



Edwin M. Lee, Mayor

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director
Shireen McSpadden, Executive Director

MEMORANDUM

TO: AGING and ADULT SERVICES COMMISSION

THROUGH: SHIREEN MCSPADDEN, EXECUTIVE DIRECTOR

FROM: CINDY KAUFFMAN, DEPUTY DIRECTOR
JOHN TSUTAKAWA, DIRECTOR OF CONTRACTS *J91*

DATE: FEBRUARY 15, 2017

SUBJECT: GRANT MODIFICATION: **VARIOUS AGENCIES (NON-PROFIT)** FOR PROVISION OF SENIOR FITNESS/HEALTH INITIATIVES

MODIFICATION TERM: 1/1/17-6/30/17

GRANT AMOUNT:

<u>New</u>	<u>Contingency</u>	<u>Total</u>
\$200,000	\$20,000	\$220,000

ANNUAL AMOUNT:

<u>FY16/17</u>
\$200,000

Funding Source FUNDING:

<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
\$200,000			\$20,000	\$220,000

PERCENTAGE:

100%			100%	
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The Department of Aging and Adult Services (DAAS) requests authorization to modify existing grants with the grantees listed in the table below for the period of January 1, 2017 to June 30, 2017 in the additional amount of \$200,000 plus a 10% contingency for a total amount not to exceed \$220,000. The purpose of the grant modification is to provide one-time only (OTO) funding to Grantees for provision of senior fitness programs through their existing DAAS grant agreements.

Grantee	Grant Name	Modification FY 16-17	Revised Total Amount	Revised Total Not-to-Exceed Grant Amount (includes 10% contingency)
Bayview Hunters Point Multipurpose Senior Services	Community Services	\$110,000	\$1,810,070	\$1,991,077
Southwest Community Corporation	Community Services	\$50,000	\$717,146	\$788,861
On Lok Day Services	Health Promotion Program (Physical Fitness & Fall Prevention)	\$40,000	\$818,872	\$900,759
Total OTO Add-back Grants		\$200,000		

Background

Through the FY2016-17 add-back budget process, San Francisco Board of Supervisors (BOS) allocated \$200,000 for provision of Senior Fitness/Health Initiatives. These initiatives are designed to promote physical fitness and

wellness among older adults with the goal of increasing their ability to live independently in a community setting. Bayview Hunters Point Multipurpose Senior Services, Southwest Community Corporation and On Lok Day Services will provide the services through their existing DAAS grants, which provide much needed services to seniors and adults with disabilities to improve and maintain their overall health and well-being.

Services to be Provided

Augmentation of funding will allow Grantees to expand their current programming related to activities designed to improve participants’ mental, physical and emotional health and/or pilot new senior fitness initiatives. These initiatives will address the needs of participants holistically by combining physical health activities and opportunities for social engagement.

Grantees will use the funds in following ways:

Bayview Hunters Point Multipurpose Senior Services: Grantee will purchase fitness supplies and equipment, and hire instructors to promote overall health and wellness of the participants through its Rafiki wellness program. Grantee will also hire a Health Navigator who will organize community health and wellness classes with partners such as University of California, San Francisco, Arthritis Foundation and Kaiser Permanente, and an Outreach Specialist for promoting and marketing the expanded offerings at the Dr. George W. Davis Senior Center.

Southwest Community Corporation: Grantee will purchase fitness supplies and equipment and hire instructors to expand their offering of exercise classes and activities. Grantee will also develop new programming such as walking groups and tours, holistic wellness approaches, and other offerings focusing on fitness and health. Most onsite activities will take place at I.T. Bookman Community Center.

On Lok Day Services - Health Promotion (Physical Fitness & Fall Prevention): Grantee will purchase fitness supplies and equipment and hire a part-time program assistant to support the expansion of the evidence-based Always Active physical fitness program at Dr. George W. Davis Senior Center and I.T. Bookman Community Center. This program provides health promotion classes and personal consultation for consumers enrolled in the classes. Consultations by trained staff members are available to the consumers and include exercise recommendations and a wellness program for the participant. Additionally, the staff or volunteer at Dr. George W. Davis Senior Center and I.T. Bookman Community Center will be trained and certified to lead the Always Active classes in order to continue these classes after the OTO funding ends.

Selection

Bayview Hunters Point Multipurpose Senior Services and Southwest Community Corporation were selected through the Notice of Financial Assistance (NOFA) #531 issued in December 2012. On Lok Day Services was selected through Request for Proposal (RFP) #683 issued in April 2016.

Funding

Funding for these grants is provided entirely by the City and County General Fund as a result of the add-back budget process for FY2016-17.

ATTACHMENTS

Bayview Hunters Point Multipurpose Senior Services

Appendix A-3 – Services to be Provided

Appendix B-4 – Program Budget

Southwest Community Corporation

Appendix A-2 – Services to be Provided

Appendix B-5 – Program Budget

On Lok Day Services

Appendix A-2b – Services to be Provided

Appendix B-2b – Program Budget

APPENDIX A-3 – SERVICES TO BE PROVIDED

Bayview Hunter’s Point Multipurpose Senior Services, Inc. Community Services @ Dr. George W. Davis Senior Center

Effective July 1, 2013 to June 30, 2018

I. Purpose

The purpose of this grant is to maintain or improve the well being of seniors through the provision of a variety of services and activities in activity centers/senior centers.

II. Definitions

City	City and County of San Francisco, a municipal corporation.
Controller	Controller of the City and County of San Francisco or designated agent.
Grantee	Bayview Hunter’s Point Multipurpose Senior Services, Inc., Dr. George W. Davis Senior Center
HSA	Human Services Agency of the City and County of San Francisco
OCM	Office of Contract Management, Human Services Agency
Purchaser	Director of Purchasing of the City and County of San Francisco, or designated agent.
DAAS	Department of Aging and Adult Services
OOA	Office on the Aging
Senior	Person who is 60 years or older
Adult with Disability	Person 18 years of age or older living with a disability
Disability	A condition attributable to mental or physical impairment, or a combination of mental and physical impairments including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.

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

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

III. Target Population

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

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

IV. Eligibility for Community Services

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

V. Location and Time of Services

The George W. Davis Senior Center is located at 1753 Carroll Ave., San Francisco, CA 94124. The Center is open Monday through Friday, 9:00 a.m. to 5:00 p.m.

VI. Service Description

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

There are three main categories of services: Activity Scheduling, Translation and Social Services/Other. However, a new category is being introduced for those activity/senior centers proposing to do Enhanced Outreach. While there is an expectation that activity/senior centers will do a reasonable amount of outreach within their existing Community Service budgets, some agencies may decide to propose more formal outreach plans or a specific campaign to address access barriers in the community. Services should be provided according to OOA Community Services Standards.

VII. Contractor Responsibilities

- Provide quality services that attain a high satisfaction level from participants.
- Provide services that meet the needs of individual

- Provide physical activities that may increase the health of participants.
- Increase access to informational and educational presentations that enable individuals to maintain independent living.
- Provide activities to increase socialization opportunities for individuals.

VII. Service Objectives

On an annual basis:

- Grantee will serve 600 unduplicated seniors and younger adults with disabilities.
- Grantee will provide 1,500 units of service of scheduled activities at a center or venues approved by the Office on the Aging.
- Grantee will provide 650 units of service of social services.
- Grantee will provide 500 Units of Enhanced Outreach (1 Unit = 1 staffing hour) to extend the reach of Community Services to isolated seniors and adults with disabilities.

Pursuant to 2016 Senior Fitness addback, the following additional Service Objective is added for FY 16/17 and FY 17/18. Services are to be provided at Bayview Hunter's Point Dr. George Davis location, as listed on Appendix F.

FY 16/17:

- Grantee will provide 1600 units of service of scheduled activities approved by the Office on the Aging.

FY 17/18:

- Grantee will provide 1700 units of service of scheduled activities at a center or venues approved by the Office on the Aging.

VIII. Outcome Objectives

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

- There will be at least a **5%** increase in the number of unduplicated consumers participating in the designated activity/senior center as a result of Enhanced Outreach each year.

IX. Reporting and Other Requirements

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

- A. The grantee will enter into the CA GetCare - consumers' data in the Community Services module.
- B. The grantee will enter into the CA GetCare Service Unit section all the units of service by the 5th working day of the month for the preceding month.
- C. Monthly reports must be entered into the Contracts Administration, Reporting, and Billing Online (CARBON) system regarding the following:
 1. Number of unduplicated consumers served during the month.
 2. Number of units of service of scheduled activities at an activity/senior center or venues approved by the Office on the Aging provided during the month.
 3. Number of units of translation services provided during the month.
 4. Number of units of social services provided during the month.
 5. Number of enhanced outreach units of services provided during the month.
- D. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VII & VIII – Service & Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year on an annual basis:
 - The percentage of participants surveyed that have indicated excellent or good in rating the quality of services they received.
 - The percentage of participants surveyed that have indicated they have received the services and/or activities they needed from the agency.
 - The percentage of participants surveyed that have participated in one or more physical activities, have reported feeling healthier due to participation.
 - The percentage of participants surveyed who have participated in one or more informational/educational presentations have reported they have received information to help them maintain independent living.
 - The percentage of participants surveyed reported that center activities have increased their socialization opportunities and interaction with others.
 - Percentage increase in the number of unduplicated consumers participating in the designated activity/senior center as a result of Enhanced Outreach each year
- E. Grantee shall submit Community Services Block Grant (CSBG) time study to HSA/DAAS for the months of February, May, August and November. The time study is due on the 10th day following the time study month and shall be entered on line to this website link: <https://sfhsa.hfa3.org/signin>
- F. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31 each grant year. This report must be submitted to the CARBON system.

- G. Grantee will provide an annual consumer satisfaction survey report to OOA by March 15 each grant year.
- H. Grantee shall develop and deliver ad hoc reports as requested by HSA.
- I. Apart from reports requested to be sent via e-mail to the Program Analyst and/or Contract Manager, all other reports should be sent to the following addresses:

Linda Murley (Worker #6206)
 Program Analyst
 P.O. Box 7988
 San Francisco, CA 94120
linda.murley@sfgov.org

Elena Baranoff (Worker #GB24)
 Senior Contract Manager
 Human Services Agency
 PO Box 7988
 San Francisco, CA 94120
elena.baranoff@sfgov.org

XI. 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; program operation, which includes a review of a written policies and procedures manual of all OOA funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of director list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool, translation and social services are based on staff hours.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

A	B	C	D	E	F	G
Appendix B-4, Page 1 Document Date: 1/18/17						
HUMAN SERVICES AGENCY CONTRACT BUDGET SUMMARY BY PROGRAM						
5	Contractor's Name			Contract Term		
6	Bayview Hunters Point Multipurpose Senior Services, Inc.			7/1/13-6/30/18		
7	(Check One) <input type="checkbox"/> New	Renewal <input type="checkbox"/>	Modification <input checked="" type="checkbox"/>			
8	If modification, Effective Date of Mod. 1/1/17		No. of Mod. 4			
9	Program: Community Services - Dr. Davis					
10	Budget Reference Page No.(s)					Total
11	Program Term	7/1/13-6/30/14	7/1/14-6/30/15	7/1/15-6/30/16	7/1/16-6/30/17	7/1/17-6/30/18
12	Expenditures					
13	Salaries & Benefits	\$199,426	\$199,426	\$237,412	\$264,491	\$1,143,917
14	Operating Expense	\$75,218	\$79,049	\$73,233	\$176,388	\$501,602
15	Subtotal	\$274,644	\$278,475	\$310,644	\$440,877	\$1,645,519
16	Indirect Percentage (12%)	10%	10%	10%	10%	10%
17	Indirect Cost (Line 16 X Line 15)	\$27,464	\$27,848	\$31,064	\$44,088	\$34,552
18	Capital Expenditure					\$0
19	Total Expenditures	\$302,109	\$306,323	\$341,708	\$484,965	\$1,810,070
20	HSA Revenues					
21	General Fund	\$302,109	\$306,323	\$341,708	\$484,965	\$1,810,070
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29	TOTAL HSA REVENUES	\$302,109	\$306,323	\$341,708	\$484,965	\$1,810,070
30	Other Revenues					
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32						
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35						
36	Total Revenues	\$302,109	\$306,323	\$341,708	\$484,965	\$1,810,070
37						
39	Prepared by: Justin Cheung	Telephone No.: 415-826-4774			Date: 1/18/17	
40	HSA-CO Review Signature: _____					
41	HSA #1					1/18/2017

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Appendix B-4, Page 3
Document Date: 1/18/17

Operating Expense Detail

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

TOTAL

1/18/2017

APPENDIX A-2 – SERVICES TO BE PROVIDED BY GRANTEE
Effective July 1, 2013 to June 30, 2018

Southwest Community Corporation - Community Services
Updated on January 12, 2017 to incorporate the Senior Fitness Add-Back

I. Purpose

The purpose of this grant is to maintain or improve the wellbeing of older adults through the provision of a variety of services and activities at programming centers/senior centers.

II. Definitions

City	City and County of San Francisco, a municipal corporation
Controller	Controller of the City and County of San Francisco or designated agent
Grantee	Southwest Community Corporation
HSA	Human Services Agency of the City and County of San Francisco
OCM	Office of Contract Management, Human Services Agency
DAAS	Department of Aging and Adult Services
OOA	Office on the Aging
Adult with Disability	Person 18 years of age or older living with a disability
Older Adults	Person who is 60 years or older
Disability	A condition attributable to mental or physical impairment, or a combination of mental and physical impairments including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment
Frail	An older individual that is determined to be functionally impaired because the individual either: (a) Is unable to perform at least two activities of daily living, including bathing, toileting, dressing, feeding, breathing, transferring and mobility and associated tasks, without substantial human assistance, including verbal reminding, physical cueing or supervision. (b) Due to a cognitive or other mental impairment, requires substantial supervision because the older individual behaves in a manner that poses a serious health or safety hazard to the individual or others.
Low Income	Having income at or below the federal poverty line defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services.
Unit of Service	Defined as one hour of service
CARBON	Contracts Administration, Reporting and Billing On Line System

Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. Source: California Code of Regulation Sec. 7130.
Activity Scheduling	This is one of four service categories within Community Services. Service units are captured by the number of scheduled activity hours sponsored by the Activity/Senior Centers. Activities may include educational presentations, workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes that help consumers maintain/enhance their level of functioning.
Translation	This is one of four service categories within Community Services. Service units are captured by the number of hours of translation assistance provided to consumers that cannot speak/read English. In addition, Translation may also include the use of American Sign Language, Braille, or Teleprompting. Translation services may include translation of forms, letters, applications, phone calls, etc. for an individual. It can also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements, presentations, etc.
Social Services/Other	This is one of the four service categories within Community Services. Service units are captured by providing one-to-one assistance for individuals to enable them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.
Enhanced Outreach	This is one of four service categories within Community Services. Service units are captured by providing more formal outreach efforts and enhanced services to support the outreach efforts. Examples of this may include working with a community collaborative group, designing and implementing an outreach plan for an underserved area, problem-solving certain barriers to service, i.e., safety issues, transportation needs, etc.

III. Target Population

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

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

IV. Eligibility for Community Services

- Adults aged 60 and above

- Adults 18 years of age or older living with a disability

V. Location and Time of Services

The Southwest Community Corporation Community Services program is located at the IT Bookman Center, 446 Randolph St., San Francisco, CA 94132. The Center is open Monday through Friday from 9:00 a.m. to 5:00 p.m.

VI. Description of Services

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

There are four main categories of services: Activity Scheduling, Translation, Social Services/Other, and Enhanced Outreach. Services should be provided according to OOA Community Services Standards.

VII. Contractor Responsibilities

- Provide quality services that attain a high satisfaction level from participants.
- Provide services that meet the needs of individual
- Provide physical activities that may increase the health of participants.
- Increase access to informational and educational presentations that enable individuals to maintain independent living.
- Provide activities to increase socialization opportunities for individuals.

VIII. Service Objectives

On an annual basis:

- Grantee will serve 125 unduplicated consumers older adults and younger adults with disabilities.
- Grantee will provide 1200 units of service* of scheduled activities at a center or venues approved by the Office on the Aging.
- Grantee will provide 50 units of service* of translation services.
- Grantee will provide 400 units of service* of social services.
- Grantee will provide 75 units of service* to provide Enhanced Outreach to the Ocean View, Merced Heights, and Ingleside Community with goal of increasing the number of unduplicated consumers by 5% in FY 2016-17 and 2017-18.

Pursuant to FY 2016-17 Senior Fitness add-back, the following additional Service Objective is added for FY 2016-17 and FY 2017-18. Services are to be provided at Southwest Community Corporation's IT Bookman location.

FY 2016-17

- Grantee will provide 1250 units of service* of scheduled activities approved by the Office on the Aging.

FY 2017-18

- Grantee will provide 1300 units of service* of scheduled activities at a center or venues approved by the Office on the Aging.

*Unit of service is defined as one hour

IX. Outcome Objectives

- At least 35% of unduplicated clients served in the course of the contract year will complete and return a consumer satisfaction survey.
- At least 85% of participants surveyed will indicate excellent or good in rating the quality of services they receive.
- At least 85% of participants surveyed will indicate that they receive the services and/or activities they need from the agency.
- At least 80% of participants surveyed who participate in one or more physical activities will report feeling more healthy due to participation.
- At least 80% of participants surveyed who participate in one or more informational/educational presentations will report they receive information to help them maintain independent living.
- At least 85% of participants surveyed report that center activities increase their socialization opportunities and interaction with others.

X. Reporting and Other Requirements

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

- A. The grantee will enter into the CA Getcare -consumers' data in the Community Services module.
- B. The grantee will enter into the CA Getcare Service Unit section all the units of service by the 5th working day of the month for the preceding month.
- C. Monthly reports must be entered into the Contracts Administration, Reporting, and Billing Online (CARBON) system regarding the following:
 - 1. Number of unduplicated consumers served during the month.
 - 2. Number of units of service of scheduled activities at an activity/senior center or venues approved by the Office on the Aging provided during the month.
 - 3. Number of units of translation services provided during the month.
 - 4. Number of units of social services provided during the month.
- D. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VIII & IX – Service and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year on an annual basis:
 - The percentage of participants surveyed that have indicated excellent or good in rating the quality of services they received.
 - The percentage of participants surveyed that have indicated they have received the services and/or activities they needed from the agency.
 - The percentage of participants surveyed that have participated in one or more physical activities, have reported feeling healthier due to participation.
 - The percentage of participants surveyed who have participated in one or more informational/educational presentations have reported they have received information to help them maintain independent living.
 - The percentage of participants surveyed reported that center activities have increased their socialization opportunities and interaction with others.

- E. Grantee shall submit Community Services Block Grant (CSBG) time study to HSA/DAAS for the months of February, May, August and November. The time study is due on the 10th day following the time study month and shall be entered on line to this website link:
<https://sfhsa.hfa3.org/signin>
- F. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31 each grant year. This report must be submitted to the CARBON system.
- G. Grantee will provide an annual consumer satisfaction survey report to OOA by March 15 each grant year.
- H. Grantee shall develop and deliver ad hoc reports as requested by HSA.
- I. Apart from reports requested to be sent via e-mail to the Program Analyst and/or Contract Manager, all other reports should be sent to the following addresses:

Linda Murley, Program Analyst (6206)
DAAS, Office on the Aging
P.O. Box 7988
San Francisco, CA 94120
linda.murley@sfgov.org

Arata Goto, Contract Manager (GB15)
Human Services Agency
PO Box 7988
San Francisco, CA 94120
arata.goto1@sfgov.org

XI. Monitoring Activities

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

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

HUMAN SERVICES AGENCY CONTRACT BUDGET SUMMARY

Contractor's Name		Southwest Community Corporation				
(Check One)	New	Renewal	Modification	X		
If modification, Effective Date of Mod. 1/01/2017 No. of Mod. 5						
Program: Community Services	7/1/13-6/30/14	7/1/14-6/30/15	7/1/15-6/30/16	7/1/16-6/30/17	7/1/17-6/30/18	Total
Budget Reference Page No.(s)						
Expenditures						
Salaries & Benefits	\$60,173	\$60,812	\$78,837	\$134,741	\$132,060	\$466,623
Operating Expense	\$21,283	\$21,780	\$27,673	\$92,106	\$52,806	\$215,648
Subtotal	\$81,456	\$82,592	\$106,510	\$226,847	\$184,866	\$682,271
Indirect Percentage (%)	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%
Indirect Cost (Line 16 X Line 17)	\$3,258	\$3,304	\$4,260	\$9,696	\$8,017	\$28,535
Capital Expenditure	\$0	\$0	\$0	\$6,340	\$0	\$6,340
Total Expenditures	\$84,714	\$85,896	\$110,770	\$242,883	\$192,883	\$717,146
HSA Revenues						
General Fund	\$74,548	\$75,588	\$97,478	\$219,737	\$169,737	\$631,088
CFDA 93.778 Medical Assistance Program	\$10,166	\$10,308	\$13,292	\$23,146	\$23,146	\$86,058
TOTAL HSA REVENUES	\$84,714	\$85,896	\$110,770	\$242,883	\$192,883	\$717,146
Other Revenues						
Total Revenues	\$84,714	\$85,896	\$110,770	\$242,883	\$192,883	\$717,146
Full Time Equivalent (FTE)						
Prepared by:	Kristin Rosboro					
HSA-CO Review Signature:	_____					
HSA #1	_____					

Southwest Community Corporation
Program: Community Services
(Same as Line 9 on HSA #1)

Salaries & Benefits Detail

POSITION TITLE	Agency Totals		For HSA Program		7/1/13-6/30/14	7/1/14-6/30/15	7/1/15-6/30/16	7/1/16-6/30/17	7/1/17-6/30/18	7/1/18-6/30/19
	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Senior Program Manager	\$37,960	75%	100%	75%	\$32,572	\$29,000	\$25,740	\$28,470	\$28,000	\$143,782
Program Assistant	\$34,885	60%	100%	60%			\$16,224	\$20,931	\$18,720	\$55,875
Community Program Director	\$46,222	90%	85%	77%				\$35,360	\$35,360	\$70,720
Executive Director	\$47,475	100%	80%	80%	\$23,693	\$28,333	\$31,833	\$37,980	\$37,980	\$159,819
TOTALS	\$166,542	3.25	3.65	2.92	\$56,265	\$57,333	\$73,797	\$122,741	\$120,060	\$430,196
FRINGE BENEFIT RATE	9.78%									
EMPLOYEE FRINGE BENEFITS	\$16,282				\$3,908	\$3,479	\$5,040	\$12,000	\$12,000	\$36,427
TOTAL SALARIES & BENEFITS	\$182,824				\$60,173	\$60,812	\$78,837	\$134,741	\$132,060	\$466,623
HSA #2										

Southwest Community Corporation
 Program: Community Services
 (Same as Line 9 on HSA #1)

Appendix B-5
 Date: 1/19/17

Operating Expense Detail

Expenditure Category	TERM	7/1/13-6/30/14	7/1/14-6/30/15	7/1/15-6/30/16	7/1/16-6/30/17	7/1/17-6/30/18	TOTAL 7/1/13-6/30/18
Rental of Property		\$15,648	\$13,330	\$13,184	\$13,800	\$13,500	\$69,462
Utilities(Elec, Water, Gas, Phone, Scavenger)		\$1,950	\$1,950	\$3,000	\$5,200	\$4,000	\$16,100
Office Supplies, Postage		\$100		\$6,069	\$8,000	\$6,500	\$20,669
Building Maintenance Supplies and Repair				\$1,420	\$2,100	\$1,500	\$5,020
Printing/Reproduction		\$3,085	\$5,500	\$4,000	\$6,356	\$5,500	\$24,441
Insurance							
Staff Training							
Staff Travel-(Local & Out of Town)							
Rental of Equipment							
Ongoing Activity, Instruction + Supplies					\$7,000	\$14,000	\$21,000
Contractor, Activity Instruction (Brain Health)					\$5,000		\$5,000
Contractor, Activity Instruction (Zumba Gold)					\$5,000		\$5,000
Contractor, Activity Instruction (Fitness)					\$3,500		\$3,500
Contractor, Art Instructor					\$4,500		\$4,500
Contractor, Holistic Health					\$6,000		\$6,000
Field Activity, Supplies + Travel					\$8,000		\$8,000
Supplies, Fitness					\$3,500		\$3,500
Supplies, Art					\$6,500		\$6,500
Brain Health, Computer Component					\$1,150		\$1,150
Senior Luncheon					\$6,500	\$7,806	\$14,306
OTHER							
Fund Dev/Web/Social Media		\$500	\$1,000				\$1,500
TOTAL OPERATING EXPENSE		\$21,283	\$21,780	\$27,673	\$92,106	\$52,806	\$215,648

HSA #3

APPENDIX A-2b - SERVICES TO BE PROVIDED BY GRANTEE

On Lok Day Services Health Promotion Program - Physical Fitness & Fall Prevention July 1, 2016 to June 30, 2019

I. Purpose

The purpose of this grant is to maintain or improve the well being of high risk seniors by implementing evidence-based disease prevention and health promotion programs focusing on physical fitness and fall prevention. Such evidence based programs have proven effective in reducing risk of falls and injury, improving fitness levels, and empowering high-risk seniors to take control of personal health through lifestyle changes.

II. Definitions

Adult with Disability Person age 18 and above with a condition attributable to mental or physical impairment, or a combination of mental and physical impairments including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment

CA-GetCare A web-based application that provides specific functionalities for contracted agencies to perform consumer intake/assessment/enrollment, record service units, run reports, etc.

City City and County of San Francisco, a municipal corporation

Controller Controller of the City and County of San Francisco or designated agent

DAAS San Francisco Department of Adult and Aging Services

Evidence-based Health Promotion Program: Physical Fitness & Fall Prevention Services A variety of activities to maintain or improve the service population's physical health using *recognized evidence-based* physical fitness and fall prevention programs. Evidence-based refers to a program that has both sufficient research and studies to support positive program outcomes and is endorsed by one or more reputable health, scientific and/or research institutions

Examples:

A Matter of Balance:

<http://www.healthyagingprograms.org/content.asp?sectionid=32&ElementID=489>

EnhanceFitness:

<http://promisingpractices.fightchronicdisease.org/programs/detail/enhancefitness>

Tai Chi: Moving for Better Balance

<http://www.ncbi.nlm.nih.gov/pubmed/18579921>

<http://ori.org/~fuzhongl/TaiChiCDC/>

See National Council on Aging, Center for Healthy Aging's web site for more information:

<http://www.healthyagingprograms.org/content.asp?sectionid=73>

And the Center for Disease Control & Prevention:

<http://www.cdc.gov/ncipc/preventingfalls/>

The program should be sustainable, easily replicated and implemented in a community-based setting.

Frail	A functionally impaired older individual who is either: (a) unable to perform at least two Activities of Daily Living (ADL) or Independent Activities of Daily Living (IADL) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) having a cognitive or other mental impairment that requires substantial supervision because the older individual behaves in a manner that poses a serious health or safety hazard to the individual or to others
Grantee	On Lok Day Services
HSA	Human Services Agency of the City and County of San Francisco
Low-Income	100% of poverty level. 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	African-American, Hispanic, American Indian/Alaskan Native, Asian American, Pacific Islander
OOA	Office on the Aging
OCM	Office of Contract Management, San Francisco Human Services Agency
Senior	Person who is 60 years or older
SF12 perception of health questionnaire	The SF-12® is a multipurpose short-form (SF) generic measure of health status and outcome from the participant's point of view. The tool is developed by Quality Metric Incorporated and proven to provide valid outcome data

III. Target Population

Individuals 60 years of age or above and adults age 18 and above with disabilities. Services must target clients who are members of one or more of the following target groups that have been identified as demonstrating the greatest economic and social need. In particular:

- Low-income
- Non or limited English speaking
- Minority
- Frail
- Lesbian/Gay/Bisexual/Transgender

IV. Eligibility for Health Promotion Services

Consumer who is age 60 and above, and adults 18-59 living with a disability.

V. Location and Time of Services

The details of the sites and operation hours are to be determined with the Grantee and will be included in Site Chart with OOA's approval.

VI. Description of Services and Program Requirements

Grantee will provide evidence-based health promotion programs which have been proven to be effective in reducing older people's risk of disease, disability and injury, increase people's fitness level and empower people to take more control over their own health through lifestyle changes.

The grantee will:

- 1) Engage in **planning activities** to develop health promotion classes, training, marketing and outreach strategies in line with an established evidence-based health promotion program. A marketing-outreach plan will be provided to DAAS for review approval within 45 days after grant begins and updated semi-annually.
- 2) **Establish signed MOUs** to collaborate with at least ten community partners to implement a citywide multidisciplinary health promotion program that is (a) community-based, (b) sustainable, and (c) culturally relevant to participants in the targeted communities.
- 3) **Provide workshops to train and certify or re-certify wellness trainers.** Wellness trainers are individuals who conduct strength, flexibility, low impact aerobics, balance and/or fall prevention health promotion classes. On an annual basis, continuing certified wellness trainers shall complete and have documentation for at least four hours of continuing education training through in person workshops/training or online training.
- 4) **Offer health promotion classes.**

Classes will be:
 - A. Focused to include strength and flexibility, low impact aerobics, balance, and fall prevention;
 - B. Conducted by certified wellness trainers;
 - C. Offered in group settings in at least 10 locations throughout the city such as congregate meal sites, community centers, senior housing, or senior centers;
 - D. Offered at least 2-3 times a week at each location, at 1-hour per session (or as per the program model dictates);
 - E. Enrolled a minimum class size of 10 and maximum of 30 per trainer.
- 5) Conduct **wellness program outreach** in order to achieve consumer enrollment service objectives within a diverse target population. Outreach strategies will be neighborhood-based and may include activities such as disseminating materials at community meetings, other group settings or special events/fairs and announcements. Publicity for the Fall Prevention classes shall include outreach to public and private health clinics/hospitals in the community.
- 6) **Provide personal consultation for consumers enrolled in health promotion classes.** Consultations will be available to all consumers, provided by trained staff member, and will include information on exercise recommendations and designing a wellness program for the individual.
- 7) Conduct follow-up with participants to measure program outcomes.
- 8) Offer sufficient number of wellness trainer workshops to have sufficient number of certified wellness trainers to meet the number of health promotion classes offered.

- 9) The Grantee will have to be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules.

VII. Other Grantee Responsibilities:

- A. Grantee will administer the SF12 perception of health questionnaire to all health promotion class enrollees annually in April. .
- B. Grantee will administer an annual consumer satisfaction survey to statistically significant number of health promotion class enrollees using survey tool approved by DAAS. The survey results will be shared with DAAS by March 15th.
- C. Grantee will develop and maintain current program policies and procedures with OOA approval to meet the program service standards set forth by the Office on the Aging.
- D. Grantee will collect and enter consumer and service unit data into the online CA-GetCare database in accordance to OOA program policies and procedures.
- E. Grantee will use a valid and reliable fall risk assessment tool to collect baseline data for participants in the Fall Prevention class, and to conduct post-program evaluation.
- F. Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules.

VIII. Service Objectives

The total units of service and allocation by site will be shown on the OOA-approved Site Chart.

Annual Service Units:

FY 2016-17

	Service Unit
# Unduplicated consumers to be served	880
# Health promotion classes (1)	1,628
# Fall Prevention classes (2)	312
Total # Classes (1+2)	1,940
# Hours individual consultation	630

FY 2017-18 and 2018-19 for each year:

	Service Unit
# Unduplicated consumers to be served	850
# Health promotion classes (1)	1,584
# Fall Prevention classes (2)	312
Total # Classes (1+2)	1,896
# Hours individual consultation	600

- Offer one (4-hours) Wellness Trainer workshop annually
- Train 4 Wellness Trainer annually

IX. Outcome Objectives

- A. Grantee will provide quality services that attain a high satisfaction level from participants. At least 85% of surveyed participants will be satisfied with the service delivery by staff and/or volunteers.
- B. At least 70% of the assessed participants who participate in the program will show maintenance or improvements in functional fitness levels and maintain a 70th percentile or better score on average for each of the three validated functional fitness assessments(Functional Reach Test, Timed up and Go Test and 30 second Chair Stance Test).
- C. All the surveyed participants who participate in the program will maintain scores higher than the 50th percentile for Physical Composite Scale as measured through SF12 survey tool.

- D. Using the three validated functional fitness assessment tools, at least 75% of the assessed participants who completed the Fall Prevention class will show reduction in their risk for falls when compared to baseline data and the endpoint data at the end of the workshop.

X. Reporting Requirement

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

- A. Grantee shall input all required data into CA-GetCare on a monthly basis into the Service Recording Tool by the 5th working day of the month for the preceding month.
- B. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31st.
- C. Grantee will provide an annual consumer satisfaction survey report to OOA by March 15th.
- D. Grantee shall develop and deliver ad hoc reports as requested by HSA and DAAS.
- E. Quarterly and Annual Reports will be entered into the Contracts Management System (CMS). For assistance with reporting requirements or submission of reports, contact:

Linda Lau, OOA Lead Nutritionist, Linda.Lau@sfgov.org

Drake Herrador, HSA Contracts Manager, Drake.Herrador@sfgov.org

XI. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; program operation, which includes a review of a written policies and procedures manual of all OOA funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; and whether services are provided appropriately according to Sections VI and VII.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, HIPAA compliance, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D	E
1					Appendix B-2b, Page 1
2					Document Date: 2/1/2017
3	HUMAN SERVICES AGENCY CONTRACT BUDGET SUMMARY				
4					
5	Contractor's Name		Contract Term		
6	On Lok Day Services		7/1/16-6/30/19		
7	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>				
8	If modification, Effective Date of Mod. 1/1/17		No. of Mod. 1		
9	Program: Health Promotion				
10	Budget Reference Page No.(s)	Health Promotion	Health Promotion	Health Promotion	Total
11	Program Term	7/1/16-6/30/17	7/1/17-6/30/18	7/1/18-6/30/19	7/1/16-6/30/19
12	HSA-DAAS Expenditures				
13	Salaries & Benefits	\$110,620	\$104,959	\$104,959	\$320,538
14	Operating Expense	\$164,264	\$133,228	\$133,228	\$430,720
15	Subtotal	\$274,884	\$238,187	\$238,187	\$751,258
16	Indirect Percentage (%)	9%	9%	9%	9%
17	Indirect Cost (Line 16 X Line 15)	\$24,740	\$21,437	\$21,437	\$67,614
18	Capital Expenditure				
19	Total HSA-DAAS Expenditures	\$299,624	\$259,624	\$259,624	\$818,872
20					
21	Non-DAAS Expenditures				
22	Salaries & Benefits	\$58,988	\$55,844	\$55,844	\$170,676
23	Operating Expense	\$16,770	\$13,626	\$13,626	\$44,022
24	Subtotal	\$75,758	\$69,470	\$69,470	\$214,698
25	Indirect Percentage (%)				
26	Indirect Cost (Line 16 X Line 15)				
27	Capital Expenditure				
28	Total Non-DAAS Expenditures	\$75,758	\$69,470	\$69,470	\$214,698
29					
30	Total DAAS & Non-DAAS Expenditures	\$375,382	\$329,094	\$329,094	\$1,033,570
31					
32	HSA Revenues				
33	General Fund	\$299,624	\$259,624	\$259,624	\$818,872
34					
35					
36					
37	TOTAL HSA REVENUES	\$299,624	\$259,624	\$259,624	\$818,872
38	Other Revenues				
39	Project Income	\$11,000	\$11,000	\$11,000	\$33,000
40	Fundraising	\$64,758	\$58,470	\$58,470	\$181,698
41					
42					
43					
44	Total Revenues	\$375,382	\$329,094	\$329,094	\$1,033,570
45	Full Time Equivalent (FTE)				
47	Prepared by: Valorie Villela	Telephone No.:	(415) 550-2211	2/1/2017	
48	HSA-CO Review Signature:				
49	HSA #1				11/15/2007

A	B	C	D	E	F	G	H	I	J	K
1										
2										
3										
4	Program Name:									
5	(Same as Line 9 on HSA #1)									
6										
7										
8										
9										
10										
11	H.S.A-DAAS Funded									
12	Expenditure Category									
13	Rental of Property									
14	Utilities(Elec, Water, Gas, Phone, Scavenger)									
15	Office Supplies, Postage									
16	Building Maintenance Supplies and Repair									
17	Printing and Reproduction									
18	Insurance									
19	Leader Training									
20	Staff Travel-(Local & Out of Town)									
21	Rental of Equipment									
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE									
23	San Francisco Senior Center									
24	University of San Francisco									
25										
26	OTHER									
27	Exercise Trainer & Leader Stipends									
28	Program Support Services - Self-Help									
29	Outreach & Promotion									
30	ASFA Certificate									
31	Equipment									
32										
33										
34	TOTAL DAAS OPERATING EXPENSE									
35	TOTAL Non-DAAS OPERATING EXPENSE									
36	TOTAL DAAS & Non-DAAS OPERATING EXPENSE									
37										
38	HSA #3									

Appendix B-2b, Page 4
Document Date: 2/1/2017

DAAS Funded Operating Expense Detail

TERM	7/1/16-6/30/17	7/1/17-6/30/18	7/1/18-6/30/19	TOTAL
	\$1,377	\$741	\$741	\$2,859
	\$750	\$750	\$750	\$2,250
	\$5,008	\$2,500	\$2,500	\$10,008
	\$1,853	\$500	\$500	\$2,853
	\$1,368	\$1,368	\$1,368	\$4,104
	\$3,000	\$0	\$0	\$3,000
	\$1,600	\$650	\$650	\$2,900
	\$400	\$400	\$400	\$1,200
	\$61,226	\$61,226	\$61,226	\$183,678
	\$50,733	\$50,733	\$50,733	\$152,199
	\$18,000	\$9,000	\$9,000	\$36,000
	\$5,360	\$5,360	\$5,360	\$16,080
	\$9,000	\$0	\$0	\$9,000
	\$1,400	\$0	\$0	\$1,400
	\$3,189	\$0	\$0	\$3,189
	\$164,264	\$133,228	\$133,228	\$430,720
	\$16,770	\$13,626	\$13,626	\$44,022
	\$181,034	\$146,854	\$146,854	\$474,742
				11/15/2007

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

Non-DAAS Funded Operating Expense Detail

Line	Expenditure Category	TERM	7/1/16-6/30/17	7/1/17-6/30/18	7/1/18-6/30/19	TOTAL
9	Non-DAAS Funded					
10	Rental of Property					
11	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$1,095	\$459	\$459	\$2,013
12	Office Supplies, Postage		\$750	\$750	\$750	\$2,250
13	Building Maintenance Supplies and Repair		\$5,008	\$2,500	\$2,500	\$10,008
14	Printing and Reproduction		\$500	\$500	\$500	\$1,500
15	Insurance		\$1,367	\$1,367	\$1,367	\$4,101
16	Leader Training					
17	Staff Travel-(Local & Out of Town)		\$650	\$650	\$650	\$1,950
18	Rental of Equipment		\$400	\$400	\$400	\$1,200
19	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE					
20						
21						
22						
23						
24	OTHER					
25	Community Living Campaign		\$7,000	\$7,000	\$7,000	\$21,000
26						
27						
28						
29	TOTAL Non-DAAS OPERATING EXPENSE		\$16,770	\$13,626	\$13,626	\$44,022
30	TOTAL DAAS OPERATING EXPENSE		\$164,264	\$133,228	\$133,228	\$430,720
31	TOTAL DAAS & Non-DAAS OPERATING EXPENSE		\$181,034	\$146,854	\$146,854	\$474,742