

Department of Benefits and Family Support

# **MEMORANDUM**

Department of Disability and Aging Services

TO: HUMAN SERVICES COMMISSION

THROUGH: TRENT RHORER, EXECUTIVE DIRECTOR

**FROM:** JOAN MILLER, DEPUTY DIRECTOR OF FCS

ESPERANZA ZAPIEN, DIRECTOR OF CONTRACTS

P.O. Box 7988 San Francisco, CA 94120-7988 www.SFHSA.org **DATE:** JANUARY 19, 2024

Current

SUBJECT: GRANT MODIFICATION: HOMELESS PRENTAL

**PROGRAM** (NON-PROFIT) FOR PROVISION OF

Modification Revised

SUBSTANCE USE SUPPORT SERVICES FOR PARENTS

Contingency Total

GRANT TERM:	7/1/22- 6/30/26	1/1/24- 6/30/26	7/1/22- 6/30/26		
GRANT AMOUNT:	\$4,742,504	\$403,383	\$5,145,887	\$514,589	\$5,660,476
ANNUAL	FY 22/23	FY 23/24	FY 24/25	FY25/26	
AMOUNT:	\$1,185,626	\$1,320,087	\$1,320,087	\$1,320,08	7
<b>Funding Source</b>	County	State	<u>Federal</u>	Contingency	<u>Total</u>
FUNDING: PERCENTAGE:	\$3,138,991 61%		\$2,006,896 39%	\$514,589	\$5,660,476 100%



**London Breed** Mayor

**Trent Rhorer**Executive Director

The Department of Benefits and Family Support (BFS) requests authorization to modify the existing grant with Homeless Prenatal Program for the period of January 1, 2024 through June 30, 2026, in the additional amount of \$408,383 plus a 10% contingency for a revised total amount not to exceed \$5,660,476. The purpose of this modification is to add an Intake Coordinator position to enhance services to participants in both direct services and administrative capacities.



P.O. Box 7988 San Francisco, CA 94120-7988 www.SFHSA.org

#### **Background**

FCS has used a strengths-based approach to substance use support services since 1989. This array of services includes three interrelated but distinct programs: (1) services to pregnant persons and new parents who may or may not be FCS-involved, (2) services to FCS-involved parents, and (3) parents involved in Family Treatment Court. Family Treatment Court is a court-supervised treatment and parenting program for people with children in the juvenile dependency system. FTC is a voluntary program that includes regular court appearances, substance use disorder treatment, and transitional housing, among other services.

MOD #1 - January 2024					
7/1/2022 - 6/30/2026	Y1	Y2	Y3	Y4	TOTALS
Keeping Families Together (KFT)	\$680,606	\$680,606	\$680,606	\$680,606	\$2,722,424
FY24 CODB Amount	\$0	\$14,867	\$14,867	\$14,867	\$44,601
Program Enhancement	\$0	\$90,000	\$90,000	\$90,000	\$270,000
Revised Program Total	\$680,606	\$785,473	\$785,473	\$785,473	\$3,037,025
New Beginnings (NB)	\$505,020	\$505,020	\$505,020	\$505,020	\$2,020,080
FY24 CODB Amount	\$0	\$29,594	\$29,594	\$29,594	\$88,782
Revised Program Total	\$505,020	\$534,614	\$534,614	\$534,614	\$2,108,862
Revised Annual Totals:	¢1 10E 626	¢1 220 007	\$1,320,087	\$1,320,087	ĆE 14E 007
	\$1,185,626	\$1,320,087	\$1,320,067	\$1,320,067	\$5,145,887
Contingency					\$514,589
REVISED NTE:					\$5,660,476

## Services to be Provided

The Grantee will perform the following services to reach 295 families annually:

#### A. Family Engagement and Intensive Case Management

Grantee will work collaboratively with FCS, DPH, and other local agencies to provide substance-use related interventions, case management and support for 295 families served by FCS annually. Engagement and case management services will include, but is not limited to the following;

- 1. Reducing harm related to substance use;
- 2. Facilitating successful completion of recommended substance use treatment;
- 3. Collaborating with partner programs such as the Family Treatment Court, substance-use treatment providers, and other community-based organizations working with the target population;



P.O. Box 7988 San Francisco, CA 94120-7988 www.SFHSA.org

- 4. Providing and/or referring families to evidence-based parent training, such as Triple P<sup>TM</sup> (Positive Parenting Program), SafeCare<sup>TM</sup>, or other evidence-informed parenting programs;
- 5. Providing incentives designed to promote families' access to services associated with better birth outcomes for pregnant persons
- 6. Educating families about addiction and providing them information about the structure and intake requirements of various treatment programs.

## B. Community Outreach and Supportive Services

- 1. Advise PSWs, Protective Services Supervisors (PSSs), other FCS staff, community partners, families and other participants in the Child and Family Team about current trends and evidence-informed practices in substance use assessment and intervention, treatment options, and chemical dependency issues;
- 2. Work collaboratively with the FCS Training and Workforce identified community partners on various topics related to substance use; and
- 3. Disseminate information on families and substance use through meetings, presentations and community forums.

#### C. Peer Mentor Support

Peer Mentors will work in conjunction with Family Case Managers and PSWs. Peer Mentors will be supportive in achieving clients' goals and timelines set out by the HPP Case Manager and PSW. Peer Mentors will be representative of San Francisco's diverse demographics and will help create a bridge of trust among and between families, the PSWs and the Family Case Managers. They will also function as parent advocates, mentors, and teachers, in working with FCS-involved families. Generally, Peer Mentors will provide moral support to help allay clients' anxiety, help to deescalate fears, help prioritize critical tasks, and support families in achieving their overall care plan goals and objectives.

Under this modification, the contractor will provide additional services around referral coordination from FCS, FTC and other sources; maintenance of referral count and client information; dedicated staffing for first point of contact for incoming clients and referring Protective Service Workers; facilitation of weekly Family Services Intake Group;



P.O. Box 7988 San Francisco, CA 94120-7988 www.SFHSA.org screening of suitability and eligibility of all incoming referrals; collection of required Releases and scheduling Level of Care-Substance Assessments with the Department of Public Health (DPH).

## **Location and Time of Services**

Services are provided either at Grantee facilities, in the home of the family or wherever appropriate. Service hours vary depending upon the needs of families but can include evenings.

#### Selection

The Grantee was selected through Request for Proposals #975, which was competitively bid in February 2022.

## **Funding**

Funding for this grant is provided by a combination of County General Fund and federal funds.

## **ATTACHMENTS**

Appendix A-1: Services to be Provided

Appendix B-2: Program Budget-Keeping Families Together

Appendix B-3: Program Budget-New Beginnings

	A	В	С	D	E	F	G	Н			
1							Appendix B-2, Pag	je 1			
2											
3	HUMAN SERVICES AGE										
4		BY PROGR		I							
5	Agency Name:		Iomeless Prenatal Program Grant Term:								
- (	Check One) New 🗌 Renewal 🔲	Renewal  Modification  Modification									
7	If modification, Effective Date:	1/1/2024	Modification No.:	1 - add FY24 CODE	8 &Program Enhand	cement					
8	Grant Name:	Substance Use Su	port Services for	Parents - Keeping	Families Togethe	r (KFT)					
9		Year 1		Year 2		Year 3	Year 4	TOTAL			
10 D	rogram Term	7/1/22 - 6/30/23		7/1/23 - 6/30/24		7/1/24 - 6/30/25	7/1/25 - 6/30/26	7/1/22 - 6/30/26			
11	Expenditures	171722 - 0/30/23	Original	Modification	Revised	171724 - 0/30/23	11 1123 - 0/30/20	17 1722 - 0/30/20			
12 8	alaries & Benefits	\$494,018	\$527,377	\$88,107	\$615,484	\$615,484	\$615,484	\$2,340,470			
	Operating Expenses	\$97,819	\$52,221	\$15,315	\$67,536	\$67,536	\$67,536	\$300,427			
	ubtotal	\$591,837	\$579,598	\$103,422	\$683,020	\$683,020	\$683,020	\$2,640,897			
15 In	ndirect Percentage (%)	15%	15%	. ,	15%	15%	15%	15%			
	ndirect Costs (Line 16 X Line 15)	\$88,770	\$87,467	\$14,986	\$102,453	\$102,453	\$102,453	\$396,129			
17 C	Capital Expenses										
	otal Expenses	\$680,607	\$667,065	\$118,408	\$785,473	\$785,473	\$785,473	\$3,037,025			
19											
20	HSA Revenues										
	General Fund	\$665,172	\$665,172		\$665,172	\$665,172	\$665,172	\$2,660,688			
	General Fund - FY23 CODB Amount	\$15,434	\$15,434	<b>#</b> 00.000	\$15,434	\$15,434	\$15,434	\$61,736			
23 (	General Fund - FY24 Program Enhancem General Fund - FY24 CODB Amount	ent		\$90,000 \$14,867	\$90,000 \$14,867	\$90,000 \$14,867	\$90,000 \$14,867	\$270,000 \$44,601			
25	General Fund - F124 CODB Amount			\$14,007	φ14,00 <i>1</i>	\$14,007	\$14,007	\$44,00 I			
26											
27											
28											
29 <b>T</b>	otal HSA Revenues	\$680,606	\$680,606	\$104,867	\$785,473	\$785,473	\$785,473	\$3,037,025			
30											
31	Other Program Revenues										
32	_										
33							ļl				
34 35											
36							1				
	otal Other Program Revenues	\$0	\$0				\$0	\$0			
	otal Other Frogram Nevenues	ΨΟ	ΦΟ				φυ	Φ0			
38											
40 P	repared by: Aisianti Darmawan		Telephone No.: 41	5-546-6756 ext 377				Date: 01/04/2024			
41 H	SA Budget Summary							1/4/2024			

	A	В	С	D	Е	F	G	Н	I	J	K	L		
1			-				-			Appendix B-2, Pag		1		
3														
4	Program Name: Homeless Prenatal Program													
5 6	Substance Use Support Services for Parents - Kee	Substance Use Support Services for Parents - Keeping Families Together (KFT)												
7			Salari	es & Benef	its Detail									
8	Guidinos & Bollotto Bottali													
9						7/1/22 - 6/30/23		7/1/23 - 6/30/24	1	7/1/24 - 6/30/25	7/1/25 - 6/30/26			
10		Agency 1	otals	HSA Pr % FTE	ogram	Year 1		Year 2		Year 3	Year 4	TOTAL		
		Annual Full		funded by										
11	POSITION TITLE	TimeSalary for FTE	Total FTE	HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Original	Modification	Revised	Original	Original	7/1/2022 - 6/30/2026		
	Director of Programs	\$125,600	1.00	5%	0.05	\$3,595	\$10,900	\$0	\$10,900	\$10,900	\$10,900	\$36,295		
13	Keeping Families Together Program Manager	\$88,778	1.00	86%	0.86	\$77,250	\$75,905	\$0	\$75,905	\$75,905	\$75,905	\$304,965		
14	Keeping Families Together Asst Prog Manager	\$67,920	1.00	80%	0.80	\$54,336	\$54,336	\$0	\$54,336	\$54,336	\$54,336	\$217,344		
15	Keeping Families Together Case Manager	\$54,530	1.00	43%	0.43	\$23,194	\$42,807	\$0	\$42,807	\$42,807	\$42,807	\$151,615		
16	Keeping Families Together Case Manager	\$56,075	1.00	100%	1.00	\$59,008	\$62,318	\$0	\$62,318	\$62,318	\$62,318	\$245,962		
17	Keeping Families Together Case Manager	\$60,257	1.00	100%	1.00	\$62,000	\$63,097	\$0	\$63,097	\$63,097	\$63,097	\$251,291		
18	Keeping Families Together Case Manager	\$66,272	1.00	100%	1.00	\$66,272	\$66,210	\$0	\$66,210	\$66,210	\$66,210	\$264,902		
19	Keeping Families Together Case Manager	\$54,500	1.00	100%	1.00	\$59,008	\$56,703	\$0	\$56,703	\$56,703	\$56,703	\$229,117		
20	Keeping Families Together Intake Coordinator	\$72,219	1.00	100%	1.00	\$0	\$0	\$72,219	\$72,219	\$72,219	\$72,219	\$216,657		
21														
22														
23														
24														
25														
26														
27														
28														
29 30	TOTALS	\$363,853	6.00	543%	5.43	\$404,663	\$432,276	\$72,219	\$504,495	\$504,495	\$504,495	\$1,918,148		
31	FRINGE BENEFIT RATE	25.00%				22.08%	22.00%		22.00%	22.00%	22.00%			
	EMPLOYEE FRINGE BENEFITS					\$89,355	\$95,101	\$15,888	\$110,989	\$110,989	\$110,989	\$422,322		
33 34														
	TOTAL SALARIES & BENEFITS					\$494,018	\$527,377	\$88,107	\$615,484	\$615,484	\$615,484	\$2,340,470		
36	HSA Salary & Benefits Detail											1/4/2024		

	А	В	С	D	Е	F	G	Н	I	J K		N O
1			_			•					Appendix B-2, P	age 3
3	_											
4	Program Na	me: Homeles	e F									
5			ਨ ਸ ervices for Par	rents - Ke	eping Familie	s Togethe	er (KFT)					
6		• • •										
7	1			Ор	erating Exp	oenses	Detail					
9	4											
10	-											
11					Year 1		Y	ear 2 : 7/1/23 - 0	6/30/24	Year 3	Year 4	TOTAL
12	Expenditure	Category		TERM	/ 7/1/22 - 6/3	0/23	Original	Modificatio	n Revised	7/1/24 - 6/30/25	7/1/25 - 6/30/26	7/1/22 - 6/30/26
13	Rental of Pro	operty								_		
14	Utilities(Elec	, Water, Gas,	Phone, Garba	ige)				\$6,70	04 \$6,704	\$6,704	\$6,704	\$20,112
15	Office Suppl	ies, Postage								_		
16	Building Mai	ntenance Sup	plies and Rep	air				\$3,79	97 \$3,797	\$3,797	\$3,797	\$11,391
17	Printing and	Reproduction										
18	Insurance									_		
19	Staff Trainin	g			\$6,	692	\$	\$4,00	00 \$4,000	\$4,000	\$4,000	\$18,692
20	Staff Travel-	(Local & Out o	of Town)		-							
21	Rental of Eq	uipment								_		
22	CONSULTANT	/SUBCONTRACT	TOR DESCRIPTIV	VE TITLE								
23	Intake Coord	dinator			\$38,	230	9	30	\$0 \$0	\$0	\$0	\$38,230
24												
25												
26 27										_		-
	OTUED											-
28	4	Support For C	liente		\$34,	377	\$33,70	11	\$33,701	\$33,701	\$33,701	\$135,480
30		up Nutrition ar		<del></del>	\$10,		\$10,02				\$10,834	\$42,522
31			g Nutrition & A	Activities		500	\$8,50		\$8,500		\$8,500	\$34,000
32												
33					_		•					
34												
35	TOTAL OPE	RATING EXP	PENSE		\$97,	819	\$52,22	21 \$15,3°	15 \$67,536	\$67,536	\$67,536	\$300,427
36	]											
37	HSA Opera	ting Expense	s Detail									1/4/2024

	A	В	С	D	E	F	G	Н				
1			-	<u></u>			Appendix B-3, Pa	ige 1				
2												
3	HUMAN SERVICES AGE	NCY BUDGET S	UMMARY									
4		BY PROGR	AM									
5	Agency Name:	Homeless Pren	atal Program				Grant Term:	7/1/2022 - 6/30/2026				
6	(Check One) New 🗆 Renewal 🗆	Modification 🔽										
7	If modification, Effective Date:	1/1/2024	Modification No.:	1 - add FY24 CODB	<b>;</b>							
8	RFP/Grant Name:	Substance Use Sup	port Services for	Parents - New Beg	innings (NB)							
9	9 Year 1 Year 2 Year 3 Year 4 Budget											
10	Program Term	7/1/22 - 6/30/23		7/1/23 - 6/30/24		7/1/24 - 6/30/25	7/1/25 - 6/30/26	7/1/22 - 6/30/26				
11	Expenditures		Original	Modification	Revised	Revised	Revised					
40	Colorio a Romofile	<b>#057.000</b>		040.740	<b>#404 450</b>	<b>#404 450</b>	<b>0404.450</b>	<b>#4.570.050</b>				
	Salaries & Benefits Operating Expenses	\$357,602 \$81,546	\$385,710 \$53,439	\$18,742 \$6,991	\$404,452 \$60,430	\$404,452 \$60,430	\$404,452 \$60,430	\$1,570,958 \$262,836				
14		\$439,148	\$439,149	\$25,733	\$464,882	\$464,882	\$464,882	\$1,833,794				
	Indirect Percentage (%)	. ,		Ψ25,735			· · · · · ·					
	Indirect Costs (Line 16 X Line 15)	15% \$65,872	15% \$65,871	\$3,861	15% \$69,732	15% \$69,732	15% \$69,732	15% \$275,069				
17	Capital Expenses	\$00,072	1 70,004	φ3,001	φ09,73Z	\$09,732	\$09,732	\$275,009				
	Total Expenses	\$505,020	\$505,020	\$29,594	\$534,614	\$534,614	\$534,614	\$2,108,862				
19	Total Expenses	\$505,020	<b>Φ303,020</b>	\$29,594	<b>\$554,614</b>	<b>\$534,614</b>	\$534,614	\$2,100,002				
20	HSA Revenues											
21	General Fund	\$474,853	\$474,853		\$474,853	\$474,853	\$474,853	\$1,899,412				
22	General Fund - FY23 CODB Amount	\$30,167	\$30.167		\$30,167	\$30,167	\$30,167	\$120,668				
23	General Fund - FY24 CODB Amount	700,101	700,101	\$29,594	\$29,594	\$29,594	\$29,594	\$88,782				
24				·	, ,	. ,	, ,	. ,				
25												
26												
27												
28	Total HSA Revenues	\$505,020	\$505,020	\$29,594	\$534,614	\$534,614	\$534,614	\$2,108,862				
29												
30	Other Program Revenues											
31	_											
32												
33												
34												
35												
36	Total Other Program Revenues	\$0	\$0				\$0	\$0				
37												
39	Prepared by: Aisianti Darmawan		Telephone No.: 41	5-546-6756 ext 377		•	•	Date: 01/02/2024				
	HSA Budget Summary		•					1/2/2024				

	A	В	С	D	E	F	G	Н	I	J	K	L	
1		•								Appendix B-3, Pag	ge 2		
3													
4	Program Name: Homeless Prenatal Program Substance Homeless Company Company for Prenatal Program												
5 6	Substance Use Support Services for Parents - New Beginnings (NB)												
7	Salaries & Benefits Detail												
8			Salari	es & Dellei	its Detail								
9						7/1/22 - 6/30/23		7/1/23 - 6/30/24		7/1/24 - 6/30/25	7/1/25 - 6/30/26	=	
10		Agency T	otals	HSA Pr % FTE	ogram	Year 1		Year 2		Year 3	Year 4	TOTAL	
		Annual Full		funded by									
1,,	DOCITION TITLE	TimeSalary for FTE	Total	HSA	Adjusted	Budwatad Calami	Ontainal	Ma difference	Davisad	Ontainal	Orininal	7/4/0000 0/00/0000	
11	POSITION TITLE		FTE	(Max 100%)		Budgeted Salary	Original	Modification	Revised	Original	Original	7/1/2022 - 6/30/2026	
	New Beginnings Program Manager	\$79,250	1.00	100%	1.00	\$80,600	\$92,517	(\$8,200)	\$84,317	\$84,317	\$84,317	\$333,551	
	New Beginnings Asst Prog Manager	\$67,280	1.00	50%	0.50	\$37,125	\$39,272	\$23,562	\$62,834	\$62,834	\$62,834	\$225,627	
14	New Beginnings Case Manager	\$57,167	1.00	100%	1.00	\$59,008	\$65,393		\$65,393	\$65,393	\$65,393	\$255,187	
	New Beginnings Case Manager	\$59,165	1.00	100%	1.00	\$59,165	\$64,586		\$64,586	\$64,586	\$64,586	\$252,923	
16	New Beginnings Case Manager	\$56,075	1.00	70%	0.70	\$53,107	\$48,108		\$48,108	\$48,108	\$48,108	\$197,431	
17	Director of Programs	\$125,600	1.00	5%	0.05	\$3,595	\$6,280		\$6,280	\$6,280	\$6,280	\$22,435	
18													
19													
20													
21													
22													
23													
24													
25													
26													
27													
28													
29	TOTALS	\$240,840	3.00	175%	1.75	\$292,600	\$316,156	\$15,362	\$331,518	\$331,518	\$331,518	\$1,287,154	
30	IOIALS	<b>φ∠4</b> 0, <b>84</b> 0	3.00	1/5%	1.75	\$292,000	\$310,15b	\$15,362	φ331,518	\$331,518	\$331,518	φ1,287,154	
31	FRINGE BENEFIT RATE	25.00%				22.22%	22.00%		22.00%	22.00%	22.00%		
32	EMPLOYEE FRINGE BENEFITS					\$65,002	\$69,554	\$3,380	\$72,934	\$72,934	\$72,934	\$283,804	
33 34										-	_		
	TOTAL SALARIES & BENEFITS					\$357,602	\$385,710	\$18,742	\$404,452	\$404,452	\$404,452	\$1,570,958	
36	HSA Salary & Benefits Detail											1/2/2024	

	Α	E	В	С	D	E	F	G		Н	I	J K		N O
1													Appendix B-3, Pa	age 3
3														
4	Program Na	me: Hom	neless F	=										
5	Substance U				rents - Ne	w Beginnin	gs (NB)							
6					_									
7					Оре	erating E	xpense	s Detail						
8														
10														
11						Year	-			: 7/1/23 - 6/30	0/24	Year 3	Year 4	TOTAL
12	Expenditure	Category	<u>/</u>		TERM	7/1/22 - 6	/30/23	Origina	ıl M	lodification	Revised	7/1/24 - 6/30/25	7/1/25 - 6/30/26	7/1/22 - 6/30/26
13	Rental of Pr	operty									_			
14	Utilities(Elec	, Water, 0	Gas, Pł	none, Garba	age)					\$3,825	\$3,825	\$3,825	\$3,825	\$11,475
	Office Suppl													
16	Building Mai	ntenance	Suppli	es and Rep	air					\$2,166	\$2,166	\$2,166	\$2,166	\$6,498
17	Printing and	Reproduc	ction											
18	Insurance													
19	Staff Trainin	g				\$	4,375		\$0	\$1,000	\$1,000	\$1,000	\$1,000	\$7,375
20	Staff Travel-	(Local & 0	Out of	Town)										-
21	Rental of Eq	uipment												
22	CONSULTANT	/SUBCONT	RACTO	R DESCRIPTI	VE TITLE									
23														
24					<del></del>									
25 26														
27					<del></del>									
	OTHER				<del></del>									
29	Emergency	Support F	or Clie	nts		\$7	5,971	\$53,	439	\$0	\$53,439	\$53,439	\$53,439	\$236,288
30	Support Gro					\$	1,200		\$0	\$0	\$0	\$0	\$0	\$1,200
31														
32														
33 34														
	-													
35	TOTAL OPE	RATING	EXPE	NSE		\$8	1,546	<b>\$53</b> ,	439	\$6,991	\$60,430	\$60,430	\$60,430	\$262,836
36														
37	HSA Opera	ing Expe	enses I	Detail										1/2/2024