

City and County of San Francisco



London Breed, Mayor

Human Services Agency

 Department of Human Services
 Department of Disability and Aging Services
 Office of Early Care and Education

Trent Rhorer, Executive Director

MEMORANDUM

TO: HUMAN SERVICES COMMISSION

THROUGH: TRENT RHORER, EXECUTIVE DIRECTOR

FROM: JOAN MILLER, DEPUTY DIRECTOR
 ESPERANZA ZAPIEN, ACTING DIRECTOR OF CONTRACTS DS
ET

DATE: OCTOBER 16, 2020

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

	<u>Current</u>	<u>Renewal</u>		
GRANT TERM:	10/1/17-9/30/20	10/1/20-9/30/21		
GRANT AMOUNT:	<u>Current</u>	<u>Renewal</u>	<u>Contingency</u>	<u>Total</u>
	\$2,416,282	\$836,567	\$83,656	\$922,423
ANNUAL AMOUNT:	<u>FY 19-20</u>	<u>FY 20-21</u>		
	\$932,458	\$836,567		

<u>Funding Source</u>	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:			\$836,567	\$83,656	\$922,423
PERCENTAGE:			100%		

The Department of Human Services (DHS) requests authorization to renew the grant with San Francisco Community College District (SFCCD) for the period of October 1, 2020 through September 30, 2021, in an amount of \$836,567 plus a 10% contingency for a total amount not to exceed \$922,423. The purpose of the grant is to provide specialized training for foster family agencies, resource families and group homes.

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 cycle, SFCCD has been the lead agency with three subcontractors: Catholic Charities, Edgewood Center for Children and Their Families and Seneca Family of Agencies. Catholic Charities withdrew from the collaborative this past year. SFCCD'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

Over the past three years, the grantee has provided numerous trainings that fulfill the requirements of the Title IV-E training program, which align with current child welfare best practices, including "Supporting LGBTQI Youth & Young Adults in Youth Services, Child Welfare, and Juvenile Justice," "Transitional Age Youth: Thinking Differently about Independence and the Importance of Natural Support Systems, Especially Family," and "Grief & Loss: When New Losses Occur & Old Losses Resurface." Prior to the Shelter in Place Order, SFCCD provided classroom facilities and materials for the courses offered, and was then able to transition to offering trainings virtually online. Tracking feedback has not been consistently shared; the hope is that it will be in the future, in addition to attendance sheets from each of the trainings, as well as an updated training calendar on a quarterly basis.

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 Epidemic.

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 Phelan Ave. SF 94103
Other CCSF centers as needed

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

Selection

Grantee was selected through Request for Proposals #733, which was competitively bid in April 2017.

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 – Services to be Provided

Appendix B – Calculation of Charges

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

**Title IV-E Specialized Training Services
October 1, 2020– September 30, 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 regularly with FCS staff & the PPC collaborative to plan training sessions for foster parents and resource families.

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.

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 possibility for Fall 2020, and subsequent 2021 classes. This will be determined by CCSF Administration 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 Phelan Ave. SF 94103
Other CCSF centers as needed	

Edgewood Locations:

101 15th St, San Francisco, CA, 94103
 1800 Vicente St, San Francisco, CA 94116

Seneca Locations:

2447, 2513, 2527 and 2529 24th St, San Francisco, CA 94110

St. Vincent's School for Girls and Boys Location:
750 33rd Ave, San Francisco, CA 94121

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 1,685 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.
- E. To prepare a quarterly report summarizing the transfer of learning evaluation data.

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.

Grantee will conduct follow up evaluations of a randomly selected group of training participants that assess the transfer of learning on the job:

- 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 monthly attendance records for FCS staff to the Program Director, Training and Administration
- C. Grantee shall submit ad hoc reports as requested by DHS.
- D. All reports must be entered into the Contracts Administration, Billing and Reporting Online (CARBON) system as well as submitted electronically to the following staff:

Fara Richardson, Program Manager
Fara.Richardson@sfgov.org

Massiel Gonzalez, Program Manager
Massiel.Gonazalez@sfgov.org

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

IX. Monitoring Activities

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, Page				
2	Document Date:				10/1/2020
3	HUMAN SERVICES AGENCY CONTRACT BUDGET SUMMARY				
4	BY PROGRAM				
5	Contractor's Name			Contract Term	
6	San Francisco Community College District			2020-2021	
7	(Check One <input type="checkbox"/> New <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Modification _____				
8	If modification, Effective Date of Mod.		No. of Mod.		
9	Program: Title IV-E				
10	Budget Reference Page No.(s)				
11	Program Term		2020-2021	2021-2022	Total
12	Expenditures				
13	Salaries & Benefits		\$353,849		\$353,849
14	Operating Expense		\$484,718		\$484,718
15	Subtotal		\$838,567		\$838,567
16	Indirect Percentage (%)				\$0
17	Indirect Cost (Line 16 X Line 15)				
18	Capital Expenditure		\$0		\$0
19	Total Expenditures		\$838,567		\$838,567
20	HSA Revenues				
21	General Fund				
22	Federal Title IV-E, CFDA #93.658		\$838,567		\$838,567
23					
24					
25					
26					
27					
28	TOTAL HSA REVENUES		\$838,567		\$838,567
29	Other Revenues				
30					
31					
32					
33					
34					
35	Total Revenues		\$0	\$838,567	\$838,567
36					
38	Prepared by:		Stephanie Chenard Telephone No.: 415 267 6560		Date: 10/8/20
39	HSA-CO Review Signature: _____				
40	HSA #1				10/8/2020

