



Edwin M. Lee, Mayor

Department of Human Services  
Department of Aging and Adult Services

Trent Rhorer, Executive Director  
Shireen McSpadden, Executive Director

**MEMORANDUM**

**TO:** AGING & ADULT SERVICES COMMISSION

**THROUGH:** SHIREEN McSPADDEN, EXECUTIVE DIRECTOR

**FROM:** MELISSA McGEE, ACTING DEPUTY DIRECTOR  
JOHN TSUTAKAWA, DIRECTOR OF CONTRACTS

**DATE:** AUGUST 03, 2016

**SUBJECT:** NEW GRANT: **CHINATOWN COMMUNITY DEVELOPMENT CENTER (NON-PROFIT) TO PROVIDE SINGLE ROOM OCCUPANCY (SRO) FOOD OUTREACH PROGRAM**

<b>GRANT TERM:</b>	7/1/16 – 6/30/20	<u>Contingency</u>	<u>Total</u>		
<b>GRANT AMOUNT:</b>	\$ 93,640	\$9,364	\$103,004		
<b>ANNUAL AMOUNT:</b>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	
	\$23,410	\$23,410	\$23,410	\$23,410	
<b>Funding Source</b>	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
<b>FUNDING:</b>	\$ 93,640	\$0	\$0	\$9,364	\$ 103,004
<b>PERCENTAGE:</b>	100%				100%

The Department of Aging and Adult Services (DAAS) requests authorization to enter into a new grant with Chinatown Community Development Center (CCDC) for the period of 7/1/16-6/30/20, in an amount not to exceed \$93,640. The purpose of this grant is to provide culturally appropriate supplemental groceries to SRO residents in Chinatown. Home delivered grocery services will be provided to individuals who are homebound by reason of illness, incapacitating disability, isolation or lack of support network.

**Background**

CCDC initially received funding to collaborate with the San Francisco Food Bank to implement the SRO Food Outreach Program as a pilot program in FY 09/10 in order to address unique

needs identified by the community and HSA-DAAS for the Chinatown neighborhood. Results from this program for the last 3 fiscal years (FY 2013-16) indicate the program is cost effective and able to provide culturally appropriate supplemental groceries to at risk seniors and adults with disabilities living in SROs in Chinatown.

**Services to be Provided**

CCDC will work with its subcontractor to provide coordination to deliver culturally appropriate weekly food pantry/home delivered grocery services to 180 residents per week. Eligible residents will receive 1 supplemental grocery bag per week. CCDC will recruit, train and coordinate volunteers and publicize the SRO Food Outreach Program to residents at 665 Clay Street, 657 Clay Street, 1150 Grant Avenue, 1527 Grant Avenue, 534 Broadway, 1303 Larkin Street, and other SRO/senior housing approved by DAAS.

Refer to Appendix A for more details.

**Selection**

Contractor was selected through Informal Bid 704 which was competitively solicited in June 2016.

**Funding**

Program will be entirely funded through County General Fund.

**ATTACHMENTS**

Appendix A - Services to be Provided by Grantee

Appendix B - Budget

**APPENDIX A –SERVICES TO BE PROVIDED**

**Chinatown Community Development Center  
Chinatown Single Room Occupancy (SRO) Food Outreach Program**

**July 1, 2016 to June 30, 2020**

**I. Purpose**

The purpose of this grant is to enable the Chinatown Community Development Center to collaborate with the San Francisco Food Bank and DAAS to provide supplemental groceries for SRO residents in San Francisco, California, in a manner that will also provide culturally appropriate food items to the target population.

**II. Definitions**

Grantee	Chinatown Community Development Center (CCDC)
CARBON	Human Service Agency’s Contracts Administration Reporting and Billing On-line (CARBON) system
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/ assessment/enrollment, record service units, run reports, etc.
DAAS	Department of Aging and Adult Services
Frail/Disability	An individual that is determined to be functionally impaired because the individual either: (a) is unable to perform at least two activities of daily living (ADL), including bathing, toileting, dressing, feeding, breathing, transferring and mobility and associated tasks, 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 older individual behaves in a manner that poses a serious health or safety hazard to the individual or others.
Senior	Age 60 or above
Low Income	At or below 185% of Federal poverty level.
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.

OOA	Office on the Aging
Subcontractor	Presbyterian Church in Chinatown ( PCC)
San Francisco- Marin Food Bank (SFMFB)	A non-profit organization that organizes and receives food product donations from manufacturers, growers and other sources, and distributes them to non-profit partner organizations. SFMFB will partner with Grantee to implement the Food Networking Program.
Home Delivered Grocery ( HDG)	Home delivered grocery services are provided to individuals who are homebound by reason of illness, incapacitating disability, isolation, lack of support network.
SRO	Single Room Occupancy residential building

### III. TARGET POPULATION

This grant will serve seniors (age 60 and over) or persons with disabilities (age 18-59) who reside in the City and County of San Francisco with one or more of the following target priorities and who meet program eligibility standards:

1. Low-income
2. Non or limited English speaking
3. Minority
4. Frail

### IV. Eligibility For SRO Food Outreach Program

To participate in the program, an individual must meet the following criteria:

- Reside in one of the six SROs in Chinatown at 665 Clay Street, 657 Clay Street, 1150 Grant Avenue, 1527 Grant Avenue, 534 Broadway, and 1303 Larkin Street, or other SRO/senior housing approved by DAAS and
- Be a frail senior or an adult with disabilities that prevents them from standing in the food pantry lines; and
- Be low-income with a demonstrated need for supplemental groceries due to isolation, lack of support network, or other reasons

### V. Services to be Provided

- Grantee will partner with PCC and SFMFB to provide culturally appropriate weekly food pantry/home delivered grocery services to the target participants weekly for total of 48 weeks annually.
- Grantee will provide DAAS a signed Memorandum of Understanding between PCC and SFMFB to clarify the responsibilities of all parties
- Grantee will recruit, train and coordinate volunteers to help with the food distribution and provide grocery delivery to participants who need assistance.
- Grantee will publicize the Chinatown SRO –HDG Program distribution site, which

will be relocated to PCC, located at 925 Stockton St. and coordinate outreach to eligible residents of the six buildings.

- Grantee will coordinate the provision of 1 grocery bag per week for eligible residents living at the targeted/approved buildings stated above.
- Conduct consumer satisfaction survey yearly for the funded program and provide results to OOA Nutritionist by March 15th of each funding year. The survey tool will be provided by OOA.

**VI. SERVICE OBJECTIVES**

On an annual basis, Grantee will provide the following services:

Service Units:	#Units
Annual Number of Unduplicated clients	180
Annual # Food Bags Distributed (48 weeks/year)	8,640

**VII. Outcome Objectives**

**Based on the annual consumer satisfaction survey:**

- A. 85% of program participants will be satisfied with the groceries/food received.
- B. 85% of the participants are satisfied with the service delivery by staff and/or volunteers .
- C. 75% of the participants indicate that they feel healthier as result of participating in the program.
- D. 80% of new program participants will have improved food security after one-year participation in the program as measured by initial intake and annual survey.
- E. 85% of the participants will indicate the program helped to reduce their social isolation.

**VIII. Reporting Requirements**

- A. Grantee will enter the consumers’ data into CA-GetCare for Chinatown SRO-HDG Program.
- B. The grantee will enter into the CA-GetCare Service Unit section all the units of service by the 5th working day of the month for the preceding month.
- C. When CA-GetCare reports are available online, Grantee will upload the CA-GetCare Program Variance report (which shows monthly service units provided) into CARBON system by the 15<sup>th</sup> of the month for the preceding month.
- D. Grantee will provide a **monthly** report of activities, referencing the tasks as described in Section VI & VI- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15<sup>th</sup> of the following month, indicating that the following services have been met or exceeded:
  - a. Culturally appropriate weekly grocery delivery services will be provided to target residents per week as noted in VI Service Objectives.
  - b. Grantee coordinated the provision of 4 grocery deliveries (1 per week) at the approved buildings listed in Section IV.

- E. Grantee will provide a **quarterly** report of activities, referencing the tasks as described in Section VI & VII- Service and Outcome Objectives. Grantee will enter the quarterly metrics in the CARBON database by the 15<sup>th</sup> of the month following the end of the quarter, indicating that the following services have been met or exceeded:
- a. Culturally appropriate grocery delivery services were provided to residents per week as noted in VI Service Objectives.
  - b. Grantee coordinated the provision of approximately 12 grocery deliveries (1 per week, for an approximate quarterly total of 2,160 bags grocery) at the approved buildings listed in Section IV.
- F. Grantee will provide an **annual** report summarizing the contract activities, referencing the tasks as described in Section VI & VII- 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, indicating that the following objectives were met or exceeded:
- a. Culturally appropriate food and grocery delivery services will be provided to the number of residents per week as noted in VI Service Objectives.
  - b. Grantee coordinated the provision of approximately 48 food distribution/home delivered groceries (1 per week) at the approved buildings listed in Section IV.
- G. The annual Consumer Satisfaction Survey will indicate that the following objectives were met or exceeded:
- a. 85% of program participants will be satisfied with the groceries/food received based on the annual consumer survey.
  - b. 85% of the participants are satisfied with the service delivery by staff and/or volunteers based on the annual consumer survey.
  - c. 75% of the participants indicate that they feel healthier as result of participating in the program.
  - d. 80% of new program participants will have improved food security and health status after one-year participation in the program as measured by initial intake and annual survey.
  - e. 85% of the participants will indicate the program helped to reduce their social isolation.
- H. For assistance with reporting requirements or submission of reports, contact:

Sarah Chan, Nutritionist, 4406  
[Sarah.Chan@sfgov.org](mailto:Sarah.Chan@sfgov.org)  
 Department of Aging and Adult  
 Services

Annyse Acevedo Contracts Manager, GB13  
[annyse.acevedo@sfgov.org](mailto:annyse.acevedo@sfgov.org) Human Services  
 Agency

## **IX 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 /volunteers 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, a board of director list and whether services are provided appropriately according to Sections VI and VII, sign-in sheets/ documentation that shows reported units of service are based on scheduled activities. DAAS staff will be responsible for monitoring the program performance and outcome objectives of the Grantee on an annual basis, and will act as a liaison between the Grantee and San Francisco Food Bank.
- B. **Fiscal and Compliance Monitoring:** Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D	E	F
1	<b>HUMAN SERVICES AGENCY GRANT BUDGET SUMMARY</b>				Appendix B, Page 1	
2	<b>BY PROGRAM</b>				Document Date: 6/24/16	
3	Name			Term		
4	<b>Chinatown Community Development Center</b>			July 1, 2016-June 30,2020		
5	(Check One) X New      Renewal <input type="checkbox"/> Modification <input type="checkbox"/>					
6	If modification, Effective Date of Mod.		No. of Mod.			
7	Program: Chinatown SRO Food Outreach					
8	Budget Reference Page No.(3 of 5)					Total
9	Program Term	7/1/16 - 6/30/17	7/1/17 - 6/30/18	7/1/18 - 6/30/19	7/1/19 - 6/30/20	7/1/16-6/30/20
10	<b>Expenditures</b>					
11	Salaries & Benefits	\$20,000	\$20,400	\$20,808	\$21,224	\$82,432
12	Operating Expense	\$2,295	\$1,895	\$1,702	\$1,504	\$7,396
13	<b>Subtotal</b>	<b>\$22,295</b>	<b>\$22,295</b>	<b>\$22,510</b>	<b>\$22,728</b>	<b>\$89,828</b>
14	Indirect Percentage (%)	5%	5%	4%	3%	
15	Indirect Cost (Line 16 X Line 15)	\$1,115	\$1,115	\$900	\$682	\$3,812
16	Capital Expenditure	\$0	\$0	\$0	\$0	\$0
17	Total Expenditures	\$23,410	\$23,410	\$23,410	\$23,410	\$93,640
18						
19	<b>HSA-DAAS Revenues</b>					
20	General Fund	\$23,410	\$23,410	\$23,410	\$23,410	\$93,640
21						
22						
23						
24						
25						
26						
27						
28	TOTAL HSA-DAAS REVENUES	\$23,410	\$23,410	\$23,410	\$23,410	\$93,640
29	<b>Other Revenues</b>					
30	Program Income	\$0	0	0	0	\$0
31						
32						
33						
34						
35	Total Revenues	\$23,410	\$23,410	\$23,410	\$23,410	\$93,640
36	Full Time Equivalent (FTE)	0.41	0.41	0.41	0.41	
38	Prepared by: Wai Ching Kwan		Telephone No.: 415-984-1459		Date - 6/24/16	



	A	B	C	D	E	F	G	H	I	J
1	Chinatown Community Development Center									Appendix B page 2
2	Program: Chinatown SRO Food Outreach									Document Date: 6/24/2018
3	Budget Reference Page No.(4 of 5 pages)									
4										
5	<b>Subcontractor Salaries &amp; Benefits Detail</b>									
6										
7										
8										
9		Agency Totals		For HSA Program		7/1/16 - 6/30/17	7/1/17 - 6/30/18	7/1/18 - 6/30/19	7/1/19 - 6/30/20	7/1/16-6/30/20
10	POSITION TITLE	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	TOTAL
11	Project Coordinator	\$41,600	24.038%	24.038%	24.038%	\$10,000	\$10,200	\$10,404	\$10,612	\$41,216
12	Project Supervisor	\$60,000	16.667%	16.667%	16.667%	\$10,000	\$10,200	\$10,404	\$10,612	\$41,216
13										\$0
14										\$0
15										\$0
16										\$0
17										\$0
18										\$0
19										\$0
20										\$0
21										\$0
22										\$0
23										\$0
24										\$0
25										\$0
26										\$0
27										\$0
28	TOTALS	\$101,600	0.41	0.41	0.41	\$20,000	\$20,400	\$20,808	\$21,224	\$82,432
29										
30	FRINGE BENEFIT RATE									
31	EMPLOYEE FRINGE BENEFITS	\$0				\$0	\$0	\$0	\$0	\$0
32										
33										
34	TOTAL SALARIES & BENEFITS	\$101,600				\$20,000	\$20,400	\$20,808	\$21,224	\$82,432
35	HSA #2									11/15/2007

	A	B	C	D	E	F
1	Chinatown Community Development Center					Appendix B, Page 3
2	Program: Chinatown SRO Food Outreach					Document Date: 6/24/16
3	Budget Reference Page No.(5 of 5 pages)					
4						
5						TOTAL
6	<u>Expenditure Category</u>	<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>7/1/19 - 6/30/20</u>	<u>7/1/16-6/30/20</u>
7	Rental of Property	\$0	\$0	\$0	\$0	\$ -
8	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$300	\$300	\$300	\$300	\$ 1,200
9	Office Supplies, Postage	\$300	\$300	\$300	\$300	\$ 1,200
10	Building Maintenance Supplies and Repair					\$ -
11	Printing and Reproduction					\$ -
12	Insurance	\$300	\$300	\$300	\$300	\$ 1,200
13	Staff Training					\$ -
14	Staff Travel-(Local & Out of Town)					\$ -
15	Rental of Equipment					\$ -
16	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE					\$ -
17						\$ -
18						\$ -
19						\$ -
20						\$ -
21						\$ -
22	OTHER					
23	Program meeting expenses	\$591	\$618	\$425	\$227	\$ 1,861
24	Loading zone permits	\$804	\$377	\$377	\$377	\$ 1,935
25						\$ -
26						\$ -
27						\$ -
28						
29	TOTAL OPERATING EXPENSE	\$2,295	\$1,895	\$1,702	\$1,504	\$ 7,396
30						
31	HSA #3					11/15/2007