



London Breed, Mayor

Department of Human Services
 Department of Disability and Aging Services
 Office of Early Care and Education

Trent Rhorer, Executive Director

MEMORANDUM

TO: DISABILITY & AGING SERVICES COMMISSION

THROUGH: SHIREEN McSPADDEN, EXECUTIVE DIRECTOR

FROM: CINDY KAUFFMAN, DEPUTY DIRECTOR
 JOHN TSUTAKAWA, DIRECTOR OF CONTRACTS *JK*

DATE: MARCH 4, 2020

SUBJECT: NEW GRANTS: MULTIPLE GRANTEES (NON-PROFIT) TO PROVIDE NEIGHBORHOOD BASED PROGRAMS AND INITIATIVES

GRANT TERM:	1/1/2020 – 6/30/2023			
GRANT AMOUNT:	<u>New</u>	<u>Contingency</u>	<u>Total</u>	
	\$3,278,244	\$328,302	\$3,606,366	
ANNUAL AMOUNT	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>
	\$470,232	\$936,004	\$936,004	\$936,004
Funding Source	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u> <u>Total</u>
FUNDING:	\$3,278,244			\$328,302 \$3,606,366
PERCENTAGE:	100%			100%

The Department of Disability and Aging Services (DAS) requests authorization to enter into new grant agreements with multiple providers for the provision of neighborhood-based pilot programs and initiatives for the time period beginning January 1, 2020 to June 30, 2023, in the combined amount of \$3,278,244 plus a 10% contingency for a total amount not to exceed \$3,606,366. The funding amounts are detailed in the following table:

	District	1/1/2020-6/30/2020	Annual FY 20-21 FY 21-22 FY 22-23	Program Total	Contingency	Not to Exceed
Bernal Heights Neighborhood Center	1,9,11	\$69,105	\$138,209	\$483,732	\$48,373	\$532,105
Booker T. Washington Community Service Center	5	\$52,487	\$104,973	\$367,406	\$36,741	\$404,147
Community Living Campaign	10	\$61,530	\$93,000	\$340,530	\$34,530	\$374,880
NEXT Village	2	\$39,490	\$120,384	\$400,642	\$40,064	\$440,706
Self-Help for the Elderly	11	\$50,500	\$99,000	\$347,500	\$34,750	\$382,250
Sequoia Living	2	\$51,683	\$103,365	\$361,778	\$36,178	\$397,956
UCSF	9,10	\$45,437	\$77,073	\$276,656	\$27,666	\$304,322
YMCA	10	\$100,000	\$200,000	\$700,000	\$70,000	\$770,000
Total		\$470,232	\$936,004	\$3,278,244	\$328,302	\$3,606,366

Background

The Dignity Fund Community Needs Assessment (DFCNA) process revealed that among older adults and adults with disabilities, service participation across Districts varied broadly. More specifically, those who live in the outer Districts tended to have lower service participation rates. Consumers who live in Districts that have access to multiple transportation modes that are in close proximity to many service site locations had much higher levels of service participation. Neighborhood-based programming in the City, particularly in residential areas that lack a community service center, demonstrated success at engaging older adults and adults with disabilities in their own neighborhoods and at overcoming barriers to service engagement, which in addition to locale, can also be cultural and systemic barriers. In an effort to engage and reach consumers in Districts with lower service utilization, DAS intends to support more neighborhood-based programming as recommended in the DFCNA. The purpose of these grants is to fund neighborhood-based programming that would provide opportunities for older adults and adults with disabilities to socialize, build community, and participate in a meaningful way in their community. The target population are those who live in supervisorial Districts with service participation rates that are lower than the citywide service participation rate, namely Districts 1, 2, 4, 5, 8, 9, 10, and 11. While the procurement process sought proposals from these Districts, there were no proposals submitted for either District 4 or District 8.

Services to be Provided

Bernal Heights Neighborhood Center

Grantee will provide the Mobile Senior Services Program and will serve participants in Districts 1, 9, and 11. The program will offer group exercises, cultural and art activities, nutritional education/support, access to health and wellness information, social activities, and opportunities for continued education. Resource and service connection will be provided by a floating Social Services Coordinator traveling between the 3 Districts.

Booker T. Washington Community Service Center

Grantee will provide the Senior Wellness Program and will serve participants in District 5. The program will offer wellness activities, nutritional services, educational and social events, fitness programming, resource and service connection, as well as transportation, as needed.

Community Living Campaign

Grantee will provide the Potrero Hill Community Connectors Program and will serve participants in District 10. The program will offer a range of activities including exercises, education, social, and creative arts. The program will also provide resource and service connection and will train Mobility Ambassadors to assist neighbors in understanding and accessing available transportation options that will allow them to remain connected in the community.

NEXT Village

Grantee will provide the District 2 University and will serve participants in District 2. The program will provide courses on various topics including nutrition, travel for older adults, arts, transportation, fitness, and public resource access, among others. In addition, the program will also connect participants to volunteer opportunities.

Self Help for the Elderly

Grantee will provide the Social Connections Program and will serve participants in District 11. The program will offer educational workshops and trainings, and will include activities like visits to public spaces, volunteer opportunities, support groups, debate groups, online group chats, safe neighborhood watch groups, and basic mobile device classes.

Sequoia Living

Grantee will provide the Aquatic Park Community Connectors Program and will serve participants in District 2. The program will offer participant-driven activities including memoir writing, Boomer poetry, creative writing, physical wellness, and other activities offered at the Aquatic Park Center. Participants will also have access to available programs at established partnership locations at the Presidio Community YMCA and local libraries.

UCSF

Grantee will provide the Community Arts for Brain Health Initiative and will serve participants in Districts 9 and 10. The program will provide multiple fellows enlisted annually to lead unique, art-based community engaging activities that will support brain health of older adults and adults with disabilities. Programming will be conducted in community sites that have partnered with the UCSF Memory and Aging Center.

YMCA

Grantee will provide the Silver Plus Program and will serve participants in District 10. The program will offer group exercises, lunch and learning activities, volunteer opportunities, resource connection, group excursion trips, and other activities provided at the YMCA branch. Transportation will be provided to participants as needed.

Selection

Grantees were selected through Request for Proposals 850 which was issued on September 30, 2019.

Funding

Funding is provided by the City and County General Fund.

ATTACHMENTS

Bernal Heights Neighborhood Center

Appendix A – Scope of Services

Appendix B – Budget

Booker T. Washington Community Service Center

Appendix A – Scope of Services

Appendix B – Budget

Community Living Campaign

Appendix A – Scope of Services

Appendix B – Budget

NEXT Village

Appendix A – Scope of Services

Appendix B – Budget

Self Help for the Elderly

Appendix A – Scope of Services

Appendix B – Budget

Sequoia Living

Appendix A – Scope of Services

Appendix B – Budget

UCSF

Appendix A – Scope of Services

Appendix B – Budget

YMCA

Appendix A – Scope of Services

Appendix B – Budget

**Appendix A – Services to be Provided
Bernal Heights Neighborhood Center
Neighborhood-Based Pilot Program – Mobile Senior Services
January 1, 2020 – June 30, 2023**

I. Purpose of Grant

The purpose of this grant is to provide opportunities through a neighborhood-based program for older adults and adults with disabilities to socialize, build community, and participate in a meaningful way in districts that have been identified as having less participation.

II. Definitions

CARBON	Contracts Administration, Reporting and Billing On Line System
City	City and County of San Francisco
DAS	Department of Disability and Aging Services
DFCNA	Dignity Fund Community Needs Assessment
Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: activities of daily living (ADL), and instrumental activities of daily living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment.
Grantee	Bernal Heights Neighborhood Center
HSA	San Francisco Human Services Agency

III. Target Population

The grant will serve older adults and adults with disabilities living in San Francisco districts identified in the DFCNA as having an overall service participation rate lower than the citywide service participation rate, namely districts 1, 2, 4, 5, 8, 9, 10, and 11.

Additional target priorities include member 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)
- Sexual Orientation and Gender Identity

IV. Program Eligibility

- Resident of San Francisco *and*
- Person aged 60 and above *or*
- Person aged 18 and above with a disability

V. Description of Services

Grantee will provide the Mobile Senior Services Program and will serve participants in districts 1, 9, and 11. The program will offer group exercises, cultural and art activities, nutritional education/support, access to health and wellness information, social activities, and opportunities for continued education. Resource and service connection will be provided by a floating Social Services Coordinator traveling between the 3 districts.

Grantee shall provide the following services during the term of this grant:

- Program Activities – Each site will have customized programming and activities that will meet the needs of the neighborhood residents. Grantee will enlist instructors, facilitators, and UCSF nursing students to lead the activities. Types of activities will include:
 - a. Exercise programs including yoga, zumba gold, line dancing, walking groups, and Tai Chi
 - b. Cultural and art activities such as ukulele and guitar class, Mahjong, bead making, drum circles, cooking, art classes, gardening, Community Choir
 - c. Wellness presentations on topics including nutrition, blood pressure management, stress management, communication, heart health, diabetes and kidney health awareness, IBS awareness, mental health, Alzheimer’s and brain health awareness
 - d. Miscellaneous activities including bingo, board games, card games, birthday celebrations and Happy Hour (sans alcohol), computer classes, literary exposure, book groups (a bookmobile)
- Resource and Service Connection – Grantee will have a floating Social Services Coordinator to provide information and referrals to services including, but not limited to:
 - Annual flu shots and flu presentations
 - In-Home Supportive Services
 - Rebuilding Together
 - Community and Home Injury Prevention Project for Seniors
 - Health Insurance Counseling and Advocacy Program
 - Recology
 - CalFresh
 - Food Pantries
 - Meals on Wheels
 - Social Security Administration
 - California Telephone Access Program
 - Lighthouse for the Blind and Visually Impaired
 - Adult Protective Services
 - Family Caregiver Alliance
 - Lawyer Referral and Information Services

The Social Services Coordinator will alternate between program sites and offer office hours while at the respective sites. In addition, prior to the scheduled programming day, staff will be available at the Cortland location and can be contacted via phone, if needed.

- Outreach – Grantee will conduct outreach through various means including flyers, door knocking, informational meetings that will be led by the assigned Coordinator.
- Neighborhood Input – Program activities will be planned and scheduled based on input from the neighborhood residents. Grantee will partner with property management at the sites to set up informational meetings and tenant listening sessions.
- Advisory Board – Grantee will form an advisory board. Advisory board membership should consist of six to eight neighborhood stakeholders that will provide input to help guide and shape programming to meet the needs of the target population living in the neighborhood. Neighborhood stakeholders will have at least one of the following: 1) professional expertise in providing programming and/or services to the target population and 2) older adults and adults with disabilities living in the neighborhood.

VI. Location and Time of Services

Bernal Heights Neighborhood Center is located at 515 Cortland Street, San Francisco, CA 94110. Hours of operation are Monday through Friday, 9 a.m. to 3 p.m. Please see attached site chart for additional program locations.

VII. Grantee Responsibilities

- Grantee will develop and maintain policies and procedures for all aspect of program operation, including a quality assurance plan.
- Grantee will ensure adequate and culturally competent staff (paid and/or volunteer) to administer the program, deliver quality services to meet the needs of the participants, and adhere to all the program standards.
- Grantee will resolve grievances related to program services at the program level and adhere to the DAS Grievance Policy and Procedure.
- Grantee will provide training and ongoing supervision and oversight of all program staff.
- As Grantee is a mandated reporter for witnessed or suspected elder abuse/neglect, staff will complete elder and dependent adult abuse trainings annually.
- Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules whenever applicable.
- Grantee will administer an annual satisfaction survey to gather input regarding participant's direct experience.
- Grantee will communicate and collaborate regularly with DAS to help provide support and quality services to participants.
- Grantee will attend DAS Commission, program-related, and other meetings as needed.
- Grantee will support the program's advisory board to provide a forum for participants and community feedback.

VIII. Service Objectives

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

1. Enroll 80 unduplicated consumers (16 each from 5 sites) in the program.
2. Provide 968 units of service for social services and 726 units of service for activities. Unit of service is defined as one hour of activity per person per day. Activities include:
 - a. Exercise programs
 - b. Cultural and art activities
 - c. Wellness presentations
 - d. Resource and service connection

IX. Outcome Objectives

On an annual basis, Grantee will administer a participant survey to measure outcome objectives. Grantee will meet the following outcome objectives:

1. Clients feel more socially engaged in their neighborhood and/or community through opportunities offered by the program. Target: 80%
2. Through program participation, consumers increase their physical activity and feel healthier. Target: 80%
3. Clients develop new knowledge of disability and aging services available to them. Target: 85%
4. Clients feel they have opportunities to contribute meaningfully to their neighborhood and/or community. Target: 80%
5. Clients rate the quality of services they received as good or excellent. Target: 85%

X. Reporting Requirements

Grantee will provide various reports during the term of the grant agreement.

1. Grantee will provide monthly and/or quarterly reports summarizing contract activities, referencing the tasks as described in Section V-Description of Services, Section VIII-Service Objectives and IX-Outcome Objectives. Grantee will enter the monthly metrics in the CA GetCare and CARBON databases by the 15th of the following month.
2. Grantee will also provide an annual report that will include accomplishments and challenges encountered by the grantee. This annual report is due in the CARBON database 45 days after the completion of the program year.
3. Grantee will provide ad hoc reports as required by DAS.
4. On an annual basis, Grantee will provide results of the satisfaction survey. This may or may not be provided at the same time as the annual report.

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

Steve.Kim@sfgov.org
Contract Manager, Office of Contract Management
Human Services Agency

or

Fanny.Lapitan@sfgov.org

Program Analyst, Office of Community Partnerships
Department of Disability and Aging Services

X. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of grantee's compliance to specific program standards or requirements, participant eligibility and targeted mandates, back-up documentation for the units of service and all reporting, and progress towards meeting service and outcome objectives; how participant records are collected and maintained; agency and organization standards including current organizational chart, job description of staff, and evidence of provision of staff training on Elder Abuse Reporting; program operation including policies and procedures manual, quality assurance plan, annual satisfaction survey, grievance procedure posted in the office and site locations, and hours of operation according to site chart.

- 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	B	C	D	E	F
1	Appendix B, Page 1					
2						
3	HUMAN SERVICES AGENCY BUDGET SUMMARY					
4	BY PROGRAM					
5	Name			Term		
6	Bernal Heights Neighborhood Center			1/1/2020 - 6/30/2023		
7	(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>					
8	If modification, Effective Date of Mod. No. of Mod.					
9	Program: Mobile Senior Services Program					
10	Budget Reference Page No.(s)					
11	Program Term	1/1/2020 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	Total
12	Expenditures					
13	Salaries & Benefits	\$24,715	\$49,432	\$49,432	\$49,432	\$173,011
14	Operating Expense	\$22,984	\$45,968	\$45,968	\$45,968	\$160,888
15	Subtotal	\$47,699	\$95,400	\$95,400	\$95,400	\$333,899
16	Indirect Percentage (%)	15%	15%	15%	15%	15%
17	Indirect Cost (Line 16 X Line 15)	\$7,156	\$14,309	\$14,309	\$14,309	\$50,083
18	Capital Expenditure	\$14,250	\$28,500	\$28,500	\$28,500	\$99,750
19	Total Expenditures	\$69,105	\$138,209	\$138,209	\$138,209	\$483,732
20	HSA Revenues					
21	General Fund	\$69,105	\$138,209	\$138,209	\$138,209	\$483,732
22						
23						
24						
25						
26						
27						
28						
29	TOTAL HSA REVENUES	\$69,105	\$138,209	\$138,209	\$138,209	\$483,732
30	Other Revenues					
31						
32						
33						
34						
35						
36	Total Revenues	\$69,105	\$138,209	\$138,209	\$138,209	\$483,732
37	Full Time Equivalent (FTE)					
39	Prepared by: Pura Nagrampa		Telephone No.: 415-206-2140 Ext 147		2/11/2020	
40	HSA-CO Review Signature: _____					
41	HSA #1					3/4/2020

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2													
3	Bernal Heights Neighborhood Center												
4	Program: Mobile Senior Services Program												
5													
6													
7	Operating Expense Detail												
8													
9													
10													
11													
12	Expenditure Category	TERM	1/1/2020 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	TOTAL 1/1/2020 - 6/30/2023						
13	Rental of Property												
14	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$ 1,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 7,000						
15	Office Supplies, Postage		\$ 3,500	\$ 7,000	\$ 7,000	\$ 7,000	\$ 24,500						
16	Building Maintenance Supplies and Repair		\$ 500	\$ 1,000	\$ 1,000	\$ 1,000	\$ 3,500						
17	Printing and Reproduction		\$ 1,500	\$ 3,000	\$ 3,000	\$ 3,000	\$ 10,500						
18	Insurance		\$ 500	\$ 1,000	\$ 1,000	\$ 1,000	\$ 3,500						
19	Staff Training		\$ 1,500	\$ 3,000	\$ 3,000	\$ 3,000	\$ 10,500						
20	Staff Travel-(Local & Out of Town)		\$ 1,500	\$ 3,000	\$ 3,000	\$ 3,000	\$ 10,500						
21	Rental of Equipment												
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE												
23													
24													
25													
26													
27													
28	OTHER												
29	Program Expense & Supplies		\$ 12,984	\$ 25,968	\$ 25,968	\$ 25,968	\$ 90,888						
30													
31													
32													
33													
34													
35	TOTAL OPERATING EXPENSE		\$ 22,984	\$ 45,968	\$ 45,968	\$ 45,968	\$ 160,888						
36													
37	HSA #3												3/4/2020

	A	B	C	D	E	F	G
1							Appendix B, Page 4
2							
3		Bernal Heights Neighborhood Center					
4		Program: Mobile Senior Services Program					
5							
6							
7							
8							
9							
10							TOTAL
	EQUIPMENT	TERM	1/1/2020 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	1/1/2020 - 6/30/2023
11	No.	ITEM/DESCRIPTION					
12							
13							
14							
15							
16							
17							
18							
19							
20	TOTAL EQUIPMENT COST						
21							
22	SUBCONTRACTORS						
23		Dance,Music & Motion Instructor	2,250	4,500	4,500	4,500	15,750
24		Guitar Instructor	4,500	9,000	9,000	9,000	31,500
25		Yoga/Meditation Instructor	3,000	6,000	6,000	6,000	21,000
26		Writing Group/Literature	1,500	3,000	3,000	3,000	10,500
27		Exercise/Zumba Instructor	3,000	6,000	6,000	6,000	21,000
28							
29	TOTAL SUBCONTRACTORS		14,250	28,500	28,500	28,500	99,750
30							
31	TOTAL EXPENDITURE		14,250	28,500	28,500	28,500	99,750
32	(Equipment and Subcontractors)						
33	HSA #4						3/4/2020

**Appendix A – Services to be Provided
Booker T. Washington Community Service Center
Neighborhood-Based Pilot Program - Senior Wellness
January 1, 2020 – June 30, 2023**

I. Purpose of Grant

The purpose of this grant is to provide opportunities through a neighborhood-based program for older adults and adults with disabilities to socialize, build community, and participate in a meaningful way in districts that have been identified as having less participation.

II. Definitions

CARBON	Contracts Administration, Reporting and Billing On Line System
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DFCNA	Dignity Fund Community Needs Assessment
Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: activities of daily living (ADL), and instrumental activities of daily living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment.
Grantee	Booker T. Washington Community Service Center
HSA	San Francisco Human Services Agency

III. Target Population

The grant will serve older adults and adults with disabilities living in San Francisco districts identified in the DFCNA as having an overall service participation rate lower than the citywide service participation rate, namely districts 1, 2, 4, 5, 8, 9, 10, and 11.

Additional target priorities include member 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)
- Sexual Orientation and Gender Identity

IV. Program Eligibility

- Resident of San Francisco *and*
- Person aged 60 and above *or*
- Person aged 18 and above with a disability

V. Description of Services

Grantee will provide the Senior Wellness Program and will serve participants in district 5. The program will offer wellness activities, nutritional services, educational and social events, fitness programming, resource and service connection, as well as transportation, as needed. Grantee shall provide the following services during the term of this grant:

- Program Activities – Grantee will provide a variety of wellness activities that include, but not limited to, nutritional services such as Food Pantry that is organized and staffed by the participants; Project Open Hands partnership to provide healthy nutritional meals three times weekly; educational social events to foster community and avoid isolation; and fitness programming through exercise and Yoga sessions weekly.
- Transportation – Grantee will hire a Class B driver with a valid California Driver’s License who will provide transportation to consumers for various activities. Transportation for participants to and from the program site will be provided as needed.
- Resource and Service Connection – Grantee will work closely with the Success Center to provide information and referrals to participants on services and benefits they need. The Senior Site Coordinator will also conduct assessments and will provide referrals based on the assessed needs.
- Outreach – Grantee will conduct outreach to the target population through various methods including, but not limited to, a combination of grass roots and social media marketing, word-of-mouth referrals from client base, participation with local associations and organizations, distribution of door hangers, visits to churches, historical organizations, grocery, and drug stores, targeted outreach to rental properties within District 5.
- Advisory Board – Grantee will form an advisory board. Advisory board membership should consist of six to eight neighborhood stakeholders that will provide input to help guide and shape programming to meet the needs of the target population living in the neighborhood. Neighborhood stakeholders will have at least one of the following: 1) professional expertise in providing programming and/or services to the target population and 2) older adults and adults with disabilities living in the neighborhood.

VI. Location and Time of Services

Booker T. Washington Community Service Center is located at 800 Presidio Avenue, San Francisco, CA 94115. Hours of operation are Monday through Friday, 9 a.m. to 6 p.m.

VII. Grantee Responsibilities

- Grantee will develop and maintain policies and procedures for all aspect of program operation, including a quality assurance plan.
- Grantee will ensure adequate and culturally competent staff (paid and/or volunteer) to administer the program, deliver quality services to meet the needs of the participants, and adhere to all the program standards.
- Grantee will resolve grievances related to program services at the program level and adhere to the DAS Grievance Policy and Procedure.
- Grantee will provide training and ongoing supervision and oversight of all program staff.
- As Grantee is a mandated reporter for witnessed or suspected elder abuse/neglect, staff will complete elder and dependent adult abuse trainings annually.
- Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules whenever applicable.
- Grantee will administer an annual satisfaction survey to gather input regarding participant's direct experience.
- Grantee will communicate and collaborate regularly with DAS to help provide support and quality services to participants.
- Grantee will attend DAS Commission, program-related, and other meetings as needed.
- Grantee will support the program's advisory board to provide a forum for participants and community feedback.

VIII. Service Objectives

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

1. Enroll 30 unduplicated consumers in the program.
2. Provide 26,000 units of service. A unit of service is defined as one hour of activity per person.
 - a. 2,600 units of exercise activities.
 - b. 780 units of gardening
 - c. 1400 units of food related activities
 - d. 1600 units of healthy living seminars.

IX. Outcome Objectives

On an annual basis, Grantee will administer a participant survey to measure outcome objectives. Grantee will meet the following outcome objectives:

1. Clients feel more socially engaged in their neighborhood and/or community through opportunities offered by the program. Target: 80%
2. Clients feel healthier due to participation in physical activities available through the program. Target: 80%
3. Clients feel they have opportunities to contribute meaningfully to their neighborhood and/or community. Target: 80%
4. Clients develop new knowledge of disability and aging services available to them. Target: 85%
5. Clients rate the quality of services they received as good or excellent. Target: 80%.

X. Reporting Requirements

Grantee will provide various reports during the term of the grant agreement.

1. Grantee will provide monthly and/or quarterly reports summarizing contract activities, referencing the tasks as described in Section V-Description of Services, Section VIII-Service Objectives and IX-Outcome Objectives. Grantee will enter the monthly metrics in the CA GetCare and CARBON databases by the 15th of the following month.
2. Grantee will also provide an annual report that will include accomplishments and challenges encountered by the grantee. This annual report is due in the CARBON database 45 days after the completion of the program year.
3. Grantee will provide ad hoc reports as required by DAS.
4. On an annual basis, Grantee will provide results of the satisfaction survey. This may or may not be provided at the same time as the annual report.

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

David.Kashani@sfgov.org

Senior Contract Manager, Office of Contract Management
Human Services Agency

or

Fanny.Lapitan@sfgov.org

Program Analyst, Office of Community Partnerships
Department of Disability and Aging Services

X. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of grantee's compliance to specific program standards or requirements, participant eligibility and targeted mandates, back-up documentation for the units of service and all reporting, and progress towards meeting service and outcome objectives; how participant records are collected and maintained; agency and organization standards including current organizational chart, job description of staff, and evidence of provision of staff training on Elder Abuse Reporting; program operation including policies and procedures manual, quality assurance plan, annual satisfaction survey, grievance procedure posted in the office and site locations, and hours of operation according to site chart.
- 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	B	C	D	E	F
1	Appendix B, Page 1					
2	HUMAN SERVICES AGENCY BUDGET SUMMARY					
3	BY PROGRAM					
4						
5	Name			Term		
6	Booker T. Washington Community Service Center			1/1/20-6/30/23		
7	(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>					
8	If modification, Effective Date of Mod.		No. of Mod.			
9	Program: BTWCSC Senior Wellness Program					
10	Budget Reference Page No.(s)					
11	Program Term	1/1/2020-6/30/20	7/1/20-6/30/21	7/1/21-6/30/22	7/1/22-6/30/23	Total
12	Expenditures					
13	Salaries & Benefits	\$40,200	\$80,400	\$80,400	\$80,400	\$281,400
14	Operating Expenses	\$8,786	\$17,572	\$17,572	\$17,572	\$61,502
15	Subtotal	\$48,986	\$97,972	\$97,972	\$97,972	\$342,902
16	Indirect Percentage (%)	7%	7%	7%	7%	7%
17	Indirect Cost (Line 16 X Line 15)	\$3,501	\$7,001	\$7,001	\$7,001	\$24,504
18	Capital/Subcontractor Expenditures	\$0	\$0	\$0	\$0	\$0
19	Total Expenditures	\$52,487	\$104,973	\$104,973	\$104,973	\$367,406
20	HSA Revenues					
21	General Fund %)	\$52,487	\$104,973	\$104,973	\$104,973	\$367,406
22						
23						
24						
25						
26						
27						
28						
29	TOTAL HSA REVENUES	\$52,487	\$104,973	\$104,973	\$104,973	\$367,406
30	Other Revenues					
31						
32						
33						
34						
35						
36	Total Revenues	\$52,487	\$104,973	\$104,973	\$104,973	\$367,406
37	Full Time Equivalent (FTE)					
39	Prepared by:	Telephone No.:			Date:	
40	HSA-CO Review Signature: _____					
41	HSA #1					1/18/2020

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Appendix B, Page 3												
2													
3													
4	Program: BTWCSC Senior Wellness Program												
5	(Same as Line 9 on HSA #1)												
6													
7	Operating Expense Detail												
8													
9													
10													
11													
12	Expenditure Category				TERM	<u>1/1/2020-6/30/20</u>	<u>7/1/20-6/30/21</u>	<u>7/1/21-6/30/22</u>	<u>7/1/22-6/30/23</u>				TOTAL
13	Rental of Property												1/1/20-6/30/23
14	Utilities(Elec, Water, Gas, Phone, Garbage)					\$1,000	\$2,000	\$2,000	\$2,000	\$2,000			\$ -
15	Office Supplies, Postage					\$1,250	\$2,500	\$2,500	\$2,500	\$2,500			\$ 7,000
16	Building Maintenance Supplies and Repair					\$475	\$950	\$950	\$950	\$950			\$ 8,750
17	Printing and Reproduction					\$500	\$1,000	\$1,000	\$1,000	\$1,000			\$ 3,325
18	Insurance					\$875	\$1,750	\$1,750	\$1,750	\$1,750			\$ 3,500
19	Staff Training					\$375	\$750	\$750	\$750	\$750			\$ 6,125
20	Transportation - Staff Travel-(Local & Out of Town)					\$1,750	\$3,500	\$3,500	\$3,500	\$3,500			\$ 2,625
21	Outings					\$500	\$1,000	\$1,000	\$1,000	\$1,000			\$ 12,250
22	Special Events: Dinners, Workshops, etc.					\$500	\$1,000	\$1,000	\$1,000	\$1,000			\$ 3,500
23	Wellness Instructors					\$1,000	\$2,000	\$2,000	\$2,000	\$2,000			\$ 7,000
24	Behavior Health Instructors					\$561	\$1,122	\$1,122	\$1,122	\$1,122			\$ 3,927
25													
26	CONSULTANTS												
27													
28													
29													
30	OTHER												
31													
32													
33													
34	TOTAL OPERATING EXPENSE					\$ 8,786	\$ 17,572	\$ 17,572	\$ 17,572	\$ 17,572			\$ 61,502
35													
36	HSA #3												10/25/2016

**Appendix A – Services to be Provided
Community Living Campaign
Neighborhood-Based Pilot Program - Potrero Hill Community Connectors
January 1, 2020 – June 30, 2023**

I. Purpose of Grant

The purpose of this grant is to provide opportunities through a neighborhood-based program for older adults and adults with disabilities to socialize, build community, and participate in a meaningful way in districts that have been identified as having less participation.

II. Definitions

CARBON	Contracts Administration, Reporting and Billing On Line System
City	City and County of San Francisco
DAS	Department of Disability and Aging Services
DFCNA	Dignity Fund Community Needs Assessment
Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: activities of daily living (ADL), and instrumental activities of daily living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment.
Grantee	Community Living Campaign
HSA	San Francisco Human Services Agency

III. Target Population

The grant will serve older adults and adults with disabilities living in San Francisco districts identified in the DFCNA as having an overall service participation rate lower than the citywide service participation rate, namely districts 1, 2, 4, 5, 8, 9, 10, and 11.

Additional target priorities include member 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)
- Sexual Orientation and Gender Identity

IV. Program Eligibility

- Resident of San Francisco *and*
- Person aged 60 and above *or*
- Person aged 18 and above with a disability

V. Description of Services

Grantee will provide the Potrero Hill Community Connectors Program and will serve participants in district 10. The program will offer a range of activities including exercises, education, social, and creative arts. The program will also provide resource and service connection and will train Mobility Ambassadors to assist neighbors in understanding and accessing available transportation options that will allow them to remain connected in the community.

Grantee shall provide the following services during the term of this grant:

- Program Activities – Grantee will establish a Community Connectors Program comprised of residents in the area that will convene to plan activities and programming for participants. Grantee will offer a range of activities that include exercise, education, social, and creative activities. The participants help decide together with the CLC Program Coordinator on topics of interest to them within these parameters. Types of activities will include, but are not limited to, the following:
 - a. Exercise programs (senior exercises, chair yoga, dance, etc.)
 - b. Educational workshops and activities (emergency preparedness, healthy aging, local resources, etc.)
 - c. Creative activities (memoir writing, crafts, music, etc.)
 - d. Social activities (potlucks, intergenerational, holidays, etc.)
 - e. Transportation/mobility trainings
- Transportation – Grantee will recruit and train volunteers to be Mobility Ambassadors to assist their neighbors in understanding and accessing available transportation options.
- Resource and Service Connection – Grantee will provide disability and aging information and resources to program participants through the Community Connector.
- Outreach – Grantee will conduct outreach through various means including the utilization of neighborhood newspapers, neighborhood association newsletters, church bulletins, and online sources like Next Door and Facebook. Grantee will also participate in neighborhood fairs and church-sponsored events.

- Advisory Board – Grantee will form an advisory board. Advisory board membership should consist of six to eight neighborhood stakeholders that will provide input to help guide and shape programming to meet the needs of the target population living in the neighborhood. Neighborhood stakeholders will have at least one of the following: 1) professional expertise in providing programming and/or services to the target population and 2) older adults and adults with disabilities living in the neighborhood.

VI. Location and Time of Services

Community Living Campaign is located at 1663 Mission Street Suite 525, San Francisco, CA 94103. Hours of operation are Monday through Friday, 9 a.m. to 4 p.m. Please see attached site chart for additional program locations.

VII. Grantee Responsibilities

- Grantee will develop and maintain policies and procedures for all aspect of program operation, including a quality assurance plan.
- Grantee will ensure adequate and culturally competent staff (paid and/or volunteer) to administer the program, deliver quality services to meet the needs of the participants, and adhere to all the program standards.
- Grantee will resolve grievances related to program services at the program level and adhere to the DAS Grievance Policy and Procedure.
- Grantee will provide training and ongoing supervision and oversight of all program staff.
- As Grantee is a mandated reporter for witnessed or suspected elder abuse/neglect, staff will complete elder and dependent adult abuse trainings annually.
- Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules whenever applicable.
- Grantee will administer an annual satisfaction survey to gather input regarding participant’s direct experience.
- Grantee will communicate and collaborate regularly with DAS to help provide support and quality services to participants.
- Grantee will attend DAS Commission, program-related, and other meetings as needed.
- Grantee will support the program’s advisory board to provide a forum for participants and community feedback.

VIII. Service Objectives

During FY19/20, Grantee will meet the following service objectives:

1. Enroll 50 unduplicated consumers in the program during FY19/20.
2. Provide 50 units of service. Unit of service is defined as one hour per activity.
3. Recruit and train 5 Mobility Ambassadors.

During FY20/21-22/23, Grantee will meet the following service objectives annually:

1. Enroll 155 unduplicated consumers in the program.
2. Provide 200 units of service. Unit of service is defined as one hour per activity.

3. Recruit and train 10 Mobility Ambassadors.

IX. Outcome Objectives

On an annual basis, Grantee will administer a participant survey to measure outcome objectives. Grantee will meet the following outcome objectives:

1. Clients feel healthier due to participation in physical activities available through the program. Target: 80%
2. Clients develop new knowledge of disability and aging services available to them. Target 85%.
3. Clients would recommend joining Potrero Community Connectors to a friend. Target 85%.
4. Clients feel more socially engaged in their neighborhood and/or community through opportunities offered by the program Target: 80%
5. Clients rate the quality of services they received as good or excellent. Target: 80%.

X. Reporting Requirements

Grantee will provide various reports during the term of the grant agreement.

1. Grantee will provide monthly and/or quarterly reports summarizing contract activities, referencing the tasks as described in Section V-Description of Services, Section VIII-Service Objectives and IX-Outcome Objectives. Grantee will enter the monthly metrics in the CA GetCare and CARBON databases by the 15th of the following month.
2. Grantee will also provide an annual report that will include accomplishments and challenges encountered by the grantee. This annual report is due in the CARBON database 45 days after the completion of the program year.
3. Grantee will provide ad hoc reports as required by DAS.
4. On an annual basis, Grantee will provide results of the satisfaction survey. This may or may not be provided at the same time as the annual report.

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

Steve.Kim@sfgov.org
Contract Manager, Office of Contract Management
Human Services Agency

or

Fanny.Lapitan@sfgov.org
Program Analyst, Office of Community Partnerships
Department of Disability and Aging Services

X. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of grantee's compliance to specific program standards or requirements, participant eligibility and targeted mandates, back-up documentation for the units of service and all reporting, and progress towards meeting service and outcome objectives; how participant records are collected and

maintained; agency and organization standards including current organizational chart, job description of staff, and evidence of provision of staff training on Elder Abuse Reporting; program operation including policies and procedures manual, quality assurance plan, annual satisfaction survey, grievance procedure posted in the office and site locations, and hours of operation according to site chart.

- 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.

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Name Community Living Campaign					Term 1/1/20 to 6/30/23
(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>					
If modification, Effective Date of Mod. _____ No. of Mod. _____					
Program: Potrero Hill Community Connectors					
Budget Reference Page No.(s) _____					
Program Term	1/1/20-6/30/20	7/1/20 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23	Total
Expenditures					
Salaries & Benefits	\$31,319	\$42,796	\$42,796	\$42,796	\$159,707
Operating Expense	\$16,967	\$38,074	\$38,074	\$38,074	\$131,189
Subtotal	\$48,286	\$80,870	\$80,870	\$80,870	\$290,896
Indirect Percentage (%)	15%	15%	15%	15%	
Indirect Cost (Line 16 X Line 15)	\$7,244	\$12,130	\$12,130	\$12,130	\$43,634
Capital Expenditure	\$6,000	\$0	\$0	\$0	\$6,000
Total Expenditures	\$61,530	\$93,000	\$93,000	\$93,000	\$340,530
HSA Revenues					
General Fund	\$61,530	\$93,000	\$93,000	\$93,000	\$340,530
TOTAL HSA REVENUES	\$61,530	\$93,000	\$93,000	\$93,000	\$340,530
Other Revenues					
Melta Fund	\$3,000	\$3,000	\$3,000	\$3,000	\$12,000
University Mount Ladies Home	\$6,000	\$6,000	\$6,000	\$6,000	\$24,000
Individual Donations	\$250	\$2,400	\$2,400	\$2,400	\$7,450
Total Other Revenues	\$9,250	\$11,400	\$11,400	\$11,400	\$43,450
Full Time Equivalent (FTE)		0.70	0.70	0.70	
Prepared by: Kate Kuckro			Telephone No.: 415-821-1003, x102 Date: 12/2/20/19		
HSA-CO Review Signature: _____					
HSA #1					3/4/2020

Community Living Campaign
 Program: Potrero Hill Community Connectors

Salaries & Benefits Detail

POSITION TITLE	Agency Totals		HSA Program		1/1/20 - 6/30/20	7/1/20 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23	TOTAL
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	1/1/20 to 6/30/23
Executive Director	\$89,625	1.00	1.0%	0.01	\$4,481	\$896	\$896	\$896	\$7,170
Deputy Director	\$85,325	1.00	1.0%	0.01	\$1,707	\$853	\$853	\$853	\$4,266
Director of Connector Networks	\$75,000	1.00	3.0%	0.03	\$3,750	\$2,250	\$2,250	\$2,250	\$10,500
Community Connector	\$48,880	0.38	95.0%	0.36	\$8,707	\$17,414	\$17,414	\$17,414	\$60,947
Transportation Connector	\$48,880	0.25	90.0%	0.23	\$5,499	\$10,998	\$10,998	\$10,998	\$38,493
Operations Manager	\$59,000	1.00	4.0%	0.04	\$1,180	\$2,360	\$2,360	\$2,360	\$8,260
Accounting & Reporting Manager	\$65,520	0.75	4.0%	0.03	\$983	\$1,966	\$1,966	\$1,966	\$6,880
TOTALS		5.38		0.70	\$26,305	\$36,737	\$36,737	\$36,737	\$136,516
FRINGE BENEFIT RATE	16.5%								
EMPLOYEE FRINGE BENEFITS					\$5,014	\$6,059	\$6,059	\$6,059	\$23,191
TOTAL SALARIES & BENEFITS	\$0				\$31,319	\$42,796	\$42,796	\$42,796	\$159,707
HSA #2	3/4/2020								

Community Living Campaign
Program: Potrero Hill Community Connectors

Operating Expense Detail

Expenditure Category	TERM	1/1/20-6/30/20	7/1/20 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23	TOTAL 1/1/20 to 6/30/23
Rental of Property		\$5,000	\$15,000	\$15,000	\$15,000	\$50,000
Utilities(Elec, Water, Gas, Phone, Garbage)						
Office Supplies, Postage						
Building Maintenance Supplies and Repair						
Printing and Reproduction		\$333	\$1,000	\$1,000	\$1,000	\$3,333
Insurance						
Staff Training						
Staff Travel-(Local & Out of Town)		\$250	\$500	\$500	\$500	\$1,750
Rental of Equipment						
CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE						
Transportation Planning Consultant		\$5,000	\$5,000	\$5,000	\$5,000	\$20,000
Exercise Trainers		\$2,000	\$6,000	\$6,000	\$6,000	\$20,000
Translation		\$50	\$100	\$100	\$100	\$350
OTHER						
Program Supplies & Expenses		\$1,500	\$2,474	\$2,474	\$2,474	\$8,922
Meeting Expenses		\$667	\$2,000	\$2,000	\$2,000	\$6,667
Transportation Expense (Participants)		\$1,667	\$5,000	\$5,000	\$5,000	\$16,667
Outreach & Advertising		\$500	\$1,000	\$1,000	\$1,000	\$3,500
TOTAL OPERATING EXPENSE		\$16,967	\$38,074	\$38,074	\$38,074	\$131,189
HSA #3						3/4/2020

Community Living Campaign
 Program: Potrero Hill Community Connectors

Program Expenditure Detail

EQUIPMENT		TERM	1/1/20- 6/30/20	7/1/20 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23	TOTAL 1/1/20 to 6/30/23
No.	ITEM/DESCRIPTION						
	Exercise equipment		\$ 3,000				\$ 3,000
	Laptops		\$ 2,000				\$ 2,000
	Tablets		\$ 1,000				\$ 1,000
TOTAL EQUIPMENT COST			\$ 6,000				\$ 6,000
SUBCONTRACTING							
TOTAL SUBCONTRACTING							
TOTAL CAPITAL EXPENDITURE (Equipment and Remodeling Cost)			\$ 6,000				\$ 6,000
HSA #4							3/4/2020

Appendix A – Services to be Provided
Next Village SF
Neighborhood-Based Pilot Program – District 2 University (D2U)
March 1, 2020 – June 30, 2023

I. Purpose of Grant

The purpose of this grant is to provide opportunities through a neighborhood-based program for older adults and adults with disabilities to socialize, build community, and participate in a meaningful way in districts that have been identified as having less participation.

II. Definitions

CARBON	Contracts Administration, Reporting and Billing On Line System
City	City and County of San Francisco
DAS	Department of Disability and Aging Services
DFCNA	Dignity Fund Community Needs Assessment
Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: activities of daily living (ADL), and instrumental activities of daily living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment.
Grantee	Next Village SF
HSA	San Francisco Human Services Agency

III. Target Population

The grant will serve older adults and adults with disabilities living in San Francisco districts identified in the DFCNA as having an overall service participation rate lower than the citywide service participation rate, namely districts 1, 2, 4, 5, 8, 9, 10, and 11.

Additional target priorities include member 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)
- Sexual Orientation and Gender Identity

IV. Program Eligibility

- Resident of San Francisco *and*
- Person aged 60 and above *or*
- Person aged 18 and above with a disability

V. Description of Services

Grantee will provide the District 2 University and will serve participants in district 2. The program will provide courses on various topics including nutrition, travel for older adults, arts, transportation, fitness, and public resource access, among others. In addition, the program will also connect participants to volunteer opportunities.

Grantee shall provide the following services during the term of this grant:

- Program Activities – Grantee will plan and provide courses on various topics including, but not limited to, the following subject areas:
 - a. Nutrition – Cooking for one, nutrition for older adults, how to set up online grocery delivery, ordering from home-delivered food services, etc.
 - b. Travel for Older Adults – Travel agents deliver programs on interesting destinations, members “show & tell” from their own travels (with support from volunteers who can help arrange photos in power-point), how to use online platforms such as Air BnB, VRBO, Couchsurfing, and other home-sharing systems, along with discount online travel sites such as Orbitz, and Travelocity. Additionally, participants can learn about downloading airline and other travel apps to get up-to-date notifications, boarding passes, and so on.
 - c. The Arts – Participants will be grouped by interest and meet to enjoy museums, music, special exhibits, films, speakers. Also, classes on how to find and watch artists and films on platforms such as YouTube, Netflix, Apple+, Amazon Prime, etc.
 - d. On Demand Transportation – How to sign up for and use various transportation platforms that can get participants to social, cultural, and educational events with the click of a button on the phone.
 - e. Fitness – Online group exercise classes where participants with internet can work out live with other individuals building support and accountability through classes designed for older adults.
 - f. School Volunteering – Connecting older adults to children who would benefit from having an adult read to them/with them, help them with homework, provide support as needed.
 - g. Public Resources for Older Adults & Persons with Disabilities – How to find and apply for services and public benefits that participants need. (This will be an ongoing

class designed to link Village members to services at the local, State, and Federal level.)

- Outreach – Grantee will host a kickoff event at the George R. Moscone Recreation Center for District 2 University. Outreach efforts will also include: Create a list of organizations to reach out to, create a Facebook page to target District 2 residents and possible participants, collaborate with Supervisor Stefani’s office to include kickoff event in monthly newsletter, collaborate with two libraries in the district to have events included in their newsletters, distribute monthly program notices regarding upcoming classes and events with weekly reminders, and connect and engage with neighborhood associations in District 2.
- Advisory Board – Grantee will form an advisory board. Advisory board membership should consist of six to eight neighborhood stakeholders that will provide input to help guide and shape programming to meet the needs of the target population living in the neighborhood. Neighborhood stakeholders will have at least one of the following: 1) professional expertise in providing programming and/or services to the target population and 2) older adults and adults with disabilities living in the neighborhood.

VI. Location and Time of Services

Programming will take place in various locations depending on the event or class. The majority of events will take place Monday-Friday, 9:00am-5:00pm. Please refer to attached site chart for additional details.

VII. Grantee Responsibilities

- Grantee will develop and maintain policies and procedures for all aspect of program operation, including a quality assurance plan.
- Grantee will ensure adequate and culturally competent staff (paid and/or volunteer) to administer the program, deliver quality services to meet the needs of the participants, and adhere to all the program standards.
- Grantee will resolve grievances related to program services at the program level and adhere to the DAS Grievance Policy and Procedure.
- Grantee will provide training and ongoing supervision and oversight of all program staff.
- As Grantee is a mandated reporter for witnessed or suspected elder abuse/neglect, staff will complete elder and dependent adult abuse trainings annually.
- Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules whenever applicable.
- Grantee will administer an annual satisfaction survey to gather input regarding participant’s direct experience.
- Grantee will communicate and collaborate regularly with DAS to help provide support and quality services to participants.
- Grantee will attend DAS Commission, program-related, and other meetings as needed.
- Grantee will support the program’s advisory board to provide a forum for participants and community feedback.

VIII. Service Objectives

Grantee will meet the following service objectives annually:

1. Enroll 50 unduplicated consumers in the program.
2. Provide 150 units of service. A unit of service is defined as one hour of programming as listed under Program Activities under Description of Services.

IX. Outcome Objectives

On an annual basis, Grantee will administer a participant survey to measure outcome objectives. Grantee will meet the following outcome objectives:

1. Clients feel more socially engaged in their neighborhood and/or community through opportunities offered by the program. Target: 80%
2. Clients feel more self-sufficient due to knowledge and/or skills they developed in the program. Target 70%
3. Clients develop new knowledge of disability and aging services available to them. Target: 85%
4. Clients rate the quality of services they received as good or excellent. Target: 85%

X. Reporting Requirements

Grantee will provide various reports during the term of the grant agreement.

1. Grantee will provide monthly and/or quarterly reports summarizing contract activities, referencing the tasks as described in Section V-Description of Services, Section VIII-Service Objectives and IX-Outcome Objectives. Grantee will enter the monthly metrics in the CA GetCare and CARBON databases by the 15th of the following month.
2. Grantee will also provide an annual report that will include accomplishments and challenges encountered by the grantee. This annual report is due in the CARBON database 45 days after the completion of the program year.
3. Grantee will provide ad hoc reports as required by DAS.
4. On an annual basis, Grantee will provide results of the satisfaction survey. This may or may not be provided at the same time as the annual report.

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

Rocio.Duenas@sfgov.org
Senior Contract Manager, Office of Contract Management
Human Services Agency

or

Fanny.Lapitan@sfgov.org
Program Analyst, Office of Community Partnerships
Department of Disability and Aging Services

XI. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of grantee's compliance to specific program standards or requirements, participant eligibility and targeted mandates, back-up documentation for the units of service and all reporting, and progress towards meeting service and outcome objectives; how participant records are collected and maintained; agency and organization standards including current organizational chart, job description of staff, and evidence of provision of staff training on Elder Abuse Reporting; program operation including policies and procedures manual, quality assurance plan, annual satisfaction survey, grievance procedure posted in the office and site locations, and hours of operation according to site chart.

- 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	B	C	D	E	F
1						Appendix B, Page 1
2						Document Date: 12/2/19
3	HUMAN SERVICES AGENCY CONTRACT BUDGET SUMMARY					
4	BY PROGRAM					
5	Grantee's Name				Grant Term	
6	North East Exchange Team San Francisco (NEXT Village SF)				3/1/20-6/30/23	
7	(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>					
8	If modification, Effective Date of Mod.		No. of Mod.			
9	Program: District 2 University					
10	Budget Reference Page No.(s)					
11	Program Term	3/1/20-6/30/20	7/1/20-6/30/21	7/1/21-6/30/22	7/1/22-6/30/23	Total 3/1/20-6/30/23
12	Expenditures					
13	Salaries & Benefits	\$32,977	\$98,932	\$98,932	\$98,932	\$329,773
14	Operating Expense	\$1,362	\$5,750	\$5,750	\$5,750	\$18,612
15	Subtotal	\$34,339	\$104,682	\$104,682	\$104,682	\$348,385
16	Indirect Percentage (%)	15%	15%	15%	15%	15%
17	Indirect Cost (Line 16 X Line 15)	\$5,151	\$15,702	\$15,702	\$15,702	\$52,257
18	Capital Expenditure	\$0	\$0	\$0	\$0	\$0
19	Total Expenditures	\$39,490	\$120,384	\$120,384	\$120,384	\$400,642
20	HSA Revenues					
21	Dignity Fund	\$39,490	\$120,384	\$120,384	\$120,384	\$400,642
22						
23						
24						
25						
26						
27						
28						
29	TOTAL HSA REVENUES	\$39,490	\$120,384	\$120,384	\$120,384	\$400,642
30	Other Revenues					
31						
32						
33						
34						
35						
36	Total Revenues	\$0	\$0	\$0	\$0	\$0
37						
39	Prepared by: Gail Switzer		Telephone No.: 415-218-9271		Date 12/02/2019	
40	HSA-CO Review Signature: _____					
41	HSA #1					11/15/2007

Program Name: District 2 University
 (Same as Line 9 on HSA #1)

Salaries & Benefits Detail

11	12	Agency Totals		For HSA Program		3/1/20-6/30/20	7/1/20-6/30/21	7/1/21-6/30/22	7/1/22-6/30/23	3/1/20-6/30/23	TOTAL
		Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	For DAS Program	For DAS Program	For DAS Program	For DAS Program	For DAS Program	
		POSITION TITLE				Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	
13	Executive Director	\$103,622	100%	26.5%	26.5%	\$9,153	\$27,460	\$27,460	\$27,460	\$27,460	\$91,533
14	Volunteer/Activity Coordinator	\$65,000	100%	100%	100%	\$21,667	\$65,000	\$65,000	\$65,000	\$65,000	\$216,667
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
26											
27											
28											
29											
30	TOTALS	\$168,622	2.00	1.27	1.27	\$30,820	\$92,460	\$92,460	\$92,460	\$92,460	\$308,200
31											
32	FRINGE BENEFIT RATE	7%									
33	EMPLOYEE FRINGE BENEFITS	\$11,804				\$2,157	\$6,472	\$6,472	\$6,472	\$6,472	\$21,573
34											
35											
36	TOTAL SALARIES & BENEFITS	\$180,426				\$32,977	\$98,932	\$98,932	\$98,932	\$98,932	\$329,773
37	HSA #2	11/15/2007									

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2													
3													
4	Program Name: District 2 University												
5	(Same as Line 9 on HSA #1)												
6													
7	Operating Expense Detail												
8													
9													
10													
11													
12	Expenditure Category			TERM	<u>3/1/20-6/30/20</u>	<u>7/1/20-6/30/21</u>	<u>7/1/21-6/30/22</u>	<u>7/1/22-6/30/23</u>					TOTAL
13	Rental of Property												<u>3/1/20-6/30/23</u>
14	Utilities(Elec, Water, Gas, Phone, Scavenger)												
15	Office Supplies, Postage				\$50	\$200	\$200	\$200	\$200				\$650
16	Building Maintenance Supplies and Repair												
17	Printing and Reproduction				\$75	\$350	\$350	\$350	\$350				\$1,125
18	Insurance												
19	Staff Training												
20	Staff Travel-(Local & Out of Town)												
21	Rental of Equipment												
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE												
23	Graphics Designer				\$50	\$200	\$200	\$200	\$200				\$650
24													
25													
26													
27													
28	OTHER												
29													
30	Program Expenses				\$1,187	\$5,000	\$5,000	\$5,000	\$5,000				\$16,187
31													
32													
33													
34													
35	TOTAL OPERATING EXPENSE				<u>\$1,362</u>	<u>\$5,750</u>	<u>\$5,750</u>	<u>\$5,750</u>	<u>\$5,750</u>				<u>\$18,612</u>
36													
37	HSA #3												11/15/2007

Appendix A – Services to be Provided
Self-Help for the Elderly
Neighborhood-Based Pilot Program – Social Connections
January 1, 2020 – June 30, 2023

I. Purpose of Grant

The purpose of this grant is to provide opportunities through a neighborhood-based program for older adults and adults with disabilities to socialize, build community, and participate in a meaningful way in districts that have been identified as having less participation.

II. Definitions

CARBON	Contracts Administration, Reporting, and Billing Online System
City	City and County of San Francisco
DAS	Department of Disability and Aging Services
DFCNA	Dignity Fund Community Needs Assessment
Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: activities of daily living (ADL), and instrumental activities of daily living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment.
Grantee	Self-Help for the Elderly
HSA	San Francisco Human Services Agency

III. Target Population

The grant will serve older adults and adults with disabilities living in San Francisco districts identified in the DFCNA as having an overall service participation rate lower than the citywide service participation rate, namely districts 1, 2, 4, 5, 8, 9, 10, and 11.

Additional target priorities include member 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)
- Sexual Orientation and Gender Identity

IV. Program Eligibility

- Resident of San Francisco *and*
- Person aged 60 and above *or*
- Person aged 18 and above with a disability

V. Description of Services

Grantee will provide the Social Connections Program and will serve participants in district 11. The program will offer educational workshops and trainings, and will include activities like visits to public spaces, volunteer opportunities, support groups, debate groups, online group chats, safe neighborhood watch groups, and basic mobile device classes.

Grantee shall provide the following services during the term of this grant:

- Program Activities – Grantee will have the Project Coordinator plan, coordinate, and lead the program activities. Subject matter experts will also be enlisted to facilitate workshops and trainings as needed. Types of activities will include:
 - a. Visits to community providers, City Hall, DAS Benefits and Resource Hub, public hearings, and other organizations to help program participants learn about available resources, learn and participate in the public process, and advocate for solutions to the challenges and needs of their neighborhood.
 - b. Volunteer opportunities to help program participants stay active and connected with the City and services they utilize while helping others.
 - c. Workshops on social/public benefits such as affordable housing, health insurance, retirement planning, and other topics to connect program participants to such benefits, increase their knowledge with current information, and empower them to live independently.
 - d. Support group for grief, depression, loneliness, health issues, and other topics that can expand social connections, provide peer support, and enhance coping skills.
 - e. Debate group on various topics the program participants are interested in to help share their thoughts, practice healthy communication, and increase confidence and self-esteem.
 - f. Online group chat using WeChat for information and story sharing to help program participants connect and engage with the community.
 - g. Safe Neighborhood Watch Group: connect with local police station to provide neighborhood safety tips and updates.
 - h. Basic mobile device class to develop internet skills for locating resources and online communications.
- Outreach – Grantee will have a project coordinator conduct outreach through various means including visits to faith-based organizations, senior housing projects, commercial corridors with shops and restaurants, and other non-profit organizations. Outreach will also include utilization of ethnic and social media apps such as WeChat, Facebook,

Instagram, and program promotion at “Sunday Streets Excelsior” and other events in the neighborhood.

- Neighborhood Input – Program activities will be planned and scheduled based on input from the neighborhood residents. Grantee will facilitate meetings quarterly with Advisory Board members to discuss and decide best practices for all proposed activities. Grantee will collect feedback/comments from neighborhood residents and activity participants to make improvements on program implementation.
- Advisory Board – Grantee will form an advisory board. Advisory board membership should consist of six to eight neighborhood stakeholders that will provide input to help guide and shape programming to meet the needs of the target population living in the neighborhood. Neighborhood stakeholders will have at least one of the following: 1) professional expertise in providing programming and/or services to the target population and 2) older adults and adults with disabilities living in the neighborhood.

VI. Location and Time of Services

Self-Help for the Elderly is located at 731 Sansome Street, Suite 100, San Francisco, CA 94111. Hours of operation are Monday through Friday, 9 a.m. to 5 p.m. Please see attached site chart for additional program locations.

VII. Grantee Responsibilities

- Grantee will develop and maintain policies and procedures for all aspect of program operation, including a quality assurance plan.
- Grantee will ensure adequate and culturally competent staff (paid and/or volunteer) to administer the program, deliver quality services to meet the needs of the participants, and adhere to all the program standards.
- Grantee will resolve grievances related to program services at the program level and adhere to the DAS Grievance Policy and Procedure.
- Grantee will provide training and ongoing supervision and oversight of all program staff.
- As Grantee is a mandated reporter for witnessed or suspected elder abuse/neglect, staff will complete elder and dependent adult abuse trainings annually.
- Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules whenever applicable.
- Grantee will administer an annual satisfaction survey to gather input regarding participant’s direct experience.
- Grantee will communicate and collaborate regularly with DAS to help provide support and quality services to participants.
- Grantee will attend DAS Commission, program-related, and other meetings as needed.
- Grantee will support the program’s advisory board to provide a forum for participants and community feedback.

VIII. Service Objectives

On an annual basis, Grantee will meet the following Service Objectives:

1. Enroll 150 unduplicated consumers in the program.
2. Provide 300 units of service. Unit of service is defined as one hour of programming. Activities include:
 - a. Visits to other providers, City Hall, DAS Benefits and Resource Hub, public hearings on budget, etc.
 - b. Volunteer opportunities
 - c. Workshops on social/public benefits such as affordable housing, health insurance, retirement planning, etc.
 - d. Support group for grief, depression, loneliness, health issues, etc.
 - e. Debate group on various topics
 - f. Online group chat using WeChat for information and story sharing
 - g. Safe Neighborhood Watch Group for safety tips and updates
 - a. Basic mobile device class to develop internet skills for locating resources and online communications.

IX. Outcome Objectives

On an annual basis, Grantee will administer a participant survey to measure outcome objectives. Grantee will meet the following outcome objectives:

1. Clients feel more socially engaged in their neighborhood and/or community through opportunities offered by the program. Target: 80%
2. Clients feel they have opportunities to contribute meaningfully to their neighborhood and/or community. Target: 85%
3. Clients rate the quality of services they received as good or excellent. Target: 80%
4. Clients develop new knowledge of disability and aging services available to them. Target: 85%.

X. Reporting Requirements

Grantee will provide various reports during the term of the grant agreement.

1. Grantee will provide monthly and/or quarterly reports summarizing contract activities, referencing the tasks as described in Section V-Description of Services, Section VIII-Service Objectives and IX-Outcome Objectives. Grantee will enter the monthly metrics in the CA GetCare and CARBON databases by the 15th of the following month.
2. Grantee will also provide an annual report that will include accomplishments and challenges encountered by the grantee. This annual report is due in the CARBON database 45 days after the completion of the program year.
3. Grantee will provide ad hoc reports as required by DAS.
4. On an annual basis, Grantee will provide results of the satisfaction survey. This may or may not be provided at the same time as the annual report.

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

Tahir.Shaikh@sfgov.org
 Contract Manager, Office of Contract Management
 Human Services Agency

or

Fanny.Lapitan@sfgov.org

X. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of grantee's compliance to specific program standards or requirements, participant eligibility and targeted mandates, back-up documentation for the units of service and all reporting, and progress towards meeting service and outcome objectives; how participant records are collected and maintained; agency and organization standards including current organizational chart, job description of staff, and evidence of provision of staff training on Elder Abuse Reporting; program operation including policies and procedures manual, quality assurance plan, annual satisfaction survey, grievance procedure posted in the office and site locations, and hours of operation according to site chart.
- 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	B	C	D	E	F	G
1	Appendix B, Page 1						
2	Date: 10/1/2019						
3	HUMAN SERVICES AGENCY BUDGET SUMMARY						
4							
5	Name		Term 1/1/20-6/30/23				
6	SELF-HELP FOR THE ELDERLY		Annual Budget				
7	(Check One) New <input checked="" type="checkbox"/>		Renewal <input type="checkbox"/> Modification <input type="checkbox"/>				
8	If modification, Effective Date of Mod.		No. of Mod.				
9	Neighborhood Based Programs and Initiatives						
10	Budget Reference Page No.(s)		Budget	Budget	Budget	Budget	Total
11	Program Term		1/1/20-6/30/20	7/1/19-6/30/21	7/1/21-6/30/22	7/1/22-6/30/23	1/1/20-6/30/23
12	Expenditures						
13	Salaries & Benefits	\$38,430	\$76,860	\$76,860	\$76,860	\$76,860	\$269,010
14	Operating Expenses	\$4,614	\$9,227	\$9,227	\$9,227	\$9,227	\$32,295
15	Subtotal	\$43,044	\$86,087	\$86,087	\$86,087	\$86,087	\$301,305
16	Indirect Percentage (%) (insert indirect %)	15%	15%	15%	15%	15%	15%
17	Indirect Cost (Line 16 X Line 15)	\$6,456	\$12,913	\$12,913	\$12,913	\$12,913	\$45,195
18	Capital/Subcontractor Expenditures	\$1,000					\$1,000
19	Total Expenditures	\$50,500	\$99,000	\$99,000	\$99,000	\$99,000	\$347,500
20	HSA Revenues						
21							
22	General Funds	\$50,500	\$99,000	\$99,000	\$99,000	\$99,000	\$347,500
23							
24							
25							
26							
27							
28							
29	General Funds	\$50,500	\$99,000	\$99,000	\$99,000	\$99,000	\$347,500
30	Other Revenues						
31							
32							
33							
34							
35							
36	Total Revenues	\$50,500	\$99,000	\$99,000	\$99,000	\$99,000	\$347,500
37	Full Time Equivalent (FTE)						
39	Prepared by:	Lery Nair	Telephone No.: 415-677-7682			Date: 1/28/20	
40	HSA-CO Review Signature: _____						
41	HSA #1						10/1/2019

	A	B	C	D	E	F	G	H	I	J
1										
2										
3										
4	Appendix B, Page 3									
5	Date: 10/1/2019									
6	Neighborhood Based Programs and Initiatives									
7	(Same as Line 9 on HSA #1)									
8	Operating Expense Detail									
9										
10										
11										
12	Expenditure Category	TERM	1/1/20-6/30/20	7/1/19-6/30/21	7/1/21-6/30/22	7/1/22-6/30/23				TOTAL
13	Rental of Property		\$1,750	\$3,500	\$3,500	\$3,500				\$12,250
14	Utilities(Elec, Water, Gas, Phone, Garbage)		\$75	\$150	\$150	\$150				\$525
15	Office Supplies, Postage		\$125	\$250	\$250	\$250				\$875
16	Building Maintenance Supplies and Repair		\$125	\$250	\$250	\$250				\$875
17	Printing and Reproduction		\$1,000	\$2,000	\$2,000	\$2,000				\$7,000
18	Insurance		\$450	\$900	\$900	\$900				\$3,150
19	Staff Training		\$100	\$200	\$200	\$200				\$700
20	Staff Travel-(Local & Out of Town)		\$250	\$500	\$500	\$500				\$1,750
21	Rental of Equipment									
22										
23	CONSULTANTS									
24										
25										
26										
27	OTHER									
28	Communications		\$175	\$350	\$350	\$350				\$1,225
29	Program Outreach		\$564	\$1,127	\$1,127	\$1,127				\$3,945
30										
31	TOTAL OPERATING EXPENSE		\$4,614	\$9,227	\$9,227	\$9,227				\$32,295
32										
33	HSA #3									10/1/2019

	A	B	C	D
1			Appendix B, Page 4	
2			Date: 10/1/2019	
3				
4	Neighborhood Based Programs and Initiatives			
5	(Same as Line 9 on HSA #1)			
6	Program Expenditure Detail			
7	SUBCONTRACTORS		1/1/20-6/30/20	1/1/20-6/30/20
8				\$0
9				\$0
10				\$0
11	TOTAL SUBCONTRACTOR COST		\$0	\$0
12				
13	EQUIPMENT		1/1/20-6/30/20	1/1/20-6/30/20
	TERM			
14	No.	ITEM/DESCRIPTION		
15		Laptop for the Project Coordinator	\$1,000	\$1,000
16				\$0
17				\$0
18	TOTAL EQUIPMENT COST		\$1,000	\$1,000
19				
20	R E M O D E L I N G			
21	Description:		1/1/20-6/30/20	1/1/20-6/30/20
22				\$0
23				\$0
24				\$0
25	TOTAL REMODELING COST		\$0	\$0
26				
27	TOTAL CAPITAL/SUBCONTRACTOR EXPENDITURE		\$1,000	\$1,000
28				
29	HSA #4			10/1/2019

Appendix A – Services to be Provided
Sequoia Living
Neighborhood-Based Pilot Program – Aquatic Park Community Connectors
January 1, 2020 – June 30, 2023

I. Purpose of Grant

The purpose of this grant is to provide opportunities through a neighborhood-based program for older adults and adults with disabilities to socialize, build community, and participate in a meaningful way in districts that have been identified as having less participation.

II. Definitions

CARBON	Contracts Administration, Reporting and Billing On Line System
City	City and County of San Francisco
DAS	Department of Disability and Aging Services
DFCNA	Dignity Fund Community Needs Assessment
Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: activities of daily living (ADL), and instrumental activities of daily living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment.
Grantee	Sequoia Living
HSA	San Francisco Human Services Agency

III. Target Population

The grant will serve older adults and adults with disabilities living in San Francisco districts identified in the DFCNA as having an overall service participation rate lower than the citywide service participation rate, namely districts 1, 2, 4, 5, 8, 9, 10, and 11.

Additional target priorities include member 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)
- Sexual Orientation and Gender Identity

IV. Program Eligibility

- Resident of San Francisco *and*
- Person aged 50 and above *or*
- Person aged 18 and above with a disability

V. Description of Services

Grantee will provide the Aquatic Park Community Connectors Program and will serve participants in district 2. The program will offer participant-driven activities including memoir writing, Boomer poetry, creative writing, physical wellness, and other activities offered at the Aquatic Park Center. Participants will also have access to available programs at established partnership locations at the Presidio Community YMCA and local libraries.

Grantee shall provide the following services during the term of this grant:

- Program Activities – Grantee will provide a wide variety of activities based on input from program participants. Additionally, staff will also provide basic program ideas. The partnering libraries will offer mutual programs with Grantee surrounding the theme of self-designed programs and services. Activities such as memoir writing, Boomer poetry, and creative writing will encourage ideas for the groups. Library technology resources will be leveraged to show the potential of existing tools for education and connection. The Presidio Community YMCA will also partner in fitness opportunities revealing their existing programming and helping to explore possibilities for new offerings. The program will also offer the Always Active program for two hours per week to provide group exercise classes that focus on mobility, muscle strengthening, balance, and flexibility. The Aquatic Park Center’s program areas will be made exclusively available on weekends (both Saturdays and Sundays from 10am – 2pm) for the neighborhood groups to utilize and design their own programs and services. Neighbor groups may choose to only meet in their surrounding neighborhoods, but will be offered use of Aquatic Park Center, which hosts a ten-person computer lab, an art studio, fitness room and equipment, the Life Story Center recording studio, and many classroom opportunities. The Center’s relationship with the San Francisco Maritime National Historical Park provides a unique opportunity for specialized, Maritime-related programming.
- Resource and Service Connection – Grantee will provide comprehensive critical services through the onsite social worker and Chinese language program assistant. The Aging & Disability Resource Center (ADRC) representative at the Aquatic Park Center will also help with referrals and enrollments to programs including housing, transportation, utility discounts, CalFresh, and others.
- Outreach – Grantee will conduct outreach through various means including town hall meetings, invitations to general ongoing group meetings, distribution of door hangers,

flyers in public spaces, neighborhood organization meetings, and social media such as Twitter, Facebook, and Next Door. The Program Coordinator will coordinate all outreach efforts and seek volunteers through the Aquatic Park email list. On a weekly basis, staff and volunteers will walk neighborhoods engaging businesses, “flyering” residences, and speaking to social groups. A mailing list will identify households with older adults and adults with disabilities. Postcards will be designed and distributed to invite the residents to the town hall meetings which will take place at the Presidio Branch and Golden Gate Valley Libraries, as well as the Presidio YMCA.

- Advisory Board – Grantee will form an advisory board. Advisory board membership should consist of six to eight neighborhood stakeholders that will provide input to help guide and shape programming to meet the needs of the target population living in the neighborhood. Neighborhood stakeholders will have at least one of the following: 1) professional expertise in providing programming and/or services to the target population and 2) older adults and adults with disabilities living in the neighborhood.

VI. Location and Time of Services

Aquatic Park Center is located at 890 Beach Street, San Francisco, CA 94109. Hours of operation are Monday through Friday, 9 a.m. to 4 p.m. and Sundays, 10 a.m. to 2 p.m. The participants of this program will potentially use the Aquatic Park Center on Saturdays, 10 a.m. to 2 p.m.

VII. Grantee Responsibilities

- Grantee will develop and maintain policies and procedures for all aspect of program operation, including a quality assurance plan.
- Grantee will ensure adequate and culturally competent staff (paid and/or volunteer) to administer the program, deliver quality services to meet the needs of the participants, and adhere to all the program standards.
- Grantee will resolve grievances related to program services at the program level and adhere to the DAS Grievance Policy and Procedure.
- Grantee will provide training and ongoing supervision and oversight of all program staff.
- As Grantee is a mandated reporter for witnessed or suspected elder abuse/neglect, staff will complete elder and dependent adult abuse trainings annually.
- Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules whenever applicable.
- Grantee will administer an annual satisfaction survey to gather input regarding participant’s direct experience.
- Grantee will communicate and collaborate regularly with DAS to help provide support and quality services to participants.
- Grantee will attend DAS Commission, program-related, and other meetings as needed.
- Grantee will support the program’s advisory board to provide a forum for participants and community feedback.

VIII. Service Objectives

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

1. Enroll 100 unduplicated consumers in the program.
2. Provide 550 units of service. Unit of service is defined as one hour of activity per person per day. Activities include:
 - a. Group meetings in neighborhoods.
 - b. Outreach activities in neighborhoods.
 - c. Activity planning by neighbors with staff assistance.
 - d. Program hours of defined activities

IX. Outcome Objectives

On an annual basis, Grantee will administer a participant survey to measure outcome objectives. Grantee will meet the following outcome objectives:

1. Clients feel more socially engaged in their neighborhood and/or community through opportunities offered by the program. Target: 80%
2. Clients feel they have opportunities to contribute meaningfully to their neighborhood and/or community. Target: 80%
3. Clients rate the quality of services they received as good or excellent. Target: 85%

X. Reporting Requirements

Grantee will provide various reports during the term of the grant agreement.

1. Grantee will provide monthly and/or quarterly reports summarizing contract activities, referencing the tasks as described in Section V-Description of Services, Section VIII-Service Objectives and IX-Outcome Objectives. Grantee will enter the monthly metrics in the CA GetCare and CARBON databases by the 15th of the following month.
2. Grantee will also provide an annual report that will include accomplishments and challenges encountered by the grantee. This annual report is due in the CARBON database 45 days after the completion of the program year.
3. Grantee will provide ad hoc reports as required by DAS.
4. On an annual basis, Grantee will provide results of the satisfaction survey. This may or may not be provided at the same time as the annual report.

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

Ella.Lee@sfgov.org
 Contract Manager, Office of Contract Management
 Human Services Agency

or

Fanny.Lapitan@sfgov.org
 Program Analyst, Office of Community Partnerships
 Department of Disability and Aging Services

X. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of grantee's compliance to specific program standards or requirements, participant eligibility and targeted mandates, back-up documentation for the units of service and all reporting, and progress towards

meeting service and outcome objectives; how participant records are collected and maintained; agency and organization standards including current organizational chart, job description of staff, and evidence of provision of staff training on Elder Abuse Reporting; program operation including policies and procedures manual, quality assurance plan, annual satisfaction survey, grievance procedure posted in the office and site locations, and hours of operation according to site chart.

- 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.

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Name Sequoia Living					Term 1/1/20-6/30/23
(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>					
If modification, Effective Date of Mod. _____ No. of Mod. _____					
Program: Community Initiative Pilot Program					
Budget Reference Page No.(s)					
Program Term	1/1/20-6/30/20	7/1/20-6/30/21	7/1/21-6/30/22	7/1/22-6/30/23	Total
Expenditures					
Salaries & Benefits	\$40,519	\$81,035	\$81,035	\$81,035	\$283,624
Operating Expenses	\$2,250	\$4,500	\$4,500	\$4,500	\$15,750
Subtotal	\$42,769	\$85,535	\$85,535	\$85,535	\$299,374
Indirect Percentage (%)	15%	15%	15%	15%	15%
Indirect Cost (Line 16 X Line 15)	\$6,414	\$12,830	\$12,830	\$12,830	\$44,904
Capital/Subcontractor Expenditures	\$2,500	\$5,000	\$5,000	\$5,000	\$17,500
Total Expenditures	\$51,683	\$103,365	\$103,365	\$103,365	\$361,778
HSA Revenues					
General Fund	\$51,683	\$103,365	\$103,365	\$103,365	\$361,778
TOTAL HSA REVENUES	\$51,683	\$103,365	\$103,365	\$103,365	\$361,778
Other Revenues					
Total Revenues	\$51,683	\$103,365	\$103,365	\$103,365	\$361,778
Full Time Equivalent (FTE)					
Prepared by:	Telephone No.:			Date:	
HSA-CO Review Signature:	_____				1/18/2020
HSA #1					

Salaries & Benefits Detail

POSITION TITLE	Agency Totals		HSA Program		1/1/20-6/30/20	7/1/20-6/30/21	7/1/21-6/30/22	7/1/22-6/30/23	1/1/20-6/30/23
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	DAS	DAS	DAS	DAS	Total
					Budgeted Salary (6 months)	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Program Director	\$95,680	1.00	15%	0.15	\$7,176	\$14,352	\$14,352	\$14,352	\$50,232
Program Supervisor	\$68,494	1.00	10%	0.10	\$3,425	\$6,849	\$6,849	\$6,849	\$23,972
Neighborhood Program Coordinator	\$51,189	1.00	80%	0.80	\$20,476	\$40,951	\$40,951	\$40,951	\$143,329
TOTALS	\$215,363	3.00	105%	1.05	\$31,077	\$62,152	\$62,152	\$62,152	\$217,533
FRINGE BENEFIT RATE	30%								
EMPLOYEE FRINGE BENEFITS	\$65,432				\$9,442	\$18,883	\$18,883	\$18,883	\$66,091
TOTAL SALARIES & BENEFITS	\$280,795				\$40,519	\$81,035	\$81,035	\$81,035	\$283,624
HSA #2									10/25/2016

Operating Expense Detail

Expenditure Category	TERM					Total
		1/1/20-6/30/20	7/1/20-6/30/21	7/1/21-6/30/22	7/1/22-6/30/23	1/1/20-6/30/23
Rental of Property						
Utilities(Elec, Water, Gas, Phone, Garbage)						
Office Supplies, Postage		\$500	\$1,000	\$1,000	\$1,000	\$3,500
Building Maintenance Supplies and Repair						
Printing and Reproduction		\$1,500	\$3,000	\$3,000	\$3,000	\$10,500
Insurance						
Staff Training						
Transportation - Staff Travel-(Local & Out of Town)		\$250	\$500	\$500	\$500	\$1,750
Rental of Equipment						
CONSULTANTS						
OTHER						
TOTAL OPERATING EXPENSE		\$2,250	\$4,500	\$4,500	\$4,500	\$15,750
HSA #3						10/25/2016

Program Expenditure Detail

SUBCONTRACTORS		1/1/20-6/30/20	7/1/20-6/30/21	7/1/21-6/30/22	7/1/22-6/30/23	1/1/20-6/30/23
	Community Living Campaign	\$2,500	\$5,000	\$5,000	\$5,000	\$17,500
TOTAL SUBCONTRACTOR COST		\$2,500	\$5,000	\$5,000	\$5,000	\$17,500
EQUIPMENT		1/1/20-6/30/20	7/1/20-6/30/21	7/1/21-6/30/22	7/1/22-6/30/23	1/1/20-6/30/23
No.	ITEM/DESCRIPTION					
TOTAL EQUIPMENT COST						
REMODELING		1/1/20-6/30/20	7/1/20-6/30/21	7/1/21-6/30/22	7/1/22-6/30/23	1/1/20-6/30/23
Description:						
TOTAL REMODELING COST						
TOTAL CAPITAL/SUBCONTRACTOR EXPENDITURE		\$2,500	\$5,000	\$5,000	\$5,000	\$17,500
HSA #4						10/25/2016

Appendix A – Services to be Provided
University of California, San Francisco, Memory and Aging Center
Neighborhood-Based Pilot Program - Community Arts for Brain Health Initiative
January 1, 2020 – June 30, 2023

I. Purpose of Grant

The purpose of this grant is to provide opportunities through a neighborhood-based program for older adults and adults with disabilities to socialize, build community, and participate in a meaningful way in districts that have been identified as having less participation.

II. Definitions

CARBON	Contracts Administration, Reporting and Billing On Line System
City	City and County of San Francisco
DAS	Department of Disability and Aging Services
DFCNA	Dignity Fund Community Needs Assessment
Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: activities of daily living (ADL), and instrumental activities of daily living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment.
Grantee	University of California, San Francisco, Memory and Aging Center (UCSF)
HSA	San Francisco Human Services Agency

III. Target Population

The grant will serve older adults and adults with disabilities living in San Francisco districts identified in the DFCNA as having an overall service participation rate lower than the citywide service participation rate, namely districts 1, 2, 4, 5, 8, 9, 10, and 11.

Additional target priorities include member 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)
- Sexual Orientation and Gender Identity

IV. Program Eligibility

- Resident of San Francisco *and*
- Person aged 60 and above *or*
- Person aged 18 and above with a disability

V. Description of Services

Grantee will provide the Community Arts for Brain Health Initiative and will serve participants in districts 9 and 10. The program will provide multiple fellows enlisted annually to lead unique, art-based community engaging activities that will support brain health of older adults and adults with disabilities. Programming will be conducted in community sites that have partnered with the UCSF Memory and Aging Center.

Grantee will provide the following services annually:

- Program Activities – Grantee will provide various interactive arts and activities to participants through the Community Arts for Brain Health Initiative (CABHI) which supports the brain health of older adults and adults with disabilities in districts 9 and 10. Grantee will enlist multiple fellows annually to lead unique, arts-based community engaging activities throughout the term of this grant. Each fellow will be committed to provide programming annually and will change each fiscal year, as they are contracted with UCSF for an academic calendar year (August to June). While each fellow will have a unique approach in the mode of programming they choose to offer, the programming will always be centered on cognitive brain health and the arts. The outcome objectives will remain the same throughout the grant period. Service objectives will change as the mode of programming changes annually. Grantee agrees to notify assigned Program Analyst of changes to the programming, budget modifications, and service objectives no later than September 1st of each grant year.

During FY 19/20, Grantee will provide the following program activities:

- a. Mixed-Media Arts Engagement Program – A series of mixed-media, “Pop-Up” style, art workshops that include photography, painting, drawing, and storytelling. Participants’ art works will be selected and curated for exhibitions after the workshops.

- b. Re-Live Theatre Experience on Homelessness – Seeks to empower a group of vulnerable, older and/or disabled adults in San Francisco who identify as being currently homeless to share their life experiences in a live theatre setting.
 - c. Brain-Friendly Home and Self Care Products Workshops – Workshops centered around neurotoxicants (toxic substances that alter the normal activity of the nervous system) in household cleaning and personal hygiene products, followed by a Do-It-Yourself (DIY) workshop on non-toxic cleaning supplies.
- Resource and Service Connection – Grantee will provide information and referral to program participants seeking assistance through the Memory and Aging Center. Grantee will also connect participants to clinics and research opportunities as appropriate.
 - Outreach – Grantee supports the Memory and Aging Center (MAC) Community Outreach Program (COP) which has working relationships with multiple community sites where the activities will be conducted. Community outreach activities will follow existing MAC COP outreach activities including engagement with community sites through advertisements for events, dissemination through existing social media streams, and direct contact with community members.
 - Advisory Board – Grantee will form an advisory board. Advisory board membership should consist of six to eight neighborhood stakeholders that will provide input to help guide and shape programming to meet the needs of the target population living in the neighborhood. Neighborhood stakeholders will have at least one of the following: 1) professional expertise in providing programming and/or services to the target population and 2) older adults and adults with disabilities living in the neighborhood.

VI. Location and Time of Services

The UCSF Memory and Aging Center is located at 675 Nelson Rising Lane, Suite 190, San Francisco, CA 94143. Hours of operation are Monday through Friday, 9 a.m. to 5 p.m. Please see attached site chart for specific program locations.

VII. Grantee Responsibilities

- Grantee will develop and maintain policies and procedures for all aspect of program operation, including a quality assurance plan.
- Grantee will ensure adequate and culturally competent staff (paid and/or volunteer) to administer the program, deliver quality services to meet the needs of the participants, and adhere to all the program standards.
- Grantee will resolve grievances related to program services at the program level and adhere to the DAS Grievance Policy and Procedure.
- Grantee will provide training and ongoing supervision and oversight of all program staff.
- As Grantee is a mandated reporter for witnessed or suspected elder abuse/neglect, staff will complete elder and dependent adult abuse trainings annually.
- Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules whenever applicable.

- Grantee will administer an annual satisfaction survey to gather input regarding participant's direct experience.
- Grantee will communicate and collaborate regularly with DAS to help provide support and quality services to participants.
- Grantee will attend DAS Commission, program-related, and other meetings as needed.
- Grantee will support the program's advisory board to provide a forum for participants and community feedback.

VIII. Service Objectives

In FY 19/20, Grantee will meet the following service objectives for the **Mixed-Media Arts Engagement Program**:

1. Enroll 110 unduplicated consumers in the program.
2. Provide 32 units of service. Unit of service is defined as 90 minutes of programming.

In FY 19/20, Grantee will meet the following service objectives for the **Re-Live Theater Program**:

1. Enroll 6 unduplicated consumers in the program.
2. Provide 16 units of service. Unit of service is defined as one completed Life Story session.

In FY 19/20, Grantee will meet the following service objectives for the **Brain-Friendly Home and Self Care Products Workshop**:

1. Enroll 120 unduplicated consumers in the program.
2. Provide 15 units of service. Unit of service is defined as one completed 2-hour workshop.

IX. Outcome Objectives

On an annual basis, Grantee will administer a participant survey to measure outcome objectives. Grantee will meet the following outcome objectives for all programming provided regardless of the modality.

1. Clients feel more socially engaged in their neighborhood and/or community through opportunities offered by the program. Target: 80%.
2. Clients feel they have opportunities to contribute meaningfully to their neighborhood and/or community. Target: 80%
3. Clients rate the quality of services they received as good or excellent. Target: 85%

X. Reporting Requirements

Grantee will provide various reports during the term of the grant agreement.

1. Grantee will provide monthly and/or quarterly reports summarizing contract activities, referencing the tasks as described in Section V-Description of Services, Section VIII-

Service Objectives and IX-Outcome Objectives. Grantee will enter the monthly metrics in the CA GetCare and CARBON databases by the 15th of the following month.

2. Grantee will also provide an annual report that will include accomplishments and challenges encountered by the grantee. This annual report is due in the CARBON database 45 days after the completion of the program year.
3. Grantee will provide ad hoc reports as required by DAS.
4. On an annual basis, Grantee will provide results of the satisfaction survey. This may or may not be provided at the same time as the annual report.

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

Steve.Kim@sfgov.org
Contract Manager, Office of Contract Management
Human Services Agency

or

Fanny.Lapitan@sfgov.org
Program Analyst, Office of Community Partnerships
Department of Disability and Aging Services

X. Monitoring Activities

- A. **Program Monitoring**: Program monitoring will include review of grantee's compliance to specific program standards or requirements, participant eligibility and targeted mandates, back-up documentation for the units of service and all reporting, and progress towards meeting service and outcome objectives; how participant records are collected and maintained; agency and organization standards including current organizational chart, job description of staff, and evidence of provision of staff training on Elder Abuse Reporting; program operation including policies and procedures manual, quality assurance plan, annual satisfaction survey, grievance procedure posted in the office and site locations, and hours of operation according to site chart.
- 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	B	C	D	E	F
1	Appendix B, Page 1					
2						
3	HUMAN SERVICES AGENCY BUDGET SUMMARY					
4	BY PROGRAM					
5	Name			Term		1/1/2020 - 6/30/2023
6	UCSF					
7	(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>					
8	If modification, Effective Date of Mod.			No. of Mod.		
9	Program: Community Arts for Brain Health					
10	Budget Reference Page No.(s)					
11	Program Term	1/1/2020 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	Total
12	Expenditures					
13	Salaries & Benefits	\$14,703	\$41,650	\$41,641	\$41,632	\$139,626
14	Operating Expense	\$18,040	\$25,369	\$25,378	\$25,387	\$94,174
15	Capital Expenditure	\$6,768				\$6,768
16	Subtotal	\$39,511	\$67,019	\$67,019	\$67,019	\$240,568
17	Indirect Percentage (%)	15%	15%	15%	15%	15%
18	Indirect Cost (Line 16 X Line 17)	\$5,926	\$10,054	\$10,054	\$10,054	\$36,088
19	Total Expenditures	\$45,437	\$77,073	\$77,073	\$77,073	\$276,656
20	HSA Revenues					
21	General Fund	\$45,437	\$77,073	\$77,073	\$77,073	\$276,656
22						
23						
24						
25						
26						
27						
28						
29	TOTAL HSA REVENUES	\$45,437	\$77,073	\$77,073	\$77,073	\$276,656
30	Other Revenues					
31						
32						
33						
34						
35						
36	Total Revenues	\$45,437	\$77,073	\$77,073	\$77,073	\$276,656
37	Full Time Equivalent (FTE)					
39	Prepared by:			Telephone No.:		Date
40	HSA-CO Review Signature: _____					
41	HSA #1					

**Appendix A – Services to be Provided
 Bayview Hunters Point YMCA
 Neighborhood-Based Pilot Program – Silver Plus
 January 1, 2020 – June 30, 2023**

I. Purpose of Grant

The purpose of this grant is to provide opportunities through a neighborhood-based program for older adults and adults with disabilities to socialize, build community, and participate in a meaningful way in districts that have been identified as having less participation.

II. Definitions

CARBON	Contracts Administration, Reporting, and Billing Online System
City	City and County of San Francisco
DAS	Department of Disability and Aging Services
DFCNA	Dignity Fund Community Needs Assessment
Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: activities of daily living (ADL), and instrumental activities of daily living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment.
Grantee	Bayview Hunters Point YMCA
HSA	San Francisco Human Services Agency

III. Target Population

The grant will serve older adults and adults with disabilities living in San Francisco districts identified in the DFCNA as having an overall service participation rate lower than the citywide service participation rate, namely districts 1, 2, 4, 5, 8, 9, 10, and 11.

Additional target priorities include member 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)
- Sexual Orientation and Gender Identity

IV. Program Eligibility

- Resident of San Francisco *and*
- Person aged 60 and above *or*
- Person aged 18 and above with a disability

V. Description of Services

Grantee will provide the Silver Plus Program and will serve participants in district 10. The program will offer group exercises, lunch and learn activities, volunteer opportunities, resource connection, group excursion trips, and other activities provided at the YMCA branch. Transportation will be provided to participants as needed.

Grantee shall provide the following services during the term of this grant:

- Program Activities – Grantee will plan, coordinate, and lead the program activities. Subject matter experts will also be enlisted to facilitate activities, workshops, and trainings as needed. Types of activities will include:
 - a. Group exercises including Sit and Be Fit, Move to Improve, Jammin’ to the Oldies, and other classes that support safe and appropriate fitness activities for older adults.
 - b. Lunch and learn activities that bring together program participants for discussions with guest speakers from a variety of service providers and organizations.
 - c. Enrichment excursions that take program participants on group trips that allow them to be active in nature.
 - d. Volunteer opportunities through the Community Ambassadors program that allows program participants to help with program components such as event sign-in, class set-up, serving food at events, and outreach.
 - e. Resource connection by the Community Engagement Specialist who will conduct linkages to resources and information needed by the neighborhood residents.
 - f. YMCA branch activities that include the Active Older Adult programs designed to provide opportunities for participants to build social connections and improve physical health.
- Senior Memberships – Grantee will grant 10 senior YMCA memberships annually, which will allow older adult participants to attend any YMCA in Northern California at no charge.
- Transportation – Grantee will provide transportation for program participants as needed to and from HOPE SF sites (Hunters View, Alice Griffith, and Sunnysdale), the Bayview Hunters Point YMCA, and other excursion trips throughout San Francisco. Transportation will be available through the YMCA vehicle, Paratransit, or other partnerships.
- Outreach – Grantee will have staff conduct outreach through various means such as attending community meetings, providing referrals, and actively working with program participants and partners.

- Neighborhood Input – Program activities will be planned and scheduled based on input from the neighborhood residents. Surveys, community discussions and suggestion boxes during events will be used for neighbors and Grantee to assess needs.
- Advisory Board – Grantee will form an advisory board. Advisory board membership should consist of six to eight neighborhood stakeholders that will provide input to help guide and shape programming to meet the needs of the target population living in the neighborhood. Neighborhood stakeholders will have at least one of the following: 1) professional expertise in providing programming and/or services to the target population and 2) older adults and adults with disabilities living in the neighborhood.

VI. Location and Time of Services

Bayview Hunters Point YMCA is located at 1601 Lane Street, San Francisco, CA 94124. Hours of operation are Monday through Friday, 9 a.m. to 6 p.m. Please see attached site chart for additional program locations.

VII. Grantee Responsibilities

- Grantee will develop and maintain policies and procedures for all aspect of program operation, including a quality assurance plan.
- Grantee will ensure adequate and culturally competent staff (paid and/or volunteer) to administer the program, deliver quality services to meet the needs of the participants, and adhere to all the program standards.
- Grantee will resolve grievances related to program services at the program level and adhere to the DAS Grievance Policy and Procedure.
- Grantee will provide training and ongoing supervision and oversight of all program staff.
- As Grantee is a mandated reporter for witnessed or suspected elder abuse/neglect, staff will complete elder and dependent adult abuse trainings annually.
- Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules whenever applicable.
- Grantee will administer an annual satisfaction survey to gather input regarding participant's direct experience.
- Grantee will communicate and collaborate regularly with DAS to help provide support and quality services to participants.
- Grantee will attend DAS Commission, program-related, and other meetings as needed.
- Grantee will support the program's advisory board to provide a forum for participants and community feedback.

VIII. Service Objectives

On an annual basis, Grantee will meet the following Service Objectives:

1. Enroll 60 unduplicated consumers in the program.
2. Provide a total of 720 units of service. Unit of service is defined as one hour of programming and will include the following activities, at minimum:
 - a. Group exercises classes: 1 hour per class, 16 classes per month for 12 months = 192
 - b. Lunch and learn workshops: 2 hours per workshop, 2 workshops per month for 12 months = 48
 - c. Enrichment excursions: 1.5 hours per outing, 2 outings per month for 12 months = 36

- d. Volunteer opportunities: 3 hours per month per volunteer, 5 volunteers per month for 12 months = 180
- e. YMCA branch activities: 3 hours per event, 5 events each year = 15
- 3. Resource connections: 5 linkages per month for 12 months=60

IX. Outcome Objectives

On an annual basis, Grantee will administer a participant survey to measure outcome objectives. Grantee will meet the following outcome objectives:

- 1. Clients feel more socially engaged in their neighborhood and/or community through opportunities offered by the program. Target: 80%.
- 2. Clients develop new knowledge of disability and aging services available to them. Target: 85%.
- 3. Clients feel healthier due to participation in physical activities available through the program. Target: 80%.
- 4. Clients rate the quality of services they received as good or excellent. Target: 85%.

X. Reporting Requirements

Grantee will provide various reports during the term of the grant agreement.

- 1. Grantee will provide monthly and/or quarterly reports summarizing contract activities, referencing the tasks as described in Section V-Description of Services, Section VIII-Service Objectives and IX-Outcome Objectives. Grantee will enter the monthly metrics in the CA GetCare and CARBON databases by the 15th of the following month.
- 2. Grantee will also provide an annual report that will include accomplishments and challenges encountered by the grantee. This annual report is due in the CARBON database 45 days after the completion of the program year.
- 3. Grantee will provide ad hoc reports as required by DAS.
- 4. On an annual basis, Grantee will provide results of the satisfaction survey. This may or may not be provided at the same time as the annual report.

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

Rocio.Duenas@sfgov.org
 Senior Contract Manager, Office of Contract Management
 Human Services Agency

or

Fanny.Lapitan@sfgov.org
 Program Analyst, Office of Community Partnerships
 Department of Disability and Aging Services

X. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of grantee’s compliance to specific program standards or requirements, participant eligibility and targeted mandates, back-up documentation for the units of service and all reporting, and progress towards meeting service and outcome objectives; how participant records are collected and maintained; agency and organization standards including current organizational chart, job description of staff, and evidence of provision of staff training on Elder Abuse Reporting;

program operation including policies and procedures manual, quality assurance plan, annual satisfaction survey, grievance procedure posted in the office and site locations, and hours of operation according to site chart.

- 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	B	C	D	E	F
1						Appendix B, Page 1
2						
3	HUMAN SERVICES AGENCY BUDGET SUMMARY					
4	BY PROGRAM					
5	Name			Term		
6	YMCA-Bayview			1/1/20-6/30/23		
7	(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>					
8	If modification, Effective Date of Mod.		No. of Mod.			
9	Program: Silver Plus Program					
10	Budget Reference Page No.(s)					
11	Program Term	1/1/20-6/30/20	7/1/20-6/30/21	7/1/21-6/30/22	7/1/22-6/30/23	Total 1/1/20-6/30/23
12	Expenditures					
13	Salaries & Benefits	\$40,526	\$99,875	\$99,875	\$99,875	\$340,151
14	Operating Expenses	\$33,384	\$58,915	\$59,166	\$58,915	\$210,380
15	Subtotal	\$73,910	\$158,790	\$159,041	\$158,790	\$550,531
16	Indirect Percentage (%)	15%	15%	15%	15%	15%
17	Indirect Cost (Line 16 X Line 15)	\$11,086	\$23,819	\$23,856	\$23,819	\$82,580
18	Capital/Subcontractor Expenditures	\$15,005	\$17,391	\$17,103	\$17,391	\$66,889
19	Total Expenditures	\$100,000	\$200,000	\$200,000	\$200,000	\$700,000
20	HSA Revenues					
21	General Fund	\$100,000	\$200,000	\$200,000	\$200,000	\$700,000
22						
23						
24						
25						
26						
27						
28						
29	TOTAL HSA REVENUES	\$100,000	\$200,000	\$200,000	\$200,000	\$700,000
30	Other Revenues					
31						
32						
33						
34						
35						
36	Total Revenues	\$100,000	\$200,000	\$200,000	\$200,000	\$700,000
37	Full Time Equivalent (FTE)					
39	Prepared by: Gigi Hill-Hopkins			Telephone No.: (415) 822-7728		Date: 2/12/20
40	HSA-CO Review Signature: _____					
41	HSA #1					1/18/2020

	A	B	C	D	E	F	G	H	I	J	K
1											
2											
3											
4	Program: Silver Plus Program										
5	(Same as Line 9 on HSA #1)										
6											
7	Operating Expense Detail										
8											
9											
10											
11											TOTAL
12	<u>Expenditure Category</u>	<u>TERM</u>	<u>1/1/20-6/30/20</u>	<u>7/1/20-6/30/21</u>	<u>7/1/21-6/30/22</u>	<u>7/1/22-6/30/23</u>					<u>1/1/20-6/30/23</u>
13	Rental of Property										
14	Utilities(Elec, Water, Gas, Phone, Garbage)										
15	Office Supplies, Postage		\$782	\$1,100	\$1,100	\$1,100					\$ 4,082
16	Building Maintenance Supplies and Repair		\$550	\$1,100	\$1,100	\$1,100					\$ 3,850
17	Printing and Reproduction		\$900	\$1,800	\$1,800	\$1,800					\$ 6,300
18	Staff Training		\$2,750	\$5,500	\$5,500	\$5,500					\$ 19,250
19	Staff Travel-(Local & Out of Town)		\$2,400	\$4,800	\$4,800	\$4,800					\$ 16,800
20	Rental of Equipment		\$2,000	\$3,000	\$3,000	\$3,000					\$ 11,000
21											
22	CONSULTANTS										
23											
24											
25											
26	OTHER										
27	Client Food		\$6,000	\$14,000	\$14,000	\$14,000					\$ 48,000
28	Stipends		\$4,800	\$9,600	\$9,600	\$9,600					\$ 33,600
29	Program Supplies		\$10,202	\$13,015	\$12,766	\$13,015					\$ 48,998
30	Transportation		\$500	\$1,000	\$1,000	\$1,000					\$ 3,500
31	Community Memberships		\$2,000	\$4,000	\$4,000	\$4,000					\$ 14,000
32	Computer Software		\$500		\$500						\$ 1,000
33											
34											
35	TOTAL OPERATING EXPENSE		\$ 33,384	\$ 58,915	\$ 59,166	\$ 58,915					\$ 210,380
36											
37	HSA #3										10/25/2016

	A	B	C	D	E	F	G
1							
2							
3							
4	Program: Silver Plus Program						
5	(Same as Line 9 on HSA #1)						
6	Program Expenditure Detail						
7	SUBCONTRACTORS		1/1/20-6/30/20	7/1/20-6/30/21	7/1/21-6/30/22	7/1/22-6/30/23	Total 1/1/20-6/30/23
8		Wise Health	\$4,000	\$8,000	\$8,000	\$8,000	\$28,000
9		IT Bookman Community Center	\$8,205	\$7,391	\$7,103	\$7,391	\$30,089
10		The Village Project	\$500	\$1,000	\$1,000	\$1,000	\$3,500
11		Event Entertainment (Band, DJ, Performers)	\$800	\$1,000	\$1,000	\$1,000	\$3,800
12	TOTAL SUBCONTRACTOR COST		\$13,505	\$17,391	\$17,103	\$17,391	\$65,389
13							
14	EQUIPMENT		1/1/20-6/30/20	7/1/20-6/30/21	7/1/21-6/30/22	7/1/22-6/30/23	1/1/20-6/30/23
15	No.	ITEM/DESCRIPTION					
16		Computer Hardware	\$1,500				\$1,500
17							
18							
19	TOTAL EQUIPMENT COST		\$1,500	\$0	\$0	\$0	\$1,500
20							
21	REMODELING						
22	Description:		1/1/20-6/30/20	7/1/20-6/30/21	7/1/21-6/30/22	7/1/22-6/30/23	1/1/20-6/30/23
23							
24							
25							
26	TOTAL REMODELING COST		\$0	\$0	\$0	\$0	\$0
27							
28	TOTAL CAPITAL/SUBCONTRACTOR EXPENDITURE		\$15,005	\$17,391	\$17,103	\$17,391	\$66,889
29							
30	HSA #4						10/25/2016