



**SAN FRANCISCO
HUMAN SERVICES AGENCY**

Department of Benefits
and Family Support

Department of Disability
and Aging Services

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



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:	MAY 19, 2023				
SUBJECT:	NEW GRANT: HUCKLEBERRY YOUTH SERVICES (NON-PROFIT) FOR THE PROVISION OF CRISIS INTERVENTION AND CASE MANAGEMENT SERVICES FOR COMMERCIALY SEXUALLY EXPLOITED CHILDREN/YOUNG ADULTS (CSEC/YA)				
GRANT TERM:	7/1/23-6/30/28				
GRANT AMOUNT:	<u>New</u>	<u>Contingency</u>	<u>Total</u>		
	\$2,831,160	\$283,116	\$3,114,276		
ANNUAL AMOUNT:	\$566,232				
Funding Source	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:	\$622,855	\$1,019,217	\$1,189,087	\$283,116	\$3,114,276
PERCENTAGE:	22%	36%	42%		100%

DS
ET

The Department of Benefits and Family Support (BFS) requests authorization to enter into a grant with Huckleberry Youth Programs for the period of beginning July 1, 2023 and ending on June 30, 2028, in an amount of \$2,831,160 plus a 10% contingency for a total amount not to exceed \$3,114,276. The purpose of the grant is to provide crisis intervention, advocacy and case management services to commercially sexually exploited children and young adults.



**SAN FRANCISCO
HUMAN SERVICES AGENCY**

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

Background

Through SB 855, the California Welfare and Institutions Code (WIC), section 300, clarified that commercially sexually exploited children (CSEC) whose parents or guardians failed or were unable to protect them may fall within the jurisdiction of section 300, and be adjudged as dependents of the juvenile court. In 2014, the Legislature also amended the WIC (commencing with section 16524.6) to establish a state-funded county CSEC Program to be administered by the California Department of Social Services (CDSS) that counties may opt to participate in. San Francisco has opted in and recognizes that CSEC is a form of child abuse.

With community partners and other City agencies, FCS created an interagency protocol to serve CSEC in 2015. At the heart of the protocol was a call for early intervention and advocacy services when CSEC/YA victims are identified. With funding identified by the Mayor's office to pilot this project, the Department issued an RFP to provide these services. A pilot program was launched with Huckleberry Youth Programs in November 2015. The services went to 24/7 availability on March 1, 2016. Huckleberry has been awarded the past 3 Request for Approvals and has consistently provided the services since the pilot.

Services to be Provided

Grantee staff will continue to provide a coordinated response, with Family and Children's Services (FCS) and other community partners, to CSEC, referred either by the hotline or by case carrying workers. They will provide trauma-informed, strength-based, relationship-driven crisis intervention and case management services, designed to stabilize and engage youth with services.

The Grantee will also provide education, training and support to all adults working with CSEC, including caregivers, foster family agencies, detention centers, schools, etc.

For more specific information regarding services to be provided, please refer to the attached Appendix A.



SAN FRANCISCO
HUMAN SERVICES AGENCY

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

Selection

Grantee was selected through Request for Proposals 1034, which was competitively bid in February 2023.

Funding

This grant is supported by a mixture of funds: local general fund from the Department of Children Youth & Families (DCYF), Federal Funds and the State CSEC allocation.

ATTACHMENTS

Appendix A - Scope of Services to be Provided
Appendix B – Program Budget

Appendix A: Services to be Provided
Crisis Intervention and Case Management for Commercially Sexually Exploited
Children/Young Adults
July 1, 2023 - June 30, 2028

I. Purpose of Grant

The purpose of the grant is to provide crisis intervention services, advocacy, prevention services and ongoing case management for commercially sexually exploited children and young adults (CSEC/YA) and children and youth at risk for exploitation.

II. Definitions

AB 12	Youth, ages 18-21 who have opted to continue to receive Child Welfare Services
AWOL	Absent Without Official Leave from Foster Care placement
Culturally Responsive	The ability of individuals and systems to respond respectfully and effectively to people of all cultures, classes, races, ethnic backgrounds, sexual orientations, and faiths or religions in a manner that recognizes, affirms, and values the worth of individuals, families, tribes, and communities, and protects and preserves the dignity of each.
CARBON	Contracts Administration, Reporting, and Billing Online
CSEC	Commercially Sexually Exploited Children
CRR	Coordinated Rapid Response
CFT	Child and Family Team meeting
CSEC/YA	Commercially Sexually Exploited Children/Young Adult
CWW	Child Welfare Worker
FFA	Foster Family Agency
FCS	Family and Children's Services, a division of HSA
GRANTEE	Huckleberry Youth Programs, Inc
HART	Huckleberry Advocacy and Response Team

HSA	San Francisco Human Services Agency
MDT	Multi-disciplinary Team
MAST	Multi Agencies Services Team, a weekly FCS case coordination meeting
STRTP	Short Term Residential Treatment Placement
SOGIE	Sexual Orientation, Gender Identity and Expression, a result of <i>Ordinance No. 159-16</i> which amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation, gender identity and expression of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9.</i>)

III. Target Population

All CSEC/YA up to age 21 with a focus on children and AB 12-eligible youth who have been referred by:

- i. The Child Protection Hotline and/or
- ii. Child Welfare Workers and other community partners who have identified CSEC/YA on their caseloads

IV. Description of Services

Grantee shall provide the following services listed below during the term of this grant. All services are to be trauma-informed, relationship-driven, strengths-based and informed by the stages of change and positive youth development models, as well as individuals with lived experiences. Services are designed to be flexible and individualized, based on the needs of the youth.

- A. Provide a coordinated response with FCS in response to hotline reports involving CSEC, according the CSEC County Protocol (attachment 1). Provide 24/7 availability. Response time will vary between 2 hours and 10 days. The responsibilities of the advocate include:
 1. Respond to child’s location, and/or a location identified by collaboration between the responding social worker and the advocate. Occasionally, the response may be done without FCS.
 2. Address youth’s immediate needs and provide crisis support, including information, basic necessities and psycho-education on CSE.
 3. Utilize a variety of methods to engage the youth to participate in services and interventions.
 4. Prepare safety plan in collaboration with FCS, the other members of the client’s support team, the youth, and the youth’s family and/or support

- network.
5. Working with the other members of the client's support team and the youth, develop a plan to stabilize the youth and provide them with a safe environment to meet their emotional and health needs.
 6. Collaborate and maintain close communication with FCS and other partners.
 7. Provide logistical support to the youth (i.e. transport the youth to appointments when appropriate).
- B. Participate in on-going meetings involving the members of the client's support team in order to respond to the youth's need in a coordinated manner. In some cases, a response may not include a child welfare worker. Participate in FCS meetings and case coordination meetings, such as CFTs and case consultations, when appropriate.
- C. Provide trauma-informed case management services in collaboration with the other members of the client's support team. Services would include, but are not limited to:
1. Crisis intervention, including, but not limited to, development and support for safety plans and meeting the youth's immediate emotional and physical health and basic needs.
 2. Identification of, referral to, and coordination of services, including viable safe shelter, primary and reproductive medical care, mental health, legal, and social support. Services may include support for the youth directly or their support network and/or family.
 3. Advocacy and support for the youth when interfacing with the child welfare system (child welfare workers, placement staff) and other systems, including needs in the realms of medical care, juvenile justice involvement, and schools.
 4. Follow up and linkage of youth to services and supports outside the county if they are not a San Francisco resident.
 5. Practical support for youth in engagement and stabilization including (but not limited to) clothing, phones, calling cards, safety/housing vouchers, journals, food supplies, diapers and hygiene supplies, gift cards for food and groceries, and other miscellaneous expenses.
 6. San Francisco youth who are placed out-of-county may be served at a more limited capacity due to logistical challenges.
- D. Contact the referring Child Welfare Worker within 30 days of the referral for all case management referrals, to report back on case status and case plan goals.
- E. Contact the Child Welfare Worker for all crisis response referrals that are being promoted into case management services after the initial intervention, to report back on case status and case plan goals. Report should be submitted within 30 days of entering case management services.

- F. Provide linkage for services for the youth and their family and/or support system on an as needed basis.
- G. Provide one-on-one psycho-education sessions to youth and parents/caregivers.
- H. Facilitate group sessions for youth, including prevention sessions.
- I. Provide education and training to providers who work with CSEC.
- J. Provide refresher trainings to Child Welfare Workers periodically.
- K. Provide consultation to professionals who work with CSEC, including community-based organizations, FFA, STRTPs, staff of detention centers, and other related, relevant and involved organizations.
- L. Participate in the County CSEC Steering Committee.
- M. Participate in and support prevention activities identified by the CSEC Steering Committee, including attending CSEC workgroup meetings.
- N. Participate in training to gain knowledge about the Child Welfare System and Juvenile Probation Department when possible (e.g. Child Welfare 101 and Probation 101).

V. Location and Time of Services

Huckleberry Youth Programs' crisis intervention and case management services are based out of the Huckleberry Youth Program's Office located at 44 Gough Street. The ongoing case management will be targeted to wherever youth are, considering safety needs. Huckleberry Youth Programs will provide youth with an opportunity for ongoing contact in order to connect the youth with services when they are ready to engage in them.

VI. Service Objectives

On an annual basis, Grantee will meet or exceed the following service objectives:

- A. HART will serve 60 unduplicated youth annually.
- B. HART will serve 40 youth through case management services.
- C. HART will serve 15 youth through the crisis response.
- D. HART will conduct 30 intake assessments for ongoing case management services.
- E. HART will conduct 12 support groups and educational workshop with youth annually.
- F. HART will conduct 10 one-on-one psycho-education education sessions with youth and parents/caregivers.
- G. HART will provide 80 referrals out to other organizations, including referrals for parents and caregivers.
- H. HART will provide training/consultation sessions to 15 outside parties.

- I. HART will respond to 95% of emergency requests within the 2-hour time frame
- J. HART will initiate contact to 90% of non-emergency requests within two business days.
- K. 80% of out of county youth will be provided with coordination services to their home county within 10 days.
- L. 80% of youth that completed the intake assessment for ongoing case management will continue to engage in services for at least one month.

VII. Outcome Objectives

On an annual basis, Grantee will meet or exceed the following outcome objectives:

- A. 75% of youth will have decreased number of placements after receiving a minimum of 90 days of service. (FCS will be working with CDSS to analyze this measure.)
- B. 75% of youth will have decreased number of AWOL incidence after receiving a minimum of 90 days of service. (FCS will be working with CDSS to analyze this measure.)
- C. 70% of youth in ongoing case management will report increased safety after 90 days of services. (Grantee will solicit feedback from youth upon accepting youth into case management services and then after 90 days of service.)

VIII. Reporting Requirements

- A. Grantee will provide a **quarterly** report of activities, referencing the tasks as described in Section VI & VII- Service and Outcome Objectives by the 15th of the following month. Grantee will complete a report developed by FCS. This report should be emailed to the Program Analyst at karina.zhang@sfgov.org. The report may include but not limited to the following information:
 - 1. Names and demographic data of CSEC/YA who received services
 - 2. Referral sources
 - 3. The type of services provided to the youth (ongoing case management, 2-hour response, 10-day response, and group work, etc.)
- B. Grantee will submit a **quarterly** report on CARBON reporting on the following:
 - 1. Number of unduplicated client served
 - 2. Number of calls that came through the 24/7 response line, including both 2-hour and 10-day responses and internal calls from Huckleberry Youth
 - 3. Number of referrals
 - 4. Number of trainings/consultations provided to the community
 - 5. Number of Child and Family Team meetings attended
 - 6. Number of FCS Case Consultations attended
- C. Grantee will provide an end of fiscal year report summarizing the grant activities, referencing the tasks as described in Section VI & VII- Service and Outcome Objectives. This report will also include accomplishments and challenges/obstacles and any recommendations for protocol revision. The

report will be submitted by the 15th of the month following the end of the program year.

- D. Grantee will provide Ad Hoc reports as required by the Department.
- E. For assistance with reporting requirements or submission of reports, contact:

Johanna.gendelman@sfgov.org
Senior Administrative Analyst, Office of Contract Management

or

Karina.Zhang@sfgov.org
Program Analyst, FCS

IX. Provider 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. Should a case require a referral back to FCS, the grantee will contact the FCS Hotline.
- B. Expect to share confidential information with HSA personnel to facilitate the coordination of services to the youth.

X. HSA Responsibilities

- A. FCS will provide Child Welfare Worker's contact for each open Child Welfare case.
- B. Make referrals to Provider, via the hotline for the Protocol and from case carrying Child Welfare Workers, when a suspected/known case of exploitation is identified.
- C. Maintain ongoing communication with HART to collaborate on a plan for youth.

XI. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of any back-up documentation for reporting progress towards meeting service and outcome objectives, including case notes and client files.
- 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.

	A	B	C	D	E	F	G
1							Appendix B
2							Page 1
3	HUMAN SERVICES AGENCY BUDGET SUMMARY						May-23
4	BY PROGRAM						
5	Name _____						
6	Huckleberry Youth Programs						
7	(Check One) New <input checked="" type="checkbox"/> Renewal _____ Modification _____						
8	If modification, Effective Date of Mod.			No. of Mod.			
9	Program: CSEC Crisis Intervention						
10	Budget Reference Page No.(s)						
11	Program Term	07/01/23 - 06/30/24	07/01/24 - 06/30/25	07/01/25 - 06/30/26	07/01/26 - 06/30/27	07/01/27 - 06/30/28	7/1/23-6/30/28
12	Expenditures						
13	Salaries & Benefits	\$413,802	\$413,802	\$413,802	\$413,802	\$413,802	\$2,069,010
14	Operating Expense	\$87,288	\$87,288	\$87,288	\$87,288	\$87,288	\$436,440
15	Subtotal	\$501,090	\$501,090	\$501,090	\$501,090	\$501,090	\$2,505,450
16	Indirect Percentage (%)	13%	13%	13%	13%	13%	13%
17	Indirect Cost (Line 16 X Line 15)	\$65,142	\$65,142	\$65,142	\$65,142	\$65,142	\$325,709
18	Capital Expenditure						
19	Total Expenditures	\$566,232	\$566,232	\$566,232	\$566,232	\$566,232	\$2,831,160
20	HSA Revenues						
21	General Fund	\$566,232	\$566,232	\$566,232	\$566,232	\$566,232	\$2,831,160
22							
23							
24							
25							
26							
27							
28							
29	TOTAL HSA REVENUES	\$566,232	\$566,232	\$566,232	\$566,232	\$566,232	\$2,831,159
30	Other Revenues						
31							
32							
33							
34							
35							
36	Total Revenues	\$0	\$0			\$0	\$0
37	Full Time Equivalent (FTE)						
39	Prepared by:	Telephone No.:				Date	
40	HSA-CO Review Signature:	_____					
41	HSA #1	10/25/2016					

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1														Appendix B
2														Page 3
3														
4	Program Name: CSEC Cris													
5	(Same as Line 9 on HSA #1)													
6														
7	Operating Expense Detail													
8														
9														
10														
11														TOTAL
12	<u>Expenditure</u>													
	<u>Category</u>				TERM 07/01/23 - 06/30/24	07/01/24 - 06/30/25	07/01/25 - 06/30/26	07/01/26 - 06/30/27	07/01/27 - 06/30/28	7/1/23-6/30/28				
13	Rental of Property				\$58,575	\$58,575	\$58,575	\$58,575	\$58,575	\$292,875				
14	Utilities(Elec, Water, Gas, Phone, Garbage)				\$2,926	\$2,926	\$2,926	\$2,926	\$2,926	\$14,630				
15	Office Supplies, Postage				\$2,012	\$2,012	\$2,012	\$2,012	\$2,012	\$10,060				
16	Building Maintenance Supplies and Repair													
17	Printing and Reproduction													
18	Insurance				\$2,001	\$2,001	\$2,001	\$2,001	\$2,001	\$10,005				
19	Staff Training				\$1,960	\$1,960	\$1,960	\$1,960	\$1,960	\$9,800				
20	Staff Travel-(Local & Out of Town)				\$1,100	\$1,100	\$1,100	\$1,100	\$1,100	\$5,500				
21	Rental of Equipment				\$1,674	\$1,674	\$1,674	\$1,674	\$1,674	\$8,370				
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE													
23	IT Consultant				\$2,040	\$2,040	\$2,040	\$2,040	\$2,040	\$10,200				
24										\$ -				
25										\$ -				
26										\$ -				
27										\$ -				
28	OTHER													
29	Client Emergency Funds				\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$75,000				
30										\$ -				
31										\$ -				
32										\$ -				
33										\$ -				
34										\$ -				
35	TOTAL OPERATING EXPENSE				\$87,288	\$87,288	\$87,288	\$87,288	\$87,288	\$436,440				
36														
37	HSA #3													10/25/2016