



**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

MEMORANDUM

TO: DISABILITY AND AGING SERVICES COMMISSION

THROUGH: KELLY DEARMAN, EXECUTIVE DIRECTOR

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

DATE: MARCH 1, 2023

SUBJECT: GRANT MODIFICATION: SELF-HELP FOR THE ELDERLY (NON-PROFIT) FOR PROVISION OF SHORT-TERM HOME CARE FOR OLDER ADULTS: CHORE, HOMEMAKER AND PERSONAL CARE SERVICES

DS
EE



London Breed
Mayor

Trent Rhorer
Executive Director

	<u>Current</u>	<u>Modification</u>	<u>Revised</u>	<u>Contingency</u>	<u>Total</u>
GRANT TERM:	07/01/21- 06/30/25	03/01/23- 6/30/25	07/01/21- 06/30/25		
GRANT AMOUNT:	\$553,336	\$177,317	\$730,653	\$73,065	\$803,718
ANNUAL AMOUNT:	<u>FY 21/22</u>	<u>FY 22/23</u>	<u>FY 23/24</u>	<u>FY 24/25</u>	
	\$165,739	\$166,516	\$199,199	\$199,199	
Funding Source FUNDING:	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
	\$358,020		\$372,633	\$73,065	\$803,718
PERCENTAGE:	49%		51%		100%

The Department of Disability and Aging Services (DAS) requests authorization to modify the existing grant agreement with Self-Help for the Elderly for the time period of March 1, 2023 through June 30, 2025, in the additional amount of \$177,317 plus a 10% contingency for a total amount not to exceed of \$803,718. The purpose of these grants is to provide Short-Term Home Care for Older Adults: Chore, Homemaker and Personal Care services to eligible individuals experiencing difficulty in their home with activities of daily living (ADL).

Service	Current Amount FY 21/22 FY 22/23 FY 23/24 FY 24/25	Modification FY 22/23 FY 23/24 FY 24/25	Revised FY 21/22 FY 22/23 FY 23/24 FY 24/25	Grand Total	10% Contingency	Total Not to Exceed
Short-Term Chore Services	\$57,016 \$44,887 \$44,887 \$44,887	\$12,439 \$23,333 \$23,333	\$57,016 \$57,326 \$68,220 \$68,220	\$250,782	\$25,078	\$275,860
Short-Term Homemaker Services	\$57,016 \$44,887 \$44,887 \$44,887	\$12,439 \$23,333 \$23,333	\$57,016 \$57,326 \$68,220 \$68,220	\$250,782	\$25,078	\$275,860
Short-Term Personal Care Services	\$51,707 \$39,425 \$39,425 \$39,425	\$12,439 \$23,334 \$23,334	\$51,707 \$51,864 \$62,759 \$62,759	\$229,089	\$22,909	\$251,998
Total	\$165,739 \$129,199 \$129,199 \$129,199	\$37,317 \$70,000 \$70,000	\$165,739 \$166,516 \$199,199 \$199,199	\$730,653	\$73,065	\$803,718

Background

Title IIIB of the Older Americans Act provides funding for a series of supportive services programs, which includes the Chore, Homemaker, and Personal Care services programs. Title IIIB services are designed to address functional limitations in older adults with a goal of maintaining health and independence while living at home. Delivery of the Chore, Homemaker, and Personal Care services promotes older adults' ability to maintain the highest possible levels of function, participation, and dignity in the community. The Department of Disability and Aging Services groups these three programs together under one identifier: the Short-Term Homecare for Older Adults program.

The program is to be distinguished from the State of California’s In Home Supportive Services (IHSS) program. While the programs have some similarities, the differences between the two include program authorization and scope (Federal vs State), eligibility criteria, and specific types of services provided.

Funding level for the Short-Term Homecare for Older Adults program is determined on an annual basis with the release and allocation of Area Plan contract from the California Department of Aging. The California Department of Aging usually releases one or more Amendments to its Area Plan contract, providing additional funding arriving through new funding initiatives or the release of unspent funding in previous fiscal years. In December 2022, DAS was notified of additional funding through Area Plan 22-23 contract, Amendment 1. This includes \$37,317 in one-time-only funding for IIIB services for the current fiscal year. Dignity Fund savings will cover the additional two years.

Services to be Provided

Short-Term Home Care for Older Adults consists of three distinct services: chore, homemaker, and personal care services. The California Department of Aging defines the services as follows:

Chore Services	Assistance such as heavy housework, yard work or sidewalk and other home maintenance for a person.
Homemaker Services	Assistance such as preparing meals, shopping for personal and household items, managing money, using the telephone or doing light housework.
Personal Care Services	Personal assistance, stand-by assistance, supervision or cues (such as with eating, bathing, toileting, transferring in/out of bed/chair, walking, dressing, grooming).

Grantee will administer all aspects of the program including intake and eligibility determination for clients, scheduling of services, and delivery of services in a professional and effective manner.

For more specific information regarding the services to be provided, please refer to the attached Appendix A3, A4, and A5.

Modification

Additional funding will be used to expand program capacity to meet demand for services. This will be done through the hiring of an additional elder care worker and increasing the program assistant time working on the program. The program assistant role handles client intake, screening and scheduling of care worker visits. The elder care worker role travels to client homes to provide services under the Chore, Homemaker, and Personal Care categories, as described above.

With this modification, Self-Help for the Elderly will provide an additional 540 hours of services in the current fiscal year, ramping up to an additional 1,500 service hours in each of the next two fiscal years.

Selection

Grantee was selected through Request for Proposals #926, which was competitively bid on April 7, 2021.

Funding

Funding for this grant is provided through a combination of Federal and local County Funds, including Dignity Fund.

ATTACHMENTS

Short-Term Home Care for Older Adults-Chore Services

Appendix A3- Services to be Provided by Grantee

Appendix B3- Program Budget

Short-Term Home Care for Older Adults-Homemaker Services

Appendix A4- Services to be Provided by Grantee

Appendix B4- Program Budget

Short-Term Home Care for Older Adults- Personal Care Services

Appendix A5- Services to be Provided by Grantee

Appendix B5- Program Budget

**APPENDIX A3 – SERVICES TO BE PROVIDED BY GRANTEE
Effective July 1, 2021 to June 30, 2025**

Modification #2: March 1, 2023

**SELF-HELP FOR THE ELDERLY
SHORT-TERM HOME CARE FOR OLDER ADULTS:
CHORE SERVICES**

I. Purpose

The purpose of this grant is to provide short-term chore services to those eligible individuals experiencing difficulty in their home with activities of daily living (ADL's), when discharged from a hospital or institution, or individuals in the process of applying for the state In-Home Supportive Services (IHSS) program. This service is designed to promote older adults' ability to maintain the highest possible levels of function, participation, and dignity in the community.

II. Definitions

Adult with a Disability	Person 18-59 years of age living with a disability.
At Risk for Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transferring, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
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.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism
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
Grantee	Self-Help for the Elderly
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.
Limited English-speaking proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low Income	Having income at or below 100% 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.
OCM	Office of Contract Management, Human Services Agency
Older Adult	Person who is 60 years or older, used interchangeably with senior
OCP	Office of Community Partnerships (formerly known as Office on the Aging / OOA).
Senior	Person who is 60 years or older, used interchangeably with older adult
Socially Isolated	Having few social relationships and few people to interact with regularly.
SOGI	Sexual Orientation and Gender Identity; Ordinance No. 159-16 amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (Chapter 104, Sections 104.1 through 104.9).
Unit of Service	Defined as one hour of service
Unduplicated Consumer (UDC)	A unique consumer receiving services in the Grantee's Chore program and reflected via enrollment in CA GetCare.

II. Target Population

This program is designed to serve all ethnicities and populations, with focused expertise to promote the unique cultural needs which have been identified as demonstrating the greatest

economic and social need:

- Persons with low income
- Persons who are socially isolated
- Persons with limited English-speaking proficiency
- Persons from communities of color
- Persons who identify as LGBTQ+
- Persons at risk of institutionalization

IV. Client Eligibility

To be eligible for services, clients must be:

- A. An older adult aged 60 years or older and
- B. A resident of San Francisco and
- C. In need of short-term chore services

V. Location and Time of Services

Intake and program administration take place during regular business hours at Self-Help for the Elderly offices located at 601 Jackson Street in San Francisco. Program services will occur at client residences as scheduled.

VI. Description of Services

The Grantee is to hire, train and place care workers to provide chore services to eligible consumers. Chore services include assistance such as heavy housework, yard work or sidewalk and other home maintenance for a person.

VII. Contractor Responsibilities

On an annual basis, the Grantee will provide chore services to the indicated number of consumers with the indicated number of units of service. Chore services should be designed to:

- A. Provide quality services that attain a high level of satisfaction from participants
- B. Provide services that meet the needs of the participants
- C. Provide assistance that ensures well-being and health
- D. Provide information and referral as needed

Grantee will administer an annual consumer survey, pre-approved by 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 Objective section below.

VIII. Units of Service and Definitions

On an annual basis, the Grantee will provide the following services as part of the Short-Term Home Care for Older Adults Chore Services:

- A. Unduplicated Consumers. Grantee will provide service to unduplicated consumers that consist of program participants.

UNIT: One unduplicated consumer.

- B. Service Hours. Utilization of care workers to provide program services. Service hours shall include time spent providing services to program participants.

UNIT: One hour of service

IX. Service Objectives

On an annual basis, Grantee will provide at least the following:

Service Objective	FY21/22	FY22/23	FY23/24	FY24/25
Unduplicated Clients Receiving Services:	105	100	150	150
Chore Service Hours:	880	700	1040	1040

X. Outcome Objectives

At least 35% of consumers will return the annual consumer satisfaction survey.

Client Survey Outcomes

- A. At least 85% of consumers surveyed will report that they are satisfied (or better) with the services provided.
- B. At least 85% of the consumers surveyed will report that they received the services that they need to remain at home.

Performance Outcomes

- A. At least 95% of consumers will receive services within a one hour window of the scheduled time
- B. At least 85% of consumers will receive services within a 48 hour time period from initial intake
- C. At least 75% of the consumers served by the program will need assistance in performing at least two ADLs*. (*To be determined by consumer information entered into the CA GetCare system.)

XI. Reporting Requirements

- A. Grantee will provide various reports during the term of the grant agreement.
- B. The Grantee will enter consumers’ data into the CA GetCare database system.
- C. 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.

- D. 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.
- 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 submit response rates and aggregated data from annual client survey to assigned Office of Community Partnerships staff by March 15th of each grant year.
- G. 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.
- H. Grantee shall develop and deliver ad hoc reports as requested by HSA/DAS/OCP.
- I. Grantee shall develop and deliver an annual summary report of SOGI data collected in the year as required by state and local law. The due date for submitting the annual summary report is July 10th.
- J. Grantee will develop and maintain with OCP's approval, an updated Site Chart (using OCP's format) with details about the program.
- K. 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.

Apart from reports to be sent via email to the Program Analyst and/or Contract Manager, all other reports and communications should be sent to the following addresses:

Tahir Shaikh
Contracts Manager/HSA
P.O. Box 7988
San Francisco, CA 94120
tahir.shaikh@sfgov.org

Michael Zaugg, Program Director
DAS, Office of Community Partnerships
P.O. Box 7988
San Francisco, CA 94120
michael.zaugg@sfgov.org

XII. 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 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.

- 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	F	K	L	M	R	S	T	Y	Z	AA	AB
1	Appendix B3, Page 1											
2	2/8/2023											
3	HUMAN SERVICES AGENCY BUDGET SUMMARY											
4	Name											
5	SELF-HELP FOR THE ELDERLY											
6	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>											
7	If modification, Effective Date of Mod. No. of Mod.											
8	Program: SHORT TERM CARE-HOMEMAKER											
9	Budget Reference Page No.(s)	BUDGET	BUDGET	Modification	REVISED BUDGET	BUDGET	Modification	REVISED BUDGET	BUDGET	Modification	REVISED BUDGET	Total
10	Program Term	7/1/21-6/30/22	7/1/22-6/30/23	3/1/23-6/30/23	7/1/22-6/30/23	7/1/23-6/30/24	3/1/23-6/30/24	7/1/23-6/30/24	7/1/24-6/30/25	3/1/23-6/30/25	7/1/24-6/30/25	7/1/21-6/30/25
11	Expenditures											
12	Salaries & Benefits	\$47,202	\$37,085	\$10,816	\$47,901	\$37,085	\$20,290	\$57,375	\$37,085	\$20,290	\$57,375	\$209,853
13	Operating Expenses	\$2,377	\$1,947	\$1,947	\$1,947	\$1,947	\$1,947	\$1,947	\$1,947	\$1,947	\$1,947	\$8,218
14	Subtotal	\$49,579	\$39,032	\$10,816	\$49,848	\$39,032	\$20,290	\$59,322	\$39,032	\$20,290	\$59,322	\$218,071
15	Indirect Percentage (%)	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	5.00%
16	Indirect Cost (Line 16 X Line 15)	\$7,437	\$5,855	\$1,623	\$7,478	\$5,855	\$3,043	\$8,898	\$5,855	\$3,043	\$8,898	\$32,711
17	Subcontractor/Capital Expenditures											\$0
18	Total Expenditures	\$57,016	\$44,887	\$12,439	\$57,326	\$44,887	\$23,333	\$68,220	\$44,887	\$23,333	\$68,220	\$250,782
19	HSA Revenues											
20	General Fund	\$40,711	\$40,711		\$40,711	\$40,711		\$40,711	\$40,711		\$40,711	\$162,844
21	CODB	\$2,450	\$2,450		\$2,450	\$2,450		\$2,450	\$2,450		\$2,450	\$9,800
22	OTO 3/6/2022	\$13,855	\$0		\$0	\$0		\$0	\$0		\$0	\$13,855
23	CODB 10-27-22		\$1,726		\$1,726	\$1,726		\$1,726	\$1,726		\$1,726	\$5,178
24	Add-Ons			\$12,439	\$12,439		\$23,333	\$23,333		\$23,333	\$23,333	\$59,105
25												
26												
27												
28												
29	TOTAL HSA REVENUES	\$57,016	\$44,887	\$12,439	\$57,326	\$44,887	\$23,333	\$68,220	\$44,887	\$23,333	\$68,220	\$250,782
30	Other Revenues											
31												
32												
33												
34												
35												
36	Total Revenues	\$57,016	\$44,887	\$12,439	\$57,326	\$44,887	\$23,333	\$68,220	\$44,887	\$23,333	\$68,220	\$250,782
37	Full Time Equivalent (FTE)											
38	Prepared by:	Lery Nair										2/8/2023
39	HSA-CO Review Signature:											
40	HSA #1											6/29/2018

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Appendix B3, Page 3															
2																
3	SELF-HELP FOR THE ELDERLY															
4	Program: SHORT TERM CARE-HOMEMAKER															
5																
6																
7	Operating Expense Detail															
8																
9																
10																
11																
12	<u>Expenditure Category</u>	TERM	<u>7/1/21-6/30/22</u>	<u>7/1/21-6/30/22</u>	<u>7/1/21-6/30/22</u>	<u>7/1/22-6/30/23</u>	<u>7/1/23-6/30/24</u>	<u>7/1/24-6/30/25</u>								TOTAL Total
13	Rental of Property															
14	Utilities(Elec, Water, Gas, Phone, Garbage)		\$311		\$311	\$311	\$311	\$311	\$311							\$1,244
15	Office Supplies, Postage		\$536		\$536	\$536	\$536	\$536	\$536							\$2,144
16	Building Maintenance Supplies and Repair				\$0											
17	Printing and Reproduction				\$0											
18	Insurance		\$300		\$300	\$300	\$300	\$300	\$300							\$1,200
19	Staff Training				\$0											
20	Staff Travel-(Local & Out of Town)		\$300		\$300	\$300	\$300	\$300	\$300							\$1,200
21	Rental of Equipment				\$0											
22																
23	CONSULTANTS															
24																
25																
26																
27	OTHER															
28	Program Supplies-PPE		\$500	\$430	\$930	\$500	\$500	\$500	\$500							\$2,430
29																
30																
31	TOTAL OPERATING EXPENSE		\$1,947	\$430	\$2,377	\$1,947	\$1,947	\$1,947	\$1,947							\$8,218
32																
33	HSA #3															
															6/20/2018	

**APPENDIX A4 – SERVICES TO BE PROVIDED BY GRANTEE
Effective July 1, 2021 to June 30, 2025**

Modification #2: March 1, 2023

**SELF-HELP FOR THE ELDERLY
SHORT-TERM HOME CARE FOR OLDER ADULTS:
HOMEMAKER SERVICES**

I. Purpose

The purpose of this grant is to provide short-term homemaker services to those eligible individuals experiencing difficulty in their home with activities of daily living (ADL's), when discharged from a hospital or institution, or individuals in the process of applying for the state In-Home Supportive Services (IHSS) program. This service is designed to promote older adults' ability to maintain the highest possible levels of function, participation, and dignity in the community.

II. Definitions

Adult with a Disability	Person 18-59 years of age living with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transferring, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
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.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
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.
Grantee	Self-Help for the Elderly
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.
Limited English-speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low Income	Having income at or below 100% 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.
OCM	Office of Contract Management, Human Services Agency
Older Adult	Person who is 60 years or older, used interchangeably with senior
OCP	Office of Community Partnerships (formerly known as Office on the Aging / OOA).
Senior	Person who is 60 years or older, used interchangeably with older adult
Socially Isolated	Having few social relationships and few people to interact with regularly.
SOGI	Sexual Orientation and Gender Identity; Ordinance No. 159-16 amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (Chapter 104, Sections 104.1 through 104.9).
Unit of Service	Defined as one hour of service
Unduplicated Consumer (UDC)	A unique consumer receiving services in the Grantee's Homemaker program and reflected via enrollment in CA GetCare.

III. Target Population

This program is designed to serve all ethnicities and populations, with focused expertise to promote the unique cultural needs which have been identified as demonstrating the greatest economic and social need:

- Persons with low income

- Persons who are socially isolated
- Persons with limited English-speaking proficiency
- Persons from communities of color
- Persons who identify as LGBTQ+
- Persons at risk of institutionalization

IV. Client Eligibility

To be eligible for services, clients must be:

- A. An older adult aged 60 years or older and
- B. A resident of San Francisco and
- C. In need of short-term homemaker services

V. Location and Time of Services

Intake and program administration take place during regular business hours at Self-Help for the Elderly offices located at 601 Jackson Street in San Francisco. Program services will occur at client residences as scheduled.

VI. Description of Services

The Grantee is to hire, train and place care workers to provide homemaker services to eligible consumers. Homemaker services includes provision of assistance such as preparing meals, shopping for personal and household items, managing money, using the telephone or doing light housework.

VII. Contractor Responsibilities

On an annual basis, the Grantee will provide homemaker service to the indicated number of consumers with the indicated number of units of service. Homemaker services should be designed to:

- A. Provide quality services that attain a high level of satisfaction from participants
- B. Provide services that meet the needs of the participants
- C. Provide assistance that ensures well-being and health
- D. Provide information and referral as needed

Grantee will administer an annual consumer survey, pre-approved by Office of Community Partnerships staff, to consumers with a response rate of at least 50% of the annual unduplicated consumer service objective as specified in the Service Objective section below.

VIII. Units of Service and Definitions

On an annual basis, the Grantee will provide the following services as part of the Short-Term Home Care for Older Adults Homecare Services:

- A. Unduplicated Consumers. Grantee will provide service to unduplicated consumers that consist of program participants.

UNIT: One unduplicated consumer.

- B. Service Hours. Utilization of care workers to provide program services. Service hours shall include: time spent providing services to program participants

UNIT: One hour of service

IX. Service Objectives

On an annual basis, Grantee will provide at least the following:

Service Objective	FY21/22	FY22/23	FY23/24	FY24/25
Unduplicated Clients Receiving Services:	105	100	150	150
Homemaker Service Hours:	880	700	1040	1040

X. Outcome Objectives

At least 35% of consumers will return the annual consumer satisfaction survey.

Client Survey Outcomes

- A. At least eighty-five percent (85%) of consumers surveyed will report that they are satisfied (or better) with the services provided.
- B. At least eighty-five percent (85%) of the consumers surveyed will report that they received the services that they need to remain at home.

Performance Outcomes

- C. At least 95% of consumers will receive services within a one hour window of their scheduled time
- D. At least 85% of consumers will receive services within a 48 hour time period from initial intake
- E. At least 75% of the consumers served by the program will need assistance in performing at least two ADLs*. (*To be determined via consumer information entered into the CA GetCare system.)

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- C. 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.

- D. 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.
- 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 submit response rates and aggregated data from annual client survey to assigned Office of Community Partnerships staff by March 15th of each grant year.
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- J. Grantee will develop and maintain with OCP's approval, an updated Site Chart (using OCP's format) with details about the program.
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Apart from reports to be sent via email to the Program Analyst and/or Contract Manager, all other reports and communications should be sent to the following addresses:

Tahir Shaikh
Contracts Manager/HSA
P.O. Box 7988
San Francisco, CA 94120
tahir.shaikh@sfgov.org

Michael Zaugg, Program Director
DAS, Office of Community Partnerships
P.O. Box 7988
San Francisco, CA 94120
michael.zaugg@sfgov.org

XII. 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 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.

- 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	F	K	L	M	R	S	T	Y	Z	AA	AB
1	Appendix B4, Page 1											
2	2/8/2023											
3	HUMAN SERVICES AGENCY BUDGET SUMMARY											
4	Name											
5	SELF-HELP FOR THE ELDERLY											
6	(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/> X <input type="checkbox"/>											
7	If modification, Effective Date of Mod. _____ No. of Mod. _____											
8	Program: SHORT TERM CARE-HOMEMAKER											
9	Budget Reference Page No.(s)	BUDGET	BUDGET	Modification	REVISED BUDGET	BUDGET	Modification	REVISED BUDGET	BUDGET	Modification	REVISED BUDGET	Total
10	Program Term	7/1/21-6/30/22	7/1/22-6/30/23	3/1/23-6/30/23	7/1/22-6/30/23	7/1/23-6/30/24	3/1/23-6/30/24	7/1/23-6/30/24	7/1/24-6/30/25	3/1/23-6/30/25	7/1/24-6/30/25	7/1/21-6/30/25
11	Expenditures											
12	Salaries & Benefits	\$47,202	\$37,085	\$10,816	\$47,901	\$37,085	\$20,290	\$57,375	\$37,085	\$20,290	\$57,375	\$209,853
13	Operating Expenses	\$2,377	\$1,947		\$1,947	\$1,947		\$1,947	\$1,947		\$1,947	\$8,218
14	Subtotal	\$49,579	\$39,032	\$10,816	\$49,848	\$39,032	\$20,290	\$59,322	\$39,032	\$20,290	\$59,322	\$218,071
15	Indirect Percentage (%)	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%
16	Indirect Cost (Line 16 X Line 15)	\$7,437	\$5,855	\$1,623	\$7,478	\$5,855	\$3,043	\$8,898	\$5,855	\$3,043	\$8,898	\$32,711
17	Subcontractor/Capital Expenditures											\$0
18	Total Expenditures	\$57,016	\$44,887	\$12,439	\$57,326	\$44,887	\$23,333	\$68,220	\$44,887	\$23,333	\$68,220	\$250,782
19	HSA Revenues											
20	General Fund	\$40,711	\$40,711		\$40,711	\$40,711		\$40,711	\$40,711		\$40,711	\$162,844
21	CODB	\$2,450	\$2,450		\$2,450	\$2,450		\$2,450	\$2,450		\$2,450	\$9,800
22	OTO 3/6/2022	\$13,855	\$0		\$0	\$0		\$0	\$0		\$0	\$13,855
23	CODB 4% FY 22/23		\$1,726		\$1,726	\$1,726		\$1,726	\$1,726		\$1,726	\$5,178
24	Add-Ons			\$12,439	\$12,439		\$23,333	\$23,333		\$23,333	\$23,333	\$59,105
25												
26												
27												
28												
29	TOTAL HSA REVENUES	\$57,016	\$44,887	\$12,439	\$57,326	\$44,887	\$23,333	\$68,220	\$44,887	\$23,333	\$68,220	\$250,782
30	Other Revenues											
31												
32												
33												
34												
35												
36	Total Revenues	\$57,016	\$44,887	\$12,439	\$57,326	\$44,887	\$23,333	\$68,220	\$44,887	\$23,333	\$68,220	\$250,782
37	Full Time Equivalent (FTE)											
38	Prepared by: Leny Nair 2/8/2023											
39	HSA-CO Review Signature: _____											
40	HSA #1 6/20/2018											

	A	B	C	D	E	J	O	P	Q	V	W	X	AC	AD	AE	AF
1	Appendix B4, Page 2															
2	SELF-HELP FOR THE ELDERLY															
3	Program: SHORT TERM CARE-HOMEMAKER															
4																
5																
6																
7	Salaries & Benefits Detail															
8																
9																
10																
11						7/1/21-6/30/22	7/1/22-6/30/23	3/1/23-6/30/23	7/1/22-6/30/23	7/1/23-6/30/24	3/1/23-6/30/24	7/1/23-6/30/24	7/1/24-6/30/25	3/1/23-6/30/25	7/1/24-6/30/25	7/1/21-6/30/25
12		Agency Totals	HSA Program													TOTAL
		Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Revised Budget	Revised Budgeted Salary	Modification	Revised Budgeted Salary	Revised Budgeted Salary	Modification	Revised Budgeted Salary	Revised Budgeted Salary	Modification	Revised Budgeted Salary	Budgeted Salary
13	Elder Care Worker	\$45,406	1.00	35%	0.35	\$14,710	\$15,891		\$15,891	\$15,891		\$15,891	\$15,891		\$15,891	\$62,383
14	Elder Care Worker-On Call	\$38,230	1.00	8%	8.32	\$11,559	\$3,179		\$3,179	\$3,179		\$3,179	\$3,179		\$3,179	\$21,096
15	Program Assistant	\$45,760	1.00	17%	0.17	\$7,331	\$7,331	\$2,317	\$9,648	\$7,331	\$3,059	\$10,390	\$7,331	\$3,059	\$10,390	\$37,759
16	Social Service Director	\$93,875	1.00	0.03%	0.003	\$311	\$0	\$1,461	\$1,461	\$0		\$0	\$0		\$0	\$1,772
17	Social Service Program Manager	\$90,070	1.00	4%	3.60	\$2,966	\$3,277		\$3,277	\$3,277		\$3,277	\$3,277		\$3,277	\$12,797
18	Elder Care Worker	\$39,520	1.00	12%	0.12			\$4,875	\$4,875		\$13,173	\$13,173		\$13,173	\$13,173	\$31,221
19																
20																
21																
22																
23																
24																
25																
26																
27																
28																
29																
30	TOTALS	\$352,862	6.00	76%	12.56	\$36,877	\$29,678	\$8,653	\$38,331	\$29,678	\$16,232	\$45,910	\$29,678	\$16,232	\$45,910	\$167,028
31																
32	FRINGE BENEFIT RATE	25%														
33	EMPLOYEE FRINGE BENEFITS	\$88,215				\$10,325	\$7,407	\$2,163	\$9,570	\$7,407	\$4,058	\$11,465	\$7,407	\$4,058	\$11,465	\$42,825
34																
35																
36	TOTAL SALARIES & BENEFITS	\$441,077				\$47,202	\$37,085	\$10,816	\$47,901	\$37,085	\$20,290	\$57,375	\$37,085	\$20,290	\$57,375	\$209,853
37	HSA #2															

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Appendix B4, Page 3															
2																
3	SELF-HELP FOR THE ELDERLY															
4	Program: SHORT TERM CARE-HOMEMAKER															
5																
6																
7	Operating Expense Detail															
8																
9																
10																
11																
12	Expenditure Category	TERM					<u>7/1/21-6/30/22</u>	<u>7/1/21-6/30/22</u>	<u>7/1/21-6/30/22</u>	<u>7/1/22-6/30/23</u>	<u>7/1/23-6/30/24</u>	<u>7/1/24-6/30/25</u>	TOTAL			
13	Rental of Property															
14	Utilities(Elec, Water, Gas, Phone, Garbage)						\$311	\$311	\$311	\$311	\$311	\$311	\$1,244			
15	Office Supplies, Postage						\$536	\$536	\$536	\$536	\$536	\$536	\$2,144			
16	Building Maintenance Supplies and Repair															
17	Printing and Reproduction															
18	Insurance						\$300	\$300	\$300	\$300	\$300	\$300	\$1,200			
19	Staff Training															
20	Staff Travel-(Local & Out of Town)						\$300	\$300	\$300	\$300	\$300	\$300	\$1,200			
21	Rental of Equipment															
22																
23	CONSULTANTS															
24																
25																
26																
27	OTHER															
28	Program Supplies-PPE						\$500	\$430	\$930	\$500	\$500	\$500	\$2,430			
29																
30																
31	TOTAL OPERATING EXPENSE						\$1,947	\$430	\$2,377	\$1,947	\$1,947	\$1,947	\$8,218			
32																
33	HSA #3															
6/20/2018																

**APPENDIX A5 – SERVICES TO BE PROVIDED BY GRANTEE
Effective July 1, 2021 to June 30, 2025**

Modification #2: March 1, 2023

**SELF-HELP FOR THE ELDERLY
SHORT TERM HOME CARE FOR OLDER ADULTS:
PERSONAL CARE SERVICES**

I. Purpose

The purpose of this grant is to provide short-term personal care services to those eligible individuals experiencing difficulty in their home with activities of daily living (ADL's), when discharged from a hospital or institution, or individuals in the process of applying for the state In-Home Supportive Services (IHSS) program. This service is designed to promote older adults' ability to maintain the highest possible levels of function, participation, and dignity in the community.

II. Definitions

Adult with a Disability	Person 18-59 years of age living with a disability.
At Risk for Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transferring, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
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
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism
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
Grantee	Self-Help for the Elderly
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.
Limited English-speaking proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low Income	Having income at or below 100% 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.
OCM	Office of Contract Management, Human Services Agency
Older Adult	Person who is 60 years or older, used interchangeably with senior
OCP	Office of Community Partnerships (formerly known as Office on the Aging / OOA).
Senior	Person who is 60 years or older, used interchangeably with older adult
Socially Isolated	Having few social relationships and few people to interact with regularly.
SOGI	Sexual Orientation and Gender Identity; Ordinance No. 159-16 amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (Chapter 104, Sections 104.1 through 104.9).
Unit of Service	Defined as one hour of service
Unduplicated Consumer (UDC)	A unique consumer receiving services in the Grantee's Personal Care program and reflected via enrollment in CA GetCare.

III. Target Population

This program is designed to serve all ethnicities and populations, with focused expertise to promote the unique cultural needs which have been identified as demonstrating the greatest economic and social need:

- Persons with low income
- Persons who are socially isolated
- Persons with limited English-speaking proficiency
- Persons from communities of color
- Persons who identify as LGBTQ+
- Persons at risk of institutionalization

IV. Client Eligibility

To be eligible for services, clients must be:

- A. An older adult aged 60 years or older and
- B. A resident of San Francisco and
- C. In need of short-term personal care services

V. Location and Time of Services

Intake and program administration take place during regular business hours at Self-Help for the Elderly offices located at 601 Jackson Street in San Francisco. Program services will occur at client residences as scheduled.

VI. Description of Services

The Grantee is to hire, train, and place care workers to provide personal care service to the eligible consumers. Personal care services includes provision of personal assistance, stand-by assistance, supervision or cues (such as with eating, bathing, toileting, transferring in/out of bed/chair, walking, dressing, grooming).

VII. Contractor Responsibilities

On an annual basis, the Grantee will provide personal care service to the indicated number of consumers with the indicated number of units of service. Personal care services should be designed to:

- A. Provide quality services that attain a high level of satisfaction from participants
- B. Provide services that meet the needs of the participants
- C. Provide assistance that ensures well-being and health
- D. Provide information and referral as needed

Grantee will administer an annual consumer survey, pre-approved by 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 Objective section below.

VIII. Units of Service and Definitions

On an annual basis, the Grantee will provide the following services as part of the Short-Term Homecare for Older Adults Personal Care Services:

- A. Unduplicated Consumers. Grantee will provide service to unduplicated consumers that consist of program participants.

UNIT: One unduplicated consumer.

- B. Service Hours. Utilization of care workers to provide program services. Service hours shall include time spent providing services to program participants.

UNIT: One hour of service

IX. Service Objectives

On an annual basis, Grantee will provide at least the following:

Service Objective	FY21/22	FY22/23	FY23/24	FY24/25
Unduplicated Clients Receiving Services:	95	90	130	130
Personal Care Service Hours:	820	640	920	920

X. Outcome Objectives

At least 35% of consumers will return the annual consumer satisfaction survey.

Client Survey Outcomes

- A. At least 85% of consumers surveyed will report that they are satisfied (or better) with the services provided.
- B. At least 85% of the consumers surveyed will report that they received the services that they need to remain at home.

Performance Outcomes

- A. At least 95% of consumers will receive services within a one hour window of their scheduled time
- B. At least 85% of consumers will receive services within a 48 hour time period from initial intake
- C. At least 75% of the consumers served by the program will need assistance in performing at least two ADLs*. (*To be determined via consumer information entered into the CA GetCare system.)

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- 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 submit response rates and aggregated data from annual client survey to assigned Office of Community Partnerships staff by March 15th of each grant year.
- G. 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.
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- K. 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.

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- 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.

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7	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/> X											
8	If modification, Effective Date of Mod. No. of Mod.											
9	Program: SHORT TERM CARE-PERSONAL CARE											
10	Budget Reference Page No.(s)	REV BUDGET	REV BUDGET	Modification	REV BUDGET	REV BUDGET	Modification	REV BUDGET	REV BUDGET	Modification	REV BUDGET	7/1/21-6/30/25
11	Program Term	7/1/21-6/30/22	7/1/22-6/30/23	3/1/23-6/30/23	7/1/22-6/30/23	7/1/23-6/30/24	3/1/23-6/30/24	7/1/23-6/30/24	7/1/24-6/30/25	3/1/23-6/30/25	7/1/24-6/30/25	Total
12	Expenditures											
13	Salaries & Benefits	\$42,872	\$32,674	\$10,816	\$43,490	\$32,674	\$20,290	\$52,964	\$32,674	\$20,290	\$52,964	\$192,290
14	Operating Expenses	\$2,020	\$1,519		\$1,519	\$1,519		\$1,519	\$1,519		\$1,519	\$6,577
15	Subtotal	\$44,892	\$34,193	\$10,816	\$45,009	\$34,193	\$20,290	\$54,483	\$34,193	\$20,290	\$54,483	\$198,867
16	Indirect Percentage (%)	15%										15%
17	Indirect Cost (Line 16 X Line 15)	\$6,815	\$5,232	\$1,623	\$6,855	\$5,232	\$3,044	\$8,276	\$5,232	\$3,044	\$8,276	\$30,222
18	Subcontractor/Capital Expenditures											\$0
19	Total Expenditures	\$51,707	\$39,425	\$12,439	\$51,864	\$39,425	\$23,334	\$62,759	\$39,425	\$23,334	\$62,759	\$229,089
20	HSA Revenues											
21	General Fund	\$35,757	\$35,757		\$35,757	\$35,757		\$35,757	\$35,757		\$35,757	\$143,028
22	CODB letter dated 12/22/21	\$2,152	\$2,152		\$2,152	\$2,152		\$2,152	\$2,152		\$2,152	\$8,608
23	OTO 3/6/2022	\$13,798	\$0		\$0	\$0		\$0	\$0		\$0	\$13,798
24	CODB 4% FY 22/23		\$1,516		\$1,516	\$1,516		\$1,516	\$1,516		\$1,516	\$4,548
25	Add-On			\$12,439	\$12,439		\$23,334	\$23,334		\$23,334	\$23,334	\$59,107
26												
27												
28												
29	TOTAL HSA REVENUES	\$51,707	\$39,425	\$12,439	\$51,864	\$39,425	\$23,334	\$62,759	\$39,425	\$23,334	\$62,759	\$229,089
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31												
32												
33												
34												
35												
36	Total Revenues	\$51,707	\$39,425	\$12,439	\$51,864	\$39,425	\$23,334	\$62,759	\$39,425	\$23,334	\$62,759	\$229,089
37	Full Time Equivalent (FTE)											
39	Prepared by:	Lenny Nair										2/8/2023
40	HSA-CO Review Signature:	_____										
41	HSA #1											6/20/2018

	A	B	C	D	E	J	O	P	Q	V	W	X	AC	AD	AE	AF	
1																	
2																	
3	SELF-HELP FOR THE ELDERLY																
4	Program: SHORT TERM CARE-PERSONAL CARE																
5																	
6																	
7	Salaries & Benefits Detail																
8																	
9																	
10																	
11		Agency Totals		HSA Program		7/1/21-6/30/22	7/1/22-6/30/23	3/1/23-6/30/23	7/1/22-6/30/23	7/1/23-6/30/24	3/1/23-6/30/24	7/1/23-6/30/24	7/1/24-6/30/25	3/1/23-6/30/25	7/1/24-6/30/25	7/1/21-6/30/25	TOTAL
12	POSITION TITLE	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Revised Budgeted Salary	Revised Budgeted Salary	Modification	Revised Budgeted Salary	Revised Budgeted Salary	Modification	Revised Budgeted Salary	Revised Budgeted Salary	Modification	Revised Budgeted Salary	Budgeted Salary	
13	Elder Care Worker	\$45,408	1.00	30%	0.30	\$12,968	\$13,624		\$13,624	\$13,624		\$13,624	\$13,624		\$13,624	\$53,840	
14	Elder Care Worker-On Call	\$38,230	1.00	8%	8.30	\$11,209	\$3,198		\$3,198	\$3,198		\$3,198	\$3,198		\$3,198	\$20,803	
15	Program Assistant	\$45,760	1.00	19%	0.19	\$6,440	\$6,440	\$2,317	\$8,757	\$6,440	\$3,059	\$9,499	\$6,440	\$3,059	\$9,499	\$34,195	
16	Social Service Director	\$93,875	1.00	2%	0.02	\$267	\$0	\$1,461	\$1,461	\$0		\$0	\$0		\$0	\$1,728	
17	Social Service Program Manager	\$90,070	1.00	3%	0.03	\$2,610	\$2,877		\$2,877	\$2,877		\$2,877	\$2,877		\$2,877	\$11,241	
18	Elder Care Worker	\$39,520	1.00	12%	0.12			\$4,875	\$4,875		\$13,173	\$13,173		\$13,173	\$13,173	\$31,221	
19																	
20																	
21																	
22																	
23																	
24																	
25																	
26																	
27																	
28																	
29																	
30	TOTALS		6.00	75%	8.96	\$33,494	\$26,139	\$8,653	\$34,792	\$26,139	\$16,232	\$42,371	\$26,139	\$16,232	\$42,371	\$153,028	
31																	
32	FRINGE BENEFIT RATE	28%		28%													
33	EMPLOYEE FRINGE BENEFITS					\$9,378	\$6,535	\$2,163	\$8,698	\$6,535	\$4,058	\$10,593	\$6,535	\$4,058	\$10,593	\$39,262	
34																	
35																	
36	TOTAL SALARIES & BENEFITS	\$0				\$42,872	\$32,674	\$10,816	\$43,490	\$32,674	\$20,290	\$52,964	\$32,674	\$20,290	\$52,964	\$192,290	
37	HSA #															6/20/2016	

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1																Appendix B5, Page 3
2																
3	SELF-HELP FOR THE ELDERLY															
4	Program: SHORT TERM CARE-PERSONAL CARE															
5																
6																
7	Operating Expense Detail															
8																
9																
10																
11																
12	<u>Expenditure Category</u>	TERM	<u>7/1/21-6/30/22</u>	<u>Modification</u>	<u>7/1/21-6/30/22</u>	<u>7/1/22-6/30/23</u>	<u>7/1/23-6/30/24</u>	<u>7/1/24-6/30/25</u>								<u>TOTAL</u>
13	Rental of Property				\$0											
14	Utilities(Elec, Water, Gas, Phone, Garbage)		\$300		\$300	\$300	\$300	\$300								\$1,200
15	Office Supplies, Postage		\$219		\$219	\$219	\$219	\$219								\$876
16	Building Maintenance Supplies and Repair				\$0											
17	Printing and Reproduction				\$0											
18	Insurance		\$300		\$300	\$300	\$300	\$300								\$1,200
19	Staff Training				\$0											
20	Staff Travel-(Local & Out of Town)		\$300		\$300	\$300	\$300	\$300								\$1,200
21	Rental of Equipment															
22																
23	CONSULTANTS															
24																
25																
26																
27	OTHER															
28	Program Supplies-PPE		\$400	\$501	\$901	\$400	\$400	\$400								\$2,101
29																
30																
31	TOTAL OPERATING EXPENSE		\$1,519	\$501	\$2,020	\$1,519	\$1,519	\$1,519								\$6,577
32																
33	HSA #3															6/20/2018