



London Breed, Mayor

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

Trent Rhorer, Executive Director

MEMORANDUM

TO: DISABILITY & AGING SERVICES COMMISSION

THROUGH: SHIREEN McSPADDEN, EXECUTIVE DIRECTOR

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

DATE: JANUARY 10, 2020

SUBJECT: NEW GRANTS:

- CURRY SENIOR CENTER (NON-PROFIT)
- OPENHOUSE (NON-PROFIT)

TO PROVIDE SERVICES/PROGRAMS FOR TRANSGENDER AND GENDER NONCONFORMING (TGNC) OLDER ADULTS AND ADULTS WITH DISABILITIES

GRANT TERM: 1/1/2020 – 6/30/2023

GRANT AMOUNT:

<u>Grant Amounts</u>	<u>Contingency</u>	<u>Total</u>
\$998,585	\$99,858	\$1,098,443

ANNUAL AMOUNT: See table below.

<u>Funding Source</u>	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:	\$998,585			\$99,858	\$1,098,443
PERCENTAGE:	100%				

The Department of Disability and Aging Services (DAS) requests authorization to enter into new grant agreements with **Curry Senior Center** and **Openhouse** for the period of January 1, 2020 through June 30, 2023, in an amount of \$998,585, plus a 10% contingency for a total amount not to exceed \$1,098,443. The purpose of these grants is to provide programming and social services for transgender and gender nonconforming (TGNC) older adults and TGNC adults with disabilities in a supportive and gender affirming environment.

Vendor	FY19-20	FY20-21	FY21-22	FY22-23	Total Amounts	10% Contingency	Total NTE
Curry Senior Center	\$50,528	\$100,825	\$100,825	\$100,825	\$353,003	\$35,300	\$388,303
Openhouse	\$87,960	\$185,874	\$185,874	\$185,874	\$645,582	\$64,558	\$710,140
Totals	\$138,488	\$286,699	\$286,699	\$286,699	\$998,585	\$99,858	\$1,098,443

Background

In November 2016, San Francisco voters passed local legislation to establish the Dignity Fund. The Dignity Fund is administered by DAS. The legislation creates protected funding for social services that support older adults, people with disabilities, and their families to safely live and engage in the community. The legislation also requires the City to make an annual baseline contribution to the Dignity Fund.

The Dignity Fund legislation calls for a planning and four-year funding process. DAS began the planning process in FY 2017-2018 that started with a Community Needs Assessment (DFCNA) and led to the development of the Dignity Fund Services and Allocation Plan (SAP). The SAP is the four-year funding plan that guides funding decisions over the 2020-2023 funding cycle including the allocation of the City's annual baseline contribution to the Dignity Fund.

The DFCNA process revealed that LGBTQ+ older adults and LGBTQ+ adults with disabilities participate in DAS services much less compared to the City's general population of older adults and adults with disabilities. Participation in DAS services is even less for the City's TGNC older adult and TGNC adult with disability populations. For TGNC older adults and TGNC adults with disabilities, there is an added layer of complexity in accessing services and it can be difficult if there are few transgender community members in attendance or working at the center. Furthermore, experiences of stigma, discrimination, and harassment have been well documented among the transgender population as a whole and have contributed to an environment of mistrust especially in health and social service settings.

Programming and services centered around creating social connections, fostering community, and addressing unmet social service need/s for TGNC older adults and TGNC adults with disabilities in a safe and supported environment are crucial to help overcome barriers and build an environment of trust with this community. Based on the findings from the DFCNA, subsequent follow up equity analysis conducted by SF-HSA, and the SAP, DAS allocated funding from the annual baseline contribution to support programming for TGNC older adults and TGNC adults with disabilities.

Services to be Provided

Both grantees will develop and implement programming and social services for TGNC older adults and TGNC adults with disabilities that address unmet social service needs and are provided in a supportive and gender affirming environment. Programming and services will focus on creating social connections, promoting positive social interactions, building community, and engaging individuals through regular TGNC specific programming.

The program model the grantees implement will be different from each other allowing for a richer review of the types of programs, services, and outreach that have meaningful impact for the TGNC older adult and TGNC adult with disability populations.

Please refer to attached Appendices A, B, and F for each Grantee for more detailed information regarding service objectives, outcome objectives, and budget.

Selection

Grantees were selected through Request for Proposals #853, which was competitively bid in October 2019.

Performance

Fiscal and Program Monitoring: These are new grants for both Openhouse and Curry Senior Center. There is no monitoring history specific for this program to report at this time. Both Openhouse and Curry Senior Center are current DAS contractors and in compliance with performance and fiscal monitoring requirements for FY 2018-2019 for other DAS grants.

Funding

Funding for these grants will be provided entirely by County General Funds (Dignity Fund).

ATTACHMENTS**Curry Senior Center**

Appendix A – Scope of Services

Appendix B – Budget

Appendix F – Site Chart

Openhouse

Appendix A – Scope of Services

Appendix B – Budget

Appendix F – Site Chart

APPENDIX A - SERVICES TO BE PROVIDED BY GRANTEE

CURRY SENIOR CENTER

**Services for Transgender Older Adults
and Transgender Adults with Disabilities**

January 1, 2020 – June 30, 2023

I. Purpose of Grant

The purpose of this grant is to provide programming and social services for transgender and gender nonconforming (TGNC) older adults and TGNC adults with disabilities in a supportive and gender affirming environment. Programming and services will be centered round creating social connections, building community, and addressing unmet social service need/s for TGNC older adults and TGNC adults with disabilities living in San Francisco. For TGNC older adults and TGNC adults with disabilities there is an added layer of complexity and more barriers to accessing social services. As a result, there is a need to have programs and services that specifically support and engage TGNC older adults and TGNC adults with disabilities, reduce barriers, and promote gender affirmation.

II. Definitions

Adult with a Disability	A 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.
DAS	Department of Disability and Aging Services.
Dignity Fund	The City and County of San Francisco, City Charter, Sections 16.128-1 through 16.128-12. DAS 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. https://www.sfhsa.org/about/departments/department-aging-and-adult-services-daas/dignity-fund
Dignity Fund Community Needs Assessment (DFCNA)	A community needs assessment report required every four years by the City Charter Amendment for the Fund. The findings from each DFCNA inform an allocation plan for the expenditure of the Fund. The first DFCNA was completed in FY2017-2018. https://www.sfhsa.org/about/reports-

	publications/older-adults-and-people-disabilities/2018-dignity-fund-community-needs
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.
Gender Affirming/Gender Affirmation	A term used to describe when a person receives social recognition and support for their gender identity and expression.
Grantee	Curry Senior Center
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. 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	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. Source: California Code of Regulation Sec. 7130.
OCM	Office of Contract Management, Human Services Agency.
OCP	Office of Community Partnerships. (Previously known as Office on the Aging, OOA)
Older Adult	Person who is 60 years of age or older; used interchangeably with “senior.”
OTI	Office of Transgender Initiative https://sf.gov/departments/city-administrator/office-transgender-initiatives

Senior	Person who is 60 years of age or older; used interchangeably with the “older adult.”
SF-HSA	Human Services Agency of the City and County of San Francisco.
SOGI	Sexual Orientation and Gender Identity; Ordinance No. 159-16 amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients(consumers) they serve. (Chapter 104, Sections 104.1 through 104.9).
TGNC	Transgender and gender nonconforming people
Transgender/TGNC	A person who has a gender identity or gender expression that differs from their assigned sex at birth.
Unduplicated Consumer/Consumer (UDC)	An older adult or adult with a disability participating in the Grantee’s transgender focused program and reflected in CA.GetCare through program enrollment.
Unit of Service	One hour of TGNC programming and/or service provided

III. Target Population

This grant will serve older adults and adults with disabilities living in the City and County of San Francisco who identify as TGNC.

Additional target priorities may include members of a population with one or more of the other equity factors identified in the 2018 DFCNA:

- Social Isolation
- Low Income
- Limited or No English Speaking Proficiency
- Minorities (also referred to as communities of color in DFCNA)
- Sexual Orientation and Gender Identity

IV. Eligibility for Program Enrollment

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

V. Description of Services

1. Grantee will develop and implement programming and/or service(s) for TGNC older adults and TGNC adults with disabilities designed to create social connections, build community, and address unmet social service need/s. Programming and/or services will consist of the following key elements:

- Engage TGNC older adults and TGNC adults with disabilities through regular TGNC specific programming
 - Foster relationship building and positive social interactions
 - Support community building events and encourage community engagement
 - Create a safe, supportive and gender affirming environment for both TGNC older adults and TGNC adults with disabilities
2. Grantee will develop an outreach plan each fiscal year beginning fiscal year 2019-2020. The outreach plan will be provided to DAS in the first quarter of each fiscal year, except in fiscal year 2019-2020. In fiscal year 2019-2020, the outreach plan is due no later than March 31, 2020.
 3. Grantee will conduct outreach to the TGNC older adult and TGNC adult with disability populations in San Francisco and keep record of outreach efforts. Outreach efforts may include, but are not limited to, attending events, presentations to community based organizations, and meeting with TGNC service providers and/or the Office Transgender Initiative (OTI).
 4. Grantee will list DAS as a funding source on all promotional material and at outreach events for programming and/or services funded through this grant agreement completely, in part, and through subcontracting agreements.
 5. Grantee will maintain an advisory board specifically focused on the provision of TGNC programming and/or services. The advisory board will consist of at least 6 individual community stakeholders. The community stakeholders will have at least one of the following: (1) professional expertise in providing programming and/or services to the transgender community (2) lived experience as a transgender individual.
 6. Grantee will provide DAS with written quarterly updates that include but are not limited to the provision of programming and/or services, outreach efforts, and information about the needs of TGNC older adults and TGNC adults with disabilities living in the City.
 7. Grantee will ensure the programming and/or services provided are not medical nor provided by a medical professional including but not limited to doctors, primary care providers, psychiatrists, nurses, and other medically licensed professionals.
 8. Grantee shall ensure adequate and culturally competent paid and volunteer staffing to administer TGNC programming and/or services.
 9. Grantee will ensure that units of service provided through this grant agreement are tracked and distinguishable.

VI. Location and Time of Services

Details of the sites and operation hours are as attached in the site chart (Appendix F.)

VII. Service Objectives

On an annual basis, Grantee will meet the following Service detailed in Table A below:

Service Objective Summary Table	*FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023
Number of Unduplicated Consumers	10	30	30	30
Number of TGNC Programming and/or Service Hours	75	250	250	250
*Year One, FY 2019-2020, is 6 months only				

VIII. Outcome Objectives

On an annual basis, the grantee will measure and meet the following outcome objectives:

1. At least 70% of the surveyed consumers will report that the TGNC programming and activities offered by the grantee have increased their opportunities for positive social interaction with others.*
2. At least 70% of the surveyed consumers will report that they feel safe with and welcomed by program staff.*
3. At least 70% of the surveyed consumers will report that they have learned about disability and aging services and/or TGNC-specific services through their participation in the TGNC programming and activities offered by the grantee.*
4. At least 70% of the surveyed consumers will report that they would recommend the TGNC programming and activities offered by the grantee to other TGNC older adults or adults with disabilities.*

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

IX. Reporting and Other Requirements

1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers using the DAS provided or DAS approved intake form into the CA.GetCare database in accordance to DAS policy.

2. 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.
3. Grantee will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
 - Number of unduplicated consumers served during the month.
 - Number of units of service provided during the month.
4. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VII and VIII, Service Objectives and Outcome Objectives, respectively. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
5. 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.
6. Grantee will provide an annual satisfaction survey report to DAS by March 15 each grant year or a mutually agreed upon date between DAS and the Grantee.
7. 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.
8. 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.
9. Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules. For specific compliance requirements, please refer to Appendices within the Grant Agreement.
10. Grantee will develop and maintain with OCP's approval, an updated site chart (Appendix F) using an approved OCP with details about the program.
11. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA and/or DAS.

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

Esperanza Zapien, Senior Contract Manager
Office of Contract Management, HSA
esperanza.zapien@sfgov.org

Or
Tiffany Kearney, Program Analyst
Office of Community Partnerships, DAS
tiffany.kearney@sfgov.org

X. Monitoring Activities

1. Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA.GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; program operation, which includes a review of a written policies and procedures manual of all 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; board of director list; and whether services are provided appropriately according to Sections III-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.

	A	B	C	D	E	F
1	Appendix B, Page 1					
2	HUMAN SERVICES AGENCY BUDGET SUMMARY					
3	BY PROGRAM					
4						
5	Name				Term	
6	Curry Senior Center				1/1/2020 - 6/30/2023	
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: Services for Transgender Older Adults and Adults with Disabilities					
10	Budget Reference Page No.(s)					
11	Program Term	1/1/2020 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	Total
12	Expenditures					
13	Salaries & Benefits	\$33,407	\$66,814	\$66,814	\$66,814	\$233,849
14	Operating Expenses	\$10,530	\$20,860	\$20,860	\$20,860	\$73,110
15	Subtotal	\$43,937	\$87,674	\$87,674	\$87,674	\$306,959
16	Indirect Percentage (%)	15%	15%	15%	15%	15.00%
17	Indirect Cost (Line 16 X Line 15)	\$6,591	\$13,151	\$13,151	\$13,151	\$46,044
18	Capital/Subcontractor Expenditures	\$0	\$0	\$0	\$0	\$0
19	Total Expenditures	\$50,528	\$100,825	\$100,825	\$100,825	\$353,003
20	HSA Revenues					
21	General Fund	\$50,528	\$100,825	\$100,825	\$100,825	\$353,003
22						
23						
24						
25						
26						
27						
28						
29	TOTAL HSA REVENUES	\$50,528	\$100,825	\$100,825	\$100,825	\$353,003
30	Other Revenues					
31						
32						
33						
34						
35						
36	Total Revenues	\$50,528	\$100,825	\$100,825	\$100,825	\$353,003
37	Full Time Equivalent (FTE)					
39	Prepared by: David Knego		Telephone No.: 4152921087		Date: 12/9/19	
40	HSA-CO Review Signature: _____					
41	HSA #1					12/9/2019

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Appendix B, Page 3												
2													
3													
4	Program: Services for Transgender Older Adults and Adults with Disabilities												
5	(Same as Line 9 on HSA #1)												
6													
7	Operating Expense Detail												
8													
9													
10													
11													
12	<u>Expenditure Category</u>	TERM	1/1/2020 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023						TOTAL 1/1/2020 - 6/30/2023	
13	Rental of Property		\$1,600	\$3,200	\$3,200	\$3,200						\$11,200	
14	Utilities(Elec, Water, Gas, Phone, Garbage)		\$150	\$300	\$300	\$300						\$1,050	
15	Office Supplies, Postage		\$250	\$300	\$300	\$300						\$1,150	
16	Building Maintenance Supplies and Repair		\$150	\$300	\$300	\$300						\$1,050	
17	Printing and Reproduction		\$278	\$555	\$555	\$555						\$1,943	
18	Insurance		\$250	\$500	\$500	\$500						\$1,750	
19	Staff Training		\$1,245	\$2,491	\$2,491	\$2,491						\$8,718	
20	Staff Travel-(Local & Out of Town)		\$3,192	\$6,384	\$6,384	\$6,384						\$22,344	
21	Rental of Equipment											\$0	
22													
23	CONSULTANTS												
24	Consultant A											\$0	
25													
26													
27	OTHER												
28	Programming supplies		\$3,415	\$6,830	\$6,830	\$6,830						\$23,905	
29													
30													
31	TOTAL OPERATING EXPENSE		\$ 10,530	\$ 20,860	\$ 20,860	\$ 20,860						\$73,110	
32													
33	HSA #3												12/9/2019

12.16.19		Appendix F-SITE CHART		FY: 19/20	
AGENCY: Curry Senior Center					
CONTRACT MAILING ADDRESS: 315 Turk Street, San Francisco, CA 94102		Agency's web site: www.curryseniorcenter.org			
EXECUTIVE DIRECTOR/DIRECTOR:		David Knego		PHONE NO.: 415-292-1087	
Program: Services for IGNC Older Adults & IGNC Adults with Disabilities					
Total Annual # of UDC = 10		10			
SITES: Name of Site		Curry Senior Center			
Address and Zip		315 Turk Street, San Francisco, CA 94102			
Phone Number		415-920-1351			
Fax Number		415-885-2344			
Neighborhood		Tenderloin			
Supervisory District No.		6			
Program Manager		Toby Shorts			
Program Coordinator		TBD			
Additional Programs Offered at Site		Community Services, Case Management, Behavioral Health, Wellness, Technology, Cong. Meal, Medical Clinic			
Days Open		<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thur <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat <input type="checkbox"/> Sun			
Hours Open		M-F 9-4:30, S 9-1:30			
Total number of Service Days		249			
DAAS Funded Meal Service (Yes/No)		Yes			
Number of Service Days Closed		11			
Days Closed (list holidays closed)		NY Day MLK Jr. Birthday Presidents' Day Memorial Day Independence Day Labor Day Indigenous Peoples' Day Veterans' Day Thanksgiving Day & day after (2) Christmas Day			
ADA Accessible		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			

12.16.19		Appendix F-SITE CHART		FY: 20/21	
AGENCY: Curry Senior Center					
CONTRACT MAILING ADDRESS: 315 Turk Street, San Francisco, CA 94102		Agency's web site: www.curryseniorcenter.org			
EXECUTIVE DIRECTOR/DIRECTOR:		PHONE NO.:			
<p>Program: Services for TGNC Older Adults & TGNC Adults with Disabilities</p> <p>Total Annual # of UDC = 30</p>					
SITES: Name of Site		Curry Senior Center			
Address and Zip		315 Turk Street, San Francisco, CA 94102			
Phone Number		415-920-1351			
Fax Number		415-885-2344			
Neighborhood		Tenderloin			
Supervisory District No.		6			
Program Manager		Toby Shorts			
Program Coordinator		TBD			
Additional Programs Offered at Site		Community Services, Case Management, Behavioral Health, Wellness, Technology, Cong. Meal, Medical Clinic			
Days Open		X Mon X Tues X Wed X Thur X Fri X Sat Sun			
Hours Open		M-F 9-4:30, S 9-1:30			
Total number of Service Days		249			
DAAS Funded Meal Service (Yes/No)		Yes			
Number of Service Days Closed		11			
Days Closed (list holidays closed)		NY Day MLK Jr. Birthday Presidents' Day Memorial Day Independence Day Labor Day Indigenous Peoples' Day Veterans' Day Thanksgiving Day & day after (2) Christmas Day			
ADA Accessible		X Yes No			

12.16.19		Appendix F-SITE CHART		FY: 21/22	
AGENCY: Curry Senior Center					
CONTRACT MAILING ADDRESS: 315 Turk Street, San Francisco, CA 94102		Agency's web site: www.curryseniorecenter.org			
EXECUTIVE DIRECTOR/DIRECTOR:		PHONE NO.:			
Program: Services for TGNC Older Adults & TGNC Adults with Disabilities					
Total Annual # of UDC = 30					
SITES: Name of Site		Curry Senior Center			
Address and Zip		315 Turk Street, San Francisco, CA 94102			
Phone Number		415-920-1351			
Fax Number		415-885-2344			
Neighborhood		Tenderloin			
Supervisory District No.		6			
Program Manager		Toby Shorts			
Program Coordinator		TBD			
Additional Programs Offered at Site		Community Services, Case Management, Behavioral Health, Wellness, Technology, Cong. Meal, Medical Clinic			
Days Open		<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thur <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat _____ Sun			
Hours Open		M-F 9-4:30, S 9-1:30			
Total number of Service Days		249			
DAAS Funded Meal Service (Yes/No)		Yes			
Number of Service Days Closed		11			
Days Closed (list holidays closed)		NY Day MLK Jr. Birthday Presidents' Day Memorial Day Independence Day Labor Day Indigenous Peoples' Day Veterans' Day Thanksgiving Day & day after (2) Christmas Day			
ADA Accessible		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			

Appendix F- SITE CHART

12.16.19		Curry Senior Center	
AGENCY:		www.curryseniorcenter.org	
CONTRACT MAILING ADDRESS: 315 Turk Street, San Francisco, CA 94102		Agency's web site:	
EXECUTIVE DIRECTOR/DIRECTOR:		PHONE NO.:	
<p>Program: Services for TGNC Older Adults & TGNC Adults with Disabilities</p> <p>Total Annual # of UDC = 30</p>			
SITES: Name of Site	Curry Senior Center		
Address and Zip	315 Turk Street, San Francisco, CA 94102		
Phone Number	415-920-1351		
Fax Number	415-885-2344		
Neighborhood	Tenderloin		
Supervisory District No.	6		
Program Manager	Toby Shorts		
Program Coordinator	TBD		
Additional Programs Offered at Site	Community Services, Case Management, Behavioral Health, Wellness, Technology, Cong. Meal, Medical Clinic		
Days Open	X Mon X Tues X Wed X Thur X Fri X Sat Sun		
Hours Open	M-F 9-4:30, S 9-1:30		
Total number of Service Days	249		
DAAS Funded Meal Service (Yes/No)	Yes		
Number of Service Days Closed	11		
Days Closed (list holidays closed)	NY Day MLK Jr. Birthday Presidents' Day Memorial Day Independence Day Labor Day Indigenous Peoples' Day Veterans' Day Thanksgiving Day & day after (2) Christmas Day		
ADA Accessible	X	Yes	No

APPENDIX A - SERVICES TO BE PROVIDED BY GRANTEE

OPENHOUSE

Services for Transgender Older Adults and Transgender Adults with Disabilities

January 1, 2020 – June 30, 2023

I. Purpose of Grant

The purpose of this grant is to provide programming and social services for transgender and gender nonconforming (TGNC) older adults and TGNC adults with disabilities in a supportive and gender affirming environment. Programming and social services provided will be centered round creating social connections, building community, and addressing unmet social service need/s for TGNC older adults and TGNC adults with disabilities living in San Francisco. For TGNC older adults and TGNC adults with disabilities there is an added layer of complexity and more barriers to accessing social services. As a result, there is a need to have programs and services that specifically support and engage TGNC older adults and TGNC adults with disabilities, reduce barriers, and promote gender affirmation.

II. Definitions

Adult with a Disability	A person 18 years of age or older living with a disability.
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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.
DAS	Department of Disability and Aging Services.
Dignity Fund	The City and County of San Francisco, City Charter, Sections 16.128-1 through 16.128-12. DAS 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. https://www.sfhsa.org/about/departments/department-aging-and-adult-services-daas/dignity-fund
Dignity Fund Community Needs Assessment (DFCNA)	A community needs assessment report required every four years by the City Charter Amendment for the Fund. The findings from each DFCNA inform an allocation plan for the expenditure of the Fund. The first DFCNA was completed in FY2017-2018. https://www.sfhsa.org/about/reports-

	publications/older-adults-and-people-disabilities/2018-dignity-fund-community-needs
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.
Gender Affirming/Gender Affirmation	A term used to describe when a person receives social recognition and support for their gender identity and expression.
Grantee	Openhouse
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. 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	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. Source: California Code of Regulation Sec. 7130.
OCM	Office of Contract Management, Human Services Agency.
OCP	Office of Community Partnerships. (Previously known as Office on the Aging, OOA)
Older Adult	Person who is 60 years of age or older; used interchangeably with “senior.”
OTI	Office of Transgender Initiative https://sf.gov/departments/city-administrator/office-transgender-initiatives

Senior	Person who is 60 years of age or older; used interchangeably with the “older adult.”
SF-HSA	Human Services Agency of the City and County of San Francisco.
SOGI	Sexual Orientation and Gender Identity; Ordinance No. 159-16 amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients(consumers) they serve. (Chapter 104, Sections 104.1 through 104.9).
TGNC	Transgender and gender nonconforming people
Transgender/TGNC	A person who has a gender identity or gender expression that differs from their assigned sex at birth.
Unduplicated Consumer/Consumer (UDC)	An older adult or adult with a disability participating in the Grantee’s transgender focused program and reflected in CA.GetCare through program enrollment.
Unit of Service	One hour of TGNC programming and/or service provided

III. Target Population

This grant will serve older adults and adults with disabilities living in the City and County of San Francisco who identify as TGNC.

Additional target priorities may include members of a population with one or more of the other equity factors identified in the 2018 DFCNA:

- Social Isolation
- Low Income
- Limited or No English Speaking Proficiency
- Minorities (also referred to as communities of color in DFCNA)
- Sexual Orientation and Gender Identity

IV. Eligibility for Program Enrollment

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

V. Description of Services

1. Grantee will develop and implement programming and/or service(s) for TGNC older adults and TGNC adults with disabilities designed to create social connections, build community, and address unmet social service need/s. Programming and/or services will consist of the following key elements:

- Engage TGNC older adults and TGNC adults with disabilities through regular TGNC specific programming
 - Foster relationship building and positive social interactions
 - Support community building events and encourage community engagement
 - Create a safe, supportive and gender affirming environment for both TGNC older adults and TGNC adults with disabilities
2. Grantee will develop an outreach plan each fiscal year beginning fiscal year 2019-2020. The outreach plan will be provided to DAS in the first quarter of each fiscal year, except in fiscal year 2019-2020. In fiscal year 2019-2020, the outreach plan is due no later than March 31, 2020.
 3. Grantee will conduct outreach to the TGNC older adult and TGNC adult with disability populations in San Francisco and keep record of outreach efforts. Outreach efforts may include, but are not limited to, attending events, presentations to community based organizations, and meeting with TGNC service providers and/or the Office Transgender Initiative (OTI).
 4. Grantee will list DAS as a funding source on all promotional material and at outreach events for programming and/or services funded through this grant agreement completely, in part, and through subcontracting agreements.
 5. Grantee will maintain an advisory board specifically focused on the provision of TGNC programming and/or services. The advisory board will consist of at least 6 individual community stakeholders. The community stakeholders will have at least one of the following: (1) professional expertise in providing programming and/or services to the transgender community (2) lived experience as a transgender individual.
 6. Grantee will provide DAS with written quarterly updates that include but are not limited to the provision of programming and/or services, outreach efforts, and information about the needs of TGNC older adults and TGNC adults with disabilities living in the City.
 7. Grantee will ensure the programming and/or services provided are not medical nor provided by a medical professional including but not limited to doctors, primary care providers, psychiatrists, nurses, and other medically licensed professionals.
 8. Grantee shall ensure adequate and culturally competent paid and volunteer staffing to administer TGNC programming and/or services.
 9. Grantee will ensure that units of service provided through this grant agreement are tracked and distinguishable.

VI. Location and Time of Services

Details of the sites and operation hours are as attached in the site chart (Appendix F.)

VII. Service Objectives

On an annual basis, Grantee will meet the following Service detailed in Table A below:

Service Objective Summary Table	*FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023
Number of Unduplicated Consumers	20	75	75	75
Number of TGNC Programming and/or Service Hours	95	205	225	230
*Year One, FY 2019-2020, is 6 months only				

VIII. Outcome Objectives

On an annual basis, the grantee will measure and meet the following outcome objectives:

1. At least 70% of the surveyed consumers will report that the TGNC programming and activities offered by Openhouse have increased their opportunities for positive social interaction with others.*
2. At least 70% of the surveyed consumers will report that they feel safe with and welcomed by program staff.*
3. Using the Three Question UCLA Loneliness Scale, at least 50% of the consumers who screen as “lonely” will experience reduced loneliness due to program participation.

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

IX. Reporting and Other Requirements

1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers using the DAS provided or DAS approved intake form into the CA.GetCare database in accordance to DAS policy.
2. 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.

3. Grantee will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
 - Number of unduplicated consumers served during the month.
 - Number of units of service provided during the month.
4. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VII and VIII, Service Objectives and Outcome Objectives, respectively. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
5. 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.
6. Grantee will provide an annual satisfaction survey report to DAS by March 15 each grant year or a mutually agreed upon date between DAS and the Grantee.
7. 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.
8. 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.
9. Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules. For specific compliance requirements, please refer to Appendices within the Grant Agreement.
10. Grantee will develop and maintain with OCP's approval, an updated site chart (Appendix F) using an approved OCP with details about the program.
11. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA and/or DAS.

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

Esperanza Zapien, Senior Contract Manager
Office of Contract Management, HSA
esperanza.zapien@sfgov.org

Or

Tiffany Kearney, Program Analyst
Office of Community Partnerships, DAS
tiffany.kearney@sfgov.org

X. Monitoring Activities

1. **Program Monitoring:** Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA.GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; program operation, which includes a review of a written policies and procedures manual of all 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; board of director list; and whether services are provided appropriately according to Sections III-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.

	A	B	C	D	E	F
1	Appendix B, Page 1					
2						
3	HUMAN SERVICES AGENCY BUDGET SUMMARY					
4	BY PROGRAM					
5	Name			Term		
6	Openhouse			1/1/20-6/30/23		
7	(Check One) New Renewal <input type="checkbox"/> Modification <input type="checkbox"/>					
8	If modification, Effective Date of Mod. No. of Mod.					
9	Program: Services for Transgender and Gender Nonconforming Older Adults and Adults With Disabilities					
10	Budget Reference Page No.(s)					1/1/20-6/30/23
11	Program Term	1/1/20-6/30/20	7/1/20-6/30/21	7/1/21-6/30/22	7/1/22-6/30/23	Total
12	Expenditures					
13	Salaries & Benefits	\$34,444	\$68,887	\$68,887	\$68,887	\$241,105
14	Operating Expenses	\$20,200	\$47,960	\$46,742	\$47,960	\$162,862
15	Subtotal	\$54,644	\$116,847	\$115,630	\$116,847	\$403,968
16	Indirect Percentage (%)	15%	15%	\$0	15%	
17	Indirect Cost (Line 16 X Line 15)	\$8,196	\$17,527	\$17,344	\$17,527	\$60,594
18	Subcontractor/Capital Expenditures	\$25,120	\$51,500	\$52,900	\$51,500	\$181,020
19	Total Expenditures	\$87,960	\$185,874	\$185,874	\$185,874	\$645,582
20	HSA Revenues					
21	General Fund	\$87,960	\$185,874	\$185,874	\$185,874	\$645,582
22						
23						
24						
25						
26						
27						
28						
29	TOTAL HSA REVENUES	\$87,960	\$185,874	\$185,874	\$185,874	\$645,582
30	Other Revenues					
31						
32						
33						
34						
35						
36	Total Revenues	\$87,960	\$185,874	\$185,874	\$185,874	\$645,582
37	Full Time Equivalent (FTE)					
39	Prepared by: Matthew Cimino	Telephone No.: 415-530-2783				12/6/2019
40	HSA-CO Review Signature:	_____				
41	HSA #1					6/20/2018

	A	B	C	D	E	F	G	H	I	J
1										
2										
3	Openhouse									
4	Program: Services for Transgender and Gender Nonconforming Older Adults and Adults With Disabilities									
5	(Same as Line 9 on HSA #1)									
6										
7	Salaries & Benefits Detail									
8										
9										
10										
11		Agency Totals		HSA Program		1/1/20-6/30/20	7/1/20-6/30/21	7/1/21-6/30/22	7/1/22-6/30/23	1/1/20-6/30/23
		Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	DAS Budgeted Salary	DAS Budgeted Salary	DAS Budgeted Salary	DAS Budgeted Salary	TOTAL Budgeted Salary
12	POSITION TITLE									
13	Trans Community Liaison	\$52,000	1.00	100%	1.00	\$26,000	\$52,000	\$52,000	\$52,000	\$182,000
14	Director of Programs	\$108,119	1.00	5%	0.05	\$2,703	\$5,406	\$5,406	\$5,406	\$18,921
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30	TOTALS	\$ 160,119	2.00	105%	1.05	\$28,703	\$57,406	\$57,406	\$57,406	\$200,921
31										
32	FRINGE BENEFIT RATE	20%								
33	EMPLOYEE FRINGE BENEFITS	\$32,024				\$5,741	\$11,481	\$11,481	\$11,481	\$40,184
34										
35										
36	TOTAL SALARIES & BENEFITS	\$192,143				\$34,444	\$68,887	\$68,887	\$68,887	\$241,105
37	HSA #2									6/20/2018

	A	B	C	D	E	F	G
1							
2							
3	Openhouse						
4	Program: Services for Transgender and Gender Nonconforming Older						
5	Adults and Adults With Disabilities						
6							
7							
8							
9							
10	SUBCONTRACTORS						
		1/1/20-6/30/20	7/1/20-6/30/21	7/1/21-6/30/22	7/1/22-6/30/23	1/1/20-6/30/23	
11	San Francisco Community Health Center	\$15,120	\$31,500	\$32,900	\$31,500	\$111,020	
12	St. James Infirmary	\$5,000	\$10,000	\$10,000	\$10,000	\$35,000	
13	TGI Justice Proejct	\$5,000	\$10,000	\$10,000	\$10,000	\$35,000	
14	TOTAL SUBCONTRACTOR COST	\$25,120	\$51,500	\$52,900	\$51,500	\$181,020	
15							
16							
17	EQUIPMENT						
		1/1/20-6/30/20	7/1/20-6/30/21	7/1/21-6/30/22	7/1/22-6/30/23	1/1/20-6/30/23	
18	Units						
19						\$0	
20						\$0	
21						\$0	
22						\$0	
23	TOTAL EQUIPMENT COST		\$0	\$0		\$0	
24							
25	R E M O D E L I N G						
		1/1/20-6/30/20	7/1/20-6/30/21	7/1/21-6/30/22	7/1/22-6/30/23	1/1/20-6/30/23	
26	Description:						
27	Remodel A					\$0	
28						\$0	
29						\$0	
30	TOTAL REMODELING COST	\$0	\$0	\$0		\$0	
31							
32	TOTAL SUBCONTRACTOR/CAPITAL EXPENDITURE		\$25,120	\$51,500	\$52,900	\$51,500	\$181,020
33							
34	HSA #4						6/20/2018

12.16.19		Appendix- F- SITE CHART		FY: 19/20	
AGENCY: Openhouse					
CONTRACT MAILING ADDRESS: 65 Laguna Street, San Francisco, CA 94102		Agency's web site: www.openhouse-sf.org			
EXECUTIVE DIRECTOR/DIRECTOR: Karyn Skultety		PHONE NO.: 415-728-0197			
<p>Program: Services for TGNC Older Adults & TGNC Adults with Disabilities</p> <p>Total Annual # of UDC = 20</p>					
SITES: Name of Site		Openhouse			
Address and Zip		Bob Ross LGBT Senior Center			
Phone Number		65 Laguna St., San Francisco, CA 94102			
Fax Number		415.296.8995			
Neighborhood		415.296.8008			
Supervisory District No.		Castro/Hayes Valley/Mission			
Program Manager		8			
Program Coordinator		TBD			
Additional Programs Offered at Site		TBD			
		Community Services; Housing Assistance and Counseling; Case Management; ADRC; Friendly Visitor; Lifelong Learning; Health and Wellness; Community Engagement Programming			
Days Open		<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thurs <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun			
Hours Open		9:30AM-5:30PM			
Total number of Service Days		261			
DAAS Funded Meal Service (Yes/No)		NO			
Number of Service Days Closed		10			
Days Closed (list holidays closed)		New Years, MLK, President's Day, Memorial Day, Day after SF Pride, Independence Day, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas			
ADA Accessible		<input type="checkbox"/> Yes <input type="checkbox"/> No			

Appendix F-SITE CHART

12.16.19		Openhouse																			
AGENCY:		www.openhouse-sf.org																			
CONTRACT MAILING ADDRESS: 65 Laguna Street, San Francisco, CA 94102		Agency's web site:																			
EXECUTIVE DIRECTOR/DIRECTOR:		Karyn Sklutety																			
PHONE NO.: 415-728-0197																					
<p>Program: Services for TGNC Older Adults & TGNC Adults with Disabilities</p>																					
<p>Total Annual # of UDC = 75</p>																					
<p>SITES: Name of Site</p>																					
Address and Zip		Openhouse Senior Activity Center																			
Phone Number		75 Laguna St., San Francisco, CA 94102																			
Fax Number		415.296.8995																			
Neighborhood		415.296.8008																			
Supervisory District No.		Castro/Hayes Valley/Mission 8																			
Program Manager		TBD																			
Program Coordinator		TBD																			
Additional Programs Offered at Site		Community Services; Housing Assistance and Counseling; Case Management; ADRC; Friendly Visitor; Lifelong Learning; Health and Wellness; Community Engagement Programming																			
Days Open		<table border="0"> <tr> <td>X</td><td>Mon</td><td>X</td><td>Tues</td><td>X</td><td>Wed</td> </tr> <tr> <td>X</td><td>Thurs</td><td>X</td><td>Fri</td><td></td><td></td> </tr> <tr> <td>X</td><td>Sat</td><td>X</td><td>Sun</td><td></td><td></td> </tr> </table>		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	X	Sun																		
Hours Open		10:00AM-6:00PM																			
Total number of Service Days		365																			
DAAS Funded Meal Service (Yes/No)		NO																			
Number of Service Days Closed		10																			
Days Closed (list holidays closed)		New Years, MLK, President's Day, Memorial Day, Day after SF Pride, Independence Day, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas																			
ADA Accessible		<table border="0"> <tr> <td>X</td><td>Yes</td><td>No</td> </tr> </table>		X	Yes	No															
X	Yes	No																			

Appendix F-SITE CHART

12.16.19		Appendix F-SITE CHART		FY: 21/22	
AGENCY: Openhouse		www.openhouse-sf.org		Agency's web site:	
CONTRACT MAILING ADDRESS: 65 Laguna Street, San Francisco, CA 94102		www.openhouse-sf.org		PHONE NO.: 415-728-0197	
EXECUTIVE DIRECTOR/DIRECTOR:		Karyn Skultety			
Program: Services for TGNC Older Adults & TGNC Adults with Disabilities					
Total Annual # of UDC = 75					
SITES: Name of Site		Openhouse		Openhouse	
Address and Zip		Bob Ross LGBT Senior Center 65 Laguna St., San Francisco, CA 94102		Senior Activity Center 75 Laguna St., San Francisco, CA 94102	
Phone Number		415.296.8995		415.296.8995	
Fax Number		415.296.8008		415.296.8008	
Neighborhood		Castro/Hayes Valley/Mission		Castro/Hayes Valley/Mission	
Supervisory District No.		8		8	
Program Manager		TBD		TBD	
Program Coordinator		TBD		TBD	
Additional Programs Offered at Site		Community Services; Housing Assistance and Counseling; Case Management; ADRC; Friendly Visitor; Lifelong Learning; Health and Wellness; Community Engagement Programming		Community Services; Housing Assistance and Counseling; Case Management; ADRC; Friendly Visitor; Lifelong Learning; Health and Wellness; Community Engagement Programming	
Days Open		X_Mon X_Tues X_Wed		X_Mon X_Tues X_Wed	
Hours Open		X_Thurs X_Fri Sat Sun 9:30AM-5:30PM		X_Thurs X_Fri X_Sat X_Sun 10:00AM-6:00PM	
Total number of Service Days		261		365	
DAAS Funded Meal Service (Yes/No)		NO		NO	
Number of Service Days Closed		10		10	
Days Closed (list holidays closed)		New Years, MLK, President's Day, Memorial Day, Day after SF Pride, Independence Day, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas		New Years, MLK, President's Day, Memorial Day, Day after SF Pride, Independence Day, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas	
ADA Accessible		X_Yes No		X_Yes No	

Appendix F-SITE CHART

12.16.19		Appendix F-SITE CHART		FY: 22/23	
AGENCY: Openhouse		www.openhouse-sf.org		Agency's web site:	
CONTRACT MAILING ADDRESS: 65 Laguna Street, San Francisco, CA 94102		Karyn Skultety		PHONE NO.: 415-728-0197	
EXECUTIVE DIRECTOR/DIRECTOR:		Karyn Skultety			
Program: Services for IGNC Older Adults & IGNC Adults with Disabilities					
Total Annual # of UDC = 75					
SITES: Name of Site		Openhouse Senior Activity Center			
Address and Zip		75 Laguna St., San Francisco, CA 94102			
Phone Number		415.296.8995			
Fax Number		415.296.8008			
Neighborhood		Castro/Haves Valley/Mission			
Supervisorial District No.		8			
Program Manager		TBD			
Program Coordinator		TBD			
Additional Programs Offered at Site		Community Services; Housing Assistance and Counseling; Case Management; ADRC; Friendly Visitor; Lifelong Learning; Health and Wellness; Community Engagement Programming			
Days Open		<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thurs <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun		<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thurs <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat <input checked="" type="checkbox"/> Sun	
Hours Open		9:30AM-5:30PM		10:00AM-6:00PM	
Total number of Service Days		261		365	
DAAS Funded Meal Service (Yes/No)		NO		NO	
Number of Service Days Closed		10		10	
Days Closed (list holidays closed)		New Years, MLK, President's Day, Memorial Day, Day after SF Pride, Independence Day, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas		New Years, MLK, President's Day, Memorial Day, Day after SF Pride, Independence Day, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas	
ADA Accessible		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	