



**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:	JUNE 16, 2023										
SUBJECT:	NEW GRANT: SAFE AND SOUND (NON-PROFIT) TO PROVIDE FOR OVERSIGHT AND SUPPORT OF THE CHILDREN’S ADVOCACY CENTER										
GRANT TERM:	7/1/23 to 6/30/28										
GRANT AMOUNT:	<table border="0"> <tr> <td><u>New</u></td> <td><u>Contingency</u></td> <td><u>Total</u></td> </tr> <tr> <td>\$1,235,000</td> <td>\$123,500</td> <td>\$1,358,500</td> </tr> </table>	<u>New</u>	<u>Contingency</u>	<u>Total</u>	\$1,235,000	\$123,500	\$1,358,500				
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\$1,235,000	\$123,500	\$1,358,500									
ANNUAL AMOUNT	<table border="0"> <tr> <td><u>FY 23-24</u></td> <td><u>Annual</u></td> </tr> <tr> <td>\$283,000</td> <td>\$238,000</td> </tr> </table>	<u>FY 23-24</u>	<u>Annual</u>	\$283,000	\$238,000						
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<u>Funding Source</u>	<table border="0"> <tr> <td><u>County</u></td> <td><u>State</u></td> <td><u>Federal</u></td> <td><u>Contingency</u></td> <td><u>Total</u></td> </tr> <tr> <td>\$1,235,000</td> <td></td> <td></td> <td>\$123,500</td> <td>\$1,358,500</td> </tr> </table>	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>	\$1,235,000			\$123,500	\$1,358,500
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\$1,235,000			\$123,500	\$1,358,500							
PERCENTAGE:	100%										

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The Department of Benefits and Family Support (BFS) requests authorization to approve a sole source waiver and to enter into a grant with Safe & Sound (S&S) for the period of July 1, 2023 to June 30, 2028, in an amount of \$1,235,000 plus a 10% contingency for a total amount not to exceed \$1,358,500. The purpose of the grant is to provide oversight and support to the Children’s Advocacy Center (CAC).

Background

Child Advocacy Centers were designed in the mid-1980's to reduce the stress on child abuse victims and families by traditional child abuse investigations and prosecution procedures and to improve the effectiveness of the response. The first center was created in 1986 and, according to the National Children's Alliance (NCA), the accrediting organization for CACs, more than 1000 exists currently, both in the United States and 41 other countries.

Safe&Sound has been providing coordination for the multi-disciplinary Children's Advocacy Center (CAC) since 2013. The Children's Advocacy Center is a multi-partner, collaborative effort with five City Departments (HSA, Department of Public Health, Police Department, District Attorney and City Attorney) to coordinate responses for abused children, such as criminal and child protection investigations, medical exams, interviews, mental health evaluations, family support, victim advocacy and parent education.

Services to be Provided

S&S will provide a broad range of services in support of the CAC. These include:

1. Service Provision at the CAC
2. Shared Vision and Decision-making
3. Fiscal management
4. Protocols/Policies/Procedures, including review and revision of the CAC MOU with the other City partners
5. Accreditation
6. Data Collection and Analysis
7. Evaluation and Feedback

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

Selection

Grant is a sole source as there is no other Children's Advocacy Center in San Francisco.

Funding

Funding for these grants is provided by local General Fund funding.

Attachments

Appendices A – Services to be Provided

Appendix B – Program Budget

Sole Source memo and approval

Appendix A
Services to be Provided
Safe & Sound
Child Advocacy Center
7/1/23-6/30/28

I. Purpose of Grant

The Child Advocacy Center (CAC) provides a coordinated response to an abused child to ensure that the physical, mental and emotional impacts on the child of this abuse are addressed with the least amount of trauma inflicted upon the victim child. The CAC delivers a best practice model that brings together, often in one location, child protective services investigators, law enforcement, forensic interviewers, prosecutors, family advocates, and medical and mental health professionals to provide a coordinated, comprehensive response to victims and their non-offending caregivers.

The purpose of the grant is to provide oversight and support to the Child Advocacy Center which addresses the impacts of victimization, reduces re-victimization of children and reduces the devastating long-term effects of maltreatment and other forms of violence on children and their families. With the oversight and support and in a multi-sector collaborative manner, San Francisco will be able to maintain an accredited child-focused interview setting that is physically and psychologically safe for children and families, ensures separation of victims and offenders, is physically accessible, allows for live observation of interviews, and provides separate and private areas for case consultation, meetings, or interviews, and for clients awaiting services. Safe & Sound provides administrative and fiscal support, including data evaluation for the CAC.

II. Target Population

Any child in San Francisco who is a victim of potentially prosecutable maltreatment (severe neglect, severe physical abuse, sexual abuse or commercial sexual exploitation) or who is a witness to a crime.

III. Definitions

CAC: Child Advocacy Center

CAC Partners: The CAC provides forensic interviewing, evidence gathering, evidence management, and victim services for children working with a variety of law enforcement and child protection agencies, including the San Francisco Police Department, the San Francisco District Attorney, The San Francisco Department of Public Health, and the San Francisco Human Services Agency.

Care Coordination: The deliberate organization of victim care activities between two or more participants involved in a victim's care to facilitate the appropriate delivery of victim support, victim advocacy, mental health and health care

services. Coordinating care involves convening personnel and other resources needed to carry out all required victim care activities and is often managed by the exchange of information among participants responsible for different aspects of care.

Child abuse: In this scope, child abuse and child maltreatment specifically refer to criminally prosecutable incidents of severe neglect, sexual abuse, commercial sexual exploitation and severe physical abuse perpetrated on children in San Francisco.

Evidence Collection: Interview evidence is collected via a forensic interview room with adjoining observation room and state of the art video and audio recording of the child's testimony, with minimal intrusion on the child. A child forensic interview specialist conducts the interview, with special attention paid to providing a calming, developmentally sensitive, neutral, and safe environment for the child. CAC Partners observe the interview and communicate with the interviewer before and during the interview process. In this way, all questions can be clarified by the team throughout the interview. This minimizes the number of interviews needed for evidence collection. This in turn is less traumatizing to the child. Additionally, a higher rate of convictions of perpetrators is realized due to thorough and compelling interviews, less chance of loss of the child's testimony (since the interview has been recorded), and less chance of a child having to testify in court.

Physical evidence is collected via forensic medical exam. The forensic medical exam is a non-invasive, but comprehensive medical exam, conducted by a medical service provider, who has specialized training in the medical evaluation of child sex abuse.

Evidence Management: Digital Evidence Management Software (DEMS) provides a cloud-based system that securely manages the storage and distribution of digital evidence, including digitally recorded forensic interviews. To maintain the evidence chain of custody and ensure admissibility in court, these systems are tightly secured with access controls and role-based permission management.

Grantee: Safe&Sound

HSA: Human Services Agency

MOU: Memo of Understanding

IV. Description of Services

Grantee will act as the Lead Agency of the CAC. Grantee will provide those services that the CAC Partners agree are within the purview of the Lead Agency.

- A. Service Provision: Support provision of CAC services to children and families in San Francisco so that children experiencing maltreatment have a single joint response to gather evidence and provide initial intervention in support of criminal prosecution. This includes the following:
1. Child-Focused CAC Facility: Support the child-focused requirement through obtaining and distributing shared CAC resources as needed.
 2. Evidence Collection: Support maintenance of a single location and streamlined process for gathering physical evidence (through on-site medical examinations) and verbal accounts (through on-site forensic interviews) through obtaining and distributing shared CAC resources as needed.
 3. Evidence Management: Support state of the art evidence management capacity through obtaining and distributing resources to support video storage and storage of other evidence and records.
 4. Assessment: Support of coordination of trauma-informed service providers, who complete assessment of needs for mental health support and victim advocacy, for CAC child clients, by participating in monthly case review meetings and planning and supporting facilitation of quarterly Governance meetings, allowing for the identification of coordination and other systems-level issues.
 5. Care Coordination: Support Care Coordination efforts to streamline provision of services, reduce duplication of efforts and increase timely access to services by participating in monthly case review and quarterly Governance meetings, allowing for the identification of coordination and other systems-level issues as well as leading CAC planning and efforts to address issues with Care Coordination among departments
- B. Shared Vision/Team Culture/Decision-making: Support CAC Partners in working together to develop shared vision, healthy team culture, aligned strategy, and decision-making processes in order to facilitate collaboration and collective impact.
- C. Fiscal management: Provide fiscal management and, with support from other CAC Partners, engage in revenue generation and management and distribution of shared resources.
- D. Compliance/Legal Entity: Provide organizational identity and oversight and governance components necessary for ongoing business practices and accreditation of a CAC, including appropriate insurance protection, administrative policies and procedures, screening policies for staff and volunteers, and succession and strategic plans.
- E. Protocols/Policies/Procedures: With input from the CAC Partners, support and advocate for the development, review, and revision of and compliance with the CAC MOU and other protocols, policies, and procedures, that are required for accreditation and for effective and efficient operation of the CAC.
1. MOU to be reviewed every three years and re-executed upon change in practice, policy or current leadership.

2. Written protocols and guidelines that address the functions of the MDT, roles and responsibilities of each discipline, and their interaction in the CAC to be reviewed every 3 years and updated, as needed, to reflect current practice.
- J. Accreditation: Work with CAC partners to ensure that accreditation requirements, related to specific disciplines and functions, are met (*i.e.*, forensic interviewing practices, observations of interviews, peer reviews of interviews, provision of victims services, *etc.*).
 - K. Staffing: Collect documentation of staff qualifications for accreditation, which requires that the CAC: (i) seeks qualified and appropriate staffing for forensic interviewing, mental health, medical, and victim support, and other identified services for the CAC; (ii) provides documentation of necessary, specialized training; and (iii) ensures that the CAC Partners demonstrate ongoing efforts to recruit, hire, and retain staff, board members, and volunteers that reflect the demographics of the community.
 - L. Data Collection & Analysis: In conjunction with the CAC Coordinator and/or other CAC staff, collect, analyze and distribute CAC data (*i.e.*, OMS, Quarterly Dashboards, special reports, *etc.*), *and with the CAC Partners, create data driven systems improvements.*
 - M. Cultural Responsiveness: Support the delivery of culturally relevant and accessible services to all families and children. Ensure the CAC conducts a community assessment related to cultural competency, at least every 3 years.
 - N. Evaluation & Feedback: Ensure that the CAC provides routine opportunities for MDT members to give feedback and suggestions regarding procedures and operations of the CAC/MDT and support the CAC Partners in developing a process for CAC clients and their families to provide feedback. This includes working with the CAC Partners to establish a formal process for reviewing and assessing feedback regarding the operations of the CAC/MDT.
- V. Service Objectives**
- A. Monitor the MDT/CAC to ensure that the MDT/CAC and its members are on track to meet the national accreditation standards of the National Children's Alliance, including attendance at 10 Case Review meetings each year.
 - B. Prepare and provide support for 4 quarterly CAC Governance Committee meetings to review progress on the CAC's goals and objectives, address issues or concerns, develop collaborative solutions to these issues or concerns, and support the strategic direction of the CAC and the improvement of the child maltreatment response system in San Francisco.
 - C. On an annual basis, administer and analyze surveys to provide opportunities for CAC partners to give feedback and suggestions regarding procedures and operations of the CAC.
 - D. Every 3 years, conduct a community assessment related to cultural competency.

- E. On an as needed basis, organize and facilitate strategic planning processes to develop and refine shared vision and aligned strategies to improve collaboration.
- F. Work with FCS to facilitate analysis, assessing whether future allegation and substantiation rate at FCS hotline is reduced for those who have gone through the CAC interview process. (FCS will provide analysis based on CWS-CMS data and necessary data, provided by Grantee, for this analysis.)
- G. Support FCS's analysis of whether there are fewer retractions of reports of alleged perpetrators to the Child Abuse Central Index (CACI) in those instances where the child/adolescent identifying the alleged perpetrator received a forensic interview. (FCS will provide analysis based on the CACI data.)

VI. Outcome Objectives

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

- A. 75-80% of families, who participate in a survey, report feeling supported by the process at the CAC. (Grantee will work with CAC Partners to develop and distribute a survey to families, whose children receive CAC services, after receiving those services.)
- B. Provision of high-quality services to 95% of children/youth and their non-offending caregivers that go through the CAC and use of best practices at the CAC through the CAC's obtainment of national accreditation every 5 years.
- C. Increased progress on CAC goals through the development, refinement, and monitoring of annual goals.
- D. 75% of MDT members, who participate in an annual survey, will report satisfaction with the MDT's coordination of the response to those cases that are part of the CAC's target population and cross-sector collaboration in these cases.

VII. Reporting Requirements

- A. Grantee will provide a monthly service delivery log that may include but not limited to the following information:
 - 1. Date of interview
 - 2. Name and demographic data of child/youth who received services
 - 3. Referring party

This monthly report should be emailed to Program Analyst at karina.zhang@sfgov.org by the 15th of the month following the service month.

- B. Grantee will provide a quarterly report of activities, referencing the tasks as described in Sections IV and V. Report should provide an overview of service delivery, successes, program opportunities and challenges as appropriate.

Grantee will submit report by the 15th day of the month following the reporting period.

C. Grantee will provide Ad Hoc reports as required by the Department.

D. For assistance with reporting requirements or submission of reports, contact:

Johanna Gendelman, Senior Contracts Manager
johanna.gendelman@sfgov.org

Karina Zhang, Program Analyst, Family & Children Services
karina.zhang@sfgov.org

Tommy Pazhempallil, Program Manager, Family & Children Services
tommy.pazhempallil@sfgov.org

VIII. 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 contractor'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**

Name	SAFE & SOUND					Term
						7/1/23 - 6/30/28
(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:	Child abuse prevention services					
Budget Reference Page No.(s)						
Program Term	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/25 - 6/30/26	7/1/26 - 6/30/27	7/1/27 - 6/30/28	Total
Expenditures						
Salaries & Benefits	\$152,410	\$158,277	\$158,277	\$158,277	\$158,277	\$785,518
Operating Expense	\$93,680	\$48,680	\$48,680	\$48,680	\$48,680	\$288,400
Subtotal	\$246,090	\$206,957	\$206,957	\$206,957	\$206,957	\$1,073,918
Indirect Percentage (15%)	15%	15%	15%	15%	15%	\$0
Indirect Cost (Line 16 X Line 15)	\$36,910	\$31,043	\$31,043	\$31,043	\$31,043	\$161,082
Capital Expenditure	\$0	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$283,000	\$238,000	\$238,000	\$238,000	\$238,000	\$1,235,000
HSA Revenues						\$0
General Fund	\$283,000	\$238,000	\$238,000	\$238,000	\$238,000	\$1,235,000
TOTAL HSA REVENUES	\$283,000	\$238,000	\$238,000	\$238,000	\$238,000	\$1,235,000
Other Revenues						
Total Revenues	\$0					\$0
Full Time Equivalent (FTE)						
Prepared by:	Telephone No.:				Date	
HSA-CO Review Signature:	_____					
HSA #1						10/25/2016

Program Name: Child Abuse Prevention
 (Same as Line 9 on HSA #1)

Salaries & Benefits Detail

POSITION TITLE	Agency Totals		HSA Program		7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/25 - 6/30/26	7/1/26 - 6/30/27	7/1/27 - 6/30/28	7/1/23-6/30/28
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	DHS Program	DHS Program	DHS Program	DHS Program	DHS Program	TOTAL
					Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	
Chief Policy Officer, JP	\$176,800	1.00	12.5%	0.13	\$22,300	\$27,200	\$27,200	\$27,200	\$27,200	\$76,700
Strategic Partnerships & Policy Cod	\$65,000	1.00	40%	0.40	\$26,000	\$29,300	\$29,300	\$29,300	\$29,300	\$84,600
Senior Director of Data & Evaluation	\$104,200	1.00	15%	0.15	\$15,810	\$16,400	\$16,400	\$16,400	\$16,400	\$48,610
Data & Evaluation Manager, JCM	\$85,800	1.00	50%	0.50	\$43,000	\$22,000	\$22,000	\$22,000	\$22,000	\$87,000
Senior Program Manager of Operations, LL	\$79,800	1.00	11%	0.11	\$7,900	\$9,500	\$9,500	\$9,500	\$9,500	\$26,900
Senior Program Manager of SPP, T	\$79,800	1.00	15%	0.15	\$12,000	\$27,480	\$27,480	\$27,480	\$27,480	\$66,960
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TOTALS		6.00	144%	1.44	\$127,010	\$131,880	\$131,880	\$131,880	\$131,880	\$654,530
FRINGE BENEFIT RATE										
EMPLOYEE FRINGE BENEFITS	20%				\$25,400	\$26,397	\$26,397	\$26,397	\$26,397	\$130,988
TOTAL SALARIES & BENEFITS					\$152,410	\$158,277	\$158,277	\$158,277	\$158,277	\$785,518
HSA #2										10/25/2016

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

Operating Expense Detail

<u>Expenditure Category</u>	<u>TERM 7/1/23 - 6/30/24</u>	<u>7/1/24 - 6/30/25</u>	<u>7/1/25 - 6/30/26</u>	<u>7/1/26 - 6/30/27</u>	<u>7/1/27 - 6/30/28</u>	<u>TOTAL</u>
Rental of Property						
Utilities(Elec, Water, Gas, Phone, Garbage)	\$6,180	\$6,180	\$6,180	\$6,180	\$6,180	\$30,900
Office Supplies, Postage						
Building Maintenance Supplies and Repair						
Printing and Reproduction						
Insurance						
Staff Training						
Staff Travel-(Local & Out of Town)						
Rental of Equipment						
CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE						
CAC Consultant for Strategic Planning	\$45,000	\$0	\$0	\$0	\$0	\$45,000
OTHER						
CASARC / UCSF Travel	\$400	\$400	\$400	\$400	\$400	\$2,000
Conferences & meetings	\$3,700	\$3,700	\$3,700	\$3,700	\$3,700	\$18,500
Training and related travel: Maintenance of CAC Si	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$60,000
Program Supplies	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	\$45,000
AJWI Dues CAC Database	\$16,800	\$16,800	\$16,800	\$16,800	\$16,800	\$84,000
NCA Dues	\$600	\$600	\$600	\$600	\$600	\$3,000
TOTAL OPERATING EXPENSE	\$93,680	\$48,680	\$48,680	\$48,680	\$48,680	\$288,400

HSA #3

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

Program Expenditure Detail

EQUIPMENT		TERM	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/27 - 6/30/28	TOTAL
No.	ITEM/DESCRIPTION					
						0
						0
						0
						0
						0
						0
						0
						0
TOTAL EQUIPMENT COST			0	0	0	0
R E M O D E L I N G						
Description:						0
						0
						0
						0
						0
TOTAL REMODELING COST			0	0	0	0
TOTAL CAPITAL EXPENDITURE (Equipment and Remodeling Cost)			0	0	0	0
HSA #4						10/25/2016



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
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London Breed
Mayor

Trent Rhorer
Executive Director

Date: June 8, 2023
To: Dan Kaplan, Deputy Director, and HSA
From: Esperanza Zapien, Director of Contracts, HSA
RE: Sole Source Waiver request – Safe&Sound to provide Children’s Advocacy Center Services for Children’s Advocacy Center.

Safe&Sound has been providing coordination for the multi-disciplinary Children’s Advocacy Center (CAC) since 2013. The Children’s Advocacy Center is a multi-partner, collaborative effort with five City Departments (HSA, Department of Public Health, Police Department, District Attorney and City Attorney) to coordinate responses for abused children, such as criminal and child protection investigations, medical exams, interviews, mental health evaluations, family support, victim advocacy and parent education.

Child Advocacy Centers were designed in the mid-1980’s to reduce the stress on child abuse victims and families by traditional child abuse investigations and prosecution procedures and to improve the effectiveness of the response. The first center was created in 1986 and, according to the National Children’s Alliance (NCA), the accrediting organization for CACs, more than 1000 exists currently, both in the United States and 41 other countries.

Children’s advocacy centers (CACs) are community-based, child-friendly, and trauma-informed organizations that coordinate a multidisciplinary response to child maltreatment allegations. CACs deliver a best practice model that bring together, often in one location, child protective services investigators, law enforcement, forensic interviewers, prosecutors, family advocates, and medical and mental health professionals to provide a coordinated, comprehensive response to victims and their caregivers. Children’s advocacy centers have found success providing a safe, neutral environment for children and their families where the child’s well-being is a priority. At a CAC, children can speak to a forensic interviewer who is trained to understand child development, how to manage bias, and is knowledgeable in addressing secondary trauma and other best practices for interviewing children. This multidisciplinary team approach results in better outcomes for child abuse investigations and children’s ability to heal from trauma and abuse.

Under the CAC model, an abused child would only have to be interviewed once (with one-way mirrors to allow other child-support staff to observe), rather than multiple interviews at different locations (Child Protective Services, SF General Hospital, Police Station, District Attorney’s office). This model is an effort to reduce the trauma on the child, by providing multiple health, support, education and criminal responses, which should allow the abused child’s healing process to begin sooner.

FCS is proposing the following:

Request: HSA will enter into a grant with Safe&Sound to support for the CAC, including: team lead for shared vision, fiscal management, compliance, protocols/policies/procedures, accreditation, staffing, data analysis, evaluation and feedback, prevention programs and a child-focused CAC facility.



**SAN FRANCISCO
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<u>Brief description of services:</u> Safe&Sound will provide support for multi-disciplinary coordination for child abuse services (MDT), including direct services, case review, data evaluation and prevention activities.
<u>Duration:</u> A grant term of five years for the period 7/1/23-6/30/28.
<u>Amount:</u> \$1,235,000 plus 10% contingency for an amount not to exceed \$1,358,500.
<u>Justification for Sole Source:</u> Safe&Sound operates the only certified CAC in the City and County of San Francisco and reflects the City’s vision for lowering Child Abuse. The CAC is overseen by a five Department MOU, with Safe&Sound acting as administrators. They are the only entity that accomplishes the Public Purpose of lessening trauma of child abuse through multi-disciplinary process. There is no other provider of MDT coordinated services in San Francisco.
<u>Reporting Requirements:</u> HSA will develop a report and recommendations at the end of the grant period.
<u>Compliance:</u> The grantee will meet the normal city requirements for contracting.
<u>Future procurement:</u> Analysis of next period will determine whether or not services are still required.

Approved Disapproved

DocuSigned by:
Dan Kaplan

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Dan Kaplan, Deputy Director of Administration and Finance

Grant Solicitation Waiver Instructions

WHEN TO USE: For approval of grant solicitation waivers under [Administrative Code Section 21G.8](#), where:

- A competitive process is infeasible or impracticable
- A Public Purpose may reasonably be accomplished by one particular Grantee

Per the City Purchaser's Administrative Code Chapter 21G Rules and Regulations, this Waiver Form is **not required** for grants awarded in accordance with Administrative Code Sections:

- 21G.3(a)(1):** Grants to a governmental entity for programs, activities, or services that can be practically performed only by that particular entity
- 21G.3(a)(2):** Grants to a specific entity as required to comply with applicable law or contract, or as a result of the requirements of the funding source
- 21G.3(a)(3):** Grants made for improvement to property by a property owner
- 21G.8(c):** Grants to any of the four City-owned community cultural center

INSTRUCTIONS: Complete this Grant Solicitation Waiver Form to request approval to waive the competitive solicitation requirements under Administrative Code Section 21G.8. Provide specific and comprehensive information to justify why the requested grant should be awarded absent a solicitation. Attach appropriate/required supporting documentation.

The Grant Solicitation Waiver Form must be signed by the Granting Officer or their designee. The Solicitation Waiver must be fully approved before the department makes a commitment to the grantee, and before City funds are encumbered. If the Solicitation Waiver request is denied, the department must conduct a competitive process to select the grantee(s).

For extensions of Solicitation Waivers for a previously awarded sole source grant, attach a copy of all prior approved Solicitation Waivers or other sole source determinations by the relevant authority.

Submit Grant Solicitation Waiver Form for final approval as follows:

- **Granting Agencies under jurisdiction of a commission or board:** to the commission or board, recommending waiver of solicitation requirements for this grant award.
- **Granting Agencies with no board or commission:** to the Purchaser (oca@sfgov.org), who shall convene the Grant Consensus Committee¹ to review the request.

Once fully approved, upload this signed form, all supporting documentation, and commission, board, or Grant Consensus Committee final approval, as applicable, to PeopleSoft. Select the appropriate Purchasing Authority for the grant award in PeopleSoft.

¹ Representatives from the Controller's Office, Human Resources Department, Office of Contract Administration, and City Attorney's Office

Grant Solicitation Waiver Form

Department:	Human Services	Phone:	415-557-5507
Dept. Contact:	Johanna Gendelman	Email:	Johanna.gendelman@sfgov.org

Request:	<input checked="" type="checkbox"/> New <input type="checkbox"/> Modification	Grantee:	Safe&Sound	Supplier ID:	0000011615
Short Description of Grant: Children's Advocacy Center					

Grant Amount:	\$1,358,500	Grant Duration:	5 years
<i>(Attach itemized budget if available)</i>		Anticipated Dates:	From 7/23 To 6/28
Describe the Public Purpose to be fulfilled by this Grant: Preventing Child Abuse			

Justification for Waiver of Competitive Solicitation Requirements

Check the appropriate solicitation waiver reason and address the questions listed. Attach additional supporting documentation as indicated and/or as necessary.

 Competitive solicitation infeasible or impracticable

- Is this grant required to respond to a public emergency or other exigent circumstances? Yes No
- If **YES**, provide a description of the public exigency or emergency, need for the sole source Grant and period of performance, and impact on the Public Purpose if the sole source Grant is not approved.
- If **NO**, grant is *not* required to respond to public emergency or other exigent circumstance:
 - Why is a competitive process infeasible or impracticable?
 - Why is this the only entity that can fulfill this Public Purpose? What does the entity offer that is essential to fulfilling the Public Purpose?
 - What steps were taken to verify that this is the only entity that can fulfill this Public Purpose? Has the department contacted other entities to evaluate their ability to fulfill the Public Purpose, and if so, describe the entities and explain why they cannot meet the department's needs.

 Public Purpose may reasonably be accomplished by one particular Grantee

- Why this is the only entity that can fulfill this Public Purpose? What the entity offers that is essential to fulfilling the Public Purpose? SEE MEMO
- What steps were taken to verify that this is the only entity that can fulfill this Public Purpose? Has the department contacted other entities to evaluate their ability to fulfill the Public Purpose, and if so, describe the entities and explain why they cannot meet the department's needs.
- Is this a recurring Grant to the same recipient? Yes No
- If **YES**: How long has this entity fulfilled this Public Purpose for the department?
 - Has department conducted a formal or informal competitive process within the last five years demonstrating lack of other potential Grantees, pursuant to Admin Code §21G.8(b). Yes No
 - Solicitation document(s), result(s), and other supporting documentation attached? Yes No

Grant Solicitation Waiver request is recommended by:

Grants Officer (Dept Head) or Designee Name:

Dan Kaplan

Grants Officer (Dept Head) or Designee Signature:

DocuSigned by:

Dan Kaplan

Date: 6/7/23

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