



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 & ADULT SERVICES COMMISSION

THROUGH: SHIREEN McSPADDEN, EXECUTIVE DIRECTOR

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

DATE: APRIL 3, 2019

SUBJECT: GRANT MODIFICATION: **MISSION NEIGHBORHOOD CENTER FOR THE PROVISION OF INTERGENERATIONAL PROGRAM FOR OLDER ADULTS AND ADULTS WITH DISABILITIES**

|                             |                    |                     |                    |                    |                    |
|-----------------------------|--------------------|---------------------|--------------------|--------------------|--------------------|
| GRANT TERM:                 | <u>Current</u>     | <u>Modification</u> | <u>Revised</u>     | <u>Contingency</u> | <u>Total</u>       |
|                             | 1/1/19-<br>6/30/21 | 7/1/19-<br>6/30/21  | 1/1/19-<br>6/30/21 |                    | 1/1/19-<br>6/30/21 |
| TOTAL GRANT AMOUNT:         | \$135,732          | \$45,418            | \$181,150          | \$18,115           | \$199,265          |
| ANNUAL AMOUNT:              | <u>FY 18/19</u>    | <u>FY19/20</u>      | <u>FY 20/21</u>    |                    |                    |
|                             | \$51,690           | \$64,730            | \$64,730           |                    |                    |
| FUNDING SOURCE MODIFICATION | <u>County</u>      | <u>State</u>        | <u>Federal</u>     | <u>Contingency</u> | <u>Total</u>       |
| FUNDING:                    | \$181,150          |                     |                    | \$18,115           | \$199,265          |
| PERCENTAGE:                 | 100%               |                     |                    |                    | 100%               |

The Department of Aging and Adult Services requests authorization to modify the existing grant agreement with Mission Neighborhood Center for the time period of January 1, 2019 through June 30, 2021, in the additional amount of \$45,418 plus a 10% contingency for a total amount not to exceed of \$199,265. The modification will enable Mission Neighborhood Center to increase its capacity to offer additional intergenerational programming hours for older adults and/or adults with disabilities living in the City and County of San Francisco in fiscal years 2019-20 and 2020-21.

## **Background**

City and County of San Francisco voters passed Proposition I on November 8, 2016. Proposition I established the Dignity Fund (Fund). The Dignity Fund is a guaranteed funding stream for programs and services that provide support for older adults and adults with disabilities. The Department of Aging and Adult Services (DAAS) administers the Dignity Fund.

There is an Oversight and Advisory Committee (OAC) for the Fund. DAAS and the OAC are responsible for a fair and equitable allocation of the Fund. The administration of the Fund includes a planning process that began in FY 17/18 and repeats every fourth fiscal year. The planning process starts with a Community Needs Assessment (DFCNA). The findings from each DFCNA inform an allocation plan for the expenditure of the Fund. The Board of Supervisors approved the FY 17/18 DFCNA report in June of 2018.

The City Charter Amendment for the Fund requires the City to make an annual baseline contribution to the Fund and to increase the baseline contribution to the Fund in FY 17/18 through FY 26/27. In FY 18/19 the City added \$3 million dollars to its annual baseline contribution. Using the DFCNA as a guide and in consultation with the OAC, DAAS developed a FY 18/19 allocation plan for the expenditure of the additional \$3 million dollars and it included intergenerational programming.

The DFCNA highlighted the need to continue providing programming that creates opportunities for older adults and adults with disabilities to socialize, build community, and make valued contributions to their communities and the DFCNA revealed a demand for intergenerational programming to be a vehicle to expand these opportunities. In addition, the DFCNA identified social isolation as an equity factor. Intergenerational programs that foster intentional interaction and aim to build relationships like the programs presented below are also in alignment with a key priority for DAAS, which is to address equity factors in service delivery.

## **Services to be Provided**

The modification for the Mission Neighborhood Center will provide an additional 40 hours of intergenerational programming in FY 19-20 and FY 20-21. Mission Neighborhood Center will provide intergenerational programming for older adults and adults with disabilities living in the City and County of San Francisco. The intergenerational programming will bring together a minimum of two different generations and at least one of the participating generations will be inclusive of the target population. The intergenerational programming offered by the grantee will consist of activities that are face to face, organized, and scheduled ongoing and consistently. The activities will support joint engagement and encourage relationship building between the participating generations that is mutually beneficial.

## **Performance**

This is a new grant for Mission Neighborhood Center and DAAS. There is no monitoring history specific for this program to report at this time. Mission Neighborhood Center is in compliance with fiscal and programmatic requirements for fiscal year 2017-18 for its other DAAS grants.

**Selection**

Grantee was selected through Request for Proposal #806, which was competitively bid on August 20, 2018.

**Funding**

The funding is 100% County General Fund.

**ATTACHMENTS**

Appendix A1-Services to be Provided

Appendix B1- Program Budget

**APPENDIX A1 - SERVICES TO BE PROVIDED BY GRANTEE**

**MISSION NEIGHBORHOOD CENTERS INC.**

**DIGNITY FUND**

**INTERGENERATIONAL PROGRAM**

**January 1, 2019 – June 30, 2021**

**I. Purpose of Grant**

The purpose of this grant is to provide an intergenerational program for older adults and/or adults with disabilities living in the City and County of San Francisco. An intergenerational program will bring together older adults and/or adults with disabilities with another generation through regularly planned activities and joint engagement with a goal of fostering relationships that are mutually beneficial.

**II. Definitions**

|   |  |
|---|--|
| Adult with a Disability                         | A person who is 18 to 59 years of age living with a disability   |
| CA.GetCare                                      | A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.   |
| CARBON  | Contracts Administration, Reporting and Billing On Line System   |
| City  | City and County of San Francisco, a municipal corporation.   |
| Communities of Color                            | Persons who identify with a race or ethnicity other than non-Hispanic White  |
| Controller                                      | Controller of the City and County of San Francisco or designated agent.  |
| DAAS  | Department of Aging and Adult Services   |
| Dignity Fund (Fund)                             | The City and County of San Francisco, City Charter, Sections 16.128-1 through 16.128-12. DAAS will expend monies in the Fund solely to help seniors and adults with disabilities secure and utilize the services and support necessary to age with dignity in their own homes and communities. |
| Dignity Fund Community Needs Assessment (DFCNA) | A community needs assessment report required every four years by the City Charter Amendment for the Fund. The findings from each DFCNA inform an allocation plan for the expenditure of the Fund. The first DFCNA was completed in fiscal year 17-18   |

|                                       |   |
|---------------------------------------|---|
| Disability                            | Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. |
| Fund                                  | Dignity Fund  |
| Generation                            | Individuals born and living at about the same time, regarded collectively.  |
| Grantee                               | Mission Neighborhood Center Inc.  |
| Intergenerational Program/Programming | A program that brings older adults and/or adults with disabilities together with another generation through regularly planned activities and joint engagement. The activities and engagement should be structured, ongoing, and jointly participated in by each of the generations involved.  |
| LGBT/LGBTQ                            | An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.  |
| Low Income                            | Having income at or below 300% of the federal poverty line defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Used by consumers to self-identify their income status and is not used as a means test to qualify for the program.   |
| OAC                                   | Dignity Fund Oversight and Advisory Committee   |
| OCM                                   | Office of Contract Management, Human Services Agency  |
| Older Adult                           | Person who is 60 years of age or older; used interchangeably with the term "Senior"   |
| Senior                                | Person who is 60 years of age or older; used interchangeably with the "Older Adult"   |
| SF-HSA                                | Human Services Agency of the City and County of San Francisco   |
| SOGI                                  | Sexual Orientation and Gender Identity; Ordinance No. 159-16 amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (Chapter 104, Sections 104.1 through 104.9.)  |
| Three Item UCLA Loneliness Scale      | A scale that comprises three questions and measures three dimensions of loneliness.<br><a href="https://www.ncbi.nlm.nih.gov/pmc/articles/PMC2394670/">https://www.ncbi.nlm.nih.gov/pmc/articles/PMC2394670/</a>  |
|                                       |   |

|                             |  |
|-----------------------------|--|
| Unduplicated Consumer (UDC) | An older adult or adult with a disability participating in the Intergenerational Program provided by the Grantee and reflected in CA.GetCare through program enrollment. |
| Unit of Service             | One hour of Intergenerational Programming  |

**III. Target Population**

This grant will serve older adults and/or adults with disabilities living in the City and County of San Francisco. Additional target priorities include members of a population with one or more of the following equity factors identified in the DFCNA.

- Social Isolation
- Low Income
- Limited or No English Speaking Proficiency
- Communities of Color
- Sexual Orientation and Gender Identity

**IV. Eligibility for Program Enrollment**

1. A resident of San Francisco, and
2. A person who is an older adult or an adult with a disability

**V. Description of Services**

1. Grantee will provide intergenerational programming that brings together a minimum of two different generations and at least one of the participating generations must be inclusive of the target population and eligible for program enrollment.
2. Grantee will delineate each participating generation including the birth year the generation begins and the birth year the generation ends. (e.g., Millennials are born in 1980 to 2000, Generation X are born in 1961 to 1981). While there is not strictly defined birth years among experts for any generation, the oldest and youngest person within a generation for this grant agreement must be within twenty (20) years of age. The grantee must document its delineation for each of the participating generations.
3. Grantee will promote its intergenerational program to the eligible participants through targeted outreach.
4. Grantee will promote programming in the community; this can be accomplished in a variety of ways and may include providing information at community organizations, congregate meal sites, health clinics, in newsletters/publications and social media when appropriate, and on the grantee’s website(s).
5. Grantee will conduct outreach to individuals belonging to generations other than the target population to ensure that its intergenerational program brings together a minimum of two generations.

6. The intergenerational programming offered by the grantee will consist of activities and engagement that is structured, ongoing, and jointly participated in by each of the generations involved.
7. The intergenerational programming offered by the grantee will support relationship building between the participating generations.
8. The intergenerational programming offered by the grantee will create reciprocity between the participating generations.
9. The intergenerational programming offered by the grantee will consist of activities and interactions that are face to face.
10. Grantee will administer the Three Item UCLA Loneliness Scale questionnaire to all consumers enrolled in the intergenerational program and track consumers' scores as needed to report annual outcome objectives.
11. Grantee shall ensure adequate and culturally competent staffing (paid and/or volunteer) to administer the program, deliver quality services to meet the needs of the consumer, and adhere to all the program standards.
12. Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules.
13. Grantee will have policy and procedures that are compliant with local/city, state, and federal regulatory agencies, including the DAAS-OOA policy memoranda manual.
14. Grantee will ensure that units of service provided through this grant agreement are tracked and distinguishable.

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

The details of the sites and operational hours are as attached in the Site Chart, (Appendix F).

## **VII. Service Objectives**

On an annual basis, Grantee will meet the following service objectives:

1. Grantee will enroll at least the number of unduplicated consumers and provide the units of service detailed in Table A below.

| TABLE A                                       |           |          |              |                  |          |              |                  |               |
|---|-----------|----------|--------------|------------------|----------|--------------|------------------|---------------|
| Service Objective Summary Table               | *FY 18/19 | FY 19/20 | Modification | Revised FY 19/20 | FY 20/21 | Modification | Revised FY 20/21 | Total 3 Years |
| Number of Unduplicated Consumers              | 40        | 80       | 0            | 80               | 80       | 0            | 80               | 200           |
| Number of Intergenerational Programming Hours | 48        | 96       | 40           | 136              | 96       | 40           | 136              | 320           |
| *Year One, FY 2018-2019, is 6 months only     |           |          |              |                  |          |              |                  |               |

### VIII. Outcome Objectives

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

1. At least 65% of the surveyed consumers will report that participating in the intergenerational program has helped them to develop new relationships or friendships.\*
2. At least 60% of the surveyed consumers will report that participating in the intergenerational program has helped them to feel that they are valued community members by providing opportunities to communicate knowledge, utilize skills, share stories, etc.\*
3. At least 50% of the consumers who screen as “lonely” using the Three Question UCLA Loneliness Scale will report a reduction in loneliness as evidence by a decrease in their loneliness score when comparing at least two questionnaires taken in a fiscal year.

*\*Based on a survey created by the grantee with input from DAAS and a sample size of at least 60% of the enrolled unduplicated consumer.*

### IX. Reporting Requirements

1. Grantee will provide a monthly report of activities as described in Section V. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
2. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers using the DAAS provided or DAAS approved intake form into the Ca.GetCare database in accordance to DAAS policy.
3. 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.
4. Grantee will enter monthly reports into the CARBON database system that includes the following information:
  - Number of unduplicated consumers served during the month.
  - Number of units of service provided during the month.



5. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VII and VIII, Service Objectives and Outcome Objectives, respectively. 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.
6. Grantee shall issue a fiscal closeout report at the end of the fiscal year. The Grantee will submit the report to SF-HSA through CARBON system no later than July 31 each grant year.
7. Grantee will provide an annual consumer satisfaction survey report to DAAS by March 15 each grant year or a mutually agreed upon date between DAAS and the Grantee.
8. Grantee shall develop and deliver an annual summary report of SOGI data collected in each grant year as requested by SF-HSA. The due date for submitting the annual summary report is no later than July 10 each grant year.
9. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA and/or DAAS.

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

tahir.shaikh@sfgov.org

Contract Manager, Office of Contract Management

Or

tiffany.kearney@sfgov.org

Dignity Fund Program Analyst

Department of Aging and Adult Services

## **X. Monitoring Activities**

1. Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; consumer eligibility and any targeted mandates, back up documentation for the units of service and all reporting including the log of service units which is based on the service provision hours; sign-in sheets of consumers who participated in services, and progress of service and outcome objectives; how consumer records are collected and maintained; reporting performance including monthly service unit reports on CA.GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the elder abuse reporting, evidence that program staff have completed security awareness training; program operation, which includes a review of a written policies and procedures manual of all DAAS 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; a board of director list and whether services are provided appropriately according to Sections V, VI, VII, VIII and XI.

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



|    | A  | B                      | C                      | D                                      | E                                 | F                        | G  | H                                   | I                                  |
|----|--|------------------------|------------------------|--|-----------------------------------|--------------------------|--|-------------------------------------|------------------------------------|
| 1  | Appendix B1, Page 1  |                        |                        |  |                                   |                          |  |                                     |                                    |
| 2  | <b>HUMAN SERVICES AGENCY BUDGET SUMMARY</b>  |                        |                        |  |                                   |                          |  |                                     |                                    |
| 3  | <b>BY PROGRAM</b>  |                        |                        |  |                                   |                          |  |                                     |                                    |
| 4  |  |                        |                        |  |                                   |                          |  |                                     |                                    |
| 5  | Name   |                        |                        |  | Term                              |                          |  |                                     |                                    |
| 6  | Mission Neighborhood Centers   |                        |                        |  | 01/01/2019 - 06/30/2021           |                          |  |                                     |                                    |
| 7  | (Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/> |                        |                        |  |                                   |                          |  |                                     |                                    |
| 8  | If modification, Effective Date of Mod. 3/12/19 No. of Mod. 1  |                        |                        |  |                                   |                          |  |                                     |                                    |
| 9  | Program: Intergenerational Program for Older Adults  |                        |                        |  |                                   |                          |  |                                     |                                    |
| 10 | Budget Reference Page No.(s)   |                        |                        |  |                                   |                          |  |                                     |                                    |
| 11 | Program Term   | 01/01/19-<br>6/30/2019 | 07/01/19-<br>6/30/2020 | Modification<br>07/01/19-<br>6/30/2020 | REVISED<br>07/01/19-<br>6/30/2020 | 07/01/2020-<br>6/30/2021 | Modification<br>07/01/2020-<br>6/30/2021 | REVISED<br>07/01/2020-<br>6/30/2021 | Total<br>01/01/2019-<br>06/30/2021 |
| 12 | <b>Expenditures</b>  |                        |                        |  |                                   |                          |  |                                     |                                    |
| 13 | Salaries & Benefits  | \$18,644               | \$15,647               | \$16,716                               | \$32,362                          | \$15,647                 | \$16,716                                 | \$32,362                            | \$83,368                           |
| 14 | Operating Expense  | \$8,140                | \$7,938                | \$726                                  | \$8,664                           | \$7,938                  | \$726                                    | \$8,664                             | \$25,468                           |
| 15 | Subtotal   | \$26,784               | \$23,585               | \$17,442                               | \$41,026                          | \$23,585                 | \$17,442                                 | \$41,026                            | \$108,836                          |
| 16 | Indirect Percentage (%)  | 15%                    | 15%                    | 15%                                    | 15%                               | 15%                      | 15%                                      | 15%                                 | 15%                                |
| 17 | Indirect Cost (Line 16 X Line 15)  | \$4,018                | \$3,538                | \$2,616                                | \$6,154                           | \$3,538                  | \$2,616                                  | \$6,154                             | \$16,326                           |
| 18 | Capital Expenditure  | \$20,888               | \$14,899               | \$2,651                                | \$17,550                          | \$14,899                 | \$2,651                                  | \$17,550                            | \$55,988                           |
| 19 | Total Expenditures   | \$51,690               | \$42,021               | \$22,709                               | \$64,730                          | \$42,021                 | \$22,709                                 | \$64,730                            | \$181,150                          |
| 20 | <b>HSA Revenues</b>  |                        |                        |  |                                   |                          |  |                                     |                                    |
| 21 | Dignity Fund   | \$51,690               | \$42,021               | \$22,709                               | \$64,730                          | \$42,021                 | \$22,709                                 | \$64,730                            | \$181,150                          |
| 22 |  |                        |                        |  |                                   |                          |  |                                     |                                    |
| 23 |  |                        |                        |  |                                   |                          |  |                                     |                                    |
| 24 |  |                        |                        |  |                                   |                          |  |                                     |                                    |
| 25 |  |                        |                        |  |                                   |                          |  |                                     |                                    |
| 26 |  |                        |                        |  |                                   |                          |  |                                     |                                    |
| 27 |  |                        |                        |  |                                   |                          |  |                                     |                                    |
| 28 |  |                        |                        |  |                                   |                          |  |                                     |                                    |
| 29 | TOTAL HSA REVENUES   | \$51,690               | \$42,021               | \$22,709                               | \$64,730                          | \$42,021                 | \$22,709                                 | \$64,730                            | \$181,150                          |
| 30 | <b>Other Revenues</b>  |                        |                        |  |                                   |                          |  |                                     |                                    |
| 31 |  |                        |                        |  |                                   |                          |  |                                     |                                    |
| 32 |  |                        |                        |  |                                   |                          |  |                                     |                                    |
| 33 |  |                        |                        |  |                                   |                          |  |                                     |                                    |
| 34 |  |                        |                        |  |                                   |                          |  |                                     |                                    |
| 35 |  |                        |                        |  |                                   |                          |  |                                     |                                    |
| 36 | Total Revenues   | \$51,690               | \$42,021               | \$22,709                               | \$64,730                          | \$42,021                 | \$22,709                                 | \$64,730                            | \$181,150                          |
| 37 | Full Time Equivalent (FTE)   | 0.60                   | 0.25                   |  | 0.50                              | 0.25                     |  | 0.50                                |                                    |
| 39 | Prepared by:   | Aurora Alvarado        |                        | Telephone No.: 415.206.7750            |                                   |                          | Date: 3/13/2019                          |                                     |                                    |
| 40 | HSA-CO Review Signature:   |                        |                        |  |                                   |                          |  |                                     |                                    |
| 41 | HSA #1   |                        |                        |  |                                   |                          |  |                                     |                                    |



|    | A   | B    | C                      | D                      | E                                 | F                        | G                                 | H                                  | I         | J | K | L | M | N | O |
|----|---|------|------------------------|------------------------|-----------------------------------|--------------------------|-----------------------------------|------------------------------------|-----------|---|---|---|---|---|---|
| 1  | Appendix B, Page 3                          |      |                        |                        |                                   |                          |                                   |                                    |           |   |   |   |   |   |   |
| 2  |   |      |                        |                        |                                   |                          |                                   |                                    |           |   |   |   |   |   |   |
| 3  |   |      |                        |                        |                                   |                          |                                   |                                    |           |   |   |   |   |   |   |
| 4  | Program Name: Intergener                    |      |                        |                        |                                   |                          |                                   |                                    |           |   |   |   |   |   |   |
| 5  | (Same as Line 9 on HSA #1)                  |      |                        |                        |                                   |                          |                                   |                                    |           |   |   |   |   |   |   |
| 6  |   |      |                        |                        |                                   |                          |                                   |                                    |           |   |   |   |   |   |   |
| 7  | <b>Operating Expense Detail</b>             |      |                        |                        |                                   |                          |                                   |                                    |           |   |   |   |   |   |   |
| 8  |   |      |                        |                        |                                   |                          |                                   |                                    |           |   |   |   |   |   |   |
| 9  |   |      |                        |                        |                                   |                          |                                   |                                    |           |   |   |   |   |   |   |
| 10 |   |      |                        |                        |                                   |                          |                                   |                                    |           |   |   |   |   |   |   |
| 11 |   |      |                        |                        |                                   |                          |                                   |                                    |           |   |   |   |   |   |   |
| 12 | Expenditure Category                        | TERM | 01/01/19-<br>6/30/2019 | 07/01/19-<br>6/30/2020 | REVISED<br>07/01/19-<br>6/30/2020 | 07/01/2020-<br>6/30/2021 | REVISED<br>07/01/20-<br>6/30/2021 | TOTAL<br>01/01/2019-<br>06/30/2021 |           |   |   |   |   |   |   |
| 13 | Rental of Property                          |      | \$90                   | \$90                   | \$200                             | \$90                     | \$200                             | \$490                              |           |   |   |   |   |   |   |
| 14 | Utilities(Elec, Water, Gas, Phone, Garbage) |      | \$304                  | \$304                  | \$600                             | \$304                    | \$600                             | \$1,504                            |           |   |   |   |   |   |   |
| 15 | Office Supplies, Postage                    |      | \$300                  | \$300                  | \$300                             | \$300                    | \$300                             | \$900                              |           |   |   |   |   |   |   |
| 16 | Building Maintenance Supplies and Repair    |      | \$360                  | \$360                  | \$700                             | \$360                    | \$700                             | \$1,760                            |           |   |   |   |   |   |   |
| 17 | Printing and Reproduction                   |      | \$1,000                | \$1,200                | \$500                             | \$1,200                  | \$500                             | \$2,000                            |           |   |   |   |   |   |   |
| 18 | Insurance                                   |      | \$426                  | \$504                  | \$250                             | \$504                    | \$250                             | \$926                              |           |   |   |   |   |   |   |
| 19 |   |      |                        |                        |                                   |                          |                                   |                                    |           |   |   |   |   |   |   |
| 20 |   |      |                        |                        |                                   |                          |                                   |                                    |           |   |   |   |   |   |   |
| 21 |   |      |                        |                        |                                   |                          |                                   |                                    |           |   |   |   |   |   |   |
| 22 |   |      |                        |                        |                                   |                          |                                   |                                    |           |   |   |   |   |   |   |
| 23 |   |      |                        |                        |                                   |                          |                                   |                                    |           |   |   |   |   |   |   |
| 24 |   |      |                        |                        |                                   |                          |                                   |                                    |           |   |   |   |   |   |   |
| 25 |   |      |                        |                        |                                   |                          |                                   |                                    |           |   |   |   |   |   |   |
| 26 | OTHER                                       |      |                        |                        |                                   |                          |                                   |                                    |           |   |   |   |   |   |   |
| 27 | Fuel Maint & repairs                        |      | \$300                  | \$300                  | \$300                             | \$300                    | \$300                             | \$900                              |           |   |   |   |   |   |   |
| 28 | Advertising                                 |      | \$800                  | \$500                  | \$1,200                           | \$500                    | \$1,200                           | \$3,200                            |           |   |   |   |   |   |   |
| 29 | Program Supplies                            |      | \$600                  | \$1,200                | \$1,434                           | \$1,200                  | \$1,434                           | \$3,468                            |           |   |   |   |   |   |   |
| 30 | Food Supplies                               |      | \$3,600                | \$2,400                | \$2,400                           | \$2,400                  | \$2,400                           | \$8,400                            |           |   |   |   |   |   |   |
| 31 | Janitorial Supplies                         |      | \$360                  | \$780                  | \$780                             | \$780                    | \$780                             | \$1,920                            |           |   |   |   |   |   |   |
| 32 |   |      |                        |                        |                                   |                          |                                   |                                    |           |   |   |   |   |   |   |
| 33 | TOTAL OPERATING EXPENSE                     |      | \$8,140                | \$7,938                | \$8,664                           | \$7,938                  | \$8,664                           | \$25,468                           |           |   |   |   |   |   |   |
| 34 |   |      |                        |                        |                                   |                          |                                   |                                    |           |   |   |   |   |   |   |
| 35 | HSA #3                                      |      |                        |                        |                                   |                          |                                   |                                    | 9/18/2018 |   |   |   |   |   |   |

|    | A   | B  | C           | D                      | E                      | F                      | G                        | H                        |                           |
|----|-----|--|-------------|------------------------|------------------------|------------------------|--------------------------|--------------------------|---------------------------|
| 1  |     |  |             |                        |                        |                        |                          |                          |                           |
| 2  |     |  |             |                        |                        |                        |                          |                          |                           |
| 3  |     |  |             |                        |                        |                        |                          |                          |                           |
| 4  |     | Program Name: Intergenerational Program for Older Adults |             |                        |                        |                        |                          |                          |                           |
| 5  |     | (Same as Line 9 on HSA #1)                               |             |                        |                        |                        |                          |                          |                           |
| 6  |     |  |             |                        |                        |                        |                          |                          |                           |
| 7  |     | <b>Program Expenditure Detail</b>                        |             |                        |                        |                        |                          |                          |                           |
| 8  |     |  |             |                        |                        |                        |                          |                          |                           |
| 9  |     |  |             |                        |                        |                        |                          |                          |                           |
| 10 |     | <b>SUBCONTRACTORS</b>                                    | <b>TERM</b> |                        | <b>REVISED</b>         |                        | <b>REVISED</b>           | <b>TOTAL</b>             |                           |
|    |     |  |             | 01/01/19-<br>6/30/2019 | 07/01/19-<br>6/30/2020 | 07/01/19-<br>6/30/2020 | 07/01/2020-<br>6/30/2021 | 07/01/2020-<br>6/30/2021 | 01/01/2019-<br>06/30/2021 |
| 11 | No. | ITEM/DESCRIPTION   |             |                        |                        |                        |                          |                          |                           |
| 12 |     | Music Instructor   |             | \$3,000                | \$3,250                | \$5,500                | \$3,250                  | \$5,500                  | \$14,000                  |
| 13 |     | Nutritionist Consultant                                  |             | \$2,500                | \$3,000                | \$4,800                | \$3,000                  | \$4,800                  | \$12,100                  |
| 14 |     | Technology Consultant Intern                             |             | \$3,000                | \$6,000                | \$5,500                | \$6,000                  | \$5,500                  | \$14,000                  |
| 15 |     |  |             |                        |                        |                        |                          |                          |                           |
| 16 |     |  |             |                        |                        |                        |                          |                          |                           |
| 17 |     |  |             |                        |                        |                        |                          |                          |                           |
| 18 |     |  |             |                        |                        |                        |                          |                          |                           |
| 19 |     |  |             |                        |                        |                        |                          |                          |                           |
| 20 |     | TOTAL SUBCONTRACTOR COST                                 |             | \$ 8,500               | \$ 12,250              | \$ 15,800              | \$ 12,250                | \$ 15,800                | \$ 40,100                 |
| 21 |     |  |             |                        |                        |                        |                          |                          |                           |
| 22 |     | <b>EQUIPMENT</b>   |             |                        |                        |                        |                          |                          |                           |
| 23 |     | Description:   |             |                        |                        |                        |                          |                          |                           |
| 24 |     | Music Equipment  |             | \$ 1,248               | \$ 299                 | \$ 400                 | \$ 299                   | \$ 400                   | \$ 2,048                  |
| 25 |     | Kitchen Equipment  |             | \$ 988                 | \$ 100                 | \$ 200                 | \$ 100                   | \$ 200                   | \$ 1,388                  |
| 26 |     | Technology Equipment                                     |             | \$ 10,152              | \$ 2,250               | \$ 1,150               | \$ 2,250                 | \$ 1,150                 | \$ 12,452                 |
| 27 |     |  |             |                        |                        |                        |                          |                          |                           |
| 28 |     |  |             |                        |                        |                        |                          |                          |                           |
| 29 |     | TOTAL EQUIPMENT COST                                     |             | \$12,388               | \$2,649                | \$1,750                | \$2,649                  | \$1,750                  | \$ 15,888                 |
| 30 |     |  |             |                        |                        |                        |                          |                          |                           |
| 31 |     | TOTAL CAPITAL EXPENDITURE                                |             | \$20,888               | \$14,899               | \$17,550               | \$14,899                 | \$17,550                 | \$ 55,988                 |
| 32 |     | (Equipment and Remodeling Cost)                          |             |                        |                        |                        |                          |                          |                           |
| 33 |     | HSA #4   |             |                        |                        |                        |                          |                          | 9/18/2018                 |