



Edwin M. Lee, Mayor

Trent Rhorer, Executive Director

MEMORANDUM

TO: AGING & ADULT SERVICES COMMISSION

THROUGH: SHIREEN MCSPADDEN, EXECUTIVE DIRECTOR

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

DATE: NOVEMBER 2, 2016

SUBJECT: **NEW GRANT: STONESTOWN FAMILY YMCA (NON-PROFIT) FOR PROVISION OF COMMUNITY SERVICES AT PARKMERCED NEIGHBORHOOD OF SAN FRANCISCO FOR SENIORS AND ADULTS WITH DISABILITIES**

GRANT TERM: NOVEMBER 1, 2016 to JUNE 30, 2017

GRANT AMOUNTS: \$75,000

FUNDING SOURCE:	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
TOTAL FUNDING:	\$66,000	\$0	\$9,000	\$7,500	\$82,500
FUNDING PERCENTAGE:	88%	0%	12%		100%

The Department of Aging and Adult Services requests authorization to enter into a new grant agreement with Stonestown Family YMCA for the period beginning November 1, 2016 and ending June 30, 2017, in the amount of \$75,000 plus a 10% contingency of \$7,500 for a total not to exceed amount of \$82,500. The purpose of this grant is to provide Community Services programs to Seniors and Adults with Disabilities (AWD) in the Parkmerced neighborhood of San Francisco.

Background

The purpose of this grant is to provide activity scheduling, translation, and social services and enhanced outreach activities to the seniors and persons living with disabilities in District 7. Parkmerced has an estimated 2,500 seniors in its rent-controlled and Section 8 housing. The Parkmerced housing complex has meeting and community rooms at various locations on its property.

Services to be Provided

Grantee will provide the following activities and services with input and support from the Parkmerced General Management Team and Resident Services Director to meet community and resident needs:

①

Partial List of Proposed Activities Scheduled On Site at Parkmerced:

- Senior Social Hour
- Walking Groups
- Always Active Adult Exercise for all Abilities
- Bootcamp
- Mindfulness Meditation
- Bridge
- Fall Prevention & Maintenance
- Social Services and Translation Support

The grant will also fund recurring shuttle service between Parkmerced to Stonestown YMCA Senior Center to promote participation in the YMCA's Community Services program (a separate DAAS contract and tracked as such.)

Partial List of Activities Scheduled at Stonestown Family YMCA Senior Center (Open 7:30am - 3:30pm Monday-Friday)

- Taiko Drumming
- Movies
- Day Field Trips
- On Lok Senior Lunch Program
- Lectures
- City College of San Francisco Classes
- SF Connected Computer Lab

Free Ongoing Services Available at Stonestown Family YMCA Senior Center (Open 7:30am - 3:30pm Monday-Friday):

- Translation
- Social Services
- Referrals for Senior Services
- AARP Tax Aide for Seniors (seasonally)
- AARP Driver Safety Program (biannually)
- SF Paratransit Support

For more specific information regarding the services to be provided, please refer to the attached Appendix A.

Selection

Grantee was selected through IB (Informal Bid) #721, which was issued in September 2016.

Funding

This grant will be funded entirely through a combination of Federal and County funds.

Attachments

Appendix A - Services to be Provided

Appendix B - Budget – Calculation of Charges

APPENDIX A – SERVICES TO BE PROVIDED BY GRANTEE

Effective November 1, 2016 to June 30, 2017
Stonestown Family YMCA – Parkmerced

I. Purpose

The purpose of this grant is to maintain or improve the wellbeing of older adults and people living with disabilities through the provision of a variety of services and activities programmed at Parkmerced and in the Parkmerced area of San Francisco.

II. Definitions

City	City and County of San Francisco, a municipal corporation
Controller	Controller of the City and County of San Francisco or designated agent
Grantee	Stonestown Family YMCA
HSA	Human Services Agency of the City and County of San Francisco
OCM	Office of Contract Management, Human Services Agency
Purchaser	Director of Purchasing of the City and County of San Francisco, or designated agent.
DAAS	Department of Aging and Adult Services
OOA	Office on the Aging
Adult with Disability	Person 18 years of age or older living with a disability
Older Adults	Person who is 60 years or older
Disability	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

Frail	An older individual that is determined to be functionally impaired because the individual either: (a) Is unable to perform at least two activities of daily living, including bathing, toileting, dressing, feeding, breathing, transferring and mobility and associated tasks, without substantial human assistance, including verbal reminding, physical cueing or supervision. (b) Due to a cognitive or other mental impairment, requires substantial supervision because the older individual behaves in a manner that poses a serious health or safety hazard to the individual or others.
Activity Scheduling	This is one of four service categories within Community Services. Service units are captured by the number of scheduled activity hours sponsored by the Activity/Senior Centers. Activities may include educational presentations, workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes that help consumers maintain/enhance their level of functioning.
Translation	This is one of four service categories within Community Services. Service units are captured by the number of hours of translation assistance provided to consumers that cannot speak/read English. In addition, Translation may also include the use of American Sign Language, Braille, or Teleprompting. Translation services may include translation of forms, letters, applications, phone calls, etc. for an individual. It can also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements , presentations, etc.
Social Services/ Other	This is one of the four service categories within Community Services. Service units are captured by providing one-to-one assistance for individuals to enable them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.
Enhanced Outreach	This is one of four service categories within Community Services. Service units are captured by providing more formal outreach efforts and enhanced services to support the outreach efforts. Examples of this may include working with a community collaborative group, designing and implementing an outreach plan for an underserved area, problem-solving certain barriers to service, i.e., safety issues, transportation needs, etc.
Unit of Service	Defined as one hour of service
Low Income	Having income at or below 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.

CARBON Contracts Administration, Reporting and Billing On Line System

Minority An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. Source: California Code of Regulation Sec. 7130.

III. Target Population

This grant will serve adults aged 60 and over and adults age 18-59 with disabilities who reside in the City and County of San Francisco with one or more of the following target priorities:

1. Low-income
2. Non or limited English speaking
3. Minority
4. Frail
5. Lesbian/Gay/Bisexual/Transgender

IV. Eligibility for Community Services

- Adults aged 60 and above
- Adults 18 years of age or older living with a disability

V. Location and Time of Services

The details of the site and operation hours are as attached in the Site Chart (Appendix F).

VI. Description of Services

Community Services consist of activities/services that focus on the physical, social, psychological, economic, educational, recreational, and/or creative needs of older persons and adults with disabilities. Such services are provided in the agency's community center and in the community.

There are four main categories of services: Activity Scheduling, Translation, Social Services/Other, and Enhanced Outreach. Services should be provided according to OOA Community Services Standards. The Stonestown Y- Parkmerced Community Services program is split between two locations. A minimum of ten hours of activities a week will be scheduled at Parkmerced Housing, located at 3711 19th Ave., San Francisco, CA 94132. Five hours a week of activities for residents of Parkmerced housing will be scheduled at the Stonestown YMCA located at 333 Eucalyptus Drive San Francisco CA 94132. The Stonestown Y will also schedule office hours or set individual appointments to fulfill translation and social service units of service requirements specifically for Parkmerced residents. Through a YMCA operated shuttle service between Parkmerced and Stonestown YMCA, program participants will be able to more easily access the large variety of service offerings at the Stonestown YMCA.

VII. Contractor Responsibilities

- Provide quality services that attain a high satisfaction level from participants.
- Provide services that meet the needs of individual.
- Provide physical activities that may increase the health of participants.
- Increase access to informational and educational presentations that enable individuals to maintain independent living.
- Provide activities to increase socialization opportunities for individuals.
- Contractor will keep verifiable records of one-way van trips, including ridership levels, between Parkmerced and Stonestown YMCA service sites

VIII. Service Objectives

On an annual basis:

- Grantee will serve 110 unduplicated older adults and younger adults with disabilities composed of consumers from the Parkmerced neighborhood of San Francisco.
- Grantee will provide 375 units of service of scheduled activities approved by the Office on the Aging, including a minimum of 10 hours a week of activities scheduled at Park Merced, 3711 19th Ave. SF CA 94132.
- Grantee will provide 50 units of service of translation services.
- Grantee will provide 100 units of service of social services.
- Grantee will provide 100 units of Enhanced Outreach to older adult and disabled residents of the Parkmerced Housing complex.
- At least 35% of unduplicated clients served in the course of the contract year will complete and return a consumer satisfaction survey.

IX. Outcome Objectives

- At least 85% of participants surveyed will indicate excellent or good in rating the quality of services they receive.
- At least 85% of participants surveyed will indicate that they receive the services and/or activities they need from the agency.
- At least 80% of participants surveyed who participate in one or more physical activities will report feeling more healthy due to participation.
- At least 80% of participants surveyed who participate in one or more informational/educational presentations will report they receive information to help them maintain independent living.
- At least 85% of participants surveyed report that center activities increase their socialization opportunities and interaction with others.

X. Reporting and Other Requirements

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

- A. The grantee will enter into the CA Getcare -consumers' data in the Community Services module.
- B. The grantee will enter into the CA Getcare Service Unit section all the units of service by the 5th working day of the month for the preceding month.

- C. Monthly reports must be entered into the Contracts Administration, Reporting, and Billing Online (CARBON) system regarding the following:
1. Number of unduplicated consumers served during the month.
 2. Number of units of service of scheduled activities at an activity/senior center or venues approved by the Office on the Aging provided during the month.
 3. Number of units of translation services provided during the month.
 4. Number of units of social services provided during the month.
- D. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VIII & IX – Service and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year on an annual basis:
1. The percentage of participants surveyed that have indicated excellent or good in rating the quality of services they received.
 2. The percentage of participants surveyed that have indicated they have received the services and/or activities they needed from the agency.
 3. The percentage of participants surveyed that have participated in one or more physical activities, have reported feeling healthier due to participation.
 4. The percentage of participants surveyed who have participated in one or more informational/educational presentations have reported they have received information to help them maintain independent living.
 5. The percentage of participants surveyed reported that center activities have increased their socialization opportunities and interaction with others.
- E. Grantee shall submit Community Services Block Grant (CSBG) time study to HSA/DAAS for the months of February, May, August and November. The time study is due on the 10th day following the time study month and shall be entered on line to this website link: <https://sfhsa.hfa3.org/signin>
- F. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31 each grant year. This report must be submitted to the CARBON system.
- G. Grantee will provide an annual consumer satisfaction survey report to OOA by March 15 each grant year.
- H. Grantee shall develop and deliver ad hoc reports as requested by HSA.
- I. Apart from reports requested to be sent via e-mail to the Program Analyst and/or Contract Manager, all other reports should be sent to the following addresses:

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

Tahir Shaikh, Contract Manager
 Human Services Agency
 PO Box 7988
 San Francisco, CA 94120
tahir.shaikh@sfgov.org

XI. Monitoring Activities

Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-Getcare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; program operation, which includes a review of a written policies and procedures manual of all OOA funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of director list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool, translation and social services are based on staff hours.

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.



SITE CHART - Appendix F

AGENCY: Stonestown Family YMCA,

HSA/DAAS/OFFICE ON THE AGING

CONTRACT MAILING ADDRESS: 333 Eucalyptus Drive, SF CA 94132

DIRECTOR: Danielle Elizondo; Director of Family and Senior Programs

SITES: (includes congregate nutrition, community/social services, home-delivered meal, food distribution, etc.)		PHONE NO.: 415-242-7115		
Name of Site	Parkmecced Office/Clubhouse	Parkmerced Meadow	750 Gonzales Fitness Center	Juan Bautista Circle
Address and Zip	3711 19 th Avenue San Francisco 94132	750 Gonzales Drive San Francisco, 94132 (Outdoor area behind 750 Gonzales)	750 Gonzales Drive San Francisco, 94132 (Basement of Building) 415-405-4600	Juan Bautista Circle San Francisco, CA 94132
Phone Number	415-405-4600			
Fax Number				
Neighborhood				
Person in Charge				
Site Manager				
Programs Offered	Senior Social Hour, Bridge Group, Meditation Group, Weekly Office Hours for Social Services	Meditation Group, Bocce Ball, Fitness Classes	Yoga, Stretching Classes, Other Fitness Classes	Walking Group, Bootcamp, Other outdoor fitness classes
Days Open	Mon ___ Tues ___ Wed ___ Thurs ___ Fri ___ Sat ___ Sun ___	Mon ___ Tues ___ Wed ___ Thur ___ Fri ___ Sat ___ Sun ___	Mon ___ Tues ___ Wed ___ Thur ___ Fri ___ Sat ___ Sun ___	Mon ___ Tues ___ Wed ___ Thur ___ Fri ___ Sat ___ Sun ___
Hours Open	TBD	TBD	TBD	TBD
Hours of scheduled programming	TBD (15 hrs/wk total between sites)	TBD (15 hrs/wk total between sites)	TBD (15 hrs/wk total between sites)	TBD (15 hrs/wk total between sites)
Hours of meal service	N/A	N/A	N/A	N/A
Annual number of meals at site	N/A	N/A	N/A	N/A
Annual # nutrition education units	N/A	N/A	N/A	N/A
Average number of meals per day	N/A	N/A	N/A	N/A
Total number of service days in FY	TBD	TBD	TBD	TBD
Days closed	TBD	TBD	TBD	TBD
Handicapped Accessible	x Yes ___ No	x Yes ___ No	x Yes ___ No	x Yes ___ No

	A	B	C	D	E
1					Appendix B, Page 1
2					Document Date: 10/19/2016
3	HUMAN SERVICES AGENCY BUDGET SUMMARY				
4	BY PROGRAM				
5	Name Stonestown Family YMCA			11/1/2016-6/30/2017	
6					
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: Community Services at Parkmerced				
10	Budget Reference Page No.(s)				Total
11	Program Term				11/1/2016-6/30/2017
12	Expenditures				
13	Salaries & Benefits		\$51,347	\$51,347	
14	Operating Expense		\$15,617	\$15,617	
15	Subtotal		\$66,964	\$66,964	
16	Indirect Percentage (%)		12%	12%	
17	Indirect Cost (Line 16 X Line 15)		\$8,036	\$8,036	
18	Capital Expenditure		\$0	\$0	
19	Total Expenditures		\$75,000	\$75,000	
20	HSA Revenues				
21	General Fund		\$66,000	\$66,000	
22	Federal Fund		\$9,000	\$9,000	
23					
24					
25					
26					
27					
28					
29	TOTAL HSA REVENUES		\$75,000	\$75,000	
30	Other Revenues				
31					
32	Parkmerced Funding		\$25,000	\$25,000	
33					
34					
35					
36	Total Revenues		\$100,000	\$100,000	
37	Full Time Equivalent (FTE)				
39	Prepared by: Danielle Elizondo; Director of Family and Senior Programs Telephone No.: 415.242.7115 Date: 10/19/2016				
40	HSA-CO Review Signature: _____				
41	HSA #1				

Program Name: Community Services at Parkmerced

Salaries & Benefits Detail

11/1/2016-6/30/2017

11	12	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	11/1/2016-6/30/2017
13									
14	Active Adult Program Coordinator	\$41,600	100%	75%	75%	\$31,200			\$31,200
15	Group Exercise Instructor	\$72,800	100%	7.21%	7.21%	\$5,250			\$5,250
16	Bus Driver	\$52,000	100%	12.5%	12.5%	\$6,500			\$6,500
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30	TOTALS	\$166,400	3.00	0.95	0.95	\$42,950			\$42,950
31									
32	FRINGE BENEFIT RATE	20%							
33	EMPLOYEE FRINGE BENEFITS	\$33,280				\$8,397			\$8,397
34									
35									
36	TOTAL SALARIES & BENEFITS	\$199,680				\$51,347			\$51,347
37	HSA #2								

Program Name: Community Services at Parkmerced

Operating Expense Detail

	A	B	C	D	E	F	G	H	I	J	K
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12	<u>Expenditure Category</u>				TERM 11/1/2016-6/30/2017						TOTAL 11/1/2016-6/30/2017
13	Rental of Property										
14	Utilities(Elec, Water, Gas, Phone, Scavenger)										
15	Office Supplies, Postage				\$2,000						\$2,000
16	Building Maintenance Supplies and Repair										
17	Printing and Reproduction				\$2,000						\$2,000
18	Insurance										
19	Staff Training				\$500						\$500
20	Staff Travel-(Local & Out of Town)										
21	Rental of Equipment										
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE										
23	Recreational Activities provided by sub-contractor				\$1,200						\$1,200
24											
25											
26											
27											
28	OTHER										
29	Vehicle Maintenance/Wear & Tear				\$1,000						\$1,000
30	Bus Fuel				\$2,000						\$2,000
31	Monthly cell phone for coordinator				\$400						\$400
32	Laptop				\$1,500						\$1,500
33	Program Supplies (supplies for activities, exercise equipments, etc.)				\$5,017						\$5,017
34											
35	TOTAL OPERATING EXPENSE				\$15,617						\$15,617
36											
37	HSA #3										

12