



Edwin M. Lee, Mayor

Department of Human Services  
Department of Aging and Adult Services

Trent Rhorer, Executive Director

MEMORANDUM

TO: AGING and ADULT SERVICES COMMISSION

THROUGH: SHIREEN MCSPADDEN, EXECUTIVE DIRECTOR

FROM: MELISSA MCGEE, INTERIM DEPUTY DIRECTOR  
JOHN TSUTAKAWA, DIRECTOR OF CONTRACTS *JS*

DATE: AUGUST 3, 2016

SUBJECT: NEW GRANT: **BAYVIEW HUNTERS POINT MULTIPURPOSE SENIOR SERVICES** (NON-PROFIT) AND **CONARD HOUSE** (NON-PROFIT) TO PROVIDE MONEY MANAGEMENT SERVICES FOR SENIORS AND YOUNGER ADULTS WITH DISABILITIES

GRANT TERM: 7/1/16- 6/30/19

TOTAL AMOUNT:	<u>New</u>	<u>Contingency</u>	<u>Total</u>		
	\$332,127	\$33,213	\$365,340		

  

ANNUAL AMOUNT:	<u>FY16/17</u>	<u>FY17/18</u>	<u>FY18/19</u>		
	\$110,709	\$110,709	\$110,709		

  

Funding Source	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:	\$332,127			\$33,213	\$365,340
PERCENTAGE:	100%				100%

The Department of Aging & Adult Services (DAAS) requests authorization to enter into new grants with Bayview Hunters Point Multipurpose Senior Services and Conard House for the time period beginning July 1, 2016 ending on June 30, 2019, in the combined amount of \$332,127 plus a 10% contingency of \$33,213 for a total not to exceed amount of \$365,340. The specific breakdown of funding per grantee is summarized in the following table. The purpose of the grant is to provide money management services for seniors and younger adults with disabilities.

AGENCY	7/1/2016 - 6/30/2017	7/1/2017- 6/30/2018	7/1/2018 - 6/30/2019	10% CONTINGENCY	TOTAL NOT TO EXCEED
Bayview Hunters Point Multipurpose Senior Services	\$55,000	\$55,000	\$55,000	\$16,500	\$181,500
Conard House	\$55,709	\$55,709	\$55,709	\$16,713	\$183,840
<b>TOTAL</b>	\$110,709	\$110,709	\$110,709	\$33,213	\$365,340

**Background**

The Human Services Agency conducted a needs assessment in FY 2006-2007 to gather input from consumers, service providers and other stakeholders to determine the essential services that are required to help seniors and younger disabled adults to age in place and to prevent early institutionalization. One of the funding priorities that emerged from this process was the need for Money Management Services. These services protect against financial abuse by helping clients manage their income.

**Services to be Provided**

Bayview Hunters Point Multipurpose Senior Services (BHPMSS) provides for the coordination of a money management program based on the AARP money management model. Services include one-on-one intake and assessment of clients, financial reporting, budgeting and liaising with government funders (i.e. Social Security, Medi-Cal, Veterans Affairs, pension benefits) on behalf of clients. The Program Coordinator acts as a Bill Payer or Representative Payee and determines clients’ financial status and their needs to ensure bills are paid and funds distributed to either the client or caregiver for their personal needs. The Senior Connections hub, site of the Money Management program, has support staff that acts as backup assistance when the Program Coordinator is not in the office.

Conard House provides assistance to consumers in the daily management of their income and assets. Services may include, but are not be limited to, payment of rent and utilities, purchase of food and other necessities, and payment of insurance premiums, deductibles and co-payments. Conard House ensures that Social Security paperwork is submitted in a timely manner (including regular contact with the Social Security office staff and submitting paperwork in person to the Social Security office); maintains regular contact with other service providers, makes referrals to community resources as needed, has regular contact with public/private landlords to ensure payments of rent and utilities, and actively engages with clients, public assistance offices, landlords, and other providers.

**Location and Time of Services**

The services for Bayview Hunters Point will be provided at 5600 A – 3<sup>rd</sup> St., San Francisco, CA 94124, during the hours of 9 a.m. to 5 p.m. Monday to Friday. The services for Conard House will be provided at 259 Hyde St. (Community Services North facility), San Francisco, CA 94102 during the hours of 10 a.m. to 4 p.m. Monday to Friday. Additional citywide applicable sites for Money Management are listed in each agency’s individual Site Chart - Appendix F.

**Selection**

Grantees were selected through Request for Proposals 685, which was competitively bid in April 2016.

**Funding**

Funding for these services will be provided through County General Funds.

**ATTACHMENTS**

Appendix A - Services to be Provided - Bayview Hunters Point Multipurpose Senior Services

Appendix B - Program Budget - Bayview Hunters Point Multipurpose Senior Services

Appendix F - Site Chart - Bayview Hunters Point Multipurpose Senior Services

Appendix A - Services to be Provided - Conard House

Appendix B - Program Budget - Conard House

Appendix F - Site Chart - Conard House

## APPENDIX A – SERVICES TO BE PROVIDED BY GRANTEE

Effective July 1, 2016 to June 30, 2019

### Money Management

#### I. Purpose

The purpose of this grant is to maintain or improve the well-being of seniors and adults with disabilities through the provision of Money Management Services so that participants can remain in their homes and avoid institutionalization.

#### II. Definitions

City	City and County of San Francisco, a municipal corporation.
Controller	Controller of the City and County of San Francisco or designated agent.
DAAS	Department of Aging and Adult Services
OOA	Office on the Aging
Disability	A condition attributable to mental or physical impairment, or a combination of mental and physical impairments including hearing and visual impairments, that results 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, self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.
HSA	Human Services Agency, also SFHSA
Money Management:	Money Management consists of assistance to consumers in the management of income and assets. This may include but is not limited to payment of rent and utilities, purchase of food and other necessities, and payment of insurance premiums, deductibles and co-payments.
OCM	Office of Contract Management, San Francisco Human Services Agency
Program Income	Revenue generated by the Contractor or subcontractor from contract-supported activities. Program income is: <ul style="list-style-type: none"> <li>a) Voluntary contributions received from a participant or responsible party as a result of services.</li> <li>b) Income from usage or rental fees of real or personal property acquired with grant funds or funds provided under this Agreement.</li> <li>c) Royalties received on patents and copyrights from contract-supported activities.</li> </ul>

	<p>d) Proceeds from sale of items fabricated under a contract agreement.</p> <p>Program income is to be used to increase the service level or facilitate access to service.</p>
Senior	Individual 60 years of age or older

### III. Target Population

1) Individuals 60 years of age or older. According to the federal mandates of the Older Americans Act, services must target clients who are members of one or more of the following target groups that have been identified as demonstrating the greatest economic and social need. In particular:

- Low-income
- Non or limited –English speaking
- Minority
- Frail
- Lesbian/Gay/Bisexual/Transgender

2) Individuals aged 18 and over that are living with disabilities

### IV. Eligibility for Money Management

- 1) A resident of San Francisco;
- 2) An individual aged 18 and over with a disability or 60 years of age or older; and
- 3) Has a need for money management services.

### V. Location and Time of Services

The services for Bayview Hunters Point will be provided at 1250 LaSalle Ave, and 5600 A – 3<sup>rd</sup> St., San Francisco, CA 94124, during the hours of 8 a.m. to 5 p.m. Monday to Friday.

### VI. Description of Services

A. Assessment of individuals to determine the need and/or extent for money management.

- **Intake** - Intake begins with an intake form completed with the referral source to document the client’s information and reason for visit/referral.
- **Enrollment** - Enrollment of the client into the program includes explanation of the range of services available.
- **Assessment** -The money manager begins assisting the client by completing an assessment of the individual’s financial situation and needs. The assessment will also include the collection of demographic information, such as age, ethnicity, current address, health insurance, etc. Then, an overview of the money

management services is reviewed with the client as well as a review of the client's financial obligations. Based on that assessment, the client and the case manager decide what the client's financial needs are and make a plan to meet those needs.

**B.** Provision of money management services directly to consumers including the issuing of checks required by consumers. The money management process includes at a minimum the following:

- **Money Management Plan** - This plan may include linking the individuals with a representative payee, disbursement of client funds, budgeting, and money management education.
- **Client Termination** – Money management clients are subject to termination under the following circumstances: services have been completed, client's needs exceed the case money management provider's capacity; client no longer desires services; client moved out of area; client died; and other reasons.
- **Client Caseload** - The Grantee shall ensure that one full time equivalent money manager should target handling a monthly caseload of 50, with the flexibility of 20% plus or minus this number. This is relevant to clients that are served relatively long-term.

## **VII. Objectives**

Respondents should state in measurable, quantifiable terms the service and outcome objectives they will achieve in providing these services. The major purpose of objectives is to measure quantity, quality, and impact of services. In measuring these areas, a balance should be created between the value of the information and the time/effort required to collect the information. The objectives stated in the proposal may be incorporated as part of the program's evaluation plan. The objectives should be specified in the proposals to match the services to be provided.

## **VIII. Service Objectives**

As part of the proposal, the respondent will be required to develop specific service objectives that measure the quantity and other aspects of services. The objectives should state the target quantities and match the program services as proposed.

1. Grantee will provide money management service to **80** unduplicated consumers annually.
2. Grantee will provide **1,700** hours of money management services to registered consumers.
3. At least sixty five percent (65%) of consumers enrolled in the Money Management program will respond to the annual consumer satisfaction survey.
4. At least eighty five percent (85%) of consumers responding to the annual consumer satisfaction survey will be satisfied with the services provided.
5. At least eighty five percent (85%) of consumers surveyed will have found the money management services to have been beneficial to them.

6. Provide assistance to 100% of consumers to maintain financial resources or receive appropriate aid based on their level of need for money management services.

## **IX. Outcome Objectives**

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

1. Households served by the program will receive one or more mainstream resource (including, but not limited to, income benefits, food stamps, Healthy San Francisco, City College, medical care, IHSS, energy assistance, etc.) at 12 months in the program or upon program exit, whichever occurs first.
2. Persons residing in permanent housing will maintain that housing over a 12-month period unless moving into other beneficial permanent housing.

## **X. Reporting Requirements**

- A. Grantee will enter into CA GetCare the consumer data including the Intake Form by the 5<sup>th</sup> working day of the month for the preceding month's services.
- B. Grantee will enter into CA-GetCare all the units of service in the Service Recording Tool and data for client-level service reporting by the 5th working day of the month for the preceding month.
- C. Monthly reports must be entered into the Contracts Administration, Billing and Reporting Online (CARBON) system for each unit of service delivered during the reporting period for each service listed in Section VIII of the Service Objectives. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31 each grant year. This report must be submitted to the CARBON system.
- D. Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules. For specific compliance requirements, please refer to Appendices F & G to the Grant Agreement.
- E. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training on an annual basis; Grantee will maintain evidence of staff completion of this training.
- F. Grantee will provide an annual consumer satisfaction survey report to OOA by March 15 each grant year.
- G. Grantee shall develop and deliver ad hoc reports as requested by HSA.
- H. Grantee will develop and maintain with OOA's approval, an updated Site Chart (using OOA's format) with details about the program.
- I. For assistance with reporting requirements or submission of reports, please contact:

Monte Cimino, Program Analyst (Worker #4403)  
DAAS, Office on Aging  
P.O. Box 7988  
San Francisco, CA 94120  
[monte.cimino@sfgov.org](mailto:monte.cimino@sfgov.org)

Elena Baranoff, Senior Contract Manager (Worker #GB24)  
Human Services Agency  
PO Box 7988  
San Francisco, CA 94120  
[elena.baranoff@sfgov.org](mailto:elena.baranoff@sfgov.org)

### **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; program operation, which includes a review of a written policies and procedures manual of all OOA funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of director list and whether services are provided appropriately according to Sections VIII and IX.
- 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, and HIPAA compliance.



	A	B	C	D	E
1					Appendix B, Page 1
2					Document Date: 7/12/16
3	<b>HUMAN SERVICES AGENCY CONTRACT BUDGET SUMMARY</b>				
4	<b>BY PROGRAM</b>				
5	Contractor's Name			Contract Term:	
6	Bayview Hunters Point Multipurpose Senior Services Inc.			7/1/16 - 6/30/19	
7	(Check One) <input checked="" type="checkbox"/> New      Renewal      Modification _____				
8	If modification, Effective Date of Mod.		No. of Mod.		
9	Program: <b>Money Management</b>				
10	Budget Reference Page No.(s)				Total
11	Program Term	7/1/16-6/30/17	7/1/17-6/30/18	7/1/18-6/30/19	7/1/16-6/30/19
12	<b>Expenditures</b>				
13	Salaries & Benefits	\$55,000	\$55,000	\$55,000	\$165,000
14	Operating Expense	\$0	\$0	\$0	\$0
15	Capital Expenditure	\$0	\$0	\$0	\$0
16	<b>Subtotal</b>	\$55,000	\$55,000	\$55,000	\$165,000
17	Indirect Percentage (%)				
18	Indirect Cost (Line 16 X Line 17)				
19	Total Expenditures - OOA	\$55,000	\$55,000	\$55,000	\$165,000
20	<b>HSA Revenues</b>				
21					
22	General Fund	\$55,000	\$55,000	\$55,000	\$165,000
23					
24					
25					
26					
27					
28					
29					
30					
31	TOTAL HSA REVENUES	\$55,000	\$55,000	\$55,000	\$165,000
32	<b>Other Revenues</b>				
33					
34					
35					
36					
37					
38	Total Revenues				
39					
41	Prepared by: Justin Cheung		Telephone No.: (415) 826-4774		Date: 7/12/16
42	HSA-CO Review Signature: _____				
43	HSA #1				7/12/2016



**SITE CHART F**

AGENCY: BAYVIEW SENIOR SERVICES HSA/DAAS/OFFICE ON THE AGING

CONTRACT MAILING ADDRESS: 1753 Carroll Avenue, San Francisco, CA 94124

DIRECTOR: Felisia Thibodeaux

PHONE NO.: 415.822-1444 x1111

SITES: (includes congregate nutrition, community/social services, home-delivered meal, food distribution, etc.)	Main Office	Other Site applicable to this program:	Other Site applicable to this program:	Other Site applicable to this program:
<b>Name of Site</b>	Bayview Senior Connections	Dr. George W. Davis Senior Center	Rosa Parks Senior Center	Western Addition Senior Center
<b>Address and Zip</b>	5600-A Third Street, 94124	1753 Carroll Avenue 94124	1111 Buchanan Street 94115	1390 1/2 Turk Street 94115
<b>Phone Number</b>	415.647.5353	415.822.1444	415.292.3474	415.921.7805
<b>Fax Number</b>	415.647.5904	415.822-5827	415.762.2989	415.931-1993
<b>Neighborhood Person in Charge Site Manager</b>	Bayview Felisia Thibodeaux Christie Folau	Bayview Felisia Thibodeaux Susie Tyner	Western Addition Felisia Thibodeaux Dornesha Landers	Western Addition Felisia Thibodeaux Robin Bill
<b>Programs Offered</b>	Case Management Money Management Housing Advocacy Translation Services ADRC	Meal Service Community Service Case Management Housing Advocacy Translation Services ADRC	Meal Service Community Service Case Management Housing Advocacy Translation Services ADRC	Meal Service Community Service Case Management Housing Advocacy Translation Services ADRC
<b>Days Open</b>	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun
<b>Hours Open</b>	9am – 5pm	9am – 5pm	9am – 5pm	9am – 5pm
<b>Hours of scheduled programming</b>	9am – 5pm	9am – 5pm	9am – 5pm	9am – 5pm
<b>Hours of meal service</b>	n/a	12 pm – 1:30pm	12 pm – 1:30pm	12 pm – 1:30pm
<b>Annual number of meals at site</b>				
<b>Annual # nutrition education units</b>				
<b>Average number of meals per day</b>	n/a	75	60	150
<b>Total number of service days in FY</b>	260	300	260	360
<b>Days closed</b>	Sat & Sun, Fed Holiday	Sunday, Fed Holiday	Sat & Sun, Fed Holiday	5th Saturday
<b>Handicapped Accessible</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

## APPENDIX A - SERVICES TO BE PROVIDED BY GRANTEE

Effective July 1, 2016 to June 30, 2019

### Money Management

#### I. Purpose

The purpose of this grant is to maintain or improve the well being of seniors and adults with disabilities through the provision of Money Management Services so that participants can remain in their homes and avoid institutionalization.

#### II. Definitions

Adult with Disability	Person 18 years of age or older living with a disability
City	City and County of San Francisco, a municipal corporation
Controller	Controller of the City and County of San Francisco or designated agent
DAAS	Department of Aging and Adult Services
Disability	A condition attributable to mental or physical impairment, or a combination of mental and physical impairments including hearing and visual impairments, that results 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.
Grantee	Conard House, Inc.
HSA	Human Services Agency, also SFHSA
Money Management	Money Management consists of assistance to consumers in the management of income and assets. This may include, but not limited to, payment of rent and utilities, purchase of food and other necessities, and payment of insurance premiums, deductibles and co-payments
OCM	Office of Contract Management, San Francisco Human Services Agency
OOA	Office on the Aging
Senior	Person who is 60 years or older

**III. Target Population**

Individuals 60 years of age or older, and individuals between 18 and 59 years of age that are living with disabilities. According to the federal mandates of the Older Americans Act, services must target clients who are members of one or more of the following target groups that have been identified as demonstrating the greatest economic and social need. In particular:

- Low-income
- Non or limited –English speaking
- Minority
- Frail
- Lesbian/Gay/Bisexual/Transgender

**IV. Eligibility for Money Management Services**

- A resident of San Francisco
- An individual 60 years of age or older
- A younger adult living with a disability

**V. Location and Time of Services**

The services for Conard House will be provided at 259 Hyde St. (Community Services North facility), San Francisco, CA 94102 during the hours of 10 a.m. to 4 p.m. Monday to Friday.

**VI. Description of Services**

- Assessment of individuals to determine the need and/or extent for money management
- Provision of money management services directly to consumers including the issuing of checks required by consumers

**VII. Grantee Responsibilities/Units of Service and Definitions**

**Program Name: Money Management Services**

**No. of Unduplicated Consumers 30**

Money Management consists of assistance to consumers in the management of income and assets. The may include, but not be limited to, payment of rent and utilities, purchase of food and other necessities, and payment of insurance premiums, deductibles and co-payments.

UNIT: Consumer Contacts **5,850 UNITS**

**VIII. Service Objectives**

- Provide quality services that attain a high satisfaction level from participants.
- Provide services that meet the needs of individuals.
- Assist consumers to maintain stable housing.

**IX. Outcome Objectives**

- At least 85% of participants indicate excellent or good in rating the quality of services they receive.
- At least 85% of participants indicate that they receive the services and/or activities they need from the agency.
- At least 85% of consumers will maintain stable housing as measured by the housing retention rate.

**X. Reporting Requirements**

- A. Grantee will enter into CA-GetCare the consumer data including the Intake Form by the required due date as specified by the OOA.
- B. Grantee will enter into CA-GetCare all service unit data as aggregate service units by the 5<sup>th</sup> working day of the month for the preceding month.
- C. Grantee will provide a monthly report of number of activities/services served as described in Section VIII & IX – Service and Outcome Objectives. Grantee will enter the monthly metrics in the Contracts Administration Reporting and Billing On-line (CARBON) system by the 15<sup>th</sup> of the following month.
- D. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VIII & IX – Service and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15<sup>th</sup> of the month following the end of the program year.
- E. Grantee will develop and maintain with OOA’s approval, an updated Site Chart (using OOA’s format) with details about the community services program.
- F. Grantee will provide other reports as requested.
- G. Apart from the on-line reporting via CaGetCare, and reports requested to be sent via e-mail to the Nutritionist and/or Contract Manager, Monthly and Annual Reports will be entered into the CARBON database. For assistance with reporting requirements or submission of reports, contact:

Monte Cimino, Program Analyst  
DAAS, Office on the Aging  
P.O. Box 7988  
San Francisco, CA 94120

monte.cimino@sfgov.org

Steve Kim, Contract Manager  
Human Services Agency  
PO Box 7988  
San Francisco, CA 94120

steve.kim@sfgov.org

**XI. Monitoring Activities**

- A. Program Monitoring: Program monitoring will include review of 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 CAGetCare, 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; program operation, which includes a review of a written policies and procedures manual of all OOA funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; and whether services are provided appropriately according to Sections VI and VII.

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

	A	B	C	D	E
1	Appendix B, Page 1				
2					
3	<b>DEPARTMENT OF HUMAN SERVICES BUDGET SUMMARY</b>				
4	<b>BY PROGRAM</b>				
5	Name			Term	
6	Conard House, Inc.			7/1/2016-6/30/2019	
7	(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>				
8					
9	If modification, Effective Date of Mod.		No. of Mod.		
10	<b>Program: Money Management</b>				
11	Budget Reference Page No.(s)				Total
12	Program Term	7/1/2016-6/30/2017	7/1/2017-6/30/2018	7/1/2018-6/30/2019	7/1/2016-6/30/2019
13	<b>Expenditures</b>				
14	Salaries & Benefits	\$ 35,547	\$ 35,547	\$ 35,547	\$ 106,641
15	Operating Expense	\$ 14,193	\$ 14,193	\$ 14,193	\$ 42,579
16	Capital Expenditure				
17	Subtotal	\$ 49,740	\$ 49,740	\$ 49,740	\$ 149,220
18	Indirect Cost	\$ 5,969	\$ 5,969	\$ 5,969	\$ 17,907
19	<i>Indirect Percentage (%) of direct cost (Line 17)</i>	12.0%	12.0%	12.0%	12.0%
20	Total Expenditures	\$ 55,709	\$ 55,709	\$ 55,709	\$ 167,127
21	<b>HSA Revenues</b>				
22	General Fund	\$ 55,709	\$ 55,709	\$ 55,709	\$ 167,127
23					
24					
25					
26	TOTAL DHS REVENUES	\$ 55,709	\$ 55,709	\$ 55,709	\$ 167,127
27	<b>Other Revenues</b>				
28					
29					
30					
31	Total Revenues	\$ 55,709	\$ 55,709	\$ 55,709	\$ 167,127
32	Full Time Equivalent (FTE)	0.621	0.621	0.621	1.86
34	Prepared by: Roxie Uyeda	Telephone No.: (415) 864-7833			
35	DHS-CO Review Signature:	_____			
36	DHS #1				





	A	B	C	D	E	F	G	H	I	J	K
1	Appendix B, Page 3										
2											
3	Program: Money Management										
4											
5	<b>Operating Expense Detail</b>										
6											
7											
8	<u>Expenditure Category</u>	TERM	<u>7/1/16 - 6/30/17</u>	<u>7/1/17 - 6/30/18</u>	<u>7/1/18- 6/30/19</u>	<u>Total</u>					
9	Rental of Property		\$ 5,234	\$ 5,234	\$ 5,234	\$ 15,702					
10	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$ 1,173	\$ 1,173	\$ 1,173	\$ 3,519					
11	Office Supplies, Postage		\$ 864	\$ 864	\$ 864	\$ 2,592					
12	Building Maintenance Supplies and Repair		\$ 1,488	\$ 1,488	\$ 1,488	\$ 4,464					
13	Printing and Reproduction										
14	Insurance		\$ 158	\$ 158	\$ 158	\$ 474					
15	Staff Training		\$ 174	\$ 174	\$ 174	\$ 522					
16	Staff Travel-(Local & Out of Town)		\$ 37	\$ 37	\$ 37	\$ 111					
17	Office Equipment Repair		\$ 324	\$ 324	\$ 324	\$ 972					
18											
19	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE										
20											
21											
22	OTHER										
23	Security Services		\$ 347	\$ 347	\$ 347	\$ 1,041					
24	Legal Services		\$ 82	\$ 82	\$ 82	\$ 246					
25	Client Expense (bank reconciliation fees, check cashing fees; client transportation; other client exp		\$ 4,274	\$ 4,274	\$ 4,274	\$ 12,822					
26	Accounting Fees		\$ 6	\$ 6	\$ 6	\$ 18					
27	Operating Fees		\$ 32	\$ 32	\$ 32	\$ 96					
28											
29	TOTAL OPERATING EXPENSE		\$ 14,193	\$ 14,193	\$ 14,193	\$ 42,579					
30	<b>DHS #3</b>										

APPENDIX F - SITE CHART

HSA/DAS/OFFICE OF AGING FY 2016-17

Document Date: 7/25/2016

AGENCY: Concord House, Inc

CONTRACT MAILING ADDRESS: 1385 Mission, Suite 200, San Francisco, CA 94103

DIRECTOR: Richard Heasley, Executive Director

PHONE NO.: 415.864.7833

<b>SITES:</b>				
<b>Location</b>	259 Hyde Street SF, CA 94102			
<b>Name of Site</b>	Community Services North			
<b>Address and Zip Phone Number Fax Number</b>	259 Hyde SF, CA 94102 415.928.0111 415.928.0952			
<b>Neighborhood</b>	Tenderloin			
<b>Person in Charge</b>	Liliana Suarez, Director of Supportive Housing and Community Services			
<b>Site Manager</b>	Michael DeLaRosa, Program Director II			
<b>Programs Offered</b>	Representative payee, money management, case management.			
<b>Days Open</b>	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thurs <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun			
<b>Hours Open</b>	9-5			
<b>Hours of scheduled programming</b>	10-4 Mon., Tues., Wed., Fri. 11-4 Thurs. 12 Noon - 1 p.m lunch - daily			
<b>Total number of service days in FY 16-17</b>	250			
<b>Days Closed</b>	115			
<b>Handicap Accessible</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			