



**SAN FRANCISCO
HUMAN SERVICES AGENCY**

Department of Benefits
and Family Support

Department of Disability
and Aging Services

Office of Early Care
and Education

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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 DS
EL

DATE: JUNE 18, 2021

SUBJECT: GRANT MODIFICATION: **FAMILY BUILDERS BY ADOPTION (NON-PROFIT)** TO PROVIDE ADOPTION AND PERMANENCY SERVICES

GRANT TERM:

<u>Current</u>	<u>Revised Term</u>
7/1/2016- 6/30/21	7/1/2016 – 6/30/2022

GRANT AMOUNT:

<u>Current</u>	<u>Modification</u>	<u>Contingency</u>	<u>Total</u>
\$3,339,632	\$696,106	\$403,354	\$4,439,313

	<u>FY 16-19</u>	<u>FY19-20</u>	<u>FY20-21</u>	<u>FY 21-22</u>
ANNUAL AMOUNTS:	\$1,926,542	\$696,102	\$716,989	\$696,106
	\$524,646			

<u>Funding Source</u>	<u>County</u>	<u>Fed</u>	<u>St</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:	\$524,646	\$3,511,093		\$403,354	\$4,439,313
PERCENTAGE:	13%	87%			

The Department of Benefits and Family Support (BFS) requests authorization to modify the grant agreement with Family Builders by Adoption (FBBA) for the period of July 1, 2016 to June 30, 2022, in an additional amount of \$696,106 plus a 10% contingency for a new total grant amount not to exceed \$4,439,313. The purpose of the service is to

provide adoption-related services for the City and County of San Francisco, including adoption recruitment and outreach, permanency and 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 finalization. For the past 15 years, Family Builders by Adoption (FBBA) has partnered with HSA to provide a wide range of adoption services.

Services to be Provided

The Grantee will continue to provide services in the following core areas: recruitment and outreach; child/youth-specific permanency individualized services (case management); RFA training; permanency coaching; preparation, training, and support for families that are certified for foster care or approved for adoption; and conversion adoptions.

For more detailed information about services to be provided, please refer to Appendix A (attached).

Performance

Performance reviews indicate that the Grantee is meeting or exceeding performance expectations in most areas. Through the first three quarters of FY 2020-21, the Grantee has provided individualized 1-on-1 permanency services to 73 families while their objective goal for the year is 75. They have conducted or participated in 116 Child and Family Teaming meetings or Administrative Reviews while their goal is 60 for the year.

As with most of our providers, the pandemic impacted both service and outcome objectives during much of this year. Those numbers are expected to realign with objectives as we move into the next fiscal year and hopefully, a more normal world.

Selection

Grantee was selected through Request for Proposals (RFP) #687 which was competitively bid in March 2016. The grant is being extended for one

more year due to Mayor Breed's 35th Emergency Declaration, which allows Departments to continue services for up to one year without a procurement due to the Covid pandemic. It is the intention to issue an RFP this upcoming year.

Funding

Funding will be provided through Federal and County funds.

ATTACHMENTS

Appendix A-3 – Services to be Provided

Appendix B-3 – Program Budget

Appendix A-3 – Services to be Provided
Family Builders by Adoption
Adoption & Permanency Services
July 1, 2016 – June 30, 2022

Updated July 1, 2021

I. Purpose of Grant

This grant will assist in the completion of Family Evaluations and the provision of 1-on-1 home-based training for prospective resource families (aka relative caregivers) which are required for the completion of the Resource Family Approval (RFA) process.

The Grantee will conduct rigorous conversion home studies and RFA permanency assessments, in accordance with State and County policies, in order to determine whether existing relative and foster care providers are appropriate to assume permanent, legal responsibility for the children in their care. The latter home studies shall be performed as a prelude to adoption and as part of the Resource Family Approval program (pursuant to Welfare and Institutions Code, Section 16519.5).

The Grantee will work directly with children and youth who need permanent homes, as assigned by the Human Services Agency, in order to find homes that best fit the needs of those children.

The Grantee will provide individualized coaching to prepare FCS protective services workers for Child and Family Team meetings (CFTs). Coaching will focus on the importance of permanency and permanency options and will inform discussions with family and other supportive adult connections. May include the integration of goals identified in CFT meetings as well as other permanency steps resulting from Family Finding & Engagement or individualized 1-on-1 services.

II. Definitions

APPLA	Another Planned Permanent Living Arrangement
BINTI	A web based resource portal for foster parents
CCL	Community Care Licensing
CDSS	California Department of Social Services
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 an applicant or 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)

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 21, although most will be under the age of 16.

IV. Description of Services (Activities)

A. Recruitment and Outreach

1. Grantee will maintain a toll-free recruitment/intake phone line with services available in Spanish and English.
2. Grantee will 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 Permanency Individualized Services (Case Management)

1. Assign social workers to work with children / youth to facilitate increased permanency options to facilitate finding a permanent home. These youth may range in age from zero to 21 years of age and will be referred by the Human Services Agency.
2. Conduct Family Finding and Engagement services, as part of individualized services, including discovery, exploration of files and records, documenting contacts, documenting the quality of relationships, connectedness mapping and engagement via phone, in-person interviews and family team meetings.

C. Family Evaluations

Complete Family Evaluations for referred children / youth, in accordance with CDSS written directives for RFA. This may include: Face-to-face interviews (conducted within the home) with perspective 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 (12 hours of curriculum; 6 hours CPR/first aid) 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.

E. Permanency Coaching

1. Planning and development of specific action steps in coordination with FCS program staff to facilitate transfer of learning for FCS internal Supervisor Coaches that will promote enhanced subject matter expertise designed to support coaches in the implementation of permanency coaching learning sessions for FCS staff and teaming unit.

2. Individualized coaching to prepare FCS protective services workers for Child and Family Team meetings (CFTs). Coaching will focus on the importance of permanency and permanency options and will inform discussions with family and other supportive adult connections. May include the integration of goals identified meetings as well as other permanency steps resulting from Family Finding & Engagement and/or individualized 1-on-1 services.
3. Provide other permanency coaching services including facilitating permanency team meetings, meetings with caregivers as a component of FFE.
4. Participate in CFT's and Administrative Reviews as a consultant to the panel as staffing capacity permits.

F. Concurrent Planning

Preparation, training and support for families that are certified for foster care, approved for adoption (with completed home study) 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 visitation.

G. Conversion Adoptions

Engage with existing 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. San Francisco City & County has no authority over the Private Adoption Agency Reimbursement Program. This deliverable will cease in the event this state funding stream ends.

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. Family Finding & Engagement – Provide individualized 1-on-1 Permanency Services to a minimum of **75 children / youth**.
- D. Conduct / participate in a minimum of **60 CFTs and Administrative Reviews** (this is a component of individualized permanency case management services)
- E. Provide a minimum of **50 Coaching sessions** with FCS workers.
- F. Certify and approve a minimum of **20 families** 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 Family Finding and Engagement will have identified 5 supportive adult connections (relative/Non-relative) that will expand option for exiting foster care to permanent legal homes (ie; family reunification, guardianship, adoptive homes)
- 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 emotional and physical/placement permanency.
- F. A minimum of **20 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 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.
- C. Conduct criminal background checks on all employees and shall 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: <http://calscec.berkeley.edu/California-child-welfare-core-practice-model>.
- E. Grantee will enter relevant data into the BINTI RFA database.
- F. Grantee will give 100% of SF individuals or families who express interest in adopting a child the right to apply.
- G. HSA is licensed by CDSS pursuant to Welfare and Institutions Code Section 16100 to provide public adoption services. Through this appendix, HSA is contracting specific adoption services through the Grantee, while continuing to be responsible for achieving adoptive licensing expectations set by CDSS. 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.
- H. 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. Grievance Procedure – Grantee will act on behalf of the Department on all grievances. Grantee will provide San Francisco clients who submit applications for adoption with information about the process for resolving grievances. San Francisco HSA must approve the grievance procedure. HSA and CDSS will receive a copy of all written decisions.
- K. Grantee will achieve CDSS adoptions and RFA standards/guidelines in conjunction with HSA.
- L. 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.
- M. Grantee will identify appropriate staff to attend all related meetings and report on meetings attended. Grantee will provide permanency subject matter expertise in meetings as requested.

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 coordinate other adoption recruitment efforts, where applicable, with the 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 studies (20) for 90 days. After 90 days, families can request release from the project for expanded search for matching with children outside San Francisco County.
- K. HSA will provide access to records for file mining and permanency work for identified youth, as permitted by law.
- 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.

X. Reporting Requirements

- A. Grantee shall submit quarterly reports on a template approved by the FCS Analyst during the Grant term. The 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.
- B. Reports are due 30 days after the close of the reporting period. The annual report may be substituted for the final quarterly report.
- C. Quarterly Reports must be entered into the CARBON system.
- D. Quarterly reports will capture progress towards identified numerical and outcome objectives.
- E. Supporting documentation for reports submitted will be maintained by grantee.
- F. For coaching sessions, grantee will capture number of coaching sessions provided to PSWs and a brief summary of activities.
- G. 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 final cumulative report is due no later than 30 days from the end of the contract fiscal year.
- H. Quarterly and Annual Reports will be entered into the CARBON System. For assistance with reporting requirements or submission of reports, contact:

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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.

	A	B	D	E	F	G	H	I	J
1									Appendix B-3, Page
2									Document Date: 6-1
3	HUMAN SERVICES AGENCY CONTRACT BUDGET SUMMARY								
4	BY PROGRAM								
5	Family Builders By Adoption						07/01/2016 - 06/30/2022		
6									
7	(Check One) New Renewal ___ Modification <u>X</u> ___								
8	If modification, Effective Date of Mod. 7/1/21 No. of Mod. 3								
9	Program: Adoption and Permanency Ser	7/1/16-6/30/21	7/1/21-6/30/22	7/1/21-6/30/22	7/1/21-6/30/22	7/1/21-6/30/22	7/1/21-6/30/22	7/1/16-6/30/22	
10	Budget Reference Page No.(s)	Previous	Adoption Recruitment & Outreach	Permanency-Coaching	Family Finding	RFA Assessments	Total	Grant total	
11	Expenditures								
12	Salaries & Benefits	\$2,450,432	\$0	\$54,945	\$311,120	\$151,818	\$517,883	\$2,968,315	
13	Operating Expense	\$454,171	\$7,350	\$6,465	\$54,188	\$19,301	\$87,304	\$541,475	
14	Subtotal	\$2,904,603	\$7,350	\$61,410	\$365,308	\$171,119	\$605,187	\$3,509,790	
15	Indirect Percentage (%)	15%	15%	15%	15%	15%	15%	\$0	
16	Indirect Cost (Line 16 X Line 15)	\$435,690	\$1,083	\$9,182	\$55,204	\$25,451	\$90,919	\$526,610	
17	Capital Expenditure							\$0	
18	Total Expenditures	\$3,339,632	\$8,433	\$70,592	\$420,512	\$196,570	\$696,106	\$4,035,739	
19	HSA Revenues								
20									
21	Federal	\$2,905,480	\$7,336	\$61,415	\$365,846	\$171,016	\$605,612	\$3,511,093	
22	County	\$434,152	\$1,096	\$9,177	\$54,667	\$25,554	\$90,494	\$524,646	
23									
24									
25									
26									
27	TOTAL HSA REVENUES	\$3,339,632	\$8,433	\$70,592	\$420,512	\$196,570	\$696,106	\$4,035,739	
28	Other Revenues								
29									
30									
31									
32									
33	Total Revenues	\$3,339,632	\$ 8,433	\$ 70,592	\$ 420,512	\$ 196,570	\$ 696,106	\$4,035,739	
34									
36	Prepared by: Jill Jacobs	Telephone No.:510-536-5437							
37	HSA-CO Review Signature:								
38	HSA #1								

	A	B	C	D	E	F	G	H	I
1									Appendix B-2, Page 6
2									Document Date: 6/15/21
3									
4	Family Builders By Adoption								
5	Program: Adoption and Permanency Services								
6									
7									
8									
9									
10									
									7/1/16-6/30/21 7/1/21-6/30/22
11									
12	<u>Expenditure Category</u>			Previous	Adoption Recruitment & Outreach	Permanency-Coaching	Family Finding	RFA Assessments	Total
13	Rental of Property			\$185,193	\$0	\$3,026	\$11,734	\$5,037	\$19,797
14	Utilities(Elec, Water, Gas, Phone, Scavenger)			\$25,747	\$0	\$434	\$2,466	\$1,207	\$4,107
15	Office Supplies, Postage			\$10,732	\$0	\$579	\$3,246	\$1,587	\$5,412
16	Building Maintenance Supplies and Repair			\$1,523	\$0	\$40	\$227	\$111	\$378
17	Printing and Reproduction			\$5,698	\$0	\$13	\$71	\$35	\$119
18	Insurance			\$34,460	\$0	\$750	\$5,680	\$1,780	\$8,210
19	Staff Training & Recruitment			\$8,600	\$0	\$150	\$400	\$1,050	\$1,600
20	Staff Travel-(Local & Out of Town)			\$76,200	\$0	\$0	\$15,000	\$5,000	\$20,000
21									
22									
23	OTHER								
24	Accounting, Consultant, Tax License			\$17,068	\$0	\$600	\$2,408	\$1,668	\$4,676
25	Computer Support			\$10,305	\$0	\$613	\$2,479	\$1,203	\$4,295
26	Dues & Memberships			\$9,115	\$0	\$250	\$1,420	\$595	\$2,265
27	Family Recruitment			\$37,000	\$6,000	\$0	\$0	\$0	\$6,000
28	Social Media Marketing				\$0	\$0	\$0	\$0	\$0
29	Video Development				\$0	\$0	\$0	\$0	\$0
30	Radio/Other Media Marketing				\$0	\$0	\$0	\$0	\$0
31	Miscellaneous Program expenses			\$19,988	\$1,350	\$0	\$7,500	\$0	\$8,850
32	Accreditation			\$462	\$0	\$10	\$57	\$28	\$95
33	Support Services			\$12,080	\$0	\$0	\$1,500	\$0	\$1,500
34									
35									
36									
37	TOTAL OPERATING EXPENSE			\$454,171	\$7,350	\$6,465	\$54,188	\$19,301	\$87,304
38									
39	HSA #3								