



Edwin M. Lee, Mayor

Department of Human Services  
Department of Aging and Adult Services

Trent Rhorer, Executive Director

MEMORANDUM

TO: HUMAN SERVICES COMMISSION

THROUGH: TRENT RHORER, EXECUTIVE DIRECTOR

FROM: SYLVIA DEPORTO, DEPUTY DIRECTOR  
JOHN TSUTAKAWA, DIRECTOR OF CONTRACTS *JCT*

DATE: AUGUST 19, 2016

SUBJECT: GRANT MODIFICATION : **ST.VINCENT DE PAUL SOCIETY/RILEY CENTER** (NON-PROFIT) TO PROVIDE DOMESTIC VIOLENCE INTERVENTION SERVICES TO FAMILIES INVOLVED WITH CHILD WELFARE

GRANT TERM:	<u>Current</u> 1/1/16- 6/30/18	<u>Modification</u> 7/1/16- 6/30/18	<u>Revised</u> 1/1/16- 6/30/18	<u>Contingency</u>	<u>Total</u>
TOTAL AMOUNT:	\$803,453	\$65,976	\$869,429	\$86,943	\$956,372
ANNUAL AMOUNT:	<u>FY15/16</u> \$244,704	<u>FY16/17</u> \$334,729	<u>FY17/18</u> \$289,996		
Funding Source MODIFICATION FUNDING: PERCENTAGE:	<u>County</u>	<u>State</u> \$36,287	<u>Federal</u> \$29,689	<u>Contingency</u> \$6,598	<u>Total</u> \$72,574
		55%	45%		100%

The Department of Human Services (DHS) requests authorization to modify the existing grant with St Vincent de Paul Society/Riley Center for the time period beginning July 1, 2016 and ending on June 30, 2018, in an additional amount of \$65,976 plus a 10% contingency for a revised total grant amount not to exceed \$956,372. The purpose of the modification is to appropriately adjust staff compensation commensurate with job function and offset increased operating expenses, including expanded use of contracted clinical/mental health consultation resulting in enhanced, comprehensive domestic violence intervention and referral services to families who are involved with Child Protective Services (CPS) or families who have been referred to the Human Services Agency's Family and Children's Services (FCS) hotline.

## **Background**

St. Vincent De Paul/Riley Center has participated in the Differential Response (DR) Program since 2005 as one of the seven original differential response liaisons. The Riley Center liaison provides short-term case management for those families referred by the Family and Children's Services (FCS) Hotline that don't rise to the level of assigning for investigation. In 2007, FCS expanded the grant with Riley Center to add a second position: a Domestic Violence (DV) Specialist co-located with FCS Hotline and emergency response staff, to provide direct consultation and referrals for families with an open case where DV is present. A second DV Specialist was added through a competitive bid process in October 2015, for a total of three staff.

## **Services to be Provided**

Grantee will work with FCS staff and provide the following:

- A. Consultation and Resource Referral**  
Provide support to Protective Service Workers (PSWs) for cases that include DV and intimate partner violence; when requested, accompany PSW staff on home visits, including evening and weekend visits; provide specific case consultation/guidance; assist with the development of appropriate interventions for victims of DV/intimate partner violence and their children; assist with the development of safety plans for women and children; assist with lethality assessments; share resource information and referrals to DV shelters and community services; and, provide consultations and referrals for the perpetrator, whether male or female, as appropriate; and attend Child and Family Team (CFT) Meetings.
- B. Services for Families on the DR Pathway**  
Provide intensive DV counseling and case management services to the family, including joint home or office visits with the PSW and family; and, connect families to community services and resources; provide on-going support and case management for a period of 6-12 months.
- C. Training and Technical Assistance**  
Provide training on domestic/intimate partner violence to new FCS workers, the Title IV-E Intern Program, and as needed for FCS staff; and, advise FCS on the development of internal protocols and guidelines to better support families experiencing domestic/intimate partner violence that are referred to or involved with CPS.
- D. Consult and Work with the DHS-FCS' Counsel**  
Consult as allowed under applicable law, and attend family court hearings and testify on behalf of DHS-FCS upon request of FCS or their attorneys; act as a mandated reporter for child abuse; and, ensure all confidentiality requirements regarding client information are maintained.

**E. Special Project Funds for DV Services**

Expend a one-time allocation of funds for DV services to do the following: Develop a training manual on working with perpetrators for DV providers and FCS staff; provide translation of DV materials in languages other than English and Spanish, including Cantonese and Russian; and, develop a trauma informed DV curriculum for training DV staff and FCS staff.

For more specific information regarding services to be performed by the Grantee, please refer to Appendix A (attached).

**Location and Time of Services**

Domestic violence intervention services will be provided at DHS sites (170 Otis St. and 3801 Third Street), as well as home visits within San Francisco. DR/DV services will be provided at Riley Center's Community Office (1175 Howard Street), at other Family Resource Centers or the families' home, as appropriate. Time of services will be flexible, as CFT Meetings start at 4:00 pm and may not end until 7:00 pm, and there may be emergency DV situations that require consultations on the weekends. Grantee will also provide back-up support when regular staff is on extended vacation, medical leave, etc.

**Selection**

Grantee was selected through Request for Proposals 662 which was competitively bid in October 2015.

**Funding**

Funding for this grant is provided by State funds (55%), and Federal funds (45%).

**ATTACHMENTS**

Appendix A-1-Services to be Provided

Appendix B-1-Program Budget

**Appendix A-1**  
**Services to be Provided by St Vincent De Paul Society/Riley Center**  
**January 1, 2016 to June 30, 2018**

**I. PURPOSE**

To provide comprehensive domestic violence intervention and referral services to families who are involved with Child Protective Services (CPS) or families who have been referred to HSA's Family and Children's Services (FCS) hotline. For families where domestic/intimate partner violence is present, these services are intended to increase the safety of children and families and include outreach, home visits, assessment, safety planning, and crisis intervention support. Consultation and intervention services will also be provided to the perpetrator, as appropriate. Grantee will provide culturally sensitive and language specific services inclusive of all family structures.

**II. DEFINITIONS**

CPS	Child Protective Services
DV	Domestic Violence
FCS	Family and Children Services Division of SFDHS
Grantee	St Vincent de Paul Society/Riley Center
PSW	Protective Services Worker
Differential Response (DR)	An approach to working with moderate-to-low-risk families with a substantiated CPS allegation using standardized assessments, family engagement techniques, evidence-based practice and community supports.
SFDHS	San Francisco Department of Human Services (also DHS)

**III. TARGET POPULATION**

Grantee will provide services to families where DV/intimate partner violence is present and who have been referred to CPS, including families with an active case and families who have been referred for Differential Response services.

#### **IV. SERVICES TO BE PROVIDED**

Grantee will work with FCS staff and provide the following:

- A. Consultation and Resource Referral**  
Provide support to Protective Service Workers (PSWs) for cases that include DV and intimate partner violence; when requested, accompany PSW staff on home visits, including evening and weekend visits; provide specific case consultation/guidance; assist with the development of appropriate interventions for victims of DV/intimate partner violence and their children; assist with the development of safety plans for women and children; assist with lethality assessments; share resource information and referrals to DV shelters and community services; provide consultations and referrals for the perpetrator, whether male or female, as appropriate; and, attend Child and Family Team (CFT) Meetings.
- B. Services for Families on the DR Pathway**  
Provide intensive DV counseling and case management services to the family, including joint home or office visits with the PSW and family; connect families to community services and resources; and, provide on-going support and case management for a period of 6-12 months.
- C. Training and Technical Assistance**  
Provide training on domestic/intimate partner violence to new FCS workers, the Title IV-E Intern Program, and as needed for FCS staff; and, advise FCS on the development of internal protocols and guidelines to better support families experiencing domestic/intimate partner violence that are referred to or involved with CPS.
- D. Consult and Work with the DHS-FCS' Counsel**  
Consult as allowed under applicable law, and attend family court hearings and testify on behalf of DHS-FCS upon request of FCS or their attorneys; act as a mandated reporter for child abuse; and, ensure all confidentiality requirements regarding client information are maintained.
- E. Special Project Funds for DV Services**  
Expend a one-time allocation of funds for DV services to do the following: Develop a training manual on working with perpetrators for DV providers and FCS staff; provide translation of DV materials in languages other than English and Spanish, including Cantonese and Russian; and, develop a trauma informed DV curriculum for training DV staff and FCS staff.

#### **IV. SERVICE OBJECTIVES**

- A.** The two DV Specialists will provide domestic violence intervention services, including referrals and assessment services, to a minimum of 260 unduplicated families referred by FCS annually.

- B. The DR Liaison will provide DV services and case management to 30 families referred by FCS annually.
- C. DR families will be contacted face-to-face once a month.
- D. Grantee will provide three to four trainings annually for FCS staff, including new workers and Title IV-E interns.
- E. At the end of the contract period, Grantee will have completed all projects, training curriculum, and implemented training for DV and FCS staff, as identified in Section IV-E.

**V. OUTCOME OBJECTIVES**

- A. 80% of the families served by the DV Specialists will complete a safety plan.
- B. 80% of the families served by the DR Liaison will demonstrate improved functioning or well-being as measured by the Family Development matrix utilized by the SF Family Resource Center Programs.
- C. 70% of families served by the Grantee will not be referred for new allegations of abuse or neglect within a one year period.
- D. A minimum of 90% of PSW's who have consulted with Grantee staff shall rate overall satisfaction with the services provided by Grantee staff as 4 or higher on a 5 point scale.

**VII. LOCATION AND TIME OF SERVICES**

Domestic violence intervention services will be provided at DHS sites (170 Otis St. and 3801 Third Street), as well as home visits within San Francisco. DR/DV services will be provided at Riley Center's Community Office (1175 Howard Street), at other Family Resource Centers or the families' home, as appropriate. Time of services will be flexible, as CFT Meetings start at 4:00 pm and may not end until 7:00 pm, and there may be emergency DV situations that require consultations on the weekends. Grantee will also provide back-up support when regular staff is on extended vacation, medical leave, etc.

**VIII. GRANTEE RESPONSIBILITIES**

- A. Grantee staff members are mandated reporters for child abuse.
- B. Both Grantee and DHS will ensure all confidentiality requirements regarding client information are maintained.
- C. All staff involved with this contract are to be TB tested and retain information on tests in their personnel files.
- D. Staff serving clients directly must have at least 40 hours of DV training supervised by an individual who qualifies as a DV counselor, and who has at least one year of experience counseling DV victims (per Evidence Code Section 1037 of State law).

- E. Grantee will provide culturally and linguistically competent services to meet the diverse needs of San Francisco families. DV services must be provided in English and Spanish.
- F. Grantee will provide staff with clinical supervision and support.

## **IX. REPORTING**

- A. Grantee shall submit quarterly responses for each objective as outlined above. This format should be cumulative, showing each quarter separately, providing a total number of families served compared to the yearly service and outcome objectives.
- B. Grantee should also track and report on services provided, including services provided to each family. Grantee will use Efforts to Outcomes software to track and report on individual referrals with at least the following fields: date of referral, PSW consulting, dates services first provided, last name, first name, date of birth, gender, ethnicity, primary language, zip code, case ID, and services provided. Reports are due 15 days after the close of the quarter.
- C. Grantee shall submit an annual report due 45 days after the close of each grant year. The annual report should include accomplishments and challenges encountered by the Grantee, as well as several brief client vignettes.
- D. Submission of Reports: All reports are to be submitted in the Contracts Administration, Reporting and Billing Online (CARBON) system. Reports with client identifying information should be sent to Maggie Donahue, Program Manager, through HSA's encrypted email system for contractors.

## **X. MONITORING**

- A. Program Monitoring: Program monitoring will include review of client data, and all supporting documentation for reporting progress towards meeting service objectives.
- B. Fiscal Compliance and Grant 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, subgrants, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D	E
1					Appendix B-1, Page 1
2					Document Date: 7/1/16
3	<b>HUMAN SERVICES AGENCY CONTRACT BUDGET SUMMARY</b>				
4	<b>BY PROGRAM</b>				
5	Contractor's Name			Contract Term	
6	St. Vincent de Paul Society of San Francisco - Riley Center			January 2016 through June 2018	
7	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>				
8	If modification, Effective Date of Mod.		No. of Mod. #1		
9	Program: D.V. Services for FCS Clients				
10	Budget Reference Page No.(s)				
11	Program Term	1/01/16 to 6/30/16	Fiscal Year 16/17	Fiscal Year 17/18	Total
12	<b>Expenditures</b>				
13	Salaries & Benefits	\$118,615	\$224,469	\$224,469	\$567,553
14	Operating Expense	\$70,084	\$66,600	\$27,702	\$164,385
15	<b>Subtotal</b>	<b>\$188,699</b>	<b>\$291,069</b>	<b>\$252,171</b>	<b>\$731,938</b>
16	Indirect Percentage (%)	15%	15%	15%	15%
17	Indirect Cost (Line 16 X Line 15)	\$28,305	\$43,660	\$37,826	\$109,791
18	Capital Expenditure	\$27,700	\$0	\$0	\$27,700
19	Total Expenditures	\$244,704	\$334,729	\$289,996	\$869,429
20	<b>HSA Revenues</b>				
21	State Funding	\$134,587	\$184,101	\$159,498	\$478,186
22	Federal Funding	\$110,117	\$150,628	\$130,498	\$391,243
23					
24					
25					
26					
27					
28					
29	<b>TOTAL HSA REVENUES</b>	<b>\$244,704</b>	<b>\$334,729</b>	<b>\$289,996</b>	<b>\$869,429</b>
30	<b>Other Revenues</b>				
31					
32					
33					
34					
35					
36	Total Revenues	\$244,704	\$334,729	\$289,996	\$869,429
37					
39	Prepared by: Justin Eliot	Telephone No.: 415-977-1270		Date: 12/10/15	
40	HSA-CO Review Signature: _____				
41	<b>HSA #1</b>				<b>11/15/2007</b>
42					

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	A	B	C	D	E	F	G	H	I
1									Appendix B-1, Page 2
2									Document Date: 7/1/16
3									
4	Program Name:								
5	(Same as Line 9 on HSA #1)								
6									
7	<b>Salaries &amp; Benefits Detail</b>								
8									
9									
10									
11									1/01/16 to 6/30/16 Fiscal Year 16/17 Fiscal Year 17/18
12		Agency Totals		For HSA Program		For DHS Program	For DHS Program	For DHS Program	TOTAL
	POSITION TITLE	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	(6 months only) Budgeted Salary	Budgeted Salary	Budgeted Salary	July '15 to June '18
13	DR Liaison	\$45,000	100%	100%	100%	\$22,500	\$45,000	\$45,000	\$112,500
14	DV Specialists	\$48,000	200%	200%	200%	\$48,000	\$96,000	\$96,000	\$240,000
15	Program Director	\$76,125	100%	10%	10%	\$8,393	\$7,613	\$7,613	\$23,618
16	Support Group Facilitator	\$52,000	30%	30%	30%	\$7,714	\$15,427	\$15,427	\$38,568
17									\$0
18						**Program Director is 11% FTE during the initial			\$0
19						6 month period, to assist with program changes.			\$0
20									\$0
21									\$0
22									\$0
23									\$0
24									\$0
25									\$0
26									\$0
27									\$0
28									\$0
29									\$0
30	TOTALS	\$221,125	4.30	3.40	3.40	\$86,607	\$164,040	\$164,040	\$414,687
31									
32	FRINGE BENEFIT RATE	36.96%							
33	EMPLOYEE FRINGE BENEFITS					\$32,008	\$60,429	\$60,429	\$152,866
34									
35									
36	TOTAL SALARIES & BENEFITS					\$118,615	\$224,469	\$224,469	\$567,553
37	HSA #2								11/15/2007

	A	B	C	D	E	F	G	H	I	J	K
1											Appendix B-1, Page 3
2											Document Date: 8/1/2016
3											
4	Program Name:										
5	(Same as Line 9 on HSA #1)										
6											
7	<b>Operating Expense Detail</b>										
8											
9											TOTAL
10	Expenditure Category		TERM	1/01/16 to 6/30/16	Fiscal Year 16/17	Fiscal Year 17/18					\$ -
11	Rental of Property										\$ -
12	Utilities(Elec, Water, Gas, Phone, Scavenger)			\$550	\$1,100	\$1,100					\$ 2,750
13	Office Supplies, Postage			\$5,000	\$3,000	\$3,000					\$ 11,000
14	Building Maintenance Supplies and Repair			\$125	\$250	\$250					\$ 625
15	Printing and Reproduction			\$7,500	\$2,500	\$2,500					\$ 12,500
16	Insurance			\$50	\$100	\$100					\$ 250
17	Staff Training			\$5,000	\$1,000	\$1,000					\$ 7,000
18	Staff Travel-(Local & Out of Town)										\$ -
19	Rental of Equipment										\$ -
20	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE										
21											
22	POCOVI			\$5,000	\$5,000	\$5,000					\$ 15,000
23	Translation - Client Services			\$900	\$1,800	\$1,800					\$ 4,500
24	IT Consultant			\$510	\$250	\$250					\$ 1,010
25	Clinical/Mental Health Consultation (TBD)			\$5,200	\$10,000	\$10,000					\$ 25,200
26	<b>Training budget expenses</b>										
27	POCOVI - Procedure Manual			\$5,000	\$5,000						\$ 10,000
28	Homeless Children's Network - Training			\$16,398	\$16,398						\$ 32,796
29	D.V. Program Supportive Services			\$12,000	\$12,000						\$ 24,000
30	Translation Services			\$5,500	\$5,500						\$ 11,000
31	OTHER										
32	Telephones (including staff cell phone stipends)			\$1,141	\$2,282	\$2,282					\$ 5,705
33	Client Database License Fees			\$210	\$420	\$420					\$ 1,050
34											
35	TOTAL OPERATING EXPENSE			\$70,084	\$66,600	\$27,702					\$ 164,385
36											
37	HSA #3										11/15/2007

	A	B	C	D	E	F
1					Appendix B-1, Page 4	
2					Document Date:	8/1/2016
3						
4	Program Name:					
5	(Same as Line 9 on HSA #1)					
6						
7						
8						
9						TOTAL
10	EQUIPMENT	TERM	1/01/16 to 6/30/16	Fiscal Year 16/17	Fiscal Year 17/18	
11	No.	ITEM/DESCRIPTION				
12		3 laptop computers, projector and screen	5,900			5,900
13		Staff Desk & Chair	2,800			2,800
14		Furniture - Support Group Room	4,000			4,000
15		Remodel - Support Group Room	15,000			15,000
16						0
17						0
18						0
19						0
20	TOTAL EQUIPMENT COST		27,700	0	0	27,700
21						
22	REMODELING					
23	Description:					0
24						0
25						0
26						0
27						0
28						0
29	TOTAL REMODELING COST		0	0	0	0
30						
31	TOTAL CAPITAL EXPENDITURE		27,700	0	0	27,700
32	(Equipment and Remodeling Cost)					
33	HSA #4					11/15/2007