



**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](http://www.SFHSA.org)

**MEMORANDUM**

**TO:** DISABILITY AND AGING SERVICES COMMISSION  
**THROUGH:** KELLY DEARMAN, EXECUTIVE DIRECTOR

**FROM:** CINDY KAUFFMAN, DEPUTY DIRECTOR  
 ESPERANZA ZAPIEN, DIRECTOR OF CONTRACTS

**DATE:** SEPTEMBER 6, 2023

**SUBJECT:** NEW GRANT: **CHILD AND FAMILY POLICY INSTITUTE OF CALIFORNIA (NON-PROFIT)** TO PROVIDE SUPPORT TO ADULT PROTECTIVE SERVICES (APS) PROGRAM

DocuSigned by:  
*Esperanza*  
040C04C114D84E

**GRANT TERM:** 7/1/2023-6/30/2026

<b>GRANT AMOUNT:</b>	<u>New</u> \$1,333,677	<u>Contingency</u> \$66,323	<u>Total</u> \$1,400,000
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<b>ANNUAL AMOUNT</b>	<u>FY 23/24</u> \$437,012	<u>FY 24/25</u> \$444,478	<u>FY 25/26</u> \$452,187
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<b>Funding Source</b>	<u>County</u>	<u>State</u>	<u>Fed</u>	<u>Contingency</u>	<u>Total</u>
<b>FUNDING:</b>		\$1,333,677		\$66,323	\$1,400,000
<b>PERCENTAGE:</b>		100%			



**London Breed**  
Mayor

**Trent Rhorer**  
Executive Director

The Department of Disability and Aging Services (DAS) requests authorization to approve a sole source waiver and grant agreement with the Child and Family Policy Institute of California for the period of July 1, 2023 to June 30, 2026, in an amount of \$1,333,677, plus a small contingency for a total amount not to exceed \$1,400,000. The purpose of the grant is to provide implementation support services to assist in the translation of APS state policy practices in all California counties.

**Background**

California State law requires that each county provide Adult Protective Services to respond to reports of abuse, neglect, exploitation and self-neglect involving older adults and adults with disabilities. The State is in the process of implementation of the current State Master Plan for Aging. The County Welfare Directors Association (CWDA) and California Department of Social Services (CDSS) are providing funding in support of county APS programs. These funds will be used to provide implementation support services to assist in the translation of state policy practices in all California counties.

**Services to be Provided**

CFPIC will assess the different ways that counties are delivering Adult Services and APS in order to identify best practices and develop and deliver strategies for sharing these practices. CFPIC will develop and implement a leadership coaching program for APS Deputy Directors to ensure best practices are used and that that counties stay up to date on all policy initiatives and directives. They will monitor federal and state legislation, attend CWDA meetings, meet with potential funders and foundations that will support the counties in the implementation of best practices.

Please see Appendix A, attached for full description.

**Selection**

The vendor is a sole source grant due to being named in the request letter from CWDA.

**Funding**

Funding for this grant is 100% pass-through State funds, provided by the 59<sup>th</sup> County.

**ATTACHMENTS**

- Appendix A
- Appendix B
- Sole Source memo
- Sole Source Form

**Services to be Provided**  
**Child & Family Policy Institute of California**  
**Adult Services/Adult Protective Services (APS) Support Program**  
**Term: July 1, 2023 – June 30, 2026**

**I. Purpose of Grant**

The purpose of the grant is to provide implementation support services in partnership with the County Welfare Directors Association of California (CWDA) to work with California Aging and Adults Services programs (with a particular focus on Adult Protective Services—APS) to assist in the translation of state policy into feasible county practices in all California counties.

**II. Definitions**

Adult Protective Services	Adult Protective Services helps elder adults (60+) and dependent adults (18-59) when they are unable to meet their own needs or are victims of abuse, neglect or exploitation.
Client	County Welfare Directors Association of California
CWDA	County Welfare Directors Association of California
Grantee	Child & Family Policy Institute of California
HSA	Human Services Agency of the City and County of San Francisco

**III. Target Population**

The ultimate objective of this grant is to improve services provided by public human services agencies for the aging and disabled adults receiving assistance across the 58 California counties.

**IV. Description of Services**

Grantee shall provide the following services:

- A. Develop and implement a leadership coaching program for Adult Services Deputy Directors; including curriculum and one-on-one coaching from professionals with direct leadership experience in these programs;
- B. Assess the different ways that counties are delivering Adult Services and APS in order to identify best practices and develop and deliver strategies for sharing these (statewide and regional convenings and other peer mentoring forums);
- C. Monitor federal and state legislation to identify opportunities to support counties in the implementation of legislative initiatives;
- D. Attend CWDA Adults and Protective Services Operations Committee to identify implementation strategies for county and state level adult services initiatives;
- E. Meet regularly with CWDA and CDSS to identify ways to further support counties with implementation of adult services programs; participate in Adult Services/APS workgroups as needed;
- F. Monitor the policy directions and initiatives that develop from the State Master Plan on Aging to assess the support that counties need to work together to implement them;
- G. Meet with potential funders, including foundations that specialize in Adult Services, to obtain funding that will support the counties in the implementation of identified best practices; and
- H. Any other Adult Services implementation supports for counties as identified by CWDA and CDSS.

**V. Location and Time of Services**

Services will be performed at the Grantee's worksite at 2495 Natomas Park Drive, Suite 120, in Sacramento, CA.

**VI. Deliverables**

- A. Offer/provide coaching program to all newly hired Adult Services Deputy Directors in California;
- B. Plan and host periodic regional and statewide APS/Adult Services meetings, peer sharing forums, and in-person convenings;
- C. Attend CWDA Adults meetings and other workgroups as identified by CWDA;
- D. Provide APS/Adult Services implementation support as identified by CWDA/counties;
- E. Identify and communicate APS/Adult Services funding opportunities for counties;
- F. Provide periodic reports on program activities

- G. Meet with potential funders, including foundations that specialize in Adult Services, to obtain funding that will support the counties in the implementation of identified best practices;

**VII. Grantee Responsibilities**

- A. Grantee shall carry out all activities described in Services and Deliverables (Sections IV and VI, above).

**VIII. Reporting Requirements**

- A. Grantee will provide periodic updates on progress in meeting service objectives described in Section VI- Deliverables.
- B. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VI- Deliverables. Grantee will upload the final report with the submission of the final month's invoice in the CARBON database by the 15<sup>th</sup> of the following month.
- C. Grantee will submit the monthly and final reports directly to CWDA.
- D. For assistance with reporting requirements or submission of reports, contact:

[Johanna.Gendelman@sfgov.org](mailto:Johanna.Gendelman@sfgov.org)

Johanna Gendelman  
Senior Contracts Manager

**IX. Monitoring Activities**

- A. Program Monitoring: Program monitoring will include review of the services provided by the Grantee in order to assess progress towards meeting service objectives.
- 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.

	A	B	C	D	E
1	Appendix B, Page 1				
2					
3	<b>HUMAN SERVICES AGENCY BUDGET SUMMARY</b>				
4	<b>BY PROGRAM</b>				
5	Name			Term	
6	Child and Family Policy Institute of California			07/01/23-06/30/26	
7	(Check One)    New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>				
8	If modification, Effective Date of Mod.		No. of Mod.		
9	Program: Adult Services/APS Support				
10	Budget Reference Page No.(s)				
11	Program Term	7/1/23-6/30/24	7/1/24-6/30/25	7/1/25-6/30/26	Total
12	<b>Expenditures</b>				
13	Salaries & Benefits	\$397,284	\$404,071	\$411,079	\$1,212,434
14	Operating Expense	\$0	\$0	\$0	\$0
15	<b>Subtotal</b>	\$397,284	\$404,071	\$411,079	\$1,212,434
16	Indirect Percentage (%)	10%	10%	10%	\$0
17	Indirect Cost (Line 16 X Line 15)	\$39,728	\$40,407	\$41,108	\$121,243
18	Capital Expenditure	\$0	\$0	\$0	\$0
19	Total Expenditures	\$437,012	\$444,478	\$452,187	\$1,333,677
20	<b>HSA Revenues</b>				
21	State funds	\$437,012	\$444,478	\$452,187	\$1,333,677
22					
23					
24					
25					
26					
27					
28					
29	TOTAL HSA REVENUES	\$437,012	\$444,478	\$452,187	\$1,333,677
30	<b>Other Revenues</b>				
31					
32	59th County	\$ 437,012	\$ 444,478	\$ 452,187	\$ 1,333,677
33					
34					
35					
36	Total Revenues	\$437,012	\$444,478	\$452,187	\$1,333,677
37	Full Time Equivalent (FTE)	2.45	2.45	2.45	
39	Prepared by:	Telephone No.:		Date	
40	HSA-CO Review Signature: _____				
41	<b>HSA #1</b>				<b>10/25/2016</b>

	A	B	C	D	E	F	G	H	I
1	Appendix B, Page 2								
2									
3									
4	Program Name: APS support								
5	(Same as Line 9 on HSA #1)								
6									
7	<b>Salaries &amp; Benefits Detail</b>								
8									
9									
10									
11		Agency Totals		HSA Program		7/1/23-6/30/24	7/1/24-6/30/25	7/1/25-6/30/26	
12	POSITION TITLE	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	DAS Budgeted Salary	DAS Budgeted Salary (includes 2% COLA for Project Director/Associate)	DAS Budgeted Salary (includes 2% COLA for Project Director/Associate)	TOTAL 7/1/23 to 6/30/26
13	<i>Adult Services Project Director</i>	\$124,131	1.00	100%	1.00	\$124,131	\$126,613	\$129,146	\$379,889
14	<i>Adult Services Project Associate</i>	\$98,036	1.00	100%	1.00	\$98,036	\$99,997	\$101,997	\$300,030
15	<i>Adult Services Coaches</i>	\$260,000	0.25	100%	0.25	\$65,000	\$65,000	\$65,000	\$195,000
16	<i>Executive Director</i>	\$211,000	0.10	100%	0.10	\$21,100	\$21,100	\$21,100	\$63,300
17	<i>Deputy Executive Director</i>	\$206,000	0.10	100%	0.10	\$20,600	\$20,600	\$20,600	\$61,800
18					-				\$0
19					-				\$0
20					-				\$0
21					-				\$0
22					-				\$0
23					-				\$0
24					-				\$0
25					-				\$0
26					-				\$0
27					-				\$0
28					-				\$0
29					-				\$0
30	TOTALS		2.45	500%	2.45	328,866.88	\$333,310	\$337,842	\$1,000,020
31									
32	FRINGE BENEFIT RATE								
33	EMPLOYEE FRINGE BENEFITS					\$68,417	\$70,760	\$73,237	\$212,414
34									
35									
36	TOTAL SALARIES & BENEFITS	\$0				\$397,284	\$404,071	\$411,079	\$1,212,434
37	HSA #2								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

Date: August 1, 2023

To: Dan Kaplan, Deputy Director, and HSA

From: Esperanza Zapien, Director of Contracts, HSA

RE: Sole Source Waiver request –Child and Family Policy Institute of California (CFPIC): 59<sup>th</sup> County funding for Adult Protective Services (APS).

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The CFPIC occupies a unique space in California’s public services landscape, which is not shared with other organizations. Created in 2004 as the implementation arm of the County Welfare Directors Association (CWDA), CFPIC has almost 20 years of experience translating public policy into relevant practices in all of California’s 58 counties. Although they are independent organizations, CFPIC and CWDA share a number of Board members and in addition have a shared commitment to ensuring that sound public policy results in feasible implementation. CFPIC staff are primarily recruited from former county Human Services employees who understand what it takes to translate policy into practice.



**London Breed**  
Mayor

**Trent Rhorer**  
Executive Director

As California embarks on the implementation of the state’s Master Plan for Aging it is essential that an organization with CFPIC’s proven track record in supporting county Human Services practice improvements is poised to approach this challenge with the knowledge and skills required for this work.

DAS is proposing the following:

**Request:** HSA will enter into a grant with CFPIC, on behalf of CWDA, to provide staffing for the development and implementation for leadership coaching program for APS directors, along with hosting





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regional and statewide meetings and provide APS implementation support
<u>Brief description of services:</u> CFPIC will provide: 1. Develop and implement leadership coaching program for APS Deputy directors. 2. Assess best practices and deliver strategies for sharing these across the 58 county APS programs. 3. Monitor federal, state and policy initiatives from the State’s Master Plan for Aging, meet with funders, attend meetings
<u>Duration:</u> A grant term of three years for the period 7/1/23-6/30/26.
<u>Amount:</u> \$1,333,677 plus a small contingency for an amount not to exceed \$1,400,000.
<u>Justification for Sole Source:</u> CWDA and CDSS have issued a letter instructing San Francisco to enter into a grant with CFPIC in order to support the implementation of improvements to the APS system.
<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.
<u>Future procurement:</u> Analysis will determine whether or not services are still required.

Approved                       Disapproved

DocuSigned by:  
*Dan Kaplan*  
ED8A450D2D23472  
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](mailto:oca@sfgov.org)), who shall convene the Grant Consensus Committee<sup>1</sup> 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.

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

## Grant Solicitation Waiver Form

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

<b>Request:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Modification	<b>Grantee:</b> Child & Policy Institute of CA	<b>Supplier ID:</b> 0000022973
<b>Short Description of Grant:</b> Supportive Services for Improvement of APS programs		

<b>Grant Amount:</b> \$1,400,000	<b>Grant Duration:</b> 3 years
<i>(Attach itemized budget if available)</i>	<b>Anticipated Dates:</b> From 7/23 To 6/26
<b>Describe the Public Purpose to be fulfilled by this Grant:</b> Improving Adult Protective Services	

### 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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