

File No. 231238

Committee Item No. 1

Board Item No. 15

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee Date January 17, 2024

Board of Supervisors Meeting Date January 23, 2024

Cmte Board

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| <input type="checkbox"/> | <input type="checkbox"/> | Motion |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Resolution |
| <input type="checkbox"/> | <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Digest |
| <input type="checkbox"/> | <input type="checkbox"/> | Budget and Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Youth Commission Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Introduction Form |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/> | MOU |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Grant Information Form |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Grant Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Subcontract Budget |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Contract/Agreement |
| <input type="checkbox"/> | <input type="checkbox"/> | Form 126 – Ethics Commission |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Award Letter |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Application |
| <input type="checkbox"/> | <input type="checkbox"/> | Public Correspondence |

OTHER (Use back side if additional space is needed)

- | | | |
|-------------------------------------|-------------------------------------|---|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <u>Juvenile Probation Department Presentation 1/17/2024</u> |
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Completed by: Brent Jalipa Date January 11, 2024

Completed by: Brent Jalipa Date January 18, 2024

1 [Accept and Expend Grant - Retroactive - California Department of Social Services -
2 Complex Care Capacity Building Allocation - Not to Exceed \$360,570]

3 **Resolution retroactively authorizing the Department of Juvenile Probation to**
4 **accept and expend a grant allocation from the California Department of Social**
5 **Services in the amount of \$360,570 for the period of October 1, 2021, through**
6 **September 30, 2026, for Intensive Foster Care and Family Preservation Services.**

7
8 WHEREAS, Assembly Bill 153 required the California Department of Social
9 Services (CDSS) to allocate funds to support the urgent and exceptional needs in the
10 least restrictive setting for foster youth and nonminor dependents (NMDs) under the
11 supervision of county child welfare agencies and probation departments; and

12 WHEREAS, To achieve those outcomes, CDSS allocated \$43,200,000 in one
13 time funding, available for expenditure from October 1, 2021, through September 30,
14 2026, to build county capacity and establish high-quality continuum of care; and

15 WHEREAS, The Human Services Agency (HSA) and Juvenile Probation
16 Department (JPD) jointly completed a Complex Care Capacity Building assessment,
17 including intensive foster care and family preservation services to address the needs of
18 justice involved youth; and

19 WHEREAS, Some youth ordered to out of home placement by the Juvenile Court
20 need intensive treatment and behavioral support, counseling, and life skills support; and

21 WHEREAS, The Juvenile Probation Department has a partnership with the
22 Department of Children, Youth, and Their Families (DCYF) and Alternative Family
23 Services (AFS) to provide Intensive Services Foster Care (ISFC) and Intensive Family
24 Preservation Services (IFPS); and

25

1 WHEREAS, CDSS approved the Juvenile Probation Department's proposal to
2 use its Complex Care Capacity Building allocation to fund these services through this
3 existing partnership; and

4 WHEREAS, The grant does not require an Annual Salary Ordinance
5 Amendment; and

6 WHEREAS, CDSS allows the application of an indirect cost rate to determine the
7 fair allocation of administrative costs that grant, or subvention-funded programs should
8 bear; and

9 WHEREAS, Grant budget includes a provision of estimated indirect costs in the
10 amount of \$24,200; now, therefore, be it

11 RESOLVED, That the Chief Juvenile Probation Officer or designee is authorized
12 to retroactively accept and expend \$360,570 for the period of October 1, 2021, through
13 September 30, 2026, to support the capacity of the county to deliver intensive foster
14 care and family preservation services to justice involved youth; and, be it

15 FURTHER RESOLVED, That the grant funds received hereunder shall not be
16 used to supplant any expenditures that the Juvenile Probation Department already is
17 obligated to pay.

18
19 Recommended:

Approved: /s/_____

20 Mayor

21 /s/_____

22
23 Juvenile Probation
Department Head

Approved: /s/_____

24 Controller

25

Complex Care Capacity Building

- \$360,570 grant allocation from California Department of Social Services to support urgent and exceptional needs of foster care youth and non-minor dependents in the least restrictive environment.
- Through a partnership with DCYF and Alternative Family Services, JPD will use the funds to provide intensive foster care and family preservation services to youth ordered by the court to out of home placement who need a higher level of treatment and behavioral support.
- Authorization is retroactive to reflect the five-year grant term that CDSS allows.
- JPD will use the funds for costs in this fiscal year and next.

File Number: 231238
(Provided by Clerk of Board of Supervisors)

Grant Resolution Information Form
(Effective July 2011)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: **Complex Care Capacity Building**
2. Department: **Juvenile Probation Department**
3. Contact Person: **Veronica Martinez** Telephone: **415-680-8451**
4. Grant Approval Status (check one):
 Approved by funding agency Not yet approved
5. Amount of Grant Funding Approved or Applied for: **\$360,570**
6. a. Matching Funds Required: **\$0**
b. Source(s) of matching funds (if applicable):
7. a. Grant Source Agency: California Department of Social Services
b. Grant Pass-Through Agency (if applicable): **San Francisco Human Services Agency**
8. Proposed Grant Project Summary: **Intensive foster care services and intensive family preservation services for youth, ages 13 - 18, ordered to out of home placement by the San Francisco Juvenile Court, and who need a higher level of treatment and behavioral support.**
9. Grant Project Schedule, as allowed in approval documents, or as proposed:
Start-Date: **October 1, 2021** End-Date: **September 30, 2026**
10. a. Amount budgeted for contractual services: **\$0**
b. Will contractual services be put out to bid? **N/A**
c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements? **N/A**
d. Is this likely to be a one-time or ongoing request for contracting out? **N/A**
11. a. Does the budget include indirect costs?
 Yes No
b. 1. If yes, how much? \$ **CDSS allows the use of an indirect cost rate (ICR) to determine the fair allocation of administrative costs that grant- or subvention-funded programs should bear. JPD's case management and overhead costs associated with the administration of complex care funds will be included in the County Expense Claim Reporting Information System (CECRIS) in the appropriate quarter as the grant is expended. Estimated indirect costs associated with managing this grant are \$24,200.**

b. 2. How was the amount calculated? **The ICR is calculated in accordance with the County Cost Allocation Plan (CCAP), federal requirements outlined in 2 CFR §200 Appendix VII, and CDSS instructions in County Fiscal Letter (CFL) 14/15-29.**

c. 1. If no, why are indirect costs not included? **N/A**
 Not allowed by granting agency To maximize use of grant funds on direct services
 Other (please explain):

c. 2. If no indirect costs are included, what would have been the indirect costs? **N/A**

12. Any other significant grant requirements or comments: CDSS distributed Complex Care funds based on the county's share of youth in California in short term residential treatment programs from July 1, 2019, to June 30, 2021. The funds are available for five years (starting on October 1, 2021) and must be used to supplement, and not supplant, existing funding. Grant-eligible costs are paid through the County Expense Claim Reporting Information System (CECRIS).

****Disability Access Checklist***(Department must forward a copy of all completed Grant Information Forms to the Mayor's Office of Disability)**

13. This Grant is intended for activities at (check all that apply):

- | | | |
|--|---|--|
| <input type="checkbox"/> Existing Site(s) | <input type="checkbox"/> Existing Structure(s) | <input type="checkbox"/> Existing Program(s) or Service(s) |
| <input type="checkbox"/> Rehabilitated Site(s) | <input type="checkbox"/> Rehabilitated Structure(s) | <input checked="" type="checkbox"/> New Program(s) or Service(s) |
| <input type="checkbox"/> New Site(s) | <input type="checkbox"/> New Structure(s) | |

14. The Departmental ADA Coordinator or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local disability rights laws and regulations and will allow the full inclusion of persons with disabilities. These requirements include, but are not limited to:

1. Having staff trained in how to provide reasonable modifications in policies, practices and procedures;
2. Having auxiliary aids and services available in a timely manner in order to ensure communication access;
3. Ensuring that any service areas and related facilities open to the public are architecturally accessible and have been inspected and approved by the DPW Access Compliance Officer or the Mayor's Office on Disability Compliance Officers.

If such access would be technically infeasible, this is described in the comments section below:

Comments:

Departmental ADA Coordinator or Mayor's Office of Disability Reviewer:

Preston Treichel
(Name)

Human Resources Director
(Title)

Date Reviewed: 11/9/2023

DocuSigned by:
Preston Treichel

7429013A3003287...
(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Katherine Weinstein Miller

(Name)

Chief Probation Officer

(Title)

11/9/2023

Date Reviewed:

DocuSigned by:

Katherine Miller

(Signature Required)



KIM JOHNSON
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



GAVIN NEWSOM
GOVERNOR

Complex Care Capacity Building Proposal

Instructions: This document should be completed in conjunction with the County Self-Evaluation for Complex Care Capacity Building. Counties should provide information below to assess for potential gaps identified in your county's self-evaluation within your continuum of care and how your county plans to remedy those gaps. The California Department of Social Services will review your County Self-Evaluation for Complex Care Capacity Building and this proposal for allocation purposes and ensure it includes the infrastructure needed to result in positive outcomes for children, youth, and families. Counties will also be required to submit required data related to their gaps analysis via an excel spreadsheet template available by emailing Ratespolicy@dss.ca.gov.

County	San Francisco
Point of Contact	Seth Kilbourn, Principal Grants and Policy Analyst
Phone Number	(415) 577-3538
Email Address	Seth.kilbourn@sfgov.org

<p>Identified gaps in the county's continuum of care. (Quantify the identified gaps within each component of the continuum from your county's Self-Evaluation). It is recommended that home-based capacity for children with complex needs is at least 50% greater than congregate care capacity.</p>	<p>San Francisco's Interagency Leadership Team identified the following gaps in the county's continuum of care to meet the complex care needs of justice involved youth.</p> <ul style="list-style-type: none"> • Emergency shelters: no availability; capacity: 0 • Individual STRTPS: no availability; capacity: 0 • Foster Family Agency-Resource Family Home: no availability; capacity: 0 • County Resource Family Home-Non-Relative: limited availability/capacity • Intensive Services Foster Care (ISFC) Homes limited availability/capacity. • Enhanced ISFC: limited availability/capacity • STRTP Beds: limited availability/capacity
<p>Detailed proposal for use of complex care funding to fill the identified gaps and the role of applicable partner agencies. *May include more than one proposal.</p>	<p>SF JPD will use complex care funding for two related programs, developed through a competitive procurement process, in partnership with Alternative Family Services (AFS).</p> <ol style="list-style-type: none"> 1. The Intensive Services Foster Care (ISFC) program provides highly responsive, short-term emergency and long-term placement options in culturally responsive, family settings. The program targets youth, ages 13 - 18, ordered to out of home placement by the San Francisco Juvenile Court who need intensive treatment and behavioral support. Youth in ISFC homes receive a higher level of care and supervision. Resource parents who are certified to provide ISFC must undergo additional training, are paid more, and get more access to support and respite. The program includes paying stipends to cover the foster home reservation fees for 4 homes. These stipends hold beds to ensure their availability for juvenile justice involved youth needing emergency placement, 24-hour response, and crisis support. The program also uses a strength-based and trauma-informed treatment environment to address the youth's complex care needs and support transition to long-term placement and/or permanency placement in culturally responsive family settings, including: <ul style="list-style-type: none"> • Immediate response to youth and resource families 24/7/365 • Individualized, strengths-based, youth-centered, culturally responsive case management and care coordination provided by a dedicated team, with access to a mental health clinician. • Child and Family Team (CFT) meeting participation • Placement stabilization and transition planning services, including transition to non-minor dependent extended foster care. • Crisis response and referral services • Respite for long term placements (emergency beds can also be used as respite for other JPD resource families) • Training & Support Groups to Resource Families. 2. The Intensive Family Preservation Services program helps stabilize families through intensive intervention, counseling, and life skills for youth on home trials and youth in kinship resource family placements. The goal is to support maintaining permanency and decrease reliance on formal support systems by providing robust holistic services. Case Worker (Facilitator) and Family Support Counselors create needs-driven, family-informed solutions to support permanency and family-community based settings. The team recruits and encourages natural and formal support by thoroughly educating them about the Child and Family Team (CFT) process, mining for participants, and engaging the youth, family and natural supports in the Child and Family Plan. Other program services include: :

	<ul style="list-style-type: none"> • Immediate response to youth 24 hours per day, 7 days per week, 365 days per year. • Behavioral interventions and services based on the existing probation plan using elements of the Core Practice Model. • Linkages to community resources and coordination with other community providers and resources. • Provides Crisis Intervention and Stabilization. • Cognitive-behavioral therapeutic approaches, including Thinking for a Change.
<p>List any additional, relevant data not included in the provided template. Suggestions include data regarding specialized care or other identified needs</p>	
<p>Estimated Costs: include breakdown of staffing, contracts, training etc.</p>	<p>Salary/Fringe: \$965,150</p> <p>Salary and fringe include all direct and indirect staff providing services related to the two programs.</p> <p>Subcontractors: \$43,105</p> <p>CASA SF to provide training to resource families on resource linkages and educational advocacy; matching youth with CASA volunteers to provide support and advocacy to youth including participation in CFT's.</p> <p>Program Expenses \$521,440</p> <p>Program expenses include foster home reservation fees, resource parent recruitment, transportation, placement needs, respite for foster parents, insurance, and resource parent training and support.</p> <p>Administrative \$223,439</p> <p>Total: \$1,756,134</p>

Katherine Weinstein Miller
 X Katherine Weinstein Miller (Jun 12, 2023 12:22 PDT)

Jun 12, 2023

Signature of County Representative and Date







Capacity Building Grant Application Final For Signature

Final Audit Report

2023-06-12

Created:	2023-06-12
By:	Seth Kilbourn (seth.kilbourn@sfgov.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA-lbfrYdFBkujmxOM4-x-d3IIVL73hdMN

"Capacity Building Grant Application Final For Signature" History

-  Document created by Seth Kilbourn (seth.kilbourn@sfgov.org)
2023-06-12 - 6:18:42 PM GMT- IP address: 208.121.34.145
-  Document emailed to katherine.miller@sfgov.org for signature
2023-06-12 - 6:21:20 PM GMT
-  Email viewed by katherine.miller@sfgov.org
2023-06-12 - 7:22:31 PM GMT- IP address: 104.47.65.254
-  Signer katherine.miller@sfgov.org entered name at signing as Katherine Weinstein Miller
2023-06-12 - 7:22:57 PM GMT- IP address: 208.121.34.145
-  Document e-signed by Katherine Weinstein Miller (katherine.miller@sfgov.org)
Signature Date: 2023-06-12 - 7:22:59 PM GMT - Time Source: server- IP address: 208.121.34.145
-  Agreement completed.
2023-06-12 - 7:22:59 PM GMT



KIM JOHNSON
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



GAVIN NEWSOM
GOVERNOR

July 31, 2023

Katherine Miller, Chief Probation Officer
San Francisco Juvenile Probation Department
375 Woodside Ave.
San Francisco, CA 94127

**SUBJECT: APPROVAL OF COMPLEX CARE CAPACITY BUILDING
FUNDING REQUEST**

RECEIVED
SFPD
OFFICE OF THE CHIEF
PROBATION OFFICER
2023 AUG -8 A 11: 22

Dear Chief Probation Officer Miller:

This letter is in response to your Complex Care Capacity Building funding proposal pursuant to All County Letter 21-143. Effective the date of this letter, the California Department of Social Services (CDSS) has approved your Complex Care Capacity Building proposal for the San Francisco County probation allocation of \$360,570. Welfare and Institutions Code Section 16001.1(e) dictates that these funds not be used to supplant existing funding.

The funding may be used to support the following programs in the San Francisco County Proposal:

- The Intensive Services Foster Care Program.
- The Intensive Family Preservation Services Program.

For claiming instructions related to capacity building please refer to County Fiscal Letter 21/22-68.

If you have any questions about this letter, please contact John Sanfilippo, Foster Care Rates and Outcomes Bureau Chief, at John.Sanfilippo@dss.ca.gov.

Sincerely,

Sara Rogers

SARA ROGERS, Chief
System of Care Branch

C: Seth Kilbourn, San Francisco County, Principal Grants and Policy Analyst

Budget for Complex Care Capacity Building Allocation- \$360,570

As approved by the California Department of Social Services (CDSS), the San Francisco Juvenile Probation Department will use its Complex Care Capacity Building allocation of \$360,570 to fund Intensive Services Foster Care (ISFC) and Intensive Family Preservation Services (IFPS) through its existing partnership with the Department of Children, Youth, and Families (DCYF) and Alternative Family Services (AFS).

Budget Sources

\$360,570 Complex Care Capacity Building

Budget Uses

\$336,370 Alternative Family Services (salary, fringe, program, administrative, sub-contractors)
\$ 24,200 JPD Indirect Cost
\$360,570 TOTAL USES



Katherine Weinstein Miller
Chief Probation Officer

November 7, 2023

City and County of San Francisco
Board of Supervisors
Budget Committee
City Hall
San Francisco, CA 94102

Dear Supervisors Chan, Mandelman, and Safai,

The Juvenile Probation Department (JPD) is requesting approval of the attached resolution retroactively authorizing the Department to accept and expend a grant allocation from the California Department of Social Services (CDSS).

JPD will use the \$360,570 grant allocation this year for Intensive foster care services and intensive family preservation services for youth, ages 13 - 18, ordered to out of home placement by the San Francisco Juvenile Court, and who need a higher level of treatment and behavioral support.

JPD initiated the accept and expend process as soon as we identified an eligible program. The authorization is retroactive to reflect the five-year grant term that CDSS allows. CDSS notified counties of the allocation in December 2021, allowing counties to use the funds for eligible costs incurred from October 1, 2021, to September 30, 2026.

Please let me know if you need additional information.

Sincerely,

A handwritten signature in blue ink, appearing to read "Veronica Martinez", is written over the typed name.

Verónica Martínez
Deputy Director of Administrative Services

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: Veronica Martinez, Director of Administration
Juvenile Probation Department
DATE: November 8, 2023
SUBJECT: Accept and Expend Resolution for Subject Grant
GRANT TITLE: Complex Care Capacity Building

Attached please find the original* and 1 copy of each of the following:

- Proposed grant resolution; original* signed by Department, Mayor, Controller
- Grant information form, including disability checklist
- Grant budget
- Grant application
- Grant award letter from funding agency
- Ethics Form 126 (if applicable)
- Contracts, Leases/Agreements (if applicable)
- Other (Explain):

Special Timeline Requirements:

Departmental representative to receive a copy of the adopted resolution:

Name: Veronica Martinez

Phone: 415-680-8451

Interoffice Mail Address: veronica.martinez@sfgov.org

Certified copy required Yes

No

(Note: certified copies have the seal of the City/County affixed and are occasionally required by funding agencies. In most cases ordinary copies without the seal are sufficient).