



Edwin M. Lee, Mayor

Shireen McSpadden, Executive Director

MEMORANDUM

TO: AGING & ADULT SERVICES COMMISSION

THROUGH: SHIREEN MCSPADDEN, EXECUTIVE DIRECTOR

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

DATE: SEPTEMBER 6, 2017

SUBJECT: **GRANT MODIFICATION: Q FOUNDATION dba AIDS HOUSING ALLIANCE/SF (NON-PROFIT) TO PROVIDE HOUSING SUBSIDY FOR OLDER ADULTS AND ADULTS WITH DISABILITIES**

GRANT TERM:	<u>Current</u> 4/1/15 – 6/30/18	<u>Modification</u> 7/1/17 – 6/30/18	<u>Revised</u>	<u>Contingency</u>	<u>Total</u> 4/1/15 – 6/30/18
TOTAL GRANT AMOUNT:	\$4,902,779	\$500,000	\$5,402,779	\$540,278	\$5,943,057
REVISED ANNUAL AMOUNT:	FY14/15 \$174,081	FY15/16 \$1,572,893	FY16/17 \$1,577,903	FY17/18 \$2,077,903	
Funding Source MODIFICATION FUNDING:	<u>County</u> \$500,000	<u>State</u>	<u>Federal</u>	<u>Contingency</u> \$50,000	<u>Total</u> \$550,000
PERCENTAGE:	100%				100%

The Department of Aging & Adult Services (DAAS) requests authorization to modify the existing grant agreement with Q Foundation dba AIDS Housing Alliance/SF for the period of July 1, 2017 through June 30, 2018 in the additional amount of \$500,000 plus a 10% contingency for a revised total not to exceed amount of \$5,943,057. The purpose of the modification is to provide additional funding for housing subsidy services for older adults and adults with disabilities. This modification will allow the agency to provide stabilized housing for an additional 50 households.

Background

Q Foundation is an established housing assistance provider located in San Francisco. In addition to this contract, Q Foundation has contracted with the Mayor’s Office of Housing and Community Development to provide rental subsidies and other housing related services. In prior

years, Q Foundation has also served as a subcontractor to a housing services grant with the San Francisco Human Services Agency (HSA).

Maintaining safe, affordable housing is challenging in today's San Francisco. This problem disproportionately affects older adults and adults with disabilities. More than 38% of adults aged 60 years or older live below 200% of the federal poverty level compared to 27% of their younger counterparts. Income and wealth disparities are particularly pronounced among younger adults with disabilities, one third of whom live below the federal poverty level. This number provides a stark contrast to only one in ten younger adults without disabilities living below the poverty level.

Q Foundation's Housing Subsidy program (which began operation in April 2015) seeks to help address this situation by identifying older adults and adults with disabilities who are facing imminent eviction and to help stabilize their housing situation through the use of a housing subsidy payment. Clients eligible for this program are asked to meet strict eligibility and reporting requirements in order to participate.

Services to be Provided

This modification incorporates DAAS support from the Dignity Fund intended for housing subsidy services. With the funding augmentation, Q Foundation is set to provide 166 housing subsidies in FY2016/17 and FY2017/18, which is a 43% increase (or 50 added cases) compared to the current funding level.

Grantee Selection

Grantee was selected through Request for Proposals #621, which was competitively bid on December 22, 2014.

Funding

Funding for these services will be provided entirely through County General Funds.

Attachments

Appendix A-3 - Services to be Provided

Appendix B-3 - Program Budget

APPENDIX A-3 – SERVICES TO BE PROVIDED BY GRANTEE
Q Foundation dba Aids Housing Alliance/SF
Effective July 1, 2017 to June 30, 2018

HOUSING SUBSIDY FOR OLDER ADULTS AND ADULTS WITH DISABILITIES

I. Purpose of Grant

Older adults and adults with disabilities face an ongoing struggle to maintain stable housing in San Francisco due to increasing rents and a limited supply of safe, affordable housing. The purpose of this grant is to help increase financial resources available to older adults and adults with disabilities in order to help them stabilize current housing or gain access to new housing.

By providing a housing subsidy, this grant is intended to prevent homelessness by identifying older adults and adults with disabilities in unstable housing situations and to stabilize that housing.

II. Definitions

Adult with Disability	Person 18 years of age or older living with a disability
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
Frail	An older individual 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 to others
Grantee	Q Foundation dba AIDS Housing Alliance/SF
HSA	Human Services Agency, the City and County of San Francisco
Older Adults	Person who is 60 years or older
HIV/AIDS	Human Immunodeficiency Virus/Acquired Immune Deficiency Syndrome
AMI	Area Median Income for the area containing San Francisco is a figure established by the United States Department of Housing and Urban Development on an annual basis. The City of San Francisco’s Mayor’s Office on Housing (sf-moh.org) publishes an AMI chart each year
SOGI	Sexual Orientation and Gender Identity, a result of Ordinance No. 159-16 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 (Chapter 104, Sections 104.1 through 104.9.)

III. Target Population

Individuals 60 years of age or older or individuals between 18 and 59 years of age that are living 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:

- Income level does not exceed 40% of AMI
- Non or limited –English speaking
- Minority
- Frail
- Lesbian/Gay/Bisexual/Transgender
- Living with HIV/AIDS

IV. Eligibility for Services

In order to obtain housing subsidy services, an individual must meet the following criteria:

- 1) A resident of San Francisco
- 2) Aged 60 and above, or
- 3) Aged 18 to 59 with a disability
- 4) At an income level of 40% of AMI or below
- 5) Lacking stable housing or at risk for homelessness
- 6) Not currently receiving duplicative housing subsidy services
- 7) Has a need for housing subsidy and is willing to participate in the program

V. Location and Time of Services

Services are delivered at AIDS Housing Alliance offices, located at 350 Golden Gate Avenue, Suite A, San Francisco, CA 94102. Regular business hours are Monday through Friday, 9 am – 6 pm.

VI. Description of Services

Housing Subsidy programs shall include the following five components: 1. Program Infrastructure, 2. Client Identification and Eligibility, 3. Housing Subsidy Payments, 4. Housing Subsidy Recertification, and 5. Case Planning Component.

1. Program infrastructure:

- Ability to provide administrative assistance, data entry, database maintenance, processing of invoices, and ability to make payments to landlords
- Creation of purchase service contracts and payment policies
- Program Policies and Procedures which include all accounting procedures and reporting functions needed to administer housing subsidy program
- A dedicated database to capture care planning, case management, client information tracking, purchased services and dollars spent for clients on housing subsidies

2. Client Identification and Eligibility:

- Policies and Procedures clearly defining eligibility criteria, application, decision and award process, recertification process
- Clear Policies and Procedures for waitlists and other program functions as needed

3. Housing Subsidy Payments:

- Rent subsidies shall average \$800 per household, per month. The subsidy should be set at the lowest possible amount needed to stably maintain the household.
- Rent limits should conform to HUD Fair Market Rents for San Francisco HUD FMR Metro Area.
- A limited number of subsidies above \$800 may be issued, with a maximum subsidy amount of \$1200, in exceptional situations where there is a reasonable possibility that the subsidy may be brought down to the \$800 average within 24 months. During periods where the monthly subsidy is above \$800, clients will undergo recertification every 3 months. No more than 15% of subsidies during the contract year will be over the average of \$800.
- The rent subsidy amount will be determined by each household's income to rent ratio. Thus, the monthly lease agreement the household has entered into will be calculated against each household's monthly income. The goal will be to use the rental subsidy to bring the household income to rent ratio to 30%. In cases where an \$800 monthly subsidy is insufficient to maintain housing, recipients can elect to pay up to 50% of income toward the tenant portion of rent. Only after tenant reaches 50% rent to income ratio will the \$800 goal be waived and subsidy amount increased up to \$1200 with a 50% rent to income ratio.
- For those receiving a subsidy above \$800 clear documentation of their eligibility and needs for the increased subsidy should be available, as well as a plan to reduce the subsidy.
- Grantee must clearly demonstrate linkages to existing resources for income and other resources.
- Grantee will work to ensure sub-standard housing issues are addressed. When evaluating potential housing, units with serious code violations must be excluded. At a minimum, an apartment inspection checklist will be utilized to ensure that units meet minimum safety guidelines. If clients are living in sub-standard housing, a subsidy could be used to pay rent on a new unit.
- Ensure that the housing subsidies paid are reasonable, prudent and properly procured.

4. Housing Subsidy Recertification:

- The subsidy must be recertified annually at minimum, and more frequently if there are concerns about the household's non-compliance, lack of progress, or if sub-standard housing or safety issues are present.
- Subsidies will be need-based as opposed to time-limited. The subsidy may be renewed as long as clients are engaged in their identified plan and continue to meet program eligibility requirements.

5. Case Planning Component:

- Entrance into and maintenance of a case plan or contract will be mandatory and clients must show good faith, verifiable efforts in making progress toward short and long-term goals. These goals include but are not limited to:
 - Actions to increase income and access to other available resources which help lower overall household expenses

- Actions to improve credit history and rental stability
- Efforts to address behavioral health issues that negatively impact housing stability
- Efforts to access more affordable housing, including applying to appropriate wait lists
- Grantee will be familiar with other community organizations and assist clients in connecting with other organizations as needed.
- Work collaboratively with other community organizations presently working with the client and additional ones who can provide specific expertise.
- Grantee may also enhance the subsidy model described with additional components that will be effective in achieving successful outcomes.

VII. Service Objectives

On an annual basis, the Grantee will work toward creating stable housing for Older Adults and Adults with Disabilities by meeting the following service objectives:

- Provide rental subsidy for at least 166 unduplicated consumers.
- Transition at least 6 unduplicated consumers off of rental subsidy.

VIII. Outcome Objectives

On an annual basis and as needed, Grantee will report progress towards meeting the following outcome Objectives:

A. Housing Retention Outcomes

- At least 85% of clients will remain stably housed 6 months after assistance begins
- At least 75% of clients will remain stably housed 12 months after assistance begins
- At least 50% of clients *leaving* subsidy program will remain stably housed 6 months after assistance ends

B. Client Satisfaction Outcomes

- At least 50% of program participants will complete and return satisfaction surveys
- At least 75% of participants indicate excellent or good in rating the quality of services they receive
- At least 75% of consumers who receive housing subsidy report that the subsidy was able to help keep them housed stably

IX. Reporting Requirements

A. Grantee will enter into CA GetCare the consumer by the 5th working day of the month for the preceding month's services, including:

- i. Intake forms
- ii. Number of new clients enrolled in program
- iii. Number of rental subsidies distributed each month
- iv. Number of consumers going off of subsidies

B. Grantee will provide a monthly report of activities, referencing the tasks as described in Section VII & VIII- Service and Outcome Objectives, this will include a reporting for each unit of service delivered during the reporting period. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.

- C. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VII & VIII- Service and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. The Grantee will also be required to submit a Fiscal Closeout Report at the end of the fiscal year. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
- D. 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 F & G to the Grant Agreement.
- E. 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.
- F. Grantee will provide an annual consumer satisfaction survey report to OOA by March 15 each grant year.
- G. Grantee shall develop and deliver ad hoc reports as requested by HSA.
- H. Grantee will develop and maintain with OOA's approval, an updated Site Chart (using OOA's format) with details about the program.
- I. For assistance with reporting requirements or submission of reports, please contact:

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 Contracts Manager/HSA
 P.O. Box 7988
 San Francisco, CA 94120
 Drake.Herrador@sfgov.org

Rick Appleby
 DAAS, Office on the Aging
 P.O. Box 7988
 San Francisco, CA 94120
 Rick.Appleby@sfgov.org

X. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA Getcare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting, evidence that program staff have completed the California Department of Aging (CDA) Security Awareness Training; 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.
- 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, and HIPAA compliance.

	A	B	C	D	E	F
1	Appendix B3, Page 1					
2						
3	HUMAN SERVICES AGENCY GRANT BUDGET SUMMARY					
4	BY PROGRAM					
5	Name			Term		
6	Q Foundation, DBA AIDS Housing Alliance/SF			4/1/15-6/30/18		
7	(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <u>X</u>					
8	If modification, Effective Date of Mod.		No. of Mod.			
9	Program: Housing Subsidies					
10	Budget Reference Page No.(s)					Total
11	Program Term	4/1/15-6/30/15	7/1/15-6/30/16	7/1/16-6/30/17	7/1/17-6/30/18	4/1/15-6/30/18
12	Expenditures					
13	Salaries & Benefits	\$45,795	\$321,526	\$289,932	\$434,616	\$1,091,869
14	Operating Expense (Does not include subsidy amount)	\$18,277	\$76,225	\$113,101	\$100,859	\$308,462
15	Subtotal	\$64,072	\$397,751	\$403,033	\$535,475	\$1,400,330
16	Indirect Percentage (%)	15%	15%	15%	15%	15%
17	Indirect Cost (Line 16 X Line 15)	\$9,611	\$59,663	\$60,455	\$80,322	\$210,051
18	Capital Expenditure	\$4,398	\$1,986	\$3,975	\$1,823	\$12,182
19	Subsidy Amount	\$96,000	\$1,113,493	\$1,110,440	\$1,460,283	\$3,780,216
20	Total Expenditures	\$174,081	\$1,572,893	\$1,577,903	\$2,077,903	\$5,402,779
21	HSA-DAAS Revenues					
22	General Fund	\$174,081	\$1,572,893	\$1,577,903	\$2,077,903	\$5,402,779
23						
24						
25						
26						
27						
28						
29						
30	TOTAL HSA-DAAS REVENUES	\$174,081	\$1,572,893	\$1,577,903	\$2,077,903	\$5,402,779
31	Other Revenues					
32						
33						
34						
35						
36						
37	Total Revenues					\$0
38	Full Time Equivalent (FTE)					
40	Prepared by: Darren Kearn		Telephone No.: 415-552-3242		Date: 8/18/2017	
41	HSA-CO Review Signature: _____					
42	HSA #1					11/15/2007

	A	B	C	D	E	F	G	H	I	J
1										
2										
3										
4	Program: Housing Subsidies									
5	(Same as Line 9 on HSA #1)									
6										
7	Salaries & Benefits Detail					Appendix B3, Page 2				
8										
9										
10										
11										
12		Agency Totals		For HSA Program						TOTAL
	POSITION TITLE	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	
13	Program Manager	\$99,000	80%	79%	63%	\$6,629	\$44,952	\$50,310	\$62,587	\$164,478
14	Housing & Health Supervising Case Manager - LCSW	\$75,000	100%	82%	82%	\$0	\$0	\$0	\$61,610	\$61,610
15	Housing and Health Advocate III - Bayless	\$52,000	100%	79%	79%	\$10,500	\$52,000	\$52,000	\$41,092	\$155,592
16	Housing and Health Advocate III - Kim, Esc.	\$58,000	100%	82%	82%	\$6,220	\$40,656	\$35,115	\$47,645	\$129,636
17	Managing Attorney - TBD	\$75,000	100%	82%	82%	\$0	\$0	\$0	\$61,610	\$61,610
18	Program Administrator - Simmons	\$71,406	60%	49%	30%	\$0	\$0	\$0	\$21,119	\$21,119
19	Intake Worker - Nykolay	\$31,200	65%	83%	54%	\$1,111	\$5,169	\$7,547	\$16,758	\$30,585
20	Housing and Health Case Manager I - Carpenter	\$34,000	60%	82%	49%	\$1,111	\$5,169	\$0	\$16,758	\$23,038
21	Housing and Health Case Manager I	\$40,000	60%	100%	60%	\$1,111	\$5,169	\$11,504	\$24,000	\$41,784
22	Clinical Supervisor	\$75,000	100%	2%	2%	\$9,478	\$55,376	\$1,718	\$0	\$66,572
23	Manager of Finance & Administration - Subsidy Check Writing Direct Bill	\$55,000	25%	65%	16%	\$1,635	\$10,632	\$8,584	\$0	\$20,851
24	Housing and Health Advocate I	\$40,000	100%	78%	78%	\$0	\$0	\$31,213	\$0	\$31,213
25	Housing and Health Advocate II	\$48,000	80%	74%	59%	\$0	\$0	\$28,247	\$0	\$28,247
26	Housing and Health Advocate III	\$52,000	100%	100%	0%	\$0	\$38,394	\$0	\$0	\$38,394
27	TOTALS	\$535,606	7.25	7.19	5.81	\$37,795	\$257,517	\$226,238	\$353,179	\$874,729
28										
29	FRINGE BENEFIT RATE	23.00%								
30	EMPLOYEE FRINGE BENEFITS	\$123,189				\$8,000	\$64,009	\$63,694	\$81,437	\$217,140
31										
32										
33	TOTAL SALARIES & BENEFITS	\$658,795				\$45,795	\$321,526	\$289,932	\$434,616	\$1,091,869
34	HSA #2									11/15/2007

	A	B	C	D	E	F	G	
1	Appendix B3, Page 4							
2								
3								
4	Program: Housing Subsidies							
5	(Same as Line 9 on HSA #1)							
6								
7	Capital Expenditure Detail							
8	(Equipment and Remodeling Cost)							
9								
10	EQUIPMENT		TERM	4/1/15-6/30/15	7/1/15-6/30/16	7/1/16-6/30/17	7/1/17-6/30/18	TOTAL 4/1/15-6/30/18
11	No.	ITEM/DESCRIPTION						
12		Computers	\$1,798.00	\$1,986.00	\$1,500.00	\$1,190.00		\$6,474.00
13		Staff Desks	\$1,500.00					\$ 1,500.00
14		Staff Desk Chairs	\$1,000.00					\$ 1,000.00
15		Client Chairs	\$100.00					\$ 100.00
16		VOIP Phones			\$1,607.00	\$633.00		\$ 1,607.00
17		Lateral Cabinets			\$868.00			\$ 868.00
18								\$ -
19								\$ -
20	TOTAL EQUIPMENT COST		\$4,398.00	\$1,986.00	\$3,975.00	\$1,823.00		\$12,182.00
21								
22	REMODELING							
23	Description:							0
24								0
25								0
26								0
27								0
28								0
29	TOTAL REMODELING COST		0	0	0			0
30								
31	TOTAL CAPITAL EXPENDITURE		4,398	1,986	3,975			10,359
32	(Equipment and Remodeling Cost)							
33	HSA #4							11/15/2007