



Edwin M. Lee, Mayor

Trent Rhorer, Executive Director

MEMORANDUM

TO: AGING & ADULT SERVICES COMMISSION

THROUGH: SHIREEN MCSPADDEN, EXECUTIVE DIRECTOR

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

DATE: OCTOBER 5, 2016

SUBJECT: **GRANT MODIFICATION: COMMUNITY LIVING CAMPAIGN (NON-PROFIT) FOR AGING AND DISABILITY FRIENDLY COMMUNITY (ADFC) PROJECT**

GRANT TERM:	<u>Current</u>	<u>Modification</u>	<u>Revised</u>	<u>Contingency</u>	<u>Total</u>
	7/1/16- 6/30/18	7/1/16- 6/30/18	7/1/16- 6/30/18		
GRANT AMOUNT:	\$122,000	\$80,000	\$202,000	\$20,200	\$222,200
ANNUAL AMOUNT:	<u>FY 16/17</u>	<u>FY17/18</u>			
	\$101,000	\$101,000			
FUNDING SOURCE:	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:	\$202,000	\$0	\$0	\$20,200	\$222,200
PERCENTAGE:	100%	0%	0%		100%

The Department of Aging and Adult Services requests authorization to modify the existing grant agreement with Community Living Campaign (CLC) for the time period beginning July 1, 2016 and ending June 30, 2018, in the amount of \$80,000 plus a 10% contingency for a total not to exceed amount of \$222,200. The purpose of this modification is to expand and strengthen an existing Aging and Disability Friendly Community (ADFC) program for seniors and adults with disabilities.

Background

In 2014, DAAS created a new category of Community Services programs, Aging and Disability Friendly Community (ADFC) projects. ADFC projects take new approaches to the delivery of services to seniors and adults living with disabilities, mainly through the facilitation of group activities and the creation of social connections within the communities they serve. With an “in the

Community” approach, the intent is to prevent isolation, to help individuals remain independent in their homes, and to enable seniors and the disabled to serve as a resource to their neighbors and other members of the community. ADFC Projects are not tied to a specific physical location but are instead focused on connecting marginalized constituents to their neighborhoods. ADFC Projects utilize both paid and volunteer staff to establish a network among the consumers they serve, and coordinate a wide array of services, activities, and opportunities for socialization and involvement throughout the community. This particular grant was renewed in May of 2016.

Services to be Provided

In the Cayuga Community Connectors (CCC) program, a local resident serves as a paid Community Connector. An advisory board consisting of long-time neighborhood residents also helps guide the ADFC project. Neighborhood volunteers receive training in best practices for promoting healthy aging, isolation prevention, identifying and preventing elder abuse, and understanding the process of aging, as well as the services/support available to help individuals remain contributing members of their neighborhood. Project activities will include Always Active senior exercise classes, neighborhood walking groups, computer classes, emergency preparedness training, a mural painting project, potlucks, and other neighborhood social gatherings. Field trips are also organized for Cayuga residents, some of whom may not have left the neighborhood for years.

The Cayuga Community Connectors program approach offers elders and people with disabilities the opportunity to share their wisdom and strengths with others, to make new friends, and to build a network of neighborhood supports.

This additional funding will be used to strengthen the infrastructure of this program by supporting increased operating expenses associated with the expansion of this program, as well as more staff time for the Community Connector, Program Support Analyst, and Deputy Director.

For more specific information regarding the services to be provided to the Southern-Central sector of San Francisco, please refer to the attached Appendix A-1.

Selection

Grantee was selected through NOFA (Notice of Funding Availability) #618, which was issued in October 2014.

Funding

Funding for this grant modification is provided entirely by the City and County General Fund as a result of the addback budget process this fiscal year for FY 2016-17 and FY 2017-18.

Attachments

Appendix A-1 – Services to be Provided
Appendix B-1 – Budget

APPENDIX A-1 – SERVICES TO BE PROVIDED
Community Living Campaign
Age and Disability Friendly Community: Cayuga Terrace
July 1, 2016 – June 30, 2018

I. Purpose

The purpose of this grant is to build an Aging and Disability Friendly Community through a neighborhood service model. This neighborhood employs an intergenerational model to identify seniors and people with disabilities in need of assistance, encourage neighbors to help each other, promote socialization, and offer the programs and activities needed to ensure that older and disabled neighbors feel valued, connected, and have the support they need to age in their own homes. This is a new approach that is specific to a particular neighborhood wherein community activists are highly motivated to pursue this cost-effective method for mutual help services.

II. Definitions

Senior	A person who is 60 years of age or older
Cayuga Terrace	A neighborhood within Supervisory District 11 bounded by Ocean Avenue, Sickles Street, Mission Street, and San Jose Avenue
DAAS	Department of Aging and Adult Services
Grantee	Community Living Campaign
HSA	Human Services Agency of the City and County of San Francisco
Mutual Help Services	A service by which neighborhood resident volunteers are selected and trained to identify elders in the community in need of help so they may live independently in their own homes. Volunteers (many of which are retirees) use their existing skills in social worker, health care worker, and other helping professions to aid others in need of supportive services.
Adult with Disability	Person 18 years of age or older living with a disability.
Frail	An older individual is determined to be functionally impaired because the individual either: (a) Is unable to perform at least two activities of daily living, including but not limited to 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 themselves or to others.
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.

III. Target Population

Individuals 60 years of age or older, and individuals between 18 and 59 years of age that are living with disabilities, who are residents of the Cayuga Terrace Neighborhood. Services 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:

- At an income level of 400% of poverty or less
- Non or limited-English speaking
- Minority
- Frail
- Lesbian/Gay/Bisexual/Transgender

IV. Description of Services

The Cayuga Community Connector (“CCC”)’s approach is based on surveys, a strong group of volunteer advisors who are long-time residents, and experience coordinating activities within the neighborhood. To best serve the needs of the community, the CCC has taken an intergenerational approach, which strengthens the fabric of the community by providing social opportunities and offering elders and adults with disabilities opportunities to share their wisdom and strengths with the rest of the neighborhood.

- **Local Community Connector.** A local resident will serve as a paid Community Connector for the CCC. She will work full-time (32 hours per week will be supported by this grant) as the point person in developing and guiding the project, with input from participants and an advisory board of long-time residents.
- **Healthy Aging Activities.** Healthy aging activities to support aging in place are particularly popular in this neighborhood. CCC will continue to support Always Active senior exercise classes, classes on health topics such as fall prevention, diabetes, and brain fitness, as well as other healthy aging activities.
- **Community Center Without Walls.** CCC will continue to offer additional activities to create a stronger sense of community, encourage socialization, and reduce isolation. These may include computer classes, emergency preparedness trainings, potlucks, and other neighborhood social gatherings. These activities will take place at Bethel Church, in Cayuga Park, and in neighbor’s homes and gardens.
- **Neighborhood-Driven Approach.** Ongoing neighborhood feedback will ensure activities and programs meet neighbors’ needs. CCC will maintain a database of participants and neighborhood volunteers to track this information.
- **Neighbors Helping Neighbors.** The neighborhood’s intergenerational approach provides everyone with a chance to support each other. CCC will encourage younger, more able-bodied residents to befriend older, frailer residents to provide help and companionship.

- **Volunteer Training.** Neighborhood volunteers will receive training in best practices for promoting healthy aging, and available services/support for individuals to remain as contributing members of their neighborhood.
- **Outreach.** CCC will employ a variety of methods to include a range of neighbors that reflect the diversity of the neighborhood, including providing informational materials in appropriate languages.

V. Location and Time of Services

The Cayuga Community Connectors (CCC) program serves a neighborhood without a Community or Senior Center. They view this as an opportunity to fully integrate offerings into the neighborhood. Some activities, including Always Active senior wellness classes are held at Bethel Church, others at Cayuga Park, and others in neighbor’s homes and gardens. In addition to creating a chance to take advantage of the resources within the neighborhood, this approach also provides the financial benefit of not needing to pay ongoing overhead for a physical facility. CCC does pay a small amount each year to Bethel Church to help them defray any costs associated with the programs there.

Always Active classes meet Mondays, Wednesdays, and Fridays from 9:45 to 10:45 AM. Days and times of other community activities vary based on the needs and schedules of the neighbors. Days and hours of service for mutual assistance are flexible due to the specific arrangement made between a suitable volunteer and the elder or person with a disability who needs assistance.

VI. Service Objectives

During the terms of the grant, the Grantee will provide the following annual service objectives:

- **Identification of Consumers Involved in Community Connection Services:**
One Unit = One Consumer Units: 175
- **Recruitment of Neighborhood Volunteers:**
One Unit = One Volunteer Units: 50
- **Community Connection Activities and Services:**
One Unit = One Hour Units: 325
- **Neighborhood Outreach Activities:**
One Unit = One Hour Units: 75
- **Volunteer Training Activities:**
One Unit = One Hour Units: 30
- **Maintain Database of Participants, including Contact Information, Support Needs, and Volunteer Activities**
- **At least 60% of the volunteers recruited and trained will commit to six (6) months of service.**

VII. Outcome Objectives

At least 85% of program participants will report that they are satisfied with the programs offered.

At least 85% of program participants will report that they would recommend joining Cayuga Connectors to a friend.

At least 85% of Consumers who participate in Always Active classes will report that they feel healthier (stronger, better balance, etc.)

At least 85% of participants will report that the activities and events they attended made them feel more connected/less isolated.

At least 35% of Consumers will respond to the annual consumer satisfaction survey.

VIII. Reporting and Other Requirements

Grantee will provide various reports during the term of the grant agreement.

- A. The grantee will enroll the clients into the CA-GetCare database (<https://ca.getcare.com/caprovider/>), and enter all required data.
- 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. Monthly reports must be entered into the Contracts Administration, Reporting, and Billing Online (CARBON) system regarding the following:
 1. Number of unduplicated consumers served during the month.
- D. 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 15th of the month following the end of the program year on an annual basis:
 1. The percentages of consumers responding to the annual consumer satisfaction survey have been satisfied with the service and find it beneficial to them.
- E. 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.
- 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 is required to attend all mandatory trainings and/or meetings.

- I. Apart from reports requested to be sent via e-mail to the Program Analyst and/or Contract Manager, all other reports should be sent to the following addresses:

Linda Murley, Program Analyst
DAAS, Office on the Aging
PO Box 7988
San Francisco, CA 94120
Email: linda.murley@sfgov.org

Victoria Chan, Contract Manager
Human Services Agency
PO Box 7988
San Francisco, CA 94120
Email: victoria.chan@sfgov.org

IX. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of the participants' record entered into the CA-GetCare database, compliance with specific program standards or requirements as stated in the OOA program standards; 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; program operation, which includes a review of a written policies and procedures manual of all OOA-funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII.
- 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, the current board roster and selected board minutes for compliance with the Sunshine Ordinance, and HIPAA compliance.

	A	B	C	D
1	Appendix B-1, Page 1			
2	Document Date: 9/02/2016			
3	HUMAN SERVICES AGENCY BUDGET SUMMARY			
4	BY PROGRAM			
5	Name		Term	
6	Community Living Campaign		July 1, 2016 - June 30, 2018	
7	(Check One) New ___ Renewal ___ Modification <u> X </u>			
8	If modification, Effective Date of Mod. 07/01/2016 No. of Mod. 1			
9	Program: Cayuga ADFC			
10	Budget Reference Page No.(s)			Total
11	Program Term	7/1/16 - 6/30/17	7/1/17 - 6/30/18	7/1/16 - 6/30/18
12	Expenditures			
13	Salaries & Benefits	\$62,358	\$62,358	\$124,716
14	Operating Expense	\$25,468	\$25,468	\$50,936
15	Subtotal	\$87,826	\$87,826	\$175,652
16	Indirect Percentage (%)	15%	15%	15%
17	Indirect Cost (Line 16 X Line 15)	\$13,174	\$13,174	\$26,348
18	Capital Expenditure	\$0	\$0	\$0
19	Total Expenditures	\$101,000	\$101,000	\$202,000
20	HSA Revenues			
21	General Fund	\$101,000	\$101,000	\$202,000
22				
23				
24				
25				
26				
27				
28				
29	TOTAL HSA REVENUES	\$101,000	\$101,000	\$202,000
30				
31	Full Time Equivalent (FTE)	0.93		
32				
33	Prepared by: Kate Kuckro			
34	HSA-CO Review Signature: _____			
35	HSA #1			11/15/2007

	A	B	C	D	E	F	G	H	I
1									
2									
3									
4	Program Name: Community Living Campaign - Cayuga ADFC								
5	(Same as Line 9 on HSA #1)								
6									
7	Operating Expense Detail								
8									
9									
10									
11	TOTAL								
12	<u>Expenditure Category</u>			TERM	<u>7/1/16 - 6/30/17</u>		<u>7/1/17 - 6/30/18</u>		<u>7/1/16 - 6/30/18</u>
13	Rental of Property				\$4,000		\$4,000		\$8,000
14	Utilities(Elec, Water, Gas, Phone, Scavenger)								
15	Office Supplies, Postage								
16	Building Maintenance Supplies and Repair								
17	Printing and Reproduction				\$3,298		\$3,298		\$6,596
18	Insurance								
19	Staff Training								
20	Staff Travel-(Local & Out of Town) (Parking/Mileag				\$250		\$250		\$500
21	Rental of Equipment								
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE								
23	Always Active Trainer				\$9,360		\$9,360		\$18,720
24	Translation				\$600		\$600		\$1,200
25	Administrative Support				\$1,300		\$1,300		\$2,600
26	(for Community Connector)								
27									
28	OTHER								
29	Program Supplies				\$5,160		\$5,160		\$10,320
30	Meeting Expenses				\$1,000		\$1,000		\$2,000
31	Outreach (Advertising, etc.)				\$500		\$500		\$1,000
32									
33									
34									
35	TOTAL OPERATING EXPENSE				\$25,468		\$25,468		\$50,936
36									
37	HSA #3								11/15/2007