



**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  
94120-7988  
[www.SFHSA.org](http://www.SFHSA.org)



**London Breed**  
Mayor

**Trent Rhorer**  
Executive Director

**TO:** DISABILITY AND AGING SERVICES COMMISSION

**THROUGH:** KELLY DEARMAN, EXECUTIVE DIRECTOR

**FROM:** CINDY KAUFFMAN, DEPUTY DIRECTOR  
ESPERANZA ZAPIEN, DIRECTOR OF CONTRACTS DS  
EK

**DATE:** OCTOBER 6, 2021

**SUBJECT:** GRANT MODIFICATION: MULTIPLE GRANTEES for  
PROVISION OF COMMUNITY SERVICES (see table below)

	<u>Current</u>	<u>Modification</u>	<u>Revised</u>	<u>Contingency</u>	<u>Total</u>
<b>GRANT TERM:</b>	01/01/21- 06/30/23	07/01/21- 6/30/23	07/01/21- 06/30/23		
<b>GRANT AMOUNT:</b>	\$8,072,624	\$1,529,505	\$9,602,129	\$960,213	\$10,562,342
<b>Funding Source MODIFICATION</b>	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
<b>FUNDING:</b>	\$1,384,731		\$144,774	\$152,951	\$1,682,456
<b>PERCENTAGE:</b>	91%		9%		100%

The Department of Disability and Aging Services (DAS) requests authorization to modify the existing grant agreements with multiple providers for the provision of community services to older adults and adults with disabilities for the time period beginning July 1, 2021 and ending June 30, 2023 in the additional amount of \$1,529,505, plus a 10% contingency for a total not to exceed amount of \$10,562,342. The specific breakdown of funding per grantee is summarized in the following table.

<b>Grantee</b>	<b>Current Amount 1/1/2021 - 6/30/2023</b>	<b>Modification</b>	<b>Revised FY 21/22 FY 22/23</b>	<b>Grant Total</b>	<b>10% Contingency</b>	<b>Total Not to Exceed</b>
Felton Institute	\$463,972	\$44,930	\$198,590 \$173,590	\$508,902	\$50,890	\$559,792
Golden Gate Senior Services (Castro)	\$511,602	\$37,792	\$219,418 \$215,048	\$549,394	\$54,939	\$604,333
Golden Gate Senior Services (Richmond)	\$839,070	\$161,314	\$458,102 \$333,722	\$1,000,384	\$100,038	\$1,100,422
On Lok Day Services / 30th Street Senior Center	\$1,075,215	\$95,015	\$468,064 \$453,749	\$1,170,230	\$117,023	\$1,287,253
Openhouse	\$763,549	\$413,614	\$541,658 \$416,658	\$1,177,163	\$117,716	\$1,294,879
Self Help for the Elderly	\$2,363,465	\$248,797	\$1,022,536 \$915,093	\$2,612,262	\$261,226	\$2,873,488
Sequoia Living (Aquatic Park)	\$912,208	\$305,700	\$508,518 \$446,318	\$1,217,908	\$121,791	\$1,339,699
SteppingStone	\$278,289	\$50,081	\$220,618 \$0*	\$328,370	\$32,837	\$361,207
YMCA (Richmond)	\$252,108	\$59,025	\$134,901 \$83,783	\$311,133	\$31,114	\$342,247
YMCA (Stonestown)	\$613,146	\$113,237	\$303,245 \$268,078	\$726,383	\$72,639	\$799,022
<b>Total</b>	<b>\$8,072,624</b>	<b>\$1,529,505</b>	<b>\$4,075,650 \$3,306,039</b>	<b>\$9,602,129</b>	<b>\$960,213</b>	<b>\$10,562,342</b>

\*SteppingStone expires June 30, 2022

### **Background**

Community connection and engagement is critical to the health, functioning, and increased quality of life for older adults and adults with disabilities in San Francisco. DAS funds Community Centers located throughout San Francisco to provide community services programming intended to maintain or improve the well-being of older adults and adults with disabilities through the provision of a variety of services and activities.

Community services program and activity offerings at DAS funded Community Centers are designed to engage with the community around them while enhancing the cultural, educational, mental, and physical well-being of participants. Community Centers are also the entry point for many older adults and adults with

disabilities in need of information and support services, thus translation and social services are available through community services programming.

### **Services to be Provided**

Grantees will operate a Community Center space designed to engage with the surrounding community and be welcoming and accessible for older adults and adults with disabilities. Each grantee will offer a variety of activities, social services, translation assistance, and outreach that are designed to maintain or improve the quality of life of program participants. In addition to community services programming, some DAS funded community services providers offer Higher Learning classes, which are college level classes that were originally part of City College of San Francisco's (CCSF) Older Adults program. These courses supplement traditional community services activities and services funded by DAS. Beginning in 2020, Higher Learning classes were continued using funding resources from the Dignity Fund.

### **Modification**

The purpose of this modification is to provide funding in the amount of \$1,529,505 to DAS funded community services programs. Modifications are split into two categories:

#### Higher Learning Classes

The purpose of the Higher Learning modification is to continue providing Higher Learning classes through December 2022. Course topics include physical fitness, wellness, nutrition, language arts, art, and music appreciation. The classes will be open to any older adult or adult with disability interested, and classes are taught by instructors with advanced degrees and teaching experience in the field of study. Higher Learning courses will continue by leveraging Dignity Fund resources at the following locations:

<b>Grantee</b>	<b>Class Location</b>	<b>Course Topics</b>
Golden Gate Senior Services	Castro Senior Center	Principles of Balance
On Lok Day Services	30 <sup>th</sup> St. Senior Center	Body Dynamics, Art
Sequoia Living	Aquatic Park Senior Center	Creative Writing, Painting, Music Appreciation, Collage Collective, Mind Body Health, Self-Care, Acting and Self-Expression, Chair Ballet, English as a Second Language
Sequoia Living	Jewish Community Center	Women's Literature
Self-Help for the Elderly	Jackie Chan Senior Center, Geneva Community Center, Taraval Community Center, John King Community Center, West Portal Clubhouse	Healthier Nutrition and Fitness, Managing Chronic Health Conditions, Healthy Aging, Forever Young Fitness

Stepping Stone	Golden Gate Day Health, Mabini Day Health, Mission Creek Day Health, Presentation Day Health	Body Dynamics
YMCA Stonestown	YMCA Stonestown	Mind Body Health, Textile Arts, Principles of Balance

### Addback Funding

This modification allocates funding provided through the Board of Supervisors addback process to enhance community services:

- **Felton Institute:** The additional funding will go towards Tech Squad services for District 1 residents. Felton’s Tech Squad seeks to provide culturally appropriate tech training and ongoing coaching with the goal of teaching individuals how to navigate the internet with confidence, connect effectively to online resources, and be included in the increasingly digital world. Services will include one-on-one tech training and enhanced outreach to find older adults and adults with disabilities that are unconnected.
- **Golden Gate Senior Services:** Richmond Senior Center will increase support for Russian, Cantonese, and Mandarin speaking wellness calls and staffing to continue senior service agency collaboration in District 1. Staffing for facility safety management will also increase to establish and maintain increased cleaning and sanitization procedures in response to the COVID-19 pandemic.
- **Openhouse:** The additional funding will provide ongoing food support that includes home delivered groceries, shopping and grocery delivery support, and cooking classes to participants experiencing food insecurity as a result of the COVID-19 pandemic. Openhouse will deliver supplemental food items and other supplies (e.g. masks, hand sanitizers, household items, etc.) on a weekly basis to LGBTQ+ older adults. In partnership with Mon Ami, shopping support includes errand runs (e.g. prescription or pet food pickups) and regular grocery runs for participants in varying frequency. Virtual cooking classes are offered through a partnership with a local non-profit cooking school to participants who struggle with cooking their own food, particularly fresh produce and other items from the home delivered groceries. One time support for Tenderloin Tessie Holiday Dinners is also provided through Openhouse to provide holiday meals to homeless individuals on Easter, Thanksgiving, and Christmas.
- **Sequoia Living:** The additional funding will go towards increasing the translation services for the monolingual Chinese speaking community. This will bring the center staff providing the service from 32 hours to 40 hours per week. The remaining dollars will go towards the purchase of equipment and materials for classes and activities occurring at the center.
- **YMCA Richmond:** The additional funding will go towards the purchasing of exercise equipment for older adults, safety seminars for older adults in response to the increase in AAPI/API hate, and Senior Explorations

Adventures to YMCA Camp Jones Gulch and YMCA Pt Bonita focusing on mental/spiritual/physical well-being.

- **YMCA Stonestown:** The additional funding will go towards safety seminars in response to the increase in AAPI/API hate, purchasing of safety equipment (e.g whistles, flashlights) that can help with feeling safe as folks walk around the neighborhood, and personal protective equipment (PPE) for staff and center participants to minimize the spread of COVID-19.

### **Selection**

Grantees were selected through RFP #785, issued in February 2018 and RFP #767, issued in August 2017.

### **Funding**

These grants will be funded through a combination of Federal Funds, Dignity Funds, and other local funds.

### **ATTACHMENTS**

- **Felton Institute**  
Appendix A-1 – Services to be provided  
Appendix B-1 – Budget
- **Golden Gate Senior Services**  
Castro Senior Center  
Appendix A-1 – Services to be provided  
Appendix B-1 – Budget  
  
Richmond Senior Center  
Appendix A-1 – Services to be provided  
Appendix B-1 – Budget
- **On Lok Day Services / 30th Street Senior Center**  
Appendix A-1 – Services to be provided  
Appendix B-1 – Budget
- **Openhouse**  
Appendix A-1 – Services to be provided  
Appendix B-1 – Budget
- **Self-Help for the Elderly**  
Appendix A-1 – Services to be provided  
Appendix B-2 – Budget

- **Sequoia Living**  
Aquatic Park Senior Center  
Appendix A-1 – Services to be provided  
Appendix B-1 – Budget
  
- **SteppingStone**  
Appendix A-1 – Services to be provided  
Appendix B-1 – Budget
  
- **YMCA of San Francisco**  
Richmond  
Appendix A-2 – Services to be provided  
Appendix B-2 – Budget  
  
Stonestown  
Appendix A-1 – Services to be provided  
Appendix B-1 – Budget

## Appendix A-1 - Services to be Provided

### Felton Institute

#### Community Services

**Effective January 1, 2021 to June 30, 2023**

**Modification: October 6, 2021**

### I. Purpose

The purpose of this grant is to provide community services programming for older adults and adults with disabilities in the City and County of San Francisco through site based Community Centers. The programming will maintain or improve the well-being of older adults and adults with disabilities by providing activities and services designed to support individuals to live independently in their own homes and communities, reduce social isolation, and serve as an access point for other home and community-based services.

### II. Definitions

Adult with a Disability	A person 18 years of age or older living with a disability
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
CARBON	Contracts Administration, Reporting and Billing On Line System
City	City and County of San Francisco, a municipal corporation.
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. Source: California Code of Regulations Title 22, Sec. 7630

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. Source: California Code of Regulations Title 22, Sec. 7119
Grantee	Felton Institute
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.
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 Regulations Title 22, Sec. 7130.
OCP	Office of Community Partnerships
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	Person who is 60 years or older, used interchangeably with “senior”
Senior	Person who is 60 years 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; <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> )
Unit of Service	Defined as one hour of service
Unduplicated Consumer (UDC)	An individual who participates in community services and the grantee reflects consumer participation in CA-GetCare through enrollment.

### III. Target Population

The target population is older adults and adults with disabilities living in the City and County of San Francisco with the greatest economic and social need and with particular attention to the following individuals:

1. Low income
2. Limited or no English speaking proficiency
3. Minority populations
4. Frail
5. LGBTQ+

### IV. Eligibility for Services

- A person who is a resident of San Francisco *and*
- A person who is an older adult or an adult with a disability

### V. Location and Time of Services

The grantee will provide community services programming in the City and County of San Francisco. The details of the sites and operation hours are located in the site chart.

### VI. Description of Services and Program Requirements

1. Grantee will provide community services programming for older adults and adults with disabilities. Community services programming shall consist of activities and services that focus on the physical, social, psychological, economic, educational, recreational, and/or creative needs of older adults and adults with disabilities. Activities and services may be provided in the grantee's Community Center, in the community, via telephone, virtually over the internet, and through other effective means of communication and connection. There are four categories of community services programming:
  - i. Activity Scheduling: Activities may include educational presentations, workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for

education or wellness purposes, provides opportunities for connection with other participants, and that help participants maintain or enhance their level of functioning.

- ii. Translation: Translation assistance provided to consumers that cannot speak/read English. Translation may also include the use of American Sign Language, braille, or teleprompting. Services may include translation for an individual, such as translation of forms, letters, applications, or phone calls, and may also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements or presentations.
- iii. Social Services: The provision of one-to-one assistance to individuals that enables them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.
- iv. Enhanced Outreach: While there is an expectation that Community Centers will do outreach within their existing budgets to reach their target populations, some agencies may decide to propose more formal outreach plans or a specific campaign to address access barriers in the community. Examples of this may include working with a community collaborative group, designing and implementing an outreach plan for an underserved area, problem-solving certain barriers to service, i.e., safety issues, transportation needs, etc. Enhanced outreach efforts must receive prior review and approval from DAS OCP before commencing.

Enhanced outreach efforts under this specific grant:

Grantee's enhanced outreach will work to develop meaningful collaborations with residents and other stakeholders in the Visitacion Valley Community in order to gain better knowledge of community needs and raise awareness of Grantee's service offerings at 66 Raymond. Grantee will continue to participate in the Visitacion Valley Services Collaborative (a collective of 11 community-based organizations operating in the neighborhood), the Visitacion Valley Neighborhood Association, and the Visitacion Valley Family Center Advisory Committee in order to pursue these goals.

For FY21/22, grantee will provide enhanced outreach to unconnected District 1 residents for their Tech Squad program. This will include outreach in the public library branches, and district churches. They will also work with individuals identified by the Richmond Senior Roundtable, District 1 senior centers, board and care operators, neighborhood centers, and Supervisor Chan's office.

2. Grantee will ensure that service offerings in the four categories of community services are designed to:
  - i. Provide quality services that attain a high satisfaction level from participants.
  - ii. Provide services that meet the needs of individual participants.
  - iii. Provide physical activities that may improve the health of participants.
  - iv. Increase access to information and educational materials that help enable individual consumers to maximize independence while living in the community.

- v. Provide activities to increase socialization opportunities for individual consumers.
- 3. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
- 4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15<sup>th</sup> each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At minimum, the consumer response rate shall be at least 35% of the annual unduplicated consumers.
- 5. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer, and adhere to all program standards.
- 6. Grantee will ensure that units of service provided are tracked and distinguishable.
- 7. Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed.
- 8. 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.
- 9. For FY 21/22, grantee will expand their Tech Squad program to include services in District 1. Grantee will provide culturally appropriate tech training and ongoing coaching with the goal of teaching individuals how to navigate the internet with confidence, connect effectively to online resources, and be included in the increasingly digital world.

**VII. Service Objectives**

Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A and B below:

<b>Table A- Community Services</b>	01/01/2021-6/30/2021	FY21/22	FY22/23
Unduplicated Consumers (UDC)	108	216	288
Activity Scheduling	414	828	1,104
Translation Services	113	225	300
Social Services	75	150	200
Enhanced Outreach	65	130	173
One (1) unit of service = one (1) hour of service provision			

<b>Table B- Community Services: Tech Squad</b>	FY21/22
Unduplicated Consumers (UDC)	35
Activity Scheduling – One-on-One Tech Support	100

Enhanced Outreach	50
One (1) unit of service = one (1) hour of service provision	

## VIII. Outcome Objectives

### Community Services

1. Consumers receive the services and/or activities they need from the agency. Target: 80%
2. Consumers who participate in physical activity programming report a positive impact on their health. Target: 80%
3. Consumers who received social services or translation assistance, or participated in an educational program, report the services helped to improve their lives. Target: 80%
4. Consumers report an increase in their socialization opportunities and interaction with others. Target: 80%

Based on an annual satisfaction survey created by DAS OCP and with a sample size of at least 35% of the annual unduplicated consumers.

### Community Services: Tech Squad

1. Participants enhance their well-being/wellness by using learned skills to search online for programs or services. Target: 75%
2. Participants improve their self-sufficiency by accessing digital services they learned through the program (e.g. housing, online maps, banking, and shopping). Target: 75%
3. Participants improve their self-sufficiency by accessing digital services they learned through the program (e.g. housing, online maps, banking, and shopping). Target: 75%
4. Participants are able to connect with relatives and/or friends through technology using learned skills (i.e. Zoom, email, social media, digital messaging). Target: 75%

## IX. 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 the DAS OCP approved intake form, into the CA-GetCare database in accordance to DAS OCP policy memorandum.
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 will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
  - Number of unduplicated consumers served
  - Number and type of service units provided
4. Monthly, quarterly, and annual reports must be entered into the Contracts Administration, Reporting, and Billing Online (CARBON) system as required by

DAS and Contracts Department staff.

5. Grantee will submit response rates and aggregated data from the annual participant survey to OCP staff by March 15th of each grant year or on a mutually agreed upon date between DAS OCP and the grantee.
6. Grantee shall submit Community Services Block Grant (CSBG) time study to HSA/DAS for the months of February, May, August and November. The time study is due on the 10<sup>th</sup> day following the time study month.
7. 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<sup>st</sup> of each grant year. The grantee must submit the report in the CARBON system.
8. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
9. Grantee shall develop and deliver a bi-annual summary report of SOGI data collected as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are January 10<sup>th</sup> (June-December data) and July 10<sup>th</sup> (January-June data).
10. Grantee will maintain an updated site chart, using the DAS OCP approved form, with details about the program.
11. Grantee program staff will complete an Elder Abuse Mandated Reporter Training and the California Department of Aging (CDA) Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of these trainings.
12. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable and to take all reasonable efforts to implement HIPAA requirements.
13. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
14. For assistance with reporting and contract requirements, please contact:

Theresa Ballesteros  
Program Analyst  
DAS OCP  
(415) 319-3141  
[theresa.ballesteros@sfgov.org](mailto:theresa.ballesteros@sfgov.org)

and

Rocio Duenas  
Contract Manager  
HSA OCM  
(415) 557-5626  
[rocio.duenas@sfgov.org](mailto:rocio.duenas@sfgov.org)

## **X. Monitoring Activities**

- A. 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 that program staff have completed the California Department of Aging (CDA) Security Awareness Training; review of 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 director 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.

- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

**HUMAN SERVICES AGENCY BUDGET SUMMARY  
BY PROGRAM**

Name: **Felton Institute** Term  
January 1, 2021 - June 30, 2023

(Check One) New  Renewal  Modification

If modification, Effective Date of Mod. 7/1/21 No. of Mod. 2

**Program: Community Services**  
Budget Reference Page No.(s)

Program Term	1/1/21-6/30/21	7/1/21 - 6/30/22	Modification 7/1/21 - 6/30/22	REVISED 7/1/21-6/30/22	7/1/22 - 6/30/23	Modification 7/1/22 - 6/30/23	REVISED 7/1/22 - 6/30/23	Total 1/1/21-6/30/23
<b>Expenditures</b>								
Salaries & Benefits	\$67,646	\$81,206	\$28,536	\$109,742	\$81,206	\$8,666	\$89,872	\$267,260
Operating Expenses	\$13,145	\$25,185	\$1,868	\$27,053	\$25,185		\$25,185	\$65,383
<b>Subtotal</b>	<b>\$80,791</b>	<b>\$106,391</b>	<b>\$30,404</b>	<b>\$136,795</b>	<b>\$106,391</b>	<b>\$8,666</b>	<b>\$115,057</b>	<b>\$332,643</b>
Indirect Percentage (%)	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	15%	15.00%
Indirect Cost	\$12,118	\$15,959	\$4,561	\$20,520	\$15,959	\$1,299	\$17,258	\$49,896
Subcontractor/Capital Expenditure	\$43,813	\$41,275		\$41,275	\$41,275		\$41,275	\$126,363
<b>Total Expenditures</b>	<b>\$136,722</b>	<b>\$163,625</b>	<b>\$34,965</b>	<b>\$198,590</b>	<b>\$163,625</b>	<b>\$9,965</b>	<b>\$173,590</b>	<b>\$508,902</b>
<b>HSA Revenues</b>								
General Funds	\$129,222	\$163,625	\$34,965	\$198,590	\$163,625	\$9,965	\$173,590	\$501,402
Federal Funds	\$7,500							\$7,500
<b>Total HSA Revenue</b>	<b>\$136,722</b>	<b>\$163,625</b>	<b>\$34,965</b>	<b>\$198,590</b>	<b>\$163,625</b>	<b>\$9,965</b>	<b>\$173,590</b>	<b>\$508,902</b>
<b>Other Revenues</b>								
<b>TOTAL DAS AND NON DAS REVENUE</b>	<b>\$136,722</b>	<b>\$163,625</b>	<b>\$34,965</b>	<b>\$198,590</b>	<b>\$163,625</b>	<b>\$9,965</b>	<b>\$173,590</b>	<b>\$508,902</b>
Full Time Equivalent (FTE)								
Prepared by: Ray Mallett								Date: 9/22/21
HSA-CO Review Signature:	_____							
HSA #1								

Program: Community Services  
(Same as Line 11 on HSA #1)

**Salaries & Benefits Detail**

Position	Agency Totals		HSA Program		DAS budgeted salary							Total 1/1/21-6/30/23
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	1/1/21-6/30/21	7/1/21 - 6/30/22	Modification 7/1/21 - 6/30/22	REVISED 7/1/21-6/30/22	7/1/22 - 6/30/23	Modification 7/1/22 - 6/30/23	REVISED 7/1/22-6/30/23	
Program Manager	\$70,000	1.00	14%	0.14	\$15,330	\$9,660	\$1,794	\$11,454	\$9,660	\$1,794	\$11,454	\$38,238
Activities Supervisor	\$50,000	1.00	100%	1.00	\$28,500	\$50,000	\$4,872	\$54,872	\$50,000	\$4,872	\$54,872	\$138,244
Senior Division Director	\$155,000	1.00	2%	0.02	\$4,503	\$2,806		\$2,806	\$2,806		\$2,806	\$10,115
Tech-Squad Program Coordinator	\$55,000				\$3,702							\$3,702
Community Liaison D1 Resident	\$48,925	1.00	20%	0.20			\$9,785	\$9,785				\$9,785
Program Coordinator/Chinese lang.	\$55,000	1.00	10%	0.10			\$5,500	\$5,500				\$5,500
<b>Totals</b>	<b>\$433,925</b>	<b>5.00</b>	<b>145.61%</b>	<b>1.46</b>	<b>\$52,035</b>	<b>\$62,466</b>	<b>\$21,951</b>	<b>\$84,417</b>	<b>\$62,466</b>	<b>\$6,666</b>	<b>\$69,132</b>	<b>\$205,584</b>
Fringe Benefits Rate	30.00%											
Employee Fringe Benefits	\$130,178				\$15,611	\$18,740	\$6,585	\$25,325	\$18,740	\$2,000	\$20,740	\$61,676
<b>Total Salaries and Benefits</b>	<b>\$564,103</b>				<b>\$67,646</b>	<b>\$81,206</b>	<b>\$28,536</b>	<b>\$109,742</b>	<b>\$81,206</b>	<b>\$8,666</b>	<b>\$89,872</b>	<b>\$267,260</b>
<b>HSA #2</b>						5/14/21						5/14/2021



Program: Community Services  
 (Same as Line 11 on HSA #1)

Appendix B-1, Page 3  
 Document Date: 9/22/21

**Operating Expense Detail**

Expenditure Category	1/1/21-6/30/21	7/1/21 - 6/30/22	Modification 7/1/21 - 6/30/22	REVISED 7/1/21-6/30/22	7/1/22 - 6/30/23	Total 1/1/21-6/30/23
	Rental of Property	\$4,200	\$8,400		\$8,400	\$8,400
Utilities (Elec, Water, Gas, Phone, Garbage)	\$2,600	\$8,185		\$8,185	\$12,000	\$22,785
Office Supplies, Postage	\$1,220	\$2,000		\$2,000	\$2,000	\$5,220
Building Maintenance Supplies and Repair						
Printing and Reproduction	\$368		\$1,868	\$1,868		\$2,236
Insurance	\$975	\$800		\$800	\$798	\$2,573
Staff Training						
Staff Travel-(Local & Out of Town)	\$182	\$400		\$400	\$364	\$946
Rental of Equipment						
<b>Consultant</b>						
<b>Other</b>						
Activities Supplies and Program Expenses	\$3,600	\$5,400		\$5,400	\$1,623	\$10,623
<b>Total Operating Expenses</b>	<b>\$13,145</b>	<b>\$25,185</b>	<b>\$1,868</b>	<b>\$27,053</b>	<b>\$25,185</b>	<b>\$65,383</b>

HSA #3

Program: Community Services  
 (Same as Line 11 on HSA #1)

Appendix B-1, Page 4  
 Document Date: 9/22/21

**Subcontractor & Capital Expenditure Detail**

<u>Subcontractor Expenditure</u>	<b>1/1/21-6/30/21</b>	<b>7/1/21 - 6/30/22</b>	<b>7/1/22 - 6/30/23</b>	<b>Total 1/1/21-6/30/23</b>
Asian Pacific American Community Center	\$20,638	\$41,275	\$41,275	\$103,188
ESL teacher	\$9,555			\$9,555
<b>Total Subcontractor Expenditure</b>	<b>\$30,193</b>	<b>\$41,275</b>	<b>\$41,275</b>	<b>\$112,743</b>
<u>Equipment (Qty)</u>	<b>1/1/21-6/30/21</b>	<b>7/1/21 - 6/30/22</b>	<b>7/1/22 - 6/30/23</b>	<b>Total 1/1/21-6/30/23</b>
Equipment purchases for Internet access for ser	\$700			\$700
14 iPads	\$4,900			\$4,900
14 Samsung Galaxy Tablet	\$3,500			\$3,500
Macpro laptop	\$1,420			\$1,420
Electric piano	\$3,100			\$3,100
<b>Total Equipment Cost</b>	<b>\$13,620</b>			<b>\$13,620</b>
<u>Remodeling</u>	<b>1/1/21-6/30/21</b>	<b>7/1/21 - 6/30/22</b>	<b>7/1/22 - 6/30/23</b>	<b>Total 1/1/21-6/30/23</b>
<b>Total Remodeling Cost</b>				
<b>Total Capital Expenditure</b>	<b>\$43,813</b>	<b>\$41,275</b>	<b>\$41,275</b>	<b>\$126,363</b>

**HSA #4**

## **APPENDIX A-1 – SERVICES TO BE PROVIDED**

### ***Golden Gate Senior Services: Castro Senior Center***

#### **COMMUNITY SERVICES**

**Effective January 1, 2021 to June 30, 2023**

#### **I. Purpose**

The purpose of this grant is to provide community services programming for older adults and adults with disabilities in the City and County of San Francisco through site based Community Centers. The programming will maintain or improve the well-being of older adults and adults with disabilities by providing activities and services designed to support individuals to live independently in their own homes and communities, reduce social isolation, and serve as an access point for other home and community-based services.

#### **II. Definitions**

Adult with a Disability	Person 18 years of age or older living with a disability
CA GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
CARBON	Contracts Administration, Reporting and Billing On Line System
City	City and County of San Francisco, a municipal corporation.
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. Source: California Code of Regulations Title 22, Sec. 7630

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. Source: California Code of Regulations Title 22, Sec. 7119
Grantee	Golden Gate Senior Services
Higher Learning classes	College level classes that are taught by instructors with advanced degrees and teaching experience in the field of study. Higher learning classes were originally part of City College of San Francisco's Older Adults program. Classes are provided at community service centers throughout the City and supplement traditional community services activities and services.
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.
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
OCM	Office of Contract Management, San Francisco Human Services Agency
Older Adult	Person who is 60 years or older, used interchangeably with “senior”

Senior	Person who is 60 years 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; <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> )
Unit of Service	Defined as one hour of service
Unduplicated Consumer (UDC)	An individual who participates in community services and the grantee reflects consumer participation in CA-GetCare through enrollment

### **III. Target Population**

The target population is older adults and adults with disabilities living in the City and County of San Francisco with the greatest economic and social need and with particular attention to the following individuals:

1. Low income
2. Limited or no English speaking proficiency
3. Minority populations
4. Frail
5. LGBTQ+

### **IV. Eligibility for Services**

- A person who is a resident of San Francisco *and*
- A person who is an older adult or an adult with disability

### **V. Location and Time of Services**

The grantee will provide community services programming in the City and County of San Francisco. The details of the sites and operation hours are located in the site chart.

### **VI. Service Description**

1. Grantee will provide community services programming for older adults and adults with disabilities. Community services programming shall consist of activities and services that focus on the physical, social, psychological, economic, educational, recreational, and/or creative needs of older adults and adults with disabilities. Activities and services may be provided in the grantee’s Community Center, in the community, via telephone, virtually over the internet, and through other effective means of communication and connection. There are four categories of community services programming:

- i. Activity Scheduling: Activities may include educational presentations, workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes, provides opportunities for connection with other participants, and that help participants maintain or enhance their level of functioning.
- ii. Translation: Translation assistance provided to consumers that cannot speak/read English. Translation may also include the use of American Sign Language, braille, or teleprompting. Services may include translation for an individual, such as translation of forms, letters, applications, or phone calls, and may also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements or presentations.
- iii. Social Services: The provision of one-to-one assistance to individuals that enables them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.
- iv. Enhanced Outreach: While there is an expectation that Community Centers will do outreach within their existing budgets to reach their target populations, some agencies may decide to propose more formal outreach plans or a specific campaign to address access barriers in the community. Examples of this may include working with a community collaborative group, designing and implementing an outreach plan for an underserved area, problem-solving certain barriers to service, i.e., safety issues, transportation needs, etc. Enhanced outreach efforts must receive prior review and approval from DAS OCP before commencing.

Enhanced outreach efforts under this specific grant:

Enhanced outreach efforts will not be provided under this specific grant.

2. Grantee will ensure that service offerings in the four categories of community services are designed to:
  - i. Provide quality services that attain a high satisfaction level from participants.
  - ii. Provide services that meet the needs of individual participants.
  - iii. Provide physical activities that may improve the health of participants.
  - iv. Increase access to information and educational materials that help enable individual consumers to maximize independence while living in the community.
  - v. Provide activities to increase socialization opportunities for individual consumers.
3. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15<sup>th</sup> each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At minimum, the consumer response rate shall be at least 35% of the annual unduplicated consumers.
5. Grantee will ensure adequate and culturally competent staffing to administer the program,

deliver quality services to meet the needs of the consumer, and adhere to all program standards.

6. Grantee will ensure that units of service provided are tracked and distinguishable.
7. Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed.
8. 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.
9. Grantee will provide Higher Learning classes at Golden Gate Senior Services – Castro Senior Center. The classes will be open to any older adult or adult with disability interested. A participant will register for a class as a separate activity within the community services program. The course topic is “Principles of Balance”. The classes are college level classes taught by instructors with advanced degrees and teaching experience in the field of study.

## VII. Service Objectives

Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

<b>Table A- Community Services</b>	01/01/2021- 6/30/2021	FY21/22	FY22/23
Unduplicated Consumers (UDC)	75	225	300
Activity Scheduling	635	938	2500
Translation Services	0	0	0
Social Services	0	0	0
Enhanced Outreach	0	0	0
One (1) unit of service = one (1) hour of service provision			

## VIII. Outcome Objectives

### Community Services

- Consumers receive the services and/or activities they need from the agency. Target: 80%
- Consumers who participate in physical activity programming report a positive impact on their health. Target: 80%
- Consumers who received social services or translation assistance, or participated in an educational program, report the services helped to improve their lives. Target: 80%
- Consumers report an increase in their socialization opportunities and interaction with others. Target: 80%

Based on an annual satisfaction survey created by DAS OCP and with a sample size of at least 35% of the annual unduplicated consumers.

#### Higher Learning

1. Class participants report that the course increased their socialization opportunities and interaction with others. Target: 80%
2. Class participants report an increase in knowledge of the Higher Learning course topic. Target: 80%

Based on a satisfaction survey created by the grantee with input from DAS OCP and with a sample size of at least 75% of the participants enrolled in the class.

### **IX. 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 the DAS OCP approved intake form, into the CA-GetCare database in accordance to DAS OCP policy memorandum.
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 will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
  - Number of unduplicated consumers served
  - Number and type of service units provided
4. Monthly, quarterly, and annual reports must be entered into the Contracts Administration, Reporting, and Billing Online (CARBON) system as required by DAS and Contracts Department staff.
5. Grantee will submit response rates and aggregated data from the annual participant survey to OCP staff by March 15th of each grant year or on a mutually agreed upon date between DAS OCP and the grantee.
6. Grantee shall submit Community Services Block Grant (CSBG) time study to HSA/DAS for the months of February, May, August and November. The time study is due on the 10<sup>th</sup> day following the time study month.
7. 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<sup>st</sup> of each grant year. The grantee must submit the report in the CARBON system.
8. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
9. Grantee shall develop and deliver a bi-annual summary report of SOGI data collected as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are January 10<sup>th</sup> (June-December data) and July 10<sup>th</sup> (January-June data).
10. Grantee will maintain an updated site chart, using the DAS OCP approved form, with details about the program.
11. Grantee program staff will complete an Elder Abuse Mandated Reporter Training and the California Department of Aging (CDA) Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of these trainings.



12. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable and to take all reasonable efforts to implement HIPAA requirements.
13. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
14. For assistance with reporting and contract requirements, please contact:

Reanna Albert  
Program Analyst  
DAS OCP  
[reanna.albert@sfgov.org](mailto:reanna.albert@sfgov.org)

or

Ella Lee  
Contract Manager  
SF-HSA OCM  
[ella.lee@sfgov.org](mailto:ella.lee@sfgov.org)

## **X. Monitoring Activities**

- A. **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 that program staff have completed the California Department of Aging (CDA) Security Awareness Training; review of 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 director 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.
- B. **Fiscal Compliance and Contract Monitoring**: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs,

and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

**HUMAN SERVICES AGENCY BUDGET SUMMARY  
BY PROGRAM**

Name		Term						
<b>Golden Gate Senior Services</b>		Jan 2021 - Jun 2023						
(Check One) New ___ Renewal ___ Modification <u>x</u>								
If modification, Effective Date of Mod. 07/01/2021		No. of Mod. 3						
<b>Program: Community Services, Castro</b>								
Budget Reference Page No.(s)								
Program Term	1/1/21 - 6/30/21	7/1/21 - 6/30/22			7/1/22 - 6/30/23			1/1/21 - 6/30/23
	Revised	Budget	Modification	Budget	Budget	Modification	Budget	Total
<b>Expenditures</b>								
Salaries & Benefits	\$62,561	\$110,048	\$10,752	\$120,800	\$110,048	\$10,752	\$120,800	\$304,161
Operating Expenses	\$32,647	\$70,020	(\$21)	\$69,999	\$66,220	(\$21)	\$66,199	\$168,845
<b>Subtotal</b>	<b>\$95,208</b>	<b>\$180,068</b>	<b>\$10,731</b>	<b>\$190,799</b>	<b>\$176,268</b>	<b>\$10,731</b>	<b>\$186,999</b>	<b>\$473,006</b>
Indirect Percentage (%)	15.00%	15.00%		15.00%	15.00%		15.00%	15.00%
Indirect Cost	\$14,281	\$27,009	\$1,610	\$28,619	\$26,439	\$1,610	\$28,049	\$70,949
Capital Expenditure	\$5,439							\$5,439
Sub-Contractor Expenditure								
<b>Total Expenditures</b>	<b>\$114,928</b>	<b>\$207,077</b>	<b>\$12,341</b>	<b>\$219,418</b>	<b>\$202,707</b>	<b>\$12,341</b>	<b>\$215,048</b>	<b>\$549,394</b>
<b>HSA Revenues</b>								
General Fund	\$86,744	\$174,537		\$174,537	\$174,537		\$174,537	\$435,818
Federal Fund	\$12,425	\$23,800		\$23,800	\$23,800		\$23,800	\$60,025
Carryforward from 07/01/2020-12/30/2020	\$5,439							\$5,439
Higher Learning	\$4,370		\$8,740	\$8,740		\$4,370	\$4,370	\$17,480
CODB	\$5,950		\$12,341	\$12,341		\$12,341	\$12,341	\$30,632
<b>Total HSA Revenue</b>	<b>\$114,928</b>	<b>\$198,337</b>	<b>\$21,081</b>	<b>\$219,418</b>	<b>\$198,337</b>	<b>\$16,711</b>	<b>\$215,048</b>	<b>\$549,394</b>
<b>Other Revenues</b>								
<b>TOTAL DAS AND NON DAS REVENUE</b>	<b>\$114,928</b>	<b>\$198,337</b>	<b>\$21,081</b>	<b>\$219,418</b>	<b>\$198,337</b>	<b>\$16,711</b>	<b>\$215,048</b>	<b>\$549,394</b>
Full Time Equivalent (FTE)								
Prepared by: Georgeann Lang	Telephone No.: 415-320-9634						Date: 8/13/21	
HSA-CO Review Signature:	_____							
HSA #1	10/25/2016							

Program: Community Services, Castro  
 (Same as Line 11 on HSA #1)

Appendix B-1, Page 2  
 Document Date: October 2021

**Salaries & Benefits Detail**

Position	1/1/21 - 6/30/21		Agency Totals			HSA Program			7/1/21 - 6/30/22			7/1/22 - 6/30/23			1/1/21 - 6/30/23
	Revised	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budget	Modification	Budget	Budget	Modification	Budget	Total			
Executive Director	\$11,200	\$89,600	0.08	100.00%	0.08		\$6,720	\$6,720		\$6,720	\$6,720	\$24,640			
CSS Director	\$45,674	\$86,265	1.00	100.00%	1.00	\$81,000	\$5,265	\$86,265	\$81,000	\$5,265	\$86,265	\$218,204			
Program Instructor		\$52,000	0.33	100.00%	0.33	\$19,500	(\$2,165)	\$17,335	\$19,500	(\$2,165)	\$17,335	\$34,670			
<b>Totals</b>	\$56,874	\$227,865	1.41	300.00%	1.41	\$100,500	\$9,820	\$110,320	\$100,500	\$9,820	\$110,320	\$277,514			
Fringe Benefits Rate	10%	9.50%				9.50%		9.50%							
Employee Fringe Benefits	\$5,687	\$21,647				\$9,548	\$932	\$10,480	\$9,548	\$932	\$10,480	\$26,647			
<b>Total Salaries and Benefits</b>	\$62,561	\$249,512				\$110,048	\$10,752	\$120,800	\$110,048	\$10,752	\$120,800	\$304,161			
<b>HSA #2</b>												<b>10/25/2016</b>			

Program: Community Services, Castro  
 (Same as Line 11 on HSA #1)

Appendix B-1, Page 3  
 Document Date: October 2021

**Operating Expense Detail**

Expenditure Category	Term	7/1/21 - 6/30/22		7/1/22 - 6/30/23			1/1/21 - 6/30/23	
	1/1/21 - 6/30/21	Budget	Modification	Budget	Budget	Modification	Budget	Total
Rental of Property	\$18,587	\$37,175		\$37,175	\$39,035		\$39,035	\$94,797
Utilities (Elec, Water, Gas, Phone, Garbage)	\$3,160	\$6,765	(\$21)	\$6,744	\$6,800		\$6,800	\$16,704
Office Supplies, Postage	\$6,350	\$1,800		\$1,800	\$585	(\$21)	\$564	\$8,714
Building Maintenance Supplies and Repair		\$10,800		\$10,800	\$10,800		\$10,800	\$21,600
Printing and Reproduction								
Insurance								
Staff Training								
Staff Travel-(Local & Out of Town)								
Rental of Equipment								
Programs & Events	\$750	\$5,880		\$5,880	\$5,200		\$5,200	\$11,830
<b>Consultant</b>								
Consultant A								
<b>Higher Learning</b>								
Accessible Yoga	\$3,800	\$7,600		\$7,600	\$3,800		\$3,800	\$15,200
<b>Total Operating Expenses</b>	<b>\$32,647</b>	<b>\$70,020</b>	<b>(\$21)</b>	<b>\$69,999</b>	<b>\$66,220</b>	<b>(\$21)</b>	<b>\$66,199</b>	<b>\$168,845</b>
<b>HSA #3</b>								<b>10/25/2016</b>

**APPENDIX A-1 – SERVICES TO BE PROVIDED**

***Golden Gate Senior Services: Richmond Senior Center***

**COMMUNITY SERVICES**

**Effective January 1, 2021 to June 30, 2023**

**I. Purpose**

The purpose of this grant is to provide community services programming for older adults and adults with disabilities in the City and County of San Francisco through site based Community Centers. The programming will maintain or improve the well-being of older adults and adults with disabilities by providing activities and services designed to support individuals to live independently in their own homes and communities, reduce social isolation, and serve as an access point for other home and community-based services.

**II. Definitions**

Adult with a Disability	Person 18 years of age or older living with a disability
CA GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
CARBON	Contracts Administration, Reporting and Billing On Line System
City	City and County of San Francisco, a municipal corporation.
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. Source: California Code of Regulations Title 22, Sec. 7630

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. Source: California Code of Regulations Title 22, Sec. 7119
Grantee	Golden Gate Senior Services
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.
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
OCM	Office of Contract Management, San Francisco Human Services Agency
Older Adult	Person who is 60 years or older, used interchangeably with “senior”
Senior	Person who is 60 years 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; <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> )
Unit of Service	Defined as one hour of service
Unduplicated Consumer (UDC)	An individual who participates in community services and the grantee reflects consumer participation in CA-GetCare through enrollment

### III. Target Population

The target population is older adults and adults with disabilities living in the City and County of San Francisco with the greatest economic and social need and with particular attention to the following individuals:

1. Low income
2. Limited or no English speaking proficiency
3. Minority populations
4. Frail
5. LGBTQ+

### IV. Eligibility for Services

- A person who is a resident of San Francisco *and*
- A person who is an older adult or an adult with disability

### V. Location and Time of Services

The grantee will provide community services programming in the City and County of San Francisco. The details of the sites and operation hours are located in the site chart.

### VI. Service Description

1. Grantee will provide community services programming for older adults and adults with disabilities. Community services programming shall consist of activities and services that focus on the physical, social, psychological, economic, educational, recreational, and/or creative needs of older adults and adults with disabilities. Activities and services may be provided in the grantee's Community Center, in the community, via telephone, virtually over the internet, and through other effective means of communication and connection. There are four categories of community services programming:
  - i. Activity Scheduling: Activities may include educational presentations, workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for



education or wellness purposes, provides opportunities for connection with other participants, and that help participants maintain or enhance their level of functioning.

- ii. Translation: Translation assistance provided to consumers that cannot speak/read English. Translation may also include the use of American Sign Language, braille, or teleprompting. Services may include translation for an individual, such as translation of forms, letters, applications, or phone calls, and may also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements or presentations.
- iii. Social Services: The provision of one-to-one assistance to individuals that enables them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.
- iv. Enhanced Outreach: While there is an expectation that Community Centers will do outreach within their existing budgets to reach their target populations, some agencies may decide to propose more formal outreach plans or a specific campaign to address access barriers in the community. Examples of this may include working with a community collaborative group, designing and implementing an outreach plan for an underserved area, problem-solving certain barriers to service, i.e., safety issues, transportation needs, etc. Enhanced outreach efforts must receive prior review and approval from DAS OCP before commencing.

Enhanced outreach efforts under this specific grant:

Enhanced outreach efforts will not be provided under this specific grant.

2. Grantee will ensure that service offerings in the four categories of community services are designed to:
  - i. Provide quality services that attain a high satisfaction level from participants.
  - ii. Provide services that meet the needs of individual participants.
  - iii. Provide physical activities that may improve the health of participants.
  - iv. Increase access to information and educational materials that help enable individual consumers to maximize independence while living in the community.
  - v. Provide activities to increase socialization opportunities for individual consumers.
3. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15<sup>th</sup> each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At minimum, the consumer response rate shall be at least 35% of the annual unduplicated consumers.
5. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer, and adhere to all program standards.
6. Grantee will ensure that units of service provided are tracked and distinguishable.

7. Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed.
8. 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**

Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

<b>Table A- Community Services</b>	01/01/2021-6/30/2021	FY21/22	FY22/23
Unduplicated Consumers (UDC)	82	244	325
Activity Scheduling	588	1763	2350
Translation Services	100	300	400
Social Services	113	338	450
Enhanced Outreach	0	0	0
One (1) unit of service = one (1) hour of service provision			

**VIII. Outcome Objectives**

- Consumers receive the services and/or activities they need from the agency. Target: 80%
- Consumers who participate in physical activity programming report a positive impact on their health. Target: 80%
- Consumers who received social services or translation assistance, or participated in an educational program, report the services helped to improve their lives. Target: 80%
- Consumers report an increase in their socialization opportunities and interaction with others. Target: 80%

Based on an annual satisfaction survey created by DAS OCP and with a sample size of at least 35% of the annual unduplicated consumers.

**IX. 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 the DAS OCP approved intake form, into the CA-GetCare database in accordance to DAS OCP policy memorandum.
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 will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
    - Number of unduplicated consumers served
    - Number and type of service units provided
  4. Monthly, quarterly, and annual reports must be entered into the Contracts Administration, Reporting, and Billing Online (CARBON) system as required by DAS and Contracts Department staff.
  5. Grantee will submit response rates and aggregated data from the annual participant survey to OCP staff by March 15th of each grant year or on a mutually agreed upon date between DAS OCP and the grantee.
  6. Grantee shall submit Community Services Block Grant (CSBG) time study to HSA/DAS for the months of February, May, August and November. The time study is due on the 10<sup>th</sup> day following the time study month.
  7. 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<sup>st</sup> of each grant year. The grantee must submit the report in the CARBON system.
  8. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
  9. Grantee shall develop and deliver a bi-annual summary report of SOGI data collected as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are January 10<sup>th</sup> (June-December data) and July 10<sup>th</sup> (January-June data).
  10. Grantee will maintain an updated site chart, using the DAS OCP approved form, with details about the program.
  11. Grantee program staff will complete an Elder Abuse Mandated Reporter Training and the California Department of Aging (CDA) Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of these trainings.
  12. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable and to take all reasonable efforts to implement HIPAA requirements.
  13. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
  14. For assistance with reporting and contract requirements, please contact:

Reanna Albert  
Program Analyst  
DAS OCP  
[reanna.albert@sfgov.org](mailto:reanna.albert@sfgov.org)

or

Ella Lee  
Contract Manager  
SF-HSA OCM  
[ella.lee@sfgov.org](mailto:ella.lee@sfgov.org)

## **X. Monitoring Activities**

- A. 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 that program staff have completed the California Department of Aging (CDA) Security Awareness Training; review of 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 director 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.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

**HUMAN SERVICES AGENCY BUDGET SUMMARY  
BY PROGRAM**

Name		Term						
<b>Golden Gate Senior Services</b>		1/1/21 - 6/30/23						
(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>								
If modification, Effective Date of Mod. 07/01/2021 No. of Mod. 3								
<b>Program: Community Services, Richmond</b>								
Budget Reference Page No.(s)								
Program Term	1/1/21 - 6/30/21	7/1/21 - 6/30/22			7/1/22 - 6/30/23			1/1/21 - 6/30/23
	Revised	Budget	Modification	Revised	Budget	Modification	Revised	Total
<b>Expenditures</b>								
Salaries & Benefits	\$153,700	\$256,046	\$101,664	\$357,710	\$256,688	\$8,512	\$265,200	\$776,610
Operating Expenses	\$27,656	\$18,688	\$21,952	\$40,640	\$16,847	\$8,146	\$24,993	\$93,289
<b>Subtotal</b>	<b>\$181,356</b>	<b>\$274,734</b>	<b>\$123,616</b>	<b>\$398,350</b>	<b>\$273,535</b>	<b>\$16,658</b>	<b>\$290,193</b>	<b>\$869,899</b>
Indirect Percentage (%)	15.00%	15.00%		15.00%	15.00%		15.00%	15.00%
Indirect Cost	\$27,204	\$41,211	\$18,541	\$59,752	\$41,030	\$2,499	\$43,529	\$130,485
Capital Expenditure								
Sub-Contractor Expenditure								
<b>Total Expenditures</b>	<b>\$208,560</b>	<b>\$315,945</b>	<b>\$142,157</b>	<b>\$458,102</b>	<b>\$314,565</b>	<b>\$19,157</b>	<b>\$333,722</b>	<b>\$1,000,384</b>
<b>HSA Revenues</b>								
General Fund	\$174,579	\$276,817		\$276,817	\$276,817		\$276,817	\$728,213
Federal Fund	\$23,806	\$37,748		\$37,748	\$37,748		\$37,748	\$99,302
CODB	\$9,437		\$19,157	\$19,157		\$19,157	\$19,157	\$47,751
MCO	\$738	\$1,380		\$1,380				\$2,118
Neighborhood networking program			\$66,000	\$66,000				\$66,000
Expand Russian speaking community outreach and engagement			\$10,000	\$10,000				\$10,000
Programming and custodian support			\$47,000	\$47,000				\$47,000
<b>Total HSA Revenue</b>	<b>\$208,560</b>	<b>\$315,945</b>	<b>\$142,157</b>	<b>\$458,102</b>	<b>\$314,565</b>	<b>\$19,157</b>	<b>\$333,722</b>	<b>\$1,000,384</b>
<b>Other Revenues</b>								
<b>TOTAL DAS AND NON DAS REVENUE</b>	<b>\$208,560</b>	<b>\$315,945</b>	<b>\$142,157</b>	<b>\$458,102</b>	<b>\$314,565</b>	<b>\$19,157</b>	<b>\$333,722</b>	<b>\$1,000,384</b>
Full Time Equivalent (FTE)								
Prepared by:	Telephone No.:						Date:	
HSA-CO Review Signature: _____								
HSA #1 <span style="float: right;">10/25/2016</span>								

Program: Community Services, Richmond  
 (Same as Line 11 on HSA #1)

Appendix B-1, Page 2  
 Document Date: October 2021

**Salaries & Benefits Detail**

Position	1/1/21 - 6/30/21			Agency Totals		HSA Program		7/1/21 - 6/30/22			Agency Totals		HSA Program		7/1/22 - 6/30/23			1/1/21 - 6/30/23
	Revised	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budget	Modification	Revised	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Modification	Revised	Total		
Executive Director	\$11,200	\$89,600		100%													\$11,200	
RSC Director	\$46,047	\$114,400	0.75	100%	0.75	\$40,419	\$45,381	\$85,800	\$114,400	0.36	100%	0.36	\$40,955	\$7,093	\$48,048	\$179,895		
Bilingual Center Coordinator	\$18,865	\$52,000	0.65	100%	0.65	\$33,800		\$33,800	\$52,000	0.65	100%	0.65	\$33,800		\$33,800	\$86,465		
Activity Liasion	\$12,900	\$57,200	0.55	100%	0.55	\$31,460		\$31,460	\$57,200	0.55	100%	0.55	\$31,460		\$31,460	\$75,820		
Community Programs Director	\$27,456	\$72,800	1.00	100%	1.00	\$72,800		\$72,800	\$72,800	1.00	100%	1.00	\$72,800		\$72,800	\$173,056		
Custodian	\$4,112	\$62,400	0.63	100%	0.63	\$9,152	\$19,840	\$28,992	\$62,400	0.63	100%	0.63	\$9,152		\$9,152	\$42,256		
Volunteer Manager	\$8,355	\$68,640	0.50	75.0%	0.38	\$25,740		\$25,740	\$68,640	0.50	75.0%	0.38	\$25,740		\$25,740	\$59,835		
Administrative Assistant		\$62,400	0.63	100%	0.63		\$19,500	\$19,500								\$19,500		
Totals	\$128,935	\$579,440	4.70	775.00%	4.58	\$213,371	\$84,721	\$298,092	\$427,440	3.68	575.00%	3.56	\$213,907	\$7,093	\$221,000	\$648,027		
Fringe Benefits Rate		20.00%				20.00%		20.00%			20%							
Employee Fringe Benefits	\$24,765	\$115,888				\$42,675	\$16,943	\$59,618	\$85,488				\$42,781	\$1,419	\$44,200	\$128,583		
<b>Total Salaries and Benefits</b>	<b>\$153,700</b>	<b>\$695,328</b>				<b>\$256,046</b>	<b>\$101,664</b>	<b>\$357,710</b>	<b>\$512,928</b>				<b>\$256,688</b>	<b>\$8,512</b>	<b>\$265,200</b>	<b>\$776,610</b>		

HSA #2

10/25/2016

Program: Community Services, Richmond  
 (Same as Line 11 on HSA #1)

Appendix B-1, Page 3  
 Document Date: October 2021

**Operating Expense Detail**

Expenditure Category	Term	7/1/21 - 6/30/22			7/1/22 - 6/30/23			1/1/21 - 6/30/23
	1/1/21 - 6/30/21	Budget	Modification	Revised	Budget	Modification	Revised	
	Revised							Total
Rental of Property	\$6,805	\$10,920		\$10,920	\$9,300	\$1,620	\$10,920	\$28,645
Utilities (Elec, Water, Gas, Phone, Garbag	\$600		\$900	\$900		\$900	\$900	\$2,400
Office Supplies, Postage	\$2,110	\$1,518	\$567	\$2,085	\$1,547	\$453	\$2,000	\$6,195
Building Maintenance Supplies and Repair	\$1,300		\$1,500	\$1,500		\$1,500	\$1,500	\$4,300
Printing and Reproduction	\$1,100	\$250	\$250	\$500		\$300	\$300	\$1,900
Insurance								
Staff Training	\$661		\$700	\$700		\$700	\$700	\$2,061
Staff Travel-(Local & Out of Town)	\$480		\$500	\$500		\$200	\$200	\$1,180
Rental of Equipment								
<b>Consultant</b>								
Consultant A								
<b>Other</b>								
Programs & Events	\$12,900	\$4,000	\$2,650	\$6,650	\$4,000	\$2,473	\$6,473	\$26,023
IT & Web Support	\$1,700	\$2,000	\$4,485	\$6,485	\$2,000		\$2,000	\$10,185
Community Outreach			\$10,400	\$10,400				\$10,400
<b>Total Operating Expenses</b>	<b>\$27,656</b>	<b>\$18,688</b>	<b>\$21,952</b>	<b>\$40,640</b>	<b>\$16,847</b>	<b>\$8,146</b>	<b>\$24,993</b>	<b>\$93,289</b>
<b>HSA #3</b>								<b>10/25/2016</b>

## Appendix A-1 - Services to be Provided

### On Lok Day Services

### Community Services

**January 1, 2021 to June 30, 2023**

#### **I. Purpose**

The purpose of this grant is to provide community services programming for older adults and adults with disabilities in the City and County of San Francisco through site based Community Centers. The programming will maintain or improve the well-being of older adults and adults with disabilities by providing activities and services designed to support individuals to live independently in their own homes and communities, reduce social isolation, and serve as an access point for other home and community-based services.

#### **II. Definitions**

Adult with a Disability	A person 18 years of age or older living with a disability
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
CARBON	Contracts Administration, Reporting and Billing On Line System
City	City and County of San Francisco, a municipal corporation.
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. Source: California Code of Regulations Title 22, Sec. 7630



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. Source: California Code of Regulations Title 22, Sec. 7119
Grantee	On Lok Day Services
Higher Learning classes	College level classes that are taught by instructors with advanced degrees and teaching experience in the field of study. Higher Learning classes were originally part of City College of San Francisco's Older Adults program. Classes are provided at community service centers throughout the City and supplement traditional community services programming.
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.
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 Regulations Title 22, Sec. 7130.
OCP	Office of Community Partnerships
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	Person who is 60 years or older, used interchangeably with “senior”
Senior	Person who is 60 years 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; <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> )
Unit of Service	Defined as one hour of service
Unduplicated Consumer (UDC)	An individual who participates in community services and the grantee reflects consumer participation in CA-GetCare through enrollment.

### III. Target Population

The target population is older adults and adults with disabilities living in the City and County of San Francisco with the greatest economic and social need and with particular attention to the following individuals:

1. Low income
2. Limited or no English speaking proficiency
3. Minority populations
4. Frail
5. LGBTQ+

### IV. Eligibility for Services

- A person who is a resident of San Francisco *and*
- A person who is an older adult or an adult with a disability

### V. Location and Time of Services

The grantee will provide community services programming in the City and County of San Francisco. The details of the sites and operation hours are located in the site chart.

### VI. Description of Services and Program Requirements

1. Grantee will provide community services programming for older adults and adults with disabilities. Community services programming shall consist of activities and services that focus on the physical, social, psychological, economic, educational, recreational, and/or creative needs of older adults and adults with disabilities. Activities and services may be provided in the grantee's Community Center, in the community, via telephone, virtually over the internet, and through other effective means of communication and connection. There are four categories of community services programming:
  - i. Activity Scheduling: Activities may include educational presentations, workshops, trainings, cultural events, food bag programs, social events, exercise

classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes, provides opportunities for connection with other participants, and that help participants maintain or enhance their level of functioning.

- ii. Translation: Translation assistance provided to consumers that cannot speak/read English. Translation may also include the use of American Sign Language, braille, or teleprompting. Services may include translation for an individual, such as translation of forms, letters, applications, or phone calls, and may also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements or presentations.
- iii. Social Services: The provision of one-to-one assistance to individuals that enables them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.
- iv. Enhanced Outreach: While there is an expectation that Community Centers will do outreach within their existing budgets to reach their target populations, some agencies may decide to propose more formal outreach plans or a specific campaign to address access barriers in the community. Examples of this may include working with a community collaborative group, designing and implementing an outreach plan for an underserved area, problem-solving certain barriers to service, i.e., safety issues, transportation needs, etc. Enhanced outreach efforts must receive prior review and approval from DAS OCP before commencing.

Enhanced outreach efforts under this specific grant:

Enhanced outreach efforts will not be provided under this specific grant.

2. Grantee will ensure that service offerings in the four categories of community services are designed to:
  - i. Provide quality services that attain a high satisfaction level from participants.
  - ii. Provide services that meet the needs of individual participants.
  - iii. Provide physical activities that may improve the health of participants.
  - iv. Increase access to information and educational materials that help enable individual consumers to maximize independence while living in the community.
  - v. Provide activities to increase socialization opportunities for individual consumers.
3. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15<sup>th</sup> each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At minimum, the consumer response rate shall be at least 35% of the annual unduplicated consumers.
5. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer, and adhere to all program standards.

6. Grantee will ensure that units of service provided are tracked and distinguishable.
7. Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed.
8. 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.
9. Grantee will provide Higher Learning classes at 30th Street Senior Center / On Lok Day Services. The classes will be open to any older adult or adult with disability interested. A participant will register for a class as a separate activity within the community services program. The course topic is "Body Dynamics". The classes are college level classes taught by instructors with advanced degrees and teaching experience in the field of study

## VII. Service Objectives

Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

<b>Table A- Community Services</b>	01/01/2021- 6/30/2021	FY21/22	FY22/23
Unduplicated Consumers (UDC)	388	1163	1550
Activity Scheduling	864	6075	8100
Translation Services	114	1545	2060
Social Services	473	1418	1890
Enhanced Outreach	0	0	0
One (1) unit of service = one (1) hour of service provision			

## VIII. Outcome Objectives

### Community Services

1. Consumers receive the services and/or activities they need from the agency. Target: 80%
2. Consumers who participate in physical activity programming report a positive impact on their health. Target: 80%
3. Consumers who received social services or translation assistance, or participated in an educational program, report the services helped to improve their lives. Target: 80%
4. Consumers report an increase in their socialization opportunities and interaction with others. Target: 80%

Based on an annual satisfaction survey created by DAS OCP and with a sample size of at least 35% of the annual unduplicated consumers.

### Higher Learning

1. Class participants report that the course increased their socialization opportunities and interaction with others. Target: 80%
2. Class participants report an increase in knowledge of the Higher Learning course topic. Target: 80%

Based on a satisfaction survey created by the grantee with input from DAS OCP and with a sample size of at least 75% of the participants enrolled in the class.

## **IX. 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 the DAS OCP approved intake form, into the CA-GetCare database in accordance to DAS OCP policy memorandum.
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 will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
  - Number of unduplicated consumers served
  - Number and type of service units provided
4. Monthly, quarterly, and annual reports must be entered into the Contracts Administration, Reporting, and Billing Online (CARBON) system as required by DAS and Contracts Department staff.
5. Grantee will submit response rates and aggregated data from the annual participant survey to OCP staff by March 15th of each grant year or on a mutually agreed upon date between DAS OCP and the grantee.
6. Grantee shall submit Community Services Block Grant (CSBG) time study to HSA/DAS for the months of February, May, August and November. The time study is due on the 10<sup>th</sup> day following the time study month.
7. 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<sup>st</sup> of each grant year. The grantee must submit the report in the CARBON system.
8. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
9. Grantee shall develop and deliver a bi-annual summary report of SOGI data collected as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are January 10<sup>th</sup> (June-December data) and July 10<sup>th</sup> (January-June data).
10. Grantee will maintain an updated site chart, using the DAS OCP approved form, with details about the program.
11. Grantee program staff will complete an Elder Abuse Mandated Reporter Training and the California Department of Aging (CDA) Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of these trainings.

12. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable and to take all reasonable efforts to implement HIPAA requirements.
13. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
14. For assistance with reporting and contract requirements, please contact:

Erica Maybaum  
Program Analyst  
DAS OCP  
[Erica.Maybaum@sfgov.org](mailto:Erica.Maybaum@sfgov.org)

and

Patrick Garcia  
Contract Manager  
HSA OCM  
[Patrick.Garcia@sfgov.org](mailto:Patrick.Garcia@sfgov.org)

## **X. Monitoring Activities**

- A. 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 that program staff have completed the California Department of Aging (CDA) Security Awareness Training; review of 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 director 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.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan,

Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

**HUMAN SERVICES AGENCY BUDGET SUMMARY  
BY PROGRAM**

Name

Term

**On Lok Day Services**

Jan 2021 - Jun 2023

(Check One) New  Renewal  Modification  X

If modification, Effective Date of Mod. 7/1/21 No. of Mod. 1

**Program: Community Services**

Budget Reference Page No.(s)

Program Term	1/1/21 - 6/30/21	7/1/21 - 6/30/22	(MODIFICATION) 7/1/21 - 6/30/22	(REVISED) 7/1/21 - 6/30/22	7/1/22 - 6/30/23	(MODIFICATION) 7/1/22 - 6/30/23	(REVISED) 7/1/22 - 6/30/23	(TOTAL) 1/1/21 - 6/30/23
<b>Expenditures</b>								
Salaries & Benefits	\$145,412	\$366,336	\$7,809	\$374,145	\$366,336	\$7,809	\$374,145	\$893,702
Operating Expenses	\$74,225	\$12,929	\$18,618	\$31,547	\$12,929	\$17,347	\$30,276	\$136,048
<b>Subtotal</b>	<b>\$219,637</b>	<b>\$379,265</b>	<b>\$26,427</b>	<b>\$405,692</b>	<b>\$379,265</b>	<b>\$25,156</b>	<b>\$404,421</b>	<b>\$1,029,750</b>
Indirect Percentage (%)	9%	9%	9%	9%	9%	9%	9%	9%
Indirect Cost	\$19,768	\$34,134	\$2,378	\$36,512	\$34,134	\$2,264	\$36,398	\$92,678
Subcontractor/Capital Expenditure	\$9,012		\$25,860	\$25,860		\$12,930	\$12,930	\$47,802
<b>Total Expenditures</b>	<b>\$248,417</b>	<b>\$413,399</b>	<b>\$54,665</b>	<b>\$468,064</b>	<b>\$413,399</b>	<b>\$40,350</b>	<b>\$453,749</b>	<b>\$1,170,230</b>
<b>HSA Revenues</b>								
General Fund	\$196,703	\$367,925		\$367,925	\$367,925		\$367,925	\$932,553
Federal (CFDA 93.778)	\$24,312	\$45,474		\$45,474	\$45,474		\$45,474	\$115,260
Senior Support Group (OTO)	\$15,000							\$15,000
CODB	\$12,402		\$26,035	\$26,035		\$26,035	\$26,035	\$64,472
Higher Learning			\$28,630	\$28,630		\$14,315	\$14,315	\$42,945
<b>Total HSA Revenue</b>	<b>\$248,417</b>	<b>\$413,399</b>	<b>\$54,665</b>	<b>\$468,064</b>	<b>\$413,399</b>	<b>\$40,350</b>	<b>\$453,749</b>	<b>\$1,170,230</b>
<b>Other Revenues</b>								
Fundraising	\$86,060			\$271,585			\$271,585	\$629,230
Volunteers	\$8,344			\$16,688			\$16,688	\$41,720
<b>TOTAL DAS AND NON DAS REVENUE</b>	<b>\$342,821</b>	<b>\$413,399</b>	<b>\$54,665</b>	<b>\$756,337</b>	<b>\$413,399</b>	<b>\$40,350</b>	<b>\$742,022</b>	<b>\$1,841,180</b>

Full Time Equivalent (FTE)

Prepared by: Meko Ma

9/27/2021

HSA-CO Review Signature: \_\_\_\_\_

HSA #1



Program: Community Services  
(Same as Line 11 on HSA #1)

Appendix B, Page 2  
Document Date: October 2021

**Salaries & Benefits Detail**

Position	Agency Totals		HSA Program		DAS budgeted salary	Agency Totals		HSA Program		DAS budgeted salary						
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	1/1/21 - 6/30/21	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/22 - 6/30/23	7/1/22 - 6/30/23	1/1/21 - 6/30/23
										(MODIFICATION)	(REVISED)	(MODIFICATION)	(REVISED)	(MODIFICATION)	(REVISED)	(TOTAL)
Accountant	\$62,130	1.00	30%	0.30	\$9,320	\$62,130	1.00	30%	0.30	\$18,639		\$18,639	\$18,639		\$18,639	\$46,598
Activities Program Manager	\$61,006	1.00	65%	0.65	\$19,827	\$61,006	1.00	75%	0.75	\$39,654	\$6,101	\$45,755	\$39,654	\$6,101	\$45,755	\$111,337
Administrative Secretary	\$59,010	1.00	25%	0.25	\$7,376	\$59,010	1.00	25%	0.25	\$14,753		\$14,753	\$14,753		\$14,753	\$36,882
Assistant Director	\$90,002	1.00	25%	0.25	\$11,250	\$90,002	1.00	25%	0.25	\$22,501		\$22,501	\$22,501		\$22,501	\$56,252
Senior Center Associate #1	\$48,152	1.00	100%	1.00	\$6,019	\$48,152	1.00	100%	1.00	\$48,152		\$48,152	\$48,152		\$48,152	\$102,323
Senior Center Associate #2	\$47,840	1.00	100%	1.00	\$23,920	\$47,840	1.00	100%	1.00	\$47,840		\$47,840	\$47,840		\$47,840	\$119,600
Hospitality Ctr Coord	\$48,422	1.00	43%	0.43	\$10,411	\$48,422	1.00	43%	0.43	\$20,821		\$20,821	\$20,821		\$20,821	\$52,053
Volunteer Program Manager	\$72,800	1.00	70%	0.70	\$25,480	\$72,800	1.00	70%	0.70	\$50,960		\$50,960	\$50,960		\$50,960	\$127,400
Com Serv Progr Asst.	\$45,760	0.25	63%	0.16		\$45,760	1.00	50%	0.50	\$22,880		\$22,880	\$22,880		\$22,880	\$45,760
Totals	\$535,122	8.25	521.00%	4.74	\$113,603	\$535,122	9.00	518.00%	5.18	\$286,200	\$6,101	\$292,301	\$286,200	\$6,101	\$292,301	\$698,205
Fringe Benefits Rate	28%					28%				28%			28%			
Employee Fringe Benefits	\$149,834				\$31,809	\$149,834				\$80,136	\$1,708	\$81,844	\$80,136	\$1,708	\$81,844	\$195,497
<b>Total Salaries and Benefits</b>	<b>\$684,956</b>				<b>\$145,412</b>	<b>\$684,956</b>				<b>\$366,336</b>	<b>\$7,809</b>	<b>\$374,145</b>	<b>\$366,336</b>	<b>\$7,809</b>	<b>\$374,145</b>	<b>\$893,702</b>

HSA #2

Program: Community Services  
 (Same as Line 11 on HSA #1)

Appendix B, Page 3  
 Document Date: October 2021

Expenditure Category	Operating Expense Detail							
	1/1/21 - 6/30/21	7/1/21 - 6/30/22	(MODIFICATION) 7/1/21 - 6/30/22	(REVISED) 7/1/21 - 6/30/22	7/1/22 - 6/30/23	(MODIFICATION) 7/1/22 - 6/30/23	(REVISED) 7/1/22 - 6/30/23	(TOTAL) 1/1/21 - 6/30/23
Rental of Property								
Utilities (Elec, Water, Gas, Phone, Garbage)	\$19,188	\$1,095	8,433	\$9,528	\$1,095	7,245	\$8,340	\$37,056
Office Supplies, Postage	\$1,278	\$28	1,500	\$1,528	\$28	1,500	\$1,528	\$4,334
Building Maintenance Supplies and Repair	\$33,927	\$11,806	4,685	\$16,491	\$11,806	4,602	\$16,408	\$66,826
Printing and Reproduction								
Insurance								
Staff Training								
Staff Travel-(Local & Out of Town)								
Rental of Equipment								
Consultant								
Other								
Senior Support Group	\$6,111		\$4,000	\$4,000		\$4,000	\$4,000	\$14,111
Program Supplies	\$13,721							\$13,721
<b>Total Operating Expenses</b>	<b>\$74,225</b>	<b>\$12,929</b>	<b>\$18,618</b>	<b>\$31,547</b>	<b>\$12,929</b>	<b>\$17,347</b>	<b>\$30,276</b>	<b>\$136,048</b>
<b>HSA #3</b>								

Program: Community Services  
 (Same as Line 11 on HSA #1)

Appendix B, Page 4  
 Document Date: October 2021

**Subcontractor & Capital Expenditure Detail**

Subcontractor Expenditure	1/1/21 - 6/30/21	7/1/21 - 6/30/22	(MODIFICATION)	(REVISED)	(MODIFICATION)	(REVISED)	(TOTAL)	
			7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/22 - 6/30/23	7/1/22 - 6/30/23	1/1/21 - 6/30/23
Tanako Hagiwara - Body Dynamics Class	\$7,700		\$16,200	\$16,200		\$8,100	\$8,100	\$32,000
Esperanza Villanueva - Art Class	\$857		\$3,600	\$3,600		\$1,800	\$1,800	\$6,257
Yoga Class	\$455		\$3,360	\$3,360		\$1,680	\$1,680	\$5,495
Music Class			\$2,700	\$2,700		\$1,350	\$1,350	\$4,050
<b>Total Subcontractor Expenditure</b>	<b>\$9,012</b>		<b>\$25,860</b>	<b>\$25,860</b>		<b>\$12,930</b>	<b>\$12,930</b>	<b>\$47,802</b>
<b>Equipment (Qty)</b>	<b>1/1/21 - 6/30/21</b>	<b>7/1/21 - 6/30/22</b>	<b>7/1/21 - 6/30/22</b>	<b>7/1/21 - 6/30/22</b>	<b>7/1/22 - 6/30/23</b>	<b>7/1/22 - 6/30/23</b>	<b>7/1/22 - 6/30/23</b>	<b>1/1/21 - 6/30/23</b>
<b>Total Equipment Cost</b>								
<b>Remodeling</b>	<b>1/1/21 - 6/30/21</b>	<b>7/1/21 - 6/30/22</b>	<b>7/1/21 - 6/30/22</b>	<b>7/1/21 - 6/30/22</b>	<b>7/1/22 - 6/30/23</b>	<b>7/1/22 - 6/30/23</b>	<b>7/1/22 - 6/30/23</b>	<b>1/1/21 - 6/30/23</b>
<b>Total Remodeling Cost</b>								
<b>Total Capital Expenditure</b>	<b>\$9,012</b>		<b>\$25,860</b>	<b>\$25,860</b>		<b>\$12,930</b>	<b>\$12,930</b>	<b>\$47,802</b>
<b>HSA #4</b>								

## **APPENDIX A-1 – SERVICES TO BE PROVIDED**

### *Openhouse*

#### **COMMUNITY SERVICES**

**Effective January 1, 2021 to June 30, 2023**

**Modification: October 6, 2021**

#### **I. Purpose**

The purpose of this grant is to provide community services programming for older adults and adults with disabilities in the City and County of San Francisco through site based Community Centers. The programming will maintain or improve the well-being of older adults and adults with disabilities by providing activities and services designed to support individuals to live independently in their own homes and communities, reduce social isolation, and serve as an access point for other home and community-based services.

#### **II. Definitions**

Adult with a Disability	Person 18 years of age or older living with a disability
CA GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
CARBON	Contracts Administration, Reporting and Billing On Line System
City	City and County of San Francisco, a municipal corporation.
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. Source: California Code of Regulations Title 22, Sec. 7630

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. Source: California Code of Regulations Title 22, Sec. 7119
Grantee	Openhouse
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.
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
OCM	Office of Contract Management, San Francisco Human Services Agency
Older Adult	Person who is 60 years or older, used interchangeably with “senior”
Senior	Person who is 60 years 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; <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> )
Unit of Service	Defined as one hour of service
Unduplicated Consumer (UDC)	An individual who participates in community services and the grantee reflects consumer participation in CA-GetCare through enrollment

### III. Target Population

The target population is older adults and adults with disabilities living in the City and County of San Francisco with the greatest economic and social need and with particular attention to the following individuals:

1. Low income
2. Limited or no English speaking proficiency
3. Minority populations
4. Frail
5. LGBTQ+

### IV. Eligibility for Services

- A person who is a resident of San Francisco *and*
- A person who is an older adult or an adult with disability

### V. Location and Time of Services

The grantee will provide community services programming in the City and County of San Francisco. The details of the sites and operation hours are located in the site chart.

### VI. Service Description

1. Grantee will provide community services programming for older adults and adults with disabilities. Community services programming shall consist of activities and services that focus on the physical, social, psychological, economic, educational, recreational, and/or creative needs of older adults and adults with disabilities. Activities and services may be provided in the grantee's Community Center, in the community, via telephone, virtually over the internet, and through other effective means of communication and connection. There are four categories of community services programming:
  - i. Activity Scheduling: Activities may include educational presentations, workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for

education or wellness purposes, provides opportunities for connection with other participants, and that help participants maintain or enhance their level of functioning.

- ii. Translation: Translation assistance provided to consumers that cannot speak/read English. Translation may also include the use of American Sign Language, braille, or teleprompting. Services may include translation for an individual, such as translation of forms, letters, applications, or phone calls, and may also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements or presentations.
- iii. Social Services: The provision of one-to-one assistance to individuals that enables them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.
- iv. Enhanced Outreach: While there is an expectation that Community Centers will do outreach within their existing budgets to reach their target populations, some agencies may decide to propose more formal outreach plans or a specific campaign to address access barriers in the community. Examples of this may include working with a community collaborative group, designing and implementing an outreach plan for an underserved area, problem-solving certain barriers to service, i.e., safety issues, transportation needs, etc. Enhanced outreach efforts must receive prior review and approval from DAS OCP before commencing.

Enhanced outreach efforts under this specific grant:

In addition to general outreach to raise community awareness of Openhouse's offerings, Openhouse will be engaging in Enhanced Outreach by specifically targeting additional outreach to the Transgender community and LGBTQ+ older adults of color. In order to reach and engage these "communities within communities," Openhouse will develop specific programming in-house as well as fostering cross-organizational programming with other local organizations. Openhouse will also continue collaborations with organizations such as API Wellness/Trans Thrive, Lyric, Positive Resource Center, and the City's Office of Transgender Initiatives.

2. Grantee will ensure that service offerings in the four categories of community services are designed to:
  - i. Provide quality services that attain a high satisfaction level from participants.
  - ii. Provide services that meet the needs of individual participants.
  - iii. Provide physical activities that may improve the health of participants.
  - iv. Increase access to information and educational materials that help enable individual consumers to maximize independence while living in the community.
  - v. Provide activities to increase socialization opportunities for individual consumers.
3. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15<sup>th</sup> each grant year or on a mutually agreed upon date between DAS OCP and the

grantee. At minimum, the consumer response rate shall be at least 35% of the annual unduplicated consumers.

5. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer, and adhere to all program standards.
6. Grantee will ensure that units of service provided are tracked and distinguishable.
7. Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed.
8. 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.
9. Grantee will provide food support that includes home delivered groceries, shopping and grocery delivery support, and cooking classes to participants experiencing food insecurity as a result of the pandemic. Grantee will deliver supplemented food items and other supplies (e.g. masks, hand sanitizers, household items, etc.) on a weekly basis to LGBTQ+ older adults. Shopping support includes errand runs (e.g. prescription or pet food pickups) and regular grocery runs for participants in varying frequency. Virtual cooking classes are offered through a partnership with a local non-profit cooking school to participants who struggle with cooking their own food, particularly fresh produce and other items from the home delivered groceries.
- 10.

## VII. Service Objectives

Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in the tables below:

<b>Table A- Community Services</b>	01/01/2021- 6/30/2021	FY21/22	FY22/23
Unduplicated Consumers (UDC)	100	300	400
Activity Scheduling	325	975	1300
Translation Services	0	0	0
Social Services	275	825	1100
Enhanced Outreach	23	68	90
One (1) unit of service = one (1) hour of service provision			



<b>Table B- Food Support</b>	Annual UDC	FY21/22	FY22/23
Home Delivered Groceries 1 UOS = 1 delivery	85	4420	4420
Shopping and Grocery Delivery Support 1 UOS = 1 hour	45	52	52
Cooking Classes 1 UOS = 1 class	30	5	5

### VIII. Outcome Objectives

- Consumers receive the services and/or activities they need from the agency. Target: 80%
- Consumers who participate in physical activity programming report a positive impact on their health. Target: 80%
- Consumers who received social services or translation assistance, or participated in an educational program, report the services helped to improve their lives. Target: 80%
- Consumers report an increase in their socialization opportunities and interaction with others. Target: 80%

Based on an annual satisfaction survey created by DAS OCP and with a sample size of at least 35% of the annual unduplicated consumers.

### IX. 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 the DAS OCP approved intake form, into the CA-GetCare database in accordance to DAS OCP policy memorandum.
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 will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
  - Number of unduplicated consumers served
  - Number and type of service units provided
4. Monthly, quarterly, and annual reports must be entered into the Contracts Administration, Reporting, and Billing Online (CARBON) system as required by DAS and Contracts Department staff.
5. Grantee will submit response rates and aggregated data from the annual participant survey to OCP staff by March 15th of each grant year or on a mutually agreed upon date between DAS OCP and the grantee.
6. Grantee shall submit Community Services Block Grant (CSBG) time study to HSA/DAS for the months of February, May, August and November. The time study is due on the 10<sup>th</sup> day following the time study month.

7. 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<sup>st</sup> of each grant year. The grantee must submit the report in the CARBON system.
8. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
9. Grantee shall develop and deliver a bi-annual summary report of SOGI data collected as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are January 10<sup>th</sup> (June-December data) and July 10<sup>th</sup> (January-June data).
10. Grantee will maintain an updated site chart, using the DAS OCP approved form, with details about the program.
11. Grantee program staff will complete an Elder Abuse Mandated Reporter Training and the California Department of Aging (CDA) Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of these trainings.
12. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable and to take all reasonable efforts to implement HIPAA requirements.
13. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
14. For assistance with reporting and contract requirements, please contact:

Theresa Ballesteros  
Program Analyst  
DAS OCP  
[theresa.ballesteros@sfgov.org](mailto:theresa.ballesteros@sfgov.org)

or

Steve Kim  
Contract Manager  
SF-HSA OCM  
[steve.kim@sfgov.org](mailto:steve.kim@sfgov.org)

## **X. Monitoring Activities**

- A. **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 that program staff have completed the California Department of Aging (CDA) Security Awareness Training; review of 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 director 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.

- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

**HUMAN SERVICES AGENCY BUDGET SUMMARY  
BY PROGRAM**

Name				Term				
<b>Openhouse</b>				Jan 2021 - Jun 2023				
(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>								
If modification, Effective Date of Mod. 7/1/2021 No. of Mod. 1								
<b>Program: Community Services</b>								
Budget Reference Page No.(s)	Actual	Original	Modification	Revised	Original	Modification	Revised	
Program Term	1/1/21 - 6/30/21	FY 21/22	FY 21/22	FY 21/22	FY 22/23	FY 22/23	FY 22/23	Total
<b>Expenditures</b>								
Salaries & Benefits	\$168,997	\$236,827	\$165,920	\$402,748	\$236,827	\$78,964	\$315,791	\$887,536
Operating Expenses	\$24,500		\$25,649	\$25,649		\$25,650	\$25,650	\$75,799
<b>Subtotal</b>	<b>\$193,497</b>	<b>\$236,827</b>	<b>\$191,569</b>	<b>\$428,397</b>	<b>\$236,827</b>	<b>\$104,614</b>	<b>\$341,441</b>	<b>\$963,335</b>
Indirect Percentage (%)	15%	15%	15%	15%	15%	15%	15%	15%
Indirect Cost	\$25,350	\$35,524	\$28,735	\$64,260	\$35,524	\$15,692	\$51,216	\$140,826
Subcontractor/Capital Expenditure			\$49,000	\$49,000		\$24,000	\$24,000	\$73,000
<b>Total Expenditures</b>	<b>\$218,847</b>	<b>\$272,351</b>	<b>\$269,304</b>	<b>\$541,657</b>	<b>\$272,351</b>	<b>\$144,306</b>	<b>\$416,657</b>	<b>\$1,177,161</b>
<b>HSA Revenues</b>								
General Fund	\$136,176	\$272,351		\$272,351	\$272,351		\$272,351	\$680,878
OTO Funds (01/01/21 - 06/30/23)	\$50,000		\$100,000	\$100,000				\$150,000
Food Support Funds (07/01/22- 06/30/23)			\$100,000	\$100,000		\$100,000	\$100,000	\$200,000
Pass-through Funds (07/01/22 - 06/30/23)			\$49,000	\$49,000		\$24,000	\$24,000	\$73,000
CODB FY19/20	\$8,171		\$8,171	\$8,171		\$8,171	\$8,171	\$24,513
CODB FY20/21 & FY21/22			\$12,136	\$12,136		\$12,136	\$12,136	\$24,272
Tenderloin Tessie Holiday Dinners	\$12,500							\$12,500
Mon Ami	\$12,000							\$12,000
<b>Total HSA Revenue</b>	<b>\$218,847</b>	<b>\$272,351</b>	<b>\$269,307</b>	<b>\$541,658</b>	<b>\$272,351</b>	<b>\$144,307</b>	<b>\$416,658</b>	<b>\$1,177,163</b>
<b>Other Revenues</b>								
<b>TOTAL DAS AND NON DAS REVENUE</b>	<b>\$218,847</b>	<b>\$272,351</b>	<b>\$269,307</b>	<b>\$541,658</b>	<b>\$272,351</b>	<b>\$144,307</b>	<b>\$416,658</b>	<b>\$1,177,163</b>
Full Time Equivalent (FTE)								
Prepared by: Matthew Cimino	Telephone No.: 415-530-2783						9/27/2021	
HSA-CO Review Signature:	_____							
<b>HSA #1</b>								<b>10/6/2021</b>

Program: Community Services Openhouse		Program: Community Services Openhouse				Appendix B-1, Page 2						
Salaries & Benefits Detail												
Position	Agency Totals		HSA Program		DAS budgeted salary							
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	1/1/21 - 6/30/21	Original FY21/22	Modification FY21/22	Revised FY21/22	Original FY22/23	Modification FY22/23	Revised FY22/23	Total
Director of Programs	\$110,281	1.00			\$13,210	\$42,527	(\$42,527)		\$42,527	(\$42,527)		\$13,210
Director of CSS	\$95,000	1.00	10.00%	0.10	\$10,784	\$17,000	(\$7,500)	\$9,500	\$17,000	(\$17,000)		\$20,284
Mgr of CEP	\$72,720	1.00	25.00%	0.25	\$21,730	\$43,460	(\$25,280)	\$18,180	\$43,460	(\$24,916)	\$18,544	\$58,454
Staff Training & Dev	\$84,760	0.60			\$5,178							\$5,178
Education Coordinator	\$52,688	0.50	100.00%	0.50	\$15,162	\$25,324	\$1,020	\$26,344	\$25,324	\$1,547	\$26,871	\$68,377
Activities Coordinator	\$51,260	1.00	100.00%	1.00	\$25,000	\$25,545	\$25,715	\$51,260	\$25,545	\$26,740	\$52,285	\$128,545
Men's Group Facilitator	\$108,191	0.13	100.00%	0.13	\$3,746	\$13,000	\$524	\$13,524	\$13,000	\$524	\$13,524	\$30,794
Community Engagement Coord	\$50,965	1.00	32.50%	0.33	\$9,024	\$15,000	\$1,564	\$16,564	\$15,000	\$1,895	\$16,895	\$42,483
Data Coordinator	\$45,000	1.00	90.46%	0.90	\$7,000	\$15,500	\$25,206	\$40,706	\$15,500	\$29,500	\$45,000	\$92,706
Food Coordinator	\$49,369	1.00	100.00%	1.00	\$22,360		\$49,369	\$49,369		\$50,356	\$50,356	\$122,085
Program Assistant	\$52,000	0.75			\$4,837							\$4,837
Care Navigator	\$50,000	1.00			\$2,800							\$2,800
Volunteer Coordinator	\$52,000	1.00	100.00%	1.00			\$52,000	\$52,000		\$19,992	\$19,992	\$71,992
Director of CEP	\$97,000	1.00	20.10%	0.20			\$19,498	\$19,498		\$19,692	\$19,692	\$39,190
Activity Center Receptionist	\$41,600	1.00	62.50%	0.63			\$26,000	\$26,000				\$26,000
Operations Coordinator	\$49,920	1.00	25.40%	0.25			\$12,678	\$12,678				\$12,678
Totals	\$1,062,754	13.98	765.96%	6.28	\$140,831	\$197,356	\$138,267	\$335,623	\$197,356	\$65,803	\$263,159	\$739,613
Fringe Benefits Rate	20.00%											
Employee Fringe Benefits	\$212,551				\$28,166	\$39,471	\$27,653	\$67,125	\$39,471	\$13,161	\$52,632	\$147,923
<b>Total Salaries and Benefits</b>	<b>\$1,275,305</b>				<b>\$168,997</b>	<b>\$236,827</b>	<b>\$165,920</b>	<b>\$402,748</b>	<b>\$236,827</b>	<b>\$78,964</b>	<b>\$315,791</b>	<b>\$887,536</b>
HSA #2												10/6/2021

Program: Community Services

Appendix B-1, Page 3

Openhouse

**Operating Expense Detail**

	1/1/21 - 6/30/21	Original FY 21/22	Modification FY 21/22	Revised FY21/22	Original FY22/23	Modification FY22/23	Revised FY22/23	Total
<u>Expenditure Category</u>								
Rental of Property								
Utilities (Elec, Water, Gas, Phone, Garbage)								
Office Supplies, Postage								
Building Maintenance Supplies and Repair								
Printing and Reproduction			\$25,649	\$25,649		\$25,650	\$25,650	\$51,299
Insurance								
Staff Training								
Staff Travel-(Local & Out of Town)								
Rental of Equipment								
<u>Consultant</u>								
TTHD	\$12,500							\$12,500
Mon Ami	\$12,000							\$12,000
<u>Other</u>								
<b>Total Operating Expenses</b>	\$24,500		\$25,649	\$25,649		\$25,650	\$25,650	\$75,799
<b>HSA #3</b>								10/6/2021

**Program: Community Services  
Openhouse**

**Subcontractor & Capital Expenditure Detail**

<u>Subcontractor Expenditure</u>	1/1/21 - 6/30/21	Original FY21/22	Modification FY21/22	Revised FY21/22	Original FY22/23	Modification FY22/23	Revised FY22/23	Total
Subcontractor A								
Tenderloin Tessie Holiday Dinners			\$25,000	\$25,000				\$25,000
Mon Ami			\$24,000	\$24,000		\$24,000	\$24,000	\$48,000
<b>Total Subcontractor Expenditure</b>			\$49,000	\$49,000		\$24,000	\$24,000	\$73,000
<u>Equipment (Qty)</u>	1/1/21 - 6/30/21	FY 21/22			FY 22/23			Total
Equipment A								
<b>Total Equipment Cost</b>								
<u>Remodeling</u>	1/1/21 - 6/30/21	FY 21/22			FY 22/23			Total
Remodel A								
<b>Total Remodeling Cost</b>								
<b>Total Capital Expenditure</b>			\$49,000	\$49,000		\$24,000	\$24,000	\$73,000

HSA #4

10/6/2021

## **Appendix A1 - Services to be Provided**

### **Self-Help for the Elderly**

#### **Community Services**

**January 1, 2021 to June 30, 2023**

**Modification: October 6, 2021**

#### **I. Purpose**

The purpose of this grant is to provide community services programming for older adults and adults with disabilities in the City and County of San Francisco through site based Community Centers. The programming will maintain or improve the well-being of older adults and adults with disabilities by providing activities and services designed to support individuals to live independently in their own homes and communities, reduce social isolation, and serve as an access point for other home and community-based services.

#### **II. Definitions**

Adult with a Disability	A person 18 years of age or older living with a disability
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
CARBON	Contracts Administration, Reporting and Billing On Line System
City	City and County of San Francisco, a municipal corporation.
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. Source: California Code of Regulations Title 22, Sec. 7630



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. Source: California Code of Regulations Title 22, Sec. 7119
Grantee	Self-Help for the Elderly
Higher Learning classes	College level classes that are taught by instructors with advanced degrees and teaching experience in the field of study. Higher Learning classes were originally part of City College of San Francisco's Older Adults program. Classes are provided at community service centers throughout the City and supplement traditional community services programming.
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.
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 Regulations Title 22, Sec. 7130.
OCP	Office of Community Partnerships
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	Person who is 60 years or older, used interchangeably with “senior”
Senior	Person who is 60 years 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; <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> )
Unit of Service	Defined as one hour of service
Unduplicated Consumer (UDC)	An individual who participates in community services and the grantee reflects consumer participation in CA-GetCare through enrollment.

### III. Target Population

The target population is older adults and adults with disabilities living in the City and County of San Francisco with the greatest economic and social need and with particular attention to the following individuals:

1. Low income
2. Limited or no English speaking proficiency
3. Minority populations
4. Frail
5. LGBTQ+

### IV. Eligibility for Services

- A person who is a resident of San Francisco *and*
- A person who is an older adult or an adult with a disability

### V. Location and Time of Services

The grantee will provide community services programming in the City and County of San Francisco. The details of the sites and operation hours are located in the site chart.

### VI. Description of Services and Program Requirements

1. Grantee will provide community services programming for older adults and adults with disabilities. Community services programming shall consist of activities and services that focus on the physical, social, psychological, economic, educational, recreational, and/or creative needs of older adults and adults with disabilities. Activities and services may be provided in the grantee's Community Center, in the community, via telephone, virtually over the internet, and through other effective means of communication and connection. There are four categories of community services programming:
  - i. Activity Scheduling: Activities may include educational presentations, workshops, trainings, cultural events, food bag programs, social events, exercise

classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes, provides opportunities for connection with other participants, and that help participants maintain or enhance their level of functioning.

- ii. Translation: Translation assistance provided to consumers that cannot speak/read English. Translation may also include the use of American Sign Language, braille, or teleprompting. Services may include translation for an individual, such as translation of forms, letters, applications, or phone calls, and may also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements or presentations.
- iii. Social Services: The provision of one-to-one assistance to individuals that enables them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.
- iv. Enhanced Outreach: While there is an expectation that Community Centers will do outreach within their existing budgets to reach their target populations, some agencies may decide to propose more formal outreach plans or a specific campaign to address access barriers in the community. Examples of this may include working with a community collaborative group, designing and implementing an outreach plan for an underserved area, problem-solving certain barriers to service, i.e., safety issues, transportation needs, etc. Enhanced outreach efforts must receive prior review and approval from DAS OCP before commencing.

Enhanced outreach efforts under this specific grant:

In order to raise awareness of program services and locations, Grantee will attend and participate in multiple community fairs that occur each year in the City, including Aging Your Way, Sunday Streets, and the Chinese Lunar New Year Fair. Grantee will continue to organize its annual Longevity Walk-A-Thon to raise both awareness and funds for older adult programming. Grantee will continue its newspaper, radio, and TV media campaigns. Grantee will continue to utilize in-house transportation services to enhance access to their services, including a van shuttle service in the Visitacion Valley neighborhood.

2. Grantee will ensure that service offerings in the four categories of community services are designed to:
  - i. Provide quality services that attain a high satisfaction level from participants.
  - ii. Provide services that meet the needs of individual participants.
  - iii. Provide physical activities that may improve the health of participants.
  - iv. Increase access to information and educational materials that help enable individual consumers to maximize independence while living in the community.
  - v. Provide activities to increase socialization opportunities for individual consumers.
3. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by

March 15<sup>th</sup> each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At minimum, the consumer response rate shall be at least 35% of the annual unduplicated consumers.

5. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer, and adhere to all program standards.
6. Grantee will ensure that units of service provided are tracked and distinguishable.
7. Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed.
8. 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.
9. From January 1 through June 30, 2021, Grantee will provide non-medical day program services through an Adult Day Program currently licensed by the California Department of Social Services/Community Care Licensing. Services will be provided to functionally impaired adults and those with Alzheimer’s disease or other dementia related disorders. Grantee will ensure services are provided by trained, competent staff. Services will include an individual plan of care in a structured comprehensive program that will provide a variety of social, psychological, and related support services. Services offered will typically include socialization and recreational activities, health monitoring, meals and snacks, assistance with ADL (Activities of Daily Living) and supportive counseling. Education on resources and respite are also provided to the participant families and caregivers. Additionally, Grantee will enlist volunteers to help with the provision of services. Due to social distancing guidelines and health orders related to COVID-19, most services are to be conducted virtually or telephonically. Units of service are measured by the number of hours spent to provide adult day program and ADCRC services.
10. Grantee will provide Higher Learning classes at Self-Help for the Elderly Senior Centers. The classes will be open to any older adult or adult with disability interested. A participant will register for a class as a separate activity within the community services program. Course topics are “Healthier Nutrition and Fitness”, “Managing Chronic Health Conditions”, “Healthy Aging”, and “Forever Young Fitness”. The classes are college level classes taught by instructors with advanced degrees and teaching experience in the field of study.

**VII. Service Objectives**

Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A and B below:

<b>Table A- Community Services</b>	01/01/2021-6/30/2021	FY21/22	FY22/23
Unduplicated Consumers (UDC)	1,710	2,138	2,850

Activity Scheduling	3,936	7,380	9,840
Translation Services	1,764	1,890	2,540
Social Services	2,496	3,120	3,120
Enhanced Outreach	788	984	984
One (1) unit of service = one (1) hour of service provision			

<b>Table B- Adult Day Program and ADCRC services</b>	01/01/2021-6/30/2021
Unduplicated Adult Day Program Consumers	12
Unduplicated ADCRC Consumers	13
Adult Day Program Hours	7,160
ADCRC Hours	7,076
Caregiver Support Contacts	6
Education Session	1
Recruit Volunteers	50
Volunteer Hours	500

## VIII. Outcome Objectives

### Community Services

1. Consumers receive the services and/or activities they need from the agency. Target: 80%
2. Consumers who participate in physical activity programming report a positive impact on their health. Target: 80%
3. Consumers who received social services or translation assistance, or participated in an educational program, report the services helped to improve their lives. Target: 80%
4. Consumers report an increase in their socialization opportunities and interaction with others. Target: 80%

Based on an annual satisfaction survey created by DAS OCP and with a sample size of at least 35% of the annual unduplicated consumers.

### Adult Day Program and ADCRC Services

1. Participants enrolled in the Adult Day Program report that the Adult Day Program helped them remain safely in their current living/housing situation. Target: 85%
2. Participants enrolled in the Adult Day Program avoid institutionalization as evidenced by participating in the program for at least 6 months from their date of enrollment. Target: 70%

3. Caregivers who participated in the trainings report they are more aware of Alzheimer's and dementia related resources. Target: 85%
4. Caregivers report feeling less exhausted and isolated by the chronic stress of caregiving, and better able to attend to their own personal needs. Target: 85%

#### Higher Learning

1. Class participants report that the course increased their socialization opportunities and interaction with others. Target: 80%
2. Class participants report an increase in knowledge of the Higher Learning course topic. Target: 80%

Based on a satisfaction survey created by the grantee with input from DAS OCP and with a sample size of at least 75% of the participants enrolled in the class.

### **IX. 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 the DAS OCP approved intake form, into the CA-GetCare database in accordance to DAS OCP policy memorandum.
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 will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
  - Number of unduplicated consumers served
  - Number and type of service units provided
4. Monthly, quarterly, and annual reports must be entered into the Contracts Administration, Reporting, and Billing Online (CARBON) system as required by DAS and Contracts Department staff.
5. Grantee will submit response rates and aggregated data from the annual participant survey to OCP staff by March 15th of each grant year or on a mutually agreed upon date between DAS OCP and the grantee.
6. Grantee shall submit Community Services Block Grant (CSBG) time study to HSA/DAS for the months of February, May, August and November. The time study is due on the 10<sup>th</sup> day following the time study month.
7. 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<sup>st</sup> of each grant year. The grantee must submit the report in the CARBON system.
8. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
9. Grantee shall develop and deliver a bi-annual summary report of SOGI data collected as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are January 10<sup>th</sup> (June-December data) and July 10<sup>th</sup> (January-June data).
10. Grantee will maintain an updated site chart, using the DAS OCP approved form, with

details about the program.

11. Grantee program staff will complete an Elder Abuse Mandated Reporter Training and the California Department of Aging (CDA) Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of these trainings.
12. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable and to take all reasonable efforts to implement HIPAA requirements.
13. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
14. For assistance with reporting and contract requirements, please contact:

Lauren McCasland  
Program Analyst  
DAS OCP  
lauren.mccasland@sfgov.org

and

Tahir Shaikh  
Contract Manager  
HSA OCM  
tahir.shaikh@sfgov.org

## **X. Monitoring Activities**

- A. 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 that program staff have completed the California Department of Aging (CDA) Security Awareness Training; review of 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 director 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.

- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.



**HUMAN SERVICES AGENCY BUDGET SUMMARY  
BY PROGRAM**

Name <b>SELP-HELP FOR THE ELDERLY</b>		Term Jan 2021 - Jun 2023						
(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>								
If modification, Effective Date of Mod. _____ No. of Mod. _____								
<b>Program: Community Services</b>								
Budget Reference Page No.(s) _____								
Program Term	REVISED BUDGET 1/1/21- 6/30/21	REVISED BUDGET FY 2021-2022	Modification	REVISED BUDGET FY 2021- 2022	REVISED BUDGET FY 2022- 2023	Modification	REVISED BUDGET FY 2022- 2023	Total
<b>Expenditures</b>								
Salaries & Benefits	\$436,862	\$590,460	\$72,576	\$663,036	\$590,460	\$33,850	\$624,310	\$1,724,208
Operating Expenses	\$100,277	\$126,423	\$64,920	\$191,343	\$126,423	\$45,000	\$171,423	\$463,043
<b>Subtotal</b>	<b>\$537,139</b>	<b>\$716,883</b>	<b>\$137,496</b>	<b>\$854,379</b>	<b>\$716,883</b>	<b>\$78,850</b>	<b>\$795,733</b>	<b>\$2,187,251</b>
Indirect Percentage (%)	15.00%	15.00%	15.00%			15.00%	15.00%	15.00%
Indirect Cost	\$79,724	\$107,533	\$20,624	\$128,157	\$107,533	\$11,827	\$119,360	\$327,241
Subcontractor/Capital Expenditure	\$57,770	\$40,000		\$40,000				\$97,770
<b>Total Expenditures</b>	<b>\$674,633</b>	<b>\$864,416</b>	<b>\$158,120</b>	<b>\$1,022,536</b>	<b>\$824,416</b>	<b>\$90,677</b>	<b>\$915,093</b>	<b>\$2,612,262</b>
<b>HSA Revenues</b>								
General Fund (88%)	\$593,677	\$675,755	\$158,120	\$899,832	\$727,903	\$90,677	\$805,282	\$2,298,791
Federal Fund (CFDA#93.778) (12%)	\$80,956	\$188,661		\$122,704	\$96,513		\$109,811	\$313,471
<b>Total HSA Revenue</b>	<b>\$674,633</b>	<b>\$864,416</b>	<b>\$158,120</b>	<b>\$1,022,536</b>	<b>\$824,416</b>	<b>\$90,677</b>	<b>\$915,093</b>	<b>\$2,612,262</b>
<b>Other Revenues</b>								
<b>TOTAL DAS AND NON DAS REVENUE</b>	<b>\$674,633</b>	<b>\$864,416</b>	<b>\$158,120</b>	<b>\$1,022,536</b>	<b>\$824,416</b>	<b>\$90,677</b>	<b>\$915,093</b>	<b>\$2,612,262</b>
Full Time Equivalent (FTE)								
Prepared by: Leny Nair								Date: 9/28/2021
HSA-CO Review Signature:	_____							
<b>HSA #1</b>								<b>10/25/2016</b>

Program: Community Services  
(Same as Line 11 on HSA #1)

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**Salaries & Benefits Detail**

Position	Agency Totals		HSA Program		DAS budgeted salary							
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	REVISED BUDGETED SALARIES FY 20/21	Revised Budget fy 21/22	Modification	Revised Budget FY 21/22	Revised Budget FY 22/23	Higher Education	Revised Budget FY 22/23	Total
Director of Nutrition-Alex	\$94,486	1.00	28.57%	0.29	\$13,500	\$27,000		\$27,000	\$27,000		\$27,000	\$67,500
Community Outreach Worker-Thomas	\$44,824	1.00	3.00%	0.03	\$9,695	\$1,430		\$1,430	\$22,412		\$22,412	\$33,537
Community Service Manager-Ronald	\$58,238	1.00	70.00%	0.70	\$28,000	\$41,000		\$41,000	\$56,000		\$56,000	\$125,000
Nutrition Manager-Sing Ying	\$73,487	1.00	16.00%	0.16	\$6,975	\$11,900		\$11,900	\$11,900		\$11,900	\$30,775
Outreach Activity Coordinator-Hoi Yan	\$46,800	1.00	100.00%	1.00	\$22,500	\$46,800		\$46,800	\$45,000		\$45,000	\$114,300
Program Supervisor-Steven	\$47,840	1.00	25.00%	0.25	\$8,561	\$11,960		\$11,960	\$11,960		\$11,960	\$32,481
Admin/Program Coordinator-Hoi Yan/Th	\$47,840	1.00	67.00%	0.67	\$16,400	\$31,948		\$31,948	\$31,096		\$31,096	\$79,444
Center Coord. Supervisor-Shirley	\$49,920	1.00	42.00%	0.42	\$10,904	\$21,200		\$21,200	\$20,592		\$20,592	\$52,696
Center Coord. Supervisor-Ma/Fung	\$49,920	1.00	42.00%	0.42		\$21,200		\$21,200	\$5,000	\$6,200	\$11,200	\$32,400
Program Assistant-Linda	\$39,500	0.75	42.00%	0.32	\$10,172	\$16,693		\$16,693	\$14,813		\$14,813	\$41,678
Program Assistant-Anita	\$43,680	0.75	30.00%	0.23	\$6,630	\$13,260		\$13,260	\$13,260		\$13,260	\$33,150
Program Assistant-Xiaowen	\$39,520	1.00	69.00%	0.69	\$12,167	\$23,482	\$3,878	\$27,360	\$22,630	\$3,878	\$26,508	\$66,035
Program Assistant-Leung	\$41,600	1.00	75.00%	0.75	\$17,957	\$22,464	\$8,736	\$31,200	\$26,464	\$4,736	\$31,200	\$80,357
Center Coord-Huang Caiye	\$39,520	1.00	94.00%	0.94		\$18,678	\$18,678	\$37,356		\$6,146	\$6,146	\$43,502
Center Coord-Jani	\$39,520	1.00	30.00%	0.30	\$5,897	\$11,794		\$11,794	\$11,794		\$11,794	\$29,485
Center Coord-Yanhua	\$39,520	1.00	47.00%	0.47	\$9,360	\$18,720		\$18,720	\$18,720		\$18,720	\$46,800
Center Coord-Yan Ling	\$39,520	1.00	35.50%	0.36	\$9,370	\$14,040		\$14,040	\$14,040		\$14,040	\$37,450
Center Coord-Yun Choi	\$39,520	1.00	42.00%	0.42	\$8,237	\$16,474		\$16,474	\$16,474		\$16,474	\$41,185
Center Coord-Dongfang	\$39,520	1.00	47.00%	0.47	\$9,360	\$18,720		\$18,720	\$18,720		\$18,720	\$46,800
Center Coord-Kiu Ngo	\$39,520	1.00	47.00%	0.47	\$9,360	\$18,720		\$18,720	\$18,720		\$18,720	\$46,800
Center Coord-Lam/KN	\$39,520	1.00	47.00%	0.47			\$18,720	\$18,720	\$4,475	\$4,233	\$8,708	\$27,428
Contracts Manager-Fred	\$58,212	1.00	26.00%	0.26	\$2,756	\$9,820	\$5,460	\$15,280	\$5,512	\$973	\$6,485	\$24,521
Mealsite Worker-Jin Ye	\$35,464	1.00	50.00%	0.50	\$8,840	\$17,680		\$17,680	\$17,680		\$17,680	\$44,200
Center Coord-Ma	\$35,360	0.75	37.50%	0.28	\$6,630	\$13,260		\$13,260	\$13,260		\$13,260	\$33,150
Program Aide	\$35,360	0.75	100.00%	0.75								
Program Aide	\$35,360	0.75	100.00%	0.75								
Program Aide	\$35,360	0.75	50.00%	0.38								
Program Aide	\$35,360	0.75	100.00%	0.75								
Program Aide	\$35,360	0.75	100.00%	0.75								
Program Aide	\$35,360	0.75	50.00%	0.38								
Physical Therapist-Celeste	\$109,200	1.00	30.50%	0.31	\$33,400							\$33,400
Occupational Therapist	\$100,256	1.00	25.00%	0.25	\$25,064							\$25,064
Care Coordinator	\$47,840	1.00	53.00%	0.53	\$25,562							\$25,562
Totals	\$1,592,307	30.75	1721.07%	15.69	\$317,297	\$448,243	\$55,472	\$503,715	\$447,522	\$26,166	\$473,688	\$1,294,700
Fringe Benefits Rate	33%											
Employee Fringe Benefits	\$525,461				\$119,565	\$142,217	\$17,104	\$159,321	\$142,938	\$7,684	\$150,622	\$429,508
<b>Total Salaries and Benefits</b>	<b>\$2,117,768</b>	<b>80427000%</b>	<b>80427000%</b>		<b>\$436,862</b>	<b>\$590,460</b>	<b>\$72,576</b>	<b>\$663,036</b>	<b>\$590,460</b>	<b>\$33,850</b>	<b>\$624,310</b>	<b>\$1,724,208</b>

Program: Community Services  
(Same as Line 11 on HSA #1)

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<b>Operating Expense Detail</b>								
Expenditure Category	1/1/21-6/30/21 OPERATING BUDGET	Rev Op Budget FY			ORIG BUDGET FY 22/23		REVISIED	Total
		FY 21/22	Modification	21-22	Modification	BUDGET FY 2022-		
Rental of Property	\$38,408	\$58,000		\$58,000		\$58,000	\$58,000	\$154,408
Utilities (Elec, Water, Gas, Phone, Garbage)	\$23,300	\$39,000		\$39,000		\$39,000	\$39,000	\$101,300
Office Supplies, Postage	\$2,624	\$1,000	\$2,400	\$3,400		\$1,000	\$2,200	\$8,224
Building Maintenance Supplies and Repair	\$2,500	\$3,000		\$3,000		\$3,000	\$3,000	\$8,500
Printing and Reproduction	\$700	\$2,000	\$1,200	\$3,200		\$2,000	\$2,600	\$6,500
Insurance	\$4,000	\$6,000		\$6,000		\$6,000	\$6,000	\$16,000
Staff Training		\$500		\$500		\$500	\$500	\$1,000
Staff Travel-(Local & Out of Town)	\$330	\$500		\$500		\$500	\$500	\$1,330
Rental of Equipment	\$500	\$349		\$349		\$349	\$349	\$1,198
<b>Consultant</b>								
Professional Fee	\$20,160		\$61,320	\$61,320		\$43,200	\$43,200	\$124,680
Curriculum & Translation Costs								
Tai-chi at Jackie Chan SC								
<b>Other</b>								
Program & Class Supplies	\$550	\$10,000		\$10,000		\$10,000	\$10,000	\$20,550
Vehicle Expenses		\$1,500		\$1,500		\$1,500	\$1,500	\$3,000
Communications	\$3,200	\$3,000		\$3,000		\$3,000	\$3,000	\$9,200
Vehicle Insurance	\$1,775	\$1,274		\$1,274		\$1,274	\$1,274	\$4,323
Recruitment Exp		\$300		\$300		\$300	\$300	\$600
Personal Protective Equipment	\$2,230							
<b>Total Operating Expenses</b>	<b>\$100,277</b>	<b>\$126,423</b>	<b>\$64,920</b>	<b>\$191,343</b>		<b>\$126,423</b>	<b>\$171,423</b>	<b>\$463,043</b>
<b>HSA #3</b>								<b>10/25/2016</b>

Program: Community Services (Same as Line 11 on HSA #1)		Appendix B2, Page 4 Document Date: 9/28/2021		
<b>Subcontractor &amp; Capital Expenditure Detail</b>				
<u>Subcontractor Expenditure</u>	1/1/21 - 6/30/21	FY 21/22	FY 22/23	Total
Subcontractor A				
Total Subcontractor Expenditure				
<u>Equipment (Qty)</u>	1/1/21 - 6/30/21	FY 21/22	FY 22/23	Total
Steam Table	\$3,000			\$3,000
Refrigerator	\$1,500			\$1,500
Countertop Warmer	\$1,200			\$1,200
Tables	\$3,600			\$3,600
Chairs	\$4,500			\$4,500
Stackable Table or Chair Cart	\$5,010			\$5,010
Desktop Computer	\$2,600			\$2,600
Monitors	\$800			\$800
Laptop Computer	\$3,200			\$3,200
iPad	\$12,000			\$12,000
Printer	\$500			\$500
Projector HD	\$2,300			\$2,300
Portable Pull-Up Projection Scree	\$1,360			\$1,360
Sound System	\$4,000			\$4,000
TV	\$1,000			\$1,000
Wireless Microphone	\$1,200			\$1,200
Laptop for Clients	\$10,000			\$10,000
Table Tennis Table		\$2,420		
Ping Pong Paddles		\$450		
Backdrops		\$400		
Floor Decal		\$1,180		
Commercial Grade Vinyl Tablecloth		\$8,000		
TV/AV Cart Cabinet		\$820		

File Cabinet		\$1,560		
One-Time Moving/relocation Cost & Rent		\$10,500		
Storage Shelves		\$2,000		
Utility Cart		\$2,000		
Cambro Insulated Food Pan Carrier		\$2,500		
Commercial Microwave		\$300		
Tablet / Chromebook Charging Cart		\$580		
Commercial Trash Can with Lid and Dolly		\$240		
USB Headset		\$450		
Fan		\$240		
filtered water dispense		\$60		
Dispenser Replacement Water Filters		\$400		
Touch Free Hand Sanitizer Dispenser Stand		\$300		
Portable/reversible white board		\$600		
Wifi Hotspot		\$3,000		
PPE-masks, gloves, gowns, sanitizing wipes		\$2,000		
<b>Total Equipment Cost</b>	\$57,770	\$40,000		\$97,770
<u>Remodeling</u>	1/1/21 - 6/30/21	FY 21/22	FY 22/23	Total
Remodel A				
<b>Total Remodeling Cost</b>				
<b>Total Capital Expenditure</b>	\$57,770	\$40,000		\$97,770
<b>HSA #4</b>				<b>10/25/2016</b>

## Appendix A - Services to be Provided

### SEQUOIA LIVING

#### SAN FRANCISCO SENIOR CENTER – AQUATIC PARK

#### Community Services

**January 1, 2021 to June 30, 2023**

### I. Purpose

The purpose of this grant is to provide community services programming for older adults and adults with disabilities in the City and County of San Francisco through site based Community Centers. The programming will maintain or improve the well-being of older adults and adults with disabilities by providing activities and services designed to support individuals to live independently in their own homes and communities, reduce social isolation, and serve as an access point for other home and community-based services.

### II. Definitions

Adult with a Disability	A person 18 years of age or older living with a disability
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
CARBON	Contracts Administration, Reporting and Billing On Line System
City	City and County of San Francisco, a municipal corporation.
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. Source: California Code of Regulations Title 22, Sec. 7630

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. Source: California Code of Regulations Title 22, Sec. 7119
Grantee	Sequoia Living
Higher Learning classes	College level classes that are taught by instructors with advanced degrees and teaching experience in the field of study. Higher Learning classes were originally part of City College of San Francisco's Older Adults program. Classes are provided at community service centers throughout the City and supplement traditional community services programming.
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.
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 Regulations Title 22, Sec. 7130.
OCP	Office of Community Partnerships
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	Person who is 60 years or older, used interchangeably with “senior”
Senior	Person who is 60 years 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; <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> )
Unit of Service	Defined as one hour of service
Unduplicated Consumer (UDC)	An individual who participates in community services and the grantee reflects consumer participation in CA-GetCare through enrollment.

### III. Target Population

The target population is older adults and adults with disabilities living in the City and County of San Francisco with the greatest economic and social need and with particular attention to the following individuals:

1. Low income
2. Limited or no English speaking proficiency
3. Minority populations
4. Frail
5. LGBTQ+

### IV. Eligibility for Services

- A person who is a resident of San Francisco *and*
- A person who is an older adult or an adult with a disability

### V. Location and Time of Services

The grantee will provide community services programming in the City and County of San Francisco. The details of the sites and operation hours are located in the site chart.

### VI. Description of Services and Program Requirements

1. Grantee will provide community services programming for older adults and adults with disabilities. Community services programming shall consist of activities and services that focus on the physical, social, psychological, economic, educational, recreational, and/or creative needs of older adults and adults with disabilities. Activities and services may be provided in the grantee's Community Center, in the community, via telephone, virtually over the internet, and through other effective means of communication and connection. There are four categories of community services programming:
  - i. Activity Scheduling: Activities may include educational presentations, workshops, trainings, cultural events, food bag programs, social events, exercise



classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes, provides opportunities for connection with other participants, and that help participants maintain or enhance their level of functioning.

- ii. Translation: Translation assistance provided to consumers that cannot speak/read English. Translation may also include the use of American Sign Language, braille, or teleprompting. Services may include translation for an individual, such as translation of forms, letters, applications, or phone calls, and may also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements or presentations.
- iii. Social Services: The provision of one-to-one assistance to individuals that enables them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.
- iv. Enhanced Outreach: While there is an expectation that Community Centers will do outreach within their existing budgets to reach their target populations, some agencies may decide to propose more formal outreach plans or a specific campaign to address access barriers in the community. Examples of this may include working with a community collaborative group, designing and implementing an outreach plan for an underserved area, problem-solving certain barriers to service, i.e., safety issues, transportation needs, etc. Enhanced outreach efforts must receive prior review and approval from DAS OCP before commencing.

Enhanced outreach efforts under this specific grant:

Enhanced outreach will help grow participation and knowledge of the various components of the Community Services program. The strategy consists of four parts: tabling at community centers and libraries alongside the center's Aging and Disability Resource Center staff when it is safe to do so, use of social media platforms and email contact lists to share program information, partnering with other older adult serving agencies to administer programs and services, and engaging with nutrition consumers in the weekends, when their work week programs are closed.

2. Grantee will ensure that service offerings in the four categories of community services are designed to:
  - i. Provide quality services that attain a high satisfaction level from participants.
  - ii. Provide services that meet the needs of individual participants.
  - iii. Provide physical activities that may improve the health of participants.
  - iv. Increase access to information and educational materials that help enable individual consumers to maximize independence while living in the community.
  - v. Provide activities to increase socialization opportunities for individual consumers.
3. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
4. Grantee will administer an annual consumer satisfaction survey using a survey tool

approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15<sup>th</sup> each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At minimum, the consumer response rate shall be at least 35% of the annual unduplicated consumers.

5. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer, and adhere to all program standards.
6. Grantee will ensure that units of service provided are tracked and distinguishable.
7. Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed.
8. 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.
9. Grantee will provide Higher Learning classes at Sequoia Living / Aquatic Park Senior Center. The classes will be open to any older adult or adult with disability interested. A participant will register for a class as a separate activity within the community services program. Course topics are “Women’s Literature”, “Ceramics”, “Painting”, “Mind-Body-Spirit”, “Basic Art”, “Music Appreciation”, and “Tai Chi”. These classes are college level classes taught by instructors with advanced degrees and teaching experience in the field of study.

**VII. Service Objectives**

Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

<b>Table A- Community Services</b>	01/01/2021-6/30/2021	FY21/22	FY22/23
Unduplicated Consumers (UDC)	500	1,000	1,000
Activity Scheduling	2,800	9,600	9,600
Translation Services	360	864	720
Social Services	480	960	960
Enhanced Outreach	360	864	720
One (1) unit of service = one (1) hour of service provision			

**VIII. Outcome Objectives**

Community Services

1. Consumers receive the services and/or activities they need from the agency. Target:

80%

2. Consumers who participate in physical activity programming report a positive impact on their health. Target: 80%
3. Consumers who received social services or translation assistance, or participated in an educational program, report the services helped to improve their lives. Target: 80%
4. Consumers report an increase in their socialization opportunities and interaction with others. Target: 80%

Based on an annual satisfaction survey created by DAS OCP and with a sample size of at least 35% of the annual unduplicated consumers.

#### Higher Learning

1. Class participants report that the course increased their socialization opportunities and interaction with others. Target: 80%
2. Class participants report an increase in knowledge of the Higher Learning course topic. Target: 80%

Based on a satisfaction survey created by the grantee with input from DAS OCP and with a sample size of at least 75% of the participants enrolled in the class.

### **IX. 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 the DAS OCP approved intake form, into the CA-GetCare database in accordance to DAS OCP policy memorandum.
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 will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
  - Number of unduplicated consumers served
  - Number and type of service units provided
4. Monthly, quarterly, and annual reports must be entered into the Contracts Administration, Reporting, and Billing Online (CARBON) system as required by DAS and Contracts Department staff.
5. Grantee will submit response rates and aggregated data from the annual participant survey to OCP staff by March 15th of each grant year or on a mutually agreed upon date between DAS OCP and the grantee.
6. Grantee shall submit Community Services Block Grant (CSBG) time study to HSA/DAS for the months of February, May, August and November. The time study is due on the 10<sup>th</sup> day following the time study month.
7. 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<sup>st</sup> of each grant year. The grantee must submit the report in the CARBON system.
8. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.

9. Grantee shall develop and deliver a bi-annual summary report of SOGI data collected as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are January 10<sup>th</sup> (June-December data) and July 10<sup>th</sup> (January-June data).
10. Grantee will maintain an updated site chart, using the DAS OCP approved form, with details about the program.
11. Grantee program staff will complete an Elder Abuse Mandated Reporter Training and the California Department of Aging (CDA) Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of these trainings.
12. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable and to take all reasonable efforts to implement HIPAA requirements.
13. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
14. For assistance with reporting and contract requirements, please contact:

Paulo Salta  
Program Analyst  
OCP DAS  
Paulo.Salta@sfgov.org

Or

Ella Lee  
Contract Manager  
HAS OCM  
(415) 557-6134  
Ella.Lee@sfgov.org

## **X. Monitoring Activities**

- A. 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 that program staff have completed the California Department of Aging (CDA) Security Awareness Training; review of 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 director 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.

- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

**HUMAN SERVICES AGENCY BUDGET SUMMARY  
BY PROGRAM**

Name Sequoia Living		Term 1/1/21-6/30/23						
(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>								
If modification, Effective Date of Mod. _____ No. of Mod. 3								
<b>Program: Aquatic Park Community Services</b>								
Budget Reference Page No.(s) _____								
Program Term	1/1/21-6/30/21	7/1/21-6/30/22			7/1/22-6/30/23			Total
	Revised	Budget	Modification	Revised	Budget	Modification	Budget	Budget
<b>Expenditures</b>								
Salaries & Benefits	\$143,799	\$277,667	\$24,151	\$301,818	\$260,913	\$39,565	\$300,478	\$746,095
Operating Expenses	\$70,691	\$4,566	\$118,314	\$122,880	\$21,320	\$61,906	\$83,226	\$276,797
<b>Subtotal</b>	\$214,490	\$282,233	\$142,465	\$424,698	\$282,233	\$101,471	\$383,704	\$1,022,892
Indirect Percentage (%)	15.00%	15.00%		15.00%	15.00%		15.00%	11.25%
Indirect Cost	\$32,174	\$42,335	\$21,370	\$63,705	\$42,335	\$15,221	\$57,556	\$153,435
Capital/Sub-Contractor Expenditure	\$16,408		\$20,115	\$20,115		\$5,058	\$5,058	\$41,581
<b>Total DAS Expenditures</b>	\$263,072	\$324,568	\$183,950	\$508,518	\$324,568	\$121,750	\$446,318	\$1,217,908
<b>HSA Revenues</b>								
General Fund	\$135,345	\$285,620		\$285,620	\$285,620		\$285,620	\$706,585
Federal Fund	\$26,938	\$38,948		\$38,948	\$38,948		\$38,948	\$104,834
Higher Learning- "Carryforward"	\$11,350							\$11,350
Higher Learning- Aquatic Park	\$57,144		\$114,287	\$114,287		\$57,144	\$57,144	\$228,575
Higher Learning- JCC	\$5,058		\$10,115	\$10,115		\$5,058	\$5,058	\$20,231
Classes, supplies, equipment and langu	\$17,500		\$35,000	\$35,000		\$35,000	\$35,000	\$87,500
CODB	\$9,737		\$24,548	\$24,548		\$24,548	\$24,548	\$58,833
<b>Total DAS Revenues</b>	\$263,072	\$324,568	\$183,950	\$508,518	\$324,568	\$121,750	\$446,318	\$1,217,908
<b>Other Revenues</b>								
<b>Total DAS and Non-DAS Revenues</b>	\$263,072	\$324,568	\$183,950	\$508,518	\$324,568	\$121,750	\$446,318	\$1,217,908
Full Time Equivalent (FTE)								
Prepared by:								Date: 11/17/20
HSA-CO Review Signature:								
HSA #1								

Program: Aquatic Park Community Services

Appendix B-1, Page 2  
Document Date: October 2021

**Salaries & Benefits Detail**

	1/1/21-6/30/21		Agency Totals			HSA Program			7/1/21-6/30/22			Agency Totals			HSA Program			7/1/22-6/30/23			Total
	Revised	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budget	Modification	Revised	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budget	Modification	Budget	Modification	Budget	Budget			
<b>DAS Salary</b>																					
Service Coordinator 1	\$21,929	\$69,846	0.93	70.00%	0.65	\$41,995	\$3,230	\$45,225	\$69,846	0.93	70.00%	0.65	\$43,859	\$1,366	\$45,225		\$45,225			\$112,379	
Service Coordinator 2	\$1,875	\$75,754	1.00	5.00%	0.05	\$3,788		\$3,788												\$5,663	
Program Supervisor	\$14,659	\$75,712	1.00	30.00%	0.30	\$18,171	\$4,543	\$22,714	\$75,712	1.00	30.00%	0.30	\$13,298	\$9,416	\$22,714		\$22,714			\$60,087	
Program Assisnt	\$12,049	\$53,934	0.93	50.00%	0.46	\$24,944		\$24,944	\$53,934	0.93	50.00%	0.46	\$24,098	\$846	\$24,944		\$24,944			\$61,937	
LWAW program assistant	\$12,049	\$53,934	0.93	50.00%	0.46	\$24,944		\$24,944	\$53,934	0.93	50.00%	0.46	\$24,098	\$846	\$24,944		\$24,944			\$61,937	
Chinese Outreach Worker	\$19,519	\$50,502	1.00	95.00%	0.95	\$40,402	\$7,575	\$47,977	\$50,502	1.00	100.00%	1.00	\$39,038	\$11,464	\$50,502		\$50,502			\$117,998	
Center Director	\$20,257	\$89,128	1.00	48.00%	0.48	\$42,781		\$42,781	\$89,128	1.00	48.00%	0.48	\$40,515	\$2,266	\$42,781		\$42,781			\$105,819	
LWAW data entry	\$4,181	\$42,651	0.88	30.00%	0.26	\$8,654	\$2,542	\$11,196	\$43,680	0.88	30.00%	0.26	\$8,363	\$3,103	\$11,466		\$11,466			\$26,843	
Totals	\$106,518	\$511,461	7.65	378.00%	3.62	\$205,679	\$17,890	\$223,569	\$436,736	6.65	378.00%	3.62	\$193,269	\$29,307	\$222,576		\$222,576			\$552,663	
Fringe Benefits Rate		35.00%				35.00%		35.00%					35.00%								
Employee Fringe Benefits	\$37,281	\$179,011				\$71,988	\$6,261	\$78,249	\$152,858				\$67,644	\$10,258	\$77,902		\$77,902			\$193,432	
<b>Total DAS Salaries and Benefits</b>	<b>\$143,799</b>	<b>\$690,472</b>				<b>\$277,667</b>	<b>\$24,151</b>	<b>\$301,818</b>	<b>\$589,594</b>				<b>\$260,913</b>	<b>\$39,565</b>	<b>\$300,478</b>		<b>\$300,478</b>			<b>\$746,095</b>	

HSA #2

10/25/2016

**Operating Expense Detail**

DAS Operating Expenses	Term	7/1/21-6/30/21			7/1/22-6/30/23			Total	
		Revised	Budget	Modification	Revised	Budget	Modification		
<b>Expenditure Category</b>									
Rental of Property			\$1,500	\$3,921	\$5,421	\$5,000	\$5,000	\$10,421	
Utilities (Elec, Water, Gas, Phone, Garbage)		\$5,300	\$1,500	\$3,500	\$5,000	\$5,000	\$5,000	\$15,300	
Office Supplies, Postage		\$4,051	\$500	\$4,500	\$5,000	\$6,820	\$6,820	\$15,871	
Building Maintenance Supplies and Repair			\$816		\$816			\$816	
Printing and Reproduction		\$1,000	\$250		\$250	(\$2,743)	\$257	\$1,507	
Insurance									
Staff Training		\$500				\$1,000	\$1,000	\$1,500	
Staff Travel-(Local & Out of Town)		\$250				\$500	\$500	\$750	
Rental of Equipment									
<b>Consultant</b>									
Web Design & Implementation		\$2,400						\$2,400	
<b>Higher Learning</b>									
Utilities		\$1,828		\$6,738	\$6,738	\$3,369	\$3,369	\$11,935	
Office Supplies, Postage		\$1,000		\$2,500	\$2,500	\$1,250	\$1,250	\$4,750	
Rental of Property		\$1,682		\$6,000	\$6,000	\$3,000	\$3,000	\$10,682	
Program Supplies		\$2,500		\$5,000	\$5,000	\$2,500	\$2,500		
LWAW Through Movement		\$3,060		\$6,210	\$6,210	\$3,105	\$3,105	\$12,375	
Woman's Literature		\$6,000		\$9,270	\$9,270	\$4,635	\$4,635	\$19,905	
Joy Through Movement		\$4,750		\$10,150	\$10,150	\$5,075	\$5,075	\$19,975	
Lola's Act Club		\$3,060		\$7,410	\$7,410	\$3,705	\$3,705	\$14,175	
Music Appreciation		\$5,200		\$10,568	\$10,568	\$5,284	\$5,284	\$21,052	
Creative Writing		\$3,060		\$5,414	\$5,414	\$2,707	\$2,707	\$11,181	
Painting and Drawing		\$4,800		\$10,270	\$10,270	\$5,135	\$5,135	\$20,205	
Acting & Self-Expression		\$4,080		\$8,770	\$8,770	\$4,385	\$4,385	\$17,235	
Chair Ballet Exercise		\$2,550		\$4,690	\$4,690	\$2,345	\$2,345	\$9,585	
ESL		\$3,060		\$6,390	\$6,390	\$3,195	\$3,195	\$12,645	
Teacher 2 (TBD)		\$3,060						\$3,060	
Teacher 3 (TBD)									
<b>Other</b>									
Fall Prevention Classes and Events		\$7,500						\$7,500	
Translation Services				\$2,013	\$2,013			\$2,013	
Program Supplies				\$5,000	\$5,000			\$5,000	
Classes (Music, Art, etc.)						\$14,959	\$14,959	\$14,959	
<b>Total DAS Operating Expenses</b>		<b>\$70,691</b>	<b>\$4,566</b>	<b>\$118,314</b>	<b>\$122,880</b>	<b>\$21,320</b>	<b>\$61,906</b>	<b>\$83,226</b>	<b>\$276,797</b>
<b>HSA #3</b>									<b>10/25/2016</b>



**Sub-contractor and Capital Expenditure Detail**

	1/1/21-6/30/21	7/1/21-6/30/22			7/1/22-6/30/23			Total
	Revised	Budget	Modification	Revised	Budget	Modification	Budget	Budget
<b>Subcontractor</b>								
Higher Learning JCC	\$5,058		\$10,115	\$10,115		\$5,058	\$5,058	\$20,231
Tablet and Connectivity	\$11,350							\$11,350
<b>Total Sub-Contractor Expenditure</b>	\$16,408		\$10,115	\$10,115		\$5,058	\$5,058	\$31,581
<b>Equipment (Qty)</b>								
Equipment (Monitor)			\$5,000	\$5,000				\$5,000
Furniture			\$4,500	\$4,500				\$4,500
Air filters			\$500	\$500				\$500
<b>Total Equipment Cost</b>			\$10,000	\$10,000				\$10,000
<b>Remodeling</b>								
<b>Total Remodeling Cost</b>								
<b>Total DAS Capital Expenditure</b>	\$16,408		\$20,115	\$20,115		\$5,058	\$5,058	\$41,581
HSA #4								10/25/2016

**Appendix A-1 - Services to be Provided**  
**North and South of Market Adult Day Health**  
**DBA SteppingStone**  
**Community Services Program Pilot**  
**January 1, 2021 – June 30, 2022**  
**Modification: October 6, 2021**

**I. Purpose**

The purpose of this grant is to provide community services programming for LGBTQ+ older adults and LBGTQ+ adults with disabilities enrolled in an adult day health care (ADHC) located in the City and County of San Francisco. The programming will maintain or improve the well-being of LGBTQ+ ADHC participants by providing activities and services designed to support LGBTQ+ participants, reduce barriers for engagement, and promote LBGTQ+ affirmation.

**II. Definitions**

Adult with a Disability	A person 18 years of age or older living with a disability
ADHC	Adult Day Health Care is a licensed community-based day health program that provides services to older adults and adults with chronic medical, cognitive, or mental health conditions and/or disabilities that are at risk of needing institutional care.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
CARBON	Contracts Administration, Reporting and Billing On Line System
City	City and County of San Francisco, a municipal corporation.
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. Source: California Code of Regulations Title 22, Sec. 7630
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. Source: California Code of Regulations Title 22, Sec. 7119
Grantee	North and South of Market Adult Day Health DBA SteppingStone

Higher Learning classes	College level classes that are taught by instructors with advanced degrees and teaching experience in the field of study. Higher Learning classes were originally part of City College of San Francisco's Older Adults program. Classes are provided at community service centers throughout the City and supplement traditional community services programming.
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 as 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.
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.
Mission Creek Day Health	Adult Day Health Care center operated by SteppingStone.
OCP	Office of Community Partnerships
OCM	Office of Contract Management, Human Services Agency
Older Adult	A person who is 60 years of age or older; used interchangeably with "senior"
Senior	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; <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> ).
Unit of Service	Defined as one hour of service
Unduplicated Consumer (UDC)	An individual who participates in the community services program and the grantee reflects consumer participation in CA-GetCare through enrollment.

### III. Target Population

The target population is older adults and adults with disabilities enrolled in an ADHC located in the City and County of San Francisco who identify as LGBTQ+ with the greatest economic and social need and with particular attention to the following individuals:

1. Low income
2. Limited or no English speaking proficiency
3. Minority populations
4. Frail

### IV. Eligibility for Services

To participate in the community services program, an individual must meet all of the following criteria:

1. A person who is a resident of San Francisco.
2. A person enrolled in SteppingStone's Mission Creek Day Health location.
3. A person who is an older adult or an adult with a disability.

### V. Location and Time of Services

The grantee will provide community services programming at Mission Creek Day Health located in the City and County of San Francisco. The details of the sites and operation hours are located in the site chart.

### VI. Description of Services and Program Requirements

1. Grantee will provide community services programming for LGBTQ+ older adults and adults with disabilities enrolled in Mission Creek Day Health located in the City and County of San Francisco. The provision of programming will be within the ADHC setting and culturally attuned to attract LGBTQ+ individuals to participate. Community services programming shall consist of activities and services that focus on the physical, social, psychological, economic, educational, recreational, and/or creative needs of older adults and adults with disabilities. There are four categories of community service programming.
  - i. Activity Scheduling: Activities may include educational presentations, workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes, provides opportunities for connection with other participants, and that help participants maintain or enhance their level of functioning.
  - ii. Translation: Translation assistance provided to consumers that cannot speak/read English. Translation may also include the use of American Sign Language, braille, or teleprompting. Services may include translation for an individual, such as translation of forms, letters, applications, or phone calls, and may also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements or presentations.

- iii. Social Services: The provision of one-to-one assistance to individuals that enables them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.
  - iv. Enhanced Outreach: Formal outreach efforts and/or the provision of enhanced services to engage the target population. Examples of this may include working with a community collaborative group, designing and implementing an outreach plan for an underserved area, problem solving certain barriers to service, i.e., safety issues, transportation needs, etc.
2. Grantee will ensure that service offerings in the four categories of community services are designed to:
    - i. Provide quality services that attain a high satisfaction level from participants.
    - ii. Provide services that meet the needs of individual participants.
    - iii. Provide physical activities that may improve the health of participants.
    - iv. Increase access to information and educational materials that help enable individual consumers to maximize independence while living in the community.
    - v. Provide activities to increase socialization opportunities for individual consumers.
  3. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
  4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15th each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At minimum, the consumer response rate shall be at least 35% of the annual unduplicated consumers.
  5. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer, and adhere to all the program standards. Grantee will have at least one (1.0) full time equivalent (FTE) of which at least 0.75 FTE will be a single employee whose work time and job description is dedicated to coordinating and delivering community services programming for LGBTQ+ older adults and LGBTQ+ adults with disabilities at the ADHC.
  6. Grantee will develop and maintain LGBTQ+ cultural competency training for staff. Grantee will create an annual training plan. The plan may include subcontract performance agreements and/or memorandum of understandings.
  7. Grantee will develop and maintain an enhanced outreach plan. The plan may include subcontract performance agreements and/or memorandum of understandings.
  8. Grantee will ensure that units of service provided are tracked and distinguishable.
  9. Grantee shall continue to follow guidance or instructions from health care providers, the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments relating to COVID-19. 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.
  10. Grantee will provide Higher Learning classes at SteppingStone ADHC sites. The classes will be open to any older adult or adult with disability interested. A participant will register for a class as a separate activity within the community services program. The course topic is “Body Dynamics”. The classes are college level classes taught by instructors with advanced degrees and teaching experience in the field of study.

## VII. Service Objectives

Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A - Service Objective Summary	FY 20/21	FY 21/22
Unduplicated Consumer (UDC)	18	18
Activity Scheduling	100	100
Translation Services	15	15
Social Services	525	525
Enhanced Outreach	75	75
One (1) unit of service = One (1) hour of service provision		

## VIII. Outcome Objectives

### Community Services

1. Consumers rate the quality of programming and services they received as excellent or good. Target: 85%
2. Consumers feel a greater sense of connection to their community. Target: 85%
3. Consumers feel safe and welcomed by program staff. Target: 85%.

Based on an annual satisfaction survey created by the grantee with input from DAS and with sample size of at least 35% of the unduplicated consumers enrolled in the program.

### Higher Learning

1. Class participants report that the course increased their socialization opportunities and interaction with others. Target: 80%
2. Class participants report an increase in knowledge of the Higher Learning course topic. Target: 80%

Based on a satisfaction survey created by the grantee with input from DAS OCP and with sample size of at least 75% of the participants enrolled in the class.

## IX. 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 the DAS OCP approved intake form, into the CA-GetCare database in accordance to DAS OCP policy memorandum.
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 will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
  - Number of unduplicated consumers served
  - Number and type of service units provided

4. Monthly, quarterly, and annual reports must be entered into the Contracts Administration, Reporting, and Billing Online (CARBON) system as required by DAS and Contracts Department staff.
5. Grantee will submit response rates and aggregated data from the annual participant survey to OCP staff by March 15th of each grant year or on a mutually agreed upon date between DAS OCP and the grantee.
6. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31st of each grant year. The grantee must submit the report in the CARBON system.
7. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
8. Grantee shall develop and deliver a bi-annual summary report of SOGI data collected as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are January 10th (June-December data) and July 10th (January-June data).
9. Grantee will maintain an updated site chart, using the DAS OCP approved form, with details about the program.
10. Grantee program staff will complete an Elder Abuse Mandated Reporter Training and the California Department of Aging (CDA) Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of these trainings.
11. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable and to take all reasonable efforts to implement HIPAA requirements.
12. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
13. For assistance with reporting and contract requirements, please contact:

Lauren McCasland  
Program Analyst  
DAS OCP  
Lauren.Mccasland@sfgov.org

And

Annyse Acevedo  
Senior Contract Manager  
HSA OCM  
Annyse.Acevedo@sfgov.org

## **X. Monitoring Activities**

1. Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; consumer eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how consumer records are collected and maintained; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, 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 DAS OCP funded programs, written project income policies if applicable, grievance procedure

posted in the center/office, 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.



	A	B	C	D	E	F
1	Appendix B-1, Page 1					
2						
3	<b>HUMAN SERVICES AGENCY BUDGET SUMMARY</b>					
4	<b>BY PROGRAM</b>					
5	Name		Term			
6	North & South of Market Adult Day Health (DBA SteppingS		1/1/21-6/30/22			
7	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>					
8	If modification, Effective Date of Mod. July 1, 2021 No. of Mod. 1					
9	<b>Program:</b>					
10	Budget Reference Page No.(s)		<b>Current</b>	<b>Modification</b>	<b>Revised</b>	1/1/21-6/30/22
11	Program Term		1/1/21-6/30/21	7/1/21-6/30/22	7/1/21-6/30/22	Total
12	<b>Expenditures</b>					
13	Salaries & Benefits	\$44,081	\$89,328	\$36,500	\$125,828	\$169,909
14	Operating Expenses	\$20,636	\$8,565	\$40,057	\$48,622	\$69,258
15	<b>Subtotal</b>	<b>\$64,717</b>	<b>\$97,893</b>	<b>\$76,557</b>	<b>\$174,450</b>	<b>\$239,167</b>
16	Indirect Percentage (%)	15%	15%	15%	15%	
17	Indirect Cost (Line 16 X Line 15)	\$14,055	\$14,684	\$11,484	\$26,168	\$40,223
18	Subcontractor/Capital Expenditures	\$28,980	\$57,960	(\$37,960)	\$20,000	\$48,980
19	Total Expenditures	\$107,752	\$170,537	\$50,081	\$220,618	\$328,370
20	<b>HSA Revenues</b>					
21	General Fund	\$107,752	\$170,537	\$50,081	\$220,618	\$328,370
22						
23						
24						
25						
26						
27						
28						
29	<b>TOTAL HSA REVENUES</b>	<b>\$107,752</b>	<b>\$170,537</b>	<b>\$50,081</b>	<b>\$220,618</b>	<b>\$328,370</b>
30	<b>Other Revenues</b>					
31						
32						
33						
34						
35						
36	Total Revenues	\$107,752	\$170,537	\$50,081	\$220,618	\$328,370
37	Full Time Equivalent (FTE)					
39	Prepared by:		Telephone No.:			
40	HSA-CO Review Signature: _____					
41	HSA #1					12/2/2020

	A	B	C	D	E	F	G	H	I	J
1	Appendix B-1, Page 2									
2										
3	North & South of Market Adult Day Health (DBA SteppingStone)									
4	Program:									
5										
6										
7	<b>Salaries &amp; Benefits Detail</b>									
8										
9										
10										
11						1/1/21-6/30/21	Current 7/1/21-6/30/22	Modification 7/1/21-6/30/22	Revised 7/1/21-6/30/22	1/1/21-6/30/22
		Agency Totals		HSA Program		DAS	DAS	DAS	DAS	TOTAL
		Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
12	POSITION TITLE									
13	Project Manager	\$63,710	1.00	80%	0.80	\$24,269	\$48,539	\$2,429	\$50,968	\$75,237
14	Project Manager	\$0			-	\$2,294				\$2,294
15	Nurse Navigator	\$101,234	0.20	90%	0.18	\$7,713	\$19,282	(\$1,060)	\$18,222	\$25,935
16	Program Director	\$102,606	1.00	3%	0.03	\$2,458	\$6,619	(\$3,541)	\$3,078	\$5,536
17	Project Mgr Supervision & Support	\$80,309	0.62	10%	0.06			\$4,979	\$4,979	\$4,979
18	Activity Coordinator	\$48,173	0.85	28%	0.24			\$11,682	\$11,682	\$11,682
19	Outreach Coordinator	\$63,710	1.00	25%	0.25			\$15,928	\$15,928	\$15,928
20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30	TOTALS	\$459,742	4.67	236%	1.56	\$36,734	\$74,440	\$30,417	\$104,857	\$141,591
31										
32	FRINGE BENEFIT RATE	20%								
33	EMPLOYEE FRINGE BENEFITS					\$7,347	\$14,888	\$6,083	\$20,971	\$28,318
34										
35										
36	TOTAL SALARIES & BENEFITS	\$459,742				\$44,081	\$89,328	\$36,500	\$125,828	\$169,909
37	HSA #2									12/2/2020

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Appendix B-1, Page 3													
2														
3	<b>North &amp; South of Market Adult Day Health (DBA SteppingStone)</b>													
4	<b>Program:</b>													
5														
6														
7	<b>Operating Expense Detail</b>													
8														
9														
10														
11														
12	<u>Expenditure Category</u>		<u>TERM</u>	<u>1/1/21-6/30/21</u>	<u>Current</u>	<u>7/1/21-6/30/22</u>	<u>Modification</u>	<u>7/1/21-6/30/22</u>	<u>Revised</u>	<u>7/1/21-6/30/22</u>	<u>TOTAL</u>	<u>1/1/21-6/30/22</u>		
13	Rental of Property													
14	Utilities(Elec, Water, Gas, Phone, Garbage)													
15	Office Supplies, Postage			\$130	\$2,400		(\$1,800)		\$600		\$730			
16	Building Maintenance Supplies and Repair													
17	Printing and Reproduction													
18	Insurance													
19	Staff Training													
20	Staff Travel-(Local & Out of Town)													
21	Rental of Equipment													
22														
23	<b>CONSULTANTS</b>													
24														
25														
26														
27	<b>OTHER</b>													
28	Marketing & Promotion			\$956	\$6,165		(\$3,108)		\$3,057		\$4,013			
29	Higher Learning			\$19,550			\$44,965		\$44,965		\$64,515			
30														
31	<b>TOTAL OPERATING EXPENSE</b>			<b>\$20,636</b>	<b>\$8,565</b>		<b>\$40,057</b>		<b>\$48,622</b>		<b>\$69,258</b>			
32														
33	<b>HSA #3</b>													<b>12/2/2020</b>

	A	B	C	D	E	F	G
1							Appendix B-1, Page 4
2							
3		<b>North &amp; South of Market Adult Day Health (DBA SteppingStone)</b>					
4		<b>Program:</b>					
5							
6							
7							
8		<b>Subcontractor/Capital Expenditures</b>					
9			Current	Modification	Revised		
10		<b>SUBCONTRACTORS</b>	1/1/21-6/30/21	7/1/21-6/30/22	7/1/21-6/30/22	7/1/21-6/30/22	1/1/21-6/30/22
11		Openhouse	\$28,980	\$57,960	(\$57,960)	\$0	\$28,980
12		Subcontractor - TBD			\$20,000	\$20,000	\$20,000
13							
14							
15							
16		<b>TOTAL SUBCONTRACTOR COST</b>	<b>\$28,980</b>	<b>\$57,960</b>	<b>(\$37,960)</b>	<b>\$20,000</b>	<b>\$48,980</b>
17							
18							
19		<b>EQUIPMENT</b>	1/1/21-6/30/21	7/1/21-6/30/22	7/1/21-6/30/22	7/1/21-6/30/22	1/1/21-6/30/22
20		Units					
21		ITEM/DESCRIPTION					
22							
23							
24							
25		<b>TOTAL EQUIPMENT COST</b>					
26							
27		<b>OTHER</b>	1/1/21-6/30/21	7/1/21-6/30/22	7/1/21-6/30/22	7/1/21-6/30/22	1/1/21-6/30/22
28		Description:					
29							
30							
31							
32		<b>TOTAL REMODELING COST</b>					
33							
34		<b>TOTAL SUBCONTRACTOR/CAPITAL EXPENDITURE</b>	<b>\$28,980</b>	<b>\$57,960</b>	<b>(\$37,960)</b>	<b>\$20,000</b>	<b>\$86,940</b>
35							
36		<b>HSA #4</b>					12/2/2020

**Appendix A-2 - Services to be Provided  
YMCA SAN FRANCISCO – RICHMOND**

**Community Services**

**January 1, 2021 to June 30, 2023**

**I. Purpose**

The purpose of this grant is to provide community services programming for older adults and adults with disabilities in the City and County of San Francisco through site based Community Centers. The programming will maintain or improve the well-being of older adults and adults with disabilities by providing activities and services designed to support individuals to live independently in their own homes and communities, reduce social isolation, and serve as an access point for other home and community-based services.

**II. Definitions**

Adult with a Disability	A person 18 years of age or older living with a disability
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
CARBON	Contracts Administration, Reporting and Billing On Line System
City	City and County of San Francisco, a municipal corporation.
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. Source: California Code of Regulations Title 22, Sec. 7630

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. Source: California Code of Regulations Title 22, Sec. 7119
Grantee	YMCA San Francisco
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.
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 Regulations Title 22, Sec. 7130.
OCP	Office of Community Partnerships
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	Person who is 60 years or older, used interchangeably with “senior”
Senior	Person who is 60 years 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; <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> )
Unit of Service	Defined as one hour of service
Unduplicated Consumer (UDC)	An individual who participates in community services and the grantee reflects consumer participation in CA-GetCare through enrollment.

### III. Target Population

The target population is older adults and adults with disabilities living in the City and County of San Francisco with the greatest economic and social need and with particular attention to the following individuals:

1. Low income
2. Limited or no English speaking proficiency
3. Minority populations
4. Frail
5. LGBTQ+

### IV. Eligibility for Services

- A person who is a resident of San Francisco *and*
- A person who is an older adult or an adult with a disability

### V. Location and Time of Services

The grantee will provide community services programming in the City and County of San Francisco. The details of the sites and operation hours are located in the site chart.

### VI. Description of Services and Program Requirements

1. Grantee will provide community services programming for older adults and adults with disabilities. Community services programming shall consist of activities and services that focus on the physical, social, psychological, economic, educational, recreational, and/or creative needs of older adults and adults with disabilities. Activities and services may be provided in the grantee's Community Center, in the community, via telephone, virtually over the internet, and through other effective means of communication and connection. There are four categories of community services programming:
  - i. Activity Scheduling: Activities may include educational presentations, workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for

education or wellness purposes, provides opportunities for connection with other participants, and that help participants maintain or enhance their level of functioning.

- ii. Translation: Translation assistance provided to consumers that cannot speak/read English. Translation may also include the use of American Sign Language, braille, or teleprompting. Services may include translation for an individual, such as translation of forms, letters, applications, or phone calls, and may also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements or presentations.
- iii. Social Services: The provision of one-to-one assistance to individuals that enables them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.
- iv. Enhanced Outreach: While there is an expectation that Community Centers will do outreach within their existing budgets to reach their target populations, some agencies may decide to propose more formal outreach plans or a specific campaign to address access barriers in the community. Examples of this may include working with a community collaborative group, designing and implementing an outreach plan for an underserved area, problem-solving certain barriers to service, i.e., safety issues, transportation needs, etc. Enhanced outreach efforts must receive prior review and approval from DAS OCP before commencing.

Enhanced outreach efforts will not be provided under this specific grant.

- 2. Grantee will ensure that service offerings in the four categories of community services are designed to:
  - i. Provide quality services that attain a high satisfaction level from participants.
  - ii. Provide services that meet the needs of individual participants.
  - iii. Provide physical activities that may improve the health of participants.
  - iv. Increase access to information and educational materials that help enable individual consumers to maximize independence while living in the community.
  - v. Provide activities to increase socialization opportunities for individual consumers.
- 3. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
- 4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15<sup>th</sup> each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At minimum, the consumer response rate shall be at least 35% of the annual unduplicated consumers.
- 5. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer, and adhere to all program standards.
- 6. Grantee will ensure that units of service provided are tracked and distinguishable.
- 7. Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed.



8. 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

Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

<b>Table A- Community Services</b>	01/01/2021- 6/30/2021	FY21/22	FY22/23
Unduplicated Consumers (UDC)	50	100	100
Activity Scheduling	240	572	480
Translation Services	0	0	0
Social Services	38	75	75
Enhanced Outreach	0	0	0
One (1) unit of service = one (1) hour of service provision			

## VIII. Outcome Objectives

### Community Services

1. Consumers receive the services and/or activities they need from the agency. Target: 80%
2. Consumers who participate in physical activity programming report a positive impact on their health. Target: 80%
3. Consumers who received social services or translation assistance, or participated in an educational program, report the services helped to improve their lives. Target: 80%
4. Consumers report an increase in their socialization opportunities and interaction with others. Target: 80%

Based on an annual satisfaction survey created by DAS OCP and with a sample size of at least 35% of the annual unduplicated consumers.

## IX. 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 the DAS OCP approved intake form, into the CA-GetCare database in accordance to DAS OCP policy memorandum.
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 will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
  - Number of unduplicated consumers served
  - Number and type of service units provided
4. Monthly, quarterly, and annual reports must be entered into the Contracts Administration, Reporting, and Billing Online (CARBON) system as required by DAS and Contracts Department staff.
5. Grantee will submit response rates and aggregated data from the annual participant survey to OCP staff by March 15th of each grant year or on a mutually agreed upon date between DAS OCP and the grantee.
6. Grantee shall submit Community Services Block Grant (CSBG) time study to HSA/DAS for the months of February, May, August and November. The time study is due on the 10<sup>th</sup> day following the time study month.
7. 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<sup>st</sup> of each grant year. The grantee must submit the report in the CARBON system.
8. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
9. Grantee shall develop and deliver a bi-annual summary report of SOGI data collected as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are January 10<sup>th</sup> (June-December data) and July 10<sup>th</sup> (January-June data).
10. Grantee will maintain an updated site chart, using the DAS OCP approved form, with details about the program.
11. Grantee program staff will complete an Elder Abuse Mandated Reporter Training and the California Department of Aging (CDA) Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of these trainings.
12. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable and to take all reasonable efforts to implement HIPAA requirements.
13. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
14. For assistance with reporting and contract requirements, please contact:

Paulo Salta  
Program Analyst  
P.O. Box 7988  
San Francisco, CA 94120  
(415) 355-3551  
Paulo.Salta@sfgov.org

Or

Patrick Garcia  
Contract Manager  
Human Services Agency  
PO Box 7988  
San Francisco, CA 94120  
(415) 557-5597  
Patrick.Gracia@sfgov.org

## **X. Monitoring Activities**

- A. 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 that program staff have completed the California Department of Aging (CDA) Security Awareness Training; review of 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 director 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.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs,

and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

**HUMAN SERVICES AGENCY BUDGET SUMMARY  
BY PROGRAM**

Name		Term						
YMCA		Jan 2021 - Jun 2023						
(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>								
If modification, Effective Date of Mod. 7/1/21 No. of Mod. 2								
Program: Community Services, Richmond								
Budget Reference Page No.(s)								
Program Term	1/1/21 - 6/30/21	7/1/21 - 6/30/22	(MODIFICATION) 7/1/21 - 6/30/22	(REVISED) 7/1/21 - 6/30/22	7/1/22 - 6/30/23	(MODIFICATION) 7/1/22 - 6/30/23	(REVISED) 7/1/22 - 6/30/23	(TOTAL) 1/1/21-6/30/23
<b>Expenditures</b>								
Salaries & Benefits	\$69,485	\$69,444	\$3,601	\$73,045	\$65,456	\$4,602	\$70,058	\$212,588
Operating Expenses	\$12,328	\$1,959	\$43,557	\$45,516	\$4,433	(\$347)	\$4,086	\$61,930
<b>Subtotal</b>	<b>\$81,813</b>	<b>\$71,403</b>	<b>\$47,158</b>	<b>\$118,561</b>	<b>\$69,889</b>	<b>\$4,255</b>	<b>\$74,144</b>	<b>\$274,518</b>
Indirect Percentage (%)	13%	13%		14%	13%		13%	13%
Indirect Cost	\$10,636	\$9,282	\$7,058	\$16,340	\$9,085	\$554	\$9,639	\$36,615
Subcontractor/Capital Expenditure								
<b>Total Expenditures</b>	<b>\$92,449</b>	<b>\$80,685</b>	<b>\$54,216</b>	<b>\$134,901</b>	<b>\$78,974</b>	<b>\$4,809</b>	<b>\$83,783</b>	<b>\$311,133</b>
<b>HSA Revenues</b>								
General Fund	\$35,143	\$70,287		\$70,287	\$70,287		\$70,287	\$175,717
Federal Funds (CDFA 93.778)	\$4,344	\$8,687		\$8,687	\$8,687		\$8,687	\$21,718
Senior programming (OTO) (20/21) (21/22)	\$50,000		\$50,000	\$50,000				\$100,000
CODB	\$2,369		\$4,216	\$4,216		\$4,809	\$4,809	\$11,394
MCO	\$593	\$1,711		\$1,711				\$2,304
<b>Total HSA Revenue</b>	<b>\$92,449</b>	<b>\$80,685</b>	<b>\$54,216</b>	<b>\$134,901</b>	<b>\$78,974</b>	<b>\$4,809</b>	<b>\$83,783</b>	<b>\$311,133</b>
<b>Other Revenues</b>								
<b>TOTAL DAS AND NON DAS REVENUE</b>	<b>\$92,449</b>	<b>\$80,685</b>	<b>\$54,216</b>	<b>\$134,901</b>	<b>\$78,974</b>	<b>\$4,809</b>	<b>\$83,783</b>	<b>\$311,133</b>
Full Time Equivalent (FTE)								
Prepared by:								
HSA-CO Review Signature: _____								
HSA #1								

Program: Community Services, Richmond  
 (Same as Line 11 on HSA #1)

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**Salaries & Benefits Detail**

Position	Agency Totals				HSA Program				DAS budgeted salary				Agency Totals				HSA Program				DAS budgeted salary								
	Annual Full Time Salary for FTE		Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	1/1/21 - 6/30/21		Position	Annual Full Time Salary for FTE		Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	7/1/21 - 6/30/22		7/1/21 - 6/30/22		7/1/21 - 6/30/22		7/1/21 - 6/30/22		7/1/22 - 6/30/23		7/1/22 - 6/30/23		7/1/22 - 6/30/23		1/1/21-6/30/23	
	Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	1/1/21 - 6/30/21	1/1/21 - 6/30/21	7/1/21 - 6/30/22		7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	
Senior Director of Engagement	\$85,812	1.00	25%	0.25	\$16,090		Senior Director of Engagement	\$90,106	1.00	10%	0.10	\$21,453		7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22
AOA Lead Staff	\$43,056	1.00	50%	0.50	\$12,140		Coordinator	\$54,080	1.00	67%	0.67	\$21,859		7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	
Chair Yoga Instructor	\$37,198	0.50	24%	0.12	\$1,950		Exercise Instructors	\$72,530	0.20	15%	0.03	\$7,211		7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22
AOA Strength Instructor	\$63,710	1.00	5%	0.05	\$687		District Director	\$97,178	1.00	6%	0.06			7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22
AOA Strength Instructor	\$85,156	0.50	4%	0.02	\$819									7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22
Executive Director	\$128,000	1.00	15%	0.15	\$15,353									7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22
Senior Director of Healthy Living	\$85,000	1.00	20%	0.20	\$7,083									7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22
BAVC Group Exercise Instructor	\$65,641	0.50	1%	0.01	\$245									7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22
BAVC Group Exercise Instructor	\$58,162	0.50	2%	0.01	\$260									7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22
BAVC Group Exercise Instructor	\$70,560	0.50	5%	0.03	\$963		Totals	\$313,894	3.20	98%	0.86	\$50,523		7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22
BAVC Group Exercise Instructor	\$63,710	0.50	6%	0.03	\$896									7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22
Totals	\$786,006	8.00	157%	1.35	\$56,485		Fringe Benefits Rate					37%		7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22
							Employee Fringe Benefits	\$94,482				\$18,921		7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22
Fringe Benefits Rate			30%		23%									7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22
Employee Fringe Benefits	\$236,588				\$13,000		Total Salaries and Benefits	\$408,376				\$69,444		7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22
Total Salaries and Benefits	\$1,022,594				\$69,485									7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22

Program: Community Services, Richmond  
(Same as Line 11 on HSA #1)

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Expenditure Category	Operating Expense Detail							
	1/1/21 - 6/30/21	7/1/21 - 6/30/22	(MODIFICATION) 7/1/21 - 6/30/22	(REVISED) 7/1/21 - 6/30/22	7/1/22 - 6/30/23	(MODIFICATION) 7/1/22 - 6/30/23	(REVISED) 7/1/22 - 6/30/23	(TOTAL) 1/1/21-6/30/23
Rental of Property								
Utilities (Elec, Water, Gas, Phone, Garbage)			\$250	\$250				\$250
Office Supplies, Postage								
Building Maintenance Supplies and Repair								
Printing and Reproduction								
Insurance			\$807	\$807				\$807
Staff Training								
Staff Travel-(Local & Out of Town)	\$260							\$260
Rental of Equipment								
<u>Consultant</u>								
<u>Other</u>								
Food Delivery Vehicle Maintenance	\$334				\$1,001	(\$347)	\$654	\$988
Program Supplies	\$7,834	\$1,959	\$10,000	\$11,959	\$1,432		\$1,432	\$21,225
Food & Beverage			\$2,500	\$2,500	\$2,000		\$2,000	\$4,500
BAVC Transportation								
CTN Program	\$3,900							\$3,900
Senior Exploration			\$7,500	\$7,500				\$7,500
PPE Equipment			\$2,500	\$2,500				\$2,500
Safety Seminar			\$10,000	\$10,000				\$10,000
Senior Safety Equipment			\$5,000	\$5,000				\$5,000
Exercise Equipment			\$5,000	\$5,000				\$5,000
<b>Total Operating Expenses</b>	\$12,328	\$1,959	\$43,557	\$45,516	\$4,433	(\$347)	\$4,086	\$61,930
<b>HSA #3</b>								<b>#REF!</b>

**Appendix A-1 - Services to be Provided**  
**YMCA SAN FRANCISCO – STONESTOWN**

**Community Services**

**January 1, 2021 to June 30, 2023**

**I. Purpose**

The purpose of this grant is to provide community services programming for older adults and adults with disabilities in the City and County of San Francisco through site based Community Centers. The programming will maintain or improve the well-being of older adults and adults with disabilities by providing activities and services designed to support individuals to live independently in their own homes and communities, reduce social isolation, and serve as an access point for other home and community-based services.

**II. Definitions**

Adult with a Disability	A person 18 years of age or older living with a disability
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
CARBON	Contracts Administration, Reporting and Billing On Line System
City	City and County of San Francisco, a municipal corporation.
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. Source: California Code of Regulations Title 22, Sec. 7630



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. Source: California Code of Regulations Title 22, Sec. 7119
Grantee	YMCA San Francisco
Higher Learning classes	College level classes that are taught by instructors with advanced degrees and teaching experience in the field of study. Higher Learning classes were originally part of City College of San Francisco's Older Adults program. Classes are provided at community service centers throughout the City and supplement traditional community services programming.
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.
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 Regulations Title 22, Sec. 7130.
OCP	Office of Community Partnerships
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	Person who is 60 years or older, used interchangeably with “senior”

Senior	Person who is 60 years 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; <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> )
Unit of Service	Defined as one hour of service
Unduplicated Consumer (UDC)	An individual who participates in community services and the grantee reflects consumer participation in CA-GetCare through enrollment.

### III. Target Population

The target population is older adults and adults with disabilities living in the City and County of San Francisco with the greatest economic and social need and with particular attention to the following individuals:

1. Low income
2. Limited or no English speaking proficiency
3. Minority populations
4. Frail
5. LGBTQ+

### IV. Eligibility for Services

- A person who is a resident of San Francisco *and*
- A person who is an older adult or an adult with a disability

### V. Location and Time of Services

The grantee will provide community services programming in the City and County of San Francisco. The details of the sites and operation hours are located in the site chart.

### VI. Description of Services and Program Requirements

1. Grantee will provide community services programming for older adults and adults with disabilities. Community services programming shall consist of activities and services that focus on the physical, social, psychological, economic, educational, recreational, and/or creative needs of older adults and adults with disabilities. Activities and services may be provided in the grantee’s Community Center, in the community, via telephone,

virtually over the internet, and through other effective means of communication and connection. There are four categories of community services programming:

- i. Activity Scheduling: Activities may include educational presentations, workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes, provides opportunities for connection with other participants, and that help participants maintain or enhance their level of functioning.
- ii. Translation: Translation assistance provided to consumers that cannot speak/read English. Translation may also include the use of American Sign Language, braille, or teleprompting. Services may include translation for an individual, such as translation of forms, letters, applications, or phone calls, and may also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements or presentations.
- iii. Social Services: The provision of one-to-one assistance to individuals that enables them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.
- iv. Enhanced Outreach: While there is an expectation that Community Centers will do outreach within their existing budgets to reach their target populations, some agencies may decide to propose more formal outreach plans or a specific campaign to address access barriers in the community. Examples of this may include working with a community collaborative group, designing and implementing an outreach plan for an underserved area, problem-solving certain barriers to service, i.e., safety issues, transportation needs, etc. Enhanced outreach efforts must receive prior review and approval from DAS OCP before commencing.

Enhanced outreach efforts under this specific grant:

The Stonestown Family Active Adult (Senior) Program will conduct flier distribution, tabling at local events, and facilitate word of mouth recommendations by current participating clients. YMCA staff will ensure that flier communications are dropped off at local agencies and locations where older adults congregate (libraries, banks, other community centers, etc.). Staff will attend local farmer's markets which provides a great opportunity to outreach to new older adults who may need our services. Other tools such as Stonestown Family YMCA's website, social media (e.g. Facebook, Instagram, and Twitter) and email are also utilized to reach older adults who have access to these platforms.

2. Grantee will ensure that service offerings in the four categories of community services are designed to:
  - i. Provide quality services that attain a high satisfaction level from participants.

- ii. Provide services that meet the needs of individual participants.
  - iii. Provide physical activities that may improve the health of participants.
  - iv. Increase access to information and educational materials that help enable individual consumers to maximize independence while living in the community.
  - v. Provide activities to increase socialization opportunities for individual consumers.
3. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
  4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15<sup>th</sup> each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At minimum, the consumer response rate shall be at least 35% of the annual unduplicated consumers.
  5. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer, and adhere to all program standards.
  6. Grantee will ensure that units of service provided are tracked and distinguishable.
  7. Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed.
  8. 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.
  9. Grantee will provide Higher Learning classes at Stonestown YMCA. The classes will be open to any older adult or adult with disability interested. A participant will register for a class as a separate activity within the community services program. Course topics are “Mind-Body-Health”, “Principles of Balance”, “Quilting”, “Communications”, and “Lip Reading”. The classes are college level classes taught by instructors with advanced degrees and teaching experience in the field of study.

**VII. Service Objectives**

Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

<b>Table A- Community Services</b>	01/01/2021-6/30/2021	FY21/22	FY22/23
Unduplicated Consumers (UDC)	1,000	2,000	2,000
Activity Scheduling	1,500	3,032	3,000
Translation Services	60	120	120
Social Services	500	1,000	1,000

Enhanced Outreach	50	100	100
One (1) unit of service = one (1) hour of service provision			

## VIII. Outcome Objectives

### Community Services

1. Consumers receive the services and/or activities they need from the agency. Target: 80%
2. Consumers who participate in physical activity programming report a positive impact on their health. Target: 80%
3. Consumers who received social services or translation assistance, or participated in an educational program, report the services helped to improve their lives. Target: 80%
4. Consumers report an increase in their socialization opportunities and interaction with others. Target: 80%

Based on an annual satisfaction survey created by DAS OCP and with a sample size of at least 35% of the annual unduplicated consumers.

### Higher Learning

1. Class participants report that the course increased their socialization opportunities and interaction with others. Target: 80%
2. Class participants report an increase in knowledge of the Higher Learning course topic. Target: 80%

Based on a satisfaction survey created by the grantee with input from DAS OCP and with a sample size of at least 75% of the participants enrolled in the class.

## IX. 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 the DAS OCP approved intake form, into the CA-GetCare database in accordance to DAS OCP policy memorandum.
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 will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
  - Number of unduplicated consumers served
  - Number and type of service units provided
4. Monthly, quarterly, and annual reports must be entered into the Contracts Administration, Reporting, and Billing Online (CARBON) system as required by DAS and Contracts Department staff.

5. Grantee will submit response rates and aggregated data from the annual participant survey to OCP staff by March 15th of each grant year or on a mutually agreed upon date between DAS OCP and the grantee.
6. Grantee shall submit Community Services Block Grant (CSBG) time study to HSA/DAS for the months of February, May, August and November. The time study is due on the 10<sup>th</sup> day following the time study month.
7. 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<sup>st</sup> of each grant year. The grantee must submit the report in the CARBON system.
8. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
9. Grantee shall develop and deliver a bi-annual summary report of SOGI data collected as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are January 10<sup>th</sup> (June-December data) and July 10<sup>th</sup> (January-June data).
10. Grantee will maintain an updated site chart, using the DAS OCP approved form, with details about the program.
11. Grantee program staff will complete an Elder Abuse Mandated Reporter Training and the California Department of Aging (CDA) Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of these trainings.
12. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable and to take all reasonable efforts to implement HIPAA requirements.
13. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
14. For assistance with reporting and contract requirements, please contact:

Paulo Salta  
Program Analyst  
P.O. Box 7988  
San Francisco, CA 94120  
(415) 355-3551  
[Paulo.Salta@sfgov.org](mailto:Paulo.Salta@sfgov.org)

Or

Patrick Garcia  
Contract Manager  
Human Services Agency  
PO Box 7988  
San Francisco, CA 94120  
(415) 557-5597  
[Patrick.Gracia@sfgov.org](mailto:Patrick.Gracia@sfgov.org)

**X. Monitoring Activities**

- A. 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 that program staff have completed the California Department of Aging (CDA) Security Awareness Training; review of 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 director 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.
  
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance

monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.



**HUMAN SERVICES AGENCY BUDGET SUMMARY  
BY PROGRAM**

Name <b>YMCA</b>		Term Jan 2021 - Jun 2023						
(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>		If modification, Effective Date of Mod. 7/1/21 No. of Mod. 1						
<b>Program: Community Services, Stonestown Family</b>								
Budget Reference Page No.(s)								
Program Term	1/1/21 - 6/30/21	7/1/21 - 6/30/22	(MODIFICATION) 7/1/21 - 6/30/22	(REVISED) 7/1/21 - 6/30/22	7/1/22 - 6/30/23	(MODIFICATION) 7/1/22 - 6/30/23	(REVISED) 7/1/22 - 6/30/23	(TOTAL) 1/1/21 - 6/30/23
<b>Expenditures</b>								
Salaries & Benefits	\$97,074	\$185,502	\$11,299	\$196,801	\$185,502	\$11,299	\$196,801	\$490,676
Operating Expenses	\$37,762	\$13,668	\$53,221	\$66,889	\$13,668	\$22,866	\$36,534	\$141,185
<b>Subtotal</b>	<b>\$134,836</b>	<b>\$199,170</b>	<b>\$64,520</b>	<b>\$263,690</b>	<b>\$199,170</b>	<b>\$34,165</b>	<b>\$233,335</b>	<b>\$631,861</b>
Indirect Percentage (%)	15%	15%		15%	15%		15%	15%
Indirect Cost	\$20,224	\$29,873	\$9,682	\$39,555	\$29,873	\$4,870	\$34,743	\$94,522
Subcontractor/Capital Expenditure								
<b>Total Expenditures</b>	<b>\$155,060</b>	<b>\$229,043</b>	<b>\$74,202</b>	<b>\$303,245</b>	<b>\$229,043</b>	<b>\$39,035</b>	<b>\$268,078</b>	<b>\$726,383</b>
<b>HSA Revenues</b>								
General Fund	\$101,925	\$203,848		\$203,848	\$203,848		\$203,848	\$509,621
Federal Funds (CDFA 93.778)	\$12,597	\$25,195		\$25,195	\$25,195		\$25,195	\$62,987
Higher Learning (HL)	\$23,667		\$47,334	\$47,334		\$23,667	\$23,667	\$94,668
CODB	\$6,871		\$15,368	\$15,368		\$15,368	\$15,368	\$37,607
Emergency & Safety (ES) OTO (21/22)			\$11,500	\$11,500				\$11,500
Taiko Program OTO (20/21)	\$10,000							\$10,000
<b>Total HSA Revenue</b>	<b>\$155,060</b>	<b>\$229,043</b>	<b>\$74,202</b>	<b>\$303,245</b>	<b>\$229,043</b>	<b>\$39,035</b>	<b>\$268,078</b>	<b>\$726,383</b>
<b>Other Revenues</b>								
<b>TOTAL DAS AND NON DAS REVENUE</b>	<b>\$155,060</b>	<b>\$229,043</b>	<b>\$74,202</b>	<b>\$303,245</b>	<b>\$229,043</b>	<b>\$39,035</b>	<b>\$268,078</b>	<b>\$726,383</b>
Full Time Equivalent (FTE)								
Prepared by:								
HSA-CO Review Signature:								
HSA #1								

Program: Community Services, Stonestown Family  
(Same as Line 11 on HSA #1)

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Document Date: October 2021

**Salaries & Benefits Detail**

Position	Agency Totals		HSA Program		DAS salary		Agency Totals		HSA Program		DAS salary		Agency Totals		HSA Program		DAS salary		(MODIFICATION)		(REVISED)		(TOTAL)				
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	1/1/21 - 6/30/21	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	7/1/21 - 6/30/22	DAS salary	DAS salary	DAS salary	7/1/21 - 6/30/22	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	7/1/22 - 6/30/23	DAS salary	DAS salary	DAS salary	7/1/22 - 6/30/23	1/1/21 - 6/30/23			
District Director	\$85,424	1.00	75%	0.75	\$21,356	\$97,177	1.00	50%	0.50	\$64,068				\$48,589	\$97,177	1.00	50%	0.50	\$64,068					\$48,589	\$118,534		
Program Coordinator	\$66,196	1.00	55%	0.55	\$17,739	\$30,800	1.00	100%	1.00	\$36,280				(\$15,479)	\$30,800	1.00	100%	1.00	\$36,280					(\$15,479)	\$30,800	\$79,339	
Analyst	\$43,680	1.00	100%	1.00	\$17,027	\$45,864	1.00	88%	0.88	\$39,240				\$1,120	\$40,360	1.00	88%	0.88	\$39,240					\$1,120	\$40,360	\$97,747	
Group Exercise Instructors	\$97,760	1.00	7%	0.07	\$7,433	\$75,296	1.00	29%	0.29	\$13,060				\$8,776	\$21,836	1.00	29%	0.29	\$13,060					\$8,776	\$21,836	\$51,105	
Program Supervisor	\$132,167	1.00	35%	0.35	\$14,233	\$132,167	1.00	4%	0.04					\$5,572	\$132,167	1.00	4%	0.04						\$5,572	\$5,572	\$25,377	
Totals	\$425,217	5.00	271.50%	2.72	\$77,788	\$381,304	5.00	271.22%	2.71	\$152,648				(\$5,491)	\$147,157	5.00	271.22%	2.71	\$152,648					(\$5,491)	\$147,157	\$372,102	
Fringe Benefits Rate	21%				21%	34%				22%					34%					22%							
Employee Fringe Benefits	\$89,296				\$19,286	\$128,634				\$32,854				\$16,790	\$49,644					\$32,854					\$16,790	\$49,644	\$118,574
<b>Total Salaries and Benefits</b>	<b>\$514,513</b>				<b>\$97,074</b>	<b>\$509,938</b>				<b>\$185,502</b>				<b>\$11,299</b>	<b>\$196,801</b>				<b>\$509,938</b>					<b>\$185,502</b>	<b>\$11,299</b>	<b>\$196,801</b>	<b>\$490,676</b>

HSA #2

Program: Community Services, Stonestown Family  
(Same as Line 11 on HSA #1)

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Expenditure Category	Operating Expense Detail							
	1/1/21 - 6/30/21	7/1/21 - 6/30/22	(MODIFICATION) 7/1/21 - 6/30/22	(REVISED) 7/1/21 - 6/30/22	7/1/22 - 6/30/23	(MODIFICATION) 7/1/22 - 6/30/23	(REVISED) 7/1/22 - 6/30/23	(TOTAL) 1/1/21 - 6/30/23
Rental of Property								
Utilities (Elec, Water, Gas, Phone, Garbage)	\$2,295	\$2,432	(\$1,432)	\$1,000	\$2,432	(\$1,432)	\$1,000	\$4,295
Building Maintenance Supplies and Repair								
Printing and Reproduction								
Insurance			\$2,291	\$2,291		\$2,291	\$2,291	\$4,582
Staff Training								
Staff Travel-(Local & Out of Town)								
Transportation (Bus Rental)								
<b>Consultant</b>								
Higher Education Learning	\$20,580							\$20,580
HL-Janet Gee (Principles of Balance)			\$13,720	\$13,720		\$6,860	\$6,860	\$20,580
HL-Jeanne-Marie Hughes (Mind Body Health)			\$13,720	\$13,720		\$6,860	\$6,860	\$20,580
HL-Caroline Lieberman (Textile Arts)			\$13,720	\$13,720		\$6,860	\$6,860	\$20,580
<b>Other</b>								
(ES) - PPE Supplies			\$ 1,275	\$ 1,275				\$1,275
(ES) - Safety Supplies			\$ 2,500	\$ 2,500				\$2,500
(ES) - Safety Seminars			\$ 6,000	\$ 6,000				\$6,000
Program Subscriptions		\$48		\$48	\$48		\$48	\$96
Program Supplies	\$5,944	\$11,100	(\$2,413)	\$8,687	\$11,100	(\$2,413)	\$8,687	\$23,318
Food and Beverage		\$88	\$3,840	\$3,928	\$88	\$3,840	\$3,928	\$7,856
Taiko Drumming	\$8,696							\$8,696
Equipment	\$147							\$147
Program Entrance Fee	\$100							\$100
<b>Total Operating Expenses</b>	<b>\$37,762</b>	<b>\$13,668</b>	<b>\$53,221</b>	<b>\$66,889</b>	<b>\$13,668</b>	<b>\$22,866</b>	<b>\$36,534</b>	<b>\$141,185</b>

HSA #3