



London Breed, Mayor

Department of Human Services
 Department of Aging and Adult Services
 Office of Early Care and Education

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 *JST*

DATE: MARCH 6, 2019

SUBJECT: NEW GRANT: **VARIOUS AGENCIES (SEE TABLE BELOW)** (NON-PROFIT) FOR SUSTAINABILITY OF NONPROFIT LICENSED RESIDENTIAL CARE FACILITIES FOR THE ELDERLY (RCFE)

GRANT TERM: 3/1/19 – 6/30/20

GRANT AMOUNT:

<u>New</u>	<u>Contingency</u>	<u>Total</u>
\$477,835	\$47,783	\$525,618

ANNUAL AMOUNT: See table below

Funding Source
 FUNDING:

<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
\$477,835			\$47,783	\$525,618

PERCENTAGE:

100%			100%	
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The Department of Aging and Adult Services (DAAS) requests authorization to enter into new grant agreements with multiple organizations for the time period starting March 1, 2019 and ending on June 30, 2020, in the amount of \$477,835 plus a 10% contingency for a total amount not to exceed \$525,618. The purpose of this grant is for organizations to improve the sustainability of their Residential Care Facility for the Elderly (RCFE).

Agency	3/1/19-6/30/19	7/1/19-6/30/20	Total 3/1/19-6/30/20	10% Contingency	Not to Exceed
Kimochi, Inc.	\$44,166	\$131,218	\$175,384	\$17,538	\$192,922
Self-Help for the Elderly	\$133,669	\$168,782	\$302,451	\$30,245	\$332,696
Totals	\$177,835	\$300,000	\$477,835	\$47,783	\$525,618

Background

Residential Care Facilities for the Elderly (RCFEs) are assisted living facilities that have long been a preferred community alternative for those who are unable to live on their own but not appropriate for skilled nursing facilities. Compared to independent community living, RCFEs provide an increased level of care in a supportive and safe environment with 24-hour supervision for individuals age 60 and older. RCFEs are licensed by the California Department of Social Services (CDSS) through Community Care Licensing (CCL).

In recent years, due to increased regulations and labor laws, higher resident care needs, inadequate funding, and rising costs, the number of RCFEs in San Francisco has declined. Over the past six (6) years, there have been 21 RCFEs that have closed, accounting for a 5% decrease of beds citywide. The smaller, more affordable facilities have accounted for the greatest number of closures making it more difficult for low-income individuals to secure placement and presenting a potential critical barrier for the City's support network and system of care. The Assisted Living Workgroup, tasked by the Long Term Care Coordinating Council recently researched this issue. Their recommendations of support for this needed service are currently being considered by the City.

As such, the purpose of this grant is to support and improve the sustainability of non-profit RCFEs with less than 65 beds, serving individuals who are low income, from underserved and minority communities, have dementia and other cognitive disorders or behavioral health issues, including chronic mental illness and substance abuse. This grant is not meant to be ongoing and DAAS will reprocore bids next year to give other providers opportunities to identify needs.

Services to be Provided

Grantees shall use funds for the following activities to improve access, quality and delivery of RCFE services:

For Kimochi, Inc:

- Update safety and security measures – Acquire an emergency battery for the elevator, purchase and install a generator, purchase two (2) medical evacuation chairs for the stairwells, update secure access to the front door, and add emergency call alarms to each of the residences.
- Improve accessibility – Add gender neutral signage outside the restroom doors, widen one of the restroom's stall entry, and modernize sink countertops to be less bulky and lower height to better accommodate individuals in wheelchairs.
- Modernize facility – Remodel existing décor, replace flooring, update laminate cabinetry, replace old furniture, and paint all of the walls on the first floor. Replace the flooring, update the laminate cabinets and countertops, and purchase new dish rinse unit in the first floor kitchen.

For Self-Help for the Elderly:

- Infrastructure Improvements – Roof replacements, installation of weatherproof/energy efficient doors, and light fixture replacements in the dining room.
- Accessibility Improvements – Purchase of electric adjustable beds for residents' health and safety, elevator system modernizations, air-exchange replacement (located on roof), installation of air-

sterilization filters in each room (total 13 filters), and replacement of commercial exhaust fan in kitchen.

- Technology Infrastructure – Purchase of new computer and internet upgrade, installing fiber optic cable, purchase of switch for network connectors, purchase of an all-in-one color printer, and purchase of a two-bay network attached storage.
- Safety and Security Improvements – Installation of cameras and security alarm on exit door on the 1st floor, and on front and back doors of basement.
- Training – During the grant term, a Registered Nurse (RN) at 0.1 FTE will provide one-on-one and group trainings to Home Health Aides monthly on various topics including, but not limited to, identifying health conditions, wounds, and symptoms of stroke. The RN will also record resident's symptoms, monitor vital signs, update physicians on residents' health conditions, assist with resident rehabilitation, and conduct follow-up.
- Nutrition Improvements – During the grant term, a Registered Dietitian (RD) at 0.05 FTE will provide training to Home Health Aides monthly on resident nutrition and dietary needs. The RD will assess residents' nutritional requirements and health needs, and develop meal plans to ensure appropriate dietary needs are delivered to residents.

Grantee Performance

Fiscal Monitoring: Self-Help for the Elderly's FY17-18 Citywide Fiscal and Compliance Monitoring site visit was conducted in March 2018. They were found to be in compliance with monitoring requirements. They are scheduled to receive their FY18-19 monitoring site visit in March 2019. Kimochi, Inc. was granted a Citywide Fiscal and Compliance Monitoring waiver in FY17-18 due to being in compliance for the previous two years. Their FY18-19 site visit was conducted on February 6, 2019 and the monitoring report is currently being developed.

Program Monitoring: This is a new grant for Kimochi, Inc. and Self-Help for the Elderly. There is no monitoring history to report at this time. Kimochi, Inc. and Self-Help for the Elderly are current DAAS contractors and are in compliance with performance and monitoring requirements for other DAAS contracts.

Selection

Grantee was selected through Request for Proposals #827, which was competitively bid in December 2018.

Funding

Funding for this grant is provided by City and County General Funds.

ATTACHMENTS

Appendix A – Services to be Provided – Kimochi, Inc.

Appendix B – Program Budget – Kimochi, Inc.

Appendix A – Services to be Provided – Self-Help for the Elderly

Appendix B – Program Budget – Self-Help for the Elderly

Appendix A – Services To Be Provided

Kimochi, Inc.

Sustainability for Nonprofit Licensed Residential Care Facility for the Elderly (RCFE)

March 1, 2019 – June 30, 2020

I. Purpose of Grant

Residential Care Facilities for the Elderly (RCFEs) are facilities that have long been a preferred community alternative for those who are unable to live on their own but not appropriate for skilled nursing facilities. In recent years, due to increased regulations and labor laws, higher resident care needs, inadequate funding, and rising costs, the number of RCFEs in San Francisco has declined. As such, the purpose of this grant is to support and improve the sustainability of non-profit RCFEs with less than 65 beds, serving individuals who are low income, from underserved and minority communities, have dementia and other cognitive disorders, or behavioral health issues, including the chronically mentally ill and substance abuse.

II. Definitions

CARBON	Contracts Administration, Reporting and Billing On Line System
DAAS	Department of Aging and Adult Services
Grantee	Kimochi, Inc.
Program	Kimochi Home
RCFE	Residential Care Facility for the Elderly, Licensed by the California Department of Social Services (CDSS) through Community Care Licensing (CCL)

III. Target Population

RCFE target population includes:

- Low income and up to 300% of the Federal Poverty Level
- Underserved and minority communities
- Dementia and other cognitive disorders
- Behavioral health issues, including the chronically mentally ill and substance abuse

Kimochi Home is licensed to care for 20 older adults over the age of 60, who are able to walk independently with little or no assistance, and may have mild or secondary diagnosis of dementia or cognitive decline. Kimochi Home can serve individuals of various Asian descents, and is currently serving a majority of residents who are monolingual Japanese or speak English as a second language.

IV. Description of Services

Grantee shall use funds for the following activities to improve access, quality and delivery of RCFE services:

Update safety and security measures – Acquire an emergency battery for the elevator, purchase and install a generator, purchase two (2) medical evacuation chairs for the stairwells, update secure access to the front door, and add emergency call alarms to each of the residences.

Improve accessibility – Add gender neutral signage outside the restroom doors, widen one of the restroom's stall entry, and modernize sink countertops to be less bulky and lower height to better accommodate individuals in wheelchairs.

Modernize facility – Remodel existing décor, replace flooring, update laminate cabinetry, replace old furniture, and paint all of the walls on the first floor. Replace the flooring, update the laminate cabinets and countertops, and purchase new dish rinse unit in the first floor kitchen.

Grantee will provide services as defined for a licensed RCFE including room, board, housekeeping, supervision and personal care services such as personal hygiene, eating, dressing, and walking. Additionally, while residents self-administer their own medication, the RCFE will provide medication storage and medication distribution.

Grantee will employ staff who meet qualifications and will facilitate access to basic and ongoing trainings based on their role and responsibilities.

Grantee will provide reasonable accommodations and resources to ensure services are accessible and culturally and linguistically appropriate, consistent with the target population served. This includes having bilingual staff and/or reasonable access to translation services.

Grantee will access supportive services for those residents who need assistance beyond the scope of the RCFE services. This may be formal or informal relationship with government or social service organizations.

Grantee will have a plan to minimize disruption of services and possible adverse impact on residents during completion of improvements to the RCFE site.

V. Location and Time of Services

Residential care home services are provided at 1531 Sutter Street, San Francisco, CA 94109, 24 hours a day, 7 days a week.

VI. Grantee Responsibilities

- As Grantee is a mandated reporter for witnessed or suspected elder abuse/neglect, staff will complete annual Elder and Dependent Adult Abuse Trainings.

- 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 the Grant Agreement Appendix E.
- Grantee must develop and maintain policies and procedures for all aspect of program operation, including a Quality Assurance Plan.
- Grantee will resolve grievances related to program services at the program level and adhere to the DAAS Grievance Policy and Procedure.
- Grantee will be compliant with all regulations set forth by any Federal, State, or Local entities for operation of a Residential Care Facility for the Elderly.
- Grantee will possess and maintain all licenses and/or permits required to operate a Residential Care Facility for the Elderly.
- Grantee will submit aggregate demographic information, including Sexual Orientation and Gender Identity (SOGI) data, annually to DAAS.
- Grantee will administer a Client Satisfaction Survey to gather input regarding program participant's direct experience.
- Grantee will communicate and collaborate regularly with DAAS to help provide support and quality services to program participants.
- Grantee will attend DAAS Commission, program-related, and other meetings as needed.

VII. Service Objectives

Grantee will meet the following Service Objectives during the grant period:

1. The RCFE will have a maximum annual vacancy rate at 20% (4 beds) for no more than 20% (2.4 months) of the fiscal year. Grantee is licensed for 20 beds.
2. Grantee will implement a construction schedule to track progress quarterly and meet project timelines as follows:

Deliverables:

- Complete deferred updates to promote safety by June 30, 2019. Deferred safety updates include new generator, new dish rinse unit, adding elevator battery, and updating building access, and resident emergency call system.
- Increase accessibility to Kimochi Home common areas on the first floor by June 30, 2020. Increasing accessibility includes creating inclusive restrooms and improving wheelchair accessibility.
- Complete cosmetic remodel and modernization of first floor common areas and kitchen by June 30, 2020. Remodel includes updates to flooring, furniture, cabinetry, counters, and paint.

VIII. Outcome Objectives

Grantee will meet the following Outcome Objectives:

1. Fiscal projections and reserves will demonstrate the ability to maintain the licensed beds for a minimum of 5 years after the grant term ends. Quarterly reporting will show savings and/or increase in reserves, if any, as incremental progress toward overall goals.
2. Completed RCFE improvements will improve access, quality, and delivery of services. Results from Client Satisfaction Survey administered to residents/residents' families annually will show at least 85% overall satisfaction with the RCFE services due to improvements.

IX. Reporting Requirements

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

1. Grantee will provide monthly and/or quarterly reports summarizing contract activities described in Sections VII-Service Objectives and VIII-Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
2. Grantee will provide an annual report summarizing contract activities described in Sections VII-Service Objectives and VIII-Outcome Objectives. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the grant term.
3. Grantee will provide Ad Hoc reports as required by the Department.
4. On an annual basis, Grantee will provide results of the Client Satisfaction Survey. This may or may not be provided at the same time as the annual report.

For assistance with reporting requirements or submission of reports, contact:

Rocio.Duenas@sfgov.org
Contract Manager, Office of Contract Management
Human Services Agency

or

Fanny.Lapitan@sfgov.org
Program Analyst, Long Term Care Operations
Department of Aging and Adult Services

X. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of participant eligibility, back-up documentation for reporting progress towards meeting service and outcome objectives, QA reports, satisfaction survey results, and onsite monitoring.

- 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	E
1				Appendix B, Page 1
2				Date: 2/20/19
3	HUMAN SERVICES AGENCY BUDGET SUMMARY			
4	BY PROGRAM			
5	Name:		Term:	
6	Kimochi, Inc.		3/1/19-06/30/20	
7	(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>			
8	If modification, Effective Date of Mod.		No. of Mod.	
9	Program: Sustainability for Nonprofit Licensed RCFE			
10	Budget Reference Page No.(s)			
11	Program Term	3/1/19-6/30/19	7/1/19-6/30/20	Total 3/1/19-6/30/20
12	Expenditures			
13	Salaries & Benefits	\$3,130	\$9,389	\$12,519
14	Operating Expenses	\$0	\$0	\$0
15	Subtotal	\$3,130	\$9,389	\$12,519
16	Indirect Percentage (%)	15%	15%	15%
17	Indirect Cost (Line 16 X Line 15)	\$469	\$1,408	\$1,878
18	Capital/Subcontractor Expenditures	\$40,567	\$120,420	\$160,987
19	Total Expenditures	\$44,166	\$131,218	\$175,384
20	HSA Revenues			
21	General Fund	\$44,166	\$131,218	\$175,384
22				
23				
24				
25				
26				
27				
28				
29	TOTAL HSA REVENUES	\$44,166	\$131,218	\$175,384
30	Other Revenues			
31				
32	Fund Raising, 10% match	\$4,417	\$13,122	\$17,538
33				
34				
35				
36	Total Revenues	\$48,583	\$144,340	\$192,922
37	Full Time Equivalent (FTE)			
39	Prepared by: Rod Valdepenas	Telephone No.: (415) 931-2294 x116		Date: 2/13/19
40	HSA-CO Review Signature: _____			
41	HSA #1			10/25/2016

	A	B	C	D	E	F	G	I
1	Appendix B, Page 2							
2	Date: 2/20/19							
3								
4	Program: Sustainability for Nonprofit Licensed RCFE							
5	(Same as Line 9 on HSA #1)							
6								
7	Salaries & Benefits Detail							
8								
9								
10								
11								
		Agency Totals		HSA Program		3/1/19-6/30/19	7/1/19-6/30/20	3/1/19-6/30/20
		Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	DAAS Budgeted Salary	DAAS Budgeted Salary	TOTAL Budgeted Salary
12	POSITION TITLE							
13	Kimochi Home Administrator	\$76,960	1.00	10%	0.10	\$2,565	\$7,696	\$10,261
14								
15								
16								
17								
18								
19	TOTALS	\$76,960	1.00	10%	0.10	\$2,565	\$7,696	\$10,261
20								
21	FRINGE BENEFIT RATE	22%						
22	EMPLOYEE FRINGE BENEFITS	\$16,931				\$564	\$1,693	\$2,257
23								
24								
25	TOTAL SALARIES & BENEFITS	\$93,891				\$3,130	\$9,389	\$12,519
26	HSA #2	10/25/2016						

	A	B	C	D	F
1					Appendix B, Page 3
2					Date: 2/20/19
3					
4		Program: Sustainability for Nonprofit Licensed RCFE			
5		(Same as Line 9 on HSA #1)			
6					
					Program Expenditure Detail
7		SUBCONTRACTORS	3/1/19-6/30/19	7/1/19-6/30/20	Total 3/1/19-6/30/19
8		Otis Elevators	\$11,078		\$11,078
9		Rab Com Limited	\$27,489		\$27,489
10		Electrical Systems		\$45,420	\$45,420
11					\$0
12		TOTAL SUBCONTRACTOR COST	\$38,567	\$45,420	\$83,987
13					
14		EQUIPMENT	TERM	3/1/19-6/30/19	7/1/19-6/30/20
15	No.	ITEM/DESCRIPTION			3/1/19-6/30/20
16	2	Medical Evac Chair	\$2,000		\$2,000
17					
18					
19		TOTAL EQUIPMENT COST	\$2,000	\$0	\$2,000
20					
21		REMODELING			
22		Description: Remodel and update the first floor.	3/1/19-6/30/19	7/1/19-6/30/20	3/1/19-6/30/20
23	A	Oyama Hall: flooring, cabinetry, paint, furniture		\$75,000	\$75,000
24		First Floor Common areas (bathrooms, sitting/social area): bathroom stall partitions, counter/sink, flooring, furniture, wall mounted T.V., paint			
25		Dining Room (kitchen, seating area): dishwasher, counters, cabinetry, flooring, paint, furniture			
26		TOTAL REMODELING COST	\$0	\$75,000	\$75,000
27					
28		TOTAL CAPITAL/SUBCONTRACTOR EXPENDITURE	\$40,567	\$120,420	\$160,987
29					
30	HSA #4				10/25/2016

Appendix A – Services To Be Provided
Self-Help for the Elderly
Sustainability for Nonprofit Licensed Residential Care Facility for the Elderly (RCFE)
March 1, 2019 – June 30, 2020

I. Purpose of Grant

Residential Care Facilities for the Elderly (RCFEs) are facilities that have long been a preferred community alternative for those who are unable to live on their own but not appropriate for skilled nursing facilities. In recent years, due to increased regulations and labor laws, higher resident care needs, inadequate funding, and rising costs, the number of RCFEs in San Francisco has declined. As such, the purpose of this grant is to support and improve the sustainability of non-profit RCFEs with less than 65 beds, serving individuals who are low income, from underserved and minority communities, have dementia and other cognitive disorders, or behavioral health issues, including the chronically mentally ill and substance abuse.

II. Definitions

CARBON	Contracts Administration, Reporting and Billing On Line System
DAAS	Department of Aging and Adult Services
Grantee	Self-Help for the Elderly
Program	Autumn Glow Alzheimer’s Care Home (a.k.a. Autumn Glow)
RCFE	Residential Care Facility for the Elderly, Licensed by the California Department of Social Services (CDSS) through Community Care Licensing (CCL)

III. Target Population

RCFE target population includes:

- Low income and up to 300% of the Federal Poverty Level
- Underserved and minority communities
- Dementia and other cognitive disorders
- Behavioral health issues, including the chronically mentally ill and substance abuse

Autumn Glow Alzheimer’s Care Home is licensed to care for 15 older adults who:

- Are 60 years and older; and
- Have been diagnosed with Alzheimer’s, Parkinson’s, or other mild to moderate types of dementia; and
- Are qualifying tenants as determined by the U.S. Department of Housing and Urban Development (HUD); and
- Are eligible for admission as determined by Title 22 Division 6, Chapter 8 regulations governing residential care facilities for the elderly (RCFE).

IV. Description of Services

Grantee shall use funds for the following activities to improve access, quality and delivery of RCFE services:

Infrastructure Improvements – Roof replacements, installation of weatherproof/energy efficient doors, and light fixture replacements in the dining room.

Accessibility Improvements – Purchase of electric adjustable beds for residents' health and safety, elevator system modernizations, air-exchange replacement (located on roof), installation of air-sterilization filters in each room (total 13 filters), and replacement of commercial exhaust fan in kitchen.

Technology Infrastructure – Purchase of new computer and internet upgrade, installing fiber optic cable, purchase of switch for network connectors, purchase of an all-in-one color printer, and purchase of a two-bay network attached storage.

Safety and Security Improvements – Installation of cameras and security alarm on exit door on the 1st floor, and on front and back doors of basement.

Training – A Registered Nurse (RN) at 0.1 FTE will provide one-on-one and group trainings to Home Health Aides at least 6 months during the grant term on various topics including, but not limited to, identifying health conditions, wounds, and symptoms of stroke. The RN will also record resident's symptoms, monitor vital signs, update physicians on residents' health conditions, assist with resident rehabilitation, and conduct follow-up.

Nutrition Improvements – A Registered Dietitian (RD) at 0.05 FTE will provide training on resident nutrition and dietary needs to Cooks at least 5 months during the grant term and to Home Health Aides at least 3 months during the grant term. The RD will assess residents' nutritional requirements and health needs, and develop meal plans to ensure appropriate dietary needs are delivered to residents.

Grantee will provide services as defined for a licensed RCFE including room, board, housekeeping, supervision and personal care services such as personal hygiene, eating, dressing, and walking. Additionally, while residents self-administer their own medication, the RCFE will provide medication storage and medication distribution.

Grantee will employ staff who meet qualifications and will facilitate access to basic and ongoing trainings based on their role and responsibilities.

Grantee will provide reasonable accommodations and resources to ensure services are accessible and culturally and linguistically appropriate, consistent with the target population served. This includes having bilingual staff and/or reasonable access to translation services.

Grantee will access supportive services for those residents who need assistance beyond the scope of the RCFE services. This may be formal or informal relationship with government or social service organizations.

Grantee will have a plan to minimize disruption of services and possible adverse impact on residents during completion of improvements to the RCFE site.

V. Location and Time of Services

Residential care home services are provided at 654 Grove Street, San Francisco, CA 94102, 24 hours a day, 7 days a week.

VI. Grantee Responsibilities

- As Grantee is a mandated reporter for witnessed or suspected elder abuse/neglect, staff will complete annual Elder and Dependent Adult Abuse Trainings.
- 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 the Grant Agreement Appendix E.
- Grantee must develop and maintain policies and procedures for all aspect of program operation, including a Quality Assurance Plan.
- Grantee will resolve grievances related to program services at the program level and adhere to the DAAS Grievance Policy and Procedure.
- Grantee will be compliant with all regulations set forth by any Federal, State, or Local entities for operation of a Residential Care Facility for the Elderly.
- Grantee will possess and maintain all licenses and/or permits required to operate Residential Care Facility for the Elderly.
- Grantee will submit aggregate demographic information, including Sexual Orientation and Gender Identity (SOGI) data, annually to DAAS.
- Grantee will administer a Client Satisfaction Survey to gather input regarding program participant's direct experience.
- Grantee will communicate and collaborate regularly with DAAS to help provide support and quality services to program participants.
- Grantee will attend DAAS Commission, program-related, and other meetings as needed.

VII. Service Objectives

Grantee will meet the following Service Objectives during the grant period:

1. The RCFE will have a maximum annual vacancy rate at 10% (2 beds) for no more than 10% (1.2 months) of the fiscal year. Grantee is licensed for 15 beds.
2. The Registered Nurse will provide a minimum of 54 annual training units on topics including, but not limited to, identifying health conditions, wounds, and symptoms of stroke. Training units calculated by the number of trainings (6) and the number of Home Health Aides (9).

3. The Registered Dietitian will provide a minimum of 37 annual training units on resident nutrition and dietary needs. Training units are calculated by 10 training units for Cooks (2 staff for at least 5 times) and 27 training units for Home Health Aides (9 staff for at least 3 times).
4. Grantee will implement a construction schedule to track progress quarterly and meet project timelines as follows:

Deliverables:

- Infrastructure, accessibility, technology, and security improvements that include installation of air-sterilization filters, fiber optic cable, and weatherproof/energy efficient doors, and replacement of light fixtures and commercial exhaust fan will be completed by June 30, 2019.
- Infrastructure and accessibility improvements that include elevator system upgrade, central heater replacement, and roof replacement will be completed by June 30, 2020.

VIII. Outcome Objectives

Grantee will meet the following Outcome Objectives:

1. Fiscal projections and reserves will demonstrate the ability to maintain the licensed beds for a minimum of 5 years after the grant term ends. Quarterly reporting will show savings and/or increase in reserves, if any, as incremental progress toward overall goals.
2. The quality of care provided to RCFE residents will be improved sustainably through the trainings provided by the Registered Nurse and the Registered Dietitian. At the end of each training, at least 90% of Home Health Aides will have increased their skills and knowledge of basic caring and dietary protocols based on post training evaluations. This outcome objective will be reported on a quarterly basis.
3. Completed infrastructure and accessibility improvements will improve access, quality, and delivery of RCFE services. Results from Client Satisfaction Survey administered to residents/residents' families annually will show at least 85% overall satisfaction with the RCFE services due to improvements.

IX. Reporting Requirements

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

1. Grantee will provide monthly and/or quarterly reports summarizing contract activities described in Sections VII-Service Objectives and VIII-Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.

2. Grantee will provide an annual report summarizing contract activities described in Sections VII-Service Objectives and VIII-Outcome Objectives. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the grant term.
3. Grantee will provide Ad Hoc reports as required by the Department.
4. On an annual basis, Grantee will provide results of the Client Satisfaction Survey. This may or may not be provided at the same time as the annual report.

For assistance with reporting requirements or submission of reports, contact:

Rocio.Duenas@sfgov.org
Contract Manager, Office of Contract Management
Human Services Agency

or

Fanny.Lapitan@sfgov.org
Program Analyst, Long Term Care Operations
Department of Aging and Adult Services

X. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of participant eligibility, back-up documentation for reporting progress towards meeting service and outcome objectives, QA reports, satisfaction survey results, and onsite monitoring.
- 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	E
1				Appendix B, Page 1
2				Date: 2/12/19
3	HUMAN SERVICES AGENCY BUDGET SUMMARY			
4	BY PROGRAM			
5	Name:			Term:
6	Self-Help for the Elderly			3/1/19-6/30/20
7	(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>			
8	If modification, Effective Date of Mod. No. of Mod.			
9	Program: Sustainability for Nonprofit Licensed RCFE			
10	Budget Reference Page No.(s)			
11	Program Term	3/1/19-6/30/2019	7/1/19-6/30/20	Total 3/1/19-6/30/20
12	Expenditures			
13	Salaries & Benefits	\$5,321	\$15,962	\$21,283
14	Operating Expenses	\$9,000	\$6,261	\$15,261
15	Subtotal	\$14,321	\$22,223	\$36,544
16	Indirect Percentage (%)	15%	15%	15.00%
17	Indirect Cost (Line 16 X Line 15)	\$2,148	\$3,333	\$5,482
18	Capital/Subcontractor Expenditures	\$117,200	\$143,226	\$260,426
19	Total Expenditures	\$133,669	\$168,782	\$302,451
20	HSA Revenues			
21				
22	General Fund	\$133,669	\$168,782	\$302,451
23				
24				
25				
26				
27				
28				
29	TOTAL HSA REVENUES	\$133,669	\$168,782	\$302,451
30	Other Revenues			
31	OTHER RESOURCES			
32	AG-Rent	\$ 63,230	\$ 182,316	\$ 245,546
33	AG-Care Program	\$ 203,527	\$ 613,548	\$ 817,075
34	H.S.A.	\$ 48,547	\$ 145,642	\$ 194,189
35	Fundraising		\$ 2,965	\$ 2,965
36	Total Revenues	\$448,973	\$1,113,253	\$1,562,226
37	Full Time Equivalent (FTE)			
39	Prepared by: Leny Nair	Telephone No.: 415-677-7682	Date: 02/12/2019	
40	HSA-CO Review Signature: _____			
41	HSA #1			10/25/2016

	A	B	C	D	E	F	G	I
1	Appendix B, Page 2							
2	Date: 2/12/19							
3								
4	Program: Sustainability for Nonprofit Licensed RCFE							
5	(Same as Line 9 on HSA #1)							
6								
7	Salaries & Benefits Detail							
8								
9								
10								
11					3/1/19-6/30/2019	7/1/19-6/30/20	3/1/19-6/30/20	
12		Agency Totals		HSA Program		DAAS	DAAS	TOTAL
	POSITION TITLE	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary
13	Registered Dietitian	\$62,400	1.00	5%	0.05	\$1,040	\$3,120	\$4,160
14	Registered Nurse	\$93,600	1.00	10%	0.10	\$3,120	\$9,360	\$12,480
15								
16								
17								
18								
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20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30	TOTALS	\$156,000	2.00	15%	0.15	\$4,160	\$12,480	\$16,640
31								
32	FRINGE BENEFIT RATE	28%						
33	EMPLOYEE FRINGE BENEFITS	\$43,524				\$1,161	\$3,482	\$4,643
34								
35								
36	TOTAL SALARIES & BENEFITS	\$199,524				\$5,321	\$15,962	\$21,283
37	HSA #2	10/25/2016						

	A	B	C	D	E	F	G	H	K
1	Appendix B, Page 3								
2	Date: 2/12/19								
3									
4	Program: Sustainability for Nonprofit Licensed RCFE								
5	(Same as Line 9 on HSA #1)								
6									
7	Operating Expense Detail								
8									
9									
10									
11									
12	<u>Expenditure Category</u>								TOTAL
									3/1/19-6/30/20
13	Rental of Property								\$ -
14	Utilities(Elec, Water, Gas, Phone, Garbage)								\$ -
15	Office Supplies, Postage								\$ -
16	Building Maintenance Supplies and Repair								\$ -
17	Printing and Reproduction				\$3,000		\$3,261		\$ 6,261
18	Insurance								\$ -
19	Staff Training								\$ -
20	Staff Travel-(Local & Out of Town)								\$ -
21	Rental of Equipment								\$ -
22									
23	CONSULTANTS								
24									\$ -
25									
26									
27	OTHER								
28									\$ -
29	Beddings for adjustable beds				\$3,000				\$ 3,000
30	Software Upgrade (Windows 7 to Windows 10)				\$3,000				\$ 3,000
31	Uniforms/Scrubs						\$3,000		\$ 3,000
32									
33	TOTAL OPERATING EXPENSE				\$ 9,000		\$ 6,261		\$ 15,261
34									
35	HSA #3								10/25/2016

	A	B	C	D	F
1					Appendix B, Page 4
2					Date: 2/12/19
3					
4	Program: Sustainability for Nonprofit Licensed RCFE				
5	(Same as Line 9 on HSA #1)				
6	Program Expenditure Detail				
7	SUBCONTRACTORS		3/1/19-6/30/2019	7/1/19-6/30/20	3/1/19-6/30/20
8					\$0
9					\$0
10					\$0
11	TOTAL SUBCONTRACTOR COST		\$0	\$0	\$0
12					
13	EQUIPMENT		3/1/19-6/30/2019	7/1/19-6/30/20	3/1/19-6/30/20
14	No.	ITEM/DESCRIPTION			
15	15	Electric adjustable beds for residents health & safety	\$52,500		\$52,500
16	1	Elevator system upgrade	\$32,250	\$87,750	\$120,000
17	1	Central heater replacement (located on roof)		\$20,000	\$20,000
18	13	Air-sterlization filters in each room (total 13 filters)	\$3,250		\$3,250
19		Technology Infrastructure	\$12,100		\$12,100
20	1	Security/Camera door alarm (basement & 1st floor) Upgrade	\$10,000		\$10,000
21					
22	TOTAL EQUIPMENT COST		\$110,100	\$107,750	\$217,850
23					
24	R E M O D E L I N G				
25	Description:		3/1/19-6/30/2019	7/1/19-6/30/20	3/1/19-6/30/20
26	Roof replacements (big and small roof)			\$35,476	\$35,476
27	Light fixture replacements in dining room		\$600		\$600
28	Weatherproof/energy efficient doors		\$2,000		\$2,000
29	Replacement of exhaust fan/hood		\$4,500		\$4,500
30	TOTAL REMODELING COST		\$7,100	\$35,476	\$42,576
31					
32	TOTAL CAPITAL/SUBCONTRACTOR EXPENDITURE		\$117,200	\$143,226	\$260,426
33					
34	HSA #4				10/25/2016