



**SAN FRANCISCO
HUMAN SERVICES AGENCY**

Department of Benefits
and Family Support

Department of Disability
and Aging Services

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: KELLY DEARMAN, EXECUTIVE DIRECTOR

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

DATE: May 3, 2023

SUBJECT: NEW GRANT: **CURRY SENIOR CENTER (NON-PROFIT) AND OPENHOUSE (NON-PROFIT) FOR PROVISION OF SERVICES FOR TRANSGENDER AND GENDER NONCONFORMING OLDER ADULTS AND ADULTS WITH DISABILITIES**

GRANT TERM: 07/01/23 – 06/30/27

GRANT AMOUNT:	New	Contingency	Total	
	\$1,297,016	\$129,702	\$1,426,718	
ANNUAL AMOUNT	FY 23/24	FY 24/25	FY 25/26	FY 26/27
	\$324,254	\$324,254	\$324,254	\$324,254
Funding Source	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u> <u>Total</u>
Funding:	\$1,297,016		\$129,702	\$1,426,718
Percentage:	100%			100%

The Department of Disability and Aging Services (DAS) requests authorization to enter into grants with Curry Senior Center and Openhouse for the period of July 1, 2023 through June 30, 2027, in an amount of \$1,297,016 plus a 10% contingency for a total amount not to exceed \$1,426,718. The purpose of the grants are to provide programming and social services for transgender and gender nonconforming (TGNC) older adults and adults with disabilities in a supportive and gender affirming environment.

Background

Transgender and gender non-conforming individuals have demonstrated the need to receive services in environments that affirm and respect their identities. The TGNC community particularly faces joint forces of ageism and transphobia, increased social isolation, and as a group has a lower life expectancy compared to the overall U.S. population. TGNC programming

will be focused and intentional in providing inclusive services, with attention to the unique needs of the community. Activities will focus on creating social connections, building community, and addressing unmet social service needs for TGNC older adults and adults with disabilities. The goal is to have the TGNC community feel included, accepted, and safe throughout different stages of transition, aging, and more.

	Curry Senior Center	Openhouse	
FY 23/24	\$111,245	\$213,009	\$324,254
FY 24/25	\$111,245	\$213,009	\$324,254
FY 25/26	\$111,245	\$213,009	\$324,254
FY 26/27	\$111,245	\$213,009	\$324,254
Grant amount	\$444,980	\$852,036	\$1,297,016
Contingency	\$44,498	\$85,204	\$129,702
Not-to-exceed	\$489,478	\$937,240	\$1,426,718

Services to be Provided

Grantees will provide programming for transgender and gender non-conforming older adults and adults with disabilities by providing social connection and engagement activities in a safe, supportive, and gender affirming environment. Activities include but are not limited to weekly support groups to foster relationship building and positive social interactions, and hosted events for Transgender Day of Visibility and Pride to support community building and engagement. Additionally, grantees will provide social outings to Muir Woods State Park, Angel Island, the Oakland Zoo, and the SF Symphony. Activities and programming will be guided and shaped by an advisory board composed of 6-8 individual community stakeholders. These individuals will either have expertise in services for the population and/or have lived experience. This ensures that programming is thoughtful and designed by individuals that would also benefit from the services.

Selection

Grantees were selected through RFP #1053, which was issued in February 2023.

Funding

Funding for these grants is provided thru County General Funds.

Attachments

Curry Senior Center
Appendix A, Scope of Services
Appendix B, Budget
Appendix F, Site Chart

Openhouse
Appendix A, Scope of Services
Appendix B, Budget
Appendix F, Site Chart

APPENDIX A - SERVICES TO BE PROVIDED BY GRANTEE

Curry Senior Center

Services for Transgender and Gender Nonconforming Older Adults and Adults with Disabilities

July 1, 2023 – June 30, 2027

I. Purpose

The purpose of this grant is to provide programming and social services for transgender and gender nonconforming (TGNC) older adults and adults with disabilities in a supportive and gender affirming environment. TGNC older adults and adults with disabilities face an added layer of complexity and more barriers when accessing social services. This program aims to make the TGNC community feel included, accepted, and safe throughout different stages of transition, aging, and more.

II. Definitions

Adult with a Disability	A person 18 years of age or older 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, transfer, 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.
Controller	Controller of the City and County of San Francisco or designated agent.

DAS	Department of Disability and Aging Services.
Dignity Fund	The City and County of San Francisco, City Charter, Sections 16.128-1 through 16.128-12. DAS will expend monies in the Fund solely to help seniors and adults with disabilities secure and utilize the services and support necessary to age with dignity in their own homes and communities. https://www.sfhsa.org/about/departments/department-aging-and-adult-services-daas/dignity-fund
Dignity Fund Community Needs Assessment (DFCNA)	A community needs assessment report required every four years by the City Charter Amendment for the Fund. The findings from each DFCNA inform an allocation plan for the expenditure of the Fund. The first DFCNA was completed in FY2017-2018. https://www.sfhsa.org/about/reports-publications/older-adults-and-people-disabilities/2018-dignity-fund-community-needs
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.
Gender Affirming/Gender Affirmation	A term used to describe when a person receives social recognition and support for their gender identity and expression.
Grantee	Curry Senior Center
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 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.
OCM	Office of Contract Management, Human Services Agency.
OCP	Office of Community Partnerships. (Previously known as Office on the Aging, OOA)

Older Adult	Person who is 60 years of age or older; used interchangeably with “senior.”
OTI	Office of Transgender Initiative https://sf.gov/departments/city-administrator/office-transgender-initiatives
Senior	Person who is 60 years of age or older; used interchangeably with the “older adult.”
SF-HSA	Human Services Agency of the City and County of San Francisco.
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(consumers) they serve. (Chapter 104, Sections 104.1 through 104.9).
TGNC	Transgender and gender nonconforming people
Transgender/TGNC	A person who has a gender identity or gender expression that differs from their assigned sex at birth.
Unduplicated Consumer/Consumer (UDC)	An older adult or adult with a disability participating in the Grantee’s transgender focused program and reflected in CA.GetCare through program enrollment.
Unit of Service	One hour of TGNC programming and/or service provided

III. Target Population

This grant 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:

1. Persons with low income
2. Persons who are socially isolated
3. Persons with limited English-speaking proficiency
4. Persons from communities of color
5. Persons who identify as LGBTQ+
6. Persons at risk of institutionalization

IV. Eligibility for Program Enrollment

To be eligible for services, clients must be:

1. An older adult aged 60 years or older or
2. An adult with a disability, aged 18-59 and
3. A resident of San Francisco and

4. In need of TGNC services

V. Description of Services

1. Grantee will develop and implement programming and/or service(s) for TGNC older adults and adults with disabilities designed to create social connections, build community, and address unmet social service need/s. Programming and/or services will consist of the following key elements:
 - Engage TGNC older adults and adults with disabilities through regular TGNC specific programming. This includes but not limited to; weekly support groups, wellness calls, health and wellness workshops, storytelling, and events that honor special dates like Transgender Day of Visibility.
 - Foster relationship building and positive social interactions
 - Support community building events and encourage community engagement
 - Create a safe, supportive and gender affirming environment for both TGNC older adults and adults with disabilities
2. Grantee will develop an outreach plan each fiscal year beginning fiscal year 2023-2024. The outreach plan will be provided to DAS in the first quarter of each fiscal year.
3. Grantee will conduct outreach to the TGNC older adult and TGNC adult with disability populations in San Francisco and keep record of outreach efforts. Outreach efforts may include, but are not limited to, attending events, presentations to community based organizations, and meeting with TGNC service providers and/or the Office Transgender Initiative (OTI).
4. Grantee will list DAS as a funding source on all promotional material and at outreach events for programming and/or services funded through this grant agreement completely, in part, and through subcontracting agreements.
5. Grantee will maintain an advisory board specifically focused on the provision of TGNC programming and/or services. The advisory board will consist of 6 to 8 individual community stakeholders. Stakeholders will be a combination of individuals, groups, and organizations that provide input to help guide and shape programming to meet the needs of TGNC older adults and adults with disabilities living in the City. The community stakeholders will have at least one of the following: (1) professional expertise in providing programming and/or services to the TGNC community (2) lived experience as a TGNC individual. A strong advisory board will consist of an equitable mix of the various stakeholders described.

6. Grantee will ensure the programming and/or services provided are not medical nor provided by a medical professional including but not limited to doctors, primary care providers, psychiatrists, nurses, and other medically licensed professionals.
7. Grantee shall ensure adequate and culturally competent paid and volunteer staffing to administer TGNC programming and/or services.
8. Grantee will ensure that units of service provided through this grant agreement are tracked and distinguishable.

VI. Location and Time of Services

Details of the sites and operation hours are as attached in the site chart (Appendix F.)

VII. Service Objectives

On an annual basis, Grantee will meet the following Service detailed in Table A below:

Service Objective Summary Table	FY 2023-2024	FY 2024-2025	FY 2025-2026	FY 2026-2027
Number of Unduplicated Consumers	30	30	30	30
Number of TGNC Programming and/or Service Hours	250	250	250	250

VIII. Outcome Objectives

On an annual basis, the grantee will measure and meet the following outcome objectives:

1. At least 75% of the surveyed consumers will report that the TGNC programming and activities offered by the grantee have increased their opportunities for positive social interaction with others.*
2. At least 75% of the surveyed consumers will report that they feel safe with and welcomed by program staff.*
3. At least 75% of the surveyed consumers will report that they have learned about disability and aging services and/or TGNC-specific services through their participation in the TGNC programming and activities offered by the grantee.*
4. At least 75% of the surveyed consumers will report that they would recommend the TGNC programming and activities offered by the grantee to other TGNC older adults or adults with disabilities.*

5. Using the Sense of Community Survey II and measurements from a pre- and post-UCLA Loneliness Scale, at least 50% enrolled in the program will report a reduction in loneliness and/or increased sense of as evidenced by a decrease in their score.*

**Based on a survey created by the grantee with input from DAS and a sample size of at least 60% of the enrolled unduplicated consumer.*

IX. Reporting and Other Requirements

1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers using the DAS provided or DAS approved intake form into the CA.GetCare database in accordance to DAS policy.
2. 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.
3. Grantee will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
 - Number of unduplicated consumers served during the month.
 - Number of units of service provided during the month.
4. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VII and VIII, Service Objectives and Outcome Objectives, respectively. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
5. Grantee shall issue a fiscal closeout report at the end of the fiscal year. The Grantee will submit the report to SF-HSA through CARBON system no later than July 31 each grant year.
6. Grantee will provide an annual satisfaction survey report to DAS by March 15 each grant year or a mutually agreed upon date between DAS and the Grantee.
7. Grantee shall develop and deliver a bi-annual summary report of SOGI data collected in each grant year as requested by SF-HSA. The due dates for submitting the bi-annual summary reports are January 10th (June-December data) and July 10th (January-June data).

8. 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.
9. 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 within the Grant Agreement.
10. Grantee will develop and maintain with OCP's approval, an updated site chart (Appendix F) with details about the program.
11. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA and/or DAS.

For assistance with reporting requirements or submission of reports, contact:

Ella Lee, Contract Analyst
Office of Contract Management, HSA
Ella.Lee@sfgov.org

Or

Reanna Albert, Program Analyst
Office of Community Partnerships, DAS
Reanna.Albert@sfgov.org

X. Monitoring Activities

1. **Program Monitoring:** Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA.GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; program operation, which includes a review of a written policies and procedures manual of all 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; board of director list; and whether services are provided appropriately according to Sections III-VII.
2. **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 Curry Senior Center					Term 7/1/23 - 6/30/27
(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>					
If modification, Effective Date of Mod. _____ No. of Mod. _____					
Program: Services for transgender and gender nonconforming older adults and adults with disabilities					
Budget Reference Page No.(s)					7/1/23 - 6/30/27
Program Term	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/25 - 6/30/26	7/1/26 - 6/30/27	Total
Expenditures					
Salaries & Benefits	\$74,287	\$74,287	\$74,287	\$74,287	\$297,148
Operating Expenses	\$22,448	\$22,448	\$22,448	\$22,448	\$89,792
Subtotal	\$96,735	\$96,735	\$96,735	\$96,735	\$386,940
Indirect Percentage (%)	15%	15%	15%	15%	15%
Indirect Cost (Line 16 X Line 15)	\$14,510	\$14,510	\$14,510	\$14,510	\$58,040
Subcontractor/Capital Expenditures					
Total Expenditures	\$111,245	\$111,245	\$111,245	\$111,245	\$444,980
HSA Revenues					
Fund	\$111,245	\$111,245	\$111,245	\$111,245	\$444,980
TOTAL HSA REVENUES	\$111,245	\$111,245	\$111,245	\$111,245	\$444,980
Other Revenues					
Total Revenues					
Full Time Equivalent (FTE)					
Prepared by: _____ Telephone No.: _____					
HSA-CO Review Signature: _____					
HSA #1					6/20/2018

Program: Services for transgender and gender nonconforming older adults and adults with disabilities

Salaries & Benefits Detail

POSITION TITLE	Agency Totals		HSA Program		7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/25 - 6/30/26	7/1/26 - 6/30/27	7/1/23 - 6/30/27
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	DAAS Budgeted Salary	DAAS Budgeted Salary	DAAS Budgeted Salary	DAAS Budgeted Salary	TOTAL Budgeted Salary
	TGNC Program Assistance	\$54,600	1.00	100%	1.00	\$54,600	\$54,600	\$54,600	\$54,600
Director of Social Services	\$113,159	0.10	10%	0.01	\$1,132	\$1,132	\$1,132	\$1,132	\$4,528
LGBTQ+ Program Assistance	\$54,600	0.10	10%	0.01	\$546	\$546	\$546	\$546	\$2,184
				-					
				-					
				-					
				-					
				-					
TOTALS	\$222,359	0.20	20%	0.02	\$56,278	\$56,278	\$56,278	\$56,278	\$225,112
FRINGE BENEFIT RATE	32%								
EMPLOYEE FRINGE BENEFITS	\$71,155				\$18,009	\$18,009	\$18,009	\$18,009	\$72,036
TOTAL SALARIES & BENEFITS	\$293,514				\$74,287	\$74,287	\$74,287	\$74,287	\$297,148
HSA #2									6/20/2018

Curry Senior Center

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Program: Services for transgender and gender nonconforming older adults and adults with disabilities

Operating Expense Detail

<u>Expenditure Category</u>	TERM					TOTAL
		<u>7/1/23 - 6/30/24</u>	<u>7/1/24 - 6/30/25</u>	<u>7/1/25 - 6/30/26</u>	<u>7/1/26 - 6/30/27</u>	<u>7/1/23 - 6/30/27</u>
Rental of Property		\$4,805	\$4,805	\$4,805	\$4,805	\$19,220
Utilities(Elec, Water, Gas, Phone, Garbage)		\$1,283	\$1,783	\$1,783	\$1,783	\$6,632
Office Supplies, Postage		\$1,000	\$1,000	\$1,000	\$1,000	\$4,000
Building Maintenance Supplies and Repair		\$2,500	\$2,500	\$2,500	\$2,500	\$10,000
Printing and Reproduction						
Insurance		\$700	\$1,000	\$1,000	\$1,000	\$3,700
Staff Training		\$300	\$300	\$300	\$300	\$1,200
Staff Travel-(Local & Out of Town)		\$3,400	\$3,400	\$3,400	\$3,400	\$13,600
Rental of Equipment						
CONSULTANTS						
Computer support		\$1,650	\$1,650	\$1,650	\$1,650	\$6,600
Program evaluator		\$1,600	\$800	\$800	\$800	\$4,000
OTHER						
Programming costs		\$4,810	\$4,810	\$4,810	\$4,810	\$19,240
Payroll fees		\$300	\$300	\$300	\$300	\$1,200
Recruitment		\$100	\$100	\$100	\$100	\$400
TOTAL OPERATING EXPENSES		\$22,448	\$22,448	\$22,448	\$22,448	\$89,792
HSA #3						6/20/2018

E. Site Chart

<u>SITES:</u>		
Name of Site	Curry Senior Center	Curry Senior Drop-In
Address and Zip Phone Number Neighborhood Muni Line #s Person in Charge	315 Turk Street, 94102 415-920-1351 Tenderloin 31 and 27 Dave Knego, Executive Director	333 Turk Street, 94102 415-292-1081 Tenderloin 31 and 27 Dave Knego, Executive Director
Site Manger	Judy Siu, Program Manager	Rashaad Bess, Program Manager
Programs Offered at Site	Primary Health Care, Congregate Dining, Case Management, Behavioral Health, Technology training, Wellness, Social programs	Low Threshold Drop-In
Days Open	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thurs <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat <input type="checkbox"/> Sun	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thurs <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat <input checked="" type="checkbox"/> Sun
Hours Open	M-F, 9-4:30 S, 9-1:30	M-Su, 8-1:30
Hours of <u>scheduled</u> programming	M-F, 9-4:30, S, 9-1:30	M-Su, 8-1:30
Hours of service	M-F, 9-4:30, S, 9-1:30	M-Su, 8-1:30
Annual number of units at site	N/A	N/A
Average number of units per day	N/A	N/A
Total number of service days	N/A	N/A
Days closed	11	11
ADA Accessible	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

APPENDIX A - SERVICES TO BE PROVIDED BY GRANTEE

OPENHOUSE

Services for Transgender and Gender Nonconforming Older Adults and Adults with Disabilities

July 1, 2023 – June 30, 2027

I. Purpose

The purpose of this grant is to provide programming and social services for transgender and gender nonconforming (TGNC) older adults and adults with disabilities in a supportive and gender affirming environment. TGNC older adults and adults with disabilities face an added layer of complexity and more barriers when accessing social services. This program aims to make the TGNC community feel included, accepted, and safe throughout different stages of transition, aging, and more.

II. Definitions

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4. Persons from communities of color
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2. An adult with a disability, aged 18-59 and
3. A resident of San Francisco and

4. In need of TGNC services

V. Description of Services

1. Grantee will develop and implement programming and/or service(s) for TGNC older adults and adults with disabilities designed to create social connections, build community, and address unmet social service need/s. Programming and/or services will consist of the following key elements:
 - Engage TGNC older adults and adults with disabilities through regular TGNC specific programming. This includes but not limited to; weekly support groups, wellness calls, health and wellness workshops, storytelling, and events that honor special dates like Transgender Day of Visibility.
 - Foster relationship building and positive social interactions
 - Support community building events and encourage community engagement
 - Create a safe, supportive and gender affirming environment for both TGNC older adults and adults with disabilities
2. Grantee will develop an outreach plan each fiscal year beginning fiscal year 2023-2024. The outreach plan will be provided to DAS in the first quarter of each fiscal year.
3. Grantee will conduct outreach to the TGNC older adult and TGNC adult with disability populations in San Francisco and keep record of outreach efforts. Outreach efforts may include, but are not limited to, attending events, presentations to community based organizations, and meeting with TGNC service providers and/or the Office Transgender Initiative (OTI).
4. Grantee will list DAS as a funding source on all promotional material and at outreach events for programming and/or services funded through this grant agreement completely, in part, and through subcontracting agreements.
5. Grantee will maintain an advisory board specifically focused on the provision of TGNC programming and/or services. The advisory board will consist of 6 to 8 individual community stakeholders. Stakeholders will be a combination of individuals, groups, and organizations that provide input to help guide and shape programming to meet the needs of TGNC older adults and adults with disabilities living in the City. The community stakeholders will have at least one of the following: (1) professional expertise in providing programming and/or services to the TGNC community (2) lived experience as a TGNC individual. A strong advisory board will consist of an equitable mix of the various stakeholders described.

6. Grantee will ensure the programming and/or services provided are not medical nor provided by a medical professional including but not limited to doctors, primary care providers, psychiatrists, nurses, and other medically licensed professionals.
7. Grantee shall ensure adequate and culturally competent paid and volunteer staffing to administer TGNC programming and/or services.
8. Grantee will ensure that units of service provided through this grant agreement are tracked and distinguishable.

VI. Location and Time of Services

Details of the sites and operation hours are as attached in the site chart (Appendix F.)

VII. Service Objectives

On an annual basis, Grantee will meet the following Service detailed in Table A below:

Service Objective Summary Table	FY 2023-2024	FY 2024-2025	FY 2025-2026	FY 2026-2027
Number of Unduplicated Consumers	80	85	90	95
Number of TGNC Programming and/or Service Hours	230	240	240	245

VIII. Outcome Objectives

On an annual basis, the grantee will measure and meet the following outcome objectives:

1. At least 75% of the surveyed consumers will report that the TGNC programming and activities offered by the grantee have increased their opportunities for positive social interaction with others.*
2. At least 75% of the surveyed consumers will report that they feel safe with and welcomed by program staff.*
3. At least 75% of the surveyed consumers will report that they have learned about disability and aging services and/or TGNC-specific services through their participation in the TGNC programming and activities offered by the grantee.*
4. At least 75% of the surveyed consumers will report that they would recommend the TGNC programming and activities offered by the grantee to other TGNC older adults or adults with disabilities.*

5. Using the Sense of Community Survey II and measurements from a pre- and post-UCLA Loneliness Scale, at least 50% enrolled in the program will report a reduction in loneliness and/or increased sense of as evidenced by a decrease in their score.*

**Based on a survey created by the grantee with input from DAS and a sample size of at least 60% of the enrolled unduplicated consumer.*

IX. Reporting and Other Requirements

1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers using the DAS provided or DAS approved intake form into the CA.GetCare database in accordance to DAS policy.
2. 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.
3. Grantee will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
 - Number of unduplicated consumers served during the month.
 - Number of units of service provided during the month.
4. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VII and VIII, Service Objectives and Outcome Objectives, respectively. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
5. Grantee shall issue a fiscal closeout report at the end of the fiscal year. The Grantee will submit the report to SF-HSA through CARBON system no later than July 31 each grant year.
6. Grantee will provide an annual satisfaction survey report to DAS by March 15 each grant year or a mutually agreed upon date between DAS and the Grantee.
7. Grantee shall develop and deliver a bi-annual summary report of SOGI data collected in each grant year as requested by SF-HSA. The due dates for submitting the bi-annual summary reports are January 10th (June-December data) and July 10th (January-June data).

8. 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.
9. 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 within the Grant Agreement.
10. Grantee will develop and maintain with OCP's approval, an updated site chart (Appendix F) with details about the program.
11. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA and/or DAS.

For assistance with reporting requirements or submission of reports, contact:

Tara Alvarez, Senior Contract Manager
Office of Contract Management, HSA
Tara.Alvarez@sfgov.org
Or
Reanna Albert, Program Analyst
Office of Community Partnerships, DAS
Reanna.Albert@sfgov.org

X. Monitoring Activities

1. **Program Monitoring:** Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA.GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; program operation, which includes a review of a written policies and procedures manual of all 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; board of director list; and whether services are provided appropriately according to Sections III-VII.
2. **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 Openhouse					Term 7/1/23 - 6/30/27
(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>					
If modification, Effective Date of Mod. No. of Mod.					
Program: Services for transgender and gender nonconforming older adults and adults with disabilities					
Budget Reference Page No.(s)					7/1/23 - 6/30/27
Program Term	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/25 - 6/30/26	7/1/26 - 6/30/27	Total
Expenditures					
Salaries & Benefits	\$77,435	\$77,435	\$77,435	\$77,435	\$309,740
Operating Expenses	\$68,660	\$68,660	\$68,660	\$68,660	\$274,640
Subtotal	\$146,095	\$146,095	\$146,095	\$146,095	\$584,380
Indirect Percentage (%)	15%	15%	15%	15%	15%
Indirect Cost (Line 16 X Line 15)	\$21,914	\$21,914	\$21,914	\$21,914	\$87,656
Subcontractor/Capital Expenditures	\$45,000	\$45,000	\$45,000	\$45,000	\$180,000
Total Expenditures	\$213,009	\$213,009	\$213,009	\$213,009	\$852,036
HSA Revenues					
Fund	\$213,009	\$213,009	\$213,009	\$213,009	\$852,036
TOTAL HSA REVENUES	\$213,009	\$213,009	\$213,009	\$213,009	\$852,036
Other Revenues					
Total Revenues	\$213,009	\$213,009	\$213,009	\$213,009	\$852,036
Full Time Equivalent (FTE)					
Prepared by: Matthew Cimino				Telephone No.: 415-530-2783	
HSA-CO Review Signature: _____					
HSA #1					6/20/2018

Program: Services for transgender and gender nonconforming older adults and adults with disabilities

Salaries & Benefits Detail

POSITION TITLE	Agency Totals		HSA Program		7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/25 - 6/30/26	7/1/26 - 6/30/27	7/1/23 - 6/30/27
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	DAAS Budgeted Salary	DAAS Budgeted Salary	DAAS Budgeted Salary	DAAS Budgeted Salary	TOTAL Budgeted Salary
Trans Liaison-I	\$54,600	1.00	100%	1.00	\$54,600	\$54,600	\$54,600	\$54,600	\$218,400
Intergen Manager	\$74,234	1.00	7%	0.07	\$4,969	\$4,969	\$4,969	\$4,969	\$19,876
Director of CEP	\$102,866	1.00	5%	0.05	\$4,960	\$4,960	\$4,960	\$4,960	\$19,840
				-					
				-					
				-					
				-					
				-					
TOTALS	\$231,700	3.00	112%	1.12	\$64,529	\$64,529	\$64,529	\$64,529	\$258,116
FRINGE BENEFIT RATE	20%								
EMPLOYEE FRINGE BENEFITS	\$46,340				\$12,906	\$12,906	\$12,906	\$12,906	\$51,624
TOTAL SALARIES & BENEFITS	\$278,040				\$77,435	\$77,435	\$77,435	\$77,435	\$309,740
HSA #2									6/20/2018

Openhouse

Page 3

Program: Services for transgender and gender nonconforming older adults and adults with disabilities

Operating Expense Detail

<u>Expenditure Category</u>	TERM					TOTAL
		<u>7/1/23 - 6/30/24</u>	<u>7/1/24 - 6/30/25</u>	<u>7/1/25 - 6/30/26</u>	<u>7/1/26 - 6/30/27</u>	<u>7/1/23 - 6/30/27</u>
Rental of Property						
Utilities(Elec, Water, Gas, Phone, Garbage)		\$2,160	\$2,160	\$2,160	\$2,160	\$8,640
Office Supplies, Postage						
Building Maintenance Supplies and Repair						
Printing and Reproduction						
Insurance						
Staff Training						
Staff Travel-(Local & Out of Town)						
Rental of Equipment						
CONSULTANTS						
OTHER						
Food & Drink		\$36,000	\$36,000	\$36,000	\$36,000	\$144,000
Transportation		\$17,000	\$17,000	\$17,000	\$17,000	\$68,000
Enhanced Outreach		\$4,500	\$4,500	\$4,500	\$4,500	\$18,000
Participant Incentives		\$2,000	\$2,000	\$2,000	\$2,000	\$8,000
Pride Events Supplies/Misc		\$7,000	\$7,000	\$7,000	\$7,000	\$28,000
TOTAL OPERATING EXPENSES		\$68,660	\$68,660	\$68,660	\$68,660	\$274,640
HSA #3						6/20/2018

Openhouse

Program: Services for transgender and gender nonconforming older adults and adults with disabilities

Subcontractor/Capital Expenditures

SUBCONTRACTORS	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/25 - 6/30/26	7/1/26 - 6/30/27	7/1/23 - 6/30/27
SFCHC	\$20,000	\$20,000	\$20,000	\$20,000	\$80,000
PAWS	\$15,000	\$15,000	\$15,000	\$15,000	\$60,000
TGI Justice Prj	\$10,000	\$10,000	\$10,000	\$10,000	\$40,000
TOTAL SUBCONTRACTOR COST	\$45,000	\$45,000	\$45,000	\$45,000	\$180,000
EQUIPMENT	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/25 - 6/30/26	7/1/26 - 6/30/27	7/1/23 - 6/30/27
TOTAL EQUIPMENT COST					
REMODELING	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/25 - 6/30/26	7/1/26 - 6/30/27	7/1/23 - 6/30/27
Remodel A					
TOTAL REMODELING COST					
TOTAL SUBCONTRACTOR/CAPITAL EXPENDITURE	\$45,000	\$45,000	\$45,000	\$45,000	\$180,000

HSA #4

6/20/2018

SITE CHART

Human Services Agency, Department of Disability and Aging Services, Office of Community Partnerships

AGENCY: Openhouse

FISCAL YEAR: 07/01/2023 - 06/30/2027

DIRECTOR: Kathleen Sullivan, Ph.D.

PHONE No: 415.728.0197

SITES:					
Name of Site	Main Office: Openhouse at the Bob Ross LGBT Senior Center	Openhouse Community Center: Morton B. Blatt and Peter G. Holmstrom LGBTQ+ Senior Community Center	San Francisco Community Health Center	TGI Justice Project	Click or tap here to enter text.
Address and Zip	65 Laguna Street, 94102	75 Laguna Street, 94102	730 Polk Street, 94109	1349 Mission Street, 94103	Click or tap here to enter text.
Phone Number	415-296-8995	415-296-8995	415-292-3400	415-554-8491	Click or tap here to enter text.
Fax Number	415-296-8008	415-296-8008	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Neighborhood	Hayes Valley/Castro, D8	Hayes Valley/Castro, D8	Tenderloin, D6	Mission, D9	Click or tap here to enter text.
Muni Line #s	F, 6, 7, 14, 22, 49	F, 6, 7, 14, 22, 49	27, 31, 101, 130, 150	27, 31, 101, 130, 150	Click or tap here to enter text.
Person in Charge	Kathleen Sullivan, Ph.D. (she/her) Executive Director	Kathleen Sullivan, Ph.D. (she/her) Executive Director	Lance Toma, LCSW (he/him) Executive Director	Jeanetta Johnson, CEO (she/her) Chief Executive Officer	
Site Manger	Matthew Cimino (he/him) Director of Operations	Matthew Cimino (he/him) Director of Operations	Nicky Calma (she/her) Managing Director	Elena Gracia (she/her) Operations Coordinator	Click or tap here to enter text.
Programs Offered at Site	Community Services; Case Management; ADRC; Health & Wellness	Community Day Services (Club 75); Lifelong Learning; Community Engagement; Friendly Visitor; Volunteer Services; Drag Bingo; Rainbow Lunch	Trans 50+ and Fabulous Support Group (Two Tuesdays per month), 5-6 p.m.	Life Skills Workshops, Days/times TBD	Click or tap here to enter text.
Days Open	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thurs <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thurs <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat <input type="checkbox"/> Sun	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thurs <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thurs <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun
Hours Open	9:30 a.m. – 5:30 p.m.	9:30 a.m. – 5:30 p.m. M-F 10:00 a.m. – 4:00 p.m. Sat.	8:00 a.m. – 6:00 p.m. M-F	10:00 a.m. –6:00 p.m. M-F 10:00 a.m. – 7:00 p.m. Every last Monday of month	Click or tap here to enter text.
Hours of <u>scheduled</u> programming	9:30 p.m. – 5:30 p.m.	9:30 a.m. – 5:30 p.m. M-F 10:00 a.m. – 4:00 p.m. Sat.	5:00 – 6:00 p.m. 2nd & 4th Tue	6:00 p.m. – 7:00 p.m. Last Mon.	Click or tap here to enter text.
Hours of service	40 hours per week	46 hours per week	40 hours per week	40 hours per we2	Click or tap here to enter text.
Annual number of units at site					Click or tap here to enter text.
Average number of units per day	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.		Click or tap here to enter text.

Total number of service days in FY	Click or tap here to enter text.		Click or tap here to enter text.		Click or tap here to enter text.
Days closed	120	120	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
ADA Accessible	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No