



**SAN FRANCISCO
HUMAN SERVICES AGENCY**

MEMORANDUM

Department of Benefits
and Family Support

Department of Disability
and Aging Services

Office of Early Care
and Education

P.O. Box 7988
San Francisco, CA
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www.SFHSA.org



London Breed
Mayor

Trent Rhorer
Executive Director

TO: DISABILITY AND AGING SERVICES COMMISSION

THROUGH: SHIREEN McSPADDEN, EXECUTIVE DIRECTOR

FROM: CINDY KAUFFMAN, DEPUTY DIRECTOR
ESPERANZA ZAPIEN, DIRECTOR OF CONTRACTS

DS
EL

DATE: APRIL 7, 2021

SUBJECT: GRANT RENEWAL: SELF-HELP FOR THE ELDERLY
(NON-PROFIT) TO PROVIDE A PEER AMBASSADOR
PROGRAM

| | Current | Renewal | Contingency | Total | |
|------------------------------|----------------------|-----------------------|----------------|--------------------|--------------|
| GRANT TERM: | 2/1/19- 6/30/21 | 7/1/21- 6/30/23 | | | |
| GRANT AMOUNT: | \$257,061 | \$456,910 | \$45,691 | \$502,601 | |
| ANNUAL AMOUNT: | FY21/22 \$228,455 | FY 22-23 \$228,455 | | | |
| <u>Funding Source</u> | <u>County</u> | <u>State</u> | <u>Federal</u> | <u>Contingency</u> | <u>Total</u> |
| FUNDING: | \$456,910 | | | \$45,691 | \$502,601 |
| PERCENTAGE: | 100% | | | | 100% |

The Department of Disability and Aging Services (DAS) requests authorization to renew the existing grant agreement with Self-Help for the Elderly for the period of July 1, 2021 to June 30, 2023, in the amount of \$456,910 plus a 10% contingency for a total amount not to exceed \$502,601. The purpose of this grant is to promote community awareness of DAS funded programs and services among older adults, adults with disabilities and their families living in Supervisorial Districts (Districts) 1, 2, 4, and 11 in the City and County of San Francisco.

Background

DAS is responsible for planning, administering, and delivering a variety of programs and services to assist older adults and adults with disabilities and their families. The programs and services aim to maximize self-sufficiency, safety,

health, and independence. To help ensure and support the existence of these programs and services, Proposition I was passed by San Francisco voters in 2016. Proposition I established the Dignity Fund. The Dignity Fund is a guaranteed funding stream for programs and services that provide support for older adults and adults with disabilities and is administered by DAS. The Dignity Fund legislation also creates an Oversight and Advisory Committee (OAC) for the Fund. DAS and the OAC are responsible for a fair and equitable allocation of the Fund.

The administration of the Fund includes a planning process that began in fiscal year 2017-18 and is repeated every fourth fiscal year. The planning process starts with a Dignity Fund Community Needs Assessment (DFCNA). The first DFCNA was completed in March 2018. The findings from each DFCNA inform an allocation plan for the expenditure of the Fund.

The DFCNA completed in March 2018 revealed that Districts 1, 2, 4, and 11 tended to have lower participation rates in DAS services. There are several contributing factors to this trend including limited awareness of available services. To address this issue, the DFCNA report included recommendations to conduct targeted outreach to increase community awareness of services. The recommendations also included using peer ambassadors to increase visibility of existing DAS programs and services through a word-of-mouth approach. The findings from the DFCNA suggest that both older adults and adults with disabilities view their peers as a trusted information source and that leveraging existing relationships and networks is an efficient and effective strategy to expand knowledge of services for current and potential consumers.

In February of 2019, DAS presented this grant to the commission for a peer ambassador program. The commission approved it and since then, Self-Help for the Elderly has provided the Peer Ambassador program in the City and County of San Francisco.

Services to be Provided

The grantee will hire and train peer ambassadors to conduct outreach activities and disseminate information about DAS programs and services to non-profit and/or faith based organizations, businesses, health care providers, housing site coordinators, and other individuals who are likely to have contact with or knowledge of the target population. The program will have a minimum of four (4) peer ambassadors to ensure each district has at least one dedicated ambassador. Peer ambassadors will be older adults and/or adults with disabilities living in the City and County of San Francisco.

Self-Help for the Elderly will provide escort services to seniors for activities to ensure safety on the streets in San Francisco. Activities including but not limited to doctor/dental appointments, bank visits, vaccination sites, pop up testing sites, social activities such as senior centers, grocery shopping, etc. The escort services will be either on a one-to-one basis or in groups. Program staff will connect with seniors who have escort service needs. Once the referral is received, staff will confirm date, time, meeting place, types of activities with seniors and will provide escort service. Staff will meet the client and accompany them to their activity. In

case of an emergency, program staff who provide escort services will accompany individuals to support and protect them and report all emergencies or potential Asian Hate Crime or discrimination.

Performance

The Human Services Agency (HSA) conducted a FY 19-20 Citywide Fiscal and Compliance monitoring in May 2020. The contractor satisfied the findings we reported for FY 19-20.

Program monitoring for this grant was conducted in September 2020. The program was in compliance with all standards with no corrective action needed.

Selection

Grantee was selected through Request for Proposals #822, which was competitively bid in November 2018.

Funding

Funding for this grant is provided by the Dignity Fund.

ATTACHMENTS

Appendix A – Services to be Provided

Appendix B – Program Budget

Appendix F – Site Chart

Appendix A – Services to be Provided
Self-Help for the Elderly
Peer Ambassador Program
July 1, 2021 – June 30, 2023

I. Purpose of Grant

The purpose of this grant is to provide a peer ambassador program designed to promote the awareness of services coordinated and funded by the Department of Disability and Aging Services of the San Francisco Human Services Agency (DAS) in the community. This grant specifically aims to heighten the awareness of DAS and DAS funded programs and services among older adults, adults with disabilities and their families living in Supervisorial Districts (Districts) 1, 2, 4, and 11 in the City and County of San Francisco.

Peer ambassadors will be older adults and/or adults with disabilities hired by the grantee to disseminate information and collateral about DAS and DAS funded programs and services. They will focus their efforts on reaching older adults, adults with disabilities and their families living in Districts 1, 2, 4, and 11 and in seeking relationships with community members who are likely to have contact with or knowledge of the target population. Peer ambassadors will establish themselves in the community as a reliable resource and trusted means to connect with DAS.

II. Definitions

| | |
|---|---|
| Aging and Disability Resource Center (ADRC) | Aging and Disability Resource Centers are located throughout San Francisco and provide a wide range of services in multiple languages and offer the general public a single source for connecting to free information and assistance on issues affecting older people and people with disabilities. ADRCs are a DAS funded service. (https://www.sfhsa.org/services/access-empowerment/aging-and-disability-resource-centers) |
| Adult Protective Services (APS) | The unit within DAS that accepts and responds to reports of abuse, neglect, exploitation, and self-neglect involving older adults and adults with disabilities. (https://www.sfhsa.org/services/protection-safety/adult-abuse) |
| Adult with a Disability | A person who is 18 to 59 years of age living with a disability |
| CA.GetCare | A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc. |
| CARBON | Contracts Administration, Reporting and Billing Online System. |
| Community Member/s | Community members include non-profit and/or faith based organizations, businesses, health care providers, housing site coordinators, and other individuals who are likely to have |

| | |
|---|---|
| | contact with or knowledge of older adults and/or adults with disabilities living in the community. A community member does not receive payment from the grantee or DAS to promote awareness of DAS programs and/or services. |
| Community Partner | A community member recruited by a peer ambassador to help promote awareness of DAS programs and services by displaying and/or having available DAS approved information bulletins and brochures about DAS and/or DAS programs and services at their physical location. A community partner does not receive payment from the grantee or DAS to promote awareness of DAS programs and/or services. |
| City | City and County of San Francisco, a municipal corporation |
| Communities of Color | Persons who identify with a race or ethnicity other than non-Hispanic white |
| Controller | Controllers of the City and County of San Francisco or designated agent |
| DAS | Department of Disability and Aging Services |
| DAS Benefits and Resource Hub | Unit within DAS that is equipped to receive calls, requests, and drop-ins from the community and provide information, referrals, and assistance for older adults and adults with disabilities, caregivers, and community-based organizations (https://www.sfhsa.org/services/access-empowerment/daas-benefits-and-resources-hub) |
| Dignity Fund | The City and County of San Francisco, City Charter, Sections 16.128-1 through 16.128-12. DAS will expend monies in the Fund solely to help seniors and adults with disabilities secure and utilize the services and support necessary to age with dignity in their own homes and communities |
| Dignity Fund Community Needs Assessment (DFCNA) | A community needs assessment report required every four years by the City Charter Amendment for the Fund. The findings from each DFCNA inform an allocation plan for the expenditure of the Fund. |
| 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 |
| Fund | Dignity Fund |
| Grantee | Self-Help for the Elderly |
| Information Distribution | Peer Ambassadors will provide information about DAS services to organizations, businesses and individuals in the community (e.g., non-profit organizations, faith based organizations, health care providers, housing site coordinators, and neighborhood markets) |
| LGBT/LGBTQ | An acronym/term used to refer to persons who self-identify as non- |

| | |
|--|--|
| | heterosexual and/or whose gender identity does not correspond to their birth sex; this includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary |
| Low Income | Having income at or below 300% of the federal poverty line defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. This is only to be used by consumers to self-identify their income status, not to be used as a means test to qualify for the program |
| DFOAC | Dignity Fund Oversight and Advisory Committee |
| OCM | Office of Contract Management, Human Services Agency |
| Older Adult | A person who is 60 years of age or older, used interchangeably with “senior” |
| Outreach Activity | An activity conducted by a peer ambassador at a location other than a DAS funded service site and within the District 1, 2, 4 and/or 11. The activity will create an opportunity to provide information about DAS programs and services to older adults, adults with disabilities, and their families who might not otherwise be aware or have access to the information; examples include setting up an information table at a health fair, community event, or faith base gathering |
| Peer Ambassador/ Ambassador | An older adult or adult with a disability trained and hired by the grantee to promote DAS programs and services in the community |
| Senior | A person who is 60 years of age or older, used interchangeably with “older adult” |
| SF-HSA | Human Services Agency of the City and County of San Francisco |
| SOGI | Sexual Orientation and Gender Identity; Ordinance No. 159-16 amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (Chapter 104, Sections 104.1 through 104.9.) |
| Supervisory Districts/Districts 1,2, 4, and 11 | There are the eleven supervisory districts in the City and County of San Francisco. San Francisco Supervisory Districts Metes and Bounds is located at https://sfgov.org/ccsfgsa/san-francisco-supervisory-districts-metes-and-bounds and it provides a detailed description of each district. District maps can be located at: https://sfgov.org/ccsfgsa/sf-district-maps-data |

III. Target Population

Older adults, adults with disabilities, and their families living in the City and County of San Francisco with a particular focus on reaching individuals living in Districts 1, 2, 4, and 11. Additional target priorities include members of a population with one or more of the following equity factors identified in the DFCNA:

- Social Isolation

- Low Income
- Limited or No English Speaking Proficiency
- Communities of Color
- Sexual Orientation and Gender Identity

IV. Peer Ambassador Eligibility Requirements

1. A resident of San Francisco; and
2. A person who is an older adult or an adult with a disability

V. Description of Services

1. Grantee will recruit, hire and train older adults and/or adults with disabilities living in the City and County of San Francisco as peer ambassadors. Grantee will hire a minimum of four (4) peer ambassadors and ensure that Supervisorial Districts 1, 2, 4, and 11 each have at least one dedicated and unique peer ambassador.
2. Grantee will ensure that Districts 1, 2, 4, and 11 have equitable working hours dedicated by a peer ambassador with a minimum of ten (10) hours, on average, per week devoted to each district by a peer ambassador.
3. Peer ambassadors will disseminate information, verbal and written, about DAS programs and services to a wide variety of organizations, businesses and individuals in the community (e.g., non-profit organizations, faith based organizations, health care providers, housing site coordinators, and neighborhood markets) who are likely to have contact with or knowledge of older adults and/or adults with disabilities. Their efforts will be concentrated on reaching individuals in Districts 1, 2, 4, and/or 11. Peer ambassadors will utilize a combination of methods to disseminate information about DAS programs and services and heighten the awareness of their existence including but not limited to a word-of-mouth approach, community presentations, workshops and distribution of written collateral.
4. Grantee will seek and obtain approval from DAS for any written information or collateral provided by a peer ambassador about DAS programs and services prior to its distribution in the community.
5. Grantee will ensure that peer ambassadors have working relationships with the Aging and Disability Resource Centers (ADRC) in Districts 1, 2, 4, and 11 to help facilitate referrals to DAS programs and services.
6. Peer ambassadors will build relationships within the community, establish themselves as a resource and means to connect with DAS and the ADRC in the district, and recruit community partners to help increase the awareness of DAS funded programs and services.

7. Grantee will track and record the units of service provided through this grant agreement for each of the districts and ensure that units of service provided are not “co-mingled” with other DAS funded programs.
8. Grantee will provide comprehensive training to each peer ambassador that includes, but is not limited to, an overview of DAS programs and services available citywide and service sites and the DAS Benefits and Resource Hub, an introduction to ADRCs within the targeted districts, and how to report suspected abuse or self-neglect to Adult Protective Services. A peer ambassador must receive training before engaging with the community to promote DAS programs and services.
9. Grantee will coordinate an in-person orientation with the DAS Benefits and Resource Hub for each peer ambassador. The orientation will introduce peer ambassadors to the DAS Benefits and Resource Hub team. DAS team members will explain the role the hub plays in connecting older adults and adults with disabilities to services. Peer ambassadors will receive an overview of the array of services available to older adults and adults with disabilities. Peer ambassadors will learn how to make referrals to the DAS Benefits and Resource Hub and who to contact at the Hub for questions, additional information, and/or support when working in the community. The topics covered in the orientation will be at the discretion of DAS and/or DAS Benefits and Resource Hub.
10. Grantee will have a written outreach plan for each district. The outreach plan will contain details related to outreach activities at community events and/or targeted locations that will create opportunities for peer ambassadors to share information through a word-of-mouth approach about DAS programs and services. The outreach plan will include fostering relationships with community members and recruiting community partners.
11. Grantee will develop and implement an evaluation process whereby community members and partners are able to provide feedback to the grantee on the outreach activities conducted by peer ambassadors. The grantee will provide DAS with a quarterly summary of the evaluation and feedback received.
12. Grantee will conduct meetings, scheduled at least quarterly, with all peer ambassadors to exchange program and service information between the peer ambassadors, the grantee, and DAS. The meetings will also provide opportunity for peer ambassadors to share their experiences, accomplishments, and troubleshoot any barriers encountered in the community.
13. Grantee will have readily available resources that peer ambassadors can access as needed to help and support them in their role and provide best practices and suggestions when promoting DAS programs and services in the community.

14. Grantee agrees to meet on a quarterly basis or as needed with DAS to ensure consistent messaging about DAS programs and services, foster information exchange, and troubleshoot any issues that emerge as it relates to the peer ambassador program.
15. Grantee shall ensure adequate and culturally competent paid and volunteer staffing to administer the program, deliver quality services to meet the needs of the client participants, and adhere to all DAS program standards.
16. Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules.
17. Grantee will have policy and procedures that are compliant with local/city, state, and federal regulatory agencies, including the DAS policy memoranda manual.
18. This program will also include a service to provide escort services to seniors for activities to ensure safety on the street in San Francisco. This aspect of the program will be referred to as “Senior Escort Services.” Activities including but not limited to doctor’s appointments, dental appointments, bank, vaccination sites, pop up testing sites, social activities such as senior centers, grocery shopping, etc. The escort services can be either on one-to-one basis or in groups. Program staff connect with seniors who have escort service needs. Once a referral is received, staff will confirm with date, time, meeting place, types of activities with seniors and provide escort service. Staff will meet client and travel with them to activities. In case of emergency, program staff who provide escort services will accompany the individual to support and protect them and report all emergencies or potential Asian Hate Crime or discrimination.

VI. Location and Time of Services

The details of the sites and operation hours are as attached in the Site Chart (Appendix F).

VII. Service Objectives

On an annual basis, Grantee will meet the following Service Objectives for the Peer Ambassador Program detailed in Table A below:

| TABLE A | | | |
|--|---------------------|---------------------|--------------------|
| Service Objective Summary Table | FY 2021- 2022 | FY 2022- 2023 | Total – 2 years |
| Peer Ambassadors | 5 | 5 | 10 |
| Outreach Activities | 200 | 200 | 400 |
| Community Partners | 20 | 20 | 40 |
| Information Distribution | 200 | 200 | 400 |
| Older Adults Supported by Escort Service | 120 | 120 | 240 |

VIII. Outcome Objectives

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

1. The retention rate for DAS ambassadors will be 50% or more annually.
2. At least 80% of the DAS ambassadors will report that their service as a peer ambassador has contributed to them feeling valued.*
3. At least 80% of the community partners recruited by the peer ambassadors will attribute an increased sense of awareness about DAS and DAS funded programs and services among older adults, adults with disabilities, their families, and/or other community members in their neighborhood to the peer ambassador program.*
4. The Aging and Disability Resource Centers team in Districts 1, 2, 4, and 11 will report that the peer ambassador program has boosted the awareness of the ADRC in the district, DAS, and DAS funded programs and services among older adults, adults with disabilities, and/or their families in their respective districts.*
5. At least 80% of escort requests will be provided timely.*
6. At least 80% of older adults using escort service will report a higher feeling of safety.*

**Based on a survey created by the grantee with input from DAS.*

IX. Reporting Requirements

1. Grantee will provide a monthly report of activities as described in Section V. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.

2. Grantee will enroll eligible consumers, if applicable, into the program funded through this grant agreement by entering the consumer data obtained from consumers using the DAS provided or DAS approved intake form into the CA.GetCare database in accordance to DAS policy.
3. Grantee will enter into the Ca.GetCare Service Unit section all the units of service by the 5th working day of the month for the preceding month.
4. Grantee will enter monthly reports into the CARBON database system that includes the following information:
 - Number of unduplicated consumers served during the month.
 - Number of units of service provided during the month.
5. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VI and VII, Service Objectives and Outcome Objectives, respectively. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
6. Grantee shall issue a fiscal closeout report at the end of the fiscal year. The Grantee will submit the report to SF-HSA through CARBON system no later than July 31 each grant year.
7. Grantee will provide an annual satisfaction survey report to DAS by March 15 each grant year or a mutually agreed upon date between DAS and the Grantee.
8. Grantee shall develop and deliver a bi-annual summary report of SOGI data collected as requested by DAS/HSA. The due dates for submitting the summary reports are January 10 (for July 1 – December 31 data) and July 10 (for January 1 – June 30 data).
9. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA and/or DAS.

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

[Tahir Shaikh@sfgov.org](mailto:Tahir.Shaikh@sfgov.org)
Office of Contract Management

or

Melissa.McGee@sfgov.org

Program Manager, DAS
Office of Community Partnerships

X. Monitoring Activities

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

| | A | D | G | H |
|----|---|-------------------|-------------------|-------------------|
| 1 | Appendix B, Page 1 Document Date: 3/12/21 HUMAN SERVICES AGENCY BUDGET SUMMARY | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | Name | | | 07/01/21-06/30/23 |
| 6 | SELF-HELP FOR THE ELDERLY | | | |
| 7 | (Check One) <input checked="" type="checkbox"/> New Renewal _____ Modification _____ | | | |
| 8 | If modification, Effective Date of Mod. | | No. of Mod. | |
| 9 | Program: PEER AMBASSADOR | | | |
| 10 | Budget Reference Page No.(s) | Budget | Budget | Total |
| 11 | Program Term | 07/01/21-06/30/22 | 07/01/22-06/30/23 | 07/01/21-06/30/23 |
| 12 | Expenditures | | | |
| 13 | Salaries & Benefits | \$147,959 | \$147,959 | \$295,918 |
| 14 | Operating Expense | \$50,699 | \$50,699 | \$101,398 |
| 15 | Subtotal | \$198,658 | \$198,658 | \$397,316 |
| 16 | Indirect Percentage (%) | 15% | 15% | 15% |
| 17 | Indirect Cost (Line 16 X Line 15) | \$29,797 | \$29,797 | \$59,594 |
| 18 | Capital Expenditure | \$0 | \$0 | \$0 |
| 19 | Total Expenditures | \$228,455 | \$228,455 | \$456,910 |
| 20 | HSA Revenues | | | |
| 21 | General Fund | \$228,455 | \$228,455 | \$456,910 |
| 22 | | | | |
| 23 | | | | |
| 24 | | | | |
| 25 | | | | |
| 26 | | | | |
| 27 | | | | |
| 28 | | | | |
| 29 | TOTAL HSA REVENUES | \$228,455 | \$228,455 | \$456,910 |
| 30 | Other Revenues | | | |
| 31 | | | | |
| 32 | | | | |
| 33 | | | | |
| 34 | | | | |
| 35 | | | | |
| 36 | Total Revenues | \$228,455 | \$228,455 | \$456,910 |
| 37 | Full Time Equivalent (FTE) | | | |
| 39 | Prepared by: Leny Nair | | | Date 03/26/2021 |
| 40 | HSA-CO Review Signature: _____ | | | |
| 41 | HSA #1 | | | 11/15/2007 |

| | A | B | C | D | E | H | K | L |
|----|---|--------------------------------------|----------------|-----------------|-----------------|----------------|----------------|------------------------|
| 1 | | | | | | | | Appendix B, Page 2 |
| 2 | | | | | | | | Document Date: 3/12/21 |
| 3 | SELF-HELP FOR THE ELDERLY | | | | | | | |
| 4 | Program: PEER AMBASSADOR | | | | | | | |
| 5 | (Same as Line 9 on HSA #1) | | | | | | | |
| 6 | | | | | | | | |
| 7 | Salaries & Benefits Detail | | | | | | | |
| 8 | | | | | | | | |
| 9 | | | | | | | | |
| 10 | | | | | | | | |
| 11 | 07/01/21-06/30/22 07/01/22-06/30/23 07/01/21-06/30/23 | | | | | | | |
| 12 | | Agency Totals | | For HSA Program | | | | TOTAL |
| | | Annual Full TimeSalary for FTE | Total % FTE | % FTE | Adjusted FTE | Revised Budget | Revised Budget | |
| | POSITION TITLE | | | | | | | |
| 13 | I & A Specialist | \$45,240 | 100% | 50% | 0.50 | \$22,620 | \$22,620 | \$45,240 |
| 14 | Peer Ambassador | \$35,464 | 50% | 100% | 0.50 | \$17,732 | \$17,732 | \$35,464 |
| 15 | Peer Ambassador | \$35,464 | 50% | 100% | 0.50 | \$17,732 | \$17,732 | \$35,464 |
| 16 | Director of Social Services | \$94,343 | 100% | 10% | 0.10 | \$9,434 | \$9,434 | \$18,868 |
| 17 | Senior Escort Worker | \$35,464 | 0.50 | 100% | 0.50 | \$17,732 | \$17,732 | \$35,464 |
| 18 | Senior Escort Worker | \$35,464 | 0.50 | 100% | 0.50 | \$17,732 | \$17,732 | \$35,464 |
| 19 | Program Assistant | \$41,600 | 1.00 | 20% | 0.20 | \$8,320 | \$8,320 | \$16,640 |
| 20 | | | | | | | | |
| 21 | | | | | | | | |
| 22 | | | | | | | | |
| 23 | | | | | | | | |
| 24 | | | | | | | | |
| 25 | | | | | | | | |
| 26 | | | | | | | | |
| 27 | | | | | | | | |
| 28 | | | | | | | | |
| 29 | | | | | | | | |
| 30 | TOTALS | \$210,511 | 5.00 | 4.80 | 2.80 | \$111,302 | \$111,302 | \$222,604 |
| 31 | | | | | | | | |
| 32 | FRINGE BENEFIT RATE | 33% | | | | | | |
| 33 | EMPLOYEE FRINGE BENEFITS | \$61,048 | | | | \$36,657 | \$36,657 | \$73,314 |
| 34 | | | | | | | | |
| 35 | | | | | | | | |
| 36 | TOTAL SALARIES & BENEFITS | \$271,559 | | | | \$147,959 | \$147,959 | \$295,918 |
| 37 | HSA #2 | | | | | | | 11/15/2007 |

| | A | B | C | D | G | H | K | L | N |
|----|---|---|---|---|-------------------------|-------------------|---|---|-------------------|
| 1 | Appendix B, Page 3 | | | | | | | | |
| 2 | Document Date: 3/12/21 | | | | | | | | |
| 3 | SELF-HELP FOR THE ELDERLY | | | | | | | | |
| 4 | Program: PEER AMBASSADOR | | | | | | | | |
| 5 | (Same as Line 9 on HSA #1) | | | | | | | | |
| 6 | | | | | | | | | |
| 7 | Operating Expense Detail | | | | | | | | |
| 8 | | | | | | | | | |
| 9 | | | | | | | | | |
| 10 | | | | | | | | | |
| 11 | TOTAL | | | | | | | | |
| 12 | <u>Expenditure Category</u> | | | | TERM) 07/01/21-06/30/22 | 07/01/22-06/30/23 | | | 07/01/21-06/30/23 |
| 13 | Rental of Property | | | | \$2,300 | \$2,300 | | | \$4,600 |
| 14 | Utilities(Elec, Water, Gas, Phone, Scavenger) | | | | \$485 | \$485 | | | \$970 |
| 15 | Office Supplies, Postage | | | | \$975 | \$975 | | | \$1,950 |
| 16 | Building Maintenance Supplies and Repair | | | | \$150 | \$150 | | | \$300 |
| 17 | Printing and Reproduction | | | | \$2,000 | \$2,000 | | | \$4,000 |
| 18 | Insurance | | | | \$3,200 | \$3,200 | | | \$6,400 |
| 19 | Staff Training | | | | \$1,000 | \$1,000 | | | \$2,000 |
| 20 | Staff Travel-(Local & Out of Town) | | | | \$27,389 | \$27,389 | | | \$54,778 |
| 21 | Rental of Equipment | | | | \$500 | \$500 | | | \$1,000 |
| 22 | CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE | | | | | | | | |
| 23 | | | | | | | | | |
| 24 | | | | | | | | | |
| 25 | | | | | | | | | |
| 26 | | | | | | | | | |
| 27 | | | | | | | | | |
| 28 | OTHER | | | | | | | | |
| 29 | Cell Phone Allowance (5 x \$20 x 12) | | | | \$5,200 | \$5,200 | | | \$10,400 |
| 30 | Refreshments for Group Workshops/Give aways | | | | \$500 | \$500 | | | \$1,000 |
| 31 | P.A. Uniforms (Vests/Backpacks) | | | | \$1,250 | \$1,250 | | | \$2,500 |
| 32 | Recruitment Expenses | | | | \$750 | \$750 | | | \$1,500 |
| 33 | Program Expenses-security gadgets | | | | \$5,000 | \$5,000 | | | \$10,000 |
| 34 | | | | | | | | | |
| 35 | TOTAL OPERATING EXPENSE | | | | \$50,699 | \$50,699 | | | \$101,398 |
| 36 | | | | | | | | | |
| 37 | HSA #3 | | | | | | | | 11/15/2007 |

APPENDIX F - SITE CHART

HSA / DAS / OFFICE Of COMMUNITY PARTNERSHIPS

FISCAL YEAR: 21-22

AGENCY: Self-Help for the Elderly

CONTRACT Peer Ambassador Program

DIRECTOR: Emily Chum Director of Social Services

CA PHONE NO.:

| | | | | | |
|---|--|---|---|---|--|
| <u>SITES:</u> (Community Services) | | | | | |
| Name of Site | Jackson Street | | | | |
| Address and Zip | 601 Jackson Street Basement San Francisco CA 94133 | | | | |
| Phone Number | | | | | |
| Fax Number | 415-677-7585 415-391-3760 | | | | |
| Neighborhood | Chinatown | | | | |
| Muni Line #s | 8, 8ax, 8bx | | | | |
| Person in Charge | | | | | |
| Site Manager | Emily Chum | | | | |
| Programs Offered at Site | Case Management, Family Caregiver Support Program, Housing Services, Housing Subsidy Services, ADRC, Emergency home care services, Naturalization and citizenship services, Team and Changes Program | | | | |
| Days Open | <input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thur <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun | | | | |
| Hours Open | 9am - 5pm | | | | |
| Hours of <u>scheduled</u> programming | NA | | | | |
| Hours of meal service | NA | | | | |
| Annual number of meals at site (Client) | NA (2200) | | | | |
| Average number of meals per day (Client) | NA (70) | | | | |
| Total number of service days in FY | 240 | | | | |
| Days closed | Saturdays and Sundays. | | | | |
| ADA Accessible | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |