate support if requested.

IV. OUTCOME OBJECTIVES

Beyond working with FCS to insure that the minimum number of deliverables for FCS staff is provided, it is essential to ascertain whether or not the new skills, concepts, tools, knowledge, or policies and procedures are practiced in the workplace. The quality and relevance of the training as perceived by the participants is one measurement to ensure that this transfer of learning occurs. Participant evaluations on the usefulness of the training will be completed at the end of each training event. Successful evaluations will indicate:

- A. A minimum of 80% of FCS staff respondents at non-mandatory trainings shall rate the overall usefulness of the training as 3 or higher on a 4 point scale.
- B. A minimum of 70% of FCS staff respondents at mandatory trainings shall rate the overall usefulness of the training as 3 or higher on a 4 point scale.

- C. A minimum of 75% of the FCS staff respondents shall indicate that their knowledge increased as a result of the training.

V. REPORTING

- A. Contractor will provide a quarterly report of activities, referencing the tasks as described in Section II – Deliverables. Contractor will enter the quarterly metrics in the CARBON database by the 15th of the month following the end of the quarter.
- B. Contractor will provide an annual report summarizing the contract activities, referencing the tasks as described in Section II – Deliverables. BAA shall provide an annual report which identifies all of the trainings and special events offered for the contract year, with cumulative evaluation results, participant numbers, and learning objectives identified. This report will also include accomplishments and challenges encountered by the Contractor. Contractor will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
- C. For assistance with reporting requirements or submission of reports, contact:

Johanna.Gendelman@sfgov.org
Contracts Manager, HSA

and

Melissa.Connelly@sfgov.org
Program Manager, FCS

VI. MONITORING ACTIVITIES

- A. Program Monitoring: Program monitoring will include review of client eligibility, client files, case documentation, service delivery documentation, and back-up documentation for reporting progress towards meeting service and outcome objectives.
- B. Fiscal Compliance and Grant Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, sub-grants, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

\$ 535,059

Appendix B
4/15/2019

**HUMAN SERVICES AGENCY CONTRACT BUDGET SUMMARY
BY PROGRAM**

Contractor's Name
CSUF/Fresno Foundation BAA

(Check One) New Renewal Modification
If modification, Effective Date of Mod. _____ No. of Mod. _____

Program: CCTA-BAA	Child Welfare Staff Trng	LCSW Group	Gomez & PCCR	Child Welfare Staff Trng	LCSW Group	Gomez & PCCR	Child Welfare Staff Trng	LCSW Group	Gomez & PCCR	Child Welfare Staff Trng	LCSW Group	Gomez & PCCR	Child Welfare Staff Trng	LCSW Group	Gomez & PCCR	TOTAL
Budget Reference Page No.(s)	7/1/19 - 6/30/20			7/1/20 - 6/30/21			7/1/21 - 6/30/22			7/1/22 - 6/30/23			7/1/23 - 6/30/24			7/1/19-6/30/24
Expenditures	\$ 258,750	\$ 19,639	\$ -	\$ 258,750	\$ 19,639	\$ -	\$ 258,750	\$ 19,639	\$ -	\$ 258,750	\$ 19,639	\$ -	\$ 258,750	\$ 19,639	\$ -	\$ 1,391,947
Salaries & Benefits	223,675	20,040	13,000	223,675	20,040	13,000	223,675	20,040	13,000	223,675	20,040	13,000	223,675	20,040	13,000	1,283,574
Operating Expense	482,425	39,679	13,000	482,425	39,679	13,000	482,425	39,679	13,000	482,425	39,679	13,000	482,425	39,679	13,000	2,675,521
Subtotal	8%	8%	8%	8%	8%	8%	8%	8%	8%	8%	8%	8%	8%	8%	8%	8%
Indirect Percentage (%)	38,594	3,174	1,040	38,594	3,174	1,040	38,594	3,174	1,040	38,594	3,174	1,040	38,594	3,174	1,040	214,042
Capital Expenditure	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	\$ 521,019	\$ 42,854	\$ 14,040	\$ 521,019	\$ 42,854	\$ 14,040	\$ 521,019	\$ 42,854	\$ 14,040	\$ 521,019	\$ 42,854	\$ 14,040	\$ 521,019	\$ 42,854	\$ 14,040	\$ 2,889,560
HSA Revenues	H.S.A \$ 521,019	\$ 42,854	\$ 14,040	\$ 521,019	\$ 42,854	\$ 14,040	\$ 521,019	\$ 42,854	\$ 14,040	\$ 521,019	\$ 42,854	\$ 14,040	\$ 521,019	\$ 42,854	\$ 14,040	\$ 2,889,560
TOTAL HSA REVENUES	\$ 521,019	\$ 42,854	\$ 14,040	\$ 521,019	\$ 42,854	\$ 14,040	\$ 521,019	\$ 42,854	\$ 14,040	\$ 521,019	\$ 42,854	\$ 14,040	\$ 521,019	\$ 42,854	\$ 14,040	\$ 2,889,560
Other Revenues & Costs																
CSUF Reported In-Kind to draw some of IV-E shown above (11% x Direct Costs)	\$ 53,067			\$ 53,067			\$ 53,067			\$ 53,067			\$ 53,067			\$ 265,334
Total Other Revenues & Costs	\$ 53,067	\$ -	\$ -	\$ 53,067	\$ -	\$ -	\$ 53,067	\$ -	\$ -	\$ 53,067	\$ -	\$ -	\$ 53,067	\$ -	\$ -	\$ 265,334
Prepared by:	Telephone No.:															
HSA-CO Review Signature:	Date															
HSA #1																

Program Name: Child Welfare Training
 (Same as Line 9 on HSA #1)

Salaries & Benefits Detail

POSITION TITLE	Agency Totals	For HSA Program			7/1/19 - 6/30/20		7/1/20 - 6/30/21		7/1/21 - 6/30/22		7/1/22 - 6/30/23		7/1/23 - 6/30/24		TOTAL
		Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	
Training Assistant	\$43,073	50%	50%	50%	\$ 21,536	\$ 21,536	\$ 21,536	\$ 21,536	\$ 21,536	\$ 21,536	\$ 21,536	\$ 21,536	\$ 21,536	\$ 21,536	107,681
Evaluation Specialist	\$77,520	25%	25%	25%	19,380	19,380	19,380	19,380	19,380	19,380	19,380	19,380	19,380	19,380	96,500
Registrar Coordinator	\$58,262	25%	25%	25%	14,566	14,566	14,566	14,566	14,566	14,566	14,566	14,566	14,566	14,566	72,828
Fiscal Assistant	\$44,737	15%	15%	15%	4,187	4,187	4,187	4,187	4,187	4,187	4,187	4,187	4,187	4,187	33,553
Fiscal Analyst	\$76,500	25%	25%	25%	9,625	9,625	9,625	9,625	9,625	9,625	9,625	9,625	9,625	9,625	96,625
Event planning coordinator	\$58,262	25%	25%	25%	14,566	14,566	14,566	14,566	14,566	14,566	14,566	14,566	14,566	14,566	72,828
Assistant Director	\$110,282	15%	15%	15%	16,542	16,542	16,542	16,542	16,542	16,542	16,542	16,542	16,542	16,542	82,712
Workforce Development Special	\$79,070	50%	50%	50%	38,199	38,199	38,199	38,199	38,199	38,199	38,199	38,199	38,199	38,199	197,676
Learning Tech	\$76,000	25%	25%	25%	19,000	19,000	19,000	19,000	19,000	19,000	19,000	19,000	19,000	19,000	95,000
Training Assistant	\$43,980	15%	15%	15%	6,579	6,579	6,579	6,579	6,579	6,579	6,579	6,579	6,579	6,579	32,995
CCTA Support	\$39,470	30%	30%	30%	11,841	11,841	11,841	11,841	11,841	11,841	11,841	11,841	11,841	11,841	59,205
TOTALS		3.001	3.001	3.001	176,021	176,021	176,021	176,021	176,021	176,021	176,021	176,021	176,021	176,021	946,503
FRINGE BENEFIT RATE		47%													
EMPLOYEE FRINGE BENEFITS					82,730	82,730	82,730	82,730	82,730	82,730	82,730	82,730	82,730	82,730	446,044
TOTAL SALARIES & BENEFITS					\$258,750	\$258,750	\$258,750	\$258,750	\$258,750	\$258,750	\$258,750	\$258,750	\$258,750	\$258,750	\$1,391,947

Program Name: CSU/Fresno: Child Welfare Training
(Same as Line 9 on HSA #1)

Operating Expense Detail

Expenditure Category	7/1/19 - 6/30/20			7/1/20 - 6/30/21			7/1/21 - 6/30/22			7/1/22 - 6/30/23			7/1/23 - 6/30/24			TOTAL
	Child Welfare Staff Trng	LCSW Group	Gomez & POCR	Child Welfare Staff Trng	LCSW Group	Gomez & POCR	Child Welfare Staff Trng	LCSW Group	Gomez & POCR	Child Welfare Staff Trng	LCSW Group	Gomez & POCR	Child Welfare Staff Trng	LCSW Group	Gomez & POCR	
Rental of Property	\$ 26,000	\$ -	\$ -	\$ 26,000	\$ -	\$ -	\$ 26,000	\$ -	\$ -	\$ 26,000	\$ -	\$ -	\$ 26,000	\$ -	\$ -	\$ 130,000
Utilities(Elec, Water, Gas, Phone, Scavenger)	2,015	-	-	2,015	-	-	2,015	-	-	2,015	-	-	2,015	-	-	10,074
Training Supplies, Postage	8,000	-	-	8,000	-	-	8,000	-	-	8,000	-	-	8,000	-	-	40,000
Building Maintenance Supplies and Repair	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Printing and Reproduction	960	-	-	960	-	-	960	-	-	960	-	-	960	-	-	4,800
Insurance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Staff Training	2,000	-	-	2,000	-	-	2,000	-	-	2,000	-	-	2,000	-	-	10,000
Staff Travel-(Local & Out of Town)	6,000	-	-	6,000	-	-	6,000	-	-	6,000	-	-	6,000	-	-	30,000
CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE																
Independent Contractors	130,700	20,040	13,000	130,700	20,040	13,000	130,700	20,040	13,000	130,700	20,040	13,000	130,700	20,040	13,000	818,700
CCTA Supplies	2,000	-	-	2,000	-	-	2,000	-	-	2,000	-	-	2,000	-	-	10,000
OTHER																
Hospitality	46,000	-	-	46,000	-	-	46,000	-	-	46,000	-	-	46,000	-	-	230,000
TOTAL OPERATING EXPENSE	\$ 223,675	\$ 20,040	\$ 13,000	\$ 223,675	\$ 20,040	\$ 13,000	\$ 223,675	\$ 20,040	\$ 13,000	\$ 223,675	\$ 20,040	\$ 13,000	\$ 223,675	#####	\$ 13,000	\$ 1,283,574
HSA #3																

**Appendix B-1 – Budget Narrative
California State University, Fresno Foundation
Bay Area Academy (BAA)
San Francisco Training Project**

July 1, 2019 to June 30, 2024

The California State University Fresno Foundation, in collaboration with the Bay Area Academy and the City and County of San Francisco’s Human Services Agency provides the budget detail for the scope of work and budget in Appendices A and B attached.

A. BUDGET

1. Training

a. Classroom Training

BAA will deliver up to 48 days of classroom training or 288 classroom hours or 4320 participant hours based on the Annual Training plan developed with BAA Liaison and Program Manager. The annual budget totals \$201,963 and is based on a per day rate of \$4208 inclusive of all staffing, independent contractors, training support activities identified below as well as indirect costs.

b. Field Based Training

BAA will deliver up to 40 days of field based training or 240 classroom hours or 720 participant hours based on the Annual Training plan developed with BAA Liaison and Program Manager. The annual budget totals \$127,310 and is based on a per day rate of \$3182 inclusive of all staffing, independent contractors and training support activities identified below as well as indirect costs.

2. Technical Assistance and Evaluation

BAA will deliver up to 21 days of technical assistance, implementation support, evaluation and transfer of learning services as needed based on the Annual Training Plan developed in collaboration with the Program Manager. The annual budget total is \$88,367 and is based on a per day rate of \$4208, inclusive of all staffing, independent contractors and training support activities identified below and indirect costs.

3. LCSW Clinical Supervision

BAA will coordinate and deliver up to 16.7 days (100 hours) of clinical group supervision for identified Agency staff. The total annual budget is \$36,072, based on a per day rate of \$2,160, inclusive of all staffing, independent contractors and training support activities identified below as well as indirect costs.

4. Curriculum

BAA will either purchase or develop up to 5 field, classroom and/or e-learning modules, books and resources in support of the delivery of the Annual Training Plan. The total budget request for this category is \$32,400 and is based on BAA curriculum development methodology and **actual** costs of curriculum, books and resources as well as indirect costs.

5. Events

The total annual budget is \$28,080. The BAA will plan, coordinate and deliver up to three special events during each fiscal year and will coordinate the delivery of working meals for designated

internal meetings, workgroups and events. This item is inclusive of facility rentals, AV, supplies, and staffing for all events as well as indirect costs.

6. Hospitality

The annual budget is \$49,680. This will include the cost of all working lunches used to conduct structured, facilitated discussions regarding the training activities as well as indirect costs. These learning meals can also include structured group activities related to the training as well as transfer of learning activities in which participants are asked to identify ways this training can and will be applied to their daily duties. This could also include limited provision for breakfast for initial training for new staff and the Title IV-E Intern Program, that facilitates/demonstrates engagement and relationship building that keeps in line with training objectives and best practice.

7. Gomez v. Saenz Appeal Process

BAA will contract with expert hearing officers as needed to meet the State requirements governing the Gomez v. Saenz grievance process on 100% of cases that are reviewed and/or appealed. The total annual budget is \$14,040 and is inclusive of all staff, independent contractors needed to perform this service as well as indirect costs.

B. TRAINING SUPPORT SERVICES

The BAA shall provide the following support services:

1. Annual Training Plan

In collaboration with FCS, create and implement an annual training plan at the beginning of each fiscal year of the contract term that supports and insures the integration of Child Welfare practices with new and existing county and state mandates.

2. Liaison

- a. BAA will assign staff to be a liaison between contractor the FSC Workforce Development Team.
- b. Liaison will meet regularly with the FCS Workforce Development Team to identify advanced training as well as vision for implementation

3. Trainers & Content Experts:

- a. When necessary to present effective training, and in consultation with the FCS Program Manager, BAA will recruit content and training experts in the field to present training on topics or areas identified by FCS and BAA.
- b. BAA shall pay trainers for presentation and curriculum development fees and shall pay travel and per diem costs related to the training.

4. Training Materials

Provide training related materials that include learning tools such as books, videos, interactive exercises, flipchart pads, classroom posters and other training materials and expenditures as deemed appropriate for the training activity.

Flyers

- a. Develop flyers to announce all training sessions and use other media as needed.
- b. Training announcements shall reference applicable Federal outcomes.
- c. Prepare a monthly summary of upcoming training sessions and distribute it to FCS Supervisors at least one week prior to the first day of each month.

5. Training Sites

BAA shall locate and contract for training sites for special event trainings.

6. Records

- a. Prepare and maintain records of all training registrants, participants and no-shows, and provide individual training transcripts when requested.
- b. Register attendees for all contract-related training sessions.
- c. Maintain records of staff attendance and completion of training.
- d. Enter the above information into a database and produce three quarterly reports and one annual training report tracking both BAA and non BAA training hours.
- e. Classes with fewer than 15 participants (10 for smaller classes identified by the Department), confirmed two weeks prior to the class, may be subject to cancellation and rescheduling after consultation with the FCS Program Manager.

Appendix B-2 - Calculation of Charges
CSU, Fresno Foundation-Bay Area Academy
July 1, 2019 to June 30, 2024

Budget Summary

- I.** The Contract term will begin effective July 1, 2019 and end June 30, 2024.
- II.** Contractor shall submit invoices on a monthly basis, as specified in Appendix C. Invoices shall detail the days for each of the four rate deliverables: Classroom training (daily rate \$3896), Field Based Learning (daily rate \$2947), Technical Assistance (daily rate \$3896) and Evaluation and Clinical Supervision (daily rate \$2000). For the other line items, Contractor will submit supporting documentation as detailed in Appendix B-1, Budget Narrative.
- III.** The City and County of San Francisco agrees to pay the Contractor an annual total not to exceed \$577,912 and a total contract value of **\$2,889,560** for the term of this agreement.
- IV.** Contingent amount up to **\$288,956** may be available at the City's sole and absolute discretion.

The total contract will not exceed **\$3,178,516** for the period between July 1, 2019 and June 30, 2024.