City and County of San Francisco



Edwin M. Lee, Mayor

Human Services Agency

Department of Human Services Department of Aging and Adult Services

Trent Rhorer, Executive Director

MEMORANDUM

то:	HUMAN SERVICES COMMISSION													
THROUGH:	TRENT RHOR	ER, EXECUTI	VE DIRECT	ΓOR										
FROM:	JOAN MILLEH JOHN TSUTA	JOAN MILLER, DEPUTY DIRECTOR JOHN TSUTAKAWA, DIRECTOR OF CONTRACTS JU												
DATE:	APRIL 19, 2019													
SUBJECT:	CONTRACT MODIFICATION: SAFE & SOUND (FORMERLY SF CHILD ABUSE PREVENTION CENTER) FOR PROVISION OF ANCILLARY SERVICES FOR THE CHILD ADVOCACY CENTER													
CONTRACT TERM:	<u>Current</u> 4/1/15- 3/31/23	<u>Modification</u> 7/1/18 – 3/31/23	<u>Revised</u> 4/1/15- 3/31/23	<u>Contingency</u>	<u>Total</u>									
CONTRACT AMOUNT:	\$510,877	\$193,296	\$704,173	\$70,417	\$774,590									
ANNUAL AMOUNT:	SEE TABLE	5 e 1												
Funding Source MODIFICATION FUNDING:	<u>County</u> \$144,972	<u>State</u> \$23,195	<u>Federal</u> \$25,129	Continge \$19,330	and the state of the second									
PERCENTAGE:	75%	12%	13%		100%									

The Department of Human Services (DHS) requests authorization to modify the existing contract with Safe and Sound (formerly known as the San Francisco Child Abuse Prevention Center) for the time period beginning July 1, 2018 and ending on March 31, 2023, in an additional amount of \$193,296 plus a 10% contingency for a revised total contract amount not to exceed \$774,590. The purpose of this contract is to provide ancillary services for the Child Abuse Prevention Council.

Table of Modifications by Year

Funding Year	Current Amount	Modification/	Revised
		Increase	Amount
4/1/2015 - 6/30/2016	\$40,502	\$0	\$40,502
7/1/2016 - 6/30/2017	\$66,374	\$0	\$66,374
7/1/2017 - 6/30/2018	\$67,375	\$0	\$67,375
7/1/2018 - 6/30/2019	\$68,406	\$40,694	\$109,100
7/1/2019 - 6/30/2020	\$69,468	\$40,694	\$110,162
7/1/2020 - 6/30/2021	\$70,563	\$40,694	\$111,257
7/1/2021 - 6/30/2022	\$71,690	\$40,694	\$112,384
7/1/2022 - 3/31/2023	\$56,499	\$30,520	\$87,019
TOTALS:	\$510,877	\$193,296	\$704,173

Background

The State, through the Child Abuse Prevention Coordinating Council Act, mandates all counties to select a local organization as its child abuse prevention coordinating council. The Child Abuse Prevention Council was designated by the Board of Supervisors in 1982 as the county's Child Abuse Council, and as such, has responsibility to:

- Serve as the conduit for 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.

To discharge its responsibilities, Safe & Sound coordinates and facilitates the Child Death Review Committee, the Suspected Child Abuse and Neglect Team, and other specific county meetings involving child abuse and neglect. Safe & Sound also provides trainings to mandated reporters and related professionals concerning the detection, treatment, and prevention of child abuse and neglect.

Services to be Provided

City departments participating in this collaboration, with the Human Services Agency as lead agency, entered into a sublease for the City's portion of the center located at 3450 Third Street in April of 2014. There were some ancillary costs associated with the shared use of the facility that were not captured in the leasehold agreement, specifically the wages and benefits of a receptionist position and shared office supplies, building maintenance supplies and repair, training, travel and equipment used on behalf of all of the City partners in the center that were above and beyond those covered in the sublease agreement. This modification provides additional funding to cover increased costs in office supplies, building maintenance supplies and repair, travel and equipment for the collaborative.

The purpose of this modification is to cover increased costs for ancillary services, specifically shared office supplies, building maintenance supplies and repair, training, travel and equipment for the multi-

party collaborative consisting of the Human Services Agency (Lead Agency), Office of the City Attorney, Office of the District Attorney, Police Department and the Department of Public Health.

Selection

Contractor is a sole source provider and was designated by the San Francisco Board of Supervisors in 1982 as San Francisco County's Child Abuse Council. In addition, contractor was named as a collaborative partner to SFHSA in the Federal grant application.

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Funding

Funding for this modification will be provided by State, Federal and County General Funds.

Attachments

Appendix A-2, Services to be Provided Appendix B-2, Program Budget

Appendix A-2 Services to be Provided Safe & Sound (formerly the San Francisco Child Abuse Prevention Center) Ancillary Services 4/1/15-3/31/23 Modification Effective: 7/1/2018

I. Purpose of Grant

The purpose of the grant is to provide ancillary services to the multi-agency crisis intervention collaborative consisting of : the Human Services Agency (Lead Agency), Office of the City Attorney, Office of the District Attorney, Police Department and the Department of Public Health.

II. Definitions

Grantee	Safe & Sound (formerly known as San Francisco Child Abuse Prevention Center)
HSA	San Francisco Human Services Agency (Lead Agency)
Staff	Employees of San Francisco Human Services Agency and partnering City Agencies

III. Target Population

The Child Advocacy Center provides a coordinated response to an abused child to ensure that all aspects of a child's physical, mental and emotional health are addressed with the least amount of trauma inflicted upon the abused child.

IV. Description of Services

This grant is a companion agreement to the lease entered into by the City for the Child Advocacy Center under Resolution #200-14 (effective date April 1, 2014.)

Grantee shall provide the following services in addition to those specified in the leasehold during the term of this grant:

- 1. Receptionist.
- 2. Office Supplies, building maintenance supplies and repair, training, travel and equipment. **

V. Location and Time of Services

San Francisco Child Abuse Prevention Center located at 3450 Third Street, Building 2, including the 1st Floor Multipurpose Room afterhours and weekends.

**Increased shares costs as of 7/1/	/2018	
Safe & Sound		Appendix A-2
Ancillary Services 15-23	1 of 2	Modification #2 – April 2019

VI. Service Objective

To provide a safe working environment for law enforcement and City staff to conduct interviews with abused children.

VII. Reporting Requirements

- A. Grantee will enter monthly metrics (invoice) in the CARBON database by the 15th of the month following the end of the quarter that will show actual expenditures as described in Appendix B.
- B. Contractor will provide Ad Hoc reports as required by the Department.
- C. For assistance with reporting requirements or submission of reports, contact:

Johanna Gendelman, Senior Contracts Manager johanna.gendelman@sfgov.org

and

Liz Crudo, Program Manager, Division of Family & Children Services liz.crudo@sfgov.org

VIII. Monitoring Activities

 B. <u>Fiscal Compliance and Contract Monitoring</u>: Fiscal monitoring will include review of the contractor'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.

Safe & Sound Ancillary Services 15-23

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Appendix A-2 Modification #2 – April 2019

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HUMAN SERVICES AGI	ENCY BUDGET SI	UMMARY													Ì	Document Date: 3	/1/19		
Name SAFE & SOUND (formerly San F	rancisco Child At	ouse Prever	ntion Center	r)												Term			
(Check One) New 🗌 Renewal			intern conten												April 1,	2015 to March 31	, 2023		
If modification, Effective Date of Mod.	No. of Mod.																		
Program: Child Advocacy Center	- Ancillary Servic	es 15-23																	-
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Program Term	4/1/15 - 6/30/16	16/17	17/18		18/19			19/20			20/21			21/22			7/1/22 - 3/31/23	nonocu	
Expenditures					12242			Sec.						12.00			State State		
Salaries & Benefits	\$29,757	\$24,520	\$25,255	\$26,013	\$12,149	\$38,162	\$26,793	\$4,344	\$31,137	\$27,597	\$4,635	\$32,232	\$28,425	\$0	\$28,425	400.000			1
Operating Expense	\$10,745	\$41,854	\$42,120	\$42,393	\$28,545	\$70,938	\$42,675	\$36,350	\$79,025	\$42,966	\$36,059	\$79,025	\$43,265	\$40,694	\$28,425 \$83,959	\$23,326 \$33,173	\$0 \$30,520	\$23,326 \$63,693	⊢
Subtotal	\$40,502	\$66,374	\$67,375	\$68,406	\$40,694	\$109,100	\$69,468	\$40,694	\$110,162	\$70,563	\$40,694	\$111,257	\$71,690	\$40,694	\$112,384	\$56,499	\$30,520	\$87,019	F
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Total Expenditures	\$40,502	\$66,374	\$67,375	\$68,406	\$40,694	\$109,100	\$69,468	\$40,694	\$110,162	\$70,563	\$40.694		4774 444						-
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2 State	\$4,050	\$6,637	\$6,738	\$6.841	\$40,034	\$70,317	\$6,947	\$40,694	\$78,901 \$6,947	\$38,810 \$7,056	\$40,694	\$79,504 \$7,056	\$39,430	\$40,694	\$80,124	\$31,074	\$30,520	\$61,594	1
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12	POSITION TITLE	TimeSalary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary			Budgeted Salary					Budgeted Salary			Budgeted Salary			Budgeted Salary
13 14	Receptionist *Increases by 3% each year.	\$36,000	64%	100%	64%	\$29,757	\$24,520	\$25,255	\$26,013	\$0	\$26,013	\$26,793	\$0	\$26,793	\$27,597	\$0	\$27,597	\$28,425	\$0	\$28,425	\$23,326	\$0	\$23,326
	Program Manager, Multidisciplinary									T. DO N						15 8 8 9						201200442	
	Teams (Supports CAC accreditation process)								\$0	\$12,149	\$12,149	\$0	\$4,344	\$4,344	\$0	\$4,635	\$4,635						
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