



London Breed, Mayor

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

MEMORANDUM

TO: AGING & ADULT SERVICES COMMISSION

THROUGH: SHIREEN McSPADDEN, EXECUTIVE DIRECTOR

FROM: CINDY KAUFFMAN, DEPUTY DIRECTOR
JOHN TSUTAKAWA, DIRECTOR OF CONTRACTS (J4)

DATE: SEPTEMBER 4, 2019

SUBJECT: GRANT MODIFICATION: COMMUNITY LIVING CAMPAIGN (NON-PROFIT) FOR THE PROVISION OF COMMUNITY SERVICES PROGRAM PILOT

	<u>Current</u>	<u>Modification</u>	<u>Revised</u>	<u>Contingency</u>	<u>Total</u>
GRANT TERM(S):	1/1/18- 6/30/20	9/1/19- 6/30/20			
GRANT AMOUNTS:	\$705,780	\$406,945	\$1,112,725	\$111,273	\$1,223,998
<u>Funding Source:</u>	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
Modification Funding:	\$406,945			\$40,695	\$447,640
Percentage	100%				100%

The Department of Aging and Adult Service (DAAS) requests authorization to modify the existing grant agreement with Community Living Campaign for the provision of a community services program pilot for the period of September 1, 2019 to June 30, 2020 in the additional amount of \$406,945 plus a 10% contingency for a total amount not to exceed \$1,223,998. The purpose of this modification is to enable Community Living Campaign to expand its community service program pilot and begin new programming in new neighborhoods with a particular focus on engaging eligible individuals who are not currently accessing community services.

Background

Proposition I, passed by the City and County of San Francisco voters on November 8, 2016, established the Dignity Fund (Fund). The Fund exists to help older adults and adults with disabilities age with dignity in their communities, and secure and utilize services that contribute to their well-being.

The City Charter Amendment for the Fund created an initial baseline funding level and requires the City to increase funding each year through FY 26/27 to address unmet and emerging needs of older adults and adults with disabilities. It also outlines a four year planning cycle starting with a Community Needs Assessment (DFCNA) in FY17/18. The first DFCNA was completed in March 2018. In FY 17/18 and during the DFCNA process, additional dollars were allocated to the Fund as prescribed in the City Charter Amendment.

DAAS, with input from the Oversight and Advisory Committee (OAC) for the Fund, developed a FY 17/18 allocation plan for the additional funding based on known areas of need. The plan included the development and expansion of new community service program models like the community connector program offered by Community Living Campaign that aims to develop a sense of community with a network of supportive neighbors. The model promotes culturally responsive programming that is reflective of the older adults and adults with disabilities in the neighborhoods where the programming exists. There is a demand in several neighborhoods to start new community connector programming.

The DFCNA process also revealed that consumers and providers are concerned about the impact of ageism and ableism in the City. Consumers and providers expressed a desire for the City and DAAS to promote public awareness about ageism and ableism and its negative impacts in the community and requested DAAS to launch a public campaign to reframe aging and disability in an effort to reduce the negative connotations that are associated with aging and disability.

The added funding to this grant will enable Community Living Campaign to establish community connector programming in new neighborhoods and expand its capacity in other neighborhoods. The funding added through this modification will also allow Community Living Campaign to continue its role as a facilitator and DAAS partner in the launch of a public campaign in San Francisco to reframe the public's view of aging and disability in fiscal year 2019-2020.

Modification

Community Living Campaign will expand its community services program pilot to three new districts (Districts 4, 5, and 11) and neighborhoods, the Outer Sunset, Parkside, and Excelsior/Crocker-Amazon. Community Living Campaign will increase capacity at the connector site located in the Sunnyside neighborhood and at the connector site located in the Midtown Terrace neighborhood. Both of these sites are located in District 7. The funding for the expansion of community connector programming in fiscal year 2019-2020 is provided through the city and district specific budget addback process.

Community Living Campaign will also continue to engage with consults to further advance and launch the public campaign created in fiscal year 2018-2019 to reframe aging and disability through the collaborative efforts of community stakeholders, also known as the Reframing Aging workgroup and DAAS. The funding for consulting services to support the public campaign is provided through the Dignity Fund.

For more specific information regarding the service objectives, including the type and number of service units, outcome objectives, and budget, please refer to attached Appendices A-4, B-4 and F-4.

Services to be Provided

Community Living Campaign provides new community service activity programming for older adults and adults with disabilities living in the City and County of San Francisco through a community connector model in multiple neighborhoods. Community Living Campaign conducts outreach focused on engaging eligible consumers who are not currently accessing community services.

In addition, Community Living Campaign in fiscal year 2019-2020 will secure the consulting services of an agency and/or individual (s) to continue the management and launch of a collaborative public campaign focused on reframing the public view of aging and disability and educating the public, eligible consumers and community organizations about the services and supports offered and available for older adults and adults with disabilities through DAAS and its community partners.

Performance

Program Monitoring: The grantee was last monitored in April 2019 and is in compliance with performance and requirements for all other DAAS grant agreements.

Fiscal Monitoring: A Citywide Fiscal and Compliance Monitoring self-assessment was conducted in January 2019. The grantee is in compliance with standard monitoring requirements.

Grantee Selections

Grantee was selected through RFP #767 issued in August 2017.

Funding

This grant is funded through the Dignity Fund.

Attachments:

Appendix A-4 – Services to be Provided

Appendix B-4 – Budget

Appendix F-4 – Site Chart

APPENDIX A-4

SERVICES TO BE PROVIDED BY GRANTEE

COMMUNITY LIVING CAMPAIGN

DIGNITY FUND

COMMUNITY SERVICE PROGRAM PILOT

January 1, 2018 – June 30, 2020

I. Purpose of Grant

This grant agreement is for the provision of New Community Service Activity Programming (NCSAP) for older adults and adults with disabilities living in the City and County of San Francisco with a particular focus on engaging eligible individuals who are not accessing community service programming offered by the Grantee. The programming and services offered through this grant agreement are intended to support older adults and adults with disabilities to live as independently as possible in the community and within supportive environments.

In addition, the Grantee will secure the consulting services of an agency and/or individual to manage the development and launch of a collaborative public campaign as described in Section IV, Description of Services.

II. Definitions

Activity Scheduling	A type of service within community service programming. Service units are captured by the number of scheduled activity hours sponsored by a grantee. Activities may include educational presentations, workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes that help consumers maintain/enhance their level of functioning.
Adult with a Disability	A person 18 - 59 years of age living with a disability
CA.GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
CARBON	Contracts Administration, Reporting and Billing On Line System
City	City and County of San Francisco, a municipal corporation.
Communities of Color	Persons who identify with a race or ethnicity other than non-Hispanic white
Controller	Controller of the City and County of San Francisco or designated agent.
DAAS	Department of Aging and Adult Services
Dignity Fund/Fund	The City and County of San Francisco, City Charter, Sections 16.128-1 through 16.128-12. DAAS will expend monies in the Fund solely to help seniors and adults with disabilities secure

	and utilize the services and support necessary to age with dignity in their own homes and communities.
Dignity Fund Community Needs Assessment (DFCNA)	A community needs assessment report required every four years by the City Charter Amendment for the Fund. The findings from each DFCNA inform an allocation plan for the expenditure of the Fund. The first DFCNA was completed in FY17/18.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.
Enhanced Outreach	A type of service within community service programming. Service units are captured by providing formal outreach efforts and enhanced services to support the outreach efforts. Examples of this may include working with a community collaborative group, designing and implementing an outreach plan for an underserved area, problem-solving certain barriers to service, i.e., safety issues, transportation needs, etc.
Fund	Dignity Fund
Grantee	Community Living Campaign
Low Income	Having income at or below 300% of the federal poverty line defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. This is only to be used by consumers to self-identify their income status. It is not to be used as a means test to qualify for program enrollment.
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. Source: California Code of Regulation Sec. 7130.
New Activity Scheduling Hours	Hours of activity scheduled for New Community Service Activity Programming/Program
New Community Service Activity Programming/Program (NCSAP)	Community service activity programming/program never before offered by the Grantee as part of its regular and ongoing programming and activity scheduling and/or funded by DAAS.
OCM	Office of Contract Management, Human Services Agency
Older Adult	Person who is 60 years of age or older; used interchangeably with the term “Senior”
Senior	Person who is 60 years of age or older; used interchangeably with the “Older Adult”
SF-HSA	Human Services Agency of the City and County of San Francisco

Social Services /Other	A type of service within community service programming. Service units are captured by providing one-to-one assistance for individuals to enable them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.
SOGI	Sexual Orientation and Gender Identity; Ordinance No. 159-16 amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (Chapter 104, Sections 104.1 through 104.9.)
Translation Service	A type of service within community service programming. Service units are captured by the number of hours of translation assistance provided to consumers that cannot speak/read English. In addition, translation may also include the use of American Sign Language, Braille, or Teleprompting. Translation services may include translation of forms, letters, applications, phone calls, etc. for an individual. It can also include written translation of monthly activity calendars, flyers, and verbal translation for group announcements, presentations, etc.
Unduplicated Consumer (UDC)	A consumer enrolled and participating in the NCSAP offered by the Grantee and reflected in CA.GetCare.
Unit of Service	One hour of service

III. Target Population

This grant will serve older adults and adults with disabilities living in the City and County of San Francisco with a particular focus on reaching and engaging eligible individuals who are not currently accessing community services programming offered by the Grantee. Additional target priorities may include members of a population with one or more of the following equity factors identified in the DFCNA.

- Social Isolation
- Low Income
- Limited or No English Speaking Proficiency
- Minorities (also referred to as communities of color in DFCNA)
- Sexual Orientation and Gender Identify

IV. Description of Services

1. The services funded through this grant agreement shall be aimed at appealing to eligible consumers who are not currently accessing community services offered by the Grantee and/or funded by DAAS. The services provided may be offered at the Grantee's program site and/or a community site.
2. Services will include New Community Service Activity Programming (NCSAP) and enhanced outreach. NCSAP will include weekly scheduled wellness, educational, and/or exercise classes/workshops for older adults and adults with disabilities at the location identified in Appendix F, the site chart. NCSAP will focus on the needs and/or expressed desire(s) of the target population as it relates to their physical, social, psychological,

economic, educational, recreational, and/or creative well-being. All NCSAP will aim to maintain or improve the welfare of the target population, and is subject to DAAS approval. The Grantee will provide DAAS with an outline and/or activity calendar detailing the days, times, and description of the NCSAP provided through this grant agreement. Significant changes in the type of class/workshop offered and/or frequency will be communicated to DAAS in writing and are also subject to DAAS approval.

3. Grantee will conduct enhanced outreach with the intent of reaching the target population of older adults and adults with disabilities. Enhanced outreach will be accomplished by the Grantee in multiple ways, including but not limited to, providing information and promoting the NCSAP offered by the Grantee at neighborhood associations, in newsletters/publications, social media when appropriate, and on the Grantee website(s) if available.
4. Services may also include social and translation services. These services are supplemental and needed to support NCSAP, or are desired by the target population to more fully meet their needs.
5. Grantee will have at least one (1.0) full time equivalent (FTE) of which at least 0.75 will be a single employee whose work time and job description is dedicated to coordinating and delivering NCSAP and the associated service units, ensuring outcome objectives are obtained, and that reporting requirements are met.
6. Grantee shall ensure adequate and culturally competent staffing (paid and/or volunteer) to administer the program, deliver quality services to meet the needs of the consumer, and adhere to all the program standards.
7. Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules.
8. Grantee will have policy and procedures that are compliant with local/city, state, and federal regulatory agencies, including the DAAS-OOA policy memoranda manual.
9. Grantee will ensure that units of service provided through this grant agreement are tracked and distinguishable within each type of community service programming. The Grantee will ensure that units of service provided through this grant are not “co-mingled” with other DAAS funded programs.
10. In fiscal year 2018-2019, the Grantee will secure the consulting services of an agency and/or individual, with expertise in creating and launching public campaigns, in order to develop a collaborative campaign with two components. The first component will be focused on reframing the public view of aging and disability through a value-based approach. This approach will be the foundation for the second component which will be aimed at educating the general public, eligible consumers, and providers about the array of services and supports available to older adults and adults with disabilities in the City and/or offered through DAAS. The consulting services will include but are not limited to:
 - a. Convening and facilitating monthly meetings to develop campaign goals, reframing and outreach strategies, campaign collateral, and evaluation methods

for both components. Meeting participants will be identified by the Grantee and DAAS to ensure a diverse cross section of stakeholders.

- b. Ensuring that stakeholders are equipped with the knowledge and the support needed to develop a plan of action to launch the campaign described above.

The consulting agreement secured by the Grantee for fiscal year 2018-2019 shall be reviewed and approved by DAAS prior to final execution of the subcontracting agreement. Any modifications to the subcontracting shall be reviewed and approved by DAAS.

11. In Fiscal Year 2019-2020, the Grantee will secure the consulting services of an agency and/or individual to launch the public campaign created in fiscal year 2018-2019 through the collaborative efforts of the Grantee, DAAS, and community stakeholders, also known as the Reframing Aging workgroup. The consulting services will include but are not limited to:

- a. Campaign refinements and advertising collateral to promote and support the campaign and its messaging. Advertising collateral will include but is not limited to unique out-of-the-home advertising, digital advertising on websites, social post, and audio advertising on public radio. Out-of-the home advertising may include but is not limited to billboard advertising, street furniture advertising such as bus shelters, kiosks, and lamp posts, transit advertising and wraps on taxis and muni. All advertising collateral shall utilize five key campaign images designed by the consultant.
- b. The development of a media strategy; engagement with a public relations agency to build an outreach plan that aligns with the defined media strategy; development of articles about the campaign for publication on LinkedIn or another approved venue.
- c. Media testing, a media buying schedule. The media buying will be conducted by the consultant after receiving approval from Grantee and DAAS.
- d. Development of a web landing page for the campaign. Development includes design, copy, coding, testing, hosting, and the URL.
- e. Development of a campaign toolkit for DAAS partners.

The consulting agreement secured by the Grantee for fiscal year 2019-2020 shall be reviewed and approved by DAAS prior to final execution of the subcontracting agreement. Any modifications to the subcontracting shall be reviewed and approved by DAAS.

V. Location and Time of Services

Location and hours of programming are provided in Appendix F, the site chart.

VI. Service Objectives

1. On an annual basis, the Grantee will enroll at least the number of unduplicated consumers in its NCSAP and provide the units of service detailed in Table A below:

Table A Service Objective Summary Table	FY 17/18*	FY 18/19	FY 19/20	Modification	Revised FY 19/20	Total 2.5 Years
Number of Unduplicated Consumers	60	263	350	55	405	728
Number of New Community Service Program Sites	3	6	5	3	8	NA
Number of New Activity Scheduling Hours	225	703	873	112	985	1913
Number of Enhanced Outreach Hours	25	55	75	10	85	165
*Year One, FY 2017-2018, is 6 months only						

Community Service Program Pilot: One (1) Unit = One (1) hour of service provision

2. For Fiscal Year 2018-2019, the public campaign will meet the following service objectives:
 - a. One to two page summary document identifying campaign goals, overall message, framing strategy, and key talking points.
 - b. Development of a campaign logo, slogan and hashtag(s).
 - c. Outreach strategy, identifying proposed communication vehicles (banners, op-eds, posts, partner solicitations, etc.) and channels (e.g., bus signs, fliers, social media) along with a proposed implementation schedule and budget.

3. For Fiscal Year 2019-2020, the public campaign will meet the following service objectives:
 - a. Fifteen to twenty unique out-of-the-home campaign assets using five defined key campaign images.
 - b. Fifteen to twenty unique social posts using five defined key campaign images.
 - c. A report summarizing the media strategy, including outreach during the campaign.
 - d. Four tested campaign headlines, one specifically tested using a focus group consisting of Asian and Hispanic/Latinx populations.
 - e. A web landing page for the campaign that meets accessibility requirements and is available in English, Spanish, and Chinese.
 - f. A campaign toolkit for DAAS partners to promote the campaign message.
 - g. An evaluation strategy defining campaign success and identifying metrics to assess.
 - h. A handbook of templates/guidelines to support organizations' efforts to incorporate, into their communications, the value-based/ reframed messaging developed in the collaborative.

VII. Outcome Objectives

On an annual basis, the Grantee will meet the following outcome objectives:

1. In year one of New Community Service Activity Programming (NCSAP) at each program site, at least 65% of unduplicated consumers enrolled in the program will be older adults and/or adults with disabilities that have never before accessed community services offered by the Grantee.

2. In year two and each subsequent year of this grant agreement, at least 40% of the unduplicated consumers enrolled in the NCSAP at each program site will be older adults and/or adults with disabilities that have never before accessed community services offered by the Grantee.
3. In year two and each subsequent year of this grant agreement, at least 40% of the unduplicated consumers enrolled from the previous year in the NCSAP will reenroll in the program at each program site.
4. At least 50% of the surveyed consumers will report learning of new services available to older adults and adults with disabilities.*
5. At least 50% of the surveyed consumers will attribute an increase in community and neighborhood engagement as a result of the services accessed through this grant.*
6. At least 50% of the surveyed consumers will attribute an increase in their physical activity and/or quality of life to the services accessed and funded through this grant.*

**Based on a survey created by the grantee with input from DAAS and a sample size of at least 60% of the enrolled unduplicated consumer.*

VIII. Reporting Requirements

1. Grantee will provide a monthly report of activities as described in Section IV and VI. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
2. Grantee will enroll consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers using the DAAS provided or DAAS approved intake form into the CA.GetCare database in accordance to DAAS policy.
3. Grantee will enter into the Ca.GetCare Service Unit section all the units of service by the 5th working day of the month for the preceding month.
4. Grantee will enter monthly reports into the CARBON database system that includes the following information:
 - Number of unduplicated consumers served during the month.
 - Number of community service hours within each of the categories stated in Section VI.-Service Objectives of this Appendix A-4.
5. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VI & VII - Service Objectives and Outcome Objectives, respectively. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
6. Grantee shall issue a fiscal closeout report at the end of the fiscal year. The report is due to SF-HSA no later than July 31 each grant year. This report must be submitted in the CARBON system. Additional reports may be requested and required at other points during the fiscal year.

7. Grantee will provide an annual consumer satisfaction survey report to DAAS by March 15 each grant year or a mutually agreed upon date between DAAS and the Grantee.
8. Grantee shall develop and deliver an annual summary report of SOGI data collected in each grant year as requested by SF-HSA and/or DAAS. The due date for submitting the annual summary report is no later than July 10 each grant year.
9. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA and/or DAAS.

For assistance with reporting requirements or submission of reports, contact:

Rocio.Duenas@sfgov.org
Contract Manager, Office of Contract Management

Or

tiffany.kearney@sfgov.org
Dignity Fund Program Analyst
Department of Aging and Adult Services

IX. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; services are provided appropriately according to Sections IV, V, VI, and VII; consumer eligibility and any targeted mandates, back up documentation for the units of service and all reporting including the log of service units which is based on the service provision hours; sign-in sheets of consumers who participated in services, and progress of service and outcome objectives; how consumer records are collected and maintained; reporting performance including monthly service unit reports on CA.GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, a current board of director roster, evidence of provision of training to staff regarding the Elder Abuse Reporting, evidence that program staff have completed Security Awareness Training; program operation, which includes a review of a written policies and procedures manual of all DAAS funded programs, written project income policies if applicable; grievance procedure posted for consumer review at the site/center/office and given to the consumers who are homebound; hours of operation are current.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	D	J	N	O	P	Q
1	Appendix B-4, Page 1						
2	Document Date: 8/16/19						
3	HUMAN SERVICES AGENCY BUDGET SUMMARY						
4							
5	Community Living Campaign						Term
6							1/1/2018 - 6/30/2020
7	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>						
8	If modification, Effective Date of Mod. 7/26/19		No. of Mod. 5				
9	Program: Community Service Program Pilot						
10	Budget Reference Page No.(s)						
11	Program Term		1/1/18-6/30/18	7/1/18-6/30/19	7/1/19-6/30/20	7/1/19-6/30/20	7/1/19-6/30/20
12	Expenditures						
13	Salaries & Benefits	\$48,936	\$112,214	\$100,686	\$55,861	\$156,547	\$317,697
14	Operating Expense	\$19,688	\$211,830	\$71,489	\$75,860	\$147,349	\$378,867
15	Subtotal	\$68,624	\$324,044	\$172,175	\$131,721	\$303,896	\$696,564
16	Indirect Percentage (%)	15%	15%	15%	15%	15%	15%
17	Indirect Cost (Line 16 X Line 15)	\$10,294	\$45,736	\$25,825	\$19,279	\$45,104	\$101,134
18	Capital Expenditure	\$9,082	\$5,000				\$14,082
19	Subcontractor Expenditure			\$45,000	\$255,945	\$300,945	\$300,945
20	Total Expenditures	\$88,000	\$374,780	\$243,000	\$406,945	\$649,945	\$1,112,725
21	HSA Revenues						
22	General Fund	\$88,000	\$374,780	\$243,000	\$406,945	\$649,945	\$1,112,725
23							
24							
25							
26							
27							
28							
29							
30	TOTAL HSA REVENUES	\$88,000	\$374,780	\$243,000	\$406,945	\$649,945	\$1,112,725
31	Other Revenues						
32	Grants		\$5,500	\$27,570	\$7,535	\$35,105	\$40,605
33	Neighborhood Donations	\$418	\$2,488	\$8,501	\$2,000	\$10,501	\$13,407
34	Metta Fund (Reframing Aging)				\$25,000	\$25,000	\$25,000
35							
36							
37	Total Revenues	\$88,418	\$382,768	\$279,071	\$441,480	\$720,551	\$1,191,737
38	Full Time Equivalent (FTE)	1.25	1.30			1.37	
40	Prepared by: Kate Kuckro						7/26/2019
41	HSA-CO Review Signature:	_____					
42	HSA #1						11/15/2007

Program Name: Community Service Program Pilot

Salaries & Benefits Detail

11	12	13	Agency Totals		For HSA Program		6 months				TOTAL		
			Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	1/1/18-6/30/18		MODIFICATION		REVISD	
								1/1/18-6/30/18	7/1/18-6/30/19	7/1/19-6/30/20		7/1/19-6/30/20	7/1/19-6/30/20
13	Neighborhood Network Dev. Mgr. (Yr 1)	\$64,500	100%	63%	63%	\$20,188						\$20,188	
14	Director of Community Networks (formerly)	\$73,333	100%	67%	67%		\$39,375	\$48,375	\$813	\$49,188		\$88,563	
15	Community Connectors #1 (\$23.50/hour)	\$48,880	100%	78%	78%				\$38,051	\$38,051		\$38,051	
16	Community Connectors #1 (\$23.50/hour)	\$48,880	100%	32%	32%				\$15,680	\$15,680		\$15,680	
18	Community Connector (Miraloma) (Yr 2)	\$48,880	28%	100%	28%		\$13,611					\$13,611	
19	Community Connector (Miraloma) (Yr 3)	\$48,880	35%	100%	35%			\$17,014	(\$17,014)				
21	Community Connector (MET & Sunset) (Yr	\$48,880	15%	100%	15%		\$7,520	\$10,220	(\$10,220)			\$7,520	
22	Executive Director (Yr 1)	\$79,000	100%	15%	15%	\$5,830						\$5,830	
23	Executive Director (Yr 2-3)	\$89,625	100%	3%	3%		\$5,000	\$2,000	\$739	\$2,739		\$7,739	
24	Depuly Director (Yr 1)	\$75,000	100%	12%	12%	\$4,368						\$4,368	
25	Depuly Director (Yr 2-3)	\$85,325	100%	8%	8%		\$7,100	\$2,100	\$5,000	\$7,100		\$14,200	
26	Program Support (Yr. 1)	\$66,660	100%	36%	36%	\$12,132						\$12,132	
27	Program Support (Yr. 2)	\$66,660	60%	8%	5%		\$5,300					\$5,300	
28	Director of Community Learning	\$72,333	100%	10%	10%				\$7,000	\$7,000		\$7,000	
29	Program Reporting/Accounting Support	\$65,520	50%	2%	4%		\$9,395		\$1,000	\$1,000		\$10,395	
30	Operations Manager	\$58,240	100%	9%	9%		\$5,000	\$840	\$3,640	\$4,480		\$9,480	
31													
32													
33													
34	TOTALS	\$1,138,356	12.88	8.4	4.2	\$42,517	\$92,301	\$80,549	\$44,689	\$125,238		\$260,056	
35													
36	FRINGE BENEFIT RATE		25%										
37	EMPLOYEE FRINGE BENEFITS	\$284,589				\$6,419	\$19,913	\$20,137	\$11,172	\$31,309		\$57,641	
38													
39													
40	TOTAL SALARIES & BENEFITS	\$1,422,945				\$48,936	\$112,214	\$100,686	\$55,861	\$156,547		\$317,697	
41	HSA #2											11/15/2007	
42													
43	* Note that the Adjusted FTE totals for each year as as follows (also listed on the Budget Summary page): FY18 (6 mos) 1.25, FY19 1.24, FY20 1.36												
44	Employee Fringe in FY 17/18 reflective of CLC's actual billing this fiscal year thus far and anticipated billing for the rest of the fiscal year.												

Program Name: Community Service Program Pilot
 (Same as Line 9 on HSA #1)

Operating Expense Detail

	A	B	C	D	G	H	N	O	S	T	U	V	W	X	Y
12	Expenditure Category		TERM	1/1/18-6/30/18	7/1/18-6/30/19	7/1/19-6/30/20	7/1/19-6/30/20	MODIFICATION	7/1/19-6/30/20	REVISED	7/1/19-6/30/20	TOTAL	1/1/18-6/30/20		
13	Rental of Property			\$1,000	\$17,402	\$11,551	\$41,292		\$52,843		\$71,245				
14	Utilities (Phone & Internet)			\$360	\$450	\$720			\$720		\$1,530				
15	Office Supplies, Postage														
16	Building Maintenance Supplies and Repair														
17	Printing and Reproduction			\$2,000	\$1,900	\$1,500	\$500		\$2,000		\$5,900				
18	Insurance														
19	Staff Training														
20	Staff Travel (Parking & Mileage)			\$400	\$700	\$200	\$600		\$800		\$1,900				
21	Rental of Equipment														
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE														
23	Community Connectors (Independent Contractors)				\$23,742	\$4,367	\$558		\$4,925		\$28,667				
24	Always Active/Exercise Trainers				\$24,248	\$26,355	\$16,770		\$43,125		\$67,373				
25	Always Active Management & Reporting				\$24,000	\$20,156	\$3,844		\$24,000		\$48,000				
26	Graphic Design/Communications			\$3,900	\$200						\$4,100				
27	Translation					\$1,240	\$28		\$1,268		\$1,268				
28	Program Reporting Support			\$2,100	\$3,890						\$5,990				
29	OTO - Reframing Aging/Reducing Abelism Consultant				\$73,990						\$73,990				
30	OTO-Marketing Collateral-Creative Agency & Media Buy(Most Likely To)				\$26,800						\$26,800				
31	OTO - Reframing Aging/Reducing Abelism Administration & Coordination				\$5,000						\$5,000				
32	OTHER														
33	Presenter Fees			\$2,228	\$2,100	\$700	\$4,000		\$4,700		\$9,028				
34	Activity Expenses			\$4,100	\$3,044	\$2,200	\$2,813		\$5,013		\$12,157				
35	Program Supplies			\$3,100	\$3,864	\$2,000	\$5,455		\$7,455		\$14,419				
36	Advertising/Outreach			\$500	\$500	\$500			\$500		\$1,500				
37															
38															
39															
40															
41															
42	TOTAL OPERATING EXPENSE			\$19,688	\$211,830	\$71,489	\$75,860		\$147,349		\$378,867				
43															
44	HSA #3														11/15/2007
45	*Note: The increase in Rent for FY19-20 is due to increasing Miraloma to 3 days/week plus full years at Midtown and Sunnyside, higher rent at Midtown and														
46	Sunnyside, and for sites not previously in the FY20 budget (Inner Sunset, Crocker-Amazon, and Senior Power).														

	A	B	E	H	I	J	K	L	
1									
2									
3									
4		Program Name: Community Service Program Pilot							
5		(Same as Line 9 on HSA #1)							
6									
7		Program Expenditure Detail							
8									
9									
10		EQUIPMENT	TERM	1/1/18-6/30/18	7/1/18-6/30/19	7/1/19-6/30/20	MODIFICATION 7/1/19-6/30/20	REVISED 7/1/19-6/30/20	TOTAL 1/1/18-6/30/20
11	No.	ITEM/DESCRIPTION							
12		Computers/Tablets/Tech		\$9,082	\$3,000				\$12,082
13		Exercise Equip. & Storage			\$2,000				\$2,000
14									
15									
16									
17									
18									
19									
20		TOTAL EQUIPMENT COST		\$9,082	\$5,000				\$14,082
21									
22									
23		SUBCONTRACTORS	TERM	1/1/18-6/30/18	7/1/18-6/30/19	7/1/19-6/30/20	MODIFICATION 7/1/19-6/30/20	REVISED 7/1/19-6/30/20	1/1/18-6/30/20
24		Reframing Aging/Reducing Abelism Consultant					\$55,200	\$55,200	\$55,200
25		Marketing Collateral-Creative Agency & Media Buy (Most Likely To)				\$45,000	\$187,745	\$232,745	\$232,745
26		Project Management					\$13,000	\$13,000	\$13,000
27									
28									
29		TOTAL SUBCONTRACTOR COST				\$45,000	\$255,945	\$300,945	\$300,945
30									
31		TOTAL CAPITAL/SUBCONTRACTOR EXPENDITURE		\$9,082	\$5,000	\$45,000	\$255,945	\$300,945	\$315,027
32									
33		HSA #4							11/15/2007

Date: 8/19/19		SITE CHART - Appendix F-4		FY: 1/1/18-6/30/2018		
AGENCY: Community Living Campaign						
CONTRACT MAILING ADDRESS: 1663 Mission Street, Suite 525, San Francisco, CA 94103			Agency's web site: www.sfcommunityliving.org			
DIRECTOR: Marie Jobling						
PHONE NO.: 415-821-1003, x101						
Program:	UDC/Site = 20		UDC/Site = 20		UDC/Site = 20	
Community Service Program Pilot	Cayuga Community Connectors (at Addis Kidan/Bethel Lutheran Church)		Merced Extension Triangle Community Connectors (at Golden Gate Church)		Miraloma Park Community Connectors (at Cornerstone Trinity Church)	
Total Annual # of UDC = 60	20		20		20	
SITES: Name of Site	2525 Alemany Blvd., 94112		201 Head Street, 94132		480 Teresita, 94127	
Address and Zip	415-821-1003, x106		415-265-8885		714 423-8844	
Phone Number	n/a		n/a		n/a	
Fax Number	Cavusa		Merced Extension Triangle		Miraloma Park	
Neighborhood	11		7		7	
Supervisory District No.	Patti Spaniak Davidson		Kim Mayor		Darlene Ramlose	
Person in Charge:	Patti Spaniak Davidson		Kim Mayor		Darlene Ramlose	
Site Manager/Coordinator	Always Active, other exercise, social and educational programs		Always Active, other exercise, social and educational programs		Always Active, other exercise, social and educational programs	
Additional Programs Offered at Site	X Mon	Tues	X Wed	Mon	X Tues	Wed
Days Open	Thurs	X Fri	Sat	X Thurs	Fri	Sat
Hours Open	Sun	Varies		Sun	Mornings, hours vary	
Hours of New Community Service Activity Programming (NCSAP)	95		65		65	
*Note: some new programming will be at other neighborhood locations	74		52		50	
Total number of Service Days	No		No		No	
DAAS Funded Meal Service (Yes/No)	4		0		0	
Number of Service Days Closed	New Years, MLK Day, Presidents' Day, Memorial Day		n/a		n/a	
Days Closed (list holidays closed)	X Yes		No		X Yes	
ADA Accessible	No		No		No	

Date: 8/19/19

SITE CHART - Appendix F-4

FY: 7/1/18-6/30/2019

AGENCY: Community Living Campaign

CONTRACT MAILING ADDRESS: 1663 Mission Street, Suite 525, San Francisco, CA 94103

Agency's web site: www.sfcommunity/living.org

DIRECTOR: Marie Jobling

PHONE NO.: 415-821-1003, x101

Program:	UDC/Site = 55	UDC/Site = 60	UDC/Site = 70	UDC/Site = 18	UDC/Site = 25	UDC/Site = 35
Community Service Program Pilot						
Total Annual # of UDC = 263						
SITES: Name of Site	Cayuga Community Connectors (at Addis Kidan/Bethel Lutheran Church)	Merced Extension Triangle Community Connectors (at Golden Gate Church)	Miraloma Park Community Connectors (at Cornerstone Trinity Church)	Sunnyside Community Connectors (at St. Finn Barr)	Midtown Terrace Community Connectors (at Forest Hill)	Inner Sunset Community Connectors (at St. Anne of the Sunset Church)
Address and Zip	2525 Alemany Blvd., 94112 415-821-1003, x106	201 Head Street, 94132 415-821-1003, x106	480 Teresita, 94127 714 423-8844	419 Hearst Ave, 94112 415-821-1003, x106	250 Laguna Honda Blvd, 94116 415-821-1003, x106	850 Judah St, 94122 415-821-1003, x106
Phone Number	415-821-1003, x106	415-821-1003, x106	714 423-8844	415-821-1003, x106	415-821-1003, x106	415-821-1003, x106
Fax Number	n/a	n/a	n/a	n/a	n/a	n/a
Neighborhood	Cayuga	Merced Extension Triangle	Miraloma Park	Sunnyside	Midtown Terrace	Inner Sunset
Supervisory District No.	11	7	7	7	7	5
Bus Line #						
Person in Charge:	Patti Spaniak Davidson	Marina Lazzara	Darlene Ramlose	Olivia Franco	Nicki Trasvina	TBH
Site Manager/Coordinator	Patti Spaniak Davidson	Marina Lazzara	Darlene Ramlose	Olivia Franco	Nicki Trasvina	TBH
Hours of New Community Service Activity Programming (NCSAP)	Always Active, other exercise, social and educational programs	Always Active, other exercise, social and educational programs	Always Active, other exercise, social and educational programs	Starting with Always Active. Add other programs as budget allows.	Always Active, other exercise, social and educational programs	Always Active, other exercise, social and educational programs
*Note: some new programming will be at other neighborhood locations						
Days Open	X_Mon__Tues_X_Wed	Mon_X_Tues__Wed	Mon_X_Tues__Wed	X_Mon__Tues_X_Wed	Mon__Tues_X_Wed	X_Mon__Tues__Wed
Hours Open	Varies	Mornings, hours vary	Mornings, hours vary	Mornings, hours vary	Afternoons, hours vary	Afternoons, hours vary
Hours of New Community Service Activity Programming (NCSAP)	150*	150*	150*	40	105	100
*Note: some new programming will be at other neighborhood locations						
Total number of Service Days	148	102	102	40	97	71
DAAS Funded Meal Service (Yes/No)	No	No	No	No	No	No
Number of Service Days Closed	8	2	2	8	8	5
Days Closed (list holidays closed)	Independence Day, Labor Day, Columbus Day, Veterans' Day, New Years, MLK Day, Presidents' Day, Memorial Day	Thanksgiving, Christmas	Thanksgiving, Christmas	Independence Day, Labor Day, Columbus Day, Veterans' Day, New Years, MLK Day, Presidents' Day, Memorial Day	Independence Day, Labor Day, Columbus Day, Veterans' Day, New Years, MLK Day, Presidents' Day, Memorial Day	Veterans Day, Thanksgiving, MLK Day, Presidents Day, Memorial Day
ADA Accessible	X Yes ___ No	X Yes ___ No	X Yes ___ No	X Yes ___ No	X Yes ___ No	X Yes ___ No

SITE CHART - Appendix F-4

Date: 8/19/19

FY: 7/1/19-6/30/2020

AGENCY: Community Living Campaign

CONTRACT MAILING ADDRESS: 1663 Mission Street, Suite 525, San Francisco, CA 94103

Agency's web site: www.sfcommunityliving.org

DIRECTOR: Marie Jobling

PHONE NO.: 415-821-1003, x101

Program: Community Service Program Pilot Total Annual # of UDC = 470	UDC/Site	UDC/Site	UDC/Site	UDC/Site	UDC/Site	UDC/Site	UDC/Site	UDC/Site	UDC/Site	UDC/Site	UDC/Site
SITES: Name of Site*	55	30	75	45	75	45	75	75	30	60	
Address and Zip	2525 Albany Blvd., 94112	201 Head Street, 94132	480 Teresita, 94127	250 Laguna Honda Blvd, 94116	850 Judah St, 94122	2345 24th Ave, 94116	2345 24th Ave, 94116	2345 24th Ave, 94116	2345 24th Ave, 94116	TBD	TBD
Phone Number	415-821-1003, x106	415-821-1003, x106	415-821-1003, x106	415-821-1003, x106	415-821-1003, x106	415-821-1003, x106	415-821-1003, x106	415-821-1003, x106	415-821-1003, x106	415-821-1003, x106	415-821-1003, x106
Fax Number	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Neighborhood	Cayuga	Merced Extension Triangle	Miraloma Park	Sunnyside	Sunnyside	Midtown Terrace	Midtown Terrace	Midtown Terrace	Midtown Terrace	Outer Sunset / Parkside	Excelsior / Crocker-Amazon
Supersocial District No.	11	7	7	7	7	7	7	7	7	11	11
Person in Charge:	Patti Spaniak Davidson	Marina Lazzara	Darlene Ramlose	Olivia Franco	Olivia Franco	Nicki Trasvina	Nicki Trasvina	Nicki Trasvina	Margaret Graf	Margaret Graf	Patti Spaniak Davidson
Site Manager/Coordinator	Patti Spaniak Davidson	Marina Lazzara	Darlene Ramlose	Olivia Franco	Olivia Franco	Nicki Trasvina	Nicki Trasvina	Nicki Trasvina	Margaret Graf	Margaret Graf	TBD
Hours of New Community Service Activity Programming (NCSAP)	Boomer Talks, writing, exercise, social and educational programs. Focused on providing opportunities to boomer-age adults	Always Active, social programs	Always Active, other exercise, social and educational programs	Always Active, other exercise, social and educational programs	Always Active, other exercise, social and educational programs	Always Active, other exercise, social and educational programs	Always Active, other exercise, social and educational programs	Always Active, other exercise, social and educational programs	Exercise, social and educational programs	Exercise, social and educational programs	Always Active, other exercise, social and educational programs
*Note: some new programming will be at other neighborhood locations											
Days Open	X Mon ___ Tues ___ X Wed ___ Thurs ___ X Fri ___ Sat ___ Sun ___	___ Mon ___ X Tues ___ Wed ___ Thurs ___ X Fri ___ Sat ___ Sun ___	___ Mon ___ X Tues ___ Wed ___ Thurs ___ X Fri ___ Sat ___ Sun ___	X ___ Mon ___ Tues ___ X Wed ___ Thurs ___ X Fri ___ Sat ___ Sun ___	X ___ Mon ___ Tues ___ X Wed ___ Thurs ___ X Fri ___ Sat ___ Sun ___	___ Mon ___ Tues ___ X Wed ___ Thurs ___ X Fri ___ Sat ___ Sun ___	___ Mon ___ Tues ___ X Wed ___ Thurs ___ X Fri ___ Sat ___ Sun ___	___ Mon ___ Tues ___ X Wed ___ Thurs ___ X Fri ___ Sat ___ Sun ___	___ Mon ___ Tues ___ X Wed ___ Thurs ___ X Fri ___ Sat ___ Sun ___	___ Mon ___ Tues ___ X Wed ___ Thurs ___ X Fri ___ Sat ___ Sun ___	___ Mon ___ Tues ___ X Wed ___ Thurs ___ X Fri ___ Sat ___ Sun ___
Hours Open	Varies	Mornings, hours vary	Mornings, hours vary	Mornings, hours vary	Mornings, hours vary	Afternoons, hours vary	Afternoons, hours vary	Afternoons, hours vary	Morning, hours vary	Morning, hours vary	TBD
Total number of Service Days	60	125	255	175	175	175	175	62	60	60	103
DAAS Funded Meal Service (Yes/No)	147	102	154	96	96	101	101	46	98	98	98
Number of Service Days Closed	9	2	2	8	8	3	3	6	TBD	TBD	TBD
Days Closed (list holidays closed)	Labor Day, Columbus Day, Veterans' Day, Day after Thanksgiving, Christmas, New Years, MLK Day, Presidents' Day, Memorial Day	Independence Day, Thanksgiving	Independence Day, Thanksgiving	Labor Day, Columbus Day, Veterans' Day, Christmas Day, New Years Day, MLK Day, Presidents' Day, Memorial Day	Labor Day, Columbus Day, Veterans' Day, Christmas Day, New Years Day, MLK Day, Presidents' Day, Memorial Day	Day After Thanksgiving, Christmas, New Year's	Day After Thanksgiving, Christmas, New Year's	Labor Day, Columbus Day, Veterans' Day, MLK Day, Presidents' Day, Memorial Day	Major US Holidays, TBD based on program days	Major US Holidays, TBD based on program days	Major US Holidays, TBD based on program days
ADA Accessible	X Yes ___ No	X Yes ___ No	X Yes ___ No	X Yes ___ No	X Yes ___ No	X Yes ___ No	X Yes ___ No	X Yes ___ No	X Yes ___ No	X Yes ___ No	X Yes ___ No