



**SAN FRANCISCO
HUMAN SERVICES AGENCY**

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
94120-7988
www.SFHSA.org



London Breed
Mayor

Trent Rhorer
Executive Director

MEMORANDUM

TO: DISABILITY AND AGING SERVICES COMMISSION

THROUGH: SHIREEN McSPADDEN, EXECUTIVE DIRECTOR

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

DATE: WEDNESDAY, APRIL 7 2021

SUBJECT: NEW GRANT: **ON-LOK DAY SERVICES (NON-PROFIT)** TO PROVIDE HEALTH PROMOTION (SELF MANAGEMENT OF CHRONIC HEALTH CODITIONS & PHYSICAL FITNESS AND FALL PREVENTION)

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GRANT TERM: 7/1/2021-6/30/2025

GRANT AMOUNT:	New	Contingency	Total
	\$2,308,732	\$230,873	\$2,539,605

ANNUAL AMOUNT	FY 21/22	FY 22/23	FY 23/24	FY 24/25
	\$577,183	\$577,183	\$577,183	\$577,183

Funding Source	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:	\$2,049,520		\$259,212	\$230,873	\$2,539,605
PERCENTAGE:	89%		11%		100%

The Department of Disability and Aging Services (DAS) requests authorization to enter into a grant with On-Lok Day Services for the period of July 1, 2021 to June 30, 2025, in an amount of \$2,308,732, plus a 10% contingency for a total amount not to exceed \$2,539,605. The purpose of the grant is to provide older adults and adults with disabilities with health promotion and disease prevention programs focused on education, physical fitness, and fall prevention.



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The funding amounts are detailed in the following table:

Program	Annually for 4 years¹ Total	10% Contingency	Not to exceed
Self-Management of Chronic Health Conditions	\$203,284 \$813,136	\$81,314	\$894,450
Physical Fitness & Fall Prevention	\$373,899 \$1,495,596	\$149,560	\$1,645,156
Total	\$577,183 \$2,308,732	\$230,873	\$2,539,605

¹ 7/1/2021 – 6/30/2022, 7/1/2022 – 6/30/2023, 7/1/2023 – 6/30/2024, 7/1/2024 – 6/30/2025

Background

In order to address a community need for programs that improve or maintain the health and well-being of older adults and adults with disabilities and support independent community living, DAS offers two health promotion and disease prevention programs. They are Physical Fitness and Fall Prevention, and Self-Management of Chronic Health Conditions. Both programs promote lifestyle changes and encourage individuals to manage their health and wellness. The programs also help individuals maintain or improve their physical health.

Services to be Provided

The Physical Fitness and Fall Prevention program, also known as Always Active, consists of three different types of exercise classes, an ongoing group exercise class, a 12-week fall prevention series of classes, and fall prevention maintenance classes.

The programs provided under Self-Management of Chronic Health Conditions are Healthier Living and Diabetes Empowerment Education Program (DEEP). Both programs are evidenced-based and provide participants with education and tools to help manage chronic health conditions such as diabetes, heart disease, arthritis, and chronic pain. Both programs consist of 6 sessions led by individuals certified to provide the education sessions.

In both health promotion programs, On Lok Day Services will work collaboratively with community partners throughout the City to host classes. This program model allows them to implement the programs in



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multiple neighborhoods to increase participant access and provide culturally relevant services that are neighborhood specific.

During the COVID-19 pandemic, On Lok Day Services will follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, the strictest requirements will be followed with the intent to maximize the health and safety of their staff and participants receiving services.

Please refer to the attached Appendix A for more detailed information about the services and program requirements.

Grantee Performance

On Lok Day Services is in compliance with programmatic and fiscal requirements for fiscal year 2019-2020 for this grant.

Selection

Grantee was selected through Request for Proposals 908, which was competitively bid in February 2021.

Funding

Funding for this grant is provided through a combination of Federal and Dignity Funds.

ATTACHMENTS

On Lok Day Services

Self-Management of Chronic Health Conditions

Appendix A – Services to be provided

Appendix B – Budget

Physical Fitness & Fall Prevention

Appendix A – Services to be provided

Appendix B - Budget

**APPENDIX A
SERVICES TO BE PROVIDED**

On Lok Day Services

**Health Promotion Program
Self-Management of Chronic Health Conditions
July 1, 2021 to June 30, 2025**

I. Purpose

The purpose of this grant is to provide older adults with evidence-based health promotion and disease prevention programs focused on education and tools to help better manage chronic health conditions such as diabetes, heart disease, arthritis, and chronic pain. Evidence-based health promotion and disease prevention programs promote lifestyle changes and encourage individuals to engage in health and wellness activities. The programs support independent living in the community, improve quality of life, and help individuals maintain and/or improve their physical health.

II. Definitions

Grantee	On Lok Day Services
ACL	Administration for Community Living (https://acl.gov/)
Adult with a Disability	A person 18-59 years of age living with a disability
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
CARBON	Contracts Administration, Reporting, and Billing On-Line system
Certified Master Trainer	An individual who is trained and certified by the program license holder of Healthier Living or DEEP. A trained and certified individual completes master training courses and is qualified to lead workshop sessions.
Certified Lay Leader	An individual who has successfully completed the Healthier Living or DEEP Lay Leader training and provided at least one Healthier Living or DEEP workshop within a year of their training.
Chronic health conditions/ Chronic disease	Conditions that last one year or more and require ongoing medical attention, limit activities of daily living, or both. https://www.cdc.gov/chronicdisease/
City	City and County of San Francisco, a municipal corporation

CDA	California Department of Aging
DAS	Department of Disability and Aging Services
DEEP workshop	Diabetes Empowerment Education Program is an evidence-based health promotion program developed and licensed by the University of Chicago, Illinois. A workshop is comprised of 6 classes, at 2 hours per class, and provides participants with education and tools to help them better manage diabetes and prediabetes. A graduate of the workshop is one individual who attends at least 5 of the 6 DEEP classes.
Disability	Mental, cognitive, and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.
Evidence-based disease prevention and health promotion program	Defined by ACL as a disease prevention and health promotion program that has demonstrated through evaluation to be effective for improving the health and well-being or reducing disease, disability, and/or injury among older adults. https://acl.gov/programs/health-wellness/disease-prevention
Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individual or others.
Healthier Living Program / CDSMP workshop	An evidence-based health promotion program developed by Stanford University, also known as Chronic Disease Self-Management Program (CDSMP). A workshop is comprised of 6 classes, at 2 ½ hours per class, and provides participants with education and tools to help them better manage chronic conditions such as diabetes, heart disease, arthritis, and chronic pain. A graduate of the workshop is one individual who attends at least 4 of the 6 Healthier Living classes. https://www.selfmanagementresource.com/programs/small-group/chronic-disease-self-management/

Lay Leader Training	Planning, coordinating, and providing in person training for individuals to become certified lay leaders to implement the Healthier Living program or DEEP. The training must align with the curriculum established and approved by the program license holder and follow any guidelines and/or criteria established by OCP.
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 100% 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. Used by consumers to self-identify their income status and is not used as a means test to qualify for the program.
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. Source: California Code of Regulation Sec. 7130.
OCP	Office of Community Partnerships, a unit within the Department of Disability and Aging Services
OCM	Office of Contract Management, San Francisco Human Services Agency
Older Adult	Person who is 60 years or older; used interchangeably with the term "senior"
Older Americans Act (OAA)	The Older Americans Act (OAA), passed by Congress in 1965, with the goal of supporting older Americans to live at home and in the community with dignity and independence for as long as possible. https://www.ncoa.org/public-policy-action/older-americans-act/
Senior	Person who is 60 years or older; used interchangeably with the term "older adult"

SF-HSA	Human Services Agency of the City and County of San Francisco
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> 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 (<i>Chapter 104, Sections 104.1 through 104.9.</i>)
Title III D of OAA	Authorizing Legislation: Section 361 of the Older Americans Act (OAA) of 1965, as amended. It provides grants to states and territories based on their share of the population aged 60 and older for programs that support healthy lifestyles and promote healthy behaviors. https://acl.gov/programs/health-wellness/disease-prevention
Workshop Participant	An individual enrolled in a Healthier Living or DEEP workshop.

III. Target Population

The target population is older adults living in the City and County of San Francisco with the greatest economic and/or social need and with a chronic health condition. Grantee shall additionally target services to members of one or more of the following groups:

- Low income
- Limited or No English Speaking Proficiency
- Minority populations
- Frail
- LGBTQ+

IV. Eligibility for Health Promotion Services

1. An older adult, defined as an individual age sixty, (60) or older with a chronic health condition living in the City and County of San Francisco.
2. A caregiver of an older adult with a chronic health condition living in the City and County of San Francisco.

V. Location and Time of Services

The workshops will be conducted in San Francisco; dates and locations are determined by the grantee, and reviewed and approved by OCP.

VI. Description of Services and Program Requirements

The evidence-based health promotion programs are partially funded with state grant and federal funds under Title IIID of the Older Americans Act to improve the quality of life for older adults by teaching behavior modification skills and coping strategies to manage chronic disease and by increasing their physical activity levels.

1. Grantee will engage in planning activities to develop health promotion classes, training, marketing, and outreach strategies in line with an established evidence-based health promotion program.

2. Grantee will develop and maintain current program policies and procedures that meet the health promotion service standards set forth by the licensed organization and DAS-OCP. Policy and procedures shall also be compliant with state, federal, and local regulatory agencies, including the DAS-OCP policy memoranda manual.
3. Grantee will secure community partner sites to host health promotion workshops and establish signed agreements with community partner/s to clarify the expectations and responsibilities between the parties involved. Grantee will provide DAS-OCP with copies of all signed partner site agreements.
4. Grantee will provide Healthier Living and DEEP classes. Classes will be:
 - Conducted by certified lay leaders or master trainers and implemented in a manner to assure program fidelity and quality according to the program model.
 - Offered in a group setting at different accessible locations throughout the city such as congregate meal sites, community centers, senior housing, or senior centers. Online platforms may be used to provide programming, but not as a replacement for in-person activities, when in person gatherings are permissible and do not compromise the health and safety of program participants.
 - Offered in at least three (3) different languages to meet needs in the community, including English, Chinese (Cantonese & Mandarin), and Spanish.
 - Enrolled at a minimum class size of 12 participants and maximum of 25 participants for Healthier Living and maximum of 20 participants for DEEP.
5. Grantee will conduct program outreach and marketing of the health promotion programs. Outreach strategies should be neighborhood-based as well as citywide and may include activities such as disseminating materials at community meetings and other group settings or special events/fairs, announcements, electronic bulletins, and other mass media. As part of program outreach, Grantee will post workshops and maintain current information for DAS sponsored workshops on the State's web site: www.CaHealthierLiving.org
6. Grantee will collect the Healthier Living workshop attendance log and participant surveys from the workshops, and enter the service data into CA-GetCare.
7. Grantee will collect the DEEP participant attendance log and participant surveys from the workshops, and enter the service data into CA-GetCare.
9. Grantee will provide workshops or coordinate trainings to train and/or recertify master trainers or lay leaders qualified to facilitate Healthier Living and DEEP workshops. Grantee shall offer leader trainings to have a sufficient number of leaders to meet the number of workshops offered. Grantee shall track and maintain a current list of lay leaders and master trainers and share an updated list with DAS twice a year, and as requested.
10. Grantee will conduct and document program quality-fidelity monitoring visits at one or more sessions of a workshop facilitated by all new lay leaders. New lay leaders shall be evaluated by the grantee within one month of starting a workshop. Grantee will provide support and technical assistance to lay leaders, as needed, to ensure that the workshops follow the

curriculum and program model for program fidelity. A minimum of four additional fidelity checks for existing lay leaders and master trainers will also be conducted annually.

11. Grantee will provide an opportunity for program participants to make voluntary contributions.
12. Grantee will participate in other activities to help promote and support expansion of the health promotion program, including referring Healthier Living graduates to the alumni community.
13. Grantee will have a representative to participate in the statewide CA Healthier Living Coalition.
14. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services.

VII. Service Objectives:

1. Provide the minimum annual service units indicated in Table A below.

Table A: Annual Service Units	FY21-22	FY22-23	FY23-24	FY24-25
Total # Workshops Offered	48	48	48	50
Total # Workshop Participants	576	576	576	636
Total # Graduates	499	499	499	509

VIII. Outcome Objectives:

1. DEEP workshop participants demonstrate greater understanding of diabetes and how to prevent and/or better manage it. Target:75%
2. Healthier Living workshop participants have more confidence in managing their chronic health conditions. Target: 75%

Based on consumer responses provided through a post-workshop survey.

IX. Reporting and other Requirements

1. Grantee will enter into the CA-GetCare Service Unit section all Service Objectives by the 5th working day of the month for the preceding month.
2. Grantee shall provide DAS OCP a Healthier Living and DEEP workshop schedule at least on a quarterly basis, and more often as it is updated.
3. Grantee shall submit a workshop summary report to DAS OCP at least on a quarterly basis. That workshop summary report shall include, but is not limited to, the date and

location of the workshops, names of the leaders, language the workshop was facilitated in, and number of participants enrolled and graduated. The reports are due at end of the month in September, December, March and June.

4. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31 each grant year.
5. Monthly reports must be entered into the Contracts Administration, Reporting, and Billing Online (CARBON) system and include Service Objectives.
6. Grantee will enter the annual outcome objective metrics identified in Section VIII of the Appendix A in the CARBON database by the 15th of the month following the end of the program year.
7. Grantee shall develop and deliver bi-annual summary reports of SOGI data collected in the year as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are July 10 and January 10.
8. Grantee shall develop and deliver ad hoc reports as requested by DAS/HSA.
9. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training on an annual basis; Grantee will maintain evidence of staff completion of this training.
10. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
11. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
12. Grantee will assure that services delivered are consistent with professional standards for this service.
13. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies "Focal Points" which are designed to help older adults connect to services throughout the City. These Focal Points are:

Designated Community Focal Points		
Name	Address	Phone
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
Bayview Senior Connections	5600 3rd St, San Francisco, 94124	415-647-5353
OMI Senior Center (CCCYO)	65 Beverly St, San Francisco, 94132	415-335-5558
Richmond Senior Center (GGSS)	6221 Geary Blvd, San Francisco, 94121	415-404-2938
30th Street Senior Center (On Lok)	225 30th St, San Francisco, 94131	415-550-2221
Openhouse	1800 Market St, San Francisco, 94102	415-347-8509
SF Senior Center (SFSC)	481 O'Farrell St, San Francisco, 94102	415-202-2983
Aquatic Park Senior Center (SFSC)	890 Beach St, San Francisco, 94109	415-202-2983
South Sunset Senior Center (SHE)	2601 40th Ave, San Francisco, 94116	415-566-2845
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585
Geen Mun Activity Center (SHE)	777 Stockton St, San Francisco, 94108	415-438-9804
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700

14. For assistance with reporting and contract requirements, please contact:

Lauren McCasland
Nutritionist
DAS OCP
email: Lauren.McCasland@sfgov.org

and

Patrick Garcia
Contract Manager
HSA OCM
email: Patrick.garcia@sfgov.org

X. Monitoring Activities

1. **Program Monitoring:** Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-Getcare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all OOA-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 according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.
2. **Fiscal Compliance and Contract Monitoring:** Fiscal monitoring will include review of the Grantee's organizational budget, 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 the Personnel Manual, Emergency Operations Plan, compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

**APPENDIX A
SERVICES TO BE PROVIDED**

On Lok Day Services

**Health Promotion Program
Physical Fitness & Fall Prevention
July 1, 2021 to June 30, 2025**

I. Purpose

The purpose of this grant is to provide older adults and adults with disabilities health promotion and disease prevention programs focused on physical fitness and fall prevention. Health promotion and disease prevention programs promote lifestyle changes and encourage individuals to engage in health and wellness activities. The programs support independent living in the community, improve quality of life, and help individuals maintain and/or improve their physical health.

II. Definitions

Grantee	On Lok Day Services
30 Second Chair Stance Test	A functional assessment tool used to determine an individual's risk of falling by assessing their leg strength and endurance. https://www.cdc.gov/steady/pdf/STEADI-Assessment-30Sec-508.pdf
Adult with a Disability	A person 18-59 years of age living with a disability
Always Active Program	The Always Active program consists of 3 different types of exercise classes: ongoing group exercise classes, a 12-week fall prevention series of classes, and ongoing fall prevention maintenance classes.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
CARBON	Contracts Administration, Reporting and Billing On Line System
Certified Exercise Leader	An individual who holds a Functional Aging Institute (FAI) certification, or other national exercise certification, and has completed their exercise leader training with Always Active staff.
City	City and County of San Francisco, a municipal corporation
DAS	Department of Disability and Aging Services
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life

	activity: self-care, receptive and expressive language, learning, mobility and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.
Fall Prevention	A 12-week fall prevention series of classes under the Always Active program; developed by the University of San Francisco (USF). An ongoing fall prevention maintenance class is also held 2 times per week for participants who have completed the fall prevention series.
Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individual or others.
Functional Reach Test	A functional assessment tool used to determine an individual's risk of falling by assessing their balance. https://www.sralab.org/sites/default/files/2017-06/5Hgjkv-Functional%20Reach%20Test.pdf
Group Exercise Classes	Ongoing group exercise classes that are part of the Always Active program. Classes are held 2-3 times per week at each location and include 5 components: cardiovascular exercise, joint mobility, upper and lower body strength training, flexibility, and balance.
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 100% 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. Used by consumers to self-identify their income status and is not used as a means test to qualify for the program.
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific

	including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. Source: California Code of Regulation Sec. 7130.
OCP	Office of Community Partnerships, a unit within the Department of Disability and Aging Services
OCM	Office of Contract Management, San Francisco Human Services Agency
Older Adult	Person who is 60 years or older; used interchangeably with the term “senior”
Senior	Person who is 60 years or older; used interchangeably with the term “older adult”
SF-HSA	Human Services Agency of the City and County of San Francisco
SOGI	Sexual Orientation and Gender Identity, <i>Ordinance No. 159-16</i> 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 (<i>Chapter 104, Sections 104.1 through 104.9.</i>)
SF12 Perception of Health Questionnaire	The SF-12® is a multipurpose short-form generic measure of health status and outcome from the participant’s point of view. The tool is developed by Quality Metric Incorporated and proven to provide valid outcome data.
Timed Up and Go Test	A functional assessment tool used to determine an individual’s risk of falling by assessing their mobility. https://www.cdc.gov/steady/pdf/STEADI-Assessment-TUG-508.pdf
Unduplicated consumer (UDC)	An individual who participates in the physical fitness and fall prevention program and the grantee reflects consumer participation in CA-GetCare through program enrollment.

III. Target Population

The target populations are older adults and adults with disabilities living in the City and County of San Francisco with the greatest economic and/or social need, and with particular attention to members of one or more of the following groups

- Low income
- Limited or No English Speaking Proficiency
- Minority
- Frail
- LGBTQ+

IV. Eligibility for Health Promotion Services

1. An older adult, defined as an individual age sixty, (60) or older living in the City and County of San Francisco.
2. An adult with a disability, age 18 to 59, living in the City and County of San Francisco.

V. Location and Time of Services

The grantee will provide a health promotion and disease prevention program in the City and County of San Francisco. The grantee determines the location(s) and service time(s) for the program with prior approval from DAS OCP.

VI. Description of Services and Program Requirements

1. Grantee will engage in planning activities to develop health promotion classes, training, marketing, and outreach strategies in line with an established health promotion program.
2. Grantee will develop and maintain current program policies and procedures that meet the health promotion service standards set forth by DAS-OCP.
3. Grantee will secure community partner sites to host Always Active classes and establish signed agreements with community partner/s to clarify the expectations and responsibilities between the parties involved. Grantee will provide DAS OCP with copies of all signed partner agreements.
4. Grantee will provide Always Active classes, which will be:
 - Conducted by certified exercise leaders and implemented in a manner to assure program fidelity and quality according to the program model.
 - Offered in a group setting at accessible locations throughout the city such as congregate meal sites, community centers, senior housing, or senior centers. Online platforms may be used to provide programming, but not as a replacement for in-person activities, when in person gatherings are permissible and do not compromise the health and safety of program participants.
 - Offered in at least three (3) different languages to meet needs in the community, including English, Chinese (Cantonese & Mandarin), and Spanish.
 - Offered at least 2-3 times a week at each location, at 1-hour per session, or as per the program model dictates.
 - Enrolled at a minimum class size of 10 participants and maximum of 30 participants per leader for in-person classes.
5. Grantee will conduct program outreach and marketing of the health promotion programs. Outreach strategies should be neighborhood-based and citywide and may include activities such as disseminating materials at community meetings and other group settings or special events/fairs, announcements in bulletins, electronic bulletins, and other mass media. As part of program outreach, Grantee will post workshops and maintain current information for DAS sponsored workshops on the Always Active web site: www.alwaysactive.org. Specifically for the fall prevention series, outreach will include contacting public and

private health clinics and hospitals in the City and providing them with information about the classes.

6. Grantee will provide workshops to train and certify or re-certify exercise leaders. Grantee shall offer exercise leader trainings to have a sufficient number of certified exercise leaders to meet the number of health promotion classes offered. Grantee shall track and maintain a current list of certified exercise leaders, and share an updated list with DAS-OCP twice a year, and as requested.
7. Grantee will plan and conduct a minimum of two workshops annually for certified exercise leaders. Workshops will be a minimum of 4 hours and consist of exercise leader sharing, relevant guest speakers, and continuing education from the Functional Aging Institute.
8. Grantee will conduct and document program quality-fidelity monitoring visits at minimum once per year for each exercise leader, and at minimum two monitoring visits yearly at each site. Grantee will provide support and technical assistance, as needed, to exercise leaders and community partners to ensure that the classes follow the curriculum and program model for program fidelity.
9. Grantee will provide an opportunity for program participants to make voluntary contributions.
10. Grantee will administer the SF12 Perception of Health Questionnaire, Functional Reach Test, Timed Up and Go Test, and 30 Second Chair Stance Test on a sample of participants in the group exercise classes. Grantee will analyze the data, and share survey results with DAS OCP by May 1st each grant year or on a mutually agreed upon date between OCP and the Grantee. The number of participants assessed will be a statistically significant sample, as determined by USF.
11. Grantee will collect pre and post data for all participants enrolled in the fall prevention series, analyze the data, and share survey results with DAS OCP by May 1st each grant year or on a mutually agreed upon date between OCP and the Grantee. Assessments include the Functional Reach Test, Timed Up and Go Test, and 30 Second Chair Stance Test.
12. Grantee will administer an annual consumer satisfaction survey to at least 40% of participants enrolled in the program using a survey tool approved by DAS OCP. The survey results will be shared with DAS OCP by March 15th each grant year or a mutually agreed upon date between DAS OCP and the Grantee.
13. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services.

VII. Service Objectives

Provide the minimum annual service units indicated in Table A below.

Table A: Annual Service Units	FY21-22	FY22-23	FY23-24	FY24-25
# Unduplicated consumers	960	960	1,075	1,075
# Hours group exercise classes	2,028	2,028	2,091	2,091
# Hours fall prevention series and maintenance classes	312	312	336	336
Total # Hours	2,340	2,340	2,427	2,427

VIII. Outcome Objectives

1. Consumers improve their health and/or fitness due to participation in the group exercise classes.* Target: 85%.
2. Consumers maintain or improve their scores on the Functional Reach Test, Timed Up and Go Test, and 30 second Chair Stance due to participation in the fall prevention series. Target: 70%
3. Consumers in the group exercise classes are in the 70th percentile or higher on the Functional Reach Test, Timed Up and Go Test, and 30 Second Chair Stance Test compared to the national average.
4. The mean Physical Composite Score of the group exercise class participants will be in the 70th percentile or higher compared to the national average, as measured through SF12 survey tool.

* Based on consumer responses provided through a consumer satisfaction survey.

VIII. Reporting and other Requirements

1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers using a DAS OCP approved intake form.
2. Grantee will enter into the CA-GetCare Service Unit section all Service Objectives by the 5th working day of the month for the preceding month.
3. Grantee shall submit a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31st.
4. Monthly reports must be entered into the Contracts Administration, Reporting, and Billing Online (CARBON) system and include Service Objectives.

5. Grantee will enter the annual outcome objective metrics identified in Section VIII of the Appendix A in the CARBON database by the 15th of the month following the end of the program year.
6. Grantee shall develop and deliver bi-annual summary reports of SOGI data collected in the year as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are July 10 and January 10.
7. Grantee shall develop and deliver ad hoc reports as requested by DAS/HSA.
8. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training on an annual basis; Grantee will maintain evidence of staff completion of this training.
9. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
10. Grantee will assure that services delivered are consistent with professional standards for this service.
11. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
12. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies "Focal Points" which are designed to help older adults connect to services throughout the City. These Focal Points are:

Designated Community Focal Points		
Name	Address	Phone
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
Bayview Senior Connections	5600 3rd St, San Francisco, 94124	415-647-5353
OMI Senior Center (CCCYO)	65 Beverly St, San Francisco, 94132	415-335-5558
Richmond Senior Center (GGSS)	6221 Geary Blvd, San Francisco, 94121	415-404-2938
30th Street Senior Center (On Lok)	225 30th St, San Francisco, 94131	415-550-2221
Openhouse	1800 Market St, San Francisco, 94102	415-347-8509
SF Senior Center (SFSC)	481 O'Farrell St, San Francisco, 94102	415-202-2983
Aquatic Park Senior Center (SFSC)	890 Beach St, San Francisco, 94109	415-202-2983
South Sunset Senior Center (SHE)	2601 40th Ave, San Francisco, 94116	415-566-2845
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585
Geen Mun Activity Center (SHE)	777 Stockton St, San Francisco, 94108	415-438-9804
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700

13. For assistance with reporting and contract requirements, please contact:

Lauren McCasland
Nutritionist
DAS OCP
email: Lauren.McCasland@sfgov.org

and

Patrick Garcia
Senior Contract Manager
HSA OCM
email: Patrick.Garcia@sfgov.org

VIII. Monitoring Activities

1. **Program Monitoring:** Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-Getcare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all OCP-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 according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.
2. **Fiscal Compliance and Contract Monitoring:** Fiscal monitoring will include review of the Grantee's organizational budget, 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 the Personnel Manual, Emergency Operations Plan, and Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Name					Term
On Lok Day Services					7/1/21 - 6/30/25
(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: Self-Management of Chronic Health Conditions					
Budget Reference Page No.(s)					Total
Program Term	7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/21 - 6/30/25
DAS Expenditures					
Salaries & Benefits	\$157,899	\$157,899	\$141,842	\$138,758	\$596,398
Operating Expenses	\$28,600	\$28,600	\$44,657	\$47,741	\$149,598
Subtotal	\$186,499	\$186,499	\$186,499	\$186,499	\$745,996
CDA Indirect Percentage (%)	9%	9%	9%	9%	9%
CDA Indirect Cost (Line 16 X Line 15)	\$16,785	\$16,785	\$16,785	\$16,785	\$67,140
Subcontractor/Capital Expenditures	\$0	\$0	\$0	\$0	\$0
Total DAS Expenditures	\$203,284	\$203,284	\$203,284	\$203,284	\$813,136
Non-DAS Expenditures					
Salaries & Benefits	\$156,112	\$156,112	\$172,168	\$175,254	\$659,646
Operating Expenses	\$5,850	\$7,100	\$6,268	\$4,659	\$23,877
Subtotal	\$161,962	\$163,212	\$178,436	\$179,913	\$683,523
Indirect Percentage (%)	0%	0%	0%	0%	0%
Indirect Cost (Line 16 X Line 15)	\$0	\$0	\$0	\$0	\$0
Subcontractor/Capital Expenditures	\$0	\$0	\$0	\$0	\$0
TOTAL Non-DAS EXPENDITURES	\$161,962	\$163,212	\$178,436	\$179,913	\$683,523
TOTAL DAS & Non-DAS EXPENDITURES					
	\$365,246	\$366,496	\$381,720	\$383,197	\$1,496,659
HSA Revenues					
Funds	\$203,284	\$203,284	\$203,284	\$203,284	\$813,136
					\$0
					\$0
					\$0
TOTAL HSA REVENUES	\$203,284	\$203,284	\$203,284	\$203,284	\$813,136
Other Revenues					
					\$0
Fundraising	\$161,462	\$162,712	\$177,936	\$179,413	\$681,523
Project Income	\$500	\$500	\$500	\$500	\$2,000
					\$0
					\$0
Total Revenues	\$365,246	\$366,496	\$381,720	\$383,197	\$1,496,659
Full Time Equivalent (FTE)	2.20	2.20	2.00	1.92	
Prepared by: Francesca Gonzalez				Telephone No.:	(415) 550-2213
HSA-CO Review Signature:					
HSA #1					2/10/2021

On Lok Day Services
 Program: Self-Management of Chronic Health Conditions

Salaries & Benefits Detail

H.S.A-DAS

POSITION TITLE	7/1/21 - 6/30/22				7/1/22 - 6/30/23				7/1/23 - 6/30/24				7/1/24 - 6/30/25				TOTAL				
	Agency Totals		HSA Program		Agency Totals		HSA Program		Agency Totals		HSA Program		Agency Totals		HSA Program						
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Annual Full Time Salary for FTE		Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary
Health Promotion Program Manager	\$79,498	1.00	30%	0.30	\$23,849	\$79,498	1.00	30%	0.30	\$23,849	\$79,498	1.00	25%	0.25	\$19,874	\$79,498	1.00	30%	0.30	\$23,849	\$91,421
Healthier Living Program Coordinator	\$59,904	1.00	50%	0.50	\$29,952	\$59,904	1.00	50%	0.50	\$29,952	\$59,904	1.00	40%	0.40	\$23,962	\$59,904	1.00	41%	0.41	\$24,581	\$138,427
DEEP Program Assistant	\$53,560	1.00	50%	0.50	\$26,780	\$53,560	1.00	50%	0.50	\$26,780	\$53,560	1.00	45%	0.45	\$24,102	\$53,560	1.00	41%	0.41	\$21,980	\$89,622
Health Educator	\$50,086	1.00	45%	0.45	\$22,539	\$50,086	1.00	49%	0.45	\$22,539	\$50,086	1.00	45%	0.45	\$22,539	\$50,086	1.00	40%	0.40	\$20,035	\$87,662
Enrollment & Outreach Assistant	\$47,133	1.00	45%	0.45	\$21,210	\$47,133	1.00	42%	0.45	\$21,210	\$47,133	1.00	45%	0.45	\$21,210	\$47,133	1.00	40%	0.40	\$18,853	\$82,483
					\$0					\$0					\$0					\$0	\$0
					\$0					\$0					\$0					\$0	\$0
					\$0					\$0					\$0					\$0	\$0
					\$0					\$0					\$0					\$0	\$0
					\$0					\$0					\$0					\$0	\$0
					\$0					\$0					\$0					\$0	\$0
					\$0					\$0					\$0					\$0	\$0
					\$0					\$0					\$0					\$0	\$0
TOTAL H.S.A-DAS	\$290,181	5.00	220%	2.20	\$124,330	\$290,181	5.00	220%	2.20	\$124,330	\$290,181	5.00	200%	2.00	\$111,687	\$290,181	5.00	192%	1.92	\$109,256	\$489,605

FRINGE BENEFIT RATE	27%				27%					27%					27%					27%	
EMPLOYEE FRINGE BENEFITS	\$78,349				\$33,569	\$78,349				\$33,569	\$78,349				\$30,155	\$78,349				\$29,500	\$128,793

TOTAL DAS SALARIES & BENEFITS	\$368,530				\$157,899	\$368,530				\$157,899	\$368,530				\$141,842	\$368,530				\$138,756	\$598,398
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Non-DAS

POSITION TITLE	7/1/21 - 6/30/22				7/1/22 - 6/30/23				7/1/23 - 6/30/24				7/1/24 - 6/30/25				TOTAL				
	Agency Totals		HSA Program		NON-DAS		Agency Totals		HSA Program		NON-DAS		Agency Totals		HSA Program			NON-DAS			
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Annual Full Time Salary for FTE		Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary
Health Promotion Program Manager	\$79,498	1.00	16%	0.16	\$12,720	\$79,498	1.00	16%	0.16	\$12,720	\$79,498	1.00	21%	0.21	\$16,694	\$79,498	1.00	16%	0.16	\$12,720	\$54,854
Healthier Living Program Coordinator	\$59,904	1.00	50%	0.50	\$29,952	\$59,904	1.00	50%	0.50	\$29,952	\$59,904	1.00	60%	0.60	\$35,942	\$59,904	1.00	59%	0.59	\$35,343	\$131,189
DEEP Program Assistant	\$53,560	1.00	50%	0.50	\$26,780	\$53,560	1.00	50%	0.50	\$26,780	\$53,560	1.00	55%	0.55	\$29,458	\$53,560	1.00	59%	0.59	\$31,600	\$114,618
Health Educator	\$50,086	1.00	55%	0.55	\$27,548	\$50,086	1.00	55%	0.55	\$27,548	\$50,086	1.00	60%	0.60	\$30,056	\$50,086	1.00	80%	0.80	\$30,025	\$112,856
Enrollment & Outreach Assistant	\$47,133	1.00	55%	0.55	\$25,923	\$47,133	1.00	55%	0.55	\$25,923	\$47,133	1.00	60%	0.60	\$28,280	\$47,133	1.00	80%	0.80	\$28,280	\$109,049
					\$0					\$0					\$0					\$0	\$0
					\$0					\$0					\$0					\$0	\$0
					\$0					\$0					\$0					\$0	\$0
					\$0					\$0					\$0					\$0	\$0
					\$0					\$0					\$0					\$0	\$0
					\$0					\$0					\$0					\$0	\$0
TOTAL Non-DAS	\$290,181	5.00	228%	2.28	\$122,923	\$290,181	5.00	228%	2.28	\$122,923	\$290,181	5.00	246%	2.46	\$135,565	\$290,181	5.00	254%	2.54	\$137,995	\$519,406

FRINGE BENEFIT RATE	27%				27%					27%					27%					27%	
EMPLOYEE FRINGE BENEFITS	\$78,349				\$33,189	\$78,349				\$33,189	\$78,349				\$36,603	\$78,349				\$37,259	\$140,240

TOTAL Non-DAS SALARIES & BENEFITS	\$368,530				\$156,112	\$368,530				\$156,112	\$368,530				\$172,168	\$368,530				\$175,254	\$659,646
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TOTAL DAS & Non-DAS SALARIES & BENEFITS	\$368,530				\$314,011	\$368,530				\$314,011	\$368,530				\$314,010	\$368,530				\$314,012	\$1,258,044
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HSA #2 2/10/2021

On Lok Day Services

Appendix B, Page 3

Program: Self-Management of Chronic Health Conditions

Operating Expense Detail

H.S.A-DAS

Expenditure Category	TERM					TOTAL
		7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/21 - 6/30/25
Rental of Property		-	-	-	-	\$0
Utilities(Elec, Water, Gas, Phone, Garbage)		655	655	655	725	\$2,690
Office Supplies, Postage		790	790	790	790	\$3,160
Building Maintenance Supplies and Repair		2,795	1,950	2,577	2,650	\$9,972
Printing and Reproduction		1,810	1,405	1,610	2,410	\$7,235
Insurance		700	700	700	1,366	\$3,466
Staff Training		-	-	-	-	\$0
Staff Travel-(Local & Out of Town)		600	600	600	600	\$2,400
Rental of Equipment		250	250	250	250	\$1,000
CONSULTANTS						\$0
						\$0
						\$0
						\$0
						\$0
OTHER						
Lay Leader		16,000	21,000	26,000	32,000	\$95,000
Leader/Master Training		3,200	450	2,675	1,950	\$8,275
Materials & Supplies		1,800	800	800	5,000	\$8,400
Umbrella License				8,000	-	\$8,000
						\$0
TOTAL DAS OPERATING EXPENSES		28,600	\$28,600	44,657	\$47,741	\$149,598

NON-DAS

Expenditure Category	TERM					TOTAL
		7/1/21 - 6/30/22 #	7/1/22 - 6/30/23 #	7/1/23 - 6/30/24 #	7/1/24 - 6/30/25 #	7/1/21 - 6/30/25
Rental of Property						\$0
Utilities(Elec, Water, Gas, Phone, Garbage)		945	945	945	875	\$3,710
Office Supplies, Postage		-	-	-	-	\$0
Building Maintenance Supplies and Repair		1,905	2,750	2,123	2,050	\$8,828
Printing and Reproduction		1,300	1,705	1,500	700	5,205
Insurance		1,000	1,000	1,000	334	\$3,334
Staff Training		-	-	-	-	\$0
Staff Travel-(Local & Out of Town)		700	700	700	700	\$2,800
Rental of Equipment		-	-	-	-	\$0
CONSULTANTS						\$0
						\$0
						\$0
						\$0
						\$0
OTHER						
						\$0
						\$0
						\$0
						\$0
TOTAL Non-DAS OPERATING EXPENSES		\$5,850	\$7,100	\$6,268	\$4,659	\$23,877
TOTAL DAS & Non-DAS OPERATING EXPENSE		\$34,450	\$35,700	\$50,925	\$52,400	\$173,475

HSA #3

2/10/2021

On Lok Day Services

Appendix B, Page 4

Program: Self-Management of Chronic Health Conditions

Subcontractor/Capital Expenditures

SUBCONTRACTORS	7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/21 - 6/30/25
Subcontractor 1					\$0
Subcontractor 2					\$0
					\$0
					\$0
TOTAL SUBCONTRACTOR COST	\$0	\$0	\$0	\$0	\$0

EQUIPMENT		7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/21 - 6/30/25
Units	ITEM/DESCRIPTION					
	Equipment A					\$0
						\$0
						\$0
						\$0
						\$0
TOTAL EQUIPMENT COST		\$0	\$0	\$0	\$0	\$0

REMODELING		7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/21 - 6/30/25
Description:						
	Remodel A					\$0
						\$0
						\$0
						\$0
						\$0
TOTAL REMODELING COST		\$0	\$0	\$0	\$0	\$0

TOTAL SUBCONTRACTOR/CAPITAL EXPENDITURE	\$0	\$0	\$0	\$0	\$0
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HSA #4

2/10/2021

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Name On Lok Day Services					Term 7/1/21 - 6/30/25
(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: Physical Fitness and Fall prevention					
Budget Reference Page No.(s)					Total
Program Term	7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/21 - 6/30/25
DAS Expenditures					
Salaries & Benefits	\$178,698	\$178,698	\$176,940	\$176,940	\$711,276
Operating Expenses	\$48,130	\$48,130	\$49,888	\$49,888	\$196,036
Subtotal	\$226,828	\$226,828	\$226,828	\$226,828	\$907,312
Indirect CDA Percentage (%)	9%	9%	9%	9%	9%
Indirect CDA Cost (Line 16 X Line 15)	\$20,415	\$20,415	\$20,415	\$20,415	\$81,660
Subcontractor/Capital Expenditures	\$126,656	\$126,656	\$126,656	\$126,656	\$506,624
Total DAS Expenditures	\$373,899	\$373,899	\$373,899	\$373,899	\$1,495,596
Non-DAS Expenditures					
Salaries & Benefits	\$87,282	\$87,282	\$148,895	\$148,895	\$472,354
Operating Expenses	\$3,975	\$6,905	\$15,080	\$23,011	\$48,972
Subtotal	\$91,257	\$94,187	\$163,975	\$171,906	\$521,326
Indirect Percentage (%)	0%	0%	0%	0%	0%
Indirect Cost (Line 16 X Line 15)	\$0	\$0	\$0	\$0	\$0
Subcontractor/Capital Expenditures	\$0	\$0	\$0	\$0	\$0
TOTAL Non-DAS EXPENDITURES	\$91,257	\$94,187	\$163,975	\$171,906	\$521,326
TOTAL DAS & Non-DAS EXPENDITURES					
	\$465,156	\$468,086	\$537,874	\$545,805	\$2,016,922
HSA Revenues					
Funds	\$373,899	\$373,899	\$373,899	\$373,899	\$1,495,596
					\$0
					\$0
					\$0
TOTAL HSA REVENUES	\$373,899	\$373,899	\$373,899	\$373,899	\$1,495,596
Other Revenues					
					\$0
Fundraising	\$86,257	\$89,187	\$158,725	\$166,656	\$500,826
Project Income	\$5,000	\$5,000	\$5,250	\$5,250	\$20,500
					\$0
					\$0
Total Revenues	\$465,156	\$468,086	\$537,874	\$545,805	\$2,016,922
Full Time Equivalent (FTE)	2.40	2.40	2.45	2.45	
Prepared by: Francesca Gonzalez				Telephone No.: (415) 550-2213	
HSA-CO Review Signature: _____					
HSA #1					2/5/2021

On Lok Day Services											Appendix B, Page 2																								
Program: Physical Fitness and Fall prevention																																			
Salaries & Benefits Detail																																			
											7/1/21 - 6/30/22		7/1/22 - 6/30/23		7/1/23 - 6/30/24		7/1/24 - 6/30/25		7/1/21 - 6/30/25																
H.S.A-DAS											Agency Totals		HSA Program		DAS		DAS		Agency Totals		HSA Program		DAS		DAS		TOTAL								
POSITION TITLE											Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	
Regional Coordinator											\$59,072	1.00	60%	0.60	\$35,443	\$35,443	\$59,072	1.00	60%	0.60	\$35,443	\$35,443	\$59,072	1.00	60%	0.60	\$35,443	\$35,443	\$59,072	1.00	60%	0.60	\$35,443	\$35,443	\$141,772
Health & Fitness Manager											\$79,498	1.00	35%	0.35	\$27,824	\$27,824	\$79,498	1.00	30%	0.30	\$23,849	\$23,849	\$79,498	1.00	30%	0.30	\$23,849	\$23,849	\$79,498	1.00	30%	0.30	\$23,849	\$23,849	\$103,346
Always Active Specialist											\$54,995	1.00	55%	0.55	\$30,247	\$30,247	\$54,995	1.00	55%	0.55	\$30,247	\$30,247	\$54,995	1.00	55%	0.55	\$30,247	\$30,247	\$54,995	1.00	55%	0.55	\$30,247	\$30,247	\$120,988
Program Assistant											\$52,437	1.00	90%	0.90	\$47,193	\$47,193	\$52,437	1.00	50%	0.50	\$26,218	\$26,218	\$52,437	1.00	50%	0.50	\$26,218	\$26,218	\$52,437	1.00	50%	0.50	\$26,218	\$26,218	\$146,822
Always Active Exercise Leader											\$47,133	-	100%	-	\$0	\$0	\$47,133	1.00	50%	0.50	\$23,566	\$23,566	\$47,133	1.00	50%	0.50	\$23,566	\$23,566	\$47,133	1.00	50%	0.50	\$23,566	\$23,566	\$47,132
											\$0				\$0	\$0	\$0					\$0	\$0	\$0					\$0	\$0	\$0				
											\$0				\$0	\$0	\$0					\$0	\$0	\$0					\$0	\$0	\$0				
											\$0				\$0	\$0	\$0					\$0	\$0	\$0					\$0	\$0	\$0				
TOTAL H.S.A-DAS											\$293,134	4.00	340%	2.40	\$140,707	\$140,707	\$293,134	5.00	245%	2.45	\$139,323	\$139,323	\$293,134	5.00	245%	2.45	\$139,323	\$139,323	\$293,134	5.00	245%	2.45	\$139,323	\$139,323	\$560,060
FRINGE BENEFIT RATE											27%						27%																		
EMPLOYEE FRINGE BENEFITS											\$79,146				\$37,991	\$37,991	\$79,146				\$37,617	\$37,617	\$79,146				\$37,617	\$37,617	\$79,146				\$37,617	\$37,617	\$151,216
BENEFITS											\$372,280				\$178,698	\$178,698	\$372,280				\$176,940	\$176,940	\$372,280				\$176,940	\$176,940	\$372,280				\$176,940	\$176,940	\$711,276
Non-DAS											Agency Totals		HSA Program		NON-DAS		NON-DAS		Agency Totals		HSA Program		NON-DAS		NON-DAS		TOTAL								
POSITION TITLE											Time Salary for FTE	Total FTE	by HSA	FTE	Budgeted Salary	Budgeted Salary	Time Salary for FTE	Total FTE	by HSA	FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	
Regional Coordinator											\$59,072	1.00	40%	0.40	\$23,629	\$23,629	\$59,072	1.00	40%	0.40	\$23,629	\$23,629	\$59,072	1.00	40%	0.40	\$23,629	\$23,629	\$59,072	1.00	40%	0.40	\$23,629	\$23,629	\$94,516
Health & Fitness Manager											\$79,498	1.00	19%	0.19	\$15,105	\$15,105	\$79,498	1.00	24%	0.24	\$19,079	\$19,079	\$79,498	1.00	24%	0.24	\$19,079	\$19,079	\$79,498	1.00	24%	0.24	\$19,079	\$19,079	\$68,368
Always Active Specialist											\$54,995	1.00	45%	0.45	\$24,748	\$24,748	\$54,995	1.00	45%	0.45	\$24,748	\$24,748	\$54,995	1.00	45%	0.45	\$24,748	\$24,748	\$54,995	1.00	45%	0.45	\$24,748	\$24,748	\$98,992
Program Assistant											\$52,437	1.00	10%	0.10	\$5,244	\$5,244	\$52,437	1.00	50%	0.50	\$26,218	\$26,218	\$52,437	1.00	50%	0.50	\$26,218	\$26,218	\$52,437	1.00	50%	0.50	\$26,218	\$26,218	\$62,924
Always Active Exercise Leader											\$47,133	-	0%	-	\$0	\$0	\$47,133	1.00	50%	0.50	\$23,566	\$23,566	\$47,133	1.00	50%	0.50	\$23,566	\$23,566	\$47,133	1.00	50%	0.50	\$23,566	\$23,566	\$47,132
											\$0				\$0	\$0	\$0					\$0	\$0	\$0					\$0	\$0	\$0				
											\$0				\$0	\$0	\$0					\$0	\$0	\$0					\$0	\$0	\$0				
											\$0				\$0	\$0	\$0					\$0	\$0	\$0					\$0	\$0	\$0				
TOTAL Non-DAS											\$293,134	4.00	114%	1.14	\$68,726	\$68,726	\$293,134	5.00	209%	2.09	\$117,240	\$117,240	\$293,134	5.00	209%	2.09	\$117,240	\$117,240	\$293,134	5.00	209%	2.09	\$117,240	\$117,240	\$371,932
FRINGE BENEFIT RATE											27%						27%																		
EMPLOYEE FRINGE BENEFITS											\$79,146				\$18,556	\$18,556	\$79,146				\$31,655	\$31,655	\$79,146				\$31,655	\$31,655	\$79,146				\$31,655	\$31,655	\$100,422
TOTAL Non-DAS SALARIES & BENEFITS											\$372,280				\$87,282	\$87,282	\$372,280				\$148,895	\$148,895	\$372,280				\$148,895	\$148,895	\$372,280				\$148,895	\$148,895	\$472,354
TOTAL DAS & Non-DAS SALARIES & BENEFITS											\$372,280				\$265,980	\$265,980	\$372,280				\$325,835	\$325,835	\$372,280				\$325,835	\$325,835	\$372,280				\$325,835	\$325,835	\$1,183,630
HSA #2																							2/5/2021												

On Lok Day Services
 Program: Physical Fitness and Fall prevention

Operating Expense Detail

H.S.A-DAS

Expenditure Category	TERM					TOTAL
		7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/21 - 6/30/25
Rental of Property						\$0
Utilities(Elec, Water, Gas, Phone, Garbage)		3,700	2,700	450	-	\$6,850
Office Supplies, Postage		2,125	2,195	625	-	\$4,945
Building Maintenance Supplies and Repair		4,015	2,015	908	-	\$6,938
Printing and Reproduction		414	414	-	-	\$828
Insurance		2,260	2,260	-	-	\$4,520
Staff Training		3,000	3,000	3,000	3,000	\$12,000
Staff Travel-(Local & Out of Town)		932	1,862	2,795	3,726	\$9,315
Rental of Equipment		384	384	-		\$768
CONSULTANTS						\$0
						\$0
OTHER						
Exercise Trainer & Leader Stipends		29,000	31,000	40,000	41,162	\$141,162
Software (music, exercise platform)		2,300	2,300	2,110	2,000	\$8,710
						\$0
						\$0
						\$0
TOTAL DAS OPERATING EXPENSES		48,130	\$48,130	\$49,888	\$49,888	\$196,036

NON-DAS

Expenditure Category	TERM					TOTAL
		7/1/21 - 6/30/22 #	7/1/22 - 6/30/23 #	7/1/23 - 6/30/24 #	7/1/24 - 6/30/25 #	7/1/21 - 6/30/25
Rental of Property						\$0
Utilities(Elec, Water, Gas, Phone, Garbage)		696	1,696	3,946	4,396	\$10,734
Office Supplies, Postage		333	263	1,833	2,458	\$4,887
Building Maintenance Supplies and Repair		2,746	4,746	5,853	6,761	\$20,106
Printing and Reproduction		-	-	414	414	\$828
Insurance		-	-	2,260	2,260	\$4,520
Staff Training		-	-	-	-	\$0
Staff Travel-(Local & Out of Town)		-	-	-	-	\$0
Rental of Equipment		-	-	384	384	\$769
CONSULTANTS						\$0
						\$0
OTHER						
Exercise Trainer & Leader Stipends					5,838	\$5,838
Software (music, exercise platform)		200	200	390	500	\$1,290
						\$0
						\$0
						\$0
TOTAL Non-DAS OPERATING EXPENSES		\$3,975	\$6,905	\$15,080	\$23,011	\$48,972
TOTAL DAS & Non-DAS OPERATING EXPENSE		\$52,105 #	\$55,035 #	\$64,968 #	\$72,899	\$245,008

HSA #3

2/5/2021

On Lok Day Services

Appendix B, Page 4

Program: Physical Fitness and Fall prevention

Subcontractor/Capital Expenditures

SUBCONTRACTORS		7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/21 - 6/30/25
Sequoia Living		65,000	65,000	65,000	65,000	\$260,000
University of San Francisco		46,656	46,656	46,656	46,656	\$186,624
Self-Help For the Elderly		15,000	15,000	15,000	15,000	\$60,000
						\$0
						\$0
TOTAL SUBCONTRACTOR COST		\$126,656	\$126,656	\$126,656	\$126,656	\$506,624
EQUIPMENT		7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/21 - 6/30/25
Units	ITEM/DESCRIPTION					
	Equipment A					\$0
						\$0
						\$0
						\$0
						\$0
TOTAL EQUIPMENT COST		\$0	\$0	\$0	\$0	\$0
REMODELING		7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/21 - 6/30/25
Description:						
Remodel A						\$0
						\$0
						\$0
						\$0
						\$0
TOTAL REMODELING COST		\$0	\$0	\$0	\$0	\$0
TOTAL SUBCONTRACTOR/CAPITAL EXPENDITURE		\$126,656	\$126,656	\$126,656	\$126,656	\$506,624
HSA #4						2/5/2021