



**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

MEMORANDUM

TO: DISABILITY AND AGING SERVICES COMMISSION

THROUGH: KELLY DEARMAN, EXECUTIVE DIRECTOR

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

DATE: JULY 19, 2023

SUBJECT: NEW GRANTS: **MULTIPLE GRANTEES** (NON-PROFIT) TO PROVIDE NEIGHBORHOOD BASED PROGRAMS AND INITIATIVES

DS
EL

GRANT TERM: 7/1/2023-6/30/2027

GRANT AMOUNT:	New	Contingency	Total
	\$2,913,264	\$291,326	\$3,204,590

ANNUAL AMOUNT	<u>FY23/24</u>	<u>FY24/25</u>	<u>FY25/26</u>	<u>FY26/27</u>
	\$728,316	\$728,316	\$728,316	\$728,316



London Breed
Mayor

Trent Rhorer
Executive Director

Funding Source	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:	\$2,913,264			\$291,326	\$3,204,590
PERCENTAGE:	100%				100%

The Department of Disability and Aging Services (DAS) requests authorization to enter into new grants with multiple providers for the provision of neighborhood-based programs for the time period beginning July 1, 2023 thru June 30, 2027, in the combined amount of \$2,913,264 plus a 10% contingency for a total not to exceed amount of \$3,204,590. The specific breakdown of funding per grantee is summarized in the table below.



**SAN FRANCISCO
HUMAN SERVICES AGENCY**

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

Agency	Districts	Annual Budget (4 FYs)	Total Budget	Contingency	Total Not to Exceed
Bernal Heights Neighborhood Center	1,9,11	\$152,491	\$609,964	\$60,996	\$670,960
Booker T. Washington Community Service Center	5	\$133,000	\$532,000	\$53,200	\$585,200
NEXT Village	2	\$132,825	\$531,300	\$53,130	\$584,430
Self-Help for the Elderly	11	\$145,000	\$580,000	\$58,000	\$638,000
UCSF	1,9,10,11	\$165,000	\$660,000	\$66,000	\$726,000
TOTAL		\$728,316	\$2,913,264	\$291,326	\$3,204,590

Background

Service participation among older adults and adults with disabilities across districts varies broadly. More specifically, those who live in the outer districts tend to have lower service participation rates. Consumers who live in districts that have access to multiple transportation modes that are in close proximity to many service site locations have much higher levels of service participation. Neighborhood-based programming in the City, particularly in residential areas that lack a community service center, have demonstrated success at engaging older adults and adults with disabilities in their own neighborhoods and at overcoming barriers to service engagement, which in addition to locale, can also be cultural and systematic barriers.

The purpose of these grants is to fund neighborhood-based programming that would provide opportunities for older adults and adults with disabilities to socialize, build community, and participate in a meaningful way in their community. The target population are those who live in supervisorial districts with service participation rates that are lower than



**SAN FRANCISCO
HUMAN SERVICES AGENCY**

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

the citywide service participation rate, namely districts 1, 2, 4, 5, 8, 9, 10, and 11.

Services to be Provided

Bernal Heights Neighborhood Center

Grantee will provide the Mobile Senior Services Program and will serve participants in Districts 1, 9, and 11. The program will offer group exercises, cultural and art activities, nutritional education/support, access to health and wellness information, social activities, and opportunities for continued education. Resource and service connection will be provided by a floating Social Services Coordinator traveling between the 3 Districts.

Booker T. Washington Community Service Center

Grantee will provide the Senior Wellness Program and will serve participants in District 5. The program will offer wellness activities, nutritional services, educational and social events, fitness programming, resource and service connection, as well as transportation, as needed.

NEXT Village

Grantee will provide the District 2 University and will serve participants in District 2. The program will provide courses on various topics including nutrition, travel for older adults, arts, transportation, fitness, and public resource access, among others. In addition, the program will also connect participants to volunteer opportunities.

Self Help for the Elderly

Grantee will provide the Social Connections Program and will serve participants in District 11. The program will offer educational workshops and trainings, and will include activities like visits to public spaces, volunteer opportunities, support groups, debate groups, online group chats, safe neighborhood watch groups, and basic mobile device classes.

UCSF

Grantee will provide the Community Arts for Brain Health Initiative and will serve participants in Districts 1, 9 10, and 11. The program will provide multiple fellows enlisted annually to lead unique, art-based community engaging activities that will support brain health of older adults and adults with disabilities. Programming will be conducted in community sites that have partnered with the UCSF Memory and Aging Center.



**SAN FRANCISCO
HUMAN SERVICES AGENCY**

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

Selection

Grantees were selected through Request for Proposals 1052, which was competitively bid in February 2023.

Funding

Funding for the grants are provided through Dignity Funds.

ATTACHMENTS

Bernal Heights Neighborhood Center

Appendix A – Scope of Services
Appendix B – Budget
Appendix F – Site Chart

Booker T. Washington Community Service Center

Appendix A – Scope of Services
Appendix B – Budget
Appendix F – Site Chart

NEXT Village

Appendix A – Scope of Services
Appendix B – Budget
Appendix F – Site Chart

Self Help for the Elderly

Appendix A – Scope of Services
Appendix B – Budget
Appendix F – Site Chart

UCSF

Appendix A – Scope of Services
Appendix B – Budget
Appendix F – Site Chart

**Appendix A – Services to be Provided
Bernal Heights Neighborhood Center**

Neighborhood-Based Pilot Program – Mobile Senior Services

July 1, 2023 – June 30, 2027

I. Purpose of Grant

The purpose of this grant is to provide opportunities through a neighborhood-based program for older adults and adults with disabilities to socialize, build community, and participate in a meaningful way in districts that have been identified as having less participation.

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.
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

DFCNA	Dignity Fund Community Needs Assessment
Grantee	Bernal Height Neighborhood 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.
OCP	Office of Community Partnerships
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	Person who is 60 years or older, used interchangeably with "senior"
SF DAS 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.
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.
Social Services	Service units are captured by providing one-to-one assistance for individuals to enable them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, and emotional support by phone or in person.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9.</i>)
Unit of Service	Defined as one hour of service.

Unduplicated Consumer (UDC)	An individual who participates in neighborhood-based programming and the grantee reflects consumer participation in SF DAS GetCare through enrollment.
-----------------------------	--

III. Target Population

This program supports all ethnicities and populations in San Francisco with focused expertise to address the unique cultural needs of older adults and adults with disabilities living in San Francisco districts identified in the Dignity Fund Community Needs Assessment (DFCNA) as having an overall service participation rate lower than the citywide service participation rate, namely districts 1, 2, 4, 5, 8, 9, 10, and 11. There are multiple providers of neighborhood-based programming in this term and this grantee will focus services in District 1,9, and 11.

Additional target priorities include members of a population with one or more of the following equity factors identified in the DFCNA:

- 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

I. Program Eligibility

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

IV. Description of Services

Grantee will provide the Mobile Senior Services Program and will serve participants in districts 1, 9, and 11. The program will offer group exercises, cultural and art activities, nutritional education/support, access to health and wellness information, social activities, and opportunities for continued education. Resource and service connection will be provided by a floating Social Services Coordinator traveling between the 3 districts.

Grantee shall provide the following services during the term of this grant:

- A. Program Activities – Each site will have customized programming and activities that will meet the needs of the neighborhood residents. Grantee will enlist instructors, facilitators, and UCSF nursing students to lead the activities. Types of activities will include:
 1. Exercise programs including yoga, zumba gold, line dancing, walking groups, and Tai Chi
 2. Cultural and art activities such as ukulele and guitar class, Mahjong, bead making, drum circles, cooking, art classes, gardening, Community Choir
 3. Wellness presentations on topics including nutrition, blood pressure management, stress management, communication, heart health, diabetes and kidney health awareness, IBS awareness, mental health, Alzheimer’s and brain health awareness

4. Miscellaneous activities including bingo, board games, card games, birthday celebrations and Happy Hour (sans alcohol), computer classes, literary exposure, book groups (a bookmobile)

- B. Resource and Service Connection – Grantee will have a floating Social Services Coordinator to provide information and referrals to services including, but not limited to:
1. Annual flu shots and flu presentations
 2. In-Home Supportive Services
 3. Rebuilding Together
 4. Community and Home Injury Prevention Project for Seniors
 5. Health Insurance Counseling and Advocacy Program
 6. Recology
 7. CalFresh
 8. Food Pantries
 9. Meals on Wheels
 10. Social Security Administration
 11. California Telephone Access Program
 12. Lighthouse for the Blind and Visually Impaired
 13. Adult Protective Services
 14. Family Caregiver Alliance
 15. Lawyer Referral and Information Services

The Social Services Coordinator will alternate between program sites and offer office hours while at the respective sites. In addition, prior to the scheduled programming day, staff will be available at the Cortland location and can be contacted via phone, if needed.

- C. Outreach – Grantee will conduct outreach through various means including flyers, door knocking, informational meetings that will be led by the assigned Coordinator.
- D. Neighborhood Input – Program activities will be planned and scheduled based on input from the neighborhood residents. Grantee will partner with property management at the sites to set up informational meetings and tenant listening sessions.
- E. Advisory Board – Grantee will form an advisory board. Advisory board membership should consist of six to eight neighborhood stakeholders that will provide input to help guide and shape programming to meet the needs of the target population living in the neighborhood. Neighborhood stakeholders will have at least one of the following: 1) professional expertise in providing programming and/or services to the target population and 2) older adults and adults with disabilities living in the neighborhood.

V. Location and Time of Services

Bernal Heights Neighborhood Center is located at 515 Cortland Street, San Francisco, CA 94110. Hours of operation are Monday through Friday, 9 a.m. to 3 p.m. Please see attached site chart for additional program locations.

VI. Grantee Responsibilities

- A. Grantee will develop and maintain policies and procedures for all aspect of program operation, including a quality assurance plan.
- B. Grantee will ensure adequate and culturally competent staff (paid and/or volunteer) to administer the program, deliver quality services to meet the needs of the participants, and adhere to all the program standards.
- C. Grantee will resolve grievances related to program services at the program level and adhere to the DAS Grievance Policy and Procedure.
- D. Grantee will provide training and ongoing supervision and oversight of all program staff.
- E. As Grantee is a mandated reporter for witnessed or suspected elder abuse/neglect, staff will complete elder and dependent adult abuse trainings annually.
- F. Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules whenever applicable.
- G. Grantee will administer an annual satisfaction survey to gather input regarding participant’s direct experience.
- H. Grantee will communicate and collaborate regularly with DAS to help provide support and quality services to participants.
- I. Grantee will attend DAS Commission, program-related, and other meetings as needed.
- J. Grantee will support the program’s advisory board to provide a forum for participants and community feedback.

VII. Service Objectives

On an annual basis, Grantee will meet the following service objectives:

Table A – Neighborhood-based Program	FY 23-24	FY 24-25	FY 25-26	FY 26-27
Unduplicated Consumers (UDC)	80	80	80	80
Program Activities	725	725	725	725
Social Services	970	970	970	970
1 unit of program activities = 1 hour of service provision				

VIII. Outcome Objectives

On an annual basis, Grantee will administer a participant survey to measure outcome objectives. Grantee will meet the following outcome objectives:

- A. Clients feel more socially engaged in their neighborhood and/or community through opportunities offered by the program. Target: 80%
- B. Clients feel healthier due to participation in physical activities available through the program. Target: 80%.
- C. Clients develop new knowledge of disability and aging services available to them. Target: 80%
- D. Clients feel more self-sufficient due to knowledge and/or skills they developed in the program. Target 80%

- E. Clients feel they have opportunities to contribute meaningfully to their neighborhood and/or community. Target: 80%
- F. Clients rate the quality of services they received as good or excellent. Target: 80%

Based on an annual consumer survey with a sample size of at least 35% of the annual unduplicated consumers.

IX. Reporting Requirements

Grantee will provide various reports during the term of the grant agreement.

- A. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers, using the DAS OCP approved intake form, into the SF DAS GetCare database in accordance with DAS OCP policy memorandum.
- B. Grantee will enter into the SF DAS GetCare Service Unit section all service objectives by the 5th working day of the month for the preceding month.
- C. 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
 - Number and type of service units provided
- 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 will submit response rates and aggregated data from the annual participant survey to OCP staff by March 15th of each grant year or on a mutually agreed upon date between DAS OCP and the grantee.
- F. If applicable, the grantee shall submit Community Services Block Grant (CSBG) time study to HSA/DAS for the months of February, May, August, and November. The time study is due on the 10th day following the time study month.
- 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 31st of each grant year. The grantee must submit the report in the CARBON system.
- H. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
- I. Grantee shall develop and deliver a bi-annual summary report of SOGI data collected as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are January 10th (June-December data) and July 10th (January-June data).
- J. Grantee will maintain an updated site chart, using the DAS OCP approved form, with details about the program.
- K. Grantee program staff will complete an Elder Abuse Mandated Reporter Training and the California Department of Aging (CDA) Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of these trainings.
- L. 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.
- M. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.

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

Steve.Kim@sfgov.org

Contract Manager, Office of Contract Management
Human Services Agency

or

Paulo.Salta@sfgov.org

Program Analyst, Office of Community Partnerships
Department of Disability and Aging Services

X. Monitoring Activities

- A. **Program Monitoring**: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on DAS GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence that program staff have completed the California Department of Aging (CDA) Security Awareness Training; review of program operation, which includes a review of a written policies and procedures manual of all OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of director list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool, translation and social services are based on staff hours.
- B. **Fiscal Compliance and Contract Monitoring**: Fiscal monitoring will include review of the grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D	E	F
1						Appendix B, Page 1
2						
3	HUMAN SERVICES AGENCY BUDGET SUMMARY					
4	BY PROGRAM					
5	Name				Term	
6	Bernal Heights Neighborhood Center				7/1/23-6/30/27	
7	(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>					
8	If modification, Effective Date of Mod.			No. of Mod.		
9	Program: Neighborhood based programs					
10	Budget Reference Page No.(s)					
11	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	7/1/23-6/30/27
12	Expenditures					
13	Salaries & Benefits	\$93,600	\$93,600	\$93,600	\$93,600	\$374,400
14	Operating Expense	\$40,640	\$40,640	\$40,640	\$40,640	\$162,560
15	Subtotal	\$134,240	\$134,240	\$134,240	\$134,240	\$536,960
16	Indirect Percentage (%)	13%	13%	13%	13%	52%
17	Indirect Cost (Line 16 X Line 15)	\$18,251	\$18,251	\$18,251	\$18,251	\$73,004
18	Capital Expenditure					
19	Total Expenditures	\$152,491	\$152,491	\$152,491	\$152,491	\$609,964
20	HSA Revenues					
21	General Fund	\$152,491	\$152,491	\$152,491	\$152,491	\$609,964
22						
23						
24						
25						
26						
27						
28						
29	TOTAL HSA REVENUES	\$152,491	\$152,491	\$152,491	\$152,491	\$609,964
30	Other Revenues					
31						
32						
33						
34						
35						
36	Total Revenues	\$152,491	\$152,491	\$152,491	\$152,491	\$609,964
37	Full Time Equivalent (FTE)					
39	Prepared by:		Telephone No.:		Date	
40	HSA-CO Review Signature: _____					
41	HSA #1					

APPENDIX F - SITE CHART

HSA/ DAS

Agency: Bernal Heights Neighborhood Center

FISCAL YEAR: 23-27

Contract: Neighborhood Based Program

Director: Gina Dacus

CA PHONE NO. (415) 206-2140

Name of Sites:	Coleridge Park Home	Alemanay Housing	Crocker Amazon Senior Apartments (CASA)	St. Peter's Place	Market Heights
Address and Zip	190 Coleridge Street San Francisco, CA 94110	938 Ellsworth Street. San Francisco, CA 94110	5199 Mission Street. San Francisco, CA 94112	420 29th Ave. San Francisco, CA 94121	1000 Tompkins Ave. San Francisco, CA 94110
Phone Number	O (415)206-2140	O (415)206-2140	O (415)206-2140	O (415)206-2140	O (415)282-1686
Fax Number	F (415)648-0793	F (415)648-0793	F (415)648-0793	F (415)648-0793	F
Neighborhood	Bernal Heights	Bernal Heights	Excelsior/ Outer Mission	Richmond	Bernal Heights
Muni Line #s	14, 14R, 49, 24	67	14, 14R, 49	38, 38R	67
Person in Charge	Gina Dacus, Executive Director	Gina Dacus, Executive Director	Gina Dacus, Executive Director	Gina Dacus, Executive Director	Gina Dacus, Executive Director
Site Manager	TBD	TBD	TBD	TBD	TBD
Programs Offered at Site	<p>Program Activities - Each site will have customized programming and activities that will meet the needs of the neighborhood residents. Grantee will enlist instructors, facilitators, and UCSF nursing students to lead the activities. Types of activities will include:</p> <p>a. Exercise programs including yoga, zumba gold, line dancing, walking groups, and Tai Chi</p> <p>b. Cultural and art activities such as ukulele and guitar class, Mahjong, bead making, drupi circles, cooking, art classes, gardening, Community Choir</p> <p>c. Wellness presentations on topics including nutrition, blood pressure management, stress management, communication, heart health, diabetes and kidney health awareness, IBS awareness, mental health, Alzheimer's and brain health awareness</p> <p>d. Miscellaneous activities including bingo, board games, card games, birthday celebrations and Happy Hour (sans alcohol), computer classes, literary exposure, book groups (a bookmobile)</p>	<p>Program Activities - Each site will have customized programming and activities that will meet the needs of the neighborhood residents. Grantee will enlist instructors, facilitators, and UCSF nursing students to lead the activities. Types of activities will include:</p> <p>a. Exercise programs including yoga, zumba gold, line dancing, walking groups, and Tai Chi</p> <p>b. Cultural and art activities such as ukulele and guitar class, Mahjong, bead making, drupi circles, cooking, art classes, gardening, Community Choir</p> <p>c. Wellness presentations on topics including nutrition, blood pressure management, stress management, communication, heart health, diabetes and kidney health awareness, IBS awareness, mental health, Alzheimer's and brain health awareness</p> <p>d. Miscellaneous activities including bingo, board games, card games, birthday celebrations and Happy Hour (sans alcohol), computer classes, literary exposure, book groups (a bookmobile)</p>	<p>Program Activities - Each site will have customized programming and activities that will meet the needs of the neighborhood residents. Grantee will enlist instructors, facilitators, and UCSF nursing students to lead the activities. Types of activities will include:</p> <p>a. Exercise programs including yoga, zumba gold, line dancing, walking groups, and Tai Chi</p> <p>b. Cultural and art activities such as ukulele and guitar class, Mahjong, bead making, drupi circles, cooking, art classes, gardening, Community Choir</p> <p>c. Wellness presentations on topics including nutrition, blood pressure management, stress management, communication, heart health, diabetes and kidney health awareness, IBS awareness, mental health, Alzheimer's and brain health awareness</p> <p>d. Miscellaneous activities including bingo, board games, card games, birthday celebrations and Happy Hour (sans alcohol), computer classes, literary exposure, book groups (a bookmobile)</p>	<p>Program Activities - Each site will have customized programming and activities that will meet the needs of the neighborhood residents. Grantee will enlist instructors, facilitators, and UCSF nursing students to lead the activities. Types of activities will include:</p> <p>a. Exercise programs including yoga, zumba gold, line dancing, walking groups, and Tai Chi</p> <p>b. Cultural and art activities such as ukulele and guitar class, Mahjong, bead making, drupi circles, cooking, art classes, gardening, Community Choir</p> <p>c. Wellness presentations on topics including nutrition, blood pressure management, stress management, communication, heart health, diabetes and kidney health awareness, IBS awareness, mental health, Alzheimer's and brain health awareness</p> <p>d. Miscellaneous activities including bingo, board games, card games, birthday celebrations and Happy Hour (sans alcohol), computer classes, literary exposure, book groups (a bookmobile)</p>	<p>Program Activities - Each site will have customized programming and activities that will meet the needs of the neighborhood residents. Grantee will enlist instructors, facilitators, and UCSF nursing students to lead the activities. Types of activities will include:</p> <p>a. Exercise programs including yoga, zumba gold, line dancing, walking groups, and Tai Chi</p> <p>b. Cultural and art activities such as ukulele and guitar class, Mahjong, bead making, drupi circles, cooking, art classes, gardening, Community Choir</p> <p>c. Wellness presentations on topics including nutrition, blood pressure management, stress management, communication, heart health, diabetes and kidney health awareness, IBS awareness, mental health, Alzheimer's and brain health awareness</p> <p>d. Miscellaneous activities including bingo, board games, card games, birthday celebrations and Happy Hour (sans alcohol), computer classes, literary exposure, book groups (a bookmobile)</p>
Days Open	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Hours Open	10:30AM-4:00PM Less, 30 minute lunch	10:30AM-4:00PM Less, 30 minute lunch	10:30AM-4:00PM Less, 30 minute lunch	10:30AM-4:00PM Less, 30 minute lunch	10:30AM-4:00PM Less, 30 minute lunch
Hours of scheduled programming	5	5	5	5	5
Hours of Service	5	5	5	5	5
Annual number of units at site	240	240	240	240	240
Average number of units per day	5	5	5	5	5
Total number of service days in FY	Approx 48/ Site	Approx 48/ Site	Approx 48/ Site	Approx 48/ Site	Approx 48/ Site
Days closed	<p>22/23: Jul.4 Independence Day Sept.5 Labor Day Nov.24 Thanksgiving Nov.25 Day After Thanksgiving Dec.17-Dec.31 In Observance of December Holidays Jan.1- Jan.3 In observance of Jan. Holidays Jan.16 Martin Luther King Jr. Day Feb.20 President's Day Mar.31 Cesar Chavez Day May.29 Memorial Day</p>	<p>22/23: Jul.4 Independence Day Sept.5 Labor Day Nov.24 Thanksgiving Nov.25 Day After Thanksgiving Dec.17-Dec.31 In Observance of December Holidays Jan.1- Jan.3 In observance of Jan. Holidays Jan.16 Martin Luther King Jr. Day Feb.20 President's Day Mar.31 Cesar Chavez Day May.29 Memorial Day</p>	<p>22/23: Jul.4 Independence Day Sept.5 Labor Day Nov.24 Thanksgiving Nov.25 Day After Thanksgiving Dec.17-Dec.31 In Observance of December Holidays Jan.1- Jan.3 In observance of Jan. Holidays Jan.16 Martin Luther King Jr. Day Feb.20 President's Day Mar.31 Cesar Chavez Day May.29 Memorial Day</p>	<p>22/23: Jul.4 Independence Day Sept.5 Labor Day Nov.24 Thanksgiving Nov.25 Day After Thanksgiving Dec.17-Dec.31 In Observance of December Holidays Jan.1- Jan.3 In observance of Jan. Holidays Jan.16 Martin Luther King Jr. Day Feb.20 President's Day Mar.31 Cesar Chavez Day May.29 Memorial Day</p>	<p>22/23: Jul.4 Independence Day Sept.5 Labor Day Nov.24 Thanksgiving Nov.25 Day After Thanksgiving Dec.17-Dec.31 In Observance of December Holidays Jan.1- Jan.3 In observance of Jan. Holidays Jan.16 Martin Luther King Jr. Day Feb.20 President's Day Mar.31 Cesar Chavez Day May.29 Memorial Day</p>
ADA Accessible	Y	Y	Y	Y	Y

Appendix A – Services to be Provided
Booker T. Washington Community Service Center
Neighborhood-Based Program - Senior Wellness

July 1, 2023 – June 30, 2027

I. Purpose of Grant

The purpose of this grant is to provide opportunities through a neighborhood-based program for older adults and adults with disabilities to socialize, build community, and participate in a meaningful way in districts that have been identified as having less participation.

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.
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
DFCNA	Dignity Fund Community Needs Assessment
Grantee	Booker T. Washington Community Service 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.
OCP	Office of Community Partnerships
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	Person who is 60 years or older, used interchangeably with "senior"
SF DAS 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.
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.
Social Services	Service units are captured by providing one-to-one assistance for individuals to enable them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, and emotional support by phone or in person.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9.</i>)
Unit of Service	Defined as one hour of service.
Unduplicated Consumer (UDC)	An individual who participates in neighborhood-based programming and the grantee reflects consumer participation in SF DAS GetCare through enrollment.

III. Target Population

The grant will serve older adults and adults with disabilities living in San Francisco districts identified in the Dignity Fund Community Needs Assessment (DFCNA) as having an overall

service participation rate lower than the citywide service participation rate, namely districts 1, 2, 4, 5, 8, 9, 10, and 11. There are multiple providers of neighborhood-based programming in this term and this grantee will focus services in District 5.

Additional target priorities include members of a population with one or more of the following equity factors identified in the DFCNA:

- 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. Program Eligibility

- 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

V. Description of Services

Grantee will provide the Senior Wellness Program and will serve participants in District 5. The program will offer wellness activities, educational/social events, fitness programming, resource and service connection, as well as transportation, as needed.

Grantee shall provide the following services during the term of this grant:

- A. Program Activities – Grantee will provide a variety of wellness activities that include educational social events to foster community and avoid isolation; field trips to explore and engage in the greater community, and recreational programming through weekly instructor-led physical activity sessions.
- B. Transportation – Grantee will hire a Class B driver with a valid California Driver’s License who will provide transportation to consumers for various activities. Transportation for participants to and from the program site will be provided as needed.
- C. Resource and Service Connection – Grantee will work closely with the Success Center and DAS Hub to provide information and referrals to participants on services and benefits they need. The senior site coordinator will also conduct assessments and will provide referrals based on the assessed needs.
- D. Outreach – Grantee will conduct outreach through various methods including, but not limited to, grassroots and social media marketing, word-of-mouth referrals from the client base, collaboration with local associations and organizations, distribution of door hangers, visits to churches, historical organizations, grocery/drug stores and affordable housing sites within District 5.

- E. Advisory Board – Grantee will form an advisory board. The board will consist of eight to 12 neighborhood stakeholders that will provide input to help guide and shape programming that meets the needs of the target population. Neighborhood stakeholders will have at least one of the following: 1) professional expertise in providing programming and/or services to the target population and 2) older adults and adults with disabilities living in the neighborhood.

VI. Location and Time of Services

Booker T. Washington Community Service Center is located at 800 Presidio Avenue, San Francisco, CA 94115. Hours of operation are Monday through Friday, 9 a.m. to 6 p.m.

VII. Grantee Responsibilities

- A. Grantee will develop and maintain policies and procedures for all aspect of program operation, including a quality assurance plan.
- B. Grantee will ensure adequate and culturally competent staff (paid and/or volunteer) to administer the program, deliver quality services to meet the needs of the participants, and adhere to all the program standards.
- C. Grantee will resolve grievances related to program services at the program level and adhere to the DAS Grievance Policy and Procedure.
- D. Grantee will provide training and ongoing supervision and oversight of all program staff.
- E. As Grantee is a mandated reporter for witnessed or suspected elder abuse/neglect, staff will complete elder and dependent adult abuse trainings annually.
- F. Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules whenever applicable.
- G. Grantee will administer an annual satisfaction survey to gather input regarding participant’s direct experience.
- H. Grantee will communicate and collaborate regularly with DAS to help provide support and quality services to participants.
- I. Grantee will attend DAS Commission, program-related, and other meetings as needed.
- J. Grantee will support the program’s advisory board to provide a forum for participants and community feedback.

VIII. Service Objectives

On an annual basis, Grantee will meet the following service objectives:

Table A – Neighborhood-based Program	FY 23-24	FY 24-25	FY 25-26	FY 26-27
Unduplicated Consumers (UDC)	60	60	60	60
Program Activites	160	160	160	160
Transportation	130	130	130	130
Resource Service and Connection	260	260	260	260
Outreach	110	110	110	110
1 unit of service = 1 hour of service provision				

IX. Outcome Objectives

On an annual basis, Grantee will administer a participant survey to measure outcome objectives. Grantee will meet the following outcome objectives:

- A. Clients feel more socially engaged in their neighborhood and/or community through opportunities offered by the program. Target: 80%
- B. Clients feel healthier due to participation in physical activities available through the program. Target: 80%.
- C. Clients develop new knowledge of disability and aging services available to them. Target: 80%
- D. Clients feel more self-sufficient due to knowledge and/or skills they developed in the program. Target 80%
- E. Clients feel they have opportunities to contribute meaningfully to their neighborhood and/or community. Target: 80%
- F. Clients rate the quality of services they received as good or excellent. Target: 80%

Based on an annual consumer survey with a sample size of at least 35% of the annual unduplicated consumers.

X. Reporting Requirements

Grantee will provide various reports during the term of the grant agreement.

- A. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers, using the DAS OCP approved intake form, into the SF DAS GetCare database in accordance with DAS OCP policy memorandum.
- B. Grantee will enter into the SF DAS GetCare Service Unit section all service objectives by the 5th working day of the month for the preceding month.
- C. 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
 - Number and type of service units provided
- 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 will submit response rates and aggregated data from the annual participant survey to OCP staff by March 15th of each grant year or on a mutually agreed upon date between DAS OCP and the grantee.
- F. If applicable, the grantee shall submit Community Services Block Grant (CSBG) time study to HSA/DAS for the months of February, May, August, and November. The time study is due on the 10th day following the time study month.
- 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 31st of each grant year. The grantee must submit the report in the CARBON system.
- H. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
- I. Grantee shall develop and deliver a bi-annual summary report of SOGI data collected

as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are January 10th (June-December data) and July 10th (January-June data).

- J. Grantee will maintain an updated site chart, using the DAS OCP approved form, with details about the program.
- K. Grantee program staff will complete an Elder Abuse Mandated Reporter Training and the California Department of Aging (CDA) Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of these trainings.
- L. 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.
- M. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.

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

Ella.Lee@sfgov.org

Contract Manager, Office of Contract Management
Human Services Agency
or

Paulo.Salta@sfgov.org

Program Manager, Office of Community Partnerships
Department of Disability and Aging Services

X. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on SF DAS GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence that program staff have completed the California Department of Aging (CDA) Security Awareness Training; review of program operation, which includes a review of a written policies and procedures manual of all OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of director list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool, translation and social services are based on staff hours.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy

manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Name Booker T. Washington Community Services 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: Neighborhood-based programs and initiatives					
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	\$83,160	\$83,160	\$83,160	\$83,160	\$332,640
Operating Expenses	\$32,492	\$32,492	\$32,492	\$32,492	\$129,968
Subtotal	\$115,652	\$115,652	\$115,652	\$115,652	\$462,608
Indirect Percentage (%)	15%	15%	15%	15%	15%
Indirect Cost (Line 16 X Line 15)	\$17,348	\$17,348	\$17,348	\$17,348	\$69,392
Subcontractor/Capital Expenditures					
Total Expenditures	\$133,000	\$133,000	\$133,000	\$133,000	\$532,000
HSA Revenues					
Local fund	\$133,000	\$133,000	\$133,000	\$133,000	\$532,000
TOTAL HSA REVENUES	\$133,000	\$133,000	\$133,000	\$133,000	\$532,000
Other Revenues					
Total Revenues					
Full Time Equivalent (FTE)					
Prepared by:					Telephone No.:
HSA-CO Review Signature:	_____				
HSA #1					6/20/2018

Booker T. Washington Community Services Center
 Program: Neighborhood-based programs and initiatives

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	DAAS	DAAS	DAAS	TOTAL
					Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Senior wellness manager	\$88,000	0.50	100%	0.50	\$44,000	\$44,000	\$44,000	\$44,000	\$176,000
Driver	\$55,000	0.40	100%	0.40	\$22,000	\$22,000	\$22,000	\$22,000	\$88,000
				-					
				-					
				-					
TOTALS	\$143,000	0.40	100%	0.40	\$66,000	\$66,000	\$66,000	\$66,000	\$264,000
FRINGE BENEFIT RATE	26%								
EMPLOYEE FRINGE BENEFITS	\$37,180				\$17,160	\$17,160	\$17,160	\$17,160	\$68,640
TOTAL SALARIES & BENEFITS	\$180,180				\$83,160	\$83,160	\$83,160	\$83,160	\$332,640
HSA #2									6/20/2018

Booker T. Washington Community Services Center
 Program: Neighborhood-based programs and initiatives

Appendix B, Page 3

Operating Expense Detail

<u>Expenditure Category</u>	TERM					TOTAL
		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
Rental of Property						
Utilities(Elec, Water, Gas, Phone, Garbage)						
Office Supplies, Postage						
Building Maintenance Supplies and Repair						
Printing and Reproduction						
Insurance						
Staff Training						
Staff Travel-(Local & Out of Town)						
Rental of Equipment						
CONSULTANTS						
OTHER						
Events and outing		\$20,000	\$20,000	\$20,000	\$20,000	\$80,000
Workshop		\$2,092	\$2,092	\$2,092	\$2,092	\$8,368
Transportation		\$4,000	\$4,000	\$4,000	\$4,000	\$16,000
Program supplies		\$6,400	\$6,400	\$6,400	\$6,400	\$25,600
TOTAL OPERATING EXPENSES		\$32,492	\$32,492	\$32,492	\$32,492	\$129,968
HSA #3						6/20/2018

SITE CHART

HSA / DAS / OFFICE OF COMMUNITY PARTNERSHIPS

AGENCY: Booker T. Washington Community Service Center

FISCAL YEAR: 23/24 - 26/27

CONTRACT MAILING ADDRESS: 800 Presidio Avenue San Francisco, CA, 94115

DIRECTOR: Shakirah Simley

PHONE NO.: 415-928-6596 ext. 100

SITES: (Community Services)	Booker T. Washington Community Service Center				
Name of Site	Booker T. Washington Community Service Center				
Address and Zip	800 Presidio Ave, San Francisco, CA 94115				
Phone Number	415-928-6596				
Fax Number	N/A				
Neighborhood	Western Addition, District 5				
Muni Line #s	43, 38, 2				
Person in Charge	Shakirah Simley, Executive Director				
Site Manager	Eryn Kimura, Senior Wellness Manager				
Programs Offered at Site	Victory Club Senior Wellness, Family Stabilization Center, Transitional-Age Youth, Unleashing Potential After-School, We Ready College and Career Readiness, Food Justice				
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 type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input 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"/> Thur <input 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"/> Thur <input 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"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun
Hours Open	9 am to 6 pm				
Hours of <u>scheduled programming</u>	9 am to 6 pm				
Days closed	Saturday and Sunday				
ADA Accessible	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes No	<input type="checkbox"/> Yes No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Appendix A – Services to be Provided
NEXT Village SF**

Neighborhood-Based Program – District 2 University (D2U)

July 1, 2023 – June 30, 2027

I. Purpose of Grant

The purpose of this grant is to provide opportunities through a neighborhood-based program for older adults and adults with disabilities to socialize, build community, and participate in a meaningful way in districts that have been identified as having less participation.

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.
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
DFCNA	Dignity Fund Community Needs Assessment

Grantee	NEXT Village SF
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.
OCP	Office of Community Partnerships
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	Person who is 60 years or older, used interchangeably with "senior"
SF DAS 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.
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.
Social Services	Service units are captured by providing one-to-one assistance for individuals to enable them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, and emotional support by phone or in person.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9.</i>)
Unit of Service	Defined as one hour of service.
Unduplicated Consumer (UDC)	An individual who participates in neighborhood-based programming and the grantee reflects consumer participation in SF DAS GetCare through enrollment.

III. Target Population

The grant will serve older adults and adults with disabilities living in San Francisco districts identified in the Dignity Fund Community Needs Assessment (DFCNA) as having an overall service participation rate lower than the citywide service participation rate, namely districts 1, 2, 4, 5, 8, 9, 10, and 11. There are multiple providers of neighborhood-based programming in this term and this grantee will focus services in District 2.

Additional target priorities include members of a population with one or more of the following equity factors identified in the DFCNA:

- 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. Program Eligibility

- 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

V. Description of Services

Grantee will provide the District 2 University (D2U) and will serve participants in District 2. The program will provide a range of events, activities and courses that provide opportunities for older adults and adults with disabilities to socialize, build community, and participate in a meaningful way through diverse programming.

Grantee shall provide the following services during the term of this grant:

- A. Program Activities – Grantee will plan and provide programming on various topics including, but not limited to, the following subject areas:
 1. Resources for older adults & persons with disabilities – Speakers will provide information on services available to consumers. Topics include Aging and Disability Resource Centers/DAS Hub; senior housing options (including SF Mayor’s Office DAHLIA website and referrals to organizations such as Openhouse); Medicare/Medi-Cal information; and linkages to services provided by DAS as well as community-based organizations.
 2. Conversation and affinity groups – These are groups and activities that bring people with similar interests together to interact.
 3. San Francisco history speakers and neighborhood walking tours – Participants will learn the history, people, architecture, and neighborhoods of San Francisco as well as the sharing of individual stories.
 4. Social activities – These include lunches at local restaurants, games, visits to local attractions, volunteer projects, and themed activities.

5. Seasonal or local opportunities – The program will partner with neighborhood groups for activities like neighborhood clean-ups and volunteering; celebrating a holiday; or attending a public event as a group.
 6. Educational speakers - District 2 consumers expressed interest in topics such as travel, nutrition, arts, or health.
 7. Other client-suggested initiatives – continually collect and gather ideas from District 2 consumers to identify unmet needs. Work with advisors to discuss programming options and determine which topics or ideas to prioritize.
- B. Outreach – Flyers, promotional materials (email, PDF & print), posters, and other outreach materials will be provided to individuals, groups, partner organizations, businesses, and volunteers. D2U events will also be promoted through NEXT Village including the monthly print/email newsletter, weekly event emails, monthly event flyers, and door hangers. Brochures and flyers will be provided to community partners and handed out at community events, such as farmer’s markets and other tabling opportunities. D2U will also continue to partner with other organizations such as the Aquatic Park Senior Center, Golden Gate Valley Branch Library, Aging2.0, Italian Community Services, and neighborhood groups. Grantee will utilize social media sites and share events/programming with the District 2 Supervisor.
- C. Advisory Board – Grantee will form an advisory board. Advisory board membership should consist of six to eight neighborhood stakeholders that will provide input to help guide and shape programming to meet the needs of the target population living in the neighborhood. Neighborhood stakeholders will have at least one of the following: 1) professional expertise in providing programming and/or services to the target population and 2) older adults and adults with disabilities living in the neighborhood.

VI. Location and Time of Services

Programming will take place in various locations depending on the event or class and some programs may be held virtually or in a hybrid format. Most events will take place Monday-Friday, 9:00 am-5:00 pm. Please refer to the attached site chart for additional details.

VII. Grantee Responsibilities

- A. Grantee will develop and maintain policies and procedures for all aspect of program operation, including a quality assurance plan.
- B. Grantee will ensure adequate and culturally competent staff (paid and/or volunteer) to administer the program, deliver quality services to meet the needs of the participants, and adhere to all the program standards.
- C. Grantee will resolve grievances related to program services at the program level and adhere to the DAS Grievance Policy and Procedure.
- D. Grantee will provide training and ongoing supervision and oversight of all program staff.
- E. As Grantee is a mandated reporter for witnessed or suspected elder abuse/neglect, staff will complete elder and dependent adult abuse trainings annually.
- F. Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules whenever applicable.

- G. Grantee will administer an annual satisfaction survey to gather input regarding participant’s direct experience.
- H. Grantee will communicate and collaborate regularly with DAS to help provide support and quality services to participants.
- I. Grantee will attend DAS Commission, program-related, and other meetings as needed.
- J. Grantee will support the program’s advisory board to provide a forum for participants and community feedback.

VIII. Service Objectives

Grantee will meet the following service objectives annually:

Table A – Neighborhood-based Program	FY 23-24	FY 24-25	FY 25-26	FY 26-27
Unduplicated Consumers (UDC)	70	70	70	70
Program Activities (units of service)	150	150	150	150
1 unit of service = 1 hour of service provision				

IX. Outcome Objectives

On an annual basis, Grantee will administer a participant survey to measure outcome objectives. Grantee will meet the following outcome objectives:

- A. Clients feel more socially engaged in their neighborhood and/or community through opportunities offered by the program. Target: 80%
- B. Clients feel less isolated and lonely due to opportunities offered by the program. Target 80%
- C. Clients develop new knowledge of disability and aging services available to them. Target: 80%
- D. Clients feel more self-sufficient due to knowledge and/or skills they developed in the program. Target 80%
- E. Clients feel they have opportunities to contribute meaningfully to their neighborhood and/or community. Target: 80%
- F. Clients rate the quality of services they received as good or excellent. Target: 80%

Based on an annual consumer survey with a sample size of at least 35% of the annual unduplicated consumers.

X. Reporting Requirements

Grantee will provide various reports during the term of the grant agreement.

- A. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers, using the DAS OCP approved intake form, into the SF DAS GetCare database in accordance with DAS OCP policy memorandum.
- B. Grantee will enter into the SF DAS GetCare Service Unit section all service

- objectives by the 5th working day of the month for the preceding month.
- C. 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
 - Number and type of service units provided
 - 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 will submit response rates and aggregated data from the annual participant survey to OCP staff by March 15th of each grant year or on a mutually agreed upon date between DAS OCP and the grantee.
 - F. If applicable, the grantee shall submit Community Services Block Grant (CSBG) time study to HSA/DAS for the months of February, May, August, and November. The time study is due on the 10th day following the time study month.
 - 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 31st of each grant year. The grantee must submit the report in the CARBON system.
 - H. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
 - I. Grantee shall develop and deliver a bi-annual summary report of SOGI data collected as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are January 10th (June-December data) and July 10th (January-June data).
 - J. Grantee will maintain an updated site chart, using the DAS OCP approved form, with details about the program.
 - K. Grantee program staff will complete an Elder Abuse Mandated Reporter Training and the California Department of Aging (CDA) Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of these trainings.
 - L. 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.
 - M. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.

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

Ella.Lee@sfgov.org

Senior Contract Manager, Office of Contract Management
Human Services Agency

or

Paulo.Salta@sfgov.org

Program Manager, Office of Community Partnerships
Department of Disability and Aging Services

XI. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on SF DAS GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence that program staff have completed the California Department of Aging (CDA) Security Awareness Training; review of program operation, which includes a review of a written policies and procedures manual of all OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of director list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool, translation and social services are based on staff hours.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Name NEXT Village SF						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: Neighborhood-based programs and initiatives						
Budget Reference Page No.(s)						
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	7/1/23 - 6/30/27 Total	
Expenditures						
Salaries & Benefits	\$110,010	\$110,010	\$110,010	\$110,010	\$440,040	
Operating Expenses	\$5,490	\$5,490	\$5,490	\$5,490	\$21,960	
Subtotal	\$115,500	\$115,500	\$115,500	\$115,500	\$462,000	
Indirect Percentage (%)	15%	15%	15%	15%	15%	
Indirect Cost (Line 16 X Line 15)	\$17,325	\$17,325	\$17,325	\$17,325	\$69,300	
Subcontractor/Capital Expenditures						
Total Expenditures	\$132,825	\$132,825	\$132,825	\$132,825	\$531,300	
HSA Revenues						
Local Fund	\$132,825	\$132,825	\$132,825	\$132,825	\$531,300	
TOTAL HSA REVENUES	\$132,825	\$132,825	\$132,825	\$132,825	\$531,300	
Other Revenues						
Total Revenues						
Full Time Equivalent (FTE)						
Prepared by:					Telephone No.:	
HSA-CO Review Signature:	_____					
HSA #1					6/20/2018	

NEXT Village SF

Appendix B, Page 2

Program: Neighborhood-based programs and initiatives

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	DAAS	DAAS	DAAS	TOTAL
					Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Executive director	\$117,979	0.07	100%	0.07	\$8,259	\$8,259	\$8,259	\$8,259	\$33,036
District 2 University director	\$102,752	0.90	100%	0.90	\$92,477	\$92,477	\$92,477	\$92,477	\$369,908
Administrative assistant	\$58,296	0.03	100%	0.03	\$1,457	\$1,457	\$1,457	\$1,457	\$5,828
				-					
				-					
				-					
				-					
				-					
				-					
				-					
				-					
TOTALS	\$279,027			-	\$102,193	\$102,193	\$102,193	\$102,193	\$408,772
FRINGE BENEFIT RATE	7.65%								
EMPLOYEE FRINGE BENEFITS	\$21,344				\$7,817	\$7,817	\$7,817	\$7,817	\$31,268
TOTAL SALARIES & BENEFITS	\$300,371				\$110,010	\$110,010	\$110,010	\$110,010	\$440,040
HSA #2									6/20/2018

NEXT Village SF

Appendix B, Page 3

Program: Neighborhood-based programs and initiatives

Operating Expense Detail

<u>Expenditure Category</u>	TERM					TOTAL
		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
Rental of Property						
Utilities(Elec, Water, Gas, Phone, Garbage)						
Office Supplies, Postage		\$570	\$570	\$570	\$570	\$2,280
Building Maintenance Supplies and Repair						
Printing and Reproduction		\$1,060	\$1,060	\$1,060	\$1,060	\$4,240
Insurance						
Staff Training						
Staff Travel-(Local & Out of Town)						
Rental of Equipment						
CONSULTANTS						
OTHER						
Program expenses		\$3,500	\$3,500	\$3,500	\$3,500	\$14,000
Telephone / Internet reimbursement		\$360	\$360	\$360	\$360	\$1,440
TOTAL OPERATING EXPENSES		\$5,490	\$5,490	\$5,490	\$5,490	\$21,960
HSA #3						6/20/2018

APPENDIX F - SITE CHART

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

AGENCY: **NEXT Village SF**

FISCAL YEAR: 23/24 - 26/27

CONTRACT: **Neighborhood-based Program**

DIRECTOR: **JACQUELINE ZIMMER JONES**

PHONE NO.: **415-888-2868**

SITES: Name of Site					
Address and Zip	PO BOX 330278, SAN FRANCISCO,CA 94133 (NEXT Village mailing address)				
Phone Number	415-888-2868				
Fax Number	N/A				
Neighborhood	DISTRICT 2				
Muni Line #s	NUMEROUS				
Person in Charge	JACQUELINE ZIMMER JONES				
Site Manager	N/A				
Programs Offered at Site	High-level intellectual, cultural and social experiences to be held at venues throughout District 2 including libraries, restaurants, historical buildings, museums, parks, trails, and commercial businesses, as well as on Zoom.				
Days Open	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thur <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun X Occasional weekend events	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input 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"/> Thur <input 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"/> Thur <input 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"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun
Hours Open	8am – 5pm. Occasional evenings and weekends				
Hours of <u>scheduled</u> programming	Generally 10 – 5, with occasional evening and weekend programming				
Total number of service days in FY	Approximately 150				
Days closed	Saturdays and Sundays, except for occasional evening and weekend programs.				
ADA Accessible	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Appendix A – Services to be Provided
Neighborhood-Based Program – Social Connections**

**Self-Help for the Elderly
July 1, 2023 – June 30, 2027**

I. Purpose of Grant

The purpose of this grant is to provide opportunities through a neighborhood-based program for older adults and adults with disabilities to socialize, build community, and participate in a meaningful way in districts that have been identified as having less participation.

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.
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
DFCNA	Dignity Fund Community Needs Assessment
Grantee	Self-Help for the Elderly

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.
OCP	Office of Community Partnerships
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	Person who is 60 years or older, used interchangeably with "senior"
Senior	Person who is 60 years or older, used interchangeably with "older adult"
SF DAS 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.
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.
Social Services	Service units are captured by providing one-to-one assistance for individuals to enable them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, and emotional support by phone or in person.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9.</i>)
Unit of Service	Defined as one hour of service.
Unduplicated Consumer (UDC)	An individual who participates in neighborhood-based programming and the grantee reflects consumer participation in SF DAS GetCare through enrollment.

III. Target Population

The grant will serve older adults and adults with disabilities living in San Francisco districts identified in the Dignity Fund Community Needs Assessment (DFCNA) as having an overall service participation rate lower than the citywide service participation rate, namely districts 1, 2, 4, 5, 8, 9, 10, and 11. There are multiple providers of neighborhood-based programming in this term and this grantee will focus services in District 11.

Additional target priorities include members of a population with one or more of the following equity factors identified in the DFCNA:

- 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. Program Eligibility

- 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*

V. Description of Services

Grantee will provide the Social Connections Program and will serve participants in District 11. The program will offer educational workshops/trainings and activities including visits to public spaces, volunteer opportunities, support groups, debate groups, online group chats, safe neighborhood watch groups, and basic mobile device classes.

Grantee shall provide the following services during the term of this grant:

- Program Activities – The grantee will have the project coordinator plan, coordinate, and lead the program activities. Subject matter experts will also be enlisted to facilitate workshops and trainings as needed. Types of activities will include:
 - a. Visits to community providers, City Hall, DAS Benefits and Resource Hub, public hearings, and other organizations to help program participants learn about available resources, learn and participate in the public process, and advocate for solutions to the challenges and needs of their neighborhood.
 - b. Volunteer opportunities to help program participants stay active and connected with the City and services they utilize while helping others.
 - c. Workshops on social/public benefits such as affordable housing, health insurance, retirement planning, and other topics to connect program participants to such benefits, increase their knowledge with current information, and empower them to live independently.
 - d. Support group for grief, depression, loneliness, health issues, and other topics that can expand social connections, provide peer support, and enhance coping skills.

- e. Debate group on various topics the program participants are interested in to help share their thoughts, practice healthy communication, and increase confidence and self-esteem.
 - f. Online group chat using WeChat for information and story sharing to help program participants connect and engage with the community.
 - g. Safe Neighborhood Watch Group: connect with local police station to provide neighborhood safety tips and updates.
 - h. Basic mobile device class to develop internet skills for locating resources and online communications.
- Outreach – Grantee will have a project coordinator conduct outreach through various means including visits to faith-based organizations, senior housing projects, commercial corridors with shops and restaurants, and other non-profit organizations. Outreach will also include the utilization of ethnic and social media apps such as WeChat, Facebook, Instagram, and program promotion at “Sunday Streets Excelsior” and other events in the neighborhood.
 - Neighborhood Input – Program activities will be planned and scheduled based on input from the neighborhood residents. Grantee will facilitate meetings quarterly with Advisory Board members to discuss and decide on best practices for all proposed activities. Grantee will collect feedback/comments from neighborhood residents and activity participants to make improvements on program implementation.
 - Advisory Board – Grantee will form an advisory board. The advisory board membership should consist of six to eight neighborhood stakeholders that will provide input to help guide and shape programming to meet the needs of the target population living in the neighborhood. Neighborhood stakeholders will have at least one of the following: 1) professional expertise in providing programming and/or services to the target population and 2) older adults and adults with disabilities living in the neighborhood.

VI. Location and Time of Services

Self-Help for the Elderly is located at 731 Sansome Street, Suite 100, San Francisco, CA 94111. Hours of operation are Monday through Friday, 9 a.m. to 5 p.m. Please see attached site chart for additional program locations.

VII. Grantee Responsibilities

- Grantee will develop and maintain policies and procedures for all aspects of program operation, including a quality assurance plan.
- Grantee will ensure adequate and culturally competent staff (paid and/or volunteer) to administer the program, deliver quality services to meet the needs of the participants and adhere to all the program standards.
- Grantee will resolve grievances related to program services at the program level and adhere to the DAS Grievance Policy and Procedure.
- Grantee will provide training and ongoing supervision and oversight of all program staff.
- As Grantee is a mandated reporter for witnessed or suspected elder abuse/neglect, staff will complete elder and dependent adult abuse trainings annually.

- Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules whenever applicable.
- Grantee will administer an annual satisfaction survey to gather input regarding participant’s direct experience.
- Grantee will communicate and collaborate regularly with DAS to help provide support and quality services to participants.
- Grantee will attend DAS Commission, program-related, and other meetings as needed.
- Grantee will support the program’s advisory board to provide a forum for participants and community feedback.

VIII. Service Objectives

On an annual basis, Grantee will meet the following service objectives:

Table A – Neighborhood-based Program	FY 23-24	FY 24-25	FY 25-26	FY 26-27
Unduplicated Consumers (UDC)	150	150	150	150
Program Activities	300	300	300	300
1 unit of program activities = 1 hour of service provision				

IX. Outcome Objectives

On an annual basis, Grantee will administer a participant survey to measure outcome objectives. Grantee will meet the following outcome objectives:

- A. Clients feel more socially engaged in their neighborhood and/or community through opportunities offered by the program. Target: 80%
- B. Clients feel healthier due to participation in physical activities available through the program. Target: 80%.
- C. Clients develop new knowledge of disability and aging services available to them. Target: 80%
- D. Clients feel more self-sufficient due to knowledge and/or skills they developed in the program. Target 80%
- E. Clients feel they have opportunities to contribute meaningfully to their neighborhood and/or community. Target: 80%
- F. Clients rate the quality of services they received as good or excellent. Target: 80%

Based on an annual consumer survey with a sample size of at least 35% of the annual unduplicated consumers.

X. Reporting Requirements

Grantee will provide various reports during the term of the grant agreement.

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 OCP approved intake form, into the SF DAS GetCare database in accordance with

- DAS OCP policy memorandum.
2. Grantee will enter into the SF DAS GetCare Service Unit section all service objectives 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
 - Number and type of service units provided
 4. 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.
 5. Grantee will submit response rates and aggregated data from the annual participant survey to OCP staff by March 15th of each grant year or on a mutually agreed upon date between DAS OCP and the grantee.
 6. If applicable, the grantee shall submit Community Services Block Grant (CSBG) time study to HSA/DAS for the months of February, May, August, and November. The time study is due on the 10th day following the time study month.
 7. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31st of each grant year. The grantee must submit the report in the CARBON system.
 8. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
 9. Grantee shall develop and deliver a bi-annual summary report of SOGI data collected as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are January 10th (June-December data) and July 10th (January-June data).
 10. Grantee will maintain an updated site chart, using the DAS OCP approved form, with details about the program.
 11. Grantee program staff will complete an Elder Abuse Mandated Reporter Training and the California Department of Aging (CDA) Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of these trainings.
 12. 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.
 13. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.

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

Tahir.Shaikh@sfgov.org

Contract Manager, Office of Contract Management
Human Services Agency

or

Paulo.Salta@sfgov.org

Program Manager, Office of Community Partnerships
Department of Disability and Aging Services

X. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on SF DAS GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence that program staff have completed the California Department of Aging (CDA) Security Awareness Training; review of program operation, which includes a review of a written policies and procedures manual of all OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of director list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool, translation and social services are based on staff hours.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Name

Term

Self-Help for the Elderly

7/1/23 - 6/30/27

(Check One) New Renewal Modification

If modification, Effective Date of Mod. No. of Mod.

Program: Neighborhood Based Program					
Budget Reference Page No.(s)					Total
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	7/1/23-6/30/27
Expenditures					
Salaries & Benefits	\$102,176	\$102,176	\$102,176	\$102,176	\$408,704
Operating Expenses	\$22,868	\$23,911	\$23,911	\$23,911	\$94,601
Subtotal	\$125,044	\$126,087	\$126,087	\$126,087	\$503,305
Indirect Percentage (%)	15%	15%	15%	15%	15%
Indirect Cost (Line 16 X Line 15)	\$18,756	\$18,913	\$18,913	\$18,913	\$75,495
Subcontractor/Capital Expenditures	\$1,200	\$0	\$0	\$0	\$1,200
Total Expenditures	\$145,000	\$145,000	\$145,000	\$145,000	\$580,000
HSA Revenues					
General Funds	\$145,000	\$145,000	\$145,000	\$145,000	\$580,000
Federal Funds					
TOTAL HSA REVENUES	\$145,000	\$145,000	\$145,000	\$145,000	\$580,000
Other Revenues					
Total Revenues	\$145,000	\$145,000	\$145,000	\$145,000	\$580,000
Full Time Equivalent (FTE)					
Prepared by:	Leny Nair				6/9/2023
HSA-CO Review Signature:	_____				
HSA #1					6/20/2018

Self-Help for the Elderly
 Program: Neighborhood Based Program

Appendix B, Page 2
 Date: 6/20/23

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	DAS	DAS	DAS	DAS	TOTAL
					Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Project Coordinator	\$58,240	1.00	100%	1.00	\$58,240	\$58,240	\$58,240	\$58,240	\$232,960
Activity Coordinator	\$47,840	1.00	40%	0.40	\$19,136	\$19,136	\$19,136	\$19,136	\$76,544
Program Assistant	\$45,760	1.00	4%	0.04	\$1,830	\$1,830	\$1,830	\$1,830	\$7,320
TOTALS	\$151,840	3.00	144%	1.44	\$79,206	\$79,206	\$79,206	\$79,206	\$316,824
FRINGE BENEFIT RATE	29%								
EMPLOYEE FRINGE BENEFITS	\$44,034				\$22,970	\$22,970	\$22,970	\$22,970	\$91,880
TOTAL SALARIES & BENEFITS	\$195,874				\$102,176	\$102,176	\$102,176	\$102,176	\$408,704
HSA #2									6/20/2018

Self-Help for the Elderly
 Program: Neighborhood Based Program

Appendix B, Page 3
 Date: 6/20/23

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		\$12,000	\$12,000	\$12,000	\$12,000	\$48,000
Utilities(Elec, Water, Gas, Phone, Garbage)		\$260	\$260	\$260	\$260	\$1,040
Office Supplies, Postage		\$250	\$250	\$250	\$250	\$1,000
Building Maintenance Supplies and Repair		\$100	\$100	\$100	\$100	\$400
Printing and Reproduction		\$1,000	\$1,000	\$1,000	\$1,000	\$4,000
Insurance		\$900	\$900	\$900	\$900	\$3,600
Staff Training						
Staff Travel-(Local & Out of Town)		\$500	\$500	\$500	\$500	\$2,000
Rental of Equipment		\$2,500	\$2,500	\$2,500	\$2,500	\$10,000
CONSULTANTS						
OTHER						
Communications		\$1,000	\$1,000	\$1,000	\$1,000	\$4,000
Program Outreach		\$4,358	\$5,401	\$5,401	\$5,401	\$20,561
TOTAL OPERATING EXPENSES		\$22,868	\$23,911	\$23,911	\$23,911	\$94,601
HSA #3						6/20/2018

Self-Help for the Elderly
 Program: Neighborhood Based Program

Appendix B, Page 4
 Date: 6/20/23

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
TOTAL SUBCONTRACTOR COST	\$0	\$0	\$0	\$0	\$0

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
Units	ITEM/DESCRIPTION					
1	Desktop/Laptop	\$1,200				\$1,200
TOTAL EQUIPMENT COST		\$1,200	\$0	\$0	\$0	\$1,200

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
Description:						
TOTAL REMODELING COST		\$0	\$0	\$0	\$0	\$0

TOTAL	\$1,200	\$0	\$0	\$0	\$1,200
--------------	---------	-----	-----	-----	---------

HSA #4 **6/20/2018**

APPENDIX F - SITE CHART

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

AGENCY: Self-Help for the Elderly

FISCAL YEAR: 2023-2024

CONTRACT: Neighborhood-Based Programs

DIRECTOR: Winnie Yu

PHONE NO.: (415) 677-7505

<u>SITES:</u>					
Name of Site	Geneva Community Center				
Address and Zip	5050 Mission St. Unit C S.F. CA 94112				
Phone Number	415-347-7194				
Fax Number	415-296-0313				
Neighborhood	Excelsior/Outer Mission				
Muni Line #s	Muni 8, 14, 43, 54				
Person in Charge	Steven Zhong				
Site Manager	Joyce Kwok				
Programs Offered at Site	Community Services, I&A, Social Connections				
Days Open	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thur <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input 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"/> Thur <input 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"/> Thur <input 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"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun
Hours Open	M - F 9:00 am - 5:00 pm Sat 9:00 am - 2:00 pm				
Hours of <u>scheduled</u> programming	M - F 9:00 am - 5:00 pm				
Total number of service days in FY	267				
Days closed	New Year's Day, Martin Luther King, Jr. Day, Lunar New Year, Presidents' Day, Memorial Day, Independence Day, Labor Day, Indigenous Peoples Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day				
ADA Accessible	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Appendix A – Services to be Provided
University of California, San Francisco, Memory and Aging Center

Neighborhood-Based Program - Community Arts for Brain Health Initiative

July 1, 2023 – June 30, 2027

I. Purpose of Grant

The purpose of this grant is to provide opportunities through a neighborhood-based program for older adults and adults with disabilities to socialize, build community, and participate in a meaningful way in districts that have been identified as having less participation.

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.
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
DFCNA	Dignity Fund Community Needs Assessment

Grantee	University of California, San Francisco, Memory and Aging 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.
OCP	Office of Community Partnerships
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	Person who is 60 years or older, used interchangeably with "senior"
SF DAS 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.
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.
Social Services	Service units are captured by providing one-to-one assistance for individuals to enable them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, and emotional support by phone or in person.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9.</i>)
Unit of Service	Defined as one hour of service.
Unduplicated Consumer (UDC)	An individual who participates in neighborhood-based programming and the grantee reflects consumer participation in SF DAS GetCare through enrollment.

III. Target Population

This program supports all ethnicities and populations in San Francisco with focused expertise to address the unique cultural needs of older adults and adults with disabilities living in San Francisco districts identified in the Dignity Fund Community Needs Assessment (DFCNA) as having an overall service participation rate lower than the citywide service participation rate, namely districts 1, 2, 4, 5, 8, 9, 10, and 11. There are multiple providers of neighborhood-based programming in this term and this grantee will focus services in District 1, 9, 10 and 11.

Additional target priorities include members of a population with one or more of the following equity factors identified in the DFCNA:

- 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. Program Eligibility

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

V. Description of Services

Grantee will provide workshops through the Community Arts for Brain Health Initiative (CABHI) and will serve participants in districts 1, 9, 10 and 11. The program will provide multiple fellows enlisted annually to lead unique, art-based community engaging activities that will support brain health of older adults and adults with disabilities. Programming will be conducted in community sites that have partnered with the UCSF Memory and Aging Center.

Grantee will provide the following services annually:

- A. Program Activities – Grantee will provide various interactive arts activities to participants through the Community Arts for Brain Health Initiative (CABHI) which supports the brain health of older adults and adults with disabilities. Grantee will enlist multiple fellows annually to lead unique, arts-based community-engaging activities throughout the term of this grant. Each fellow will be committed to provide programming during their residential fellowship year in San Francisco, with new fellows joining the program annually. As they are contracted with UCSF during the academic year (August to June), core activities for visiting artist projects (new fellows) are anticipated to occur from October – June of the fiscal year. While each fellow will have a unique approach in the creative project they develop through the CABHI, the programming will always be centered on cognitive brain health and the arts. The outcome objectives will remain the same throughout the grant period. Service objectives may change as the mode of programming changes annually. Grantee agrees to notify the assigned program analyst/manager of changes to the

programming, budget modifications, and service objectives no later than September 1st of each grant year.

Grantee will provide at a minimum the following CABHI workshops. Other projects will be developed throughout the term:

1. **Pop-Up (Mixed-Media) Arts Engagement Program** – a series of mixed-media, “Pop-Up” style, art workshops that include photography, painting, drawing, and storytelling. Participants’ artworks will be selected and curated for exhibitions after the workshops.
 2. **Brain-Friendly Home and Self Care Products Workshops (NeuroNose)** – Workshops centered around neurotoxicants (toxic substances that alter the normal activity of the nervous system) in household cleaning and personal hygiene products, followed by a Do-It-Yourself (DIY) workshop on non-toxic cleaning supplies.
 3. **Photographing My Neighborhood** – a series of photography education and photo workshop sessions where participants engage to appreciate the details of life and see them in new ways.
 4. **Every Body Moves** – a program that combines creative movement and Pilates-based functional movement to bring older adults together in strength and creativity.
 5. **Color Works** – a series of workshops in which participants engage in program solving based on advanced color theory exercises, learning about how the brain processes color as well as the relativity of color in creative work.
 6. **Personal Pandemic** – a series of arts workshops in which participants explore the COVID-19 pandemic, creating body maps to tell the stories of their lived experiences.
 7. **Aging & Afrofuturism** – a series that invites Black and African American women from the Bay Area to reflect on their experiences and views on resilience while examining their sense of self and concepts around being a Strong Black Woman. Community artists, primarily from the Bayview Hunters Point neighborhood (District 10) of San Francisco, will create visual art pieces and narratives that incorporate elements and principles of the Afrofuturism movement, uplifting voices and lived experiences of aging and frequently marginalized San Francisco community members.
 8. **Routes and Robots** – a series of guided workshops, participants will learn about the history and development of various types of robots and will be supported in building a small robot of their own.
- B. Resource and Service Connection – Grantee will provide information and referral to program participants seeking assistance through the Memory and Aging Center. Grantee will also connect participants to clinics and research opportunities as appropriate.
- C. Outreach – Grantee supports the Memory and Aging Center (MAC) Community Outreach Program (COP) which has working relationships with multiple community sites where the activities will be conducted. Community outreach activities will follow existing MAC COP outreach activities including engagement with community sites through advertisements for events, dissemination through existing social media streams, and direct contact with community members.

- D. Advisory Board – Grantee will form an advisory board. Advisory board membership should consist of six to eight neighborhood stakeholders that will provide input to help guide and shape programming to meet the needs of the target population living in the neighborhood. Neighborhood stakeholders will have at least one of the following: 1) professional expertise in providing programming and/or services to the target population and 2) older adults and adults with disabilities living in the neighborhood.

VI. Location and Time of Services

The UCSF Memory and Aging Center is located at 675 Nelson Rising Lane, Suite 190, San Francisco, CA 94143. Hours of operation are Monday through Friday, 9 a.m. to 5 p.m. Please see attached site chart for specific program locations.

VII. Grantee Responsibilities

- A. Grantee will develop and maintain policies and procedures for all aspect of program operation, including a quality assurance plan.
- B. Grantee will ensure adequate and culturally competent staff (paid and/or volunteer) to administer the program, deliver quality services to meet the needs of the participants, and adhere to all the program standards.
- C. Grantee will resolve grievances related to program services at the program level and adhere to the DAS Grievance Policy and Procedure.
- D. Grantee will provide training and ongoing supervision and oversight of all program staff.
- E. As Grantee is a mandated reporter for witnessed or suspected elder abuse/neglect, staff will complete elder and dependent adult abuse trainings annually.
- F. Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules whenever applicable.
- G. Grantee will administer an annual satisfaction survey to gather input regarding participant’s direct experience.
- H. Grantee will communicate and collaborate regularly with DAS to help provide support and quality services to participants.
- I. Grantee will attend DAS Commission, program-related, and other meetings as needed.
- J. Grantee will support the program’s advisory board to provide a forum for participants and community feedback.

VIII. Service Objectives

Grantee will meet the following service objectives annually:

Table A – Neighborhood-based Program	FY 23-24	FY 24-25	FY 25-26	FY 26-27
Unduplicated Consumers (UDC)	100	100	100	100
Units of Service	200	200	200	200

One Unduplicated Consumer Served = One individual who participated in any of the CABHI workshops listed above. Grantee must reflect consumer participation in SF DAS GetCare through enrollment.

One Unit of Service Provided = One complete session of any of the CABHI workshops listed above. CABHI workshops are planned sessions of 90 to 120 minutes that integrate brain health education and health literacy promotion with novel creative experiences in visual arts, photography, storytelling, movement, and craft-making. CABHI workshops can be held in-person or virtually and are planned in advance with community-based project partners. Doctors, community practitioners, and artists from the UCSF Memory and Aging Center Community Outreach Program and Global Brain Health Institute develop and facilitate these workshops collaboratively throughout the program year, across neighborhoods of engagement and creative experiences.

IX. Outcome Objectives

On an annual basis, Grantee will administer a participant survey to measure outcome objectives. Grantee will meet the following outcome objectives for all programming provided regardless of the modality.

- A. Clients feel more socially engaged in their neighborhood and/or community through opportunities offered by the program. Target: 80%
- B. Clients develop new knowledge of disability and aging services available to them. Target: 80%
- C. Client feels they have opportunities to contribute meaningfully to their neighborhood and/or community. Target: 80%
- D. Client reports learning something new about how to support their brain health through healthy aging (lifestyle factors). Target: 80%
- E. Client rates the quality of instruction and program activities as good or excellent. Target: 80%

Based on an annual consumer survey with a sample size of at least 35% of the annual unduplicated consumers.

X. Reporting Requirements

Grantee will provide various reports during the term of the grant agreement.

- A. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers, using the DAS OCP approved intake form, into the SF DAS GetCare database in accordance with DAS OCP policy memorandum.
- B. Grantee will enter into the SF DAS GetCare Service Unit section all service objectives by the 5th working day of the month for the preceding month.
- C. 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
 - Number and type of service units provided

- 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 will submit response rates and aggregated data from the annual participant survey to OCP staff by March 15th of each grant year or on a mutually agreed upon date between DAS OCP and the grantee.
- F. If applicable, the grantee shall submit Community Services Block Grant (CSBG) time study to HSA/DAS for the months of February, May, August, and November. The time study is due on the 10th day following the time study month.
- 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 31st of each grant year. The grantee must submit the report in the CARBON system.
- H. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
- I. Grantee shall develop and deliver a bi-annual summary report of SOGI data collected as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are January 10th (June-December data) and July 10th (January-June data).
- J. Grantee will maintain an updated site chart, using the DAS OCP approved form, with details about the program.
- K. Grantee program staff will complete an Elder Abuse Mandated Reporter Training and the California Department of Aging (CDA) Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of these trainings.
- L. 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.
- M. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.

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

Steve.Kim@sfgov.org

Contract Manager, Office of Contract Management
Human Services Agency

or

Paulo.Salta@sfgov.org

Program Manager, Office of Community Partnerships
Department of Disability and Aging Services

X. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on SF DAS GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence that program staff have completed the California Department of Aging (CDA) Security Awareness Training; review of program operation, which includes a review of a written policies and procedures manual of all OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of director list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool, translation and social services are based on staff hours.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D	E	F
1						Appendix B, Page 1
2						
3	HUMAN SERVICES AGENCY BUDGET SUMMARY					
4	BY PROGRAM					
5	UCSF Creative Minds: The Community Arts for Brain Health Initiative				Term	
6					7/1/23-6/30/27	
7	(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>					
8	If modification, Effective Date of Mod. No. of Mod					
9	Program: Neighborhood based programs					
10	Budget Reference Page No.(s)					
11	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	7/1/23-6/30/27
12	Expenditures					
13	Salaries & Benefits	\$108,854	\$108,854	\$108,854	\$108,854	\$435,416
14	Operating Expense	\$34,624	\$34,624	\$34,624	\$34,624	\$138,496
15	Subtotal	\$143,478	\$143,478	\$143,478	\$143,478	\$573,912
16	Indirect Percentage (%)	15%	15%	15%	15%	15%
17	Indirect Cost (Line 16 X Line 15)	\$21,522	\$21,522	\$21,522	\$21,522	\$86,088
18	Capital Expenditure					
19	Total Expenditures	\$165,000	\$165,000	\$165,000	\$165,000	\$660,000
20	HSA Revenues					
21	General Fund	\$165,000	\$165,000	\$165,000	\$165,000	\$660,000
22						
23						
24						
25						
26						
27						
28						
29	TOTAL HSA REVENUES	\$165,000	\$165,000	\$165,000	\$165,000	\$660,000
30	Other Revenues					
31						
32						
33						
34						
35						
36	Total Revenues	\$165,000	\$165,000	\$165,000	\$165,000	\$660,000
37	Full Time Equivalent (FTE)					
39	Prepared by: Erika Waday, Grants Specialist		Telephone No.: (775) 710-8441		Date: 06/30/2023	
40	HSA-CO Review Signature: _____					
41	HSA #1					

APPENDIX F - SITE CHART

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

AGENCY: **UCSF Memory and Aging Center, Community Outreach Program**

FISCAL YEAR: 23-27

CONTRACT: Creative Minds: the Community Arts for Brain Health Initiative in San Francisco

DIRECTOR: Dr. Sergio Lanata, Neurologist
Gloria Aguirre, Artistic Director

PHONE NO.: 415-502-7624
415-502-7550

SITES: Name of Site	Bayview Adult Day Health Center	Dr. George W. Davis Senior Center	Mission Neighborhood Center	Mission Neighborhood Health Center - Shotwell	Mission Neighborhood Health Center – Excelsior
Address and Zip	1250 La Salle Ave, 94124	1753 Carroll Ave, 94124	362 Capp Street, 94110	240 Shotwell, 94110	4434 Mission Street
Phone Number	415-826-4774	415-822-1444	415-206-7752	415-552-3870	415-406-1353
Fax Number	415- 826-0178	415- 826-0178	415-647-6911	415-431-3178	415-452-9307
Neighborhood	Bayview Hunters Point	Bayview Hunters Point	Mission	Mission	Excelsior
Muni Line #s	54	Lightrail T Train	33, 14, 49	22, 33, 55	14, 14R, 49
Person in Charge	Cathy Davis, BSS Director	Cathy Davis, BSS Director	Aurora Alvarado	Ricardo Alvarez	Ricardo Alvarez
Site Manager	Kristina Martin, Activities	Cathy Davis	Joana Matteredo	Mary Liang	Mary Liang/Evelyn
Programs Offered at Site	Personal Care Assistance, Nursing, Social Work, PT, OT, ST, Recreation, Meals, Paratransit Transportation	Always Active Exercise Class, Computer Lab, Pool and Dominoes, Monday Night Jazz	Health screenings, nutrition, intergenerational activities, choir, translation services, Bingo	Pharmacy, Dental, Labs, Primary Care, Teen Medicine, Adult Medicine, Prenatal and Moms Programs	Pharmacy, Dental, Labs, Primary Care, Teen Medicine, Adult Medicine, Prenatal and Moms Programs
Days Open	<u> X </u> Mon <u> X </u> Tues <u> X </u> Wed <u> X </u> Thur <u> X </u> Fri ___ Sat ___ Sun	<u> X </u> Mon <u> X </u> Tues <u> X </u> Wed <u> X </u> Thur <u> X </u> Fri ___ Sat ___ Sun	<u> X </u> Mon <u> X </u> Tues <u> X </u> Wed <u> X </u> Thur <u> X </u> Fri <u> X </u> Sat ___ Sun	<u> X </u> Mon <u> X </u> Tues <u> X </u> Wed <u> X </u> Thur <u> X </u> Fri ___ Sat ___ Sun	<u> X </u> Mon <u> X </u> Tues <u> X </u> Wed <u> X </u> Thur <u> X </u> Fri ___ Sat ___ Sun
Hours Open	8:00am – 5:00pm	9:00am – 5:00pm, some evenings + weekends	8:30am – 5:30pm	8am – 5pm	8am-5pm
Hours of <u>scheduled</u> programming	11:00am – 2:00pm (break for lunch 12pm-1pm), Mondays and Tuesdays	Typically scheduled Wednesdays, 10am – 12pm	Typically scheduled Tuesdays and Thursdays, 1-3pm	Tuesday, Wednesday, and Thursday evenings, 5-7pm	Tuesday, Wednesday, and Thursday evenings, 5-7pm
Total number of service days in FY	50	20	55	18	8
Days closed	Fridays (no ADHC services, operations open), Saturdays, Sundays	Saturdays and Sundays	Sundays	Saturdays and Sundays	Saturdays and Sundays
ADA Accessible	<u> X </u> Yes ___ No	<u> X </u> Yes ___ No	<u> X </u> Yes ___ No	<u> X </u> Yes ___ No	<u> X </u> Yes ___ No

APPENDIX F - SITE CHART

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

AGENCY: **UCSF Memory and Aging Center, Community Outreach Program**

FISCAL YEAR: 23-27

CONTRACT: Creative Minds: the Community Arts for Brain Health Initiative in San Francisco

DIRECTOR: Dr. Sergio Lanata, Neurologist
Gloria Aguirre, Artistic Director

PHONE NO.: 415-502-7624
415-502-7550

SITES: Name of Site	SF Village	Minnie & Love Ward Recreation Center	Balboa Park	On Lok 30 th Street Senior Center	Mission Cultural Center for Latino Arts
Address and Zip	3220 Fulton Street, 94118	650 Capitol Ave, 94112	Ocean & San Jose, 94112	225 30 th Street – 3 rd Floor, 94131	2868 Mission Street, 94110
Phone Number	415-387-1375	415-337-4710	415-831-6805	415-550-2210	415-796-6422
Fax Number	NA	NA	NA	NA	NA
Neighborhood	Inner Richmond	Oceanview	Mission Terrace	Mission/Excelsior/Noe Valley	Mission
Muni Line #s	5, 44, 31	54 bus, Lightrail L	Lightrail J, Balboa Park Bart, Bus 29 & 49	Lightrail J, Buses 24 and 36	24 th & Mission Bart Bus 14 & 49
Person in Charge	Kate Hoepke	Monique Crowther	Andrew Wynkoop	Sandra Rivas	Dr. Martina Ayala
Site Manager	Sarah Kent	Monique Crowther		Vicky Palacios	Geanna Borjes
Programs Offered at Site	Tai Chi and Qigong, Writing Workshops, Member to Member Coffee Chats, Medication, Banking and Technology Training	Athletic Field, Picnic Area, Community Garden, Ping Pong, Sports, Auditorium and Art Room for Rentals	Sports and swimming, community room, picnic areas	Community Garden, congregate meals, drawing and painting, exercise classes, tech training	Dance, visual arts, theater space
Days Open	<u> X </u> Mon <u> X </u> Tues <u> X </u> Wed <u> X </u> Thur <u> X </u> Fri <u> X </u> Sat <u> </u> Sun	<u> </u> Mon <u> X </u> Tues <u> X </u> Wed <u> X </u> Thur <u> X </u> Fri <u> X </u> Sat <u> </u> Sun	<u> X </u> Mon <u> X </u> Tues <u> X </u> Wed <u> X </u> Thur <u> X </u> Fri <u> X </u> Sat <u> </u> Sun	<u> X </u> Mon <u> X </u> Tues <u> X </u> Wed <u> X </u> Thur <u> X </u> Fri <u> X </u> Sat <u> </u> Sun	<u> </u> Mon <u> X </u> Tues <u> X </u> Wed <u> X </u> Thur <u> X </u> Fri <u> X </u> Sat <u> X </u> Sun
Hours Open	10am – 9pm, Tues – Fri 9am – 5pm, Saturdays	10am – 9pm, Tues – Fri 9am – 5pm, Saturdays	8:30am – 5:30pm (sunrise to sunset picnic)	8:30am – 5pm Monday - Saturday	2pm-8pm Tues-Friday 12-5pm Sat & Sun
Hours of <u>scheduled</u> programming	Typically scheduled Wednesdays, 1-3pm	TBD	TBD	TBD, often on Saturdays or Wednesday afternoons	TBD
Total number of service days in FY	20	10	10	12	12
Days closed	Sundays	Mondays and Sundays	Sundays	Sundays	Mondays
ADA Accessible	<u> X </u> Yes <u> </u> No	<u> X </u> Yes <u> </u> No	<u> X </u> Yes <u> </u> No	<u> X </u> Yes <u> </u> No	<u> X </u> Yes <u> </u> No

APPENDIX F - SITE CHART

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

AGENCY: **UCSF Memory and Aging Center, Community Outreach Program**

FISCAL YEAR: 23-27

CONTRACT: Creative Minds: the Community Arts for Brain Health Initiative in San Francisco

DIRECTOR: Dr. Sergio Lanata, Neurologist
Gloria Aguirre, Artistic Director

PHONE NO.: 415-502-7624
415-502-7550

SITES:	Mission Neighborhood Resource Center				
Name of Site					
Address and Zip	165 Capp Street, 94110				
Phone Number	415-869- 7977				
Fax Number	415-431-3178				
Neighborhood	Mission				
Muni Line #s	16 th & Mission Bart, Muni bus 33, 22, 55, 12, 14, 14R				
Person in Charge	Mason Jeffreys, Director				
Site Manager	Ricardo Newball				
Programs Offered at Site	Safe space, bathrooms, showers, laundry, harm reduction, case management, lockers, medical clinic, nursing, HIV and STD testing, meals				
Days Open	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thur <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat <input type="checkbox"/> Sun				
Hours Open	Mon, Tues, Wed, Fri: 7am – 6pm; Thursdays 7am – 7pm, Saturdays 7am – 12pm				
Hours of <u>scheduled</u> programming	Typically Fridays or Wednesdays				
Total number of service days in FY	25				
Days closed	Sunday				
ADA Accessible	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				