



Edwin M. Lee, Mayor

Trent Rhorer, Executive Director

**MEMORANDUM**

**TO:** HUMAN SERVICES COMMISSION  
**THROUGH:** TRENT RHORER, EXECUTIVE DIRECTOR  
**FROM:** JOAN MILLER, DEPUTY DIRECTOR  
 JOHN TSUTAKAWA, DIRECTOR OF CONTRACTS *JM*  
**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

	<u>Current</u>	<u>Modification</u>	<u>Revised</u>	<u>Contingency</u>	<u>Total</u>
<b>CONTRACT TERM:</b>	4/1/15-3/31/23	7/1/18 – 3/31/23	4/1/15-3/31/23		
<b>CONTRACT AMOUNT:</b>	\$510,877	\$193,296	\$704,173	\$70,417	\$774,590

**ANNUAL AMOUNT:** SEE TABLE

	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
Funding Source MODIFICATION FUNDING:	\$144,972	\$23,195	\$25,129	\$19,330	\$212,626
<b>PERCENTAGE:</b>	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**

<b>Funding Year</b>	<b>Current Amount</b>	<b>Modification/ Increase</b>	<b>Revised Amount</b>
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
<b>TOTALS:</b>	<b>\$510,877</b>	<b>\$193,296</b>	<b>\$704,173</b>

**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, training, 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.

**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 1<sup>st</sup> Floor Multipurpose Room afterhours and weekends.

*\*\*Increased shares costs as of 7/1/2018*

**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 15<sup>th</sup> 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. Fiscal Compliance and Contract Monitoring: 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.

	A	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1																			Appendix B-2, Page 1	
2																			Document Date: 3/1/19	
3	<b>HUMAN SERVICES AGENCY BUDGET SUMMARY</b>																			
4																				
5	Name										Term									
6	SAFE & SOUND (formerly San Francisco Child Abuse Prevention Center)										April 1, 2015 to March 31, 2023									
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.																			
9	Program: Child Advocacy Center - Ancillary Services 15-23																			
10																				
11	Program Term	4/1/15 - 6/30/16	16/17	17/18	Original	Mod	Revised	Original	Mod	Revised	Original	Mod	Revised	Original	Mod	Revised	Original	Mod	Revised	Total
12	<b>Expenditures</b>																			
13	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	\$23,326	\$0	\$23,326	\$232,814
14	Operating Expense	\$10,745	\$41,854	\$42,120	\$42,393	\$28,545	\$70,938	\$42,675	\$38,350	\$79,025	\$42,966	\$36,059	\$79,025	\$43,265	\$40,694	\$83,959	\$33,173	\$30,520	\$63,693	\$471,359
15	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	\$704,173
16	Indirect Percentage (%)																			
17	Indirect Cost (Line 16 X Line 15)																			
18	Capital Expenditure																			
19	<b>Total Expenditures</b>	<b>\$40,502</b>	<b>\$66,374</b>	<b>\$67,375</b>	<b>\$68,406</b>	<b>\$40,694</b>	<b>\$109,100</b>	<b>\$69,468</b>	<b>\$40,694</b>	<b>\$110,162</b>	<b>\$70,563</b>	<b>\$40,694</b>	<b>\$111,257</b>	<b>\$71,690</b>	<b>\$40,694</b>	<b>\$112,384</b>	<b>\$56,499</b>	<b>\$30,520</b>	<b>\$87,019</b>	<b>\$704,173</b>
20	<b>HSA Revenues</b>																			
21	General Fund	\$22,276	\$36,506	\$37,056	\$37,623	\$40,694	\$78,317	\$38,207	\$40,694	\$78,901	\$38,810	\$40,694	\$79,504	\$39,430	\$40,694	\$80,124	\$31,074	\$30,520	\$61,594	\$474,278
22	State	\$4,050	\$6,637	\$6,738	\$6,841			\$6,947		\$6,947	\$7,056		\$7,056	\$7,169		\$7,169	\$5,650		\$5,650	\$44,247
23	Federal	\$14,176	\$23,231	\$23,581	\$23,942			\$24,314		\$24,314	\$24,697		\$24,697	\$25,092		\$25,092	\$19,775		\$19,775	\$154,865
24																				
25																				
26																				
27																				
28																				
29	<b>TOTAL HSA REVENUES</b>	<b>\$40,502</b>	<b>\$66,374</b>	<b>\$67,375</b>	<b>\$68,406</b>	<b>\$40,694</b>	<b>\$109,100</b>	<b>\$69,468</b>	<b>\$40,694</b>	<b>\$110,162</b>	<b>\$70,563</b>	<b>\$40,694</b>	<b>\$111,257</b>	<b>\$71,690</b>	<b>\$40,694</b>	<b>\$112,384</b>	<b>\$56,499</b>	<b>\$30,520</b>	<b>\$87,019</b>	<b>\$704,173</b>
30	<b>Other Revenues</b>																			
31																				
32																				
33																				
34																				
35																				
36	<b>Total Revenues</b>																			\$0
37	Full Time Equivalent (FTE)																			
39	Prepared by: Debbie Shen																			Date
40	HSA-CO Review Signature:																			
41	HSA #1																			2014

		A	B	C	D	E	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
1																									Appendix B-2, Page 2
2																									Document Date: 3/1/19
3																									
4		Program Name: San Francisco Child Abuse Prevention Center - Child Advocacy Center - Ancillary Services																							
5		(Same as Line 9 on HSA #1)																							
6																									
7		<b>Salaries &amp; Benefits Detail</b>																							
8																									
9																									
10																									
11																									
12																									
13																									
14																									
15																									
16																									
17																									
18																									
19																									
20																									
21																									
22																									
23																									
24																									
25																									
26																									
27																									
28																									
29																									
30																									
31																									
32																									
33																									
34																									
35																									
36																									
37																									

