



**MEMORANDUM**

**TO:** AGING & ADULT SERVICES COMMISSION

**THROUGH:** SHIREEN McSPADDEN, EXECUTIVE DIRECTOR

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

**DATE:** JANUARY 3, 2018

**SUBJECT:** NEW GRANTS: MULTIPLE GRANTEES (NON-PROFIT) for THE PROVISION OF COMMUNITY SERVICES PROGRAM PILOTS  
See table below

**GRANT TERM(S):** 1/1/2018 – 6/30/2020

**GRANT AMOUNTS:** See table below

<b>Source:</b>	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
<b>Funding:</b>	\$2,464,455			\$246,446	\$2,710,901
<b>Percentage</b>	100%				100%

The Department of Aging and Adult Service (DAAS) requests authorization to enter into new grant agreements with the proposed grantees listed below (page 3) for the provision of community services program pilots in the amount of \$2,464,455 plus a 10% contingency for a total amount not to exceed \$2,710,901. The term of the grants will be from January 1, 2018 to June 30, 2020. The purpose of these grants is to pilot New Community Service Activity Programming for seniors and adults with disabilities living in the City and County of San Francisco.

New Community Service Activity Programming has been defined by DAAS to be innovative programming that is not currently being offered to consumers or funded by DAAS. The intent is to appeal to new consumers who are not accessing current community services. .

In addition to the new and innovative programs, the New Community Service Activity Programming will also contain the traditional four components of service that are offered through other community service programs which include: activity scheduling, translation, social services and enhanced outreach. All community service programming is intended to support

seniors and adults with disabilities to live as independently as possible in the community and within supportive environments. In addition to providing a positive avenue to foster social networks, the activities and programming offered through community service are aimed at enhancing the cultural, educational, mental and physical well-being of enrolled consumers.

## **Background**

On November 8, 2016 the voters of the City and County of San Francisco passed Proposition I that established the Dignity Fund to ensure the health and well-being of seniors and adults with disabilities. The fund is administered by the Department of Aging and Adult Services (DAAS) solely to help seniors and adults with disabilities secure and utilize the necessary services and support to live with dignity in their own homes and communities. The City Charter Amendment for the Fund established an eleven (11) member Oversight and Advisory Committee (OAC) to monitor and support the administration of the Dignity Fund. The OAC is responsible for developing recommendations for DAAS regarding services to seniors and adults with disabilities that are supported by the Fund. DAAS is committed to the defined goals in the City Charter and with input from the OAC developed an allocation plan based on known areas of need for seniors and adults with disabilities. This allocation plan contained an innovative community service centers and activities initiative that included funding for the development of new and expansion of existing community service programming with a particular focus on reaching and engaging consumers who are not accessing community service programming currently funded by DAAS. This initiative also identified the need for one of the community service program pilots to be specifically directed at the adult with disabilities population.

## **Services to be Provided**

The grantee will provide New Community Service Activity Programming to seniors and/or adults with disabilities living in the City and County of San Francisco and conduct outreach that is focused on connecting with eligible consumers who are not currently accessing community services due to lack of awareness, interest, ability, etc. The grantee may also provide translation and social services during its hours of operation to more fully meet the needs of enrolled consumers.

The grantee will have at least one (1.0) full time equivalent (FTE) dedicated to the New Community Service Activity Programming pilot funded by this grant agreement to coordinate and deliver programming and the associated service units, ensure that outcome objectives and reporting requirements are met, and contribute to the overall success of this pilot program.

For more specific information regarding the service objectives, including the type and number of service units, outcome objectives, and budget, please refer to attached Appendices A, B, & F for each of the Grantees.

GRANTEE	Annual Award Amount	Fiscal Year (FY) 17-20 Total Amount	10% Contingency	FY 17-20 Total Not to Exceed Amount
Lighthouse for the Blind and Visually Impaired*	\$100,000	\$250,000	\$25,000	\$275,000
*New community service programming focused on AWD population				
Bayview Hunter's Point Multipurpose Senior Services	\$204,028	\$526,075	\$52,608	\$578,683
Community Living Campaign	\$148,000	\$384,000	\$38,400	\$422,400
Curry Senior Center	\$116,217	\$291,947	\$29,195	\$321,142
North and South of Market Adult Day Health DBA SteppingStone	\$165,570	\$413,924	\$41,392	\$455,316
Self-Help for the Elderly	\$127,951	\$334,299	\$33,430	\$367,729
Swords to Plowshares	\$103,000	\$264,210	\$26,421	\$290,631
<b>TOTAL</b>	<b>\$964,766</b>	<b>\$2,464,455</b>	<b>\$246,446</b>	<b>\$2,710,901</b>

**Performance**

This is a new grant for all of the grantees identified in the table above and DAAS. There is no monitoring history specific for this program to report at this time. The following grantees are current DAAS contractors and in compliance with performance and monitoring requirements for all other DAAS contracts:

1. Bayview Hunters Point Multipurpose Senior Services; monitored in April 2017
2. Community Living Campaign; monitored in May 2017
3. Curry Senior Center; monitored in June 2017
4. Lighthouse for the Blind and Visually Impaired, monitored December 2017
5. Self-Help for the Elderly; monitored in March 2017

**Grantee Selections**

Grantee was selected through RFP #767 issued in August 2017.

**Funding**

This grant will be funded entirely through City and County funds, the Dignity Fund.

**Attachments:**

**LightHouse for the Blind and Visually Impaired**

- Appendix A – Services to be Provided
- Appendix B – Budget
- Appendix F – Site Chart

**Bayview Hunter Point Multipurpose Senior Services**

Appendix A – Services to be Provided

Appendix B – Budget

Appendix F – Site Chart

**Community Living Campaign**

Appendix A – Services to be Provided

Appendix B – Budget

Appendix F – Site Chart

**Curry Senior Center**

Appendix A – Services to be Provided

Appendix B – Budget

Appendix F – Site Chart

**North and South of Market Adult Day Health DBA SteppingStone**

Appendix A – Services to be Provided

Appendix B – Budget

Appendix F – Site Chart

**Self-Help for the Elderly**

Appendix A – Services to be Provided

Appendix B – Budget

Appendix F – Site Chart

**Swords to Plowshares**

Appendix A – Scope of Services

Appendix B – Budget

Appendix F – Site Chart

**APPENDIX A - SERVICES TO BE PROVIDED BY GRANTEE**  
**LIGHTHOUSE FOR THE BLIND AND VISUALLY IMPAIRED**  
**DIGNITY FUND**

**COMMUNITY SERVICE PROGRAM PILOT**

**January 1, 2018 – June 30, 2020**

**I. Purpose of Grant**

The purpose of this grant is to pilot New Community Service Activity Programming as defined in Section II–Definitions of this Appendix A, for seniors and adults with disabilities living in the City and County of San Francisco, with a particular focus on engaging those eligible individuals who are not currently accessing community service programming offered by the grantee. The programming offered through this grant agreement is intended to support seniors and adults with disabilities to live as independently as possible in the community and within supportive environments.

**II. Definitions**

Activity Scheduling	A type of service within community service programming. Service units are captured by the number of scheduled activity hours sponsored by the grantee. 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.
Adult with Disabilities	Person 18 years of age or older 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.
Controller	Controller of the City and County of San Francisco or designated agent.
DAAS	Department of Aging and Adult Services
Dignity Fund	The City and County of San Francisco, City Charter, Sections 16.128-1 through 16.128-12. Monies in the Fund shall be used to expend by DAAS 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.
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: a) Self-care: Activities of Daily Living (ADL), and Instrumental Activities of Daily Living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment.
Enhanced Outreach	A type of service within community service programming. 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.
Fund	Dignity Fund
Grantee	LightHouse for the Blind and Visually Impaired
HSA	Human Services Agency of the City and County of San Francisco
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. This is only to be used by consumers to self-identify their income status, not to be used as a means test to qualify for the program.
Minority	Defined by race, ethnicity, religion, sexual orientation, and/or gender identity.
New Activity Scheduling Hours	Activity Scheduling hours for New Community Service Activity Programming/Program
New Community Service Activity Programming/Program (NCSAP)	Community service activity programming/program never before offered by the Grantee as part of its regular and ongoing programming and activity scheduling and/or funded by DAAS.
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"
OCM	Office of Contract Management, Human Services Agency
Senior	Person who is 60 years of age or older; used interchangeably with the "Older Adult"
Social Services /Other	A type of service within community service programming. 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.
SOGI	Sexual Orientation and Gender Identity, a result of Ordinance No. 159-16 which 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.)
Translation Service	A type of service within community service programming. 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.
Unduplicated Consumer (UDC)	A consumer enrolled in the grantee’s New Community Service Activity Programming and reflected in CA.GetCare.
Unit of Service	One hour of service

### III. Target Population

This grant will serve seniors and/or adults with disabilities, who reside in the City and County of San Francisco, with a particular focus on reaching and engaging eligible individuals who are not currently accessing community services programming offered by grantee. Additional target priorities may include:

- Low Income
- Non- or limited English speaking
- Minority as defined by race and/or ethnicity, religion, sexual orientation, and/or gender identity

### IV. Description of Services

1. The services funded through this grant agreement shall be aimed at appealing to eligible consumers who are not currently accessing community services offered by the grantee and/or funded by DAAS. The services provided may be offered by the grantee and/or its subcontractors at the grantee’s community center and/or in the community.
2. Services will include New Community Service Activity Programming (NCSAP) and enhanced outreach. The grantee’s NCSAP pilot will include weekly and scheduled wellness, educational and/or exercise classes/workshops for seniors and adults with disabilities at the location(s) identified in Appendix F. The grantee will also offer NCSAP on Saturday and/or Sunday at least once per quarter. NCSAP will focus on the needs and/or expressed desire(s) of the target population as it relates to their physical, social, psychological, economic, educational, recreational, and/or creative well-being. All NCSAP will be aimed at maintaining

or improving the welfare of the target population and subject to DAAS approval. The grantee will provide DAAS with an outline and/or activity calendar detailing the days, times, and description of the NCSAP provided through this grant agreement. Significant changes in the type of class/workshop offered and/or frequency will be communicated to DAAS in writing and are also subject to DAAS approval.

3. The grantee will conduct enhanced outreach with the intent of reaching the target population described in Section III. Enhanced outreach will be accomplished by the grantee in multiple ways, including but not limited to, providing information and promoting the grantee's NCSAP pilot at community organizations, medical centers, and health clinics, in newsletters/publications and social media when appropriate, and on the grantee's website(s).
4. Services may also include social and translation services provided these services are supplemental and needed to support NCSAP and/or desired by the target population to more fully meet their needs.
5. The grantee will have at least one (1.0) full time equivalent (FTE) of which at least 0.75 will be a single employee whose work time and job description is dedicated to coordinating and delivering NCSAP and the associated service units, ensuring outcome objectives are obtained, and that reporting requirements are met.
6. The 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.
7. The grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules.
8. Grantee will have policy and procedures that are compliant with local/city, state, and federal regulatory agencies, including the DAAS-OOA policy memoranda manual.
9. Grantee will ensure that units of service provided through this grant agreement are tracked and distinguishable within each type of community service programming. Grantee will ensure that units of service provided through this grant are not "co-mingled" with other DAAS funded programs.

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

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

#### **VI. Service Objectives**



On an annual basis, Grantee will meet the following service objectives in its New Community Service Activity Programming:

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

TABLE A				
Service Objective Summary Table	FY 2017-2018*	FY 2018-2019	FY 2019-2020	Total 3-years
Number of Unduplicated Consumers	50	100	100	250
Number of New Community Service Activity Programs (i.e. exercise class, evening game night, Saturday-intergenerational tutoring)	3	5	5	13
Number of New Activity Scheduling Hours	45	192	192	429
Number of Enhanced Outreach Hours	180	360	360	900
Number of Social Service/Other Hours	6	12	12	30
Number of Translation Service Hours	13	26	26	65
*Year One, FY 2017-2018, is 6 months only				

One (1) Unit = One (1) hour of service provision

## VII. Outcome Objectives

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

1. At least 65% of unduplicated consumers registered in the New Community Service Activity Programming (NCSAP) will be seniors and/or adults with disabilities that have never before accessed community services offered by the grantee in year one.
2. At least 40% of the unduplicated consumers registered in the New Community Service Activity Programming will be seniors and/or adults with disabilities that have never before accessed community services offered by the grantee in year two (2) and each subsequent year of this grant agreement.
3. At least 40% of the unduplicated consumers registered in the New Community Service Activity Programming will be returning consumers in year two (2) and each subsequent year of this of this grant agreement.
4. Based on an annual consumer survey created by the grantee with input from DAAS and with a sample size of at least 60% of unduplicated consumers, at least 50% of the surveyed consumers will report learning of new services available to seniors and adults with disabilities.
5. Based on an annual consumer survey created by the grantee with input from DAAS and with a sample size of at least 60% of unduplicated consumers, at least 50% of the surveyed consumers will attribute an increase in community and neighborhood engagement to the services accessed and funded through this RFP.

6. Based on an annual consumer survey created by the grantee with input from DAAS and a with sample size of at least 60% of unduplicated consumers, at least 50% of the surveyed consumers will attribute an increase in their physical activities and/or quality of life to the services accessed and funded through this RFP.

## **VIII. Reporting Requirements**

1. Grantee will provide a monthly report of activities as described in Section IV and VI. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
2. Grantee will enroll 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 community service hours within each of the categories stated in Section VI.-Service Objectives of this Appendix A.
5. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VI & VII - 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 report is due to HSA no later than July 31 each grant year. This report must be submitted in the CARBON system. Additional reports may be requested and required at other points during the fiscal 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 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 HSA and/or DAAS.

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

[richard.y.sin@sfgov.org](mailto:richard.y.sin@sfgov.org)  
Contract Manager, Office of Contract Management

Or

[tiffany.kearney@sfgov.org](mailto:tiffany.kearney@sfgov.org)  
Dignity Fund Program Analyst  
Department of Aging and Adult Services

## **IX. Monitoring Activities**

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

and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D	E
1					Appendix B, Page 1
2					Document Date: 12/11/2017
3	<b>HUMAN SERVICES AGENCY BUDGET SUMMARY</b>				
4	<b>BY PROGRAM</b>				
5	Name			Term	
6	LightHouse for the Blind and Visually Impaired			01/01/2018-06/30/2022	
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: Blind and Healthy Program	01/01/2018-06/30/2018	07/01/2018-06/30/2019	07/01/2019-06/30/2020	
10	Budget Reference Page No.(s)				
11	Program Term				Total
12	<b>Expenditures</b>				
13	Salaries & Benefits	\$43,047	\$86,093	\$86,093	\$0
14	Operating Expense	\$2,408	\$4,816	\$4,816	\$12,040
15	<b>Subtotal</b>	<b>\$45,455</b>	<b>\$90,909</b>	<b>\$90,909</b>	<b>\$227,273</b>
16	Indirect Percentage (10%)	10%	10%	10%	
17	Indirect Cost (Line 16 X Line 15)	\$4,545	\$9,091	\$9,091	\$22,727
18	Capital Expenditure	\$0	\$0	\$0	\$0
19	Total Expenditures	\$50,000	\$100,000	\$100,000	\$250,000
20	<b>HSA Revenues</b>				
21	General Fund				
22					
23					
24					
25					
26					
27					
28					
29	TOTAL HSA REVENUES	\$50,000	\$100,000	\$100,000	\$250,000
30	<b>Other Revenues</b>				
31					
32					
33					
34					
35					
36	Total Revenues				
37	Full Time Equivalent (FTE)	0.62	1.24	1.24	
39	Prepared by: Jennifer Sachs	Telephone No.:415-694-7333		Date 12/11/17	
40	HSA-CO Review Signature:	_____			
41	HSA #1	12/11/17			



	A	B	C	D	E	F	G	H	I	J	K
1											
2											
3											
4	Program Name:										
5	(Same as Line 9 on HSA #1)										
6											
7	<b>Operating Expense Detail</b>										
8											
9											
10											
11	TOTAL										
12	<u>Expenditure Category</u>			TERM	<u>1/1/18-6/30/18</u>		<u>7/1/-18-6/30/19</u>		<u>7/1/19-6/30/20</u>		
13	Rental of Property										
14	Utilities(Elec, Water, Gas, Phone, Scavenger)										
15	Office Supplies, Postage										
16	Building Maintenance Supplies and Repair										
17	Printing and Reproduction										
18	Insurance										
19	Staff Training										
20	Staff Travel-(Local & Out of Town)				\$500		\$500		\$500		\$1,500
21	Rental of Equipment										
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE										
23											
24											
25											
26											
27											
28	OTHER										
29	Outreach materials				\$748		\$2,000		\$2,000		\$4,748
30	Translation				\$660		\$1,316		\$1,316		\$3,292
31	Online Outreach via web and communications				\$500		\$1,000		\$1,000		\$2,500
32											
33											
34	TOTAL OPERATING EXPENSE				\$2,408		\$4,816		\$4,816		\$12,040
35											
36	HSA #3										
											12/11/17

Date: 12/11/17

LightHouse for the Blind and Visually Impaired

SITE CHART - Appendix F

FY: 1/1/2018-6/30/2018

AGENCY: LightHouse for the Blind and Visually Impaired

CONTRACT MAILING ADDRESS: 1155 Market Street, 10th Floor, San Francisco, CA 94103 Agency's web site: lighthouse-sf.org

DIRECTOR: Bryan Bashin PHONE NO.: 415-431-1481

Program:				
Community Service Program Pilot				
Total Annual # of UDC = 50	UDC/Site = 50			
SITE: Name of Site	LightHouse Headquarters			
Address and Zip	1155 Market Street, 10th Floor, 94103			
Phone Number	415-431-1481			
Fax Number	415-863-7568			
Neighborhood	Mid Market			
Supervisory District No.	6			
Person in Charge:	Lisamaria Martinez, Director of Community Services			
Site Manager/Coordinator	TBA			
Additional Programs Offered at Site	Community Services, Technology Training, Independent Living Skills, Counseling, Braille, White Cane Mobility			
Days Open	✓ Mon ✓ Tues ✓ Wed ✓ Thurs ✓ Fri Sat Sun			
Hours Open	8 am - 6 pm 8 am - 6 pm			
Hours of New Community Service Activity Programming (NCSAP)	8 am - 6 pm			
Total number of Service Days	124			
DAAS Funded Meal Service (Yes/No)	No			
Days Closed (list holidays closed)	New Year's Day, MLK Day, President's Day, July 4th, Labor Day, Thanksgiving, closed between Xmas and New Year's			
ADA Accessible	Yes			



Date: 12/11/17		SITE CHART - Appendix F		FY: 7/1/2018-6/30/2019	
AGENCY: LightHouse for the Blind and Visually Impaired					
CONTRACT MAILING ADDRESS: 1155 Market Street, 10th Floor, San Francisco, CA 94103		Agency's web site: lighthouse-sf.org			
DIRECTOR: Bryan Bashin		PHONE NO.: 415-431-1481			
Program:					
Community Service Program Pilot					
Total Annual # of UDC = 100	UDC/Site = 100				
SITES: Name of Site	LightHouse Headquarters				
Address and Zip	1155 Market Street, 10th Floor, 94103				
Phone Number	415-431-1481				
Fax Number	415-863-7568				
Neighborhood	Mid Market				
Supervisory District No.	6				
Person in Charge:	Lisamaria Martinez, Director of Community Services				
Site Manager/Coordinator	TBA				
Additional Programs Offered at Site	Community Services, Technology Training, Independent Living Skills, Counseling, Braille, White Cane Mobility				
Days Open	✓ Mon	✓ Tues	✓ Wed	✓ Thurs	✓ Fri
					Sat
Hours Open	8 am - 6 pm				
Hours of New Community Service	8 am - 6 pm				
Activity Programming (NGSAP)					
Total number of Service Days	248				
DAAS Funded Meal Service (Yes/No)	No				
Days Closed (list holidays closed)	New Year's Day, MLK Day, President's Day, July 4th, Labor Day, Thanksgiving, closed between Xmas and New Year's				
ADA Accessible	Yes				

Date: 12/11/17

**SITE CHART - Appendix F**

FY: 7/1/2019-6/30/2020

**AGENCY:** LightHouse for the Blind and Visually Impaired

**CONTRACT MAILING ADDRESS:** 1155 Market Street, 10th Floor, San Francisco, CA 94103 Agency's web site: lighthouse-sf.org

**DIRECTOR:** Bryan Bashin **PHONE NO.:** 415-431-1481

<b>Program:</b>			
<b>Community Service Program Pilot</b>			
<b>Total Annual # of UDC = 100</b>	UDC/Site = 100		
<b>SITES: Name of Site</b>	LightHouse Headquarters		
<b>Address and Zip</b>	1155 Market Street, 10th Floor, 94103		
<b>Phone Number</b>	415-431-1481		
<b>Fax Number</b>	415-863-7568		
<b>Neighborhood</b>	Mid Market		
<b>Supervisory District No.</b>	6		
<b>Person in Charge:</b>	Lisamaria Martinez, Director of Community Services		
<b>Site Manager/Coordinator</b>	TBA		
<b>Additional Programs Offered at Site</b>	Community Services, Technology Training, Independent Living Skills, Counseling, Braille, White Cane Mobility and more		
<b>Days Open</b>	✓ Mon ✓ Tues ✓ Wed ✓ Thurs ✓ Fri		
<b>Hours Open</b>	Sat Sun 8 am - 6 pm		
<b>Hours of New Community Service Activity Programming (NCSAP)</b>	8 am - 6 pm		
<b>Total number of Service Days</b>	248		
<b>DAAS Funded Meal Service (Yes/No)</b>	No		
<b>Days Closed (list holidays closed)</b>	New Year's Day, MLK Day, President's Day, July 4th, Labor Day, Thanksgiving, closed between Xmas and New Year's		
<b>ADA Accessible</b>	Yes		

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

**BAYVIEW HUNTERS POINT MULTIPURPOSE SENIOR SERVICES**

**DIGNITY FUND**

**COMMUNITY SERVICE PROGRAM PILOT**

**January 1, 2018 – June 30, 2020**

**I. Purpose of Grant**

The purpose of this grant is to pilot New Community Service Activity Programming as defined in Section II–Definitions of this Appendix A, for seniors and adults with disabilities living in the City and County of San Francisco, with a particular focus on engaging those eligible individuals who are not currently accessing community service programming offered by the Grantee. The programming offered through this grant agreement is intended to support seniors and adults with disabilities to live as independently as possible in the community and within supportive environments.

**II. Definitions**

Activity Scheduling	A type of service within community service programming. Service units are captured by the number of scheduled activity hours sponsored by the grantee. 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.
Adult with Disabilities	Person 18 years of age or older 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.
Controller	Controller of the City and County of San Francisco or designated agent.
DAAS	Department of Aging and Adult Services
Dignity Fund	The City and County of San Francisco, City Charter, Sections 16.128-1 through 16.128-12. Monies in the Fund shall be used to expend by DAAS 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.
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: a) Self-care: Activities of Daily Living (ADL), and Instrumental Activities of Daily Living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment.
Enhanced Outreach	A type of service within community service programming. 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.
Fund	Dignity Fund
Grantee	Bayview Hunters Point Multipurpose Senior Services
HSA	Human Services Agency of the City and County of San Francisco
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. This is only to be used by consumers to self-identify their income status, not to be used as a means test to qualify for the program.
Minority	Defined by race, ethnicity, religion, sexual orientation, and/or gender identity.
New Activity Scheduling Hours	Activity Scheduling hours for New Community Service Activity Programming/Program
New Community Service Activity Programming/Program (NCSAP)	Community service activity programming/program never before offered by the Grantee as part of its regular and ongoing programming and activity scheduling and/or funded by DAAS.
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"
OCM	Office of Contract Management, Human Services Agency
Senior	Person who is 60 years of age or older; used interchangeably with the "Older Adult"
Social Services /Other	A type of service within community service programming. 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.
SOGI	Sexual Orientation and Gender Identity, a result of Ordinance No. 159-16 which 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.)
Translation Service	A type of service within community service programming. 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.
Unduplicated Consumer (UDC)	A consumer enrolled in the grantee’s New Community Service Activity Programming and reflected in CA.GetCare.
Unit of Service	One hour of service

### III. Target Population

This grant will serve seniors and/or adults with disabilities, who reside in the City and County of San Francisco, with a particular focus on reaching and engaging eligible individuals who are not currently accessing community services programming offered by grantee. Additional target priorities may include:

- Low Income
- Non- or limited English speaking
- Minority as defined by race and/or ethnicity, religion, sexual orientation, and/or gender identity

### IV. Description of Services

1. The services funded through this grant agreement shall be aimed at appealing to eligible consumers who are not currently accessing community services offered by the grantee and/or funded by DAAS. The services provided may be offered by the grantee and/or its subcontractors at the grantee’s community center and/or in the community.
2. Services will include New Community Service Activity Programming (NCSAP) and enhanced outreach. The grantee’s NCSAP pilot will include weekly scheduled wellness, educational and/or exercise classes/workshops for seniors and adults with disabilities at the location(s) identified in Appendix F. NCSAP will focus on the needs and/or expressed desire(s) of the target population as it relates to their physical, social, psychological, economic, educational, recreational, and/or creative well-being. All NCSAP will be aimed at maintaining or improving the welfare of the target population and subject to DAAS approval.

The grantee will provide DAAS with an outline and/or activity calendar detailing the days, times, and description of the NCSAP provided through this grant agreement. Significant changes in the type of class/workshop offered and/or frequency will be communicated to DAAS in writing and are also subject to DAAS approval. Changes in the scheduling of classes/workshops that use equipment funded by this grant agreement as a capital expense must also be communicated to DAAS in writing and are subject to DAAS approval.

3. The grantee will conduct enhanced outreach with the intent of reaching the target population described in Section III. Enhanced outreach will be accomplished by the grantee in multiple ways, including but not limited to, providing information and promoting the grantee's NCSAP pilot at community events and meetings, at senior housing sites, in newsletters/publications, on social media when appropriate, and on the grantee's website(s).
4. Services may also include social and translation services provided these services are supplemental and needed to support NCSAP and/or desired by the target population to more fully meet their needs.
5. The grantee will have at least one (1.0) full time equivalent (FTE) of which at least 0.75 will be a single employee whose work time and job description is dedicated to coordinating and delivering NCSAP and the associated service units, ensuring outcome objectives are obtained, and that reporting requirements are met.
6. The 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.
7. The grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules.
8. Grantee will have policy and procedures that are compliant with local/city, state, and federal regulatory agencies, including the DAAS-OOA policy memoranda manual.
9. Grantee will ensure that units of service provided through this grant agreement are tracked and distinguishable within each type of community service programming. Grantee will ensure that units of service provided through this grant are not "co-mingled" with other DAAS funded programs.

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

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

#### **VI. Service Objectives**

On an annual basis, Grantee will meet the following service objectives in its New Community Service Activity Programming:

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

TABLE A				
Service Objective Summary Table	FY 2017-2018*	FY 2018-2019	FY 2019-2020	Total 3-years
Number of Unduplicated Consumers	150	500	500	1150
Number of New Community Service Activity Programs (i.e. exercise class, evening game night, Saturday-intergenerational tutoring)	6	15	15	36
Number of New Activity Scheduling Hours	600	1800	2400	4800
Number of Enhanced Outreach Hours	150	250	250	650
Number of Social Service/Other Hours	60	120	120	300
Number of Translation Service Hours	260	520	520	1300
*Year One, FY 2017-2018, is 6 months only				

One (1) Unit = One (1) hour of service provision

## VII. Outcome Objectives

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

1. At least 65% of unduplicated consumers registered in the New Community Service Activity Programming (NCSAP) will be seniors and/or adults with disabilities that have never before accessed community services offered by the proposing provider in year one.
2. At least 40% of the unduplicated consumers registered in the New Community Service Activity Programming will be seniors and/or adults with disabilities that have never before accessed community services offered by the proposing provider in year two (2) and each subsequent year of this grant agreement.
3. At least 40% of the unduplicated consumers registered in the New Community Service Activity Programming will be returning consumers in year two (2) and each subsequent year of this of this grant agreement.
4. Based on an annual consumer survey created by the provider with input from DAAS and with a sample size of at least 60% of unduplicated consumers, at least 50% of the surveyed consumers will report learning of new services available to seniors and adults with disabilities.
5. Based on an annual consumer survey created by the provider with input from DAAS and with a sample size of at least 60% of unduplicated consumers, at least

50% of the surveyed consumers will attribute an increase in community and neighborhood engagement to the services accessed and funded through this RFP.

6. Based on an annual consumer survey created by the provider with input from DAAS and a with sample size of at least 60% of unduplicated consumers, at least 50% of the surveyed consumers will attribute an increase in their physical activities and/or quality of life to the services accessed and funded through this RFP.

### **VIII. Reporting Requirements**

1. Grantee will provide a monthly report of activities as described in Section IV and VI. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
2. Grantee will enroll 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 community service hours within each of the categories stated in Section VI.-Service Objectives of this Appendix A.
5. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VI & VII - 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 report is due to HSA no later than July 31 each grant year. This report must be submitted in the CARBON system. Additional reports may be requested and required at other points during the fiscal 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 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 HSA and/or DAAS.

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

[richard.y.sin@sfgov.org](mailto:richard.y.sin@sfgov.org)  
Contract Manager, Office of Contract Management

Or

[tiffany.kearney@sfgov.org](mailto:tiffany.kearney@sfgov.org)  
Dignity Fund Program Analyst  
Department of Aging and Adult Services

## **IX. Monitoring Activities**

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

and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D	E
1					Appendix B, Page 1
2					Document Date: 12/10/2017
3	<b>HUMAN SERVICES AGENCY BUDGET SUMMARY</b>				
4	<b>BY PROGRAM</b>				
5	<b>BAYVIEW HUNTERS POINT MULTIPURPOSE SENIOR SERVICES</b>				Term
6					1/1/18 - 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: Community Service Pilots				
10	Budget Reference Page No.(s)				
11	Program Term	1/1/18 - 6/30/18	7/1/18 - 6/30/19	7/1/19 - 6/30/20	Total
12	<b>Expenditures</b>				
13	Salaries & Benefits	\$68,380	\$136,760	\$136,760	\$341,900
14	Operating Expense	\$19,560	\$48,720	\$48,720	\$117,000
15	<b>Subtotal</b>	<b>\$87,940</b>	<b>\$185,480</b>	<b>\$185,480</b>	<b>\$458,900</b>
16	Indirect Percentage (10%)	10%	10%	10%	
17	Indirect Cost (Line 16 X Line 15)	\$8,794	\$18,548	\$18,548	\$45,890
18	Capital Expenditure	\$21,285	\$0	\$0	\$21,285
19	Total Expenditures	\$118,019	\$204,028	\$204,028	\$526,075
20	<b>HSA Revenues</b>				
21	General Fund	\$118,019	\$204,028	\$204,028	\$526,075
22					
23					
24					
25					
26					
27					
28					
29	TOTAL HSA REVENUES	\$118,019	\$204,028	\$204,028	\$526,075
30	<b>Other Revenues</b>				
31					
32					
33					
34					
35					
36	Total Revenues				
37	Full Time Equivalent (FTE)	1.33	2.65	2.65	
39	Prepared by: Cathy Davis	Telephone No.: 415-822-1444			
40	HSA-CO Review Signature:	_____			
41	HSA #1				

	A	B	C	D	E	F	G	H	I
1									Appendix B, Page 2
2									Document Date: 12/10/2017
3									
4	Program Name: Community Service Pilots								
5	(Same as Line 9 on HSA #1)								
6									
7	<b>Salaries &amp; Benefits Detail</b>								
8									
9									
10									
11		Agency Totals		For HSA Program		1/1/18 - 6/30/18	7/1/18 - 6/30/19	7/1/19 - 6/30/20	TOTAL
12	POSITION TITLE	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	1/0/00 to 2/0/00
13	Special Programs Coordinator	\$52,000	100%	100%	100%	\$26,000	\$52,000	\$52,000	\$130,000
14	Outreach/ Translator	\$33,280	100%	25%	25%	\$4,160	\$8,320	\$8,320	\$20,800
15	Sat Prog Coord. - Dr. Davis Senior	\$37,440	100%	20%	20%	\$3,744	\$7,488	\$7,488	\$18,720
16	Sat Program Coord - Rosa Parks	\$37,440	100%	20%	20%	\$3,744	\$7,488	\$7,488	\$18,720
17	Sat Program Coord - WASC	\$37,440	100%	20%	20%	\$3,744	\$7,488	\$7,488	\$18,720
18	Site Monitor- WASC	\$33,280	100%	40%	40%	\$6,656	\$13,312	\$13,312	\$33,280
19	Site Monitor - Rosa Parks	\$33,280	100%	40%	40%	\$6,656	\$13,312	\$13,312	\$33,280
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30	TOTALS		7.00	2.65	2.65	\$54,704	\$109,408	\$109,408	\$273,520
31	FRINGE BENEFIT RATE	25%							
32	EMPLOYEE FRINGE BENEFITS					\$13,676	\$27,352	\$27,352	\$68,380
33									
34									
35									
36	TOTAL SALARIES & BENEFITS					\$68,380	\$136,760	\$136,760	\$341,900
37	HSA #2								

11/15/2007

	A	B	C	D	E	F	G	H	I	J	K
1											Appendix B, Page 3
2											Document Date: 12/10/17
3											
4	Program Name: Community										
5	(Same as Line 9 on HSA #1)										
6											
7	<b>Operating Expense Detail</b>										
8											
9											
10											
11											TOTAL
12	<u>Expenditure Category</u>				<u>TERM 1/1/18 - 6/30/18</u>	<u>7/1/18 - 6/30/19</u>	<u>7/1/19 - 6/30/20</u>				
13	Rental of Property										
14	Utilities(Elec, Water, Gas, Phone, Scavenger)										
15	Office Supplies, Postage										
16	Building Maintenance Supplies and Repair				\$1,800	\$3,600	\$3,600				\$9,000
17	Printing and Reproduction										
18	Insurance										
19	Staff Training										
20	Staff Travel-(Local & Out of Town)										
21	Rental of Equipment										
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE										
23	Instructors @ \$25 - \$50/hr				\$13,000	\$39,000	\$39,000				\$91,000
24	Stipends				\$2,400	\$4,800	\$4,800				\$12,000
25											
26											
27											
28	OTHER										
29	Program Supplies				\$2,360	\$1,320	\$1,320				\$5,000
30											
31											
32											
33											
34											
35	TOTAL OPERATING EXPENSE				\$19,560	\$48,720	\$48,720				\$117,000
36											
37	HSA #3										11/15/2007

	A	B	C	D	E	F
1						Appendix B, Page 4
2						Document Date: 12/10/17
3						
4		Program Name: Community Service Pilots				
5		(Same as Line 9 on HSA #1)				
6						
7		<b>Program Expenditure Detail</b>				
8						
9						TOTAL
10	<b>EQUIPMENT</b>	<b>TERM</b>	1/1/18 - 6/30/18	7/1/18 - 6/30/19	7/1/19 - 6/30/20	
11	No.	ITEM/DESCRIPTION				
12		Steel Drum sets	\$20,485			\$20,485
13		Computer for Special Programs Coord	\$800			\$800
14						
15						
16						
17						
18						
19						
20	TOTAL EQUIPMENT COST		\$21,285			\$21,285
21						
22	<b>R E M O D E L I N G</b>					
23	Description:					
24						
25						
26						
27						
28						
29	TOTAL REMODELING COST					
30						
31	TOTAL CAPITAL EXPENDITURE		\$21,285			\$21,285
32	(Equipment and Remodeling Cost)					
33	<b>HSA #4</b>					<b>11/15/2007</b>

Date: 12/14/17

**SITE CHART - Appendix F**

FY: 1/1/2018-6/30/2018

AGENCY: Bayview Hunters Point, Multipurpose Senior Services

CONTRACT MAILING ADDRESS: 1753 Carroll St., San Francisco, CA 94124

Agency's web site:  
<https://bhpmss.org/>

DIRECTOR: Cathy Davis, MSW,  
 Executive Director

PHONE NO.: 415-822-1444

**Program:**

**Community Service Program Pilot**

Total Annual # of UDC = 150

UDC/Site = 40

UDC/Site = 50

SITES: Name of Site

Rosa Parks Senior Center

Western Addition Senior Center

Dr. George Davis Senior Center

Address and Zip

1111 Buchanan St.  
 San Francisco, CA 94110

1390 1/2 Turk St.  
 San Francisco CA 94110

1753 Carroll St.  
 San Francisco, CA 94124

Phone Number

415-292-3474

415-921-7805

415-822-1444

Fax Number

NA

NA

415-822-5327

Neighborhood

Western Addition

Western Addition

Bayview Hunters Point

Supervisory District No.

5

5

10

Person in Charge:

Dornesha Landers, Director

Robin Bill, Director

Linda Mack-Burch, Director

Site Manager/Coordinator

TBD

TBD

TBD

Additional Programs Offered at Site

Arts & Crafts, Computer Classes,  
 Health Education, Food  
 Giveaways, Exercise, Trips,  
 Special Events, Housing  
 Assistance, Cong Meals

Always Active, Arts & Crafts,  
 Computer Classes, Health  
 Education, Food Giveaways,  
 Exercise, Choir, Music Events,  
 Trips, Special Events, ADRC site,

Always Active, Arts & Crafts,  
 Brown Bag, Computer Classes,  
 Health Education, Food  
 Giveaways, Exercise, Choir,  
 Music Events, Trips, Special

Days Open

X Mon X Tues X Wed  
 X Thurs X Fri

X Mon X Tues X Wed  
 X Thurs X Fri

X Mon X Tues X Wed  
 X Thurs X Fri

Hours Open

9:00a.m. - 5:00p.m., M-F  
 10:00a.m. - 3:00p.m., M-F

9:00a.m. - 5:00p.m., M-Sat  
 10:00a.m. - 3:00p.m., M-F

9:00a.m. - 5:00p.m., M-W-F  
 9:00a.m. - 5:00p.m., M-F

Activity Programming (NCSAP)

2 evenings TBD  
 9:00a.m. - 4:00 p.m., Sat

2 evenings TBD  
 9:00a.m. - 4:00 p.m., Sat

10:00a.m. - 8:00 p.m., T & Th  
 10:00a.m. - 11:00a.m. Sat

Total number of Service Days

150  
 Yes

150  
 Yes

150  
 Yes

DAAS Funded Meal Service (Yes/No)

Yes

Yes

Yes

Number of Service Days Closed

11

11

10

Days Closed (list holidays closed)

New Year's Day, Martin Luther  
 Kind Jr., Veterans Day,  
 President's Day, Memorial Day,  
 Independence Day, Labor Day,  
 Thanksgiving Day, Day after  
 Thanksgiving, Christmas Day+one

New Year's Day, Martin Luther  
 Kind Jr., Veterans Day,  
 President's Day, Memorial Day,  
 Independence Day, Labor Day,  
 Thanksgiving Day, Day after  
 Thanksgiving, Christmas Day+one

New Year's Day, Martin Luther  
 Kind Jr., Veterans Day,  
 President's Day, Memorial Day,  
 Independence Day, Labor Day,  
 Thanksgiving Day, Day after  
 Thanksgiving, Christmas Day+one

ADA Accessible

X Yes No

X Yes No

X Yes No

**SITE CHART - Appendix F**

AGENCY: Bayview Hunters Point Multipurpose Senior Services CONTRACT MAILING ADDRESS: 1753 Carroll St., San Francisco, CA 94124 Agency's web site: <a href="https://bhpmiss.org/">https://bhpmiss.org/</a>		PHONE NO.: 415-822-1444
DIRECTOR: Cathy Davis, MSW, Executive Director		
<b>Program:</b> Community Service Program Pilot Total Annual # of UDC = 500	UDC/Site = 130 Rosa Parks Senior Center 1111 Buchanan St. San Francisco, CA 94110 415-292-3474 NA Western Addition 5	UDC/Site = 200 Western Addition Senior Center 1390 172 Turk St. San Francisco, CA 94110 415-921-7805 NA Western Addition 5
SITES: Name of Site Address and Zip Phone Number Fax Number Neighborhood Supervisorial District No.	UDC/Site = 170 Dr. George Davis Senior Center 1753 Carroll St. San Francisco, CA 94124 415-822-1444 415-822-5327 Bayview Hunters Point 10	
Person in Charge: Site Manager/Coordinator Additional Programs Offered at Site	Dornesha Landers, Director TBD Arts & Crafts, Computer Classes, Health Education, Food Giveaways, Exercise, Trips, Special Events, Housing Assistance, Cong Meals	Robin Bill, Director TBD Always Active, Arts & Crafts, Computer Classes, Health Education, Food Giveaways, Exercise, Choir, Music Events, Trips, Special Events, ADRC site,
Days Open	X Mon X Tues X Wed X Thurs X Fri X Sat Sun 9:00a.m. - 5:00p.m., M-F 9:00a.m. - 4:00 p.m., Sat	X Mon X Tues X Wed X Thurs X Fri X Sat Sun 9:00a.m. - 5:00p.m., M-W-F 8:00a.m. - 8:00 p.m., T & Th 9:00a.m. - 4:00p.m. Sat
Hours Open	10:00a.m. - 3:00p.m., M-F 2 evenings TBD 9:00a.m. - 4:00 p.m., Sat	9:00a.m. - 5:00p.m., M-F 5:00p.m. - 8:00 p.m., T & Th 10:00a.m. - 11:00a.m. Sat
Hours of New Community Service Activity Programming (NCSAP)	10:00a.m. - 3:00p.m., M-F 2 evenings TBD 9:00a.m. - 4:00 p.m., Sat	9:00a.m. - 5:00p.m., M-F 5:00p.m. - 8:00 p.m., T & Th 10:00a.m. - 11:00a.m. Sat
Total number of Service Days DAAS Funded Meal Service (Yes/No)	299 Yes	299 Yes
Number of Service Days Closed Days Closed (list holidays closed)	11 New Year's Day, Martin Luther Kind Jr., Veterans Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day+one	11 New Year's Day, Martin Luther Kind Jr., Veterans Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day+one
ADA Accessible	X Yes No	X Yes No



Date: 12/14/17

**SITE CHART - Appendix F**

FY: 7/1/2019-6/30/2020

AGENCY: Bayview Hunters Point Multipurpose Senior Services

CONTRACT MAILING ADDRESS: 1753 Carroll St., San Francisco, CA 94124

Agency's web site:  
<https://bhpmss.org/>

PHONE NO.: 415-822-1444

DIRECTOR: Cathy Davis, MSW,  
 Executive Director

Program:	UDC/Site = 130	UDC/Site = 200	UDC/Site = 170
<b>Community Service Program Pilot</b>			
<b>Total Annual # of UDC = 500</b>			
<b>SITES: Name of Site</b>	Rosa Parks Senior Center	Western Addition Senior Center	Dr. George Davis Senior Center
<b>Address and Zip</b>	1111 Buchanan St. San Francisco, CA 94110 415-292-3474	1390 1/2 Turk. St. San Francisco, CA 94110 415-921-7805	1753 Carroll St. San Francisco, CA 94124 415-822-1444
<b>Phone Number</b>	NA	NA	415-822-5327
<b>Fax Number</b>	Western Addition	Western Addition	Bayview Hunters Point
<b>Neighborhood</b>			
<b>Supervisory District No.</b>	5	5	10
<b>Person in Charge:</b>	Dornesha Landers, Director	Robin Bill, Director	Linda Mack-Burch, Director
<b>Site Manager/Coordinator</b>	TBD	TBD	TBD
<b>Additional Programs Offered at Site</b>	Arts & Crafts, Computer Classes, Health Education, Food Giveaways, Exercise, Trips, Special Events, Housing Assistance, Cong Meals	Always Active, Arts & Crafts, Computer Classes, Health Education, Food Giveaways, Exercise, Choir, Music Events, Trips, Special Events, ADRC site, Cong Meals	Always Active, Arts & Crafts, Brown Bag, Computer Classes, Health Education, Food Giveaways, Exercise, Choir, Music Events, Trips, Special Events, ADRC site, Cong Meals
<b>Days Open</b>	X Mon X Tues X Wed X Thurs X Fri X Sat Sun	X Mon X Tues X Wed X Thurs X Fri X Sat X Sun	X Mon X Tues X Wed X Thurs X Fri X Sat Sun
<b>Hours Open</b>	9:00a.m. - 5:00p.m., M-F 9:00a.m. - 4:00 p.m., Sat	9:00a.m. - 5:00p.m., M-Sat 9:00a.m. - 4:00 p.m., Sun	9:00a.m. - 5:00p.m., M-W-F 8:00a.m. - 8:00 p.m., T & Th 9:00a.m. - 4:00p.m. Sat
<b>Hours of New Community Service Activity Programming (NCSAP)</b>	10:00a.m. - 3:00p.m., M-F 2 evenings TBD 9:00a.m. - 4:00 p.m., Sat	10:00a.m. - 3:00p.m., M-F 2 evenings TBD 9:00a.m. - 4:00 p.m., Sat	9:00a.m. - 5:00p.m., M-F 5:00p.m. - 8:00 p.m., T & Th 10:00a.m. - 11:00a.m. Sat
<b>Total number of Service Days</b>	299	299	299
<b>DAAS Funded Meal Service (Yes/No)</b>	Yes	Yes	Yes
<b>Number of Service Days Closed</b>	11	11	10
<b>Days Closed (list holidays closed)</b>	New Year's Day, Martin Luther Kind Jr., Veterans Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day+one	New Year's Day, Martin Luther Kind Jr., Veterans Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day+one	New Year's Day, Martin Luther Kind Jr., Veterans Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day+one
<b>ADA Accessible</b>	X Yes No	X Yes No	X Yes No

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

**COMMUNITY LIVING CAMPAIGN**

**DIGNITY FUND**

**COMMUNITY SERVICE PROGRAM PILOT**

**January 1, 2018 – June 30, 2020**

**I. Purpose of Grant**

The purpose of this grant is to pilot New Community Service Activity Programming as defined in Section II–Definitions of this Appendix A, for seniors and adults with disabilities living in the City and County of San Francisco, with a particular focus on engaging those eligible individuals who are not currently accessing community service programming offered by the Grantee. The programming offered through this grant agreement is intended to support seniors and adults with disabilities to live as independently as possible in the community and within supportive environments.

**II. Definitions**

Activity Scheduling	A type of service within community service programming. Service units are captured by the number of scheduled activity hours sponsored by the grantee. 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.
Adult with Disabilities	Person 18 years of age or older 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.
Controller	Controller of the City and County of San Francisco or designated agent.
DAAS	Department of Aging and Adult Services
Dignity Fund	The City and County of San Francisco, City Charter, Sections 16.128-1 through 16.128-12. Monies in the Fund shall be used to expend by DAAS 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.
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: a) Self-care: Activities of Daily Living (ADL), and Instrumental Activities of Daily Living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment.
Enhanced Outreach	A type of service within community service programming. 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.
Fund	Dignity Fund
Grantee	Community Living Campaign
HSA	Human Services Agency of the City and County of San Francisco
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. This is only to be used by consumers to self-identify their income status, not to be used as a means test to qualify for the program.
Minority	Defined by race, ethnicity, religion, sexual orientation, and/or gender identity.
New Activity Scheduling Hours	Activity Scheduling hours for New Community Service Activity Programming/Program
New Community Service Activity Programming/Program (NCSAP)	Community service activity programming/program never before offered by the Grantee as part of its regular and ongoing programming and activity scheduling and/or funded by DAAS.
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"
OCM	Office of Contract Management, Human Services Agency
Senior	Person who is 60 years of age or older; used interchangeably with the "Older Adult"
Social Services /Other	A type of service within community service programming. 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.
SOGI	Sexual Orientation and Gender Identity, a result of Ordinance No. 159-16 which 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.)
Translation Service	A type of service within community service programming. 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.
Unduplicated Consumer (UDC)	A consumer enrolled in the grantee’s New Community Service Activity Programming and reflected in CA.GetCare.
Unit of Service	One hour of service

### III. Target Population

This grant will serve seniors and/or adults with disabilities, who reside in the City and County of San Francisco, with a particular focus on reaching and engaging eligible individuals who are not currently accessing community services programming offered by grantee. Additional target priorities may include:

- Low Income
- Non- or limited English speaking
- Minority as defined by race and/or ethnicity, religion, sexual orientation, and/or gender identity

### IV. Description of Services

1. The services funded through this grant agreement shall be aimed at appealing to eligible consumers who are not currently accessing community services offered by the grantee and/or funded by DAAS. The services provided may be offered by the grantee and/or its subcontractors at the grantee’s community center and/or in the community.
2. Services will include New Community Service Activity Programming (NCSAP) and enhanced outreach. The grantee’s NCSAP pilot will include weekly scheduled wellness, educational and/or exercise classes/workshops for seniors and adults with disabilities at the location(s) identified in Appendix F. NCSAP will focus on the needs and/or expressed desire(s) of the target population as it relates to their physical, social, psychological, economic, educational, recreational, and/or creative well-being. All NCSAP will be aimed at maintaining or improving the welfare of the target population and subject to DAAS approval.

The grantee will provide DAAS with an outline and/or activity calendar detailing the days, times, and description of the NCSAP provided through this grant agreement. Significant changes in the type of class/workshop offered and/or frequency will be communicated to DAAS in writing and are also subject to DAAS approval.

3. The grantee will conduct enhanced outreach with the intent of reaching the target population described in Section III. Enhanced outreach will be accomplished by the grantee in multiple ways, including but not limited to, providing information and promoting the grantee's NCSAP pilot at neighborhood associations, in newsletters/publications, social media when appropriate, and on the grantee's website(s).
4. Services may also include social and translation services provided these services are supplemental and needed to support NCSAP and/or desired by the target population to more fully meet their needs.
5. The grantee will have at least one (1.0) full time equivalent (FTE) of which at least 0.75 will be a single employee whose work time and job description is dedicated to coordinating and delivering NCSAP and the associated service units, ensuring outcome objectives are obtained, and that reporting requirements are met.
6. The 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.
7. The grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules.
8. Grantee will have policy and procedures that are compliant with local/city, state, and federal regulatory agencies, including the DAAS-OOA policy memoranda manual.
9. Grantee will ensure that units of service provided through this grant agreement are tracked and distinguishable within each type of community service programming. Grantee will ensure that units of service provided through this grant are not "co-mingled" with other DAAS funded programs.

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

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

#### **VI. Service Objectives**

On an annual basis, Grantee will meet the following service objectives in its **New Community Service Activity Programming**:

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

TABLE A				
Service Objective Summary Table	FY 2017-2018*	FY 2018-2019	FY 2019-2020	Total 3-years
Number of Unduplicated Consumers	60	185	265	510
Number of New Community Service Activity Programs (i.e. exercise class, evening game night, Saturday-intergenerational tutoring)	3	3	3	9
Number of New Activity Scheduling Hours	225	450	675	1350
Number of Enhanced Outreach Hours	25	50	75	150
*Year One, FY 2017-2018, is 6 months only				

One (1) Unit = One (1) hour of service provision

**VII. Outcome Objectives**

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

1. At least 65% of unduplicated consumers registered in the New Community Service Activity Programming (NCSAP) will be seniors and/or adults with disabilities that have never before accessed community services offered by the proposing provider in year one.
2. At least 40% of the unduplicated consumers registered in the New Community Service Activity Programming will be seniors and/or adults with disabilities that have never before accessed community services offered by the proposing provider in year two (2) and each subsequent year of this grant agreement.
3. At least 40% of the unduplicated consumers registered in the New Community Service Activity Programming will be returning consumers in year two (2) and each subsequent year of this of this grant agreement.
4. Based on an annual consumer survey created by the provider with input from DAAS and with a sample size of at least 60% of unduplicated consumers, at least 50% of the surveyed consumers will report learning of new services available to seniors and adults with disabilities.
5. Based on an annual consumer survey created by the provider with input from DAAS and with a sample size of at least 60% of unduplicated consumers, at least 50% of the surveyed consumers will attribute an increase in community and neighborhood engagement to the services accessed and funded through this RFP.

6. Based on an annual consumer survey created by the provider with input from DAAS and a with sample size of at least 60% of unduplicated consumers, at least 50% of the surveyed consumers will attribute an increase in their physical activities and/or quality of life to the services accessed and funded through this RFP.

## **VIII. Reporting Requirements**

1. Grantee will provide a monthly report of activities as described in Section IV and VI. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
2. Grantee will enroll 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 community service hours within each of the categories stated in Section VI.-Service Objectives of this Appendix A.
5. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VI & VII - 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 report is due to HSA no later than July 31 each grant year. This report must be submitted in the CARBON system. Additional reports may be requested and required at other points during the fiscal 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 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 HSA and/or DAAS.

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

[richard.y.sin@sfgov.org](mailto:richard.y.sin@sfgov.org)  
Contract Manager, Office of Contract Management

Or

[tiffany.kearney@sfgov.org](mailto:tiffany.kearney@sfgov.org)  
Dignity Fund Program Analyst  
Department of Aging and Adult Services

## **IX. Monitoring Activities**

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



and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D	E
1					Appendix B, Page 1
2					Document Date: 12/14/17
3	<b>HUMAN SERVICES AGENCY BUDGET SUMMARY</b>				
4	<b>BY PROGRAM</b>				
5	Community Living Campaign				Term
6					1/1/2018 - 6/30/2020
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: Neighborhood Connector Networks				
10	Budget Reference Page No.(s)				
11	Program Term	1/1/18 - 6/30/18	7/1/18-6/30/19	7/1/19-6/30/20	Total
12	<b>Expenditures</b>				
13	Salaries & Benefits	\$49,594	\$96,144	\$111,419	\$257,157
14	Operating Expense	\$19,030	\$35,150	\$32,060	\$86,240
15	<b>Subtotal</b>	<b>\$68,624</b>	<b>\$131,294</b>	<b>\$143,479</b>	<b>\$343,397</b>
16	Indirect Percentage (%)	15%	15%	15%	
17	Indirect Cost (Line 16 X Line 15)	\$10,293.60	\$19,694.06	\$21,521.81	\$51,509
18	Capital Expenditure	\$9,500	\$5,000		\$14,500
19	Total Expenditures	\$88,418	\$155,988	\$165,001	\$409,406
20	<b>HSA Revenues</b>				
21	General Fund	\$88,000	\$148,000	\$148,000	\$384,000
22					
23					
24					
25					
26					
27					
28					
29	TOTAL HSA REVENUES	\$88,000	\$148,000	\$148,000	\$384,000
30	<b>Other Revenues</b>				
31	Grants		\$5,500	\$12,500	\$18,000
32	Neighborhood Donations	\$418	\$2,488	\$4,501	\$7,407
33					
34					
35					
36	Total Revenues	\$88,418	\$155,988	\$165,001	\$409,407
37	Full Time Equivalent (FTE)	0.67	1.30	1.55	
39	Prepared by: Kate Kuckro	Telephone No.: 415-821-1003 x102		Date 12/14/17	
40	HSA-CO Review Signature: _____				
41	HSA #1				11/15/2007

Program Name:  
 CLC Neighborhood Connector Networks

**Salaries & Benefits Detail**

11	12	6 months							11															
		Agency Totals		For HSA Program			1/1/18 - 6/30/18			7/1/18-6/30/19	7/1/19-6/30/20													
		Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary		TOTAL														
13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37
POSITION TITLE																		TOTALS	FRINGE BENEFIT RATE	EMPLOYEE FRINGE BENEFITS		TOTAL SALARIES & BENEFITS	HSA #2	
Neighborhood Network Dev. Mgr.	\$64,500	100%	75%	75.0%	\$24,188	\$48,375	\$48,375	\$120,938											25%	\$51,432		\$257,157		
Community Connector (Miraloma)	\$48,880	25%	100%	25.0%	\$6,110	\$12,220		\$18,330																
Community Connector (Miraloma)	\$48,880	50%	100%	50.0%			\$24,440	\$24,440																
Community Connector (MET)	\$48,880	25%	100%	25.0%	\$6,110	\$12,220	\$12,220	\$30,550																
Executive Director (Yr 1)	\$79,000	100%	4%	4.0%	\$1,580			\$1,580																
Executive Director (Yr 2-3)	\$79,000	100%	2.5%	2.5%		\$2,000	\$2,000	\$4,000																
Deputy Director (Yr 1)	\$75,000	100%	5%	4.5%	\$1,688			\$1,688																
Deputy Director (Yr 2-3)	\$75,000	100%	2.8%	2.8%		\$2,100	\$2,100	\$4,200																
TOTALS	\$519,140	6.00	3.89	1.89	\$39,675	\$76,915	\$89,135	\$205,725																
FRINGE BENEFIT RATE																								
EMPLOYEE FRINGE BENEFITS					\$9,919	\$19,229	\$22,284	\$51,432																
TOTAL SALARIES & BENEFITS					\$49,594	\$96,144	\$111,419	\$257,157																
HSA #2																								

	A	B	C	D	E	F	G	H	I	J	K
1	Appendix B, Page 3										
2	Document Date: 12/14/17										
3											
4	Program Name:										
5	(Same as Line 9 on HSA #1)										
6											
7	<b>Operating Expense Detail</b>										
8											
9											
10											
11											
12					6 months						TOTAL
	<u>Expenditure Category</u>				<u>TERM 1/1/18 - 6/30/18</u>	<u>7/1/18-6/30/19</u>	<u>7/1/19-6/30/20</u>				
13	<b>Rental of Property</b>				\$1,000	\$4,000	\$5,000				\$10,000
14	Utilities (Phone & Internet)				\$360	\$720	\$720				\$1,800
15	Office Supplies, Postage										
16	Building Maintenance Supplies and Repair										
17	Printing and Reproduction				\$2,000	\$2,500	\$1,500				\$6,000
18	Insurance										
19	Staff Training										
20	Staff Travel (Parking & Mileage)				\$100	\$200	\$200				\$500
21	Rental of Equipment										
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE										
23	Always Active Trainers				\$6,000	\$15,000	\$15,000				\$36,000
24	Graphic Design/Communications				\$2,000	\$500					\$2,500
25	Translation				\$300	\$940	\$1,240				\$2,480
26	Program Support/Reporting				\$1,470	\$2,890					\$4,360
27											
28	OTHER										
29	Presenter Fees				\$600	\$1,200	\$1,200				\$3,000
30	Activity Expenses				\$1,600	\$3,200	\$3,200				\$8,000
31	Program Supplies				\$3,100	\$3,000	\$3,000				\$9,100
32	Advertising/Outreach				\$500	\$1,000	\$1,000				\$2,500
33											
34											
35											
36											
37											
38											
39	TOTAL OPERATING EXPENSE				\$19,030	\$35,150	\$32,060				\$86,240
40											
41	<b>HSA #3</b>										<b>11/15/2007</b>

	A	B	C	D	E	F
1						Appendix B, Page 4
2						Document Date: 12/14/17
3						
4	Program Name:					
5	(Same as Line 9 on HSA #1)					
6						
7	<b>Program Expenditure Detail</b>					
8						
9						TOTAL
10	EQUIPMENT		TERM	1/1/18 - 6/30/18	7/1/18-6/30/19	
11	No.	ITEM/DESCRIPTION				
12		Computers/Tablets/Tech		\$8,500	\$4,000	\$12,500
13		Exercise Equip. & Storage		\$1,000	\$1,000	\$2,000
14						
15						
16						
17						
18						
19						
20	TOTAL EQUIPMENT COST			\$9,500	\$5,000	\$14,500
21						
22	R E M O D E L I N G					
23	Description:					
24						
25						
26						
27						
28						
29	TOTAL REMODELING COST					
30						
31	TOTAL CAPITAL EXPENDITURE			\$9,500	\$5,000	\$14,500
32	(Equipment and Remodeling Cost)					
33	HSA #4					11/15/2007

Date: 12/14/17

SITE CHART - Appendix F

FY: 1/1/18-6/30/2018

AGENCY: Community Living Campaign

CONTRACT MAILING ADDRESS: 1663 Mission Street, Suite 525, San Francisco, CA 94103

Agency's web site: www.sfcommunityliving.org

DIRECTOR: Marie Jobling

PHONE NO.: 415-821-1003, x101

Program:	UDC/Site = 20	UDC/Site = 20	UDC/Site = 20
Community Service Program Pilot			
Total Annual # of UDC = 60			
SITES: Name of Site	Cayuga Community Connectors (at Addis Kidan/Bethel Lutheran Church)	Merced Extension Triangle Community Connectors (at Golden Gate Church)	Miraloma Park Community Connectors (at Cornerstone Trinity Church)
Address and Zip	2525 Alemany Blvd., 94112	201 Head Street, 94132	480 Teresita, 94127
Phone Number	415-821-1003, x106	415-265-8885	714-423-8844
Fax Number	n/a	n/a	n/a
Neighborhood	Cayuga	Merced Extension Triangle	Miraloma Park
Supervisory District No.	11	7	7
Person in Charge:	Patti Spaniak	Kim Mavor	Darlene Ramlose
Site Manager/Coordinator	Patti Spaniak	Kim Mavor	Darlene Ramlose
Additional Programs Offered at Site	Always Active, other exercise, social and educational programs	Always Active, other exercise, social and educational programs	Always Active, other exercise, social and educational programs
Days Open	X Mon Tues X Wed Thurs X Fri Sat	Mon X Tues Wed X Thurs Fri Sat Sun	Mon X Tues Wed X Thurs Fri Sat Sun
Hours Open	Varies 95*	Mornings, hours vary 65*	Mornings, hours vary 65*
Hours of New Community Service Activity Programming (NCSAP)			
*Note: some new programming will be at other neighborhood locations			
Total number of Service Days	74	52	50
DAAS Funded Meal Service (Yes/No)	No	No	No
Number of Service Days Closed	4	0	0
Days Closed (list holidays closed)	New Years, MLK Day, Presidents' Day, Memorial Day	n/a	n/a
ADA Accessible	X Yes No	X Yes No	X Yes No

Date: 12/14/17

**SITE CHART - Appendix F**

FY: 7/1/18-6/30/2019

AGENCY: Community Living Campaign

CONTRACT MAILING ADDRESS: 1663 Mission Street, Suite 525, San Francisco, CA 94103

Agency's web site: www.sfcommunityliving.org

DIRECTOR: Marie Jobling

PHONE NO.: 415-821-1003, x101

Program:	UDC/Site = 55	UDC/Site = 60	UDC/Site = 70
<b>Community Service Program Pilot</b>			
<b>Total Annual # of UDC = 185</b>			
<b>SITES: Name of Site</b>	Cayuga Community Connectors (at Addis Kidan/Bethel Lutheran Church)	Merced Extension Triangle Community Connectors (at Golden Gate Church)	Miraloma Park Community Connectors (at Cornerstone Trinity Church)
<b>Address and Zip</b>	2525 Alemany Blvd., 94112 415-821-1003, x106	201 Head Street, 94132 415-265-8885	480 Teresita, 94127 714 423-8844
<b>Phone Number</b>			
<b>Fax Number</b>	n/a	n/a	n/a
<b>Neighborhood</b>	Cayuga		Miraloma Park
<b>Supervisory District No.</b>	11	7	7
<b>Bus Line #</b>			
<b>Person in Charge:</b>	Patti Spaniak	Kim Mavor	Darlene Ramlose
<b>Site Manager/Coordinator</b>	Patti Spaniak	Kim Mavor	Darlene Ramlose
<b>Hours of New Community Service Activity Programming (NCSAP)</b>	Always Active, other exercise, social and educational programs	Always Active, other exercise, social and educational programs	Always Active, other exercise, social and educational programs
<b>*Note: some new programming will be at</b>			
<b>Days Open</b>	X Mon Tues X Wed Thurs X Fri Sat	Mon X Tues Wed X Thurs Fri Sat	Mon X Tues Wed X Thurs Fri Sat
<b>Hours Open</b>	Varies	Mornings, hours vary	Mornings, hours vary
<b>Hours of New Community Service Activity</b>	150*	150*	150*
<b>Programming (NCSAP)</b>	148	102	102
<b>Total number of Service Days</b>	No	No	No
<b>DAAS Funded Meal Service (Yes/No)</b>			
<b>Number of Service Days Closed</b>	8	2	2
<b>Days Closed (1st holidays closed)</b>	Independence Day, Labor Day, Columbus Day, Veterans' Day, New Years, MLK Day, Presidents' Day, Memorial Day	Thanksgiving, Christmas	Thanksgiving, Christmas
<b>ADA Accessible</b>	X Yes No	X Yes No	X Yes No

Date: 12/14/17

**SITE CHART - Appendix F**

FY: 7/1/19-6/30/2020

AGENCY: Community Living Campaign

CONTRACT MAILING ADDRESS: 1663 Mission Street, Suite 325, San Francisco, CA 94103

Agency's web site: www.sfcommunityliving.org

DIRECTOR: Marie Jobling

PHONE NO.: 415-821-1003, x101

Program:	UDC/Site = 80	UDC/Site = 85	UDC/Site = 100
<b>Community Service Program Pilot</b>	Cayuga Community Connectors (at Addis Kidan/Bethel Lutheran Church)	Merced Extension Triangle Community Connectors (at Golden Gate Church)	Miraloma Park Community Connectors (at Cornerstone Trinity Church)
<b>Total Annual # of UDC = 265</b>	11	7	7
<b>SITES: Name of Site</b>	Patti Spaniak Patti Spaniak	Kim Mayor Kim Mayor	Darlene Ramlose Darlene Ramlose
<b>Address and Zip</b>	2525 Alemany Blvd., 94112	201 Head Street, 94132	480 Teresita, 94127
<b>Phone Number</b>	415-821-1003, x106	415-265-8885	714 423-8844
<b>Fax Number</b>	n/a	n/a	n/a
<b>Neighborhood</b>	Cavuga	Merced Extension Triangle	Miraloma Park
<b>Supervisory District No.</b>	11	7	7
<b>Person in Charge:</b>	Patti Spaniak	Kim Mayor	Darlene Ramlose
<b>Site Manager/Coordinator</b>	Patti Spaniak	Kim Mayor	Darlene Ramlose
<b>Hours of New Community Service Activity Programming (NCSAP)</b>	Always Active, other exercise, social and educational programs	Always Active, other exercise, social and educational programs	Always Active, other exercise, social and educational programs
<b>*Note: some new programming will be at other neighborhood locations</b>			
<b>Days Open</b>	X Mon Tues X Wed Thurs X Fri Sat	Mon X Tues Wed X Thurs Fri Sat	Mon X Tues Wed X Thurs Fri Sat
<b>Hours Open</b>	Varies	Mornings, hours vary	Mornings, hours vary
<b>Hours of New Community Service Activity Programming (NCSAP)</b>	190	230	255
<b>Total number of Service Days</b>	No	No	No
<b>DAAS Funded Meal Service (Yes/No)</b>	8	2	2
<b>Number of Service Days Closed</b>	Labor Day, Columbus Day, Veterans' Day, Christmas, New Years, MLK Day, Presidents' Day, Memorial Day	Independence Day, Thanksgiving	Independence Day, Thanksgiving
<b>Days Closed (list holidays closed)</b>	X Yes No	X Yes No	X Yes No
<b>ADA Accessible</b>			



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

**CURRY SENIOR CENTER**

**DIGNITY FUND**

**COMMUNITY SERVICE PROGRAM PILOT**

**January 1, 2018 – June 30, 2020**

**I. Purpose of Grant**

The purpose of this grant is to pilot New Community Service Activity Programming as defined in Section II–Definitions of this Appendix A, for seniors and adults with disabilities living in the City and County of San Francisco, with a particular focus on engaging those eligible individuals who are not currently accessing community service programming offered by the Grantee. The programming offered through this grant agreement is intended to support seniors and adults with disabilities to live as independently as possible in the community and within supportive environments.

**II. Definitions**

Activity Scheduling	A type of service within community service programming. Service units are captured by the number of scheduled activity hours sponsored by the grantee. 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.
Adult with Disabilities	Person 18 years of age or older 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.
Controller	Controller of the City and County of San Francisco or designated agent.
DAAS	Department of Aging and Adult Services
Dignity Fund	The City and County of San Francisco, City Charter, Sections 16.128-1 through 16.128-12. Monies in the Fund shall be used to expend by DAAS 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.
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: a) Self-care: Activities of Daily Living (ADL), and Instrumental Activities of Daily Living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment.
Enhanced Outreach	A type of service within community service programming. 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.
Fund	Dignity Fund
Grantee	Curry Senior Center
HSA	Human Services Agency of the City and County of San Francisco
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. This is only to be used by consumers to self-identify their income status, not to be used as a means test to qualify for the program.
Minority	Defined by race, ethnicity, religion, sexual orientation, and/or gender identity.
New Activity Scheduling Hours	Activity Scheduling hours for New Community Service Activity Programming/Program
New Community Service Activity Programming/Program (NCSAP)	Community service activity programming/program never before offered by the Grantee as part of its regular and ongoing programming and activity scheduling and/or funded by DAAS.
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"
OCM	Office of Contract Management, Human Services Agency
Senior	Person who is 60 years of age or older; used interchangeably with the "Older Adult"
Social Services /Other	A type of service within community service programming. 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.
SOGI	Sexual Orientation and Gender Identity, a result of Ordinance No. 159-16 which 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.)
Translation Service	A type of service within community service programming. 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.
Unduplicated Consumer (UDC)	A consumer enrolled in the grantee's New Community Service Activity Programming and reflected in CA.GetCare.
Unit of Service	One hour of service

### III. Target Population

This grant will serve seniors and/or adults with disabilities, who reside in the City and County of San Francisco, with a particular focus on reaching and engaging eligible individuals who are not currently accessing community services programming offered by grantee. Additional target priorities may include:

- Low Income
- Non- or limited English speaking
- Minority as defined by race and/or ethnicity, religion, sexual orientation, and/or gender identity

### IV. Description of Services

1. The services funded through this grant agreement shall be aimed at appealing to eligible consumers who are not currently accessing community services offered by the grantee and/or funded by DAAS. The services provided may be offered by the grantee and/or its subcontractors at the grantee's community center and/or in the community.
2. Services will include New Community Service Activity Programming (NCSAP) and enhanced outreach. The grantee's NCSAP pilot will include weekly scheduled wellness, educational and/or exercise classes/workshops for seniors and adults with disabilities at the location(s) identified in Appendix F. The grantee's weekly schedule will also include NCSAP on Saturday. NCSAP will focus on the needs and/or expressed desire(s) of the target population as it relates to their physical, social, psychological, economic, educational, recreational, and/or creative well-being. All NCSAP will be aimed at maintaining or improving the

welfare of the target population and subject to DAAS approval. The grantee will provide DAAS with an outline and/or activity calendar detailing the days, times, and description of the NCSAP provided through this grant agreement. Significant changes in the type of class/workshop offered and/or frequency will be communicated to DAAS in writing and are also subject to DAAS approval.

3. The grantee will conduct enhanced outreach with the intent of reaching the target population described in Section III. Enhanced outreach will be accomplished by the grantee in multiple ways, including but not limited to, providing information and promoting the grantee's NCSAP pilot at community organizations, congregate meal sites, health clinics, in newsletters/publications and social media when appropriate, and on the grantee's website(s).
4. Services may also include social and translation services provided these services are supplemental and needed to support NCSAP and/or desired by the target population to more fully meet their needs.
5. The grantee will have at least one (1.0) full time equivalent (FTE) of which at least 0.75 will be a single employee whose work time and job description is dedicated to coordinating and delivering NCSAP and the associated service units, ensuring outcome objectives are obtained, and that reporting requirements are met.
6. The 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.
7. The grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules.
8. Grantee will have policy and procedures that are compliant with local/city, state, and federal regulatory agencies, including the DAAS-OOA policy memoranda manual.
9. Grantee will ensure that units of service provided through this grant agreement are tracked and distinguishable within each type of community service programming. Grantee will ensure that units of service provided through this grant are not "co-mingled" with other DAAS funded programs.

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

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

#### **VI. Service Objectives**

On an annual basis, Grantee will meet the following service objectives in its **New Community Service Activity Programming**:

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

TABLE A				
Service Objective Summary Table	FY 2017-2018*	FY 2018-2019	FY 2019-2020	Total 3-years
Number of Unduplicated Consumers	60	125	125	310
Number of New Community Service Activity Programs (i.e. exercise class, evening game night, Saturday-intergenerational tutoring)	3	3	3	9
Number of New Activity Scheduling Hours	277	554	654	1485
Number of Enhanced Outreach Hours	125	250	175	550
Number of Social Service/Other Hours	32	64	64	160
Number of Translation Service Hours	31	62	62	155
*Year One, FY 2017-2018, is 6 months only				

One (1) Unit = One (1) hour of service provision

## VII. Outcome Objectives

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

1. At least 65% of unduplicated consumers registered in the New Community Service Activity Programming (NCSAP) will be seniors and/or adults with disabilities that have never before accessed community services offered by the proposing provider in year one.
2. At least 40% of the unduplicated consumers registered in the New Community Service Activity Programming will be seniors and/or adults with disabilities that have never before accessed community services offered by the proposing provider in year two (2) and each subsequent year of this grant agreement.
3. At least 40% of the unduplicated consumers registered in the New Community Service Activity Programming will be returning consumers in year two (2) and each subsequent year of this of this grant agreement.
4. Based on an annual consumer survey created by the provider with input from DAAS and with a sample size of at least 60% of unduplicated consumers, at least 50% of the surveyed consumers will report learning of new services available to seniors and adults with disabilities.
5. Based on an annual consumer survey created by the provider with input from DAAS and with a sample size of at least 60% of unduplicated consumers, at least 50% of the surveyed consumers will attribute an increase in community and neighborhood engagement to the services accessed and funded through this RFP.

6. Based on an annual consumer survey created by the provider with input from DAAS and a with sample size of at least 60% of unduplicated consumers, at least 50% of the surveyed consumers will attribute an increase in their physical activities and/or quality of life to the services accessed and funded through this RFP.

### **VIII. Reporting Requirements**

1. Grantee will provide a monthly report of activities as described in Section IV and VI. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
2. Grantee will enroll 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 community service hours within each of the categories stated in Section VI.-Service Objectives of this Appendix A.
5. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VI & VII - 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 report is due to HSA no later than July 31 each grant year. This report must be submitted in the CARBON system. Additional reports may be requested and required at other points during the fiscal 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 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 HSA and/or DAAS.

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

[richard.y.sin@sfgov.org](mailto:richard.y.sin@sfgov.org)  
Contract Manager, Office of Contract Management

Or

[tiffany.kearney@sfgov.org](mailto:tiffany.kearney@sfgov.org)  
Dignity Fund Program Analyst  
Department of Aging and Adult Services

## **IX. Monitoring Activities**

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

and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.



	A	B	C	D	E
1	Appendix B, Page 1				
2	Document Date: 12/12/2017				
3	<b>HUMAN SERVICES AGENCY BUDGET SUMMARY</b>				
4	<b>BY PROGRAM</b>				
5	Contractor's Name <b>Curry Senior Center</b>			Contract Term	
6				January 1, 2018 - June 30, 2020	
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: <b>Community Service Program Pilots</b>				
10	Budget Reference Page No.(s)				Total
11	Program Term	1/1/2018 - 6/30/2018	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	1/1/2018 - 6/30/2020
12	<b>Expenditures</b>				
13	Salaries & Benefits	\$44,381	\$90,302	\$90,302	\$224,985
14	Operating Expense	\$6,500	\$10,300	\$10,300	\$27,100
15	<b>Subtotal</b>	<b>\$50,881</b>	<b>\$100,602</b>	<b>\$100,602</b>	<b>\$252,085</b>
16	Indirect Percentage (15%)	15%	15%	15%	15%
17	Indirect Cost (Line 16 X Line 17)	\$7,632	\$15,090	\$15,090	\$37,812
18	Capital Expenditure	\$1,000	\$525	\$525	\$2,050
19	<b>Total Expenditures</b>	<b>\$59,513</b>	<b>\$116,217</b>	<b>\$116,217</b>	<b>\$291,947</b>
20	<b>HSA Revenues</b>				
21	General Fund	\$59,513	\$116,217	\$116,217	\$291,947
22					
23					
24					
25					
26					
27					
28					
29	<b>TOTAL HSA REVENUES</b>	<b>\$59,513</b>	<b>\$116,217</b>	<b>\$116,217</b>	<b>\$291,947</b>
30	<b>Other Revenues</b>				
31					
32					
33					
34					
35					
36	<b>Total Revenues</b>	<b>\$59,513</b>	<b>\$116,217</b>	<b>\$116,217</b>	<b>\$291,947</b>
37	Full Time Equivalent (FTE)	0.80	1.61	1.61	
39	Prepared by: Dave Knego	Telephone No.: 415-292-1087		Date: 12/12/2017	
40	HSA-CO Review Signature:	_____			
41	<b>HSA #1</b>	<b>12/12/2017</b>			
42					
43					
44					



	A	B	C	D	E	F	G	H	I	J	K
1	Appendix B, Page 3										
2	Document Date: 12/12/2017										
3											
4	Program Name: Community Service Program Pilots										
5	(Same as Line 9 on HSA #1)										
6											
7	<b>Operating Expense Detail</b>										
8											
9											
10											
11											
12	<u>Expenditure Category</u>	<u>TERM</u>	<u>1/1/2018 - 6/30/2018</u>	<u>7/1/2018 - 6/30/2019</u>	<u>7/1/2019 - 6/30/2020</u>						<u>TOTAL</u> <u>1/1/2018 - 6/30/2020</u>
13	Rental of Property										
14	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$300	\$500	\$500						\$1,300
15	Office Supplies, Postage		\$500	\$500	\$500						\$1,500
16	Building Maintenance Supplies and Repair		\$300	\$500	\$500						\$1,300
17	Printing and Reproduction										
18	Insurance		\$300	\$500	\$500						\$1,300
19	Staff Training		\$200	\$200	\$200						\$600
20	Staff Travel-(Local & Out of Town)										
21	Rental of Equipment										
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE										
23	Silver Sneakers		\$1,300	\$2,600	\$2,600						\$6,500
24	Client Safety Monitoring		\$1,000	\$2,000	\$2,000						\$5,000
25											
26	OTHER										
27	Program Supplies		\$1,500	\$3,000	\$3,000						\$7,500
28	Payroll fees		\$100	\$200	\$200						\$500
29	Recruitment		\$1,000	\$300	\$300						\$1,600
30											
31											
32											
33	TOTAL OPERATING EXPENSE		\$6,500	\$10,300	\$10,300						\$27,100
34											
35	HSA #3										12/12/2017

	A	B	C	D	E	F	G	H
1								Appendix B, Page 4
2								Document Date: 12/12/2017
3								
4		Program Name: Community Service Program Pilots						
5		(Same as Line 9 on HSA #1)						
6								
7		<b>Capital Expenditure Detail</b>						
8		<b>(Equipment and Remodeling Cost)</b>						
9								
10		EQUIPMENT TERM	1/1/2018 - 6/30/2018	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020			TOTAL
11	No.	ITEM/DESCRIPTION						
12		Exercise Equipment	\$1,000	\$525	\$525			\$2,050
13								
14								
15								
16								
17								
18								
19								
20		TOTAL EQUIPMENT COST	\$1,000	\$525	\$525			\$2,050
21								
22		R E M O D E L I N G						
23		Description:						
24								
25								
26								
27								
28								
29		TOTAL REMODELING COST						
30								
31		TOTAL CAPITAL EXPENDITURE	\$1,000	\$525	\$525			\$2,050
32		(Equipment and Remodeling Cost)						
33		HSA #4						12/12/2017

Date: 12/8/2017		SITE CHART - Appendix F		FY: 1/1/2018-6/30/2018	
AGENCY: Curry Senior Center		CONTRACT MAILING ADDRESS: 333 Turk Street, San Francisco, CA 94102		Agency's web site: www.curryseniorecenter.org	
DIRECTOR: Dave Knego, MSW		PHONE NO.: 415-885-2274			
<b>Program:</b>					
<b>Community Service Program Pilot</b>					
<b>Total Annual # of UDC = 60</b>	UDC/Site = 60				
<b>SITES: Name of Site</b>	Curry Senior Center				
<b>Address and Zip</b>	315 Turk Street, San Francisco, CA 94102				
<b>Phone Number</b>	415-885-2274				
<b>Fax Number</b>	415-885-2344				
<b>Neighborhood</b>	Tenderloin				
<b>Supervisory District No.</b>	6				
<b>Person in Charge:</b>	Toby Shorts				
<b>Site Manager/Coordinator</b>	Toby Shorts				
<b>Additional Programs Offered at Site</b>	Primary care, case management, behavioral health, substance abuse counseling, social programs, transition services, congregate meals, low threshold drop in				
<b>Days Open</b>	X Mon X Tues X Wed X Thurs X Fri X Sat Sun	Mon Thurs Sat	Tues Fri Sun	Wed Fri Sun	Mon Thurs Sat
<b>Hours Open</b>	9-4:30 M-F 9-1:30 Saturday				
<b>Hours of New Community Service Activity Programming (NCSAP)</b>					
<b>Total number of Service Days</b>	6				
<b>DAAS Funded Meal Service (Yes/No)</b>	Yes				
<b>Hours of Meal Service (start &amp; end time)</b>	8 a.m. - 12:45 p.m.				
<b>Annual # Meal Service Days in FY</b>	365				
<b>Number of Service Days Closed</b>	11				
<b>Days Closed (list holidays closed)</b>	New Year's Day Birthday of Martin Luther King, Jr. Washington's Birthday Memorial Day Independence Day Labor Day Columbus Day Veterans Day Thanksgiving Day (and Friday after)				
<b>ADA Accessible</b>	X Yes No	Yes No	Yes No	Yes No	Yes No

AGENCY: Curry Senior Center CONTRACT MAILING ADDRESS: 333 Turk Street, San Francisco, CA 94102 AGENCY's web site: www.curryseniortcenter.org		PHONE NO.: 415-885-2274	
DIRECTOR: Dave Knego, MSW			
<b>Program:</b> Community Service Program Pilot			
Total Annual # of UDC = 125 UDC/Site = 125			
SITES: Name of Site Address and Zip	Curry Senior Center 315 Turk Street, San Francisco, CA 94102		
Phone Number Fax Number	415-885-2274 415-885-2344		
Neighborhood Supervisorial District No.	Tenderloin 6		
Bus Line #			
Person in Charge: Site Manager/Coordinator	Toby Shorts Toby Shorts		
Additional Programs Offered at Site	Primary care, case management, behavioral health, substance abuse counseling, social programs, transation services, congregate meals, low threshold drop in		
Days Open	X Mon X Tues X Wed X Thurs X Fri X Sat	Mon Tues Wed Thurs Fri Sat Sun	Mon Tues Wed Thurs Fri Sat Sun
Hours Open	9-4:30 M-F 9-1:30 Saturday		
Hours of New Community Service Activity Programming (NCSAP)	6 Yes		
Total number of Service Days DAAS Funded Meal Service (Yes/No)	365 11		
Hours of Meal Service (start & end time)	8 a.m. - 12:45 p.m.		
Annual # Meal Service Days in FY	365		
Number of Service Days Closed Days Closed (list holidays closed)	New Year's Day Birthday of Martin Luther King, Jr. Washington's Birthday Memorial Day Independence Day Labor Day Columbus Day Veterans Day Thanksgiving Day (and Friday after)		
ADA Accessible	X Yes Yes No	Yes No Yes No Yes No	Yes No Yes No Yes No



**APPENDIX A - SERVICES TO BE PROVIDED BY GRANTEE**  
**NORTH AND SOUTH OF MARKET ADULT DAY HEALTH**  
**DBA STEPPINGSTONE**

**DIGNITY FUND**

**COMMUNITY SERVICE PROGRAM PILOT**

**January 1, 2018 – June 30, 2020**

**I. Purpose of Grant**

The purpose of this grant is to pilot New Community Service Activity Programming as defined in Section II–Definitions of this Appendix A, for seniors and adults with disabilities living in the City and County of San Francisco, with a particular focus on engaging those eligible individuals who are not currently accessing community service programming offered by the grantee. The programming offered through this grant agreement is intended to support seniors and adults with disabilities to live as independently as possible in the community and within supportive environments.

**II. Definitions**

Activity Scheduling	A type of service within community service programming. Service units are captured by the number of scheduled activity hours sponsored by the grantee. 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.
Adult with Disabilities	Person 18 years of age or older 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.
Controller	Controller of the City and County of San Francisco or designated agent.
DAAS	Department of Aging and Adult Services
Dignity Fund	The City and County of San Francisco, City Charter, Sections 16.128-1 through 16.128-12. Monies in the Fund shall be used to expend by DAAS 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.
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: a) Self-care: Activities of Daily Living (ADL), and Instrumental Activities of Daily Living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment.
Enhanced Outreach	A type of service within community service programming. 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.
Fund	Dignity Fund
Grantee	North and South of Market Adult Day Health DBA Steppingstone
HSA	Human Services Agency of the City and County of San Francisco
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. This is only to be used by consumers to self-identify their income status, not to be used as a means test to qualify for the program.
Minority	Defined by race, ethnicity, religion, sexual orientation, and/or gender identity.
New Activity Scheduling Hours	Activity Scheduling hours for New Community Service Activity Programming/Program
New Community Service Activity Programming/Program (NCSAP)	Community service activity programming/program never before offered by the Grantee as part of its regular and ongoing programming and activity scheduling and/or funded by DAAS.
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"
OCM	Office of Contract Management, Human Services Agency
Senior	Person who is 60 years of age or older; used interchangeably with the "Older Adult"
Social Services /Other	A type of service within community service programming. 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.
SOGI	Sexual Orientation and Gender Identity, a result of Ordinance No. 159-16 which 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.)
Translation Service	A type of service within community service programming. 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.
Unduplicated Consumer (UDC)	A consumer enrolled in the grantee's New Community Service Activity Programming and reflected in CA.GetCare.
Unit of Service	One hour of service

### III. Target Population

This grant will serve seniors and/or adults with disabilities, who reside in the City and County of San Francisco, with a particular focus on reaching and engaging eligible individuals who are not currently accessing community services programming offered by grantee. Additional target priorities may include:

- Low Income
- Non- or limited English speaking
- Minority as defined by race and/or ethnicity, religion, sexual orientation, and/or gender identity

### IV. Description of Services

1. The services funded through this grant agreement shall be aimed at appealing to eligible consumers who are not currently accessing community services offered by the grantee and/or funded by DAAS. The services provided may be offered by the grantee and/or its subcontractors at the grantee's community center and/or in the community.
2. The services will include New Community Service Activity Programming (NCSAP) and enhanced outreach. The grantee's NCSAP pilot will include weekly scheduled wellness, educational and/or exercise classes/workshops for seniors and adults with disabilities at the location(s) identified in Appendix F. NCSAP will focus on the needs and/or expressed desire(s) of the target population as it relates to their physical, social, psychological, economic, educational, recreational, and/or creative well-being. All NCSAP will be aimed at maintaining or improving the welfare of the target population and subject to DAAS approval. The grantee will provide DAAS with an outline and/or activity calendar detailing the days, times, and description of the NCSAP provided through this grant agreement. Significant changes in the type of class/workshop offered and/or frequency will be communicated to DAAS in writing and are also subject to DAAS approval.

3. The grantee will conduct enhanced outreach with the intent of reaching the target population described in Section III. Enhanced outreach will be accomplished by the grantee and/or any of its subcontractors in multiple ways, including but not limited to, providing information and promoting the grantee's NCSAP pilot at community organizations, events and meetings, through the distribution of printed material such as brochures, newsletters, flyers, and on the grantee's website(s).
4. Services may also include social and translation services provided these services are supplemental and needed to support NCSAP and/or desired by the target population to more fully meet their needs.
5. The grantee will have at least one (1.0) full time equivalent (FTE) of which at least 0.75 will be a single employee whose work time and job description is dedicated to coordinating and delivering NCSAP and the associated service units, ensuring outcome objectives are obtained, and that reporting requirements are met.
6. The 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.
7. The grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules.
8. Grantee will have policy and procedures that are compliant with local/city, state, and federal regulatory agencies, including the DAAS-OOA policy memoranda manual.
9. Grantee will ensure that units of service provided through this grant agreement are tracked and distinguishable within each type of community service programming. Grantee will ensure that units of service provided through this grant are not "co-mingled" with other DAAS funded programs.

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

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

#### **VI. Service Objectives**

- Grantee will enroll at least six (6) unduplicated consumers by 12/31/2018.
- Grantee will enroll at least twelve (12) unduplicated consumers by 6/30/2019.
- Grantee will enroll at least eighteen (18) unduplicated consumers by 6/30/2020.

On an annual basis, grantee will meet the following service objectives in its New Community Service Activity Programming:

TABLE A				
Service Objective Summary Table	1/1/2018 – 6/30/2018	7/1/ 2018- 6/30/2019	7/1/ 2019- 6/30/2020	Total 3- years
Number of New Community Service Activity Programs (i.e. exercise class, evening game night, Saturday-intergenerational tutoring)	1	1	1	1
Number of New Activity Scheduling Hours	NA	150	200	350
*Number of Enhanced Outreach Hours	65	150	150	300
Number of Social Service/Other Hours	NA	350	350	700
Number of Translation Service Hours	5	10	15	30

One (1) Unit = One (1) hour of service provision

Enhanced outreach hours between 1/1/2018 and 6/30/2018 will entail the following:

- Four (4) outreach activities each week, starting no later than April 2018; the outreach activities will include presentations about the New Community Service Activity Programming offered by the grantee and funded through this grant agreement to organizations, groups and individual professionals working with the target population.
- At least one (1) small group educational session per week, beginning no later than April 2018, for caregivers, partners, and friends, etc., who have expressed interest in the program for a member of the target population; the educational sessions will provide in-depth program information; the sessions may also include information about additional services available to support the target population in aging safely in their own homes and communities and health and wellness information pertinent to the target population.

## VII. Outcome Objectives

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

1. All of the unduplicated consumers registered in the New Community Service Activity Programming (NCSAP) by 12/31/2018 will be seniors and/or adults with disabilities that have never before accessed services offered by the grantee.
2. At least 40% of the unduplicated consumers registered in the New Community Service Activity Programming will be seniors and/or adults with disabilities that have never before accessed community services offered by the grantee at the end of fiscal year two and three, 6/30/2019 and 6/30/2020 respectively.
3. At least 40% of the unduplicated consumers registered in the New Community Service Activity Programming will be returning consumers at the end of fiscal year two and three, 6/30/2019 and 6/30/2020 respectively. Consumers that become inactive and are dis-enrolled due to illness, placement in a hospital/healthcare facility, and/or death will not be counted as a consumer that does not return to programming in subsequent years.
4. At least 65% of the unduplicated consumers registered in the New Community Service Activity Programming will not be admitted to a skilled nursing facility and/or be hospitalized.

5. Based on an annual consumer survey created by the grantee with input from DAAS and with a sample size of at least 60% of unduplicated consumers, at least 50% of the surveyed consumers will report feeling satisfied with their quality of life due to the services accessed and funded through this RFP.
6. Based on an annual consumer survey created by the grantee with input from DAAS and with a sample size of at least 60% of unduplicated consumers, at least 50% of the surveyed consumers will report voluntarily participating in group activities provided by the grantee and funded through this RFP.
7. Based on an annual consumer survey created by the grantee with input from DAAS and with a sample size of at least 60% of unduplicated consumers, at least 50% of the surveyed consumers will attribute a decrease in social isolation and an increase in community engagement to the services accessed and funded through this RFP.

### **VIII. Reporting Requirements**

1. Grantee will provide a monthly report of activities as described in Section IV and VI. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
2. Grantee will enroll 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 community service hours within each of the categories stated in Section VI.- Service Objectives of this Appendix A.
5. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VI & VII - 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 report is due to HSA no later than July 31 each grant year. This report must be submitted in the CARBON system. Additional reports may be requested and required at other points during the fiscal 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 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 HSA and/or DAAS.

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

[richard.y.sin@sfgov.org](mailto:richard.y.sin@sfgov.org)  
Contract Manager, Office of Contract Management

Or

[tiffany.kearney@sfgov.org](mailto:tiffany.kearney@sfgov.org)  
Dignity Fund Program Analyst  
Department of Aging and Adult Services

## **IX. Monitoring Activities**

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

	A	B	C	D	E
1	Appendix B, Page 1				
2	Document Date: 12/13/2017				
3	<b>HUMAN SERVICES AGENCY BUDGET SUMMARY</b>				
4	<b>BY PROGRAM</b>				
5	Name				Term
6	North & South of Market Adult Day Health (DBA SteppingStone)				1/1/2018 - 6/30/2020
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 Service Program Pilots				
10	Budget Reference Page No.(s)				
11	Program Term	01/01/2018-06/30/2018	07/01/2018-06/30/2019	07/01/2019-06/30/2020	Total
12	<b>Expenditures</b>				
13	Salaries & Benefits	\$39,287	\$78,574	\$78,574	\$196,434
14	Operating Expense	\$36,480	\$72,960	\$72,960	\$182,400
15	<b>Subtotal</b>	<b>\$75,767</b>	<b>\$151,534</b>	<b>\$151,534</b>	<b>\$378,834</b>
16	Indirect Percentage (15%)	15%	15%	15%	
17	Indirect Cost (Line 16 X Line 15)	\$7,018	\$14,036	\$14,036	\$35,090
18	Capital Expenditure	\$0	\$0	\$0	\$0
19	<b>Total Expenditures</b>	<b>\$82,785</b>	<b>\$165,570</b>	<b>\$165,570</b>	<b>\$413,924</b>
20	<b>HSA Revenues</b>				
21	General Fund	\$82,785	\$165,570	\$165,570	\$413,924
22					
23					
24					
25					
26					
27					
28					
29	<b>TOTAL HSA REVENUES</b>	<b>\$82,785</b>	<b>\$165,570</b>	<b>\$165,570</b>	<b>\$413,924</b>
30	<b>Other Revenues</b>				
31					
32					
33					
34					
35					
36	<b>Total Revenues</b>				
37	Full Time Equivalent (FTE)	0.51	1.02	1.02	
39	Prepared by: Mollie Tobias	Telephone No.:		Date	
40	HSA-CO Review Signature:				
41	HSA #1	11/15/2007			

Program Name:  
 (Same as Line 9 on HSA #1)

**Salaries & Benefits Detail**

	A	B	C	D	E	F	G	H	I	
1										
2										
3										
4	Program Name:									
5	(Same as Line 9 on HSA #1)									
6										
7	<b>Salaries &amp; Benefits Detail</b>									
8										
9										
10						01/01/2018- 06/30/2018	07/01/2018- 06/30/2019	07/01/2019- 06/30/2020		
11		Agency Totals		For HSA Program					TOTAL	
12	POSITION TITLE	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary		
13	Project Manager	\$60,000	1.00	75.0%	0.75	\$22,500	\$45,000	\$45,000	\$112,500	
14	Nurse Navigator	\$75,000	1.00	20.0%	0.20	\$7,500	\$15,000	\$15,000	\$37,500	
15	Program Director	\$75,000	1.00	7.3%	0.07	\$2,739	\$5,478	\$5,478	\$13,695	
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30										
31	TOTALS		3.00	102.3%	1.02	\$32,739	\$65,478	\$65,478	\$163,695	
32										
33	FRINGE BENEFIT RATE	20.00%								
34	EMPLOYEE FRINGE BENEFITS					\$6,548	\$13,096	\$13,096	\$32,739	
35										
36										
37	TOTAL SALARIES & BENEFITS					\$39,287	\$78,574	\$78,574	\$196,434	
38	HSA #2								11/15/2007	



	A	B	C	D	E	F	G	H	I	J	K
1											Appendix B, Page 3
2											Document Date: 12/13/2017
3											
4	Program Name:										
5	(Same as Line 9 on HSA #1)										
6											
7	<b>Operating Expense Detail</b>										
8											
9											
10											
11											TOTAL
12	<u>Expenditure Category</u>			TERM	<u>01/01/2018- 06/30/2018</u>		<u>07/01/2018- 06/30/2019</u>		<u>07/01/2019- 06/30/2020</u>		
13	Rental of Property										
14	Utilities(Elec, Water, Gas, Phone, Scavenger)										
15	Office Supplies, Postage				\$1,500		\$3,000		\$3,000		\$7,500
16	Building Maintenance Supplies and Repair										
17	Printing and Reproduction										
18	Insurance										
19	Staff Training										
20	Staff Travel-(Local & Out of Town)										
21	Rental of Equipment										
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE										
23	Openhouse Subcontract				\$28,980		\$57,960		\$57,960		\$144,900
24											
25											
26											
27											
28	OTHER										
29	Marketing and Promotion				\$6,000		\$12,000		\$12,000		\$30,000
30											
31											
32											
33											
34											
35	TOTAL OPERATING EXPENSE				\$36,480		\$72,960		\$72,960		\$182,400
36											
37	HSA #3										11/15/2007

Date: 12/14/17		SITE CHART - Appendix F							FY: 1/1/18-6/30/2018	
AGENCY:		North and South of Market Adult Day Health DBA SteppingStone								
CONTRACT MAILING ADDRESS: 930 Fourth Street, San Francisco, CA 94158		Agency's web site: www.steppingstonehealth.org								
DIRECTOR: Mollie Tobias		PHONE NO.: 415-974-6784 x 25								
<b>Program:</b>										
<b>Community Service Program Pilot</b>										
<b>Total Annual # of UDC = NA (year 1 only)</b>	UDC/Site = NA (year 1 only)									
<b>SITES: Name of Site</b>	SteppingStone									
<b>Address and Zip</b>	930 Fourth Street San Francisco, CA 94158									
<b>Phone Number</b>	415-974-6784 x 25									
<b>Fax Number</b>	415-974-6785									
<b>Neighborhood</b>	Mission Bay									
<b>Supervisory District No.</b>	6									
<b>Person in Charge:</b>	Mollie Tobias									
<b>Site Manager/Coordinator</b>	TBD									
<b>Other Programs Offered at Site</b>	Adult Day Health Care									
<b>Days Open</b>	x Mon x Tues x Wed x Thurs Fri Sat Sun									
<b>Hours Open</b>	12:00pm - 5:30pm									
<b>Hours of New Community Service Activity Programming (NCSAP)</b>	12:00pm - 5:30pm									
<b>Total number of Service Days</b>	99									
<b>DAAS Funded Meal Service (Yes/No)</b>	No									
<b>Hours of Meal Service (start &amp; end time)</b>	1:00pm - 2:00pm									
<b>Number of Service Days Closed</b>	11									
<b>Days Closed (list holidays closed)</b>	New Years Day, Martin Luther King Day, Presidents Day, Memorial Day, 4th of July, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day									
<b>ADA Accessible</b>	X	Yes	No	Yes	No	Yes	No	Yes	No	No

Date: 12/14/17

**SITE CHART - Appendix F**

FY: 7/1/18-6/30/2019

<b>AGENCY:</b> North and South of Market Adult Day Health DBA SteppingStone		Agency's web site: <a href="http://www.steppingstonehealth.org">www.steppingstonehealth.org</a>									
<b>CONTRACT MAILING ADDRESS:</b> 930 Fourth Street, San Francisco, CA 94158		PHONE NO.: 415-974-6784 x 25									
<b>DIRECTOR:</b> Mollie Tobias											
<b>Program:</b> <b>Community Service Program Pilot</b>											
<b>Total Annual # of UDC = 12</b>		UDC/Site = 12									
<b>SITES: Name of Site</b> Address and Zip		SteppingStone 930 Fourth Street San Francisco, CA 94158									
<b>Phone Number</b>		415-974-6784 x.25									
<b>Fax Number</b>		415-974-6785									
<b>Neighborhood</b>		Mission Bay									
<b>Supervisory District No.</b>		6									
<b>Bus Line #</b>											
<b>Person in Charge:</b>		Mollie Tobias									
<b>Site Manager/Coordinator</b>		TBD									
<b>Programs Offered at Site</b>		Adult Day Health Care									
<b>Days Open</b>		x Mon x Tues x Wed x Thurs Fri Sat Sun		Mon Tues Wed Thurs Fri Sat Sun		Mon Tues Wed Thurs Fri Sat Sun		Mon Tues Wed Thurs Fri Sat Sun			
<b>Hours Open</b>		12:00pm - 5:30pm 12:00pm - 5:30pm									
<b>Hours of New Community Service Activity Programming (NCSAP)</b>											
<b>Total Number of Service Days</b>		197									
<b>DAAS Funded Meal Service (Yes/No)</b>		No									
<b>Hours of Meal Service (start &amp; end time)</b>		1:00pm - 2:00pm									
<b>Number of Service Days Closed</b>		11									
<b>Days Closed (list holidays closed)</b>		New Years Day, Martin Luther King Day, Presidents Day, Memorial Day, 4th of July, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day									
<b>ADA Accessible</b>		X Yes No		Yes No		Yes No		Yes No		Yes No	

Date: 12/14/17

**SITE CHART - Appendix F**

AGENCY: North and South of Market Adult Day Health DBA SteppingStone

FY: 7/1/19-6/30/2020

CONTRACT MAILING ADDRESS: 930 Fourth Street, San Francisco, CA 94158

DIRECTOR: Mollie Tobias

Agency's web site: www.steppingstonehealth.org

PHONE NO.: 415-974-6784 x 25

**Program:**  
**Community Service Program Pilot**  
 Total Annual # of UDC = 18  
 UDC/Site = 18  
 SteppingStone  
 930 Fourth Street  
 San Francisco, CA 94158  
 Address and Zip  
 415-974-6784 x 25  
 Phone Number  
 415-974-6785  
 Neighborhood  
 Mission Bay  
 Supervisorial District No.  
 6  
 Person in Charge  
 Mollie Tobias  
 Site Manager/Coordinator  
 TBD  
 Programs Offered at Site  
 Adult Day Health Care

	Mon	Tues	Wed	Mon	Tues	Wed	Mon	Tues	Wed
	x	x	x	Thurs	Fri	Sat	Thurs	Fri	Sat
Days Open									
Hours Open									
Hours of New Community Service Activity									
Programming (NCSAP)									
Total number of Service Days									
DAAS Funded Meal Service (Yes/No)									
Number of Service Days Closed									
Days Closed (list holidays closed)									

Hours of New Community Service Activity  
 12:00pm - 5:30pm  
 12:00pm - 5:30pm

DAAS Funded Meal Service (Yes/No)  
 No

Number of Service Days Closed  
 11

Days Closed (list holidays closed)  
 New Years Day, Martin Luther King Day, Presidents Day, Memorial Day, 4th of July, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day

	Mon	Tues	Wed	Mon	Tues	Wed	Mon	Tues	Wed
	Thurs	Fri	Sat	Thurs	Fri	Sat	Thurs	Fri	Sat
Yes									
No									

ADA Accessible

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

**SELF-HELP FOR THE ELDERLY**

**DIGNITY FUND**

**COMMUNITY SERVICE PROGRAM PILOT**

**January 1, 2018 – June 30, 2020**

**I. Purpose of Grant**

The purpose of this grant is to pilot New Community Service Activity Programming as defined in Section II–Definitions of this Appendix A, for seniors and adults with disabilities living in the City and County of San Francisco, with a particular focus on engaging those eligible individuals who are not currently accessing community service programming offered by the Grantee. The programming offered through this grant agreement is intended to support seniors and adults with disabilities to live as independently as possible in the community and within supportive environments.

**II. Definitions**

Activity Scheduling	A type of service within community service programming. Service units are captured by the number of scheduled activity hours sponsored by the grantee. 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.
Adult with Disabilities	Person 18 years of age or older 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.
Controller	Controller of the City and County of San Francisco or designated agent.
DAAS	Department of Aging and Adult Services
Dignity Fund	The City and County of San Francisco, City Charter, Sections 16.128-1 through 16.128-12. Monies in the Fund shall be used to expend by DAAS 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.
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: a) Self-care: Activities of Daily Living (ADL), and Instrumental Activities of Daily Living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment.
Enhanced Outreach	A type of service within community service programming. 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.
Fund	Dignity Fund
Grantee	Self-Help for the Elderly
HSA	Human Services Agency of the City and County of San Francisco
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. This is only to be used by consumers to self-identify their income status, not to be used as a means test to qualify for the program.
Minority	Defined by race, ethnicity, religion, sexual orientation, and/or gender identity.
New Activity Scheduling Hours	Activity Scheduling hours for New Community Service Activity Programming/Program
New Community Service Activity Programming/Program (NCSAP)	Community service activity programming/program never before offered by the Grantee as part of its regular and ongoing programming and activity scheduling and/or funded by DAAS.
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"
OCM	Office of Contract Management, Human Services Agency
Senior	Person who is 60 years of age or older; used interchangeably with the "Older Adult"
Social Services /Other	A type of service within community service programming. 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.
SOGI	Sexual Orientation and Gender Identity, a result of Ordinance No. 159-16 which 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.)
Translation Service	A type of service within community service programming. 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.
Unduplicated Consumer (UDC)	A consumer enrolled in the grantee's New Community Service Activity Programming and reflected in CA.GetCare.
Unit of Service	One hour of service

### III. Target Population

This grant will serve seniors and/or adults with disabilities, who reside in the City and County of San Francisco, with a particular focus on reaching and engaging eligible individuals who are not currently accessing community services programming offered by grantee. Additional target priorities may include:

- Low Income
- Non- or limited English speaking
- Minority as defined by race and/or ethnicity, religion, sexual orientation, and/or gender identity

### IV. Description of Services

1. The services funded through this grant agreement shall be aimed at appealing to eligible consumers who are not currently accessing community services offered by the grantee and/or funded by DAAS. The services provided may be offered by the grantee and/or its subcontractors at the grantee's community center and/or in the community.
2. Services will include New Community Service Activity Programming (NCSAP) and enhanced outreach. The grantee's NCSAP pilot will include weekly scheduled wellness, educational and/or exercise classes/workshops for seniors and adults with disabilities at the location(s) identified in Appendix F. NCSAP will focus on the needs and/or expressed desire(s) of the target population as it relates to their physical, social, psychological, economic, educational, recreational, and/or creative well-being. All NCSAP will be aimed at maintaining or improving the welfare of the target population and subject to DAAS approval.

The grantee will provide DAAS with an outline and/or activity calendar detailing the days, times, and description of the NCSAP provided through this grant agreement. Significant changes in the type of class/workshop offered and/or frequency will be communicated to DAAS in writing and are also subject to DAAS approval.

3. The grantee will conduct enhanced outreach with the intent of reaching the target population described in Section III. Enhanced outreach will be accomplished by the grantee in multiple ways, including but not limited to, providing information and promoting the grantee's NCSAP pilot at community events and meetings, in newsletters/publications, on social media, and on the grantee's website(s).
4. Services may also include social and translation services provided these services are supplemental and needed to support NCSAP and/or desired by the target population to more fully meet their needs.
5. The grantee will have at least one (1.0) full time equivalent (FTE) of which at least 0.75 will be a single employee whose work time and job description is dedicated to coordinating and delivering NCSAP and the associated service units, ensuring outcome objectives are obtained, and that reporting requirements are met.
6. The 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.
7. The grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules.
8. Grantee will have policy and procedures that are compliant with local/city, state, and federal regulatory agencies, including the DAAS-OOA policy memoranda manual.
9. Grantee will ensure that units of service provided through this grant agreement are tracked and distinguishable within each type of community service programming. Grantee will ensure that units of service provided through this grant are not "co-mingled" with other DAAS funded programs.

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

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

#### **VI. Service Objectives**

On an annual basis, Grantee will meet the following service objectives in its **New Community Service Activity Programming**:



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

TABLE A				
Service Objective Summary Table	FY 2017-2018*	FY 2018-2019	FY 2019-2020	Total 3-years
Number of Unduplicated Consumers	800	1200	1700	3700
Number of New Community Service Activity Programs (i.e. exercise class, evening game night, Saturday-intergenerational tutoring)	6	6	6	18
Number of New Activity Scheduling Hours	502	1004	1004	2510
Number of Enhanced Outreach Hours	377	753	753	1883
Number of Social Service/Other Hours	251	502	502	1255
Number of Translation Service Hours	251	502	502	1255
*Year One, FY 2017-2018, is 6 months only				

One (1) Unit = One (1) hour of service provision

## VII. Outcome Objectives

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

1. At least 65% of unduplicated consumers registered in the New Community Service Activity Programming (NCSAP) will be seniors and/or adults with disabilities that have never before accessed community services offered by the grantee in year one.
2. At least 40% of the unduplicated consumers registered in the New Community Service Activity Programming will be seniors and/or adults with disabilities that have never before accessed community services offered by the grantee in year two (2) and each subsequent year of this grant agreement.
3. At least 40% of the unduplicated consumers registered in the New Community Service Activity Programming will be returning consumers in year two (2) and each subsequent year of this of this grant agreement.
4. Based on an annual consumer survey created by the grantee with input from DAAS and with a sample size of at least 60% of unduplicated consumers, at least 50% of the surveyed consumers will report learning of new services available to seniors and adults with disabilities.
5. Based on an annual consumer survey created by the grantee with input from DAAS and with a sample size of at least 60% of unduplicated consumers, at least 50% of the surveyed consumers will attribute an increase in community and neighborhood engagement to the services accessed and funded through this RFP.

6. Based on an annual consumer survey created by the grantee with input from DAAS and a with sample size of at least 60% of unduplicated consumers, at least 50% of the surveyed consumers will attribute an increase in their physical activities and/or quality of life to the services accessed and funded through this RFP.

## **VIII. Reporting Requirements**

1. Grantee will provide a monthly report of activities as described in Section IV and VI. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
2. Grantee will enroll 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 community service hours within each of the categories stated in Section VI.-Service Objectives of this Appendix A.
5. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VI & VII - 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 report is due to HSA no later than July 31 each grant year. This report must be submitted in the CARBON system. Additional reports may be requested and required at other points during the fiscal 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 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 HSA and/or DAAS.

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

[richard.y.sin@sfgov.org](mailto:richard.y.sin@sfgov.org)  
Contract Manager, Office of Contract Management

Or

[tiffany.kearney@sfgov.org](mailto:tiffany.kearney@sfgov.org)  
Dignity Fund Program Analyst  
Department of Aging and Adult Services

## **IX. Monitoring Activities**

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

and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D	E
1	Appendix B, Page 1 Document Date: 12/13/17				
2					
3					
4					
5	<b>Name SELF-HELP FOR THE ELDERLY</b>			<b>Term 1/1/18-6/30/20</b>	
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 SERVICE PROGRAM PILOT				
10	Budget Reference Page No.(s)				
11	Program Term	1/1/18-6/30/18	7/1/18-6/30/19	7/1/19-6/30/20	Total
12	<b>Expenditures</b>				
13	Salaries & Benefits	\$42,304	\$79,296	\$79,296	\$200,896
14	Operating Expense	\$20,280	\$33,935	\$33,935	\$88,150
15	<b>Subtotal</b>	<b>\$62,584</b>	<b>\$113,231</b>	<b>\$113,231</b>	<b>\$289,046</b>
16	Indirect Percentage (%)	13%	13%	13%	13%
17	Indirect Cost (Line 16 X Line 15)	\$8,136	\$14,720	\$14,720	\$37,576
18	Capital Expenditure	\$7,677	\$0	\$0	\$7,677
19	<b>Total Expenditures</b>	<b>\$78,397</b>	<b>\$127,951</b>	<b>\$127,951</b>	<b>\$334,299</b>
20	<b>HSA Revenues</b>				
21	General Fund	\$78,397	\$127,951	\$127,951	\$334,299
22					
23					
24					
25					
26					
27					
28					
29	<b>TOTAL HSA REVENUES</b>	<b>\$78,397</b>	<b>\$127,951</b>	<b>\$127,951</b>	<b>\$334,299</b>
30	<b>Other Revenues</b>				
31					
32	Volunteer-Instructor	1764	7560	7560	\$16,884
33					
34					
35					
36	<b>Total Revenues</b>	<b>\$80,161</b>	<b>\$135,511</b>	<b>\$135,511</b>	<b>\$351,183</b>
37	Full Time Equivalent (FTE)	0.65	1.30	1.30	
39	Prepared by: Leny & Kelly	Telephone No.: 415-677-7682			12/13/2017
40	HSA-CO Review Signature: _____				
41	<b>HSA #1</b>				<b>11/15/2007</b>



**COMMUNITY SERVICE PROGRAM PILOTS**

Program Name:  
 (Same as Line 9 on HSA #1)

**Operating Expense Detail**

	A	B	C	D	E	F	G	H	I	J	K
1											
2											
3											
4	Program Name: <b>COMMUNITY SERVICE PROGRAM PILOTS</b>										
5	(Same as Line 9 on HSA #1)										
6											
7	<b>Operating Expense Detail</b>										
8											
9											
10											
11	TOTAL										
12	<u>Expenditure Category</u>		TERM	<u>1/1/18-6/30/18</u>	<u>7/1/18-6/30/19</u>		<u>7/1/19-6/30/20</u>				
13	Rental of Property			\$7,200	\$14,400		\$14,400				\$36,000
14	Utilities(Elec, Water, Gas, Phone, Scavenger)			\$4,200	\$8,400		\$8,400				\$21,000
15	Office Supplies, Postage			\$2,000	\$500		\$500				\$3,000
16	Building Maintenance Supplies and Repair			\$1,000	\$1,000		\$1,000				\$3,000
17	Printing and Reproduction			\$1,000	\$1,000		\$1,000				\$3,000
18	Insurance			\$1,500	\$3,000		\$3,000				\$7,500
19	Staff Training			\$200	\$200		\$200				\$600
20	Staff Travel-(Local & Out of Town)			\$480	\$960		\$960				\$2,400
21	Rental of Equipment			\$600	\$1,200		\$1,200				\$3,000
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE										
23											
24											
25											
26											
27											
28	OTHER										
29	Program Supplies			\$600	\$1,400		\$1,400				\$3,400
30	Recruitment Expenses			\$500	\$375		\$375				\$1,250
31	Vehicle Expenses			\$1,000	\$1,500		\$1,500				\$4,000
32											
33											
34											
35	TOTAL OPERATING EXPENSE			\$20,280	\$33,935		\$33,935				\$88,150
36											
37	HSA #3										11/15/2007

	A	B	C	D	E	F
1						Appendix B, Page 4
2						Document Date: 12/13/17
3						
4		Program Name:				
5		(Same as Line 9 on HSA #1)				
6						
7						
8						
9						TOTAL
10	EQUIPMENT	TERM	1/1/18-6/30/18	7/1/18-6/30/19	7/1/19-6/30/20	
11	No.	ITEM/DESCRIPTION				
12	1	Security Camera System with 8 cameras	\$4,027			\$4,027
13	2	Locker/Cabinet	\$500			\$500
14	3	Yoga Mats (15 X \$15.00)	\$225			\$225
15	4	Stretch Bands (15 x \$15)	\$225			\$225
16	5	Classroom Divider	\$1,000			\$1,000
17	6	Laptop	\$1,000			\$1,000
18	7	Projector	\$700			\$700
19	TOTAL EQUIPMENT COST		\$7,677			\$7,677
20						
21	REMODELING					
22	Description:					
23						
24						
25						
26						
27						
28	TOTAL REMODELING COST					
29						
30	TOTAL CAPITAL EXPENDITURE		\$7,677			\$7,677
31	(Equipment and Remodeling Cost)					
32	HSA #4					11/15/2007



Date: 12/7/2017		SITE CHART - Appendix F		FY: 1/1/18-6/30/2018	
AGENCY: Self-Help for the Elderly		Agency's web site: <a href="https://www.selfhelpelderly.org/">https://www.selfhelpelderly.org/</a>			
CONTRACT MAILING ADDRESS: 731 Sansome St. Suite 100 San Francisco, CA 94111		PHONE NO.: 415-677-7600			
DIRECTOR: Kelly Chew					
<b>Program:</b>					
<b>Community Service Program Pilot</b>					
<b>Total Annual # of UDC = 800</b>	UDC/Site = 800				
<b>SITES: Name of Site</b>	Jackie Chan Senior Center				
<b>Address and Zip</b>	5757 Geary Blvd. SF, CA 94121				
<b>Phone Number</b>	415-677-7571				
<b>Fax Number</b>	N/A				
<b>Neighborhood</b>	Richmond				
<b>Supervisory District No.</b>	1				
<b>Person in Charge:</b>	Kelly Chew				
<b>Site Manager/Coordinator</b>	TBD				
<b>Additional Programs Offered at Site</b>	Cong. Meals, Community Services, Nutrition Ed, SF Connected				
<b>Days Open</b>	X Mon X Tues X Wed				
	X Thurs X Fri				
	X Sat Sun				
<b>Hours Open</b>	Mon - Fri 9am - 7pm				
	Sat 9am - 1:30pm				
<b>Hours of New Community Service Activity Programming (NCSAP)</b>	Mon - Fri 2pm - 7pm				
	Sat 9am - 1:30pm				
<b>Total number of Service Days</b>	152				
<b>DAAS Funded Meal Service (Yes/No)</b>	Yes				
<b>Hours of Meal Service (start &amp; end time)</b>	M - F 11:30 pm - 12:30 pm; 4:15pm-5:15				
	Sat 11:30 am - 12:30 pm				
<b>Number of Service Days Closed</b>	11				
<b>Days Closed (list holidays closed)</b>	New Year's Day, Chinese New Year, Veterans Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day				
<b>ADA Accessible</b>	X Yes No				

**SITE CHART - Appendix F**

Date: 12/7/2017

AGENCY: Self-Help for the Elderly

CONTRACT MAILING ADDRESS: 731 Sansome St. Suite 100 San Francisco, CA 94111

Agency's web site:

<https://www.selfhelpelderly.org/>

DIRECTOR: Kelly Chew

PHONE NO.: 415-677-7600

<b>Program:</b>			
<b>Community Service Program Pilot</b>			
<b>Total Annual # of UDC = 1200</b>	UDC/Site = 1200		
<b>SITES: Name of Site</b>	Jackie Chan Senior Center		
<b>Address and Zip</b>	5757 Geary Blvd. SF. CA 94121		
<b>Phone Number</b>	415-677-7571		
<b>Fax Number</b>	N/A		
<b>Neighborhood</b>	Richmond		
<b>Supervisory District No.</b>	1		
<b>Bus Line #</b>			
<b>Person in Charge:</b>	Kelly Chew		
<b>Site Manager/Coordinator</b>	TBD		
<b>Additional Programs Offered at Site</b>	Cong. Meals, Community Services, Nutrition Ed, SF Connected		
<b>Days Open</b>	X Mon X Tues X Wed X Thurs X Fri X Sat Sun		
<b>Hours Open</b>	Mon - Fri 9am - 7pm Sat 9am - 1:30pm		
<b>Hours of New Community Service Activity Programming (NCSAP)</b>	Mon - Fri 2pm - 7pm Sat 9am - 1:30pm		
<b>Total number of Service Days</b>	304		
<b>DAAS Funded Meal Service (Yes/No)</b>	Yes		
<b>Hours of Meal Service (start &amp; end time)</b>	M - F 11:30 am - 12:30 pm; 4:15pm-5:15 Sat 11:30 am - 12:30 pm		
<b>Number of Service Days Closed</b>	11		
<b>Days Closed (list holidays closed)</b>	New Year's Day, Chinese New Year, Veterans Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day		
<b>ADA Accessible</b>	X Yes No		

Date: 12/7/2018

**SITE CHART - Appendix F**

FY: 7/1/19-6/30/2020

AGENCY: Self-Help for the Elderly

CONTRACT MAILING ADDRESS: 731 Sansome St, Suite 100 San Francisco, CA 94111

Agency's web site: <https://www.selfhelpelderly.org/>

DIRECTOR: Kelly Chew

PHONE NO.: 415-677-7600

<b>Program:</b>				
Community Service Program Pilot				
Total Annual # of UDC = 1700	UDC/Site = 1700			
SITES: Name of Site	Jackie Chan Senior Center			
Address and Zip	5757 Geary Blvd. SF, CA 94121			
Phone Number	415-677-7571			
Fax Number	N/A			
Neighborhood	Richmond			
Supervisory District No.	1			
Person in Charge:	Kelly Chew			
Site Manager/Coordinator	TBD			
Additional Programs Offered at Site	Cong. Meals, Community Services, Nutrition Ed, SF			
Days Open	<i>Continued</i> X Mon X Tues X Wed X Thurs X Fri X Sat Sun			
Hours Open	Mon - Fri 9am - 7pm Sat 9am - 1:30pm			
Hours of New Community Service Activity Programming (NCSAP)	Mon - Fri 2pm - 7pm Sat 9am - 1:30pm			
Total number of Service Days	304			
DAAAS Funded Meal Service (Yes/No)	Yes			
Hours of Meal Service (start & end time)	M - F 11:30 pm - 12:30 pm; 4:15pm-5:15 Sat 11:30 am - 12:30 pm			
Number of Service Days Closed	11			
Days Closed (list holidays closed)	New Year's Day, Chinese New Year, Veterans Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day			
ADA Accessible	X Yes No			

# APPENDIX A - SERVICES TO BE PROVIDED BY GRANTEE

## SWORDS TO PLOWSHARES

### DIGNITY FUND

#### COMMUNITY SERVICE PROGRAM PILOT

January 1, 2018 – June 30, 2020

#### I. Purpose of Grant

The purpose of this grant is to pilot New Community Service Activity Programming as defined in Section II–Definitions of this Appendix A, for seniors and adults with disabilities living in the City and County of San Francisco, with a particular focus on engaging those eligible individuals who are not currently accessing community service programming offered by the Grantee. The programming offered through this grant agreement is intended to support seniors and adults with disabilities to live as independently as possible in the community and within supportive environments.

#### II. Definitions

Activity Scheduling	A type of service within community service programming. Service units are captured by the number of scheduled activity hours sponsored by the grantee. 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.
Adult with Disabilities	Person 18 years of age or older 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.
Controller	Controller of the City and County of San Francisco or designated agent.
DAAS	Department of Aging and Adult Services
Dignity Fund	The City and County of San Francisco, City Charter, Sections 16.128-1 through 16.128-12. Monies in the Fund shall be used to expend by DAAS 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.
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: a) Self-care: Activities of Daily Living (ADL), and Instrumental Activities of Daily Living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment.
Enhanced Outreach	A type of service within community service programming. 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.
Fund	Dignity Fund
Grantee	Swords to Plowshares
HSA	Human Services Agency of the City and County of San Francisco
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. This is only to be used by consumers to self-identify their income status, not to be used as a means test to qualify for the program.
Minority	Defined by race, ethnicity, religion, sexual orientation, and/or gender identity.
New Activity Scheduling Hours	Activity Scheduling hours for New Community Service Activity Programming/Program
New Community Service Activity Programming/Program (NCSAP)	Community service activity programming/program never before offered by the Grantee as part of its regular and ongoing programming and activity scheduling and/or funded by DAAS.
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"
OCM	Office of Contract Management, Human Services Agency
Senior	Person who is 60 years of age or older; used interchangeably with the "Older Adult"
Social Services /Other	A type of service within community service programming. 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.
SOGI	Sexual Orientation and Gender Identity, a result of Ordinance No. 159-16 which 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.)
Translation Service	A type of service within community service programming. 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.
Unduplicated Consumer (UDC)	A consumer enrolled in the grantee’s New Community Service Activity Programming and reflected in CA.GetCare.
Unit of Service	One hour of service

### III. Target Population

This grant will serve seniors and/or adults with disabilities, who reside in the City and County of San Francisco, with a particular focus on reaching and engaging eligible individuals who are not currently accessing community services programming offered by grantee. Additional target priorities may include:

- Low Income
- Non- or limited English speaking
- Minority as defined by race and/or ethnicity, religion, sexual orientation, and/or gender identity

### IV. Description of Services

1. The services funded through this grant agreement shall be aimed at appealing to eligible consumers who are not currently accessing community services offered by the grantee and/or funded by DAAS. The services provided may be offered by the grantee and/or its subcontractors at the grantee’s community center and/or in the community.
2. Services will include New Community Service Activity Programming (NCSAP) and enhanced outreach. The grantee’s NCSAP pilot will include weekly scheduled groups, peer support groups, wellness activities, and educational classes/workshops for seniors and adults with disabilities at the location(s) identified in Appendix F. The grantee will provide scheduled monthly activities to encourage peer socialization, such as luncheon. NCSAP will focus on the needs and/or expressed desire(s) of the target population as it relates to their physical, social, psychological, economic, educational, recreational, and/or

creative well-being. All NCSAP will be aimed at maintaining or improving the welfare of the target population and subject to DAAS approval. The grantee will provide DAAS with an outline and/or activity calendar detailing the days, times, and description of the NCSAP provided through this grant agreement. Significant changes in the type of class/workshop offered and/or frequency will be communicated to DAAS in writing and are also subject to DAAS approval.

3. The grantee will conduct enhanced outreach with the intent of reaching the target population described in Section III. Enhanced outreach will be accomplished by the grantee in multiple ways, including but not limited to, providing information and promoting the grantee's NCSAP pilot at community organizations, medical centers, and health clinics, in newsletters/publications and social media when appropriate, and on the grantee's website(s).
4. Services may also include social and translation services provided these services are supplemental and needed to support NCSAP and/or desired by the target population to more fully meet their needs.
5. The grantee will have at least one (1.0) full time equivalent (FTE) of which at least 0.75 will be a single employee whose work time and job description is dedicated to coordinating and delivering NCSAP and the associated service units, ensuring outcome objectives are obtained, and that reporting requirements are met.
6. The 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.
7. The grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules.
8. Grantee will have policy and procedures that are compliant with local/city, state, and federal regulatory agencies, including the DAAS-OOA policy memoranda manual.
9. Grantee will ensure that units of service provided through this grant agreement are tracked and distinguishable within each type of community service programming. Grantee will ensure that units of service provided through this grant are not "co-mingled" with other DAAS funded programs.

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

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

#### **VI. Service Objectives**

On an annual basis, Grantee will meet the following service objectives in its New Community Service Activity Programming:

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

TABLE A				
Service Objective Summary Table	FY 2017-2018*	FY 2018-2019	FY 2019-2020	Total 3-years
Number of Unduplicated Consumers	75	150	150	375
Number of New Community Service Activity Programs (i.e. exercise class, evening game night, Saturday-intergenerational tutoring)	7	7	7	21
Number of New Activity Scheduling Hours	500	1000	1000	2500
Number of Enhanced Outreach Hours	200	400	400	1000
Number of Social Service/Other Hours	100	200	200	500
*Year One, FY 2017-2018, is 6 months only				

One (1) Unit = One (1) hour of service provision

## VII. Outcome Objectives

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

1. At least 65% of unduplicated consumers registered in the New Community Service Activity Programming (NCSAP) will be seniors and/or adults with disabilities that have never before accessed community services offered by the proposing provider in year one.
2. At least 40% of the unduplicated consumers registered in the New Community Service Activity Programming will be seniors and/or adults with disabilities that have never before accessed community services offered by the proposing provider in year two (2) and each subsequent year of this grant agreement.
3. At least 40% of the unduplicated consumers registered in the New Community Service Activity Programming will be returning consumers in year two (2) and each subsequent year of this of this grant agreement.
4. Based on an annual consumer survey created by the provider with input from DAAS and with a sample size of at least 60% of unduplicated consumers, at least 50% of the surveyed consumers will report learning of new services available to seniors and adults with disabilities.
5. Based on an annual consumer survey created by the provider with input from DAAS and with a sample size of at least 60% of unduplicated consumers, at least 50% of the surveyed consumers will attribute an increase in community and neighborhood engagement to the services accessed and funded through this RFP.



6. Based on an annual consumer survey created by the provider with input from DAAS and a with sample size of at least 60% of unduplicated consumers, at least 50% of the surveyed consumers will attribute an increase in their physical activities and/or quality of life to the services accessed and funded through this RFP.

## **VIII. Reporting Requirements**

1. Grantee will provide a monthly report of activities as described in Section IV and VI. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
2. Grantee will enroll 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 community service hours within each of the categories stated in Section VI.-Service Objectives of this Appendix A.
5. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VI & VII - 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 report is due to HSA no later than July 31 each grant year. This report must be submitted in the CARBON system. Additional reports may be requested and required at other points during the fiscal 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 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 HSA and/or DAAS.

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

[richard.y.sin@sfgov.org](mailto:richard.y.sin@sfgov.org)  
Contract Manager, Office of Contract Management

Or

[tiffany.kearney@sfgov.org](mailto:tiffany.kearney@sfgov.org)  
Dignity Fund Program Analyst  
Department of Aging and Adult Services

## **IX. Monitoring Activities**

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

and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D	E
1	Appendix B, Page 1				
2	Document Date: 12/15/2017				
3	<b>HUMAN SERVICES AGENCY BUDGET SUMMARY</b>				
4	<b>BY PROGRAM</b>				
5	Name				Term
6	Swords to Plowshares				1/1/2018-6/30/2020
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 Service Program				
10	Budget Reference Page No.(s)				
11	Program Term	1/1/18-6/30/18	7/1/18-6/30/19	7/1/19-6/30/20	Total
12	<b>Expenditures</b>				
13	Salaries & Benefits	\$42,602	\$85,205	\$85,205	\$213,011
14	Operating Expense	\$5,134	\$8,432	\$8,432	\$21,998
15	<b>Subtotal</b>	<b>\$47,736</b>	<b>\$93,637</b>	<b>\$93,637</b>	<b>\$235,009</b>
16	Indirect Percentage (%)	10%	10%	10%	\$0
17	Indirect Cost (Line 16 X Line 15)	\$4,774	\$9,364	\$9,364	\$23,501
18	Capital Expenditure	\$5,700	\$0	\$0	\$5,700
19	Total Expenditures	\$58,209	\$103,000	\$103,000	\$264,210
20	<b>HSA Revenues</b>				
21	General Fund	\$58,209	\$103,000	\$103,000	\$264,210
22					
23					
24					
25					
26					
27					
28	TOTAL HSA REVENUES	\$58,209	\$103,000	\$103,000	\$264,210
29	<b>Other Revenues</b>				
30					
31					
32					
33					
34					
35	Total Revenues				
36	Full Time Equivalent (FTE)	0.68	1.35	1.35	
38	Prepared by: Rose Mallamo	Telephone No.: 415 252-4788		Date 12/15/2017	
39	HSA-CO Review Signature: _____				
40	HSA #1				11/15/2007



	A	B	C	D	E	F	G	H	I	J	K
1											
2											
3											
4	Program Name:										
5	(Same as Line 9 on HSA #1)										
6											
7	<b>Operating Expense Detail</b>										
8											
9											
10											
11	TOTAL										
12	<u>Expenditure Category</u>			TERM	<u>1/1/18-6/30/18</u>		<u>7/1/18-6/30/19</u>		<u>7/1/19-6/30/20</u>		
13	Rental of Property				\$1,233		\$2,466		\$2,466		\$6,165
14	Utilities(Elec, Water, Gas, Phone, Scavenger)				\$133		\$266		\$266		\$665
15	Office Supplies, Postage				\$530		\$530		\$530		\$1,590
16	Building Maintenance Supplies and Repair				\$106		\$212		\$212		\$530
17	Printing and Reproduction										
18	Insurance				\$53		\$106		\$106		\$265
19	Staff Training										
20	Staff Travel-(Local & Out of Town)				\$374		\$747		\$747		\$1,868
21	Rental of Equipment										
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE										
23											
24											
25											
26											
27											
28	OTHER										
29											
30	Client Activities/Groups				\$1,400		\$2,800		\$2,800		\$7,000
31	Client Hygiene Kits				\$1,305		\$1,305		\$1,305		\$3,915
32											
33											
34											
35	TOTAL OPERATING EXPENSE				\$5,134		\$8,432		\$8,432		\$21,998
36											
37	HSA #3										11/15/2007

	A	B	C	D	E	F
1						
2						
3						
4	Program Name:					
5	(Same as Line 9 on HSA #1)					
6						
7	<b>Program Expenditure Detail</b>					
8						
9						TOTAL
10	<b>EQUIPMENT</b>	<b>TERM</b>	1/1/18-6/30/18	7/1/18-6/30/19	7/1/19-6/30/20	
11	No.	ITEM/DESCRIPTION				
12		Collapsible Mobile Tables and Chairs	\$4,200			\$4,200
13		Phone, Tablet	\$1,500			\$1,500
14						
15						
16						
17						
18						
19						
20	<b>TOTAL EQUIPMENT COST</b>		\$5,700			\$5,700
21						
22	<b>R E M O D E L I N G</b>					
23	Description:					
24						
25						
26						
27						
28						
29	<b>TOTAL REMODELING COST</b>					
30						
31	<b>TOTAL CAPITAL EXPENDITURE</b>		\$5,700			\$5,700
32	(Equipment and Remodeling Cost)					
33	<b>HSA #4</b>					<b>11/15/2007</b>

Date: 12/8/17		SITE CHART - Appendix F		FY: 1/1/18-6/30/2018	
AGENCY: Swords to Plowshares		Agency's web site: www.swords-to-plowshares.org			
CONTRACT MAILING ADDRESS: 1060 Howard Street, San Francisco, CA 94103		PHONE NO.: (415) 252-4787			
DIRECTOR: Michael Blecker					
<b>Program:</b> Community Service Program Pilot					
Total Annual # of UDC = 75		UDC/Site = 75			
SITES: Name of Site		Frontline Drop-in Center			
Address and Zip		1060 Howard Street, San Francisco, CA 94103			
Phone Number		(415) 252-4787			
Fax Number		(415) 558-8628			
Neighborhood		South of Market			
Supervisory District No.		8			
Person in Charge:		Jacob Donnelly			
Site Manager/Coordinator		LaJune Davis			
Additional Programs Offered at Site		Health & Social Services, Supportive Housing, Legal Services, Employment & Training Services, Supportive Services for Veteran Families, Services for Women Veterans, Institute for Veteran Policy, Income Support			
Days Open		X Mon X Tues X Wed X Thurs X Fri			
Hours Open		Sat 9am to 4pm			
Hours of New Community Service Activity Programming (NGSAP)		9am to 4pm			
Total number of Service Days		245			
DAAS Funded Meal Service (Yes/No)		No			
Number of Service Days Closed		15			
Days Closed (list holidays closed)		New Years Eve, New Years Day, President's Day, MLK Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Veterans Day, and Christmas Eve, Christmas Day, 3 All-Staff Meetings			
ADA Accessible		X Yes No			



**SITE CHART - Appendix F**

Date: 12/8/17		Agency's web site: www.swords-to-plowshares.org	
AGENCY: Swords to Plowshares		PHONE NO.: (415) 252-4787	
CONTRACT MAILING ADDRESS: 1060 Howard Street, San Francisco, CA 94103			
DIRECTOR: Michael Blecker			
<b>Program:</b>			
Community Service Program Pilot		UDC/Site = 150	
Total Annual # of UDC = 150		Frontline Drop-in Center	
SITES: Name of Site		1060 Howard Street, San Francisco, CA 94103	
Address and Zip		(415) 252-4787	
Phone Number		South of Market	
Fax Number		8	
Neighborhood		Jacob Donnelly	
Supervisory District No.		LaJune Davis	
Person in Charge:		Health & Social Services, Supportive Housing, Legal Services, Employment & Training Services, Supportive Services for Veteran Families, Services for Women Veterans, Institute for Veteran Policy, Income Support	
Site Manager/Coordinator		X Mon X Tues X Wed	
Additional Programs Offered at Site		X Thurs X Fri	
Days Open		Sat	
Hours Open		9am to 4pm	
Hours of New Community Service Activity Programming (NCSAP)		9am to 4pm	
Total Number of Service Days		245	
DAAS Funded Meal Service (Yes/No)		No	
Number of Service Days Closed		15	
Days Closed (list holidays closed)		New Years Eve, New Years Day, President's Day, MLK Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Veterans Day, and Christmas Eve, Christmas Day, 3 All-Staff	
ADA Accessible		X Yes No	

**SITE CHART - Appendix F**

Date: 12/8/17

AGENCY: Swords to Plowshares

CONTRACT MAILING ADDRESS: 1060 Howard Street, San Francisco, CA 94103

Agency's web site:  
www.swords-to-plowshares.org

DIRECTOR: Michael Blecker

PHONE NO.: (415) 252-4787

**Program:**

**Community Service Program Pilot**

Total Annual # of UDC = 150

UDC/Site = 150

SITES: Name of Site

Frontline Drop-in Center  
1060 Howard Street, San Francisco, CA 94103

Address and Zip

Phone Number

(415) 252-4787

Fax Number

(415) 558-8628

Neighborhood

South of Market

Supervisory District No.

8

Person in Charge:

Jacob Donnelly

Site Manager/Coordinator

LaJune Davis

Additional Programs Offered at Site

Health & Social Services, Supportive Housing, Legal Services, Employment & Training Services, Supportive Services for Veteran Families, Services for Women Veterans, Institute for Veteran Policy, Income Support

Days Open

X Mon X Tues X Wed  
X Thurs X Fri

Hours Open

Sat  
Sun  
9am to 4pm

Hours of New Community Service Activity Programming (NCSAP)

9am to 4pm

Total number of Service Days

245

DAAS Funded Meal Service (Yes/No)

No

Number of Service Days Closed

15

Days Closed (list holidays closed)

New Years Eve, New Years Day, President's Day, MLK Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Veterans Day, and Christmas Eve, Christmas Day, 3 All-Staff

ADA Accessible

X Yes No