



**SAN FRANCISCO
HUMAN SERVICES AGENCY**

Department of Benefits
and Family Support

Department of Disability
and Aging Services

Office of Early Care
and Education

P.O. Box 7988
San Francisco, CA
94120-7988
www.SFHSA.org



London Breed
Mayor

Trent Rhorer
Executive Director

MEMORANDUM

TO: DISABILITY AND AGING SERVICES COMMISSION

THROUGH: SHIREEN MCSPADDEN, EXECUTIVE DIRECTOR

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

DATE: WEDNESDAY, MAY 5 2021

SUBJECT: GRANT MODIFICATION: YMCA OF SAN FRANCISCO - RICHMOND (NON-PROFIT) TO PROVIDE COMMUNITY SERVICES

DS
EB

	Current	Modification	Revised	Contingency	Total
GRANT TERM:	1/1/21- 6/30/23	1/1/21- 6/30/21	1/1/21- 6/30/23		
GRANT AMOUNT:	\$217,179	\$50,000	\$267,179	\$24,744	\$272,179
ANNUAL AMOUNT:	FY 21 \$50,000				
FUNDING SOURCE:	County	State	Federal	Contingency	Total
MODIFICATION FUNDING:	\$42,500		\$7,500	\$24,744	\$55,000
PERCENTAGE:	85%		15%		100%

The Department of Disability and Aging Services (DAS) requests authorization to modify the existing grant agreement with YMCA of San Francisco (Richmond) for the period of January 1, 2021 through June 30, 2023, in an amount of \$50,000, plus a 10% contingency for a revised total amount not to exceed \$272,179. The purpose of this modification is to



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supplement funding for the Senior Group Exercise classes and weekly grocery delivery to homebound seniors program.

Background

DAS-funded Community Services programs can be most easily identified as the network of Community Centers located throughout the City of San Francisco. These Community Centers are home to the rich history of San Francisco and have been built and nurtured over the years with direct input, insight, and support from the people and neighborhoods they serve.

These Community Centers are more than just a meeting place for older adults and adults with disabilities. Program and activity offerings at DAS-funded Community Centers are designed to engage with the community around them while enhancing the cultural, educational, mental, and physical well-being of participants. Community Centers are also the entry point for many older adults and adults with disabilities in need of information and support services, thus translation and social services are made available on site. Additional DAS-funded services, including nutrition, health promotion, and digital literacy programs are often co-located at DAS-funded Community Centers.

The coronavirus pandemic and subsequent shelter-in-place order starting in March 2020 brought significant disruption to both the operations of DAS-funded Community Centers and the lives of the thousands of clients who rely on these centers for programs and services. Most services were suspended or severely curtailed from their pre-COVID model of operation; all services needed to modify or reimagine their delivery model to ensure safety of staff and clients. DAS-funded Community Centers demonstrated their commitment to the communities they serve through rapid adaptation and innovation. Many programs and staff moved to phone or virtual delivery of services while to-go or delivery of meals and groceries became standard. Placement of physical barriers, use of personal protective equipment, and strict occupancy requirements have allowed for limited one-to-one services where critical.

Evolving guidance on COVID safety practices, approval and distribution of a COVID vaccine, and continued efforts towards digital literacy and accessibility all provide hope for the future as these Community Centers' work to return to expanded engagement, providing support and resources for older adults and adults with disabilities.



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Services to be Provided

Grantee will operate a Community Center space designed to engage with the surrounding community which will be welcoming and accessible for older adults and adults with disabilities. The grantee will offer a variety of activities and services designed to maintain or improve the quality of life of program participants. Activities and services shall consider the physical, social, psychological, economic, educational, recreational, and/or creative needs of participants. While the Community Center may serve as a hub for operations, services may take place in the community, via telephone, virtually over the internet, and through other effective means of communication and connection.

For reporting purposes, delivery of DAS-funded community services are categorized into four groups:

- 1) Activity Scheduling – 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, provides opportunities for connection with other participants, and that helps participants maintain or enhance their level of functioning.

During the shelter in place order, the grantee engaged in a partnership with the Bay Area Video Coalition (BAVC) to provide wellness classes and healthy living programs through public access television. The classes were filmed and are available and broadcasted periodically.

- 2) Translation* –translation assistance provided to consumers that cannot speak/read English. 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.

*Translation services will not be provided under this specific grant.

- 3) Social Services – providing one-to-one assistance for individuals to enable them to resolve problems. Assistance may include



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information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.

- 4) Enhanced Outreach* – While there is an expectation that cCommunity Centers will do outreach within their existing budgets to reach their target populations, some agencies may decide to propose more formal outreach plans or a specific campaign to address access barriers in the community. 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 such as safety issues or transportation needs.

*Enhanced outreach efforts will not be provided under this specific grant.

Impact of program services are measured primarily through the administration of client surveys. Surveys seek feedback on whether services offered meet the needs of clients, if services improved physical health, and if services created opportunities for socialization and interaction with others. Results from these surveys are shared with contractors and are used to inform program design and types of services offered.

Selection

Grantees were selected through Request for Proposals (RFP) #785, which was issued in February 2018.

Funding

This grant will be funded through a combination of County and Federal Funds.

ATTACHMENTS

- Appendix A – Scope of Services
- Appendix B - Budget
- Appendix F – Site Location

APPENDIX A-1 – SERVICES TO BE PROVIDED

YMCA SAN FRANCISCO – RICHMOND

COMMUNITY SERVICES

Effective January 1, 2021 to June 30, 2023

I. Purpose

The purpose of this grant is to maintain or improve the well-being of older adults and adults with disabilities through the provision of a variety of services and activities through site based Community Centers.

II. Definitions

Adult with a Disability	Person 18 years of age or older living with a disability
CA GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
CARBON	Contracts Administration, Reporting and Billing On Line System
City	City and County of San Francisco, a municipal corporation.
DAS	Department of Disability and Aging Services
Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: activities of daily living (ADL), and instrumental activities of daily living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment
Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) 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 individual behaves in a manner that poses a serious health or safety hazard to the individual or others.
Grantee	YMCA San Francisco

HSA	Human Services Agency of the City and County of San Francisco
LGBTQ+	An acronym/term used to refer to persons who self-identify as non - heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Low Income	Having income at or below 300% of the federal poverty line defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. This is only to be used by consumers to self-identify their income status, not to be used as a means test to qualify for the program.
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. Source: California Code of Regulation Sec. 7130.
Older Adult	Person who is 60 years or older, used interchangeably with “senior”
OCP	Office of Community Partnerships (Previously Office on the Aging/OOA)
Senior	Person who is 60 years or older, used interchangeably with “older adult”
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> 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>)
Unit of Service	Defined as one hour of service
Unduplicated Consumer (UDC)	A unique participant receiving services in Grantee’s Community Service program and reflected via enrollment in CA GetCare.

III. Target Population

Services must target those older adults and adults with disabilities (aged 18-59) 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
- Member of the LGBTQ+ community

IV. Eligibility for Community Services

- Resident of San Francisco *and*
- Person aged 60 and above or
- Person 18 years of age or older with a disability

V. Location and Time of Services

The details of the sites and operation hours are as attached in the Site Chart (Appendix F).

VI. Service Description

Community Services consist of activities/services that maintain or improve the quality of life of participants. Activities and services focus on the physical, social, psychological, economic, educational, recreational, and/or creative needs of older persons and adults with disabilities. Activities and services may be provided in the Grantee's Community Center, in the community, via telephone, virtually over the internet, and through other effective means of communication and connection.

There are four categories of services:

- 1) Activity Scheduling – Units of service are measured by the number of scheduled activity hours sponsored by the Community 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, provides opportunities for connection with other participants, and that help participants maintain or enhance their level of functioning.

During the shelter in place orders, YMCA of San Francisco engaged in a partnership with the Bay Area Video Coalition (BAVC) to provide wellness classes and healthy living programs through public access television. Programs were taught by certified group exercise instructors and available in English, Spanish, and Chinese. Classes included Family Ballet, Cardio Fitness, Tai Chi, Family Yoga, Stretch, Adaptive Strength, and Family Fitness. Filming started in August 2020 and airing began on September 1st 2020. Filming ended in December 2020 but reruns of group exercise classes are still available

and broadcasted periodically.

- 2) Translation* – Units of service are measured 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.

*Translation services will not be provided under this specific grant.

- 3) Social Services – Units of service are measured by the number of hours 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.
- 4) Enhanced Outreach* – While there is an expectation that Community Centers will do outreach within their existing budgets to reach their target populations, some agencies may decide to propose more formal outreach plans or a specific campaign to address access barriers in the community. 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. Enhanced outreach efforts must receive prior review and approval from the Office of Community Partnerships staff before commencing. Units of service are measured by the number of hours spent working on enhanced outreach.

*Enhanced outreach efforts will not be provided under this specific grant.

VII. Contractor Responsibilities

Services should be provided according to Office of Community Partnerships / Office on the Aging Community Services Standards, Program Memorandum #41.

Service offerings in the four categories of Community Services should be designed to:

- Provide quality services that attain a high satisfaction level from participants.
- Provide services that meet the needs of individual participants.
- Provide physical activities that may improve the health of participants.
- Increase access to information and educational materials that help enable individual consumers to maximize independence while living in the community.
- Provide activities to increase socialization opportunities for individual consumers.

Grantee will administer an annual participant survey, pre-approved by the Office of Community Partnerships staff, to consumers with a response rate of at least 35% of the annual unduplicated consumer service objective as specified in the Service Objectives section below.

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

VIII. Service Objectives

For the period January 1, 2021 – June 30, 2021:

- Grantee will serve 75 unduplicated consumers, older adults and adults with disabilities.
- Grantee will provide 360 units of service of activity scheduling at a center or venues approved by the Office of Community Partnerships.
- Grantee will provide 0 units of service of translation.
- Grantee will provide 57 units of service of social services.
- Grantee will provide 0 units of service of enhanced outreach.

On an annual basis starting July 1, 2021:

- Grantee will serve 150 unduplicated consumers, older adults and adults with disabilities.
- Grantee will provide 720 units of service of activity scheduling at a center or venues approved by the Office of Community Partnerships.
- Grantee will provide 0 units of service of translation.
- Grantee will provide 114 units of service of social services.
- Grantee will provide 0 units of service of enhanced outreach.

IX. Outcome Objectives

- 80% of participants surveyed will receive the services and/or activities they need from the agency.
- 80% of participants surveyed who participate in physical activity programming will report positive impact on their health.

- 80% of participants surveyed who received social services or translation assistance, or participated in an educational program, will report that this helped to improve their lives.
- 80% of participants surveyed will 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 consumers' data into the CA GetCare - 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, quarterly, and annual reports must be entered into the Contracts Administration, Reporting, and Billing Online (CARBON) system as required by DAS and Contracts Department staff.
- D. Grantee will submit response rates and aggregated data from the annual participant survey to OCP staff by March 15th of each grant year.
- E. Grantee shall submit Community Services Block Grant (CSBG) time study to HSA/DAS for the months of February, May, August and November. The time study is due on the 10th day following the time study month.
- 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 31st of each grant year. This report must be submitted to the CARBON system.
- G. Grantee shall develop and deliver ad hoc reports as requested by HSA/DAS/OCP.
- H. Grantee shall develop and deliver a bi-annual summary report of SOGI data collected as requested by DAS/HSA. The due dates for submitting the summary reports are January 10 (for July 1 – December 31 data) and July 10 (for January 1 – June 30 data).
- I. Grantee will develop and maintain with OCP's approval, an updated Site Chart (using OCP's format) with details about the program.
- J. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable and to take all reasonable efforts to implement HIPAA requirements.

- K. Apart from reports requested to be sent via e-mail to the Program Analyst and/or Contract Manager, all other reports and communications should be sent to the following addresses:

Paulo Salta
Program Analyst
P.O. Box 7988
San Francisco, CA 94120
(415) 355-3551
Paulo.Salta@sfgov.org

Or

Patrick Garcia
Contract Manager
Human Services Agency
PO Box 7988
San Francisco, CA 94120
(415) 557-5597
Patrick.Gracia@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; evidence that program staff have completed the California Department of Aging (CDA) Security Awareness Training; review of program operation, which includes a review of a written policies and procedures manual of all OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of 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.

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Name YMCA				Term Jan 2021 - Jun 2023		
(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>						
If modification, Effective Date of Mod. 5/1/21			No. of Mod. 1			
Program: Community Services, Richmond						
Budget Reference Page No.(s)						
Program Term	1/1/21 - 6/30/21 (Original)	1/1/21 - 6/30/21 (Modified)	1/1/21 - 6/30/21 (Revised)	7/1/21 - 6/30/22	7/1/22 - 6/30/23	Total
Expenditures						
Salaries & Benefits	\$32,728	\$38,058	\$70,786	\$61,859	\$61,859	\$194,504
Operating Expenses	\$2,216	\$6,190	\$8,406	\$4,433	\$4,433	\$17,272
Subtotal	\$34,944	\$44,248	\$79,192	\$66,292	\$66,292	\$211,776
Indirect Percentage (%)	13.00%	13.00%	13.00%	13.00%	13.00%	13.00%
Indirect Cost	\$4,543	\$5,752	\$10,295	\$8,618	\$8,618	\$27,531
Subcontractor/Capital Expenditure						
Total Expenditures	\$39,487	\$50,000	\$89,487	\$78,974	\$78,974	\$247,435
HSA Revenues						
General Fund	\$35,143		\$35,143	\$70,287	\$70,287	\$175,717
Federal Funds (CDFA 93.778)	\$4,344		\$4,344	\$8,687	\$8,687	\$21,718
MOHDC (OTO General Funds)		\$50,000	\$50,000			\$50,000
Total HSA Revenue	\$39,487	\$50,000	\$89,487	\$78,974	\$78,974	\$247,435
Other Revenues						
TOTAL DAS AND NON DAS REVENUE	\$39,487	\$50,000	\$89,487	\$78,974	\$78,974	\$247,435
Full Time Equivalent (FTE)						
Prepared by:	Telephone No.:				Date: 4/12/21	
HSA-CO Review Signature: _____						
HSA #1						10/25/2016

Program: Community Services, Richmond
 (Same as Line 11 on HSA #1)

Appendix B, Page 2
 Document Date: April 2021

Salaries & Benefits Detail

Position	Agency Totals		HSA Program		DAS budgeted salary					
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	1/1/21 - 6/30/21 (Original)	1/1/21 - 6/30/21 (Modified)	1/1/21 - 6/30/21 (Revised)	7/1/21 - 6/30/22	7/1/22 - 6/30/23	Total
Senior Director of Engagement	\$85,812	1.00	25.00%	0.25	\$10,727	\$5,363	\$16,090	\$21,453	\$21,453	\$58,996
AOA Lead Staff	\$43,056	1.00	50.00%	0.50	\$10,764	\$2,278	\$13,042	\$21,528	\$21,528	\$56,098
Chair Yoga Instructor	\$37,198	0.50	24.00%	0.12	\$2,232	(\$159)	\$2,073	\$4,464	\$4,464	\$11,001
AOA Strength Instructor	\$63,710	1.00	4.50%	0.05	\$1,433	(\$716)	\$717	\$2,867	\$2,867	\$6,451
AOA Strength Instructor	\$85,156	0.50	4.00%	0.02		\$852	\$852			\$852
Executive Director	\$128,000	1.00	14.80%	0.15		\$15,353	\$15,353			\$15,353
Senior Director of Healthy Living	\$85,000	1.00	20.00%	0.20		\$7,083	\$7,083			\$7,083
BAVC Group Exercise Instructor	\$65,641	0.50	1.49%	0.01		\$245	\$245			\$245
BAVC Group Exercise Instructor	\$58,162	0.50	1.79%	0.01		\$260	\$260			\$260
BAVC Group Exercise Instructor	\$70,560	0.50	5.46%	0.03		\$963	\$963			\$963
BAVC Group Exercise Instructor	\$63,710	0.50	5.63%	0.03		\$896	\$896			\$896
Totals	\$786,006	8.00	156.67%	1.35	\$25,156	\$32,417	\$57,573	\$50,312	\$50,312	\$158,197
Fringe Benefits Rate	22.95%									
Employee Fringe Benefits	\$180,388				\$7,572	\$5,641	\$13,213	\$11,547	\$11,547	\$36,307
Total Salaries and Benefits	\$966,394				\$32,728	\$38,058	\$70,786	\$61,859	\$61,859	\$194,504
HSA #2										10/25/2016

Program: Community Services, Richmond
 (Same as Line 11 on HSA #1)

Appendix B, Page 3
 Document Date: April 2021

Operating Expense Detail

1/1/21 - 6/30/21 (Original)	1/1/21 - 6/30/21 (Modified)	1/1/21 - 6/30/21 (Revised)	7/1/21 - 6/30/22	7/1/22 - 6/30/23	Total	
<u>Expenditure Category</u>						
Rental of Property						
Utilities (Elec, Water, Gas, Phone, Garbage)						
Office Supplies, Postage						
Building Maintenance Supplies and Repair						
Printing and Reproduction						
Insurance						
Staff Training						
Staff Travel-(Local & Out of Town)		\$220			\$220	
Rental of Equipment						
<u>Consultant</u>						
Consultant A						
<u>Other</u> #						
Food Delivery Vehicle Maintenance	\$1,000	\$441	\$1,441	\$1,001	\$1,001	\$3,443
Program Supplies	\$1,216	\$1,779	\$2,995	\$1,432	\$1,432	\$5,859
Food & Beverage				\$2,000	\$2,000	\$4,000
BAVC Transportation						
CTN Program		\$3,750	\$3,750			\$3,750
Total Operating Expenses	\$2,216	\$6,190	\$8,406	\$4,433	\$4,433	\$17,272
HSA #3					10/25/2016	

APPENDIX F - SITE CHART
HSA/DAS/OFFICE OF COMMUNITY PARTNERSHIPS

AGENCY: YMCA of San Francisco

CONTRACT MAILING ADDRESS: 360 18th Ave. San Francisco, CA 94121

DIRECTOR: Crissie Ponciano

PHONE NO: 415-666-9622

<u>SITES:</u> (Community Services)	Stonestown Family YMCA Annex	Parkmerced Office/Clubhouse	Mission YMCA	Chinatown	Richmond District
Name of Site	Stonestown Family YMCA Annex	Parkmerced Office/Clubhouse	Mission YMCA	Chinatown	Richmond District
Address and Zip	3150 20 th Avenue San Francisco, CA 94132	3711 19 th Avenue San Francisco 94132	4080 Mission St. San Francisco 94112	855 Sacramento St San Francisco 94108	360 18 th Avenue, San Francisco, CA 94121
Phone Number	415-242-7135	415-405-4600	415-542-7581	(415) 576-9622 (415) 982-0117	(415) 666-9622
Fax Number	415-731-1456	NA			N/A
Neighborhood	Parkside	Parkside	Mission/Excelsior	Chinatown	Richmond District
Muni Line #s	17,28,29,57 M, K/T	28, 29, 57, M, K/T	14, 49 Glen Park BART station	30, 45, 1, 8	38, 38L, 1, 2
Person in Charge	Danielle Elizondo	Danielle Elizondo	Christy Wagon	Monica Lai	Crissie Ponciano
Site Manager		Yuemin Li			
Programs Offered at Site	Community Services, Congregate Meals, SF Connected	Community Services	Community Services, Congregate Meals, SF Connected	Community Services	Community Services
Days Open	X Mon X Tues X Wed X Thurs X Fri ___ Sat ___ Sun	___ Mon ___ Tues ___ Wed ___ Thurs ___ Fri ___ Sat ___ Sun	X Mon X Tues X Wed X Thurs X Fri	___ Mon ___ Tues ___ Wed ___ Thurs ___ Fri X Sat X Sun	x Mon x Tues x Wed x Thurs x Fri x Sat x Sun
Hours Open	7:30am-*3:30pm *some days may extend due to programming hours	9am --*5pm *some days may extend due to programming hours	M-F 7:00 am - 6:30 pm	M-F 5:30 am to 9pm Sat 7 am to 7 pm Sun 8 am to 5 pm	M-F: 5:30 am-9:45 pm Sat & Sun: 7:30 am-7 pm
Hours of <u>scheduled</u> programming	M-F 8:00am to 4pm	M-F10:00am to 4:00pm	M-F 7:30am to 7:00pm	Currently 20 hours of older adult programming per month	Currently 43 hours of older adult programming per month
Hours of meal service	11:30am-12:30pm	N/A	11:40 am to 12:15pm	N/A	N/A
Annual number of meals at site	11,700	N/A	22833	N/A	N/A
Average number of meals per day	45; additional meals ordered for holidays	N/A	35	N/A	N/A
Total number of service days in FY	251	251	251	347	333
Days closed	10(holiday) 104 (Weekend days)	10(Holidays) 104(Weekend days)	10(Holidays) 104 (Weekend days)	10 (Holidays)	Easter, Christmas Day
ADA Accessible	X Yes ___ No	___ X Yes ___ No	___ X Yes ___ No	___ X Yes ___ No	x Yes ___ No