



Edwin M. Lee, Mayor

Department of Human Services  
Department of Aging and Adult Services

Trent Rhorer, Executive Director

MEMORANDUM

**TO:** AGING AND ADULT SERVICES COMMISSION

**THROUGH:** SHIREEN MCSPADDEN, EXECUTIVE DIRECTOR

**FROM:** CINDY KAUFFMAN, DEPUTY DIRECTOR  
JOHN TSUTAKAWA, DIRECTOR OF CONTRACTS 391

**DATE:** OCTOBER 4, 2017

**SUBJECT:** GRANT MODIFICATION: **YMCA OF SAN FRANCISCO** (NON-PROFIT) FOR THE PROVISION OF COMMUNITY SERVICES AT PARKMERCED NEIGHBORHOOD OF SAN FRANCISCO FOR SENIORS AND ADULTS WITH DISABILITIES

GRANT TERM:	<u>Current</u>	<u>Modification</u>	<u>Revised</u>	<u>Contingency</u>	<u>Total</u>
	7/1/13 - 6/30/18	7/1/17- 6/30/18	7/1/13- 6/30/18		7/1/13- 6/30/18
<b>TOTAL GRANT AMOUNT:</b>	\$1,278,115	\$75,000	\$1,353,115	\$135,312	\$1,488,427
<b>CURRENT ANNUAL AMOUNT:</b>	<u>FY13/14</u>	<u>FY14/15</u>	<u>FY 15/16</u>	<u>FY 16/17</u>	<u>FY 17-18</u>
	\$146,586	\$148,630	\$285,047	\$361,426	\$336,426
<b>REVISED ANNUAL AMOUNT:</b>	N/A	N/A	N/A	N/A	\$411,426
<b>FUNDING SOURCE MODIFICATION FUNDING:</b>	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
	\$75,000			\$7,500	\$82,500
<b>PERCENTAGE:</b>	100%				100%

The Department of Aging & Adult Services (DAAS) requests authorization to modify the existing grant agreement with YMCA of San Francisco for the term of July 1, 2017 through June 30, 2018 in the additional amount of \$75,000 plus a 10% contingency for a revised total not to exceed \$1,488,427. The purpose of this grant modification is to provide Community Services programs to Older Adults and Adults with Disabilities (AWD) in the Parkmerced neighborhood of San Francisco.

Program	FY 13-14	FY 14-15	FY 15-16	FY 16-17	Current 17-18	Current FY 13-18	Modification FY 17-18	Revised 17-18	Total FY 13-18
Chinatown				\$40,000	\$40,000	\$80,000		\$40,000	\$80,000
Mission	\$55,396	\$56,168	\$148,909	\$86,554	\$86,554	\$433,581		\$86,554	\$433,581
Stonestown	\$91,190	\$92,462	\$136,138	\$234,872	\$209,872	\$764,534		\$209,872	\$764,534
Parkmerced							\$75,000	\$75,000	\$75,000
Totals	\$146,586	\$148,630	\$285,047	\$361,426	\$336,426	\$1,278,115		\$411,426	\$1,353,115
								10% Contingency	\$135,312
								Not to Exceed	\$1,488,427

**Background**

In fiscal year 16-17, the Supervisorial addback funding process provided one time only money to pilot a Community Services program at the Parkmerced housing complex. This program was overseen by the Stonestown YMCA. The program launched in January of 2017 with nearly 100 seniors and adults with disabilities accessing program services before the end of the fiscal year. The YMCA will build on this success with new addback funding to continue Parkmerced programming for fiscal year 2017-2018. The Parkmerced complex has meeting and community rooms at various locations on its property. The proximity of a senior and adult with disability population to available community spaces makes the Parkmerced area an excellent location for Community Services programming.

**Services to be Provided**

The modification for the YMCA Park Merced will continue to provide activities and services with input and support from the Parkmerced General Management Team and Resident Services Director to meet community and resident needs. An on-site Program Coordinator, overseen by the YMCA will schedule and facilitate a weekly Senior Social hour, walking groups, bridge and other games, Social Services and translation support.

For more specific information regarding the services to be provided, please refer to the attached Appendix A-5.

**Grantee Performance**

Program Monitoring: Program was monitored in May of 2017, program found to be in compliance.

Fiscal Monitoring: YMCA of San Francisco met the requirements for and was granted a waiver from the FY16-17 Citywide Fiscal and Compliance Monitoring. The waiver was granted due to the following: The contractor had no findings in the prior two years' Citywide fiscal and compliance monitoring. The contractor has had no turnover in the Executive Director or Chief Financial Officer positions within the past two fiscal years.

**Grantee Selection**

Grantee was selected through a Notice of Funding Availability (NOFA) #531 DAAS Community Services, which was competitively bid on December 4, 2012.

**Funding**

This grant modification will be funded entirely with County General Funds.

**Attachments**

- Appendix A-5 – Services to be Provided – Parkmerced
- Appendix B-5 – Budget Summary – Parkmerced

## APPENDIX A-5 – SERVICES TO BE PROVIDED BY GRANTEE

### Effective July 1, 2017 to June 30, 2018 YMCA of San Francisco – Parkmerced Branch Community Services

#### I. Purpose

The purpose of this grant is to maintain or improve the wellbeing of older adults and people living with disabilities through the provision of a variety of services and activities programmed at Parkmerced and in the Parkmerced area of San Francisco.

#### II. Definitions

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.
Adult with Disability	Person 18 years of age or older living with a disability
CARBON	Contracts Administration, Reporting and Billing On Line System
City	City and County of San Francisco, a municipal corporation.
Controller	Controller of the City and County of San Francisco or designated agent.
DAAS	Department of Aging and Adult Services
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.
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.
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.
Grantee	YMCA of San Francisco, for Community Services at Parkmerced
HSA	Human Services Agency of the City and County of San Francisco

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.
OCM	Office of Contract Management, Human Services Agency
OOA	Office on the Aging
Purchaser	Director of Purchasing of the City and County of San Francisco, or designated agent.
Senior	Person who is 60 years or older
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.
SOGI	Sexual Orientation and Gender Identity, a result of <i>Ordinance No. 159-16</i> which amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve ( <i>Chapter 104, Sections 104.1 through 104.9.</i> )
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.
Unit of Service	Defined as one hour of service

### 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 details of the site and operation hours are as attached in the Site Chart (Appendix F). Community Services programming is focused on target population residents at

Parkmerced housing at 3711 19<sup>th</sup> Ave. San Francisco, CA 94132. Activities occur during regular business hours. Please refer to site chart (Appendix F).

## **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.
- At least 35% of unduplicated clients served in the course of the contract year will complete and return a consumer satisfaction survey.

## **VIII. Service Objectives**

On an annual basis:

- Grantee will serve 175 unduplicated older adults and younger adults with disabilities composed of consumers from the Parkmerced neighborhood of San Francisco.
- Grantee will provide 570 units of service of scheduled activities at Park Merced, 3711 19<sup>th</sup> Ave. SF CA 94132.
- Grantee will provide 50 units of service of translation services.
- Grantee will provide 100 units of service of social services.
- Grantee will provide 100 units of Enhanced Outreach to older adult and disabled residents of the Parkmerced Housing complex.

## **IX. 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% 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:
  1. The percentage of participants surveyed that have indicated excellent or good in rating the quality of services they received.
  2. The percentage of participants surveyed that have indicated they have received the services and/or activities they needed from the agency.
  3. The percentage of participants surveyed that have participated in one or more physical activities, have reported feeling healthier due to participation.
  4. 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.
  5. 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 10<sup>th</sup> 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. Grantee shall develop and deliver an annual summary report of SOGI data collected in the year as requested by HSA. The due date for submitting the annual summary report is July 10<sup>th</sup>.
- J. 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  
 DAAS, Office on the Aging  
 P.O. Box 7988  
 San Francisco, CA 94120  
[linda.murley@sfgov.org](mailto:linda.murley@sfgov.org)

Rocio Duenas, Contract Manager  
 Human Services Agency  
 PO Box 7988  
 San Francisco, CA 94120  
[rocio.duenas@sfgov.org](mailto:rocio.duenas@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.



	A	B	C	D
1	Appendix B-5, Page 1 Document Date: 9/12/2017  <b>HUMAN SERVICES AGENCY BUDGET SUMMARY</b>			
2				
3				
4				
5	<b>Grantee Name:</b> YMCA of San Francisco		7/1/2017-6/30/2018	
6				
7	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>			
8	If modification, Effective Date of Mod.		No. of Mod.	
9	Program: Community Services at Parkmerced			
10	Budget Reference Page No.(s)			
11	Program Term		7/1/2017-6/30/2018	Total 7/1/17-6/30/18
12	<b>Expenditures</b>			
13	Salaries & Benefits		\$54,365	\$54,365
14	Operating Expense		\$10,852	\$10,852
15	<b>Subtotal</b>		\$65,217	\$65,217
16	Indirect Percentage (%)		15%	15%
17	Indirect Cost (Line 16 X Line 15)		\$9,783	\$9,783
18	Capital Expenditure		\$0	\$0
19	Total Expenditures		\$75,000	\$75,000
20	<b>HSA Revenues</b>			
21	General Fund		\$75,000	\$75,000
22				
23				
24				
25				
26				
27				
28				
29	TOTAL HSA REVENUES		\$75,000	\$75,000
30	<b>Other Revenues</b>			
31				
32	Parkmerced Funding		25,000	\$25,000
33				
34				
35				
36	Total Revenues		\$100,000	\$100,000
37	Full Time Equivalent (FTE)			
39	Prepared by: Danielle Elizondo; Director of Telephone No.: 415.242.7115			Date: 7/1/2017
40	HSA-CO Review Signature: _____			
41	HSA #1			

Program Name: Community Services at Parkmerced

**Salaries & Benefits Detail**

11	12	Agency Totals		For HSA Program		For DAAS Program	For DAAS Program	TOTAL
		Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary 7/1/2017-6/30/2018	Budgeted Salary	7/1/2017-6/30/2018
13								
14	Active Adult Program Coordinator	\$41,600	56%	100%	56%	\$23,400		\$23,400
15	Group Exercise Instructors	\$72,800	100%	8%	7%	\$5,000		\$5,000
16	Coordinator Supervisor	\$62,461	100%	20%	20%	\$12,493		\$12,493
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29	TOTALS	\$176,861	2.56	1.28	0.83	\$40,893		\$40,893
30								
31	FRINGE BENEFIT RATE	33%						
32	EMPLOYEE FRINGE BENEFITS					\$13,472		\$13,472
33								
34								
35	TOTAL SALARIES & BENEFITS	\$176,861				\$54,365		\$54,365
36	HSA #2							

