



Edwin M. Lee, Mayor

Trent Rhorer, Executive Director

**MEMORANDUM**

**TO:** AGING AND ADULT SERVICES COMMISSION

**THROUGH:** SHIREEN McSPADDEN, EXECUTIVE DIRECTOR

**FROM:** CINDY KAUFFMAN, DEPUTY DIRECTOR  
JOHN TSUTAKAWA, DIRECTOR OF CONTRACTS *J91*

**DATE:** FEBRUARY 15, 2017

**SUBJECT:** GRANT MODIFICATION: **ON LOK DAY SERVICES** (NON-PROFIT) FOR PROVISION OF HEALTH PROMOTION – HEALTHIER LIVING PROGRAM SERVICES

<b>GRANT TERM:</b>	<u>Current</u> 7/1/16- 6/30/19	<u>Modification</u> 7/1/16 – 6/30/17	<u>Revised</u> 7/1/16- 6/30/19	<u>Contingency</u>	<u>Total</u>
<b>GRANT AMOUNT:</b>	\$353,109	\$40,000	\$393,109	\$39,311	\$432,420
<b>ANNUAL AMOUNT:</b>	<u>FY 16/17</u> \$157,703	<u>FY17/18</u> \$117,703	<u>FY18/19</u> \$117,703	<u>TOTAL</u> \$393,109	
Funding Source	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
MODIFICATION	\$40,000	\$0	\$0	\$4,000	\$44,000
FUNDING:					
PERCENTAGE:	100%				100%

The Department of Aging and Adult Services (DAAS) requests authorization to modify the existing Health Promotion-Healthier Living Program grant with On Lok Day Services for the time period beginning July 1, 2016 and ending June 30, 2017 in the amount of \$40,000 plus a 10% contingency for a total amount not to exceed \$432,420. The purpose of the grant modification is to provide one-time only funding to aid in establishing the Grantee’s new Diabetes Empowerment Education Program (DEEP) under its Healthier Living Program.

**Background**

In order to address community need for programs that improve and/or maintain the health and well-being of seniors and adults with disabilities, and to increase this population’s ability to live independently, DAAS implemented the evidence-based Healthier Living Program for targeted

consumers. The program's focus is on assisting targeted populations in better management of chronic health conditions and medications.

Grantee was initially awarded a 3-year grant as the lead agency to provide this program starting in FY 07/08. Grantee has successfully implemented this program over the last eight years.

State funding provided through Partners in Care for the Grantee has recently concluded in fiscal year 15/16. The purpose of the \$40,000 of one-time only County General funds would be to help On Lok restore its funding back to fiscal year 15/16 levels to aid in implementation and expansion of the evidence-based Diabetes Empowerment Education Program (DEEP).

### **Services to be Provided**

Grantee will engage in planning activities to develop health promotion classes, training, marketing and outreach strategies in line with an established evidence-based health promotion program, and will collaborate with community partners to implement a citywide multidisciplinary health promotion program.

Through the Healthier Living-DEEP Program, Grantee will maintain or improve the well-being of diabetic and pre-diabetic high risk seniors and adults with disabilities by implementing evidence-based health promotion programs to improve overall physical and mental health and to empower individuals to take control over personal health through lifestyle changes. With the additional funds, Grantee will be able to add nine more workshop series, graduate an estimated 90 consumers from the workshops.

See Appendix A3 for details of the services and service units.

### **Selection**

Grantee was selected through RFP 683 which was competitively bid in April 2016.

### **Funding**

The one-time only funding increase for these services will be provided through County General Funds.

### **ATTACHMENTS**

Appendices A3 - Services to be Provided

Appendices B3 – Calculation of Charges

**APPENDIX A-3  
SERVICES TO BE PROVIDED BY GRANTEE**

**Health Promotion Program  
Healthier Living- Chronic Disease Self-Management Program (CDSMP) and DEEP  
July 1, 2016 to June 30, 2019  
Revision Date: 2/1/2017**

**I. Purpose**

The purpose of this grant is to maintain or improve the wellbeing of high risk seniors and adults with disabilities by implementing evidence-based health promotion programs to improve overall physical and mental health and to empower individuals to take control over personal health through lifestyle changes. Grantee will accomplish these goals by coordinating the Healthier Living-CDSMP and Diabetes Empowerment Education Program (DEEP), expanding and improving its operation, and administering the program to meet the federal and state grant requirements for health promotion programs.

**II. Definitions**

ADL	Activities of Daily Living: The basic tasks of everyday life including eating, bathing, dressing, toileting and transferring (i.e., getting in and out of a bed or chair).
Adult with Disability	Person age 18 and above with 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.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
CARBON	Human Service Agency's Contracts Administration, Reporting, and Billing On-line (CARBON) system
Certified Master Trainer	A qualified individual who has attended Stanford University's Master training for "Healthier Living" Program or the DEEP program and meets the requirements to be a certified Master Trainer.
Certified Lay Leader	A qualified individual who has successfully completed "Healthier Living" or DEEP Lay Leader training and completed one "Healthier Living" workshop within a year of the training.
Controller	Controller of the City and County of San Francisco or designated agent

CDA	California Department of Aging
DAAS	San Francisco Department of Adult and Aging Services
DEEP	Diabetes Empowerment Education Program is an evidence-based health promotion program developed by University of Chicago, Illinois. It is a 6-week program, at 2 hour per class. This program is targeted adults with diabetes or pre-diabetics.
Frail	A functionally impaired older individual who is either: (a) unable to perform at least two ADL or IADL without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) having a cognitive or other mental impairment that requires substantial supervision because the older individual behaves in a manner that poses a serious health or safety hazard to the individual or to others.
Grantee	On Lok Day Services
Healthier Living- Chronic Disease Self-Management Program (CDSMP)	“Healthier Living-CDSMP” is an evidence-based health promotion program developed and licensed by Stanford University. It includes a series of 2 ½ hour workshops presented over a 6-week period by two trained leaders. The curriculum includes workshops and appropriate behavior modifications and coping strategies to enable the participants to manage their chronic diseases and medications and increase physical activity levels. The program enables the participants to work on effective communication skills with family, friends, and health professionals. Besides the regular CDSMP workshops, there are CDSMP workshops targeted for consumers with Diabetes, HIV/AIDS, Chronic Pain and Arthritis.
Healthier Living Lay Leader Training Workshop	Planning, coordinating and providing hands-on training to train individuals to become Lay Leaders for implementing the Healthier Living Program based on Stanford University’s curriculum (4-days training) or the DEEP training (3-days training) based on University of Chicago’s curriculum and guidelines set for this program and activities to meet the criteria set by the Office on the Aging. 1 unit = one completed multi-day training in accordance to the program model.
Healthier Living Program Coordinator	Person who works under the Grantee and who is responsible for coordinating and managing the various aspects in implementation of the Healthier Living Program.
Healthier Living Coalition Partners	Organizations in the community who are interested in providing CDSMP and/or DEEP program to their consumers and have a signed Memorandum of Understanding with DAAS and Grantee that specifies the responsibilities of each party.

HSA	Human Services Agency of the City and County of San Francisco
HSAG	Health Services Advisory Group Inc. is a corporation that Grantee is partnering with to provide DEEP training, resources and technical assistance
IADL	Instrumental Activities of Daily Living: activities related to independent living including preparing meals, managing money, shopping for groceries or personal items, performing light or heavy housework, and using a telephone
Low-Income	100% of poverty level. 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	African-American, Hispanic, American Indian/Alaskan Native, Asian American, Pacific Islander
OOA	Office on the Aging
Partners in Care Foundation	A non-profit organization that the California Department of Aging has contracted to administer evidenced-based health promotion programs.
Senior	Person who is 60 years or older
Title III D of OAA	This program is funded by Older Americans Act (OAA) Funds Title III D. The funds will be used to provide an evidence-based health promotion program.

### **III. Target Population**

Persons 60 years or older and persons between 18 and 59 years of age living with disabilities, or caregiver of an adult 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 Healthier Living Services**

Persons 60 years of age or older and persons between 18 and 59 years of age living with disabilities or chronic health conditions, or caregiver of an adult with chronic health conditions.

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

The workshops and training dates and location are to be determined by the Grantee with OOAs approval.

## VI. Description of Services and Program Requirements

The Healthier Living Program is an evidence-based health promotion program funded with state grant and federal funds under Title IIID of the Older Americans Act to improve the quality of life for older adults and adults with disabilities by: (1) providing them skills for appropriate behavior modifications; (2) providing them with coping strategies to manage their chronic diseases and medications; and (3) increasing their physical activity levels.

### **The Grantee will:**

- A. Engage in **planning activities** to develop health promotion classes, training, marketing and outreach strategies in line with an established evidence-based health promotion program. A marketing-outreach plan will be provided to DAAS for review approval within 60 days after contract begins, and updated annually or as needed.
- B. **Establish signed MOUs** to collaborate with at least six community partners to implement a citywide multidisciplinary health promotion program that is (a) community-based, (b) sustainable, and (c) culturally relevant to participants in the targeted communities.
- C. **Provide workshops to train and/or re-certify Lay Leaders or train Master Trainers.** Master Trainers or Lay Leaders are individuals who are qualified to facilitate Healthier Living-CDSMP or DEEP workshops. Facilitators shall be available in at least the following languages to lead workshops in: English, Chinese (Cantonese & Mandarin), and Spanish. To the extent possible, provide other bilingual facilitators to meet other language needs in the communities.
- D. **Offer Healthier Living-CDSMP and DEEP classes.** Classes will be:
  - Conducted by the number of qualified facilitators needed to implement the program in a manner to assure program fidelity and quality according to program model.
  - Offered in group settings in different accessible locations throughout the city such as congregate meal sites, community centers, senior housing, or senior centers.
  - Offered in at least three (3) different languages to meet needs in the community, including English, Chinese (Cantonese & Mandarin), and Spanish.
  - Enrolled at a minimum class size of 12 people and maximum of 25 for CDSMP, and maximum of 20 for DEEP.
  - Administered surveys/forms to collect the necessary data from program participants.
- E. **Conduct program outreach in order to achieve consumer enrollment service objectives within a diverse target population.** Outreach strategies will be neighborhood-based as well as citywide and may include activities such as disseminating materials at community meetings, other group settings or special events/fairs, announcements, electronic bulletins, and other mass media.
- F. **Conduct and document program quality-fidelity monitoring visits** for majority of the new Lay Leaders (i.e. who are facilitating workshop for the first time) at one or more sessions of the workshop and provide support and technical assistance, as needed, to

ensure that the workshops follow the curriculum and program model for program fidelity. Program fidelity checks will be conducted for other Leaders, as needed, to ensure that the curriculum and program model is followed. A minimum of 10 fidelity monitoring check will be conducted annually. The fidelity monitoring visit reports will be available to share with DAAS as requested, and on file.

- G. Provide information and/or referrals to targeted consumers to community CDSMP or online workshops.**
- H. Work with DAAS and Healthier Living Coalition partners to plan, coordinate and run the Healthier Living Coalition meetings at least 6 times a year.**
- I. Track and maintain a current list of lay leaders and Master trainers** accessible to the Healthier Living Coalition and work with DAAS and Healthier Living Coalition partners to plan and implement strategies to keep Master Trainers and Lay Leaders informed, connected and engaged in order to maximize leader retention.
- J. Will conduct one or more meetings a year, as needed, with Master Trainers and Lay Leaders to provide program updates and technical assistance.**
- K. The Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules.**
- L. Grantee will help publicize and actively recruit Healthier Living program graduates to the DAAS-NCOA sponsored Healthier Living Graduate online community** so they will continue to have the support/resources to make positive lifestyle changes to maintain or improve their health.

#### **VII. Other Grantee Responsibilities:**

- A. Grantee will develop and maintain current program policies and procedures with OOA's approval to meet the Healthier Living program service standards set forth by Stanford University and Office on the Aging, including having a current list of Master Trainers/Lay Leaders, inventory list of program workbooks and incentives available.
- B. Grantee will have a representative to participate in the statewide CA Healthier Living Coalition.
- C. In consultation with DAAS, Grantee will be responsible for improving, maintaining, updating and publicizing CDSMP workshops on the statewide web site:  
[www.CaHealthierLiving.org](http://www.CaHealthierLiving.org)
- D. Grantee will be responsible for collecting the CDSMP participant attendance log, participant surveys from the workshops, and sending them to Partners in Care as indicated in the written agreement, or another designated agency.
- E. Grantee will be responsible for collecting the DEEP participant attendance log, participant surveys from the workshops, and sending them to HSAG as indicated in their written agreement.
- F. Grantee will be responsible for documenting a list of the number of participants enrolled and completed the Healthier Living workshops and share with DAAS-OOA on a regular basis.



- G. Grantee will inform and invite the program graduates to join the Healthier Living Graduate online community at the 5<sup>th</sup> and 6<sup>th</sup> workshop session.
- H. Grantee will participate in other activities to help promote and support expansion of health promotion program.
- I. Grantee will be responsible for developing methods for program sustainability for program expansion and/or continuation after grant ends.

**VIII. Service Objectives**

- A. Graduate a total of workshop participants annually as indicated in the table below.
- B. Retain an average of at least 65% of participants for CDSMP and DEEP workshops.
- C. Offer the following number of CDSMP workshops annually as indicated in Table A below. The types of workshops offered will be negotiated with DAAS based on identified needs in the community and available resources and as shown on the OOA approved Site Chart.
- D. Train the following number of Master Trainers as indicated in Table A below
- E. Certify/re-certify the following number of Lay Leaders as indicated in the table below
- F. Reach the following number of contacts in the workshops as indicated in the table below. One contact = one person who attended a workshop session.

**Table A: Annual Service Units:  
FY 2016-17**

	<b>CDSMP</b>	<b>DEEP</b>	<b>Total</b>
Total # Workshops	15	30	45
Average # Graduate Per Workshop	10	10	20
Total # Contacts	1,080	2,160	3,240
Total # Graduates	150	300	450
Master Trainers Trained Annually	1	1	2
Lay Leaders Trained Annually	10	10	20

**FY 2017-18 and FY 2018-19:**

	<b>CDSMP</b>	<b>DEEP</b>	<b>Total</b>
Total # Workshops	12	24	36
Average # Graduate Per Workshop	10	10	20
Total # Contacts	864	1,728	2,592
Total # Graduates	120	240	360
Master Trainers Trained Annually	1	1	2
Lay Leaders Trained Annually	10	10	20



## **IX. Outcome Objectives**

- A. Based on pre and post surveys, at least 75% of the DEEP workshop participants will demonstrate greater understanding of Diabetes and how to prevent or better manage it.
- B. Based on pre and post surveys, at least 65% of the DEEP workshop participants will show an increase in consumption of fruits or vegetable and/or increase in physical activity.

## **X. 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 service unit reports; 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 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, and HIPAA Compliance.

## **XI. Reporting Requirements**

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

- A. Grantee shall provide DAAS a list of the “Healthier Living” workshop schedule at least on a quarterly basis, and more often as it is updated.
- B. Within 2-weeks of completing the “Healthier Living” workshop, Grantee will submit a copy of the workshop attendance log, Session 1 and Session 6 participant surveys to Partners in Care Foundation for data entry and processing. Grantee will work with Partners in Care Foundation or HSAG to provide reports for each of the completed workshop to Grantee and DAAS at least on a quarterly basis. Grantee will submit a workshop summary report (including date of workshop, names of the facilitators, location of workshop, and number of participants enrolled and graduated) to OOA at least on a quarterly basis. The reports are due to OOA at end of the month in September, December, March and June.
- C. Grantee will shared with OOA a summary report of the number of fidelity checks completed (including the leader’s name, visit date and who completed the check) on quarterly basis. The reports are due to OOA at end of the month in September, December, March and June.

- D. Grantee will enter in the CARBON database on a quarterly basis, the service units as described in Section VIII – Service Objectives. Grantee will enter the quarterly metrics in the CARBON database by the 15<sup>th</sup> of the following month: October, January, April, July.
- E. Grantee will enter the annual Outcome Objective metrics in the CARBON database by the 15<sup>th</sup> of the month following the end of the program year.
- F. Grantee shall submit 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>.
- G. Grantee will provide OOA with an updated list of the Lay Leaders trained and their certification status at least on a semi-annual basis. The report is due to OOA in end of December and June, or more frequent, as needed.
- H. Grantee shall develop and deliver ad hoc reports as requested by HSA and DAAS OOA. For assistance with reporting requirements or submission of reports, contact:

Linda Lau, OOA Lead Nutritionist, email: [Linda.Lau@sfgov.org](mailto:Linda.Lau@sfgov.org)  
Drake Herrador, Contracts Manager, email: [Drake.Herrador@sfgov.org](mailto:Drake.Herrador@sfgov.org)

**HUMAN SERVICES AGENCY CONTRACT BUDGET SUMMARY  
BY PROGRAM**

Contractor's Name		Contract Term		
On Lok Day Services		7/1/16-6/30/19		
(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>				
If modification, Effective Date of Mod. 7/1/16 No. of Mod.				
Program: Healthier Living (CDSMP & DEEP)				
Budget Reference Page No.(s)				Total
Program Term	7/1/16-6/30/17	7/1/17-6/30/18	7/1/17-6/30/19	7/1/16-6/30/19
<b>HSA Expenditures</b>				
Salaries & Benefits	\$122,595	\$92,864	\$92,864	\$308,323
Operating Expense	\$22,087	\$15,120	\$15,120	\$52,327
<b>Subtotal</b>	<b>\$144,682</b>	<b>\$107,984</b>	<b>\$107,984</b>	<b>\$360,650</b>
Indirect Percentage (%)	9%	9%	9%	
Indirect Cost (Line 16 X Line 15)	\$13,021	\$9,719	\$9,719	\$32,459
Capital Expenditure	\$0	\$0	\$0	\$0
<b>Total HSA Expenditures</b>	<b>\$157,703</b>	<b>\$117,703</b>	<b>\$117,703</b>	<b>\$393,109</b>
<b>Non-HSA Expenditures</b>				
Salaries & Benefits	\$19,158	\$52,851	\$52,851	\$124,860
Operating Expense	\$925	\$5,875	\$5,875	\$12,675
<b>Subtotal</b>	<b>\$20,083</b>	<b>\$58,726</b>	<b>\$58,726</b>	<b>\$137,535</b>
Indirect Percentage (%)	9%	9%	9%	
Indirect Cost (Line 25 X Line 24)	\$1,807	\$5,285	\$5,285	\$12,377
Capital Expenditure	\$0	\$0	\$0	\$0
<b>Total Non-HSA Expenditures</b>	<b>\$21,890</b>	<b>\$64,011</b>	<b>\$64,011</b>	<b>\$149,912</b>
<b>Total HSA &amp; Non-HSA Expenditures</b>	<b>\$179,593</b>	<b>\$181,714</b>	<b>\$181,714</b>	<b>\$543,021</b>
<b>HSA Revenues</b>				
General Fund	\$99,129	\$59,129	\$59,129	\$217,387
State (CDSMP)				\$0
Federal	\$58,505	\$58,505	\$58,505	\$175,515
CODB	\$69	\$69	\$69	\$207
<b>TOTAL HSA REVENUES</b>	<b>\$157,703</b>	<b>\$117,703</b>	<b>\$117,703</b>	<b>\$393,109</b>
<b>Other Revenues</b>				
HSAG	\$9,660	\$7,728	\$7,728	\$25,116
Fundraising	\$12,230	\$56,283	\$56,283	\$124,796
<b>Total Revenues</b>	<b>\$179,593</b>	<b>\$181,714</b>	<b>\$181,714</b>	<b>\$543,021</b>
Prepared by: Valorie Villela		Telephone No.: (415) 550-2211		2/2/2017
HSA-CO Review Signature: _____				
HSA #1				11/15/2007

Program Name:  
Healthier Living (CDSMP)

**Salaries & Benefits Detail**

H.S.A-DAAS		7/1/16-6/30/17 7/1/17-6/30/18 7/1/17-6/30/19						
POSITION TITLE	Agency Totals		For HSA Program		For DHS Program	For DHS Program	For DHS Program	TOTAL
	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	7/1/16-6/30/19
HEALTH PROMOTION PROGRAM MANAGER	\$58,011	100%	46%	46%	\$26,685	\$25,115	\$25,115	\$76,915
HEALTHIER LIVING PROGRAM COORDINATOR	\$50,096	50%	100%	50%	\$25,048	\$25,048	\$25,048	\$75,144
DIRECTOR	\$134,191	100%	0%	0%	\$0	\$0	\$0	\$0
HEALTHIER LIVING PROGRAM ASSISTANT	\$41,600	50%	100%	50%	\$20,800	\$20,800	\$20,800	\$62,400
ADMINISTRATIVE SECRETARY	\$62,504	100%	0%	0%	\$0	\$0	\$0	\$0
ASSISTANT DIRECTOR	\$75,005	100%	0%	0%	\$0	\$0	\$0	\$0
PROGRAM ASSISTANT	\$41,600	55%	9%	5%	\$2,158	\$2,158	\$2,158	\$6,474
Health Educator (New)	\$41,600	53%	100%	53%	\$21,840	\$0	\$0	\$21,840
<b>TOTALS</b>	<b>\$504,607</b>	<b>6.08</b>	<b>3.55</b>	<b>2.04</b>	<b>\$96,531</b>	<b>\$73,121</b>	<b>\$73,121</b>	<b>\$242,773</b>
FRINGE BENEFIT RATE	27%							
EMPLOYEE FRINGE BENEFITS					\$26,064	\$19,743	\$19,743	\$65,550
<b>TOTAL HSA SALARIES &amp; BENEFITS</b>					<b>\$122,595</b>	<b>\$92,864</b>	<b>\$92,864</b>	<b>\$308,323</b>
HSA #2								11/15/2007

Non-HSA		7/1/16-6/30/17 7/1/17-6/30/18 7/1/17-6/30/19						
POSITION TITLE	Agency Totals		For HSA Program		For DHS Program	For DHS Program	For DHS Program	TOTAL
	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	7/1/16-6/30/19
HEALTH PROMOTION PROGRAM MANAGER	\$58,011	100%	0%	0%	\$0	\$1,570	\$1,570	\$3,140
HEALTHIER LIVING PROGRAM COORDINATOR	\$50,096	50%	0%	0%	\$0	\$0	\$0	\$0
DIRECTOR	\$134,191	100%	5%	5%	\$6,710	\$6,710	\$6,710	\$20,130
HEALTHIER LIVING PROGRAM ASSISTANT	\$41,600	50%	0%	0%	\$0	\$0	\$0	\$0
ADMINISTRATIVE SECRETARY	\$62,504	100%	5%	5%	\$3,125	\$3,125	\$3,125	\$9,375
ASSISTANT DIRECTOR	\$75,005	100%	7%	7%	\$5,250	\$5,250	\$5,250	\$15,750
PROGRAM ASSISTANT	\$41,600	55%	0%	0.00%	\$0	\$0	\$0	\$0
Health Educator (New)	\$41,600	53%	0%	0%	\$0	\$24,960	\$24,960	\$49,920
<b>TOTALS</b>	<b>\$504,607</b>	<b>6.08</b>	<b>0.17</b>	<b>0.17</b>	<b>\$15,085</b>	<b>\$41,615</b>	<b>\$41,615</b>	<b>\$98,315</b>
FRINGE BENEFIT RATE	27%							
EMPLOYEE FRINGE BENEFITS					\$4,073	\$11,236	\$11,236	\$26,545
<b>TOTAL Non-HSA SALARIES &amp; BENEFITS</b>					<b>\$19,158</b>	<b>\$52,851</b>	<b>\$52,851</b>	<b>\$124,860</b>
HSA #2								11/15/2007
<b>TOTAL HSA &amp; Non-HSA SALARIES &amp; BENEFITS*</b>	<b>\$640,851</b>				<b>\$141,753</b>	<b>\$145,715</b>	<b>\$145,715</b>	<b>\$433,183</b>

\*TOTAL DAAS & NON-DAAS SALARIES & BENEFITS REFLECTS ANNUAL FULL TIME SALARY FOR EACH FTE ONLY ONCE AS TO NOT DOUBLE COUNT

Program Name:  
 Healthier Living (CDSMP)

**Operating Expense Detail**

H.S.A-DAAS EXPENDITURE CATEGORY	TERM			TOTAL
	7/1/16-6/30/17	7/1/17-6/30/18	7/1/17-6/30/19	7/1/16-6/30/19
Rental of Property				\$0
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$0	\$600	\$600	\$1,200
Office Supplies, Postage	\$500	\$450	\$450	\$1,400
Building Maintenance Supplies and Repair	\$0	\$2,500	\$2,500	\$5,000
Printing and Reproduction	\$0	\$0	\$0	\$0
Insurance	\$1,500	\$1,400	\$1,400	\$4,300
Staff Training	\$0	\$0	\$0	\$0
Staff Travel-(Local & Out of Town)	\$200	\$200	\$200	\$600
Rental of Equipment	\$550	\$550	\$550	\$1,650
<b>CONSULTANT/SUBCONTRACTOR</b>				
<b>DESCRIPTIVE TITLE</b>				
Lay Leader	\$11,025	\$7,823	\$7,823	\$26,671
Workshop Refreshments	\$2,250	\$1,597	\$1,597	\$5,444
				\$0
				\$0
<b>OTHER</b>				
Translation & Outreach Material	\$6,062			\$6,062
				\$0
				\$0
				\$0
				\$0
<b>TOTAL HSA OPERATING EXPENSE</b>	<b>\$22,087</b>	<b>\$15,120</b>	<b>\$15,120</b>	<b>\$52,327</b>

Non-HSA EXPENDITURE CATEGORY	TERM			TOTAL
	7/1/16-6/30/17	7/1/17-6/30/18	7/1/17-6/30/19	7/1/16-6/30/19
Rental of Property				\$0
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$0	\$600	\$600	\$1,200
Office Supplies, Postage	\$400	\$450	\$450	\$1,300
Building Maintenance Supplies and Repair	\$0	\$2,500	\$2,500	\$5,000
Printing and Reproduction	\$0	\$500	\$500	\$1,000
Insurance	\$325	\$425	\$425	\$1,175
Staff Training	\$0	\$0	\$0	\$0
Staff Travel-(Local & Out of Town)	\$200	\$200	\$200	\$600
Rental of Equipment	\$0	\$0	\$0	\$0
<b>CONSULTANT/SUBCONTRACTOR</b>				
<b>DESCRIPTIVE TITLE</b>				
Lay Leader	\$0	\$997	\$997	\$1,994
Workshop Refreshments	\$0	\$203	\$203	\$406
				\$0
				\$0
<b>OTHER</b>				
Translation & Outreach Material	\$0			\$0
				\$0
				\$0
				\$0
				\$0
<b>TOTAL NON-HSA OPERATING EXPENSE</b>	<b>\$925</b>	<b>\$5,875</b>	<b>\$5,875</b>	<b>\$12,675</b>

<b>TOTAL HSA &amp; NON-HSA OPERATING EXPENSE</b>	<b>\$23,012</b>	<b>\$20,995</b>	<b>\$20,995</b>	<b>\$65,002</b>
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