SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION
MEETING AGENDA

DATE: Wednesday, June 7, 2023
TIME: 4:30pm – 6:30pm
PLACE: 1650 Mission Street, Suite 312, San Francisco, CA 94103

PUBLIC ACCESS (if not attending in person)
https://us06web.zoom.us/j/82705514909?pwd=ekZoRmJrdEZyUk9KRkZpRG9ONUkzZz09
Zoom Public Access Number: +1 669 900 6833 US (San Jose) +1 669 444 9171 US +1 719 359
4580 US +1 253 205 0468 US +1 253 215 8782 US (Tacoma) +1 346 248 7799 US (Houston) +1
386 347 5053 US +1 507 473 4847 US +1 564 217 2000 US +1 646 931 3860 US +1 689 278 1000
US +1 929 205 6099 US (New York) +1 301 715 8592 US (Washington DC) +1 305 224 1968 US
+1 309 205 3325 US +1 312 626 6799 US (Chicago) +1 360 209 5623 US
Webinar ID: 827 0551 4909
Passcode: 738409
Public Comment Email: sfdec@sfgov.org

1. Call to order

2. Roll call

3. Discussion and possible action to approve the March 1, 2023 meeting minutes (Action item)
   [Commissioners provided with the following: draft minutes]

4. General public comment

5. Public Hearing on the First 5 California 2021-22 Annual Report (Action Item) [Commissioners
   provided with the following: coversheet]

6. Discussion and possible action to approve a professional service contract up to a ten year
   total of $495,196 for fiscal year 2023-24 through fiscal year 2032-33, to Macias, Gini &
   O’Connell LLP for audit services, pending funding availability and performance (Action item)
   [Commissioners provided with the following: coversheet, scope of work, and calculation of charges]

7. Discussion and possible action to approve an amendment to a professional service contract
   for a total amount not to exceed $3,340,000 from July 2021 through June 2028 with Cityspan
   Technologies, Inc. for licensing, maintenance, upgrades, and development of a new grants
   Contract Management System for the new Department of Early Childhood (DEC) (Action item)
   [Commissioners provided with the following: coversheet and summary of project costs]
8. Update on Family Resource Center Initiative RFP planning (Discussion only) [Commissioners provided with the following: coversheet and presentation material]

9. Committee updates

10. Commissioner updates

11. Executive Director updates

12. Adjourn

Know Your Rights

PUBLIC RECORDS REQUESTS

Every City Department must provide members of the public with timely and transparent access to public records and information under the San Francisco Sunshine Ordinance and the California Public Records Act.

For questions about DEC’s public information request policy or to make a public records request please email dec.publicrecords@sfgov.org.

SUNSHINE ORDINANCE

Government’s duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people’s business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people’s review. For information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, please contact: Sunshine Ordinance Task Force Administrator.

City Hall – Room 244 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4683
415-554-7724 (Office); 415-554-7854 (Fax)
E-mail: SOTF@sfgov.org

Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City’s website at www.sfgov.org. Copies of explanatory documents are available to the public online at http://www.sfbos.org/sunshine or, upon request to the Commission Secretary, at the above address or phone number.

LANGUAGE ACCESS

Per the Language Access Ordinance (Chapter 91 of the San Francisco Administrative Code), Chinese, Spanish, and/or Filipino (Tagalog) interpreters will be available upon requests. Meeting Minutes may be translated, if requested, after they have been adopted by the Commission. Assistance in additional languages may be honored whenever possible. To request assistance with these services please contact the Commission Secretary Maya Castleman at maya.castleman@sfgov.org or (628) 652-3040, at least 48 hours in advance of the hearing. Late requests will be honored if possible.

DISABILITY ACCESS

Children and Families Commission hearings and Early Childhood Community Oversight and Advisory Committee hearings are held at 1650 Mission Street, 3rd floor, San Francisco. The building and meeting room are wheelchair accessible. Remote public participation is available upon request for individuals who cannot attend in person due to disability. Making a request to participate remotely no later than one (1) hour prior to the start of the meeting helps ensure availability of the meeting link. Sign Language Interpretation is also available upon request. Captions can be enabled if participating remotely.
If requesting remote Sign Language Interpretation, please submit an accommodation request a minimum of four (4) business hours prior to the start of the meeting. Allowing a minimum of 48 business hours for all other accommodation requests (for example, for other auxiliary aids and services) helps ensure availability. To request accommodation, please contact Maya Castleman at maya.castleman@sfgov.org or (628) 652-3040.

**LOBBYIST ORDINANCE**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102, (415) 252-3100, FAX (415) 252-3112, website: sfgov.org/ethics.
MEETING MINUTES
SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION

DATE: Wednesday, March 1, 2023
TIME: 4:30 pm – 6:30 pm
PLACE: https://us06web.zoom.us/j/82705514909?pwd=ekZoRmJrdEZyUk9KRkZpRG9ONUkzZz09
Zoom Public Access Number: US: +1 669 900 6833 or +1 669 444 9171 or +1 719 359 4580 or +1
253 205 0468 or +1 253 215 8782 or +1 346 248 7799 or +1 386 347 5053 or +1 507 473 4847 or +1
564 217 2000 or +1 646 931 3860 or +1 689 278 1000 or +1 929 205 6099 or +1 301 715 8592 or +1
305 224 1968 or +1 309 205 3325 or +1 312 626 6799 or +1 360 209 5623
Webinar ID: 835 4308 8685
Public Comment Email: sfdec@sfgov.org

1. Call to order
   The commission meeting was called to order at 4:38 pm

2. Roll call
   Present: Zea Malawa, Lynn Merz, Michael Lambert, Linda Asato, Maria Su, Ingrid Mezquita
   Absent: Cesnae Crawford, Myrna Melgar, Joan Miller, Aline Armstrong

3. Discussion and possible action to approve February 1, 2023, meeting minutes (Action item)
   [Commissioners provided with the following: draft minutes]

   There was no further discussion.
   There was no public comment.

   The motion to approve the February 1, 2023, Commission meeting minutes (Action Item) was
   made by Commissioner Lambert and seconded by Commissioner Malawa. The motion was carried
   unanimously and was approved unanimously at 4:40 pm.

4. General public comment:
   There was no further discussion
   There was no public comment

5. Fiscal presentation of the Department of Early Childhood’s (DEC) Children and Families
   Commission (CFC) Division for FY2023-24 and FY2024-25 (Discussion only) [Commissioners
   provided with the following: coversheet and CFC Division budget]
• Now that CFC is under DEC, CFC retains the authority to approve Prop 10 funding.  
  • Commission must approve just the CFC revision.  
  • Under Prop 10, CFC holds $25.4M within the larger DEC budget of $426M.  
  • Current Revenue matches expenditures of $25.4M  
  • Administrative expenditures are equal to 4.8M  
  • General Program is equal to $2.2M (general family support)  
  • The ECE division also covers the largest funding portion of the Child Health Program.  
  • ECE Grants, including Impact and HUB, the Prop 10 grants, are the only remaining under the CFC division.  
  • Specific expenditures include family resource centers (FRC) and work orders to the Department of Public Health for parent training institutes, mental health consultation, and enhanced screenings.  
  • FRCs include $17.8 M under Prop 10 and an additional $6.5M in the ECE Division.

There was no further discussion.  
There was no public comment.  
(Discussion Item only)

6. Discussion and possible action to approve rows 1 to 19 (revenues, administrative expenditures, and general programmatic expenditures) of the FY2023-24 and FY2024-25 CFC Division budget (Action item) [Commissioners provided with the following: see agenda item 6]

   —Commissioners requested a more detailed programmatic expenditure view of the four main funding areas to be shared in the future.

   The motion to approve rows 1 to 19 (revenues, administrative expenditures, and general programmatic expenditures) of the FY2023-24 and FY2024-25 CFC Division budget was made by Commissioner Malawa and seconded by Commissioner Su. The motion was carried unanimously and was approved unanimously at 4:55 pm.

   There was no further discussion.  
   There was no public comment.

7. Discussion and possible action to approve row 20 (Family Resource Centers expenditures) of the FY2023-24 and FY2024-25 CFC Division budget (Action item) [Commissioners provided with the following: see agenda item 6]

   • Upcoming RFP planning process is underway.
In addition to Prop 10 spending, a small portion of Prop C was made available to support food pantries and basic needs through FRCs.

The motion to approve rows 20 (revenues, administrative expenditures, and general programmatic expenditures) of the FY2023-24 and FY2024-25 CFC Division budget was made by Commissioner Malawa and seconded by Commissioner Su. The motion was carried unanimously and was approved unanimously at 5:10 pm.

—Look for new/additional opportunities to meet the additional needs incurred by the FRCs.
—Immediate need for Fiscal Committee, DEC staff, and partner agencies to look at funding options to supplement the FRC budget for the upcoming fiscal year. To support many emerging needs within the field.
—Include HSA & DPH in the conversation.

There was no further discussion.

Public comment.

- Naemah Charles — Happy that you all are looking at ways to add additional support for the FRC; it’s very essential. One thing that I am interested in and others within the ECE community (are too) is that as the fiscal committee looks at FRC funding, we can also look at the contributions that HSA and DCYF are making to Family Resource Centers. It seems like the FRC funding from DCYF has decreased over the last few years, and I understand that FRCs are essential and serve up to transitional-age youth. In terms of the food program, I'm interested in how the work that the CACFP program for childcare can partner with and align with the FRC work for food as well.

- Rosaura Diaz— Thank you, commissioner Malawa for elevating the need to identify other funds to continue supplementing the family resource initiatives, specifically with the family needs that we continue to see in the field and the community. I appreciate you looking at that need.

- Patricia Sullivan—I'm the director of the Family Childcare Association of San Francisco. I just hope that by reviewing the budgets and allocations for the next year, we better understand how Prop C dollars are financing food programs in FRCs. I'm sure there should be more clearly done for FRC, but I'm not sure that's the right funding source.

- Gina Fromer—I want to remind everybody that there is a food security task force for San Francisco with great data. As one of the founding members, I would ask you to reach out as you're doing your research because they have lots of information in every community on what's going on with food security instead of being speculative about what they need. The other thing is that I want to remind everybody that San Francisco has two Resource and Referral Services that have been around for almost 50 years and require increased funding. We're doing a lot of comprehensive work, and R&R are FRCs that can join this work and use some extra funding, so I just want to remind you. We’re all hands-on deck here and want to ensure families in San Francisco have what they need.

No Further Public Comment
8. Discussion and possible action to approve rows 21 to 23 (DPH work order expenditures) of the FY2023-24 and FY2024-25 CFC Division budget (Action item) [Commissioners provided with the following: see agenda item 6]

*The Children and Families Commission did not have a quorum for Item 8.
*Item 8 is tabled for a future Commission meeting.

There was no further discussion.
There was no public comment.

9. Committee updates

—No Committee updates

There was no further discussion.
There was no public comment.

10. Commissioner updates

—Bill AB 679 (Wicks) raises the reimbursement for family childcare on the food program from 75% to 100%. Brings the state up to the federal program. Also, if you're eligible for food programs or Medi-Cal, you are categorically eligible for childcare.

—DEC staff provided Commissioner Lambert with an overview of the Sparkler app—ways for DEC and The Public Library to work together to get early intervention and screening done.

—DCYF has submitted its budget to the mayor. Have made the commitment to keep CBOs and work orders whole for this coming FY.

—Commissioners Linda Asato and Lynn Merz’s terms have ended with this commission meeting after 11 years on the Children and Families Commission (Formerly First 5 San Francisco).

11. Executive Director updates

—Executive Director Ingrid Mezquita presented Commissioners Linda Asato and Commissioner Lynn Merz with a Certificate of Honor from Mayor London Breed and the Board of Supervisors, recognizing their service in support of children and families of San Francisco for the past 11 years.

—DEC is undertaking a “Big Splash” brand launch campaign.
—DEC continues to hire and grow the department.

12. The commission meeting adjourned at 5:40pm.
AGENDA ITEM 5

Public Hearing on the First 5 California 2021-22 Annual Report

RECOMMENDATION

Staff recommends acceptance/approval of this item

BACKGROUND

The California Children and Families Act requires that each county commission hold a hearing on the California Children and Families Commission Annual Report. This agenda item is to fulfill that requirement.

County Commissions are not required to approve the report. The Commission solely needs to advise the California Commission that the hearing occurred and should submit a copy of the agenda and minutes for the meeting at which the hearing was held.

The State Commission’s Annual Report is a requirement of the California Children and Families Act of 1998 (Proposition 10), and is organized as follows:

- Brief history of First 5 California, its structure and audit findings, and partnerships
- Summary of how First 5 California supports Children, Parents, and early learning Teachers
- County Commission Highlights

The full annual report can be viewed online at:

ATTACHMENTS

Link to the 2021-22 First 5 CA annual report:
## AGENDA ITEM 6

Discussion and possible action to approve a professional service contract up to a ten year total of $495,196 for fiscal year 2023-24 through fiscal year 2032-33, to Macias, Gini & O'Connell LLP for audit services, pending funding availability and performance.

## RECOMMENDATION

Staff recommends approval of this item

## BACKGROUND

This item authorizes a professional service contract to Macias, Gini and O'Connell. The contract will support fiscal and expanded audit activities requirements the Commission is legislatively required to perform.

The full contract will fund audit services performed on fiscal years 2022-23 through 2031-32 pending funding and performance.

The amount to audit fiscal year 2022-23 should not exceed $39,370. Audit services for subsequent years shall not exceed an increase of 5% year-over-year. Total contract amount should not exceed a total of $495,196 for ten years.

## ATTACHMENTS

Scope of Work and Calculation of Charges
Audit Services
Scope of Services

1. Description of Services

Contractor will audit the financial statements of the San Francisco Children and Families First Commission, also known as First 5 San Francisco (First 5), a special revenue fund and a division of the Department of Early Childhood of the City and County of San Francisco, for the fiscal years ending on June 30 as stated in the term of the agreement. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management’s discussion and analysis (MD&A), to supplement First 5’s basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board (GASB) who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of the engagement, Contractor will apply certain limited procedures to First 5’s RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to the Contractor’s inquiries, the basic financial statements, and other knowledge the Contractor obtained during the audit of the basic financial statements. Contractor will not express an opinion or provide any assurance on the information because the limited procedures do not provide the Contractor with sufficient evidence to express an opinion or provide any assurance. The MD&A is required by generally accepted accounting principles (GAAP) and will be subjected to certain limited procedures but will not be audited.

Contractor will also report on supplementary information other than RSI that accompanies First 5’s financial statements. Contractor will subject the following supplementary information to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

1) Balance Sheet – By Program
2) Schedule of Inflows, Outflows, and Changes in Fund Balances – By Program
3) Schedule of Inflows, Outflows, and Changes in Fund Balances – Budget and Actual – By Program

Contractor will also perform an expanded audit, which is an audit of First 5’s compliance with certain laws and regulations under the California Children and Families Program, issued by the State Controller’s Office. The audit will include an evaluation of First 5’s compliance with the following requirements:

- Contracting and Procurement
- Administrative Costs
Contractor will adhere to the timeline below to the best of its ability. However, First 5 acknowledges that delays may happen from time to time.

- Begin audit fieldwork after the City and County closes its accounting books (usually around the third week of September).
- Complete the majority of the audit by October 15.
- Provide a draft of the audit report for presentation to the October Fiscal Committee (fourth Wednesdays of the month).
- Issue final report by the last Friday of October (before the October 31 or November 1 deadline set by the State Controller’s Office).

Audit Objectives

The objective of the audit is the expression of opinions as to whether First 5’s basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to above when considered in relation to the financial statements as a whole. The audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and will include tests of First 5’s accounting records and other procedures the Contractor considers necessary to enable the Contractor to express such opinions. The Contractor will issue a written report upon completion of our audit of First 5’s financial statements. The report will be addressed to members of the Children and Families Commission. The Contractor cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for the Contractor to modify its opinions or add emphasis-of-matter or other-matter paragraphs. If the Contractor’s opinions on the financial statements are other than unmodified, the Contractor will discuss the reasons with the management in advance. If, for any reason, the Contractor is unable to complete the audit or is unable to form or have not formed opinions, the Contractor may decline to express opinions or issue reports or may withdraw from this engagement.

The Contractor will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by Government Auditing Standards. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of First 5’s internal control on compliance, and (2) that the report is an integral part of an audit performed in
accordance with Government Auditing Standards in considering First 5’s internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during the audit the Contractor becomes aware that First 5 is subject to an audit requirement that is not encompassed in the terms of this engagement, the Contractor will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in Government Auditing Standards may not satisfy the relevant legal, regulatory, or contractual requirements.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. Management will be required to acknowledge in the written representation letter that management has reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, management agrees to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. Management is also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to the Contractor and for the accuracy and completeness of that information. Management is also responsible for providing the Contractor with (1) access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that the Contractor may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom the Contractor determines is necessary to obtain audit evidence.

Management’s responsibilities include adjusting the financial statements to correct material misstatements and for confirming to the Contractor in the written representation letter that the effects of any uncorrected misstatements aggregated by the Contractor during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing the Contractor about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Management’s responsibilities include informing the Contractor of their
knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, management is responsible for identifying and ensuring that First 5 complies with applicable laws, regulations, contracts, agreements, and grants for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse that the Contractor reports.

Management is responsible for the preparation of the supplementary information. Management agrees to include the Contractor’s report on the supplementary information in any document that contains and indicates that the Contractor has reported on the supplementary information. Management also agrees to include the audited financial statements with any presentation of the supplementary information that includes the Contractor’s report thereon. Management’s responsibilities include acknowledging to the Contractor in the written representation letter that (1) management is responsible for presentation of the supplementary information; (2) that management believes the supplementary information, including its form and content, is fairly presented; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) management has disclosed to the Contractor any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for the Contractor previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section. This responsibility includes relaying to the Contractor corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. Management is also responsible for providing management’s views on the Contractor’s current findings, conclusions, and recommendations, as well as the planned corrective actions, for the report, and for the timing and format for providing that information.

**Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, the audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. The Contractor will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to First 5 or to acts by management or employees acting on behalf of First 5. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because the Contractor will not perform a detailed examination of all transactions,
there is a risk that material misstatements may exist and not be detected by the Contractor, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and Government Auditing Standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, the Contractor will inform the appropriate level of management of any material errors or any fraudulent financial reporting or misappropriation of assets that come to the Contractor’s attention. The Contractor will also inform the appropriate level of management of any violations of laws or governmental regulations that come to the Contractor’s attention, unless clearly inconsequential. The Contractor’s responsibility as auditors is limited to the period covered by the audit and does not extend to later periods for which the Contractor is not engaged as auditors.

The Contractor’s procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. The Contractor will request written representations from First 5’s attorneys as part of the engagement, and they may bill First 5 for responding to this inquiry. At the conclusion of the audit, the Contractor will require certain written representations from management about management’s responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

**Audit Procedures—Internal Controls**

The audit will include obtaining an understanding of First 5 and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that the Contractor considers relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. The Contractor’s tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in the Contractor’s report on internal control issued pursuant to Government Auditing Standards.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, the Contractor will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and Government Auditing Standards.

**Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, the Contractor will perform tests of First 5’s compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the
objective of the audit will not be to provide an opinion on overall compliance and the Contractor will not express such an opinion in the report on compliance issued pursuant to Government Auditing Standards. The Contractor will issue a separate report on First 5’s compliance with the requirements specified in the State of California’s First 5 Audit Guide, issued by the State Controller’s Office, applicable to the Commission’s statutory requirements identified in the First 5 Audit Guide.

**Engagement Administration**

The Contractor understands that First 5 employees will prepare all cash or other confirmations the Contractor requests and will locate any documents selected by the Contractor for testing.

The Contractor will provide an electronic copy of the reports to First 5; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of the reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Macias Gini & O’Connell LLP (MGO) and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the cognizant or oversight agency for audits or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. The Contractor will notify First 5 of any such request. If requested, access to such audit documentation will be provided under the supervision of MGO personnel. Furthermore, upon request, the Contractor may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

It is the Contractor’s policy to keep records related to this engagement for seven years. Upon the expiration of the seven-year period, the Contractor will be free to destroy the records related to First 5’s engagement. However, the Contractor does not keep any original client records, so the Contractor will return those to management at the completion of the services rendered under this engagement. When records are returned to management, it is management’s responsibility to retain and protect First 5’s records for possible future use, including potential examination by any government or regulatory agencies.

The Contractor’s invoices for services will be rendered each month as work progresses and are payable on presentation. If the Contractor elects to terminate the services for nonpayment, the Contractor’s engagement will be deemed to have been completed upon written notification of termination, even if the Contractor has not completed its report. First 5 will be obligated to compensate the Contractor for all time expended and to reimburse the Contractor for all out-of-pocket costs through the date of termination. The estimated fee is based on anticipated cooperation from First 5 personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, the Contractor will discuss it with management and arrive at a new fee estimate before the Contractor incurs the additional costs.
Professional and certain regulatory standards require the Contractor to be independent in both fact and appearance, with respect to First 5 in the performance of the services. Any discussions that First 5 has with the Contractor’s personnel regarding employment could pose a threat to the Contractor’s independence. Therefore, First 5 agrees to inform the Contractor prior to any such discussions so that the Contractor can implement appropriate safeguards to maintain its independence.

*Government Auditing Standards* require that the Contractor provide First 5 with a copy of the Contractor’s most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. The Contractor’s 2021 peer review report is presented on the next page.

2. **Reports.** Contractor shall submit written reports as requested by First 5 San Francisco. Format for the content of such reports shall be determined by First 5 San Francisco. The timely submission of all reports is a necessary and material term and condition of this Agreement. The reports, including any copies, shall be submitted electronically to the maximum extent possible. However, in lieu of electronic submissions, reports can be printed on recycled paper and double-sided pages is an acceptable alternative.

3. **Department Liaison**

   In performing the Services provided for in this Agreement, Contractor’s liaison with First 5 San Francisco will be Tracy Fong or an employee of the San Francisco Department of Early Childhood’s Finance & Operations team.
## Calculation of Charges

Payments for deliverables/tasks will be paid on a “not-to-exceed” fixed price basis and will not exceed $39,370 for the audit of First 5’s financial statements for the year ended June 30, 2023.

Fees for services related to subsequent fiscal years will be adjusted annually by future annual cost increases to the Consumer Price Index but shall not exceed 5% from year to year. The base for computing the adjustment shall be the Consumer Price Index for All Urban Consumers (with a base year of 1982-1984=100) for the San Francisco-Oakland-San Jose area, published by the U.S. Department of Labor, Bureau of Labor Statistics.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Estimated Not to Exceed Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2022-2023</td>
<td>$39,370</td>
</tr>
<tr>
<td>2023-2024</td>
<td>$41,339</td>
</tr>
<tr>
<td>2024-2025</td>
<td>$43,406</td>
</tr>
<tr>
<td>2025-2026</td>
<td>$45,576</td>
</tr>
<tr>
<td>2026-2027</td>
<td>$47,855</td>
</tr>
<tr>
<td>2027-2028</td>
<td>$50,248</td>
</tr>
<tr>
<td>2028-2029</td>
<td>$52,760</td>
</tr>
<tr>
<td>2029-2030</td>
<td>$55,398</td>
</tr>
<tr>
<td>2030-2031</td>
<td>$58,168</td>
</tr>
<tr>
<td>2031-2032</td>
<td>$61,076</td>
</tr>
<tr>
<td><strong>Total Contract:</strong></td>
<td><strong>$495,196</strong></td>
</tr>
</tbody>
</table>
AGENDA ITEM 7

Discussion and possible action to approve an amendment to a professional service contract for a total amount not to exceed $3,340,000 from July 2021 through June 2028 with Cityspan Technologies, Inc. for licensing, maintenance, upgrades, and development of a new grants Contract Management System for the new Department of Early Childhood (DEC)

RECOMMENDATION

Staff recommends approval of this item

BACKGROUND

This item authorizes an augmentation to a professional service contract in an amount not to exceed $3,000,000 to CitySpan Technologies, Inc. This will make the new total for the contract not to exceed $3,340,000 for an extended term of July 2021 through June 2028.

CitySpan currently hosts the First 5 San Francisco online Contract Management System (CMS) as well as Human Services Agency’s CARBON used by the ECE division, but both systems do not have the same functionality.

First 5 San Francisco has utilized CMS, developed by CitySpan, since 2005. The First 5 San Francisco CMS was adopted and updated for use based on a version of the CitySpan product developed for DCYF. However, with the formation of the new Department of Early Childhood (DEC), using either antiquated system is no longer viable.

The additional funding of up to $3,000,000 will cover the cost of upgrading to a standardized system for DEC which will engage multiple user groups throughout the stages of the grant management cycle. This new single system will enable DEC to equitably target services and resources and support programs through continuous quality improvement efforts for maximum impact. This will also increase the efficiency and effectiveness of data management, reporting requirements, evaluation, administrative, and fiscal activities.

ATTACHMENTS

Estimated project tasks and costs
Background

First 5 San Francisco has utilized the web-based Contract Management System (CMS), developed by CitySpan Technologies, Inc., since 2005. The First 5 San Francisco CMS was adopted and updated for use based on a version of the CitySpan product developed for DCYF. CitySpan has further developed a customized module specifically designed for management of the Family Resource Center (FRC) Initiative grants. The CitySpan CMS serves multiple grant management functions and processes, including: 1) Grant Documentation 2) Invoicing 3) Grantee Reporting 4) Accountability and Evaluation.

The Office of Early Care & Education has been using the Human Services Agency’s CARBON database for their contract management needs. CARBON is also a contract management system created by Cityspan. It is very similar to First 5’s CMS but has different functionality.

The original contract approved by the Commission on 5/5/2021 for First 5’s Contract Management System (CMS) provided the following services at a set annual cost:

- Database hosting & development; help desk/support
- Software maintenance agreement
- Support of electronic transfers to grantees and consultants
- Implementation of and migration to enhanced user interface (for 2022-23 only)

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Annual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021-2022</td>
<td>$60,000</td>
</tr>
<tr>
<td>2022-2023</td>
<td>$100,000</td>
</tr>
<tr>
<td>2023-2024</td>
<td>$60,000</td>
</tr>
<tr>
<td>2024-2025</td>
<td>$60,000</td>
</tr>
<tr>
<td>2025-2026</td>
<td>$60,000</td>
</tr>
<tr>
<td>Original Total:</td>
<td>$340,000</td>
</tr>
</tbody>
</table>

Upgrade Project

With the merger and creation of the Department of Early Childhood (DEC), the First 5 CMS and HSA CARBON systems is not adequate to provide the level of contract management services that the new department will need.

An updated contract management system will offer DEC a standardized platform that will engage multiple user groups throughout the stages of the grant management cycle. Having a single system to support the grant-making activities of the new department will ensure that city resources are targeted equitably and intentionally which is supported by data-driven decision making, assures programs are operating according to funding expectations, and that maximum levels of impact are being achieved with city investments for children and families.

The upgrade project will consist of the following:
• Preliminary meetings to discuss a new Department of Early Childhood (DEC) system.
  o Product demonstrations
  o Initial meetings to discuss DEC needs
• Design phase
  o Meetings to discuss functionalities and specifications
  o Planning and development of a work plan
  o Planning and development of the components of a new system
• Build phase
  o Code development
  o System development
• Test phase
  o Component and system testing
  o Administration and user testing
• Training phase
  o DEC staff
  o Grantees
• Implementation

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Original Approved Amt.</th>
<th>Augmentation Amt</th>
<th>New Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021-2022</td>
<td>$60,000</td>
<td>$0</td>
<td>$60,000</td>
</tr>
<tr>
<td>2022-2023</td>
<td>$100,000</td>
<td>$0</td>
<td>$100,000</td>
</tr>
<tr>
<td>2023-2024</td>
<td>$60,000</td>
<td>$800,000</td>
<td>$860,000</td>
</tr>
<tr>
<td>2024-2025</td>
<td>$60,000</td>
<td>$700,000</td>
<td>$760,000</td>
</tr>
<tr>
<td>2025-2026</td>
<td>$60,000</td>
<td>$500,000</td>
<td>$560,000</td>
</tr>
<tr>
<td>2026-2027</td>
<td>$0</td>
<td>$500,000</td>
<td>$500,000</td>
</tr>
<tr>
<td>2027-2028</td>
<td>$0</td>
<td>$500,000</td>
<td>$500,000</td>
</tr>
<tr>
<td>Original Total:</td>
<td>$340,000</td>
<td>$3,000,000</td>
<td>$3,340,000</td>
</tr>
</tbody>
</table>
# AGENDA ITEM #8

Update on Family Resource Center Initiative RFP Planning

## RECOMMENDATION

This is a discussion item.

## BACKGROUND

At its November 2022 meeting, the Commission approved an extension of the current FRC grants through June 2024. The extension was made in consideration of limited staff capacity due to the merging of the department, staff leaves, and numerous funding projects being completed in FY 23. This extension allowed for proper RFP planning preparation, dissemination, and review. Accordingly, DEC staff has used the time since the November meeting to continue focused planning activities and now anticipates a summer 2023 RFP release date.

These updates include the FRC initiative frameworks in response to multi-stakeholder input received from families, early care and education, and family support providers during the DEC strategic planning and FRC initiative planning. The FRC initiative has also adjusted in response to changes in utilization patterns as more families enroll children in our city’s subsidized early learning/preschool programs offered by DEC.

The staff presentation will highlight:

- Updated logic model
- Updated framework to emphasize FRCs focused on developmental stages by child age.
- Considerations for priority populations identified in the strategic plan.

Staff will seek public input on the initiative in upcoming community meetings, which may further amend and refine the approaches in the RFP.

## ATTACHMENTS

FRC RFP Commission Update Presentation
FRC RFP Commission Update
June 7, 2023

San Francisco Department of Early Childhood
For today, we will review

- Timeline overview
- Current allocations and model
- Proposed new FRCI model
- Leader and community input
- Next steps
Timeline: What other RFPs, etc would you like to add?

Jan->Oct 22 Needs Assessment (w/ASR)

Aug 22-Present FRCI Design

Summer 2023 RFP release – Phase 1

Fall 2023/Spring 2024 Contracting

Fall 2023 RFP Review/Scoring

July 1, 2024 start new 5-7 yr funding cycle

RFP Release – Phase 2

Jun 30, 2029 end 5yr cycle
Current FRC Model and Allocations
Current Theory of Change

Kindergarten Readiness

Protective Factors

Participant Satisfaction

Families live in supportive and safe communities

Parents/caregivers support children’s growth and development

Children live in safe, permanent homes

Community Connections
- Parent Leadership
- Community Events
- Workshops

Parent/Caregiver Capacity Building
- Support Groups
- Parent/Child Interactive Groups
- Parent Education Classes

Formal Supports
- Case Management
- Differential Response
- Supervised Visitation

Thriving Connected Families

Participant Satisfaction

First 5 SAN FRANCISCO
FRC Initiative Funding Phase 1 and Phase 2

Phase 1:
- Updated/Renewals: FRC continuation of services to serve neighborhoods and populations currently funded
- Continued focus on pregnant, children ages birth-to-8, and some services for youth up to age 17.
- All updates/changes made in consideration of family and community input received by DEC during DEC and FRC strategic planning processes in 2022.
- RFP release expected Summer 2023

Phase 2:
- Proposed funding to support additional services to support new families in new locations with new service provider partners
- RFP release expected ~2024 pending funding availability
New Theory of Change and Logic Model

Our FRCI Vision: All San Francisco children will enjoy a solid foundation to support their future success.
Our Quality Values

- Racial Equity
- Universal Access
- Collaboration with the Community
- Continuous Learning & Improvement
- Transparency
Updated Theory of Change and Logic Model:

1. **Stress Mitigation**
   Parents have the information, resources, and connections to peers and professionals to successfully raise their children in San Francisco.

2. **Self-Efficacy**
   Parents understand developmental milestones, believe they can influence their child’s development, and use practices that promote milestone achievements.

3. **Responsive Relationships**
   Family members learn from one another and have nurturing, supportive relationships inside and outside family resource centers.

4. **School Readiness & Success**
   Children enter kindergarten with the cognitive, social/emotional, and physical skills that support school success.

**A Refreshed Set of Essential Services**

- **Formal Supports for Families and Those At & In-Risk for System Involvement**
- **Family Engagement and Cross Sector Partnerships**
- **Parent Leadership and Community Connections**
- **Parent-Caregiver Capacity Building and School Readiness and Success Activities**
Phase 1: FRC Initiative features two types of FRCs

1. Early Childhood Support and Intervention
   - Bay View (up to 3 total)
   - Chinatown (up to 3 total)
   - Mission (up to 2 total)
   - Excelsior
   - Portola
   - SOMA
   - Richmond
   - Sunset
   - Teen
   - Homeless (up to 2)
   - Kids exposed to violence (CHANGE to all ages but 0-5 targeted)

   a. Focus on parenting needs related to pregnancy-three years of age
   b. Strong cross-sector work with OB/GYN, Peds, ECE, thru CHW navigators, Doulas, Peer Mentors, etc.
   c. Strong connection with School Readiness and Success FRCs to ensure continuity across ages
   d. Basic needs and barrier removal focus on needs of families 0-3yrs
   e. Focus on neighborhoods and populations with Early Childhood (0-3) Considerations(high infant/maternal mortality; low breastfeeding rates, etc)
   f. Some limited services for parents of children 4+ for neighborhood residents
   g. Some child welfare services for those neighborhoods with need
Phase 1: FRC Initiative features two types of FRCs

2. School Readiness and Success
   - Bay View (up to 3 total)
   - Visitation Valley
   - Potrero
   - Western Addition
   - Mission (up to 2 total)
   - OMI
   - Chinatown (up to 2 total)
   - Tenderloin
   - Immigrant Population (up to 2; Samoan, Pacific Islander, Filipino, Vietnamese focus; Latino Focus)
   - Kids with disabilities
   - Homeless (up to 2)
   - LGBTQ (phase ½; NEED; services for parents of LGBTQ children)

a. Targeting populations and/or neighborhoods with disparate educational readiness or success considerations:
b. Strong cross-sector work with ECE and schools thru Educational Navigators, Peer mentors, etc
c. Basic needs and barrier removal focused on needs of families 3yrs+
d. Parenting supports focused on parental knowledge of child development and behavior, primarily for children ages 3 years and up
e. Most would do child welfare services due to the impacts of child welfare involvement on school readiness and success
Allocation Considerations

- Needs assessment findings:
  - Gaps in culturally responsive linkages to services – we believe this is being addressed in our new service structure
  - Preliminary finding indicates some neighborhoods/zip codes with priority populations currently have higher FRC investments per child than others.
  - Possible gap for parents of 13-17-year-olds needing dedicated services for parents of teens.
Phase 2: Family Support Expansion

The current network of FRCs is placed based on services associated with provider locations. This may limit reach and access for families. To increase accessibility to family support, DEC plans to pursue a second procurement for:

- **Cross-Sector Partnership Building Support**: Families find themselves in multiple systems of care - medical, preschool, R &R, etc. This effort would fund resources to make stronger connections between these providers and family resource centers.

- **Ramp Up / Mini FRCs** - This effort will seek to develop and seed family resource centers for additional families and communities. We realize there are barriers to winning a full FRC grant award. This effort will offer the opportunity of funding to smaller organizations or organizations developing their expertise, but with access to families/populations not reached by the main FRC grants.
Next steps

- Community Input Sessions
- Finalize RFP
- RFP Release
- Reviewers will be needed