

**San Francisco Children and Families Commission**  
**RFQ #06– Training Program on Homelessness**

<b>Contract Amount:</b>	\$150,000 over three years
<b>Contract Period:</b>	2002 – 2005
<b>Non-Mandatory Bidders Conference</b>	May 16, 2002
<b>Proposal Due Date:</b>	June 3, 2002
<b>Contact Person:</b> Derik Aoki, Sr. Program Officer, (415) 557 - 9912	

### Introduction

In November 1998, the voters of California passed Proposition 10, the California Children and Families First Act of 1998, the “Act”. Funded from additional excise taxes imposed on tobacco products, the Act is directed to promote, support, and improve the early development of children from prenatal to five years of age. In San Francisco, funds allocated to the county by the Act are administered by the San Francisco Children and Families Commission, the “Commission”.

The Commission’s monies may only fund activities serving San Francisco’s children 0 – 5 years old and their families. Additionally, funded activities must be expansions of existing services and may not supplant local, state, or federal funding. The Commission funds activities in the areas of child and family health, family support and parent education, early childhood education, and children with special needs (i.e., children with disabilities and homeless children).

The Strategic Planning Advisory Committee of the Commission formed a Homeless Workgroup to develop recommendations for Commission activities to address homeless children. The workgroup recommended the development of a training program to advise agencies and care givers of the unique developmental challenges faced by homeless children and ways to address them.

### Purpose

The Commission will select a Grantee that will prepare and deliver a training curriculum on child development, the impact of homelessness on development, and strategies to address the impact of homelessness on children’s development that service providers and families can utilize. The target of the training will be service providers and child care providers whose clients include homeless families with children 0 – 5 years old. The training shall also be available to agencies receiving Commission funding.

The Commission desires to achieve the following objective with this project:

Providers of services to homeless families are knowledgeable of the impact of homelessness on the development of children 0 – 5 years old and know how to mitigate these dangers.

## Scope of Work

The Grantee will develop a curriculum on child development and the impact homelessness has on a child's development. Also, the curriculum should identify activities/strategies that service providers and families can do to mitigate the effects of homelessness on a child's development.

The Grantee should obtain input from local agencies and early childhood educators, including members of the Homeless workgroup, SRO Taskforce, Childcare Planning Advisory Council, Early Childhood Inter-Agency Council, and child development experts in development of the curriculum. The Grantee should seek input from local service providers on training delivery options and integration of training into current services. The training should be sensitive to the cultural diversity of San Francisco.

The workgroup suggested inclusion of the following curriculum objectives.

### Work Group Suggested Curriculum Objectives

- Increase understanding of the challenges created by homelessness on a family's day to day life
- Increase knowledge of strategies to mitigate psychological/developmental impact of being homeless on children 0-5 and their parents
- Increase awareness of how homelessness effects brain development and the impact on future learning
- Identify resiliency factors – of family, child, provider - and strategies to strengthen them
- Awareness of what mental health services are, their benefits for clients, and the agencies clients use (describe continuum of mental health services)
- Increase knowledge of attachment and what it means
- Identify the value of the provider and how important they are to the child and overall development
- Promote networking (increased resources)
- Increase cultural competency
- Increase utilization of family focused guidelines (see attached)
- Tools/Information that providers can give to parents to support their child's development

The Grantee will create a training curriculum and implement a plan to provide train the trainer training sessions to agencies (including family shelters, residential substance abuse treatment providers, transitional housing providers, child care centers, pre-K programs, family childcare homes, mental health clinicians, and family resource centers) serving homeless children. The training shall also be made available to agencies receiving Commission funds. The information and materials presented should be relevant to front line staff, program staff and managers. The selected Grantee will be responsible for all logistics (i.e., location, meeting announcements, food, training materials, etc.) to support the training.

The Grantee should identify potential opportunities to leverage Commission funding to sustain the activities initiated by this grant.

## **Desirable Qualifications**

The qualifying Grantee would have to demonstrate their experience in creating and organizing large training efforts, logistical knowledge of setting up a training of this size, child development expertise, knowledge of the homeless family population, ability to work with a variety of service delivery systems serving the homeless population in the City and County of San Francisco, and an ability to leverage resources in delivering city-wide training.

## **Instructions**

Interested parties should submit 8 copies of a 1) proposal of 6 or fewer pages 2) a completed Accountability Summary 2) a resume or list of qualifications, 3) a budget (using the attached format) and budget narrative, and 4) a proposal Coversheet to the San Francisco Children and Families Commission, 1390 Market Street, Ste. 900 San Francisco, CA 94102. Proposals are due by 5:00 p.m. on June 3, 2002.

A non-mandatory bidders' conference will be held on May 16, 2002 at 2:30 p.m. the Commission's office at 1390 Market Street, Suite 900, San Francisco, CA.

Proposals will be reviewed by a panel selected by the Commission staff. Representatives from applicants whose proposals are recommended by the panel may be invited to participate in an interview process to select finalists with which to pursue contract negotiations. References will be reviewed as part of the final selection process.

All protests to this solicitation must be received by the Commission within seven (7) days of the date the intent to award is issued. Protests shall be in writing, shall provide the contact name, agency name, project, address, and telephone numbers of the protesting party, and shall identify and explain the grounds for the protest. The protest shall include and attach any written materials that the protesting party wishes to have considered in determining the protest.

Failure to submit a protest claim at this time shall be deemed a waiver of the right to protest. Moreover, the applicant's protest document shall be the sole grounds upon which a protest shall be considered, and failure to raise a ground for protest during this time shall be a full and final waiver of the ground for protest.

Protests must be received at San Francisco Children and Families Commission, 1390 Market Street, Suite 900, San Francisco, CA 94102 to the attention of the Senior Program Officer. Protests and all accompanying material must be received by the deadline specified in the notification.

Any protest that is not submitted as provided herein shall be invalid and shall not be considered. All decisions by the Commission will be final and cannot be appealed.

**PROPOSAL COVER SHEET**

Please use this form for your front cover.

**SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION****RFQ 06 – Training Program on Homelessness****FY 2002 - 2003**

Complete the Proposal Cover Sheet  
This will serve as the front cover of your proposal.  
An official authorized to bind the entity must sign it.

Name of Agency/Organization	
	Telephone Number
Program Contact/Title	Telephone Number
Alternate Contact/Title	Telephone Number
Agency Address	FAX Number
Amount of Grant Application Request	\$
Name of Agency Director	
Signature of Agency Director	
Name of the President of the Board of Directors	
Signature of President of the Board of Directors	

**Application Deadline:**

**5:00 pm**  
**June 3, 2002**

San Francisco Children and Families Commission  
1390 Market Street, Suite 900  
San Francisco, CA 94102

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**Accountability Worksheet**

**Instructions:**

Proposition 10 requires all counties to connect funding to a framework of goals and objectives, and to create concrete ways of measuring results. As part of this process, we expect to work with all funded partners to track activities and results. Once grants have been awarded, the Commission will work with each grantee to refine individual accountability plans, based on the worksheet below.

The following steps will help you create a framework for measuring the success of your program:

**Step One: Identify Objectives**

Using the list prepared by the Commission chose objectives that are specific to your proposal. You may want to create your own objectives, keeping in mind the goals of the funding as outlined in this RFQ. You do not need a long list of objectives. Write each objective in the space provided, with one objective on each sheet. You may need to copy the sheet to add more objectives.

**Step Two: Describe Activities**

In your Project Narrative, you described the activities you will create with this funding. In the chart below, assign each of these activities to one of the objectives. What activities will families and children experience at your program? What objective are you trying to achieve with each of these activities?

**Step Three: Create Performance Measures**

The accountability framework means that the Commission must concretely measure the success of each activity. In addition to knowing how many children or families were served, the Commission needs to know whether they were served well. Performance measures are ways of assessing the satisfaction clients have with programs or the progress children show as a result of some activity. For each activity, create one or more performance measures.

**Step Four: Describe Data Sources, Methods for Collecting Data**

Finally, tell us how you will collect the information for each performance measure. How will you gather feedback from clients? How will you know when a child has shown improvement in a specific area as a result of an activity?

We have included one partially filled out sheet as an example.

**Training Program on Homelessness – RFQ #06**  
**Accountability Worksheet Example**

San Francisco Children and Families Commission Objectives for Family Support:

1. All parents and caregivers with children 0-5 have easy access to information that will help them raise their children.
2. Culturally and linguistically appropriate family support and parent education services are available and accessible to all families with children age 0-5.
3. Parents have adequate support to create neighborhood-based programs for both themselves and their children.
4. All parents and caregivers will enroll their children in kindergarten and advocate for their children's education.

Objective: Parents will have adequate support to create neighborhood-based programs for themselves and their children.		
<b>Activities</b>	<b>Performance Measures</b>	<b>Data Sources, Methods, and Supporting Documents</b>
Members of the Parent Advisory Group will create a calendar for a monthly drop-in support group for young mothers.	Distribution of a calendar with dates for drop-in meetings during 2003	Calendar and mailing list
Young mothers will meet monthly to discuss parenting issues and neighborhood safety.	Number of meetings held (quantity) Number of women attending (quantity) Number of parents who rate their satisfaction with the program as high (quality)	List of meetings Attendance sheets Parent satisfaction survey conducted every six months – survey created by parents with staff assistance

**Training Program on Homelessness – RFQ #06  
Accountability Worksheet Example**

With this project the Commission seeks to achieve the following objective:

Providers of services to homeless families are knowledgeable of the impact of homelessness on the development of children 0 – 5 years old and know how to mitigate these dangers.

Objective:		
<b>Activities</b>	<b>Performance Measures</b>	<b>Data Sources, Methods, and Supporting Documents</b>

**Budget Request Form**

Year 1

Program Expenses						
Personnel	Salary Range	FTE	Amount Requested	Funding from other Sources- Cash	Funding from other Sources In-Kind	Total
A.						
B.						
C.						
D.						
E.						
F.						
Benefits @ _____%						
Subtotal Personnel						

Operating Expenses	Amount Requested	Funding from Other Sources- Cash	Funding from Other Sources In-Kind	Total
A. Rent				
B. Office Support (telephone, copying)				
C. Equipment Lease				
D. Travel				
E. Evaluation Expenses				
F. Training/ Conferences				
G. Insurance				
H. Consultants (if any)				
I. Other (please specify)				
Subtotal Operating Expenses				
Indirect Costs @ _____% of Personnel (May not exceed 15%)				

<b>Budget Total</b>				
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Please identify any in-kind support such as volunteers (identify roles of these volunteers), donated space, equipment etc. that are available to support this project. *The value of these items should be listed in the "Funding from Other Sources" column of the budget request form. If any of these funds are not secured yet, but are anticipated, please put an "NS" next to the amount.*

**Budget Request Form**

Year 2

Program Expenses						
Personnel	Salary Range	FTE	Amount Requested	Funding from other Sources- Cash	Funding from other Sources In-Kind	Total
A.						
B.						
C.						
D.						
E.						
F.						
Benefits @ _____%						
Subtotal Personnel						

Operating Expenses	Amount Requested	Funding from Other Sources- Cash	Funding from Other Sources In-Kind	Total
A. Rent				
B. Office Support (telephone, copying)				
C. Equipment Lease				
D. Travel				
E. Evaluation Expenses				
F. Training/ Conferences				
G. Insurance				
H. Consultants (if any)				
I. Other (please specify)				
Subtotal Operating Expenses				
Indirect Costs @ ____% of Personnel (May not exceed 15%)				

<b>Budget Total</b>				
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Please identify any in-kind support such as volunteers (identify roles of these volunteers), donated space, equipment etc. that are available to support this project. *The value of these items should be listed in the "Funding from Other Sources" column of the budget request form. If any of these funds are not secured yet, but are anticipated, please put an "NS" next to the amount.*

**Budget Request Form**

Year 3

Program Expenses						
Personnel	Salary Range	FTE	Amount Requested	Funding from other Sources- Cash	Funding from other Sources In-Kind	Total
A.						
B.						
C.						
D.						
E.						
F.						
Benefits @ _____%						
Subtotal Personnel						

Operating Expenses	Amount Requested	Funding from Other Sources- Cash	Funding from Other Sources In-Kind	Total
A. Rent				
B. Office Support (telephone, copying)				
C. Equipment Lease				
D. Travel				
E. Evaluation Expenses				
F. Training/ Conferences				
G. Insurance				
H. Consultants (if any)				
I. Other (please specify)				
Subtotal Operating Expenses				
Indirect Costs @ ____% of Personnel (May not exceed 15%)				

<b>Budget Total</b>				
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Please identify any in-kind support such as volunteers (identify roles of these volunteers), donated space, equipment etc. that are available to support this project. *The value of these items should be listed in the "Funding from Other Sources" column of the budget request form. If any of these funds are not secured yet, but are anticipated, please put an "NS" next to the amount.*

**Budget Request Form**

Total Years 1, 2 &amp; 3

<b>Program Expenses</b>						
<b>Personnel</b>	<b>Salary Range</b>	<b>FTE</b>	<b>Amount Requested</b>	<b>Funding from other Sources- Cash</b>	<b>Funding from other Sources In-Kind</b>	<b>Total</b>
A.						
B.						
C.						
D.						
E.						
F.						
Benefits @ _____%						
Subtotal Personnel						

<b>Operating Expenses</b>	<b>Amount Requested</b>	<b>Funding from Other Sources- Cash</b>	<b>Funding from Other Sources In-Kind</b>	<b>Total</b>
A. Rent				
B. Office Support (telephone, copying)				
C. Equipment Lease				
D. Travel				
E. Evaluation Expenses				
F. Training/ Conferences				
G. Insurance				
H. Consultants (if any)				
I. Other (please specify)				
Subtotal Operating Expenses				
<b>Indirect Costs @ ____% of Personnel (May not exceed 15%)</b>				

<b>Budget Total</b>				
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Please identify any in-kind support such as volunteers (identify roles of these volunteers), donated space, equipment etc. that are available to support this project. *The value of these items should be listed in the "Funding from Other Sources" column of the budget request form. If any of these funds are not secured yet, but are anticipated, please put an "NS" next to the amount.*

## Attachment 4 Family Focused Guidelines

***“Families are expert partners in planning treatment and making decisions.”***

- Embrace each client’s definition of family and community.
- Respect your client’s role as mother, father, grandparent, son, daughter, brother....
- Listen to, provide options, and encourage parents -- but respect that the ultimate choice is theirs.
- Work with and respect family caregiver’s decisions on how to discuss problems with their children.
- Enable teamwork, but accept the limits of service integration and provider selection a family desires.

***“When we come to you for help, we come for hope.”***

- Encourage and build on positive behaviors.
  - Assess families based on strengths and potential.
- “Transitions are difficult. Help us make this journey smooth.”***
- Allow sufficient time for families to adjust to new providers before completely ending yours.
  - When families finish or move to new levels within a program, prepare them and inform them of what is to come and how to deal with change.
  - Provide resources after a program ends for making referrals, providing information and resource lists, responding to a family’s call for support, etc.

***“Help us keep our family together, safe and healthy. Do not put our family on hold.”***

- Provide an atmosphere that is safe and nurturing in times of crises.
- Create goals and treatment plans for families as well as for individual clients.
- Make out-of-home placements for children the absolute last measure of resort.
- Provide in-home respite support.
- Arrange consistent and frequent family contact and support during times of crises.
- Arrange transportation for visits to family members who are hospitalized. Arrange phone contact for family members unable to visit.
- Enable your agency to respond to the family’s needs for support, resources, and/or advocacy.
- Provide activities for families that develop independence, resourcefulness and community building, e.g., self-advocacy, tutoring programs, peer support groups, parent/teacher conferences, dances, celebrations of accomplishments, community-organizing, etc.

***“No matter how good the program or treatment plan is, if we cannot get there it does us no good.”***

- Offer flexible treatment time-slots and flexible office hours. Respect a family’s time-management issues.
- Remain flexible when creating rules and expectations: keep in mind that a family may have many commitments and that unexpected obligations often arise that must take precedence over an appointment with you.
- Provide transportation options.

***“Commit yourself and your organization to Family Focused Care.”***

- Commit to having consumers and their families help implement this proposal.
- Train your staff in family-focused care principals.
- Commit to employing past and present consumers.
- Train your staff to handle an array of physical, mental, and learning disabilities.
- Negotiate to stretch the cost of your unit of service to include family services, not just individual.
- Train your staff with the help of past and current consumers of services.
- Allow staff sufficient time and build incentives for staff to work with families who have complex and intensive needs.
- Prepare your staff to acknowledge and deal with the different cultures, beliefs, and values that may exist between them and the families they see.
- Have parents and current consumers formally involved in program evaluation and policy development.
- Commit to social education...for understanding the history and politics of poverty is an important part of healing.

***“When our children are cared for in a way that makes us feel safe, our efforts to start and stay in treatment will be successful.”***

- Not bringing children to appointments may not be an option. Create childcare options for parents to choose from.
- Respect the childcare choices and arrangements of a family.
- Provide a safe area for children at your facility.
- Do not assume that older children can be relied upon for childcare or that they can amuse or entertain themselves.
- Provide childcare options to families throughout the course of treatment; for example, during home visits, off-site appointments, intakes and other pre- and post-program sessions.

