



**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
94120-7988
www.SFHSA.org



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: MAY 20, 2022

SUBJECT: GRANT MODIFICATION: **SAFE AND SOUND** (NON-PROFIT) FOR PROVISION OF MANDATED REPORTER TRAINING, INTERVENTION SERVICES, MULTI-DISCIPLINARY TEAMS FOR COMMERCIAL SEXUALLY EXPLOITED CHILDREN AND YOUTH (CSEC), SYSTEM IMPROVEMENTS AND SUPPORT FOR FAMILY FIRST PREVENTION ACT (FFPSA)

DS
EB

	<u>Current</u>	<u>Modification</u>	<u>Revised</u>	<u>Contingency</u>	<u>Total</u>
GRANT TERM:	07/01/19- 06/30/22	01/01/22- 6/30/23	07/01/19- 06/30/23		
GRANT AMOUNT:	\$2,279,314	\$903,043	\$3,182,357	\$318,236	\$3,500,593
ANNUAL AMOUNT:	<u>FY 21/22</u>	<u>FY 22/23</u>			
	\$787,944	\$880,397			
Funding Source FUNDING:	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
	\$2,164,003	\$477,354	\$541,001	\$318,236	\$3,500,593
PERCENTAGE:	68%	15%	17%		100%

The Department of Benefits and Family Support (BFS) requests approval of a sole source waiver exemption and authorization to modify the grant agreement with Safe and Sound (formerly the San Francisco Child Abuse Prevention Center) for the period of January 1, 2022 through June 30, 2023 for the additional amount of \$903,043 plus a 10% contingency for a total grant amount not to exceed amount of

\$3,500,593. The purpose of this modification is 1) to educate the public about child abuse and child abuse reporting requirements and to provide intervention services for families at risk of abuse and/or neglect, including commercially sexually exploited children and young adults (CSEC/YA) and 2) continue community education and training on child abuse to the most at-risk populations and 3) assist in the development of a City-wide Child Abuse Prevention Plan.

Background

The Child Abuse Prevention Center has been designated by the Board of Supervisors as the county's Child Abuse Council since 1982, and as such, has responsibility to:

- Facilitate interagency cooperation and coordination in the prevention, detection, treatment, and legal processing of child abuse cases;
- Promote public awareness of the abuse and neglect of children and of the resources available for intervention and treatment;
- Encourage and facilitate the training of professionals in the detection, treatment, and prevention of child abuse and neglect;
- Recommend improvements in services to families and victims; and
- Encourage and facilitate community support for child abuse and neglect programs.

Services to be Provided

Safe & Sound will continue to deliver a broad range of services related to community education, system improvement, and direct intervention to families. Safe and Sound provides the following:

- **Community Training:** Provide community and professional education on child abuse prevention to a broad audience, including mandated reporters, elementary school children, teachers, and staff, and parents and caregivers. Professional training and technical support will be provided to community agencies.
- **System Improvement:** Convene, facilitate, and support interagency partners, both within the county and regionally, to improve systemic efforts in preventing child abuse. The Children's Advocacy Center on 3rd Street is the focus for this work.
- **Intervention Services:** Provide clinical services including crisis intervention, individual and family therapy, group supports, and care management services to families. Safe & Sound's drop in center in the Haight Ashbury district offers a variety of services including a drop in center, respite, and the agency's clinical services.

- **CSEC MDT:** Convene the interagency multi-disciplinary team to identify and address the needs of children and youth in or at risk of sexual exploitation, and other efforts related to this work.

Funding for this modification will specifically add an additional scope targeting the development of the City-wide Child Abuse Prevention Plan, in order to comply with and be eligible for funding under the Family First Prevention Place Services Act (FFPSA). Safe&Sound's participation will facilitate bringing provider and community partner perspective and expertise to all phases of the process. The base services are also extending for an additional year.

Selection

Grant is sole sourced. Safe&Sound has been designated by the San Francisco Board of Supervisors as the County's Child Abuse Council and has been granted authority to provide these services under this designation.

Funding

Funding for these grants is provided by local General Fund and federal funds.

Attachments

Appendix A-2 – Services to be Provided-Mandatory Reporter

Appendix B-2 – Program Budget, Mandatory Reporter

Appendix A-3 - Services to be Provided-Child Abuse Prevention Plan

Appendix B-3- Program Budget, Child Abuse Prevention Plan

Sole Source approval

**Appendix A -2 - Services to be Provided
Safe & Sound**

**Mandated Reporter Training, Intervention Services, Multi-Disciplinary Team for
Commercially Sexually Exploited Children and Young Adults, and
System Improvements**

7/1/19-6/30/23

Update for 7/1/22

I. Purpose of Grant

These services will:

- A. Educate mandated reporters about child abuse and child abuse reporting requirements, provide the community, including child-serving professionals, parents, and children, with knowledge and tools to prevent abuse and to speak up when it happens, and provide technical assistance and prevention and awareness training in the areas of child abuse, children and young adults who have been commercially sexually exploited (CSEC/YA), and other relevant topics;
- B. Maintain and improve partnerships to prevent and respond to child abuse in San Francisco in a more effective and coordinated manner;
- C. Provide prevention and intervention services to families at risk of abuse and neglect in order to improve outcomes for both children and their families by enhancing their protective factors, and thereby reducing the risk of child abuse neglect;
- D. Serve as a subcommittee of the CSEC Steering Committee by coordinating ongoing multi-disciplinary team meetings specifically to address issues related to children and young adults who have been commercially sexually exploited (CSEC/YA). Depending on current needs and important issues, these multidisciplinary meetings will discuss, among a variety of topics, the following:
 - i. Specific cases of non-FCS involved children and youth, who are being sexually trafficked or have indicators suggesting they are at high risk of being trafficked, in order to provide case coordination among the various organizations and to focus on the complex emotional, physical and behavioral needs of young person;
 - ii. Individual, community, and systemic approaches to and recommendations for prevention of commercial sexual exploitation; and
 - iii. Systems improvement related to CSEC/YA.

II. Definitions

AB 12 Youth, ages 18-21 who have opted to continue to receive Child Welfare Services

Safe & Sound

July 1, 2022 – June 30, 2023
Appendix A-2

BHS	Behavioral Health Services, part of Department of Public Health
CAC	Children’s Advocacy Center of San Francisco
CARBON	Contracts Administration Reporting, Billing Online system
CASARC	Child and Adolescent Support, Advocacy and Research Center
CHILD ABUSE COUNCIL	A legislatively controlled requirement that each county in California designate a Child Abuse Council, tasked with system coordination, community education, and policy
CSEC	Commercially Sexually Exploited Children
CSEC/YA	Commercially Sexually Exploited Children/Young Adult
DPH	San Francisco Department of Public Health
FCS	Family and Children’s Services, a division of HSA
FCS-LINKED	Clients that have active/open cases with FCS at the time of engagement.
GRANTEE	Safe & Sound
HSA	Human Services Agency of San Francisco
PRIMARY PREVENTION TRAINING	Child Safety Awareness, a child abuse prevention program for children and the adults actively supporting them. The program focuses on elementary school children in the San Francisco Unified School District (and occasionally middle-school students) and provides them with knowledge, tools, and assertiveness skills to protect themselves in unsafe and uncomfortable situations. Seminars for adults reinforce the lessons taught to the children and educate adults about child abuse and its prevention.
PROFESSIONAL	Master’s Level-MFT, MSW, LCSW; in some cases a B.A. with a Master’s in progress with supervision by an LCSW.

MANDATED REPORTER

Those persons mandated by law to report suspected incidents of child abuse. These include school teachers and administrators, child care workers, substance abuse treatment staff, nurses, social workers, shelter and domestic violence staff, animal care and control officers, dentists, physicians, law enforcement personnel, and staff of child- and youth-serving agencies and faith-based organizations.

CSEC MDT

A Multi-Disciplinary Team, designed to provide system improvement strategies and recommendations for CSEC/YA as well as identification, assessment, service and placement recommendations for CSEC/YA that are not involved in FCS and the provision of services, including system improvement, to design a case plan to increase stabilization and continued engagement of CSEC/YA.

III. Target Populations

There are unique target populations for each of the four service areas. For training and public awareness, the target population is mandated reporters for child abuse, elementary school children and the adults actively involved with them, including parents, families, and child-serving professionals as well as the general public. For the systems-improvement services, the target population is local public, nonprofit, and private agencies that prevent and/or respond to child maltreatment. For the intervention services, the target population is families with children residing in San Francisco under age 18 at risk for abuse and/or neglect. For the CSEC/YA multi-disciplinary team meetings, the target population includes professionals working with CSEC/YA, up to age 21, as well as those non-FCS involved CSEC/YA referred to the MDT by any of the MDT partners.

IV. Location and Time of Services

Safe & Sound operates out of two San Francisco locations: 1757 Waller Street and 3450 Third Street, Building 2.

The San Francisco Children’s Advocacy Center is located at 3450 3rd Street, San Francisco. This location will house the CSEC MDT meetings when they return to in-person. Multidisciplinary team functions take place Monday through Friday from 9 AM to 5 PM.

Mandated Reporter Training, Intervention Services, and System Improvement Services will be housed at both Safe & Sound sites and take place in the community. Hours of operation and training locations may vary, but will be a minimum of 20 hours a week, based upon client and target population needs.

Some services offered virtually due to continued effects of pandemic.

V. Description of Services

Community Education

Through the Child Abuse Prevention Council, Grantee will perform the following community education services:

- A. Provide training on child abuse, its prevention, and child abuse reporting to mandated reporters. Grantee will regularly schedule training at various sites in the community and will explore other methods of disseminating knowledge and education on these issues, including additional online communications.
- B. Teach safety lessons to elementary school children and provide resources and technical assistance to adults in the school community, including social workers, nurses, and teachers.
- C. Provide training to adults on child abuse and child abuse prevention; talk to children about safe and unsafe situations, and respond to children if abuse is disclosed. Grantee will schedule trainings with diverse groups in the community.
- D. Provide technical support to community agencies as requested, including mandated reporting, child abuse prevention and response resources, such as training and other programs.
- E. Provide CSEC overview trainings. The goal of the training is to support community providers, who work with children and families, to better understand their role in relation to CSEC youth, as well as identify and respond to child exploitation.
- F. Collaborate with FCS through relevant meetings when needed and joint planning to enhance mandated reporter and primary prevention trainings, support Grantee's technical assistance capabilities, and provide increased collaboration on developments in child abuse prevention and response, such as a trauma-informed approach and a focus on prevention in child welfare.
- G. Provision of services does not include providing legal services to City departments/staff
 - a. Grantee will not represent itself/act as legal counsel for the City.
 - b. Grantee will refer to the City Attorney's Office, any legal issues that develop/arise.

Systems Improvements

Through Safe & Sound's Child Abuse Prevention Council, Grantee will provide the following System Improvement services:

- A. Attend and support meetings of the Children's Advocacy Center's relevant committee(s) that address services and the response to child abuse, implement policies, procedures, and protocols, and identify systems issues relating to the city's response to abuse, and conduct additional work related to the functioning of these committee(s) and the national accreditation process.
- B. Co-Chair, if appropriate, and attend meetings of the County Child Death Review Committee and work to ensure system coordination and follow up related to child deaths and trends in San Francisco.
- C. Co-Chair, if appropriate, and attend meetings that pertain to child abuse and neglect services in the community, such as the Family Violence Council.
- D. Participate in the Bay Area Regional Coalition of Child Abuse Council meetings.
- E. Organize, prepare for, chair, and facilitate meetings of the CSEC MDT, a sub-committee of the CSEC Steering Committee to: (a) increase agency collaboration, communication, and coordination around non-FCS involved cases of young people being sexually trafficked or at high risk of being trafficked; (b) determine strategies for prevention of CSEC and provide related recommendations; and (c) identify systems issues.

Intervention Services

Grantee will provide one or more of the following therapeutic services:

- A. Formal Clinical Intervention Services includes the following:
 1. Crisis intervention: Assessment and prioritization of needs, linkage to resources, services or support to deescalate crisis and physically or emotionally stabilize family members thereby assisting the family in regaining their previous level of functioning.
 2. Counseling/Family Therapy: Formal written assessment with intensive counseling by professional staff to address issues and behaviors that negatively affect the health, safety and well-being of the family and/or individual family members. Where appropriate, families will receive:
 - Individual therapy
 - Family therapy
 - Play therapy
 - Therapeutic childcare
- B. Care Management: Intervention and coordination of action in partnership with a parent (child or family members) to help the family identify priorities and develop a plan of action to address the problems that are affecting the socio-economic, basic needs, health, safety or well-being of a family or individual

family member. Intervention includes completion of a comprehensive strength-based assessment; development of service plan and monitoring of progress towards identified goals and outcomes with an overarching focus on building each family's Protective Factors. Care manager roles and functions include advocating, mediating, active listening, and information and referrals.

- C. Groups: Facilitate activity that provides parents/caregivers the opportunity to share information, and create problem-solving strategies during a supportive shared group experience. Specific groups may include but are not limited to Single Parent Network, parenting skills and education workshops, and facilitated social activities.

Multi-Disciplinary Team for CSEC/YA

Safe & Sound will work closely with both FCS and the CSEC Steering Committee to coordinate the CSEC Ongoing multi-disciplinary team (MDT) process. All work is to be developed within the guiding principles for CSEC.

- A. The coordination of the CSEC MDT will include the following activities:
 - 1. Active participation in CSEC Steering Committee.
 - 2. Developing an understanding of regional and national practices around MDTs for CSEC and incorporate as relevant.
 - 3. Developing relationships with other counties to share best practices regarding CSEC and coordinate policies and services.
 - 4. Establishing guidelines and decision-making processes.
 - 5. Serve as a subcommittee of the CSEC Steering Committee. Safe and Sound will facilitate workgroup meetings for partners to work collectively on prevention-related goals or systems-issues identified by members of the CSEC Workgroup and/or members of the CSEC Steering Committee. The frequency of the meeting and duration of the workgroup will be determined by the workgroup participants.
 - 6. Coordination of multidisciplinary team case review meetings on an needed basis, as noted above, including scheduling, staffing support, facilitation, and minutes/action items
 - a. Meetings shall be:
 - i. Victim centered
 - ii. Trauma informed
 - iii. Strengths based
 - iv. Developmentally appropriate
 - v. Culturally, linguistically, and LGBTQ competent and affirming

7. Engage stakeholders for the multidisciplinary team meeting that includes, but is not be limited to, the following participants, as specified in CSEC Protocol:
 - a. Child Welfare
 - b. Safe & Sound
 - c. Huckleberry House (CSEC crisis intervention specialists)
 - d. Juvenile Probation
 - e. Mental Health (BHS/DPH)
 - f. CASARC Medical (DPH)
 - g. Education/San Francisco Unified School District
8. Connect stakeholders to community-based organizations serving this population in order to identify and connect CSEC youth to services.

VI. Service Objectives

Prevention and Response Services: Community Education and Systems Improvements

- A. Annually provide mandated reporter training to a minimum of **1,400** mandated reporters in the community.
- B. Annually provide a minimum of **45** training sessions for mandated reporters: *i.e.* school teachers, child care workers, substance abuse staff, nurses, social workers, shelter and battered women staff, animal care and control officers, dentists, physicians, law enforcement, and staff of child- and youth-serving agencies and faith-based organizations.
- C. Annually provide primary prevention training (Child Safety Awareness) to children at a minimum of **15** schools.
- D. Annually provide primary prevention training to a minimum of **200** adults that interact with children such as parents and/or professionals.
- E. Annually provide CSEC overview training to a minimum of **40** providers that work with children and families.
- F. Coordinate relevant meetings with FCS when needed to ensure up- to-date information from CPS is being related to the community, and systems issues are referred back to CPS as well as to discuss other issues related to the prevention of and response to child abuse.
- G. Annually attend and support, if appropriate, **10-12** meetings of the Children's Advocacy Center's relevant committees. Annually attend and co-chair, if appropriate, **4** meetings of the County Child Death Review Committee.

- H. Annually co-chair or attend a minimum of **6** inter-agency meetings that pertain to child abuse and neglect services in the community, such as the Family Violence Council.
- I. Annually attend a minimum of **6** Bay Area Regional Coalition of Child Abuse Council meetings

Intervention Services

- A. Safe & Sound will serve a minimum of **150** unduplicated parents/caregivers annually.
- B. Safe & Sound will provide clinical services to **40** unduplicated families.
- C. Safe & Sound will provide care management to **100** unduplicated families.
- D. Safe & Sound will provide groups to **80** unduplicated families annually.

Multi-Disciplinary Team for CSEC/YA

- A. Conduct CSEC MDT case review meetings on an as needed basis, reviewing 100% of the appropriate non-FCS involved referrals (Each meeting will have sign-in sheets, agendas, minutes, and action steps; Track and follow-up on action steps.)
- B. Attend and actively participate in quarterly CSEC Steering Committee meetings. Work with the CSEC Steering Committee to provide accountability for recommendations from the CSEC MDT on systems-issues and prevention strategies. Annually, provide a written report for the CSEC Steering Committee to provide a summary to highlight successes and challenges on addressing systems-issues and implementing prevention strategies. The report shall also include recommendations on how to improve systemic issues and challenges.

Whenever there is an active CSEC working group, create a work plan of goals and activities for the workgroup and provide updates to the CSEC Steering Committee quarterly on this plan.

VII. Performance Outcomes Objectives

Prevention and Response Services: Community Education and Systems Improvements

- A. In surveys conducted by the Grantee for mandated reporter training, a minimum of **80%** of respondents will indicate that the training increased their knowledge regarding child abuse and child abuse reporting requirements.

- B. In surveys conducted by the Grantee for mandated reporter training, a minimum of **75%** of respondents will state that they will report any suspected child abuse as a result of the training.
- C. In surveys conducted by the Grantee for Child Safety Awareness training, the professionals working with the children receiving this training will state that a minimum of **80%** of these children received lasting tools to help them remain safe in unsafe and uncomfortable situations.
- D. In surveys conducted by the Grantee, **75%** of the adults receiving training on child abuse and its prevention will indicate that the training increased their knowledge of child abuse, and a minimum of **70%** will state that they are more likely to take action to prevent abuse as a result of the training.

Intervention Services

- A. **80%** of recipients, who respond to an anonymous satisfaction survey, of services will rate the services at least a three on five-point scale including measures of: Comfortable Environment, Responsiveness of Staff, Availability of Staff, and Effectiveness of Staff.
- B. **65-75%** of parents receiving care planning services will show improvement on their Protective Factors, as measured by completion of a pre and post evaluation tool. Protective Factors include: Parental Resilience, Knowledge of Parenting & Child Development, Social Connections, Concrete Support, and Social & Emotional Competence of Children.

Multi-Disciplinary Team for CSEC/YA

The performance of the multi-disciplinary team will be evaluated via a revised member survey on at least an annual basis to improve facilitation, collaboration and functioning of the team. Members should include non-regular participants. It is expected that **80%** of survey respondents will report:

- A. Increased creative problem-solving to address prevention recommendations and/or systems issues of CSEC/YA.

VIII. Grantee Responsibilities

- A. Grantee will provide public outreach to increase awareness of Safe & Sound programs and services.
- B. Grantee will provide professional supervision of all staff (professional and paraprofessional) interns and volunteers, and psychiatric consultation as needed.
- C. Grant employees, working directly with children, are mandated reporters for child abuse. Should a case require a referral back to CPS, the grantee will contact HSA.
- D. Report all incidents of suspected child abuse and neglect as required by law.

- E. Grantee will develop and maintain adequate language capacity and make appropriate referrals for other languages.

IX. Reporting

- A. Grantee will provide a **monthly** metrics in the CARBON database by the 15th of each following month. Metrics are as follows:
 - Number of mandated reporter trainings provided that month
 - Number of unduplicated parents/caregivers seen that month
 - Number of unduplicated individual that received the CSEC overview training if a training occurred during the month of the reporting period.
- B. Grantee will provide a **quarterly** report of activities referenced in *Sections VI and VII – Service Objectives and Performance Outcomes Objectives*. Grantee will enter the quarterly metrics in the CARBON database by the 15th day of the month following the reporting period. Metrics should be for both the current quarter and cumulative (fiscal year-to-date).
- C. Grantee will provide an **annual** report summarizing the contract activities, referencing the tasks as described in *Sections VI & VII - Service and Performance Outcome Objectives*. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program fiscal year (July 15). A copy of the annual report should be uploaded to CARBON and emailed to the Program Manager and Program Analysts. Note: Do not upload any client confidential information to CARBON.
- D. Grantee will provide an annual report to include accomplishments and challenges/obstacles and any recommendations for CSEC interagency work to support CSEC/YA. Grantee will submit report to FCS Program Analyst by the 15th of the month following the end of the program fiscal year (July 15).
- E. Grantee may be asked to provide Ad Hoc reports to the Department.
- F. For assistance with reporting requirements or submission of reports, contact:

FCS Program Manager, Liz.Crudo@sfgov.org

FCS Program Analyst, Karina.Zhang@sfgov.org

Senior Contracts Manager, Johanna.Gendelman@sfgov.org

X. Invoice Submission

Invoices are to be uploaded to CARBON on a regular basis, preferably monthly, but no less frequent than quarterly.

XI. Monitoring

- A. Program Monitoring: Program monitoring will include review of any back-up documentation for reporting progress towards meeting service and performance outcome objectives, including documentation supporting client eligibility for services.

- 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.

HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM					Appendix B-2, Page 1 Document Date: 5/1/22
Name					Term
Safe & Sound					7/1/19 to 6/30/23
(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <u>2</u> If modification, Effective Date of Mod. 7/1/2022 No. of Mod. 2					
Programs:MRT/CESI/CSEC/Intervention	MRT/CESI/ CSEC/Intrvntn	MRT/CESI/ CSEC/Intrvntn	MRT/CESI/ CSEC/Intrvntn	MRT/CESI/ CSEC/Intrvntn	Complete Total
Budget Reference Page No.(s)					
Program Term	7/1/19 to 6/30/20	7/1/20 to 6/30/21	7/1/21 to 6/30/22	7/1/22-6/30/23	7/1/19-6/30/23
Expenditures					
Salaries & Benefits	602,220	564,070	579,326	579,703	2,325,319
Operating Expense	68,294	67,488	71,179	70,800	277,761
Subtotal	670,514	631,558	650,505	650,503	2,603,080
Indirect Percentage (%)	15%	18%	18%	15%	15.00%
Indirect Cost (Line 17 X Line 16)	100,494	111,450	114,793	114,795	441,532
Capital Expenditure	-	-	-	-	-
Total Expenditures	771,008	743,008	765,298	765,298	3,044,612
HSA Revenues	-	-	-	-	
	-	-	-	-	
General Fund	306,704	309,704	306,704	306,704	1,229,816
State Funding	264,663	264,663	264,663	264,663	1,058,652
OTO state match	31,000	-	-	-	31,000
State CSEC funding	150,000	150,000	150,000	150,000	600,000
CODB	18,641	18,641	43,931	43,931	125,144
	-	-	-	-	-
	-	-	-	-	-
TOTAL HSA REVENUES	771,008	743,008	765,298	765,298	3,044,612
Other Revenues					
Work order to DPH from HSA on SFCAC's behalf					10,000
					-
					-
					-
Total Revenues					3,054,612
Full Time Equivalent (FTE)					
Prepared by: Debbie Shen					Date
HSA-CO Review Signature: HSA #1					1/0/1900

Program Name: MRT/CSEC/Interver
 (Same as Line 9 on HSA #1)

Operating Expense Detail

Expenditure Category	TERM	TOTAL				
		7/1/19 to 6/30/20	7/1/20 to 6/30/21	7/1/21 to 6/30/22	7/1/22 to 6/30/23	7/1/19-6/30/23
		CSEC/Intrvntn	CSEC/Intrvntn	CSEC/Intrvntn	CSEC/Intrvntn	
Rental of Property/Depreciation		28,059	37,342	40,800	40,800	147,001
Office Supplies, Postage		-	-	-		-
Utilities and Building Maintenance Supplies and Repa		16,650	13,066	13,200	13,200	56,116
Printing and Reproduction		-	-	-		-
Insurance		3,999	4,404	6,600	6,600	21,603
Staff Training		1,603	-	-		1,603
Staff Travel-(Local & Out of Town)		-	-	-		-
Rental of Equipment		-	-	-		-
CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE		-	-	-		-
Mandated Reporter Trainers		6,500	5,829	5,400	5,000	22,729
CSEC Consultants		10,000	2,400	-		12,400
		-	-	-		-
		-	-	-		-
		-	-	-		-
OTHER		-	-	-		-
SalesForce (Dues & Subscriptions)		1,483	4,447	5,179	5,200	16,309
Program Supplies		-	-	-		-
		-	-	-		-
		-	-	-		-
		-	-	-		-
TOTAL OPERATING EXPENSE		68,294	67,488	71,179	70,800	277,761

**Appendix A-3 – Services to be Provided
Safe & Sound
FFPSA Implementation Support
January 1, 2022 to June 30, 2023**

I. Purpose of Service

The purpose is to support both San Francisco Children’s and Family Services (FCS) and ICF (FFPSA consultant) to develop and complete a City-wide Child Abuse and Prevention Plan. Safe & Sound as the San Francisco Child Abuse Prevention Council will serve as subject matter experts regarding county prevention services for families and will help engage and support local prevention providers in the development and implementation of the Plan.

The expected outcome is local prevention provider engagement in and contribution to the development and implementation of an integrated and comprehensive city-wide plan that increases economic stability, reduces child maltreatment, and improves child welfare permanency outcomes through coordinated prevention programs provided to children, youth and families of the City and County of San Francisco.

II. Definitions

CBO	Community-Based Organization
CCAP	City-wide Child Abuse Prevention Model
Capacity Building	On-going process to develop a system’s potential to effectively and efficiently advance its mission into the future, including preparation for FFPSA’s focus on evidence-based programming.
CPS	Child Protective Services
CDSS	California Department of Social Services
DPH	San Francisco Department of Public Health
FFPSA	Family First Prevention Services Act, signed into law 2/9/18 to create new optional funding under IV-E.
FCS	Family and Children Services Division of SFBFS
FRC	Family Resource Center
ICPM	Integrated Core Practice Model, a State model that outlines the values, components, elements and behavior associated with child welfare and behavioral health
JPD	San Francisco Department of Juvenile Probation
PTI	San Francisco Parent Training Institute
SFBFS	San Francisco Department of Benefits and Family Support

TA	Technical Assistance
Title IV-E	Federal funding for foster care system

III. Services To Be Provided

- A. Engagement, and support of FRCs, family and youth partners and other community based partners in developing the Plan, including the following:
 - 1. Assist FCS and ICF in developing an asset map of the array of services currently offered through supporting engagement of FRCs/CBOs in developing this asset map, helping to identify gaps, and providing recommendations regarding service provision.
 - 2. Work with FRCs/CBOs to engage in the creation of a City-Wide Child Abuse and Prevention Plan, including development of a process for assessing and determining FFPSA eligibility.
 - 3. Support capacity building for the county and CBOs to fully implement FFPSA requirements, including identification of barriers and opportunities, such as training and workforce development resources needed.

- B. Support ICF and FCS in the development of a readiness assessment of the FRCs/CBOs and the identification of pilot sites for implementation of the Plan based on readiness factors:
 - 1. Work with FCS, ICF, First 5 and other partners, engage community based providers as part of a readiness assessment of the ability of providers to implement federally approved evidence-based practices. Share with FRCs/CBOs reports based on the information gathered that includes description of the process for determining readiness, assessment tool development, and common themes and challenges across all FRC/CBOs.
 - 2. Engage FRCs/CBOs in providing feedback on readiness assessment and identification of FRC/CBO barriers, needs and opportunities to meet readiness as well as FRCs/CBOs that may be prepared to engage in pilot phase of implementation.
 - 3. Support capacity building for FRCs/CBOs to fully implement FFPSA requirements, including identifying any possibilities for FRC/CBO collaboration on implementation and barriers to and needs for such collaboration.

- C. Technical assistance, training, and scaling
 - 1. Support FRCs/CBOs in implementation of FFPSA requirements, including identification of possibilities for ongoing TA and training and assistance engaging in activities necessary for implementation.
 - 2. Support FRCs/CBOs in plans for collaboration and scaling of implementation of FFPSA requirements.

- D. Strategic counsel
 - 1. Maintain and share in-depth knowledge of the San Francisco landscape of child abuse prevention and intervention services, particularly in trauma-informed, culturally and linguistically responsive programs, practices and policy and program implementation.

- E. Collaboration/Assistance with project partners
 - 1. Assistance can include but is not limited to: providing facility space and support; hosting community and provider meetings, forums, discussions, surveys, or other communications to share information and gather input; documenting community insight, guidance, recommendations and concerns as requested; guidance with development of community partner written

- communications and materials; identification of ways to further inclusion of racial equity in development and implementation of the plan; and other ad hoc activities as requested.
2. Attend and participate in kickoff meeting, project status calls or meetings, interagency implementation teams and other meetings as requested.

IV. Deliverables

- A. Actively participate in all required planning and implementation meetings and forums.
- B. Assist ICF and FCS in bringing provider and community partner perspective and expertise in the development and implementation of:
 1. the State mandated comprehensive FFPSA plan, due to the State by January 31, 2023.
 2. a technical assistance and training model—regarding the importance of maintaining fidelity to the evidence-based practices and engaging in CQI related to their use of evidence-based practices to maximize federal reimbursement and increase capacity to serve families—within the first year, that can be sustained and replicated once the contract ends.
 3. a comprehensive service array of approved evidence-based practices that are culturally responsive and support the needs of families in building protective factors, preventing child maltreatment and improving permanency outcomes.
 4. fiscal and other reporting structures for Child Welfare Services and community-based providers to ensure revenue maximization.

V. Reporting Requirements

- A. Provide a monthly log of activities, based on Section III, (progress report) with each monthly submitted invoice within 15 days after the previous month.
- B. Grantee will provide a quarterly report of activities, referencing the tasks as described in Sections III and IV. Report should provide an overview of service delivery, successes, program opportunities and challenges as appropriate. Grantee will submit report by the 15th day of the month following the reporting period.
- C. Send copy of all reports electronically to:

Liz Crudo, Program Manager
Liz.Crudo@sfgov.org

Family and Children's Services

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

Family and Children's Services

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

Office of Contracts

Program Name: FPPSA Sup
(Same as Line 9 on HSA #1)

Operating Expense Detail

Expenditure Category	TERM		TOTAL
	1/1/22-6/30/22	7/1/22-6/30/23	
Rental of Property			
Utilities(Elec, Water, Gas, Phone, Garbage)			
Office Supplies, Postage			
Building Maintenance Supplies and Repair			
Printing and Reproduction			
Insurance			
Staff Training			
Staff Travel-(Local & Out of Town)		\$400	\$400
Rental of Equipment			
CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE			
Stipend for lived experience	\$0	\$2,500	\$2,500
Program Supplies	\$150	\$300	\$450
FRC Stipentds	\$0	\$52,000	\$52,000
OTHER			
TOTAL OPERATING EXPENSE	\$150	\$55,200	\$55,350

HSA #3

1/0/1900



**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
94120-7988

www.SFHSA.org

Date: April 27, 2021
To: Dan Kaplan, Deputy Director, HSA
From: Esperanza Zapien, Director of Contracts, HSA
RE: Sole Source Waiver exemption updated request –
Safe&Sound-Mandatory Reporter Training, CSEC, Intervention Services
and system improvements

The Human Services Agency (HSA) respectfully requests the approval of the attached exemption of the sole source waiver form for Safe&Sound and the provision of: mandatory reporter, training, CSEC, Intervention Services and System improvements. This action would extend the current sole source waiver for an additional year, ending June 30, 2023.

Per Administrative Code Section 21.G, Granting Agencies shall award all Grants through an open and competitive process under Sections 21G.4, 21G.5, and 21G.6, except for Grants (1) to a governmental entity for programs, activities, or services that can be practically performed only by that particular entity, (2) made to a specific entity as required to comply with applicable law or contract, or as a result of the requirements of the funding source, (3) made for improvement to property by a property owner, or (4) awarded on a sole source basis pursuant to Section 21G.8.

Per the Board of Supervisors resolution 956-82, Safe&Sound is the designated recipient of Child Abuse Prevention funding, which complies with 21G.3(a)(2).



London Breed
Mayor

Trent Rhorer
Executive Director

In 1982, the State of California, through the Welfare and Institutions Code Chapter 12.5, mandated all counties to select and fund a child abuse prevention coordinating council. This is the Child Abuse Prevention Coordinating Council Act. Specifically, Section 18967 reads, “Each county shall fund child abuse prevention coordinating councils which meet the criteria in Section 18982 from the County Children’s Trust Fund.” Additionally, Section 18981.1 reads, “It is the intention of the legislature to fund child abuse prevention councils in each county.” (See attachment 1).

The San Francisco Child Abuse Prevention Council was formed in 1973. San Francisco Child Abuse Prevention Council was designated by the Board of Supervisors as San Francisco’s Child Abuse Council in 1982, by resolution number 956-82 passed in December, 1982. (attachment 2). The Council merged with the TALK Line Family Support Center in 1998 and changed names to the San Francisco Child Abuse Prevention Center



**SAN FRANCISCO
HUMAN SERVICES AGENCY**

P.O. Box 7988
San Francisco, CA
94120-7988
www.SFHSA.org

(SFCAPC). In 2007, they merged again with the Child Abuse Prevention Society, consolidating child abuse prevention efforts within San Francisco. SFCAPC changed its legal name to Safe and Sound in 2017.

San Francisco County is required through State mandate to fund and provide this specialized training to mandatory reports of child abuse and through Board of Supervisors legislation, and required to contract these funds to the SF Child Abuse Prevention Council.

Consistent with the Board’s designation, the services provided exclusively by this vendor cannot be competitively bid. The representations in this Sole Source Waiver request are consistent with those declared in previous requests reviewed and approved since 2006. This request is an extension for an additional year for the sole source waiver approved in 2019.

FCS is proposing the following:

<p><u>Request:</u> The Department of Benefits and Family Support (BFS) requests authorization to modify the grant agreement with Safe and Sound (formerly the San Francisco Child Abuse Prevention Center) for the period of July 1, 2019 through June 30, 2023 for the additional amount of \$903,043 plus a 10% contingency for a total grant amount not to exceed amount of \$3,500,593.</p>
<p><u>Brief description of services:</u> The purpose of this grant is 1) to educate the public about child abuse and child abuse reporting requirements and to provide intervention services for families at risk of abuse and/or neglect, including commercially sexually exploited children and young adults (CSEC/YA) and 2) continue community education and training on child abuse to the most at-risk populations and 3) assist in the development of a City-wide Child Abuse Prevention Plan.</p>
<p><u>Duration:</u> Requesting authorization for additional year. 7/1/19-6/30/23</p>
<p><u>Justification for Sole Source:</u> 21G.3(a)(2): Grants to a specific entity as required to comply with applicable law or contract, or as a result of the funding source.</p>
<p><u>Reporting Requirements:</u> Quarterly and Annual Reports</p>



**SAN FRANCISCO
HUMAN SERVICES AGENCY**

P.O. Box 7988
San Francisco, CA
94120-7988
www.SFHSA.org

Compliance: The grantees will meet the normal city requirements for contracting.

Future procurement: Is it expected to reapply for another sole source for a new grant in 2023.

Approved **Disapproved**

DocuSigned by:
Dan Kaplan

ED8A450D2D23472...
Dan Kaplan, Deputy Director of Administration and Finance