



London Breed, Mayor

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

Trent Rhorer, Executive Director

MEMORANDUM

TO: AGING & ADULT SERVICES COMMISSION

THROUGH: SHIREEN McSPADDEN, EXECUTIVE DIRECTOR

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

DATE: MARCH 6, 2019

SUBJECT: GRANT MODIFICATION: **Swords to Plowshares** (NON-PROFIT) FOR THE PROVISION OF SUPPORTIVE SERVICES AND SERVICE CONNECTION FOR VETERANS

	<u>Current</u>	<u>Modification</u>	<u>Revised</u>	<u>Contingency</u>	<u>Total</u>
GRANT TERM(S):	1/1/18- 6/30/20	2/1/19- 6/30/19	1/1/18- 6/30/20		
GRANT AMOUNTS:	\$758,200	\$214,364	\$972,564	\$97,256	\$1,069,820
<u>Funding Source:</u>	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
Modification Funding:	\$214,364			\$21,436	\$235,800
Percentage	100%				100%

The Department of Aging and Adult Service (DAAS) requests authorization to modify the existing grant agreement with Swords to Plowshares for the period of February 1, 2019 to June 30, 2019 in the additional amount of \$214,364 plus a 10% contingency for a total amount not to exceed \$1,069,820. The purpose of this modification is to add additional funding for needed repairs, maintenance, and equipment at one of the service sites where Swords to Plowshares provides supportive services and service connection programming. The additional funding will ensure safe and sustainable supportive services and service connection programming at the service site.

Background

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

Charter Amendment for the Fund requires the City to make an annual baseline contribution to the Fund and to increase the baseline contribution to the Fund in fiscal year 2017-18 through fiscal year 2026-27. There is an Oversight and Advisory Committee (OAC) for the Fund and the Department of Aging and Adult Services (DAAS) administers the Fund.

The administration of the Fund includes a planning process that began in fiscal year 2017-18 and repeats every fourth fiscal year. The planning process starts with a Community Needs Assessment (DFCNA). The fiscal year 2017-18 DFCNA was completed and the Board of Supervisors approved the DFCNA report in June of 2018. The findings from each DFCNA help inform allocation plans for the expenditure of the Fund. The grant awarded to Swords to Plowshare in December 2017 to provide supportive services and service connection for veterans resulted from an initiative included in the allocation plan for the increased funding added to the Fund by the City over its required baseline contribution in fiscal year 2017-18.

The fiscal year 2017-18 DFCNA highlights the need for DAAS to reinforce and strengthen the infrastructure of community-based agencies to improve the quality, reach, and impact of services. DAAS, in consultation with the OAC, is adding one time only funding to assist Swords to Plowshare with maintenance and repair costs that will incur this fiscal year at one of the service sites. The maintenance required is essential for residents to participate fully and safely in the supportive services and service connection program.

Services to be Provided

There are three areas of service in this program. The first is service connections, the second is community engagement, and the third is outreach. The overarching goals of the program include ensuring veterans living in supportive housing maintain independence and housing stability, supporting veterans to age safely and with dignity in their homes, and encouraging social engagement to promote a sense of community. Community organizers at Swords to Plowshares provide direct services that encompass both service connections and community engagement for veterans residing at the five permanent housing sites. Swords to Plowshare team members, including the community organizers, Assistant Policy Director, and Policy Director, collectively conduct outreach.

Modification

This modification will provide for building repairs, maintenance, and equipment. Specifically, the funding will provide for an automatic door, resilient flooring, acoustic ceiling tiles and stoves at the Veterans Academy site where supportive service and service connection programming takes place.

Performance

Program Monitoring: A programmatic monitoring visit was conducted on June 22, 2018. There were no findings identified in the monitoring.

Fiscal Monitoring: A Citywide Fiscal and Compliance Monitoring site visit was conducted on March 9, 2018. There were no findings identified in the monitoring. The grantee is in compliance with performance and monitoring requirements.

Grantee Selections

Grantee was selected through RFP #769 issued in August 2017.

Funding

This grant is funded through City and County general funds.

Attachments:

Appendix A-1 – Services to be Provided

Appendix B-1 – Budget

Appendix F-Site Chart

Appendix A-1 Services to be Provided

Swords to Plowshares

Supportive Services and Service Connection for Veterans

January 1, 2018 – June 30, 2020

I. Purpose of Grant

The purpose of this grant is to provide older adults and adults with disabilities who are military veterans living in veteran housing located in the City and County of San Francisco with services and support that will assist them to live independently and safely in their communities.

II. Definitions

Adult with a Disability	A person 18 to 59 years of age living with a disability.
CA.GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
CARBON	Contracts Administration, Reporting and Billing On Line System
City	City and County of San Francisco, a municipal corporation.
Communities of Color	Persons who identify with a race or ethnicity other than non-Hispanic White.
Community Engagement	Includes but is not limited to: 1) community activities and events in veterans housing or other appropriate venues where the target population of veterans can congregate to enhance their cultural, educational, mental and physical well-being; 2) establishing and fostering trust with the target population of veterans; 3) building and supporting a sense of community with and among the veterans residing in veterans housing
Controller	Controller of the City and County of San Francisco or designated agent.
DAAS	Department of Aging and Adult Services of the San Francisco Human Services Agency.
Dignity Fund (Fund)	The City and County of San Francisco, City Charter, Sections 16.128-1 through 16.128-12. DAAS will expend monies in the Fund solely to help seniors and adults with disabilities secure and utilize the services and support necessary to age with dignity in their own homes and communities.
Dignity Fund Community Needs Assessment	A community needs assessment report required every four years by the City Charter Amendment for the Fund. The findings from each DFCNA inform an allocation plan for the

(DFCNA)	expenditure of the Fund. The first DFCNA was completed in fiscal year 2017-2018.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.
Grantee	Swords to Plowshares
LGBT/LGBTQ	An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Low Income	Having income at or below 300% of the federal poverty line defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Used by consumers to self-identify their income status and is not used as a means test to qualify for the program.
OAC	Oversight and Advisory Committee
OCM	Office of Contract Management, Human Services Agency
Older Adult	Person who is 60 years of age or older; used interchangeably with "Senior"
Outreach	Formal and informal approaches used to engage the target population. Formal approaches can include, but are not limited to, one to one contact and/or working with a community collaborative group. Informal approaches can include, but are not limited to, designated grantee employee being present and available in community spaces (i.e. community living room, game room, mailroom etc.)
Senior	Person who is 60 years of age or older; used interchangeably with the "Older Adult"
Service Connection	Includes, but is not limited to 1) Introducing services and benefits to the target population of veterans that could increase their ability to remain in their home and community; 2) Assisting the target population of veterans in applying for supportive services; 3) providing follow up on any service connections made to ensure the veterans obtain services if appropriate
SF-HSA	Human Services Agency of the City and County of San Francisco
SOGI	Sexual Orientation and Gender Identity; Ordinance No. 159-16 amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (Chapter 104, Sections 104.1 through 104.9.)
Unduplicated Consumer (UDC)	An older adult or adult with a disability participating in the Supportive Services and Service Connection for Veterans

	Program and reflected in CA.GetCare through program enrollment.
Veteran	A person who served in any branch of the (US) military
Veteran Housing	Supportive housing sites located in the City and County of San Francisco where veterans and veterans with families live.

III. Target Population

This grant will serve older adults and adults with disabilities who are military veterans and live in veteran housing located in the City and County of San Francisco, regardless of their discharge status. Additional target priorities include members of a population with one or more of the following equity factors identified in the DFCNA:

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

IV. Description of Services

1. Grantee will provide a supportive services and service connection program for older adults and/or adults with disabilities who are military veterans living in veteran housing located in the City and County of San Francisco. Both supportive services and service connection programming are subject to DAAS approval.
2. The supportive services offered by the grantee will include community engagement activities and events at the veteran housing sites and/or other appropriate venues where the target population can congregate and interact with each other and/or grantee employees. Community engagement activities and events will focus on building and supporting a sense of community with and among the veterans living at the veteran housing sites. Community engagement activities and events will promote establishing healthy relationships and fostering trust within the veteran housing site community. Activities and events will aim to enhance the cultural, educational, mental and physical well-being of the target population.
3. Service connection offered by the grantee will include, but is not limited to, the following: introducing services and benefits that support safe and independent living in the community, assisting veterans to navigate services available to them, helping veterans to access DAAS services, and providing follow up to ensure that veterans are successful in obtaining the services they need or desire.
4. Grantee will conduct outreach to engage the target population in the supportive services and service connection program. The outreach conducted by the grantee

will encompasses both formal and informal approaches. A formal approach may include, but is not limited to, direct one to one contact with an eligible veteran and collaboration with community groups and organizations who also work with the target population to encourage and/or promote program participation. An informal approach may include but is not limited to, a grantee employee being present and available in community spaces located within the veteran housing site.

5. Grantee will ensure that units of service provided through this grant agreement are tracked and distinguishable.
6. Grantee shall ensure adequate and culturally competent paid and volunteer staffing to administer the program, deliver quality services to meet the needs of the consumers, and adhere to all DAAS program standards.
7. 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 policy memoranda manual.

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:

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

Service Objective Summary Table	FY 2017-2018*	FY 2018-2019	FY 2019-2020	Total 3-years
Number of Unduplicated Consumers	160	325	325	810
Number of Service Connection hours	1200	2496	2496	6192
Number of Community Engagement hours	600	1248	1248	3096
Number of Outreach hours	150	336	336	822
*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 service objectives:

1. At least 50% of the surveyed consumers will attribute an increased participation in community events to the supportive services and service connection program.*
2. At least 50% of the surveyed consumers will report that the activities and/or events accessed through the supportive services and service connection program supports their general well-being.*
3. At least 50% of the surveyed consumers, who participated in programming, will report learning of additional services that were beneficial and helpful in maintaining their independence and living in the community.*
4. At least 50% of the surveyed consumers who participated in programming will attribute their ability to maintain stabilized housing to the services funded through this grant agreement.*
5. At least 50% of the surveyed consumers will report that the grantee has introduced them to the supportive services and service connection programming available at the housing sites and invites participation.*
6. Eviction rate for veterans enrolled in the supportive services and service connection program will not be more than 10%.
7. At least 90% of the veterans enrolled in the supportive services and service connection program will maintain their current housing, or move into other permanent housing, or provided another appropriate placement.

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

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 service connection units/hours during the month
 - Number of community engagement units/hours during the month
 - Number of outreach units/hours during the month
5. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VI & VII- Service and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
6. Grantee shall issue a fiscal closeout report at the end of the fiscal year. The grantee will submit the report to SF-HSA through CARBON system no later than July 31 each grant year.
7. Grantee will provide an annual consumer satisfaction survey report to DAAS by March 15 each grant year or a mutually agreed upon date between DAAS and the Grantee.
8. Grantee shall develop and deliver an annual summary report of SOGI data collected in each grant year as requested by SF-HSA. The due date for submitting the annual summary report is no later than July 10 each grant year.
9. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA and/or DAAS.

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

Esperanza Zapien
esperanza.zapien@sfgov.org
Contract Manager
Office of Contract Management
Or
Tiffany Kearney
tiffany.kearney@sfgov.org
Dignity Fund Program Analyst
Department of Aging and Adult Services

IX. Monitoring Activities

1. Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; consumer eligibility and any

targeted mandates, back up documentation for the units of service and all reporting including the log of service units which is based on the service provision hours; sign-in sheets of consumers who participated in services, and progress of service and outcome objectives; how consumer records are collected and maintained; reporting performance including monthly service unit reports on CA.GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting, evidence that program staff have completed Security Awareness Training; program operation, which includes a review of a written policies and procedures manual of all DAAS funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current; a board of director list and whether services are provided appropriately according to Sections IV, V, VI, and VII.

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

**HUMAN SERVICES AGENCY BUDGET SUMMARY
 BY PROGRAM**

	A	B	C	D	E	F	G
1							
2							
3							
4							
5	Name					Term	
6	Swords to Plowshares					1/1/18-6/30/20	
7	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/> 1						
8	If modification, Effective Date of Mod. No. of Mod.						
9	Program: Supportive Services and Service Connection for Veterans						
10	Budget Reference Page No.(s)			Modification	Revision		Total
11	Program Term	1/1/18-6/30/18	7/1/18-6/30/19	2/1/19-6/30/19	7/1/18-6/30/19	7/1/19-6/30/20	1/1/18-6/30/20
12	Expenditures						
13	Salaries & Benefits	\$113,809	\$229,992	\$0	\$229,992	\$229,992	\$573,792
14	Operating Expense	\$30,009	\$42,735	\$0	\$42,735	\$42,735	\$115,479
15	Subtotal	\$143,818	\$272,727	\$0	\$272,727	\$272,727	\$689,271
16	Indirect Percentage (%)	10%	10%		10%	10%	10%
17	Indirect Cost (Line 16 X Line 15)	\$14,382	\$27,273	\$0	\$27,273	\$27,273	\$68,929
18	Capital Expenditure	\$0	\$0	\$214,364	\$214,364	\$0	\$214,364
19	Total Expenditures	\$158,200	\$300,000	\$214,364	\$514,364	\$300,000	\$972,564
20	HSA Revenues						
21	General Fund	\$158,200	\$300,000		\$300,000	\$300,000	\$758,200
22	FY 1819 OTO-General Fund			\$214,364	\$214,364		\$214,364
23							
24							
25							
26							
27							
28							
29	TOTAL HSA REVENUES	\$158,200	\$300,000	\$214,364	\$514,364	\$300,000	\$972,564
30	Other Revenues						
31							
32							
33							
34							
35							
36	Total Revenues	\$158,200	\$300,000	\$214,364	\$514,364	\$300,000	\$972,564
37	Full Time Equivalent (FTE)						
39	Prepared by: Rose Mallamo	Telephone No.: 415 252-4787 x 362				Date 1/25/19	
40	HSA-CO Review Signature: _____						
41	HSA #1						11/15/2007

Program Name: Supportive Services and Service Connection for Veterans
 (Same as Line 9 on HSA #1)

Program Expenditure Detail

	A	B	C	D	E	F	G	H
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								TOTAL
11	No.	ITEM/DESCRIPTION			Modification	Revision		
12		Auto Door at Veterans Academy			\$29,460	\$29,460		\$29,460
13		Resilient flooring at Veterans Academy			\$131,630	\$131,630		\$131,630
14		Stoves at Veterans Academy			\$2,104	\$2,104		\$2,104
15		Acoustic ceiling tiles at Veterans Academy			\$51,170	\$51,170		\$51,170
16								
17								
18								
19								
20		TOTAL EQUIPMENT/MAINTENANCE COST			\$214,364	\$214,364		\$214,364
21								
22		R E M O D E L I N G						
23		Description:						
24								
25								
26								
27								
28								
29		TOTAL REMODELING COST			\$0	\$0		\$0
30								
31		TOTAL CAPITAL EXPENDITURE			\$214,364	\$214,364		\$214,364
32		(Equipment and Remodeling Cost)						
33		HSA #4						11/15/2007

Date: 11/7/2017

SITE CHART - Appendix F

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

AGENCY: Swords to Plowshares

CONTRACT MAILING ADDRESS: 1060 Howard St. San Francisco, CA 94103

Agency's web site:

<https://www.swords-to-plowshares.org/>

DIRECTOR: Michael Blecker

PHONE NO: (415) 252-4788

Program: Supportive Services and Service Connection for Veterans				Veterans Commons	Fairfax Hotel	Maceo May Interim Apartments (Treasure Island)
Annual # of UDC = 160						
SITES: Name of Site	Stanford Hotel	Veterans Academy	Veterans Commons	Fairfax Hotel	Maceo May Interim Apartments (Treasure Island)	
Address and Zip	250 Kearney St. San Francisco, CA 94108	1030 Girard Rd. San Francisco, CA 94129	150 Otis Street San Francisco, CA 94102	420 Eddy St. San Francisco, CA 94109	1433 F Hallbut Ct. San Francisco, CA 94130	
Phone Number	415-391-2901	415-561-2445	415-967-6480	415-441-3045	415-834-0341	
Fax Number	415-274-2008	415-561-2444	415-967-6490	415-875-9716	415-834-0671	
Neighborhood	Financial District	Presidio	Mission	Tenderloin	Treasure Island	
Supervisory District No.	3	2	9	6	6	
Person in Charge:	Tramecia Garner	Tramecia Garner	Tramecia Garner	Tramecia Garner	Tramecia Garner	
Site Manager/Coordinator	Sonja Scott	Natalie Woods	La Tronda Lumpkins	Joseph Goodale	Janice Yee	
Programs Offered at Site	Supportive Services and Service Connection for Veterans Congregate Meals by POH	Supportive Services and Service Connection for Veterans Congregate Meals by POH	Supportive Services and Service Connection for Veterans Congregate Meals by CLSF	Supportive Services and Service Connection for Veterans	Supportive Services and Service Connection for Veterans	
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	X Mon X Tues X Wed X Thurs X Fri	X Mon X Tues X Wed X Thurs X Fri	
Hours Open	Sat X Sun N/A=Veteran Housing Site	Sat X Sun N/A=Veteran Housing Site	Sat X Sun N/A=Veteran Housing Site	Sat X Sun N/A=Veteran Housing Site	Sat X Sun N/A=Veteran Housing Site	
Hours of Scheduled Veteran Supportive Services and Service Connection Programming	8:00a.m-4:00p.m	8:00a.m-4:00p.m	8:00a.m-4:00p.m	8:00a.m-4:00p.m	8:00a.m-4:00p.m	
Total number of Service Days	151	126	151	126	126	
DAAS Funded Meal Service (Yes/No)	Yes	Yes	Yes	No	No	
Number of Service Days Closed	12	12	12	12	12	
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	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	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	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	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	
ADA Accessible	X Yes ___ No	X Yes ___ No	X Yes ___ No	___ Yes ___ No	___ Yes ___ No	X Yes ___ No

