



**SAN FRANCISCO
HUMAN SERVICES AGENCY**

Department of Benefits
and Family Support

Department of Disability
and Aging Services

Office of Early Care
and Education

P.O. Box 7988
San Francisco, CA
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London Breed
Mayor

Trent Rhorer
Executive Director

MEMORANDUM

TO: HUMAN SERVICES COMMISSION

THROUGH: TRENT RHORER, EXECUTIVE DIRECTOR

FROM: JOAN MILLER, DEPUTY DIRECTOR
ESPERANZA ZAPIEN, DIRECTOR OF CONTRACTS

DATE: JULY 22, 2022

SUBJECT: GRANT: FAMILY BUILDERS BY ADOPTION (NON-PROFIT) TO PROVIDE ADOPTION SERVICES

GRANT TERM: 7/1/22 – 6/30/26

DS
EL

GRANT AMOUNT:	<u>New</u>	<u>Contingency</u>	<u>Total</u>
	\$2,968,336	\$296,834	\$3,265,169

ANNUAL AMOUNT: \$742,084

<u>Funding Source</u>	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:	\$920,184	\$979,551	\$1,068,601	\$296,834	\$3,265,169

PERCENTAGE: 31% 33% 36%

The Department of Benefits and Family Support (BFS) requests authorization to enter into a grant with Family Builders by Adoption (FBBA) for the period of July 1, 2022 to June 30, 2026, in an amount of \$2,968,336 plus a 10% contingency for a new total grant amount not to exceed \$3,265,169. The purpose of the service is to provide adoption- and permanency-related services, including adoption recruitment and outreach, individualized permanency services, permanency coaching, RFA (Resource Family Approval) assessments and training, and family finding.

Background

HSA is licensed by the California Department of Social Services (CDSS), pursuant to Welfare and Institutions Code section 16100 to provide public adoption services in the county of San Francisco. Since 1996, the Department has pursued a public-private partnership to utilize resources from both sectors to improve the efficiency of the adoption process, thereby increasing the number of adoptive placements and finalizations. For the past 17 years, Family Builders by Adoption (FBBA) has partnered with HSA to provide a wide range of adoption and permanency services.

Services to be Provided

The Grantee will provide services in the following core areas:

A. Recruitment and Outreach

Maintain a recruitment phone line with services both in Spanish and English, and conduct outreach to identify appropriate prospective adoptive parents.

B. Child/Youth-Specific Permanency Services

Facilitate permanency services for youth, who range in age from birth to 17 and will be referred by HSA. Permanency services include Family Finding and Engagement services; documenting contacts and the quality of relationships; conducting connectedness mapping; providing family engagement and services for families with youth struggling with acceptance of sexual orientation / gender identity; and supporting and sustaining families.

C. Family Evaluations

Complete Family Evaluations for referred youth, which includes face-to-face interviews with prospective RFA families.

D. Pre-Approval RFA Training

Provide 1:1 preapproval, RFA training topics in the home.

E. Permanency Coaching

Individualized coaching to FCS protective services workers to improve skills and knowledge related to permanency for youth. Coaching will focus on the importance of permanency and permanency options and will inform discussions with family and other supportive adult connections.

F. Concurrent Planning

Preparation, training and support for Family Builders/Adoption SF resource families, to promote acceptance of placements of children in need of a First Home placement or children in active concurrent planning.

G. Adoptions

Engage with substitute care providers (relatives and foster parents) to facilitate their ability to become adoptive parents with full legal rights and responsibilities.

Services may be provided at SFHSA offices, at the facilities of partner agencies, in the field or in client homes, and at the Grantee's offices. Services will be provided during normal business hours and as needed for evenings and weekends.

Selection

Grantee was selected through Request for Proposals #972, which was competitively bid in February of 2022.

Funding

Funding for this grant is provided by City, State and Federal funds.

Attachments

Appendix A, Scope of Services

Appendix B, Budget

**Appendix A– Services to be Provided
Family Builders by Adoption
Adoption & Permanency Services
July 1, 2022 – June 30, 2026**

I. Purpose of Grant

The purpose of this grant is to provide services that promote permanency (reunification, guardianship, or adoption) for children and youth involved in the San Francisco child welfare system. Services include individual permanency services; family engagement and services for families with children / youth struggling with acceptance of sexual orientation / gender identity; working directly with youth, and consulting with Protective Services Workers; preparing and training families for concurrent planning; conducting family evaluations for SF FCS families.

Grantee will also provide recruitment, training and preparation of potential adoptive families.

II. Definitions

BINTI	A web-based resource portal for foster parents
CARBON	Contracts Administration, Billing and Reporting Online system
CCL	Community Care Licensing
CDSS	California Department of Social Services
CWS/CMS	California Child Welfare Services-Case Management System
CFT	Child and Family Team Meetings
FCS	Family and Children’s Services Division, Human Services Agency
FFE	Family Finding & Engagement
Family Evaluation	Component of RFA process that includes interviews of a potential Resource Family, to evaluate their family dynamics and strengths, and areas where more support or resources may be needed for more effective and quality parenting skills.
First Home Program	The First Home Program places newborn children into concurrent planning homes, with a goal of minimizing the number of placement changes that very young children experience. First Home Families require special training and screening to make sure they are committed to supporting the babies’ opportunities to reunify with their biological parents.
HSA	Human Services Agency, City and County of San Francisco
PAARP	Private Adoption Agency Reimbursement Program
RFA	Resource Families Approval: The process that a foster parent, relative, non-relative extended family member, or adoptive home must complete to be considered for potential placement of a child, youth or NMD (non-minor dependents from 18-21 years)
Relational permanency	The experience of having positive, loving, trusting and nurturing relationships with people important to the child
SOGIE	Sexual Orientation, Gender Identity and Expression
Permanency	Legal Permanency - Family Reunification; Legal Guardianship; Adoption Relational Permanency - Lifelong, supportive, loving adult connections

III. Target Population

- A. Prospective San Francisco Resource Families

- B. Dependents (children / youth) of San Francisco County in need of Permanency.

The Grantee must be prepared to serve any child / youth between the ages of 0 and 17, although most will be under the age of 16.

IV. Description of Services

Both parties agree to meet quarterly, as needed, to review progress towards goals and address any evolving issues.

A. Recruitment and Outreach

1. Maintain a toll-free recruitment/intake phone line with services available in Spanish and English.

2. Conduct grassroots outreach, social media, traditional media and other forms of outreach as appropriate in order to identify appropriate prospective adoptive parents, including First Home families.

B. Child/Youth-Specific Individualized Permanency Services

Facilitate permanency services for youth, who range in age from birth to 17 and will be referred by HSA. Permanency services include Family Finding and Engagement services, which includes discovery and exploration of files and records; documenting contacts and the quality of relationships; conducting connectedness mapping and engagement via phone, in-person interviews, and family team meetings; family engagement and services for families with children / youth struggling with acceptance of sexual orientation / gender identity; and supporting and sustaining families.

C. Family Evaluations

Complete Family Evaluations for referred children/ youth, in accordance with CDSS written directives. This may include: Face-to-face interviews (conducted within the home) with prospective RFA families (initial interview completed by FCS RFA staff prior to referral). Evaluations will be completed within 60 days of the date they are assigned in Binti. (FCS will make every effort to make the referral the same day or the next business day as when the RFA application is signed.)

D. Pre-Approval RFA Training

Upon request, and when appropriate, based on caregiver need, Grantee will provide 1:1 preapproval, RFA training topics in the home. Pre-Approval RFA training topics and curriculum will adhere to current requirements as outlined in current CDSS RFA Written Directives. Training sessions will be provided as needed to families who are unable to attend group training. HSA will provide the current curriculum.

E. Permanency Coaching

1. Individualized coaching to FCS protective services workers to improve skills and knowledge related to permanency for youth. Coaching will focus on the importance of permanency and permanency options and will inform discussions with family and other

ay include identification of permanency goals, exploration of permanency options with specific steps to promote Family Finding and/or Engagement, and/or case plan development for individualized 1-on-1 services.

2. Coaching may also prepare FCS protective services workers for Child and Family Team meetings (CFTs).
3. Provide other permanency coaching services including facilitating permanency team meetings and meetings with caregivers as a component of FFE.
4. Participate in CFTs and Administrative Reviews as a consultant to the panel, as staffing capacity permits.

F. Concurrent Planning

Preparation, training and support for Family Builders/Adoption SF resource families, to promote acceptance of placements of children in need of a First Home placement or children in active concurrent planning. Families will be prepared to support and facilitate (but not directly provide) visitation.

G. Adoptions

Engage with substitute care providers (relatives and foster parents) to facilitate their ability to become adoptive parents with full legal rights and responsibilities. Grantee may make direct claims to the Private Adoption Agency Reimbursement Program for reimbursement for adoptions they have completed for formerly court-dependent youth, to the extent allowed by law, for costs not included in this contract.

Grantee will give 100% of SF residents (individuals or families) who express interest in adopting a child the right to apply.

V. Location and Time of Services

Services may be provided at SFHSA offices, at the facilities of partner agencies, in the field or in client homes, and at the Grantee's offices. Services will be provided during normal business hours and as needed for evenings and weekends.

VI. Service Objectives

During each year of the grant period, Grantee will report on progress towards achievement of the following service objectives. Service Objectives are annual goals unless specified.

- A. Accept RFA referrals and complete Family Evaluations for a minimum of **75 families**.
- B. Convene and facilitate one-on-one training home-based sessions for families as needed.
- C. Provide individualized 1-on-1 Permanency Services, including family finding and engagement, to a minimum of **75 children / youth**.
- D. Conduct / participate in a minimum of **100 CFTs and Administrative Reviews** (this is a component of individualized permanency services)
- E. Provide a minimum of **20 Coaching sessions** with FCS workers.
- F. Maintain a pool of at least **25 families who have been certified and approved** for foster care and adoption (Adopt SF exclusive for 90 days).

VII. Outcome Objectives

During each year of the granted period, Grantee will report on progress towards achievement of the following outcome objectives. Outcome Objectives are annual goals unless specified.

- A. **75%** of referred families will complete the Family Evaluation within 60 days of referral.
- B. **75%** of the Resource Families referred to 1:1 Pre-Approval RFA Training will complete the RFA training series. (Does not include families who self-withdraw or who have their referral rescinded by the county).
- C. **A minimum of 80%** of children/ youth who received Individualized Permanency Services will have identified 5 supportive adult connections (relative/Non-relative)
- D. A minimum of **12 children / youth** will exit foster care to permanent, legal homes (i.e. family reunification, guardianship, adoptive homes).
- E. A minimum of **10 children/youth** will achieve relational permanency.
- F. At any given point in time, a minimum of **25 families** will be prepared, willing and able to receive placement of children from the First Home Program and or children in active concurrent planning
- G. FCS workers will rate permanency coaching services satisfaction at least 3 on of a 5-point scale. (FCS will facilitate this evaluation)

VIII. Grantee Responsibilities

- A. Ensure that all known or suspected instances of child abuse and neglect are reported as required by law. Employees are mandated reporters for suspected child abuse or neglect.
- B. Ensure all employees of this grant are TB tested and retain information on tests in their personnel files in accordance with local, state and federal requirements.
- C. Conduct criminal background checks on all employees and arrange to receive subsequent criminal notifications if an employee is convicted of a crime during the time of his or her employment.
- D. Be familiar with FCS practices and policies such as the California Core Practice model. Information on the CPM can be found here:
<https://calswec.berkeley.edu/programs-and-services/child-welfare-service-training-program/core-practice-model>
- E. Grantee will enter relevant data into the BINTI RFA database.
- F. HSA is licensed by CDSS pursuant to Welfare and Institutions Code Section 16100 to provide public adoption services. In order to provide adoption services required by CDSS, HSA will ensure that its Grantee delivers the services described above and achieves the service and outcome objectives. The Grantee will provide services as required by State Laws, CCL regulations and Adoption regulations as they pertain to county adoption services.
- G. This grant will not include any costs which are reimbursable by the PAARP (Private Adoption Agency Reimbursement Program). This agreement does not limit the private agency in applying for PAARP for any adoption services that are performed outside the specific terms of this grant.

- I. HSA and the Grantee will ensure that no San Francisco families recruited under this grant will be charged a fee to adopt a child from the foster care system.
- J. Grantee will achieve CDSS adoptions and RFA standards/guidelines in conjunction with HSA.

IX. Grantor Responsibilities

- A. FCS will make referrals requesting completion of Family Evaluations by Grantee on the same day or the next business day as dated by prospective RFA applicant signature.
- B. HSA will collaborate and align other recruitment efforts, wherever possible with Grantee
- C. HSA will facilitate access to office for interviewing, training and collaborative project meeting space.
- D. HSA will identify and provide profiles on all FCS children ready for foster-adoption and provide criteria for children entering adoption planning. Profiles will also be provided for children who may be identified as appropriate for foster-adopt.
- E. HSA will provide photos and descriptive information/profiles on FCS children for child-specific recruitment activities for the Grantee to develop profiles.
- F. HSA will obtain court orders for child-specific recruitment, when appropriate.
- G. HSA will retain responsibility for accepting or rejecting approved homes for use by FCS.
- H. HSA will continue to provide mandated case management services for San Francisco children. Mandated case management services will be provided for San Francisco children placed out of the region by HSA or through a courtesy agreement with the county where the child is placed.
- I. HSA will retain authority to match children while allowing the Grantee to make suggestions on potential matches.
- J. HSA will have exclusive use of the Grantee's First Home family evaluations (25) for 90 days. After 90 days, families can request release from the project for expanded search for matching with children outside San Francisco County. HSA is given first consideration to Adoption SF families for placement before other families are considered.
- K. HSA will provide access to records for file mining and permanency work for identified youth, as permitted by law, including access to CWS/CMS
- L. HSA will conduct satisfaction surveys of FCS workers participating in coaching sessions. All HSA workers receiving coaching services will be provided a satisfaction survey. **85%** will indicate satisfaction with the services they receive.
- M. HSA will provide the curriculum for RFA training.

IX. Reporting Requirements

- A. Grantee shall submit monthly and quarterly reports on a template approved by the FCS Analyst during the Grant term, and uploaded to CARBON.
- B. The quarterly report will include, but not be limited to, a summary of progress towards achieving grant activities per reporting period as well as cumulatively for the grant year to date, for each service and outcome objective listed in Section IV, Description of Services; Section VI, Service Objectives; and Section VII, Outcome Objectives. The quarterly report will also include highlights of accomplishments (including client vignettes and success stories), as well an overview of service delivery and program opportunities and challenges.
- C. Annual Report: Grantee shall submit a final report covering the period beginning July 1 and ending June 30 of each program year covered by the grant. This report shall provide cumulative results for each objective as outlined above and shall include demographic information. The annual report may be substituted for the final quarterly report.
- D. Reports are due 30 days after the close of the reporting period.
- E. Grantee will develop and use a data tracking system that is secure, electronic, and allows for reporting of service objectives and outcomes as identified in VI and VII.
- F. Supporting documentation for reports submitted will be maintained by grantee.
- G. For coaching sessions, grantee will capture number of coaching sessions provided to PSWs and a brief summary of activities.
- H. The reports will also be submitted electronically to the following staff:

Johanna Gendelman
Contracts Manager
Johanna.Gendelman@sfgov.org

Casey Schutte
Program Analyst
Casey.Schutte@sfgov.org

XI. Monitoring Activities

- A. Program Monitoring: Program monitoring will include (1) Direct observation of services to evaluate program quality (2) Review of documentation to demonstrate completion of service and outcome objectives. Program monitoring may also include surveys and interviews with clients, county social workers, and other service providers regarding their experiences with the program's services.
- B. Fiscal Compliance and Contract 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, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM														
Family Builders By Adoption					Term		FY 2022-2026							
(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>														
If modification, Effective Date of Mod. No. of Mod.														
Program: Adoption & Permanency Services					Adoption Recruitment & Outreach	Permanency-Coaching	Family Finding	RFA	Adoption Recruitment & Outreach	Permanency-Coaching	Family Finding	RFA		
Budget Reference Page No.(s)		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		
Program Term		Total				Total				Total	Total	Grand total		
Expenditures														
Salaries & Benefits		\$ 15,093	\$ 36,410	\$ 406,565	\$ 125,997	\$ 584,065	\$ 15,093	\$ 36,410	\$ 406,565	\$ 125,997	\$ 584,065	\$ 584,065	\$ 584,065	\$ 2,336,259
Operating Expense		\$ 5,371	\$ 16,312	\$ 68,552	\$ 20,030	\$ 110,264	\$ 5,371	\$ 16,312	\$ 68,552	\$ 20,030	\$ 110,264	\$ 110,264	\$ 110,264	\$ 441,056
Subtotal		\$ 20,464	\$ 52,722	\$ 475,116	\$ 146,027	\$ 694,329	\$ 20,464	\$ 52,722	\$ 475,117	\$ 146,027	\$ 694,329	\$ 694,329	\$ 694,329	\$ 2,777,315
Indirect Percentage (%)		7%	7%	7%	7%	7%	7%	7%	7%	7%	7%	7%	7%	7%
Indirect Cost (Line 16 X Line 15)		1,392	3,585	32,849	9,930	47,755	1,392	3,585	32,849	9,930	47,755	47,214	47,214	\$ 189,939
Capital Expenditure														
Total Expenditures		\$ 21,855	\$ 56,307	\$ 507,965	\$ 155,957	\$ 742,084	\$ 21,855	\$ 56,307	\$ 507,966	\$ 155,957	\$ 742,084	\$ 742,084	\$ 742,084	\$ 2,968,336
HSA Revenues														
General Fund						\$ 230,046					\$ 230,046	\$ 230,046	\$ 230,046	\$ 920,184
State						\$ 244,888					\$ 244,888	\$ 244,888	\$ 244,888	\$ 979,551
Federal						\$ 267,150					\$ 267,150	\$ 267,150	\$ 267,150	\$ 1,068,601
* Due to size, yrs 3&4 compressed														
TOTAL HSA REVENUES		\$ 21,855	\$ 56,307	\$ 507,965	\$ 155,957	742,084	\$ 21,855	\$ 56,307	\$ 507,966	\$ 155,957	742,084	742,084	\$742,084	\$ 2,968,336
Other Revenues														
Total Revenues		\$ 21,855	\$ 56,307	\$ 507,965	\$ 155,957	742,084	\$ 21,855	\$ 56,307	\$ 507,966	\$ 155,957	\$742,084	\$ 742,084	\$ 742,084	\$ 2,968,336
Prepared by:		Telephone No.:				Date:								
HSA-CO Review Signature:														
HSA #1														

Program Name: Adoption and Re
(Same as Line 9 on HSA #1)

Operating Expense Detail

Expenditure Category	Adoption Recruitment & Outreach	Permanency-Coaching	Family Finding	FA Assessments	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
	7/1/22-6/30/23					7/1/23-6/30/24	7/1/24-6/30/25	7/1/25-6/30/26	TERM 2022-2026
Rental of Property	1,600	6,000	25,040	7,360	40,000	40,000	40,000	40,000	160,000
Utilities(Elec, Water, Gas, Phone, Scavenger)	192	720	3,005	883	4,800	4,800	4,800	4,800	19,200
Office Supplies, Postage	72	270	1,127	331	1,800	1,800	1,800	1,800	7,200
Building Maintenance Supplies and Repair					0	0	0	0	
Printing and Reproduction	12	45	188	55	300	300	300	300	1,200
Insurance	272	1,020	4,256	1,251	6,799	6,799	6,799	6,799	27,196
Staff Training	32	120	501	147	800	800	800	800	3,200
Staff Recruitment	60	225	939	276	1,500	1,500	1,500	1,500	6,000
Staff Travel-(Local & Out of Town)	1,120	4,200	17,528	5,152	28,000	28,000	28,000	28,000	112,000
Rental of Equipment					0	0	0	0	
CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE									
OTHER									
Accounting, Consultant, Tax , License	360	1,350	5,634	1,656	9,000	9,000	9,000	9,000	36,000
Computer Support	280	1,050	4,382	1,288	7,000	7,000	7,000	7,000	28,000
Dues & Membership	112	420	1,753	515	2,800	2,800	2,800	2,800	11,200
Family Recruitment/Social Media Marketing	1,000	0	0	0	1,000	1,000	1,000	1,000	4,000
Miscellaneous Program & G&A	49	104	913	149	1,215	1,215	1,215	1,215	4,860
Accrediation	10	38	156	46	250	250	250	250	1,000
Support Services	200	750	3,130	920	5,000	5,000	5,000	5,000	20,000
TOTAL OPERATING EXPENSE	5,371	16,312	68,552	20,030	110,264	110,264	110,264	110,264	441,056

HSA #3

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