



**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  
San Francisco, CA  
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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

**DATE:** SEPTEMBER 17, 2021

**SUBJECT:** GRANT MODIFICATION: **SAN FRANCISCO  
COMMUNITY COLLEGE DISTRICT (NON-  
PROFIT) TO PROVIDE TITLE IV- E TRAINING  
SERVICES**

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EL

<b>GRANT TERM:</b>	<u>Current</u>	<u>Revised Term</u>			
	10/1/2020- 9/30/21	10/1/2020 – 9/30/22			
<b>GRANT AMOUNT:</b>	<u>Current</u>	<u>Modification</u>	<u>Contingency</u>	<u>Total</u>	
	\$863,527	\$863,527	\$172,705	\$1,899,759	
	<u>FY 20-21</u>	<u>FY21-22</u>			
<b>ANNUAL AMOUNTS:</b>	\$863,527	\$863,527			
<b>Funding Source</b>	<u>County</u>	<u>State</u>	<u>Fed</u>	<u>Contingency</u>	<u>Total</u>
<b>FUNDING:</b>		\$1,727,054		\$172,705	\$1,899,759
<b>PERCENTAGE:</b>		100%			

The Office of Benefits and Family Support (BFS) requests authorization to modify the existing grant with San Francisco Community College District (CCSF) for an additional period of October 1, 2021 to September 30, 2022 and for an additional \$863,527 plus a 10% contingency for a new grant amount not to exceed \$1,899,759. The purpose of the grant is to provide

specialized training for foster family agencies, resource families and group homes. This modification extends the grant term for one additional year.

### **Background**

Since 2002, this grant has provided specialized training services to assist Resource Family Approved (RFA) resource families, group homes, Foster Family Agencies (FFA), Family and Children's Services (FCS) staff, and other Title IV-E eligible agencies to improve the quality of care for children and youth in foster care.

For the past year, CCSF has been the lead agency with two subcontractors: Edgewood Center for Children and Their Families and Seneca Family of Agencies. CCSF's provision of in-kind match resources allowed the Department to draw down Federal funds for this project.

### **Services to be Provided**

Grantee, along with the two subcontractors, will continue to develop and provide a training curriculum based on training themes established by FCS and the Parenting for Permanency College (PPC) Collaborative that fulfills the requirements of the Title IV-E federally funded training program, as well as aligns with current child welfare best practices. Classroom training will be offered to FCS and other Title IV-E eligible service providers and resource families. This core function will also include coordination of training schedules and locations, publication of a quarterly training calendar, providing appropriate classroom facilities and materials for courses offered, tracking feedback from course participants to ensure training meets targeted objectives, and maintaining minimum census levels for training sessions scheduled.

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

### **Performance**

CCSF was able to transition to offering trainings virtually online at the start of the pandemic. However, they faced some unique challenges as a result of the pandemic and having to pivot all trainings to a virtual platform. While certain classes work well in an online format, classes that require in person coaching such as CPR, have been greatly affected. Moreover, City College had to cancel 100+ training hours in the beginning of the year due to a delay in contract renewal. As a result, the total training hours provided by City College this year dropped significantly.

City College did exceed expectations in all other areas. They were able to enroll twice as many people even with fewer classes offered. On average, they served 400 unduplicated individuals per quarter, greatly exceeding the annual goal of 600. Additionally, both of the subcontractors, Edgewood and Seneca, are on track to meet objectives in all areas for FY 20-21.

**Site Locations and Hours**

Classes will be held Monday-Friday, between 8 AM to 10 PM, and on Saturdays according to the needs of the clients and/or virtually during the COVID Pandemic.

**Selection**

Grantee was selected through Request for Proposals #733, which was competitively bid in April 2017. The grant is being extended for one more year due to Mayor Breed's 35<sup>th</sup> 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 for this grant is 100% Federal Title IV-E funds. The Title IV-E funding mechanism allows the Agency to draw down federal funds for match provided.

**ATTACHMENTS**

Appendix A-1 – Services to be Provided

Appendix B-1 – Calculation of Charges

**Appendix A-1 – Services to be Provided  
San Francisco Community College District**

**Title IV-E Specialized Training Services  
October 1, 2017– September 30, 2022  
Updated September 1, 2021**

**I. Grant Purpose**

This grant provides specialized training services to assist foster parents, resource families, group homes, Foster Family Agencies (FFA), Family and Children’s Services (FCS) staff, and other Title IV-E eligible agencies to improve the quality of care for children and youth in foster care.

**II. Target Population**

Target population includes foster parents, resource families, short-term residential program staff, FFAs, FCS staff and other Title IV-E eligible agencies working with children and youth in foster care.

**III. Definitions**

Grantee	San Francisco Community College District
DHS	San Francisco Department of Human Services, a Department of the Human Services Agency
FCS	Family and Children’s Service Division of the Department of Human Services
FFA	Foster Family Agency
PPC	Parenting for Permanency College

**IV. Services to be Provided**

Grantee and subcontractors will offer a training curriculum that fulfills the requirements of the Title IV-E federally funded training program. Training encompasses Title IV-E qualified topics including best practices in family engagement, case management and reviews, and building resilience, cultivating independent living skills in youth, wide range of mental and behavioral health training. Classes are open to FCS and other Title IV-E eligible service providers, foster parents, and resource families. The training curriculum will be based on training themes established by FCS and the Parenting for Permanency College (PPC) Collaborative and incorporate the following objectives:

1. To offer Title IV-E classroom training for FCS staff, FFA’s, foster parents and resource families, group homes, and other Title IV-E eligible service providers in order to build and strengthen agency and care provider capacity to meet AB 636 and AB 12 (Fostering Connections After 18) outcomes for San Francisco children and youth in the San Francisco child welfare system.
2. To develop and provide a training curriculum that aligns with current child welfare best practices for foster parents, resource families, service providers and FCS staff.

3. To collaborate with FCS and the PPC, and other training partners, to coordinate training schedules and locations if any.
4. To maintain an average of 8 participants per class for group lectures, seminars and workshops for Title IV-E eligible agency staff; and, an average of five (5) participants per class for group lectures, seminars and workshops for foster parents and resource families enrolled in the Parenting for Permanency College (PPC).
5. To publish a quarterly training calendar listing all classes offered by the Grantee.
6. To provide appropriate classroom facilities and materials for each class session.
7. To provide a tracking tool to ensure consumer feedback is obtained and the training curriculum meets Title IV-E requirements.
8. To meet with FCS staff & the PPC collaborative to plan training sessions for foster parents and resource families as needed.

**V. Service Locations and Hours of Operation**

Classes will be held Monday-Friday, between 8 AM to 10 PM, and on Saturdays according to the needs of the clients. At minimum, 51% of training must be offered at CCSF on-campus locations, or via their online learning management system.

**A note on COVID-19 response & classes:** Modified Learning, defined as a class that is delivered remotely via Canvas and Zoom, but was originally designed to be a face-to-face class is a for 2021 and 2022 classes. This will be determined by CCSF Administration and faculty based on San Francisco Department of Public Health guidance, data, COVID-19 tracking models, best practices, and local and state health orders.

CCSF Locations:

Downtown Center	88 4th St, San Francisco, CA 94103,
Evans Center	1400 Evans St. SF 94124
John Adams Center	1860 Hayes St. SF 94117
Ocean Center	50 Frida Kahlo Way. SF 94112
Other CCSF centers as needed	

Edgewood Locations:

101 15<sup>th</sup> St, San Francisco, CA, 94103  
1800 Vicente St, San Francisco, CA 94116

Seneca Locations:

2447, 2513, 2527 and 2529 24<sup>th</sup> St, San Francisco, CA 94110

Other off-campus locations may be scheduled upon review and approval of CCSF's Title IV-E Office.

**VI. Service Objectives**

- A. To produce a quarterly training calendar.
- B. To provide a minimum of 1,100 classroom hours of training annually. Additionally, CCSF subcontractors will provide a minimum of 1,756 classroom hours of training annually.
- C. To provide training to a minimum of 600 unduplicated participants annually. Additionally, CCSF subcontractors will provide training to a minimum of 788 unduplicated participants annually.
- D. To maintain sign-in sheets and evaluation forms for each class offered and provide monthly attendance records for all workshops including attendance records for FCS staff by the fifth of the month to the FCS Training Coordinator.

**VII. Outcome Objectives - Annually**

- A. A minimum of 80% of training participants will rate the overall usefulness of the training as at least a three (good) on a 5-point scale.
- B. A minimum of 75% of training respondents shall indicate that their knowledge increased as a result of the training.

**VII. Reporting Requirements**

A. Quarterly and Annual Reports

Grantee shall submit quarterly and annual performance reports during the term of the grant.

- 1. The reports shall contain data on progress toward meeting service and outcome objectives, as well as information related to the number and types of courses offered during the reporting period.
- 2. Quarterly Reports are due no later than 15 days following the end of the quarter.
- 3. An Annual Report is due 45 days following the end of the fiscal year.

B. Grantee shall submit ad hoc reports as requested by DHS.

C. All reports must be entered into the Contracts Administration, Billing and Reporting Online (CARBON) system as well as submitted electronically to the following staff:

Karina Zhang, Program Analyst  
Karina.Zhang@sfgov.org

Johanna Gendelman, Contract Manager  
Johanna.Gendelman@sfgov.org

**IX. Monitoring Activities**

- A. Program Monitoring: Program monitoring will include review of service delivery documentation and all supporting documentation for reporting progress towards meeting service and outcome 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. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, the current board roster and selected board minutes for compliance with the Sunshine Ordinance, and HIPAA compliance.

	A	B	C	D	E
1	Appendix B-1, Page				8/1/2021
2					
3	<b>HUMAN SERVICES AGENCY CONTRACT BUDGET SUMMARY BY PROGRAM</b>				
4					
5	Contractor's Name			Contract Term	
6	San Francisco Community College District			10/1/20-9/30/22	
7	(Check On <input type="checkbox"/> ) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>				
8	If modification, Effective Date of Mod. 10.22 No. of Mod. 1				
9	Program: Title IV-E				
10	Budget Reference Page No.(s)				
11	Program Term	<b>2020-2021</b>	<b>2021-2022</b>		<b>Total</b>
12	<b>Expenditures</b>				
13	Salaries & Benefits	\$373,576	\$373,576		\$747,152
14	Operating Expense	\$489,951	\$489,951		\$979,902
15	<b>Subtotal</b>	<b>\$863,527</b>	<b>\$863,527</b>		<b>\$1,727,054</b>
16	Indirect Percentage (%)				
17	Indirect Cost (Line 16 X Line 15)				
18	Capital Expenditure				
19	Total Expenditures	\$863,527	\$863,527		\$1,727,054
20	<b>HSA Revenues</b>				
21	General Fund				
22	Federal Title IV-E, CFDA #93.658	\$863,527	\$863,527		\$1,727,054
23					
24					
25					
26					
27					
28	TOTAL HSA REVENUES	<b>\$863,527</b>	<b>\$863,527</b>		<b>\$1,727,054</b>
29	<b>Other Revenues</b>				
30					
31					
32					
33					
34					
35	Total Revenues	<b>\$863,527</b>	<b>\$863,527</b>		<b>\$1,727,054</b>
36					
38	Prepared by: Stephanie Chenard Telephone No.: 415 267 6560 Date: 08/1/21				
39	HSA-CO Review Signature: _____				
40	<b>HSA #1</b>				<b>8/1/2021</b>







	A	B	C	D	E	F
1						Appendix B, Page
2						Document Date:
3						
4	Program Name:					
5	(Same as Line 9 on HSA #1)					
6						
7	<b>Capital Expenditure Detail</b>					
8	<b>(Equipment and Remodeling Cost)</b>					
9						TOTAL
10	EQUIPMENT	TERM	2020-2021	2021-2022	#REF!	
11	No.	ITEM/DESCRIPTION				
12						0
13						0
14						0
15						0
16						0
17						0
18						0
19						0
20	TOTAL EQUIPMENT COST		0	0	0	0
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		0	0	0	0
32	(Equipment and Remodeling Cost)					
33	<b>HSA #4</b>					<b>8/1/2021</b>