



**SAN FRANCISCO  
HUMAN SERVICES AGENCY**

Department of Benefits  
and Family Support

Department of Disability  
and Aging Services

Office of Early Care  
and Education

P.O. Box 7988  
San Francisco, CA  
94120-7988  
[www.SFHSA.org](http://www.SFHSA.org)



**London Breed**  
Mayor

**Trent Rhorer**  
Executive Director

**MEMORANDUM**

**TO:** DISABILITY AND AGING SERVICES COMMISSION

**THROUGH:** KELLY DEARMAN, EXECUTIVE DIRECTOR

**FROM:** CINDY KAUFFMAN, DEPUTY DIRECTOR  
ESPERANZA ZAPIEN, DIRECTOR OF CONTRACTS

**DATE:** WEDNESDAY, OCTOBER 5, 2022

**SUBJECT:** **GRANT MODIFICATION: LA RAZA CENTRO  
LEGAL (NON-PROFIT) FOR PROVISION OF LEGAL  
SERVICES FOR OLDER ADULTS**

DS  
EC

	<u>Current</u>	<u>Modification</u>	<u>Revised</u>	<u>Contingency</u>	<u>Total</u>
<b>GRANT TERM:</b>	01/01/21- 06/30/24	10/01/22- 6/30/24	01/01/21- 06/30/24		
<b>GRANT AMOUNT:</b>	\$497,166	\$323,458	\$820,624	\$82,062	\$902,686
<b>ANNUAL AMOUNT:</b>	<u>FY 21</u>	<u>FY 21/22</u>	<u>FY 22/23</u>	<u>FY 23/24</u>	
	\$67,500	\$143,222	\$304,951	\$304,951	
<b>Funding Source</b>	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
<b>FUNDING:</b>	\$620,624	\$200,000		\$82,062	\$902,686
<b>PERCENTAGE:</b>	76%	24%			100%

The Department of Disability and Aging Services (DAS) requests authorization to modify the existing grant with La Raza Centro Legal for the period of October 1, 2022 to June 30, 2024, in the additional amount of \$323,458 plus a 10% contingency for a revised total amount not to exceed \$902,686. The purpose of this modification is the expansion of Latinx focused legal services along with assumption of production and distribution of a legal issues newsletter.

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## **Background**

DAS funded legal services provide assistance to help older adults and adults with disabilities navigate a variety of legal issues including benefit determinations (such as SSI, Medi-cal), eviction prevention, consumer fraud/issues, elder abuse prevention, estate planning, disability planning and advance directives, debt collection issues, health insurance and healthcare determinations, and immigration matters. Legal interventions in any of these areas are critical to maintaining rights and entitlements, which in turn supports the independence, safety, and wellbeing of older adults and adults with disabilities.

Clients participating in DAS funded legal services go through an initial screening process to determine the nature of their legal issue. Based on this initial screening, additional services provided to clients can range from advice and limited services (such as writing a letter or helping fill out a form) up through ongoing representation by an attorney.

DAS currently funds six community-based organizations to provide legal services. Within this network of providers is an extensive base of legal knowledge and cultural competencies, including organizations focused on specific communities and neighborhoods. Collectively, these organizations provided over 12,000 legal hours across 875 clients in FY21-22 through DAS funded grants.

*Additional funding from the California Department of Aging:* In June 2022, DAS was notified by the California Department of Aging that it would be receiving additional “Older Adults Resiliency and Recovery” (“OARR”) funding from the State of California as a result of the 2022-2023 budgeting process. DAS received \$1,441,893 in total funding. Of this funding, \$522,710 is specifically for legal services for older adults. This funding is for use by December 31, 2024.

*DAS legal services newsletter:* In the late 2000s, DAS legal services providers began collaborating on a legal newsletter designed to provide education on relevant legal issues and raise awareness of legal services resources in San Francisco. One DAS legal provider serves as the official lead, utilizing DAS funding to cover production and distribution costs. The newsletter is published three (3) times per year and is available in four (4) languages. Hard copy circulation is currently 8,000 copies per issue. The newsletter is also available online and shared out via email. In June

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2022, DAS staff received notification that the lead organization would be unable to continue with this project.

### **Services to be Provided**

The funding provided through this modification will go to two purposes: increase of staffing to meet demand for services and assumption of the lead role for production and distribution of the legal newsletter.

#### *Increased Staffing*

Funding provided will support an additional attorney position with grantee, La Raza Centro Legal. La Raza Centro Legal offices are located in the City's Mission district and services focus on the Latinx community. The new attorney position will be located within La Raza's Elder and Disability Law unit and increase capacity for legal services provided to older adult clients. This new position is in response to demonstrated demand for additional program capacity. With this grant modification, deliverables have increased accordingly and updated in the attached scope of services.

#### *Legal Newsletter*

Grantee will assume responsibility for the production and distribution of the legal newsletter, titled the "Senior Rights Bulletin." This will include coordination with the previous lead agency to gather institutional knowledge and work towards a smooth transition between leaders. Grantee will ensure that DAS legal providers continue to contribute content and expertise to the newsletter.

### **Selection**

Grantee was selected through Request for Proposals# 864, which was competitively bid on August 8, 2020.

### **Funding**

Funding for this grant is provided through a combination of State and County General Funds.

### **ATTACHMENTS**

Appendix A-1, Scope of Services  
Appendix B-1, Budget

**APPENDIX A-1**

**La Raza Centro Legal, Inc.**

**LEGAL SERVICES FOR OLDER ADULTS**

**January 1, 2021 – June 30, 2024**

**I. Purpose**

The purpose of this grant is to ensure the rights and entitlements of older adults by providing legal assistance.

**II. Definitions**

At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
California State Bar	The State Bar of California is the regulatory agency for the State's lawyers, charged with admitting and disciplining attorneys.
CARBON	Contracts Administration, Reporting, and Billing Online System
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism
DAS	Department of Disability and Aging Services
Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, 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

Grantee	La Raza Centro Legal, Inc.
HSA	Human Services Agency of City and County of San Francisco
Legal Assistance	Legal advice and representation provided by an attorney to older individuals with economic or social needs; and includes – (i) to the extent feasible, counseling or other appropriate assistance by a paralegal or law student under the direct supervision of an attorney; and (ii) counseling or representation by a nonlawyer where permitted by law. Direct legal assistance may be provided face-to-face, by telephone, or by electronic communication and includes, but is not limited to, advice and consultation, litigation, administrative representation, brief services, preparing legal documents and pro se assistance.
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.
Limited English Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person’s primary language
Low Income	Having income at or below 100% 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.
OAA	Older Americans Act
OCP	Office of Community Partnerships
Older Adult	Person who is 60 years or older, used interchangeably with senior
Senior	Person who is 60 years or older, used interchangeably with older adult
Socially Isolated	Having few social relationships and few people to interact with regularly
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).

### III. Target Population

Services shall be designed to engage one or more of the following target populations, which have been identified as demonstrating the greatest economic and social need:

- Persons with Low Income
- Persons who are Socially Isolated
- Persons with Limited English-Speaking Proficiency
- Persons from Communities of Color
- Persons who Identify as LGBTQ+
- Persons at Risk of Institutionalization

### IV. Eligibility for Services

- 1) A resident of San Francisco *and*
- 2) Aged 60 and above *and*
- 3) In need of legal services

### V. Location and Time of Services

La Raza Centro Legal, Inc.'s offices are located at 474 Valencia St #295, San Francisco, CA 94103. Services are offered Monday through Friday during regular business hours.

### VI. Description of Services

Legal service providers will help eligible clients with a variety of legal issues which may include benefit appeals, eviction prevention, consumer fraud/issues, elder abuse prevention, simple will preparation, disability planning and advance directives, debt collection issues, and immigration matters. Legal service providers will often work in conjunction with other service providers to carefully assess and triage client needs.

Clients seeking legal services will go through an initial screening process. Legal providers will then categorize the services they provide into one of the following four modules:

- 1) Information and Referral – the concern is more appropriately referred to another service for assistance
- 2) Advise and Close – the legal issue is very easily addressed, advice is provided and the case is closed
- 3) Brief Services – the client is in need of assistance to prepare legal correspondence, fill out an official form, review legal documents, etc.
- 4) Case Acceptance – the legal issue warrants more extensive legal representation and a case file is opened, e.g., elder abuse, consumer fraud, challenging eviction petitions, etc.

Grantee will be provided with a copy of the California Department of Aging's California Statewide Guidance for Legal Assistance. Grantee is expected to use these Guidelines in the provision of OAA legal services. While non-binding, the Guidelines should be considered for guidance and technical assistance in the provision of services.

Areas of expertise for legal service Grantees should include at least one of the following:

- 1) Income/Nutrition: Supplemental Security Income ("SSI"), Social Security, pensions/retirement, CalFresh/Supplemental Nutrition Assistance Program (SNAP),

- unemployment
- 2) Housing/Utilities: Tenant rights, real property, utilities
  - 3) Long-term Care: Skilled Nursing Facility (SNF) issues, community-based, long-term care services
  - 4) Healthcare: MediCal, Medicare, managed care, provider/services access, private insurance
  - 5) Protective Services/Elder Abuse/Defense against Conservatorship: Conservatorship issues with a focus on defending older persons against guardianship as called for in the OAA § 321(a)(6)), restraining orders, abuse/neglect, exploitation, advanced planning/autonomy/advance directives
  - 6) Consumer: Bankruptcy/debt, contracts/warranties, scams/identity theft
  - 7) Civil Rights: Limited English Proficient (LEP) rights, discrimination, immigration

Clients can expect that the legal service provider is experienced and knowledgeable about working with an older adult population. Grantee is expected to keep up with changes in the law that affect older adults, particularly in the issue areas in which services are provided. Grantee will further assure that services delivered are consistent with professional standards for this service. Grantee should be as culturally and linguistically competent as possible to serve an ethnically diverse population.

Legal services provided and to be reported under this grant will meet the definition of Legal Assistance as described in the Definitions section above. Legal Assistance will be recorded by number of hours of Legal Assistance provided.

Grantee agrees to meet on a quarterly basis or as needed with other legal service providers and the Office of Community Partnerships staff to help develop and maintain a comprehensive citywide approach to legal service programs funded by DAS.

*Starting November 1, 2022: Senior Rights Bulletin*

Grantee will serve as the lead agency among DAS funded legal services providers in the production and distribution of a legal newsletter for older adults and adults with disabilities. The “Senior Rights Bulletin” will be issued 3 times per year (spring, summer, fall) and cover legal topics relevant to older adults and adults with disabilities living in San Francisco. Past topics have included tenants rights, avoiding scams, changes to benefits such as CalFresh, and the importance of participating in the Census. Grantee responsibilities for the Senior Rights Bulletin shall include:

- Coordination with Asian Americans Advancing Justice – Asian Law Caucus (former lead for the newsletter) to gather best practices, templates, mailing lists, and other information as to the production and distribution of the newsletter.
- Collaboration with other DAS funded legal services providers for development of relevant content for the newsletter
- Translation of newsletter information into Spanish, Chinese, English, and Vietnamese
- Publication and distribution of newsletter in both print and electronic format in spring, summer and fall each calendar year (3 issues per year)

Grantee is encouraged to understand current newsletter production and distribution and consider changes to these practices in order to introduce more current, efficient, or impactful operation of the newsletter. Grantee shall discuss with DAS/OCP staff any changes proposed to current operations.

\*\*\*Grantee shall continue to follow guidance in or instructions from health care providers, the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments relating to COVID-19. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. These requirements shall be followed with the intent to maximize the health and safety of Grantee staff and clients receiving services.

## VII. Service Objectives

For the period 1/1/21 – 6/30/21:

- Grantee will serve **50** unduplicated clients.
- Grantee will provide **1050** units of service of Legal Assistance. A unit is one hour of Legal Assistance.

For the period 7/1/2021 - 6/30/2022:

- Grantee will serve **100** unduplicated clients.
- Grantee will provide **2100** units of service of Legal Assistance. A unit is one hour of Legal Assistance.

For the period 7/1/2022 – 6/30/2023

- Grantee will serve **150** unduplicated clients.
- Grantee will provide **2,430** units of service of Legal Assistance. A unit is one hour of Legal Assistance.

For the period 7/1/2023-6/30/2024

- Grantee will serve **175** unduplicated clients.
- Grantee will provide **2,970** units of service of Legal Assistance. A unit is one hour of Legal Assistance.

## VIII. Outcome Objectives

Grantees will participate in a quarterly reporting process designed by Office of Community Partnership (OCP) staff. Reporting on outcomes through this framework will demonstrate and measure the impact, outcomes, and results of legal services provided. Outcome measures originally developed by the State Bar of California serve as the basis for this reporting framework.

Collecting outcomes through this manner will allow DAS and Grantee to track positive outcomes in a particular contract year as well as comparing the outcomes from year to year. Results may help establish benchmarks for performance in future years.



Grantee will, on a quarterly basis, complete and submit to OCP a report on program performance which includes the following:

- Total clients served including aggregate demographic information
- Total hours of legal assistance provided.
- Total number of cases opened during the quarter
- Total number of cases closed during the quarter
- Categorization of level of service for each case closed during the quarter (Information and Referral, Advise and Close, Brief Service, Case Acceptance).
- Recording of each case closed into standardized categories based on legal issue assisted with (e.g. housing, income maintenance, consumer/finance).
- Categorization of each case closed within a series of standardized outcomes (e.g. obtained, preserved, or increased disability or age related benefit; prevented loss of current housing, etc.) as defined by the State Bar of California.
- Community education, outreach efforts, and client narratives

Completion of quarterly reporting will be done via an online portal developed and supported by OCP analyst staff. Reporting periods and deadlines will be as follows:

- 1st Quarter (covering July, August, September) due October 25<sup>th</sup> each year
- 2nd Quarter (covering October, November, December) due January 25<sup>th</sup> each year
- 3rd Quarter (covering January, February, March) due April 25<sup>th</sup> each year
- 4th Quarter (covering April, May, June) due July 25<sup>th</sup> each year

## **IX. Additional Reporting Requirements**

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

- A. The grantee will enter into the CA GetCare Service Unit section all Service Objectives by the 5th working day of the month for the preceding month.
- B. Monthly reports must be entered into the Contracts Administration, Reporting, and Billing Online (CARBON) system and include Service Objectives
- C. 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 shall be submitted via the CARBON system.
- D. Grantee shall develop and deliver a bi-annual summary report of SOGI data collected as requested by DAS/HSA. The due dates for submitting the summary reports are January 10th (for July 1-December 31 data) and July 10th (for January 1-June 30 data)
- E. Grantee shall develop and deliver ad hoc reports as requested by DAS/HSA.
- F. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training on an annual basis; Grantee will maintain evidence of staff completion of this training.

- G. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
- H. Pursuant to California Department of Aging requirement, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
- I. Grantee will develop a Grievance Policy consistent with Office on the Aging Program Memorandum #33 - Consumer Grievance Policy.
- J. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies “Focal Points” which are designed to help older adults and adults with disabilities connect to services throughout the City. These Focal Points are:

Designated Community Focal Point	Address
Western Addition Senior Center (BHPMSS)	1390 1/2 Turk St, San Francisco, 94115
Bayview Senior Connections (BHPMSS)	1753 Carroll Ave, San Francisco, CA 94124
OMI Senior Center (CCCYO)	65 Beverly St, San Francisco, 94132
Richmond Senior Center (GGSS)	6221 Geary Blvd, San Francisco, 94121
Mission Neighborhood Centers	362 Capp St, San Francisco, CA 94110
30th Street Senior Center (On Lok)	225 30th St, San Francisco, 94131
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, CA 94102
Downtown SF Senior Center (NCPHS)	481 O’Farrell St, San Francisco, 94102
Aquatic Park Senior Center (SFSC)	890 Beach St, San Francisco, 94109
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133
Geen Mun Activity Center (SHE)	777 Stockton St, San Francisco, 94108
South Sunset Activity Center (SHE)	2601 40th Ave, San Francisco, 94116
West Portal Clubhouse (SHE)	131 Lenox Way, San Francisco, 94127
Toolworks	25 Kearny St, San Francisco, 94108
Independent Living Resource Center San Francisco	825 Howard Street, San Francisco, CA 94103
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103

- K. For assistance with reporting requirements, submission of reports, or other questions related to this grant please contact:

Michael Zaugg  
 Program Director  
 Office of Community Partnerships (DAS)  
 Michael.Zaugg@SFgov.org

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 Contract Manager  
 Human Services Agency (HSA)  
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## **X. Monitoring Activities**

- A. Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-Getcare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all OCP-funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, 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 the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

**HUMAN SERVICES AGENCY BUDGET SUMMARY  
BY PROGRAM**

Name <b>La Raza Centro Legal</b>									Term 1/1/21-6/30/24
(Check One): New ___ Renewal ___ Modification <u>X</u> ___									
If modification, Effective Date of Mod. 10/1/22      No. of Mod. 1									
<b>Program: Legal Services (Older Adults)</b>									
Budget Reference Page No.(s)									
Program Term									
<b>Expenditures</b>									
Salaries & Benefits	\$51,512	\$116,254	\$115,597	\$114,846	\$230,443	\$115,597	\$114,846	\$230,443	\$628,652
Operating Expenses	\$12,776	\$20,743	\$20,538	\$30,749	\$51,287	\$20,538	\$30,749	\$51,287	\$136,093
<b>Subtotal</b>	<b>\$64,288</b>	<b>\$136,997</b>	<b>\$136,135</b>	<b>\$145,595</b>	<b>\$281,730</b>	<b>\$136,135</b>	<b>\$145,595</b>	<b>\$281,730</b>	<b>\$764,745</b>
Indirect Percentage (%)	5%	5%	5%		8%	5%		8%	5%
Indirect Cost (Line 16 X Line 15)	\$3,212	\$6,225	\$7,087	\$16,134	\$23,221	\$7,087	\$16,134	\$23,221	\$55,879
Subcontractor/Capital Expenditures									
<b>Total Expenditures</b>	<b>\$67,500</b>	<b>\$143,222</b>	<b>\$143,222</b>	<b>\$161,729</b>	<b>\$304,951</b>	<b>\$143,222</b>	<b>\$161,729</b>	<b>\$304,951</b>	<b>\$820,624</b>
<b>HSA Revenues</b>									
General Fund	\$67,500	\$135,000	\$135,000		\$135,000	\$135,000		\$135,000	\$472,500
CODB		\$8,222	\$8,222	\$11,729	\$19,951	\$8,222	\$11,729	\$19,951	\$48,124
OARR Funding (22/23, 23/24)				\$100,000	\$100,000		\$100,000	\$100,000	\$200,000
LS Newsletter (22/23, 23/24)				\$50,000	\$50,000		\$50,000	\$50,000	\$100,000
<b>TOTAL HSA REVENUES</b>	<b>\$67,500</b>	<b>\$143,222</b>	<b>\$143,222</b>	<b>\$161,729</b>	<b>\$304,951</b>	<b>\$143,222</b>	<b>\$161,729</b>	<b>\$304,951</b>	<b>\$820,624</b>
<b>Other Revenues</b>									
<b>Total Revenues</b>	<b>\$67,500</b>	<b>\$143,222</b>	<b>\$143,222</b>	<b>\$161,729</b>	<b>\$304,951</b>	<b>\$143,222</b>	<b>\$161,729</b>	<b>\$304,951</b>	<b>\$820,624</b>
Full Time Equivalent (FTE)									
Prepared by: Shannon Jew      Telephone No.: (415) 553-3409									
HSA-CO Review Signature: _____									
<b>HSA #1</b>									

**Salaries & Benefits Detail**

POSITION TITLE	1/1/21-6/30/21				7/1/21-6/30/22				Modification			Modification			(Total)												
	Agency Totals		HSA Program		Agency Totals		HSA Program		DAS	DAS	DAS	Agency Totals		HSA Program													
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)		Adjusted FTE											
Staff Attorney	\$65,000	1.00	66%	0.66	\$21,544	\$78,133	1.00	88%	0.58	\$45,563	\$80,000	0.75	72%	0.54	\$44,992	(\$1,547)	\$43,445	\$80,000	0.75	72%	0.54	\$44,992	(\$1,547)	\$43,445	\$153,997		
Legal Assistant	\$44,512	1.00	48%	0.48	\$10,725	\$50,540	1.00	58%	0.58	\$29,509	\$57,050	1.00	72%	0.72	\$29,831	\$11,240	\$41,071	\$57,050	1.00	72%	0.72	\$29,831	\$11,240	\$41,071	\$122,376		
Admin Assistant	\$52,520	1.00	27%	0.27	\$7,175	\$55,036	1.00	25%	0.25	\$13,759	\$59,600	1.00	15%	0.15	\$13,611	(\$4,671)	\$8,940	\$59,600	1.00	15%	0.15	\$13,611	(\$4,671)	\$8,940	\$38,814		
Coordinating Staff Attorney										\$99,150	\$99,150	1.00	72%	0.72		\$71,298	\$71,298	\$99,150	1.00	72%	0.72		\$71,298	\$71,298	\$142,596		
Operations Specialist										\$56,700	\$56,700	1.00	35%	0.35		\$19,600	\$19,600	\$56,700	1.00	35%	0.35		\$19,600	\$19,600	\$39,200		
Executive Director	\$80,000	1.00	2%	0.02	\$800	\$80,000	1.00	0%	0.00	\$106																\$906	
<b>TOTALS</b>	\$242,032	4.00	143%	1.43	\$40,244	\$263,709	4.00	142%	1.42	\$86,937	\$352,500	4.75	266%	2.48	\$88,434	\$95,920	\$184,354	\$352,500	4.75	266%	2.48	\$88,434	\$95,920	\$184,354	\$497,888		
FRINGE BENEFIT RATE	28%																										
EMPLOYEE FRINGE BENEFITS	\$67,769				\$11,268	\$80,998				\$27,317	\$88,125				\$27,163	\$18,926	\$46,089	\$88,125				\$27,163	\$18,926	\$46,089	\$130,764		
<b>TOTAL SALARIES &amp; BENEFITS</b>	\$309,801				\$51,512	\$344,707				\$116,254	\$440,625				\$115,597	\$114,846	\$230,443	\$440,625				\$115,597	\$114,846	\$230,443	\$628,652		

HSA #2

Operating Expense Detail

Expenditure Category	1/1/21-6/30/21	7/1/21-6/30/22	Modification			Modification			(Total) 1/1/21-6/30/24
			7/1/22-6/30/23	10/1/22-6/30/23	7/1/22-6/30/23	7/1/23-6/30/24	7/1/23-6/30/24	7/1/23-6/30/24	
Rental of Property	\$2,835	\$4,762	\$4,949	\$1,350	\$6,299	\$4,949	\$1,350	\$6,299	\$20,195
Utilities (Elec, Water, Gas, Phone, Scavenger)									
Office Supplies, Postage	\$681	\$1,265	\$1,289	\$6,352	\$7,641	\$1,289	\$6,352	\$7,641	\$17,228
Building Maintenance and Repair	\$285	\$298	\$297	\$82	\$379	\$297	\$82	\$379	\$1,341
Printing and Reproduction		\$28		\$18,000	\$18,000		\$18,000	\$18,000	\$36,028
Insurance	\$1,909	\$2,902	\$3,094	\$844	\$3,938	\$3,094	\$844	\$3,938	\$12,687
Staff Training									
Staff Travel-(Local and Out of Town) (Meals)	\$414	\$278	\$278	\$278		\$278	\$278		\$692
Rental of Equipment	\$984	\$597	\$554	\$203	\$757	\$554	\$203	\$757	\$3,095
<b>Consultants</b>									
Financial Consultant	\$2,840	\$4,462	\$4,462	\$763	\$5,225	\$4,462	\$763	\$5,225	\$17,752
Janitorial	\$818	\$924	\$922	\$214	\$1,136	\$922	\$214	\$1,136	\$4,014
IT Contractor	\$339	\$1,936	\$1,930	\$16	\$1,946	\$1,930	\$16	\$1,946	\$6,167
<b>Other</b>									
Dues, Memberships, & Subscriptions	\$384	\$348	\$347	\$1,168	\$1,515	\$347	\$1,168	\$1,515	\$3,762
Computer Hardware	\$227	\$640	\$119	\$1,143	\$1,262	\$119	\$1,143	\$1,262	\$3,391
Telecommunications	\$1,060	\$2,303	\$2,297	\$608	\$1,689	\$2,297	\$608	\$1,689	\$6,741
Design & Translation Fees				\$1,500	\$1,500		\$1,500	\$1,500	\$3,000
<b>TOTAL OPERATING EXPENSE</b>	\$12,776	\$20,743	\$20,538	\$30,749	\$51,287	\$20,538	\$30,749	\$51,287	\$136,093

HSA #3