

Department of Benefits and Family Support

MEMORANDUM

Department of Disability **TO:** and Aging Services DISABILITY AND AGING SERVICES COMMISSION

THROUGH: KELLY DEARMAN, EXECUTIVE DIRECTOR

FROM: CINDY KAUFFMAN, DEPUTY DIRECTOR

ESPERANZA ZAPIEN, DIRECTOR OF CONTRACTS

P.O. Box 7988 San Francisco, CA

www.SFHSA.org

94120-7988

DATE: JULY 19, 2023

SUBJECT: NEW GRANTS: MULTIPLE GRANTEES (NON-PROFIT) TO

PROVIDE COMMUNITY SERVICES FOR OLDER ADULTS AND

ADULTS WITH DISABILITIES (SEE TABLE BELOW)

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

IEKWI:

GRANT New Contingency Total

AMOUNT: \$47,954,320 \$4,795,432 \$52,749,752

ANNUAL AMOUNT:

SEE TABLE BELOW

London Breed Mayor

Trent Rhorer
Executive Director

Funding Source FUNDING:

PERCENTAGE:

County \$47,954,320

100%

<u>State</u>

Contingency

<u>Total</u>

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\$4,795,432

\$52,749,752

100%

The Department of Disability and Aging Services (DAS) requests authorization to enter into new grant agreements with multiple providers for the period of July 1, 2023 through June 30, 2027, in an amount of \$47,954,320, plus a 10% contingency for a total amount not to exceed \$52,749,752. The purpose of the grant agreements is to provide Community Services to older adults and adults with disabilities.



Agency	Annual Grant Amount	Total Grant Amount 7/1/23-6/30/27	10% Contingency	Not to Exceed
Bayanihan Equity Center	\$499,601	\$1,998,404	\$199,840	\$2,198,244
Bayview Hunters Pt Multipurpose Sr Svc	ψ422,001	Ψ1,270,404	Ψ177,040	Ψ2,170,244
Dr Davis Senior Center	\$1,176,203	\$4,704,812	\$470,481	\$5,175,293
Bayview Hunters Pt Multipurpose Sr Svc				
Rosa Parks Senior Center	\$371,431	\$1,485,724	\$148,572	\$1,634,296
Bayview Hunters Pt Multipurpose Sr Svc				
Western Addition Senior Center	\$370,334	\$1,481,336	\$148,134	\$1,629,470
Bernal Heights Neighborhood Center Cortland	\$308,388	\$1,233,552	\$123,355	\$1,356,907
Bernal Heights Neighborhood Center Excelsior	\$386,131	\$1,544,524	\$154,452	\$1,698,976
Booker T. Washington				
Community Service Center	\$220,000	\$880,000	\$88,000	\$968,000
Catholic Charities	\$700,291	\$2,801,164	\$280,116	\$3,081,280
Centro Latino de San Francisco, Inc.	\$140,504	\$562,016	\$56,202	\$618,218
Curry Senior Center	\$697,597	\$2,790,388	\$279,039	\$3,069,427
Episcopal Community Services	\$315,657	\$1,262,628	\$126,263	\$1,388,891
Felton Institute	\$299,370	\$1,197,480	\$119,748	\$1,317,228
Golden Gate Senior Services Castro Senior Center	\$233,444	\$933,776	\$93,378	\$1,027,154
Golden Gate Senior Services Richmond Senior Center	\$498,506	\$1,994,024	\$199,402	\$2,193,426
Independent Living Resource Center of San Francisco	\$136,269	\$545,076	\$54,508	\$599,584
Kimochi, Inc.	\$310,590	\$1,242,360	\$124,236	\$1,366,596
Lighthouse For the Blind and Visually Impaired	\$121,872	\$487,488	\$48,749	\$536,237
Mission Neighborhood Centers	\$609,828	\$2,439,312	\$243,931	\$2,683,243
On Lok Day Services	\$535,465	\$2,141,860	\$214,186	\$2,065,245
Openhouse Openhouse	\$739,120	\$2,956,480	\$295,648	\$3,252,128
Russian American Community	\$739,120	\$2,930,460	\$293,046	\$5,232,126
Services	\$111,109	\$444,436	\$44,444	\$488,880
Self Help for the Elderly Jackie Chan Senior Center - 5757	†14.1.10 0			4.700.7 04
Geary Self Help for The Elderly	\$114,498	\$457,992	\$45,799	\$503,791
Geen Mun Senior Center - 777				
Stockton	\$118,661	\$474,644	\$47,464	\$522,108
Self Help for The Elderly Lady Shaw Senior Center - 1483	ф0 2 г .со	ф220 2.10	Ф22.02.1	Ф2/2 2/1
Mason	\$82,560	\$330,240	\$33,024	\$363,264



Agency	Annual Grant Amount	Total Grant Amount 7/1/23-6/30/27	10% Contingency	Not to Exceed
Self Help for The Elderly				
Manilatown Senior Center - 848				
Kearney	\$93,037	\$372,148	\$37,215	\$409,363
Self Help for The Elderly				
South Sunset Senior Center - 2601				
40th Ave	\$98,891	\$395,564	\$39,556	\$435,120
Self Help for The Elderly				
Mendelsohn House Senior Center -				
737 Folsom	\$102,474	\$409,896	\$40,990	\$450,886
Self Help for The Elderly				
Woolf House Senior Center - 801				
Howard	\$100,499	\$401,996	\$40,200	\$442,196
Self Help for The Elderly				
West Portal Senior Center - 131				
Lenox Way	\$99,790	\$399,160	\$39,916	\$439,076
Self Help for The Elderly				
John King Senior Center - 500				
Raymond	\$99,984	\$399,936	\$39,994	\$439,930
Self Help for The Elderly				
Geneva Senior Center - 5050 Mission	\$122,673	\$490,692	\$49,069	\$539,761
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Sequoia Living	4.50.044	00.447.444	*****	***
Aquatic Park - 890 Beach	\$528,861	\$2,115,444	\$211,544	\$2,326,988
Sequoia Living				
Downtown - 481 O'Farrell	\$271,669	\$1,086,676	\$108,668	\$1,195,344
Southwest Community Corp (It	,	, ,		
Bookman)	\$301,474	\$1,205,896	\$120,590	\$1,326,486
VMCA CC E				
YMCA of San Francisco Bayview Hunters Point	\$150,000	\$600,000	\$60,000	\$660,000
Bayview Hunters Point	\$150,000	\$600,000	\$60,000	\$660,000
YMCA of San Francisco				
Buchanan	\$133,000	\$532,000	\$53,200	\$585,200
YMCA of San Francisco				
Chinatown	\$105,996	\$423,984	\$42,398	\$466,382
Cilliatowii	\$105,990	\$423,704	\$42,376	\$400,362
YMCA of San Francisco				
Mission	\$108,510	\$434,040	\$43,404	\$477,444
YMCA of San Francisco				
Parkmerced	\$110,495	\$441,980	\$44,198	\$486,178
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YMCA of San Francisco				
Richmond	\$145,212	\$580,848	\$58,085	\$638,933
YMCA of San Francisco				
Stonestown	\$318,586	\$1,274,344	\$127,434	\$1,401,778
Totals	\$11,988,580	\$47,954,320	\$4,795,432	\$52,749,752



Background

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

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

The coronavirus pandemic has shown the importance of bridging the digital divide. In recognition of this need, a limited amount of funding was added to the Community Services program for organizations to apply for and increase their capacity to include Digital Navigation. The selection of the following grantees was also done through the Request for Proposal #1060 and in this term, Curry Senior Center, Mission Neighborhood Centers, Kimochi Inc., Bernal Heights Neighborhood Center – Cortland, and Bernal Heights Neighborhood Center – Excelsior were awarded to include this service component.

Digital Navigation funding, through the Community Services program, will expand the technology support of the department, which includes the SF Connected program. Organizations that don't have Digital Navigation funding can and will continue to receive digital literacy training and support for their consumers at their centers from SF Connected providers.

Services to be Provided

Grantees will operate a community center space designed to engage with the surrounding community which will be welcoming and accessible for older adults and adults with disabilities. Each grantee will offer a variety of activities and services designed to maintain or improve the quality of life of program participants. Activities and services shall consider participants' physical, social, psychological, economic, educational,



recreational, and/or creative needs. While the community center may serve as a hub for operations, services may take place in the community, via telephone, virtually over the internet, and through other effective means of communication and connection.

For reporting purposes, the delivery of DAS-funded Community Services is categorized into four groups as applicable:

Activity Scheduling – educational presentations, workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes, provides opportunities for connection with other participants, and that helps participants maintain or enhance their level of functioning.

<u>Translation</u> – translation assistance provided to consumers that cannot speak/read English. Services may include translation of forms, letters, applications, phone calls, etc. for an individual. It can also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements, presentations, etc.

<u>Social Services</u> – providing one-to-one assistance for individuals to enable them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.

Curry Senior Center, Mission Neighborhood Centers, Kimochi Inc, Bernal Heights Neighborhood Center – Cortland, Bernal Heights Neighborhood Center – Excelsior will include the following service component in their program.

<u>Digital Navigation</u> – The digital navigator shall provide one-onone or small-group technology support to consumers and be the main point of contact for technology-related questions and concerns at the center. Examples of duties shall include but are not limited to, assisting consumers with subscribing to low-cost internet options for their home, in-person and online troubleshooting of personal devices, research and sourcing of



additional tech equipment as needed by the consumer, and collaborating with DAS and other digital inclusion service providers for coordination and exchange of information.

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

Selection

Grantees were selected through Request for Proposals (RFP) #1060, which was issued in March of 2023.

Funding

Funding for these grants is provided through County General funds.

ATTACHMENTS

- DAS Community Services Program Site Map FY23-27
- Bayanihan Equity Center

Appendix A – Services to be provided

Appendix B – Budget

Appendix F – Site Chart

Bayview Senior Services (BHPMSS)

Dr. Davis Senior Center

Appendix A – Services to be provided

Appendix B – Budget

Appendix F – Site Chart

Rosa Parks Senior Center

Appendix A – Services to be provided

Appendix B – Budget



Western Addition Senior Center

Appendix A – Services to be provided

Appendix B – Budget

Appendix F – Site Chart

Bernal Heights Neighborhood Center

Cortland

Appendix A – Services to be provided

Appendix B – Budget

Appendix F – Site Chart

Excelsior

Appendix A – Services to be provided

Appendix B – Budget

Appendix F – Site Chart

Booker T. Washington Community Service Center

Appendix A – Services to be provided

Appendix B – Budget

Appendix F – Site Chart

Catholic Charities of San Francisco

Appendix A – Services to be provided

Appendix B – Budget

Appendix F – Site Chart

Centro Latino de San Francisco, Inc.

Appendix A – Services to be provided

Appendix B – Budget

Appendix F – Site Chart

Curry Senior Center

Appendix A – Services to be provided

Appendix B – Budget

Appendix F – Site Chart

Episcopal Community Services

Appendix A – Services to be provided

Appendix B – Budget



Felton Institute

Appendix A – Services to be provided

Appendix B – Budget

Appendix F – Site Chart

Golden Gate Senior Services

Castro Senior Center

Appendix A – Services to be provided

Appendix B – Budget

Appendix F – Site Chart

Richmond Senior Center

Appendix A – Services to be provided

Appendix B – Budget

Appendix F – Site Chart

Independent Living Resource Center of San Francisco

Appendix A – Services to be provided

Appendix B – Budget

Appendix F – Site Chart

Kimochi, Inc.

Appendix A – Services to be provided

Appendix B – Budget

Appendix F – Site Chart

Lighthouse for the Blind and Visually Impaired

Appendix A – Services to be provided

Appendix B – Budget

Appendix F – Site Chart

Mission Neighborhood Centers

Appendix A – Services to be provided

Appendix B – Budget

Appendix F – Site Chart

On Lok Day Services / 30th Street Senior Center

Appendix A – Services to be provided

Appendix B – Budget



Appendix F – Site Chart

Openhouse

Appendix A – Services to be provided

Appendix B – Budget

Appendix F – Site Chart

Russian American Community Services

Appendix A – Services to be provided

Appendix B – Budget

Appendix F – Site Chart

Self-Help for the Elderly

Jackie Chan Senior Center - 5757 Geary

Appendix A – Services to be provided

Appendix B – Budget

Appendix F – Site Chart

Geen Mun Senior Center - 777 Stockton

Appendix A – Services to be provided

Appendix B – Budget

Appendix F – Site Chart

Lady Shaw Senior Center - 1483 Mason

Appendix A – Services to be provided

Appendix B – Budget

Appendix F – Site Chart

Manilatown Senior Center - 848 Kearney

Appendix A – Services to be provided

Appendix B – Budget

Appendix F – Site Chart

South Sunset Senior Center - 2601 40th Ave

Appendix A – Services to be provided

Appendix B – Budget



Mendelsohn House Senior Center - 737 Folsom

Appendix A – Services to be provided

Appendix B – Budget

Appendix F – Site Chart

Woolf House Senior Center - 801 Howard

Appendix A – Services to be provided

Appendix B – Budget

Appendix F – Site Chart

West Portal Senior Center - 131 Lenox Way

Appendix A – Services to be provided

Appendix B – Budget

Appendix F – Site Chart

John King Senior Center - 500 Raymond

Appendix A – Services to be provided

Appendix B – Budget

Appendix F – Site Chart

Geneva Senior Center - 5050 Mission

Appendix A – Services to be provided

Appendix B – Budget

Appendix F – Site Chart

Sequoia Living

Aquatic Park Senior Center

Appendix A – Services to be provided

Appendix B – Budget

Appendix F – Site Chart

Downtown Senior Center

Appendix A – Services to be provided

Appendix B – Budget

Appendix F – Site Chart

Southwest Community Corporation

Appendix A – Services to be provided

Appendix B – Budget



YMCA of San Francisco

Bayview Hunters Point

Appendix A – Services to be provided

 $Appendix \ B-Budget$

Appendix F – Site Chart

Buchanan

Appendix A – Services to be provided

Appendix B – Budget

Appendix F – Site Chart

Chinatown

Appendix A – Services to be provided

Appendix B – Budget

Appendix F – Site Chart

Mission

Appendix A – Services to be provided

Appendix B – Budget

Appendix F – Site Chart

Parkmerced

Appendix A – Services to be provided

Appendix B – Budget

Appendix F – Site Chart

Richmond

Appendix A – Services to be provided

Appendix B – Budget

Appendix F – Site Chart

Stonestown

Appendix A – Services to be provided

Appendix B – Budget



Community Services Program Site Map



District	Agency Name	Center Name	Address
1	Golden Gate Senior Services	Richmond Senior Center	6221 Geary Blvd 3 rd Fl, 94121
•			
1	Self-Help for the Elderly	Jackie Chan Senior Center	5757 Geary Blvd, 94121
•			
1	YMCA of San Francisco	Richmond District YMCA	360 18th Ave, 94121
•			

2 Sequoia Living Center 890 Beach St, 94109 2 Russian American Community Services 2 Chinatown YMCA 855 Sacramento St, 94118 3 YMCA of San Francisco Chinatown YMCA 855 Sacramento St, 94108 3 Self-Help for the Elderly Geen Mun Senior Center 777 Stockton St, 94108 3 Self-Help for the Elderly Lady Shaw Senior Center 1483 Mason St, 94133 3 Self-Help for the Elderly Manilatown Senior Center 848 Kearny St, 94108 4 Self-Help for the Elderly South Sunset Senior Center 778 Stockton St, 94108 5 Self-Help for the Elderly South Sunset Senior Center 848 Kearny St, 94108 6 Self-Help for the Elderly South Sunset Senior Center 778 Stockton St, 94108 7 Self-Help for the Elderly South Sunset Senior Center 848 Kearny St, 94108 8 Self-Help for the Elderly South Sunset Senior Center 94116 8 Self-Help for the Elderly South Sunset Senior Center 94115 8 Self-Help for the Elderly Center Community Service Center 94115 8 Self-Help for Services Rosa Parks Senior Center 94115 8 Sequoia Living South Senior Center 94115 8 Sequoia Living Downtown Senior Center 94115 Sequoia Living South Senior Center 94115 Sequoia Living South Senior Center 94115 Sequoia Living Senior Center 94115 Sequoia Living Senior Center 94115 Sequoia Living South Senior Center 94115 Sequoia Living Senior Center 94115 Sequoia Living South Senior Center 94115 Sequoia Living Sequoia Living Sequoia Living Sequoia Living Se		Sequoia Living	·	890 Beach St, 94109
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6	Independent Living Resource Center of SF	Independent Living Resource Center of SF	825 Howard St, 94103
7	YMCA of San Francisco	Stonestown Family YMCA - Parkmerced	3711 19th Ave, 94132
7	Self-Help for the Elderly	West Portal Clubhouse	131 Lenox Way, 94127
8	Openhouse	Bob Ross LGBT Senior Center	65 Laguna St, 94102
8	On Lok Day Services	30th Street Senior Service	225 30th St, 94110
8	Golden Gate Senior Services	Castro Senior Center	110 Diamond St, 94114
8	YMCA of San Francisco	Mission YMCA	4080 Mission St, 94112
9	Mission Neighborhood Centers	Mission Neighborhood Centers	362 Capp St, 94110
9	Centro Latino de San Francisco	Centro Latino de San Francisco	1656 15th St, 94103
9	Bernal Heights Neighborhood Center	Bernal Heights Neighborhood Center	515 Cortland Ave, 94110
10	Bayview Senior Services	Dr. George W. Davis Senior Center	1753 Carroll Ave, 94124
10	Self-Help for the Elderly	John King Community Center	500 Raymond Ave, 94134
10	YMCA of San Francisco	Bayview Hunters Point YMCA	1601 Lane St, 94124
10	Felton Institute	Visitacion Valley Family Center	66 Raymond Ave, 94134
11	Catholic Charities	OMI Senior Center	65 Beverly St, 94132
11	Bernal Heights Neighborhood Center	Excelsior Community Center	4468 Mission St, 94112
11	Self-Help for the Elderly	Geneva Community Center	5050 Mission St Ste C, 94112
11	Southwest Community Corporation	I.T. Bookman Community Center	446 Randolph St, 94132

Appendix A - Services to be Provided BAYANIHAN EQUITY CENTER

Community Services

July 1, 2023 to June 30, 2027

I. Purpose

The purpose of this grant is to provide Community Services programming for older adults and adults with disabilities in San Francisco through site-based community centers. The programming will maintain or improve the well-being of older adults and adults with disabilities by providing activities and services designed to support individuals to live independently in their own homes and communities, reduce social isolation, and serve as an access point for other home and community-based services.

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
Grantee	BAYANIHAN EQUITY 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.
ОСР	Office of Community Partnerships
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	Person who is 60 years or older.
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 Community Services and the grantee reflects consumer participation in SF DAS GetCare through enrollment.

III. Target Population

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

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

IV. Eligibility for Services

To be eligible for services, clients must be

- 1) An older adult aged 60 years or older or
- 2) An adult with a disability, aged 18-59 and
- 3) A resident of San Francisco and
- 4) In need of Community Services

V. Location and Time of Services

The grantee will provide Community Services programming in San Francisco. The details of the sites and operation hours are located in the site chart.

VI. Description of Services and Program Requirements

- 1. Grantee will provide Community Services programming for older adults and adults with disabilities. Community Services programming shall consist of activities and services that focus on the physical, social, psychological, economic, educational, recreational, and/or creative needs of older adults and adults with disabilities. Activities and services may be provided in the grantee's community center, in the community, via telephone, virtually over the internet, and through other effective means of communication and connection. There are three categories of Community Services programming:
 - i. <u>Activity Scheduling</u>: Activities may include educational presentations,

- workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes, provides opportunities for connection with other participants, and that help participants maintain or enhance their level of functioning.
- ii. <u>Translation:</u> Translation assistance is provided to consumers that cannot speak/read English. Translation may also include the use of American Sign Language, braille, or teleprompting. Services may include translation for an individual, such as translation of forms, letters, applications, or phone calls, and may also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements or presentations.
- iii. <u>Social Services</u>: The provision of one-to-one assistance to individuals that enables them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.
- 2. Grantee will ensure that service offerings in the three categories of Community Services are designed to:
 - i. Provide quality services that attain a high satisfaction level from participants.
 - ii. Provide services that meet the needs of individual participants.
 - iii. Provide physical activities that may improve the health of participants.
 - iv. Increase access to information and educational materials that help enable individual consumers to maximize independence while living in the community.
 - v. Provide activities to increase socialization opportunities for individual consumers.
- 3. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
- 4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15th each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At a minimum, the consumer response rate shall be at least 35% of the annual unduplicated consumers.
- 5. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer and adhere to all program standards.
- 6. Grantee will ensure that units of service provided are tracked and distinguishable.
- 7. Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
- 8. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services.

VII. Service Objectives

Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A- Community	FY 23-24	FY 24-25	FY 25-26	FY 26-27
Services				
Unduplicated	600	600	600	600
Consumers (UDC)				
Activity Scheduling	4,000	4,000	4,000	4,000
Translation Services	2,000	2,000	2,000	2,000
Social Services	3,500	3,500	3,500	3,500
	1 unit of service =	1 hour of service	provision	

VIII. Outcome Objectives

Community Services

- 1. Consumers receive the services and/or activities they need from the agency. Target: 80%
- 2. Consumers who participate in physical activity programming report a positive impact on their health. Target: 80%
- 3. Consumers who received social services or translation assistance, or participated in an educational program, report the services helped to improve their lives. Target: 80%
- 4. Consumers report an increase in their socialization opportunities and interaction with others. Target: 80%

Based on an annual satisfaction survey created by DAS OCP and with a sample size of at least 35% of the annual unduplicated consumers.

IX. Reporting and Other Requirements

- 1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers, using the DAS 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. 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.
- 14. For assistance with reporting and contract requirements, please contact:

Noah Gallo Patrick Garcia Program Analyst Contract Manager

DAS, Office of Community Partnership HSA, Office of Contract Management

Noah.Gallo1@SFgov.org Patrick.Garcia@SFgov.org

X. Monitoring Activities

A. Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on 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. <u>Fiscal Compliance and Contract Monitoring</u>: 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.

					Appendix B, Page 1
				Doc	ument Date: 7/1/23
		0 40ENOV BUE	OCT OUMAN	v	
н	JMAN SERVICE		DGET SUMMAR	Y	
		BY PROGRAM			
 Name					Term
Bayanihan Equity Center					7/1/23 - 6/30/27
(Check One) New 🔽 Renewal	Modification				171720 0700721
If modification, Effective Date of Mod.	No. of Mod.	· 			
Program: Community Services					
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
DAS Expenditures					
Salaries & Benefits	\$429,608	\$429,608	\$429,608	\$429,608	\$1,718,432
Operating Expenses	\$69,993	\$69,993	\$69,993	\$69,993	\$279,972
Subtotal	\$499,601	\$499,601	\$499,601	\$499,601	\$1,998,404
Indirect Percentage (%)					
Indirect Cost					
Capital/Subcontractor Expenditures					
Total DAS Expenditures	\$499,601	\$499,601	\$499,601	\$499,601	\$1,998,404
DAS Revenues					
General Funds	\$499,601	\$499,601	\$499,601	\$499,601	\$1,998,404
Total DAS Revenue	\$499,601	\$499,601	\$499,601	\$499,601	\$1,998,40 4
Total BAC Revenue	ψ433,001	Ψ433,001	Ψ455,001	ψ433,001	ψ1,550,404
Non DAS Revenues					
Total Non DAS Revenue					
TOTAL DAS AND NON DAS					
REVENUE	\$499,601	\$499,601	\$499,601	\$499,601	\$1,998,404
Full Time Equivalent (FTE)	6.55	6.55	6.55	6.55	26.19
Prepared by:					Date:

HSA-CO Review Signature:

HSA #1

Program: Community Services								A	Appendix B, Page 2
			Salaries	& Benefits	Detail				
									(Total)
DAS Salaries & Benefits	Agency T	Totals	HSA Pro	gram	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
Position Title	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary				
Executive Director	\$88,275		(Wax 100%) 100%	0.66		\$58,275	\$58,275	\$58,275	\$233,100
Community Service Worker (2)	\$45,000		100%	2.00		\$90,000	\$90,000	\$90,000	\$360,000
Activities Coordinator	\$47,000		100%	1.00		\$47,000	\$47,000	\$47,000	\$188,000
Data Systems Specialist	\$52,000		100%	1.00		\$52,000	\$52,000	\$52,000	\$208,000
Operations Manager & Data Collection Specialist	\$62,000	0.89	100%	0.89	\$55,000	\$55,000	\$55,000	\$55,000	\$220,000
Housing Caseworker	\$47,000	1.00	100%	1.00	\$47,000	\$47,000	\$47,000	\$47,000	\$188,000
				 					
	 			 					
Totals	\$341,275	6.55	600%	6.55	\$349,275	\$349,275	\$349,275	\$349,275	\$1,397,100
Fringe Benefits Rate	23%	l							
Employee Fringe Benefits	\$78,493				\$80,333	\$80,333	\$80,333	\$80,333	\$321,332
									<u> </u>
Total DAS Salaries and Benefits	\$419,768				\$429,608	\$429,608	\$429,608	\$429,608	\$1,718,432
HSA #2	_		_						_

DAS Operating Expenses Expenditure Category Reptal of Broggetty	Operat 7/1/23 - 6/30/24	ing Expense Deta	ail		
Expenditure Category	7/1/23 - 6/30/24	7/1/24 - 6/30/25			
Expenditure Category	171720 010012-1	171724 0/00/20	7/1/25 - 6/30/26	7/1/26 - 6/30/27	(Total) 7/1/23 - 6/30/27
Expenditure Category			171723 - 0/30/20	111/20 - 0/30/21	17 1725 - 0750727
Dontal of Proporty					
Rental of Property	\$13,021	\$13,021	\$13,021	\$13,021	\$52,084
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$7,600	\$7,600	\$7,600	\$7,600	\$30,400
Office Supplies, Postage	\$3,000	\$3,000	\$3,000	\$3,000	\$12,000
Building Maintenance Supplies and Repair					
Printing and Reproduction	\$2,000	\$2,000	\$2,000	\$2,000	\$8,000
Insurance	\$8,200	\$8,200	\$8,200	\$8,200	\$32,800
Staff Training					
Staff Travel	\$3,360	\$3,360	\$3,360	\$3,360	\$13,440
Rental of Equipment	\$1,500	\$1,500	\$1,500	\$1,500	\$6,000
<u>Consultants</u>					
Other					
Bookkeeping	\$6,000	\$6,000	\$6,000	\$6,000	\$24,000
Audit	\$11,000	\$11,000	\$11,000	\$11,000	\$44,000
Payroll Processing	\$3,400	\$3,400	\$3,400	\$3,400	\$13,600
Senior Activities	\$3,000	\$3,000	\$3,000	\$3,000	\$12,000
Subscriptions	\$1,000	\$1,000	\$1,000	\$1,000	\$4,000
Stipends	\$6,912	\$6,912	\$6,912	\$6,912	\$27,648
Total DAS Operating Expenses	\$69,993	\$69,993	\$69,993	\$69,993	\$279,972

APPENDIX F - SITE CHART

Page	1	of	1	
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Human Services Agency, Department of Disability and Aging Services, Office of Community Partnerships

AGENCY: BAYANIHAN EQUITY O	FISCAL YEAR: 23/24 – 2	26/27			
CONTRACT: COMMUNITY SERVICE	S				
DIRECTOR: LUISA M. ANTONIO				PHONE NO.: 415-255-2347	
SITES:					
Name of Site	BAYANIHAN EQUITY CENTER				
Address and Zip	1010 Mission Street Suite C San Francisco, CA 94103				
Phone Number	415-255-2347				
Fax Number	415-255-2358				
Neighborhood	South of Market				
Muni Line #s	14 Mission and 14 R				
Person in Charge & Site Manager	Luisa M. Antonio				
Programs Offered at Site	Case Work, Recreational Activities, Translation & Interpretation, Food Access (IFA & SGP), Informational Workshops, and Housing Assistance				
Days Open	X Mon X Tues X Wed X Thur Fri Sat Sun BEC staff works remotely and Fridays. Services offered are by and Zoom.	MonTues WedThur FriSat Sun	MonTuesWedThurFriSatSun	MonTues WedThur FriSat Sun	MonTuesWedThurFriSatSun
Hours Open	BEC is open from 9:00am - 12:00pm and 1:00pm to 5:00pm, Monday to Thursday. BEC staff remotely operates the same hours on Fridays.				
Hours of scheduled programming	9:00am - 12:00pm and 1:00pm to 5:00pm				
Total number of service days in FY					
Days closed	BEC is closed on weekends, Federal Holidays, Christmas & NewYear's Eve				
ADA Accessible	<u>X</u> YesNo	YesNo	YesNo	YesNo	YesNo

Appendix A - Services to be Provided

BAYVIEW HUNTERS PT. MULTIPURPOSE SENIOR SERVICES - DR. GEORGE W. DAVIS SENIOR CENTER

Community Services

July 1, 2023 to June 30, 2027

I. Purpose

The purpose of this grant is to provide Community Services programming for older adults and adults with disabilities in San Francisco through site-based community centers. The programming will maintain or improve the well-being of older adults and adults with disabilities by providing activities and services designed to support individuals to live independently in their own homes and communities, reduce social isolation, and serve as an access point for other home and community-based services.

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
Grantee	BAYVIEW HUNTERS PT MULTIPURPOSE SR SVC (Dr Davis - 1751 Carroll)
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.
ОСР	Office of Community Partnerships
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	Person who is 60 years or older.
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 Community Services and the grantee reflects consumer participation in SF DAS GetCare through enrollment.

III. Target Population

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

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

IV. Eligibility for Services

To be eligible for services, clients must be

- 1) An older adult aged 60 years or older or
- 2) An adult with a disability, aged 18-59 and
- 3) A resident of San Francisco and
- 4) In need of Community Services

V. Location and Time of Services

The grantee will provide Community Services programming in San Francisco. The details of the sites and operation hours are located in the site chart.

VI. Description of Services and Program Requirements

- 1. Grantee will provide Community Services programming for older adults and adults with disabilities. Community Services programming shall consist of activities and services that focus on the physical, social, psychological, economic, educational, recreational, and/or creative needs of older adults and adults with disabilities. Activities and services may be provided in the grantee's community center, in the community, via telephone, virtually over the internet, and through other effective means of communication and connection. There are three categories of Community Services programming:
 - i. Activity Scheduling: Activities may include educational presentations,

- workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes, provides opportunities for connection with other participants, and that help participants maintain or enhance their level of functioning.
- ii. <u>Translation:</u> Translation assistance is provided to consumers that cannot speak/read English. Translation may also include the use of American Sign Language, braille, or teleprompting. Services may include translation for an individual, such as translation of forms, letters, applications, or phone calls, and may also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements or presentations.
- iii. <u>Social Services</u>: The provision of one-to-one assistance to individuals that enables them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.
- 2. Grantee will ensure that service offerings in the three categories of Community Services are designed to:
 - i. Provide quality services that attain a high satisfaction level from participants.
 - ii. Provide services that meet the needs of individual participants.
 - iii. Provide physical activities that may improve the health of participants.
 - iv. Increase access to information and educational materials that help enable individual consumers to maximize independence while living in the community.
 - v. Provide activities to increase socialization opportunities for individual consumers.
- 3. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
- 4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15th each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At a minimum, the consumer response rate shall be at least 35% of the annual unduplicated consumers.
- 5. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer and adhere to all program standards.
- 6. Grantee will ensure that units of service provided are tracked and distinguishable.
- 7. Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
- 8. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services.

VII. Service Objectives

Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A- Community	FY 23-24	FY 24-25	FY 25-26	FY 26-27
Services				
Unduplicated	930	930	930	930
Consumers (UDC)				
Activity Scheduling	5,040	5,040	5,040	5,040
Translation Services	600	600	600	600
Social Services	1,680	1,680	1,680	1,680
	1 unit of service =	1 hour of service	provision	

VIII. Outcome Objectives

Community Services

- 1. Consumers receive the services and/or activities they need from the agency. Target: 80%
- 2. Consumers who participate in physical activity programming report a positive impact on their health. Target: 80%
- 3. Consumers who received social services or translation assistance, or participated in an educational program, report the services helped to improve their lives. Target: 80%
- 4. Consumers report an increase in their socialization opportunities and interaction with others. Target: 80%

Based on an annual satisfaction survey created by DAS OCP and with a sample size of at least 35% of the annual unduplicated consumers.

IX. Reporting and Other Requirements

- 1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers, using the DAS 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. 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.
- 14. For assistance with reporting and contract requirements, please contact:

Sarah Chan Program Analyst DAS OCP sarah.chan@sfgov.org

and

Steve Kim Contract Manager HSA OCM steve.kim@sfgov.org

X. Monitoring Activities

A. <u>Program Monitoring</u>: 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	В	С	D	E	F P P P P P P P P P P P P P P P P P P P
2	1				F	Appendix B, Page 1
	1					
3	HUMAN SERVICES AGE		_			
4		BY PROGR	<u>RAM</u>			
5	Name		Term			
6	Bayview Senior Services		7/1/23 - 6/30/27			
7	(Check One) New⊡ Renewal	Modification	1			
8	If modification, Effective Date of Mod.	No. of Mod.				
9	Program: Community Services - Dr. Da	vis				
10	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	Total
12	Expenditures	7/1/23-0/30/24	7/1/24-0/30/23	7/1/25-0/30/20	1/1/20-0/30/21	Total
	Salaries & Benefits	\$797,815	\$797,815	\$797,815	\$797,815	\$3,191,260
14	Operating Expenses	\$252,366	\$252,366	\$252,366	\$252,366	\$1,009,464
	Subtotal	\$1,050,181	\$1,050,181	\$1,050,181	\$1,050,181	\$4,200,724
16	Indirect Percentage (%)	12%		12%	12%	
	Indirect Cost (Line 16 X Line 15)	\$126,022	\$126,022	\$126,022	\$126,022	\$504,088
18	Subcontractor/Capital Expenditures					
19	Total Expenditures	\$1,176,203	\$1,176,203	\$1,176,203	\$1,176,203	\$4,704,812
20	HSA Revenues					
21	General Funds	\$1,176,203	\$1,176,203	\$1,176,203	\$1,176,203	\$4,704,812
22						
23						
24 25	<u> </u>					
26	-					
27						
28						
29	TOTAL HSA REVENUES	\$1,176,203	\$1,176,203	\$1,176,203	\$1,176,203	\$4,704,812
30	Other Revenues					
31						
32	<u> </u>					
33 34						
35	<u> </u>					
	Total Revenues	\$1,176,203	\$1,176,203	\$1,176,203	\$1,176,203	\$4,704,812
	Full Time Equivalent (FTE)	, , , , ,	, , , , , ,	, , , , ,	, , , ,	, , , , , , , , , , , , , , , , , , , ,
		Telephone No.:				
	HSA-CO Review Signature:					
11	HCV #1					

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1	7						<u> </u>		Ap	pendix B, Page 2
3	Bayview Senior Services									
_	Program: Community Services -	Dr. Davis								
5										
6										
7			Salari	es & Benef	its Detail					
9										
10						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
11		Agency T	otals	HSA Pro	ogram	DAS	DAS	DAS	DAS	TOTAL
		Annual Full		% FTE funded by						
		TimeSalary	Total	HSA [°]	Adjusted					
12	POSITION TITLE	for FTE	FTE	(Max 100%)	FTE	Budgeted Salary				
13	Program Coord.	\$69,909	1.00	100%	1.00	\$69,909	\$69,909	\$69,909	\$69,909	\$279,636
14	Activity/Resource Coord	\$52,000	1.00	100%	1.00	\$52,000	\$52,000	\$52,000	\$52,000	\$208,000
15	Translation/Social Services	\$45,760	0.50	100%	0.50	\$22,880	\$22,880	\$22,880	\$22,880	\$91,520
16	Custodian	\$45,760	1.00	100%	1.00	\$45,760	\$45,760	\$45,760	\$45,760	\$183,040
17	Custodian-Weekend/Evening	\$45,760	0.33	100%	0.33	\$15,101	\$15,101	\$15,101	\$15,101	\$60,403
18	Director of Administration	\$124,259	0.60	100%	0.60	\$74,555	\$74,555	\$74,555	\$74,555	\$298,222
19	Data Coordinator	\$56,930	1.00	100%	0.60	\$34,158	\$34,158	\$34,158	\$34,158	\$136,632
20	Receptionist	\$47,840	1.00	100%	1.00	\$47,840	\$47,840	\$47,840	\$47,840	\$191,360
21	Volunteer/ Services Coord	\$47,840	0.63	100%	0.63	\$29,900	\$29,900	\$29,900	\$29,900	\$119,600
22	Program Assistant	\$40,498	1.00	100%	1.00	\$40,498	\$40,498	\$40,498	\$40,498	\$161,992
23	Prog. Dir for Wellness	\$69,909	1.00	100%	1.00	\$69,909	\$69,909	\$69,909	\$69,909	\$279,636
24	Facilitator -Wellness	\$45,968	1.00	100%	1.00	\$45,968	\$45,968	\$45,968	\$45,968	\$183,872
25	Social Services CoordSEOP	\$52,749	1.00	100%	1.00	\$52,749	\$52,749	\$52,749	\$52,749	\$210,996
26	SEOP Director	\$79,997	0.25	100%	0.25	\$19,999	\$19,999	\$19,999	\$19,999	\$79,997
27	Office Assistant - SEOP	\$47,840	0.25	100%	0.25	\$11,960	\$11,960	\$11,960	\$11,960	\$47,840
28										
29										
30 31	TOTALS	\$873,019	11.56	1500%	11.16	\$633,186	\$633,186	\$633,186	\$633,186	\$2,532,746
	FRINGE BENEFIT RATE	26%								
-	EMPLOYEE FRINGE BENEFITS	\$226,985				\$164,628	\$164,628	\$164,628	\$164,628	\$658,514
34 35										
36	TOTAL SALARIES & BENEFITS	\$1,100,004				\$797,815	\$797,815	\$797,815	\$797,815	\$3,191,260
37	HSA #2									

	А	В	ГС	D	E	F	G	Н	<u> </u>	IJ	K	LI	M
1			•								Ар	pen	dix B, Page 3
3	Bayview Seni	ior Sarvicas											
4	-		vices - Dr. Dav	is									
5		-											
7				Ono	rating Expe	nco D	Notail						
8				Ope	rating Expe	iise D	Claii						
9													
10													TOTAL
11	Expenditure C	ategory		TERM	7/1/23-6/30/2	24	7/1/24-6/30/25		7/1/25-6/30/26		7/1/26-6/30/27	-	TOTAL 7/1/23 - 6/30/27
	Rental of Prop			I LI (IVI	\$75		\$750		\$750		\$750	. <u>-</u>	\$3,000
14	Trontal of Frop	.orty			Ψ, σ	<u> </u>	Ψ100		ψ, σσ		φισσ	-	Ψ0,000
15										-		-	
16	Utilities(Elec, \	Water, Gas, P	hone, Garbage))	\$56,97	3	\$56,973	-	\$56,973	_	\$56,973	_	\$227,892
17	Office Supplie	s, Postage			\$10,04	0	\$10,040	_ :	\$10,040	_	\$10,040		\$40,160
18	Building Maint	enance Suppli	ies and Repair		\$24,00	0	\$24,000		\$24,000		\$24,000		\$96,000
19	Printing and R	eproduction			\$3,90	0	\$3,900		\$3,900		\$3,900		\$15,600
20	Insurance				\$14,63	5	\$14,635		\$14,635		\$14,635		\$58,540
21	Staff Training				\$1,20	0	\$1,200		\$1,200		\$1,200		\$4,800
22	Staff Travel-(L	ocal & Out of	Town)		\$1,20	0	\$1,200		\$1,200		\$1,200		\$4,800
23	Rental of Equi	pment			\$3,90	0	\$3,900		\$3,900		\$3,900		\$15,600
24													
25	CONSULTAN	TS											
26	Wellness Clas	ses Contracto	or	_	\$56,00	0	\$56,000	_	\$56,000	_	\$56,000	_	\$224,000
27	Computer/Net	work Support		_	\$4,80	0	\$4,800		\$4,800	_	\$4,800	_	\$19,200
	Samoan Comi	munity			\$60,56	8	\$60,568		\$60,568		\$60,568	_	\$242,272
29	OTHER				***	•					A		^ ^-
	Program Supp	olies		-	\$14,40	<u> </u>	\$14,400		\$14,400		\$14,400	-	\$57,600
31				-								-	
	TOTAL OPER	ATING EXPE	NSE		\$ <u>252,36</u>	<u>6</u>	\$ <u>252,366</u>		\$ <u>252,366</u>		\$ <u>252,366</u>		\$1,009,464
34				-								_	
35	HSA #3												

APPENDIX F - SITE CHART FY23/24 - 26/27

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HSA / DAS / OFFICE OF COMMUNITY PARTNERSHIPS

AGENCY: Bayview Hunters Point Multipurpose Senior Service

FISCAL YEAR: 23/24

CONTRACT MAILING ADDRESS: 1753 Carroll, San Francisco CA 94124

DIRECTOR: Cathy Davis		.		PHONE NO.: 415-822-1444	1
SITES: (Community Services) Name of Site	Dr George Davis Senior Center	Western Addition Senior Center	Rosa Parks Senior Center		
Address and Zip	1753 Carroll, SF 94124	1390 ½ Turk, SF 94115	1111 Buchannan		
Phone Number	415-822-1444	415-921-7805	415-292-3474		
Fax Number					
Neighborhood	Bayview Hunters Point	Western Addition	Western Addition		
Muni Line #s	T-Line, 54	22, 5	19,5		
Person in Charge	James Evans	Robin Bill	Skye Davis		
Site Manager					
Programs Offered at Site	Case Mgt., ADRC, Money Mgt, Nutrition, Senior Ctr Activities, Intergen Prog	Case Mgt., ADRC, Nutrition, Senior Ctr Activities	Nutrition, Senior Ctr Activities		
Days Open	X Mon X Tues X Wed X Thurs X Fri X Sat Sun	X_MonX_Tues _X_WedX_Thur _X_FriX_Sat _X_Sun	XMonXTues XWedXThur XFriXSat Sun	MonTues WedThur FriSat Sun	MonTues WedThur FriSat Sun
Hours Open	9-5 Tues. ,5PM -8 Th 5PM-9	9-5	9-5		
Hours of <u>scheduled</u> programming	9-5 Tues. ,5PM -8 Th 5PM-9	9-4	9-4		
Total number of service days in FY		361 361	259		
Days closed	NYr,MLK,Pres,Mem,Jun ethJuly4,Labor,Vet, Tks- 2, Xmas	5 th Wed of the month	NYr,MLK,Pres,Mem,Jun ethJuly4,Labor,Vet, Tks- 2, Xmas		
ADA Accessible	_XYesNo	_XYesNo	XYesNo	YesNo	YesNo

Appendix A - Services to be Provided

BAYVIEW HUNTERS PT MULTIPURPOSE SENIOR SERVICES – ROSA PARKS SENIOR CENTER

Community Services

July 1, 2023 to June 30, 2027

I. Purpose

The purpose of this grant is to provide Community Services programming for older adults and adults with disabilities in San Francisco through site-based community centers. The programming will maintain or improve the well-being of older adults and adults with disabilities by providing activities and services designed to support individuals to live independently in their own homes and communities, reduce social isolation, and serve as an access point for other home and community-based services.

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
Grantee	BAYVIEW HUNTERS PT MULTIPURPOSE SR SVC (Rosa Parks - 1111 Buchanan)
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.
ОСР	Office of Community Partnerships
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	Person who is 60 years or older.
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 Community Services and the grantee reflects consumer participation in SF DAS GetCare through enrollment.

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

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

IV. Eligibility for Services

To be eligible for services, clients must be

- 1) An older adult aged 60 years or older or
- 2) An adult with a disability, aged 18-59 and
- 3) A resident of San Francisco and
- 4) In need of Community Services

V. Location and Time of Services

The grantee will provide Community Services programming in San Francisco. The details of the sites and operation hours are located in the site chart.

- 1. Grantee will provide Community Services programming for older adults and adults with disabilities. Community Services programming shall consist of activities and services that focus on the physical, social, psychological, economic, educational, recreational, and/or creative needs of older adults and adults with disabilities. Activities and services may be provided in the grantee's community center, in the community, via telephone, virtually over the internet, and through other effective means of communication and connection. There are three categories of Community Services programming:
 - i. <u>Activity Scheduling</u>: Activities may include educational presentations,

- workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes, provides opportunities for connection with other participants, and that help participants maintain or enhance their level of functioning.
- ii. <u>Translation:</u> Translation assistance is provided to consumers that cannot speak/read English. Translation may also include the use of American Sign Language, braille, or teleprompting. Services may include translation for an individual, such as translation of forms, letters, applications, or phone calls, and may also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements or presentations.
- iii. <u>Social Services</u>: The provision of one-to-one assistance to individuals that enables them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.
- 2. Grantee will ensure that service offerings in the three categories of Community Services are designed to:
 - i. Provide quality services that attain a high satisfaction level from participants.
 - ii. Provide services that meet the needs of individual participants.
 - iii. Provide physical activities that may improve the health of participants.
 - iv. Increase access to information and educational materials that help enable individual consumers to maximize independence while living in the community.
 - v. Provide activities to increase socialization opportunities for individual consumers.
- 3. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
- 4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15th each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At a minimum, the consumer response rate shall be at least 35% of the annual unduplicated consumers.
- 5. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer and adhere to all program standards.
- 6. Grantee will ensure that units of service provided are tracked and distinguishable.
- 7. Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
- 8. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services.

VII. Service Objectives

Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A- Community	FY 23-24	FY 24-25	FY 25-26	FY 26-27			
Services							
Unduplicated Consumers (UDC)	300	300	300	300			
Activity Scheduling	1,680	1,680	1,680	1,680			
Translation Services	150	150	150	150			
Social Services	900	900	900	900			
1 unit of service = 1 hour of service provision							

VIII. Outcome Objectives

Community Services

- 1. Consumers receive the services and/or activities they need from the agency. Target: 80%
- 2. Consumers who participate in physical activity programming report a positive impact on their health. Target: 80%
- 3. Consumers who received social services or translation assistance, or participated in an educational program, report the services helped to improve their lives. Target: 80%
- 4. Consumers report an increase in their socialization opportunities and interaction with others. Target: 80%

Based on an annual satisfaction survey created by DAS OCP and with a sample size of at least 35% of the annual unduplicated consumers.

IX. Reporting and Other Requirements

- 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. 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.
- 14. For assistance with reporting and contract requirements, please contact:

Sarah Chan Program Analyst DAS OCP sarah.chan@sfgov.org

and

Steve Kim Contract Manager HSA OCM steve.kim@sfgov.org

X. Monitoring Activities

A. <u>Program Monitoring</u>: 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	В	С	D	E	F
1					A	Appendix B, Page 1
2						
3	HUMAN SERVICES AGE	NCY BUDGET S	UMMARY			
4		BY PROGR	AM			
5	Name	-	Term			
6	Bayview Senior Services		7/1/23 - 6/30/27			
7	(Check One) New⊡ Renewal	Modification				
8	If modification, Effective Date of Mod.	No. of Mod.				1
9	Program: Community Services - Rosa	Parks				
10	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	Total
12	Expenditures	771720 0/00/24	171724 0700720	771720 0700720	171720 0700721	rotar
	Salaries & Benefits	\$300,013	\$300,013	\$300,013	\$300,013	\$1,200,054
14	Operating Expenses	\$34,609	\$34,609	\$34,609	\$34,609	\$138,436
	Subtotal	\$334,622	\$334,622	\$334,622	\$334,622	\$1,338,490
16	Indirect Percentage (%)	11%	11%	11%	11%	12%
	Indirect Cost (Line 16 X Line 15)	\$36,808	\$36,808	\$36,808	\$36,808	\$110,424
18	Subcontractor/Capital Expenditures					
19	Total Expenditures	\$371,431	\$371,431	\$371,431	\$371,431	\$1,485,724
20	HSA Revenues					
21	General Funds	\$371,431	\$371,431	\$371,431	\$371,431	\$1,485,724
22						
23						
24 25						
26						
27						
28						
29	TOTAL HSA REVENUES	\$371,431	\$371,431	\$371,431	\$371,431	\$1,485,724
30	Other Revenues					
31						
32						
33						
34 35						
	Total Revenues	\$371,431	\$371,431	\$371,431	\$371,431	\$1,485,724
	Full Time Equivalent (FTE)	ψ57 1,451	Ψ37 1, 431	ψ3/ 1,431	Ψ07 1,701	ψ1,400,724
	Prepared by:	Telephone No.:				<u> </u>
	HSA-CO Review Signature:	relaphona No				
	LICA #4					

	A	В	С	D	Е	F	G	Н	ı	J
1						·			Ap	pendix B, Page 2
3	Bayview Senior Services									
	Program: Community Services -	Rosa Parks								
5	j									
6										
7			Salari	es & Benef	its Detail					
8										
9						7/1/22 6/20/24	7/1/24 6/20/25	7/1/25 6/20/26	7/1/26 6/20/27	7/1/22 6/20/27
11		Agency	Totals	HSA Pro	ogram	7/1/23-6/30/24 DAS	7/1/24-6/30/25 DAS	7/1/25-6/30/26 DAS	7/1/26-6/30/27 DAS	7/1/23 - 6/30/27 TOTAL
			- Grand	% FTE	og. a.m	27.10	27.10	27.0	2,10	
		Annual Full TimeSalary	Total	funded by HSA	Adjusted					
12	POSITION TITLE	for FTE	FTE	(Max 100%)	FTE	Budgeted Salary				
13	Program Director-Rosa Park	\$64,480	1.00	100%	1.00	\$64,480	\$64,480	\$64,480	\$64,480	\$257,920
14	Activity CoordRosa Park	\$45,760	1.00	100%	1.00	\$45,760	\$45,760	\$45,760	\$45,760	\$183,040
15	Janitor- Rosa Park	\$43,680	1.00	100%	1.00	\$43,680	\$43,680	\$43,680	\$43,680	\$174,720
16	Front Desk-Rosa Park	\$42,786	1.00	100%	1.00	\$42,786	\$42,786	\$42,786	\$42,786	\$171,142
17	Director of Administation	\$124,259	0.10	100%	0.10	\$12,426	\$12,426	\$12,426	\$12,426	\$49,704
18	Translation	\$43,971	0.40	100%	0.40	\$17,588	\$17,588	\$17,588	\$17,588	\$70,354
19	Data Clerk	\$56,930	0.20	100%	0.20	\$11,386	\$11,386	\$11,386	\$11,386	\$45,544
20										
21										
22										
23										
24					-					
25					-					
26					-					
27					-					
28										
29										
30	TOTALS	\$421,866	4.70	700%	4.70	\$238,106	\$238,106	\$238,106	\$238,106	\$952,424
31 32	FRINGE BENEFIT RATE	26%								
	EMPLOYEE FRINGE BENEFITS	\$109,685				\$61,908	\$61,908	\$61,908	\$61,908	\$247,630
34 35										
	TOTAL SALARIES & BENEFITS	\$531,551				\$300,013	\$300,013	\$300,013	\$300,013	\$1,200,054
37	HSA #2									

	A	В	С	D	l E	F	G	Н		IJ	K	L	М
1													
3													
4													
5													
6 7				One	rating Expe	nse D	etail						
8				Opo	g =po								
9													
10 11													TOTAL
	Expenditure C	ategory		TERM	7/1/23-6/30/2	24 7	7/1/24-6/30/25		7/1/25-6/30/26	7	7/1/26-6/30/27		23 - 6/30/27
13	Rental of Prop	pertv											
	1	•	Phone, Garbage)		\$16,60	4	\$16,604		\$16,604		\$16,604	\$	66,416
15	Office Supplie	s, Postage			\$1,80	0	\$1,800		\$1,800		\$1,800	\$	7,200
16	Building Maint	tenance Suppl	lies and Repair		\$1,80	0	\$1,800		\$1,800		\$1,800	\$	7,200
17	Printing and R	Reproduction											
18	Insurance				\$5,80	5	\$5,805		\$5,805	_	\$5,805	\$	23,220
19	Staff Training									_			
20	Staff Travel-(L	ocal & Out of	Town)							_			
21	Rental of Equi	ipment			\$5,00	0	\$5,000		\$5,000	_	\$5,000	\$_	20,000
22													
23	CONSULTAN	ITS											
24										_			
25				-						- –			
26	OTHER												
	OTHER Program Supp	oort			\$2,40	10	\$2,400		\$2,400		\$2,400	\$	9,600
_	Technical Sup			-	\$1,20		\$1,200		\$1,200		\$1,200	· •	4,800
30				-			. ,		. ,		. ,		,,
31	TOTAL OPER	RATING EXPE	ENSE	_	\$ 34,60	9 \$	34,609		\$ 34,609	<u>\$</u>	34,609	\$	138,436
32													
33	HSA #3												

APPENDIX F - SITE CHART

Page <u>1</u> of <u>1</u>

HSA / DAS / OFFICE OF COMMUNITY PARTNERSHIPS

AGENCY: Bayview Hunters Point Multipurpose Senior Service

FISCAL YEAR: 23/24 - 26/27

CONTRACT MAILING ADDRESS: 1753 Carroll, San Francisco CA 94124

DIRECTOR: Cathy Davis		.		PHONE NO.: 415-822-1444	1
SITES: (Community Services) Name of Site	Dr George Davis Senior Center	Western Addition Senior Center	Rosa Parks Senior Center		
Address and Zip	1753 Carroll, SF 94124	1390 ½ Turk, SF 94115	1111 Buchannan		
Phone Number	415-822-1444	415-921-7805	415-292-3474		
Fax Number					
Neighborhood	Bayview Hunters Point	Western Addition	Western Addition		
Muni Line #s	T-Line, 54	22, 5	19,5		
Person in Charge	James Evans	Robin Bill	Skye Davis		
Site Manager					
Programs Offered at Site	Case Mgt., ADRC, Money Mgt, Nutrition, Senior Ctr Activities, Intergen Prog	Case Mgt., ADRC, Nutrition, Senior Ctr Activities	Nutrition, Senior Ctr Activities		
Days Open	X Mon X Tues X Wed X Thurs X Fri X Sat Sun	X_MonX_Tues _X_WedX_Thur _X_FriX_Sat _X_Sun	XMonXTues XWedXThur XFriXSat Sun	MonTues WedThur FriSat Sun	MonTues WedThur FriSat Sun
Hours Open	9-5 Tues. ,5PM -8 Th 5PM-9	9-5	9-5		
Hours of <u>scheduled</u> programming	9-5 Tues. ,5PM -8 Th 5PM-9	9-4	9-4		
Total number of service days in FY		361 361	259		
Days closed	NYr,MLK,Pres,Mem,Jun ethJuly4,Labor,Vet, Tks- 2, Xmas	5 th Wed of the month	NYr,MLK,Pres,Mem,Jun ethJuly4,Labor,Vet, Tks- 2, Xmas		
ADA Accessible	_XYesNo	_XYesNo	XYesNo	YesNo	YesNo

Appendix A - Services to be Provided

BAYVIEW HUNTERS PT. MULTIPURPOSE SENIOR SERVICES – WESTERN ADDITION SENIOR CENTER

Community Services

July 1, 2023 to June 30, 2027

I. Purpose

The purpose of this grant is to provide Community Services programming for older adults and adults with disabilities in San Francisco through site-based community centers. The programming will maintain or improve the well-being of older adults and adults with disabilities by providing activities and services designed to support individuals to live independently in their own homes and communities, reduce social isolation, and serve as an access point for other home and community-based services.

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
Grantee	BAYVIEW HUNTERS PT MULTIPURPOSE SR SVC (Western Addition - 1390 1/2 Turk)
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.
ОСР	Office of Community Partnerships
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	Person who is 60 years or older.
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 Community Services and the grantee reflects consumer participation in SF DAS GetCare through enrollment.

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

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

IV. Eligibility for Services

To be eligible for services, clients must be

- 1) An older adult aged 60 years or older or
- 2) An adult with a disability, aged 18-59 and
- 3) A resident of San Francisco and
- 4) In need of Community Services

V. Location and Time of Services

The grantee will provide Community Services programming in San Francisco. The details of the sites and operation hours are located in the site chart.

- 1. Grantee will provide Community Services programming for older adults and adults with disabilities. Community Services programming shall consist of activities and services that focus on the physical, social, psychological, economic, educational, recreational, and/or creative needs of older adults and adults with disabilities. Activities and services may be provided in the grantee's community center, in the community, via telephone, virtually over the internet, and through other effective means of communication and connection. There are three categories of Community Services programming:
 - i. <u>Activity Scheduling</u>: Activities may include educational presentations,

- workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes, provides opportunities for connection with other participants, and that help participants maintain or enhance their level of functioning.
- ii. <u>Translation:</u> Translation assistance is provided to consumers that cannot speak/read English. Translation may also include the use of American Sign Language, braille, or teleprompting. Services may include translation for an individual, such as translation of forms, letters, applications, or phone calls, and may also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements or presentations.
- iii. <u>Social Services</u>: The provision of one-to-one assistance to individuals that enables them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.
- 2. Grantee will ensure that service offerings in the three categories of Community Services are designed to:
 - i. Provide quality services that attain a high satisfaction level from participants.
 - ii. Provide services that meet the needs of individual participants.
 - iii. Provide physical activities that may improve the health of participants.
 - iv. Increase access to information and educational materials that help enable individual consumers to maximize independence while living in the community.
 - v. Provide activities to increase socialization opportunities for individual consumers.
- 3. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
- 4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15th each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At a minimum, the consumer response rate shall be at least 35% of the annual unduplicated consumers.
- 5. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer and adhere to all program standards.
- 6. Grantee will ensure that units of service provided are tracked and distinguishable.
- 7. Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
- 8. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services.

VII. Service Objectives

Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A- Community	FY 23-24	FY 24-25	FY 25-26	FY 26-27			
Services							
Unduplicated Consumers (UDC)	548	548	548	548			
, , , , , , , , , , , , , , , , , , ,	1,800	1,800	1,800	1,800			
Activity Scheduling							
Translation Services	150	150	150	150			
Social Services	1,040	1,040	1,040	1,040			
1 unit of service = 1 hour of service provision							

VIII. Outcome Objectives

Community Services

- 1. Consumers receive the services and/or activities they need from the agency. Target: 80%
- 2. Consumers who participate in physical activity programming report a positive impact on their health. Target: 80%
- 3. Consumers who received social services or translation assistance, or participated in an educational program, report the services helped to improve their lives. Target: 80%
- 4. Consumers report an increase in their socialization opportunities and interaction with others. Target: 80%

Based on an annual satisfaction survey created by DAS OCP and with a sample size of at least 35% of the annual unduplicated consumers.

IX. Reporting and Other Requirements

- 1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers, using the DAS 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. 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.
- 14. For assistance with reporting and contract requirements, please contact:

Sarah Chan Program Analyst DAS OCP sarah.chan@sfgov.org

and

Steve Kim Contract Manager HSA OCM steve.kim@sfgov.org

X. Monitoring Activities

A. <u>Program Monitoring</u>: 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	В	С	D	E	F
1					A	Appendix B, Page 1
2						
3	HUMAN SERVICES AGE	NCY BUDGET S	UMMARY			
4		BY PROGR	AM			
5	Name	,	Term			
6	Bayview Senior Services		7/1/23 - 6/30/27			
7	(Check One) New⊡ Renewal	Modification	_			
8	If modification, Effective Date of Mod.	No. of Mod.				
9	Program: Community Services - Weste	rn Addition				
	Budget Reference Page No.(s)	7/4/00 0/00/04	7/4/04 0/00/05	7/4/05 0/00/00	7/4/00 0/00/07	T-4-1
11 12	Program Term Expenditures	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
	4	#00C 204	#200 204	#200 204	#000 004	Φ4 445 004
	Salaries & Benefits	\$286,301	\$286,301	\$286,301	\$286,301	\$1,145,204
	Operating Expenses	\$47,333	\$47,333	\$47,333	\$47,333	\$189,332
	Subtotal	\$333,634	\$333,634	\$333,634	\$333,634	\$1,334,536
	Indirect Percentage (%)	11%	11%	11%	11%	
	Indirect Cost (Line 16 X Line 15)	\$36,700	\$36,700	\$36,700	\$36,700	\$146,800
	Subcontractor/Capital Expenditures					
	Total Expenditures	\$370,334	\$370,334	\$370,334	\$370,334	\$1,481,336
20	HSA Revenues					
	General Funds	\$370,334	\$370,334	\$370,334	\$370,334	\$1,481,336
22 23						
24						
25						
26						
27						
28						
29	TOTAL HSA REVENUES	\$370,334	\$370,334	\$370,334	\$370,334	\$1,481,336
30	Other Revenues					
31 32						
33						
34						
35						
	Total Revenues	\$370,334	\$370,334	\$370,334	\$370,334	\$1,481,336
37	Full Time Equivalent (FTE)					
39	Prepared by:	Telephone No.:				
40	HSA-CO Review Signature:					
11	USA #1					

	A	В	С	D	Е	F	G	Н	l 1	1		
1	^	<u> </u>		Б		<u>'</u>	0		Ap	pendix B, Page 2		
2 3 4 5	Bayview Senior Services Program: Community Services -	Bayview Senior Services Program: Community Services - Western Addition										
7		Salaries & Benefits Detail										
9 10						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		
11	1	Agency T	otals	HSA Pro	ogram	DAS	DAS	DAS	DAS	TOTAL		
		Annual Full TimeSalary	Total	% FTE funded by HSA	Adjusted							
12	POSITION TITLE	for FTE	FTE	(Max 100%)	FTE	Budgeted Salary						
13	Program Director- WASC	\$67,870	1.00	100%	1.00	\$67,870	\$67,870	\$67,870	\$67,870	\$271,480		
14	Activity CoordWASC	\$49,920	1.00	100%	1.00	\$49,920	\$49,920	\$49,920	\$49,920	\$199,680		
15	Janitor-WASC	\$48,173	0.75	100%	0.75	\$36,130	\$36,130	\$36,130	\$36,130	\$144,519		
16	Front Desk-WASC	\$45,094	1.00	100%	1.00	\$45,094	\$45,094	\$45,094	\$45,094	\$180,376		
17	Director of Administation	\$124,259	0.10	100%	0.10	\$12,426	\$12,426	\$12,426	\$12,426	\$49,704		
18	Translation	\$43,971	0.10	100%	0.10	\$4,397	\$4,397	\$4,397	\$4,397	\$17,588		
19	Data Clerk	\$56,930	0.20	100%	0.20	\$11,386	\$11,386	\$11,386	\$11,386	\$45,544		
20												
21												
22												
23												
24					-							
25					-							
26					-							
27					-							
28												
29												
30	TOTALS	\$436,217	4.15	700%	4.15	\$227,223	\$227,223	\$227,223	\$227,223	\$908,891		
	FRINGE BENEFIT RATE	26%							,			
33 34	EMPLOYEE FRINGE BENEFITS	\$113,416				\$59,078	\$59,078	\$59,078	\$59,078	\$236,312		
35												
	TOTAL SALARIES & BENEFITS	\$549,634				\$286,301	\$286,301	\$286,301	\$286,301	\$1,145,203		
37	HSA #2											

	Α	В	С	D	Е	F	G	Н	JI K	L M
1									Ap	pendix B, Page 3
3	Bayview Seni	ior Sarvicas								
4	Program: Co		vices - Wester	rn Addit	ion					
5		,								
6				0		D-4-!				
7				Ope	rating Expen	se Detai	l			
9										
10										
11										TOTAL
12	Expenditure C	ategory		TERM	7/1/23-6/30/24		1-6/30/25	7/1/25-6/30/26	7/1/26-6/30/27	7/1/23 - 6/30/27
13	Rental of Prop	erty			\$7,416		\$7,416	\$7,416	\$7,416	\$29,664
14	Utilities(Elec,	Water, Gas, P	hone, Garbage	:)	\$17,240		\$17,240	\$17,240	\$17,240	\$68,960
15	Office Supplie	s, Postage			\$3,600		\$3,600	\$3,600	\$3,600	\$14,400
16	Building Maint	enance Suppli	ies and Repair		\$3,600		\$3,600	\$3,600	\$3,600	\$14,400
17	Printing and R	Reproduction				_			_	
18	Insurance				\$5,677		\$5,677	\$5,677	\$5,677	\$22,708
19	Staff Training					_		· -	_	
20	Staff Travel-(L	ocal & Out of	Town)					· -	_	
21	Rental of Equi	pment			\$5,000	_	\$5,000	\$5,000	\$5,000	\$20,000
22										
23	CONSULTAN	тѕ								
24										
25				_						
26										
	OTHER									
	Program Supp			_	\$3,600		\$3,600	\$3,600		\$14,400
29	Technical Sup	port		_	\$1,200		\$1,200	\$1,200	\$1,200	\$4,800
30	TOTAL OPER	ATING EVE	NCE		£47.000		¢47.222	¢ 47 000	¢47.000	¢490 222
	TOTAL OPER	ATING EXPE	ТОЕ	_	\$ <u>47,333</u>		\$ <u>47,333</u>	\$ <u>47,333</u>	\$ <u>47,333</u>	\$189,332
32										
33	HSA #3									1/0/1900

APPENDIX F - SITE CHART

Page	1	of	
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HSA / DAS / OFFICE OF COMMUNITY PARTNERSHIPS

AGENCY: Bayview Hunters Point Multipurpose Senior Service

FISCAL YEAR: 23/24 - 26/27

CONTRACT MAILING ADDRESS: 1753 Carroll, San Francisco CA 94124

DIRECTOR: Cathy Davis				PHONE NO.: 415-822-1444	ļ
SITES: (Community Services) Name of Site	Dr George Davis Senior Western Addition Senior Ros		Rosa Parks Senior Center		
Address and Zip	1753 Carroll, SF 94124	1390 ½ Turk, SF 94115	1111 Buchannan		
Phone Number	415-822-1444	415-921-7805	415-292-3474		
Fax Number					
Neighborhood	Bayview Hunters Point	Western Addition	Western Addition		
Muni Line #s	T-Line, 54	22, 5	19,5		
Person in Charge	James Evans	Robin Bill	Skye Davis		
Site Manager					
Programs Offered at Site	Case Mgt., ADRC, Money Mgt, Nutrition, Senior Ctr Activities, Intergen Prog	Case Mgt., ADRC, Nutrition, Senior Ctr Activities	Nutrition, Senior Ctr Activities		
Days Open	X Mon X Tues X Wed X Thurs X Fri X Sat Sun	X_MonX_Tues _X_WedX_Thur _X_FriX_Sat _X_Sun	XMonXTues XWedXThur XFriXSat Sun	MonTuesWedThurFriSatSun	MonTues WedThur FriSat Sun
Hours Open	9-5 Tues. ,5PM -8 Th 5PM-9	9-5	9-5		
Hours of scheduled programming	9-5 Tues. ,5PM -8 Th 5PM-9	9-4	9-4		
Total number of service days in FY		361 361	259		
Days closed	NYr,MLK,Pres,Mem,Jun ethJuly4,Labor,Vet, Tks- 2, Xmas	5 th Wed of the month	NYr,MLK,Pres,Mem,Jun ethJuly4,Labor,Vet, Tks- 2, Xmas		
ADA Accessible	_XYesNo	_XYesNo	XYesNo	YesNo	YesNo

Appendix A - Services to be Provided BERNAL HEIGHTS NEIGHBORHOOD CENTER – CORTLAND CENTER

Community Services

July 1, 2023 to June 30, 2027

I. Purpose

The purpose of this grant is to provide Community Services programming for older adults and adults with disabilities in San Francisco through site-based community centers. The programming will maintain or improve the well-being of older adults and adults with disabilities by providing activities and services designed to support individuals to live independently in their own homes and communities, reduce social isolation, and serve as an access point for other home and community-based services.

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
Grantee	BERNAL HEIGHTS NEIGHBORHOOD CENTER (Cortland)
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.
ОСР	Office of Community Partnerships
OCM	Office of Contract Management, San Francisco Human Services Agency.
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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 Community Services and the grantee reflects consumer participation in SF DAS GetCare through enrollment.

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

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

IV. Eligibility for Services

To be eligible for services, clients must be

- 1) An older adult aged 60 years or older or
- 2) An adult with a disability, aged 18-59 and
- 3) A resident of San Francisco and
- 4) In need of Community Services

V. Location and Time of Services

The grantee will provide Community Services programming in San Francisco. The details of the sites and operation hours are located in the site chart.

- 1. Grantee will provide Community Services programming for older adults and adults with disabilities. Community Services programming shall consist of activities and services that focus on the physical, social, psychological, economic, educational, recreational, and/or creative needs of older adults and adults with disabilities. Activities and services may be provided in the grantee's community center, in the community, via telephone, virtually over the internet, and through other effective means of communication and connection. There are three categories of Community Services programming:
 - i. Activity Scheduling: Activities may include educational presentations,

- workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes, provides opportunities for connection with other participants, and that help participants maintain or enhance their level of functioning.
- ii. <u>Translation:</u> Translation assistance is provided to consumers that cannot speak/read English. Translation may also include the use of American Sign Language, braille, or teleprompting. Services may include translation for an individual, such as translation of forms, letters, applications, or phone calls, and may also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements or presentations.
- iii. <u>Social Services</u>: The provision of one-to-one assistance to individuals that enables them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.
- 2. Grantee will ensure that service offerings in the three categories of Community Services are designed to:
 - i. Provide quality services that attain a high satisfaction level from participants.
 - ii. Provide services that meet the needs of individual participants.
 - iii. Provide physical activities that may improve the health of participants.
 - iv. Increase access to information and educational materials that help enable individual consumers to maximize independence while living in the community.
 - v. Provide activities to increase socialization opportunities for individual consumers.
- 3. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
- 4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15th each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At a minimum, the consumer response rate shall be at least 35% of the annual unduplicated consumers.
- 5. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer and adhere to all program standards.
- 6. Grantee will ensure that units of service provided are tracked and distinguishable.
- 7. Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
- 8. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services.

9. Grantee will provide digital navigators who will be responsible for digital literacy training, tech support of personal devices, and navigation of other digital inclusion resources needed by consumers. This position shall provide one-on-one or small-group technology support to consumers and be the main point of contact for questions and concerns relating to technology at the center. Examples of duties shall include but are not limited to, assisting consumers with subscribing to low-cost internet options for their home, in-person and online troubleshooting of personal devices, research and sourcing of additional tech equipment as needed by the consumer, and collaborating with DAS and other digital inclusion service providers for coordination and exchange of information.

VII. Service Objectives

Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A- Community Services	FY 23-24	FY 24-25	FY 25-26	FY 26-27						
Unduplicated Consumers (UDC)	425	425	425	425						
Activity Scheduling	2800	2800	2800	2800						
Translation Services	200	200	200	200						
Social Services	3000	3000	3000	3000						
Digital Navigation*	500	500	500	500						
1 unit of service = 1 hour of service provision										

^{*1} unit of Digital Navigation = 1 hour of one-on-one or small group sessions conducted virtually or in-person at a Community Services program site, provided by staff or trained volunteers.

VIII. Outcome Objectives

Community Services

- 1. Consumers receive the services and/or activities they need from the agency. Target: 80%
- 2. Consumers who participate in physical activity programming report a positive impact on their health. Target: 80%
- 3. Consumers who received social services or translation assistance, or participated in an educational program, report the services helped to improve their lives. Target: 80%
- 4. Consumers report an increase in their socialization opportunities and interaction with others. Target: 80%

Based on an annual satisfaction survey created by DAS OCP and with a sample size of at least 35% of the annual unduplicated consumers.

IX. Reporting and Other Requirements

- 1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers, using the DAS 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. 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.
- 14. For assistance with reporting and contract requirements, please contact:

Melissa McGee Program Analyst DAS OCP melissa.mcgee@sfgov.org

and

Steve Kim Contract Manager HSA OCM steve.kim@sfgov.org

X. Monitoring Activities

- Program Monitoring: Program monitoring will include review of compliance to Α. 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. <u>Fiscal Compliance and Contract Monitoring</u>: 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	В	С	D	E	F
1					The state of the s	Appendix B, Page 1
2						
3	HUMAN SERVICES AGE	NCY BUDGET SI	UMMARY			
4		BY PROGR	AM			
5	Name	,	Term			
6	Bernal Heights Neighborhood Center		7/1/23 - 6/30/27			
7	(Check One) New☑ Renewal	Modification	_			
8	If modification, Effective Date of Mod.	No. of Mod.				
9	Program: Community Service -Cortland	ı				
10	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	Total
12	Expenditures	171720 0700724	771724 0700720	771720 0700720	171720 0700721	Total
13	Salaries & Benefits	\$247,173	\$247,173	\$247,173	\$247,173	\$988,693
14	Operating Expenses	\$28,500	\$28,500	\$28,500	\$28,500	\$114,000
	Subtotal	\$275,673	\$275,673	\$275,673	\$275,673	\$1,102,693
16	Indirect Percentage (%)	11%	11%	11%	11%	11%
	Indirect Cost (Line 16 X Line 15)	\$32,715	\$32,715	\$32,715	\$32,715	\$130,859
18	Subcontractor/Capital Expenditures				1	
19	Total Expenditures	\$308,388	\$308,388	\$308,388	\$308,388	\$1,233,552
20	HSA Revenues				1	
21	General Funds	\$308,388	\$308,388	\$308,388	\$308,388	\$1,233,552
22						
23						
24 25						
26						
27						
28						
29	TOTAL HSA REVENUES	\$308,388	\$308,388	\$308,388	\$308,388	\$1,233,552
30	Other Revenues					
31						
32						
33						
34 35						
36	Total Revenues	\$308,388	\$308,388	\$308,388	\$308,388	\$1,233,552
37	Full Time Equivalent (FTE)	, ,	,	,		. , ,
	. , ,	Telephone No.:		•		
	HSA-CO Review Signature:					
	 HSA #1					

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1	~				_		· ·		Ap	pendix B, Page 2	
2	Barrel Hallake Nalahkarkar da ada a										
3	Bernal Heights Neighborhood Center Program: Community Service -Cortland										
5	Program. Community Service -Contains										
6											
7		Salaries & Benefits Detail									
8											
9											
10						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	
11		Agency T	otals	HSA Pr % FTE	ogram	DAS	DAS	DAS	DAS	TOTAL	
		Annual Full		funded by							
		TimeSalary	Total	HSA	Adjusted						
12	POSITION TITLE	for FTE	FTE	(Max 100%)	FTE	Budgeted Salary					
13	Executive Director									\$0	
14	Program Director/TBD	\$85,000	0.15	100%	0.15	\$12,750	\$12,750	\$12,750	\$12,750	\$51,000	
15	Senior Program Manager/TBD	\$64,000	0.30	100%	0.30	\$19,200	\$19,200	\$19,200	\$19,200	\$76,800	
16	Senior Program Supervisor	\$58,240	1.00	100%	1.00	\$58,240	\$58,240	\$58,240	\$58,240	\$232,960	
17	Volunteer & Social Service Coordinator	\$52,000	1.00	100%	1.00	\$52,000	\$52,000	\$52,000	\$52,000	\$208,000	
18	Racial Equity Program Coordinator	\$52,000	1.00	100%	1.00	\$52,000	\$52,000	\$52,000	\$52,000	\$208,000	
19	Digital Navigator	\$48,001	1.00	50%	0.50	\$24,001	\$24,001	\$24,001	\$24,001	\$96,002	
20	Line Dancing Instructor	\$2,500	1.00	100%	1.00	\$2,500	\$2,500	\$2,500	\$2,500	\$10,000	
21											
22											
23											
24											
25											
26											
27											
29											
30											
31	TOTALS	\$361,741	5.45	650%	4.95	\$220,691	\$220,691	\$220,691	\$220,691	\$882,762	
33	FRINGE BENEFIT RATE	12%									
34	EMPLOYEE FRINGE BENEFITS	\$43,409				\$26,483	\$26,483	\$26,483	\$26,483	\$105,931	
35 36											
37	TOTAL SALARIES & BENEFITS	\$405,150				\$247,173	\$247,173	\$247,173	\$247,173	\$988,693	
38	HSA #2										

	А	В	ГС	ΙD	E	F	G	Н		IJ	K	L	M
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3	Bernal Heigh	ts Neighbor	rhood Center										
			ervice -Cortland	ł									
5													
6 7				One	rating Ex	nansa [)otail						
8				Opc	rating Ex	pense i	Jetan						
9													
10 11													TOTAL
	Expenditure C	ategory		TERM	7/1/23-6/3	0/24	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 Prop											\$	-
	1	-	Phone, Garbage	∋)	\$3	,000	\$3,000		\$3,000		\$3,000	\$	12,000
15	Office Supplie	s, Postage			\$2	,000	\$2,000		\$2,000		\$2,000	. <u></u>	8,000
	1	•	plies and Repair			,000	\$8,000		\$8,000	_	\$8,000	\$	32,000
17	Printing and R	Reproduction				500	\$500		\$500		\$500	\$	2,000
18	Insurance				\$4	,000	\$4,000		\$4,000	_	\$4,000	\$	16,000
19	Staff Training				\$1	,500_	\$1,500		\$1,500		\$1,500	\$	6,000
20	Staff Travel-(L	ocal & Out c	of Town)		\$2	,500	\$2,500		\$2,500		\$2,500	\$_	10,000
21	Rental of Equi	ipment				500_	\$500		\$500		\$500	\$_	2,000
22													
23	CONSULTAN	ITS											
24				_									
25				_									
26 27	OTHER												
	Program Expe	ense			\$ 2	,500	\$6,500	1	\$6,500		\$6,500	\$	26,000
29	i rogiain Expe	, 13C		_			ψ0,500		ψυ,υυυ		ψ0,500	Ψ_	20,000
30				_									
31	TOTAL OPER	RATING EXP	PENSE	_	\$ 28	<u>,500</u>	\$ 28,500	<u> </u>	\$ 28,500	3	\$ 28,500	\$	114,000
32													
33	HSA #3												

APPENDIX F - SITE CHART

HSA / DAS / OFFICE OF COMMUNITY PARTNERSHIP

AGENCY: Bernal Heights Neighborhood Center

FY23/24 - 26/27

CONTRACT MAILING ADDRESS: 515 Cortland Avenue San Francisco CA 94110

DIRECTOR: Gina Dacus (Executive Director)		PHONE NO.: (415) 206-2140
SITES: (Community Services) Name of Site	Bernal Heights Neighborhood Center	Excelsior Community Center
Address and Zip Phone Number	515 Cortland Avenue San Francisco CA 94110 415-206-2140	4468 Mission Street San Francisco CA 94112 415-206-2140
Fax Number	415-648-0793	415-334-9918
Neighborhood	Bernal Heights	Mission and Excelsior
Muni Line #s	24, 67, 14, 49	14,49,29
Person in Charge	Sophia Wong	Gina Dacus
Site Manager	Sophia Wong	Gina Dacus
Programs Offered at Site	(Community Services, Congregate Meal)	(Community Services, Congregate Meal)
Days Open	X_Mon _X_TuesX_Wed _X_ThursX_FriSatSun	X_Mon _X_Tues X_Wed _X_Thurs X_Fri _X_Sat Sun
Hours Open	9:00 AM – 5:00 PM	9:00 AM – 5:00 PM Saturday 9:00 AM- 3:00 PM
Hours of scheduled programming	9:00 AM – 3:00 PM	9:00 AM – 3:00 PM
Hours of meal service	4.00	4.00
Annual number of meals at site	6,100	11,720
Average number of meals per day	25	40
Total number of service days in FY Days closed	July 4 Independence Day Sept. 2 Labor Day Nov. 28 Thanksgiving Day Nov.29 Day After Thanksgiving Dec.18 –Dec.31 In Observance of December Holidays Jan.1- Jan. 3 In Observance of December Holidays Jan. 20 Martin Luther King Jr. Day Feb.17 Presidents Day Mar.31 Cesar Chavez Day	July 4 Independence Day Sept. 2 Labor Day Nov. 28 Thanksgiving Day Nov.29 Day After Thanksgiving Dec.18 – Dec.31 In Observance of December Holidays Jan.1- Jan. 4 In Observance of December Holidays Jan. 20 Martin Luther King Jr. Day Feb.17 Presidents Day Mar.31 Cesar Chavez Day May 25 Memorial Day
ADA Accessible	May 25 Memorial Day _X_YesNo	XYesNo

Appendix A - Services to be Provided BERNAL HEIGHTS NEIGHBORHOOD CENTER – EXCELSIOR CENTER

Community Services

July 1, 2023 to June 30, 2027

I. Purpose

The purpose of this grant is to provide Community Services programming for older adults and adults with disabilities in San Francisco through site-based community centers. The programming will maintain or improve the well-being of older adults and adults with disabilities by providing activities and services designed to support individuals to live independently in their own homes and communities, reduce social isolation, and serve as an access point for other home and community-based services.

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
Grantee	BERNAL HEIGHTS NEIGHBORHOOD CENTER (Excelsior)
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.
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 Community Services and the grantee reflects consumer participation in SF DAS GetCare through enrollment.

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

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

IV. Eligibility for Services

To be eligible for services, clients must be

- 1) An older adult aged 60 years or older or
- 2) An adult with a disability, aged 18-59 and
- 3) A resident of San Francisco and
- 4) In need of Community Services

V. Location and Time of Services

The grantee will provide Community Services programming in San Francisco. The details of the sites and operation hours are located in the site chart.

- 1. Grantee will provide Community Services programming for older adults and adults with disabilities. Community Services programming shall consist of activities and services that focus on the physical, social, psychological, economic, educational, recreational, and/or creative needs of older adults and adults with disabilities. Activities and services may be provided in the grantee's community center, in the community, via telephone, virtually over the internet, and through other effective means of communication and connection. There are three categories of Community Services programming:
 - i. <u>Activity Scheduling</u>: Activities may include educational presentations,

- workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes, provides opportunities for connection with other participants, and that help participants maintain or enhance their level of functioning.
- ii. <u>Translation:</u> Translation assistance is provided to consumers that cannot speak/read English. Translation may also include the use of American Sign Language, braille, or teleprompting. Services may include translation for an individual, such as translation of forms, letters, applications, or phone calls, and may also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements or presentations.
- iii. <u>Social Services</u>: The provision of one-to-one assistance to individuals that enables them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.
- 2. Grantee will ensure that service offerings in the three categories of Community Services are designed to:
 - i. Provide quality services that attain a high satisfaction level from participants.
 - ii. Provide services that meet the needs of individual participants.
 - iii. Provide physical activities that may improve the health of participants.
 - iv. Increase access to information and educational materials that help enable individual consumers to maximize independence while living in the community.
 - v. Provide activities to increase socialization opportunities for individual consumers.
- 3. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
- 4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15th each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At a minimum, the consumer response rate shall be at least 35% of the annual unduplicated consumers.
- 5. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer and adhere to all program standards.
- 6. Grantee will ensure that units of service provided are tracked and distinguishable.
- 7. Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
- 8. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services.

9. Grantee will provide digital navigators who will be responsible for digital literacy training, tech support of personal devices, and navigation of other digital inclusion resources needed by consumers. This position shall provide one-on-one or small-group technology support to consumers and be the main point of contact for questions and concerns relating to technology at the center. Examples of duties shall include but are not limited to, assisting consumers with subscribing to low-cost internet options for their home, in-person and online troubleshooting of personal devices, research and sourcing of additional tech equipment as needed by the consumer, and collaborating with DAS and other digital inclusion service providers for coordination and exchange of information.

VII. Service Objectives

Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A- Community Services	FY 23-24	FY 24-25	FY 25-26	FY 26-27				
Unduplicated Consumers (UDC)	425	425	425	425				
Activity Scheduling	2,800	2,800	2,800	2,800				
Translation Services	1,000	1,000	1,000	1,000				
Social Services	3,000	3,000	3,000	3,000				
Digital Navigation*	500	500	500	500				
1 unit of service = 1 hour of service provision								

^{*1} unit of Digital Navigation = 1 hour of one-on-one or small group sessions conducted virtually or in-person at a Community Services program site, provided by staff or trained volunteers.

VIII. Outcome Objectives

Community Services

- 1. Consumers receive the services and/or activities they need from the agency. Target: 80%
- 2. Consumers who participate in physical activity programming report a positive impact on their health. Target: 80%
- 3. Consumers who received social services or translation assistance, or participated in an educational program, report the services helped to improve their lives. Target: 80%
- 4. Consumers report an increase in their socialization opportunities and interaction with others. Target: 80%

Based on an annual satisfaction survey created by DAS OCP and with a sample size of at least 35% of the annual unduplicated consumers.

IX. Reporting and Other Requirements

- 1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers, using the DAS 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. 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.
- 14. For assistance with reporting and contract requirements, please contact:

Melissa McGee Program Analyst DAS OCP melissa.mcgee@sfgov.org

and

Steve Kim Contract Manager HSA OCM steve.kim@sfgov.org

X. Monitoring Activities

- Program Monitoring: Program monitoring will include review of compliance to Α. 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. <u>Fiscal Compliance and Contract Monitoring</u>: 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	В	С	D	E	F					
1					A	Appendix B, Page 1					
2											
3	HUMAN SERVICES AGE										
4	BY PROGRAM										
5	Name		Term								
6	Bernal Heights Neighborhood Center		7/1/23 - 6/30/27								
7	(Check One) New⊡ Renewal	Modification	_								
8	If modification, Effective Date of Mod.	No. of Mod.									
9	Program: Community Services - Excels	sior									
	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	Total					
12	Expenditures	1/1/23-0/30/24	7/1/24-0/30/23	7/1/25-0/30/20	1/1/20-0/30/27	Total					
	Salaries & Benefits	\$259,200	\$259,200	\$259,200	\$259,200	\$1,036,800					
14	Operating Expenses	\$76,802	\$76,802	\$76,802	\$76,802	\$307,209					
	Subtotal	\$336,002	\$336,002	\$336,002	\$336,002	\$1,344,009					
16	Indirect Percentage (%)	13%	13%	13%	13%						
	Indirect Cost (Line 16 X Line 15)	\$50,129	\$50,129	\$50,129	\$50,129	\$200,515					
18	Subcontractor/Capital Expenditures										
19	Total Expenditures	\$386,131	\$386,131	\$386,131	\$386,131	\$1,544,524					
20	HSA Revenues										
21	General Funds	\$386,131	\$386,131	\$386,131	\$386,131	\$1,544,524					
22											
23 24											
25											
26											
27											
28											
29	TOTAL HSA REVENUES	\$386,131	\$386,131	\$386,131	\$386,131	\$1,544,524					
30	Other Revenues										
31 32											
33											
34											
35											
36	Total Revenues	\$386,131	\$386,131	\$386,131	\$386,131	\$1,544,524					
37	Full Time Equivalent (FTE)										
39	Prepared by:	Telephone No.:									
40	HSA-CO Review Signature:										
41	HSA #1										

	A	В	С	D	Е	F	G	Н	l I	J
1									Ар	pendix B, Page 2
3	Bernal Heights Neighborhood Center									
	Program: Community Services - Excelsior									
5										
6										
7			Salari	es & Benef	its Detail					
8										
9						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
11		Agency T	otals	HSA Pr	ogram	DAS	DAS	DAS	DAS	TOTAL
		Annual Full		% FTE funded by						
		TimeSalary	Total	HSA	Adjusted					
12	POSITION TITLE	for FTE	FTE	(Max 100%)	FTE	Budgeted Salary				
13	Executive Director									
14	Program Director/TBD	\$85,000	0.40	100%	0.35	\$34,000	\$34,000	\$34,000	\$34,000	\$136,000
15	Senior Program Mananger/TBD	\$64,000	0.70	100%	0.70	\$44,800	\$44,800	\$44,800	\$44,800	\$179,200
16	Spanish Coordinator/TBD	\$40,000	1.00	100%	1.00	\$40,000	\$40,000	\$40,000	\$40,000	\$160,000
17	Cantonese Coordinator	\$30,000	1.00	100%	1.00	\$30,000	\$30,000	\$30,000	\$30,000	\$120,000
18	Line Dancing Instructor	\$2,500	1.00	100%	1.00	\$2,500	\$2,500	\$2,500	\$2,500	\$10,000
19	Digittal Navigator	\$48,001	0.50	100%	0.50	\$24,001	\$24,001	\$24,001	\$24,001	\$96,002
20	Social Services Coordinator	\$54,080	1.00	100%	1.00	\$54,080	\$54,080	\$54,080	\$54,080	\$216,320
21										
22										
23										
24										
25										
26										
27										
28										
29	TOTALS	\$323,581	5.60	700%	5.55	\$229,381	\$229,381	\$229,381	\$229,381	\$917,522
30 31	FRINGE BENEFIT RATE	13%								
32	EMPLOYEE FRINGE BENEFITS	\$42,066				\$29,819	\$29,819	\$29,819	\$29,819	\$119,278
33 34										
	TOTAL SALARIES & BENEFITS	\$365,647				\$259,200	\$259,200	\$259,200	\$259,200	\$1,036,800
36	HSA #2									

	А	В	С	D	Е	F	G	Н	I	J	K	L	M
1					•						Ap	pendix I	3, Page 3
3	Bernal Height	ts Neighborha	ood Center										
			vices - Excelsi	or									
5	_												
6 7				One	rating Expens	sa Data	ail						
8				Opc	rating Expen	oc Dett	411						
9													
10													TOTAL
_	Expenditure C	ategory		TERM	7/1/23-6/30/24	7/1/	24-6/30/25	5	7/1/25-6/30/26	7/	1/26-6/30/27		23 - 6/30/27
13	Rental of Prop	erty			\$30,731		\$30,731		\$30,731		\$30,731	\$	122,926
14	Utilities(Elec, \	Water, Gas, Pl	hone, Garbage))	\$8,240		\$8,240	<u> </u>	\$8,240		\$8,240	\$_	32,960
15	Office Supplie	s, Postage			\$6,501		\$6,501		\$6,501	_	\$6,501	\$_	26,003
16	Building Maint	enance Suppli	es and Repair		\$6,380		\$6,380	<u> </u>	\$6,380	_	\$6,380	\$_	25,520
17	Printing and R	eproduction			\$500		\$500	<u> </u>	\$500	_	\$500	\$	2,000
18	Insurance				\$4,500		\$4,500		\$4,500		\$4,500	\$	18,000
19	Staff Training				\$2,250		\$2,250		\$2,250		\$2,250	\$	9,000
20	Staff Travel-(L	ocal & Out of	Town)		\$3,500		\$3,500		\$3,500		\$3,500	\$_	14,000
21	Rental of Equi	pment			\$1,200		\$1,200		\$1,200		\$1,200	\$_	4,800
22													
23	CONSULTAN	TS											
24												\$	-
25												\$	-
26 27	OTHER												
	Program Expe	nse			\$13,000		\$13,000)	\$13,000		\$13,000	\$	52,000
29	i rogram Expe	1100			Ψ10,000		ψ10,000	_ –	ψ10,000		ψ10,000	·\$	-
30				•								· <u>· · · · · · · · · · · · · · · · · · </u>	
31	TOTAL OPER	ATING EXPE	NSE		\$ 76,802	\$	76,802	<u>!</u>	\$ 76,802	\$	76,802	\$	307,209
32													
33	HSA #3												

APPENDIX F - SITE CHART

HSA / DAS / OFFICE OF COMMUNITY PARTNERSHIP

AGENCY: Bernal Heights Neighborhood Center

FY23/24 - 26/27

CONTRACT MAILING ADDRESS: 515 Cortland Avenue San Francisco CA 94110

DIRECTOR: Gina Dacus (Executive Director)		PHONE NO.: (415) 206-2140
SITES: (Community Services) Name of Site	Bernal Heights Neighborhood Center	Excelsior Community Center
Address and Zip Phone Number	515 Cortland Avenue San Francisco CA 94110 415-206-2140	4468 Mission Street San Francisco CA 94112 415-206-2140
Fax Number	415-648-0793	415-334-9918
Neighborhood	Bernal Heights	Mission and Excelsior
Muni Line #s	24, 67, 14, 49	14,49,29
Person in Charge	Sophia Wong	Gina Dacus
Site Manager	Sophia Wong	Gina Dacus
Programs Offered at Site	(Community Services, Congregate Meal)	(Community Services, Congregate Meal)
Days Open	X_Mon _X_Tues _X_Wed _X_Thurs _X_FriSat _Sun	X_Mon _X_TuesX_Wed _X_ThursX_Fri _X_SatSun
Hours Open	9:00 AM – 5:00 PM	9:00 AM – 5:00 PM Saturday 9:00 AM- 3:00 PM
Hours of scheduled programming	9:00 AM – 3:00 PM	9:00 AM – 3:00 PM
Hours of meal service	4.00	4.00
Annual number of meals at site	6,100	11,720
Average number of meals per day	25	40
Total number of service days in FY Days closed	July 4 Independence Day Sept. 2 Labor Day Nov. 28 Thanksgiving Day Nov.29 Day After Thanksgiving Dec.18 –Dec.31 In Observance of December Holidays Jan.1- Jan. 3 In Observance of December Holidays Jan. 20 Martin Luther King Jr. Day Feb.17 Presidents Day Mar.31 Cesar Chavez Day May 25 Memorial Day	July 4 Independence Day Sept. 2 Labor Day Nov. 28 Thanksgiving Day Nov.29 Day After Thanksgiving Dec.18 – Dec.31 In Observance of December Holidays Jan.1- Jan. 4 In Observance of December Holidays Jan. 20 Martin Luther King Jr. Day Feb.17 Presidents Day Mar.31 Cesar Chavez Day May 25 Memorial Day
ADA Accessible	_X_YesNo	<u>X</u> YesNo

Appendix A - Services to be Provided BOOKER T. WASHINGTON COMMUNITY SERVICE CENTER

Community Services

July 1, 2023 to June 30, 2027

I. Purpose

The purpose of this grant is to provide Community Services programming for older adults and adults with disabilities in San Francisco through site-based community centers. The programming will maintain or improve the well-being of older adults and adults with disabilities by providing activities and services designed to support individuals to live independently in their own homes and communities, reduce social isolation, and serve as an access point for other home and community-based services.

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

Page 1

Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: activities of daily living (ADL), and instrumental activities of daily living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment
Grantee	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.
ОСР	Office of Community Partnerships
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	Person who is 60 years or older.
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.

Page 2

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 Community Services and the grantee reflects consumer participation in SF DAS GetCare through enrollment.

III. Target Population

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

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

IV. Eligibility for Services

To be eligible for services, clients must be

- 1) An older adult aged 60 years or older or
- 2) An adult with a disability, aged 18-59 and
- 3) A resident of San Francisco and
- 4) In need of Community Services

V. Location and Time of Services

The grantee will provide Community Services programming in San Francisco. The details of the sites and operation hours are located in the site chart.

VI. Description of Services and Program Requirements

- 1. Grantee will provide Community Services programming for older adults and adults with disabilities. Community Services programming shall consist of activities and services that focus on the physical, social, psychological, economic, educational, recreational, and/or creative needs of older adults and adults with disabilities. Activities and services may be provided in the grantee's community center, in the community, via telephone, virtually over the internet, and through other effective means of communication and connection. There are three categories of Community Services programming:
 - i. <u>Activity Scheduling</u>: Activities may include educational presentations,

- workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes, provides opportunities for connection with other participants, and that help participants maintain or enhance their level of functioning.
- ii. <u>Translation:</u> Translation assistance is provided to consumers that cannot speak/read English. Translation may also include the use of American Sign Language, braille, or teleprompting. Services may include translation for an individual, such as translation of forms, letters, applications, or phone calls, and may also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements or presentations.
- iii. <u>Social Services</u>: The provision of one-to-one assistance to individuals that enables them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.
- 2. Grantee will ensure that service offerings in the three categories of Community Services are designed to:
 - i. Provide quality services that attain a high satisfaction level from participants.
 - ii. Provide services that meet the needs of individual participants.
 - iii. Provide physical activities that may improve the health of participants.
 - iv. Increase access to information and educational materials that help enable individual consumers to maximize independence while living in the community.
 - v. Provide activities to increase socialization opportunities for individual consumers.
- 3. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
- 4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15th each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At a minimum, the consumer response rate shall be at least 35% of the annual unduplicated consumers.
- 5. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer and adhere to all program standards.
- 6. Grantee will ensure that units of service provided are tracked and distinguishable.
- 7. Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
- 8. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services.

VII. Service Objectives

Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A- Community	FY 23-24	FY 24-25	FY 25-26	FY 26-27			
Services							
Unduplicated Consumers (UDC)	105	105	105	105			
Activity Scheduling	265	265	265	265			
Social Services	430	430	430	430			
1 unit of service = 1 hour of service provision							

VIII. Outcome Objectives

Community Services

- 1. Consumers receive the services and/or activities they need from the agency. Target: 80%
- 2. Consumers who participate in physical activity programming report a positive impact on their health. Target: 80%
- 3. Consumers who received social services or translation assistance, or participated in an educational program, report the services helped to improve their lives. Target: 80%
- 4. Consumers report an increase in their socialization opportunities and interaction with others. Target: 80%

Based on an annual satisfaction survey created by DAS OCP and with a sample size of at least 35% of the annual unduplicated consumers.

IX. Reporting and Other Requirements

- 1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers, using the DAS 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.

Page 5

- 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. 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.
- 14. For assistance with reporting and contract requirements, please contact:

Paulo Salta Program Manager DAS OCP paulo.salta@sfgov.org

and

Ella Lee Contract Manager HSA OCM ella.lee@sfgov.org

X. Monitoring Activities

A. <u>Program Monitoring</u>: 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. <u>Fiscal Compliance and Contract Monitoring</u>: 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.

Appendix B, Page 1 **HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM** Name Term **Booker T. Washington Community Service Center** 7/1/23 - 6/30/27 (Check One) New __x_ Renewal ____ Modification ____ If modification, Effective Date of Mod. No. of Mod. **Program: Community Services** 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 \$160,020 \$160,020 \$160,020 \$160,020 \$640,080 Operating Expenses \$31,284 \$31.284 \$31,284 \$31,284 \$125,136 Subtotal \$191,304 \$191,304 \$191,304 \$191,304 \$765,216 Indirect Percentage (%) 15% 15% 15% 15% 15% Indirect Cost (Line 16 X Line 15) \$28,696 \$28,696 \$28,696 \$28,696 \$114,784 Subcontractor/Capital Expenditures Total Expenditures \$220,000 \$220,000 \$220,000 \$220,000 \$880,000 **HSA Revenues** General Funds \$220,000 \$220,000 \$220,000 \$220,000 \$880,000 TOTAL HSA REVENUES \$220,000 \$220,000 \$220,000 \$220,000 \$880,000 **Other Revenues** Total Revenues \$220,000 \$220,000 \$220,000 \$220,000 \$880,000

Appendix B Booker T. Washington Community Service Center

Full Time Equivalent (FTE)

HSA-CO Review Signature:

Prepared by:

HSA #1

6/20/2018

Telephone No.:

Booker T. Washington Community Service Center

Program: Community Services

Appendix B, Page 2

Salaries & Benefits Detail

					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
	Agency T	otals	HSA Prog	gram	DAAS	DAAS	DAAS	DAAS	TOTAL
POSITION TITLE	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary				
Deputy director	\$120,000	0.05	100%	0.05	\$6,000	\$6,000	\$6,000	\$6,000	\$24,000
Senior programs coordinator	\$77,000	1.00	100%		\$77,000	\$77,000	\$77,000	\$77,000	\$308,000
Senior wellness manager	\$88,000	0.50	100%	0.50	\$44,000	\$44,000	\$44,000	\$44,000	\$176,000
				-					
				-					
				-					
				-					
				-					
				-					
				-					
				_					
TOTALS	\$285,000	1.55	300%	1.55	\$127,000	\$127,000	\$127,000	\$127,000	\$508,000
FRINGE BENEFIT RATE	26.00%]							
EMPLOYEE FRINGE BENEFITS	\$74,100				\$33,020	\$33,020	\$33,020	\$33,020	\$132,080
TOTAL SALARIES & BENEFITS	\$359,100				\$160,020	\$160,020	\$160,020	\$160,020	\$640,080
HSA #2				·					6/20/2018

Booker T. Washington Community Service Center Appendix B, Page 3 Program: Community Services										
Operating Expense Detail										
					TOTAL					
EXPENDITURE CATEGORY TERM Rental of Property	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					
Utilities(Elec, Water, Gas, Phone, Garbage)	\$2,500	\$2,500	\$2,500	\$2,500	\$10,000					
Office Supplies, Postage	<u> </u>			ΨΞ,000	Ψ.0,000					
Building Maintenance Supplies and Repair	\$2,500	\$2,500	\$2,500	\$2,500	\$10,000					
Printing and Reproduction										
Insurance										
Staff Training										
Staff Travel-(Local & Out of Town)										
Rental of Equipment					-					
<u>CONSULTANTS</u>										
OTHER										
Events and field trips	\$7,000	\$7,000	\$7,000	\$7,000	\$28,000					
Workshops	\$7,000	\$7,000	\$7,000	\$7,000	\$28,000					
Outreach	\$4,284	\$4,284	\$4,284	\$4,284	\$17,136					
Vehicle expenditures	\$3,000	\$3,000	\$3,000	\$3,000	\$12,000					
Program supplies	\$5,000	\$5,000	\$5,000	\$5,000	\$20,000					
TOTAL OPERATING EXPENSES	\$31,284	\$31,284	\$31,284	\$31,284	\$125,136					
HSA #3					6/20/2018					

SITE CHART

Page	1	of	
rage	- 1	OI.	

HSA / DAS / OFFICE OF COMMUNITY PARTNERSHIPS

AGENCY:	Booker T. Washington Community Service Center	FISCAL YEAR: 23/24 - 26/2

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				
Name of Site	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 43, 38, 2				
Muni Line #s	Shakirah Simley, Executive Director				
Person in Charge	-				
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	_X_Mon_XTues _X_Wed_XThurs _XFriSat Sun	MonTues WedThur FriSat Sun	MonTues WedThur FriSat Sun	MonTues WedThur FriSat Sun	MonTues WedThur FriSat Sun
Hours Open	9 am to 6 pm				
Hours of <u>scheduled</u> programming	9 am to 6 pm				
Days closed	Saturday and Sunday				
ADA Accessible	_XYesNo	_XYes	Yes	YesNo	YesNo

Appendix A - Services to be Provided CATHOLIC CHARITIES

Community Services

July 1, 2023 to June 30, 2027

I. Purpose

The purpose of this grant is to provide Community Services programming for older adults and adults with disabilities in San Francisco through site-based community centers. The programming will maintain or improve the well-being of older adults and adults with disabilities by providing activities and services designed to support individuals to live independently in their own homes and communities, reduce social isolation, and serve as an access point for other home and community-based services.

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
Grantee	CATHOLIC CHARITIES
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.
ОСР	Office of Community Partnerships
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	Person who is 60 years or older.
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 Community Services and the grantee reflects consumer participation in SF DAS GetCare through enrollment.

III. Target Population

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

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

IV. Eligibility for Services

To be eligible for services, clients must be

- 1) An older adult aged 60 years or older or
- 2) An adult with a disability, aged 18-59 and
- 3) A resident of San Francisco and
- 4) In need of Community Services

V. Location and Time of Services

The grantee will provide Community Services programming in San Francisco. The details of the sites and operation hours are located in the site chart.

VI. Description of Services and Program Requirements

- 1. Grantee will provide Community Services programming for older adults and adults with disabilities. Community Services programming shall consist of activities and services that focus on the physical, social, psychological, economic, educational, recreational, and/or creative needs of older adults and adults with disabilities. Activities and services may be provided in the grantee's community center, in the community, via telephone, virtually over the internet, and through other effective means of communication and connection. There are three categories of Community Services programming:
 - i. <u>Activity Scheduling</u>: Activities may include educational presentations,

- workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes, provides opportunities for connection with other participants, and that help participants maintain or enhance their level of functioning.
- ii. <u>Translation:</u> Translation assistance is provided to consumers that cannot speak/read English. Translation may also include the use of American Sign Language, braille, or teleprompting. Services may include translation for an individual, such as translation of forms, letters, applications, or phone calls, and may also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements or presentations.
- iii. <u>Social Services</u>: The provision of one-to-one assistance to individuals that enables them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.
- 2. Grantee will ensure that service offerings in the three categories of Community Services are designed to:
 - i. Provide quality services that attain a high satisfaction level from participants.
 - ii. Provide services that meet the needs of individual participants.
 - iii. Provide physical activities that may improve the health of participants.
 - iv. Increase access to information and educational materials that help enable individual consumers to maximize independence while living in the community.
 - v. Provide activities to increase socialization opportunities for individual consumers.
- 3. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
- 4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15th each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At a minimum, the consumer response rate shall be at least 35% of the annual unduplicated consumers.
- 5. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer and adhere to all program standards.
- 6. Grantee will ensure that units of service provided are tracked and distinguishable.
- 7. Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
- 8. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services.

VII. Service Objectives

Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A- Community	FY 23-24	FY 24-25	FY 25-26	FY 26-27	
Services					
Unduplicated	450	450	450	450	
Consumers (UDC)					
Activity Scheduling	2,000	2,000	2,000	2,000	
Translation Services	850	850	850	850	
Social Services	650	650	650	650	
1 unit of service = 1 hour of service provision					

VIII. Outcome Objectives

Community Services

- 1. Consumers receive the services and/or activities they need from the agency. Target: 80%
- 2. Consumers who participate in physical activity programming report a positive impact on their health. Target: 80%
- 3. Consumers who received social services or translation assistance, or participated in an educational program, report the services helped to improve their lives. Target: 80%
- 4. Consumers report an increase in their socialization opportunities and interaction with others. Target: 80%

Based on an annual satisfaction survey created by DAS OCP and with a sample size of at least 35% of the annual unduplicated consumers.

IX. Reporting and Other Requirements

- 1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers, using the DAS 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. 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.
- 14. For assistance with reporting and contract requirements, please contact:

Melissa McGee Program Analyst DAS OCP melissa.mcgee@sfgov.org

and

Patrick Garcia Contract Manager HSA OCM patrick.garcia@sfgov.org

X. Monitoring Activities

A. <u>Program Monitoring</u>: 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.

Appendix B, Page	1
Document Date: 7/1/2:	3

HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM

		BY PROGRAM			
Name					Term
Catholic Charities					7/1/23 - 6/30/27
(Check One) New 🗵 Renewal	Modification	ı <u> </u>			
If modification, Effective Date of Mod.	No. of Mod.				
Program: Community Services					
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
DAS Expenditures					
Salaries & Benefits	\$490,463	\$490,463	\$490,463	\$490,463	\$1,961,852
Operating Expenses	\$118,486	\$118,486	\$118,486	\$118,486	\$473,944
Subtotal	\$608,949	\$608,949	\$608,949	\$608,949	\$2,435,796
Indirect Percentage (%)	15%	15%	15%	15%	15%
Indirect Cost	\$91,342	\$91,342	\$91,342	\$91,342	\$365,368
Capital/Subcontractor Expenditures					
Total DAS Expenditures	\$700,291	\$700,291	\$700,291	\$700,291	\$2,801,164
DAS Revenues					
General Funds	\$700,291	\$700,291	\$700,291	\$700,291	\$2,801,164
Total DAS Revenue	\$700,291	\$700,291	\$700,291	\$700,291	\$2,801,164
Non DAS Revenues					
11011 2710 110101111100					
Total Non DAS Revenue					
TOTAL DAS AND NON DAS REVENUE	\$700,291	\$700,291	\$700,291	\$700,291	\$2,801,164
Full Time Equivalent (FTE)	10.02	10.02	10.02	10.02	40.08
Prepared by:					Date:
HSA-CO Review Signature:					
HSA #1					

Program: Community Services Appendix B, Page 2 Document Date: 7/1/23 Salaries & Benefits Detail (Total) 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 DAS Salaries & Benefits Agency Totals Annual Full % FTE funded Time Salary for by HSA Adjusted (Max 100%) Budgeted Salary FTE Total FTE Ϋ́Ε **Budgeted Salary Budgeted Salary Budgeted Salary** Budgeted Salary Position Title Associate Deputy Director \$160,936 1.00 23% 0.23 \$37,015 \$37,015 \$37,015 \$37,015 \$148,060 Assistant Deputy Director \$109,200 1.00 10% 0.10 \$10,920 \$10,920 \$10,920 \$10,920 \$43,680 Activities Coordinator \$57,982 1.00 100% 1.00 \$57,982 \$57,982 \$57,982 \$57,982 \$231,928 1.00 100% 1.00 **Program Director** \$92,820 \$92,820 \$92,820 \$92,820 \$92,820 \$371,280 Prog Asst #1 \$48,553 0.80 100% 0.80 \$38,842 \$38,842 \$38,842 \$38,842 \$155,368 Prog Asst #2 \$42,417 \$47,130 0.90 100% 0.90 \$169,668 \$42,417 \$42,417 \$42,417 0.22 100% 0.22 \$73,152 Prog Asst (Art Teacher) \$83,129 \$18,288 \$18,288 \$18,288 \$18,288 \$45,752 0.35 100% 0.35 \$16,013 \$16,013 \$16,013 \$16,013 \$64,052 Prog Asst #3 Adult Education (Computer Instructor) \$56,784 0.17 100% 0.17 \$9,653 \$9,653 \$9,653 \$9,653 \$38,612 0.65 \$79,498 20% 0.13 \$10,335 \$10,335 \$10,335 \$10,335 \$41,340 Program Specialist (Supervisor) 0.93 \$47.834 12% 0.11 \$5,338 \$5,338 \$5,338 \$5,338 \$21,352 Food Service Coordinator **Activities Coordinator** \$57,125 1.00 10% 0.10 \$5,713 \$5,713 \$5,713 \$5,713 \$22,852 Sr Program Admin \$82,724 1.00 25% 0.25 \$20,681 \$20,681 \$20,681 \$20,681 \$82,724

Fringe Benefits Rate
Employee Fringe Benefits

Total DAS Salaries and Benefits

34% \$329,619

\$1,299,086

\$969,467

10.02

5.36

\$366,017

\$124,446

\$490,463

\$366,017

\$124,446

\$490,463

800%

\$490,463 \$490

\$366,017

\$124,446

\$490,463 \$1,961,852

\$1,464,068

\$497,784

\$366,017

\$124,446

HSA #2

Totals

Program: Community Services		С	Oocument Date: 7/1/23		Appendix B, Page 3
	Operating Expense Detail				
	7/1/23 - 6/30/24 7/1/24 - 6/30/25 7/1/25 - 6/30/26 <mark>7/1/26 - 6/30/27</mark>				
	1/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/25 - 6/30/26	1/1/20 - 6/30/27	7/1/23 - 6/30/27
DAS Operating Expenses					
Expenditure Category					
Rental of Property	\$37,589	\$37,589	\$37,589	\$37,589	\$150,356
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$2,880	\$2,880	\$2,880	\$2,880	\$11,520
Office Supplies, Postage	\$820	\$820	\$820	\$820	\$3,280
Building Maintenance Supplies and Repair	\$600	\$600	\$600	\$600	\$2,400
Printing and Reproduction	\$400	\$400	\$400	\$400	\$1,600
Insurance	\$7,846	\$7,846	\$7,846	\$7,846	\$31,384
Staff Training	\$1,200	\$1,200	\$1,200	\$1,200	\$4,800
Staff Travel	\$500	\$500	\$500	\$500	\$2,000
Rental of Equipment	\$1,500	\$1,500	\$1,500	\$1,500	\$6,000
<u>Consultants</u>					
Other					
Computer Related	\$1,480	\$1,480	\$1,480	\$1,480	\$5,920
Dues, Subscription, Licensing	\$334	\$334	\$334	\$334	\$1,336
Program & Food Supplies	\$15,339	\$15,339	\$15,339	\$15,339	\$61,356
Marketing & Advertising Outreach	\$1,000	\$1,000	\$1,000	\$1,000	\$4,000
Program Recruitment	\$600	\$600	\$600	\$600	\$2,400
Transportation	\$46,398	\$46,398	\$46,398	\$46,398	\$185,592
Total DAS Operating Expenses	\$118,486	\$118,486	\$118,486	\$118,486	\$473,944
	, ,,,,,,	, 2,	, 2,100	, ,,,,,,,	, 3,011
HSA #3					

APPENDIX F - SITE CHART

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AGENCY: Catholic Charities	HSA/ DAS	FISCCAL YEAR FY 23/24 – 26/27
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CONTRACT MAILING ADDRESS 990 Eddy Street, 1st Floor, San Francisco, CA 94109

CHIEF EXECUTIVE OFFICER: Ellen Hammerle PHONE NO.: 415-972-120

CHIEF EXECUTIVE OFFICER: Ellen Har	mmerle		PHC	NE NO.: 415-972-1200	
SITES:	Catholic Charities OMI Senior Center				
Name of Site					
Address and Zip	65 Beverly Street San Francisco, CA 94132				
Phone Number Fax Number	415-334-5550 415-334-5505				
Neighborhood	OMI / City of San Francisco				
Muni Line #s	Muni M & Route 54				
Person in Charge Site Manager	Kurlene Cambridge Hung Huynh (Tiffany)				
Programs Offered at Site	Community Services Case Management ADRC				
Days Open	X Mon X Tues X Wed X Thur X Fri Sat Sun	MonTuesWedThurFriSatSun	MonTues WedThur FriSat Sun	MonTues WedThur FriSat Sun	MonTues WedThur FriSat Sun
Hours Open	8:30 AM-3:00 PM & by appt				
Hours of <u>scheduled</u> programming	9:00 AM – 3:00 PM				
Hours of meal service	10:30 AM- 1:00 PM (To- go) 12:00 PM- 1:00 PM (dine-in)				
Annual number of meals at site	10,000				
Average number of meals per day	41				
Total number of service days in FY	246				
Days closed	All Holidays listed to the right	New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Juneteenth,	Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, 1-2 Training Days		
ADA Accessible	_XYesNo	YesNo	YesNo	YesNo	YesNo

Appendix A - Services to be Provided CENTRO LATINO DE SAN FRANCISCO INC

Community Services

July 1, 2023 to June 30, 2027

I. Purpose

The purpose of this grant is to provide Community Services programming for older adults and adults with disabilities in San Francisco through site-based community centers. The programming will maintain or improve the well-being of older adults and adults with disabilities by providing activities and services designed to support individuals to live independently in their own homes and communities, reduce social isolation, and serve as an access point for other home and community-based services.

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			
Grantee	CENTRO LATINO DE SAN FRANCISCO INC			
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.			
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> amend the San Francisco Administrative Code to require City departments an contractors that provide health care and social services to seek to colle and analyze data concerning the sexual orientation and gender identity 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 Community Services and the grantee reflects consumer participation in SF DAS GetCare through enrollment.	

III. Target Population

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

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

IV. Eligibility for Services

To be eligible for services, clients must be

- 1) An older adult aged 60 years or older or
- 2) An adult with a disability, aged 18-59 and
- 3) A resident of San Francisco and
- 4) In need of Community Services

V. Location and Time of Services

The grantee will provide Community Services programming in San Francisco. The details of the sites and operation hours are located in the site chart.

VI. Description of Services and Program Requirements

- 1. Grantee will provide Community Services programming for older adults and adults with disabilities. Community Services programming shall consist of activities and services that focus on the physical, social, psychological, economic, educational, recreational, and/or creative needs of older adults and adults with disabilities. Activities and services may be provided in the grantee's community center, in the community, via telephone, virtually over the internet, and through other effective means of communication and connection. There are three categories of Community Services programming:
 - i. <u>Activity Scheduling</u>: Activities may include educational presentations,

- workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes, provides opportunities for connection with other participants, and that help participants maintain or enhance their level of functioning.
- ii. <u>Translation:</u> Translation assistance is provided to consumers that cannot speak/read English. Translation may also include the use of American Sign Language, braille, or teleprompting. Services may include translation for an individual, such as translation of forms, letters, applications, or phone calls, and may also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements or presentations.
- iii. <u>Social Services</u>: The provision of one-to-one assistance to individuals that enables them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.
- 2. Grantee will ensure that service offerings in the three categories of Community Services are designed to:
 - i. Provide quality services that attain a high satisfaction level from participants.
 - ii. Provide services that meet the needs of individual participants.
 - iii. Provide physical activities that may improve the health of participants.
 - iv. Increase access to information and educational materials that help enable individual consumers to maximize independence while living in the community.
 - v. Provide activities to increase socialization opportunities for individual consumers.
- 3. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
- 4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15th each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At a minimum, the consumer response rate shall be at least 35% of the annual unduplicated consumers.
- 5. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer and adhere to all program standards.
- 6. Grantee will ensure that units of service provided are tracked and distinguishable.
- 7. Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
- 8. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services.

VII. Service Objectives

Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A- Community	FY 23-24	FY 24-25	FY 25-26	FY 26-27	
Services					
Unduplicated Consumers (UDC)	458	458	458	458	
Activity Scheduling	1,502	1,502	1,502	1,502	
Translation Services	143	143	143	143	
Social Services	955	955	955	955	
1 unit of service = 1 hour of service provision					

VIII. Outcome Objectives

Community Services

- 1. Consumers receive the services and/or activities they need from the agency. Target: 80%
- 2. Consumers who participate in physical activity programming report a positive impact on their health. Target: 80%
- 3. Consumers who received social services or translation assistance, or participated in an educational program, report the services helped to improve their lives. Target: 80%
- 4. Consumers report an increase in their socialization opportunities and interaction with others. Target: 80%

Based on an annual satisfaction survey created by DAS OCP and with a sample size of at least 35% of the annual unduplicated consumers.

IX. Reporting and Other Requirements

- 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. 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.
- 14. For assistance with reporting and contract requirements, please contact:

Reanna Albert Program Analyst DAS OCP reanna.albert@sfgov.org

and

Tahir Shaikh Contract Manager HSA OCM tahir.shaikh@sfgov.org

X. Monitoring Activities

A. <u>Program Monitoring</u>: 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.

Appendix B, Page	1
Date: 7/5/23	

HUMAN SERVICES AGENCY BUDGET SUMMARY

	BY PROGR	AW			
Name	,	Term			
Centro Latino de San Francisco		7/1/23 - 6/30/27			
(Check One) New <u>X</u> Renewal	Modification				
If modification, Effective Date of Mod.	No. of Mod.				
Program: Community Services					
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	\$113,710	\$113,710	\$113,710	\$113,710	\$454,840
Operating Expenses	\$13,443	\$13,443	\$13,443	\$13,443	\$53,772
Subtotal	\$127,153	\$127,153	\$127,153	\$127,153	\$508,612
Indirect Percentage (%)	11%	11%	11%	11%	8%
Indirect Cost (Line 16 X Line 15)	\$13,351	\$13,351	\$13,351	\$13,351	\$40,054
Subcontractor/Capital Expenditures	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$140,504	\$140,504	\$140,504	\$140,504	\$562,016
HSA Revenues					
General Funds	\$140,504	\$140,504	\$140,504	\$140,504	\$562,016
TOTAL HSA REVENUES	\$140,504	\$140,504	\$140,504	\$140,504	\$562,016
Other Revenues					
Total Revenues	\$140,504	\$140,504	\$140,504	\$140,504	\$562,016
					Ψ002,010
Full Time Equivalent (FTE)	1.71	1.71	1.71	1.71	
Prepared by:	Telephone No.:				
HSA-CO Review Signature:					
HSA #1					12/2/2020

Appendix B, Page 2 Date: 7/5/23

Centro Latino de San Francisco Program: Community Services

Salaries & Benefits Detail

					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
POSITION TITLE	Agency T Annual Full	otals Total	DAS Pr % FTE	ogram Adjusted	DAS Budgeted Salary	DAS Budgeted Salary	DAS Budgeted Salary	DAS Budgeted Salary	TOTAL Budgeted Salary
Executive Director	\$83,200	1.00	5%	0.05	\$4,160	\$4,160	\$4,160	\$4,160	\$16,640
Associate Director / Naturalization C	\$74,880	1.00	15%	0.15	\$11,232	\$11,232	\$11,232	\$11,232	\$44,928
Accountant / HR	\$76,960	0.50	22%	0.11	\$8,273	\$8,273	\$8,273	\$8,273	\$33,093
Accounting / Bookkeeping Assistant	\$62,400	0.20	13%	0.03	\$1,560	\$1,560	\$1,560	\$1,560	\$6,240
Social Worker Resource Specialist	\$60,320	0.94	33%	0.31	\$18,662	\$18,662	\$18,662	\$18,662	\$74,646
Nutrtion Sites and C.S.P Manager	\$62,400	1.00	25%	0.25	\$15,600	\$15,600	\$15,600	\$15,600	\$62,400
Social Worker / Activities Facilitator	\$52,000	1.00	40%	0.40	\$20,800	\$20,800	\$20,800	\$20,800	\$83,200
Educator / Activities Facilitator	\$62,400	0.25	45%	0.11	\$7,020	\$7,020	\$7,020	\$7,020	\$28,080
Consumer Intake and Referrals	\$41,600	0.38	20%	0.08	\$3,120	\$3,120	\$3,120	\$3,120	\$12,480
Driver	\$45,760	0.63	9%	0.06	\$2,632	\$2,632	\$2,632	\$2,632	\$10,528
Janitor	\$41,600	0.50	12%	0.06	\$2,496	\$2,496	\$2,496	\$2,496	\$9,984
TOTALS	\$663,520	7.39	238%	1.60	\$95,555	\$95,555	\$95,555	\$95,555	\$382,220
FRINGE BENEFIT RATE	19%								
EMPLOYEE FRINGE BENEFITS	\$126,069				\$18,155	\$18,155	\$18,155	\$18,155	\$72,620
TOTAL SALARIES & BENEFITS	\$789,589				\$113,710	\$113,710	\$113,710	\$113,710	\$454,840
HSA #2									12/2/2020

Appendix B, Page 3 Date: 7/5/23

Centro Latino de San Francisco Program: Community Services

Operating Expense Detail

Expenditure Category	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 7/1/23 - 6/30/27
Rental of Property					
Utilities(Elec, Water, Gas, Phone, Garbage)					
Office Supplies, Postage	\$2,016	\$2,016	\$2,016	\$2,016	\$8,064
Building Maintenance Supplies and Repair	\$2,258	\$2,258	\$2,258	\$2,258	\$9,032
Printing and Reproduction	\$1,024	\$1,024	\$1,024	\$1,024	\$4,096
Insurance					
Staff Training					
Staff Travel-(Local & Out of Town)					
Rental of Equipment					
CONSULTANTS					
Leahs Pantry	\$2,000	\$2,000	\$2,000	\$2,000	\$8,000
Dance/Excercise Instructors	\$1,800	\$1,800	\$1,800	\$1,800	\$7,200
Marketing/Website Developer	\$1,218	\$1,218	\$1,218	\$1,218	\$4,872
OTHER					
Education and Program Supplies	\$3,127	\$3,127	\$3,127	\$3,127	\$12,508
TOTAL OPERATING EXPENSE	<u>\$13,443</u>	<u>\$13,443</u>	<u>\$13,443</u>	<u>\$13,443</u>	\$53,772
HSA #3					12/2/2020

ADA Accessible

x_Yes

No

Χ

_Yes

_No

Yes

_No

Yes

_No

Yes

No

Appendix F-SITE CHART

Page	1	_ of_	1
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HSA / DAS / OFFICE OF COMMUNITY PARTNERSHIPS

AGENCY: Centro Latino de San Francisco, Inc FISCAL YEAR: FY 2	
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CONTRACT MAILING ADDRESS: 1656 15th Street SF, CA 94103 DIRECTOR: Gloria Bonilla PHONE NO.: 415-286-0883 SITES: (Community Services) Name of Site Centro Latino de SF Address and Zip 1656 15th St. 94103 Phone Number 415-861-8758 Fax Number Neighborhood Mission Muni Line #s 14L, 22, 33, 47, 49 and 71 Person in Charge Gloria Bonilla Site Manager Omar Romero Programs Offered at Site Activity Scheduling, Social Services, Translation, Naturalization, Nutrition <u>x</u> Mon <u>x</u> Tues _Mon ____Tues _Mon ____Tues _Mon ____Tues Days Open _Mon ____Tues <u>x</u>Wed <u>x</u>Thurs _Wed ____Thur Wed Thur Wed Thur Wed Thur <u>x</u>Fri <u>x</u>Sat _Fri ___Sat Fri ___Sat _Fri ___Sat Fri ___Sat Sun Sun Sun Sun Sun Hours Open 9 am – 4 pm M-Sat Hours of <u>scheduled</u> programming 9 am – 4 pm M-Sat Days closed Sunday

Appendix A - Services to be Provided CURRY SENIOR CENTER

Community Services

July 1, 2023 to June 30, 2027

I. Purpose

The purpose of this grant is to provide Community Services programming for older adults and adults with disabilities in San Francisco through site-based community centers. The programming will maintain or improve the well-being of older adults and adults with disabilities by providing activities and services designed to support individuals to live independently in their own homes and communities, reduce social isolation, and serve as an access point for other home and community-based services.

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
Grantee	Curry Senior Center
LGBTQ+	An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Limited English- Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low Income	Having income at or below 300% of the federal poverty line defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. This is only to be used by consumers to self-identify their income status, not to be used as a means test to qualify for the program.
OCP	Office of Community Partnerships
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	Person who is 60 years or older.
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 Community Services and the grantee reflects consumer participation in SF DAS GetCare through enrollment.

III. Target Population

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

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

IV. Eligibility for Services

To be eligible for services, clients must be

- 1) An older adult aged 60 years or older or
- 2) An adult with a disability, aged 18-59 and
- 3) A resident of San Francisco and
- 4) In need of Community Services

V. Location and Time of Services

The grantee will provide Community Services programming in San Francisco. The details of the sites and operation hours are located in the site chart.

VI. Description of Services and Program Requirements

- 1. Grantee will provide Community Services programming for older adults and adults with disabilities. Community Services programming shall consist of activities and services that focus on the physical, social, psychological, economic, educational, recreational, and/or creative needs of older adults and adults with disabilities. Activities and services may be provided in the grantee's community center, in the community, via telephone, virtually over the internet, and through other effective means of communication and connection. There are three categories of Community Services programming:
 - i. <u>Activity Scheduling</u>: Activities may include educational presentations,

- workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes, provides opportunities for connection with other participants, and that help participants maintain or enhance their level of functioning.
- ii. <u>Translation:</u> Translation assistance is provided to consumers that cannot speak/read English. Translation may also include the use of American Sign Language, braille, or teleprompting. Services may include translation for an individual, such as translation of forms, letters, applications, or phone calls, and may also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements or presentations.
- iii. <u>Social Services</u>: The provision of one-to-one assistance to individuals that enables them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.
- 2. Grantee will ensure that service offerings in the three categories of Community Services are designed to:
 - i. Provide quality services that attain a high satisfaction level from participants.
 - ii. Provide services that meet the needs of individual participants.
 - iii. Provide physical activities that may improve the health of participants.
 - iv. Increase access to information and educational materials that help enable individual consumers to maximize independence while living in the community.
 - v. Provide activities to increase socialization opportunities for individual consumers.
- 3. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
- 4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15th each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At a minimum, the consumer response rate shall be at least 35% of the annual unduplicated consumers.
- 5. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer and adhere to all program standards.
- 6. Grantee will ensure that units of service provided are tracked and distinguishable.
- 7. Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
- 8. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services.

9. Grantee will provide digital navigators who will be responsible for digital literacy training, tech support of personal devices, and navigation of other digital inclusion resources needed by consumers. This position shall provide one-on-one or small-group technology support to consumers and be the main point of contact for questions and concerns relating to technology at the center. Examples of duties shall include but are not limited to, assisting consumers with subscribing to low-cost internet options for their home, in-person and online troubleshooting of personal devices, research and sourcing of additional tech equipment as needed by the consumer, and collaborating with DAS and other digital inclusion service providers for coordination and exchange of information.

VII. Service Objectives

Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A- Community Services	FY 23-24	FY 24-25	FY 25-26	FY 26-27			
Unduplicated Consumers (UDC)	300	300	300	300			
Activity Scheduling	900	900	900	900			
Translation Services	400	400	400	400			
Social Services	1,000	1,000	1,000	1,000			
Digital Navigation*	650	650	650	650			
1 unit of service = 1 hour of service provision							

^{*1} unit of Digital Navigation = 1 hour of one-on-one or small group sessions conducted virtually or in-person at a Community Services program site, provided by staff or trained volunteers.

VIII. Outcome Objectives

Community Services

- 1. Consumers receive the services and/or activities they need from the agency. Target: 80%
- 2. Consumers who participate in physical activity programming report a positive impact on their health. Target: 80%
- 3. Consumers who received social services or translation assistance, or participated in an educational program, report the services helped to improve their lives. Target: 80%
- 4. Consumers report an increase in their socialization opportunities and interaction with others. Target: 80%

Based on an annual satisfaction survey created by DAS OCP and with a sample size of at least 35% of the annual unduplicated consumers.

IX. Reporting and Other Requirements

- 1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers, using the DAS 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. 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).
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- 13. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
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Reanna Albert Program Analyst DAS OCP reanna.albert@sfgov.org

and

Ella Lee Contract Manager HSA OCM ella.lee@sfgov.org

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- Program Monitoring: Program monitoring will include review of compliance to Α. 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. <u>Fiscal Compliance and Contract Monitoring</u>: 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.

Appendix B, Page 1 **HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM** Name Term **Curry Senior Center** 7/1/23 - 6/30/27 (Check One) Modification ____ New __x_ Renewal __ If modification, Effective Date of Mod. No. of Mod. **Program: Community Services** 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 7/1/26 - 6/30/27 Total 7/1/25 - 6/30/26 **Expenditures** Salaries & Benefits \$477,172 \$477,172 \$477,172 \$477,172 \$1,908,688 Operating Expenses \$88,617 \$88.617 \$88,617 \$88,617 \$354,468 Subtotal \$565,789 \$565,789 \$565,789 \$565,789 \$2,263,156 Indirect Percentage (%) 15% 15% 15% 15% 15% Indirect Cost (Line 16 X Line 15) \$84,868 \$84,868 \$84,868 \$84,868 \$339,472 Subcontractor/Capital Expenditures \$46,940 \$46,940 \$46,940 \$46,940 \$187,760 Total Expenditures \$697,597 \$697,597 \$697,597 \$697,597 \$2,790,388 **HSA Revenues** Community services, Local funds \$588,211 \$588,211 \$588,211 \$2,352,844 \$588,211 Digital navigator, Local funds \$109,386 \$109,386 \$109,386 \$109,386 \$437,544 TOTAL HSA REVENUES \$697,597 \$697,597 \$697,597 \$697,597 \$2,790,388 **Other Revenues** Total Revenues \$697,597 \$697,597 \$697,597 \$697,597 \$2,790,388 Full Time Equivalent (FTE) Prepared by: Telephone No.:

HSA-CO Review Signature:

HSA #1

6/20/2018

Curry Senior Center Appendix B, Page 2 Program: Community Services Salaries & Benefits Detail 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 HSA Program DAAS DAAS DAAS DAAS TOTAL Agency Totals Annual Full % FTE funded Time Salary for by HSA Adjusted Total FTE (Max 100%) **Budgeted Salary Budgeted Salary** POSITION TITLE FTE FTE **Budgeted Salary Budgeted Salary Budgeted Salary** Community services 0.25 0.25 Director of social services \$113,159 100% \$28,290 \$28,290 \$28,290 \$28,290 \$113,160 Director of programs \$148,320 0.05 100% 0.05 \$7,416 \$7,416 \$7,416 \$7,416 \$29,664 \$74,094 0.50 0.50 \$37,047 \$37,047 Senior center program manager 100% \$37,047 \$37,047 \$148,188 LGBTQ+ program manager \$62,264 1.00 1.00 \$62,264 \$62,264 \$249,056 100% \$62,264 \$62,264 Program assistant- Lao \$54,600 0.23 100% 0.23 \$12,804 \$12,804 \$12,804 \$12,804 \$51,216 \$51,216 Program assistant- Russian \$54,600 0.23 100% 0.23 \$12,804 \$12,804 \$12,804 \$12,804 Program assistant- Vietnamese (2) \$54,600 0.80 \$43,680 \$174,720 0.80 1009 \$43,680 \$43,680 \$43,680 Program assistant- Tagalog \$55,234 0.60 100% 0.60 \$33,140 \$33,140 \$33,140 \$33,140 \$132,560 \$54,600 0.40 100% 0.40 \$21,840 \$21,840 \$21,840 \$87,360 Program assistant- Chinese \$21,840 Program assistant- LGBT \$54,600 0.80 100% 0.80 \$43,680 \$43,680 \$43,680 \$43,680 \$174,720 Program advocate \$54,600 0.05 100% 0.05 \$2,730 \$2,730 \$2,730 \$2,730 \$10,920

FRINGE BENEFIT RATE **EMPLOYEE FRINGE BENEFITS**

TOTAL SALARIES & BENEFITS

Technology program manager

Director of programs

Tech navigator

TOTALS

Digital navigator

30.00%	L
\$318,139	
\$318,139	

\$1,060,463

\$1,378,602

\$75,192

\$150,000

\$54,600

0.05

0.02

1.00

5.19

100%

100%

100%

1100%

0.05

0.02

1.00

5.19

\$110,117

\$477,172

\$367,055

\$3,760

\$3,000

\$54,600

\$110,117

\$477,172

\$3,760

\$3,000

\$54,600

\$367,055

\$110,117 \$477,172

\$367,055

\$3,760

\$3,000

\$54,600

\$477,172

\$3,760

\$3,000

\$54,600

\$367,055

\$110,117

\$1,908,688 6/20/2018

\$440,468

\$15,040

\$12,000

\$218,400

\$1,468,220

Curry Senior Center				Ap	pendix B, Page 3
Program: Community Services				·	
	Opera	iting Expense Detail			
	Opera	iting Expense Detail			
					TOTAL
EXPENDITURE CATEGORY 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
Community services		***			
Rental of Property	\$22,519	\$22,519	\$22,519	\$22,519	\$90,076
Utilities(Elec, Water, Gas, Phone, Garbage)	\$11,000	\$11,000	\$11,000	\$11,000	\$44,000
Office Supplies, Postage	\$6,000	\$6,000	\$6,000	\$6,000	\$24,000
Building Maintenance Supplies and Repair	\$10,000	\$10,000	\$10,000	\$10,000	\$40,000
Printing and Reproduction		AF 500			400.000
Insurance	\$5,500	\$5,500	\$5,500	\$5,500	\$22,000
Staff Training	\$1,000	\$1,000	\$1,000	\$1,000	\$4,000
Staff Travel-(Local & Out of Town)	\$600	\$600	\$600	\$600	\$2,400
Rental of Equipment					
Digital navigator	A E 500	A E 500	A E 500	A E 500	#00.00
Rental of Property	\$5,500	\$5,500	\$5,500	\$5,500	\$22,000
Utilities(Elec, Water, Gas, Phone, Garbage)	\$1,338	\$1,338	\$1,338	\$1,338	\$5,352
Office Supplies, Postage	\$500	\$500	\$500	\$500	\$2,000
Building Maintenance Supplies and Repair	\$2,000	\$2,000	\$2,000	\$2,000	\$8,000
Printing and Reproduction	4500				
Insurance	\$500	\$500	\$500	\$500	\$2,000
Staff Training	\$300	\$300	\$300	\$300	\$1,200
Staff Travel-(Local & Out of Town) Rental of Equipment	\$200	\$200	\$200	\$200	\$800
CONSULTANTS Community services Movement and meditation- Tai Chi	\$2,600	\$2,600	\$2,600	\$2,600	\$10,400
Digital navigator					
OTHER					
Community services					
Program supplies	\$3,000	\$3,000	\$3,000	\$3,000	\$12,000
Payroll fees	\$1,000	\$1,000	\$1,000	\$1,000	\$4,000
Recruitment	\$500	\$500	\$500	\$500	\$2,000
Computer support	\$10,800	\$10,800	\$10,800	\$10,800	\$43,200
Digital navigator					
Program supplies	\$800	\$800	\$800	\$800	\$3,200
Payroll fees	\$300	\$300	\$300	\$300	\$1,200
Recruitment	\$500	\$500	\$500	\$500	\$2,000
Computer support	\$2,160	\$2,160	\$2,160	\$2,160	\$8,640
TOTAL OPERATING EXPENSES	\$88,617	\$88,617	\$88,617	\$88,617	\$354,468
			 _		<u></u>
HSA #3					6/20/201

	Α	В	ГС	D	E	F	G	
1		enior Center	1	_			ppendix B, Page 4	
	Program: Community Services							
3		•						
4								
5			Subcontrac	tor/Capital Expend	litures			
6								
7	SUBCO	NTRACTORS	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	
8	Commu	inity services						
9								
10								
11								
-	Tech na	vigator						
13								
14								
15								
	TOTAL	SUBCONTRACTOR COST						
17		ACA IT						
	EQUIPN	<u>IIIII </u> Inity services						
	Commu	inity services						
20								
22								
	Tech na	avigator						
24	Tech he	ivigatoi						
25								
26								
	TOTAL	EQUIPMENT COST						
28								
	OTHER							
		inity services						
31	St. Anth	ony's outreach and safety	\$32,000	\$32,000	\$32,000	\$32,000	\$128,000	
32	Transpo	ortation- Uber Health	\$13,500	\$13,500	\$13,500	\$13,500	\$54,000	
33								
	Tech na	_						
	Transpo	ortation- Uber Health	\$1,440	\$1,440	\$1,440	\$1,440	\$5,760	
36								
37								
	TOTAL	REMODELING COST	\$46,940	\$46,940	\$46,940	\$46,940	\$187,760	
39			Т		<u>r</u>			
		SUBCONTRACTOR/CAPITAL					.	
	EXPEN	DITURE	\$46,940	\$46,940	\$46,940	\$46,940	\$187,760	
41							610010015	
42	HSA #4						6/20/2018	

APPENDIX F - SITE CHART

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

AGENCY: Curry Senior Center DIRECTOR: David Knego, MSW

FISCAL YEAR: FY 23/24 – FY 26/27
PHONE No: **415-292-1087**

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

Appendix A - Services to be Provided EPISCOPAL COMMUNITY SERVICES

Community Services

July 1, 2023 to June 30, 2027

I. Purpose

The purpose of this grant is to provide Community Services programming for older adults and adults with disabilities in San Francisco through site-based community centers. The programming will maintain or improve the well-being of older adults and adults with disabilities by providing activities and services designed to support individuals to live independently in their own homes and communities, reduce social isolation, and serve as an access point for other home and community-based services.

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
Grantee	Episcopal Community Services
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.
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 Community Services and the grantee reflects consumer participation in SF DAS GetCare through enrollment.

III. Target Population

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

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

IV. Eligibility for Services

To be eligible for services, clients must be

- 1) An older adult aged 60 years or older or
- 2) An adult with a disability, aged 18-59 and
- 3) A resident of San Francisco and
- 4) In need of Community Services

V. Location and Time of Services

The grantee will provide Community Services programming in San Francisco. The details of the sites and operation hours are located in the site chart.

VI. Description of Services and Program Requirements

- 1. Grantee will provide Community Services programming for older adults and adults with disabilities. Community Services programming shall consist of activities and services that focus on the physical, social, psychological, economic, educational, recreational, and/or creative needs of older adults and adults with disabilities. Activities and services may be provided in the grantee's community center, in the community, via telephone, virtually over the internet, and through other effective means of communication and connection. There are three categories of Community Services programming:
 - i. <u>Activity Scheduling</u>: Activities may include educational presentations,

- workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes, provides opportunities for connection with other participants, and that help participants maintain or enhance their level of functioning.
- ii. <u>Translation:</u> Translation assistance is provided to consumers that cannot speak/read English. Translation may also include the use of American Sign Language, braille, or teleprompting. Services may include translation for an individual, such as translation of forms, letters, applications, or phone calls, and may also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements or presentations.
- iii. <u>Social Services</u>: The provision of one-to-one assistance to individuals that enables them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.
- 2. Grantee will ensure that service offerings in the three categories of Community Services are designed to:
 - i. Provide quality services that attain a high satisfaction level from participants.
 - ii. Provide services that meet the needs of individual participants.
 - iii. Provide physical activities that may improve the health of participants.
 - iv. Increase access to information and educational materials that help enable individual consumers to maximize independence while living in the community.
 - v. Provide activities to increase socialization opportunities for individual consumers.
- 3. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
- 4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15th each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At a minimum, the consumer response rate shall be at least 35% of the annual unduplicated consumers.
- 5. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer and adhere to all program standards.
- 6. Grantee will ensure that units of service provided are tracked and distinguishable.
- 7. Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
- 8. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services.

VII. Service Objectives

Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A- Community	FY 23-24	FY 24-25	FY 25-26	FY 26-27	
Services					
Unduplicated Consumers (UDC)	540	540	540	540	
Activity Scheduling	2,400	2,400	2,400	2,400	
Translation Services	454	454	454	454	
Social Services	1,377	1,377	1,377	1,377	
1 unit of service = 1 hour of service provision					

VIII. Outcome Objectives

Community Services

- 1. Consumers receive the services and/or activities they need from the agency. Target: 80%
- 2. Consumers who participate in physical activity programming report a positive impact on their health. Target: 80%
- 3. Consumers who received social services or translation assistance, or participated in an educational program, report the services helped to improve their lives. Target: 80%
- 4. Consumers report an increase in their socialization opportunities and interaction with others. Target: 80%

Based on an annual satisfaction survey created by DAS OCP and with a sample size of at least 35% of the annual unduplicated consumers.

IX. Reporting and Other Requirements

- 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. 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.
- 14. For assistance with reporting and contract requirements, please contact:

Melissa McGee Program Analyst DAS OCP melissa.mcgee@sfgov.org

and

Rocio Duenas Contract Manager HSA OCM rocio.duenas@sfgov.org

X. Monitoring Activities

A. <u>Program Monitoring</u>: 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. <u>Fiscal Compliance and Contract Monitoring</u>: 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	В	С	D	E	F
1					Α	Appendix B, Page 1
2	-					
3	HUMAN SERVICES AGE					
4		BY PROGR	<u>AM</u>			
5	Name		Term			
6	Episcopal Community Services		7/1/23 - 6/30/27			
7	7_(Check One) New⊡ Renewal Modification		_			
8	If modification, Effective Date of Mod.	No. of Mod.	,	1		1
9	Program: Community Services					
10	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	Total
12	ŭ .					
13	Salaries & Benefits	\$232,241	\$232,241	\$232,241	\$232,241	\$928,963
14	Operating Expenses	\$42,244	\$42,244	\$42,244	\$42,244	\$168,974
15	Subtotal	\$274,484	\$274,484	\$274,484	\$274,484	\$1,097,937
16		15%	15%	15%	15%	15%
17	Indirect Cost (Line 16 X Line 15)	\$41,173	\$41,173	\$41,173	\$41,173	\$164,691
	Subcontractor/Capital Expenditures	\$0	\$0	\$0	\$0	\$0
	Total Expenditures	\$315,657	\$315,657	\$315,657	\$315,657	\$1,262,628
20	HSA Revenues		1			
	General Funds	\$315,657	\$315,657	\$315,657	\$315,657	\$1,262,628
22 23	ļ		 			
24	 					
25	† · · · · · · · · · · · · · · · · · · ·					
26						
27						
28	 					
29	TOTAL HSA REVENUES	\$315,657	\$315,657	\$315,657	\$315,657	\$1,262,628
30	Other Revenues					
31 32	ļ					
33	 					
34	 					
35	1					
36	Total Revenues	\$315,657	\$315,657	\$315,657	\$315,657	\$1,262,628
37	Full Time Equivalent (FTE)					
39	Prepared by: Tiffany Luong	Telephone No.: 415-	-487-3300 x 1219			
40	HSA-CO Review Signature:					
41	HSA #1					12/2/2020

	A	В	С	D	Е	F	G	Н	ı	J
1		•		•					Ap	pendix B, Page 2
2	Episcopal Community Services									
	Program: Community Services									
5	, , , , , , , , , , , , , , , , , , ,									
6										
7			Salaries &	Benefits D	etail					
8										
9 10 11										
10						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
11		Agenc	y Totals	HSA Pr % FTE	ogram	DAS	DAS	DAS	DAS	TOTAL
		Annual Full		funded by						
		TimeSalary		HSA	Adjusted		_	_		
12	POSITION TITLE	for FTE	Total FTE	(Max 100%)	FTE	Budgeted Salary				
13	Director of Healthy Aging	\$148,431	1.00	25%	0.25	\$37,108	\$37,108	\$37,108	\$37,108	\$148,431
14	Program Manager	\$101,891	1.00	50%	0.50	\$50,945	\$50,945	\$50,945	\$50,945	\$203,781
15	Senior Services Specialist	\$73,786	1.00	100%	1.00	\$73,786	\$73,786	\$73,786	\$73,786	\$295,144
16	Activities Coordinator	\$51,112	1.00	50%	0.25	\$12,778	\$12,778	\$12,778	\$12,778	\$51,112
18										
29										
30										
31	TOTALS	\$442,677	5.00	225%	2.00	\$174,617	\$174,617	\$174,617	\$174,617	\$698,468
		000/1								
	FRINGE BENEFIT RATE	33%				I				
34	EMPLOYEE FRINGE BENEFITS	\$146,083				\$57,624	\$57,624	\$57,624	\$57,624	\$230,495
36	EMPLOYEE FRINGE BENEFITS									
	TOTAL SALARIES & BENEFITS	\$588,760				\$232,241	\$232,241	\$232,241	\$232,241	\$928,963
38	HSA #2				•					12/2/2020

	А	В	С	D	Е	F	G	Н	I	J	K	L	М
1			•							•	Ap	pendi	x B, Page 3
2	Episcopal Co	mmunity Ser	vices										
	Program: Co												
5]	_											
6 7				One	rating Expe	neo D	otail						
8				Ope	iating Expe	ilise D	Claii						
9													
10 11													TOTAL
	Expenditure C	ategory		TERM	7/1/23-6/30/2	24 7	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 Prop			i Li Xivi	171720 070072	<u> </u>	71724 0/00/20		17 1720 0700720	_	17 1720 0700721	- //	
	1	-								_			
	1		hone, Garbage))						_		\$	
15	Office Supplie	s, Postage			\$4,50	00	\$4,500		\$4,500	_	\$4,500	\$	18,000
16	Building Maint	enance Suppli	ies and Repair		\$19,00	00	\$19,000		\$19,000	_	\$19,000	\$	76,000
17	Printing and R	eproduction			\$10	00	\$100		\$100	_	\$100	\$	400
18	Insurance				\$4,50	00	\$4,500		\$4,500	_	\$4,500	\$	18,000
19	Staff Training				\$1,29	94	\$1,294		\$1,294	_	\$1,294	\$	5,174
20	Staff Travel-(L	ocal & Out of	Town)		\$25	50	\$250		\$250	_	\$250	\$	1,000
21	Staff Recruitm	ent			\$10	00	\$100		\$100	_	\$100	\$	400
22	IT Equipment									_		\$	-
23	CONSULTAN	TS								_		_	
24				_						_		_\$	
25				-						_		\$	-
26 27	OTHER					_				_		-	
_	1	lies			\$8,50		\$8,500		\$8,500	_	\$8,500	- \$	34,000
29	Telecommunic			-	\$4,00		\$4,000		\$4,000	_	\$4,000	- 	
30				-	. , , , ,		. ,		+ 1	_	, ,-,-		-,
31	TOTAL OPER	ATING EXPE	NSE	_	\$ 42,24	<u> 14</u> \$	42,244		\$ 42,244	9	42,244	\$	168,974
32													
33	HSA #3												12/2/2020

APPENDIX F - SITE CHART

Page	1	of	1
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HSA / DAS / OFFICE OF COMMUNITY PARTNERSHIPS

AGENCY: Episcopal Community Services FISCAL YEAR: FY23/24 – FY26/27

CONTRACT MAILING ADDRESS: 165 8th Street, San Francisco, CA 94103

DIRECTOR: Liz Tarzon				PHONE NO.: 510-487-3300	x6211
SITES: (Community Services) Name of Site	Canon Kip Senior Center				
Address and Zip	705 Natoma St., 94103				
Phone Number	415-487-3300				
Fax Number					
Neighborhood	South of Market				
Muni Line #s	19				
Person in Charge	Liz Tarzon				
Site Manager	Teresa Tan				
Programs Offered at Site	Hot Lunch, Case Management, Activities, Drop-in Social Services, Translation Services				
Days Open	_x _Mon _x _Tues _x _Wed _x _Thurs _x _FriSatSun	MonTues WedThur FriSat Sun	MonTues WedThur FriSat Sun	MonTues WedThur FriSat Sun	MonTues WedThur FriSat Sun
Hours Open	8:30am – 5pm				
Hours of <u>scheduled</u> programming	9am-2pm				
Days closed	Saturday/Sunday, Holidays				
ADA Accessible	<u>x</u> YesNo	_XYesNo	YesNo	YesNo	YesNo

Appendix A - Services to be Provided FELTON INSTITUTE

Community Services

July 1, 2023 to June 30, 2027

I. Purpose

The purpose of this grant is to provide Community Services programming for older adults and adults with disabilities in San Francisco through site-based community centers. The programming will maintain or improve the well-being of older adults and adults with disabilities by providing activities and services designed to support individuals to live independently in their own homes and communities, reduce social isolation, and serve as an access point for other home and community-based services.

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
Grantee	FELTON INSTITUTE
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.
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 Community Services and the grantee reflects consumer participation in SF DAS GetCare through enrollment.

III. Target Population

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

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

IV. Eligibility for Services

To be eligible for services, clients must be

- 1) An older adult aged 60 years or older or
- 2) An adult with a disability, aged 18-59 and
- 3) A resident of San Francisco and
- 4) In need of Community Services

V. Location and Time of Services

The grantee will provide Community Services programming in San Francisco. The details of the sites and operation hours are located in the site chart.

VI. Description of Services and Program Requirements

- 1. Grantee will provide Community Services programming for older adults and adults with disabilities. Community Services programming shall consist of activities and services that focus on the physical, social, psychological, economic, educational, recreational, and/or creative needs of older adults and adults with disabilities. Activities and services may be provided in the grantee's community center, in the community, via telephone, virtually over the internet, and through other effective means of communication and connection. There are three categories of Community Services programming:
 - i. <u>Activity Scheduling</u>: Activities may include educational presentations,

- workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes, provides opportunities for connection with other participants, and that help participants maintain or enhance their level of functioning.
- ii. <u>Translation:</u> Translation assistance is provided to consumers that cannot speak/read English. Translation may also include the use of American Sign Language, braille, or teleprompting. Services may include translation for an individual, such as translation of forms, letters, applications, or phone calls, and may also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements or presentations.
- iii. <u>Social Services</u>: The provision of one-to-one assistance to individuals that enables them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.
- 2. Grantee will ensure that service offerings in the three categories of Community Services are designed to:
 - i. Provide quality services that attain a high satisfaction level from participants.
 - ii. Provide services that meet the needs of individual participants.
 - iii. Provide physical activities that may improve the health of participants.
 - iv. Increase access to information and educational materials that help enable individual consumers to maximize independence while living in the community.
 - v. Provide activities to increase socialization opportunities for individual consumers.
- 3. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
- 4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15th each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At a minimum, the consumer response rate shall be at least 35% of the annual unduplicated consumers.
- 5. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer and adhere to all program standards.
- 6. Grantee will ensure that units of service provided are tracked and distinguishable.
- 7. Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
- 8. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services.

VII. Service Objectives

Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A- Community	FY 23-24	Y 23-24 FY 24-25 FY 25-26		FY 26-27				
Services								
Unduplicated Consumers (UDC)	288	288	288	288				
Activity Scheduling	1104	1104	1104	1104				
Translation Services	300	300	300	300				
Social Services	200	200	200	200				
1 unit of service = 1 hour of service provision								

VIII. Outcome Objectives

Community Services

- 1. Consumers receive the services and/or activities they need from the agency. Target: 80%
- 2. Consumers who participate in physical activity programming report a positive impact on their health. Target: 80%
- 3. Consumers who received social services or translation assistance, or participated in an educational program, report the services helped to improve their lives. Target: 80%
- 4. Consumers report an increase in their socialization opportunities and interaction with others. Target: 80%

Based on an annual satisfaction survey created by DAS OCP and with a sample size of at least 35% of the annual unduplicated consumers.

IX. Reporting and Other Requirements

- 1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers, using the DAS 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. 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.
- 14. For assistance with reporting and contract requirements, please contact:

Melissa McGee Program Analyst DAS OCP melissa.mcgee@sfgov.org

and

Rocio Duenas Contract Manager HSA OCM rocio.duenas@sfgov.org

X. Monitoring Activities

A. <u>Program Monitoring</u>: 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. <u>Fiscal Compliance and Contract Monitoring</u>: 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	В	С	D	E	F			
1					A	Appendix B, Page 1			
2									
3	HUMAN SERVICES AGENCY BUDGET SUMMARY								
4		BY PROGR	AM						
5	Name		Term						
6	Felton Institute		7/1/23 - 6/30/27						
7	(Check One) New⊡ Renewal	Modification	<u> </u>						
8	If modification, Effective Date of Mod.	No. of Mod.							
9	Program: Community Services								
10	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	Total			
12	Expenditures	77 1720 0700724	171724 0700720	77 1720 0700720	171720 0700727	Total			
13	Salaries & Benefits	\$175,856	\$175,856	\$175,856	\$175,856	\$703,422			
14	Operating Expenses	\$27,443	\$27,443	\$27,443	\$27,443	\$109,772			
15	Subtotal	\$203,299	\$203,299	\$203,299	\$203,299	\$813,194			
16	Indirect Percentage (%)	15%	15%	15%	15%	15%			
	Indirect Cost (Line 16 X Line 15)	\$30,495	\$30,495	\$30,495	\$30,495	\$121,979			
18	Subcontractor/Capital Expenditures	\$65,577	\$65,577	\$65,577	\$65,577	\$262,308			
	Total Expenditures	\$299,370	\$299,370	\$299,370	\$299,370	\$1,197,480			
20	HSA Revenues								
21	General Funds	\$299,370	\$299,370	\$299,370	\$299,370	\$1,197,480			
22									
23									
24									
25 26						-			
27									
28									
29	TOTAL HSA REVENUES	\$299,370	\$299,370	\$299,370	\$299,370	\$1,197,480			
30	Other Revenues	, , , , ,	,,	¥,	, ,	, , , , , , , , , , , , , , , , , , , ,			
31									
32									
33									
34									
35									
36	Total Revenues	\$299,370	\$299,370	\$299,370	\$299,370	\$1,197,480			
37	Full Time Equivalent (FTE)								
39	Prepared by:	Telephone No.:							
40	HSA-CO Review Signature:								
41	IHSA #1					12/2/2020			

	A	В	С	D	Е	F	G	Н		J
1		<u> </u>							Ap	pendix B, Page 2
3	Felton Institute									
4	Program: Community Services									
5										
6										
7			Salari	es & Benef	its Detail					
8										
9						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
11	Ī	Agency 7	otals	HSA Pr	ogram	DAS	DAS	DAS	DAS	TOTAL
				% FTE	J					
		Annual Full TimeSalary		funded by HSA	Adjusted					
12	POSITION TITLE		Total FTE	(Max 100%)	FTE	Budgeted Salary				
13	Program Manager	\$88,250	0.53	28%	0.15	\$13,099	\$13,099	\$13,099	\$13,099	\$52,394
14	Activities Supervisor	\$63,750	1.00	100%	1.00	\$63,750	\$63,750	\$63,750	\$63,750	\$255,000
15	Senior Division Director	\$172,000	1.00	2%	0.02	\$3,113	\$3,113	\$3,113	\$3,113	\$12,453
16	Tech-Squad Program Coordinator	\$61,875	1.00	11%	0.11	\$6,806	\$6,806	\$6,806	\$6,806	\$27,225
17	Community Liaison	\$44,850	0.24	100%	0.24	\$10,764	\$10,764	\$10,764	\$10,764	\$43,056
18	Community Liaison	\$42,900	0.23	100%	0.23	\$9,900	\$9,900	\$9,900	\$9,900	\$39,600
19	Community Liaison	\$42,900	0.23	100%	0.23	\$9,900	\$9,900	\$9,900	\$9,900	\$39,600
20	Community Liaison	\$44,850	0.31	100%	0.31	\$13,904	\$13,904	\$13,904	\$13,904	\$55,614
21										
22										
23										
24	TOTALS	\$561,375	4.54	541%	2.29	\$131,236	\$131,236	\$131,236	\$131,236	\$524,942
25 26	FRINGE BENEFIT RATE	34%								
						044.000	044.000	044.000	044.000	#470 100
27 28	EMPLOYEE FRINGE BENEFITS	\$190,868				\$44,620	\$44,620	\$44,620	\$44,620	\$178,480
29		,								
30	TOTAL SALARIES & BENEFITS	\$752,243				\$175,856	\$175,856	\$175,856	\$175,856	\$703,422
31	HSA #2									12/2/2020

	Α	В	С	D	Е	F	G	Н	I	J	K	L	M
1			•								Арі	pendix	B, Page 3
2	Felton Institu	to											
4	Program: Co		vices										
5		,											
6				O			4-!!						
7				Ope	rating Exper	nse De	etaii						
8													
10	1												
11]												TOTAL
12	Expenditure C	<u>ategory</u>		TERM	7/1/23-6/30/24	<u> 7/</u>	1/24-6/30/25		7/1/25-6/30/26	-	7/1/26-6/30/27	7/1/	23 - 6/30/27
13	Rental of Prop	erty			\$8,400	<u> </u>	\$8,400		\$8,400		\$8,400	_\$_	33,600
14	Utilities(Elec, \	Nater, Gas, Pl	hone, Garbage)		\$11,543	<u> </u>	\$11,543		\$11,543		\$11,543	\$	46,172
15	Office Supplie	s, Postage			\$1,000	<u> </u>	\$1,000		\$1,000		\$1,000	\$	4,000
16	Building Maint	enance Suppli	es and Repair									\$	-
17	Printing and R	eproduction			\$1,000	<u> </u>	\$1,000		\$1,000		\$1,000	_\$_	4,000
18	Insurance				\$2,000	<u> </u>	\$2,000		\$2,000	_	\$2,000	\$	8,000
19	Staff Training					_						\$	-
20	Staff Travel-(L	ocal & Out of	Town)		\$500	<u> </u>	\$500		\$500	_	\$500	\$	2,000
21	Rental of Equi	pment										_\$_	-
22													
23	CONSULTAN	тѕ											
24												\$	-
25										_		\$	-
26													
	OTHER											_	
28	A ativiti O	dies en d Dece			<u>фо</u> 000		фо осо			-		\$	- 40 000
30	Activities Supp	nies and Progi	rain Expenses		\$3,000	<u> </u>	\$3,000		\$3,000	-	\$3,000	_\$_	12,000
	TOTAL OPER	ATING EXPE	NSE		\$ 27,443	<u>\$</u>	27,443		\$ 27,443		\$ 27,443	\$	109,772
32													
	HSA #3												12/2/2020

	Α	В	С	D	E	F	G
1		-					ndix B, Page 4
3	Felton	Institute					
		m: Community Services					
5							
<u>6</u> 7							
8		Subcontractor/Ca	apital Expend	itures			
9			.			т	
10	SUBCO	INTRACTORS	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
11	Asian P	acific American Community Center	\$44,577	\$44,577	\$44,577	\$44,577	\$178,308
12	ESL tea	acher	\$21,000	\$21,000	\$21,000	\$21,000	\$84,000
13							
14							
15							
16	TOTAL	SUBCONTRACTOR COST	\$65,577	\$65,577	\$65,577	\$65,577	\$262,308
17							
18							
19	EQUI	PMENT 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
20	Units	ITEM/DESCRIPTION					
21							
22							
23							
24							
25	TOTAL	EQUIPMENT COST					
26						•	
	OTHER		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
28	Descrip	tion:					
29	Remode	el A					
30							
31							
	TOTAL	REMODELING COST					
33				•	•		•
34	TOTAL	SUBCONTRACTOR/CAPITAL EXPENDITURE	\$65,577	\$65,577	\$65,577	\$65,577	\$262,308
35							
36	HSA #4						12/2/2020

APPENDIX F - SITE CHART

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HSA / DAS / OFFICE OF COMMUNITY PARTNERSHIPS

AGENCY: Felton Institite	FISCAL YEAR: 2023-27
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CONTRACT MAILING ADDRESS: 1005 Atlantic Avenue Alameda, CA 94501

DIRECTOR: Edith Yamanoha PHONE NO.: 415-623-0701

DIRECTOR: Edith Yamanoha	_			PHONE NO.: 415-623-0701	
SITES: (Community Services)	66 Raymond	1099 Sunnydale			
Name of Site					
	Visitacion Valley Community Hub	The Village			
Address and Zip	66 Raymond Ave, 94134	1099 Sunnydale Ave, 94134			
Phone Number:	(415) 574-5935	(415) 574-5935			
Fax Number					
Neighborhood:	Visitacion Valley	Visitacion Valley			
Muni Line #s Person in Charge Site Manager	9, 9R, 8 and T-line Edith Yamanoha and Roland Soriano	Muni lines #9 and #56 Edith Yamanoha and Roland Soriano			
	Roland Soriano	Roland Soriano			
Programs Offered at Site	See attached list	See attached list			
Days Open			MonTues WedThur FriSat Sun	MonTuesWedThurFriSatSun	MonTues WedThur FriSat Sun
Hours Open					
Hours of <u>scheduled</u> programming:	9-2PM Mon-Thurs	9-4:30PM			
Days closed	Fri, Sat and Sun	Sat and Sun			
ADA Accessible	_x_YesNo	_XYesNo	YesNo	YesNo	YesNo

Appendix A - Services to be Provided GOLDEN GATE SENIOR SERVICES – CASTRO CENTER

Community Services

July 1, 2023 to June 30, 2027

I. Purpose

The purpose of this grant is to provide Community Services programming for older adults and adults with disabilities in San Francisco through site-based community centers. The programming will maintain or improve the well-being of older adults and adults with disabilities by providing activities and services designed to support individuals to live independently in their own homes and communities, reduce social isolation, and serve as an access point for other home and community-based services.

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
Grantee	GOLDEN GATE SENIOR SERVICES (Castro)
Higher Learning Classes	College-level classes that are taught by instructors with advanced degrees and teaching experience in the field of study. Higher learning classes were originally part of City College of San Francisco's Older Adults program. Classes are provided at community service centers throughout the City and supplement traditional Community Services programming.
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.
ОСР	Office of Community Partnerships
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	Person who is 60 years or older.
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 Community Services and the grantee reflects consumer participation in SF DAS GetCare through enrollment.

III. Target Population

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

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

IV. Eligibility for Services

To be eligible for services, clients must be

- 1) An older adult aged 60 years or older or
- 2) An adult with a disability, aged 18-59 and
- 3) A resident of San Francisco and
- 4) In need of Community Services

V. Location and Time of Services

The grantee will provide Community Services programming in San Francisco. The details of the sites and operation hours are located in the site chart.

VI. Description of Services and Program Requirements

1. Grantee will provide Community Services programming for older adults and adults with disabilities. Community Services programming shall consist of activities and services that focus on the physical, social, psychological, economic, educational, recreational,

and/or creative needs of older adults and adults with disabilities. Activities and services may be provided in the grantee's community center, in the community, via telephone, virtually over the internet, and through other effective means of communication and connection. There are three categories of Community Services programming:

- i. Activity Scheduling: Activities may include educational presentations, workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes, provides opportunities for connection with other participants, and that help participants maintain or enhance their level of functioning.
- ii. <u>Translation:</u> Translation assistance is provided to consumers that cannot speak/read English. Translation may also include the use of American Sign Language, braille, or teleprompting. Services may include translation for an individual, such as translation of forms, letters, applications, or phone calls, and may also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements or presentations.
- iii. <u>Social Services</u>: The provision of one-to-one assistance to individuals that enables them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.
- 2. Grantee will ensure that service offerings in the three categories of Community Services are designed to:
 - i. Provide quality services that attain a high satisfaction level from participants.
 - ii. Provide services that meet the needs of individual participants.
 - iii. Provide physical activities that may improve the health of participants.
 - iv. Increase access to information and educational materials that help enable individual consumers to maximize independence while living in the community.
 - v. Provide activities to increase socialization opportunities for individual consumers.
- 3. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
- 4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15th each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At a minimum, the consumer response rate shall be at least 35% of the annual unduplicated consumers.
- 5. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer and adhere to all program standards.
- 6. Grantee will ensure that units of service provided are tracked and distinguishable.
- 7. Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
- 8. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are

- contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services.
- 9. Higher Learning classes will be offered at Castro Senior Center / Golden Gate Senior Services. These classes will be open to any older adult or adult with disabilities interested. A participant will register for class(es) as a separate program of the community service center. The course topic is "Principles of Balance." These classes are college-level classes taught by instructors with advanced degrees and teaching experience in the field of study.

VII. Service Objectives

Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A- Community	FY 23-24	FY 24-25	FY 25-26	FY 26-27				
Services								
Unduplicated Consumers (UDC)	325	325	325	325				
Activity Scheduling	2,420	2,420	2,420	2,420				
1 unit of service = 1 hour of service provision								

VIII. Outcome Objectives

Community Services

- 1. Consumers receive the services and/or activities they need from the agency. Target: 80%
- 2. Consumers who participate in physical activity programming report a positive impact on their health. Target: 80%
- 3. Consumers who received social services or translation assistance, or participated in an educational program, report the services helped to improve their lives. Target: 80%
- 4. Consumers report an increase in their socialization opportunities and interaction with others. Target: 80%

Based on an annual satisfaction survey created by DAS OCP and with a sample size of at least 35% of the annual unduplicated consumers.

Higher Learning

- 1. Class participants report that the course increased their socialization opportunities and interaction with others. Target: 80%
- 2. Class participants report an increase in knowledge of the Higher Learning course topic. Target: 80%

Based on a satisfaction survey created by the grantee with input from DAS OCP and with a sample size of at least 75% of the participants enrolled in the class.

IX. Reporting and Other Requirements

- 1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers, using the DAS 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. 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.
- 14. For assistance with reporting and contract requirements, please contact:

Melissa McGee Program Analyst DAS OCP melissa.mcgee@sfgov.org

and

Ella Lee Contract Manager HSA OCM ella.lee@sfgov.org

X. Monitoring Activities

- 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. <u>Fiscal Compliance and Contract Monitoring</u>: 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.

				Арр	endix B, Page 1
	HUMAN SERVICE	S AGENCY BUDG	ET SUMMARY		
		BY PROGRAM			
Name				Te	rm
Golden Gate Senior Serv	ices			7/1/23 -	6/30/27
(Check One) Newx_ Renewal .	Modification				
If modification, Effective Date of Mod.	No. of Mod.				
Program: Community Services at Castr	o Senior Center				
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	\$126,338	\$126,338	\$126,338	\$126,338	\$505,352
Operating Expenses	\$76,657	\$76,657	\$76,657	\$76,657	\$306,628
Subtotal	\$202,995	\$202,995	\$202,995	\$202,995	\$811,980
Indirect Percentage (%)	15%	15%	15%	15%	15%
Indirect Cost (Line 16 X Line 15)	\$30,449	\$30,449	\$30,449	\$30,449	\$121,796
Subcontractor/Capital Expenditures					
Total Expenditures	\$233,444	\$233,444	\$233,444	\$233,444	\$933,776
HSA Revenues					
Local Funds	\$233,444	\$233,444	\$233,444	\$233,444	\$933,776
TOTAL HSA REVENUES	\$233,444	\$233,444	\$233,444	\$233,444	\$933,776
Other Revenues					
Total Revenues	\$233,444	\$233,444	\$233,444	\$233,444	\$933,776
Full Time Equivalent (FTE)					
Prepared by:				Telephone No.:	
HSA-CO Review Signature:					
HSA #1					6/20/2018

Golden Gate Senior Services									Page 2
Program: Community Services at Castr	o Senior Center								
			Sa	laries & Be	enefits Detail				
					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
	Agency T	otals	HSA Prog	gram	DAAS	DAAS	DAAS	DAAS	TOTAL
1	Annual Full Time Salary for		% FTE funded by HSA	Adjusted					
POSITION TITLE	FTE	Total FTE	(Max 100%)	ÉΤΕ	Budgeted Salary				
Castro Senior Center director	\$88,853	1.00	100%	1.00	\$88,853	\$88,853	\$88,853	\$88,853	\$355,412
Program coordinator	\$52,000	0.20	100%	0.20	\$10,400	\$10,400	\$10,400	\$10,400	\$41,600
Program instructor	\$52,000	0.30	100%	0.30	\$15,600	\$15,600	\$15,600	\$15,600	\$62,400
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				-					
TOTALS	\$192,853	1.50	300%	1.50	\$114,853	\$114,853	\$114,853	\$114,853	\$459,412
EDINOE DENEET DATE	40.000/	1							
FRINGE BENEFIT RATE	10.00%						***	244.05	0.50.0
EMPLOYEE FRINGE BENEFITS	\$19,285				\$11,485	\$11,485	\$11,485	\$11,485	\$45,940
TOTAL SALARIES & BENEFITS	\$212,138				\$126,338	\$126,338	\$126,338	\$126,338	\$505,352
HSA #2	·		·				·		6/20/2018

Golden Gate Senior Services					Page 3
Program: Community Services at Castro Senior Community Services at Castro	enter				
	Opera	ting Expense Detail			
	Орега	illig Expense Detail			
					TOTAL
EXPENDITURE CATEGORY 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
Rental of Property	\$40,947	\$40,947	\$40,947	\$40,947	\$163,788
Utilities(Elec, Water, Gas, Phone, Garbage)	\$6,810	\$6,810	\$6,810	\$6,810	\$27,240
Office Supplies, Postage	\$1,500	\$1,500	\$1,500	\$1,500	\$6,000
Building Maintenance Supplies and Repair	\$10,800	\$10,800	\$10,800	\$10,800	\$43,200
Printing and Reproduction					
Insurance					
Staff Training					
Staff Travel-(Local & Out of Town)					
Rental of Equipment					
<u>CONSULTANTS</u>					
OTHER					
Programs and Events	\$9,000	\$9,000	\$9,000	\$9,000	\$36,000
Higher learning class	\$7,600	\$7,600	\$7,600	\$7,600	\$30,400
I lighter rearring class	ψ1,000	Ψ1,000	Ψ1,000	Ψ1,000	Ψ00,400
TOTAL OPERATING EXPENSES	¢76 657	¢76 657	¢76.657	\$76 CE7	#206 C20
TOTAL OPERATING EXPENSES	\$76,657	\$76,657	\$76,657	\$76,657	\$306,628
HSA #3					6/20/2018

	APPENDIX F - SITE CHART		Page <u>1</u> of <u>1</u>
	HSA / DAS / OFFICE OF COMMUNITY PAR	TNERSHIPS	
AGENCY: Golden Gate Senior Serv	rices		FISCAL YEAR: FY 23/24 - 26/27
CONTRACT MAILING ADDRESS: 62	21 Geary Blvd. Floor 3, San Francisco, CA 94121		
DIRECTOR: Nicholas Lederer			PHONE NO.: (415)752-6444
SITES: (Community Services) Name of Site	Richmond Senior Center	Castro Senior Cente	
Address and Zip	6221 Geary Blvd., 3 rd Fl. San Francisco, CA 94121	110 Diamond Blvd. S	San Francisco, CA 94114
Phone Number	(415)752-6444	(415) 863-3507	
Fax Number	None	(415) 252-7495	
Neighborhood	Richmond District 1	Castro District 8	
Muni Line #s	1, 28, 38	33, 8, 24, 35, 37	
Person in Charge	Nicholas Lederer, Executive Director	Nicholas Lederer, Ex	ecutive Director
Site Manager	Kaleda Walling, RSC Director	Patrick Larkin, CSC D	irector
Programs Offered at Site	ADRC Community Bridge/Golden Gate Village Community Service Congregate Lunch Emergency Preparedness Home Delivered Groceries SF Connected Computer Lab Project Integration	Older Adult Choir Community Servic Congregate Lunch Health Promotion LGBTQSA+ Outrea Project Integration SF Connected Con	ach 1
Days Open	X Mon X Tues X Wed X Thurs X Fri Occasional Sat Occasional Sun	X_Mon_X_Tues	<u>X</u> Wed <u>X</u> Thurs <u>X</u> Fri <u></u> Sat <u></u> Sun
Hours Open	8:30 AM – 4:00 PM	8:30 AM – 4:00 PM	
Hours of <u>scheduled</u> programming	9:00 AM – 4:00 PM	8:30 AM – 4:00 PM	
Days closed	15 holidays: Juneteenth, Independence Day, Labor Day, Indigenous People's Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve, New Year's Day, MLK Jr. Day, President's Day, Cesar Chavez Day, and Memorial Day.	Indigenous People after Thanksgiving	teenth, Independence Day, Labor Day, e's Day, Veteran's Day, Thanksgiving Day, Day g, Christmas Eve Day, Christmas Day, New ear's Day, MLK Jr. Day, President's Day, Cesar Memorial Day.
ADA Accessible	X Yes No	X Yes No	

Appendix A - Services to be Provided GOLDEN GATE SENIOR SERVICES – RICHMOND CENTER

Community Services

July 1, 2023 to June 30, 2027

I. Purpose

The purpose of this grant is to provide Community Services programming for older adults and adults with disabilities in San Francisco through site-based community centers. The programming will maintain or improve the well-being of older adults and adults with disabilities by providing activities and services designed to support individuals to live independently in their own homes and communities, reduce social isolation, and serve as an access point for other home and community-based services.

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.
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City	City and County of San Francisco, a municipal corporation.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
DAS	Department of Disability and Aging Services

Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: activities of daily living (ADL), and instrumental activities of daily living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment
Grantee	GOLDEN GATE SENIOR SERVICES (Richmond)
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.
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OCM	Office of Contract Management, San Francisco Human Services Agency.
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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.

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Unit of Service	Defined as one hour of service.
Unduplicated Consumer (UDC)	An individual who participates in Community Services and the grantee reflects consumer participation in SF DAS GetCare through enrollment.

III. Target Population

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

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

IV. Eligibility for Services

To be eligible for services, clients must be

- 1) An older adult aged 60 years or older or
- 2) An adult with a disability, aged 18-59 and
- 3) A resident of San Francisco and
- 4) In need of Community Services

V. Location and Time of Services

The grantee will provide Community Services programming in San Francisco. The details of the sites and operation hours are located in the site chart.

VI. Description of Services and Program Requirements

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- workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes, provides opportunities for connection with other participants, and that help participants maintain or enhance their level of functioning.
- ii. <u>Translation:</u> Translation assistance is provided to consumers that cannot speak/read English. Translation may also include the use of American Sign Language, braille, or teleprompting. Services may include translation for an individual, such as translation of forms, letters, applications, or phone calls, and may also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements or presentations.
- iii. <u>Social Services</u>: The provision of one-to-one assistance to individuals that enables them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.
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 - i. Provide quality services that attain a high satisfaction level from participants.
 - ii. Provide services that meet the needs of individual participants.
 - iii. Provide physical activities that may improve the health of participants.
 - iv. Increase access to information and educational materials that help enable individual consumers to maximize independence while living in the community.
 - v. Provide activities to increase socialization opportunities for individual consumers.
- 3. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
- 4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15th each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At a minimum, the consumer response rate shall be at least 35% of the annual unduplicated consumers.
- 5. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer and adhere to all program standards.
- 6. Grantee will ensure that units of service provided are tracked and distinguishable.
- 7. Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
- 8. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services.

VII. Service Objectives

Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A- Community	FY 23-24	FY 24-25	FY 25-26	FY 26-27
Services				
Unduplicated Consumers (UDC)	400	400	400	400
Activity Scheduling	1,875	1,875	1,875	1,875
Translation Services	400	400	400	400
Social Services	450	450	450	450
1 unit of service = 1 hour of service provision				

VIII. Outcome Objectives

Community Services

- 1. Consumers receive the services and/or activities they need from the agency. Target: 80%
- 2. Consumers who participate in physical activity programming report a positive impact on their health. Target: 80%
- 3. Consumers who received social services or translation assistance, or participated in an educational program, report the services helped to improve their lives. Target: 80%
- 4. Consumers report an increase in their socialization opportunities and interaction with others. Target: 80%

Based on an annual satisfaction survey created by DAS OCP and with a sample size of at least 35% of the annual unduplicated consumers.

IX. Reporting and Other Requirements

- 1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers, using the DAS 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. 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.
- 14. For assistance with reporting and contract requirements, please contact:

Melissa McGee Program Analyst DAS OCP melissa.mcgee@sfgov.org

and

Ella Lee Contract Manager HSA OCM ella.lee@sfgov.org

X. Monitoring Activities

A. <u>Program Monitoring</u>: 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. <u>Fiscal Compliance and Contract Monitoring</u>: 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.

Appendix B, Page 1 **HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM** Name Term **Golden Gate Senior Services** 7/1/23 - 6/30/27 (Check One) New x Renewal Modification ____ If modification, Effective Date of Mod. No. of Mod. Program: Community Services at Richmond Senior Center 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 \$410,858 \$410,858 \$410,858 \$410,858 \$1,643,432 Operating Expenses \$22.626 \$22.626 \$22.626 \$22.626 \$90,504 Subtotal \$433,484 \$433,484 \$433,484 \$433,484 \$1,733,936 Indirect Percentage (%) 15% 15% 15% 15% 15% \$65,022 Indirect Cost (Line 16 X Line 15) \$65,022 \$65,022 \$65,022 \$260,088 Subcontractor/Capital Expenditures Total Expenditures \$1,994,024 \$498,506 \$498,506 \$498,506 \$498,506 **HSA Revenues** General Funds \$498,506 \$498,506 \$498,506 \$498,506 \$1,994,024 TOTAL HSA REVENUES \$498,506 \$498,506 \$498,506 \$498,506 \$1,994,024 **Other Revenues** Project integration \$5,300 \$5,300 \$5,300 \$5,300 \$21,200 Donation in-kind \$5,000 \$5,000 \$5,000 \$5,000 \$20,000 Fundraising and case donations \$10,000 \$10,000 \$10,000 \$10,000 \$40,000 Total Revenues \$518,806 \$518,806 \$518,806 \$518,806 \$2,075,224 Full Time Equivalent (FTE) Prepared by: Telephone No.:

HSA-CO Review Signature:

HSA #1

6/20/2018

Golden Gate Senior Services Appendix B, Page 2

Program: Community Services at Richmond Senior Center

Salaries & Benefits Detail

					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
	Agency T	otals	HSA Prog	gram	DAAS	DAAS	DAAS	DAAS	TOTAL
POSITION TITLE	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary				
Activity liaison	\$64,896	0.55	100%	0.55	\$35,693	\$35,693	\$35,693	\$35,693	\$142,772
Bilingual center coordinator	\$54,080	1.00	100%	1.00	\$54,080	\$54,080	\$54,080	\$54,080	\$216,320
Community programs director	\$79,000	0.95	100%	0.95	\$75,050	\$75,050	\$75,050	\$75,050	\$300,200
Facilities maintenance technician	\$60,320	0.75	100%	0.75	\$45,240	\$45,240	\$45,240	\$45,240	\$180,960
Operations manager	\$70,720	0.75	100%	0.75	\$53,040	\$53,040	\$53,040	\$53,040	\$212,160
Richmond Senior Center director	\$118,976	0.45	100%	0.45	\$53,539	\$53,539	\$53,539	\$53,539	\$214,156
Volunteer manager	\$68,640	0.38	100%	0.38	\$25,740	\$25,740	\$25,740	\$25,740	\$102,960
				-					
				-					
				-					
				-					
				-					
TOTALS	\$516,632	4.83	700%	4.83	\$342,382	\$342,382	\$342,382	\$342,382	\$1,369,528
FRINGE BENEFIT RATE	20.00%								
EMPLOYEE FRINGE BENEFITS	\$103,326				\$68,476	\$68,476	\$68,476	\$68,476	\$273,904
TOTAL SALARIES & BENEFITS	\$619,958				\$410,858	\$410,858	\$410,858	\$410,858	\$1,643,432
HSA #2			•		•				6/20/2018

Golden Gate Senior Services Appendix B, Page 3 Program: Community Services at Richmond Senior Center				pendix B, Page 3	
	Opera	ting Expense Detail			
					TOTAL
EXPENDITURE CATEGORY 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
Rental of Property	\$10,800	\$10,800	\$10,800	\$10,800	\$43,200
Utilities(Elec, Water, Gas, Phone, Garbage)	\$560	\$560	\$560	\$560	\$2,240
Office Supplies, Postage	\$1,266	\$1,266	\$1,266	\$1,266	\$5,064
Building Maintenance Supplies and Repair	\$1,000	\$1,000	\$1,000	\$1,000	\$4,000
Printing and Reproduction					
Insurance					
Staff Training	\$800	\$800	\$800	\$800	\$3,200
Staff Travel-(Local & Out of Town)	\$200	\$200	\$200	\$200	\$800
Rental of Equipment		-			
CONSULTANTS					
OTHER IT Web support	\$1,000	\$1,000	\$1,000	\$1,000	\$4,000
IT Web support Programs and events	\$7,000	\$1,000	\$1,000	\$7,000	\$28,000
Trograms and events	ψ7,000 	ψ7,000 ——————————————————————————————————	ψ7,000	Ψ7,000	\$25,000
TOTAL OPERATING EXPENSES HSA #3	\$22,626	\$22,626	\$22,626	\$22,626	\$90,504 6/20/2018

	SITE CHART		Page <u>1</u> of <u>1</u>
	HSA / DAS / OFFICE OF COMMUNITY PAR	TNERSHIPS	
AGENCY: Golden Gate Senior Sen	vices		FISCAL YEAR: FY 23/24 - 26/27
CONTRACT MAILING ADDRESS: 62	221 Geary Blvd. Floor 3, San Francisco, CA 94121		
DIRECTOR: Nicholas Lederer			PHONE NO.: (415)752-6444
SITES: (Community Services) Name of Site	Richmond Senior Center	Castro Senior Cente	
Address and Zip	6221 Geary Blvd., 3 rd Fl. San Francisco, CA 94121	110 Diamond Blvd. S	San Francisco, CA 94114
Phone Number	(415)752-6444	(415) 863-3507	
Fax Number	None	(415) 252-7495	
Neighborhood	Richmond District 1	Castro District 8	
Muni Line #s	1, 28, 38	33, 8, 24, 35, 37	
Person in Charge	Nicholas Lederer, Executive Director	Nicholas Lederer, Ex	ecutive Director
Site Manager	Kaleda Walling, RSC Director	Patrick Larkin, CSC D	irector
Programs Offered at Site	ADRC Community Bridge/Golden Gate Village Community Service Congregate Lunch Emergency Preparedness Home Delivered Groceries SF Connected Computer Lab Project Integration	Older Adult Choir Community Servic Congregate Lunch Health Promotion LGBTQSA+ Outrea Project Integration SF Connected Con	ach 1
Days Open	X_Mon_X_Tues_X_Wed_X_Thurs_X_Fri Occasional_Sat_Occasional_Sun	_X_Mon_X_Tues	X_Wed_X_Thurs_X_FriSatSun
Hours Open	8:30 AM – 4:00 PM	8:30 AM – 4:00 PM	
Hours of <u>scheduled</u> programming	9:00 AM – 4:00 PM	8:30 AM – 4:00 PM	
Days closed	15 holidays: Juneteenth, Independence Day, Labor Day, Indigenous People's Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve, New Year's Day, MLK Jr. Day, President's Day, Cesar Chavez Day, and Memorial Day.	Indigenous People after Thanksgiving	eenth, Independence Day, Labor Day, e's Day, Veteran's Day, Thanksgiving Day, Day g, Christmas Eve Day, Christmas Day, New ear's Day, MLK Jr. Day, President's Day, Cesar Memorial Day.
ADA Accessible	_X_YesNo	X YesNo	

Appendix A - Services to be Provided INDEPENDENT LIVING RESOURCE CENTER OF SAN FRANCISCO

Community Services

July 1, 2023 to June 30, 2027

I. Purpose

The purpose of this grant is to provide Community Services programming for older adults and adults with disabilities in San Francisco through site-based community centers. The programming will maintain or improve the well-being of older adults and adults with disabilities by providing activities and services designed to support individuals to live independently in their own homes and communities, reduce social isolation, and serve as an access point for other home and community-based services.

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
Grantee	INDEPENDENT LIVING RESRC CENTER OF S F
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.
ОСР	Office of Community Partnerships
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	Person who is 60 years or older.
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 Community Services and the grantee reflects consumer participation in SF DAS GetCare through enrollment.

III. Target Population

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

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

IV. Eligibility for Services

To be eligible for services, clients must be

- 1) An older adult aged 60 years or older or
- 2) An adult with a disability, aged 18-59 and
- 3) A resident of San Francisco and
- 4) In need of Community Services

V. Location and Time of Services

The grantee will provide Community Services programming in San Francisco. The details of the sites and operation hours are located in the site chart.

VI. Description of Services and Program Requirements

- 1. Grantee will provide Community Services programming for older adults and adults with disabilities. Community Services programming shall consist of activities and services that focus on the physical, social, psychological, economic, educational, recreational, and/or creative needs of older adults and adults with disabilities. Activities and services may be provided in the grantee's community center, in the community, via telephone, virtually over the internet, and through other effective means of communication and connection. There are three categories of Community Services programming:
 - i. Activity Scheduling: Activities may include educational presentations,

- workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes, provides opportunities for connection with other participants, and that help participants maintain or enhance their level of functioning.
- ii. <u>Translation:</u> Translation assistance is provided to consumers that cannot speak/read English. Translation may also include the use of American Sign Language, braille, or teleprompting. Services may include translation for an individual, such as translation of forms, letters, applications, or phone calls, and may also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements or presentations.
- iii. <u>Social Services</u>: The provision of one-to-one assistance to individuals that enables them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.
- 2. Grantee will ensure that service offerings in the three categories of Community Services are designed to:
 - i. Provide quality services that attain a high satisfaction level from participants.
 - ii. Provide services that meet the needs of individual participants.
 - iii. Provide physical activities that may improve the health of participants.
 - iv. Increase access to information and educational materials that help enable individual consumers to maximize independence while living in the community.
 - v. Provide activities to increase socialization opportunities for individual consumers.
- 3. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
- 4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15th each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At a minimum, the consumer response rate shall be at least 35% of the annual unduplicated consumers.
- 5. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer and adhere to all program standards.
- 6. Grantee will ensure that units of service provided are tracked and distinguishable.
- 7. Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
- 8. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services.

VII. Service Objectives

Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A- Community	FY 23-24	FY 24-25	FY 25-26	FY 26-27		
Services						
Unduplicated	75	75	75	120		
Consumers (UDC)						
Activity Scheduling	500	500	500	500		
Translation Services	25	25	25	25		
Social Services	150	150	150	150		
1 unit of service = 1 hour of service provision						

VIII. Outcome Objectives

Community Services

- 1. Consumers receive the services and/or activities they need from the agency. Target: 80%
- 2. Consumers who participate in physical activity programming report a positive impact on their health. Target: 80%
- 3. Consumers who received social services or translation assistance, or participated in an educational program, report the services helped to improve their lives. Target: 80%
- 4. Consumers report an increase in their socialization opportunities and interaction with others. Target: 80%

Based on an annual satisfaction survey created by DAS OCP and with a sample size of at least 35% of the annual unduplicated consumers.

IX. Reporting and Other Requirements

- 1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers, using the DAS 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. 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.
- 14. For assistance with reporting and contract requirements, please contact:

Melissa McGee Program Analyst DAS OCP melissa.mcgee@sfgov.org

and

Patrick Garcia Contract Manager HSA OCM patrick.garcia@sfgov.org

X. Monitoring Activities

A. <u>Program Monitoring</u>: 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.

					Appendix B, Page 1 t Date: July 1, 2023
н	JMAN SERVICE	S AGENCY BUD BY PROGRAM	GET SUMMAR	Υ	
Name Independing Living Resource Center (ILRC)					Term 7/1/23 - 6/30/27
(Check One) New Renewal	☐ Modification				1/1/23 - 0/30/21
If modification, Effective Date of Mod.	No. of Mod.				
Program: Community Services					
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
DAS Expenditures	.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	.,,,,_,	.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Salaries & Benefits	\$74,595	\$74,595	\$74,595	\$74,595	\$298,380
Operating Expenses	\$43,900	\$43,900	\$43,900	\$43,900	\$175,600
Subtotal	\$118,495	\$118,495	\$118,495	\$118,495	\$473,980
Indirect Percentage (%)	15%	15%	15%	15%	15%
Indirect Cost	\$17,774	\$17,774	\$17,774	\$17,774	\$71,096
Capital/Subcontractor Expenditures	Ψ,	4,	4,	V ,	ψ,σσσ
Total DAS Expenditures	\$136,269	\$136,269	\$136,269	\$136,269	\$545,076
DAS Revenues					
General Funds	\$136,269	\$136,269	\$136,269	\$136,269	\$545,076
Total DAS Revenue	\$136,269	\$136,269	\$136,269	\$136,269	\$545,076
Non DAS Revenues					
Total Non DAS Revenue					
TOTAL DAS AND NON DAS REVENUE	\$136,269	\$136,269	\$136,269	\$136,269	\$545,076
E.II Time Family 1 (/ETE)		1.55	1.65		
Full Time Equivalent (FTE)	1.03	1.03	1.03	1.03	4.12
Prepared by: HSA-CO Review Signature:					Date:
HSA-CO Review Signature.					
HSA #1					

Program: Community Services Appendix B, Page 2									
Salaries & Benefits Detail									
									(Total)
DAS Salaries & Benefits	Agency ⁻	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 funded by HSA	Adjusted					
Position Title	FTE	Total FTE	(Max 100%)	FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Community Activities Coordinator	\$52,831	0.40	100%	0.40	\$21,132	\$21,132	\$21,132	\$21,132	\$84,528
Community Activities Assistant	\$35,752	0.20	80%	0.16	\$5,720	\$5,720	\$5,720	\$5,720	\$22,880
Director of Public Policy	\$65,843	0.30	100%	0.30	\$19,753	\$19,753	\$19,753	\$19,753	\$79,012
Administrative Director	\$71,805	0.08	100%	0.08	\$5,744	\$5,744	\$5,744	\$5,744	\$22,976
Executive Director	\$132,831	0.05	100%	0.05	\$6,642	\$6,642	\$6,642	\$6,642	\$26,568
Totals	\$359,062	1.03	480%	0.99	\$58,991	\$58,991	\$58,991	\$58,991	\$235,964
Fringe Benefits Rate	26%	Ī							
Employee Fringe Benefits	\$94,975				\$15,604	\$15,604	\$15,604	\$15,604	\$62,416
Total DAS Salaries and Benefits	\$454,037				\$74,595	\$74,595	\$74,595	\$74,595	\$298,380
HSA #2					, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	. ,555	, ,333	. ,555	, ,

Program: Community Services					Appendix B, Page 3	
Operating Expense Detail						
	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	
DAS Operating Expenses						
Expenditure Category						
Rental of Property	\$13,300	\$13,300	\$13,300	\$13,300	\$53,200	
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$2,800	\$2,800	\$2,800	\$2,800	\$11,200	
Office Supplies, Postage	\$350	\$350	\$350	\$350	\$1,400	
Building Maintenance Supplies and Repair	\$700	\$700	\$700	\$700	\$2,800	
Printing and Reproduction	\$100	\$100	\$100	\$100	\$400	
Insurance	\$3,100	\$3,100	\$3,100	\$3,100	\$12,400	
Staff Training	\$500	\$500	\$500	\$500	\$2,000	
Staff Travel	\$1,000	\$1,000	\$1,000	\$1,000	\$4,000	
Rental of Equipment	\$300	\$300	\$300	\$300	\$1,200	
<u>Consultants</u>	¢42.500	¢42.500	¢42.500	\$13,500	#54.000	
Sign Language/Translation/Workshop Facilitator	\$13,500 \$500	\$13,500 \$500	\$13,500 \$500	\$13,500	\$54,000 \$2,000	
IT Support	\$500	\$500	\$500	\$500	\$2,000	
					-	
<u>Other</u>						
Dues and Subscriptions	\$950	\$950	\$950	\$950	\$3,800	
Program Supplies	\$1,200	\$1,200	\$1,200	\$1,200	\$4,800	
Client Activities Food	\$1,400	\$1,400	\$1,400	\$1,400	\$5,600	
Outreach and Education	\$200	\$200	\$200	\$200	\$800	
Client Activities Events	\$4,000	\$4,000	\$4,000	\$4,000	\$16,000	
					-	
Total DAS Operating Expenses	\$43,900	\$43,900	\$43,900	\$43,900	\$175,600	
HSA #3						

APPENDIX F - SITE CHART

-	-		
Page	- 1	of	1

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

AGENCY: Independent Living Resource Center San Francisco FIS CAL YEAR: 23/24 - 26/27 CONTRACT: Community Services DIRECTOR: Lana Nieves PHONE NO.: 415-543-6222 SITES: ILRCSF Name of Site 825 Howard Street Address and Zip San Francisco, CA 94103 Phone Number 415-543-6222 Fax Number N/A Neighborhood SOMA/Citywide Services Muni Line #s M,N,L,T,K, 14,30,8, 8bx,8ax,45, 15, 38, 27 Lana Nieves Person in Charge & Site Manager Options Counseling Support and Advocacy Programs Offered at Site Independent Living Skills Financial Literacy Training Economic Independence Assistive Technology Support Technology Lending Library Technology and Durable Medical Equipment Reuse Program Legal, Including Notary Services Healthcare Access Benefits Support Peer Mentorship/Support Advocacy training Information and Referral Community Activities Multi-lingual Services Wheelchair Repair Transition Support X Mon X Tues X Wed X Thur X Fri Days Open (Some weekends as needed) 9:30-4:30, some evenings, by Hours Open appointment or scheduled event. M-F 9:30-4:30, some Evenings and Hours of scheduled programming Weekends Most Saturdays and Sundays Days closed ADA Accessible \underline{X} Yes No Yes No Yes No Yes No Yes No

Appendix A - Services to be Provided KIMOCHI INC

Community Services

July 1, 2023 to June 30, 2027

I. Purpose

The purpose of this grant is to provide Community Services programming for older adults and adults with disabilities in San Francisco through site-based community centers. The programming will maintain or improve the well-being of older adults and adults with disabilities by providing activities and services designed to support individuals to live independently in their own homes and communities, reduce social isolation, and serve as an access point for other home and community-based services.

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
Grantee	KIMOCHI INC
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.
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 Community Services and the grantee reflects consumer participation in SF DAS GetCare through enrollment.

III. Target Population

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

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

IV. Eligibility for Services

To be eligible for services, clients must be

- 1) An older adult aged 60 years or older or
- 2) An adult with a disability, aged 18-59 and
- 3) A resident of San Francisco and
- 4) In need of Community Services

V. Location and Time of Services

The grantee will provide Community Services programming in San Francisco. The details of the sites and operation hours are located in the site chart.

VI. Description of Services and Program Requirements

- 1. Grantee will provide Community Services programming for older adults and adults with disabilities. Community Services programming shall consist of activities and services that focus on the physical, social, psychological, economic, educational, recreational, and/or creative needs of older adults and adults with disabilities. Activities and services may be provided in the grantee's community center, in the community, via telephone, virtually over the internet, and through other effective means of communication and connection. There are three categories of Community Services programming:
 - i. <u>Activity Scheduling</u>: Activities may include educational presentations,

- workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes, provides opportunities for connection with other participants, and that help participants maintain or enhance their level of functioning.
- ii. <u>Translation:</u> Translation assistance is provided to consumers that cannot speak/read English. Translation may also include the use of American Sign Language, braille, or teleprompting. Services may include translation for an individual, such as translation of forms, letters, applications, or phone calls, and may also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements or presentations.
- iii. <u>Social Services</u>: The provision of one-to-one assistance to individuals that enables them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.
- 2. Grantee will ensure that service offerings in the three categories of Community Services are designed to:
 - i. Provide quality services that attain a high satisfaction level from participants.
 - ii. Provide services that meet the needs of individual participants.
 - iii. Provide physical activities that may improve the health of participants.
 - iv. Increase access to information and educational materials that help enable individual consumers to maximize independence while living in the community.
 - v. Provide activities to increase socialization opportunities for individual consumers.
- 3. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
- 4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15th each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At a minimum, the consumer response rate shall be at least 35% of the annual unduplicated consumers.
- 5. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer and adhere to all program standards.
- 6. Grantee will ensure that units of service provided are tracked and distinguishable.
- 7. Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
- 8. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services.

Appendix A

9. Grantee will provide digital navigators who will be responsible for digital literacy training, tech support of personal devices, and navigation of other digital inclusion resources needed by consumers. This position shall provide one-on-one or small-group technology support to consumers and be the main point of contact for questions and concerns relating to technology at the center. Examples of duties shall include but are not limited to, assisting consumers with subscribing to low-cost internet options for their home, in-person and online troubleshooting of personal devices, research and sourcing of additional tech equipment as needed by the consumer, and collaborating with DAS and other digital inclusion service providers for coordination and exchange of information.

VII. Service Objectives

Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A- Community Services	FY 23-24	FY 24-25	FY 25-26	FY 26-27	
Unduplicated Consumers (UDC)	500	500	500	500	
Activity Scheduling	1,000	1,000	1,000	1,000	
Translation Services	1,000	1,000	1,000	1,000	
Social Services	1,500	1,500	1,500	1,500	
Digital Navigation*	1,040	1,040	1,040	1,040	
1 unit of service = 1 hour of service provision					

^{*1} unit of Digital Navigation = 1 hour of one-on-one or small group sessions conducted virtually or in-person at a Community Services program site, provided by staff or trained volunteers.

VIII. Outcome Objectives

Community Services

- 1. Consumers receive the services and/or activities they need from the agency. Target: 80%
- 2. Consumers who participate in physical activity programming report a positive impact on their health. Target: 80%
- 3. Consumers who received social services or translation assistance, or participated in an educational program, report the services helped to improve their lives. Target: 80%
- 4. Consumers report an increase in their socialization opportunities and interaction with others. Target: 80%

Based on an annual satisfaction survey created by DAS OCP and with a sample size of at least 35% of the annual unduplicated consumers.

IX. Reporting and Other Requirements

- 1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers, using the DAS 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. 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.
- 14. For assistance with reporting and contract requirements, please contact:

Sarah Chan Program Analyst DAS OCP sarah.chan@sfgov.org

and

Ella Lee Contract Manager HSA OCM ella.lee@sfgov.org

X. Monitoring Activities

- Program Monitoring: Program monitoring will include review of compliance to Α. 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. <u>Fiscal Compliance and Contract Monitoring</u>: 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.

Appendix B, Page 1 **HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM** Name Term Kimochi, Inc. 7/1/23 - 6/30/27 (Check One) New __x_ Renewal __ Modification ____ If modification, Effective Date of Mod. No. of Mod. **Program: Community services** 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 7/1/26 - 6/30/27 Total 7/1/25 - 6/30/26 **Expenditures** Salaries & Benefits \$210,241 \$210,241 \$210,241 \$210,241 \$840,964 Operating Expenses \$59,836 \$59,836 \$59,836 \$59,836 \$239,344 Subtotal \$270,077 \$270,077 \$270,077 \$270,077 \$1,080,308 Indirect Percentage (%) 15% 15% 15% 15% 15% Indirect Cost (Line 16 X Line 15) \$40,513 \$40,513 \$40,513 \$40,513 \$162,052 Subcontractor/Capital Expenditures Total Expenditures \$310,590 \$310,590 \$310,590 \$310,590 \$1,242,360 **HSA Revenues** Community services, Local funds \$243,315 \$243,315 \$243,315 \$243,315 \$973,260 Digital navigator, Local funds \$67,275 \$67,275 \$67,275 \$67,275 \$269,100 TOTAL HSA REVENUES \$310,590 \$310,590 \$310,590 \$310,590 \$1,242,360 **Other Revenues** \$310,590 \$310,590 \$310,590 \$310,590 \$1,242,360 Total Revenues Full Time Equivalent (FTE) Prepared by: Telephone No.: **HSA-CO** Review Signature: **HSA #1** 6/20/2018 Kimochi, Inc. Appendix B, Page 2 Program: Community services Salaries & Benefits Detail 7/1/24 - 6/30/25 7/1/25 - 6/30/26 7/1/26 - 6/30/27 7/1/23 - 6/30/24 7/1/23 - 6/30/27 Agency Totals HSA Program DAAS DAAS DAAS DAAS TOTAL % FTE funded Annual Full Time Salary for by HSA Adjusted Budgeted Salary POSITION TITLE FTE Total FTE (Max 100%) ÉΤΕ **Budgeted Salary Budgeted Salary Budgeted Salary Budgeted Salary Community services** Community services program \$53,000 1.00 100% 1.00 \$53,000 \$53,000 \$53,000 coordinator \$53,000 \$212,000 \$47,500 \$47,500 1.00 100% 1.00 \$47,500 Program specialist \$47,500 \$47,500 \$190,000 Case manager, Japanese \$54,080 0.30 100% 0.30 \$16,224 \$16,224 \$16,224 \$16,224 \$64,896 Digital navigator \$45,000 \$45,000 \$45,000 \$45,000 \$180,000 Program specialist- Digital navigator \$45,000 1.00 100% 1.00 TOTALS 1.30 \$199,580 200% 1.30 \$161,724 \$161,724 \$161,724 \$161,724 \$646,896 FRINGE BENEFIT RATE 30.00% \$48,517 \$48,517 \$48,517 \$48,517 \$194,068 EMPLOYEE FRINGE BENEFITS \$59,874 **TOTAL SALARIES & BENEFITS** \$259,454 \$210,241 \$210,241 \$210,241 \$210,241 \$840,964

HSA#2

6/20/2018

Community services S43,200	Kimochi, Inc. Program: Community services				Ар	pendix B, Page 3
TOTAL TOTA		Opera	ating Expense Detail			
EXPENDITURE CATEGORY TERM 71/23 - 6/30/24 71/24 - 6/30/25 71/25 - 6/30/26 71/26 - 6/30/27 71/23 - 6/30/27			gp			TOTAL
Rental of Property Littlies(ERC, Water, Cas., Phone, Garbage) S3,800 S3,500 S3,000		RM7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/25 - 6/30/26	7/1/26 - 6/30/27	
Utilities(Elec, Water, Gas, Phone, Garbage) \$3.500 \$3.500 \$3.500 \$3.500 \$1.306 \$1.336 \$1.336 \$1.336 \$1.336 \$1.336 \$1.336 \$1.336 \$5.344 \$1.336						
Office Supplies, Postage \$1,336 \$1,336 \$1,336 \$1,336 \$5,346 \$1,336 \$1,300 \$1,000 \$1,						
Building Maintenance Supplies and Repair Printing and Reproduction Sa.000						
Printing and Reproduction Insurance \$3,000 \$3,000 \$3,000 \$3,000 \$1,000			\$1,336	\$1,336	\$1,336	\$5,344
Insurance \$3,000 \$3,000 \$3,000 \$3,000 \$1,000						
Staff Travel-(Local & Out of Town) Staff Travel-(Local & Out of Town) St.000 \$1.000 \$1.000 \$1.000 \$4.000		\$3,000	\$3,000	\$3,000	\$3,000	\$12,000
Staff Travel-Local & Out of Town		φ3,000	φ3,000	φ3,000	φ3,000	φ12,000
Rental of Equipment						
Digital navigator Rental of Property	· · · · · · · · · · · · · · · · · · ·	\$1,000	\$1,000	\$1,000	\$1,000	\$4,000
Rental of Property Utilities(Elec, Water, Gas, Phone, Garbage) Utilities		Ψ1,000	Ψ1,000	Ψ1,000	Ψ1,000	Ψ4,000
Utilities(Elec, Water, Gas, Phone, Garbage)						
Office Supplies, Postage Building Maintenance Supplies and Repair Printing and Reproduction Insurance Staff Training Staff Training Staff Training CONSULTANTS Community services Digital navigator DIHER Community services Due/Subscription \$3,000 \$3,000 \$3,000 \$12,000 Computer / IT / Website \$2,000 \$2,000 \$2,000 \$2,000 \$11,200 Digital navigator		e)				
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Staff Training Staff Travel-(Local & Out of Town) Rental of Equipment						
Staff Travel-(Local & Out of Town) Rental of Equipment	Insurance					
CONSULTANTS Community services Computer / IT / Website \$2,000	Staff Training					
Digital navigator Due/Subscription \$3,000 \$3,000 \$3,000 \$12,000 \$2,000 \$2,000 \$2,000 \$2,000 \$2,000 \$2,000 \$2,000 \$12,0	Staff Travel-(Local & Out of Town)					
Digital navigator Digital navigator DIHER Community services Due/Subscription \$3,000 \$3,000 \$3,000 \$3,000 \$12,000 Computer / IT / Website \$2,000 \$2,000 \$2,000 \$2,000 \$8,000 Telephone \$2,800 \$2,800 \$2,800 \$11,200 Digital navigator	Rental of Equipment					
OTHER Community services Due/Subscription \$3,000 \$3,000 \$3,000 \$12,000 Computer / IT / Website \$2,000 \$2,000 \$2,000 \$8,000 Telephone \$2,800 \$2,800 \$2,800 \$11,200 Digital navigator						
OTHER Community services Due/Subscription \$3,000 \$3,000 \$3,000 \$12,000 Computer / IT / Website \$2,000 \$2,000 \$2,000 \$2,000 \$8,000 Telephone \$2,800 \$2,800 \$2,800 \$11,200 Digital navigator						
Due/Subscription	Digital navigator					
Due/Subscription						
Due/Subscription \$3,000 \$3,000 \$3,000 \$12,000 Computer / IT / Website \$2,000 \$2,000 \$2,000 \$2,000 \$8,000 Telephone \$2,800 \$2,800 \$2,800 \$2,800 \$11,200 Digital navigator	OTHER					
Computer / IT / Website \$2,000 \$2,000 \$2,000 \$8,000 Telephone \$2,800 \$2,800 \$2,800 \$11,200 Digital navigator	Community services					
Telephone \$2,800 \$2,800 \$2,800 \$11,200 Digital navigator						
Digital navigator						
		\$2,800	\$2,800	\$2,800	\$2,800	\$11,200
TOTAL OPERATING EXPENSES \$59,836 \$59,836 \$59,836 \$239,344	Digital navigator					
TOTAL OPERATING EXPENSES \$59,836 \$59,836 \$59,836 \$59,836 \$59,836 \$239,34						
	TOTAL OPERATING EXPENSES	\$59,836	\$59,836	\$59,836	\$59,836	\$239,344

APPENDIX F - SITE CHART

HSA / DAS / OFFICE OF COMMUNITY PARTNERSHIPS

Page	1	of	1

AGENCY: Kimochi, Inc. FISCAL YEAR: 23-27

CONTRACT: Community Services

DIRECTOR: Steve Ishii PHONE NO.: 415-931-2294

DIRECTOR: Steve Ishii				PHONE NO.: 415-931-2294	
SITES:	КІМОСНІ				
Name of Site	ADMINISTRATION	KIMOCHI LOUNGE	KIMOCHI SENIOR CENTER		
Address and Zip	1715 Buchanan Street, 94115	1581 Webster Street #202 94115	1840 Sutter Street, 94115		
Phone Number	415-931-2294	415-563-5626	415-931-2287		
Fax Number	415-931-2299	415-931-2299	415-931-2299		
Neighborhood	Japantown	Japantown	Japantown		
Muni Line #s	2,3,22,38	2,3,22,38	2,3,22,38		
Person in Charge	Steve Ishii	Shawne O'Connell	Shawne O'Connell		
Site Manager	Yoshimi Higuchi	Yoshimi Higuchi	Community Services Coordinator		
Programs Offered at Site	Social Services, Translation/Interpretation, Digital Navigation	Activities, Social Services, Translation/Interpretation , Digital Navigation	Activities, Translation/Interpretation, Digital Navigation		
Days Open	X_Mon _XTues X_Wed _XThur _XFriSat Sun	MonXTuesXWedXThurXFriXSatSun	X_MonXTues X_WedX_Thur XFriSat Sun	MonTuesWedThurFriSatSun	MonTues WedThur FriSat Sun
Hours Open	9:00 AM – 5:00PM	10:00 AM – 2:00 PM	9:00 AM – 5:00PM		
Hours of <u>scheduled</u> programming	9:00 AM – 5:00PM	10:00 AM – 2:00 PM	1:00 PM – 4:00PM		
Total number of service days in FY	247	254	247		
Days closed	Sat,Sun, Bank Holidays	Sun, Mon, Bank Holidays	Sat,Sun, Bank Holidays		
ADA Accessible	_XYesNo	_XYesNo	_XYesNo	YesNo	YesNo
ADA Accessible	_XYesNo	_X YesNo	_XYesNo	YesNo	YesNo

Appendix A - Services to be Provided LIGHTHOUSE FOR THE BLIND & VISUALLY IMPAIRED

Community Services

July 1, 2023 to June 30, 2027

I. Purpose

The purpose of this grant is to provide Community Services programming for older adults and adults with disabilities in San Francisco through site-based community centers. The programming will maintain or improve the well-being of older adults and adults with disabilities by providing activities and services designed to support individuals to live independently in their own homes and communities, reduce social isolation, and serve as an access point for other home and community-based services.

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
Grantee	LIGHTHOUSE FOR THE BLIND & VISUALLY IMPAIRED
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.
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 Community Services and the grantee reflects consumer participation in SF DAS GetCare through enrollment.

III. Target Population

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

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

IV. Eligibility for Services

To be eligible for services, clients must be

- 1) An older adult aged 60 years or older or
- 2) An adult with a disability, aged 18-59 and
- 3) A resident of San Francisco and
- 4) In need of Community Services

V. Location and Time of Services

The grantee will provide Community Services programming in San Francisco. The details of the sites and operation hours are located in the site chart.

VI. Description of Services and Program Requirements

- 1. Grantee will provide Community Services programming for older adults and adults with disabilities. Community Services programming shall consist of activities and services that focus on the physical, social, psychological, economic, educational, recreational, and/or creative needs of older adults and adults with disabilities. Activities and services may be provided in the grantee's community center, in the community, via telephone, virtually over the internet, and through other effective means of communication and connection. There are three categories of Community Services programming:
 - i. <u>Activity Scheduling</u>: Activities may include educational presentations,

- workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes, provides opportunities for connection with other participants, and that help participants maintain or enhance their level of functioning.
- ii. <u>Translation:</u> Translation assistance is provided to consumers that cannot speak/read English. Translation may also include the use of American Sign Language, braille, or teleprompting. Services may include translation for an individual, such as translation of forms, letters, applications, or phone calls, and may also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements or presentations.
- iii. <u>Social Services</u>: The provision of one-to-one assistance to individuals that enables them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.
- 2. Grantee will ensure that service offerings in the three categories of Community Services are designed to:
 - i. Provide quality services that attain a high satisfaction level from participants.
 - ii. Provide services that meet the needs of individual participants.
 - iii. Provide physical activities that may improve the health of participants.
 - iv. Increase access to information and educational materials that help enable individual consumers to maximize independence while living in the community.
 - v. Provide activities to increase socialization opportunities for individual consumers.
- 3. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
- 4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15th each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At a minimum, the consumer response rate shall be at least 35% of the annual unduplicated consumers.
- 5. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer and adhere to all program standards.
- 6. Grantee will ensure that units of service provided are tracked and distinguishable.
- 7. Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
- 8. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services.

VII. Service Objectives

Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A- Community	FY 23-24	FY 24-25	FY 25-26	FY 26-27
Services				
Unduplicated Consumers (UDC)	150	150	150	150
Activity Scheduling	720	720	720	720
Translation Services	24	24	24	24
Social Services	200	200	200	200
1 unit of service = 1 hour of service provision				

VIII. Outcome Objectives

Community Services

- 1. Consumers receive the services and/or activities they need from the agency. Target: 80%
- 2. Consumers who participate in physical activity programming report a positive impact on their health. Target: 80%
- 3. Consumers who received social services or translation assistance, or participated in an educational program, report the services helped to improve their lives. Target: 80%
- 4. Consumers report an increase in their socialization opportunities and interaction with others. Target: 80%

Based on an annual satisfaction survey created by DAS OCP and with a sample size of at least 35% of the annual unduplicated consumers.

IX. Reporting and Other Requirements

- 1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers, using the DAS 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. 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.
- 14. For assistance with reporting and contract requirements, please contact:

Reanna Albert Program Analyst DAS OCP reanna.albert@sfgov.org

and

Patrick Garcia Contract Manager HSA OCM patrick.garcia@sfgov.org

X. Monitoring Activities

A. <u>Program Monitoring</u>: 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	Appendix B, Page
					ument Date: 7/1/23
н	JMAN SERVICE	S AGENCY BUI BY PROGRAM	OGET SUMMAR	Y	
Name Lighthouse for the Blind					Term
& Visually Impaired					7/1/23 - 6/30/27
(Check One) New 🗵 Renewal	Modificatio	n <u> </u>			
If modification, Effective Date of Mod.	No. of Mod.				
Program: Community Services	<u> </u>				
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
DAS Expenditures					
Salaries & Benefits	\$105,557	\$105,557	\$105,557	\$105,557	\$422,228
Operating Expenses	\$419	\$419	\$419	\$419	\$1,676
Subtotal	\$105,976	\$105,976	\$105,976	\$105,976	\$423,904
Indirect Percentage (%)	15%	15%	15%	15%	15%
Indirect Cost	\$15,896	\$15,896	\$15,896	\$15,896	\$63,584
Capital/Subcontractor Expenditures					
Total DAS Expenditures	\$121,872	\$121,872	\$121,872	\$121,872	\$487,488
DAS Revenues					
General Funds	\$121,872	\$121,872	\$121,872	\$121,872	\$487,488
Total DAS Revenue	\$121,872	\$121,872	\$121,872	\$121,872	\$487,488
Non DAS Revenues					
Total Non DAS Revenue					
TOTAL DAS AND NON DAS					
REVENUE	\$121,872	\$121,872	\$121,872	\$121,872	\$487,488
Full Time Equivalent (FTE)	1.38	1.38	1.38	1.38	5.54
Prepared by:					Date:

HSA #1

HSA-CO Review Signature:

Program: Community Services								P	Appendix B, Page 2
			Sa	alaries & B	enefits Detail				
									(Total)
DAS Salaries & Benefits	Agency T	otals	HSA Pro	gram	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
Position Title	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary				
Adult Program Coordinator #1	\$65,602	0.41	100%	0.41	\$26,897	\$26,897	\$26,897	\$26,897	\$107,588
Adult Program Coordinator #2	\$65,602	0.42	48%	0.20	\$13,351	\$13,351	\$13,351	\$13,351	\$53,404
Administrative Assistant	\$51,188	0.40	100%	0.40		\$20,475	\$20,475	\$20,475	\$81,900
Director, Community Services	\$136,500	0.15	100%	0.15	. ,	\$20,475	\$20,475	\$20,475	\$81,900
, ,					, , ,	, ,	, , ,	, , ,	, , , , , , , , , , , , , , , , , , , ,
Totals	\$318,891	1.38	348%	1.16	\$81,198	\$81,198	\$81,198	\$81,198	\$324,792
					•	•	•	•	
Fringe Benefits Rate	30%								
Employee Fringe Benefits	\$95,667				\$24,359	\$24,359	\$24,359	\$24,359	\$97,436
Total DAS Salaries and Benefits	\$414,558				\$105,557	\$105,557	\$105,557	\$105,557	\$422,228
HSA #2									

Program: Community Services					Appendix B, Page 3			
Operating Expense Detail								
	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) _7/1/23 - 6/30/27			
DAS Operating Expenses								
Expenditure Category								
Rental of Property								
Utilities(Elec, Water, Gas, Phone, Scavenger)								
Office Supplies, Postage					_			
Building Maintenance Supplies and Repair								
Printing and Reproduction								
Insurance	\$419	\$419	\$419	\$419	\$1,676			
Staff Training								
Staff Travel								
Rental of Equipment								
<u>Consultants</u>								
<u>Other</u>								
Total DAS Operating Expenses	\$419	\$419	\$419	\$419	\$1,676			
HSA #3								

APPENDIX F - SITE CHART

Page	1	of	1
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Human Services Agency, Department of Disability and Aging Services, Office of Community Partnerships

AGENCY: Lighthouse for the Blind and Visually Impaired FISCAL YEAR: 23/24 – 26/27 CONTRACT: Community Services DIRECTOR: Scott Blanks PHONE NO.: 415-431-1881 SITES: Lighthouse for the Blind and Name of Site Visually Impaired 1155 Market Street, 10th floor Address and Zip San Francisco, CA 94103 Phone Number 415-431-1881 Fax Number N/A Neighborhood South of Market Muni Line #s Person in Charge & Site Manager Scott Blanks Community Services; Technology Training; Volunteer; Intergenerational Programs Offered at Site Programs Mon Tues Mon Tues Mon Tues Mon Tues Days Open X Mon X Tues Wed_ ___Thur Wed ____Thur _Wed ____Thur ____Wed ____ _Thur Wed X Thurs Fri Fri ____ Sat Fri ___ Fri Sat Sat Sat X Fri Sat Sun Sun Sun Sun Sun 9:00AM-5:00PM Hours Open 9:00AM-5:00PM Hours of scheduled programming Total number of service days in FY weekends, Federal Holidays, Days closed Christmas & NewYear's Eve, etc. ADA Accessible X Yes No Yes No Yes No Yes No Yes No

Appendix A - Services to be Provided MISSION NEIGHBORHOOD CENTERS

Community Services

July 1, 2023 to June 30, 2027

I. Purpose

The purpose of this grant is to provide Community Services programming for older adults and adults with disabilities in San Francisco through site-based community centers. The programming will maintain or improve the well-being of older adults and adults with disabilities by providing activities and services designed to support individuals to live independently in their own homes and communities, reduce social isolation, and serve as an access point for other home and community-based services.

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
Grantee	MISSION NEIGHBORHOOD CENTERS
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.
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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 Community Services and the grantee reflects consumer participation in SF DAS GetCare through enrollment.

III. Target Population

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

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

IV. Eligibility for Services

To be eligible for services, clients must be

- 1) An older adult aged 60 years or older or
- 2) An adult with a disability, aged 18-59 and
- 3) A resident of San Francisco and
- 4) In need of Community Services

V. Location and Time of Services

The grantee will provide Community Services programming in San Francisco. The details of the sites and operation hours are located in the site chart.

VI. Description of Services and Program Requirements

- 1. Grantee will provide Community Services programming for older adults and adults with disabilities. Community Services programming shall consist of activities and services that focus on the physical, social, psychological, economic, educational, recreational, and/or creative needs of older adults and adults with disabilities. Activities and services may be provided in the grantee's community center, in the community, via telephone, virtually over the internet, and through other effective means of communication and connection. There are three categories of Community Services programming:
 - i. <u>Activity Scheduling</u>: Activities may include educational presentations,

- workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes, provides opportunities for connection with other participants, and that help participants maintain or enhance their level of functioning.
- ii. <u>Translation:</u> Translation assistance is provided to consumers that cannot speak/read English. Translation may also include the use of American Sign Language, braille, or teleprompting. Services may include translation for an individual, such as translation of forms, letters, applications, or phone calls, and may also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements or presentations.
- iii. <u>Social Services</u>: The provision of one-to-one assistance to individuals that enables them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.
- 2. Grantee will ensure that service offerings in the three categories of Community Services are designed to:
 - i. Provide quality services that attain a high satisfaction level from participants.
 - ii. Provide services that meet the needs of individual participants.
 - iii. Provide physical activities that may improve the health of participants.
 - iv. Increase access to information and educational materials that help enable individual consumers to maximize independence while living in the community.
 - v. Provide activities to increase socialization opportunities for individual consumers.
- 3. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
- 4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15th each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At a minimum, the consumer response rate shall be at least 35% of the annual unduplicated consumers.
- 5. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer and adhere to all program standards.
- 6. Grantee will ensure that units of service provided are tracked and distinguishable.
- 7. Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
- 8. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services.

9. Grantee will provide digital navigators who will be responsible for digital literacy training, tech support of personal devices, and navigation of other digital inclusion resources needed by consumers. This position shall provide one-on-one or small-group technology support to consumers and be the main point of contact for questions and concerns relating to technology at the center. Examples of duties shall include but are not limited to, assisting consumers with subscribing to low-cost internet options for their home, in-person and online troubleshooting of personal devices, research and sourcing of additional tech equipment as needed by the consumer, and collaborating with DAS and other digital inclusion service providers for coordination and exchange of information.

VII. Service Objectives

Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A- Community Services	FY 23-24	FY 24-25	FY 25-26	FY 26-27		
Unduplicated Consumers (UDC)	900	900	900	900		
Activity Scheduling	1,950	1,950	1,950	1,950		
Translation Services	960	960	960	960		
Social Services	1,850	1,850	1,850	1,850		
Digital Navigation*	1,800	1,800	1,800	1,800		
1 unit of service = 1 hour of service provision						

^{*1} unit of Digital Navigation = 1 hour of one-on-one or small group sessions conducted virtually or in-person at a Community Services program site, provided by staff or trained volunteers.

VIII. Outcome Objectives

Community Services

- 1. Consumers receive the services and/or activities they need from the agency. Target: 80%
- 2. Consumers who participate in physical activity programming report a positive impact on their health. Target: 80%
- 3. Consumers who received social services or translation assistance, or participated in an educational program, report the services helped to improve their lives. Target: 80%
- 4. Consumers report an increase in their socialization opportunities and interaction with others. Target: 80%

Based on an annual satisfaction survey created by DAS OCP and with a sample size of at least 35% of the annual unduplicated consumers.

IX. Reporting and Other Requirements

- 1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers, using the DAS 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. 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.
- 14. For assistance with reporting and contract requirements, please contact:

Sarah Chan Program Analyst DAS OCP sarah.chan@sfgov.org

and

Steve Kim Contract Manager HSA OCM steve.kim@sfgov.org

X. Monitoring Activities

- Program Monitoring: Program monitoring will include review of compliance to Α. 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. <u>Fiscal Compliance and Contract Monitoring</u>: 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.

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1	, , , , , , , , , , , , , , , , , , ,					Appendix B, Page 1					
2											
3	HUMAN SERVICES AGE	NCY BUDGET S	UMMARY								
4											
5	Name										
6	Mission Neighborhood Centers, Inc.										
7	(Check One) New⊡ Renewal Modification										
8	If modification, Effective Date of Mod.	No. of Mod.									
9	Program: Community Services										
10	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					
12	Expenditures										
13	Salaries & Benefits	\$384,062	\$384,062	\$384,062	\$384,062	\$1,536,248					
14	Operating Expenses	\$146,223	\$146,223	\$146,223	\$146,223	\$584,892					
15	Subtotal	\$530,285	\$530,285	\$530,285	\$530,285	\$3,860,320					
16	Indirect Percentage (%)	15%	15%	15%	15%	15%					
17	Indirect Cost (Line 16 X Line 15)	\$79,543	\$79,543	\$79,543	\$79,543	\$318,172					
	Subcontractor/Capital Expenditures										
	-	\$609,828	\$609,828	\$609,828	\$609,828	\$2,439,312					
20	HSA Revenues	2000 000	2000 000	****	2000.000	22 400 040					
21 22	General Funds	\$609,828	\$609,828	\$609,828	\$609,828	\$2,439,312					
23											
24	<u> </u>										
25											
26					<u> </u>						
27 28											
29	TOTAL HSA REVENUES	\$609,828	\$609,828	\$609,828	\$609,828	\$2,439,312					
30	Other Revenues	Φ009,020	Φ009,020	Φ009,020	Φυυσ,υ∠υ	ΨZ, + 03,012					
31	Other Revenues										
32											
33											
34											
35					<u> </u>						
36	Total Revenues	\$609,828	\$609,828	\$609,828	\$609,828	\$2,439,312					
37	Full Time Equivalent (FTE)										
39	Prepared by: Aurora Alvarado										
40	HSA-CO Review Signature:										
41	 HSA #1										

_	_									_			
1	A	В	С	D	E	F	Н	ı	L	0	R	U Dr	V onendix B. Page 2
3	Appendix B, Page 2 Mission Neighborhood Centers, Inc. Program: Community Services Salaries & Benefits Detail												
10													7/1/23 - 6/30/27
11		Agency 7	Totals	HSA Pr	ogram	Agency Totals	HSA Pr % FTE	ogram					TOTAL
12	POSITION TITLE	Annual Full TimeSalary for FTE	Total FTE	funded by HSA (Max 100%)	Adjusted FTE	Annual Full TimeSalary for FTE	funded by HSA (Max 100%)	Adjusted FTE	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/25 - 6/30/26	7/1/26 - 6/30/27	Budgeted Salary
13	Center Manager	\$75,712	1.00	80.00%	0.80	\$75,712	79.00%	0.79	\$59,812	\$59,812	\$59,812	\$59,812	\$239,248
14	Community Services Coordinator	\$62,400	1.00	100.00%	1.00	\$60,320	77.00%	0.77	\$46,446	\$46,446	\$46,446	\$46,446	\$185,784
15	Community Resources Specialist	\$52,000	1.00	80.00%	0.80	\$54,080	11.00%	0.11	\$5,949	\$5,949	\$5,949	\$5,949	\$23,796
16	Activities Coordinator	\$62,400	1.00	80.00%	0.80	\$60,320	75.00%	0.75	\$45,240	\$45,240	\$45,240	\$45,240	\$180,960
17	Activities and Outreach Specialist	\$55,782	1.00	80.00%	0.80	\$55,782	80.00%	0.80	\$44,626	\$44,626	\$44,626	\$44,626	\$178,504
18	Information & Assistance Specialis	\$55,000	1.00	30.00%	0.30	\$54,080	25.00%	0.25	\$13,520	\$13,520	\$13,520	\$13,520	\$54,080
19	HADS Director	\$93,000	1.00	20.00%	0.20	\$93,000	16.64%	0.17	\$15,475	\$15,475	\$15,475	\$15,475	\$61,900
20	Janitor	\$45,760	1.00	13.00%	0.13	\$45,760	13.00%	0.13	\$5,949	\$5,949	\$5,949	\$5,949	\$23,796
21	Digital Navigator Specialist	\$56,160	1.00	100%	1.00	\$56,160	100%	1.00	\$56,160	\$56,160	\$56,160	\$56,160	\$224,640
22													
23													
24													
25													
26													
27													
28													
30	TOTALS		9.00	583%	5.83		477%	4.77	\$293,177	\$293,177	\$293,177	\$293,177	\$1,172,708
31			9.00	303%	5.63			4.77	φ283,1 <i>11</i>	φ ∠ ₩3,1//	Φ2 83,177	<u>φ</u> ∠⊌3,1//	φ1,172,708
32	FRINGE BENEFIT RATE	31%				31%							
33	EMPLOYEE FRINGE BENEFITS								\$90,885	\$90,885	\$90,885	\$90,885	\$363,539
35												Г	
36	TOTAL SALARIES & BENEFITS	\$0				\$0			\$384,062	\$384,062	\$384,062	\$384,062	\$1,536,247
37	HSA #2												

A B C D I J O P U V AA A A A A A A A A A A A A A A A A	AC
2	ndix B, Page 3
Program: Community Services	
Comparison Com	
Compariting Expense Detail Section Compariting Expense Detail	
The state of the property S3,000 S4,000	
Registration Regi	
10	
Texas Texa	
Texpenditure Category Term Term Titles - 6/30/24 Titles - 6/30/26 Titles - 6/30/26 Titles - 6/30/26 Titles - 6/30/27 Titles - 6/30/26 Titles - Fitles	TOTAL
12 Expenditure Category TERM	TOTAL
13 Rental of the property \$3,000 \$3,000 \$3,000 \$3,000 \$3,000 \$3,000 \$4 Utilities (Elec, Water, Gas, Phone, Garbage) \$25,607	7/1/23 - 6/30/27
14 Utilities (Elec, Water, Gas, Phone, Garbage) \$25,607 \$25,607 \$25,607 \$25,607 15 Office Supplies, Postage \$3,000 \$3,000 \$3,000 \$3,000 16 Building Maintenance Supplies and Repair \$2,400 \$2,400 \$2,400 \$2,400 17 Printing and Reproduction \$900 \$900 \$900 \$900 18 Insurance \$3,330 \$3,330 \$3,330 \$3,330 19 Staff Training \$4,000 \$4,000 \$4,000 \$4,000 20 \$2 \$4,000 \$4,000 \$4,000 \$4,000 22 Nurse \$400 \$400 \$400 \$400 \$400 23 Nutritionist/Cooking Class \$2,200 \$2,200 \$2,200 \$2,200 \$2,200 24 Fitness Instructor \$11,070 \$11,070 \$11,070 \$11,070 \$11,070 \$11,070 \$11,070 \$2,200 \$2,200 \$2,200 \$2,200 \$2,200 \$2,200 \$2,200 \$2,200 \$2,200 \$2,200 \$2,200 \$2,200 \$2,200 \$2,200 \$2,200 <td></td>	
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17 Printing and Reproduction \$900 \$900 \$900 18 Insurance \$3,330 \$3,330 \$3,330 \$3,330 19 Staff Training \$4,000 \$4,000 \$4,000 \$4,000 20 21 CONSULTANTS \$400 \$400 \$400 \$400 23 Nutritionist/Cooking Class \$2,200 \$2,200 \$2,200 \$2,200 \$2,200 24 Fitness Instructor \$11,070 \$11,070 \$11,070 \$11,070 \$11,070 25 Group Therapist \$6,250 \$6,250 \$6,250 \$6,250 \$6,250 26 Latin Dance Instructor \$9,000 \$9,000 \$9,000 \$9,000 27 Art Instructor \$14,400 \$14,400 \$14,400 \$14,400 28 Music Instructor \$11,250 \$11,250 \$11,250 29 Music Performer / DJ \$9,500 \$9,500 \$9,500 30 \$1,800 \$1,800 \$1,800 \$1,800 31 \$2,000 \$2,000 \$2,000 \$2,000 \$2,000	\$12,000
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22 Nurse \$400 \$400 \$400 \$400 23 Nutritionist/Cooking Class \$2,200 \$2,200 \$2,200 \$2,200 24 Fitness Instructor \$11,070 \$11,070 \$11,070 \$11,070 25 Group Therapist \$6,250 \$6,250 \$6,250 \$6,250 26 Latin Dance Instructor \$9,000 \$9,000 \$9,000 \$9,000 27 Art Instructor \$14,400 \$14,400 \$14,400 \$14,400 28 Music Instructor \$11,250 \$11,250 \$11,250 \$11,250 29 Music Performer / DJ \$9,500 \$9,500 \$9,500 \$9,500 30 31 32 OTHER 33 Fuel Maintenance & Repair \$1,800 \$1,800 \$1,800 \$1,800 34 Advertising \$2,000 \$2,000 \$2,000 \$2,000	
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27 Art Instructor \$14,400 \$14,400 \$14,400 28 Music Instructor \$11,250 \$11,250 \$11,250 29 Music Performer / DJ \$9,500 \$9,500 \$9,500 30 31 32 OTHER 33 Fuel Maintenance & Repair \$1,800 \$1,800 \$1,800 34 Advertising \$2,000 \$2,000 \$2,000	\$25,000
28 Music Instructor \$11,250 \$11,250 \$11,250 29 Music Performer / DJ \$9,500 \$9,500 \$9,500 30 31 32 OTHER 33 Fuel Maintenance & Repair \$1,800 \$1,800 \$1,800 34 Advertising \$2,000 \$2,000 \$2,000 \$2,000	\$36,000
29 Music Performer / DJ \$9,500 \$9,500 \$9,500 30 31 32 OTHER 33 Fuel Maintenance & Repair \$1,800 \$1,800 \$1,800 34 Advertising \$2,000 \$2,000 \$2,000 \$2,000	\$57,600
30 31 32 OTHER 33 Fuel Maintenance & Repair \$1,800 \$1,800 \$1,800 34 Advertising \$2,000 \$2,000 \$2,000	\$45,000
31 32 OTHER 33 Fuel Maintenance & Repair \$1,800 \$1,800 \$1,800 34 Advertising \$2,000 \$2,000 \$2,000	\$38,000
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32 OTHER 33 Fuel Maintenance & Repair \$1,800 \$1,800 \$1,800 34 Advertising \$2,000 \$2,000 \$2,000	
34 Advertising \$2,000 \$2,000 \$2,000	
	\$7,200
35 Program Supplies \$4.516 \$4.516 \$4.516 \$4.516	\$8,000
	\$18,064
36 Food Supplies \$3,600 \$3,600 \$3,600	\$14,400
37 Janitorial Supplies \$3,800 \$3,800 \$3,800 \$4,000 \$4,000	\$15,200
38 Stipend for Participants \$4,000 \$4,000 \$4,000 \$4,000 \$4,000	\$16,000
39 Transportation \$11,000 \$11,000 \$11,000 \$11,000 \$12,000 \$11,	\$44,000
40 Educational Fieldtrips \$7,200 \$7,200 \$7,200 41 Recruitment & Outreach \$2,000 \$2,000 \$2,000	\$28,800
41 Recruitment & Outreach \$2,000 \$2,000 \$2,000 \$2,000 42 TOTAL OPERATING EXPENSE \$146,223 \$146,223 \$146,223 \$146,223	\$8,000 \$584,892
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43	
44 HSA #3	

APPENDIX F - SITE CHART

Page <u>1</u> of <u>2</u>

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

AGENCY: MISSION NEIGHBORHOOD CENTERS, INC

FISCAL YEAR: **FY23/24 - 26/27**

CONTRACT: Community Services

DIRECTOR: AURORA ALVARADO, Healthy Aging & Disability Services

SITES: Name of Site	HEALTHY AGING & DISABILITY SERVICES	MISSION PLAZA	APARTMENTS DE LA ESPERANZA	ALCANTARA COURT APARTMENTS		
Address and Zip Phone Number Neighborhood Muni Line #s Person in Charge Site Manager	362 Capp St San Francisco, CA 94110 415-206-7750 Mission District District 9 14, 49 Mission, 22 Divisadero Aurora Alvarado Aurora Alvarado	2027 Mission St San Francisco, CA 94110 415.864.2996 Mission District District 9 14,49 Mission, Inbound to Ferry Jorge Renteria Jorge Renteria	3590 19 th St San Francisco, CA 94110 415.626-5513 Mission District District 9 14, 49 Mission, Inbound to Ferry Marcia Contreras Martin Uriarte	670-672 Valencia St, San Francisco, CA 94110 415-552-8247 Mission District District 9 14, 49 Mission, 22 Divisadero Marcia Contreras Olivia Baldelomar		
Programs Offered at Site	Program Offerings: Community and Social Services Program; Aging & Disability Resource Center. Activities: Nutrition Cooking class, health & wellness workshops; Psychoeducation, technology & digital literacy; Exercises and fitness; recreational & socialization activities.	Program Offerings: Community and Social Services Program; Aging & Disability Resource Center. Psychoeducation, technology & digital literacy; Exercises and fitness; activities.	Program Offerings: Community and Social Services Program; Aging & Disability Resource Center. Psychoeducation, technology & digital literacy; Exercises and fitness; activities.	Program Offerings: Community and Social Services Program; Aging & Disability Resource Center. Psychoeducation, technology & digital literacy; Exercises and fitness; activities.		
Days Open	⊠ Mon ⊠ Tues ⊠Wed ⊠Thurs ⊠Fri ⊠Sat ∏Sun	⊠ Mon ⊠ Tues ⊠Wed ⊠Thurs ⊠Fri □Sat □Sun	⊠ Mon ⊠ Tues ⊠Wed ⊠Thurs ⊠Fri □Sat □Sun	⊠ Mon ⊠ Tues ⊠Wed ⊠Thurs ⊠Fri □Sat □Sun		
Hours Open	9:00 am – 5:00 pm	9 am – 5:00 pm	9:00 am – 5:00 pm	9:00 am – 5:00 pm		
Hours of scheduled programming	9:00am – 12:30pm 1:00pm - 5:00pm	10:00am – 4:00 pm	10:00am – 4:00 pm	10:00am – 4:00 pm		
Total number of service days in FY	300	52	52	52		
Days closed New Year's, Martin Luther King, Presidents Day, Cesar Chavez, Memorial Day, Juneteenth, 4 th of July, Labor Day, Veterans Day, Thanksgiving, Day after Thanksgiving, Christmas.		New Year's, Martin Luther King, Presidents Day, Cesar Chavez, Memorial Day, Juneteenth, 4th of July, Labor Day, Veterans Day, Thanksgiving, Day after Thanksgiving, Christmas.	New Year's, Martin Luther King, Presidents Day, Cesar Chavez, Memorial Day, Juneteenth, 4th of July, Labor Day, Veterans Day, Thanksgiving, Day after Thanksgiving, Christmas.	New Year's, Martin Luther King, Presidents Day, Cesar Chavez, Memorial Day, Juneteenth, 4th of July, Labor Day, Veterans Day, Thanksgiving, Day after Thanksgiving, Christmas.		
ADA Accessible	⊠Yes □No	⊠Yes □No	⊠Yes □No	⊠Yes □No		

Appendix A - Services to be Provided ${\hbox{ON LOK DAY SERVICES}} - 30^{th} \, {\hbox{St. SENIOR CENTER}}$

Community Services

July 1, 2023 to June 30, 2027

I. Purpose

The purpose of this grant is to provide Community Services programming for older adults and adults with disabilities in San Francisco through site-based community centers. The programming will maintain or improve the well-being of older adults and adults with disabilities by providing activities and services designed to support individuals to live independently in their own homes and communities, reduce social isolation, and serve as an access point for other home and community-based services.

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
Grantee	ON LOK DAY SERVICES
Higher Learning Classes	College-level classes that are taught by instructors with advanced degrees and teaching experience in the field of study. Higher learning classes were originally part of City College of San Francisco's Older Adults program. Classes are provided at community service centers throughout the City and supplement traditional Community Services programming.
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.
ОСР	Office of Community Partnerships
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	Person who is 60 years or older.
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 Community Services and the grantee reflects consumer participation in SF DAS GetCare through enrollment.

III. Target Population

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

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

IV. Eligibility for Services

To be eligible for services, clients must be

- 1) An older adult aged 60 years or older or
- 2) An adult with a disability, aged 18-59 and
- 3) A resident of San Francisco and
- 4) In need of Community Services

V. Location and Time of Services

The grantee will provide Community Services programming in San Francisco. The details of the sites and operation hours are located in the site chart.

VI. Description of Services and Program Requirements

1. Grantee will provide Community Services programming for older adults and adults with disabilities. Community Services programming shall consist of activities and services that focus on the physical, social, psychological, economic, educational, recreational,

and/or creative needs of older adults and adults with disabilities. Activities and services may be provided in the grantee's community center, in the community, via telephone, virtually over the internet, and through other effective means of communication and connection. There are three categories of Community Services programming:

- i. <u>Activity Scheduling</u>: Activities may include educational presentations, workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes, provides opportunities for connection with other participants, and that help participants maintain or enhance their level of functioning.
- ii. <u>Translation:</u> Translation assistance is provided to consumers that cannot speak/read English. Translation may also include the use of American Sign Language, braille, or teleprompting. Services may include translation for an individual, such as translation of forms, letters, applications, or phone calls, and may also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements or presentations.
- iii. <u>Social Services</u>: The provision of one-to-one assistance to individuals that enables them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.
- 2. Grantee will ensure that service offerings in the three categories of Community Services are designed to:
 - i. Provide quality services that attain a high satisfaction level from participants.
 - ii. Provide services that meet the needs of individual participants.
 - iii. Provide physical activities that may improve the health of participants.
 - iv. Increase access to information and educational materials that help enable individual consumers to maximize independence while living in the community.
 - v. Provide activities to increase socialization opportunities for individual consumers.
- 3. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
- 4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15th each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At a minimum, the consumer response rate shall be at least 35% of the annual unduplicated consumers.
- 5. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer and adhere to all program standards.
- 6. Grantee will ensure that units of service provided are tracked and distinguishable.
- 7. Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
- 8. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are

- contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services.
- 9. Higher Learning classes will be offered at 30th Street Senior Center / On-Lok. These classes will be open to any older adult or adult with disabilities interested. A participant will register for class(es) as a separate program of the community service center. Course topic is "Body Dynamics." These classes are college level classes taught by instructors with advanced degrees and teaching experience in the field of study.

VII. Service Objectives

Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A- Community Services	FY 23-24	FY 24-25	FY 25-26	FY 26-27			
Unduplicated Consumers (UDC)	1,550	1,550	1,550	1,550			
Activity Scheduling	4,800	4,800	4,800	4,800			
Translation Services	1,000	1,000	1,000	1,000			
Social Services	2,500	2,500	2,500	2,500			
1 unit of service = 1 hour of service provision							

VIII. Outcome Objectives

Community Services

- 1. Consumers receive the services and/or activities they need from the agency. Target: 80%
- 2. Consumers who participate in physical activity programming report a positive impact on their health. Target: 80%
- 3. Consumers who received social services or translation assistance, or participated in an educational program, report the services helped to improve their lives. Target: 80%
- 4. Consumers report an increase in their socialization opportunities and interaction with others. Target: 80%

Based on an annual satisfaction survey created by DAS OCP and with a sample size of at least 35% of the annual unduplicated consumers.

Higher Learning

1. Class participants report that the course increased their socialization opportunities and interaction with others. Target: 80%

2. Class participants report an increase in knowledge of the Higher Learning course topic. Target: 80%

Based on a satisfaction survey created by the grantee with input from DAS OCP and with a sample size of at least 75% of the participants enrolled in the class.

IX. Reporting and Other Requirements

- 1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers, using the DAS 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. 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.
- 14. For assistance with reporting and contract requirements, please contact:

Melissa McGee Program Analyst DAS OCP melissa.mcgee@sfgov.org

and

Patrick Garcia Contract Manager HSA OCM patrick.garcia@sfgov.org

X. Monitoring Activities

- Program Monitoring: Program monitoring will include review of compliance to A. 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. <u>Fiscal Compliance and Contract Monitoring</u>: 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.

Appendix B, Page 1 Document Date: July 1, 2023

HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM

		BY PROGRAM			
Name					Term
On-Lok Day Services					7/1/23 - 6/30/27
(Check One) New 🗵 Renewal	Modification	ı <u> </u>			
If modification, Effective Date of Mod.	No. of Mod.				
Program: Community Services					
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
DAS Expenditures					
Salaries & Benefits	\$328,485	\$328,485	\$328,485	\$328,485	\$1,313,940
Operating Expenses	\$106,302	\$106,302	\$106,302	\$106,302	\$425,208
Subtotal	\$434,787	\$434,787	\$434,787	\$434,787	\$1,739,148
Indirect Percentage (%)	15%	15%	15%	15%	15%
Indirect Cost	\$65,218	\$65,218	\$65,218	\$65,218	\$260,872
Capital/Subcontractor Expenditures	\$35,460	\$35,460	\$35,460	\$35,460	\$141,840
Total DAS Expenditures	\$535,465	\$535,465	\$535,465	\$535,465	\$2,141,860
DAG D					
DAS Revenues	ΦΕΩΕ 4ΩΕ	ΦΕΩΕ 4ΩΕ	ΦΕΩΕ 4ΩΕ	\$505.405	***
General Funds	\$535,465	\$535,465	\$535,465	\$535,465	\$2,141,860
Total DAS Revenue	\$535,465	\$535,465	\$535,465	\$535,465	\$2,141,860
Non DAS Revenues					
Volunteers	\$10,842	\$10,842	\$10,842	\$10,842	\$43,368
Agency Cash - Fundraising	\$431,083	\$431,083	\$431,083	\$431,083	\$1,724,332
Total Non DAS Revenue	\$441,925	\$441,925	\$441,925	\$441,925	\$1,767,700
TOTAL DAS AND NON DAS REVENUE	\$977,390	\$977,390	\$977,390	\$977,390	\$3,909,560
Full Time Equivalent (FTE)	6.48	6.48	6.48	6.48	25.92
Prepared by:					Date:
HSA-CO Review Signature:					
HSA #1					

Program: Community Services Appendix B, Page 2 Salaries & Benefits Detail (Total) DAS Salaries & Benefits 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 % FTE funded Time Salary for by HSA Adjusted Position Title FTE Total FTE (Max 100%) FTE **Budgeted Salary Budgeted Salary** Budgeted Salary Budgeted Salary **Budgeted Salary** Director \$142,533 0.15 20% 0.03 \$4,276 \$4,276 \$4,276 \$4,276 \$17,104 0.40 \$36,488 Assistant Director \$114,022 20% 0.08 \$9,122 \$9,122 \$9,122 \$9,122 \$79,043 0.40 60% 0.24 \$18,970 \$18,970 \$18,970 \$18,970 \$75,880 Accountant Snr Ctr Program Mgr - Activities \$82,634 1.00 45% 0.45 \$37,185 \$37,185 \$37,185 \$37,185 \$148,740 Snr Ctr Program Mgr - Volunteer \$87,437 0.70 45% 0.32 \$27,543 \$27,543 \$27,543 \$27,543 \$110,172 0.43 45% 0.19 \$16,509 \$16,509 \$16,509 \$16,509 \$66,036 Snr Ctr Operations Mgr \$85,317 0.40 60% 0.24 \$16,899 \$16,899 \$16,899 \$67,596 Administrative Assistant \$70,412 \$16,899 1.00 65% 0.65 \$43,659 \$43,659 \$174,636 Snr Ctr Operations Coord \$67,167 \$43,659 \$43,659 Snr Ctr Operations Coord \$61,976 1.00 65% 0.65 \$40,284 \$40,284 \$40,284 \$40,284 \$161,136 Snr Ctr Prog Coord- Community Services \$64,896 1.00 65% 0.65 \$42,182 \$42,182 \$42,182 \$42,182 \$168,728 Totals \$855,437 6.48 490% 3.50 \$256,629 \$256,629 \$256,629 \$256,629 \$1,026,516

Fringe Benefits Rate Employee Fringe Benefits

Total DAS Salaries and Benefits

\$239,522

\$1,094,959

28%

\$71,856 \$328,485 \$328,485 \$328,485

\$71,856

\$71,856

\$328,485 \$1,313,940

\$287,424

\$71,856

HSA #2

Program: Community Services					Appendix B, Page
	Operat	ting Expense Deta	ail		
					(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
DAS Operating Expenses					
Expenditure Category					
Rental of Property					
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$28,012	\$28,012	\$28,012	\$28,012	\$112,048
Office Supplies, Postage	\$2,500	\$2,500	\$2,500	\$2,500	\$10,000
Building Maintenance Supplies and Repair	\$60,000	\$60,000	\$60,000	\$60,000	\$240,000
Printing and Reproduction	\$750	\$750	\$750	\$750	\$3,000
Insurance	\$3,150	\$3,150	\$3,150	\$3,150	\$12,600
Staff Training	\$350	\$350	\$350	\$350	\$1,400
Staff Travel	,	,	,	,	, , , , ,
Rental of Equipment	\$1,100	\$1,100	\$1,100	\$1,100	\$4,400
<u>Other</u>					
Senior Support Group	\$7,920	\$7,920	\$7,920	\$7,920	\$31,680
Program Supplies	\$1,000	\$1,000	\$1,000	\$1,000	\$4,000
Payroll Processing	\$250	\$250	\$250	\$250	\$1,000
Recruiting Fee	\$1,000	\$1,000	\$1,000	\$1,000	\$4,000
Software and Subscription	\$270	\$270	\$270	\$270	\$1,080
Total DAS Operating Expenses	\$106,302	\$106,302	\$106,302	\$106,302	\$425,208
HSA #3					

Program: Community Services				A	Appendix B, Page 4
	Capital & Subo	contractor Expe	nditure Detail		
DAS Capital Expenditure					(Total)
Equipment (Qty)	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/25 - 6/30/26	7/1/26 - 6/30/27	7/1/23 - 6/30/27
Total Equipment Cost					
Remodeling	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/25 - 6/30/26	7/1/26 - 6/30/27	7/1/23 - 6/30/27
Total Remodeling Cost					
Cub contractor	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
Subcontractor Body Dynamics Class	\$24,300	\$24,300	\$24,300	\$24,300	\$97,200
Art Class	\$7,200	\$7,200	\$7,200	\$7,200	\$28,800
Yoga Class	\$3,960	\$3,960	\$3,960	\$3,960	\$15,840
Total Subcontractor Cost	\$35,460	\$35,460	\$35,460	\$35,460	\$141,840
	400, 100	400,400	400, 100	400,400	Į <u>Ψ1</u> -1,0-10
Total DAS Capital & Subcontractor Expenditure	\$35,460	\$35,460	\$35,460	\$35,460	\$141,840
HSA #4					

ADA Accessible

X Yes

No

APPENDIX F - SITE CHART

Page	1	of	1
raue	- 1	OI.	

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

AGENCY: On-Lok Day Services FISCAL YEAR: 23/24 – 26/27 CONTRACT: Community Services DIRECTOR: Sandra Rivas PHONE NO.: 415-550-2210 SITES: On Lok 30th Street Senior Center Name of Site 225 30th Street Address and Zip San Francisco, CA 94110 Phone Number 415-510-2210 Fax Number 415-550-2255 Neighborhood Upper Noe Valley Muni Line #s 24,36,14,49,J,Church Person in Charge & Site Manager Sandra Rivas/Vicky Palacios ADRC, Case Management, Community Services, Health Programs Offered at Site Promotion, Congregate, HDM <u>X</u> Mon <u>X</u> Tues <u>X</u> Wed <u>X</u> Thur <u>X</u> Fri Mon ____ Mon _Tues _Tues Mon _Tues Mon Tues Days Open X Sat __Sun Wed Thur Wed Thur _Wed ____Thur Wed Thur Fri Sat Fri ____ Sat Fri ___ Sat Fri ___ Sat Sun Sun Sun Sun Mon-Sat: 8:30am-5pm Hours Open Holidays: 8;30am-2:30pm Mon-Sat: 9am-4pm Hours of scheduled programming Holidays: 9am-2pm Sunday Days closed

Yes

No

Yes

No

Yes

No

Yes

No

Appendix A - Services to be Provided OPENHOUSE

Community Services

July 1, 2023 to June 30, 2027

I. Purpose

The purpose of this grant is to provide Community Services programming for older adults and adults with disabilities in San Francisco through site-based community centers. The programming will maintain or improve the well-being of older adults and adults with disabilities by providing activities and services designed to support individuals to live independently in their own homes and communities, reduce social isolation, and serve as an access point for other home and community-based services.

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
Grantee	OPENHOUSE
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.
ОСР	Office of Community Partnerships
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	Person who is 60 years or older.
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 Community Services and the grantee reflects consumer participation in SF DAS GetCare through enrollment.

III. Target Population

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

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

IV. Eligibility for Services

To be eligible for services, clients must be

- 1) An older adult aged 60 years or older or
- 2) An adult with a disability, aged 18-59 and
- 3) A resident of San Francisco and
- 4) In need of Community Services

V. Location and Time of Services

The grantee will provide Community Services programming in San Francisco. The details of the sites and operation hours are located in the site chart.

VI. Description of Services and Program Requirements

- 1. Grantee will provide Community Services programming for older adults and adults with disabilities. Community Services programming shall consist of activities and services that focus on the physical, social, psychological, economic, educational, recreational, and/or creative needs of older adults and adults with disabilities. Activities and services may be provided in the grantee's community center, in the community, via telephone, virtually over the internet, and through other effective means of communication and connection. There are three categories of Community Services programming:
 - i. <u>Activity Scheduling</u>: Activities may include educational presentations,

- workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes, provides opportunities for connection with other participants, and that help participants maintain or enhance their level of functioning.
- ii. <u>Translation:</u> Translation assistance is provided to consumers that cannot speak/read English. Translation may also include the use of American Sign Language, braille, or teleprompting. Services may include translation for an individual, such as translation of forms, letters, applications, or phone calls, and may also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements or presentations.
- iii. <u>Social Services</u>: The provision of one-to-one assistance to individuals that enables them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.
- 2. Grantee will ensure that service offerings in the three categories of Community Services are designed to:
 - i. Provide quality services that attain a high satisfaction level from participants.
 - ii. Provide services that meet the needs of individual participants.
 - iii. Provide physical activities that may improve the health of participants.
 - iv. Increase access to information and educational materials that help enable individual consumers to maximize independence while living in the community.
 - v. Provide activities to increase socialization opportunities for individual consumers.
- 3. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
- 4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15th each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At a minimum, the consumer response rate shall be at least 35% of the annual unduplicated consumers.
- 5. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer and adhere to all program standards.
- 6. Grantee will ensure that units of service provided are tracked and distinguishable.
- 7. Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
- 8. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services.

VII. Service Objectives

Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A- Community	FY 23-24	FY 24-25	FY 25-26	FY 26-27			
Services							
Unduplicated Consumers (UDC)	500	500	500	500			
Activity Scheduling	1,400	1,400	1,400	1,400			
Translation Services	45	45	45	45			
Social Services	1,500	1,500	1,500	1,500			
1 unit of service = 1 hour of service provision							

VIII. Outcome Objectives

Community Services

- 1. Consumers receive the services and/or activities they need from the agency. Target: 80%
- 2. Consumers who participate in physical activity programming report a positive impact on their health. Target: 80%
- 3. Consumers who received social services or translation assistance, or participated in an educational program, report the services helped to improve their lives. Target: 80%
- 4. Consumers report an increase in their socialization opportunities and interaction with others. Target: 80%

Based on an annual satisfaction survey created by DAS OCP and with a sample size of at least 35% of the annual unduplicated consumers.

IX. Reporting and Other Requirements

- 1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers, using the DAS 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. 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.
- 14. For assistance with reporting and contract requirements, please contact:

Reanna Albert Program Analyst DAS OCP reanna.albert@sfgov.org

and

Steve Kim Contract Manager HSA OCM steve.kim@sfgov.org

X. Monitoring Activities

A. <u>Program Monitoring</u>: 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. <u>Fiscal Compliance and Contract Monitoring</u>: 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	В	С	D	E	F
1	-				A	Appendix B, Page 1
2	-					
3	HUMAN SERVICES AGE	NCY BUDGET S	UMMARY			
4		BY PROGR	AM			
5	Name	ı	Term			
6	Openhouse		7/1/23 - 6/30/27			
7	(Check One) New□_X_ Renewal _	Modification _				
8	If modification, Effective Date of Mod.	No. of Mod.				
9	Program: Community Services					
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	Total
12	Expenditures					
13	Salaries & Benefits	\$570,800	\$570,800	\$570,800	\$570,800	\$2,283,200
14	Operating Expenses	\$38,000	\$38,000	\$38,000	\$38,000	\$152,000
15	Subtotal	\$608,800	\$608,800	\$608,800	\$608,800	\$2,435,200
16	Indirect Percentage (%)	15%	15%	15%	15%	15%
17	Indirect Cost (Line 16 X Line 15)	\$91,320	\$91,320	\$91,320	\$91,320	\$365,280
18	Subcontractor/Capital Expenditures	\$39,000	\$39,000	\$39,000	\$39,000	\$156,000
19	Total Expenditures	\$739,120	\$739,120	\$739,120	\$739,120	\$2,956,480
20	HSA Revenues					
21	General Funds	\$739,120	\$739,120	\$739,120	\$739,120	\$2,956,480
22						
23						
24 25						
26						
27						
28						
29	TOTAL HSA REVENUES	\$739,120	\$739,120	\$739,120	\$739,120	\$2,956,480
30	Other Revenues					
31						
32						
33						
34						
35						
36	Total Revenues	\$739,120	\$739,120	\$739,120	\$739,120	\$2,956,480
37	Full Time Equivalent (FTE)					
39	Prepared by: Matthew Cimino	Telephone No.: 415	-530-2783			
40	HSA-CO Review Signature:					
41	HSA #1					

	A	В	С	D	Е	F	G	Н	1	1
1		ь ,		D		Г	G		ı '	ppendix B, Page 2
2										
3	Openhouse									
5	Program: Community Services									
6										
7			Salari	es & Benef	ite Dotail					
8			Galain	co a Dellei	its Detail					
9										
10						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
11		Agency T	otals	HSA Pr	ogram	DAS	DAS	DAS	DAS	TOTAL
		Annual Full		% FTE funded by						
		TimeSalary	Total	HSA	Adjusted					
12	POSITION TITLE	for FTE	FTE	(Max 100%)	FTE	Budgeted Salary				
13	Activities Coordinator	\$58,968	1.00	100%	1.00	\$58,968	\$58,968	\$58,968	\$58,968	\$235,872
14	Activity Center Receptionist	\$54,600	1.00	75%	0.75	\$40,950	\$40,950	\$40,950	\$40,950	\$163,800
15	MH Support Supervisor	\$73,000	1.00	100%	1.00	\$73,000	\$73,000	\$73,000	\$73,000	\$292,000
16	Volunteer Coordinator	\$54,600	1.00	100%	1.00	\$54,600	\$54,600	\$54,600	\$54,600	\$218,400
17	Lead Group Facilitator	\$83,200	0.30	100%	0.30	\$24,960	\$24,960	\$24,960	\$24,960	\$99,840
18	Mgr of CEP	\$78,000	1.00	25%	0.25	\$19,500	\$19,500	\$19,500	\$19,500	\$78,000
19	Community Programs Coord	\$54,600	1.00	100%	1.00	\$54,600	\$54,600	\$54,600	\$54,600	\$218,400
20	Education Coordinator	\$58,968	0.50	100%	0.50	\$29,484	\$29,484	\$29,484	\$29,484	\$117,936
21	Operations Specialist	\$59,010	1.00	25%	0.25	\$14,752	\$14,752	\$14,752	\$14,752	\$59,008
22	Data Coordinator	\$67,704	1.00	100%	1.00	\$67,704	\$67,704	\$67,704	\$67,704	\$270,816
23	Director of CSS	\$100,748	1.00	10%	0.10	\$10,075	\$10,075	\$10,075	\$10,075	\$40,300
24	Director of CEP	\$102,868	1.00	20%	0.20	\$20,574	\$20,574	\$20,574	\$20,574	\$82,296
25	Women's Programming Asst	\$52,000	0.13	100%	0.13	\$6,500	\$6,500	\$6,500	\$6,500	\$26,000
26										
27										
28										
29										
30	TOTALS	\$898,266	10.93	955%	7.48	\$475,667	\$475,667	\$475,667	\$475,667	\$1,902,668
31 32	FRINGE BENEFIT RATE	20%								
33	EMPLOYEE FRINGE BENEFITS	\$179,653				\$95,133	\$95,133	\$95,133	\$95,133	\$380,532
34 35										
36	TOTAL SALARIES & BENEFITS	\$1,077,919				\$570,800	\$570,800	\$570,800	\$570,800	\$2,283,200
37	HSA #2									

	Α	В	С	D	E	TFI	G	Н	I	J	K	TLT	М
1			•	•	•							ppen	dix B, Page 3
2	Openhouse												
3	Program: Co	mmunity Serv	vices										
5	rogram. Go	initiality cont	11000										
6													
7				Ope	rating Expen	se De	tail						
8													
9													
11													TOTAL
	Expenditure Ca	ategory		TERM	7/1/23-6/30/24	7/	1/24-6/30/25	5	7/1/25-6/30/26	_	7/1/26-6/30/27		7/1/23 - 6/30/27
13	Rental of Prop	erty				_							
14	Utilities(Elec, V	Vater, Gas, Pł	none, Garbage))		_				_			
15	Office Supplies	s, Postage								_			
16	Building Mainte	enance Suppli	es and Repair										
17	Printing and R	eproduction			\$38,000		\$38,000	<u> </u>	\$38,000		\$38,000		\$152,000
18	Insurance												
19	Staff Training												
20	Staff Travel-(Le	ocal & Out of T	Town)										
21	Rental of Equip	oment											
22													
23	CONSULTAN ⁻	гѕ											
24				_									
25				_									
26													
	OTHER												
28				_									
29 30				_									
	TOTAL OPER	ATING EXPE	NSE		\$38,000		\$38,000)	\$38,000		\$38,000		\$152,000
32				_			-		·	-	•		
	HSA #3												

	Α	В	С	D	E	F	G
1			•			Арреі	ndix B, Page 4
3	Openho	buse					
4		n: Community Services					
5 6							
7							
8	Capita	l Expenditures					
9						<u> </u>	I
10	SUBCO	NTRACTORS	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
11	Mon An	ni	\$24,000	\$24,000	\$24,000	\$24,000	\$96,000
12	Shanti		\$15,000	\$15,000	\$15,000	\$15,000	\$60,000
13							\$0
14							\$0
15							\$0
16	TOTAL	SUBCONTRACTOR COST	\$39,000	\$39,000	\$39,000	\$39,000	\$156,000
17	1						
18							
19	EQUI	P M E N T 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
20	Units	ITEM/DESCRIPTION					
21							
22							
23							
24							
25	TOTAL	EQUIPMENT COST					
26							
27	OTHER		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
28	Descrip	tion:					
29	Remode	el A					
30							
31							
32	TOTAL	REMODELING COST					
33							
34	TOTAL	SUBCONTRACTOR/CAPITAL EXPENDITURE	\$39,000	\$39,000	\$39,000	\$39,000	\$156,000
35							
36	HSA #4						

APPENDIX F - SITE CHART

Page <u>1</u> of <u>1</u>

HSA / DAS / OFFICE OF COMMUNITY PARTNERSHIPS

AGENCY: OPENHOUSE FISCAL YEAR: 2023-2027

CONTRACT MAILING ADDRESS: 65 Laguna Street, San Francisco, CA 94102

CONTRACT MAILING ADDRESS: 65 Laguna Street, San Francisco, CA 94102								
			PHONE NO.: 415.728.0197					
Main Office: Openhouse at the Bob Ross LGBT Senior Center	Openhouse Community Center: Morton B. Blatt and Peter G. Holmstrom LGBTQ+ Senior Community Center							
65 Laguna Street, 94102	75 Laguna Street, 94102							
415-296-8995	415-296-8995							
415-296-8008	415-296-8008							
Hayes Valley/Castro, D8	Hayes Valley/Castro, D8							
F, 6, 7, 14, 22, 49	F, 6, 7, 14, 22, 49							
Kathleen Sullivan, Ph.D. (she/her) Executive Director	Kathleen Sullivan, Ph.D. (she/her) Executive Director							
Charity Horst (she/her) Operations Manager	Charity Horst (she/her) Operations Manager							
	Main Office: Openhouse at the Bob Ross LGBT Senior Center 65 Laguna Street, 94102 415-296-8995 415-296-8008 Hayes Valley/Castro, D8 F, 6, 7, 14, 22, 49 Kathleen Sullivan, Ph.D. (she/her) Executive Director Charity Horst (she/her)	Main Office: Openhouse at the Bob Ross LGBT Senior Center 65 Laguna Street, 94102 415-296-8995 415-296-8008 Hayes Valley/Castro, D8 F, 6, 7, 14, 22, 49 Kathleen Sullivan, Ph.D. (she/her) Executive Director Openhouse Community Center: Morton B. Blatt and Peter G. Holmstrom LGBTQ+ Senior Community Center 75 Laguna Street, 94102 415-296-8995 415-296-8008 Hayes Valley/Castro, D8 F, 6, 7, 14, 22, 49 Kathleen Sullivan, Ph.D. (she/her) Executive Director Charity Horst (she/her) (she/her)	Main Office: Openhouse at the Bob Ross LGBT Senior Center 65 Laguna Street, 94102 415-296-8995 415-296-8008 Hayes Valley/Castro, D8 F, 6, 7, 14, 22, 49 Kathleen Sullivan, Ph.D. (she/her) Executive Director Charity Horst (she/her) Openhouse Community Center: Morton B. Blatt and Peter G. Holmstrom LGBTQ+ Senior Community Center 415-296-8095 415-296-8995 415-296-8098 Hayes Valley/Castro, D8 F, 6, 7, 14, 22, 49 Kathleen Sullivan, Ph.D. (she/her) Executive Director Charity Horst (she/her) (She/her) Charity Horst (she/her)	Main Office: Openhouse at the Bob Ross LGBT Senior Center Openhouse Community Center: Morton B. Blatt and Peter G. Holmstrom LGBTQ+ Senior Community Center 75 Laguna Street, 94102 415-296-8995 415-296-8995 415-296-8008 Hayes Valley/Castro, D8 F, 6, 7, 14, 22, 49 Kathleen Sullivan, Ph.D. (she/her) Executive Director Charity Horst (she/her) Openhouse Community Center: Morton B. Blatt and Peter G. Holmstrom LGBTQ+ Senior Community Center 415-296-8008 F, 6, 7, 14, 22, 49 Kathleen Sullivan, Ph.D. (she/her) Executive Director Charity Horst (she/her) Charity Horst (she/her)				

Programs Offered at Site	Case Management; ADRC; Health & Wellness	DAS Community Services; Community Day Services (Club 75); Lifelong Learning; Community Engagement; Friendly Visitor; Volunteer Services; Drag Bingo; Rainbow Lunch			
Days Open	xMonx_Tues xWedx_Thurs xFriSat Sun	_x_Mon _x_Tues _x_Wed _x_Thur _x_Fri _x_SatSun	MonTues WedThur FriSat Sun	MonTues WedThur FriSat Sun	MonTues WedThur FriSat Sun
Hours Open	8 hours M-F	8 hours M-F, 6 hours Sat.			
Hours of <u>scheduled</u> programming	9:30AM-5:30PM, M-F	9:30AM-5:30PM, M-F 10:00 AM – 4:00 PM, Sat.			
Days closed	120	120			
ADA Accessible	<u>x</u> YesNo	_XYesNo	YesNo	YesNo	YesNo

Appendix A - Services to be Provided RUSSIAN AMERICAN COMMUNITY SERVICES

Community Services

July 1, 2023 to June 30, 2027

I. Purpose

The purpose of this grant is to provide Community Services programming for older adults and adults with disabilities in San Francisco through site-based community centers. The programming will maintain or improve the well-being of older adults and adults with disabilities by providing activities and services designed to support individuals to live independently in their own homes and communities, reduce social isolation, and serve as an access point for other home and community-based services.

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
Grantee	RUSSIAN AMERICAN COMMUNITY SERVICES
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.
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 Community Services and the grantee reflects consumer participation in SF DAS GetCare through enrollment.

III. Target Population

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

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

IV. Eligibility for Services

To be eligible for services, clients must be

- 1) An older adult aged 60 years or older or
- 2) An adult with a disability, aged 18-59 and
- 3) A resident of San Francisco and
- 4) In need of Community Services

V. Location and Time of Services

The grantee will provide Community Services programming in San Francisco. The details of the sites and operation hours are located in the site chart.

VI. Description of Services and Program Requirements

- 1. Grantee will provide Community Services programming for older adults and adults with disabilities. Community Services programming shall consist of activities and services that focus on the physical, social, psychological, economic, educational, recreational, and/or creative needs of older adults and adults with disabilities. Activities and services may be provided in the grantee's community center, in the community, via telephone, virtually over the internet, and through other effective means of communication and connection. There are three categories of Community Services programming:
 - i. <u>Activity Scheduling</u>: Activities may include educational presentations, workshops, trainings, cultural events, food bag programs, social events, exercise

- classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes, provides opportunities for connection with other participants, and that help participants maintain or enhance their level of functioning.
- ii. <u>Translation:</u> Translation assistance is provided to consumers that cannot speak/read English. Translation may also include the use of American Sign Language, braille, or teleprompting. Services may include translation for an individual, such as translation of forms, letters, applications, or phone calls, and may also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements or presentations.
- iii. <u>Social Services</u>: The provision of one-to-one assistance to individuals that enables them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.
- 2. Grantee will ensure that service offerings in the three categories of Community Services are designed to:
 - i. Provide quality services that attain a high satisfaction level from participants.
 - ii. Provide services that meet the needs of individual participants.
 - iii. Provide physical activities that may improve the health of participants.
 - iv. Increase access to information and educational materials that help enable individual consumers to maximize independence while living in the community.
 - v. Provide activities to increase socialization opportunities for individual consumers.
- 3. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
- 4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15th each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At a minimum, the consumer response rate shall be at least 35% of the annual unduplicated consumers.
- 5. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer and adhere to all program standards.
- 6. Grantee will ensure that units of service provided are tracked and distinguishable.
- 7. Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
- 8. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services.

VII. Service Objectives

Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A- Community	FY 23-24	FY 24-25	FY 25-26	FY 26-27			
Services							
Unduplicated	350	350	350	350			
Consumers (UDC)							
Activity Scheduling	582	582	582	582			
Translation Services	250	250	250	250			
Social Services	2,000	2,000	2,000	2,000			
1 unit of service = 1 hour of service provision							

VIII. Outcome Objectives

Community Services

- 1. Consumers receive the services and/or activities they need from the agency. Target: 80%
- 2. Consumers who participate in physical activity programming report a positive impact on their health. Target: 80%
- 3. Consumers who received social services or translation assistance, or participated in an educational program, report the services helped to improve their lives. Target: 80%
- 4. Consumers report an increase in their socialization opportunities and interaction with others. Target: 80%

Based on an annual satisfaction survey created by DAS OCP and with a sample size of at least 35% of the annual unduplicated consumers.

IX. Reporting and Other Requirements

- 1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers, using the DAS 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. 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.
- 14. For assistance with reporting and contract requirements, please contact:

Reanna Albert Program Analyst DAS OCP reanna.albert@sfgov.org

and

Tara Alvarez Contract Manager HSA OCM tara.alvarez@sfgov.org

X. Monitoring Activities

A. <u>Program Monitoring</u>: 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. <u>Fiscal Compliance and Contract Monitoring</u>: 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	В	С	D	E	F
1			<u> </u>			ppendix B, Page 1
2						
3	HUMAN SERVICES AGE	NCY BUDGET SI BY PROGR				
5	Name	BIFROOK	Term			
	Russian American Community Services	,	7/1/23 - 6/30/27			
	-	Modification				
8	If modification, Effective Date of Mod.	No. of Mod.				
9	Program: Community Services					
10	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	Total
12	· '					
13	Salaries & Benefits	\$81,050	\$81,050	\$81,050	\$81,050	\$324,200
	Operating Expenses	\$15,566	\$15,566	\$15,566	\$15,566	\$62,264
	Subtotal	\$96,616	\$96,616	\$96,616	\$96,616	\$386,464
_	Indirect Percentage (%)	15%	15%	15%	15%	15%
	Indirect Cost (Line 16 X Line 15)	\$14,492	\$14,492	\$14,492	\$14,492	\$57,970
	Total Expenditures HSA Revenues	\$111,109	\$111,109	\$111,109	\$111,109	\$444,436
20		¢111 100	¢111 100	¢111 100	¢111 100	¢444 426
22	Local Funds	\$111,109	\$111,109	\$111,109	\$111,109	\$444,436
23						
24						
25						
26 27						
28						
	TOTAL HSA REVENUES	\$111,109	\$111,109	\$111,109	\$111,109	\$444,436
30	Other Revenues					
31						
32						
33						
35						
	Total Revenues	\$111,109	\$111,109	\$111,109	\$111,109	\$444,436
37	Full Time Equivalent (FTE)					
39	Prepared by: Olga Medvedko	Telephone No.: 415	-387-5336			
40	HSA-CO Review Signature:					
41	HSA #1					6/23/2023

	A	В	С	D	Е	F	G	Н	ı	J
1									Ap	pendix B, Page 2
3	Russian American Community S	ervices								
4	Program: Community Services	0111000								
5										
6										
7			Salari	es & Benef	its Detail					
8										
10						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
11		Agency T	otals	HSA Pr	ogram	DAS	DAS	DAS	DAS	TOTAL
		Annual Full		% FTE funded by						
		TimeSalary	Total	HSA	Adjusted					
12	POSITION TITLE	for FTE	FTE	(Max 100%)	FTE	Budgeted Salary				
13	Community Services Manager	\$100,000	1.00	15.00%	0.15	\$15,000	\$15,000	\$15,000	\$15,000	\$60,000
14	Activities Coordinator	\$50,112	0.38	100.00%	0.38	\$18,792	\$18,792	\$18,792	\$18,792	\$75,168
15	Social Worker	\$50,112	0.63	100.00%	0.63	\$31,571	\$31,571	\$31,571	\$31,571	\$126,284
16										
17										
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29										
	TOTALS	#200 00 t	0.01	0450/	4.40	#0F 000	#0F 000	#0F 000	#0F 000	6004 450
30 31	TOTALS	\$200,224	2.01	215%	1.16	\$65,363	\$65,363	\$65,363	\$65,363	\$261,452
	FRINGE BENEFIT RATE	24%				Γ	Γ	Г	T	
33	EMPLOYEE FRINGE BENEFITS	\$48,054				\$15,687	\$15,687	\$15,687	\$15,687	\$62,748
34 35										
	TOTAL SALARIES & BENEFITS	\$248,278				\$81,050	\$81,050	\$81,050	\$81,050	\$324,200
	HSA #2	7= 12,=10				72.,000	+-1,000	+11,000	+11,000	6/23/2023
J,	1									0,23,202

	А	В	С	D	Е	F	G		Н	I	J	K	L	M
1			•										pendix	B, Page 3
3	Russian Ame	rican Cammu	unity Sarvicas											
	Program: Co													
5	rogram. co	minumity our	V1000											
6				_		_								
7				Ope	rating Exp	oense [Detail							
8														
10														
11														TOTAL
12	Expenditure C	<u>ategory</u>		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
13	Rental of Prop	erty											\$	-
14	Utilities(Elec, \	Water, Gas, P	hone, Garbage)		\$3,	600_	\$	3,600		\$3,600		\$3,600	\$	14,400
15	Office Supplie	s, Postage			\$1,	000_	\$	1,000		\$1,000		\$1,000	\$	4,000
16	Building Maint	enance Suppli	ies and Repair		\$	900_		\$900		\$900		\$900	\$	3,600
17	Printing and R	eproduction			\$1,	200	\$	1,200		\$1,200		\$1,200	\$	4,800
18	Insurance				\$1,	400	\$	1,400		\$1,400		\$1,400	\$	5,600
19	Staff Training												\$	-
20	Staff Travel-(L	ocal & Out of	Town)								. <u>-</u>		\$	-
21	Rental of Equi	pment									_		\$	-
22														
23	CONSULTAN	TS												
24	Performers, S	peakers			\$ 3,	000	\$	3,000	\$	3,000	\$	3,000	\$	12,000
	Community ou	treach coordir	nator	_	\$ 3,	600_	\$	3,600	\$	3,600	\$	3,600	\$	14,400
26	07.155													
_	OTHER												•	
28 29	Volunteer app Festivity suppl		od	-	c	 866	¢	966	\$	966	<u> </u>	966	\$	2 464
30	. Journey Suppl	iss, saiturar 10		-	\$		\$	866	Φ	866	\$	866	<u>\$</u> \$	3,464
31				-							_		Ψ	
$\overline{}$	TOTAL OPER	ATING EXPE	NSE		\$ 15,	<u>566</u>	<u>\$ 1</u>	5,566	\$	15,566	\$	15,566	\$	62,264
33				-										
	HSA #3													6/23/2023

ADA Accessible

<u>x</u>Yes ____No

APPENDIX F - SITE CHART

Page	1	of	- 1

HSA / DAS / OFFICE OF COMMUNITY PARTNERSHIPS

AGENCY:	Russian American Community Services	FISCAL YEAR: 2023-2027

CONTRACT MAILING ADDRESS: 300 Anza Street, San Francisco, CA 94118 DIRECTOR: Olga Medvedko PHONE NO.: 415-387-5336 SITES: (Community Services) **RACS** Name of Site Address and Zip 300 Anza St, 94118 Phone Number 415-387-5336 Neighborhood Muni Line #s Richmond Person in Charge 38 Site Manager Olga Medvedko ESL classes. Programs Offered at Site Social Services, Translations, Activities around lunch time <u>x</u>Mon <u>x</u>Tues Days Open _Mon ____Tues Mon ___Tues Mon ___Tues Mon ____Tues <u>x</u>Wed <u>x</u>Thurs _Wed ____Thur Wed ___Thur Wed ___Thur Wed ____Thur ___x Fri ___Sat Fri Sat _Fri ___Sat _Fri ___Sat _Fri ____Sat Sun Sun Sun Sun Sun Hours Open 9 am-5 pm Hours of scheduled programming 10:00 am -5 pm NY Day, January 7th, President's Day, Bright Days closed Monday, Memorial Day, July 4th, Labor Day, Thanksgiving (2 days), December 25th

Yes __

_No

Yes _

_No

Yes _

_No

Yes ____

_No

Appendix A - Services to be Provided SELF-HELP FOR THE ELDERLY – JACKIE CHAN SENIOR CENTER

Community Services

July 1, 2023 to June 30, 2027

I. Purpose

The purpose of this grant is to provide Community Services programming for older adults and adults with disabilities in San Francisco through site-based community centers. The programming will maintain or improve the well-being of older adults and adults with disabilities by providing activities and services designed to support individuals to live independently in their own homes and communities, reduce social isolation, and serve as an access point for other home and community-based services.

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
Grantee	SELF-HELP FOR THE ELDERLY
Higher Learning Classes	College-level classes that are taught by instructors with advanced degrees and teaching experience in the field of study. Higher learning classes were originally part of City College of San Francisco's Older Adults program. Classes are provided at community service centers throughout the City and supplement traditional Community Services programming.
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.
ОСР	Office of Community Partnerships
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	Person who is 60 years or older.
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 Community Services and the grantee reflects consumer participation in SF DAS GetCare through enrollment.

III. Target Population

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

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

IV. Eligibility for Services

To be eligible for services, clients must be

- 1) An older adult aged 60 years or older or
- 2) An adult with a disability, aged 18-59 and
- 3) A resident of San Francisco and
- 4) In need of Community Services

V. Location and Time of Services

The grantee will provide Community Services programming in San Francisco. The details of the sites and operation hours are located in the site chart.

VI. Description of Services and Program Requirements

1. Grantee will provide Community Services programming for older adults and adults with disabilities. Community Services programming shall consist of activities and services that focus on the physical, social, psychological, economic, educational, recreational,

and/or creative needs of older adults and adults with disabilities. Activities and services may be provided in the grantee's community center, in the community, via telephone, virtually over the internet, and through other effective means of communication and connection. There are three categories of Community Services programming:

- i. Activity Scheduling: Activities may include educational presentations, workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes, provides opportunities for connection with other participants, and that help participants maintain or enhance their level of functioning.
- ii. <u>Translation:</u> Translation assistance is provided to consumers that cannot speak/read English. Translation may also include the use of American Sign Language, braille, or teleprompting. Services may include translation for an individual, such as translation of forms, letters, applications, or phone calls, and may also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements or presentations.
- iii. <u>Social Services</u>: The provision of one-to-one assistance to individuals that enables them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.
- 2. Grantee will ensure that service offerings in the three categories of Community Services are designed to:
 - i. Provide quality services that attain a high satisfaction level from participants.
 - ii. Provide services that meet the needs of individual participants.
 - iii. Provide physical activities that may improve the health of participants.
 - iv. Increase access to information and educational materials that help enable individual consumers to maximize independence while living in the community.
 - v. Provide activities to increase socialization opportunities for individual consumers.
- 3. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
- 4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15th each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At a minimum, the consumer response rate shall be at least 35% of the annual unduplicated consumers.
- 5. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer and adhere to all program standards.
- 6. Grantee will ensure that units of service provided are tracked and distinguishable.
- 7. Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
- 8. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are

- contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services.
- 9. Higher Learning classes will be offered at Self-Help for the Elderly Senior Centers. These classes will be open to any older adult or adult with disabilities interested. A participant will register for class(es) as a separate program of the community service center. Course topics are "Nutrition Education" and "Tai Chi." These classes are college level classes taught by instructors with advanced degrees and teaching experience in the field of study.

VII. Service Objectives

Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A- Community	FY 23-24	FY 24-25	FY 25-26	FY 26-27					
Services									
Unduplicated Consumers (UDC)	250	250	250	250					
Activity Scheduling	1,150	1,150	1,150	1,150					
Translation Services	300	300	300	300					
Social Services	350	350	350	350					
1 unit of service = 1 hour of service provision									

VIII. Outcome Objectives

Community Services

- 1. Consumers receive the services and/or activities they need from the agency. Target: 80%
- 2. Consumers who participate in physical activity programming report a positive impact on their health. Target: 80%
- 3. Consumers who received social services or translation assistance, or participated in an educational program, report the services helped to improve their lives. Target: 80%
- 4. Consumers report an increase in their socialization opportunities and interaction with others. Target: 80%

Based on an annual satisfaction survey created by DAS OCP and with a sample size of at least 35% of the annual unduplicated consumers.

Higher Learning

1. Class participants report that the course increased their socialization opportunities and interaction with others. Target: 80%

2. Class participants report an increase in knowledge of the Higher Learning course topic. Target: 80%

Based on a satisfaction survey created by the grantee with input from DAS OCP and with a sample size of at least 75% of the participants enrolled in the class.

IX. Reporting and Other Requirements

- 1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers, using the DAS 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. 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.
- 14. For assistance with reporting and contract requirements, please contact:

Reanna Albert
Program Analyst
DAS OCP
reanna.albert@sfgov.org
and
Tahir Shaikh
Contract Manager
HSA OCM
tahir.shaikh@sfgov.org

X. Monitoring Activities

- Α. 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. <u>Fiscal Compliance and Contract Monitoring</u>: 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.

L_	A	В	С	D	E	F					
2	1					Appendix B, Page 1 7/5/2023					
	HUMAN SERVICES AGENCY BUDGET SUMMARY										
3	HUMAN SERVICES AGE										
	BY PROGRAM										
5	Name	ĺ	Term								
6	SELF-HELP FOR THE ELDERLY		7/1/23 - 6/30/27								
7	(Check One) New 🗸 Renewal	_ Modification	_								
8	If modification, Effective Date of Mod.	No. of Mod.									
9	Program: Community Service-District 1	-Jackie Chan Senio	r Center								
10	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					
12	Ü										
13	Salaries & Benefits	\$73,239	\$73,239	\$73,239	\$73,239	\$292,956					
14	Operating Expenses	\$26,324	\$26,324	\$26,324	\$26,324	\$105,296					
15	Subtotal	\$99,563	\$99,563	\$99,563	\$99,563	\$398,252					
16	Indirect Percentage (%)	15%	15%	15%	15%	15%					
17	Indirect Cost (Line 16 X Line 15)	\$14,935	\$14,935	\$14,935	\$14,935	\$59,740					
18	Subcontractor/Capital Expenditures	\$0	\$0	\$0	\$0	\$0					
19	Total Expenditures	\$114,498	\$114,498	\$114,498	\$114,498	\$457,992					
20	HSA Revenues										
21	General Fund	\$114,498	\$114,498	\$114,498	\$114,498	\$457,992					
22	-										
23 24											
25											
26											
27											
28						4					
29	1	\$114,498	\$114,498	\$114,498	\$114,498	\$457,992					
30 31	Other Revenues										
32											
33											
34											
35	ļ										
36	Total Revenues	\$114,498	\$114,498	\$114,498	\$114,498	\$457,992					
37	Full Time Equivalent (FTE)										
39	Prepared by: Leny Nair	Telephone No.:	415-677-7682								
40	HSA-CO Review Signature:										
	•		_								
41	HSA #1					12/2/2020					

	Α	В	С	D	E	F	G	Н	I	J					
1	Appendix B, Page 2 Date: 7/5/23														
3	SELF-HELP FOR THE ELDERLY									Date: 7/5/23					
4	Program: Community Service-Di	Program: Community Service-District 1-Jackie Chan Senior Center													
5															
6															
7			Salario	es & Benef	its Detail										
9															
10	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														
11		Agency T	otals	HSA Pr	ogram	DAS	DAS	DAS	DAS	TOTAL					
		Annual Full		% FTE funded by											
		TimeSalary	Total	HSA	Adjusted										
12	POSITION TITLE	for FTE	FTE	(Max 100%)	FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary					
13	Community Service Manager	\$64,480	1.00	10%	0.10	\$6,448	\$6,448	\$6,448	\$6,448	\$25,792					
14	Cong Meal Program Manager	\$64,480	1.00	6%	0.06	\$3,546	\$3,546	\$3,546	\$3,546	\$14,184					
15	Asst Center Oprations Manager	\$47,840	1.00	6%	0.06	\$2,631	\$2,631	\$2,631	\$2,631	\$10,524					
16	Center Coordinator	\$43,909	1.00	65%	0.65	\$28,541	\$28,541	\$28,541	\$28,541	\$114,164					
17	Program Assistant	\$45,864	1.00	35%	0.35	\$16,052	\$16,052	\$16,052	\$16,052	\$64,208					
18															
19															
20															
21															
22															
23															
24															
25															
26															
27	TOTALS	\$266,573	5.00	121%	1.21	\$57,218	\$57,218	\$57,218	\$57,218	\$228,872					
28	FRINGE BENEFIT RATE	28%													
	EMPLOYEE FRINGE BENEFITS	\$74,640				\$16,021	\$16,021	\$16,021	\$16,021	\$64,084					
31															
	TOTAL SALARIES & BENEFITS	\$341,213				\$73,239	\$73,239	\$73,239	\$73,239	\$292,956					
	HSA #2	ψο,210				ψ. 0,200	ψ. σ, 2 00	ψ. 0,200	ψ. 0,200	12/2/2020					
O-7										12/2/2020					

	Α	В	С	D	E	F	G	H I	J	K	L M			
1											Appendix B, Page 3			
3	SELF-HELP F	OR THE ELD	DERLY								Date: 7/5/23			
4	Program: Community Service-District 1-Jackie Chan Senior Center													
5														
6 7		Operating Expense Detail												
8														
9														
10											TOTAL			
	Expenditure C	ategory		TERM	7/1/23-6/30	/24	7/1/24-6/30/2	5 7/1/25-6/3	0/26	7/1/26-6/30/2				
13	Rental of Prop	erty			\$14,0	097	\$14,09	7 \$14,	097	\$14,09	\$56,388			
14	Utilities(Elec,	Water, Gas, P	hone, Garbage	·)	\$5,0	000	\$5,000) \$5,	000	\$5,00	\$20,000			
15	Office Supplie	s, Postage			\$3	328	\$328	3\$	328	\$32	\$1,310			
16	Building Maint	enance Suppl	lies and Repair		\$5	541_	\$54	1_ \$	541	\$54	\$2,164			
17	Printing and R	eproduction			\$1	150	\$150	<u> </u>	150	\$15	50\$600			
18	Insurance				\$7	750	\$750	<u> </u>	750	\$75	\$3,000			
19	Staff Training				\$1	100	\$100	<u> </u>	100	\$10	00 \$400			
20	Staff Travel-(L	ocal & Out of	Town)		\$1	100	\$100	<u> </u>	100	\$10	90 \$400			
21	Rental of Equi	pment			\$1	150	\$150	<u> </u>	150	\$15	50_ \$600			
22														
23	CONSULTAN	TS												
-	Professional F	ees-Instructor	r	_	\$3,3	383	\$3,383	3 \$3,	383	\$3,38	\$13,532			
25				_							\$0			
26	OTHER													
-	OTHER Program Expe	enses			\$1,0	000	\$1,000) ¢1	000	\$1,00	00 \$4,000			
	Communication			-		350 350	\$650	_	650	\$65				
-	Recruitment E			-		\$75	\$75		\$75	\$7	<u></u>			
31		•		_						,				
32				_				_			\$0			
33														
34	TOTAL OPER	RATING EXPE	NSE	_	\$ <u>26,3</u>	324	\$ <u>26,32</u> 4	<u>4</u> \$ <u>26,</u>	324	\$ <u>26,32</u>	\$105,296			
35														
36	HSA #3										12/2/2020			

Appendix F-Self-Help for the Elderly District 1 Site Chart $\frac{1}{}$ of $\frac{1}{}$

Page

HSA / DAS / OFFICE OF COMMUNITY PARTNERSHIPS

AGENCY: Self-Help for the Elderly FISCAL YEAR: FY23-27

CONTRACT MAILING ADDRESS: 731 Sansome Street, Suite 100, San Francisco, CA94111

COMMUNITY SERVICE MANAGER: BENNY CHAN PHONE NO.: (415) 677-7607								
SITES: (Community Services) Name of Site	Jackie Chan Senior Center							
Address and Zip Phone Number Fax Number	5757 Geary Blvd, S.F., CA 94121 415-677-7571							
Neighborhood Muni Line#s	Richmond Muni 38, 38AX, 38BX,							
Person in Charge Site Manager	38R, 29 Lance Ma Amy Huang							
Programs Offered at Site	Congregate Meals/HDM Community/Social Service Nutrition Education							
Days Open	X Mon X Tues X Wed X Thur X Fri X Sat Sun	MonTues WedThur FriSat Sun	MonTues WedThur FriSat Sun	Mon Tues Wed Thur Fri Sat	Mon Tues Wed Thur Fri Sat			
Hours Open	M – F 9:00 am – 5:00 pm Sat 9:00 am – 2:00 pm							
Hours of scheduled programming	M – F 9:00 am – 5:00 pm Sat 9:00 am – 2:00 pm							
Days closed	New Year's Day, Martin Lutr New Year, President's Day, N Independence Day, Labor Day Veterans Day, Thanksgiving Thanksgiving, Christmas Day	Memorial Day, ay, Indigenous Peoples Day, Day, Day after						
ADA Accessible	_X_YesNo	YesNo	YesNo	YesNo	YesNo			

Appendix A - Services to be Provided SELF-HELP FOR THE ELDERLY - GEEN MUN SENIOR CENTER

Community Services

July 1, 2023 to June 30, 2027

I. Purpose

The purpose of this grant is to provide Community Services programming for older adults and adults with disabilities in San Francisco through site-based community centers. The programming will maintain or improve the well-being of older adults and adults with disabilities by providing activities and services designed to support individuals to live independently in their own homes and communities, reduce social isolation, and serve as an access point for other home and community-based services.

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
Grantee	SELF-HELP FOR THE ELDERLY
Higher Learning Classes	College-level classes that are taught by instructors with advanced degrees and teaching experience in the field of study. Higher learning classes were originally part of City College of San Francisco's Older Adults program. Classes are provided at community service centers throughout the City and supplement traditional Community Services programming.
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.
ОСР	Office of Community Partnerships
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	Person who is 60 years or older.
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 Community Services and the grantee reflects consumer participation in SF DAS GetCare through enrollment.

III. Target Population

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

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

IV. Eligibility for Services

To be eligible for services, clients must be

- 1) An older adult aged 60 years or older or
- 2) An adult with a disability, aged 18-59 and
- 3) A resident of San Francisco and
- 4) In need of Community Services

V. Location and Time of Services

The grantee will provide Community Services programming in San Francisco. The details of the sites and operation hours are located in the site chart.

VI. Description of Services and Program Requirements

1. Grantee will provide Community Services programming for older adults and adults with disabilities. Community Services programming shall consist of activities and services that focus on the physical, social, psychological, economic, educational, recreational,

and/or creative needs of older adults and adults with disabilities. Activities and services may be provided in the grantee's community center, in the community, via telephone, virtually over the internet, and through other effective means of communication and connection. There are three categories of Community Services programming:

- i. Activity Scheduling: Activities may include educational presentations, workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes, provides opportunities for connection with other participants, and that help participants maintain or enhance their level of functioning.
- ii. <u>Translation:</u> Translation assistance is provided to consumers that cannot speak/read English. Translation may also include the use of American Sign Language, braille, or teleprompting. Services may include translation for an individual, such as translation of forms, letters, applications, or phone calls, and may also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements or presentations.
- iii. <u>Social Services</u>: The provision of one-to-one assistance to individuals that enables them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.
- 2. Grantee will ensure that service offerings in the three categories of Community Services are designed to:
 - i. Provide quality services that attain a high satisfaction level from participants.
 - ii. Provide services that meet the needs of individual participants.
 - iii. Provide physical activities that may improve the health of participants.
 - iv. Increase access to information and educational materials that help enable individual consumers to maximize independence while living in the community.
 - v. Provide activities to increase socialization opportunities for individual consumers.
- 3. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
- 4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15th each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At a minimum, the consumer response rate shall be at least 35% of the annual unduplicated consumers.
- 5. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer and adhere to all program standards.
- 6. Grantee will ensure that units of service provided are tracked and distinguishable.
- 7. Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
- 8. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are

- contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services.
- 9. Higher Learning classes will be offered at Self-Help for the Elderly Senior Centers. These classes will be open to any older adult or adult with disabilities interested. A participant will register for class(es) as a separate program of the community service center. Course topics are "Nutrition Education" and "Tai Chi." These classes are college level classes taught by instructors with advanced degrees and teaching experience in the field of study.

VII. Service Objectives

Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A- Community	FY 23-24	FY 24-25	FY 25-26	FY 26-27					
Services									
Unduplicated Consumers (UDC)	300	300	300	300					
Activity Scheduling	1,200	1,200	1,200	1,200					
Translation Services	300	300	300	300					
Social Services	350	350	350	350					
1 unit of service = 1 hour of service provision									

VIII. Outcome Objectives

Community Services

- 1. Consumers receive the services and/or activities they need from the agency. Target: 80%
- 2. Consumers who participate in physical activity programming report a positive impact on their health. Target: 80%
- 3. Consumers who received social services or translation assistance, or participated in an educational program, report the services helped to improve their lives. Target: 80%
- 4. Consumers report an increase in their socialization opportunities and interaction with others. Target: 80%

Based on an annual satisfaction survey created by DAS OCP and with a sample size of at least 35% of the annual unduplicated consumers.

Higher Learning

1. Class participants report that the course increased their socialization opportunities and interaction with others. Target: 80%

2. Class participants report an increase in knowledge of the Higher Learning course topic. Target: 80%

Based on a satisfaction survey created by the grantee with input from DAS OCP and with a sample size of at least 75% of the participants enrolled in the class.

IX. Reporting and Other Requirements

- 1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers, using the DAS 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. 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
- 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.
- 14. For assistance with reporting and contract requirements, please contact:

Reanna Albert
Program Analyst
DAS OCP
reanna.albert@sfgov.org
and
Tahir Shaikh
Contract Manager
HSA OCM
tahir.shaikh@sfgov.org

X. Monitoring Activities

- Α. 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	В	С	D	E	F						
1	Appendix B, Page 1											
2	Date: 7/5/2023											
3	HUMAN SERVICES AGE	NCY BUDGET S	UMMARY									
4	BY PROGRAM											
5	Name	ı	Term									
6	SELF-HELP FOR THE ELDERLY		7/1/23 - 6/30/27									
7	(Check One) New 🗸 Renewal	Modification	_									
8	If modification, Effective Date of Mod.	No. of Mod.										
9	Program: Community Service-District 3	-Geen Mun SC										
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	Total						
12	Expenditures	.,,,,_,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	.,,,_,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	.,,,,_,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	.,,,	, 51						
13	Salaries & Benefits	\$69,226	\$69,226	\$69,226	\$69,226	\$276,904						
14	Operating Expenses	\$33,958	\$33,958	\$33,958	\$33,958	\$135,832						
15	Subtotal	\$103,184	\$103,184	\$103,184	\$103,184	\$412,736						
16	Indirect Percentage (%)	15%	15%	15%	15%	15%						
17	Indirect Cost (Line 16 X Line 15)	\$15,478	\$15,478	\$15,478	\$15,478	\$61,912						
18	Subcontractor/Capital Expenditures	\$0	\$0	\$0	\$0	\$0						
19	Total Expenditures	\$118,661	\$118,661	\$118,661	\$118,661	\$474,644						
20	HSA Revenues											
21	General Fund	\$118,661	\$118,661	\$118,661	\$118,661	\$474,644						
22												
24												
25												
26												
27												
28 29	TOTAL LICA DEVENIUES	¢440.004	\$110 CC1	£110 CC1	£440.664	¢474.644						
30	TOTAL HSA REVENUES Other Revenues	\$118,661	\$118,661	\$118,661	\$118,661	\$474,644						
31	Other Revenues											
32												
33												
34												
35												
36	Total Revenues	\$118,661	\$118,661	\$118,661	\$118,661	\$474,644						
37	Full Time Equivalent (FTE)											
39	Prepared by: Leny Nair	Telephone No.:	415-677-7682									
40	HSA-CO Review Signature:											
41	- HSA #1					12/2/2020						

	А	В	С	D	E	F	G	Н	I	J			
1										pendix B, Page 2			
3	Date: 7/5/23 SELF-HELP FOR THE ELDERLY												
	Program: Community Service-District 3-Geen Mun SC												
5													
6													
7			Salarie	es & Benef	its Detail								
8													
9													
10						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			
11		Agency To	otals	HSA Pr % FTE	ogram	DAS	DAS	DAS	DAS	TOTAL			
		Annual Full		funded by									
		TimeSalary for	Total	HSA	Adjusted								
12	POSITION TITLE	FTE	FTE	(Max 100%)	FTE	Budgeted Salary							
13	Community Service Manager	\$64,480	1.00	10%	0.10	\$6,448	\$6,448	\$6,448	\$6,448	\$25,792			
14	Cong Meal Program Manager	\$64,480	1.00	5%	0.05	\$3,224	\$3,224	\$3,224	\$3,224	\$12,896			
15	Asst Center Operations Manager	\$47,840	1.00	5%	0.05	\$2,392	\$2,392	\$2,392	\$2,392	\$9,568			
16	Center Coordinator	\$43,909	1.00	60%	0.60	\$26,345	\$26,345	\$26,345	\$26,345	\$105,381			
17	Program Assistant	\$44,782	1.00	35%	0.35	\$15,674	\$15,674	\$15,674	\$15,674	\$62,695			
18													
19													
20													
21													
22													
23													
24													
25													
26													
27													
28													
29													
30 31	TOTALS	\$265,491	5.00	115%	1.15	\$54,083	\$54,083	\$54,083	\$54,083	\$216,332			
	FRINGE BENEFIT RATE	28%							1				
	EMPLOYEE FRINGE BENEFITS	\$74,337				\$15,143	\$15,143	\$15,143	\$15,143	\$60,572			
34 35													
36	TOTAL SALARIES & BENEFITS	\$339,828				\$69,226	\$69,226	\$69,226	\$69,226	\$276,904			
37	HSA #2									12/2/2020			

	А	В	С	D	Е	F	G	Н	I	J K	L	М
1											Appe	endix B, Page 3
3	SELF-HELP F	OR THE ELD	ERLY									Date: 7/5/23
4			vice-District 3	-Geen	Mun SC							
5												
7	-			Ope	rating Exper	nse De	tail					
8	1			- 60	· • • • • • • • • • • • • • • • • • • •							
9												
10 11	-											TOTAL
	Expenditure C	Category		TERM	7/1/23-6/30/24	1 7/	1/24-6/30/2	5_	7/1/25-6/30/26	7/1/26-6/30/	27	7/1/23 - 6/30/27
13	Rental of Prop	perty			\$18,360)	\$18,36	0_	\$18,360	\$18,3	60	\$73,440
14	Utilities(Elec,	Water, Gas, P	hone, Garbage	:)	\$10,973	3	\$10,97	3	\$10,973	\$10,9	73	\$43,890
15	Office Supplie	s, Postage			\$50)	\$5	0	\$50	\$	50	\$200
16	Building Maint	tenance Suppli	ies and Repair		\$50	<u> </u>	\$5	0	\$50	\$	50	\$200
17	Printing and R	Reproduction			\$50	<u> </u>	\$5	0	\$50	\$	50	\$200
18	Insurance				\$650	<u> </u>	\$65	0	\$650	\$6	50	\$2,600
19	Staff Training				\$0	<u> </u>	\$	0	\$0		\$0_	\$0
20	Staff Travel-(L	ocal & Out of	Town)		\$0	<u> </u>	\$	0	\$0	<u> </u>	\$0	\$0
21	Rental of Equi	ipment			\$100)	\$10	0_	\$100	\$1	00	\$400
22												
23	CONSULTAN	ITS										
24	Professional F	ees-Instructor		_	\$2,00	0	\$2,00	00_	\$2,000	\$2,0	000	\$8,000
25				_								
26												
_	OTHER Brogram Even	ncoc			\$1,00	0	¢1 00	20	¢1 000	64 <i>1</i>	200	¢4.000
	Program Expe			_	\$1,00 \$65		\$1,00 \$65		\$1,000 \$650	\$1,0 \$6	350 350	\$4,000 \$2,600
30				_	\$7		\$7		\$75		\$75	\$300
31				_			Ψ.		Ψ. σ	·		
32				_				_				\$0
33	_											
34	TOTAL OPER	RATING EXPE	NSE	_	\$33,95	<u>8</u>	\$33,95	58	\$33,958	\$33,	958	\$135,830
35	_											
36	HSA #3											12/2/2020

Appendix F-Self-Help for the Elderly District 3 Site Chart $\frac{1}{}$ of $\frac{1}{}$

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HSA / DAS / OFFICE OF COMMUNITY PARTNERSHIPS

AGENCY: Self-Help for the Elderly FISCAL YEAR: FY23-27

CONTRACT MAILING ADDRESS: 731 Sansome Street, Suite 100, San Francisco, CA94111

COMMUNITY SERVICE MANAGER:	BENNY CHAN			PHONE NO.: (415) 677-76	07
SITES: (Community Services) Name of Site	Geen Mun Senior Center	Lady Shaw Senior Center	Manilatown Senior Center		
Address and Zip Phone Number Fax Number	777 Stockton Street, S.F., CA94108 415-391-3843	1483 Mason Street, S.F., CA94133 415-677-7581	848 Kearny Street, S.F., CA94108 415-398-3250		
Neighborhood Muni Line#s	Chinatown 1, 8, 8AX, 8BX, 12, 30, 45, T	Chinatown 1, 8, 8AX, 8BX, 12, 30, 45, T	Chinatown 1, 8, 8AX, 8BX, 12, 30, 45, T		
Person in Charge Site Manager	Lance Ma Vicky Kwong Congregate Meals/HDM	Lance Ma Yana He Congregate Meals/HDM	Lance Ma Ada Ma Congregate Meals/HDM		
Programs Offered at Site Days Open	Community/Social Service Nutrition Education X Mon X Tues X Wed X Thur	Community/Social Service Nutrition Education X Mon X Tues X Wed X Thur	Community/Social Service Nutrition Education X Mon X Tues X Wed X Thur	MonTues WedThur	MonTues WedThur
Hours Open	X_Fri _X_Sat Sun M - F 9:00 am - 5:00 pm Sat 9:00 am - 2:00 pm M - F 9:00 am - 5:00 pm	X Fri Sat Sat Sun Sat Sun Solution M - F 9:00 am - 5:00 pm	X_FriSat Sun M = F 9:00 am = 2:00 pm M = F 9:00 am = 2:00 pm	FriSat Sun	FriSat Sun
Hours of <u>scheduled</u> programming Days closed	Memorial Day, Independent	her King, Jr. Day, Chinese New ce Day, Labor Day, Indigenous r Thanksgiving, Christmas Day	Peoples Day, Veterans Day,		
ADA Accessible	_X_YesNo	_X_YesNo	_X_YesNo	YesNo	YesNo

Appendix A - Services to be Provided SELF-HELP FOR THE ELDERLY - LADY SHAW SENIOR CENTER

Community Services

July 1, 2023 to June 30, 2027

I. Purpose

The purpose of this grant is to provide Community Services programming for older adults and adults with disabilities in San Francisco through site-based community centers. The programming will maintain or improve the well-being of older adults and adults with disabilities by providing activities and services designed to support individuals to live independently in their own homes and communities, reduce social isolation, and serve as an access point for other home and community-based services.

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
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.
ОСР	Office of Community Partnerships
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	Person who is 60 years or older.
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 Community Services and the grantee reflects consumer participation in SF DAS GetCare through enrollment.

III. Target Population

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

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

IV. Eligibility for Services

To be eligible for services, clients must be

- 1) An older adult aged 60 years or older or
- 2) An adult with a disability, aged 18-59 and
- 3) A resident of San Francisco and
- 4) In need of Community Services

V. Location and Time of Services

The grantee will provide Community Services programming in San Francisco. The details of the sites and operation hours are located in the site chart.

VI. Description of Services and Program Requirements

- 1. Grantee will provide Community Services programming for older adults and adults with disabilities. Community Services programming shall consist of activities and services that focus on the physical, social, psychological, economic, educational, recreational, and/or creative needs of older adults and adults with disabilities. Activities and services may be provided in the grantee's community center, in the community, via telephone, virtually over the internet, and through other effective means of communication and connection. There are three categories of Community Services programming:
 - i. Activity Scheduling: Activities may include educational presentations,

- workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes, provides opportunities for connection with other participants, and that help participants maintain or enhance their level of functioning.
- ii. <u>Translation:</u> Translation assistance is provided to consumers that cannot speak/read English. Translation may also include the use of American Sign Language, braille, or teleprompting. Services may include translation for an individual, such as translation of forms, letters, applications, or phone calls, and may also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements or presentations.
- iii. <u>Social Services</u>: The provision of one-to-one assistance to individuals that enables them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.
- 2. Grantee will ensure that service offerings in the three categories of Community Services are designed to:
 - i. Provide quality services that attain a high satisfaction level from participants.
 - ii. Provide services that meet the needs of individual participants.
 - iii. Provide physical activities that may improve the health of participants.
 - iv. Increase access to information and educational materials that help enable individual consumers to maximize independence while living in the community.
 - v. Provide activities to increase socialization opportunities for individual consumers.
- 3. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
- 4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15th each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At a minimum, the consumer response rate shall be at least 35% of the annual unduplicated consumers.
- 5. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer and adhere to all program standards.
- 6. Grantee will ensure that units of service provided are tracked and distinguishable.
- 7. Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
- 8. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services.

VII. Service Objectives

Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A- Community	FY 23-24	FY 24-25	FY 25-26	FY 26-27	
Services					
Unduplicated Consumers (UDC)	200	200	200	200	
Activity Scheduling	1,050	1,050	1,050	1,050	
Translation Services	270	270	270	270	
Social Services	330	330	330	330	
1 unit of service = 1 hour of service provision					

VIII. Outcome Objectives

Community Services

- 1. Consumers receive the services and/or activities they need from the agency. Target: 80%
- 2. Consumers who participate in physical activity programming report a positive impact on their health. Target: 80%
- 3. Consumers who received social services or translation assistance, or participated in an educational program, report the services helped to improve their lives. Target: 80%
- 4. Consumers report an increase in their socialization opportunities and interaction with others. Target: 80%

Based on an annual satisfaction survey created by DAS OCP and with a sample size of at least 35% of the annual unduplicated consumers.

IX. Reporting and Other Requirements

- 1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers, using the DAS 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. 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
- 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.
- 14. For assistance with reporting and contract requirements, please contact:

Reanna Albert Program Analyst DAS OCP reanna.albert@sfgov.org

and

Tahir Shaikh Contract Manager HSA OCM tahir.shaikh@sfgov.org

X. **Monitoring Activities**

A. Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected

and maintained; reporting performance including monthly service unit reports on 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	В	С	D	E	F			
2	1				,	Appendix B, Page 1 7/5/2023			
		NOV BUDGET C	LIMANAADV			175/2025			
3	HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM								
<u> </u>		DI PROGR							
5	Name	Ī	Term						
6	SELF-HELP FOR THE ELDERLY		7/1/23 - 6/30/27						
7	(Check One) New 🗸 Renewal	_ Modification	_						
8	If modification, Effective Date of Mod.	No. of Mod.							
9	Program: Community Service-District 3	-Lady Shaw SC							
	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			
12		171720 0700721	171721 0/00/20	171720 0700720	111120 0100121	111120 0/00/21			
13	Salaries & Benefits	\$66,417	\$66,417	\$66,417	\$66,417	\$265,668			
14	Operating Expenses	\$5,375	\$5,375	\$5,375	\$5,375	\$21,500			
15	Subtotal	\$71,792	\$71,792	\$71,792	\$71,792	\$287,168			
16	Indirect Percentage (%)	15%	15%	15%	15%	15%			
	Indirect Cost (Line 16 X Line 15)	\$10,767.83	\$10,767.83	\$10,767.83	\$10,767.83	\$43,072			
18	Subcontractor/Capital Expenditures	\$0	\$0	\$0	\$0	\$0			
19	Total Expenditures	\$82,560	\$82,560	\$82,560	\$82,560	\$330,240			
20	HSA Revenues								
21	General Fund	\$82,560	\$82,560	\$82,560	\$82,560	\$330,240			
22									
23 24									
25									
26									
27									
28	<u> </u>	***							
	TOTAL HSA REVENUES	\$82,560	\$82,560	\$82,560	\$82,560	\$330,240			
30									
32		25,000	25,000	25,000	25,000	\$100,000			
33	m rand materi Zaay enam resik	20,000	20,000	20,000		\$100,000			
34									
35									
36	Total Revenues	\$107,560	\$107,560	\$107,560	\$107,560	\$430,240			
37	Full Time Equivalent (FTE)								
39	Prepared by: Leny Nair	Telephone No.:	415-677-7682						
40	HSA-CO Review Signature:								
	Ť								
41	HSA #1					12/2/2020			

	A	В	С	D	Е	F	G	Н	I	J
1										pendix B, Page 2
3	SELF-HELP FOR THE ELDERLY									Date: 7/5/23
4	Program: Community Service-Di	strict 3-Lady S	Shaw SC							
5										
6										
7			Salari	es & Benef	its Detail					
8										
9 10						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
11		Agency T	otals	HSA Pr	ogram	DAS	DAS	DAS	DAS	TOTAL
				% FTE						
		Annual Full TimeSalary	Total	funded by HSA	Adjusted					
12	POSITION TITLE	for FTE	FTE	(Max 100%)	FTE	Budgeted Salary				
13	Community Service Manager	\$64,480	1.00	10%	0.10	\$6,448	\$6,448	\$6,448	\$6,448	\$25,792
14	Cong Meal Program Manager	\$64,480	1.00	5%	0.05	\$3,224	\$3,224	\$3,224	\$3,224	\$12,896
15	Asst Center Operations Manager	\$47,840	1.00	5%	0.05	\$2,392	\$2,392	\$2,392	\$2,392	\$9,568
16	Center Coordinator	\$43,909	1.00	55%	0.55	\$24,150	\$24,150	\$24,150	\$24,150	\$96,600
17	Program Assistant	\$44,782	1.00	35%	0.35	\$15,674	\$15,674	\$15,674	\$15,674	\$62,696
18										
19										
20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30 31	TOTALS	\$265,491	5.00	110%	1.10	\$51,888	\$51,888	\$51,888	\$51,888	\$207,552
32	FRINGE BENEFIT RATE	28%				T	T		T	
33 34	EMPLOYEE FRINGE BENEFITS	\$74,337				\$14,529	\$14,529	\$14,529	\$14,529	\$58,116
35										
36	TOTAL SALARIES & BENEFITS	\$339,828				\$66,417	\$66,417	\$66,417	\$66,417	\$265,668
37	HSA #2									12/2/2020

4 Pr 5 6 7 8 9 10 11 12 Ex 13 Rv 14 Ut	expenditure Cate Rental of Proper Itilities(Elec, Wa	ty ater, Gas, Phone, Gar	TE)per	haw SC ating Expense 7/1/23-6/30/24	P Detail 7/1/24-6/30/25	7/1/25-6/30/26	App 7/1/26-6/30/27	pendix B, Page 3 Date: 7/5/23 TOTAL 7/1/23 - 6/30/27
3 SI 4 PI 5 6 7 8 9 10 11 12 E2 13 RI 14 Ut	expenditure Cate Rental of Proper Itilities(Elec, Wa	munity Service-Distr egory ty ater, Gas, Phone, Gar	TE)per	ating Expense		7/1/25-6/30/26	7/1/26-6/30/27	TOTAL
4 P1 5 6 7 8 9 10 11 12 E2 13 R4 Ut	expenditure Cate Rental of Proper Itilities(Elec, Wa	munity Service-Distr egory ty ater, Gas, Phone, Gar	TE)per	ating Expense		7/1/25-6/30/26	7/1/26-6/30/27	-
6 7 8 9 10 11 12 <u>Ex</u> 13 Re 14 Ut	Rental of Proper Utilities(Elec, Wa Office Supplies,	ty ater, Gas, Phone, Gar	TE				7/1/25-6/30/26	7/1/26-6/30/27	-
7 8 9 10 11 12 Ex 13 Re 14 Ut	Rental of Proper Utilities(Elec, Wa Office Supplies,	ty ater, Gas, Phone, Gar	TE				7/1/25-6/30/26	7/1/26-6/30/27	-
8 9 10 11 12 <u>Ex</u> 13 Ro 14 Ut	Rental of Proper Utilities(Elec, Wa Office Supplies,	ty ater, Gas, Phone, Gar	TE				7/1/25-6/30/26	7/1/26-6/30/27	-
9 10 11 12 <u>Ex</u> 13 Ro	Rental of Proper Utilities(Elec, Wa Office Supplies,	ty ater, Gas, Phone, Gar		RM_	7/1/23-6/30/24	7/1/24-6/30/25	7/1/25-6/30/26	7/1/26-6/30/27	-
11 12 Ex 13 Ro 14 Ut	Rental of Proper Utilities(Elec, Wa Office Supplies,	ty ater, Gas, Phone, Gar		RM_	7/1/23-6/30/24	7/1/24-6/30/25	7/1/25-6/30/26	7/1/26-6/30/27	-
12 Ex 13 Ro 14 Ut	Rental of Proper Utilities(Elec, Wa Office Supplies,	ty ater, Gas, Phone, Gar		RM_	7/1/23-6/30/24	7/1/24-6/30/25	7/1/25-6/30/26	7/1/26-6/30/27	-
13 Ro	Rental of Proper Utilities(Elec, Wa Office Supplies,	ty ater, Gas, Phone, Gar		- IXIVI	771723-0/30/24	771724-0/30/23	111123-0/30/20	111120-0130121	111123 - 0/30/21
14 U	Itilities(Elec, Wa Office Supplies,	ater, Gas, Phone, Gar	bage)	_					
	Office Supplies,		bage)						
		Postage		_	\$1,500	\$1,500	\$1,500	\$1,500	\$6,000
15 O	uilding Mainten			_	\$150	\$150	\$150	\$150	\$600
16 Bı	unding Mairiter	ance Supplies and Re	epair	_	\$250	\$250	\$250	\$250	\$1,000
17 Pı	rinting and Rep	roduction		_	\$50	\$50	\$50	\$50	\$200
18 In	nsurance			_	\$650	\$650	\$650	\$650	\$2,600
19 St	taff Training			_	\$0	\$0	\$0	\$0	\$0
20 St	taff Travel-(Loc	al & Out of Town)		_	\$0	\$0	\$0	\$0	\$0
21 R	ental of Equipn	nent		_	\$250	\$250	\$250	\$250	\$1,000
22									
23 C	ONSULTANTS	3							
24 Pr	rofessional Fee	es-Instructor			\$1,000	\$1,000	\$1,000	\$1,000	\$4,000
25									\$0
26									
_	THER				***			***	
	rogram Expens			-	\$1,000	\$1,000	\$1,000	\$1,000	\$4,000
	communications lecruitment Exp			-	\$450 \$75	<u>\$450</u> \$75	<u>\$450</u> \$75	\$450 \$75	\$1,800 \$300
31	eoraitinent Exp	011303		_	Ψ/3	Ψίσ	Ψ13	φ/3	ΨΟΟΟ
32				_					\$0
33				_					-
34 T (OTAL OPERA	TING EXPENSE			<u>\$5,375</u>	\$5,375	<u>\$5,375</u>	<u>\$5,375</u>	\$21,500
35									
36 H	ISA #3								12/2/2020

Appendix F-Self-Help for the Elderly District 3 Site Chart $\frac{1}{}$ of $\frac{1}{}$

Page

HSA / DAS / OFFICE OF COMMUNITY PARTNERSHIPS

AGENCY: Self-Help for the Elderly FISCAL YEAR: FY23-27

CONTRACT MAILING ADDRESS: 731 Sansome Street, Suite 100, San Francisco, CA94111

COMMUNITY SERVICE MANAGER:	BENNY CHAN			PHONE NO.: (415) 677-76	07
SITES: (Community Services) Name of Site	Geen Mun Senior Center	Lady Shaw Senior Center	Manilatown Senior Center		
Address and Zip Phone Number Fax Number	777 Stockton Street, S.F., CA94108 415-391-3843	1483 Mason Street, S.F., CA94133 415-677-7581	848 Kearny Street, S.F., CA94108 415-398-3250		
Neighborhood Muni Line#s	Chinatown 1, 8, 8AX, 8BX, 12, 30, 45, T	Chinatown 1, 8, 8AX, 8BX, 12, 30, 45, T	Chinatown 1, 8, 8AX, 8BX, 12, 30, 45, T		
Person in Charge Site Manager	Lance Ma Vicky Kwong Congregate Meals/HDM	Lance Ma Yana He Congregate Meals/HDM	Lance Ma Ada Ma Congregate Meals/HDM		
Programs Offered at Site Days Open	Community/Social Service Nutrition Education X Mon X Tues X Wed X Thur	Community/Social Service Nutrition Education X Mon X Tues X Wed X Thur	Community/Social Service Nutrition Education X Mon X Tues X Wed X Thur	MonTues WedThur	MonTues WedThur
Hours Open	X_Fri _X_Sat Sun M - F 9:00 am - 5:00 pm Sat 9:00 am - 2:00 pm M - F 9:00 am - 5:00 pm	X Fri Sat Sat Sun Sat Sun Solution M - F 9:00 am - 5:00 pm	X_FriSat Sun M = F 9:00 am = 2:00 pm M = F 9:00 am = 2:00 pm	FriSat Sun	FriSat Sun
Hours of <u>scheduled</u> programming Days closed	Memorial Day, Independent	her King, Jr. Day, Chinese New ce Day, Labor Day, Indigenous r Thanksgiving, Christmas Day	Peoples Day, Veterans Day,		
ADA Accessible	_X_YesNo	_X_YesNo	_X_YesNo	YesNo	YesNo

Appendix A - Services to be Provided SELF-HELP FOR THE ELDERLY - MANILATOWN SENIOR CENTER

Community Services

July 1, 2023 to June 30, 2027

I. Purpose

The purpose of this grant is to provide Community Services programming for older adults and adults with disabilities in San Francisco through site-based community centers. The programming will maintain or improve the well-being of older adults and adults with disabilities by providing activities and services designed to support individuals to live independently in their own homes and communities, reduce social isolation, and serve as an access point for other home and community-based services.

II. Definitions

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Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: activities of daily living (ADL), and instrumental activities of daily living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment
Grantee	SELF-HELP FOR THE ELDERLY
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Unduplicated Consumer (UDC)	An individual who participates in Community Services and the grantee reflects consumer participation in SF DAS GetCare through enrollment.

III. Target Population

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

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

IV. Eligibility for Services

To be eligible for services, clients must be

- 1) An older adult aged 60 years or older or
- 2) An adult with a disability, aged 18-59 and
- 3) A resident of San Francisco and
- 4) In need of Community Services

V. Location and Time of Services

The grantee will provide Community Services programming in San Francisco. The details of the sites and operation hours are located in the site chart.

VI. Description of Services and Program Requirements

- 1. Grantee will provide Community Services programming for older adults and adults with disabilities. Community Services programming shall consist of activities and services that focus on the physical, social, psychological, economic, educational, recreational, and/or creative needs of older adults and adults with disabilities. Activities and services may be provided in the grantee's community center, in the community, via telephone, virtually over the internet, and through other effective means of communication and connection. There are three categories of Community Services programming:
 - i. Activity Scheduling: Activities may include educational presentations,

- workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes, provides opportunities for connection with other participants, and that help participants maintain or enhance their level of functioning.
- ii. <u>Translation:</u> Translation assistance is provided to consumers that cannot speak/read English. Translation may also include the use of American Sign Language, braille, or teleprompting. Services may include translation for an individual, such as translation of forms, letters, applications, or phone calls, and may also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements or presentations.
- iii. <u>Social Services</u>: The provision of one-to-one assistance to individuals that enables them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.
- 2. Grantee will ensure that service offerings in the three categories of Community Services are designed to:
 - i. Provide quality services that attain a high satisfaction level from participants.
 - ii. Provide services that meet the needs of individual participants.
 - iii. Provide physical activities that may improve the health of participants.
 - iv. Increase access to information and educational materials that help enable individual consumers to maximize independence while living in the community.
 - v. Provide activities to increase socialization opportunities for individual consumers.
- 3. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
- 4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15th each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At a minimum, the consumer response rate shall be at least 35% of the annual unduplicated consumers.
- 5. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer and adhere to all program standards.
- 6. Grantee will ensure that units of service provided are tracked and distinguishable.
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VII. Service Objectives

Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A- Community	FY 23-24	FY 24-25	FY 25-26	FY 26-27	
Services					
Unduplicated Consumers (UDC)	150	150	150	150	
Activity Scheduling	900	900	900	900	
Translation Services	240	240	240	240	
Social Services	300	300	300	300	
1 unit of service = 1 hour of service provision					

VIII. Outcome Objectives

Community Services

- 1. Consumers receive the services and/or activities they need from the agency. Target: 80%
- 2. Consumers who participate in physical activity programming report a positive impact on their health. Target: 80%
- 3. Consumers who received social services or translation assistance, or participated in an educational program, report the services helped to improve their lives. Target: 80%
- 4. Consumers report an increase in their socialization opportunities and interaction with others. Target: 80%

Based on an annual satisfaction survey created by DAS OCP and with a sample size of at least 35% of the annual unduplicated consumers.

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- 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

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- 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.
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- 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.
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- 13. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
- 14. For assistance with reporting and contract requirements, please contact:

and

Tahir Shaikh Contract Manager HSA OCM tahir.shaikh@sfgov.org

X. Monitoring Activities

_											
_	A	В	С	D	E	F					
2	1				•	Appendix B, Page 1 7/5/2023					
		NOV BUDGET O	LIBARA A DV			113/2023					
3	HUMAN SERVICES AGE										
	BY PROGRAM										
5	Name	Ī	Term								
6	SELF-HELP FOR THE ELDERLY		7/1/23 - 6/30/27								
7	(Check One) New 🗸 Renewal	Modification	_								
8	If modification, Effective Date of Mod.	No. of Mod.									
9	Program: Community Service-District 3	-Manilatown SC									
	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	Total					
12	Ü	171720 0700721	171721 0/00/20	171720 0700720	17 1720 0700721	rotar					
13	Salaries & Benefits	\$69,226	\$69,226	\$69,226	\$69,226	\$276,904					
14	Operating Expenses	\$11,675	\$11,675	\$11,675	\$11,675	\$46,700					
15	Subtotal	\$80,901	\$80,901	\$80,901	\$80,901	\$323,604					
16	Indirect Percentage (%)	15%	15%	15%	15%	15%					
17	Indirect Cost (Line 16 X Line 15)	\$12,135	\$12,135	\$12,135	\$12,135	\$48,540					
18	Subcontractor/Capital Expenditures	\$0	\$0	\$0	\$0	\$0					
	Total Expenditures	\$93,037	\$93,037	\$93,037	\$93,037	\$372,148					
20											
21	General Fund	\$93,037	\$93,037	\$93,037	\$93,037	\$372,148					
22 23						 					
24											
25											
26											
27 28	_					_					
29	TOTAL HSA REVENUES	\$93,037	\$93,037	\$93,037	\$93,037	\$372,148					
30	Other Revenues	ψ33,031	ψ33,037	ψ55,051	ψ35,037	ψ372,140					
31	euler Hereinage										
32											
33											
34 35	-										
	Total Bayanuas	#00 007	#02.027	#00.007	#02.027	6070 444					
	Total Revenues	\$93,037	\$93,037	\$93,037	\$93,037	\$372,144					
37	Full Time Equivalent (FTE)					<u> </u>					
39	Prepared by: Leny Nair	Telephone No.:	415-677-7682								
40	HSA-CO Review Signature:										
	i					42/2/2020					
41	HSA #1					12/2/2020					

	Α	В	С	D	Е	F	G	Н	I	J		
1										pendix B, Page 2		
3	SELF-HELP FOR THE ELDERLY									Date; 7/5/23		
4	Program: Community Service-Di	strict 3-Manila	town SC									
5												
6												
7	Salaries & Benefits Detail											
8												
9												
10						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		
11		Agency T	otals	HSA Pr	ogram	DAS	DAS	DAS	DAS	TOTAL		
		Annual Full		% FTE funded by								
		TimeSalary	Total	HSA	Adjusted							
12	POSITION TITLE	for FTE	FTE	(Max 100%)	ŕΤΕ	Budgeted Salary						
13	Community Service Manager	\$64,480	1.00	10%	0.10	\$6,448	\$6,448	\$6,448	\$6,448	\$25,792		
14	Cong Meal Program Manager	\$64,480	1.00	5%	0.05	\$3,224	\$3,224	\$3,224	\$3,224	\$12,896		
15	Asst Center Oprations Manager	\$47,840	1.00	5%	0.05	\$2,392	\$2,392	\$2,392	\$2,392	\$9,568		
16	Center Coordinator	\$43,909	1.00	60%	0.60	\$26,345	\$26,345	\$26,345	\$26,345	\$105,381		
17	Program Assistant	\$44,782	1.00	35%	0.35	\$15,674	\$15,674	\$15,674	\$15,674	\$62,695		
18												
19												
20												
21												
22												
23												
24												
25												
26												
27												
28												
29												
30	TOTALS	\$265,491	5.00	115%	1.15	\$54,083	\$54,083	\$54,083	\$54,083	\$216,332		
31 32	FRINGE BENEFIT RATE	28%										
33	EMPLOYEE FRINGE BENEFITS	\$74,337				\$15,143	\$15,143	\$15,143	\$15,143	\$60,572		
34 35												
36	TOTAL SALARIES & BENEFITS	\$339,828				\$69,226	\$69,226	\$69,226	\$69,226	\$276,904		
37	HSA #2									12/2/2020		

	Α	В	С	D	E	F G	H I	J K	L M
1								Ap	ppendix B, Page 3
3	SELF-HELP F	OR THE ELD	ERLY						Date: 7/5/23
4	-		vice-District 3	-Manila	town SC				
5									
7				One	rating Expen	se Detail			
8				Opc	rating Expen	SC Detail			
9									
10									TOTAL
	Expenditure C	ategory		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
13	Rental of Prop	erty			\$4,950	\$4,950	\$4,950	\$4,950	\$19,800
14	Utilities(Elec,	Water, Gas, P	hone, Garbage)	\$1,500	\$1,500	\$1,500	\$1,500	\$6,000
15	Office Supplie	s, Postage			\$300	\$300	\$300	\$300	\$1,200
16	Building Maint	enance Suppl	ies and Repair		\$500	\$500	\$500	\$500	\$2,000
17	Printing and R	eproduction			\$150	\$150	\$150	\$150	\$600
18	Insurance				\$750	\$750	\$750	\$750	\$3,000
19	Staff Training				\$100	\$100	\$100	\$100	\$400
20	Staff Travel-(L	ocal & Out of	Town)		\$100	\$100	\$100	\$100	\$400
21	Rental of Equi	pment			\$450	\$450	\$450	\$450	\$1,800
22									
23	CONSULTAN	TS							
	Professional F	ees-Instructo	r	=	\$1,000	\$1,00	0 \$1,000	\$1,000	\$4,000
25 26				=				· -	
	OTHER								
-	Program Expe	enses			\$1,000	\$1,00	0 \$1,000	\$1,000	\$4,000
29	Communication			_	\$650			-	
30	Recruitment E	xpenses		_	\$225	\$22	5 \$225	\$225	\$900
31				_			_	· -	
32				_					\$0
	TOTAL OPER	RATING EXPE	NSE		\$11,675	s \$11,67	5 \$11,675	\$11,675	\$46,700
35				_	<u>. , ,</u>			<u>. , ,</u>	
	HSA #3								12/2/2020
- 55									.2,2,2020

Appendix F-Self-Help for the Elderly District 3 Site Chart $\frac{1}{}$ of $\frac{1}{}$

Page

HSA / DAS / OFFICE OF COMMUNITY PARTNERSHIPS

AGENCY: Self-Help for the Elderly FISCAL YEAR: FY23-27

CONTRACT MAILING ADDRESS: 731 Sansome Street, Suite 100, San Francisco, CA94111

COMMUNITY SERVICE MANAGER:	BENNY CHAN			PHONE NO.: (415) 677-76	07
SITES: (Community Services) Name of Site	Geen Mun Senior Center	Lady Shaw Senior Center	Manilatown Senior Center		
Address and Zip Phone Number Fax Number	777 Stockton Street, S.F., CA94108 415-391-3843	1483 Mason Street, S.F., CA94133 415-677-7581	848 Kearny Street, S.F., CA94108 415-398-3250		
Neighborhood Muni Line#s	Chinatown 1, 8, 8AX, 8BX, 12, 30, 45, T	Chinatown 1, 8, 8AX, 8BX, 12, 30, 45, T	Chinatown 1, 8, 8AX, 8BX, 12, 30, 45, T		
Person in Charge Site Manager	Lance Ma Vicky Kwong Congregate Meals/HDM	Lance Ma Yana He Congregate Meals/HDM	Lance Ma Ada Ma Congregate Meals/HDM		
Programs Offered at Site Days Open	Community/Social Service Nutrition Education X Mon X Tues X Wed X Thur	Community/Social Service Nutrition Education X Mon X Tues X Wed X Thur	Community/Social Service Nutrition Education X Mon X Tues X Wed X Thur	MonTues WedThur	MonTues WedThur
Hours Open	X_Fri _X_Sat Sun M - F 9:00 am - 5:00 pm Sat 9:00 am - 2:00 pm M - F 9:00 am - 5:00 pm	X Fri Sat Sat Sun Sat Sun Solution M - F 9:00 am - 5:00 pm	X_FriSat Sun M = F 9:00 am = 2:00 pm M = F 9:00 am = 2:00 pm	FriSat Sun	FriSat Sun
Hours of <u>scheduled</u> programming Days closed	Sat 9:00 am – 2:00 pm New Year's Day, Martin Lutl Memorial Day, Independent Thanksgiving Day, Day afte	Peoples Day, Veterans Day,			
ADA Accessible	_X_YesNo	No	_X_YesNo	YesNo	YesNo

Appendix A - Services to be Provided SELF-HELP FOR THE ELDERLY - SOUTH SUNSET SENIOR CENTER

Community Services

July 1, 2023 to June 30, 2027

I. Purpose

The purpose of this grant is to provide Community Services programming for older adults and adults with disabilities in San Francisco through site-based community centers. The programming will maintain or improve the well-being of older adults and adults with disabilities by providing activities and services designed to support individuals to live independently in their own homes and communities, reduce social isolation, and serve as an access point for other home and community-based services.

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
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.
ОСР	Office of Community Partnerships
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	Person who is 60 years or older.
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 Community Services and the grantee reflects consumer participation in SF DAS GetCare through enrollment.

III. Target Population

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

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Translation Services	260	260	260	260				
Social Services	320	320	320	320				
1 unit of service = 1 hour of service provision								

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Community Services

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Based on an annual satisfaction survey created by DAS OCP and with a sample size of at least 35% of the annual unduplicated consumers.

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 - Number and type of service units provided
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and

Tahir Shaikh Contract Manager HSA OCM tahir.shaikh@sfgov.org

X. Monitoring Activities

	A	В	С	D	E	F
1					A	Appendix B, Page 1
2						7/5/2023
3	HUMAN SERVICES AGE	NCY BUDGET S	UMMARY			
4		BY PROGR	AM			
5	Name	,	Term			
6	SELF-HELP FOR THE ELDERLY		7/1/23 - 6/30/27			
7	(Check One) New⊡ Renewal	Modification	_			
8	If modification, Effective Date of Mod.	No. of Mod.				
9	Program: Community Service-District 4	1-South Sunset SC				
10	Rudget Reference Rage No.(c)					Total
	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
12	Expenditures	1/1/23-0/30/24	7/1/24-0/30/23	7/1/25-0/30/20	1/1/20-0/30/21	1/1/23-0/30/27
	Salaries & Benefits	\$72,755	\$72,755	\$72,755	\$72,755	\$291,022
14	Operating Expenses	\$13,237	\$13,237	\$13,237	\$13,237	\$52,948
	Subtotal	\$85,992	\$85,992	\$85,992	\$85,992	\$343,970
	Indirect Percentage (%)	15%	15%	15%	15%	15%
	Indirect Cost (Line 16 X Line 15)	\$12,899	\$12,899	\$12,899	\$12,899	\$51,595
	Subcontractor/Capital Expenditures	\$0	\$0	\$0	\$0	\$0
	Total Expenditures	\$98,891	\$98,891	\$98,891	\$98,891	\$395,564
20	HSA Revenues	·	·	·	•	
21	Local Funds	\$98,891	\$98,891	\$98,891	\$98,891	\$395,565
22						
23						
24						
25 26						
27						
28						
29	TOTAL HSA REVENUES	\$98,891	\$98,891	\$98,891	\$98,891	\$395,564
30	Other Revenues	+	+00,000	+,	+,	+ + + + + + + + + + + + + + + + + + + +
31						
32						
33						
34						
35						
36	Total Revenues	\$98,891	\$98,891	\$98,891	\$98,891	\$395,564
37	Full Time Equivalent (FTE)					
39	Prepared by: Leny Nair	Telephone No.:	415-677-7682			
40	HSA-CO Review Signature:					
41	HSA #1					12/2/2020

	A	В	С	D	Е	F	G	Н	l ı	1
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2										Date: 7/5/23
3	SELF-HELP FOR THE ELDERLY	induint 4 Courth	Cumant C							
5	Program: Community Service-D	istrict 4-South	Sunset	.						
6										
7			Salari	es & Benef	ite Dotail					
8			Salari	es & Dellel	its Detail					
9										
10						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
11		Agency T	otals	HSA Pr	ogram	DAS	DAS	DAS	DAS	TOTAL
				% FTE						
		Annual Full TimeSalary	Total	funded by HSA	Adjusted					
12	POSITION TITLE	for FTE	FTE	(Max 100%)	FTE	Budgeted Salary				
13	Community Service Manager	\$64,480	1.00	10%	0.10	\$6,448	\$6,448	\$6,448	\$6,448	\$25,792
14	Cong Meal Program Manager	\$64,480	1.00	6%	0.06	\$3,546	\$3,546	\$3,546	\$3,546	\$14,184
15	Asst Center Oprations Manager	\$47,840	1.00	6%	0.06	\$2,631	\$2,631	\$2,631	\$2,631	\$10,524
16	Center Coordinator	\$43,909	1.00	65%	0.65	\$28,541	\$28,541	\$28,541	\$28,541	\$114,164
17	Program Assistant	\$44,782	1.00	35%	0.35	\$15,674	\$15,674	\$15,674	\$15,674	\$62,696
18										
19										
20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30 31	TOTALS	\$265,491	5.00	121%	1.21	\$56,840	\$56,840	\$56,840	\$56,840	\$227,360
32	FRINGE BENEFIT RATE	28%								
33	EMPLOYEE FRINGE BENEFITS	\$74,337				\$15,915	\$15,915	\$15,915	\$15,915	\$63,660
34 35										
	TOTAL SALARIES & BENEFITS	\$339,828				\$72,755	\$72,755	\$72,755	\$72,755	\$291,020
37	HSA #2									12/2/2020

	А	В		С	D	Е	F	G	Н	I	J	K	L	М
2												A		ndix B, Page 3 Date: 7/5/23
3	SELF-HELP F	OR THE E	LDERL	Y										Date. 115/25
4	Program: Co	mmunity S	Service-	District 4	4-South	Sunset SC								
5 6														
7					Ope	rating Exp	ense l	Detail						
8					•									
9														
10 11	-													TOTAL
	Expenditure C	ategory			TERM	7/1/23-6/30/	/24_	7/1/24-6/30/25	<u>5</u>	7/1/25-6/30/26		7/1/26-6/30/27	<u> </u>	7/1/23 - 6/30/27
13	Rental of Prop	erty				\$9,0	54_	\$9,054	<u> </u>	\$9,054		\$9,054	<u>.</u> -	\$36,216
14	Utilities(Elec,	Water, Gas	, Phone	, Garbag	e)	\$3	00_	\$300	<u>) </u>	\$300		\$300	<u> </u>	\$1,200
15	Office Supplie	s, Postage				\$2	00_	\$200	<u>) </u>	\$200		\$200	<u> </u>	\$800
16	Building Maint	tenance Su	pplies a	nd Repai	r	\$1	00	\$100)	\$100		\$100	<u> </u>	\$400
17	Printing and R	Reproduction	n			\$1	17	\$117	7	\$117		\$117	<u> </u>	\$468
18	Insurance					\$6	50	\$650)	\$650		\$650	<u> </u>	\$2,600
19	Staff Training						\$0_	\$0	<u>) </u>	\$0		\$0	<u>) </u>	\$0
20	Staff Travel-(L	ocal & Out	of Towr	ר)		\$2	.00_	\$200	<u>) </u>	\$200		\$200	<u> </u>	\$800
21	Rental of Equi	ipment				\$	50	\$50	<u>) </u>	\$50		\$50	<u> </u>	\$200
22														
23	CONSULTAN	TS												
	Professional F	ees-Instruc	ctor		_	\$1,0	000	\$1,00	0	\$1,000	_	\$1,00	0	\$4,000
25					_				_					
26	OTUED													
27 28	OTHER Program Expe	nese				\$1,0	000	\$1,00	Λ	\$1,000		\$1,00	Λ	\$4,000
29	Communication				_		<u>491</u> .	\$1,00 \$49	_	\$491		\$1,00 \$49		\$1,964
30	Recruitment E				_		\$75	\$7	_	\$75		\$7		\$300
31					_			·			- -		_ :	
32				· ·	_				_				_	
33 34	TOTAL OPER	RATING EX	PENSE			<u>\$13,2</u>	<u> 237</u>	<u>\$13,23</u>	<u>7</u>	\$13,237		<u>\$13,23</u>	<u>7</u>	\$52,948
35					_								-	
36	HSA #3													12/2/2020

Appendix F-Self-Help for the Elderly District 4 Site Chart

<u>1</u>__ of__ 1

HSA / DAS / OFFICE OF COMMUNITY PARTNERSHIPS

AGENCY: Self-Help for the Elderly FISCAL YEAR: FY23-27

CONTRACT MAILING ADDRESS: 731 Sansome Street, Suite 100, San Francisco, CA94111

COMMUNITY SERVICE MANAGER:	BENNY CHAN		PHONE NO.: (415) 677-760	7	
SITES: (Community Services) Name of Site	South Sunset Senior Center				
Address and Zip Phone Number Fax Number	2601 40th Ave/Vicente, S.F., CA 94116 415-566-2845				
Neighborhood	South Sunset				
Muni Line #s	Muni 29, L				
Person in Charge	Lance Ma				
Site Manager	Michael Li				
Programs Offered at Site	Congregate Meals/HDM Community/Social Service Nutrition Education				
Days Open	XMonXTues XWedXThurs XFriSat Sun	MonTues WedThur FriSat Sun	MonTuesWedThurFriSatSun	MonTuesWedThurFriSatSun	MonTuesWedThurFriSatSun
Hours Open	M – F 9:00 am – 3:00 pm				
Hours of <u>scheduled</u> programming	M – F 9:00 am – 3:00 pm				
Days closed	New Year's Day, Martin Lu New Year, President's Day, Independence Day, Labor I Day, Veterans Day, Thanks Thanksgiving, Christmas D	Memorial Day, Day, Indigenous Peoples giving Day, Day after			
ADA Accessible	X_YesNo	YesNo	YesNo	YesNo	YesNo

Page

Appendix A - Services to be Provided SELF-HELP FOR THE ELDERLY – MENDELSOHN HOUSE SENIOR CENTER

Community Services

July 1, 2023 to June 30, 2027

I. Purpose

The purpose of this grant is to provide Community Services programming for older adults and adults with disabilities in San Francisco through site-based community centers. The programming will maintain or improve the well-being of older adults and adults with disabilities by providing activities and services designed to support individuals to live independently in their own homes and communities, reduce social isolation, and serve as an access point for other home and community-based services.

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
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.
ОСР	Office of Community Partnerships
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	Person who is 60 years or older.
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 Community Services and the grantee reflects consumer participation in SF DAS GetCare through enrollment.

III. Target Population

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

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

IV. Eligibility for Services

To be eligible for services, clients must be

- 1) An older adult aged 60 years or older or
- 2) An adult with a disability, aged 18-59 and
- 3) A resident of San Francisco and
- 4) In need of Community Services

V. Location and Time of Services

The grantee will provide Community Services programming in San Francisco. The details of the sites and operation hours are located in the site chart.

VI. Description of Services and Program Requirements

- 1. Grantee will provide Community Services programming for older adults and adults with disabilities. Community Services programming shall consist of activities and services that focus on the physical, social, psychological, economic, educational, recreational, and/or creative needs of older adults and adults with disabilities. Activities and services may be provided in the grantee's community center, in the community, via telephone, virtually over the internet, and through other effective means of communication and connection. There are three categories of Community Services programming:
 - i. Activity Scheduling: Activities may include educational presentations,

- workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes, provides opportunities for connection with other participants, and that help participants maintain or enhance their level of functioning.
- ii. <u>Translation:</u> Translation assistance is provided to consumers that cannot speak/read English. Translation may also include the use of American Sign Language, braille, or teleprompting. Services may include translation for an individual, such as translation of forms, letters, applications, or phone calls, and may also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements or presentations.
- iii. <u>Social Services</u>: The provision of one-to-one assistance to individuals that enables them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.
- 2. Grantee will ensure that service offerings in the three categories of Community Services are designed to:
 - i. Provide quality services that attain a high satisfaction level from participants.
 - ii. Provide services that meet the needs of individual participants.
 - iii. Provide physical activities that may improve the health of participants.
 - iv. Increase access to information and educational materials that help enable individual consumers to maximize independence while living in the community.
 - v. Provide activities to increase socialization opportunities for individual consumers.
- 3. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
- 4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15th each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At a minimum, the consumer response rate shall be at least 35% of the annual unduplicated consumers.
- 5. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer and adhere to all program standards.
- 6. Grantee will ensure that units of service provided are tracked and distinguishable.
- 7. Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
- 8. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services.

VII. Service Objectives

Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A- Community	FY 23-24	FY 24-25	FY 25-26	FY 26-27			
Services							
Unduplicated Consumers (UDC)	300	300	300	300			
Activity Scheduling	900	900	900	900			
Translation Services	240	240	240	240			
Social Services	310	310	310	310			
1 unit of service = 1 hour of service provision							

VIII. Outcome Objectives

Community Services

- 1. Consumers receive the services and/or activities they need from the agency. Target: 80%
- 2. Consumers who participate in physical activity programming report a positive impact on their health. Target: 80%
- 3. Consumers who received social services or translation assistance, or participated in an educational program, report the services helped to improve their lives. Target: 80%
- 4. Consumers report an increase in their socialization opportunities and interaction with others. Target: 80%

Based on an annual satisfaction survey created by DAS OCP and with a sample size of at least 35% of the annual unduplicated consumers.

IX. Reporting and Other Requirements

- 1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers, using the DAS 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. 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.
- 14. For assistance with reporting and contract requirements, please contact:

and

Tahir Shaikh Contract Manager HSA OCM tahir.shaikh@sfgov.org

X. Monitoring Activities

	A	В	С	D	E	F
1					A	Appendix B, Page 1
2						7/5/2023
3	HUMAN SERVICES AGE	NCY BUDGET S	UMMARY			
4		BY PROGR	AM			
5	Name	,	Term			
6	SELF-HELP FOR THE ELDERLY		7/1/23 - 6/30/27			
7	(Check One) New⊡ Renewal	Modification	_			
8	If modification, Effective Date of Mod.	No. of Mod.				
9	Program: Community Service-District 6	6 Mendelsohn Hous	e SC FY 23-27			
						Total
	Budget Reference Page No.(s) Program Term	7/1/22 6/20/24	7/1/24 6/20/26	7/1/25 6/20/26	7/1/26 6/20/27	
12	Expenditures	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
	Salaries & Benefits	\$72,755	\$72,755	\$72,755	\$72,755	\$291,020
		\$16,352	\$16,352		\$16,352	\$65,408
	Operating Expenses			\$16,352		
	Subtotal Indirect Percentage (%)	\$89,107	\$89,107	\$89,107	\$89,107	\$356,428
		15%	15%	15%	15% \$13,367	15%
	Indirect Cost (Line 16 X Line 15)	\$13,367	\$13,367	\$13,367		\$53,468
	Subcontractor/Capital Expenditures	\$0 \$102,474	\$0 \$402.474	\$0	\$0 \$102,474	\$0 \$409,896
20	Total Expenditures HSA Revenues	\$102,474	\$102,474	\$102,474	\$102,474	\$409,696
	Local Funds	¢400.474	¢100.474	¢100.474	¢400.474	¢400 006
22	Local Funds	\$102,474	\$102,474	\$102,474	\$102,474	\$409,896
23						
24						
25						
26						
27 28						
		A400 474	\$400.4 7 4	* 400 474	* 400 4 7 4	* 400 000
29	TOTAL HSA REVENUES	\$102,474	\$102,474	\$102,474	\$102,474	\$409,896
30	Other Revenues					
32						
33						
34						
35						
36	Total Revenues	\$102,474	\$102,474	\$102,474	\$102,474	\$409,896
37	Full Time Equivalent (FTE)					
39	Prepared by: Leny Nair	Telephone No.:	415-677-7682			
40	HSA-CO Review Signature:					
41	HSA #1					12/2/2020

	A	В	С	D	Е	F	G	Н	ı	ı	
1			0				J		Ap	pendix B, Page 2	
2	051 5 U51 8 508 5U5 51 858 V									Date: 7/5/23	
3	SELF-HELP FOR THE ELDERLY Program: Community Service-Di	istrict 6 Manda	aleohn Ha	use SC EV 2	3_27						
5	Frogram. Community Service-D										
6											
7			Salari	es & Benef	its Detail						
8			•								
9											
10						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	
11		Agency T	otals	HSA Pr	ogram	DAS	DAS	DAS	DAS	TOTAL	
		Annual Full		% FTE funded by							
		TimeSalary	Total	HSA	Adjusted						
12	POSITION TITLE	for FTE	FTE	(Max 100%)	FTE	Budgeted Salary					
13	Community Service Manager	\$64,480	1.00	10%	0.10	\$6,448	\$6,448	\$6,448	\$6,448	\$25,792	
14	Cong Meal Program Manager	\$64,480	1.00	6%	0.06	\$3,546	\$3,546	\$3,546	\$3,546	\$14,184	
15	Asst Center Oprations Manager	\$47,840	1.00	6%	0.06	\$2,631	\$2,631	\$2,631	\$2,631	\$10,524	
16	Center Coordinator	\$43,909	1.00	65%	0.65	\$28,541	\$28,541	\$28,541	\$28,541	\$114,164	
17	Program Assistant	\$44,782	1.00	35%	0.35	\$15,674	\$15,674	\$15,674	\$15,674	\$62,696	
18											
19											
20											
21											
22											
23											
24											
25											
26											
27											
28											
29											
30 31	TOTALS	\$265,491	5.00	121%	1.21	\$56,840	\$56,840	\$56,840	\$56,840	\$227,360	
32	FRINGE BENEFIT RATE	28%									
33	EMPLOYEE FRINGE BENEFITS	\$74,337				\$15,915	\$15,915	\$15,915	\$15,915	\$63,660	
34 35											
	TOTAL SALARIES & BENEFITS	\$339,828				\$72,755	\$72,755	\$72,755	\$72,755	\$291,020	
37	HSA #2									12/2/2020	

1		В		С	D	E	F	G	Н		J	K	L	M
2												,		dix B, Page 3 Date: 7/5/23
	SELF-HELP F	OR THE E	LDERLY	•										Date. 115/25
	Program: Co	mmunity S	Service-E	District 6	Mende	Isohn House	SC FY	Y 23-27						
5 6														
7					Ope	rating Expe	ense l	Detail						
8					•	J .								
9]													
10 11														TOTAL
	Expenditure C	ategory			TERM	7/1/23-6/30/	24	7/1/24-6/30/2	5_	7/1/25-6/30/26		7/1/26-6/30/2	<u>7</u> .	7/1/23 - 6/30/27
13	Rental of Prop	erty				\$9,0	54_	\$9,05	4_	\$9,054	_	\$9,054	<u>4</u> .	\$36,216
14	Utilities(Elec,	Water, Gas	, Phone,	Garbage))	\$1,0	00_	\$1,00	0_	\$1,000	_	\$1,000	<u>)</u> .	\$4,000
15	Office Supplie	s, Postage				\$2	50_	\$250	0_	\$250	_	\$250	<u>)</u> .	\$1,000
16	Building Maint	enance Su	pplies an	d Repair		\$50	00_	\$50	0_	\$500	_	\$500	<u>)</u> .	\$2,000
17	Printing and R	Reproduction	n			\$1	00	\$10	0_	\$100		\$100	<u> </u>	\$400
18	Insurance					\$6	50_	\$65	0_	\$650	_	\$650	<u>)</u> .	\$2,600
19	Staff Training					:	\$0_	\$	0_	\$0	_	\$0	<u> </u>	\$0
20	Staff Travel-(L	ocal & Out	of Town))		\$1	50_	\$150	0_	\$150	_	\$150	<u> </u>	\$600
21	Rental of Equi	pment				\$	50_	\$50	0_	\$50	_	\$50	<u> </u>	\$200
22														
23	CONSULTAN	TS												
	Professional F	ees-Instruc	ctor		_	\$3,2	245	\$3,24	<u> 15</u>	\$3,245	_	\$3,24	<u>.5</u>	\$12,980
25					_				_		- —			
26 27	OTHER													
28	Program Expe	enses				\$1,0	000	\$1,00	00	\$1,000	١	\$1,00	10	\$4,000
29	Communication				_		278	\$1,00	_	\$1,000		\$1,00		\$1,112
30	Recruitment E				_		\$75	\$7	_	\$75		\$7		\$300
31					_								_ :	
32					_				_					
33 34	TOTAL OPER	RATING EX	PENSE			<u>\$16,3</u>	3 <u>52</u>	<u>\$16,35</u>	52	\$16,352	<u>.</u>	<u>\$16,35</u>	<u> 2</u>	\$65,408
35					_								•	
36	HSA #3													12/2/2020

Appendix F-Self-Help for the Elderly District 6 Site Chart

<u>1___ of__ 1</u>

HSA / DAS / OFFICE OF COMMUNITY PARTNERSHIPS

AGENCY: Self-Help for the Elderly FISCAL YEAR: FY23-27

CONTRACT MAILING ADDRESS: 731 Sansome Street, Suite 100, San Francisco, CA94111

COMMUNITY SERVICE MANAGER:	BENNY CHAN			PHONE NO.: (415) 677-760	7
SITES: (Community Services) Name of Site	Woolf House Senior Center	Mendelsohn House			
Address and Zip Phone Number Fax Number	801 Howard Street, S.F., CA 94103 415-981-2166	737 Folsom Street, S.F., CA94107 415-243-9018			
Neighborhood	South of Market	South of Market			
Muni Line #s	Muni 8, 8AX, 8BX, 12, 30, 45, 5, 5R, T, J, M, N, L, K, S	Muni 8, 8AX, 8BX, 12, 30, 45, 5, 5R, T, J, M, N, L, K, S			
Person in Charge	Lance Ma	Lance Ma			
Site Manager	Ella Li	Koobie Lam			
Programs Offered at Site	Congregate Meals/HDM Community/Social Service Nutrition Education	Congregate Meals/HDM Community/Social Service Nutrition Education			
Days Open	X_MonX_Tues X_WedX_Thur X_FriSat Sun M = F 9:00 am = 2:00 pm	XMonXTues XWedXThur XFriSat Sun M = F 9:00 am = 2:00 pm	MonTues WedThur FriSat Sun	MonTues WedThur FriSat Sun	MonTues WedThur FriSat Sun
Hours Open	M – F 9:00 am – 2:00 pm	M – F 9:00 am – 2:00 pm			
Hours of <u>scheduled</u> programming	1 1 3.00 am - 2.00 pm	- Wi – 1 3.00 am – 2.00 μm			
Days closed	New Year's Day, Martin Lu New Year, President's Day Independence Day, Labor I Day, Veterans Day, Thanks Thanksgiving, Christmas D	, Memorial Day, Day, Indigenous Peoples giving Day, Day after			
ADA Accessible	X_YesNo	_X_YesNo	YesNo	YesNo	YesNo

Page

Appendix A - Services to be Provided SELF-HELP FOR THE ELDERLY - WOOLF HOUSE SENIOR CENTER

Community Services

July 1, 2023 to June 30, 2027

I. Purpose

The purpose of this grant is to provide Community Services programming for older adults and adults with disabilities in San Francisco through site-based community centers. The programming will maintain or improve the well-being of older adults and adults with disabilities by providing activities and services designed to support individuals to live independently in their own homes and communities, reduce social isolation, and serve as an access point for other home and community-based services.

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
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.
ОСР	Office of Community Partnerships
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	Person who is 60 years or older.
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 (Chapter 104, Sections 104.1 through 104.9.)
Unit of Service	Defined as one hour of service.
Unduplicated Consumer (UDC)	An individual who participates in Community Services and the grantee reflects consumer participation in SF DAS GetCare through enrollment.

III. Target Population

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

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

IV. Eligibility for Services

To be eligible for services, clients must be

- 1) An older adult aged 60 years or older or
- 2) An adult with a disability, aged 18-59 and
- 3) A resident of San Francisco and
- 4) In need of Community Services

V. Location and Time of Services

The grantee will provide Community Services programming in San Francisco. The details of the sites and operation hours are located in the site chart.

VI. Description of Services and Program Requirements

- 1. Grantee will provide Community Services programming for older adults and adults with disabilities. Community Services programming shall consist of activities and services that focus on the physical, social, psychological, economic, educational, recreational, and/or creative needs of older adults and adults with disabilities. Activities and services may be provided in the grantee's community center, in the community, via telephone, virtually over the internet, and through other effective means of communication and connection. There are three categories of Community Services programming:
 - i. Activity Scheduling: Activities may include educational presentations,

- workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes, provides opportunities for connection with other participants, and that help participants maintain or enhance their level of functioning.
- ii. <u>Translation:</u> Translation assistance is provided to consumers that cannot speak/read English. Translation may also include the use of American Sign Language, braille, or teleprompting. Services may include translation for an individual, such as translation of forms, letters, applications, or phone calls, and may also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements or presentations.
- iii. <u>Social Services</u>: The provision of one-to-one assistance to individuals that enables them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.
- 2. Grantee will ensure that service offerings in the three categories of Community Services are designed to:
 - i. Provide quality services that attain a high satisfaction level from participants.
 - ii. Provide services that meet the needs of individual participants.
 - iii. Provide physical activities that may improve the health of participants.
 - iv. Increase access to information and educational materials that help enable individual consumers to maximize independence while living in the community.
 - v. Provide activities to increase socialization opportunities for individual consumers.
- 3. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
- 4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15th each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At a minimum, the consumer response rate shall be at least 35% of the annual unduplicated consumers.
- 5. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer and adhere to all program standards.
- 6. Grantee will ensure that units of service provided are tracked and distinguishable.
- 7. Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
- 8. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services.

VII. Service Objectives

Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A- Community	FY 23-24	FY 24-25	FY 25-26	FY 26-27			
Services							
Unduplicated Consumers (UDC)	170	170	170	170			
Activity Scheduling	900	900	900	900			
Translation Services	230	230	230	230			
Social Services	300	300	300	300			
1 unit of service = 1 hour of service provision							

VIII. Outcome Objectives

Community Services

- 1. Consumers receive the services and/or activities they need from the agency. Target: 80%
- 2. Consumers who participate in physical activity programming report a positive impact on their health. Target: 80%
- 3. Consumers who received social services or translation assistance, or participated in an educational program, report the services helped to improve their lives. Target: 80%
- 4. Consumers report an increase in their socialization opportunities and interaction with others. Target: 80%

Based on an annual satisfaction survey created by DAS OCP and with a sample size of at least 35% of the annual unduplicated consumers.

IX. Reporting and Other Requirements

- 1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers, using the DAS 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. 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.
- 14. For assistance with reporting and contract requirements, please contact:

and

Tahir Shaikh Contract Manager HSA OCM tahir.shaikh@sfgov.org

X. Monitoring Activities

	A	В	С	D	E	F
1					A	Appendix B, Page 1
2						7/5/2023
3	HUMAN SERVICES AGENCY BUDGET SUMMARY					
4	BY PROGRAM					
5	Name	,	Term			
6	SELF-HELP FOR THE ELDERLY		7/1/23 - 6/30/27			
7	(Check One) New⊡ Renewal	Modification	_			
8	If modification, Effective Date of Mod.	No. of Mod.				
9	Program: Community Service-District 6	6-Woolf House SC F	Y 23-27			
10	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
12	Expenditures	771723-0/30/24	7/1/24-0/30/23	7/1/25-0/30/20	1/1/20-0/30/21	1/1/23-0/30/21
	Salaries & Benefits	\$72,755	\$72,755	\$72,755	\$72,755	\$291,020
14	Operating Expenses	\$14,635	\$14,635	\$14,635	\$14,635	\$58,540
	Subtotal	\$87,390	\$87,390	\$87,390	\$87,390	\$349,560
	Indirect Percentage (%)	15%	15%	15%	15%	15%
	Indirect Cost (Line 16 X Line 15)	\$13,109	\$13,109	\$13,109	\$13,109	\$52,434
	Subcontractor/Capital Expenditures	\$0	\$0	\$0	\$0	\$0
	Total Expenditures	\$100,499	\$100,499	\$100,499	\$100,499	\$401,996
20	HSA Revenues	·	·	·	•	
21	Local Funds	\$100,499	\$100,499	\$100,499	\$100,499	\$401,996
22						
23						
24						
25 26						
27						
28						
29	TOTAL HSA REVENUES	\$100,499	\$100,499	\$100,499	\$100,499	\$401,996
30	Other Revenues	¥ 100,100	¥ 100,100	¥ 100,100	¥ 122,122	+ 101,000
31						
32						
33						
34						
35						
36	Total Revenues	\$100,499	\$100,499	\$100,499	\$100,499	\$401,996
37	Full Time Equivalent (FTE)					
39	Prepared by: Leny Nair	Telephone No.:	415-677-7682			
40	HSA-CO Review Signature:					
41	HSA #1					12/2/2020

	A	В	С	D	E	F	G	Н	ı	J
1									Ap	pendix B, Page 2
3	Date:7/5/23 SELF-HELP FOR THE ELDERLY									
_	Program: Community Service-District 6-Woolf House SC FY 23-27									
5										
6	-									
7			Salarie	es & Benef	its Detail					
8	-									
9	1					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
11	1	Agency T	otals	HSA Pr	ogram	DAS	DAS	DAS	DAS	TOTAL
		A		% FTE						
		Annual Full TimeSalary	Total	funded by HSA	Adjusted					
12	POSITION TITLE	for FTE	FTE	(Max 100%)	Ϋ́Ε	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
13	Community Service Manager	\$64,480	1.00	10%	0.10	\$6,448	\$6,448	\$6,448	\$6,448	\$25,792
14	Cong Meal Program Manager	\$64,480	1.00	6%	0.06	\$3,546	\$3,546	\$3,546	\$3,546	\$14,184
15	Asst Center Oprations Manager	\$47,840	1.00	6%	0.06	\$2,631	\$2,631	\$2,631	\$2,631	\$10,524
16	Center Coordinator	\$43,909	1.00	65%	0.65	\$28,541	\$28,541	\$28,541	\$28,541	\$114,164
17	Program Assistant	\$44,782	1.00	35%	0.35	\$15,674	\$15,674	\$15,674	\$15,674	\$62,696
18										
19										
20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30	TOTALS	\$265,491	5.00	121%	1.21	\$56,840	\$56,840	\$56,840	\$56,840	\$227,360
31 32	FRINGE BENEFIT RATE	28%								
	EMPLOYEE FRINGE BENEFITS	\$74,337				\$15,915	\$15,915	\$15,915	\$15,915	\$63,660
34	1	7,207				7.2,010	Ţ. <u>Ţ. Ţ. Ţ</u>	Ţ. 2,0 · 0	, ,,,,,,,,	+11,000
35		¢220.000				↑ 70.755	¢70.755	#70.755	¢70.755	#204 000
	TOTAL SALARIES & BENEFITS	\$339,828				\$72,755	\$72,755	\$72,755	\$72,755	\$291,020
3/	HSA #2									12/2/2020

	А	В	ГС	D	E	F	G	Н	l	J	K	ΤLΙ	M
1			<u> </u>		-	1 . 1		1	•			ppe	ndix B, Page 3
3	SELF-HELP FOR THE ELDERLY												
	Program: Community Service-District 6-Woolf House SC FY 23-27												
5													
6	Operating Expense Detail												
7 8				Opei	raung Expens	se Detai	ı						
9													
10													
11	Expenditure C	ategory		TERM	7/1/23-6/30/24	7/1/2/	4-6/30/25		7/1/25-6/30/26		7/1/26-6/30/27		TOTAL 7/1/23 - 6/30/27
				I LIXIVI						-			\$36,216
	Rental of Prop	-			\$9,054	-	\$9,054		\$9,054		\$9,054	_	
	•		hone, Garbage)		\$1,232		\$1,232		\$1,232	-	\$1,232	_	\$4,928
	Office Supplies	_			\$250		\$250		\$250	-	\$250		\$1,000
16	Building Maint	enance Suppli	es and Repair		\$100		\$100		\$100		\$100		\$400
17	Printing and R	eproduction								-			\$0
18	Insurance				\$650		\$650		\$650	_	\$650		\$2,600
19	Staff Training				\$0		\$0		\$0		\$0		\$0
20	Staff Travel-(L	ocal & Out of	Town)		\$150		\$150		\$150		\$150		\$600
21	Rental of Equi	pment			\$50		\$50		\$50		\$50		\$200
22													
23	CONSULTAN	тѕ											
24	Professional F	ees-Instructor	•		\$1,582		\$1,582	2	\$1,582	_	\$1,582	2	\$6,328
25													
26													
	OTHER				#4.000		#4.000		#4.000		#4.00	,	#4.000
	Program Expe Communicatio				\$1,000 \$492	-	\$1,000 \$492		\$1,000 \$492	-	\$1,000 \$492		\$4,000 \$1,968
_	Recruitment E				\$75		\$75		\$75	-	\$75		\$300
31						<u> </u>	<u> </u>		,,,,	- -			,
32								_ :				_ :	
33													
34	TOTAL OPER	ATING EXPE	NSE		\$14,635		\$14,635	<u> </u>	<u>\$14,635</u>		\$14,63	<u>5</u>	\$58,540
35													
36	HSA #3												12/2/2020

Appendix F-Self-Help for the Elderly District 6 Site Chart

1__ of__1

HSA / DAS / OFFICE OF COMMUNITY PARTNERSHIPS

AGENCY: Self-Help for the Elderly FISCAL YEAR: FY23-27

CONTRACT MAILING ADDRESS: 731 Sansome Street, Suite 100, San Francisco, CA94111

COMMUNITY SERVICE MANAGER: BENNY CHAN PHONE NO.: (415) 677-7607 SITES: (Community Services) Mendelsohn House Woolf House Senior Center Name of Site Address and Zip 737 Folsom Street, S.F., 801 Howard Street, S.F., CA94107 CA 94103 Phone Number 415-243-9018 415-981-2166 Fax Number Neighborhood South of Market South of Market Muni Line #s Muni 8, 8AX, 8BX, 12, Muni 8, 8AX, 8BX, 12, 30, 45, 5, 5R, T, J, M, N, 30, 45, 5, 5R, T, J, M, N, L, K, S L, K, S Person in Charge Lance Ma Lance Ma Koobie Lam Site Manager Ella Li Congregate Meals/HDM Congregate Meals/HDM Community/Social Programs Offered at Site Community/Social Service Service **Nutrition Education Nutrition Education** Days Open X Mon X Tues X Mon X Tues Mon ____Tues _Mon ____Tues _Mon ____Tues X Wed X Thur X Wed X Thur Wed ___Thur _Wed ____Thur Wed Thur X Fri Sat X Fri Sat Fri ___Sat Fri ____Sat _Fri ___Sat Sun Sun Sun Sun Sun M – F 9:00 am – 2:00 pm M – F 9:00 am – 2:00 pm Hours Open M – F 9:00 am – 2:00 pm M – F 9:00 am – 2:00 pm Hours of scheduled programming New Year's Day, Martin Luther King, Jr. Day, Chinese Days closed New Year, President's Day, Memorial Day, Independence Day, Labor Day, Indigenous Peoples Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day ADA Accessible X Yes No X Yes No Yes No Yes No Yes No

Appendix A - Services to be Provided SELF-HELP FOR THE ELDERLY – WEST PORTAL CLUBHOUSE

Community Services

July 1, 2023 to June 30, 2027

I. Purpose

The purpose of this grant is to provide Community Services programming for older adults and adults with disabilities in San Francisco through site-based community centers. The programming will maintain or improve the well-being of older adults and adults with disabilities by providing activities and services designed to support individuals to live independently in their own homes and communities, reduce social isolation, and serve as an access point for other home and community-based services.

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Grantee	SELF-HELP FOR THE ELDERLY
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OCM	Office of Contract Management, San Francisco Human Services Agency.
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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.

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

IV. Eligibility for Services

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- 1) An older adult aged 60 years or older or
- 2) An adult with a disability, aged 18-59 and
- 3) A resident of San Francisco and
- 4) In need of Community Services

V. Location and Time of Services

The grantee will provide Community Services programming in San Francisco. The details of the sites and operation hours are located in the site chart.

VI. Description of Services and Program Requirements

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 - i. Activity Scheduling: Activities may include educational presentations,

- workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes, provides opportunities for connection with other participants, and that help participants maintain or enhance their level of functioning.
- ii. <u>Translation:</u> Translation assistance is provided to consumers that cannot speak/read English. Translation may also include the use of American Sign Language, braille, or teleprompting. Services may include translation for an individual, such as translation of forms, letters, applications, or phone calls, and may also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements or presentations.
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- 2. Grantee will ensure that service offerings in the three categories of Community Services are designed to:
 - i. Provide quality services that attain a high satisfaction level from participants.
 - ii. Provide services that meet the needs of individual participants.
 - iii. Provide physical activities that may improve the health of participants.
 - iv. Increase access to information and educational materials that help enable individual consumers to maximize independence while living in the community.
 - v. Provide activities to increase socialization opportunities for individual consumers.
- 3. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
- 4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15th each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At a minimum, the consumer response rate shall be at least 35% of the annual unduplicated consumers.
- 5. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer and adhere to all program standards.
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VII. Service Objectives

Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A- Community	FY 23-24	FY 24-25	FY 25-26	FY 26-27		
Services						
Unduplicated Consumers (UDC)	180	180	180	180		
Activity Scheduling	900	900	900	900		
Translation Services	240	240	240	240		
Social Services	310	310	310	310		
1 unit of service = 1 hour of service provision						

VIII. Outcome Objectives

Community Services

- 1. Consumers receive the services and/or activities they need from the agency. Target: 80%
- 2. Consumers who participate in physical activity programming report a positive impact on their health. Target: 80%
- 3. Consumers who received social services or translation assistance, or participated in an educational program, report the services helped to improve their lives. Target: 80%
- 4. Consumers report an increase in their socialization opportunities and interaction with others. Target: 80%

Based on an annual satisfaction survey created by DAS OCP and with a sample size of at least 35% of the annual unduplicated consumers.

IX. Reporting and Other Requirements

- 1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers, using the DAS OCP approved intake form, into the SF DAS GetCare database in accordance with DAS OCP policy memorandum.
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 - Number and type of service units provided
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Reanna Albert Program Analyst DAS OCP reanna.albert@sfgov.org

and

Tahir Shaikh Contract Manager HSA OCM tahir.shaikh@sfgov.org

X. Monitoring Activities

A. <u>Program Monitoring</u>: 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 A	В	С	D	E	F			
1		•	-		,	Appendix B, Page 1			
2						7/5/2023			
3	HUMAN SERVICES AGE	NCY BUDGET S	UMMARY						
4		BY PROGR	AM						
5	Name		Term						
6	SELF-HELP FOR THE ELDERLY 7/1/23 - 6/30/27								
7	(Check One) New⊡ Renewal Modification								
8	If modification, Effective Date of Mod.	No. of Mod.							
9	Program: Community Service-District	7-West Portal SC F	′ 23-27						
	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			
12	Expenditures	171720-0700724	111124-0/00/20	171720-0700720	111/20-0/00/21	171720-0700727			
13	Salaries & Benefits	\$72,755	\$72,755	\$72,755	\$72,755	\$291,020			
14	Operating Expenses	\$14,019	\$14,019	\$14,019	\$14,019	\$56,076			
15	Subtotal	\$86,774	\$86,774	\$86,774	\$86,774	\$347,096			
16	Indirect Percentage (%)	15%	15%	15%	15%	15%			
17	Indirect Cost (Line 16 X Line 15)	\$13,016	\$13,016	\$13,016	\$13,016	\$52,064			
	Subcontractor/Capital Expenditures			\$0	\$0	\$0			
	Total Expenditures	\$99,790	\$99,790	\$99,790	\$99,790	\$399,160			
20	HSA Revenues								
	Local Funds	\$99,790	\$99,790	\$99,790	\$99,790	\$399,160			
22									
24									
25									
26									
27 28									
29	TOTAL HSA REVENUES	\$99,790	\$99,790	\$99,790	\$99,790	\$399,160			
30	Other Revenues	ψου,: συ	φοσ,7οσ	φου,, σο	ψου, του	\$666,166			
31									
32									
33									
34 35									
36	Total Revenues	\$99,790	\$99,790	\$99,790	\$99,790	\$399,160			
37	Full Time Equivalent (FTE)								
39	Prepared by: Leny Nair	Telephone No.:	415-677-7682						
	HSA-CO Review Signature:	•							
	1								
41	HSA #1					12/2/2020			

_	A	В	С	D	E	F	G	Н	l 1	1
1	A	<u> </u>	C	U	E	Г	G	П	Ap	pendix B, Page 2
2										7/5/23
3	SELF-HELP FOR THE ELDERLY									
4	Program: Community Service-D	istrict 7-West I	Portal SC	FY 23-27						
5										
6										
7			Salari	es & Benef	its Detail					
8										
9										
10						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
11		Agency T	otals	DAS Pr % FTE	ogram	DAS	DAS	DAS	DAS	TOTAL
		Annual Full		funded by						
		TimeSalary	Total	HSA [′]	Adjusted					
12	POSITION TITLE	for FTE	FTE	(Max 100%)	FTE	Budgeted Salary				
13	Community Service Manager	\$64,480	1.00	10%	0.10	\$6,448	\$6,448	\$6,448	\$6,448	\$25,792
14	Cong Meal Program Manager	\$64,480	1.00	6%	0.06	\$3,546	\$3,546	\$3,546	\$3,546	\$14,184
15	Asst Center Oprations Manager	\$47,840	1.00	6%	0.06	\$2,631	\$2,631	\$2,631	\$2,631	\$10,524
16	Center Coordinator	\$43,909	1.00	65%	0.65	\$28,541	\$28,541	\$28,541	\$28,541	\$114,164
17	Program Assistant	\$44,782	1.00	35%	0.35	\$15,674	\$15,674	\$15,674	\$15,674	\$62,696
18										
19										
20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30	TOTALS	\$265,491	5.00	121%	1.21	\$56,840	\$56,840	\$56,840	\$56,840	\$227,360
31 32	FRINGE BENEFIT RATE	28%								
33	EMPLOYEE FRINGE BENEFITS	\$74,337				\$15,915	\$15,915	\$15,915	\$15,915	\$63,660
34 35										
	TOTAL SALARIES & BENEFITS	\$339,828				\$72,755	\$72,755	\$72,755	\$72,755	\$291,020
37	HSA #2									12/2/2020

	A	В	С	ΙрΙ	E	F	G	Н	l	J	K	ΙLΙ	М
1			<u> </u>		-			1 1		1 - 1		per	ndix B, Page 3
3	7/5/2023												
	SELF-HELP FOR THE ELDERLY Program: Community Service-District 7-West Portal SC FY 23-27												
5	.												
6				0		D-	La!I						
7 8				Ope	rating Expen	se Dei	iaii						
9													
10													
11	F 1:4 0	_4		TEDM	7/4/00 0/00/04	7/4	104 0100105		7/4/05 0/20/00		7/4/00 0/00/07		TOTAL
	Expenditure C			I EKIVI	7/1/23-6/30/24		/24-6/30/25		7/1/25-6/30/26	-	7/1/26-6/30/27		7/1/23 - 6/30/27
	Rental of Prop	-			\$9,054		\$9,054		\$9,054		\$9,054		\$36,216
14	Utilities(Elec, \	Nater, Gas, P	hone, Garbage) .	\$616		\$616		\$616	-	\$616		\$2,462
15	Office Supplies	s, Postage			\$250		\$250		\$250		\$250		\$1,000
16	Building Maint	enance Suppli	es and Repair		\$100		\$100		\$100	_	\$100		\$400
17	Printing and R	eproduction											\$0
18	Insurance				\$650		\$650		\$650	_	\$650		\$2,600
19	Staff Training				\$0		\$0		\$0	_	\$0		\$0
20	Staff Travel-(L	ocal & Out of	Town)		\$150		\$150		\$150	_	\$150		\$600
21	Rental of Equi	pment			\$50		\$50		\$50		\$50		\$200
22													
23	CONSULTAN	TS											
	Professional F	ees-Instructor	,		\$ 1,582	\$	1,582		\$ 1,582	_	\$ 1,582		\$6,328
25										-			
26	OTHER												
	OTHER Program Expe	nege			\$1,000	1	\$1,000	1	\$1,000		\$1,000		\$4,000
	Communicatio				\$1,000 \$492		\$492		\$1,000	-	\$1,000 \$492		\$1,968
_	Recruitment E				\$75		\$75	-	\$75	-	\$75		\$300
31										_			
32										_			
33		ATINIO			***		****	_	****		****		450.050
34	TOTAL OPER	ATING EXPE	NSE	-	<u>\$14,019</u>	•	\$14,019	<u> </u>	\$14,019		\$14,019		\$56,076
35													
36	HSA #3												12/2/2020

Appendix F-Self-Help for the Elderly District 7 Site Chart

<u>1</u> of 1

HSA / DAS / OFFICE OF COMMUNITY PARTNERSHIPS

AGENCY: Self-Help for the Elderly FISCAL YEAR: FY23-27

CONTRACT MAILING ADDRESS: 731 Sansome Street, Suite 100, San Francisco, CA94111

COMMUNITY SERVICE MANAGER:	BENNY CHAN			PHONE NO.: (415) 677-760	7
SITES: (Community Services)	West Portal Club House				
Name of Site					
Address and Zip	131 Lenox Way, S.F.,				
Phone Number	CA 94127 415-650-9796				
Fax Number					
Neighborhood	West Portal				
Muni Line #s	Muni 57, L, M, K				
Person in Charge	Lance Ma				
Site Manager	Jani Chow				
Programs Offered at Site	Congregate Meals/HDM Community/Social Service Nutrition Education				
Days Open	XMonXTues XWedXThur XFriSat Sun	MonTues WedThur FriSat Sun	MonTuesWedThurFriSatSun	MonTues WedThur FriSat Sun	MonTues WedThur FriSat Sun
Hours Open	M – F 9:00 am – 2:00 pm				
Hours of scheduled programming	M – F 9:00 am – 2:00 pm				
Days closed	New Year's Day, Martin Lu New Year, President's Day Independence Day, Labor I Day, Veterans Day, Thanks Thanksgiving, Christmas D	, Memorial Day, Day, Indigenous Peoples giving Day, Day after			
ADA Accessible	_X_YesNo	YesNo	YesNo	YesNo	YesNo

Appendix A - Services to be Provided SELF-HELP FOR THE ELDERLY – JOHN KING COMMUNITY CENTER

Community Services

July 1, 2023 to June 30, 2027

I. Purpose

The purpose of this grant is to provide Community Services programming for older adults and adults with disabilities in San Francisco through site-based community centers. The programming will maintain or improve the well-being of older adults and adults with disabilities by providing activities and services designed to support individuals to live independently in their own homes and communities, reduce social isolation, and serve as an access point for other home and community-based services.

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
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.
ОСР	Office of Community Partnerships
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	Person who is 60 years or older.
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 (Chapter 104, Sections 104.1 through 104.9.)
Unit of Service	Defined as one hour of service.
Unduplicated Consumer (UDC)	An individual who participates in Community Services and the grantee reflects consumer participation in SF DAS GetCare through enrollment.

III. Target Population

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

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

IV. Eligibility for Services

To be eligible for services, clients must be

- 1) An older adult aged 60 years or older or
- 2) An adult with a disability, aged 18-59 and
- 3) A resident of San Francisco and
- 4) In need of Community Services

V. Location and Time of Services

The grantee will provide Community Services programming in San Francisco. The details of the sites and operation hours are located in the site chart.

VI. Description of Services and Program Requirements

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Reanna Albert Program Analyst DAS OCP reanna.albert@sfgov.org

and

Tahir Shaikh Contract Manager HSA OCM tahir.shaikh@sfgov.org

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A. <u>Program Monitoring</u>: 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.

	А	В	С	D	Е	F
1	-				ļ	Appendix B, Page 1
2	1					7/5/2023
3	HUMAN SERVICES AGE					
4		BY PROGR	KAM			
5	Name		Term			
6	SELF-HELP FOR THE ELDERLY		7/1/23 - 6/30/27			
7	(Check One) New Renewal	Modification	_			
8	If modification, Effective Date of Mod.	No. of Mod.			Г	1
9	Program: Community Service-District 1	10-John King SC FY	<u>/</u> 23-27			
10	Budget Reference Page No.(s)				l	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
12		77.1120 0.00.2	77.112.1.0.00.20	77.1120 0.00.20	17 1120 0.00,21	17 1120 0.00.2.
	Salaries & Benefits	\$66,417	\$66,417	\$66,417	\$66,417	\$265,668
14	Operating Expenses	\$20,527	\$20,527	\$20,527	\$20,527	\$82,108
15	Subtotal	\$86,944	\$86,944	\$86,944	\$86,944	\$347,776
16	Indirect Percentage (%)	15%	15%	15%	15%	15%
	Indirect Cost (Line 16 X Line 15)	\$13,040	\$13,040	\$13,040	\$13,040	\$52,160
18	Subcontractor/Capital Expenditures	\$0	\$0	\$0	\$0	\$0
	Total Expenditures	\$99,984	\$99,984	\$99,984	\$99,984	\$399,936
20	HSA Revenues					
21	Local Funds	\$99,984	\$99,984	\$99,984	\$99,984	\$399,936
22						
23					 	
24				.		
25 26			——		<u> </u>	
27	 		 	i	<u> </u>	
28						
29	TOTAL HSA REVENUES	\$99,984	\$99,984	\$99,984	\$99,984	\$399,936
30	Other Revenues	722,722	, , , , , , , , , , , , , , , , , , , 	, ,,,,,		+,
31	1				l	
32						
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35			 	ı————		_
	Total Revenues	\$99,984	\$99,984	\$99,984	\$99,984	\$399,936
37	Full Time Equivalent (FTE)					
39	Prepared by: Leny Nair	Telephone No.:	415-677-7682			
40	HSA-CO Review Signature:					
41	HSA #1					12/2/2020

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1			Ŭ						Ap	pendix B, Page 2	
2	Date: 7/5/23										
3	SELF-HELP FOR THE ELDERLY Program: Community Service-District 10-John King SC FY 23-27										
5	 										
6											
7			Salari	es & Benefi	ts Detail						
8											
9						7/4/00 0/00/04	7/4/04 0/00/05	7/4/05 0/00/00	7/4/00 0/00/07	7/4/00 0/00/07	
11		Agency T	ntals	HSA Pro	naram	7/1/23-6/30/24 DAS	7/1/24-6/30/25 DAS	7/1/25-6/30/26 DAS	7/1/26-6/30/27 DAS	7/1/23 - 6/30/27 TOTAL	
<u> </u>		/ igonoy i	otais	% FTE	ogram	D/ (C	BAG	BAG	D/10	TOTAL	
		Annual Full	T-4-1	funded by	A -15 41						
12	POSITION TITLE	TimeSalary for FTE	Total FTE	HSA (Max 100%)	Adjusted FTE	Budgeted Salary					
13	Community Service Manager	\$64,480	1.00	10%	0.10	\$6,448	\$6,448	\$6,448	\$6,448	\$25,792	
14	Cong Meal Program Manager	\$64,480	1.00	5%	0.05	\$3,224	\$3,224	\$3,224	\$3,224	\$12,896	
15	Asst Center Oprations Manager	\$47,840	1.00	5%	0.05	\$2,392	\$2,392	\$2,392	\$2,392	\$9,568	
16	Center Coordinator	\$43,909	1.00	55%	0.55	\$24,150	\$24,150	\$24,150	\$24,150	\$96,600	
17	Program Assistant	\$44,782	1.00	35%	0.35	\$15,674	\$15,674	\$15,674	\$15,674	\$62,696	
18											
19											
20											
21											
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24											
25											
26											
27											
28											
29											
30	TOTALS	\$ 265,491	5.00	110%	1.10	\$51,888	\$51,888	\$51,888	\$51,888	\$207,552	
31 32	FRINGE BENEFIT RATE	28%									
33	EMPLOYEE FRINGE BENEFITS	\$74,337				\$14,529	\$14,529	\$14,529	\$14,529	\$58,116	
34 35											
	TOTAL SALARIES & BENEFITS	\$339,828				\$66,417	\$66,417	\$66,417	\$66,417	\$265,668	
37	HSA #2									12/2/2020	

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1									A	ppendix B, Page 3 Date: 7/5/23		
	SELF-HELP F	OR THE ELI	DERLY							Date: 7/5/23		
	Program: Co	Program: Community Service-District 10-John King SC FY 23-27										
5 6												
7				Ope	rating Expens	se Detail						
8				·								
9												
11										TOTAL		
12	Expenditure C	Category .		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		
13	Rental of Prop	perty			\$3,940	\$3	3,940	\$3,940	\$3,940	\$15,760		
14	Utilities(Elec,	Water, Gas, I	Phone, Garbage	;)	\$8,176	\$8	3,176	\$8,176	\$8,176	\$32,702		
15	Office Supplie	s, Postage			\$213		\$213	\$213	\$213	\$852		
16	Building Maint	tenance Supp	olies and Repair		\$5,206	\$	5,206	\$5,206	\$5,206	\$20,824		
17	Printing and R	Reproduction			\$75		\$75	\$75	\$75	\$300		
18	Insurance				\$650		\$650	\$650	\$650	\$2,600		
19	Staff Training				\$0		\$0	\$0	\$0	\$0		
20	Staff Travel-(L	ocal & Out of	f Town)		\$150		\$150	\$150	\$150	\$600		
21	Rental of Equi	ipment			\$50		\$50	\$50	\$50	\$200		
22												
23	CONSULTAN	ITS										
24	Professional F	ees-Instructo	or	_	\$500		\$500	\$500	\$500	\$2,000		
25				_						\$0		
26	OTHER											
	OTHER Program Expe	anses			\$1,000	Q	31,000	\$1,000	\$1,000	\$4,000		
	Communication			_	\$1,000 \$492	· 	\$492	\$1,000	·	<u> </u>		
30	Recruitment E	xpenses		_	\$75		\$75	\$75				
31				_								
32				_		· -			-	\$0		
33	TOTAL OPER	RATING EXP	ENSE	_	\$20,527	<u>\$2</u>	20,527	\$20,527	\$20,527	\$82,108		
35												
36	HSA #3									12/2/2020		

Appendix F-Self-Help for the Elderly District 10 Site Chart

<u>1</u> of <u>1</u>

HSA / DAS / OFFICE OF COMMUNITY PARTNERSHIPS

AGENCY: Self-Help for the Elderly FISCAL YEAR: FY23-27

CONTRACT MAILING ADDRESS: 731 Sansome Street, Suite 100, San Francisco, CA94111

COMMUNITY SERVICE MANAGER:	BENNY CHAN			PHONE NO.: (415) 677-760	7
SITES: (Community Services)	John King Senior Center				
Name of Site					
Address and Zip	500 Raymond Ave, S.F.,				
Phone Number	CA 94134 415-239-9919				
Fax Number					
Neighborhood	Visitacion Valley				
Muni Line #s	Muni 8, 8BX, 56				
Person in Charge	Lance Ma				
Site Manager	Joe Chen				
Programs Offered at Site	Congregate Meals/HDM Community/Social Service Nutrition Education				
Days Open	XMonXTues XWedXThur XFriSat Sun	MonTues WedThur FriSat Sun	MonTues WedThur FriSat Sun	MonTuesWedThurFriSatSun	MonTuesWedThurFriSatSun
Hours Open	M – F 9:00 am – 2:00 pm				
Hours of <u>scheduled</u> programming	M – F 9:00 am – 2:00 pm				
Days closed	New Year's Day, Martin Lu New Year, President's Day Independence Day, Labor I Day, Veterans Day, Thanks Thanksgiving, Christmas D	, Memorial Day, Day, Indigenous Peoples giving Day, Day after			
ADA Accessible	_X_YesNo	YesNo	YesNo	YesNo	YesNo

Appendix A - Services to be Provided SELF-HELP FOR THE ELDERLY - GENEVA COMMUNITY CENTER

Community Services

July 1, 2023 to June 30, 2027

I. Purpose

The purpose of this grant is to provide Community Services programming for older adults and adults with disabilities in San Francisco through site-based community centers. The programming will maintain or improve the well-being of older adults and adults with disabilities by providing activities and services designed to support individuals to live independently in their own homes and communities, reduce social isolation, and serve as an access point for other home and community-based services.

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
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.
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 Community Services and the grantee reflects consumer participation in SF DAS GetCare through enrollment.

III. Target Population

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

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

IV. Eligibility for Services

To be eligible for services, clients must be

- 1) An older adult aged 60 years or older or
- 2) An adult with a disability, aged 18-59 and
- 3) A resident of San Francisco and
- 4) In need of Community Services

V. Location and Time of Services

The grantee will provide Community Services programming in San Francisco. The details of the sites and operation hours are located in the site chart.

VI. Description of Services and Program Requirements

- 1. Grantee will provide Community Services programming for older adults and adults with disabilities. Community Services programming shall consist of activities and services that focus on the physical, social, psychological, economic, educational, recreational, and/or creative needs of older adults and adults with disabilities. Activities and services may be provided in the grantee's community center, in the community, via telephone, virtually over the internet, and through other effective means of communication and connection. There are three categories of Community Services programming:
 - i. Activity Scheduling: Activities may include educational presentations,

- workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes, provides opportunities for connection with other participants, and that help participants maintain or enhance their level of functioning.
- ii. <u>Translation:</u> Translation assistance is provided to consumers that cannot speak/read English. Translation may also include the use of American Sign Language, braille, or teleprompting. Services may include translation for an individual, such as translation of forms, letters, applications, or phone calls, and may also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements or presentations.
- iii. <u>Social Services</u>: The provision of one-to-one assistance to individuals that enables them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.
- 2. Grantee will ensure that service offerings in the three categories of Community Services are designed to:
 - i. Provide quality services that attain a high satisfaction level from participants.
 - ii. Provide services that meet the needs of individual participants.
 - iii. Provide physical activities that may improve the health of participants.
 - iv. Increase access to information and educational materials that help enable individual consumers to maximize independence while living in the community.
 - v. Provide activities to increase socialization opportunities for individual consumers.
- 3. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
- 4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15th each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At a minimum, the consumer response rate shall be at least 35% of the annual unduplicated consumers.
- 5. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer and adhere to all program standards.
- 6. Grantee will ensure that units of service provided are tracked and distinguishable.
- 7. Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
- 8. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services.

VII. Service Objectives

Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A- Community	FY 23-24	FY 24-25	FY 25-26	FY 26-27			
Services							
Unduplicated Consumers (UDC)	170	170	170	170			
Activity Scheduling	1,100	1,100	1,100	1,100			
Translation Services	290	290	290	290			
Social Services	330	330	330	330			
1 unit of service = 1 hour of service provision							

VIII. Outcome Objectives

Community Services

- 1. Consumers receive the services and/or activities they need from the agency. Target: 80%
- 2. Consumers who participate in physical activity programming report a positive impact on their health. Target: 80%
- 3. Consumers who received social services or translation assistance, or participated in an educational program, report the services helped to improve their lives. Target: 80%
- 4. Consumers report an increase in their socialization opportunities and interaction with others. Target: 80%

Based on an annual satisfaction survey created by DAS OCP and with a sample size of at least 35% of the annual unduplicated consumers.

IX. Reporting and Other Requirements

- 1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers, using the DAS 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. 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.
- 14. For assistance with reporting and contract requirements, please contact:

Reanna Albert Program Analyst DAS OCP reanna.albert@sfgov.org

and

Tahir Shaikh Contract Manager HSA OCM tahir.shaikh@sfgov.org

X. Monitoring Activities

A. <u>Program Monitoring</u>: 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.

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	А	В	С	D	Е	F					
1	-				ļ	Appendix B, Page 1					
2	1					7/5/2023					
3	HUMAN SERVICES AGE										
4	BY PROGRAM										
5	Name		Term								
6	SELF-HELP FOR THE ELDERLY		7/1/23 - 6/30/27								
7	(Check One) New Renewal	Modification	_								
8	If modification, Effective Date of Mod.	No. of Mod.				1					
9	Program: Community Service-District 1	11-Geneva SC FY 23	3-27		1						
10	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					
12		111120-010012-	771724-0700720	771720-0700720	111120-0100121	1/1/20-0/00/21					
	Salaries & Benefits	\$66,417	\$66,417	\$66,417	\$66,417	\$265,669					
14	Operating Expenses	\$40,256	\$40,256	\$40,256	\$40,256	\$161,024					
	Subtotal	\$106,673	\$106,673	\$106,673	\$106,673	\$426,693					
		15%	15%	15%	15%						
	Indirect Cost (Line 16 X Line 15)	\$16,001	\$16,001	\$16,001	\$16,001	\$64,004					
	Subcontractor/Capital Expenditures	\$0	\$0	\$0	\$0	\$0					
	Total Expenditures	\$122,673	\$122,673	\$122,673	\$122,673	\$490,692					
20	HSA Revenues										
21	Local Funds	\$122,673	\$122,673	\$122,673	\$122,673	\$490,692					
22											
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29	TOTAL HSA REVENUES	\$122,673	\$122,673	\$122,673	\$122,673	\$490,692					
30	Other Revenues	+,	*,		,	+					
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	Total Revenues	\$122,673	\$122,673	\$122,673	\$122,673	\$490,692					
37	Full Time Equivalent (FTE)										
39	Prepared by: Leny Nair	Telephone No.:	415-677-7682								
40	HSA-CO Review Signature:										
41	HSA #1					12/2/2020					

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2								Ap	pendix B, Page 2 Date: 7/5/23			
	SELF-HELP FOR THE ELDERLY											
4 Program: Community Serv	rice-District 11-Gene	eva SC FY	23-27									
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7		Salari	es & Benef	its Detail								
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11	Agency T	otals	DAS Pr % FTE	ogram	DAS	DAS	DAS	DAS	TOTAL			
	Annual Full		funded by									
12 POSITION TITLE	TimeSalary for FTE	Total FTE	HSA (Max 100%)	Adjusted FTE	Budgeted Salary							
13 Community Service Manager	\$64,480	1.00	10%	0.10	\$6,448	\$6,448	\$6,448	\$6,448	\$25,792			
14 Cong Meal Program Manage		1.00	5%	0.05	\$3,224	\$3,224	\$3,224	\$3,224	\$12,896			
15 Asst Center Oprations Manag	ger \$47,840	1.00	5%	0.05	\$2,392	\$2,392	\$2,392	\$2,392	\$9,568			
16 Center Coordinator	\$43,909	1.00	55%	0.55	\$24,150	\$24,150	\$24,150	\$24,150	\$96,600			
17 Program Assistant	\$44,782	1.00	35%	0.35	\$15,674	\$15,674	\$15,674	\$15,674	\$62,696			
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28												
29												
30 TOTALS	\$265,491	5.00	110%	1.10	\$51,888	\$51,888	\$51,888	\$51,888	\$207,552			
31 32 FRINGE BENEFIT RATE	28%											
33 EMPLOYEE FRINGE BENEF					\$14,529	\$14,529	\$14,529	\$14,529	\$58,116			
34 35					, , ,			, , ,				
36 TOTAL SALARIES & BENEF	TITS \$318,589				\$66,417	\$66,417	\$66,417	\$66,417	\$265,668			
37 HSA #2									12/2/2020			

	Α	В		С	D	E	F	G	Н	I	J	K	L	M
2												A		ndix B, Page 3 Date: 7/5/23
3	SELF-HELP F	OR THE E	LDERLY											Date. 175/25
4	Program: Co	mmunity S	Service-D	District 1	I1-Gene	va SC FY 23	-27							
5 6														
7	Operating Expense Detail													
8					•									
9														
10 11														TOTAL
	Expenditure C	ategory			TERM	7/1/23-6/30/	24_	7/1/24-6/30/25	<u>5</u>	7/1/25-6/30/26		7/1/26-6/30/27	, 	7/1/23 - 6/30/27
13	Rental of Prop	perty				\$30,2	82	\$30,282	2	\$30,282		\$30,282	<u>.</u> -	\$121,128
14	Utilities(Elec,	Water, Gas	s, Phone,	Garbage	e)	\$4,9	69_	\$4,969)	\$4,969		\$4,969	<u> </u>	\$19,876
15	Office Supplie	s, Postage				\$2	13	\$213	<u> </u>	\$213		\$213	<u> </u>	\$852
16	Building Maint	tenance Su	pplies and	d Repair	-	\$1,0	00_	\$1,000)	\$1,000		\$1,000	<u> </u>	\$4,000
17	Printing and R	Reproduction	n			\$1	75	\$175	<u>-</u>	\$175		\$175	<u> </u>	\$700
18	Insurance					\$6	50_	\$650)	\$650		\$650	<u> </u>	\$2,600
19	Staff Training						\$0_	\$0)	\$0		\$0	<u> </u>	\$0
20	Staff Travel-(L	ocal & Out	of Town))		\$3	00_	\$300)	\$300		\$300	<u> </u>	\$1,200
21	Rental of Equi	ipment				\$1	00	\$100)	\$100		\$100	<u> </u>	\$400
22														
23	CONSULTAN	ITS												
	Professional F	ees-Instruc	ctor		_	1,000	<u>0 </u>	1,000 ዓ	<u> </u>	1,000 ዓ	<u> </u>	1,000 ′	<u> </u>	\$4,000
25					_				_					
26 27	OTHER													
28	Program Expe	anses				\$1,0	200	\$1,000	Λ	\$1,000)	\$1,00	Λ	\$4,000
29	Communication				_		492	\$492	_	\$492		\$49		\$4,000 \$1,968
30	Recruitment E				_		\$75	\$75	_	\$75		\$7		\$300
31					_							_	_ :	
32					_				_					
33 34	TOTAL OPER	RATING EX	PENSE		_	\$40,2	<u> 256</u>	\$40,250	<u>6</u>	\$40,256	<u> </u>	<u>\$40,25</u>	<u>6</u>	\$161,024
35					_								_	
36	HSA #3													12/2/2020

Appendix F-Self-Help for the Elderly District 11 Site Chart

<u>1__</u> of___1

HSA / DAS / OFFICE OF COMMUNITY PARTNERSHIPS

AGENCY: Self-Help for the Elderly FISCAL YEAR: FY23-27

CONTRACT MAILING ADDRESS: 731 Sansome Street, Suite 100, San Francisco, CA94111

COMMUNITY SERVICE MANAGER:	BENNY CHAN		PHONE NO.: (415) 677 7607						
SITES: (Community Services) Name of Site	Geneva Community Center								
Address and Zip Phone Number Fax Number	5050 Mission Street, Unit C, S.F., CA 94112 415-347-7194								
Neighborhood Muni Line #s	Excelsior/Outer Mission Muni 8, 14, 14R, 43, 49,								
Person in Charge Site Manager	Lance Ma Joyce Kwok								
Programs Offered at Site	Congregate Meals/HDM Community/Social Service Nutrition Education								
Days Open	XMonXTues XWedXThur XFriSat Sun	MonTues WedThur FriSat Sun	MonTues WedThur FriSat Sun	MonTuesWedThurFriSatSun	MonTues WedThur FriSat Sun				
Hours Open	M – F 9:00 am – 5:00 pm M – F 9:00 am – 5:00 pm								
Hours of <u>scheduled</u> programming	wi – г э:оо аm – э:оо pm								
Days closed	New Year's Day, Martin Lu New Year, President's Day, Independence Day, Labor I Day, Veterans Day, Thanks Thanksgiving, Christmas D	Memorial Day, Day, Indigenous Peoples giving Day, Day after							
ADA Accessible	_X_YesNo	YesNo	YesNo	YesNo	YesNo				

Appendix A - Services to be Provided SEQUOIA LIVING / SAN FRANCISCO SENIOR CENTER – AQUATIC PARK

Community Services

July 1, 2023 to June 30, 2027

I. Purpose

The purpose of this grant is to provide Community Services programming for older adults and adults with disabilities in San Francisco through site-based community centers. The programming will maintain or improve the well-being of older adults and adults with disabilities by providing activities and services designed to support individuals to live independently in their own homes and communities, reduce social isolation, and serve as an access point for other home and community-based services.

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
Grantee	SEQUOIA LIVING
Higher Learning Classes	College-level classes that are taught by instructors with advanced degrees and teaching experience in the field of study. Higher learning classes were originally part of City College of San Francisco's Older Adults program. Classes are provided at community service centers throughout the City and supplement traditional Community Services programming.
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.
ОСР	Office of Community Partnerships
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	Person who is 60 years or older.
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 Community Services and the grantee reflects consumer participation in SF DAS GetCare through enrollment.

III. Target Population

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

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

IV. Eligibility for Services

To be eligible for services, clients must be

- 1) An older adult aged 60 years or older or
- 2) An adult with a disability, aged 18-59 and
- 3) A resident of San Francisco and
- 4) In need of Community Services

V. Location and Time of Services

The grantee will provide Community Services programming in San Francisco. The details of the sites and operation hours are located in the site chart.

VI. Description of Services and Program Requirements

1. Grantee will provide Community Services programming for older adults and adults with disabilities. Community Services programming shall consist of activities and services that focus on the physical, social, psychological, economic, educational, recreational,

and/or creative needs of older adults and adults with disabilities. Activities and services may be provided in the grantee's community center, in the community, via telephone, virtually over the internet, and through other effective means of communication and connection. There are three categories of Community Services programming:

- i. Activity Scheduling: Activities may include educational presentations, workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes, provides opportunities for connection with other participants, and that help participants maintain or enhance their level of functioning.
- ii. <u>Translation:</u> Translation assistance is provided to consumers that cannot speak/read English. Translation may also include the use of American Sign Language, braille, or teleprompting. Services may include translation for an individual, such as translation of forms, letters, applications, or phone calls, and may also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements or presentations.
- iii. <u>Social Services</u>: The provision of one-to-one assistance to individuals that enables them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.
- 2. Grantee will ensure that service offerings in the three categories of Community Services are designed to:
 - i. Provide quality services that attain a high satisfaction level from participants.
 - ii. Provide services that meet the needs of individual participants.
 - iii. Provide physical activities that may improve the health of participants.
 - iv. Increase access to information and educational materials that help enable individual consumers to maximize independence while living in the community.
 - v. Provide activities to increase socialization opportunities for individual consumers.
- 3. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
- 4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15th each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At a minimum, the consumer response rate shall be at least 35% of the annual unduplicated consumers.
- 5. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer and adhere to all program standards.
- 6. Grantee will ensure that units of service provided are tracked and distinguishable.
- 7. Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
- 8. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are

- contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services.
- 9. Higher Learning classes will be offered at Sequoia Living / Aquatic Park Senior Center. These classes will be open to any older adult or adult with disabilities interested. A participant will register for class(es) as a separate program of the community service center. Course topics are "Women's Literature," "Ceramics," "Painting," "Mind-Body-Spirit," "Basic Art," "Music Appreciation," and "Tai Chi." These classes are college level classes taught by instructors with advanced degrees and teaching experience in the field of study.

VII. Service Objectives

Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A- Community	FY 23-24	FY 24-25	FY 25-26	FY 26-27	
Services					
Unduplicated Consumers (UDC)	1,200	1,200	1,200	1,200	
Activity Scheduling	9,000	9,000	9,000	9,000	
Translation Services	864	864	864	864	
Social Services	1,056	1,056	1,056	1,056	
1 unit of service = 1 hour of service provision					

VIII. Outcome Objectives

Community Services

- 1. Consumers receive the services and/or activities they need from the agency. Target: 80%
- 2. Consumers who participate in physical activity programming report a positive impact on their health. Target: 80%
- 3. Consumers who received social services or translation assistance, or participated in an educational program, report the services helped to improve their lives. Target: 80%
- 4. Consumers report an increase in their socialization opportunities and interaction with others. Target: 80%

Based on an annual satisfaction survey created by DAS OCP and with a sample size of at least 35% of the annual unduplicated consumers.

Higher Learning

- 1. Class participants report that the course increased their socialization opportunities and interaction with others. Target: 80%
- 2. Class participants report an increase in knowledge of the Higher Learning course topic. Target: 80%

Based on a satisfaction survey created by the grantee with input from DAS OCP and with a sample size of at least 75% of the participants enrolled in the class.

IX. Reporting and Other Requirements

- 1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers, using the DAS 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. 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.
- 14. For assistance with reporting and contract requirements, please contact:

Melissa McGee Program Analyst DAS OCP melissa.mcgee@sfgov.org and Ella Lee Contract Manager

HSA OCM

ella.lee@sfgov.org

X. **Monitoring Activities**

- A.
- Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on 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.
- В. 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.

Program Term	Appendix B, Page 1					endix B, Page 1
Name Sequoia Living Term Trim Trim		HUMAN SERVICE	S AGENCY BUDG	ET SUMMARY		
C(Check One) New _ x _ Renewal _ Modification _						
Check One New _ x	Name				Te	rm
Frodification, Effective Date of Mod. No. of Mod. Program: Community Services at Aquatic Park Senior Center	Sequoia Living				7/1/23 -	6/30/27
Program: Community Services at Aquatic Park Senior Center Budget Reference Page No.(s) 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	(Check One) Newx_ Renewal	Modification				
Budget Reference Page No.(s)	If modification, Effective Date of Mod.	No. of Mod.				
Program Term	Program: Community Services at Aqua	tic Park Senior Cer	nter			
Salaries & Benefits	Budget Reference Page No.(s)					7/1/23 - 6/30/27
Salaries & Benefitis \$362,235 \$362,235 \$362,235 \$1,448,940 Operating Expenses \$88,398 \$88,398 \$88,398 \$88,398 \$363,395 Subtotal \$450,633 \$450,633 \$450,633 \$450,633 \$1,802,532 Indirect Percentage (%) 15%	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
Section Sect	Expenditures					
Subtotal \$450,633 \$450,633 \$450,633 \$450,633 \$450,633 \$1,802,532 Indirect Percentage (%) 15%	Salaries & Benefits	\$362,235	\$362,235	\$362,235	\$362,235	\$1,448,940
Indirect Percentage (%)	Operating Expenses	\$88,398	\$88,398	\$88,398	\$88,398	\$353,592
Indirect Cost (Line 16 X Line 15)		,,	,,	,,	, ,	\$1,802,532
Subcontractor/Capital Expenditures \$10,633 \$10,633 \$10,633 \$10,633 \$42,532 Total Expenditures \$528,861 \$528,861 \$528,861 \$528,861 \$2,115,444 HSA Revenues \$528,861 \$528,861 \$528,861 \$528,861 \$2,115,444 TOTAL HSA REVENUES \$528,861 \$528,861 \$528,861 \$528,861 \$2,115,444 Other Revenues \$528,861 \$528,861 \$528,861 \$528,861 \$2,115,444 Full Time Equivalent (FTE) Telephone No.: Telephone No.:						15%
S528,861 S528,861	Indirect Cost (Line 16 X Line 15)	\$67,595	\$67,595	\$67,595	\$67,595	\$270,380
HSA Revenues		\$10,633	\$10,633	, ,		\$42,532
Local Funds \$528,861 \$528,861 \$528,861 \$528,861 \$2,115,444 TOTAL HSA REVENUES \$528,861 \$528,861 \$528,861 \$2,115,444 Other Revenues \$528,861 \$528,861 \$528,861 \$2,115,444 Total Revenues \$528,861 \$528,861 \$528,861 \$528,861 \$2,115,444 Full Time Equivalent (FTE) Prepared by: Telephone No.: HSA-CO Review Signature:	Total Expenditures	\$528,861	\$528,861	\$528,861	\$528,861	\$2,115,444
TOTAL HSA REVENUES \$528,861 \$528,861 \$528,861 \$528,861 \$2,115,444 Other Revenues \$528,861 \$528,861 \$528,861 \$2,115,444 Total Revenues \$528,861 \$528,861 \$528,861 \$528,861 \$2,115,444 Full Time Equivalent (FTE) Telephone No.: HSA-CO Review Signature:	HSA Revenues					
Other Revenues \$528,861 \$528,861 \$528,861 \$528,861 \$528,861 \$2,115,444 Full Time Equivalent (FTE) Telephone No.: Prepared by: Telephone No.:	Local Funds	\$528,861	\$528,861	\$528,861	\$528,861	\$2,115,444
Other Revenues \$528,861 \$528,861 \$528,861 \$528,861 \$528,861 \$2,115,444 Full Time Equivalent (FTE) Telephone No.: Prepared by: Telephone No.:						
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Other Revenues \$528,861 \$528,861 \$528,861 \$528,861 \$528,861 \$2,115,444 Full Time Equivalent (FTE) Telephone No.: Prepared by: Telephone No.:						
Other Revenues \$528,861 \$528,861 \$528,861 \$528,861 \$528,861 \$2,115,444 Full Time Equivalent (FTE) Telephone No.: Prepared by: Telephone No.:						
Total Revenues \$528,861 \$528,861 \$528,861 \$528,861 \$2,115,444 Full Time Equivalent (FTE) Telephone No.: HSA-CO Review Signature:		\$528,861	\$528,861	\$528,861	\$528,861	\$2,115,444
Full Time Equivalent (FTE) Prepared by: HSA-CO Review Signature: Telephone No.:	Other Revenues					
Full Time Equivalent (FTE) Prepared by: HSA-CO Review Signature: Telephone No.:						
Full Time Equivalent (FTE) Prepared by: HSA-CO Review Signature: Telephone No.:						
Full Time Equivalent (FTE) Prepared by: HSA-CO Review Signature: Telephone No.:						
Full Time Equivalent (FTE) Prepared by: HSA-CO Review Signature: Telephone No.:						
Full Time Equivalent (FTE) Prepared by: HSA-CO Review Signature: Telephone No.:	Total Payanuas	\$529.964	\$529.961	\$52 <u>0</u> 061	\$529.961	¢2 115 444
Prepared by: Telephone No.: HSA-CO Review Signature:		φυ20,001	φυ20,001	φυ20,001	φυ20,001	φ2,110,444
HSA-CO Review Signature:					Telephone No :	
<u></u>	-				i diepriorie ivo	
HSA #1	HSA #1					6/20/2018

Sequoia Living								Арр	endix B, Page 2
Program: Community Services at Aqua	tic Park Senior Center								
			Sa	laries & Be	enefits Detail				
					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
	Agency T	otals	HSA Prog	gram	DAAS	DAAS	DAAS	DAAS	TOTAL
	Annual Full Time Salary for		% FTE funded by HSA	Adjusted					
POSITION TITLE	FTE	Total FTE	(Max 100%)	FTE	Budgeted Salary				
Service Coordinator	\$78,426	0.93	99%	0.92	\$72,544	\$72,544	\$72,544	\$72,544	\$290,176
Program Supervisor	\$86,665	1.00	33%	0.33	\$28,937	\$28,937	\$28,937	\$28,937	\$115,748
Program Assistant	\$61,737	1.00	100%	1.00	\$61,737	\$61,737	\$61,737	\$61,737	\$246,948
Program Coordinator	\$60,320	1.00	100%	1.00	\$60,320	\$60,320	\$60,320	\$60,320	\$241,280
Receptionist (2)	\$51,181	0.88	100%	0.88	\$44,783	\$44,783	\$44,783	\$44,783	\$179,132
				-					
				-					
				-					
				-					
				_					
				_					
TOTALS	\$338,329	4.81	433%	4.13	\$268,321	\$268,321	\$268,321	\$268,321	\$1,073,284
FRINGE BENEFIT RATE	35.00%]							
EMPLOYEE FRINGE BENEFITS	\$118,417				\$93,914	\$93,914	\$93,914	\$93,914	\$375,656
TOTAL SALARIES & BENEFITS	\$456,746				\$362,235	\$362,235	\$362,235	\$362,235	\$1,448,940
HSA #2	-								6/20/2018

Sequoia Living Program: Community Services at Aquatic Park S	enior Center			Ар	pendix B, Page 3
	Opera	ating Expense Detail			
EXPENDITURE CATEGORY Rental of Property Utilities(Elec, Water, Gas, Phone, Garbage) Office Supplies, Postage Building Maintenance Supplies and Repair Printing and Reproduction Insurance	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 7/1/23 - 6/30/27
Staff Training Staff Travel-(Local & Out of Town) Rental of Equipment					
CONSULTANTS					
<u>OTHER</u>					
Collage Class	\$8,160	\$8,160	\$8,160	\$8,160	\$32,640
Music Appreciation	\$9,600	\$9,600	\$9,600	\$9,600	\$38,400
Mind Body Exercise	\$9,120	\$9,120	\$9,120	\$9,120	\$36,480
Woman's Literature Creative Writing	\$12,000 \$6,858	\$12,000 \$6,858	\$12,000 \$6,858	\$12,000 \$6,858	\$48,000 \$27,432
Acting & Self-Expression	\$8,160	\$8,160	\$8,160	\$8,160	\$32,640
Moderate Exercise	\$4,080	\$4,080	\$4,080	\$4,080	\$16,320
Movement Class	\$5,100	\$5,100	\$5,100	\$5,100	\$20,400
English as a Second Language	\$6,120	\$6,120	\$6,120	\$6,120	\$24,480
Chair & Mat Yoga	\$12,480	\$12,480	\$12,480	\$12,480	\$49,920
Art With Elders	\$6,720	\$6,720	\$6,720	\$6,720	\$26,880
TOTAL OPERATING EXPENSES	\$88,398	\$88,398	\$88,398	\$88,398	\$353,592
HSA #3					6/20/2018

Sequoia Living Appendix B, Page 4 Program: Community Services at Aquatic Park Senior Center					endix B, Page 4
	Subcontractor/	Capital Expenditur	es		
<u>SUBCONTRACTORS</u>	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
Jewish Community Center, weekly Women's Literature Class	\$10,633	\$10,633	\$10,633	\$10,633	\$42,532
TOTAL SUBCONTRACTOR COST	\$10,633	\$10,633	\$10,633	\$10,633	\$42,532
TOTAL EQUIPMENT COST REMODELING					
TOTAL REMODELING COST TOTAL SUBCONTRACTOR/CAPITAL					
EXPENDITURE HSA #4	\$10,633	\$10,633	\$10,633	\$10,633	\$42,532 6/20/201

APPENDIX F - SITE CHART

Page	1	of	

HSA / DAS / OFFICE OF COMMUNITY PARTNERSHIPS

AGENCY: Sequoia Living San Francisco Senior Center FISCAL YEAR: FY 23/24 – 26/27

CONTRACT MAILING ADDRESS: 1525 Post Street, San Francisco, CA 94109

DIRECTOR: Judith Dancer PHONE NO.: 415-775-2562 SITES: (Community Services) Downtown Senior Center Aquatic Park Senior Center Name of Site 481 O'Farrell Street 890 Beach Street Address and Zip 94102 94109 Phone Number 415-771-7950 415-775-1866 415-923-4497 Fax Number 415-775-4020 SF Maritime National Historical Park/Polk Gulch Neighborhood Tenderloin #28, #47, #49, #30, #F, #19 Muni Line #s #38, #39, #19 Judith Dancer Person in Charge Judith Dancer Frank Mitchell Site Manager Judith Dancer Programs Offered at Site Community Services -Community Services -Multiservice senior center Multiservice senior center programming - health and programming - health and wellbeing education, lifelong wellbeing education, lifelong learning, computers, hot breakfast learning, computers, hot breakfast & lunch, exercise, Chinese cultural & lunch, exercise, Chinese cultural song and dance, translation, song and dance, translation, ADRC, social services ADRC, social services Days Open x Mon x Tues x Mon x Tues Tues Tues Tues Mon Mon Mon _ x Wed x Thurs x Wed x Thur Wed Thur Wed Thur Wed Thur _Sat x Fri x Sat x Fri Sat Fri Fri Sat Fri Sat x Sun Sun Sun Sun Sun M-F 7:30 – 4:00 Hours Open M-F 8-4:30 Sat. and Sun. 8:00 – 12:00 Hours of scheduled programming M-T 9:00 - 4:00 M-F - 9:00 - 3:30F 9:00 - 3:30 Meals only on Sat. and Sun. Days closed ADA Accessible X Yes No X Yes No _Yes ____No _Yes _Yes

Appendix A - Services to be Provided SEQUOIA LIVING / SAN FRANCISCO SENIOR CENTER – DOWNTOWN

Community Services

July 1, 2023 to June 30, 2027

I. Purpose

The purpose of this grant is to provide Community Services programming for older adults and adults with disabilities in San Francisco through site-based community centers. The programming will maintain or improve the well-being of older adults and adults with disabilities by providing activities and services designed to support individuals to live independently in their own homes and communities, reduce social isolation, and serve as an access point for other home and community-based services.

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
Grantee	SEQUOIA LIVING
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.
ОСР	Office of Community Partnerships
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	Person who is 60 years or older.
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 Community Services and the grantee reflects consumer participation in SF DAS GetCare through enrollment.

III. Target Population

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

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

IV. Eligibility for Services

To be eligible for services, clients must be

- 1) An older adult aged 60 years or older or
- 2) An adult with a disability, aged 18-59 and
- 3) A resident of San Francisco and
- 4) In need of Community Services

V. Location and Time of Services

The grantee will provide Community Services programming in San Francisco. The details of the sites and operation hours are located in the site chart.

VI. Description of Services and Program Requirements

- 1. Grantee will provide Community Services programming for older adults and adults with disabilities. Community Services programming shall consist of activities and services that focus on the physical, social, psychological, economic, educational, recreational, and/or creative needs of older adults and adults with disabilities. Activities and services may be provided in the grantee's community center, in the community, via telephone, virtually over the internet, and through other effective means of communication and connection. There are three categories of Community Services programming:
 - i. Activity Scheduling: Activities may include educational presentations,

- workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes, provides opportunities for connection with other participants, and that help participants maintain or enhance their level of functioning.
- ii. <u>Translation:</u> Translation assistance is provided to consumers that cannot speak/read English. Translation may also include the use of American Sign Language, braille, or teleprompting. Services may include translation for an individual, such as translation of forms, letters, applications, or phone calls, and may also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements or presentations.
- iii. <u>Social Services</u>: The provision of one-to-one assistance to individuals that enables them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.
- 2. Grantee will ensure that service offerings in the three categories of Community Services are designed to:
 - i. Provide quality services that attain a high satisfaction level from participants.
 - ii. Provide services that meet the needs of individual participants.
 - iii. Provide physical activities that may improve the health of participants.
 - iv. Increase access to information and educational materials that help enable individual consumers to maximize independence while living in the community.
 - v. Provide activities to increase socialization opportunities for individual consumers.
- 3. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
- 4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15th each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At a minimum, the consumer response rate shall be at least 35% of the annual unduplicated consumers.
- 5. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer and adhere to all program standards.
- 6. Grantee will ensure that units of service provided are tracked and distinguishable.
- 7. Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
- 8. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services.

VII. Service Objectives

Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A- Community	FY 23-24	FY 24-25	FY 25-26	FY 26-27			
Services							
Unduplicated Consumers (UDC)	950	950	950	950			
Activity Scheduling	4,800	4,800	4,800	4,800			
Translation Services	400	400	400	400			
Social Services	938	938	938	938			
1 unit of service = 1 hour of service provision							

VIII. Outcome Objectives

Community Services

- 1. Consumers receive the services and/or activities they need from the agency. Target: 80%
- 2. Consumers who participate in physical activity programming report a positive impact on their health. Target: 80%
- 3. Consumers who received social services or translation assistance, or participated in an educational program, report the services helped to improve their lives. Target: 80%
- 4. Consumers report an increase in their socialization opportunities and interaction with others. Target: 80%

Based on an annual satisfaction survey created by DAS OCP and with a sample size of at least 35% of the annual unduplicated consumers.

IX. Reporting and Other Requirements

- 1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers, using the DAS 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. 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.
- 14. For assistance with reporting and contract requirements, please contact:

Melissa McGee Program Analyst DAS OCP melissa.mcgee@sfgov.org

and

Ella Lee Contract Manager HSA OCM ella.lee@sfgov.org

X. Monitoring Activities

A. <u>Program Monitoring</u>: 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.

				Арр	endix B, Page 1
	HUMAN SERVICE	S AGENCY BUDG	FT SUMMARY		
		BY PROGRAM	LI COMMAN		
Name				Te	rm
Sequoia Living				7/1/23 -	6/30/27
(Check One) Newx_ Renewal	Modification				
If modification, Effective Date of Mod.	No. of Mod.				
Program: Community Services at Dow	ntown Senior Cente	er			
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	\$236,234	\$236,234	\$236,234	\$236,234	\$944,936
Operating Expenses					
Subtotal	\$236,234	\$236,234	\$236,234	\$236,234	\$944,936
Indirect Percentage (%)	15%	15%	15%	15%	15%
Indirect Cost (Line 16 X Line 15)	\$35,435	\$35,435	\$35,435	\$35,435	\$141,740
Subcontractor/Capital Expenditures					
Total Expenditures	\$271,669	\$271,669	\$271,669	\$271,669	\$1,086,676
HSA Revenues					
Local Funds	\$271,669	\$271,669	\$271,669	\$271,669	\$1,086,676
TOTAL HSA REVENUES	\$271,669	\$271,669	\$271,669	\$271,669	\$1,086,676
Other Revenues					
Total Revenues	\$271,669	\$271,669	\$271,669	\$271,669	\$1,086,676
Full Time Equivalent (FTE)					
Prepared by:				Telephone No.:	
HSA-CO Review Signature:					
HSA #1					6/20/2018

Sequoia Living								Appe	endix B, Page 2
Program: Community Services at Dowr	ntown Senior Center								
			Sai	laries & Be	enefits Detail				
					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
	Agency T	otals	HSA Prog	gram	DAAS	DAAS	DAAS	DAAS	TOTAL
	Annual Full Time Salary for		% FTE funded by HSA	Adjusted					
POSITION TITLE	FTE	Total FTE	(Max 100%)	FTE	Budgeted Salary				
Service Coordinator	\$86,718	1.00	100%	1.00	\$86,718	\$86,718	\$86,718	\$86,718	\$346,872
Activity Assistant	\$54,306	0.80	100%	0.80	\$43,445	\$43,445	\$43,445	\$43,445	\$173,780
Receptionist	\$51,745	0.50	100%	0.50	\$25,873	\$25,873	\$25,873	\$25,873	\$103,492
Program Coordinator	\$67,384	1.00	28%	0.28	\$18,953	\$18,953	\$18,953	\$18,953	\$75,812
				-					
				-					
				-					
				-					
				-					
				-					
				-					
TOTALS	\$260,154	3.30	328%	2.58	\$174,989	\$174,989	\$174,989	\$174,989	\$699,956
FRINGE BENEFIT RATE	35.00%	1							
EMPLOYEE FRINGE BENEFITS	\$91,052				\$61,245	\$61,245	\$61,245	\$61,245	\$244,980
LIVIF LOTEE FRINGE DEINEFITS	φ 9 1,052				φυ1,245	φυ1,245	φυ1,245	φ 01,245	⊅∠44,98 0
TOTAL SALARIES & BENEFITS	\$351,206				\$236,234	\$236,234	\$236,234	\$236,234	\$944,936
HSA #2									6/20/2018

Sequoia Living				Ар	pendix B, Page 3							
Program: Community Services at Downtown Seni	or Center											
Operating Expense Detail												
EVDENDITUDE CATECODY TEDM	7/4/02 6/20/04	7/4/04 0/20/05	7/4/05 0/20/20	7/4/00 0/20/07	TOTAL							
EXPENDITURE CATEGORY TERM Rental of Property	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							
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												
<u>CONSULTANTS</u>												
<u>OTHER</u>												
TOTAL OPERATING EXPENSES												
HSA #3					6/20/2018							

APPENDIX F - SITE CHART

Page	1	of	

HSA / DAS / OFFICE OF COMMUNITY PARTNERSHIPS

AGENCY: Sequoia Living San Francisco Senior Center FISCAL YEAR: FY 23/24 – 26/27

CONTRACT MAILING ADDRESS: 1525 Post Street, San Francisco, CA 94109

DIRECTOR: Judith Dancer PHONE NO.: 415-775-2562 SITES: (Community Services) Downtown Senior Center Aquatic Park Senior Center Name of Site 481 O'Farrell Street 890 Beach Street Address and Zip 94102 94109 Phone Number 415-771-7950 415-775-1866 415-923-4497 Fax Number 415-775-4020 SF Maritime National Historical Park/Polk Gulch Neighborhood Tenderloin #28, #47, #49, #30, #F, #19 Muni Line #s #38, #39, #19 Judith Dancer Person in Charge Judith Dancer Frank Mitchell Site Manager Judith Dancer Programs Offered at Site Community Services -Community Services -Multiservice senior center Multiservice senior center programming - health and programming - health and wellbeing education, lifelong wellbeing education, lifelong learning, computers, hot breakfast learning, computers, hot breakfast & lunch, exercise, Chinese cultural & lunch, exercise, Chinese cultural song and dance, translation, song and dance, translation, ADRC, social services ADRC, social services Days Open x Mon x Tues x Mon x Tues Tues Tues Tues Mon Mon Mon _ x Wed x Thurs x Wed x Thur Wed Thur Wed Thur Wed Thur _Sat x Fri x Sat x Fri Sat Fri Fri Sat Fri Sat x Sun Sun Sun Sun Sun M-F 7:30 – 4:00 Hours Open M-F 8-4:30 Sat. and Sun. 8:00 – 12:00 Hours of scheduled programming M-T 9:00 - 4:00 M-F - 9:00 - 3:30F 9:00 - 3:30 Meals only on Sat. and Sun. Days closed ADA Accessible X Yes No X Yes No _Yes ____No _Yes _Yes

Appendix A - Services to be Provided SOUTHWEST COMMUNITY CORPORATION – IT BOOKMAN COMMUNITY CENTER

Community Services

July 1, 2023 to June 30, 2027

I. Purpose

The purpose of this grant is to provide Community Services programming for older adults and adults with disabilities in San Francisco through site-based community centers. The programming will maintain or improve the well-being of older adults and adults with disabilities by providing activities and services designed to support individuals to live independently in their own homes and communities, reduce social isolation, and serve as an access point for other home and community-based services.

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
Grantee	SOUTHWEST COMMUNITY CORPORATION
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.
ОСР	Office of Community Partnerships
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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 Community Services and the grantee reflects consumer participation in SF DAS GetCare through enrollment.

III. Target Population

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

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

IV. Eligibility for Services

To be eligible for services, clients must be

- 1) An older adult aged 60 years or older or
- 2) An adult with a disability, aged 18-59 and
- 3) A resident of San Francisco and
- 4) In need of Community Services

V. Location and Time of Services

The grantee will provide Community Services programming in San Francisco. The details of the sites and operation hours are located in the site chart.

VI. Description of Services and Program Requirements

- 1. Grantee will provide Community Services programming for older adults and adults with disabilities. Community Services programming shall consist of activities and services that focus on the physical, social, psychological, economic, educational, recreational, and/or creative needs of older adults and adults with disabilities. Activities and services may be provided in the grantee's community center, in the community, via telephone, virtually over the internet, and through other effective means of communication and connection. There are three categories of Community Services programming:
 - i. <u>Activity Scheduling</u>: Activities may include educational presentations,

- workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes, provides opportunities for connection with other participants, and that help participants maintain or enhance their level of functioning.
- ii. <u>Translation:</u> Translation assistance is provided to consumers that cannot speak/read English. Translation may also include the use of American Sign Language, braille, or teleprompting. Services may include translation for an individual, such as translation of forms, letters, applications, or phone calls, and may also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements or presentations.
- iii. <u>Social Services</u>: The provision of one-to-one assistance to individuals that enables them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.
- 2. Grantee will ensure that service offerings in the three categories of Community Services are designed to:
 - i. Provide quality services that attain a high satisfaction level from participants.
 - ii. Provide services that meet the needs of individual participants.
 - iii. Provide physical activities that may improve the health of participants.
 - iv. Increase access to information and educational materials that help enable individual consumers to maximize independence while living in the community.
 - v. Provide activities to increase socialization opportunities for individual consumers.
- 3. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
- 4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15th each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At a minimum, the consumer response rate shall be at least 35% of the annual unduplicated consumers.
- 5. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer and adhere to all program standards.
- 6. Grantee will ensure that units of service provided are tracked and distinguishable.
- 7. Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
- 8. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services.

VII. Service Objectives

Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A- Community	FY 23-24	4 FY 24-25 FY 25-		FY 26-27			
Services							
Unduplicated Consumers (UDC)	150	150	150	150			
Activity Scheduling	1400	1400	1400	1400			
Translation Services	100	100	100	100			
Social Services	400	400	400	400			
1 unit of service = 1 hour of service provision							

VIII. Outcome Objectives

Community Services

- 1. Consumers receive the services and/or activities they need from the agency. Target: 80%
- 2. Consumers who participate in physical activity programming report a positive impact on their health. Target: 80%
- 3. Consumers who received social services or translation assistance, or participated in an educational program, report the services helped to improve their lives. Target: 80%
- 4. Consumers report an increase in their socialization opportunities and interaction with others. Target: 80%

Based on an annual satisfaction survey created by DAS OCP and with a sample size of at least 35% of the annual unduplicated consumers.

IX. Reporting and Other Requirements

- 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. 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.
- 14. For assistance with reporting and contract requirements, please contact:

Reanna Albert Program Analyst DAS OCP reanna.albert@sfgov.org

and

Patrick Garcia Contract Manager HSA OCM patrick.garcia@sfgov.org

X. Monitoring Activities

A. <u>Program Monitoring</u>: 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. <u>Fiscal Compliance and Contract Monitoring</u>: 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.

Appendix B, Page 1
Document Date: July 1, 2023

HUMAN SERVICES AGENCY BUDGET SUMMARY

BY PROGRAM									
Name Southwest Community Corp					Term 7/1/23 - 6/30/27				
(Check One) New 🗵 Renewal	Modification	n <u> </u>							
If modification, Effective Date of Mod.	No. of Mod.								
Program: Community Services									
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				
DAS Expenditures									
Salaries & Benefits	\$176,183	\$176,183	\$176,183	\$176,183	\$704,732				
Operating Expenses	\$88,268	\$88,268	\$88,268	\$88,268	\$353,072				
Subtotal	\$264,451	\$264,451	\$264,451	\$264,451	\$1,057,804				
Indirect Percentage (%)	14%	14%	14%	14%	14%				
Indirect Cost	\$37,023	\$37,023	\$37,023	\$37,023	\$148,092				
Capital/Subcontractor Expenditures									
Total DAS Expenditures	\$301,474	\$301,474	\$301,474	\$301,474	\$1,205,896				
DAS Revenues									
General Funds	\$301,474	\$301,474	\$301,474	\$301,474	\$1,205,896				
Total DAS Revenue	\$301,474	\$301,474	\$301,474	\$301,474	\$1,205,896				
Non DAS Revenues									
Total Non DAS Revenue									
TOTAL DAS AND NON DAS REVENUE	\$301,474	\$301,474	\$301,474	\$301,474	\$1,205,896				
Full Time Equivalent (ETC)	2.00	2.00	2.00	2.00	9.00				
Full Time Equivalent (FTE)	2.00	2.00	2.00	2.00	8.00 Date:				
Prepared by: HSA-CO Review Signature:					Dale.				
HSA #1									

Program: Community Services								ļ	Appendix B, Page 2	
			Sa	alaries & B	enefits Detail					
(Total)										
DAS Salaries & Benefits	Agency 1	otals	HSA Pro	gram	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	
D. W. Till	Annual Full Time Salary for	T.A.1 ETE	% FTE funded by HSA	Adjusted	Postor to d Octobro		D. J. J. J. O. J.	D. 1. 1. 10.1	Design to 10 days	
Position Title	FTE	Total FTE	(Max 100%)	FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	
Executive Director	\$140,000	0.25		0.25	\$35,000	\$35,000	\$35,000	\$35,000	\$140,000	
Program Manager	\$62,088	0.75	100%	0.75	\$46,566	\$46,566	\$46,566	\$46,566	\$186,264	
Data/Translation	\$52,200	0.50		0.50	\$26,100	\$26,100	\$26,100	\$26,100	\$104,400	
Facilities Manager	\$66,560	0.50	100%	0.50	\$33,280	\$33,280	\$33,280	\$33,280	\$133,120	
Totals	\$320,848	2.00	400%	2.00	\$140,946	\$140,946	\$140,946	\$140,946	\$563,784	
Fringe Benefits Rate	25%									
Employee Fringe Benefits	\$80,212				\$35,237	\$35,237	\$35,237	\$35,237	\$140,948	
Total DAS Salaries and Benefits	\$401,060				\$176,183	\$176,183	\$176,183	\$176,183	\$704,732	
HSA #2										

Program: Community Services					Appendix B, Page 3				
Operating Expense Detail									
	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) 7/1/23 - 6/30/27				
DAS Operating Expenses									
Expenditure Category	044.400	044.400	044.400	0.1.1.100	457.000				
Rental of Property	\$14,400	\$14,400	\$14,400	\$14,400	\$57,600				
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$24,000	\$24,000	\$24,000	\$24,000	\$96,000				
Office Supplies, Postage	\$1,200	\$1,200	\$1,200	\$1,200	\$4,800				
Building Maintenance Supplies and Repair	\$2,000	\$2,000	\$2,000	\$2,000	\$8,000				
Printing and Reproduction	\$1,268	\$1,268	\$1,268	\$1,268	\$5,072				
Insurance	\$6,000	\$6,000	\$6,000	\$6,000	\$24,000				
Staff Training									
Staff Travel									
Rental of Equipment	\$3,600	\$3,600	\$3,600	\$3,600	\$14,400				
<u>Consultants</u>									
Senior Health	\$25,000	\$25,000	\$25,000	\$25,000	\$100,000				
<u>Other</u>									
Program Supplies	\$6,000	\$6,000	\$6,000	\$6,000	\$24,000				
Outing Transportation	\$4,800	\$4,800	\$4,800	\$4,800	\$19,200				
Total DAS Operating Expenses	\$88,268	\$88,268	\$88,268	\$88,268	\$353,072				
HSA #3									

APPENDIX F - SITE CHART

Page 1	of 1	
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Human Services Agency, Department of Disability and Aging Services, Office of Community Partnerships

Southwest Community Corp AGENCY: FISCAL YEAR: 23/24 – 26/27 CONTRACT: Community Services DIRECTOR: Felisia Thibodeaux PHONE NO.: 415-586-8020 SITES: IT Bookman Community Center Name of Site 446 Randolph Street Address and Zip San Francisco, CA 94132 Phone Number 415-586-8020 Fax Number 415-586-0972 Neighborhood Lakeview/OMI Muni Line #s Person in Charge & Site Manager Felisia Thibodeaux Community Services, Programs Offered at Site X Mon X Tues X Wed X Thur X Fri Mon Tues Mon Tues Mon Tues Mon Tues Days Open X Sat __Sun Wed __Thur Wed ____Thur Wed __ Thur Wed_ Thur Fri Fri _Fri ____Sat Sat Fri Sat Sat Sun Sun Sun Sun Monday – Friday: 9am – 5pm Hours Open Saturday: 10am - 2pmMonday – Friday: 9am – 5pm Hours of scheduled programming Saturday: 10am - 2pmTotal number of service days in FY New Years, MLK, Presidents, Days closed Memorial, Juneteenth, July4, Labor, Columbus Day, Veterans, Thanksgiving, Day after Thanksgiving, Christmas Eve, Shutdown Christmas Eve- New Years Eve ADA Accessible X Yes No Yes No Yes No Yes No Yes No

Appendix A - Services to be Provided YMCA OF SAN FRANCISCO (Bayview Hunters Point)

Community Services

July 1, 2023 to June 30, 2027

I. Purpose

The purpose of this grant is to provide Community Services programming for older adults and adults with disabilities in San Francisco through site-based community centers. The programming will maintain or improve the well-being of older adults and adults with disabilities by providing activities and services designed to support individuals to live independently in their own homes and communities, reduce social isolation, and serve as an access point for other home and community-based services.

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
Grantee	YMCA OF SAN FRANCISCO (Bayview Hunters Point)
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.
ОСР	Office of Community Partnerships
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	Person who is 60 years or older.
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 Community Services and the grantee reflects consumer participation in SF DAS GetCare through enrollment.

III. Target Population

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

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

IV. Eligibility for Services

To be eligible for services, clients must be

- 1) An older adult aged 60 years or older or
- 2) An adult with a disability, aged 18-59 and
- 3) A resident of San Francisco and
- 4) In need of Community Services

V. Location and Time of Services

The grantee will provide Community Services programming in San Francisco. The details of the sites and operation hours are located in the site chart.

VI. Description of Services and Program Requirements

- 1. Grantee will provide Community Services programming for older adults and adults with disabilities. Community Services programming shall consist of activities and services that focus on the physical, social, psychological, economic, educational, recreational, and/or creative needs of older adults and adults with disabilities. Activities and services may be provided in the grantee's community center, in the community, via telephone, virtually over the internet, and through other effective means of communication and connection. There are three categories of Community Services programming:
 - i. <u>Activity Scheduling</u>: Activities may include educational presentations,

- workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes, provides opportunities for connection with other participants, and that help participants maintain or enhance their level of functioning.
- ii. <u>Translation:</u> Translation assistance is provided to consumers that cannot speak/read English. Translation may also include the use of American Sign Language, braille, or teleprompting. Services may include translation for an individual, such as translation of forms, letters, applications, or phone calls, and may also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements or presentations.
- iii. <u>Social Services</u>: The provision of one-to-one assistance to individuals that enables them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.
- 2. Grantee will ensure that service offerings in the three categories of Community Services are designed to:
 - i. Provide quality services that attain a high satisfaction level from participants.
 - ii. Provide services that meet the needs of individual participants.
 - iii. Provide physical activities that may improve the health of participants.
 - iv. Increase access to information and educational materials that help enable individual consumers to maximize independence while living in the community.
 - v. Provide activities to increase socialization opportunities for individual consumers.
- 3. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
- 4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15th each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At a minimum, the consumer response rate shall be at least 35% of the annual unduplicated consumers.
- 5. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer and adhere to all program standards.
- 6. Grantee will ensure that units of service provided are tracked and distinguishable.
- 7. Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
- 8. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services.

VII. Service Objectives

Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A- Community	FY 23-24	FY 24-25	FY 25-26	FY 26-27	
Services					
Unduplicated	120	120	120	120	
Consumers (UDC)					
Activity Scheduling	184	184	184	184	
Translation Services	12	12	12	12	
Social Services	20	20	20	20	
1 unit of service = 1 hour of service provision					

VIII. Outcome Objectives

Community Services

- 1. Consumers receive the services and/or activities they need from the agency. Target: 80%
- 2. Consumers who participate in physical activity programming report a positive impact on their health. Target: 80%
- 3. Consumers who received social services or translation assistance, or participated in an educational program, report the services helped to improve their lives. Target: 80%
- 4. Consumers report an increase in their socialization opportunities and interaction with others. Target: 80%

Based on an annual satisfaction survey created by DAS OCP and with a sample size of at least 35% of the annual unduplicated consumers.

IX. Reporting and Other Requirements

- 1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers, using the DAS 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. 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.
- 14. For assistance with reporting and contract requirements, please contact:

Reanna Albert Program Analyst DAS OCP reanna.albert@sfgov.org

and

Patrick Garcia Contract Manager HSA OCM patrick.garcia@sfgov.org

X. Monitoring Activities

A. <u>Program Monitoring</u>: 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. <u>Fiscal Compliance and Contract Monitoring</u>: 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.

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Document Date: 7/1/23	ł

HUMAN SERVICES AGENCY BUDGET SUMMARY

	JWIAN SERVICE	BY PROGRAM	JGET SUMMAR	•	
Name					Term
YMCA (Bayview)					7/1/23 - 6/30/27
(Check One) New 🗵 Renewal	Modification	ı <u> </u>			
If modification, Effective Date of Mod.	No. of Mod.				
Program: Community Services	-				
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
DAS Expenditures					1
Salaries & Benefits	\$88,830	\$88,830	\$88,830	\$88,830	\$355,320
Operating Expenses	\$41,605	\$41,605	\$41,605	\$41,605	\$166,420
Subtotal	\$130,435	\$130,435	\$130,435	\$130,435	\$521,740
Indirect Percentage (%)	15%	15%	15%	15%	15%
Indirect Cost	\$19,565	\$19,565	\$19,565	\$19,565	\$78,260
Capital/Subcontractor Expenditures					
Total DAS Expenditures	\$150,000	\$150,000	\$150,000	\$150,000	\$600,000
DAS Revenues					
General Funds	\$150,000	\$150,000	\$150,000	\$150,000	\$600,000
Total DAS Revenue	\$150,000	\$150,000	\$150,000	\$150,000	\$600,000
	, 22,122	, 13,111	, 11,111	, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	, , , , , , , , , , , , , , , , , , , ,
Non DAS Revenues					
Total Non DAS Revenue					
TOTAL DAS AND NON DAS REVENUE	\$150,000	\$150,000	\$150,000	\$150,000	\$600,000
Full Times Family along (FTF)	4.00	4.00	4.00	4.00	40.00
Full Time Equivalent (FTE)	4.00	4.00	4.00	4.00	16.00
Prepared by:					Date:
HSA-CO Review Signature:					
HSA #1					

Program: Community Services Appendix B, Page 2 Salaries & Benefits Detail (Total) 7/1/24 - 6/30/25 7/1/25 - 6/30/26 **DAS Salaries & Benefits** Agency Totals **HSA** Program 7/1/23 - 6/30/24 7/1/26 - 6/30/27 7/1/23 - 6/30/27 Annual Full % FTE funded Adjusted FTE Time Salary for by HSA Position Title FTE Total FTE (Max 100%) **Budgeted Salary Budgeted Salary Budgeted Salary Budgeted Salary Budgeted Salary** Senior Program Director \$110,462 1.00 15% 0.15 \$16,569 \$16,569 \$16,569 \$16,569 \$66,276 Administrative Assistant \$131,040 1.00 10% 0.10 \$13,104 \$13,104 \$13,104 \$13,104 \$52,416 \$30,191 Fitness Instructor (AOA Chair) \$129,308 1.00 23% 0.23 \$30,191 \$30,191 \$30,191 \$120,764 Community Engagement Specialist \$56,000 1.00 20% 0.20 \$11,200 \$11,200 \$11,200 \$11,200 \$44,800 Totals \$426,810 4.00 68% 0.68 \$71,064 \$71,064 \$71,064 \$71,064 \$284,256 Fringe Benefits Rate 25% Employee Fringe Benefits \$106,703 \$17,766 \$17,766 \$17,766 \$17,766 \$71,064 **Total DAS Salaries and Benefits** \$533,513 \$88,830 \$88,830 \$88,830 \$88,830 \$355,320 HSA#2

Program: Community Services					Appendix B, Page	
	Operating Expense Detail					
	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) 7/1/23 - 6/30/27	
DAS Operating Expenses						
Expenditure Category						
Rental of Property						
Utilities(Elec, Water, Gas, Phone, Scavenger)						
Office Supplies, Postage						
Building Maintenance Supplies and Repair						
Printing and Reproduction						
Insurance	\$8,400	\$8,400	\$8,400	\$8,400	\$33,600	
Staff Training						
Staff Travel						
Rental of Equipment						
Concultanta						
<u>Consultants</u>						
<u>Other</u>						
Client Food	\$5,000	\$5,000	\$5,000	\$5,000	\$20,00	
Stipends	\$900	\$900	\$900	\$900	\$3,60	
Program Supply	\$2,305	\$2,305	\$2,305	\$2,305	\$9,22	
Transportation	\$10,000	\$10,000	\$10,000	\$10,000	\$40,00	
Entrance Fee	\$15,000	\$15,000	\$15,000	\$15,000	\$60,00	
	\$41,605	\$41,605	\$41,605	\$41,605	\$166,42	
Total DAS Operating Expenses						

Page 1 of 3

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

AGENCY: YMCA of San Francisco - Stonestown Family YMCA Parkmerced; Mission YMCA; Stonestown Family YMCA Annex; Bayview Hunters Point YMCA (Huntersview); Buchanan YMCA Main Facility; Richmond District YMCA Main Facility (Argonne Clubhouse); Chinatown YMCA (Broadway Cove) FISCAL YEAR: 07/2023-06/2027

CONTRACT: Community Services RFP 1060

SITES: Name of Site	Stonestown Family YMCA Parkmerced	Mission YMCA	Stonestown Family YMCA Annex	Bayview Hunters Point YMCA	Huntersview
Address and Zip	3711 19 th Avenue San Francisco, CA 94132	4080 Mission St. San Francisco CA 94112	3150 20 th Avenue San Francisco, CA 94132	1601 Lane St, 94124 415-822-7728	1101 Fairfax Ave, 94124
Phone Number	415-301-5309	415-586-6900	415-242-7135		415-###-####
Fax Number	N/A		415-731-1456	415-822-7769	415-###-####
Neighborhood	District 7; Parkside	District 11	District 4; Parkside	Bayview	Bayview
Muni Line #s	M,K,28,28x,29, 18	14, 49, 23, N	M,K,28,28x,29, 18	T, 54, 44, 23	19, 54
Person in Charge	Danielle Fuentes	Karla Diaz	Danielle Fuentes	Tacing Parker	Tacing Parker
Site Manager	Anthony (Tony) Ortiz	Hazel Barry	Jazmin Aizpuru	Demetrius Durham	Nicole Yarbrough
Programs Offered at Site	Group Exercise, Social Programming, Lectures, etc	Group Exercise, Social Programming, workshops, art classes, 1 on 1 tech support, Congregate Meal Program, food pantry, & health screenings.	Group Exercise, Social Programming, Lectures, Computer Lab, Congregate Meal Program, Tax Assistance, etc	Lunch & Learn Group Exercise Excursions Volunteer Opportunities	Group Exercise Excursions Workshops
Days Open	XMon XTues Wed XThur XFri Sat Sun	XMon XTues X_Wed X_Thur X_Fri Sat _Sun	XMon XTues X Wed X Thur X Fri Sat Sun	XMonXTues XWedXThur XFriXSat Sun	_xMonTues _xWedThur _xFriSat Sun
Hours Open	Monday, Tuesday, Thursday, Friday 9:30am- 5pm	Monday-Friday 8am-5pm *some programs extend past closed hours	Monday-Friday 8am-3pm *some programs extend past closed hours	M-F 8am-4pm Sa 8am-3:30pm	10am-5PM
Hours of <u>scheduled</u> programming	Monday, Tuesday, Thursday, Friday 10am- 5pm	Monday-Friday 8:30am- 3pm *some programs extend past closed hours	Monday-Friday 8:30am- 3pm *some programs extend past closed hours	10am-12pm & 1pm-3pm	10am-12pm
Total number of service days in FY	215 days; minus holidays or shutdown	265 days; minus holidays or shutdown	265 days; minus holidays or shutdown		
Days closed	Wednesday, Saturday, Sunday, Holidays	Saturday, Sunday, Holidays	Saturday, Sunday, Holidays	Sunday	Saturday, Sunday (open some weekends)
ADA Accessible	X_YesNo	<u>XYesNo</u>	X_YesNo	_XYesNo	XYesNo

Human Services Agency, Department of Disability and Aging Services, Office of Community Partnerships
AGENCY: YMCA of San Francisco - Stonestown Family YMCA Parkmerced; Mission YMCA; Stonestown Family YMCA Annex; Bayview Hunters Point YMCA (Huntersview); Buchanan YMCA Main Facility; Richmond District YMCA Main Facility (Argonne Clubhouse – Proposed Site); Chinatown YMCA (Broadway Cove)

FISCAL YEAR: 07/2023-06/2027

CONTRACT: Community Services RFP 1060

SITES:	Buchanan YMCA	Richmond YMCA	Argonne Clubhouse	Chinatown YMCA	Broadway Cove
Name of Site					
Address and Zip	1530 Buchanan Street San Francisco, CA 94115	360 18 th Avenue San Francisco, CA 94121	463 18 th Avenue San Francisco, CA 94121	865 Sacramento Street San Francisco, CA 94108	760 Front Street San Francisco, CA 94115
Phone Number	415-931-9622	415-666-9622	415-666-9622	415-576-9622	
Fax Number	N/A	N/A	N/A	N/A	N/A
Neighborhood	District 5-Western Addition	District 1-Richmond	District 1-Richmond	District 3-Chinatown	District 3-North Beach
Muni Line #s	2, 5,5R,22,38,38R	1,1X,2,5,5R,28,29,31,38, 38R	1,1X,2,5,5R,28,29,31,38, 38R	1,30,8,T	1,8,12
Person in Charge	Suzanne Medina	Danielle Fuentes	Danielle Fuentes	Andy Chu	Andy Chu
Site Manager	Joshua Pisciotta	Anthony (Tony) Ortiz	Anthony (Tony) Ortiz		
Programs Offered at Site	TBD if awarded: Group Exercise, Social Programming, Guest Speakers, Luncheons, enrichment activities, fieldtrips	Group Exercise, Social Programming, Lectures, Exercise Equipment, Sauna	Group Exercise, Social Programming	Group Exercise, Cooking Together, field trips, food bank, ESL classes, service connection, technology workshops, health and educational workshops, arts and crafts, bingo, celebration events	Group Exercise, service connection, technology workshops, arts and crafts, celebration events
Days Open	X_Mon X_Tues X_Wed X_Thur X_Fri X_Sat (occasion) Sun	X_Mon X_Tues X_Wed X_Thur X_Fri X_Sat Sun	XMon XTues XWed XThur XFri Sat Sun	XMon XTues XWed XThur XFri Sat Sun	XMon XTues XWed XThur XFri Sat Sun
Hours Open	Monday-Friday 9am-5pm	Monday – Friday 5:30am to 9:00pm Saturday 7:30am -7:00 pm	TBD: proposed time	8am to 8pm	10 am to 5 pm
Hours of <u>scheduled</u> programming	Monday-Friday 9am-5pm	Monday-Friday 9am-5pm	Monday-Friday 9am- 12pm	Monday-Friday: 9am-2pm	Monday & Wednesday, 10am-12 pm
Total number of service days in FY	260 days; minus holidays or shutdown	250 days; minus holidays or shutdown	185 days; minus holidays or shutdown		
Days closed	Most Saturdays, Sunday, Holidays	Saturday, Sunday, Holidays (2 weeks in December)	185 days; minus holidays or shutdown	Sundays	Saturdays and Sundays
ADA Accessible	<u>XYesNo</u>	<u>XYesNo</u>	<u>XYesNo</u>	<u>x</u> YesNo	<u>XNo</u>

Appendix A - Services to be Provided YMCA OF SAN FRANCISCO (Buchanan)

Community Services

July 1, 2023 to June 30, 2027

I. Purpose

The purpose of this grant is to provide Community Services programming for older adults and adults with disabilities in San Francisco through site-based community centers. The programming will maintain or improve the well-being of older adults and adults with disabilities by providing activities and services designed to support individuals to live independently in their own homes and communities, reduce social isolation, and serve as an access point for other home and community-based services.

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) more of the following areas of major life activity: a) Self-care: activities of daily living (ADL), and instrumental activities of daily living (IADL b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment	
Grantee	YMCA OF SAN FRANCISCO (Buchanan)	
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.	
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 Community Services and the grantee reflects consumer participation in SF DAS GetCare through enrollment.

III. Target Population

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

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

IV. Eligibility for Services

To be eligible for services, clients must be

- 1) An older adult aged 60 years or older or
- 2) An adult with a disability, aged 18-59 and
- 3) A resident of San Francisco and
- 4) In need of Community Services

V. Location and Time of Services

The grantee will provide Community Services programming in San Francisco. The details of the sites and operation hours are located in the site chart.

VI. Description of Services and Program Requirements

- 1. Grantee will provide Community Services programming for older adults and adults with disabilities. Community Services programming shall consist of activities and services that focus on the physical, social, psychological, economic, educational, recreational, and/or creative needs of older adults and adults with disabilities. Activities and services may be provided in the grantee's community center, in the community, via telephone, virtually over the internet, and through other effective means of communication and connection. There are three categories of Community Services programming:
 - i. <u>Activity Scheduling</u>: Activities may include educational presentations,

- workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes, provides opportunities for connection with other participants, and that help participants maintain or enhance their level of functioning.
- ii. <u>Translation:</u> Translation assistance is provided to consumers that cannot speak/read English. Translation may also include the use of American Sign Language, braille, or teleprompting. Services may include translation for an individual, such as translation of forms, letters, applications, or phone calls, and may also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements or presentations.
- iii. <u>Social Services</u>: The provision of one-to-one assistance to individuals that enables them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.
- 2. Grantee will ensure that service offerings in the three categories of Community Services are designed to:
 - i. Provide quality services that attain a high satisfaction level from participants.
 - ii. Provide services that meet the needs of individual participants.
 - iii. Provide physical activities that may improve the health of participants.
 - iv. Increase access to information and educational materials that help enable individual consumers to maximize independence while living in the community.
 - v. Provide activities to increase socialization opportunities for individual consumers.
- 3. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
- 4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15th each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At a minimum, the consumer response rate shall be at least 35% of the annual unduplicated consumers.
- 5. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer and adhere to all program standards.
- 6. Grantee will ensure that units of service provided are tracked and distinguishable.
- 7. Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
- 8. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services.

VII. Service Objectives

Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A- Community Services	FY 23-24	FY 24-25	FY 25-26	FY 26-27	
Unduplicated Consumers (UDC)	100	100	100	100	
Activity Scheduling	450	450	450	450	
Translation Services	55	55	55	55	
Social Services	135	135	135	135	
1 unit of service = 1 hour of service provision					

VIII. Outcome Objectives

Community Services

- 1. Consumers receive the services and/or activities they need from the agency. Target: 80%
- 2. Consumers who participate in physical activity programming report a positive impact on their health. Target: 80%
- 3. Consumers who received social services or translation assistance, or participated in an educational program, report the services helped to improve their lives. Target: 80%
- 4. Consumers report an increase in their socialization opportunities and interaction with others. Target: 80%

Based on an annual satisfaction survey created by DAS OCP and with a sample size of at least 35% of the annual unduplicated consumers.

IX. Reporting and Other Requirements

- 1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers, using the DAS 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. 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.
- 14. For assistance with reporting and contract requirements, please contact:

Reanna Albert Program Analyst DAS OCP reanna.albert@sfgov.org

and

Patrick Garcia Contract Manager HSA OCM patrick.garcia@sfgov.org

X. Monitoring Activities

A. <u>Program Monitoring</u>: 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. <u>Fiscal Compliance and Contract Monitoring</u>: 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.

Appendix B, Page 1	
Document Date: 7/1/23	

HUMAN SERVICES AGENCY BUDGET SUMMARY

		BY PROGRAM				
Name					Term	
YMCA (Buchanan)					7/1/23 - 6/30/27	
(Check One) New 🗵 Renewal	Modification	ı <u> </u>				
If modification, Effective Date of Mod.	No. of Mod.					
Program: Community Services						
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	
DAS Expenditures						
Salaries & Benefits	\$98,475	\$98,475	\$98,475	\$98,475	\$393,900	
Operating Expenses	\$17,177	\$17,177	\$17,177	\$17,177	\$68,708	
Subtotal	\$115,652	\$115,652	\$115,652	\$115,652	\$462,608	
Indirect Percentage (%)	15%	15%	15%	15%	15%	
Indirect Cost	\$17,348	\$17,348	\$17,348	\$17,348	\$69,392	
Capital/Subcontractor Expenditures						
Total DAS Expenditures	\$133,000	\$133,000	\$133,000	\$133,000	\$532,000	
D40 D						
DAS Revenues	# 400,000	#400 000	# 400,000	# 400,000	\$500.000	
General Funds	\$133,000	\$133,000	\$133,000	\$133,000	\$532,000	
Total DAS Revenue	\$133,000	\$133,000	\$133,000	\$133,000	\$532,000	
Total BAC Revenue	\$100,000	\$100,000	\$100,000	\$100,000	4002,000	
Non DAS Revenues						
Total Non DAS Revenue						
TOTAL DAS AND NON DAS						
REVENUE	\$133,000	\$133,000	\$133,000	\$133,000	\$532,000	
Full Time Equivalent (FTE)	1.38	1.38	1.38	1.38	5.52	
Prepared by: Date:						
HSA-CO Review Signature:						
HSA #1						

Program: Community Services Appendix B, Page 2									
	Salaries & Benefits Detail								
									(Total)
DAS Salaries & Benefits	Agency	Γotals	HSA Pro	gram	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 funded by HSA	Adjusted					
Position Title	FTE	Total FTE	(Max 100%)	FTE	Budgeted Salary				
Manager on Duty	\$65,520	0.25	100%	0.25	\$16,380	\$16,380	\$16,380	\$16,380	\$65,520
Community Programs Specialist	\$52,000	1.00	100%	1.00	\$52,000	\$52,000	\$52,000	\$52,000	\$208,000
Exercise Instructors	\$80,000	0.13	100%	0.13	\$10,400	\$10,400	\$10,400	\$10,400	\$41,600
Totals	\$197,520	1.38	300%	1.38	\$78,780	\$78,780	\$78,780	\$78,780	\$315,120
Fringe Benefits Rate	25%								
Employee Fringe Benefits	\$49,380				\$19,695	\$19,695	\$19,695	\$19,695	\$78,780
Total DAS Salaries and Benefits	\$246,900				\$98,475	\$98,475	\$98,475	\$98,475	\$393,900
HSA #2									

Program: Community Services					Appendix B, Page 3		
Operating Expense Detail							
	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) 7/1/23 - 6/30/27		
DAS Operating Expenses							
Expenditure Category							
Rental of Property							
Utilities(Elec, Water, Gas, Phone, Scavenger)							
Office Supplies, Postage							
Building Maintenance Supplies and Repair							
Printing and Reproduction							
Insurance	\$1,433	\$1,433	\$1,433	\$1,433	\$5,732		
Staff Training	\$500	\$500	\$500	\$500	\$2,000		
Staff Travel	,	,	,	,	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
Rental of Equipment							
<u>Consultants</u>							
<u>Other</u>							
Entrance Fees	\$5,000	\$5,000	\$5,000	\$5,000	\$20,000		
Program Supplies	\$2,244	\$2,244	\$2,244	\$2,244	\$8,976		
Food & Beverage	\$5,000	\$5,000	\$5,000	\$5,000	\$20,000		
Bus Transportation	\$3,000	\$3,000	\$3,000	\$3,000	\$12,000		
Total DAS Operating Expenses	\$17,177	\$17,177	\$17,177	\$17,177	\$68,708		
HSA #3							

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

AGENCY: YMCA of San Francisco - Stonestown Family YMCA Parkmerced; Mission YMCA; Stonestown Family YMCA Annex; Bayview Hunters Point YMCA (Huntersview); Buchanan YMCA Main Facility; Richmond District YMCA Main Facility (Argonne Clubhouse); Chinatown YMCA (Broadway Cove) FISCAL YEAR: 07/2023-06/2027

CONTRACT: Community Services RFP 1060

SITES: Name of Site	Stonestown Family YMCA Parkmerced	Mission YMCA	Stonestown Family YMCA Annex	Bayview Hunters Point YMCA	Huntersview
Address and Zip	3711 19 th Avenue San Francisco, CA 94132	4080 Mission St. San Francisco CA 94112	3150 20 th Avenue San Francisco, CA 94132	1601 Lane St, 94124 415-822-7728	1101 Fairfax Ave, 94124
Phone Number	415-301-5309	415-586-6900	415-242-7135		415-###-####
Fax Number	N/A		415-731-1456	415-822-7769	415-###-####
Neighborhood	District 7; Parkside	District 11	District 4; Parkside	Bayview	Bayview
Muni Line #s	M,K,28,28x,29, 18	14, 49, 23, N	M,K,28,28x,29, 18	T, 54, 44, 23	19, 54
Person in Charge	Danielle Fuentes	Karla Diaz	Danielle Fuentes	Tacing Parker	Tacing Parker
Site Manager	Anthony (Tony) Ortiz	Hazel Barry	Jazmin Aizpuru	Demetrius Durham	Nicole Yarbrough
Programs Offered at Site	Group Exercise, Social Programming, Lectures, etc	Group Exercise, Social Programming, workshops, art classes, 1 on 1 tech support, Congregate Meal Program, food pantry, & health screenings.	Group Exercise, Social Programming, Lectures, Computer Lab, Congregate Meal Program, Tax Assistance, etc	Lunch & Learn Group Exercise Excursions Volunteer Opportunities	Group Exercise Excursions Workshops
Days Open	XMon XTues Wed XThur XFri Sat Sun	XMon XTues X_Wed X_Thur X_Fri Sat _Sun	XMon XTues X Wed X Thur X Fri Sat Sun	XMonXTues XWedXThur XFriXSat Sun	_xMonTues _xWedThur _xFriSat Sun
Hours Open	Monday, Tuesday, Thursday, Friday 9:30am- 5pm	Monday-Friday 8am-5pm *some programs extend past closed hours	Monday-Friday 8am-3pm *some programs extend past closed hours	M-F 8am-4pm Sa 8am-3:30pm	10am-5PM
Hours of <u>scheduled</u> programming	Monday, Tuesday, Thursday, Friday 10am- 5pm	Monday-Friday 8:30am- 3pm *some programs extend past closed hours	Monday-Friday 8:30am- 3pm *some programs extend past closed hours	10am-12pm & 1pm-3pm	10am-12pm
Total number of service days in FY	215 days; minus holidays or shutdown	265 days; minus holidays or shutdown	265 days; minus holidays or shutdown		
Days closed	Wednesday, Saturday, Sunday, Holidays	Saturday, Sunday, Holidays	Saturday, Sunday, Holidays	Sunday	Saturday, Sunday (open some weekends)
ADA Accessible	X_YesNo	<u>XYesNo</u>	X_YesNo	_XYesNo	XYesNo

Human Services Agency, Department of Disability and Aging Services, Office of Community Partnerships
AGENCY: YMCA of San Francisco - Stonestown Family YMCA Parkmerced; Mission YMCA; Stonestown Family YMCA Annex; Bayview Hunters Point YMCA (Huntersview); Buchanan YMCA Main Facility; Richmond District YMCA Main Facility (Argonne Clubhouse – Proposed Site); Chinatown YMCA (Broadway Cove)

FISCAL YEAR: 07/2023-06/2027

CONTRACT: Community Services RFP 1060

SITES:	Buchanan YMCA	Richmond YMCA	Argonne Clubhouse	Chinatown YMCA	Broadway Cove
Name of Site					
Address and Zip	1530 Buchanan Street San Francisco, CA 94115	360 18 th Avenue San Francisco, CA 94121	463 18 th Avenue San Francisco, CA 94121	865 Sacramento Street San Francisco, CA 94108	760 Front Street San Francisco, CA 94115
Phone Number	415-931-9622	415-666-9622	415-666-9622	415-576-9622	
Fax Number	N/A	N/A	N/A	N/A	N/A
Neighborhood	District 5-Western Addition	District 1-Richmond	District 1-Richmond	District 3-Chinatown	District 3-North Beach
Muni Line #s	2, 5,5R,22,38,38R	1,1X,2,5,5R,28,29,31,38, 38R	1,1X,2,5,5R,28,29,31,38, 38R	1,30,8,T	1,8,12
Person in Charge	Suzanne Medina	Danielle Fuentes	Danielle Fuentes	Andy Chu	Andy Chu
Site Manager	Joshua Pisciotta	Anthony (Tony) Ortiz	Anthony (Tony) Ortiz		
Programs Offered at Site	TBD if awarded: Group Exercise, Social Programming, Guest Speakers, Luncheons, enrichment activities, fieldtrips	Group Exercise, Social Programming, Lectures, Exercise Equipment, Sauna	Group Exercise, Social Programming	Group Exercise, Cooking Together, field trips, food bank, ESL classes, service connection, technology workshops, health and educational workshops, arts and crafts, bingo, celebration events	Group Exercise, service connection, technology workshops, arts and crafts, celebration events
Days Open	X_Mon X_Tues X_Wed X_Thur X_Fri X_Sat (occasion) Sun	X_Mon X_Tues X_Wed X_Thur X_Fri X_Sat Sun	XMon XTues XWed XThur XFri Sat Sun	XMon XTues XWed XThur XFri Sat Sun	XMon XTues XWed XThur XFri Sat Sun
Hours Open	Monday-Friday 9am-5pm	Monday – Friday 5:30am to 9:00pm Saturday 7:30am -7:00 pm	TBD: proposed time	8am to 8pm	10 am to 5 pm
Hours of <u>scheduled</u> programming	Monday-Friday 9am-5pm	Monday-Friday 9am-5pm	Monday-Friday 9am- 12pm	Monday-Friday: 9am-2pm	Monday & Wednesday, 10am-12 pm
Total number of service days in FY	260 days; minus holidays or shutdown	250 days; minus holidays or shutdown	185 days; minus holidays or shutdown		
Days closed	Most Saturdays, Sunday, Holidays	Saturday, Sunday, Holidays (2 weeks in December)	185 days; minus holidays or shutdown	Sundays	Saturdays and Sundays
ADA Accessible	<u>XYesNo</u>	<u>XYesNo</u>	<u>XYesNo</u>	<u>x</u> YesNo	<u>XNo</u>

Appendix A - Services to be Provided YMCA OF SAN FRANCISCO (Chinatown)

Community Services

July 1, 2023 to June 30, 2027

I. Purpose

The purpose of this grant is to provide Community Services programming for older adults and adults with disabilities in San Francisco through site-based community centers. The programming will maintain or improve the well-being of older adults and adults with disabilities by providing activities and services designed to support individuals to live independently in their own homes and communities, reduce social isolation, and serve as an access point for other home and community-based services.

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
Grantee	YMCA OF SAN FRANCISCO (Chinatown)
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.
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 Community Services and the grantee reflects consumer participation in SF DAS GetCare through enrollment.

III. Target Population

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

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

IV. Eligibility for Services

To be eligible for services, clients must be

- 1) An older adult aged 60 years or older or
- 2) An adult with a disability, aged 18-59 and
- 3) A resident of San Francisco and
- 4) In need of Community Services

V. Location and Time of Services

The grantee will provide Community Services programming in San Francisco. The details of the sites and operation hours are located in the site chart.

VI. Description of Services and Program Requirements

- 1. Grantee will provide Community Services programming for older adults and adults with disabilities. Community Services programming shall consist of activities and services that focus on the physical, social, psychological, economic, educational, recreational, and/or creative needs of older adults and adults with disabilities. Activities and services may be provided in the grantee's community center, in the community, via telephone, virtually over the internet, and through other effective means of communication and connection. There are three categories of Community Services programming:
 - i. <u>Activity Scheduling</u>: Activities may include educational presentations,

- workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes, provides opportunities for connection with other participants, and that help participants maintain or enhance their level of functioning.
- ii. <u>Translation:</u> Translation assistance is provided to consumers that cannot speak/read English. Translation may also include the use of American Sign Language, braille, or teleprompting. Services may include translation for an individual, such as translation of forms, letters, applications, or phone calls, and may also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements or presentations.
- iii. <u>Social Services</u>: The provision of one-to-one assistance to individuals that enables them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.
- 2. Grantee will ensure that service offerings in the three categories of Community Services are designed to:
 - i. Provide quality services that attain a high satisfaction level from participants.
 - ii. Provide services that meet the needs of individual participants.
 - iii. Provide physical activities that may improve the health of participants.
 - iv. Increase access to information and educational materials that help enable individual consumers to maximize independence while living in the community.
 - v. Provide activities to increase socialization opportunities for individual consumers.
- 3. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
- 4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15th each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At a minimum, the consumer response rate shall be at least 35% of the annual unduplicated consumers.
- 5. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer and adhere to all program standards.
- 6. Grantee will ensure that units of service provided are tracked and distinguishable.
- 7. Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
- 8. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services.

VII. Service Objectives

Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A- Community	FY 23-24	FY 24-25	FY 25-26	FY 26-27		
Services						
Unduplicated	130	130	130	130		
Consumers (UDC)						
Activity Scheduling	550	550	550	550		
Translation Services	200	200	200	200		
Social Services	80	80	80	80		
1 unit of service = 1 hour of service provision						

VIII. Outcome Objectives

Community Services

- 1. Consumers receive the services and/or activities they need from the agency. Target: 80%
- 2. Consumers who participate in physical activity programming report a positive impact on their health. Target: 80%
- 3. Consumers who received social services or translation assistance, or participated in an educational program, report the services helped to improve their lives. Target: 80%
- 4. Consumers report an increase in their socialization opportunities and interaction with others. Target: 80%

Based on an annual satisfaction survey created by DAS OCP and with a sample size of at least 35% of the annual unduplicated consumers.

IX. Reporting and Other Requirements

- 1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers, using the DAS 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. 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.
- 14. For assistance with reporting and contract requirements, please contact:

Reanna Albert Program Analyst DAS OCP reanna.albert@sfgov.org

and

Patrick Garcia Contract Manager HSA OCM patrick.garcia@sfgov.org

X. Monitoring Activities

A. <u>Program Monitoring</u>: 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. <u>Fiscal Compliance and Contract Monitoring</u>: 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.

Appendix B, Page 1
Document Date: 7/1/23

н	JMAN SERVICE	S AGENCY BUL BY PROGRAM	JGET SUMMAR	Y	
Name					Term
YMCA (Chinatown)					7/1/23 - 6/30/27
(Check One) New 🗵 Renewal	Modification	ı <u> </u>			
If modification, Effective Date of Mod.	No. of Mod.				
Program: Community Services					
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
DAS Expenditures					
Salaries & Benefits	\$80,024	\$80,024	\$80,024	\$80,024	\$320,096
Operating Expenses	\$12,146	\$12,146	\$12,146	\$12,146	\$48,584
Subtotal	\$92,170	\$92,170	\$92,170	\$92,170	\$368,680
Indirect Percentage (%)	15%	15%	15%	15%	15%
Indirect Cost	\$13,826	\$13,826	\$13,826	\$13,826	\$55,304
Capital/Subcontractor Expenditures					
Total DAS Expenditures	\$105,996	\$105,996	\$105,996	\$105,996	\$423,984
DAS Revenues					
General Funds	\$105,996	\$105,996	\$105,996	\$105,996	\$423,984
Total DAS Revenue	\$105,996	\$105,996	\$105,996	\$105,996	\$423,984
Non DAS Revenues					
Total Non DAS Revenue					
TOTAL DAS AND NON DAS REVENUE	\$105,996	\$105,996	\$105,996	\$105,996	\$423,984
Full Time Equivalent (FTE)	1.69	1.69	1.69	1.69	6.76
Prepared by:	1.09	1.09	1.09		Date:
HSA-CO Review Signature:					Date.
HSA #1					

Program: Community Services Appendix B, Page 2 Salaries & Benefits Detail (Total) 7/1/23 - 6/30/24 7/1/24 - 6/30/25 7/1/25 - 6/30/26 DAS Salaries & Benefits Agency Totals **HSA** Program 7/1/26 - 6/30/27 7/1/23 - 6/30/27 Annual Full % FTE funded Time Salary for by HSA Adjusted Position Title FTE Total FTE (Max 100%) FTE **Budgeted Salary Budgeted Salary Budgeted Salary Budgeted Salary Budgeted Salary** Program Coordinator \$54,080 100% 0.24 \$12,979 \$12,979 \$12,979 \$12,979 \$51,916 0.50 0.50 \$24,442 Program Lead \$48,883 100% \$24,442 \$24,442 \$24,442 \$97,768 \$39,104 0.50 40% 0.20 \$7,821 \$7,821 \$7,821 \$31,284 Program Assistant \$7,821 Translation Assistant \$41,246 0.31 40% 0.12 \$5,115 \$5,115 \$5,115 \$20,460 \$5,115 \$80,000 0.14 100% 0.14 \$11,200 \$11,200 \$11,200 \$44,800 Exercise Instructor \$11,200 \$263,313 1.69 380% 1.20 \$61,557 \$61,557 \$61,557 \$61,557 \$246,228 Totals Fringe Benefits Rate 30% Employee Fringe Benefits \$78,994 \$18,467 \$18,467 \$18,467 \$18,467 \$73,868 **Total DAS Salaries and Benefits** \$342,307 \$80,024 \$80,024 \$80,024 \$80,024 \$320,096 HSA #2

Program: Community Services					Appendix B, Page 3
	Operating Expense Detail				
	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) 7/1/23 - 6/30/27
DAS Operating Expenses					
Expenditure Category					
Rental of Property					
Utilities(Elec, Water, Gas, Phone, Scavenger)					
Office Supplies, Postage	\$200	\$200	\$200	\$200	\$800
Building Maintenance Supplies and Repair					
Printing and Reproduction	\$200	\$200	\$200	\$200	\$800
Insurance					
Staff Training	\$200	\$200	\$200	\$200	\$800
Staff Travel	\$100	\$100	\$100	\$100	\$400
Rental of Equipment					
<u>Consultants</u>					
<u>Other</u>					
Program Supplies	\$1,200	\$1,200	\$1,200	\$1,200	\$4,800
Food and Beverage	\$1,546	\$1,546	\$1,546	\$1,546	\$6,184
Entrance Fees	\$1,200	\$1,200	\$1,200	\$1,200	\$4,800
Bus Transportation	\$7,500	\$7,500	\$7,500	\$7,500	\$30,000
Total DAS Operating Expenses	\$12,146	\$12,146	\$12,146	\$12,146	\$48,584
HSA #3					

Page 1 of 3

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

AGENCY: YMCA of San Francisco - Stonestown Family YMCA Parkmerced; Mission YMCA; Stonestown Family YMCA Annex; Bayview Hunters Point YMCA (Huntersview); Buchanan YMCA Main Facility; Richmond District YMCA Main Facility (Argonne Clubhouse); Chinatown YMCA (Broadway Cove) FISCAL YEAR: 07/2023-06/2027

CONTRACT: Community Services RFP 1060

SITES: Name of Site	Stonestown Family YMCA Parkmerced	Mission YMCA	Stonestown Family YMCA Annex	Bayview Hunters Point YMCA	Huntersview
Address and Zip	3711 19 th Avenue San Francisco, CA 94132	4080 Mission St. San Francisco CA 94112	3150 20 th Avenue San Francisco, CA 94132	1601 Lane St, 94124 415-822-7728	1101 Fairfax Ave, 94124
Phone Number	415-301-5309	415-586-6900	415-242-7135		415-###-####
Fax Number	N/A		415-731-1456	415-822-7769	415-###-####
Neighborhood	District 7; Parkside	District 11	District 4; Parkside	Bayview	Bayview
Muni Line #s	M,K,28,28x,29, 18	14, 49, 23, N	M,K,28,28x,29, 18	T, 54, 44, 23	19, 54
Person in Charge	Danielle Fuentes	Karla Diaz	Danielle Fuentes	Tacing Parker	Tacing Parker
Site Manager	Anthony (Tony) Ortiz	Hazel Barry	Jazmin Aizpuru	Demetrius Durham	Nicole Yarbrough
Programs Offered at Site	Group Exercise, Social Programming, Lectures, etc	Group Exercise, Social Programming, workshops, art classes, 1 on 1 tech support, Congregate Meal Program, food pantry, & health screenings.	Group Exercise, Social Programming, Lectures, Computer Lab, Congregate Meal Program, Tax Assistance, etc	Lunch & Learn Group Exercise Excursions Volunteer Opportunities	Group Exercise Excursions Workshops
Days Open	XMon XTues Wed XThur XFri Sat Sun	XMon XTues X_Wed X_Thur X_Fri Sat _Sun	XMon XTues X Wed X Thur X Fri Sat Sun	XMonXTues XWedXThur XFriXSat Sun	xMonTues xWedThur xFriSat Sun
Hours Open	Monday, Tuesday, Thursday, Friday 9:30am- 5pm	Monday-Friday 8am-5pm *some programs extend past closed hours	Monday-Friday 8am-3pm *some programs extend past closed hours	M-F 8am-4pm Sa 8am-3:30pm	10am-5PM
Hours of <u>scheduled</u> programming	Monday, Tuesday, Thursday, Friday 10am- 5pm	Monday-Friday 8:30am- 3pm *some programs extend past closed hours	Monday-Friday 8:30am- 3pm *some programs extend past closed hours	10am-12pm & 1pm-3pm	10am-12pm
Total number of service days in FY	215 days; minus holidays or shutdown	265 days; minus holidays or shutdown	265 days; minus holidays or shutdown		
Days closed	Wednesday, Saturday, Sunday, Holidays	Saturday, Sunday, Holidays	Saturday, Sunday, Holidays	Sunday	Saturday, Sunday (open some weekends)
ADA Accessible	X_YesNo	<u>XYesNo</u>	X_YesNo	_XYesNo	XYesNo

Human Services Agency, Department of Disability and Aging Services, Office of Community Partnerships
AGENCY: YMCA of San Francisco - Stonestown Family YMCA Parkmerced; Mission YMCA; Stonestown Family YMCA Annex; Bayview Hunters Point YMCA (Huntersview); Buchanan YMCA Main Facility; Richmond District YMCA Main Facility (Argonne Clubhouse – Proposed Site); Chinatown YMCA (Broadway Cove)

FISCAL YEAR: 07/2023-06/2027

CONTRACT: Community Services RFP 1060

SITES:	Buchanan YMCA	Richmond YMCA	Argonne Clubhouse	Chinatown YMCA	Broadway Cove
Name of Site					
Address and Zip	1530 Buchanan Street San Francisco, CA 94115	360 18 th Avenue San Francisco, CA 94121	463 18 th Avenue San Francisco, CA 94121	865 Sacramento Street San Francisco, CA 94108	760 Front Street San Francisco, CA 94115
Phone Number	415-931-9622	415-666-9622	415-666-9622	415-576-9622	
Fax Number	N/A	N/A	N/A	N/A	N/A
Neighborhood	District 5-Western Addition	District 1-Richmond	District 1-Richmond	District 3-Chinatown	District 3-North Beach
Muni Line #s	2, 5,5R,22,38,38R	1,1X,2,5,5R,28,29,31,38, 38R	1,1X,2,5,5R,28,29,31,38, 38R	1,30,8,T	1,8,12
Person in Charge	Suzanne Medina	Danielle Fuentes	Danielle Fuentes	Andy Chu	Andy Chu
Site Manager	Joshua Pisciotta	Anthony (Tony) Ortiz	Anthony (Tony) Ortiz		
Programs Offered at Site	TBD if awarded: Group Exercise, Social Programming, Guest Speakers, Luncheons, enrichment activities, fieldtrips	Group Exercise, Social Programming, Lectures, Exercise Equipment, Sauna	Group Exercise, Social Programming	Group Exercise, Cooking Together, field trips, food bank, ESL classes, service connection, technology workshops, health and educational workshops, arts and crafts, bingo, celebration events	Group Exercise, service connection, technology workshops, arts and crafts, celebration events
Days Open	X_Mon X_Tues X_Wed X_Thur X_Fri X_Sat (occasion) _Sun	X_Mon X_Tues X_Wed X_Thur X_Fri X_Sat Sun	XMon XTues XWed XThur XFri Sat Sun	XMon XTues XWed XThur XFri Sat Sun	XMon XTues XWed XThur XFri Sat Sun
Hours Open	Monday-Friday 9am-5pm	Monday – Friday 5:30am to 9:00pm Saturday 7:30am -7:00 pm	TBD: proposed time	8am to 8pm	10 am to 5 pm
Hours of <u>scheduled</u> programming	Monday-Friday 9am-5pm	Monday-Friday 9am-5pm	Monday-Friday 9am- 12pm	Monday-Friday: 9am-2pm	Monday & Wednesday, 10am-12 pm
Total number of service days in FY	260 days; minus holidays or shutdown	250 days; minus holidays or shutdown	185 days; minus holidays or shutdown		
Days closed	Most Saturdays, Sunday, Holidays	Saturday, Sunday, Holidays (2 weeks in December)	185 days; minus holidays or shutdown	Sundays	Saturdays and Sundays
ADA Accessible	<u>XYesNo</u>	<u>XYesNo</u>	<u>XYesNo</u>	<u>x</u> YesNo	<u>XNoNo</u>

Appendix A - Services to be Provided YMCA OF SAN FRANCISCO (Mission)

Community Services

July 1, 2023 to June 30, 2027

I. Purpose

The purpose of this grant is to provide Community Services programming for older adults and adults with disabilities in San Francisco through site-based community centers. The programming will maintain or improve the well-being of older adults and adults with disabilities by providing activities and services designed to support individuals to live independently in their own homes and communities, reduce social isolation, and serve as an access point for other home and community-based services.

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
Grantee	YMCA OF SAN FRANCISCO (Mission)
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.
ОСР	Office of Community Partnerships
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	Person who is 60 years or older.
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 Community Services and the grantee reflects consumer participation in SF DAS GetCare through enrollment.

III. Target Population

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

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

IV. Eligibility for Services

To be eligible for services, clients must be

- 1) An older adult aged 60 years or older or
- 2) An adult with a disability, aged 18-59 and
- 3) A resident of San Francisco and
- 4) In need of Community Services

V. Location and Time of Services

The grantee will provide Community Services programming in San Francisco. The details of the sites and operation hours are located in the site chart.

VI. Description of Services and Program Requirements

- 1. Grantee will provide Community Services programming for older adults and adults with disabilities. Community Services programming shall consist of activities and services that focus on the physical, social, psychological, economic, educational, recreational, and/or creative needs of older adults and adults with disabilities. Activities and services may be provided in the grantee's community center, in the community, via telephone, virtually over the internet, and through other effective means of communication and connection. There are three categories of Community Services programming:
 - i. <u>Activity Scheduling</u>: Activities may include educational presentations,

- workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes, provides opportunities for connection with other participants, and that help participants maintain or enhance their level of functioning.
- ii. <u>Translation:</u> Translation assistance is provided to consumers that cannot speak/read English. Translation may also include the use of American Sign Language, braille, or teleprompting. Services may include translation for an individual, such as translation of forms, letters, applications, or phone calls, and may also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements or presentations.
- iii. <u>Social Services</u>: The provision of one-to-one assistance to individuals that enables them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.
- 2. Grantee will ensure that service offerings in the three categories of Community Services are designed to:
 - i. Provide quality services that attain a high satisfaction level from participants.
 - ii. Provide services that meet the needs of individual participants.
 - iii. Provide physical activities that may improve the health of participants.
 - iv. Increase access to information and educational materials that help enable individual consumers to maximize independence while living in the community.
 - v. Provide activities to increase socialization opportunities for individual consumers.
- 3. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
- 4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15th each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At a minimum, the consumer response rate shall be at least 35% of the annual unduplicated consumers.
- 5. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer and adhere to all program standards.
- 6. Grantee will ensure that units of service provided are tracked and distinguishable.
- 7. Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
- 8. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services.

VII. Service Objectives

Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A- Community	FY 23-24	FY 24-25	FY 25-26	FY 26-27		
Services						
Unduplicated	300	300	300	300		
Consumers (UDC)						
Activity Scheduling	2,592	2,592	2,592	2,592		
Translation Services	192	192	192	192		
Social Services	700	700	700	700		
1 unit of service = 1 hour of service provision						

VIII. Outcome Objectives

Community Services

- 1. Consumers receive the services and/or activities they need from the agency. Target: 80%
- 2. Consumers who participate in physical activity programming report a positive impact on their health. Target: 80%
- 3. Consumers who received social services or translation assistance, or participated in an educational program, report the services helped to improve their lives. Target: 80%
- 4. Consumers report an increase in their socialization opportunities and interaction with others. Target: 80%

Based on an annual satisfaction survey created by DAS OCP and with a sample size of at least 35% of the annual unduplicated consumers.

IX. Reporting and Other Requirements

- 1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers, using the DAS 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. 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.
- 14. For assistance with reporting and contract requirements, please contact:

Reanna Albert Program Analyst DAS OCP reanna.albert@sfgov.org

and

Patrick Garcia Contract Manager HSA OCM patrick.garcia@sfgov.org

X. Monitoring Activities

A. <u>Program Monitoring</u>: 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.

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ни	JMAN SERVICE	S AGENCY BUI BY PROGRAM	OGET SUMMAR	Y	
Name					Term
YMCA (Mission)					7/1/23 - 6/30/27
(Check One) New 🗵 Renewal	Modification	ı <u> </u>			
If modification, Effective Date of Mod.	No. of Mod.				
Program: Community Services					
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
DAS Expenditures					
Salaries & Benefits	\$91,879	\$91,879	\$91,879	\$91,879	\$367,516
Operating Expenses	\$2,478	\$2,478	\$2,478	\$2,478	\$9,912
Subtotal	\$94,357	\$94,357	\$94,357	\$94,357	\$377,428
Indirect Percentage (%)	15%	15%	15%	15%	15%
Indirect Cost	\$14,153	\$14,153	\$14,153	\$14,153	\$56,612
Capital/Subcontractor Expenditures					
Total DAS Expenditures	\$108,510	\$108,510	\$108,510	\$108,510	\$434,040
DAS Revenues					
General Funds	\$108,510	\$108,510	\$108,510	\$108,510	\$434,040
Total DAS Revenue	\$108,510	\$108,510	\$108,510	\$108,510	\$434,040
Non DAS Revenues					
Total Non DAS Revenue					
TOTAL DAS AND NON DAS REVENUE	\$108,510	\$108,510	\$108,510	\$108,510	\$434,040
Full Time Equivalent (FTE)	1.33	1.33	1.33	1.33	5.33
Prepared by:					Date:
HSA-CO Review Signature:					
HSA #1					

Program: Community Services Appendix B, Page 2 Salaries & Benefits Detail (Total) 7/1/24 - 6/30/25 7/1/25 - 6/30/26 **DAS Salaries & Benefits** Agency Totals **HSA** Program 7/1/23 - 6/30/24 7/1/26 - 6/30/27 7/1/23 - 6/30/27 Annual Full % FTE funded Adjusted FTE Time Salary for by HSA Position Title FTE Total FTE (Max 100%) **Budgeted Salary Budgeted Salary Budgeted Salary Budgeted Salary Budgeted Salary** Active Older Adult Coordinator \$56,160 1.00 100% 1.00 \$56,160 \$56,160 \$56,160 \$56,160 \$224,640 Active Older Adult Program Leader \$46,482 0.22 100% 0.22 \$10,226 \$10,226 \$10,226 \$10,226 \$40,904 \$6,340 Group Exercise Instructor \$86,821 0.07 100% 0.07 \$6,340 \$6,340 \$6,340 \$25,360 Art Instructor \$96,000 0.04 100% 0.04 \$3,840 \$3,840 \$3,840 \$3,840 \$15,360 \$76,566 \$76,566 \$306,264 Totals \$285,463 1.33 400% 1.33 \$76,566 \$76,566 20% Fringe Benefits Rate Employee Fringe Benefits \$57,093 \$15,313 \$15,313 \$15,313 \$15,313 \$61,252 **Total DAS Salaries and Benefits** \$342,556 \$91,879 \$91,879 \$91,879 \$91,879 \$367,516 HSA #2

Program: Community Services					Appendix B, Page 3
	Opera	ting Expense Det	tail		
	7/1/23 - 6/30/24	7/1/26 - 6/30/27	(Total) 7/1/23 - 6/30/27		
DAS Operating Expenses					
Expenditure Category					
Rental of Property					
Utilities(Elec, Water, Gas, Phone, Scavenger)					
Office Supplies, Postage					
Building Maintenance Supplies and Repair					
Printing and Reproduction					
Insurance					
Staff Training					
Staff Travel					
Rental of Equipment					
<u>Consultants</u>					
<u>Other</u>					
Program Supplies	\$2,478	\$2,478	\$2,478	\$2,478	\$9,912
1 Togram Supplies	Ψ2,470	ΨΣ, τι σ	ΨΣ,Ψ1Ο	Ψ2,470	Ψ0,512
Total DAS Operating Expenses	\$2,478	\$2,478	\$2,478	\$2,478	\$9,912
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HSA #3					

Page 1 of 3

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

AGENCY: YMCA of San Francisco - Stonestown Family YMCA Parkmerced; Mission YMCA; Stonestown Family YMCA Annex; Bayview Hunters Point YMCA (Huntersview); Buchanan YMCA Main Facility; Richmond District YMCA Main Facility (Argonne Clubhouse); Chinatown YMCA (Broadway Cove) FISCAL YEAR: 07/2023-06/2027

CONTRACT: Community Services RFP 1060

SITES: Name of Site	Stonestown Family YMCA Parkmerced	Mission YMCA	Stonestown Family YMCA Annex	Bayview Hunters Point YMCA	Huntersview
Address and Zip	3711 19 th Avenue San Francisco, CA 94132	4080 Mission St. San Francisco CA 94112	3150 20 th Avenue San Francisco, CA 94132	1601 Lane St, 94124 415-822-7728	1101 Fairfax Ave, 94124
Phone Number	415-301-5309	415-586-6900	415-242-7135		415-###-####
Fax Number	N/A		415-731-1456	415-822-7769	415-###-####
Neighborhood	District 7; Parkside	District 11	District 4; Parkside	Bayview	Bayview
Muni Line #s	M,K,28,28x,29, 18	14, 49, 23, N	M,K,28,28x,29, 18	T, 54, 44, 23	19, 54
Person in Charge	Danielle Fuentes	Karla Diaz	Danielle Fuentes	Tacing Parker	Tacing Parker
Site Manager	Anthony (Tony) Ortiz	Hazel Barry	Jazmin Aizpuru	Demetrius Durham	Nicole Yarbrough
Programs Offered at Site	Group Exercise, Social Programming, Lectures, etc	Group Exercise, Social Programming, workshops, art classes, 1 on 1 tech support, Congregate Meal Program, food pantry, & health screenings.	Group Exercise, Social Programming, Lectures, Computer Lab, Congregate Meal Program, Tax Assistance, etc	Lunch & Learn Group Exercise Excursions Volunteer Opportunities	Group Exercise Excursions Workshops
Days Open	XMon XTues Wed XThur XFri Sat Sun	XMon XTues X_Wed X_Thur X_Fri Sat _Sun	XMon XTues X Wed X Thur X Fri Sat Sun	XMonXTues XWedXThur XFriXSat Sun	_xMonTues _xWedThur _xFriSat Sun
Hours Open	Monday, Tuesday, Thursday, Friday 9:30am- 5pm	Monday-Friday 8am-5pm *some programs extend past closed hours	Monday-Friday 8am-3pm *some programs extend past closed hours	M-F 8am-4pm Sa 8am-3:30pm	10am-5PM
Hours of <u>scheduled</u> programming	Monday, Tuesday, Thursday, Friday 10am- 5pm	Monday-Friday 8:30am- 3pm *some programs extend past closed hours	Monday-Friday 8:30am- 3pm *some programs extend past closed hours	10am-12pm & 1pm-3pm	10am-12pm
Total number of service days in FY	215 days; minus holidays or shutdown	265 days; minus holidays or shutdown	265 days; minus holidays or shutdown		
Days closed	Wednesday, Saturday, Sunday, Holidays	Saturday, Sunday, Holidays	Saturday, Sunday, Holidays	Sunday	Saturday, Sunday (open some weekends)
ADA Accessible	X_YesNo	<u>XYesNo</u>	X_YesNo	_XYesNo	XYesNo

Human Services Agency, Department of Disability and Aging Services, Office of Community Partnerships
AGENCY: YMCA of San Francisco - Stonestown Family YMCA Parkmerced; Mission YMCA; Stonestown Family YMCA Annex; Bayview Hunters Point YMCA (Huntersview); Buchanan YMCA Main Facility; Richmond District YMCA Main Facility (Argonne Clubhouse – Proposed Site); Chinatown YMCA (Broadway Cove)

FISCAL YEAR: 07/2023-06/2027

CONTRACT: Community Services RFP 1060

SITES:	Buchanan YMCA	Richmond YMCA	Argonne Clubhouse	Chinatown YMCA	Broadway Cove
Name of Site					
Address and Zip	1530 Buchanan Street San Francisco, CA 94115	360 18 th Avenue San Francisco, CA 94121	463 18 th Avenue San Francisco, CA 94121	865 Sacramento Street San Francisco, CA 94108	760 Front Street San Francisco, CA 94115
Phone Number	415-931-9622	415-666-9622	415-666-9622	415-576-9622	
Fax Number	N/A	N/A	N/A	N/A	N/A
Neighborhood	District 5-Western Addition	District 1-Richmond	District 1-Richmond	District 3-Chinatown	District 3-North Beach
Muni Line #s	2, 5,5R,22,38,38R	1,1X,2,5,5R,28,29,31,38, 38R	1,1X,2,5,5R,28,29,31,38, 38R	1,30,8,T	1,8,12
Person in Charge	Suzanne Medina	Danielle Fuentes	Danielle Fuentes	Andy Chu	Andy Chu
Site Manager	Joshua Pisciotta	Anthony (Tony) Ortiz	Anthony (Tony) Ortiz		
Programs Offered at Site	TBD if awarded: Group Exercise, Social Programming, Guest Speakers, Luncheons, enrichment activities, fieldtrips	Group Exercise, Social Programming, Lectures, Exercise Equipment, Sauna	Group Exercise, Social Programming	Group Exercise, Cooking Together, field trips, food bank, ESL classes, service connection, technology workshops, health and educational workshops, arts and crafts, bingo, celebration events	Group Exercise, service connection, technology workshops, arts and crafts, celebration events
Days Open	X_Mon X_Tues X_Wed X_Thur X_Fri X_Sat (occasion) Sun	X_Mon X_Tues X_Wed X_Thur X_Fri X_Sat Sun	XMon XTues XWed XThur XFri Sat Sun	XMon XTues XWed XThur XFri Sat Sun	XMon XTues XWed XThur XFri Sat Sun
Hours Open	Monday-Friday 9am-5pm	Monday – Friday 5:30am to 9:00pm Saturday 7:30am -7:00 pm	TBD: proposed time	8am to 8pm	10 am to 5 pm
Hours of <u>scheduled</u> programming	Monday-Friday 9am-5pm	Monday-Friday 9am-5pm	Monday-Friday 9am- 12pm	Monday-Friday: 9am-2pm	Monday & Wednesday, 10am-12 pm
Total number of service days in FY	260 days; minus holidays or shutdown	250 days; minus holidays or shutdown	185 days; minus holidays or shutdown		
Days closed	Most Saturdays, Sunday, Holidays	Saturday, Sunday, Holidays (2 weeks in December)	185 days; minus holidays or shutdown	Sundays	Saturdays and Sundays
ADA Accessible	<u>XYesNo</u>	<u>XYesNo</u>	<u>XYesNo</u>	<u>x</u> YesNo	<u>XNo</u>

Appendix A - Services to be Provided YMCA OF SAN FRANCISCO (Parkmerced)

Community Services

July 1, 2023 to June 30, 2027

I. Purpose

The purpose of this grant is to provide Community Services programming for older adults and adults with disabilities in San Francisco through site-based community centers. The programming will maintain or improve the well-being of older adults and adults with disabilities by providing activities and services designed to support individuals to live independently in their own homes and communities, reduce social isolation, and serve as an access point for other home and community-based services.

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
Grantee	YMCA OF SAN FRANCISCO (Parkmerced)
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.
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 Community Services and the grantee reflects consumer participation in SF DAS GetCare through enrollment.

III. Target Population

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

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

IV. Eligibility for Services

To be eligible for services, clients must be

- 1) An older adult aged 60 years or older or
- 2) An adult with a disability, aged 18-59 and
- 3) A resident of San Francisco and
- 4) In need of Community Services

V. Location and Time of Services

The grantee will provide Community Services programming in San Francisco. The details of the sites and operation hours are located in the site chart.

VI. Description of Services and Program Requirements

- 1. Grantee will provide Community Services programming for older adults and adults with disabilities. Community Services programming shall consist of activities and services that focus on the physical, social, psychological, economic, educational, recreational, and/or creative needs of older adults and adults with disabilities. Activities and services may be provided in the grantee's community center, in the community, via telephone, virtually over the internet, and through other effective means of communication and connection. There are three categories of Community Services programming:
 - i. <u>Activity Scheduling</u>: Activities may include educational presentations,

- workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes, provides opportunities for connection with other participants, and that help participants maintain or enhance their level of functioning.
- ii. <u>Translation:</u> Translation assistance is provided to consumers that cannot speak/read English. Translation may also include the use of American Sign Language, braille, or teleprompting. Services may include translation for an individual, such as translation of forms, letters, applications, or phone calls, and may also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements or presentations.
- iii. <u>Social Services</u>: The provision of one-to-one assistance to individuals that enables them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.
- 2. Grantee will ensure that service offerings in the three categories of Community Services are designed to:
 - i. Provide quality services that attain a high satisfaction level from participants.
 - ii. Provide services that meet the needs of individual participants.
 - iii. Provide physical activities that may improve the health of participants.
 - iv. Increase access to information and educational materials that help enable individual consumers to maximize independence while living in the community.
 - v. Provide activities to increase socialization opportunities for individual consumers.
- 3. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
- 4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15th each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At a minimum, the consumer response rate shall be at least 35% of the annual unduplicated consumers.
- 5. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer and adhere to all program standards.
- 6. Grantee will ensure that units of service provided are tracked and distinguishable.
- 7. Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
- 8. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services.

VII. Service Objectives

Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A- Community	FY 23-24	FY 24-25	FY 25-26	FY 26-27	
Services					
Unduplicated Consumers (UDC)	175	175	175	175	
Activity Scheduling	750	750	750	750	
Translation Services	120	120	120	120	
Social Services	150	150	150	150	
1 unit of service = 1 hour of service provision					

VIII. Outcome Objectives

Community Services

- 1. Consumers receive the services and/or activities they need from the agency. Target: 80%
- 2. Consumers who participate in physical activity programming report a positive impact on their health. Target: 80%
- 3. Consumers who received social services or translation assistance, or participated in an educational program, report the services helped to improve their lives. Target: 80%
- 4. Consumers report an increase in their socialization opportunities and interaction with others. Target: 80%

Based on an annual satisfaction survey created by DAS OCP and with a sample size of at least 35% of the annual unduplicated consumers.

IX. Reporting and Other Requirements

- 1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers, using the DAS 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. 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.
- 14. For assistance with reporting and contract requirements, please contact:

Reanna Albert Program Analyst DAS OCP reanna.albert@sfgov.org

and

Patrick Garcia Contract Manager HSA OCM patrick.garcia@sfgov.org

X. Monitoring Activities

A. <u>Program Monitoring</u>: 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. <u>Fiscal Compliance and Contract Monitoring</u>: 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.

	Apper	ndix	B, F	Page	e 1
Dod	cumer	t Da	ate:	7/1/	23

HU	JMAN SERVICE	S AGENCY BUI BY PROGRAM	OGET SUMMAR	Y	
Name					Term
YMCA (Parkmerced)					7/1/23 - 6/30/27
(Check One) New 🗵 Renewal	Modification	ı <u> </u>			
If modification, Effective Date of Mod.	No. of Mod.				
Program: Community Services					
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
DAS Expenditures					
Salaries & Benefits	\$86,095	\$86,095	\$86,095	\$86,095	\$344,380
Operating Expenses	\$9,988	\$9,988	\$9,988	\$9,988	\$39,952
Subtotal	\$96,083	\$96,083	\$96,083	\$96,083	\$384,332
Indirect Percentage (%)	15%	15%	15%	15%	15%
Indirect Cost	\$14,412	\$14,412	\$14,412	\$14,412	\$57,648
Capital/Subcontractor Expenditures					
Total DAS Expenditures	\$110,495	\$110,495	\$110,495	\$110,495	\$441,980
DAS Revenues					
General Funds	\$110,495	\$110,495	\$110,495	\$110,495	\$441,980
Total DAS Revenue	\$110,495	\$110,495	\$110,495	\$110,495	\$441,980
Non DAS Revenues					
Total Non DAS Revenue					
TOTAL DAS AND NON DAS REVENUE	\$110,495	\$110,495	\$110,495	\$110,495	\$441,980
Full Time Equivalent (FTE)	1.15	1.15	1.15	1.15	4.61
Prepared by:					Date:
HSA-CO Review Signature:					
HSA #1					

Program: Community Services								ļ	Appendix B, Page 2
			Sa	alaries & B	enefits Detail				
(Total)									
DAS Salaries & Benefits	Agency 1	otals	HSA Pro	gram	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 funded by HSA	Adjusted					
Position Title	FTE	Total FTE	(Max 100%)	FTE	Budgeted Salary				
District Director	\$94,145	0.15	100%	0.15	\$14,122	\$14,122	\$14,122	\$14,122	\$56,488
Coordinator	\$56,784	0.25	100%	0.25	\$14,196	\$14,196	\$14,196	\$14,196	\$56,784
Group Exercise	\$84,968	0.15	100%	0.15	\$12,839	\$12,839	\$12,839	\$12,839	\$51,356
Program Lead	\$45,760	0.60	100%	0.60	\$27,538	\$27,538	\$27,538	\$27,538	\$110,152
Totals	\$281,657	1.15	400%	1.15	\$68,695	\$68,695	\$68,695	\$68,695	\$274,780
		ı							
Fringe Benefits Rate	25%								
Employee Fringe Benefits	\$71,344				\$17,400	\$17,400	\$17,400	\$17,400	\$69,600
Total DAS Salaries and Benefits	\$353,001				\$86,095	\$86,095	\$86,095	\$86,095	\$344,380
HSA #2									

Program: Community Services					Appendix B, Page 3	
Operating Expense Detail						
	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) _7/1/23 - 6/30/27	
DAS Operating Expenses						
Expenditure Category						
Rental of Property						
Utilities(Elec, Water, Gas, Phone, Scavenger)						
Office Supplies, Postage						
Building Maintenance Supplies and Repair						
Printing and Reproduction						
Insurance						
Staff Training						
Staff Travel						
Rental of Equipment						
<u>Consultants</u>						
<u>Other</u>						
Food and Beverage	\$2,883	\$2,883	\$2,883	\$2,883	\$11,532	
Bus Transportation	\$2,000	\$2,000	\$2,000	\$2,000	\$8,000	
Program Supplies	\$4,000	\$4,000	\$4,000	\$4,000	\$16,000	
Licenses and Fees	\$1,105	\$1,105	\$1,105	\$1,105	\$4,420	
Total DAS Operating Expenses	\$9,988	\$9,988	\$9,988	\$9,988	\$39,952	
HSA #3		, , , , ,	,,,,,,	, , , , , ,		

Page 1 of 3

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

AGENCY: YMCA of San Francisco - Stonestown Family YMCA Parkmerced; Mission YMCA; Stonestown Family YMCA Annex; Bayview Hunters Point YMCA (Huntersview); Buchanan YMCA Main Facility; Richmond District YMCA Main Facility (Argonne Clubhouse); Chinatown YMCA (Broadway Cove) FISCAL YEAR: 07/2023-06/2027

CONTRACT: Community Services RFP 1060

SITES: Name of Site	Stonestown Family YMCA Parkmerced	Mission YMCA	Stonestown Family YMCA Annex	Bayview Hunters Point YMCA	Huntersview
Address and Zip	3711 19 th Avenue San Francisco, CA 94132	4080 Mission St. San Francisco CA 94112	3150 20 th Avenue San Francisco, CA 94132	1601 Lane St, 94124 415-822-7728	1101 Fairfax Ave, 94124
Phone Number	415-301-5309	415-586-6900	415-242-7135		415-###-####
Fax Number	N/A		415-731-1456	415-822-7769	415-###-####
Neighborhood	District 7; Parkside	District 11	District 4; Parkside	Bayview	Bayview
Muni Line #s	M,K,28,28x,29, 18	14, 49, 23, N	M,K,28,28x,29, 18	T, 54, 44, 23	19, 54
Person in Charge	Danielle Fuentes	Karla Diaz	Danielle Fuentes	Tacing Parker	Tacing Parker
Site Manager	Anthony (Tony) Ortiz	Hazel Barry	Jazmin Aizpuru	Demetrius Durham	Nicole Yarbrough
Programs Offered at Site	Group Exercise, Social Programming, Lectures, etc	Group Exercise, Social Programming, workshops, art classes, 1 on 1 tech support, Congregate Meal Program, food pantry, & health screenings.	Group Exercise, Social Programming, Lectures, Computer Lab, Congregate Meal Program, Tax Assistance, etc	Lunch & Learn Group Exercise Excursions Volunteer Opportunities	Group Exercise Excursions Workshops
Days Open	XMon XTues Wed XThur XFri Sat Sun	XMon XTues X_Wed X_Thur X_Fri Sat _Sun	XMon XTues X Wed X Thur X Fri Sat Sun	XMonXTues XWedXThur XFriXSat Sun	_xMonTues _xWedThur _xFriSat Sun
Hours Open	Monday, Tuesday, Thursday, Friday 9:30am- 5pm	Monday-Friday 8am-5pm *some programs extend past closed hours	Monday-Friday 8am-3pm *some programs extend past closed hours	M-F 8am-4pm Sa 8am-3:30pm	10am-5PM
Hours of <u>scheduled</u> programming	Monday, Tuesday, Thursday, Friday 10am- 5pm	Monday-Friday 8:30am- 3pm *some programs extend past closed hours	Monday-Friday 8:30am- 3pm *some programs extend past closed hours	10am-12pm & 1pm-3pm	10am-12pm
Total number of service days in FY	215 days; minus holidays or shutdown	265 days; minus holidays or shutdown	265 days; minus holidays or shutdown		
Days closed	Wednesday, Saturday, Sunday, Holidays	Saturday, Sunday, Holidays	Saturday, Sunday, Holidays	Sunday	Saturday, Sunday (open some weekends)
ADA Accessible	X_YesNo	<u>XYesNo</u>	X_YesNo	_XYesNo	XYesNo

Human Services Agency, Department of Disability and Aging Services, Office of Community Partnerships
AGENCY: YMCA of San Francisco - Stonestown Family YMCA Parkmerced; Mission YMCA; Stonestown Family YMCA Annex; Bayview Hunters Point YMCA (Huntersview); Buchanan YMCA Main Facility; Richmond District YMCA Main Facility (Argonne Clubhouse – Proposed Site); Chinatown YMCA (Broadway Cove)

FISCAL YEAR: 07/2023-06/2027

CONTRACT: Community Services RFP 1060

SITES:	Buchanan YMCA	Richmond YMCA	Argonne Clubhouse	Chinatown YMCA	Broadway Cove
Name of Site					
Address and Zip	1530 Buchanan Street San Francisco, CA 94115	360 18 th Avenue San Francisco, CA 94121	463 18 th Avenue San Francisco, CA 94121	865 Sacramento Street San Francisco, CA 94108	760 Front Street San Francisco, CA 94115
Phone Number	415-931-9622	415-666-9622	415-666-9622	415-576-9622	
Fax Number	N/A	N/A	N/A	N/A	N/A
Neighborhood	District 5-Western Addition	District 1-Richmond	District 1-Richmond	District 3-Chinatown	District 3-North Beach
Muni Line #s	2, 5,5R,22,38,38R	1,1X,2,5,5R,28,29,31,38, 38R	1,1X,2,5,5R,28,29,31,38, 38R	1,30,8,T	1,8,12
Person in Charge	Suzanne Medina	Danielle Fuentes	Danielle Fuentes	Andy Chu	Andy Chu
Site Manager	Joshua Pisciotta	Anthony (Tony) Ortiz	Anthony (Tony) Ortiz		
Programs Offered at Site	TBD if awarded: Group Exercise, Social Programming, Guest Speakers, Luncheons, enrichment activities, fieldtrips	Group Exercise, Social Programming, Lectures, Exercise Equipment, Sauna	Group Exercise, Social Programming	Group Exercise, Cooking Together, field trips, food bank, ESL classes, service connection, technology workshops, health and educational workshops, arts and crafts, bingo, celebration events	Group Exercise, service connection, technology workshops, arts and crafts, celebration events
Days Open	X_Mon X_Tues X_Wed X_Thur X_Fri X_Sat (occasion) Sun	X_Mon X_Tues X_Wed X_Thur X_Fri X_Sat Sun	XMon XTues XWed XThur XFri Sat Sun	XMon XTues XWed XThur XFri Sat Sun	XMon XTues XWed XThur XFri Sat Sun
Hours Open	Monday-Friday 9am-5pm	Monday – Friday 5:30am to 9:00pm Saturday 7:30am -7:00 pm	TBD: proposed time	8am to 8pm	10 am to 5 pm
Hours of <u>scheduled</u> programming	Monday-Friday 9am-5pm	Monday-Friday 9am-5pm	Monday-Friday 9am- 12pm	Monday-Friday: 9am-2pm	Monday & Wednesday, 10am-12 pm
Total number of service days in FY	260 days; minus holidays or shutdown	250 days; minus holidays or shutdown	185 days; minus holidays or shutdown		
Days closed	Most Saturdays, Sunday, Holidays	Saturday, Sunday, Holidays (2 weeks in December)	185 days; minus holidays or shutdown	Sundays	Saturdays and Sundays
ADA Accessible	<u>XYesNo</u>	<u>XYesNo</u>	<u>XYesNo</u>	<u>x</u> YesNo	<u>XNo</u>

Appendix A - Services to be Provided YMCA OF SAN FRANCISCO (Richmond)

Community Services

July 1, 2023 to June 30, 2027

I. Purpose

The purpose of this grant is to provide Community Services programming for older adults and adults with disabilities in San Francisco through site-based community centers. The programming will maintain or improve the well-being of older adults and adults with disabilities by providing activities and services designed to support individuals to live independently in their own homes and communities, reduce social isolation, and serve as an access point for other home and community-based services.

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
Grantee	YMCA OF SAN FRANCISCO (Richmond)
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.
ОСР	Office of Community Partnerships
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	Person who is 60 years or older.
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 Community Services and the grantee reflects consumer participation in SF DAS GetCare through enrollment.

III. Target Population

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

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

IV. Eligibility for Services

To be eligible for services, clients must be

- 1) An older adult aged 60 years or older or
- 2) An adult with a disability, aged 18-59 and
- 3) A resident of San Francisco and
- 4) In need of Community Services

V. Location and Time of Services

The grantee will provide Community Services programming in San Francisco. The details of the sites and operation hours are located in the site chart.

VI. Description of Services and Program Requirements

- 1. Grantee will provide Community Services programming for older adults and adults with disabilities. Community Services programming shall consist of activities and services that focus on the physical, social, psychological, economic, educational, recreational, and/or creative needs of older adults and adults with disabilities. Activities and services may be provided in the grantee's community center, in the community, via telephone, virtually over the internet, and through other effective means of communication and connection. There are three categories of Community Services programming:
 - i. <u>Activity Scheduling</u>: Activities may include educational presentations,

- workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes, provides opportunities for connection with other participants, and that help participants maintain or enhance their level of functioning.
- ii. <u>Translation:</u> Translation assistance is provided to consumers that cannot speak/read English. Translation may also include the use of American Sign Language, braille, or teleprompting. Services may include translation for an individual, such as translation of forms, letters, applications, or phone calls, and may also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements or presentations.
- iii. <u>Social Services</u>: The provision of one-to-one assistance to individuals that enables them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.
- 2. Grantee will ensure that service offerings in the three categories of Community Services are designed to:
 - i. Provide quality services that attain a high satisfaction level from participants.
 - ii. Provide services that meet the needs of individual participants.
 - iii. Provide physical activities that may improve the health of participants.
 - iv. Increase access to information and educational materials that help enable individual consumers to maximize independence while living in the community.
 - v. Provide activities to increase socialization opportunities for individual consumers.
- 3. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
- 4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15th each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At a minimum, the consumer response rate shall be at least 35% of the annual unduplicated consumers.
- 5. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer and adhere to all program standards.
- 6. Grantee will ensure that units of service provided are tracked and distinguishable.
- 7. Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
- 8. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services.

VII. Service Objectives

Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A- Community Services	FY 23-24	FY 24-25	FY 25-26	FY 26-27	
Unduplicated Consumers (UDC)	200	200	2002	200	
Activity Scheduling	900	900	900	900	
Translation Services	25	25	25	25	
Social Services	150	150	150	150	
1 unit of service = 1 hour of service provision					

VIII. Outcome Objectives

Community Services

- 1. Consumers receive the services and/or activities they need from the agency. Target: 80%
- 2. Consumers who participate in physical activity programming report a positive impact on their health. Target: 80%
- 3. Consumers who received social services or translation assistance, or participated in an educational program, report the services helped to improve their lives. Target: 80%
- 4. Consumers report an increase in their socialization opportunities and interaction with others. Target: 80%

Based on an annual satisfaction survey created by DAS OCP and with a sample size of at least 35% of the annual unduplicated consumers.

IX. Reporting and Other Requirements

- 1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers, using the DAS 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. 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.
- 14. For assistance with reporting and contract requirements, please contact:

Reanna Albert Program Analyst DAS OCP reanna.albert@sfgov.org

and

Patrick Garcia Contract Manager HSA OCM patrick.garcia@sfgov.org

X. Monitoring Activities

A. <u>Program Monitoring</u>: 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. <u>Fiscal Compliance and Contract Monitoring</u>: 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.

Appendix B, Page	1
Document Date: 7/1/2	3

н		BY PROGRAM	DGET SUMMAR	Y	
Name					Term
YMCA (Richmond)					7/1/23 - 6/30/27
(Check One) New 🗵 Renewal	Modification	ı <u> </u>			
If modification, Effective Date of Mod.	No. of Mod.				
Program: Community Services					
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
DAS Expenditures					
Salaries & Benefits	\$93,797	\$93,797	\$93,797	\$93,797	\$375,188
Operating Expenses	\$32,474	\$32,474	\$32,474	\$32,474	\$129,896
Subtotal	\$126,271	\$126,271	\$126,271	\$126,271	\$505,084
Indirect Percentage (%)	15%	15%	15%	15%	15%
Indirect Cost	\$18,941	\$18,941	\$18,941	\$18,941	\$75,764
Capital/Subcontractor Expenditures					
Total DAS Expenditures	\$145,212	\$145,212	\$145,212	\$145,212	\$580,848
DAS Revenues					
General Funds	\$145,212	\$145,212	\$145,212	\$145,212	\$580,848
					_
Total DAS Revenue	\$145,212	\$145,212	\$145,212	\$145,212	\$580,848
Non DAS Revenues					
Total Non DAS Revenue					
TOTAL DAS AND NON DAS REVENUE	\$145,212	\$145,212	\$145,212	\$145,212	\$580,848
Full Time Equivalent (ETE)	1.05	1.05	1.05	1.05	4.20
Full Time Equivalent (FTE) Prepared by:	1.05	1.05	1.05		4.20 Date:
HSA-CO Review Signature:					Dale.
HSA #1					

Program: Community Services								F	Appendix B, Page 2
			Sa	alaries & B	enefits Detail				
									(Total)
DAS Salaries & Benefits	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 funded by HSA	Adjusted					
Position Title	FTE	Total FTE	(Max 100%)	FTE	Budgeted Salary				
District Director	\$94,145	0.20	100%	0.20	\$18,829	\$18,829	\$18,829	\$18,829	\$75,316
Coordinator	\$56,784	0.75	100%	0.75	\$42,588	\$42,588	\$42,588	\$42,588	\$170,352
Group Exercise	\$84,968	0.10	100%	0.10	\$8,497	\$8,497	\$8,497	\$8,497	\$33,988
Totals	\$235,897	1.05	300%	1.05	\$69,914	\$69,914	\$69,914	\$69,914	\$279,656
		i							
Fringe Benefits Rate	34%								
Employee Fringe Benefits	\$80,582				\$23,883	\$23,883	\$23,883	\$23,883	\$95,532
	_								
Total DAS Salaries and Benefits	\$316,479				\$93,797	\$93,797	\$93,797	\$93,797	\$375,188
HSA #2									

Program: Community Services					Appendix B, Page 3	
	Operat	ing Expense Det	ail			
	7/4/00 0/00/04					
	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	
DAS Operating Expenses						
Expenditure Category						
Rental of Property	\$5,296	\$5,296	\$5,296	\$5,296	\$21,184	
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$300	\$300	\$300	\$300	\$1,200	
Office Supplies, Postage						
Building Maintenance Supplies and Repair						
Printing and Reproduction						
Insurance	\$1,452	\$1,452	\$1,452	\$1,452	\$5,808	
Staff Training						
Staff Travel						
Rental of Equipment						
<u>Other</u>						
Bus Transportation	\$3,600	\$3,600	\$3,600	\$3,600	\$14,400	
Food & Beverage	\$5,000	\$5,000	\$5,000	\$5,000	\$20,000	
Program Supplies	\$4,826	\$4,826	\$4,826	\$4,826	\$19,304	
Entrance Fees	\$7,000	\$7,000	\$7,000	\$7,000	\$28,000	
Community Workshops	\$5,000	\$5,000	\$5,000	\$5,000	\$20,000	
Total DAS Operating Expenses	\$32,474	\$32,474	\$32,474	\$32,474	\$129,896	
HSA #3						

Page 1 of 3

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

AGENCY: YMCA of San Francisco - Stonestown Family YMCA Parkmerced; Mission YMCA; Stonestown Family YMCA Annex; Bayview Hunters Point YMCA (Huntersview); Buchanan YMCA Main Facility; Richmond District YMCA Main Facility (Argonne Clubhouse); Chinatown YMCA (Broadway Cove) FISCAL YEAR: 07/2023-06/2027

CONTRACT: Community Services RFP 1060

SITES: Name of Site	Stonestown Family YMCA Parkmerced	Mission YMCA	Stonestown Family YMCA Annex	Bayview Hunters Point YMCA	Huntersview
Address and Zip	3711 19 th Avenue San Francisco, CA 94132	4080 Mission St. San Francisco CA 94112	3150 20 th Avenue San Francisco, CA 94132	1601 Lane St, 94124 415-822-7728	1101 Fairfax Ave, 94124
Phone Number	415-301-5309	415-586-6900	415-242-7135		415-###-####
Fax Number	N/A		415-731-1456	415-822-7769	415-###-####
Neighborhood	District 7; Parkside	District 11	District 4; Parkside	Bayview	Bayview
Muni Line #s	M,K,28,28x,29, 18	14, 49, 23, N	M,K,28,28x,29, 18	T, 54, 44, 23	19, 54
Person in Charge	Danielle Fuentes	Karla Diaz	Danielle Fuentes	Tacing Parker	Tacing Parker
Site Manager	Anthony (Tony) Ortiz	Hazel Barry	Jazmin Aizpuru	Demetrius Durham	Nicole Yarbrough
Programs Offered at Site	Group Exercise, Social Programming, Lectures, etc	Group Exercise, Social Programming, workshops, art classes, 1 on 1 tech support, Congregate Meal Program, food pantry, & health screenings.	Group Exercise, Social Programming, Lectures, Computer Lab, Congregate Meal Program, Tax Assistance, etc	Lunch & Learn Group Exercise Excursions Volunteer Opportunities	Group Exercise Excursions Workshops
Days Open	XMon XTues Wed XThur XFri Sat Sun	XMon XTues X_Wed X_Thur X_Fri Sat _Sun	XMon XTues X Wed X Thur X Fri Sat Sun	XMonXTues XWedXThur XFriXSat Sun	xMonTues xWedThur xFriSat Sun
Hours Open	Monday, Tuesday, Thursday, Friday 9:30am- 5pm	Monday-Friday 8am-5pm *some programs extend past closed hours	Monday-Friday 8am-3pm *some programs extend past closed hours	M-F 8am-4pm Sa 8am-3:30pm	10am-5PM
Hours of <u>scheduled</u> programming	Monday, Tuesday, Thursday, Friday 10am- 5pm	Monday-Friday 8:30am- 3pm *some programs extend past closed hours	Monday-Friday 8:30am- 3pm *some programs extend past closed hours	10am-12pm & 1pm-3pm	10am-12pm
Total number of service days in FY	215 days; minus holidays or shutdown	265 days; minus holidays or shutdown	265 days; minus holidays or shutdown		
Days closed	Wednesday, Saturday, Sunday, Holidays	Saturday, Sunday, Holidays	Saturday, Sunday, Holidays	Sunday	Saturday, Sunday (open some weekends)
ADA Accessible	X_YesNo	<u>XYesNo</u>	X_YesNo	_XYesNo	XYesNo

Human Services Agency, Department of Disability and Aging Services, Office of Community Partnerships
AGENCY: YMCA of San Francisco - Stonestown Family YMCA Parkmerced; Mission YMCA; Stonestown Family YMCA Annex; Bayview Hunters Point YMCA (Huntersview); Buchanan YMCA Main Facility; Richmond District YMCA Main Facility (Argonne Clubhouse – Proposed Site); Chinatown YMCA (Broadway Cove)

FISCAL YEAR: 07/2023-06/2027

CONTRACT: Community Services RFP 1060

SITES:	Buchanan YMCA	Richmond YMCA	Argonne Clubhouse	Chinatown YMCA	Broadway Cove
Name of Site					
Address and Zip	1530 Buchanan Street San Francisco, CA 94115	360 18 th Avenue San Francisco, CA 94121	463 18 th Avenue San Francisco, CA 94121	865 Sacramento Street San Francisco, CA 94108	760 Front Street San Francisco, CA 94115
Phone Number	415-931-9622	415-666-9622	415-666-9622	415-576-9622	
Fax Number	N/A	N/A	N/A	N/A	N/A
Neighborhood	District 5-Western Addition	District 1-Richmond	District 1-Richmond	District 3-Chinatown	District 3-North Beach
Muni Line #s	2, 5,5R,22,38,38R	1,1X,2,5,5R,28,29,31,38, 38R	1,1X,2,5,5R,28,29,31,38, 38R	1,30,8,T	1,8,12
Person in Charge	Suzanne Medina	Danielle Fuentes	Danielle Fuentes	Andy Chu	Andy Chu
Site Manager	Joshua Pisciotta	Anthony (Tony) Ortiz	Anthony (Tony) Ortiz		
Programs Offered at Site	TBD if awarded: Group Exercise, Social Programming, Guest Speakers, Luncheons, enrichment activities, fieldtrips	Group Exercise, Social Programming, Lectures, Exercise Equipment, Sauna	Group Exercise, Social Programming	Group Exercise, Cooking Together, field trips, food bank, ESL classes, service connection, technology workshops, health and educational workshops, arts and crafts, bingo, celebration events	Group Exercise, service connection, technology workshops, arts and crafts, celebration events
Days Open	X_Mon X_Tues X_Wed X_Thur X_Fri X_Sat (occasion) _Sun	X_Mon X_Tues X_Wed X_Thur X_Fri X_Sat Sun	XMon XTues XWed XThur XFri Sat Sun	XMon XTues XWed XThur XFri Sat Sun	XMon XTues XWed XThur XFri Sat Sun
Hours Open	Monday-Friday 9am-5pm	Monday – Friday 5:30am to 9:00pm Saturday 7:30am -7:00 pm	TBD: proposed time	8am to 8pm	10 am to 5 pm
Hours of <u>scheduled</u> programming	Monday-Friday 9am-5pm	Monday-Friday 9am-5pm	Monday-Friday 9am- 12pm	Monday-Friday: 9am-2pm	Monday & Wednesday, 10am-12 pm
Total number of service days in FY	260 days; minus holidays or shutdown	250 days; minus holidays or shutdown	185 days; minus holidays or shutdown		
Days closed	Most Saturdays, Sunday, Holidays	Saturday, Sunday, Holidays (2 weeks in December)	185 days; minus holidays or shutdown	Sundays	Saturdays and Sundays
ADA Accessible	<u>XYesNo</u>	<u>XYesNo</u>	<u>XYesNo</u>	<u>x</u> YesNo	<u>XNoNo</u>

Appendix A - Services to be Provided YMCA OF SAN FRANCISCO (Stonestown)

Community Services

July 1, 2023 to June 30, 2027

I. Purpose

The purpose of this grant is to provide Community Services programming for older adults and adults with disabilities in San Francisco through site-based community centers. The programming will maintain or improve the well-being of older adults and adults with disabilities by providing activities and services designed to support individuals to live independently in their own homes and communities, reduce social isolation, and serve as an access point for other home and community-based services.

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
Grantee	YMCA OF SAN FRANCISCO (Stonestown)
Higher Learning Classes	College-level classes that are taught by instructors with advanced degrees and teaching experience in the field of study. Higher learning classes were originally part of City College of San Francisco's Older Adults program. Classes are provided at community service centers throughout the City and supplement traditional Community Services programming.
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.
ОСР	Office of Community Partnerships
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	Person who is 60 years or older.
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 Community Services and the grantee reflects consumer participation in SF DAS GetCare through enrollment.

III. Target Population

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

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

IV. Eligibility for Services

To be eligible for services, clients must be

- 1) An older adult aged 60 years or older or
- 2) An adult with a disability, aged 18-59 and
- 3) A resident of San Francisco and
- 4) In need of Community Services

V. Location and Time of Services

The grantee will provide Community Services programming in San Francisco. The details of the sites and operation hours are located in the site chart.

VI. Description of Services and Program Requirements

1. Grantee will provide Community Services programming for older adults and adults with disabilities. Community Services programming shall consist of activities and services that focus on the physical, social, psychological, economic, educational, recreational,

and/or creative needs of older adults and adults with disabilities. Activities and services may be provided in the grantee's community center, in the community, via telephone, virtually over the internet, and through other effective means of communication and connection. There are three categories of Community Services programming:

- i. <u>Activity Scheduling</u>: Activities may include educational presentations, workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes, provides opportunities for connection with other participants, and that help participants maintain or enhance their level of functioning.
- ii. <u>Translation:</u> Translation assistance is provided to consumers that cannot speak/read English. Translation may also include the use of American Sign Language, braille, or teleprompting. Services may include translation for an individual, such as translation of forms, letters, applications, or phone calls, and may also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements or presentations.
- iii. <u>Social Services</u>: The provision of one-to-one assistance to individuals that enables them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.
- 2. Grantee will ensure that service offerings in the three categories of Community Services are designed to:
 - i. Provide quality services that attain a high satisfaction level from participants.
 - ii. Provide services that meet the needs of individual participants.
 - iii. Provide physical activities that may improve the health of participants.
 - iv. Increase access to information and educational materials that help enable individual consumers to maximize independence while living in the community.
 - v. Provide activities to increase socialization opportunities for individual consumers.
- 3. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
- 4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15th each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At a minimum, the consumer response rate shall be at least 35% of the annual unduplicated consumers.
- 5. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer and adhere to all program standards.
- 6. Grantee will ensure that units of service provided are tracked and distinguishable.
- 7. Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
- 8. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are

- contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services.
- 9. Grantee will provide Higher Learning classes at Stonestown YMCA. The classes will be open to any older adult or adult with a disability interested. A participant will register for a class as a separate activity within the Community Services program. Course topics are "Mind-Body-Health", "Principles of Balance", "Quilting", "Communications", and "Lip Reading". The classes are college-level classes taught by instructors with advanced degrees and teaching experience in the field of study.

VII. Service Objectives

Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A- Community Services	FY 23-24	FY 24-25	FY 25-26	FY 26-27			
Unduplicated Consumers (UDC)	1,500	1,500	1,500	1,500			
Activity Scheduling	2,500	2,500	2,500	2,500			
Translation Services	120	120	120	120			
Social Services	800	800	800	800			
1 unit of service = 1 hour of service provision							

VIII. Outcome Objectives

Community Services

- 1. Consumers receive the services and/or activities they need from the agency. Target: 80%
- 2. Consumers who participate in physical activity programming report a positive impact on their health. Target: 80%
- 3. Consumers who received social services or translation assistance, or participated in an educational program, report the services helped to improve their lives. Target: 80%
- 4. Consumers report an increase in their socialization opportunities and interaction with others. Target: 80%

Based on an annual satisfaction survey created by DAS OCP and with a sample size of at least 35% of the annual unduplicated consumers.

Higher Learning

- 1. Class participants report that the course increased their socialization opportunities and interaction with others. Target: 80%
- Class participants report an increase in knowledge of the Higher Learning course topic. Target: 80%

Based on a satisfaction survey created by the grantee with input from DAS OCP and with a sample size of at least 75% of the participants enrolled in the class.

IX. Reporting and Other Requirements

- 1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers, using the DAS 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. 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.
- 14. For assistance with reporting and contract requirements, please contact:

Reanna Albert Program Analyst DAS OCP reanna.albert@sfgov.org

and

Patrick Garcia Contract Manager HSA OCM patrick.garcia@sfgov.org

X. Monitoring Activities

- Program Monitoring: Program monitoring will include review of compliance to A. 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. <u>Fiscal Compliance and Contract Monitoring</u>: 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.

Appendix B, Page 1

Document Date: July 1, 2023

HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM

		BY PROGRAM			
Name YMCA (Stonestown)					Term 7/1/23 - 6/30/27
(Check One) New 🖳 Renewal	Modification	ı <u> </u>			
If modification, Effective Date of Mod.	No. of Mod.				
Program: Community Services					
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
DAS Expenditures					
Salaries & Benefits	\$212,507	\$212,507	\$212,507	\$212,507	\$850,028
Operating Expenses	\$64,524	\$64,524	\$64,524	\$64,524	\$258,096
Subtotal	\$277,031	\$277,031	\$277,031	\$277,031	\$1,108,124
Indirect Percentage (%)	15%	15%	15%	15%	15%
Indirect Cost	\$41,555	\$41,555	\$41,555	\$41,555	\$166,220
Capital/Subcontractor Expenditures					
Total DAS Expenditures	\$318,586	\$318,586	\$318,586	\$318,586	\$1,274,344
·					
DAS Revenues					
General Funds	\$318,586	\$318,586	\$318,586	\$318,586	\$1,274,344
Total DAS Revenue	\$318,586	\$318,586	\$318,586	\$318,586	\$1,274,344
Non DAS Revenues					
Total Non DAS Revenue					
TOTAL DAS AND NON DAS REVENUE	\$318,586	\$318,586	\$318,586	\$318,586	\$1,274,344
Full Time Equivalent (FTE)	2.45	2.45	2.45	2.45	9.80
Prepared by:					Date:
HSA-CO Review Signature: HSA #1					
1107171					

Program: Community Services								,	Appendix B, Page 2
			Sa	alaries & B	enefits Detail				
									(Total)
DAS Salaries & Benefits	Agency 1	otals	HSA Pro	gram	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	T	% FTE funded by HSA	Adjusted			5		5
Position Title	FTE	Total FTE	(Max 100%)	FTE	Budgeted Salary				
District Director	\$94,145	0.65	100%	0.65	\$61,194	\$61,194	\$61,194	\$61,194	\$244,776
Coordinator	\$49,920	1.00	100%	1.00	\$49,920	\$49,920	\$49,920	\$49,920	\$199,680
Group Exercise	\$88,442	0.25	100%	0.25	\$22,146	\$22,146	\$22,146	\$22,146	\$88,584
Administrative Assistant	\$48,152	0.55	100%	0.55	\$26,484	\$26,484	\$26,484	\$26,484	\$105,936
Totals	\$280,659	2.45	400%	2.45	\$159,744	\$159,744	\$159,744	\$159,744	\$638,976
Fringe Benefits Rate	33%								
Employee Fringe Benefits	\$92,702				\$52,763	\$52,763	\$52,763	\$52,763	\$211,052
Total DAS Salaries and Benefits	\$373,361				\$212,507	\$212,507	\$212,507	\$212,507	\$850,028
HSA #2									

Program: Community Services					Appendix B, Page 3			
Operating Expense Detail								
	7/1/23 - 6/30/24	7/1/23 - 6/30/24 7/1/24 - 6/30/25 7/1/25 - 6/30/26 7/1/26 - 6/30/27						
DAS Operating Expenses								
Expenditure Category								
Rental of Property								
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$1,200	\$1,200	\$1,200	\$1,200	\$4,800			
Office Supplies, Postage	ψ1,200	ψ1,200	Ψ1,200	ψ1,200	Ψ+,000			
Building Maintenance Supplies and Repair								
Printing and Reproduction								
Insurance	\$3,185	\$3,185	\$3,185	\$3,185	\$12,740			
Staff Training	ψο, .σο	ψο,σο	ψο,σο	ψο,σσ	<u> </u>			
Staff Travel								
Rental of Equipment								
<u>Consultants</u> Extended Learning Classes	\$43,680	\$43,680	\$43,680	\$43,680	\$174,720			
<u>Other</u>								
Bus Transportation	\$3,600	\$3,600	\$3,600	\$3,600	\$14,400			
Entrance Fee	\$2,500	\$2,500	\$2,500	\$2,500	\$10,000			
Program Supplies	\$3,600	\$3,600	\$3,600	\$3,600	\$14,400			
Food and Beverage	\$4,300	\$4,300	\$4,300	\$4,300	\$17,200			
Community Workshops	\$2,459	\$2,459	\$2,459	\$2,459	\$9,836			
Total DAS Operating Expenses	\$64,524	\$64,524	\$64,524	\$64,524	\$258,096			
HSA #3								

APPENDIX F - SITE CHART

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

AGENCY: YMCA of San Francisco - Stonestown Family YMCA Parkmerced; Mission YMCA; Stonestown Family YMCA Annex; Bayview Hunters Point YMCA (Huntersview); Buchanan YMCA Main Facility; Richmond District YMCA Main Facility (Argonne Clubhouse); Chinatown YMCA (Broadway Cove) FISCAL YEAR: 07/2023-06/2027

CONTRACT: Community Services RFP 1060

PHONE NO.: 415-242-7115 DIRECTOR: Danielle Fuentes

SITES: Name of Site	Stonestown Family YMCA Parkmerced	Mission YMCA	Stonestown Family YMCA Annex	Bayview Hunters Point YMCA	Huntersview
Address and Zip	3711 19 th Avenue San Francisco, CA 94132	4080 Mission St. San Francisco CA 94112	3150 20 th Avenue San Francisco, CA 94132	1601 Lane St, 94124 415-822-7728	1101 Fairfax Ave, 94124
Phone Number	415-301-5309	415-586-6900	415-242-7135		415-###-####
Fax Number	N/A		415-731-1456	415-822-7769	415-###-####
Neighborhood	District 7; Parkside	District 11	District 4; Parkside	Bayview	Bayview
Muni Line #s	M,K,28,28x,29, 18	14, 49, 23, N	M,K,28,28x,29, 18	T, 54, 44, 23	19, 54
Person in Charge	Danielle Fuentes	Karla Diaz	Danielle Fuentes	Tacing Parker	Tacing Parker
Site Manager	Anthony (Tony) Ortiz	Hazel Barry	Jazmin Aizpuru	Demetrius Durham	Nicole Yarbrough
Programs Offered at Site	Group Exercise, Social Programming, Lectures, etc	Group Exercise, Social Programming, workshops, art classes, 1 on 1 tech support, Congregate Meal Program, food pantry, & health screenings.	Group Exercise, Social Programming, Lectures, Computer Lab, Congregate Meal Program, Tax Assistance, etc	Lunch & Learn Group Exercise Excursions Volunteer Opportunities	Group Exercise Excursions Workshops
Days Open	XMon XTues Wed XThur XFri Sat Sun	XMon XTues X_Wed X_Thur X_Fri Sat _Sun	XMon XTues X Wed X Thur X Fri Sat Sun	XMonXTues XWedXThur XFriXSat Sun	_xMonTues _xWedThur _xFriSat Sun
Hours Open	Monday, Tuesday, Thursday, Friday 9:30am- 5pm	Monday-Friday 8am-5pm *some programs extend past closed hours	Monday-Friday 8am-3pm *some programs extend past closed hours	M-F 8am-4pm Sa 8am-3:30pm	10am-5PM
Hours of <u>scheduled</u> programming	Monday, Tuesday, Thursday, Friday 10am- 5pm	Monday-Friday 8:30am- 3pm *some programs extend past closed hours	Monday-Friday 8:30am- 3pm *some programs extend past closed hours	10am-12pm & 1pm-3pm	10am-12pm
Total number of service days in FY	215 days; minus holidays or shutdown	265 days; minus holidays or shutdown	265 days; minus holidays or shutdown		
Days closed	Wednesday, Saturday, Sunday, Holidays	Saturday, Sunday, Holidays	Saturday, Sunday, Holidays	Sunday	Saturday, Sunday (open some weekends)
ADA Accessible	X_YesNo	<u>XYesNo</u>	X_YesNo	_XYesNo	XYesNo

APPENDIX F - SITE CHART

Human Services Agency, Department of Disability and Aging Services, Office of Community Partnerships
AGENCY: YMCA of San Francisco - Stonestown Family YMCA Parkmerced; Mission YMCA; Stonestown Family YMCA Annex; Bayview Hunters Point YMCA (Huntersview); Buchanan YMCA Main Facility; Richmond District YMCA Main Facility (Argonne Clubhouse – Proposed Site); Chinatown YMCA (Broadway Cove)

FISCAL YEAR: 07/2023-06/2027

CONTRACT: Community Services RFP 1060

PHONE NO.: 415-242-7115 DIRECTOR: Danielle Fuentes

SITES:	Buchanan YMCA	Richmond YMCA	Argonne Clubhouse	Chinatown YMCA	Broadway Cove
Name of Site					
Address and Zip	1530 Buchanan Street San Francisco, CA 94115	360 18 th Avenue San Francisco, CA 94121	463 18 th Avenue San Francisco, CA 94121	865 Sacramento Street San Francisco, CA 94108	760 Front Street San Francisco, CA 94115
Phone Number	415-931-9622	415-666-9622	415-666-9622	415-576-9622	
Fax Number	N/A	N/A	N/A	N/A	N/A
Neighborhood	District 5-Western Addition	District 1-Richmond	District 1-Richmond	District 3-Chinatown	District 3-North Beach
Muni Line #s	2, 5,5R,22,38,38R	1,1X,2,5,5R,28,29,31,38, 38R	1,1X,2,5,5R,28,29,31,38, 38R	1,30,8,T	1,8,12
Person in Charge	Suzanne Medina	Danielle Fuentes	Danielle Fuentes	Andy Chu	Andy Chu
Site Manager	Joshua Pisciotta	Anthony (Tony) Ortiz	Anthony (Tony) Ortiz		
Programs Offered at Site	TBD if awarded: Group Exercise, Social Programming, Guest Speakers, Luncheons, enrichment activities, fieldtrips	Group Exercise, Social Programming, Lectures, Exercise Equipment, Sauna	Group Exercise, Social Programming	Group Exercise, Cooking Together, field trips, food bank, ESL classes, service connection, technology workshops, health and educational workshops, arts and crafts, bingo, celebration events	Group Exercise, service connection, technology workshops, arts and crafts, celebration events
Days Open	X_Mon X_Tues X_Wed X_Thur X_Fri X_Sat (occasion) _Sun	X_Mon X_Tues X_Wed X_Thur X_Fri X_Sat Sun	XMon XTues XWed XThur XFri Sat Sun	XMon XTues XWed XThur XFri Sat Sun	XMon XTues XWed XThur XFri Sat Sun
Hours Open	Monday-Friday 9am-5pm	Monday – Friday 5:30am to 9:00pm Saturday 7:30am -7:00 pm	TBD: proposed time	8am to 8pm	10 am to 5 pm
Hours of <u>scheduled</u> programming	Monday-Friday 9am-5pm	Monday-Friday 9am-5pm	Monday-Friday 9am- 12pm	Monday-Friday: 9am-2pm	Monday & Wednesday, 10am-12 pm
Total number of service days in FY	260 days; minus holidays or shutdown	250 days; minus holidays or shutdown	185 days; minus holidays or shutdown		
Days closed	Most Saturdays, Sunday, Holidays	Saturday, Sunday, Holidays (2 weeks in December)	185 days; minus holidays or shutdown	Sundays	Saturdays and Sundays
ADA Accessible	<u>X</u> YesNo	<u>X</u> YesNo	<u>XYesNo</u>	<u>x</u> YesNo	<u>X</u> YesNo