

CITY AND COUNTY OF SAN FRANCISCO

FIRST AMENDMENT TO THE GRANT AGREEMENT

BETWEEN

CITY AND COUNTY OF
SAN FRANCISCO

AND

CHILDREN'S COUNCIL OF SAN FRANCISCO

This AMENDMENT of the, **July 1, 2017** Grant Agreement (the "Agreement") is dated as of **February 1, 2020** and is made in the City and County of San Francisco, State of California, by and between **CHILDREN'S COUNCIL OF SAN FRANCISCO, 445 CHURCH ST., SAN FRANCISCO, CA 94114** ("Grantee") and the City and County of San Francisco, a municipal corporation ("City") acting by and through the Human Services Agency ("Department").

RECITALS

WHEREAS, the Agreement was competitively procured as required through RFP #744 Early Care and Education (ECE) Integration Services, issued January 12, 2017, and this modification is consistent therewith; and

WHEREAS, the City's Human Services Commission approved this Amendment on November 21, 2019; and

WHEREAS, the City's Board of Supervisors approved this Amendment by Resolution # 45-20 on January 28, 2020; and

WHEREAS, Grantee has submitted to the Agency the Application Documents (as hereinafter defined) seeking a grant for the purpose of funding the matters set forth in the Grant Plan (as defined in the Agreement); and

WHEREAS, City and Grantee desire to modify the Agreement on the terms and conditions set forth herein to extend the performance period, increase the contract amount, and update standard contractual clauses; and,

WHEREAS, City and Grantee desire to execute this amendment to update the prior Agreement;

NOW, THEREFORE, City and Grantee agree to amend said Grant Agreement as follows:

1. **Definitions.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Grant Agreement.

a. **Agreement.** The term "Agreement" shall mean the Agreement dated **July 1, 2017** between Grantee and City.

b. **Contract Monitoring Division.** Effective July 28, 2012, with the exception of Sections 14B.9(D) and 14B.17(F), all of the duties and functions of the

Human Rights Commission under Chapter 14B of the Administrative Code (LBE Ordinance) were transferred to the City Administrator, Contract Monitoring Division (“CMD”). Wherever “Human Rights Commission” or “HRC” appears in the Agreement in reference to Chapter 14B of the Administrative Code or its implementing Rules and Regulations, it shall be construed to mean “Contract Monitoring Division” or “CMD” respectively.

c. **Other Terms.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Agreement.

2. **Modifications to the Agreement.** The Grant Agreement is hereby modified as follows:

(a) **Article 3.2. Duration of Term** of the Agreement currently reads as follows:

The term of this Agreement shall commence on the later of (a) **July 1, 2017** and (b) the effective date specified in Section 3.1. Such term shall end at 11:59 p.m. San Francisco time on **June 30, 2020**.

Such section is hereby superseded in its entirety to read as follows:

The term of this Agreement shall commence on the later of (a) **July 1, 2017** and (b) the effective date specified in Section 3.1. Such term shall end at 11:59 p.m. San Francisco time on **June 30, 2022**.

(b) **Article 5.1 Maximum Amount of Grant Funds** of the Agreement currently reads as follows:

The amount of the Grant Funds disbursed hereunder shall not exceed **One Hundred Seventy-Nine Million, Six Hundred Seventy-Four Thousand, Two Hundred Eighty-Four Dollars (\$179,674,284)** for the period from **July 1, 2017 to June 30, 2020, plus any contingent amount authorized by City and certified as available by the Controller.**

Contingent amount: Up to Seventeen Million, Nine Hundred Sixty-Seven Thousand, Four Hundred Twenty-Eight Dollars (\$17,967,428) for the period from **July 1, 2019 to June 30, 2020, may be available, in the City’s sole discretion as a contingency but only subject to written authorization by the City and if monies are certified as available by the Controller.**

The maximum amount of Grant Funds disbursed hereunder shall not exceed **One Hundred Ninety-Seven Million, Six Hundred Forty-One Thousand, Seven Hundred Twelve Dollars (\$197,641,712)** for the period from **July 1, 2017 to June 30, 2020.**

Grantee understands that the maximum amount of Grant Funds disbursement identified above in Section 5.1 of this Agreement, includes the amount shown as the contingent amount and may not to be used in Program Budget(s) attached to this Agreement as Appendix B, and is not available to Grantee without a written revision to the Program Budgets of Appendix B approved by Agency. Grantee further understands that no payment of any portion of this contingency amount will be made unless and until such funds are certified as available by Controller.

Grantee agrees to fully comply with these laws, regulations, and policies and procedures.

Such section is hereby superseded in its entirety to read as follows:

The amount of the Grant Funds disbursed hereunder shall not exceed **Three Hundred Fifty-Six Million, Four Hundred Eighteen Thousand, Eight Hundred Fourteen Dollars (\$356,418,814)** for the period from **July 1, 2017 to June 30, 2022 (Y1-Y5)**, plus any contingent amount authorized by City and certified as available by the Controller.

Contingent amount: Up to Nineteen Million, Six Hundred Thirty-Three Thousand, Six Hundred Thirty-One Dollars (\$19,633,631) for the period from **July 1, 2021 to June 30, 2022 (Y5)**, may be available, in the City's sole discretion, as a contingency subject to authorization by the City and certified as available by the Controller.

The maximum amount of Grant Funds disbursed hereunder shall not exceed **Three Hundred Seventy-Six Million, Fifty-Two Thousand, Four Hundred Forty-Five Dollars (\$376,052,445)** for the period from **July 1, 2017 to June 30, 2022 (Y1-Y5)**.

Grantee understands that, of the maximum dollar disbursement listed in Section 5.1 of this Agreement, the amount shown as the Contingent Amount may not be used in Program Budgets attached to this Agreement as Appendix **B-1**, and is not available to Grantee without a revision to the Program Budgets of Appendix **B-1** specifically approved by Grant Agreement Administrator. Grantee further understands that no payment of any portion of this contingency amount will be made unless and until such funds are certified as available by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

- (c) **Appendix A.** Appendix A, of the aforesaid agreement describes the services to be provided.

Such section is hereby superseded in its entirety by Appendix A-1, pp. **1-21**, attached to this Modification Agreement, which displays the additional services to be provided under this Modification Agreement.

- (d) **Appendix B.** Appendix B, Calculation of Charges of the Aforesaid Agreement displays the original total amount of **\$194,227,239**.

Such section is hereby superseded in its entirety by Appendix B-1, Calculation of Charges, pp. **1-21**, which displays the budget as herein modified to **\$356,418,814**.

- (e) **Article 7.4 Withholding.** Article 7.4 is hereby added to the agreement and reads as follows:

7.4 Withholding. Grantee agrees that it is obligated to pay all amounts due to the City under the San Francisco Business and Tax Regulations Code during the term of this Agreement. Pursuant to Section 6.10-2 of the San Francisco Business and Tax Regulations Code, Grantee further acknowledges and agrees that City may withhold any payments due to Grantee under this Agreement if Grantee is delinquent in the payment of any amount required to be paid to the City under the San Francisco Business and Tax Regulations Code. Any payments withheld under this paragraph shall be made to Grantee, without interest, upon Grantee coming back into compliance with its obligations.

- (f) **Article 16.17 Sugar-Sweetened Beverage Prohibition.** Section 16.17 of the Grant Agreement is hereby amended in its entirety to read as follows:

16.17 Distribution of Beverages and Water.

(a) **Sugar-Sweetened Beverage Prohibition.** Contractor agrees that it will not sell, provide, or otherwise distribute Sugar-Sweetened Beverages, as defined by San Francisco Administrative Code Chapter 101, as part of its performance of this Agreement.

(b) **Packaged Water Prohibition.** Grantee agrees that it shall not sell, provide, or otherwise distribute Packaged Water, as defined by San Francisco Environment Code Chapter 24, as part of its performance of this Agreement.

- (g) **Article 16.22 Duty to Collect and Record Client Sexual Orientation and Gender Identity (SOGI) Data.** Article 16.22 is hereby added to the agreement and reads as follows:

16.22 Duty to Collect and Record Client Sexual Orientation and Gender Identity (SOGI) Data.

Contractor shall comply with San Francisco Administrative Code Chapter 104 by seeking to collect and record information about clients' sexual orientation and gender identity, and reporting such data to the Department **annually**. In seeking to collect information about clients' sexual orientation and gender identity, Contractor shall: (1) communicate to clients that the provision of sexual orientation and gender identity information is voluntary, and no direct services shall be denied to clients who decline to provide that information; (2) solicit gender identity and sexual orientation data using questions and approaches consistent with the Department of Public Health's Policies and Procedures entitled "Sexual Orientation Guidelines: Principles for Collecting, Coding, and Reporting Identity Data," reissued on September 2, 2014, and "Sex and Gender Guidelines: Principles for Collecting, Coding, and Reporting Identity Data," reissued on September 2, 2014, or any successor Policies and Procedures; and (3) advise clients that they will protect personally identifiable information regarding clients' sexual orientation and gender identity from unauthorized disclosure, to the extent permitted by law. The duty to collect information about gender identity and sexual orientation shall not apply to the extent such collection is incompatible with any professionally reasonable clinical judgment that is based on articulable facts of clinical significance. Further, Contractor shall protect personally identifiable information from unauthorized disclosure, to the extent

permitted by law and as required by the Health Insurance Portability and Accountability Act, the California Medical Information Act, Article 1 of the California Constitution, the California Health and Safety Code and regulations promulgated thereunder, the California Welfare and Institutions Code and regulations promulgated thereunder, and any other applicable provision of federal or state law.

- (h) **17.6 Entire agreement** section 17.6 is hereby replaced in its entirety to read as follows:

17.6 Entire Agreement. This Agreement and the Application Documents set forth the entire Agreement between the parties, and supersede all other oral or written provisions. If there is any conflict between the terms of this Agreement and the Application Documents, the terms of this Agreement shall govern. The following appendices are attached to and a part of this Agreement:

Appendix A-1, Services to be Provided
Appendix B-1, Budget
Appendix C, Method of Payment
Appendix D, Interests in Other City Grants
Appendix E, Permitted Subgrantees
Appendix F, Federal Award Information
Appendix G, Federal Requirements for Subrecipients
Appendix H, Additional Federal Requirements

3. Effective Date. Each of the modifications set forth in Section 2 shall be effective on and after the date of this Amendment.

4. Legal Effect. Except as expressly modified by this Amendment, all of the terms and conditions of the Grant Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to the Grant Agreement to be duly executed as of the date first specified herein.

CITY
HUMAN SERVICES AGENCY

By: 
Trent Rhorer
Executive Director
Human Services Agency

Date

GRANTEE:

CHILDREN'S COUNCIL OF SAN FRANCISCO

By: 
Date: 

Gina Fromer, Chief Executive Officer
445 Church Street
San Francisco, CA 94114

Phone: (415) 276-2900

Federal Tax ID #: 94-2221305
City Vendor Number: 0000022965
DUNS Number: 824708911

Approved as to Form:

David K. Ries
City Attorney

By: 
Deputy City Attorney

Appendix A-1 – Services to be Provided
Children’s Council of San Francisco – Early Care and Education Integrated Services
Child Care Program Subsidies
July 1, 2017 to June 30, 2022

1) Purpose

The purpose of this grant is to provide:

Early Care and Education Integrated Services. The Grantee is central to the implementation of the OECE Citywide Plan for Early Care and Education (ECE), through the effective leveraging of state and federal child care subsidy opportunities for families as Grantee as supporting the Early Learning Scholarship (ELS) goals of continuity of care and choice in high quality care options for families. The ECE Integrated Services Grantee will manage:

- Oversight of both local (Early Learning Scholarships) and State (CalWORKs Stages 1 and 2 and California Alternative Payment Program) child care subsidy and eligibility system that includes:
 - Client eligibility and need determination, according to program type
 - Subsidy enrollment
 - Child care provider services, including orientation to voucher reporting
 - Rate setting for subsidy payments according to state and/or local policies
 - Administration and issuance of provider payments
 - State noticing/informing requirements and due process rights for applicants and enrolled families
 - Coordination and leveraging of the citywide subsidy system to ensure state and federal dollars are used before city/county funding whenever possible
- TrustLine services which provide background clearances of license-exempt child care providers through the State TrustLine Registry
- Preschool For All provider reimbursements (All non-SFUSD Preschool For All sites)
- Tracking and reporting to assist with citywide planning related to utilization
- Outreach and support to families through comprehensive ECE Resource and Referral services

The overall program goals are to:

- Improve our system to seamlessly connect families to quality choices in a timely way;
- Broker assistance to pay for services when needed;
- Ensure providers are paid an enhanced local rate to support quality programming, while leveraging federal and state funding whenever possible; and
- Promote continuous participation in quality programs for children among target populations.

2) Definitions

0-5 Continuity	Target Population families who lose subsidy eligibility for state funding may continue in care until their child reaches kindergarten with annual eligibility redeterminations for state/federal funding
AP	Alternative Payment state contracted child care vouchers; AP Agencies are those public or private non-profit agencies contracting with California Department of Education to administer child care voucher programs
CAPP	California Alternative Payment Program
CARES 2.0	Compensation and Retention Early Educator Stipend
CDE	California Department of Education
CDSS	California Department of Social Services
Comprehensive Fiscal Analysis (CFA)	The Comprehensive Fiscal Analysis was conducted by a national team of experts, providing an inventory of federal, state, and local investments. It proposes, approaches, and models for restructuring San Francisco's local early care and education investments. The CFA proposals and analysis is fundamental to the ELS redesign for the city. http://sfoece.org/wp-content/uploads/2016/04/CFA-Report.pdf
CPAC	Childcare Planning and Advisory Council
CBO	Community-based organizations, including Family Resource Centers
DHS	San Francisco Department of Human Services, a division of HSA
Early Learning SF (ELSF)	Early Learning SF (ELSF) is a centralized eligibility and waiting list designed to assist families in connecting with quality early care and education options. Through real-time vacancy information and program and family profiles, the waitlist matches family needs/preferences with available subsidized ECE program options.
ECE	Early care and education
ELS	San Francisco Early Learning Scholarships, which are local funds: 1) fully funded to the QRIS Tier 3 Cost; or 2) are an enhancement to a state or federally subsidized child, to reimburse at QRIS Tier 3.

	OECE may determine, over time, changes in costs or tiers for ELS reimbursement.
ELS–Bridge	Early Learning Scholarship (ELS) Bridge provides continuity of care for families who have lost eligibility in local and/or state subsidy programs. All low-income families receive continuity through the program year, while target population families may receive continuity until the child reaches kindergarten.
ELS-City (Voucher/Reserved)	Early Learning Scholarships for which the city is paying the full tuition to the Tier 3 cost of quality.
ELS-Gap	Early Learning Scholarship (ELS) Gap provides local funding to cover the “gap,” when one exists, between the maximum state subsidy reimbursement rate (i.e., Regional Market Rate or Standard Reimbursement) and the local QRIS Tier 3
ELS-PFA	San Francisco’s Preschool for All program offering universal free part-day preschool for four-year olds enrolled in PFA programs
Enhanced Case Management	A continuum of support for FCS families from the beginning of the child care navigation and enrollment process through referral to other child options in the case of FCS case closure or termination of Bridge Program funding. Enhanced case management also includes trauma-informed coaching for providers as appropriate to ensure a successful child care placement.
HSA	San Francisco Human Services Agency
Low-Income	Families under 85% of the State Median Income as determined by the California Department Education
OECE	Office of Early Care and Education
P500	Project 500 is a San Francisco mayoral initiative that seeks to prevent the transfer of poverty from one generation to the next by providing meaningful pathways up and out of poverty, and by building an integrated and comprehensive system of care
Program Year Continuity	Low-income families who lose state subsidy eligibility may continue in care until the end of the program year, typically prior to fall through an ELS Bridge payment
QRIS	Quality Rating and Improvement System established by the State of California and adopted by San Francisco as a standard of quality. CA–QRIS Rating Matrix
QRIS State Quality Block Grant	CDE funded state stipends for quality in Title 5 contracted settings. Also the basis for a local program for non-state contractors participating in the quality system.

Reasonable Notice	In CalWORKs reasonable notice will be 2 weeks (due to overpayment considerations). Any state regulatory requirements shall supersede all local contract requirements. Additional notice shall be provided when information is available. In ELS, reasonable notice shall be 30 days. When Family & Children's subsidies are vouchered, reasonable notice shall be 30 days and will include notice to the child's Protective Services Worker in FCS.
Resource and Referral	Assisting parents in finding child care that best meets their family needs through the provision of robust, up-to-date information regarding licensed providers
San Francisco Citywide Plan for Early Care and Education	The San Francisco Board of Supervisor's approved Early Care and Education plan to align early education goals, frameworks, funding, and outcomes targeting children birth through age five
Trustline	TrustLine is a database of license-exempt providers that have cleared criminal background checks in California. It's the only authorized screening program of in-home caregivers in the state with access to fingerprint records at the California Department of Justice and the FBI.

3) Target Populations

The San Francisco child care system serves the needs of 0-5 year olds with a focus on low-income families. Target Population" families include: African American children, Latino children, English Language Learners, families who are homeless, children at-risk of abuse and/or neglect or involved with child welfare, and children with special needs or disabilities.

Specific eligibility requirements for state funded programs are defined by their respective funding agencies (e.g., The California Department of Social Services funds CalWORKs Stage 1 which serves low-income CalWORKs eligible families while the California Department of Education funds CAPP which serves low-income families and CalWORKs Stages 2 and 3 which serves former CalWORKs aided families). Certain subsidy programs may also serve children 0 through 12 years of age. Early Learning Scholarship enhanced reimbursement rates are offered to qualified providers who achieve Tier 3 on the QRIS, subject to fund availability.

4) Communications and Messaging

Grantee will work closely with OECE to ensure messaging alignment with respect to Grantee's communications with ECE programs, community and government agencies, stakeholders, parents, and other members of the public.

5) Description of Services – Early Care and Education Subsidy Administration. Grantee will provide the following services:

- **Case Management:** Grantee will work across its internal departments to provide integrated case management services for target population families to help them achieve their goals. As

family circumstances change and deeper information is gathered over time, Grantee will record case notes to ensure they capture detailed longitudinal data on families.

- **Fiscal Leveraging:** Grantee will balance family choice and fiscal leveraging. On one hand, Grantee will counsel families on all applicable subsidized care options, emphasizing the importance of quality. Likewise, at certification and recertification meetings, Grantee will screen families for state/federal subsidies to attempt to use those funds to support families, whenever possible.
- **Continuity of Care** is a key component of the Office of Early Care & Education’s design of programs and policies that support families’ and children’s consistent engagement in quality early learning experiences. If a family loses a state or federal subsidy, Grantee will work with OECE Grantee to enroll children in ELS-Bridge. Families will be served by the same Subsidy Specialist to ensure seamless services. Grantee will closely track the reasons families lose subsidy eligibility, with increased attention on those who fall out of eligibility at recertification.
- **Streamlining Services:** Grantee will continue to streamline all aspects of subsidy system administration and service delivery, with a focus on improving the experience for families and child care providers, taking full advantage of the latitude allowed by state programs. For example, Grantee will encourage greater utilization of its online “Care Portal,” which allows providers and parents to easily access attendance sheets, explanations of payments and other required documents. For locally-funded programs, Grantee will work to simplify what and how parents must report, helping families maintain their subsidy and improving continuity of care. Grantee will also explore improvements in online provider reporting, automating child eligibility screening and enrollment, and attendance tracking that could then be linked to payment calculation, billing and reporting.
- **Back-Up Care, Rapid Response, and First Aid Training:** Grantee will promote and preregister eligible families with Emergency Back-Up/Mildly Ill child care services and connect families with Rapid Response child care, as needed. Grantee will partner with Family Support Services of the Bay Area (FSSBA) to outreach to and share their services with current and potential families at HSA locations, and will preregister eligible families at intake and recertification. Grantee will maintain close communication with FSSBA to identify potential families eligible for service through CalWORKs. Grantee will also provide support to families in Rapid Response by sending families curated lists of prescreened providers with openings that match their needs.
- **State/Federal Child Care Subsidy Administration, including CalWORKs Stage 1, CalWORKs Stage 2, CAPP, FCS, and P500; TrustLine background checks**
Grantee will administer CalWORKs Stage 1, CalWORKs Stage 2, CAPP (CAPP-HSA), Family and Children’s Services (FCS), and Project 500 (P500) child care subsidy programs. Grantee will adhere to all federal, state and local program requirements, policies, and laws related to the administration of these programs. (Confidentiality requirements will be followed; however, state law permits the sharing of information between APs, R&Rs, Early

Learning SF and Contractors for the purpose of administering CalWORKs child care.) Subsidized child care services will be administered with the following program-specific considerations.

1. *CalWORKs Stage 1*

Building on information provided to families at their CalWORKs orientations, Grantee will conduct in-person intake appointments with all families referred to Grantee for CalWORKs Stage 1 subsidized child care, providing additional counseling about their child care options and establishing a relationship to provide ongoing personal assistance while they are receiving services. Grantee will communicate with HSA CalWORKs Grantee as needed to ensure the highest level of service delivery.

2. *CalWORKs Stage 2*

Grantee will guide families through the transition from CalWORKs Stage 1 into CalWORKs Stage 2 using specific knowledge of the family's circumstances to provide tailored services. When families become certified for CalWORKs Stage 2, Grantee will provide ongoing services to help families maintain their eligibility—calculating changes in income and family fees, authorizing changes in child care when hours of activities change, requesting third-party documentation, etc.—and transitioning families into CalWORKs Stage 3 at the end of their Stage 2 eligibility period. Grantee will provide case management services over time to help families understand their child care options as their children grow, while connecting families to other community resources that can help them on their path toward self-sufficiency.

3. *CAPP-HSA*

Grantee will utilize monthly subsidy enrollment and expenditure projections to determine the number of CAPP enrollments needed each month to fully utilize the dollars available under the HSA state CAPP contract. When CAPP-HSA slots are available, Grantee will select families from the San Francisco Waitlist in priority order, as determined by CDE, and use the Family Profile to conduct “pre-screening” interviews, ensuring that all information is current, and informing parents about ELS options, including which providers have openings. Grantee will certify and enroll the family into the CAPP program and help them find a provider if they do not already have one. Once enrolled, Grantee will provide ongoing services to help families maintain their eligibility, including periodic recertifications in accordance with state rules. As with CalWORKs Stage 2 families, Grantee will provide case management services over time and connect families to other community resources that can help on their path toward self-sufficiency.

4. *Continuity of Care for CalWORKs Stage 2 and CAPP*

If a CalWORKs Stage 2 or CAPP family loses their eligibility, the Grantee will certify that the reason for losing eligibility could not be resolved per state regulations, and will work with OECE to determine eligibility of any children under five for ELS-Bridge. If the family is determined to be eligible for ELS-Bridge, they will continue to be served by the same Subsidy Specialist to ensure seamless high-level services.

5. *Family and Children's Services*

Grantee's FCS child care navigator team will work to ensure families with an open San Francisco CPS case are successful in linking to local, state, and federally funded child care subsidies. Grantee will directly support FCS families in selecting and enrolling with quality ECE programs. Grantee will help families understand their subsidy options and types of ECE programs available, particularly ELS Qualified programs. Grantee will provide FCS families with specific referrals to ELS Qualified programs with openings that meet the families' unique preferences and the children's developmental needs. Grantee will also enroll children on the San Francisco waitlist and other local Head Start/Early Head Start waitlists in order that families may take advantage of openings with state or federally-funded programs. Once a child is placed in care, Grantee will follow-up with families and their ECE programs to ensure a successful enrollment and good fit for the child. In cases where the child is placed with a family member outside of San Francisco or outside of California, Grantee will continue to provide personalized assistance in coordinating the paperwork process and facilitating payments to child care providers in those locations.

Grantee will be responsible for the implementation and ongoing administration and county/state reporting for the Emergency Child Care Bridge Program for Foster Children (Bridge Program) as described in The California Department of Education's All County Letter (ACL) 17-109. Grantee will administer all three components of the program:

(1) Emergency child care voucher: Eligible families may receive a time-limited child care voucher or payment to help pay for child care costs for foster children birth through age 12, children with exceptional needs, and severely disabled children up to age 21. All vouchers and payments must be paid in accordance with the Regional Market Rate (RMR) ceilings for subsidized child care payment rates.

(2) Child care navigator: Grantee will provide a child care navigator to eligible families. The navigator will assist with finding a child care provider, securing a subsidized child care placement if eligible, completing child care program certifications, and developing a plan for long-term child care appropriate to the child's age and needs. Eligibility for navigator services shall not be contingent on a child's receipt of a child care payment or voucher. Prior to FCS case closure or termination of Bridge Program funding, the Grantee's FCS child care navigators will connect eligible children with continued services through age five utilizing ELS-City, CalWORKs, CAPP, Head Start/Early Head Start or other Title 5 funding.

(3) Trauma-informed training and coaching: Grantee will ensure that child care programs participating in the Bridge Program will receive access to trauma-informed care training. Child care providers will also receive access to coaching to assist them in applying training curriculum and learn strategies for working with children in foster care.

Grantee will code FCS child care services as requested by OECE, HSA, and/or CDSS to ensure proper tracking and invoicing for state and federal claiming purposes. HSA shall identify the status of the eligibility and case status and the Grantee will pay and bill according to the reported status.

Grantee will also be required to submit data and outcomes using the Emergency Child Care Bridge Program for Foster Children report (CCB 18). The CCB 18 report includes data on Bridge Program vouchers eligibility and enrollment, type of voucher placements and child care settings, the length of time receiving voucher, and transition information. The data also includes the number of referrals to, and families served by, child care navigators and the number of trauma-informed care trainings held.

6. *Project 500*

Grantee will offer early child care subsidy engagement services for all P500 families. Early engagement services include: introduction to the subsidy system, overview of the Quality Rating Improvement System, customized list of child care referrals and enrollment into one of our parenting workshops (such as Choosing Child Care).

Grantee will administer Project 500 subsidies (State/Local) to ensure continuity of care and continually assess each family's eligibility for federal or state-funded programs to avoid any gaps in service. P500 Grantee will also collaborate with P500 Mobility Mentors and CalWORKs Case Managers to ensure successful child care placements and provide any updates to parents' participation.

- **Local Child Care Subsidy Administration**

Early Learning Scholarships: Grantee will administer local Early Learning Scholarship child care subsidy programs in partnership with the second Grantee also administering local child care subsidies. Grantee will closely coordinate services and seamlessly integrate data and reporting with the second Grantee.

- 1. *ELS-City (Voucher & Reserved)***

Grantee will administer both ELS-City reserved slots and vouchers. For Reserved slots, Grantee will monitor enrollment and vacancy reporting to support its ELS providers in appropriately maximizing funding and maintaining full enrollment. For ELS-City vouchers, Grantee will use monthly projections to determine the amount of funding available and enroll families accordingly off San Francisco Waitlist following OECE priority enrollment policies. Grantee will fill all ELS-City voucher and reserved slots following OECE specific protocols, which are subject to change over time.

When a family applies to Early Learning SF and is assigned to Grantee, Grantee will reach out to screen them for eligibility for other state-/federally-funded subsidy programs (such as CalWORKs) and conduct an in-depth phone interview to update eligibility and need information. If a family has been selected for a slot Grantee will reach out to assist in using the system and encourage the family to move forward with site tour(s) and/or update their preferences for better matches. If family and program agree to enroll in an ELS-City voucher or reserved slot, Grantee will certify family. Through recertification meetings every two years and more frequent touchpoints depending on the needs of each family, the Specialist will develop a deep understanding of the family's circumstances, including goals for their children, guiding them on their journey through the early education system and enrollment in elementary school.

Coordination with Homeless Child Care Case Management Grantee (HCCCMG)

For homeless families waiting on Early Learning SF and/or receiving ELS-City subsidies, the Grantee will work with HCCCMG to determine funding availability and process provider payments. Grantee will maintain regular communication around trends in families' ability to secure child care and attend quarterly HCCCMG advisory meetings. Grantee will collaborate with the HCCCMG and the San Francisco Department of Homelessness and Supportive Housing (HSH) - Coordinated Entry System as needed to ensure efficient and effective child care subsidy enrollments. Grantee will work with the HCCCMG to redetermine homeless families' subsidy eligibility. If a family no longer meets the San Francisco definition of homeless while waiting on Early Learning SF or at the time of eligibility redetermination, Grantee will work with HCCCMG to transfer the child care case management responsibilities to Grantee who then assumes full responsibility for determining subsidy eligibility and need.

2. *ELS-Bridge*

Grantee will work directly with OECE staff to ensure families who lose eligibility for state subsidy programs can maintain continuity of care in quality-linked ELS programs that support their child's development. Grantee will work with Title 5 and other providers serving state subsidized families to understand and gather the details of the original child care authorization, including child and family information, subsidy program and termination date. Grantee will review information to ensure the family is not eligible for any other state or federal subsidy and will communicate that information with OECE who will determine and approve ELS-Bridge eligibility.

Grantee, for all ELS-Bridge approved families, will review the benefits and requirements of the program, and, when needed, assist families in finding care at quality ELS sites that meet their children's specific needs. Family and child data will be tracked through the subsidy data system (CC3) with ELS-Bridge payments issued monthly in conjunction with sites' other voucher payments.

Non-target population families will be eligible for the ELS-Bridge program through the end of the program year. Target population children in ELS-Bridge will be eligible for continuity of care through entry into kindergarten. Grantee will closely track all reasons that families lose subsidy eligibility, with increased attention on those who fall out of eligibility at recertification. ELS-Bridge approval may end if a family disenrolls from an ELS approved program, is determined to be eligible for a state- or federally-funded program or the child reaches kindergarten age.

For all families in ELS-City and ELS-Bridge, Grantee will screen for federal- or state-subsidy-eligibility, including CalWORKs, CAPP and other state voucher programs at recertification. If a family is eligible for CalWORKs Stage 1, Grantee will ask the family to request a child care authorization from their Employment Specialist and enroll them in CalWORKs child care. If they are eligible for CalWORKs Stage 2, Grantee will certify their need and eligibility per state regulations and enroll them in CalWORKs Stage 2. If they are eligible for CAPP or other state voucher program, Grantee will register them on San Francisco waitlist, indicating in their Family Application that they are eligible and waiting for a voucher. Enrollment in state voucher programs will provide continuity of care beyond age five for eligible children.

3. *ELS-Gap*

Grantee will calculate and administer ELS-Gap funding for all Title 5 contractors and state vouchers. ELS-Gap payments will be made directly to child care providers, calculated based on enrollment documented through the city's child enrollment data system (currently Cocoa) with verification of vouchers through the subsidy voucher database (CC3). Child enrollment data with specific funding types, hours, rates and attendance will be pulled from the system with the rates for each child compared to the applicable ELS Center or ELS Family Child Care (FCC) Tier 3 rate, as specified by OECE. The ELS-Gap payment will be adjusted for changes in the base rate paid by state or federal subsidies. To streamline support and reporting, the calculation and distribution of ELS-Gap payments will be calculated and issued monthly based on actual enrollment reported in the online enrollment and subsidy data systems.

4. *Preschool For All*

Grantee will adopt the existing model used by OECE to administer PFA. The Tuition Credit will be calculated based on predetermined PFA rates. The PFA rate formulas are based on the PFA classroom's lead teacher Child Development Permit Level and Tuition Credit rate formula. Payments will be calculated and distributed monthly based on actual enrollment reported in the online enrollment data system (currently Cocoa). As the PFA program evolves, Grantee will work with OECE to adjust the funding formula and determine the most efficient and least disruptive method for managing provider payments.

5. *QRIS Block Grant for Title 5 and Non-Title 5 Providers*

In coordination with OECE, Children's Council will calculate and distribute, annually, the Quality Rating Improvement System (QRIS) Block Grant awards based on the locally-established funding formula to support eligible ELS sites who are rated at Tier 4 and 5. As needed, state and local QRIS Block Grants will be tracked and reported separately to OECE.

• Other General Subsidy Administration Services

Grantee will provide the following:

1. As instructed by OECE, Grantee will execute, amend, and terminate Early Learning Scholarship funding agreements.
2. Issue all State child care Notices of Action regarding changes in eligibility. All families will be given reasonable notice of action as required by State regulation.
3. Fingerprint (using the TrustLine system) all license-exempt care providers, including related license-exempt caretakers in accordance with State law. No child care payment shall be made until the provider is criminally cleared through the TrustLine process and all retroactive TrustLine clearance time limits shall be administered in accordance with State policy.
4. Ensure there are signed confidentiality agreements for all of its staff and members of collaborating agencies' staff that have access to information and eligibility for CalWORKs, ACCESS or FCS protective service status information of HSA's clients and former clients.
5. In the event of a declared emergency, staff may be engaged as part of the city's response to the disaster/declared emergency. Grantee agrees to ensure staff receive city

Emergency Response training, to be planned and delivered in coordination with the HSA Emergency Response Coordinator.

6. Monitor child care subsidy eligibility, authorization, and utilization as prescribed by CDE policies and procedures in addition to any Alternative Payment Monitoring Unit (APMU) auditing standards and recommended best practices. Monitor compliance internally utilizing state procedures for compliance monitoring in order to maintain grant performance within state error rate level.

6) Description of Services – Teacher Stipends. Grantee will provide the following services:

1. **Grantee will distribute the Compensation and Retention Early Educator Stipends (CARES 2.0) biannually from FY20 through FY22. The early educator stipends are specifically to address Early Care and Education (ECE) workforce retention and compensation pressures in city-funded early learning programming. Children’s Council will work with OECE to assess program measures, including stipend uptake, issuance challenges, and stipend effects on the ECE workforce.**

7) Description of Services – Child Care Resource and Referral Services. Grantee will provide the following services:

1. **Family Support: Grantee will work across its internal departments to provide integrated family support services to low-income families to help them achieve their goals. These services will meet families where they are to provide comprehensive, flexible and individualized support and connection in a way that affirms and builds on families’ strengths.**

- **Specific services include advice finding and paying for child care, online child care search, trainings and workshops, subsidy navigation services, referrals to specialized community resources and connection to Children’s Council’s Parent and Caregiver Education programs.**
- **Tailored family support services will follow families through their child care search process, emphasizing preparation and full-information to streamline child care search, need & eligibility determination and enrollment.**
- **Target population families with children who have had adverse childhood experiences (ACEs) or who have special needs will receive enhanced support from specially trained Family Support Navigators.**

2. **Early Learning SF Family Support: Grantee will support families’ application to and use of Early Learning SF to secure subsidized child care.**

- **Grantee will assist families in developing a profile and articulating preferences for care. Grantee will monitor activity within the system, and as families are matched with possible programs, follow-up with families via email, text or phone calls, as appropriate, to support family exploration of options and progress toward enrollment in subsidized child care.**
- **New target population families assigned to the Grantee will have their ELSF application reviewed and be contacted for any additional information needed in accordance with ELSF Implementation Guidelines.**

- **When a target population family is first matched through ELSF, the R&R will conduct one follow-up to check in on referral and enrollment process in accordance with the ELSF Implementation Guidelines.**
 - **Grantee will support data integrity by, for example, updating family applications, inactivating applications, and merging duplicates. All family applications assigned to Grantee will be updated at least quarterly. Grantee will also update individual family profiles outside of scheduled process as staff become aware of new information.**
 - **Grantee will work collaboratively with the other R&R agency and OECE to resolve R&R data compatibility or quality issues. The grantee agrees to identify a uniform, mutually agreed upon definition and citywide approach to collecting vacancy data for providers who receive ELS funding. With resources to fund the technology-related costs for this uniform approach, the grantee agrees to implement the mutually agreed upon approach with flexibility for each R&R to maintain their unique culture that is responsive to providers and families.**
- 3. Community Outreach: Grantee will engage in coordinated outreach and communication to maximize its engagement of target population families.**
- Grantee will work with community-based organizations that work with the target population (e.g., neighborhood clinics and hospitals, family resource centers, recreation centers and parks, churches, Women Infant Children Clinics, San Francisco Public Library, etc.) so they have child care information on-hand and knowledgeable staff who know how to refer families to the Grantee for more information about child care, assistance in finding child care and support in connecting to child care subsidies.
 - Grantee will utilize a variety of outreach strategies such as text-messaging, email, social media and direct mail campaigns to specific neighborhoods to engage families. Additionally, Grantee will explore the cost-effectiveness of targeted print/digital/outdoor advertising to determine a return-on-investment.
- 4. Co-Location at Human Services Agency Sites: Grantee will staff a help-desk at 170 Otis Street to maximize engagement with target population families, prepare them for the child care search experience, and support their ability to meet their basic needs.**
- Grantee provide counseling and child care R&R services, pre-screen non-CalWORKs clients for alternative child care subsidies and distribute diapers as part of the San Francisco Diaper Bank program. If client is identified as part of the target population, Grantee's staff will provide the services and follow-up services
 - Grantee will share responsibility for co-location with other Early Care and Education Integrated Services Grantee (Wu Yee Children Services). Grantee will conduct 2-3 child care workshops to JobsNOW participants at 3120 Mission and 1800 Oakdale. Presentation will include specifics on the process to starting care, provider types and customized TA for clients.

5. **Online Information:** Grantee will maintain and continuously improve information available that supports families' ability to find and pay for child care that meets their needs.
 - Specific information available will include types and costs of care, types of and eligibility for financial assistance, indicators of quality care. Grantee will also investigate feasibility and cost of developing a more robust subsidy calculator that includes information on the subsidies families are eligible for and the dollar amount of those subsidies.
 6. **Feedback Loops:** Grantee will seek feedback from families to inform continuous improvement of services.
 - At minimum, Grantee will survey families annually to solicit feedback on quality of services. As capacity and experience with feedback loops expands, Grantee will move toward more regular and high-quality feedback loops.
 7. **Additional R&R Services: First Aid Training, Reporting**
 - Grantee will provide CPR and First Aid training to child care providers, in their home language and/or provide translation as needed.
 - Grantee will create and deliver quarterly and ad hoc reports about the populations accessing services.
 - 8) **Description of Services – Help Desk.** Grantee will provide technical support to ECE programs and CBOs on their required or encouraged use data systems. In general, the Grantee will:
 - Maintain a team of qualified, expert staff in these data systems who orient ECE programs and CBOs to these systems, help trouble-shoot problems, identify capacity gaps, and design and deliver one-on-one and group supports to address identified needs. All support will be offered in Cantonese, Spanish and English. The grantee will prioritize support to ELS-qualified programs.
 - Utilize feedback and experience to guide continuous program improvement, including reducing redundancies, streamlining processes, and reducing the administrative burden on ECE programs.
1. **Data Systems.**
 - *Cocoa or a future enrollment system(s):* Programs funded with ELS-Reserved, ELS-Gap on Title 5, and/or Preschool for All funding are required to report their full enrollment, attendance, DRDP assessments, and some additional information into the Cocoa system. Once the new Vertical Change system is launched, all ELS-qualified programs will be required to report this information in the new system. Help Desk capacity will be analyzed and adjusted based on needs of the expanded audience.
 - *California ECE Workforce Registry:* All ELS-qualified and PFA programs and their staff are required to report and track staff roles, qualifications and education information; all non-OECE funded, licensed ECE programs are encouraged to use the system and can access the state Help Desk services directly from the Registry office.
 - *Early Learning SF:* All ELS-qualified programs (including ELS-Reserved and Title 5) seeking to enroll children with ELS subsidies are required to use the system to identify

eligible children. CBOs are encouraged to support families with applying to the eligibility list.

2. On-Demand Technical Assistance. The Grantee will:

- Provide timely and responsive technical support via phone (including voicemail) and email. At minimum, support will be available Mondays – Fridays from 8:30 AM – 5:00 PM, one evening a week from 5:00 PM to 7:00 PM and will be broadly advertised to programs. Extended evening and/or weekend hours will be available to meet demonstrated need.
- Provide in-person support to users at various public venues, including OECE’s all-partner meetings, conferences and ECE program gatherings.

3. Proactive User Support. The Grantee will utilize data, staff experience and user feedback to understand trends among users, which will inform ongoing refinement of proactive one-on-one and group user support. Specifically, the Grantee will:

- *Cocoa or a future enrollment system(s).* Based on data trend analysis, the contractor will identify areas where programs need additional support. The Grantee will provide one-on-one and group coaching to ensure identified ELS-Qualified programs meet reporting requirements. In addition, the Grantee will communicate process and systems recommendations to OECE, and support adoption of refinements, as needed and appropriate.
- *California ECE Workforce Registry.* The Grantee will provide phone and email support OECE-funded and non-OECE funded ECE programs and their staff in creating and updating profiles, utilizing reports and taking advantage of additional features as they become available, underscoring the importance of accurate and up-to-date information.
- *Early Learning SF.* The Grantee will support ECE programs’ use of the system to report timely and accurate vacancy information, take timely action on families in their screening queue and update families’ status. The Grantee will:
 - Monitor ECE programs’ use of Early Learning SF.
 - “Nudge” ECE programs, as needed, via their preferred method of communication, at each point of their interaction with the system.
 - Identify areas where ECE programs and CBOs need additional support.
 - Communicate process- and systems-recommendations to OECE, and support adoption of refinements, as needed and appropriate.

4. Group and Individual Trainings. The Grantee will plan, advertise and conduct group and individual training sessions at Children’s Council and/or other designated, accessible locations. Regularly occurring group trainings will be scheduled at least three months in advance and the contractor will keep an updated schedule of trainings available on its website, in addition to sharing it with OECE to post on their website. Trainings will include:

- Database overview trainings
- On-demand trainings responding to individual user needs
- Proactive trainings responding to trends in ECE programs’ needs/OECE’s direction

5. Coordination, Research and Communications. The Grantee will:

- Participate in coordination efforts with OECE and its partners (including the vendors for OECE's data systems, upon invitation from OECE) to ensure streamlined and effective delivery of technical assistance and training.
- Research ECE programs' questions or challenges, flag emerging issues with the data systems for OECE, and develop materials as needed for trainings.
- Create and maintain up-to-date tip sheets and other online materials, such as training videos and resources, on both its website and for OECE to post on its website, as needed or directed by OECE. All user support materials will be available in English, Spanish and Chinese.
- Contribute a quarterly article to be included in OECE's newsletter to ECE programs, once launched.
- Staff will include the OECE logo on all related communications (tip sheets, email signatures, website pages, etc.) and will announce at all trainings and/or meetings that Help Desk services are funded by OECE. For any communications related to the new wait list, the contractor will adhere to branding guidelines that OECE provides. Build and maintain relationships with:
 - CBOs to promote awareness of Early Learning SF and encourage them to support families with applying.
 - City-funded ECE programs to increase awareness of Early Learning SF as a mechanism to fill vacancies.

6. Data Integrity. The Grantee will:

- **Generate monthly reports for children enrolled in Cocoa and coordinate inactivation process in Early Learning SF with Integrated Service Agencies.**
- **Run a weekly report in Early Learning SF that identifies vacancies reported and enter that information as appropriate into their R&R database so that information can be used for referrals beyond ELS-Reserved, ELS Voucher, ELS Moderate and ELS Gap on Title 5 vacancies.**

7. Support Tracking and Reporting. The Grantee will track all technical assistance offered and regularly share analysis and trends with OECE and share reports monthly with OECE. The contractor will track data on: names of staff and affiliated organization served, language, data system, brief description of issue, and date of assistance requested, date and location of assistance delivered, a description of any follow-up if needed, and a description of any issues related to software or other issues beyond the scope of the Help Desk support.

8. Continuous Improvement. The Grantee will:

- Seek to continuously improve the efficacy, efficiency and user experience of the Help Desk services and will participate in quarterly meetings with OECE staff to share observations and reflections on the quality, timeliness and effectiveness of the Help Desk services, and ideas about how to improve early care and education programs' understanding of the data systems, enhance data integrity, and improve the data systems and related processes.

- Participate in a variety of efforts aimed to better support OECE-funded programs, as needed and directed by OECE, such as focus groups with users of the data systems, advisory committees, and other user input efforts.

9. Role of OECE. OECE will:

- **Manage the relationship with the vendors for each data system, ensure there is a User Guide for each system, and will keep Help Desk staff informed of upcoming development and/or changes to the data systems.**
- **Schedule and participate in regular check-in calls with Help Desk staff to ensure ongoing communication between both parties, to trouble-shoot any issues and inform development needs.**

9) Location and Accessibility of Services:

- Grantee shall provide services in multiple language (including, but not limited to: Spanish, Cantonese, and English), in-person, by phone, email and online during the hours of at least 9:00 AM-5:00 PM Monday – Friday. Extended evening hours, when available, will be broadly advertised to programs.
- In-person services will be at 445 Church Street, San Francisco, California 94114, at OECE-funded programs and at other designated locations for on-site support, group trainings, or information sharing.

10) Service and Outcome Objectives

1. Service Objectives – Early Care and Education Subsidy Administration

- a. **Provide case management services to families, calculated as a monthly average served by end of fiscal year. Numbers may be adjusted over the grant period.**
 1. **CalWORKs Stage 1: 780 children**
 2. **CalWORKs Stage 2: 680 children**
 3. **California Alternative Payment Program: 50 children**
 4. **Early Learning Scholarship (ELS): 775 children**
 5. **Family and Children’s Services/Foster Care Bridge: 170 children**
- b. **Fiscal leveraging: Screen all case-managed families for state subsidy eligibility and funding availability prior to enrollment in any ELS program.**
- c. **Backup/Mildly Ill Care: Preregister a minimum of 350 families annually with Family Support Services (FSS) to access back-up care. This number may need to be adjusted over the grant period.**
- d. **Subsidy Administration Reporting: Provide accurate monthly projections and revenue reports based on the program budget allocations.**
- e. **Survey families receiving ELS subsidies on satisfaction with child care placement and quarterly report to OECE Grantee**

2. Outcome Objectives – Early Care and Educations Subsidy Administration

- a. A minimum of 85% of surveyed families will indicate Grantee met their Subsidy Service needs.
- b. A minimum of 90% of surveyed child care providers will indicate satisfaction with payment and overall customer support.
- c. Ensure 90% of ELS-funded children who become state AP-eligible are utilizing the AP state-funding.
- d. Deploy 97% of available ELS funding (excluding FCS).

3. Service Objectives – Child Care Resource & Referral

- a. Provide comprehensive counseling and referral services to 1,500 low-income families in multiple languages in person, over the phone, and via email, during operating hours of at least 9am-5pm during the week
- b. Outreach to a minimum of 2,000 low-income families annually.
- c. Coordinate with the other R&R to outreach to ELS qualified providers and deliver a minimum of 7 CPR/First Aid Trainings. Enter all trainings for programs (regardless of funding source) and their attendees’ participation into the California ECE Workforce Registry per the protocol supplied by OECE.

4. Outcome Objectives – Child Care Resource & Referral

- a. A minimum of 80% of surveyed families will indicate satisfaction with R&R services.
- b. A minimum of 80% of surveyed families will indicate satisfaction with Children’s Council’s online information.
- c. A minimum of 90% of surveyed providers attending CPR and First Aid training will indicate satisfaction with the training.

5. Service Objectives – Help Desk

- a. Deliver a minimum of 1,200 hours of responsive, proactive, and timely on-demand technical assistance (as requested), meeting the location, access and learning needs of each audience. Deliver standardized group training, with topics and frequency determined in collaboration with OECE based on recommendations and analysis from the Grantee about program needs. Based on historical patterns, the contractor will deliver a minimum of the following:

	Cocoa	Registry	Early Learning SF	Early Learning SF: CBOs
# of Trainings, Annually	4	2	4	2

In addition to the annual trainings listed above, in the initial months after the soft launch of the new Vertical Change data system, Help Desk will work with OECE to deliver a minimum of:

- 4 trainings to coincide with the soft launch date, with an additional 5 scheduled in the first month; all trainings will meet language and schedule needs.

- **24 trainings in the quarter preceding the hard launch, with 8 per month thereafter through the hard launch period.**
 - **These numbers will be increased or decreased depending on ECE programs' needs.**
- b. Deliver a minimum of **200** hours of training individualized to the requestors' needs (as opposed to standardized training listed in objective A) either at the requesting program's location or another accessible location to individuals or groups. Target may be adjusted with OECE's approval.
 - c. Communicate, as needed, with up to 400 ELS and PFA programs to ensure they report timely and accurate vacancy information, take timely action on families in their screening queue and update families' status as enrolled or declined.
 - d. Contractor will support all programs to update their Registry information annually, contacting every ELS and PFA program that has not updated their information in the prior year or who has missing or inconsistent program or staff information. Contractor will proactively reach out to non-ELS/PFA programs in San Francisco to promote the Registry.
 - e. Participate in coordination efforts with OECE and its partners to ensure streamlined and effective delivery of technical assistance and training.
 - f. Create and maintain up-to-date tip sheets and other online materials, as needed or directed by OECE. A minimum of four resources will be developed or significantly improved annually.
 - g. Produce monthly reports of technical assistance services requested and delivered, per the description above.
 - h. Contact OECE-funded programs using Early Learning SF when a match has been made but it is not clear if the program has been in communication with the family. The Grantee will conduct 5-, 14-, and 28-day follow ups, as needed, to such programs. *(Note: the timing of this measure may be adjusted based on better data to inform appropriate follow up windows.)*

6. Outcome Objectives – Help Desk

- a. **90% of ELS-qualified programs seeking to enroll children with subsidies will utilize Early Learning SF.**
- b. **Improved data quality in the CA ECE Workforce Registry data, as measured by 90% of profiles for ELS and PFA programs are up to date within the fiscal year, per Help Desk records and reports generated from the Registry database**
- c. **A minimum of 80% of surveyed early care and education program staff who requested technical assistance will indicate satisfaction with Help Desk Services.**

10) Monitoring Activities

- I. **Program Monitoring:** Program monitoring will include review of case files, Grantee development and training activities, program policies and procedures, accessibility and cultural competence of program materials, Grantee patterns/job descriptions, reporting requirements, client data tracking

and back-up documentation for reporting progress towards meeting service and outcome objectives.

2. 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, sub grants, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

11) Reporting Requirements

Any change in state reporting requirements shall supersede the following grant requirements.

1. Report Schedule

Monthly reports shall be sent no later than the 25th day following the end of the respective reporting period. An annual final report for final adjustments shall be submitted by July 31 for the fiscal year ending June 30. Quarterly and annual reports shall be sent no later than the last day of the month following the end of the respective reporting period.

2. Monthly Subsidy Administration Reports

- Grantee will provide a copy of the CDD 801A monthly population report.
- Grantee will provide a copy of the CW115 and 115A reports for State reporting. Grantee will generate two-parent family data and other state required data.
- Grantee will provide a copy of the monthly CDFS 9500-AP claims report submitted to CDE for the HSA Stage 2 and CAPP Contracts.
- Provide a monthly summary report on subsidy child care projections and enrollments that illustrates the achievement of the subsidy Service Objectives identified above.
- Grantee shall be responsible for all state and federal reporting requirements including, but not limited to: unduplicated child counts, type of care received, cases where no care was available, federal and non-federal child care cases and state contract renewal application processes. Coding for fiscal claiming will be maintained and modified as state policy changes require.
- Grantee shall be responsible to submit data and outcomes using the Emergency Child Care Bridge Program for Foster Children report (CCB 18).
- Grantee shall comply with all state reporting requirements and changes in reporting per state deadlines.
- **Grantee shall submit for OECE's/HSA's review and approval, prior to submission to the state, all state contract audit reporting related to Stage 1, CalWORKs 2, HSA-CAPP, CRET, and CLPC. Additionally, Grantee shall provide OECE/HSA a copy of such final annual audit report.**
- **OECE and/or HSA shall provide Grantee with copies of all updated and signed state contract letters, claims, and other financial information as well as All County Letters,**

Contract Letters, Applications for Refunding, and other communications from the California Department of Social Services and the California Department of Education.

3. Quarterly Reports

- Grantee will submit a third quarter report to summarize the achievement of the service and outcome objectives for Subsidy Programs for the first three quarters of the grant term. This report shall also include summary demographic information - gender and ethnicity of the unduplicated clients served over the three quarter period. This report is due by April 30 of each year.
- Develop voucher quality penetration reports, detailing the number of vouchers enrolled during the quarter in San Francisco licensed providers participating in the QIS system with an ECERS score of 3.0 (or related QIS score) as developed throughout the grant period.

4. Annual Reports

- Grantee will provide a copy of the CD800 annual child care aggregate report.
 - Grantee will provide annual performance report regarding progress on service objectives for subsidy programs.
 - Grantee shall provide an annual report on the demographics of the child care providers by zip code.
5. Grantee will produce subsidy system ad hoc reports relevant for child care planning and policy purposes.
6. **Grantee will participate in evaluation requests pertaining to activities funded by this grant. This will include, but not be limited to, collection of data on funded activities and participants, analysis of data and reporting of findings. The data to be collected may include but not be limited to demographic information, service utilization information, measurement of outcomes associated with participation in funded activities. The data may be requested of clients, Grantee and other stakeholders of the funded activities. Grantee may be requested to participate in evaluation activities designed by OECE.**

7. Audit Response

Grantee will produce and submit corrective action plans related to any state and local audits, including, but not limited to, APMU (Alternative Payment Monitoring Unit reviews.)

8. Monthly subsidy projection reports and 115 reports are to be submitted via email to the following:

- Executive Director (Ingrid.Mezquita@sfgov.org)
- Deputy Director (Denise.Corvino@sfgov.org)
- Fiscal Strategies Manager, (Anthony.Tyson@sfgov.org)
- Senior Fiscal Strategies Analyst, (Jason.Holthe@sfgov.org)

- Senior Fiscal Strategies Analyst, (Armando.Zapote@sfgov.org)
 - Fiscal Strategies Analyst, (Susanna.Cheng@sfgov.org)
 - Senior Contracts Manager, (Elizabeth.Leone@sfgov.org)
9. All other reports including Monthly, Quarterly and Annual Reports will be entered into the Contracts Management System (CARBON). Contact information is above for assistance with reporting requirements or submission of reports.

	A	B	C	D	E	F	G
1	Appendix B-1, Page 1						
2							
3	HUMAN SERVICES AGENCY BUDGET SUMMARY						
4	BY PROGRAM						
5	Name			Term			
6	Children's Council of San Francisco			July 1, 2017-June 30, 2022			
7	(Check One) New Modification <input checked="" type="checkbox"/>						
8	If modification, Effective Date of Mod. 2/1/2020 No. of Mod. 1						
9	Program: Integrated Services 17-22 - ALL PROGRAMS						
10	Budget Reference Page No.(s)	Actual	Actual	Budgeted	New	New	
11	Program Term	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Total
12	Expenditures						
13	Salaries & Benefits	\$3,691,785	\$4,371,533	\$4,850,519	\$4,858,010	\$4,865,727	\$22,637,573
14	Operating Expense	\$1,263,494	\$1,704,132	\$1,495,543	\$1,480,543	\$1,484,178	\$7,427,890
15	Subtotal	\$4,955,278	\$6,075,665	\$6,346,062	\$6,338,553	\$6,349,905	\$30,065,464
16	Indirect Percentage (%)	11.4%	11.3%	11.9%	12.0%	12.0%	
17	Indirect Cost (Line 16 X Line 15)	\$564,186	\$685,398	\$758,304	\$763,102	\$764,407	\$3,535,397
18	Capital Expenditure	\$796	\$8,215	-	-	-	\$9,010
19	Subtotal w/o Pass-Through	\$5,520,260	\$6,769,278	\$7,104,366	\$7,101,655	\$7,114,312	\$33,609,871
20	Direct Client Pass-Through	\$47,851,446	\$51,508,595	\$75,473,294	\$76,351,516	\$71,624,092	\$322,808,943
21	Total Expenditures	\$53,371,706	\$58,277,873	\$82,577,660	\$83,453,171	\$78,738,404	\$356,418,814
22	HSA Revenues						
23	General Fund - Admin	\$5,520,260	\$6,769,278	\$7,104,366	\$7,101,655	\$7,114,312	\$33,609,871
24	General Fund - Pass-Through	\$47,851,446	\$51,508,595	\$75,473,294	\$76,351,516	\$71,624,092	\$322,808,943
25							
26							
27							
28							
29							
30							
31	TOTAL HSA REVENUES	\$53,371,706	\$58,277,873	\$82,577,660	\$83,453,171	\$78,738,404	\$356,418,814
32	Other Revenues						
33							
34							
35							
36							
37							
38	Total Other Revenues	-	-	-	-	-	-
39	Total Revenue	\$53,371,706	\$58,277,873	\$82,577,660	\$83,453,171	\$78,738,404	\$356,418,814
40							
41	Full Time Equivalent (FTE)						
43	2% CODB Baseline Total Operating						
44	Prepared by: Cody Cheng	Telephone No.:				Date	
45	HSA-CO Review Signature:	_____					
46	HSA #1						10/31/2019

	A	B	C	D	E	F	G
1	Appendix B-1, Page 2						
2							
3	HUMAN SERVICES AGENCY BUDGET SUMMARY						
4	BY PROGRAM						
5	Name			Term			
6	Children's Council of San Francisco			July 1, 2017-June 30, 2022			
7	(Check One) New <input checked="" type="checkbox"/> Modification X						
8	If modification, Effective Date of Mod. 2/1/2020		No. of Mod. 1				
9	Program: Federal/State Subsidy						
10	Budget Reference Page No.(s)	Actual	Actual	Budgeted	New	New	
11	Program Term	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Total
12	Expenditures						
13	Salaries & Benefits	\$2,287,099	\$2,565,304	\$2,896,305	\$2,896,305	\$2,896,305	\$13,541,318
14	Operating Expense	\$831,744	\$998,681	\$823,218	\$823,218	\$823,218	\$4,300,079
15	Subtotal	\$3,118,843	\$3,563,985	\$3,719,523	\$3,719,523	\$3,719,523	\$17,841,397
16	Indirect Percentage (%)	11.2%	10.9%	12.1%	12.1%	12.1%	
17	Indirect Cost (Line 16 X Line 15)	\$347,838	\$388,221	\$450,283	\$450,283	\$450,283	\$2,086,908
18	Capital Expenditure	-	\$5,697	-	-	-	\$5,697
19	Subtotal before Pass-Through	\$3,466,681	\$3,957,903	\$4,169,806	\$4,169,806	\$4,169,806	\$19,934,002
20	Direct Client Pass-Through	\$16,770,007	\$18,387,235	\$20,935,897	\$21,982,691	\$23,081,826	\$101,157,656
21	Direct Client Pass-Through-FCS Bridge	\$31,498	\$447,801	\$557,776	\$585,654	\$614,937	\$2,237,665
22	Total Expenditures	\$20,268,186	\$22,792,938	\$25,663,479	\$26,738,151	\$27,866,569	\$123,329,323
23	HSA Revenues						
24	General Fund - Admin	\$3,466,681	\$3,897,666	\$4,012,084	\$4,012,084	\$4,012,084	\$19,400,599
25	General Fund - Pass-Through	\$16,770,007	\$18,387,235	\$20,935,897	\$21,982,691	\$23,081,826	\$101,157,656
26	General Fund - Admin- FCS Navigator	\$0	\$57,851	\$95,917	\$95,917	\$95,917	\$345,602
27	General Fund - Admin- FCS Trauma	\$0	\$2,385	\$61,805	\$61,805	\$61,805	\$187,800
28	General Fund Pass-Through FCS Bridge	\$31,498	\$447,801	\$557,776	\$585,654	\$614,937	\$2,237,665
29							
30							
31							
32	TOTAL HSA REVENUES	\$20,268,186	\$22,792,938	\$25,663,479	\$26,738,151	\$27,866,569	\$123,329,323
33	Other Revenues						
34							
35							
36							
37							
38							
39	Total Revenues	\$20,268,186	\$22,792,938	\$25,663,479	\$26,738,151	\$27,866,569	\$123,329,323
40	Full Time Equivalent (FTE)						
42	Prepared by: Cody Cheng	Telephone No.:				Date	
43	HSA-CO Review Signature:	_____					
44	HSA #1						10/31/2019

Program: Federal/State Subsidy
 (Same as Line 9 on HSA #1)

Salaries & Benefits Detail

11	12	Agency Totals		For HSA Program		FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	TOTAL
		Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Federal/State Subsidy	Federal/State Subsidy	Federal/State Subsidy	Federal/State Subsidy	Federal/State Subsidy	
						Actual Salary	Actual Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	
13	Family Subsidy Specialist I	\$41,190	1.00	45%	0.45	\$16,368	\$19,124	\$18,611	\$18,611	\$18,611	\$91,324
14	Family Subsidy Specialist II 1	\$53,798	1.00	45%	0.45	\$24,844	\$26,174	\$24,278	\$24,278	\$24,278	\$123,851
15	Family Subsidy Specialist II 2	\$53,798	1.00	45%	0.45	\$24,715	\$26,172	\$24,278	\$24,278	\$24,278	\$123,722
16	Family Subsidy Specialist II 3	\$53,798	1.00	45%	0.45	\$25,610	\$26,070	\$24,278	\$24,278	\$24,278	\$124,513
17	Family Subsidy Specialist II 4	\$53,798	1.00	45%	0.45	\$24,997	\$26,070	\$24,278	\$24,278	\$24,278	\$123,901
18	Family Subsidy Specialist II 5	\$53,798	1.00	45%	0.45	\$25,041	\$26,148	\$24,278	\$24,278	\$24,278	\$124,023
19	Family Subsidy Specialist II 6	\$53,798	1.00	45%	0.45	\$24,758	\$24,418	\$24,278	\$24,278	\$24,278	\$122,010
20	Family Subsidy Specialist II 7	\$53,798	1.00	45%	0.45	\$23,131	\$25,979	\$24,278	\$24,278	\$24,278	\$121,943
21	Family Subsidy Specialist II 8	\$53,798	1.00	45%	0.45	\$22,582	\$25,947	\$24,278	\$24,278	\$24,278	\$121,363
22	Family Subsidy Specialist II 9	\$51,861	1.00	45%	0.45	\$22,594	\$24,353	\$23,404	\$23,404	\$23,404	\$117,158
23	Family Subsidy Specialist II 10	\$48,526	1.00	45%	0.45	\$20,994	\$17,381	\$21,900	\$21,900	\$21,900	\$104,075
24	Family Subsidy Specialist II 11	\$47,003	1.00	45%	0.45	\$20,377	\$22,091	\$21,212	\$21,212	\$21,212	\$106,104
25	Family Subsidy Specialist II 12	\$46,757	1.00	45%	0.45	\$19,161	\$21,667	\$21,101	\$21,101	\$21,101	\$104,132
26	Family Subsidy Specialist II 13	\$46,580	1.00	45%	0.45	\$20,371	\$21,885	\$21,022	\$21,022	\$21,022	\$105,322
27	Family Subsidy Specialist II 14	\$46,396	1.00	45%	0.45	\$20,219	\$21,793	\$20,938	\$20,938	\$20,938	\$104,825
28	Family Subsidy Specialist II 15	\$44,631	1.00	45%	0.45	\$19,411	\$20,961	\$20,142	\$20,142	\$20,142	\$100,798
29	Family Subsidy Specialist II 16	\$46,139	1.00	45%	0.45	\$26,929	\$17,945	\$20,822	\$20,822	\$20,822	\$107,340
30	Family Subsidy Specialist II 17	\$41,636	1.00	45%	0.45	\$951	\$21,670	\$18,789	\$18,789	\$18,789	\$78,988
31	Family Subsidy Specialist II 18	\$44,029	1.00	45%	0.45	\$2,781	\$17,785	\$19,870	\$19,870	\$19,870	\$80,176
32	FS Training & Software Coordinator	\$49,723	1.00	45%	0.45	\$0	\$0	\$22,441	\$22,441	\$22,441	\$67,323
33	CCR&R Family Support Navigator	\$49,723	1.00	45%	0.45	\$14,609	\$5,450	\$22,441	\$22,441	\$22,441	\$87,382
34	CCR&R IV Family Support Navigator	\$36,196	0.56	45%	0.45	\$0	\$9,269	\$16,335	\$16,335	\$16,335	\$58,274
35	Family Subsidy Payment Manager	\$77,489	1.00	45%	0.45	\$30,622	\$35,374	\$34,970	\$34,970	\$34,970	\$170,906
36	Family Support Manager	\$74,540	1.00	45%	0.45	\$15,039	\$26,855	\$33,639	\$33,639	\$33,639	\$142,811
37	Child Care Resource and Referral Specialist 1	\$45,845	1.00	45%	0.45	\$19,305	\$21,373	\$20,690	\$20,690	\$20,690	\$102,749
38	Child Care Resource and Referral Specialist 2	\$43,495	1.00	45%	0.45	\$2,076	\$20,434	\$19,629	\$19,629	\$19,629	\$81,396
39	Child Care Payment Services Supervisor	\$60,900	1.00	45%	0.45	\$0	\$9,423	\$27,483	\$27,483	\$27,483	\$91,872
40	Client Relations Representative	\$46,935	1.00	45%	0.45	\$20,118	\$9,945	\$21,182	\$21,182	\$21,182	\$93,609
41	Client Relations Representative	\$37,980	1.00	45%	0.45	\$17,198	\$887	\$17,141	\$17,141	\$17,141	\$69,508
42	Client Relations Representative II	\$42,227	1.00	45%	0.45	\$0	\$19,515	\$19,056	\$19,056	\$19,056	\$76,683
43	Communications & Design Associate	\$53,943	1.00	45%	0.45	\$16,358	\$26,141	\$24,345	\$24,345	\$24,345	\$115,535
44	Communications Manager	\$93,832	1.00	45%	0.45	\$28,173	\$42,401	\$42,346	\$42,346	\$42,346	\$197,613
45	Data Analyst	\$85,102	1.00	45%	0.45	\$38,547	\$41,454	\$38,406	\$38,406	\$38,406	\$195,218
46	Early Learning SF Data Analysis	\$48,817	1.00	45%	0.45	\$0	\$0	\$22,031	\$22,031	\$22,031	\$66,093
47	Director, Family Subsidy Services	\$120,811	1.00	45%	0.45	\$50,238	\$56,617	\$54,522	\$54,522	\$54,522	\$270,422
48	Family and Children Program Specialist 1	\$53,798	1.00	45%	0.45	\$24,314	\$26,010	\$24,278	\$24,278	\$24,278	\$123,159
49	Family and Children Program Specialist 2	\$53,798	1.00	45%	0.45	\$24,756	\$25,820	\$24,278	\$24,278	\$24,278	\$123,411
50	Family Child Care Home Education Network Mngr	\$66,386	1.00	32%	0.32	\$21,194	\$849	\$20,971	\$20,971	\$20,971	\$84,957
51	FCCHEN Family Engagement Specialist 1	\$55,430	1.00	32%	0.32	\$21,853	\$17,743	\$17,511	\$17,511	\$17,511	\$92,128
52	FCCHEN Family Engagement Specialist 2	\$50,836	1.00	32%	0.32	\$24,761	\$16,758	\$16,058	\$16,058	\$16,058	\$89,693
53	Family Subsidy Payments Support 1	\$56,871	1.00	45%	0.45	\$26,183	\$27,429	\$25,666	\$25,666	\$25,666	\$130,610
54	Family Subsidy Payments Support 2	\$56,871	1.00	45%	0.45	\$25,929	\$27,661	\$25,666	\$25,666	\$25,666	\$130,588
55	Family Subsidy Payments Technician 1	\$50,978	1.00	45%	0.45	\$23,610	\$24,697	\$23,006	\$23,006	\$23,006	\$117,325
56	Family Subsidy Payments Technician 2	\$40,563	0.80	45%	0.45	\$19,136	\$19,656	\$18,305	\$18,305	\$18,305	\$93,708
57	Family Subsidy Payments Technician 3	\$50,704	1.00	45%	0.45	\$23,326	\$24,686	\$22,883	\$22,883	\$22,883	\$116,661
58	Family Subsidy Payments Technician 4	\$50,704	1.00	45%	0.45	\$20,780	\$24,661	\$22,883	\$22,883	\$22,883	\$114,091
59	Family Subsidy Payments Technician 5	\$50,704	1.00	45%	0.45	\$23,337	\$23,846	\$22,883	\$22,883	\$22,883	\$115,831
60	Family Subsidy Payments Technician 6	\$50,704	1.00	45%	0.45	\$23,261	\$22,785	\$22,883	\$22,883	\$22,883	\$114,695
61	Family Subsidy Payments Technician 7	\$40,938	1.00	45%	0.45	\$20,466	\$19,226	\$18,476	\$18,476	\$18,476	\$95,120
62	Family Subsidy Payments Technician 8	\$41,810	1.00	45%	0.45	\$16,701	\$19,647	\$18,868	\$18,868	\$18,868	\$92,952
63	Family Subsidy Program Manager 1	\$79,993	1.00	45%	0.45	\$35,781	\$37,593	\$36,102	\$36,102	\$36,102	\$181,680
64	Family Subsidy Program Manager 2	\$73,080	1.00	38%	0.38	\$30,795	\$33,527	\$28,033	\$28,033	\$28,033	\$148,421
65	Family Subsidy Program Manager 3	\$75,272	1.00	45%	0.45	\$17,307	\$29,776	\$33,970	\$33,970	\$33,970	\$148,993
66	Family Subsidy Provider Coordinator 1	\$55,704	1.00	45%	0.45	\$23,130	\$22,762	\$25,139	\$25,139	\$25,139	\$121,309
67	Family Subsidy Provider Coordinator 2	\$50,568	1.00	45%	0.45	\$21,617	\$23,745	\$22,821	\$22,821	\$22,821	\$113,824

Program: Federal/State Subsidy
 (Same as Line 9 on HSA #1)

Program Expenditure Detail

	A	B	C	D	E	F	G	H
1								
2								
3								
4								
5								
6								
7								
8								
9								
10	EQUIPMENT	TERM	FY17-18	Actual FY18-19	FY19-20	FY20-21	FY21-22	TOTAL
11	No.	ITEM/DESCRIPTION						
12	8	PCs	-	5,697	-	-	-	5,697
13								0
14								0
15								0
16								0
17								0
18								0
19	TOTAL EQUIPMENT COST		-	5,697	-	-	-	5,697
20								
21	REMODELING							
22	Description:							0
23								0
24								0
25								0
26								0
27								0
28	TOTAL REMODELING COST		0	0	0			0
29								
30	TOTAL CAPITAL EXPENDITURE		0	5,697	0			5,697
31	(Equipment and Remodeling Cost)							
32	HSA #4							10/25/2019

	A	B	C	D	E	F	G
1	Appendix B-1, Page 6						
2							
3	HUMAN SERVICES AGENCY BUDGET SUMMARY						
4	BY PROGRAM						
5	Name			Term			
6	Children's Council of San Francisco			July 1, 2017-June 30, 2022			
7	(Check One) New <input checked="" type="checkbox"/> Modification X						
8	If modification, Effective Date of Mod. 2/1/2020		No. of Mod. 1				
9	Program: ELS/Local Subsidy						
10	Budget Reference Page No.(s)	Actual	Actual	Budgeted	New	New	
11	Program Term	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Total
12	Expenditures						
13	Salaries & Benefits	\$734,913	\$1,082,165	\$1,234,500	\$1,234,500	\$1,234,500	\$5,520,578
14	Operating Expense	\$257,168	\$454,435	\$338,320	\$338,320	\$338,320	\$1,726,563
15	Subtotal	\$992,081	\$1,536,600	\$1,572,820	\$1,572,820	\$1,572,820	\$7,247,141
16	Indirect Percentage (%)	10.9%	12.1%	11.9%	11.9%	11.9%	
17	Indirect Cost (Line 16 X Line 15)	\$108,236	\$185,436	\$187,082	\$187,082	\$187,082	\$854,917
18	Capital Expenditure	-	\$2,518	-	-	-	\$2,518
19	Subtotal w/o Pass-Through	\$1,100,316	\$1,724,554	\$1,759,902	\$1,759,902	\$1,759,902	\$8,104,576
20	Direct Client Pass-Through	\$9,172,129	\$13,368,418	\$18,237,562	\$19,149,440	\$20,106,912	\$80,034,461
21	Total Expenditures	\$10,272,445	\$15,092,972	\$19,997,464	\$20,909,342	\$21,866,814	\$88,139,037
22	HSA Revenues						
23	General Fund	\$1,100,316	\$1,724,554	\$1,759,902	\$1,759,902	\$1,759,902	\$8,104,576
24	General Fund - Pass-Through	\$9,172,129	\$13,368,418	\$18,237,562	\$19,149,440	\$20,106,912	\$80,034,461
25							
26							
27							
28							
29							
30							
31	TOTAL HSA REVENUES	\$10,272,445	\$15,092,972	\$19,997,464	\$20,909,342	\$21,866,814	\$88,139,037
32	Other Revenues						
33							
34							
35							
36							
37							
38	Total Revenues	\$10,272,445	\$15,092,972	\$19,997,464	\$20,909,342	\$21,866,814	\$88,139,037
39	Full Time Equivalent (FTE)						
41	Prepared by: Cody Cheng	Telephone No.:				Date	
42	HSA-CO Review Signature: _____						
43	HSA #1						10/31/2019

Program: ELS/Local Subsidy
(Same as Line 9 on HSA #1)

Salaries & Benefits Detail

11	12	Agency Totals		For HSA Program		FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	TOTAL
		Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	ELN Subsidy	ELN Subsidy	ELN Subsidy	ELN Subsidy	ELN Subsidy	
						Actual Salary	Actual Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	
13	Family Subsidy Specialist I	\$41,190	1.00	20%	0.20	\$5,285	\$8,267	\$8,162	\$8,162	\$8,162	\$38,018
14	Family Subsidy Specialist II 1	\$53,798	1.00	20%	0.20	\$8,120	\$11,280	\$10,646	\$10,646	\$10,646	\$51,338
15	Family Subsidy Specialist II 2	\$53,798	1.00	20%	0.20	\$7,846	\$11,251	\$10,646	\$10,646	\$10,646	\$51,035
16	Family Subsidy Specialist II 3	\$53,798	1.00	20%	0.20	\$8,050	\$11,252	\$10,646	\$10,646	\$10,646	\$51,239
17	Family Subsidy Specialist II 4	\$53,798	1.00	20%	0.20	\$7,924	\$11,252	\$10,646	\$10,646	\$10,646	\$51,113
18	Family Subsidy Specialist II 5	\$53,798	1.00	20%	0.20	\$7,919	\$11,247	\$10,646	\$10,646	\$10,646	\$51,104
19	Family Subsidy Specialist II 6	\$53,798	1.00	20%	0.20	\$8,056	\$10,447	\$10,646	\$10,646	\$10,646	\$50,441
20	Family Subsidy Specialist II 7	\$53,798	1.00	20%	0.20	\$6,826	\$11,215	\$10,646	\$10,646	\$10,646	\$49,980
21	Family Subsidy Specialist II 8	\$53,798	1.00	20%	0.20	\$7,652	\$11,208	\$10,646	\$10,646	\$10,646	\$50,798
22	Family Subsidy Specialist II 9	\$51,861	1.00	20%	0.20	\$7,244	\$10,508	\$10,263	\$10,263	\$10,263	\$48,541
23	Family Subsidy Specialist II 10	\$48,526	1.00	20%	0.20	\$6,740	\$7,261	\$9,603	\$9,603	\$9,603	\$42,810
24	Family Subsidy Specialist II 11	\$47,003	1.00	20%	0.20	\$6,544	\$9,528	\$9,302	\$9,302	\$9,302	\$43,978
25	Family Subsidy Specialist II 12	\$46,757	1.00	20%	0.20	\$6,255	\$9,305	\$9,253	\$9,253	\$9,253	\$43,319
26	Family Subsidy Specialist II 13	\$46,580	1.00	20%	0.20	\$6,530	\$9,444	\$9,217	\$9,217	\$9,217	\$43,625
27	Family Subsidy Specialist II 14	\$46,396	1.00	20%	0.20	\$6,490	\$9,404	\$9,182	\$9,182	\$9,182	\$43,440
28	Family Subsidy Specialist II 15	\$44,631	1.00	20%	0.20	\$6,231	\$9,046	\$8,833	\$8,833	\$8,833	\$41,776
29	Family Subsidy Specialist II 16	\$46,139	1.00	20%	0.20	\$8,885	\$7,340	\$9,131	\$9,131	\$9,131	\$43,618
30	Family Subsidy Specialist II 17	\$41,636	1.00	20%	0.20	\$142	\$9,350	\$8,239	\$8,239	\$8,239	\$34,209
31	Family Subsidy Specialist II 18	\$44,029	1.00	20%	0.20	\$286	\$8,346	\$8,713	\$8,713	\$8,713	\$34,770
32	FS Training & Software Coordinator	\$49,723	1.00	20%	0.20	\$0	\$0	\$9,840	\$9,840	\$9,840	\$29,520
33	CCR&R Family Support Navigator	\$49,723	1.00	20%	0.20	\$4,712	\$2,606	\$9,840	\$9,840	\$9,840	\$36,838
34	CCR&R IV Family Support Navigator	\$36,196	0.56	20%	0.20	\$0	\$3,932	\$7,162	\$7,162	\$7,162	\$25,418
35	Family Subsidy Payment Manager	\$77,489	1.00	20%	0.20	\$9,970	\$15,250	\$15,334	\$15,334	\$15,334	\$71,222
36	Family Support Manager	\$74,540	1.00	20%	0.20	\$5,131	\$11,690	\$14,751	\$14,751	\$14,751	\$61,074
37	Child Care Resource and Referral Specialist 1	\$45,845	1.00	20%	0.20	\$6,208	\$9,233	\$9,072	\$9,072	\$9,072	\$42,657
38	Child Care Resource and Referral Specialist 2	\$43,495	1.00	20%	0.20	\$1,215	\$8,819	\$8,607	\$8,607	\$8,607	\$35,855
39	Child Care Payment Services Supervisor	\$60,900	1.00	20%	0.20	\$0	\$4,514	\$12,052	\$12,052	\$12,052	\$40,670
40	Client Relations Representative	\$46,935	1.00	20%	0.20	\$6,400	\$4,291	\$9,287	\$9,287	\$9,287	\$38,553
41	Client Relations Representative	\$37,980	1.00	20%	0.20	\$5,790	\$521	\$7,515	\$7,515	\$7,515	\$28,856
42	Client Relations Representative II	\$42,227	1.00	20%	0.20	\$0	\$8,416	\$8,357	\$8,357	\$8,357	\$33,487
43	Communications & Design Associate	\$53,943	1.00	20%	0.20	\$5,018	\$11,194	\$10,674	\$10,674	\$10,674	\$48,233
44	Communications Manager	\$93,832	1.00	20%	0.20	\$9,029	\$18,283	\$18,569	\$18,569	\$18,569	\$83,019
45	Data Analyst	\$85,102	1.00	20%	0.20	\$12,102	\$17,801	\$16,841	\$16,841	\$16,841	\$80,426
46	Early Learning SF Data Analysis	\$48,817	1.00	20%	0.20	\$0	\$0	\$9,661	\$9,661	\$9,661	\$28,983
47	Director, Family Subsidy Services	\$120,811	1.00	20%	0.20	\$16,706	\$24,410	\$23,907	\$23,907	\$23,907	\$112,837
48	Family and Children Program Specialist 1	\$53,798	1.00	20%	0.20	\$7,846	\$11,230	\$10,646	\$10,646	\$10,646	\$51,014
49	Family and Children Program Specialist 2	\$53,798	1.00	20%	0.20	\$7,940	\$11,167	\$10,646	\$10,646	\$10,646	\$51,045
50	Family Child Care Home Education Network Mngr	\$66,386	1.00	14%	0.14	\$7,102	\$313	\$9,196	\$9,196	\$9,196	\$35,003
51	FCCHEN Family Engagement Specialist 1	\$55,430	1.00	14%	0.14	\$7,044	\$7,194	\$7,678	\$7,678	\$7,678	\$37,272
52	FCCHEN Family Engagement Specialist 2	\$50,836	1.00	14%	0.14	\$7,949	\$6,896	\$7,042	\$7,042	\$7,042	\$35,971
53	Family Subsidy Payments Support 1	\$56,871	1.00	20%	0.20	\$8,414	\$11,848	\$11,254	\$11,254	\$11,254	\$54,025
54	Family Subsidy Payments Support 2	\$56,871	1.00	20%	0.20	\$8,480	\$11,921	\$11,254	\$11,254	\$11,254	\$54,163
55	Family Subsidy Payments Technician 1	\$50,978	1.00	20%	0.20	\$7,627	\$10,662	\$10,087	\$10,087	\$10,087	\$48,550
56	Family Subsidy Payments Technician 2	\$40,563	0.80	20%	0.20	\$6,041	\$8,484	\$8,028	\$8,028	\$8,028	\$38,609
57	Family Subsidy Payments Technician 3	\$50,704	1.00	20%	0.20	\$7,490	\$10,643	\$10,034	\$10,034	\$10,034	\$48,235
58	Family Subsidy Payments Technician 4	\$50,704	1.00	20%	0.20	\$7,249	\$10,628	\$10,034	\$10,034	\$10,034	\$47,979
59	Family Subsidy Payments Technician 5	\$50,704	1.00	20%	0.20	\$7,492	\$10,172	\$10,034	\$10,034	\$10,034	\$47,766
60	Family Subsidy Payments Technician 6	\$50,704	1.00	20%	0.20	\$7,426	\$9,769	\$10,034	\$10,034	\$10,034	\$47,297
61	Family Subsidy Payments Technician 7	\$40,938	1.00	20%	0.20	\$6,520	\$8,295	\$8,101	\$8,101	\$8,101	\$39,117
62	Family Subsidy Payments Technician 8	\$41,810	1.00	20%	0.20	\$5,774	\$8,475	\$8,274	\$8,274	\$8,274	\$39,071
63	Family Subsidy Program Manager 1	\$79,993	1.00	20%	0.20	\$11,459	\$16,206	\$15,830	\$15,830	\$15,830	\$75,156
64	Family Subsidy Program Manager 2	\$73,080	1.00	17%	0.17	\$9,868	\$14,483	\$12,293	\$12,293	\$12,293	\$61,230
65	Family Subsidy Program Manager 3	\$75,272	1.00	20%	0.20	\$5,366	\$13,155	\$14,895	\$14,895	\$14,895	\$63,206
66	Family Subsidy Provider Coordinator 1	\$55,704	1.00	20%	0.20	\$7,203	\$9,939	\$11,023	\$11,023	\$11,023	\$50,211
67	Family Subsidy Provider Coordinator 2	\$50,568	1.00	20%	0.20	\$6,855	\$10,247	\$10,006	\$10,006	\$10,006	\$47,120

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1								
2								
3								
4	Program: ELS/Local Subsidy							
5	(Same as Line 9 on HSA #1)							
6								
7	Program Expenditure Detail							
8								
9								
10	EQUIPMENT	TERM	FY17-18	Actual FY18-19	FY19-20	FY20-21	FY21-22	TOTAL
11	No.	ITEM/DESCRIPTION						
12	3	New PCs	-	2,518	-	-	-	2,518
13								0
14								0
15								0
16								0
17								0
18								0
19	TOTAL EQUIPMENT COST		0	2,518	0	0	0	2,518
20								
21	REMODELING							
22	Description:							0
23								0
24								0
25								0
26								0
27								0
28	TOTAL REMODELING COST		0	0	0			0
29								
30	TOTAL CAPITAL EXPENDITURE		0	2,518	0			2,518
31	(Equipment and Remodeling Cost)							
32	HSA #4							10/25/2019

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1	Appendix B-1, Page 10						
2							
3	HUMAN SERVICES AGENCY BUDGET SUMMARY						
4	BY PROGRAM						
5	Name			Term			
6	Children's Council of San Francisco			July 1, 2017-June 30, 2022			
7	(Check One) New <input checked="" type="checkbox"/> Modification X						
8	If modification, Effective Date of Mod. 2/1/2020		No. of Mod. 1				
9	Program: ELS Fiscal Intermediary						
10	Budget Reference Page No.(s)	Actual	Actual	Budgeted	New	New	
11	Program Term	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Total
12	Expenditures						
13	Salaries & Benefits	\$343,270	\$306,481	\$278,436	\$278,436	\$278,436	\$1,485,059
14	Operating Expense	\$76,505	\$88,693	\$143,750	\$128,750	\$128,750	\$566,448
15	Subtotal	\$419,775	\$395,175	\$422,186	\$407,186	\$407,186	\$2,051,507
16	Indirect Percentage (%)	11.5%	10.9%	11.7%	12.1%	12.1%	
17	Indirect Cost (Line 16 X Line 15)	\$48,108	\$43,000	\$49,420	\$49,420	\$49,417	\$239,365
18	Capital Expenditure	-	-	-	-	-	\$0
19	Subtotal w/o Pass-through	\$467,883	\$438,175	\$471,606	\$456,606	\$456,603	\$2,290,872
20	Direct Client Pass-through	\$20,825,108	\$19,286,666	\$35,722,059	\$34,612,730	\$27,798,369	\$138,244,932
21	Total Expenditures	\$21,292,991	\$19,724,841	\$36,193,665	\$35,069,336	\$28,254,972	\$140,535,804
22	HSA Revenues						
23	General Fund - Admin	\$467,883	\$438,175	\$471,606	\$456,606	\$456,603	\$2,290,872
24	General Fund - Pass-Through - ELS Gap	\$10,028,383	\$11,095,951	\$11,428,829	\$12,000,270	\$12,600,284	\$57,153,717
25	General Fund - Pass-Through - PFA	\$5,028,819	\$5,302,290	\$5,461,359	\$5,734,427	\$6,021,148	\$27,548,043
26	General Fund - Pass-Through - FACES FCCN	\$1,177,380	\$1,564,147	\$1,600,000	\$1,680,000	\$1,764,000	\$7,785,527
27	General Fund - Pass-Through - Holy Family	\$72,938	\$72,938	\$77,004	\$80,854	\$84,897	\$388,631
28	General Fund - Pass-Through - Annual Quality Grant	\$1,365,588	\$1,094,898	\$1,799,696	\$1,889,681	\$1,984,165	\$8,134,028
29	General Fund - Pass-Through - Mission Analytics	\$24,500	\$0	\$25,000	\$26,250	\$27,563	\$103,313
30	General Fund - Pass-Through - TIDA CYO	\$40,000	\$124,750	\$128,492	\$134,917	\$141,663	\$569,822
31	General Fund - Pass-Through - Registry	\$0	\$0	\$40,000	\$42,000	\$44,100	\$126,100
32	General Fund - Pass-Through - FCCASF	\$71,822	\$28,345	\$120,782	\$81,389	\$85,459	\$387,796
33	General Fund - Pass-Through - OECE Drop-Ins	\$10,349	\$2,249	\$4,897	\$5,142	\$5,399	\$28,036
34	General Fund - Pass-Through - Trustline	\$191	\$1,098	\$3,000	\$3,150	\$3,308	\$10,747
35	General Fund - Pass-Through -CalWork Communica	\$0	\$0	\$30,000	\$31,500	\$33,075	\$94,575
36	General Fund - Pass-Through - ELSF Ambassadors	\$0	\$0	\$3,000	\$3,150	\$3,308	\$9,458
37	General Fund - Pass-Through - Teacher Stipends	\$0	\$0	\$15,000,000	\$12,900,000	\$5,000,000	\$32,900,000
38	General Fund - Pass-Through - Transition Funding	\$2,988,313	\$0	\$0	\$0	\$0	\$2,988,313
39	General Fund - Pass-Through - Translation Services	\$16,825	\$0	\$0	\$0	\$0	\$16,825
40							
41	TOTAL HSA REVENUES	\$21,292,991	\$19,724,841	\$36,193,665	\$35,069,336	\$28,254,972	\$140,535,804
42	Other Revenues						
43							
44							
45							
46							
47							
48	Total Revenues	\$21,292,991	\$19,724,841	\$36,193,665	\$35,069,336	\$28,254,972	\$140,535,804
49	Full Time Equivalent (FTE)						
51	Prepared by: Cody Cheng	Telephone No.:				Date	
52	HSA-CO Review Signature: _____						
53	HSA #1						10/25/2019

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1	Appendix B-1, Page 13						
2							
3	HUMAN SERVICES AGENCY BUDGET SUMMARY						
4	BY PROGRAM						
5	Name			Term			
6	Children's Council of San Francisco			July 1, 2017-June 30, 2022			
7	(Check One) New <input checked="" type="checkbox"/> Modification X						
8	If modification, Effective Date of Mod. 2/1/2020		No. of Mod. 1				
9	Program: Resource & Referral						
10	Budget Reference Page No.(s)	Actual	Actual	Budgeted	New	New	
11	Program Term	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Total
12	Expenditures						
13	Salaries & Benefits	\$257,344	\$247,956	\$249,717	\$257,208	\$264,925	\$1,277,150
14	Operating Expense	\$81,006	\$112,154	\$121,214	\$121,214	\$124,849	\$560,437
15	Subtotal	\$338,350	\$360,110	\$370,931	\$378,422	\$389,774	\$1,837,587
16	Indirect Percentage (%)	13.5%	10.4%	10.4%	11.5%	11.5%	
17	Indirect Cost (Line 16 X Line 15)	\$45,624	\$37,580	\$38,690	\$43,488	\$44,793	\$210,175
18	Capital Expenditure	\$796	-	-	-	-	\$796
19	Total Expenditures	\$384,769	\$397,690	\$409,621	\$421,910	\$434,567	\$2,048,557
20	HSA Revenues						
21	Admin (mixed State/Fed/Local funds)	\$384,769	\$397,690	\$409,621	\$421,910	\$434,567	\$2,048,557
22							
23							
24							
25							
26							
27							
28							
29	TOTAL HSA REVENUES	\$384,769	\$397,690	\$409,621	\$421,910	\$434,567	\$2,048,557
30	Other Revenues						
31							
32							
33							
34							
35							
36	Total Revenues	\$384,769	\$397,690	\$409,621	\$421,910	\$434,567	\$2,048,557
37	Full Time Equivalent (FTE)						
39	Prepared by: Cody Cheng	Telephone No.:				Date	
40	HSA-CO Review Signature:	_____					
41	HSA #1						10/25/2019

	A	B	C	D	E	F	G	H	
1									
2					Appendix B-1, Page 16				
3									
4		Program: Resource & Referral							
5		(Same as Line 9 on HSA #1)							
6									
7				Program Expenditure Detail					
8									
9				Actual					TOTAL
10	EQUIPMENT		TERM	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	
11	No.	ITEM/DESCRIPTION							
12	2	Computers		796	-	-	-	-	796
13									-
14									-
15									-
16									-
17									-
18	TOTAL EQUIPMENT COST			796	-	-	-	-	796
19									
20	R E M O D E L I N G								
21	Description:								0
22									0
23									0
24									0
25									0
26									0
27	TOTAL REMODELING COST			0	0	0			0
28									
29	TOTAL CAPITAL EXPENDITURE			796	0	0			796
30	(Equipment and Remodeling Cost)								
31	HSA #4								10/25/2019

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1	Appendix B-1, Page 17						
2							
3	HUMAN SERVICES AGENCY BUDGET SUMMARY						
4	BY PROGRAM						
5	Name			Term			
6	Children's Council of San Francisco			July 1, 2017-June 30, 2022			
7	(Check One) New <input checked="" type="checkbox"/> Modification X						
8	If modification, Effective Date of Mod. 2/1/2020		No. of Mod. 1				
9	Program: Help Desk						
10	Budget Reference Page No.(s)	Actual	Actual	Budgeted	New	New	
11	Program Term	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Total
12	Expenditures						
13	Salaries & Benefits	\$69,159	\$169,626	\$191,561	\$191,561	\$191,561	\$813,469
14	Operating Expense	\$17,071	\$50,170	\$69,041	\$69,041	\$69,041	\$274,363
15	Subtotal	\$86,230	\$219,796	\$260,602	\$260,602	\$260,602	\$1,087,832
16	Indirect Percentage (%)	14.8%	13.7%	12.0%	12.0%	12.0%	
17	Indirect Cost (Line 16 X Line 15)	\$12,801	30,058	31,219	31,219	31,219	\$136,515
18	Capital Expenditure	-	-	-	-	-	-
19	Total Expenditures	\$99,031	\$249,854	\$291,821	\$291,821	\$291,821	\$1,224,347
20	HSA Revenues						
21	General Fund - Admin	\$99,031	\$249,854	\$291,821	\$291,821	\$291,821	\$1,224,347
22							
23							
24							
25							
26							
27							
28							
29	TOTAL HSA REVENUES	\$99,031	\$249,854	\$291,821	\$291,821	\$291,821	\$1,224,347
30	Other Revenues						
31							
32							
33							
34							
35							
36	Total Revenues	\$99,031	\$249,854	\$291,821	\$291,821	\$291,821	\$1,224,347
37	Full Time Equivalent (FTE)						
39	Prepared by: Cody Cheng	Telephone No.:				Date	
40	HSA-CO Review Signature:	_____					
41	HSA #1						10/25/2019

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1								Appendix B-1, Page 20
2								Document Date: 2/11/2020
3	HUMAN SERVICES AGENCY BUDGET SUMMARY							
4	BY PROGRAM							
5	Name						Term	
6	Children's Council of San Francisco						July 1, 2017 - June 30, 2022	
7	(Check One) New Modification X							
8	If modification, Effective Date of Mod. 2/1/2020 No. of Mod. 1							
9	Program: CPAC							
10	Budget Reference Page No.(s)	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22		
11	Program Term	CPAC	CPAC	CPAC	CPAC	CPAC	CPAC Total	
12	Expenditures							
13	Salaries & Benefits						\$ -	
14	Operating Expense						\$ -	
15	Subtotal	-	-	-	-	-	\$ -	
16	Indirect Percentage (%)							
17	Indirect Cost (Line 16 X Line 15)	\$1,580	\$1,103	\$1,610	\$1,610	\$1,610	\$ 7,513	
18	Capital Expenditure						\$ -	
19	Direct Client Pass-Through	\$18,360	\$18,476	\$20,000	\$21,000	\$22,050	\$ 99,886	
20	Total Expenditures	\$19,941	\$19,578	\$21,610	\$22,610	\$23,660	\$ 107,399	
21	HSA Revenues							
22	General Fund - Admin	\$1,580	\$1,103	\$1,610	\$1,610	\$1,610	\$ 7,513	
23	General Fund - Pass-Through - CPAC	\$18,360	\$18,476	\$20,000	\$21,000	\$22,050	\$ 99,886	
24								
25								
26								
27								
28								
29								
30								
31								
32								
33								
34								
35								
36								
37	TOTAL HSA REVENUES	\$19,941	\$19,578	\$21,610	\$22,610	\$23,660	\$ 107,399	
38	Other Revenues							
39								
40								
41								
42								
43								
44	Total Revenues	\$19,941	\$19,578	\$21,610	\$22,610	\$23,660	\$ 107,399	
45	Full Time Equivalent (FTE)							
47	Prepared by: Cody Cheng						Date 10/25/19	
48	HSA-CO Review Signature: _____							
49	HSA #1							

	A	B	C	D	E	F	G	H	
1								Appendix B-1, Page 21	
2								Document Date:	2/11/2020
3	HUMAN SERVICES AGENCY BUDGET SUMMARY								
4	BY PROGRAM								
5	Name						Term		
6	Children's Council of San Francisco						July 1, 2017 - June 30, 2022		
7	(Check One) New Modification X								
8	If modification, Effective Date of Mod. 2/1/2020 No. of Mod. 1								
9	Program: State QRIS Block Grant								
10	Budget Reference Page No.(s)	FY17-18 State QRIS Block Grant	FY18-19 State QRIS Block Grant	FY19-20 State QRIS Block Grant	FY20-21 State QRIS Block Grant	FY21-22 State QRIS Block Grant	State QRIS Block Grant Total		
11	Program Term								
12	Expenditures								
13	Salaries & Benefits						\$	-	
14	Operating Expense						\$	-	
15	Subtotal	-	-	-	-	-	\$	-	
16	Indirect Percentage (%)								
17	Indirect Cost (Line 16 X Line 15)						\$	-	
18	Capital Expenditure						\$	-	
19	Direct Client Pass-Through	\$1,034,344					\$	1,034,344	
20	Total Expenditures	\$1,034,344	\$0	\$0	\$0	\$0	\$	1,034,344	
21	HSA Revenues								
22	Annual Quality Grant (Mixed State/Fed/Local funds)	\$1,034,344					\$	1,034,344	
23									
24									
25									
26									
27									
28									
29									
30									
31									
32									
33									
34									
35									
36									
37	TOTAL HSA REVENUES	\$1,034,344	\$0	\$0	\$0	\$0	\$	1,034,344	
38	Other Revenues								
39									
40									
41									
42									
43									
44	Total Revenues	\$1,034,344	\$0	\$0	\$0	\$0	\$	1,034,344	
45	Full Time Equivalent (FTE)								
47	Prepared by: Cody Cheng							Date 10/31/19	
48	HSA-CO Review Signature:								
49	HSA #1								