



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: JESSICA MATEU-NEWSOME, INTERIM DEPUTY DIRECTOR
 JOHN TSUTAKAWA, DIRECTOR OF CONTRACTS *JKJ*

DATE: SEPTEMBER 27, 2018

SUBJECT: GRANT MODIFICATIONS: **SENECA FAMILY OF AGENCIES** (NON-PROFIT) TO INCREASE FUNDING TO VISITATION AND TRANSPORTATION SERVICES AT FIRST STOP (FS) AND DECREASE TO EAST BAY VISITATION PROGRAM (EBVP)

	<u>Current</u>	<u>Modification</u>	<u>Revised</u>	<u>Contingency</u>	<u>Total</u>
GRANT TERM:	7/1/17- 6/30/20	7/1/18- 6/30/20			
FS AMOUNT:	\$1,083,781	\$200,000	\$1,283,781	\$108,381	\$1,392,162
EBVP AMOUNT:	\$1,769,038	-\$200,000	\$1,569,038	\$156,903	\$1,725,941
FS ANNUAL AMOUNT:	<u>FY17/18</u> \$355,337	<u>FY 18/19</u> \$464,222	<u>FY 19/20</u> \$464,222		\$1,392,162
FS Funding Source	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:	\$205,405	\$487,837	\$590,539	\$108,381	\$1,392,162
PERCENTAGE:	16%	38%	46%		100%

The Department of Human Services (DHS) requests authorization to modify the grant agreement with Seneca Family of Agencies (Seneca) for the time period beginning July 1, 2018 ending on June 30, 2020, in the additional amount of \$200,000 plus a 10% contingency for a revised total amount not to exceed \$1,392,162. The purpose of the grant is to help families follow court orders for visitation by providing transportation to and supervision during visitation meetings.

Background

The First Stop Visit Center is a community-based visitation program that is a critical component of HSA's visitation services, supporting reunification services and permanency plans for children in out-of-

home placement in the child welfare system. First Stop was established in 2009 through a contract with Seneca Center. The center facilitates court-mandated visits that must occur within the first five calendar days that a child is separated from their family. First Stop also offers direct visitation, supervision, and also provides a centralized referral system for scheduling ongoing visits for families receiving reunification services to the Family Resource Centers (FRC). This grant expands the triage to include additional visitation locations, including out-of-county sites as identified by HSA.

Services to be Provided

Additional funding in the modification provides First Stop with a permanent additional visitation counselor. Visitation counselors provide direct supervision of a child during a visit to keep the child safe, provide support to the parent and child, and intervene in the family's interactions to promote safe parentings. The additional visitation counselor ensures each family receives timely visits with their children. However, this is not a new staff position and this position has been funded for the past few years from savings generated from the WRAP program.

As you may recall last year, the Commission approved Seneca to operate a visitation program in the East Bay. The East Bay program has now been in full operation for one full year and the Department realized actual costs to that program had been over estimated, mostly due to the unique cost-sharing agreement with Contra Costa County. The decision was made to 'right-size' each visitation program so there is no overall cost increase or programmatic changes associated with this modification.

The First Stop program continues to reach capacity for families routinely. Families report satisfaction with both staff and the service. At times, there can often be administrative and programmatic delays in transitioning families from visiting at First Stop to a neighborhood Family Resource Centers (FRC), which can lead to families staying at First Stop longer than anticipated. The visitation work group, comprised of county staff, First Stop and community partners meets monthly to provide policy, program and guidelines to improve the quality and flow of visitation.

Selection

Grantee was selected through Request for Proposals (RFP) #735, which was competitively bid in February 2017.

Funding

Funding for this grant is one year only and provided by a combination of City and County General Fund, State and Federal funding.

ATTACHMENTS

Appendix B-1 – Program Budget, First Stop

Appendix B-2 – Program Budget, East Bay Visitation Program

	A	B	C	D	E	F	G			
1	HUMAN SERVICES AGENCY CONTRACT BUDGET SUMMARY BY PROGRAM						Appendix B-1, Page 1			
2							Document Date: 7/1/2018			
3							Name		Grant Term	
4							Seneca Family of Agencies		2017-2020	
5	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>									
6	If modification, Effective Date of Mod. 7/1/2018 No. of Mod. #1									
7	Program: First Stop: Visitation and Transportation Services									
8	Budget Reference Page No.(s)									
9	Program Term		Revised		Revised		Total			
10		FY 17/18	FY 18/19	FY 18/19	FY 19/20	FY 19/20				
11	Expenditures									
12	Salaries & Benefits	282,328	288,985	355,378	288,985	355,378	993,084			
13	Operating Expense	32,130	33,333	55,438	33,333	55,438	143,006			
14	Subtotal	314,458	322,318	410,816	322,318	410,816	1,136,090			
15	Indirect Percentage (%)	13%	13%	13%	13%	13%	13%			
16	Indirect Cost (Line 16 X Line 15)	40,879	41,902	53,406	41,902	53,406	147,691			
17	Capital Expenditure									
18	Total Expenditures	355,337	364,220	464,222	364,220	464,222	1,283,781			
19	HSA Revenues									
20	General Fund	56,854	58,275	74,276	58,275	74,276	205,406			
21	State	135,028	138,404	176,404	138,404	176,404	487,836			
22	Federal	163,455	167,541	213,542	167,541	213,542	590,539			
23										
24										
25										
26										
27										
28										
29	TOTAL HSA REVENUES	355,337	364,220	464,222	364,220	464,222	1,283,781			
30	Other Revenues									
31										
32										
33										
34										
35										
36	Total Revenues	0	0		0		0			
37										
38	Prepared by: Janet Briggs, CFO		Telephone No.: 510-300-6325			Date 1/18/2018				
39	HSA-CO Review Signature: _____									
40	HSA #1									
41							39,401			

	A	B	C	D	E	F	G	H	I	J	K
1											Appendix B-1, Page 2
2											Document Date: 9/1/18
3											
4	Program Name: Visitation and Transportation Services										
5	(Same as Line 9 on HSA #1)										
6											
7	Salaries & Benefits Detail										
8											
9											
10											
11											
		Agency Totals		For HSA Program		For DHS Program	For DHS Program	For DHS Program	For DHS Program	For DHS Program	TOTAL
	POSITION TITLE	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	7/1/2017 to 6/30/2020
12											
13	Program Director	\$93,117	100%	5%	20%	\$4,500	\$4,500	\$18,623	\$4,500	\$18,623	\$41,746
14	Program Supervisor	\$61,998	100%	50%	50%	\$32,500	\$32,500	\$30,999	\$32,500	\$30,999	\$94,498
15	Visitation Coordinator	\$47,523	100%	50%	100%	\$24,960	\$24,960	\$47,523	\$24,960	\$47,523	\$120,006
16	Visitation Counselor	\$46,376	100%	100%	100%	\$46,956	\$49,304	\$46,376	\$49,304	\$46,376	\$139,708
17	Visitation Counselor	\$46,376	100%	100%	100%	\$46,956	\$49,304	\$46,376	\$49,304	\$46,376	\$139,708
18	Visitation Counselor	\$45,900	100%	50%	50%	\$23,478	\$24,065	\$22,950	\$24,065	\$22,950	\$69,378
19	Visitation Counselor	\$46,376	100%	100%	100%	\$0	\$0	\$46,376	\$0	\$46,376	\$92,752
20	Program Assistant	\$45,645	100%	50%	50%	\$44,720	\$44,720	\$22,823	\$44,720	\$22,823	\$90,366
21											\$0
22											\$0
23											\$0
24											\$0
25											\$0
26											\$0
27											\$0
28											\$0
29	TOTALS		8.00	5.05	5.70	\$224,070	\$229,353	\$282,046	\$229,353	\$282,046	\$788,162
30											
31	FRINGE BENEFIT RATE	26%									
32	EMPLOYEE FRINGE BENEFITS					\$58,258	\$59,632	\$73,332	\$59,632	\$73,332	\$204,922
33											
34											
35	TOTAL SALARIES & B	\$0				\$282,328	\$288,985	\$355,378	\$288,985	\$355,378	\$993,084
36	HSA #2										11/15/2007

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1											Appendix B-1, Page 3				
2											Document Date: 9/1/18				
3															
4	Program Name: Visitation at														
5	(Same as Line 9 on HSA #1)														
6															
7	Operating Expense Detail														
8															
9															
10															
11											Revised	Revised	TOTAL		
12	Expenditure Category	TERM	1/2017-6/30/2018	7/1/2018-6/30/2019	7/1/2018-6/30/2019	7/1/2019-6/30/2020	7/1/2019-6/30/2020	\$	-						
13	Rental of Property	County-leased	County-leased	County-leased	County-leased	County-leased	County-leased	\$	-						
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$0	\$0	\$0	\$0	\$0	\$0	\$	0						
15	Office Supplies, Postage	\$3,150	\$3,150	\$3,150	\$3,150	\$3,150	\$3,150	\$	9,450						
16	Janitorial and minor repairs	\$1,800	\$1,800	\$16,600	\$1,800	\$16,600	\$1,800	\$	35,000						
17	Printing and Reproduction	\$0	\$0	\$0	\$0	\$0	\$0	\$	0						
18	Insurance	\$0	\$0	\$0	\$0	\$0	\$0	\$	0						
19	Staff Training	\$865	\$865	\$1,000	\$865	\$1,000	\$865	\$	2,865						
20	Staff Travel-(Local & Out of Town)	\$1,690	\$1,690	\$1,000	\$1,690	\$1,000	\$1,690	\$	3,690						
21	Rental of Equipment								0						
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE														
23	Consultant to review and approve clincial notes										\$4,500	\$4,500	\$	9,000	
24													\$	0	
25													\$	0	
26													\$	0	
27													\$	0	
28	OTHER												\$	0	
29	telecommunication	\$4,095	\$4,095	\$4,680	\$4,095	\$4,680	\$4,095	\$	13,455						
30	Child and Family Engagement Supplies	\$2,900	\$2,900	\$2,900	\$2,900	\$2,900	\$2,900	\$	8,700						
31	Vehicle Operating	\$17,630	\$18,833	\$21,608	\$18,833	\$21,608	\$18,833	\$	60,846						
32	Expendable Equipment (Small Furniture Item)	\$0	\$0	\$0	\$0	\$0	\$0	\$	0						
33															
34	TOTAL OPERATING EXPENSE	\$32,130	\$33,333	\$55,438	\$33,333	\$55,438	\$33,333	\$	143,006						
35															
36	HSA #3													11/16/2007	

	A	B	C	D	E	F	G
1	HUMAN SERVICES AGENCY CONTRACT BUDGET SUMMARY BY PROGRAM						
2							
3							
4							
5	Contractor's Name			Contract Term			
6	Seneca Family of Agencies			2017-2020			
7	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>						
8	If modification, Effective Date of Mod. 7/1/2018 No. of Mod. #1						
9	Program: East Bay Visitation						
10	Budget Reference Page No.(s)			Revised		Revised	
11	Program Term	FY 17/18	FY 18/19	FY 18/19	FY 19/20	FY 19/20	Total
12	Expenditures						
13	Salaries & Benefits	\$353,365	\$353,365	\$308,439	\$353,365	\$308,439	\$970,246
14	Operating Expense	\$168,475	\$168,475	\$124,907	\$168,475	\$124,907	\$418,289
15	Subtotal	\$521,840	\$521,840	\$433,346	\$521,840	\$433,346	\$1,388,532
16	Indirect Percentage (%)	13%	13%	13%	13%	13%	
17	Indirect Cost (Line 16 X Line 15)	\$67,838	\$67,840	\$56,334	\$67,840	\$56,334	\$180,506
18	Capital Expenditure						
19	Total Expenditures	\$589,678	\$589,680	\$489,680	\$589,680	\$489,680	\$1,569,038
20	HSA Revenues						
21	General Fund	\$76,658	\$76,658	\$63,659	\$76,658	\$63,659	\$203,976
22	State	\$235,872	\$235,872	\$195,872	\$235,872	\$195,872	\$627,616
23	Federal	\$277,148	\$277,148	\$230,149	\$277,148	\$230,149	\$737,446
24							
25							
26							
27							
28							
29	TOTAL HSA REVENUES	\$589,678	\$589,678	\$489,680	\$589,678	\$489,680	\$1,569,038
30	Other Revenues						
31							
32							
33							
34							
35							
36	Total Revenues	\$0.00	\$0.00		\$0.00		\$0.00
37							
39	Prepared by: Brian Shillcock, Asst. Dir. Of Accounting Telephone No.: 510-300-643						Date: 4/17/2018
40	HSA-CO Review Signature: _____						
41							

	A	B	C	D	E	F	G	H	I	J	K
1									Appendix B-2, Page 2		
2									Document Date: 9/1/18		
3											
4	Program Name: East Bay Visitation Center										
5	(Same as Line 9 on HSA #1)										
6											
7	Salaries & Benefits Detail										
8											
9											
10											
11						7/1/2017-6/30/201	7/1/2018-6/30/2019	1/2018-6/30/20	7/1/2019-6/30/2020	1/2018-6/30/2019	
12		Agency Totals		For HSA Program		For DHS Program	For DHS Program		For DHS Program		TOTAL
	POSITION TITLE	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	Budgeted Salary	Modified	Budgeted Salary	Modified	7/1/2017 to 6/30/2020
13	Regional Executive Director	\$145,000	100%	3%	3%	\$4,350	\$4,350	\$4,350	\$4,350	\$4,350	\$13,050
14	Program Director	\$90,000	100%	14.6%	14.6%	\$13,140	\$13,140	\$13,140	\$13,140	\$13,140	\$39,420
15	Clinical Supervisor	\$75,000	100%	1.5%	0.0%	\$0	\$0	\$0	\$0	\$0	\$0
16	Program Supervisor	\$65,000	100%	30%	76%	\$50,000	\$50,000	\$49,400	\$50,000	\$49,400	\$148,800
17	Visitation Clinician	\$56,000	100%	15%	0%	\$0	\$0	\$0	\$0	\$0	\$0
18	Visitation Counselor	\$49,920	100%	58%	58%	\$28,954	\$28,954	\$28,954	\$28,954	\$28,954	\$86,862
19	Visitation Counselor	\$44,720	100%	58%	58%	\$25,938	\$25,938	\$25,938	\$25,938	\$25,938	\$77,814
20	Visitation Counselor	\$44,720	100%	58%	58%	\$25,938	\$25,938	\$25,938	\$25,938	\$25,938	\$77,814
21	Visitation Counselor	\$44,720	100%	58%	58%	\$25,938	\$25,938	\$25,938	\$25,938	\$25,938	\$77,814
22	Visitation Counselor	\$44,720	100%	58%	0%	\$25,938	\$25,938	\$0	\$25,938	\$0	\$25,938
23	Visitation Counselor	\$44,720	100%	58%	58%	\$25,938	\$25,938	\$25,938	\$25,938	\$25,938	\$77,814
24	Transportation Counselor	\$44,720	100%	30%	30%	\$13,416	\$13,416	\$13,416	\$13,416	\$13,416	\$40,248
25	Family Partner	\$45,000	100%	58%	11%	\$5,125	\$5,125	\$4,950	\$5,125	\$4,950	\$15,025
26	Program Assistant	\$44,720	100%	40%	40%	\$17,888	\$17,888	\$17,888	\$17,888	\$17,888	\$53,664
27	Program Assistant	\$44,720	100%	40%	20%	\$17,888	\$17,888	\$8,944	\$17,888	\$8,944	\$35,776
28	TOTALS		14.00	5.77	4.82	\$280,449	\$280,449	\$244,794	\$280,449	\$244,794	\$770,037
29											
30	FRINGE BENEFIT RATE	26%									
31	EMPLOYEE FRINGE BENEFITS					\$72,917	\$72,917	\$63,646	\$72,917	\$63,646	\$200,209
32											
33											
34	TOTAL SALARIES & BENEFITS	\$0				\$353,365	\$353,365	\$308,439	\$353,365	\$308,439	\$970,246
35	HSA #2										5/7/2018

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1															
2															
3	Program Name: East Bay Visitor										Appendix B-2, Page 3				
4	(Same as Line 9 on HSA #1)										Document Date: 9/1/18				
5															
6		Operating Expense Detail										modified			
7															
8	Expenditure Category	TERM	7/1/2017-6/30/2018	7/1/2018-6/30/2019	7/1/2019-6/30/2020	7/1/2019-6/30/2020	7/1/2019-6/30/2020	1/0/00							TOTAL
9	Rental of Property		\$26,975	\$26,975	\$18,000	\$26,975	\$18,000	\$						\$	62,975
10	Facility Interest for bldg. owned		\$8,000	\$8,000	\$9,600	\$8,000	\$9,600	\$						\$	27,200
11	Utilities(Elec, Water, Gas, Phone, Scaven		\$18,800	\$18,800	\$13,200	\$18,800	\$13,200	\$						\$	45,200
12	Office Supplies, Postage		\$4,500	\$4,500	\$4,500	\$4,500	\$4,500	\$						\$	13,500
13	Building Maintenance Supplies and Repai		\$33,055	\$33,055	\$18,000	\$33,055	\$18,000	\$						\$	69,055
14	Printing and Reproduction		\$0	\$0		\$0	\$0	\$						\$	-
15	Insurance		\$0	\$0		\$0	\$0	\$						\$	-
16	Staff Training		\$1,305	\$1,305	\$800	\$1,305	\$800	\$						\$	2,905
17	Staff Travel-(Local & Out of Town)		\$22,624	\$22,624	\$12,000	\$22,624	\$12,000	\$						\$	46,624
18	Rental of Equipment		\$3,145	\$3,145	\$0	\$3,145	\$0	\$						\$	3,145
19	Depreciation Expense		\$10,000	\$10,000	\$10,800	\$10,000	\$10,800	\$						\$	31,600
20	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE						\$0	\$						\$	-
21							\$0	\$						\$	-
22							\$0	\$						\$	-
23	OTHER						\$0	\$						\$	-
24	Telephone		\$6,221	\$6,221	\$6,157	\$6,221	\$6,157	\$						\$	18,535
25	Child and Family Engagement Supplies		\$5,850	\$5,850	\$5,850	\$5,850	\$5,850	\$						\$	17,550
26	Staff Recruitment		\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$						\$	3,000
27	Government Fees (Property Taxes for Bldg		\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$						\$	12,000
28	Expendable Equipment (Small Furniture It		\$23,000	\$23,000	\$21,000	\$23,000	\$21,000	\$						\$	65,000
29							\$0	\$						\$	-
30	TOTAL OPERATING EXPENSE		\$168,475	\$168,475	\$124,907	\$168,475	\$124,907	\$						\$	418,289
31															
32	HSA #3														5/7/2018

8