



SAN FRANCISCO
HUMAN SERVICES AGENCY

Department of Benefits
and Family Support

Department of Disability
and Aging Services

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



London Breed
Mayor

Trent Rhorer
Executive Director

MEMORANDUM

TO:	HUMAN SERVICES COMMISSION				
THROUGH:	TRENT RHORER, EXECUTIVE DIRECTOR				
FROM	ANNA PINEDA, DEPUTY DIRECTOR ESPERANZA ZAPIEN, DIRECTOR OF CONTRACTS				
DATE:	OCTOBER 26, 2023				
SUBJECT	NEW GRANTS: VARIOUS PROVIDERS (see table page 2) FOR THE PROVISION OF HOUSING ASSISTANCE AND INTENSIVE CASE MANAGEMENT FOR UKRANIANS PROGRAM				
TERM(S)	November 1, 2023 to September 30, 2024				
AMOUNTS:	See table page 2				
<u>Source</u> Funding	<u>County</u>	<u>State</u>	<u>Federal</u> \$1,964,676	<u>Contingency</u> \$196,468	<u>Total</u> \$2,161,144
Percentage			100%		100%

DS
EL

The Department of Benefits and Family Support (BFS) requests authorization to enter into two new grants to provide housing assistance and intensive case management for Ukrainians for the period of November 1, 2023 through September 30, 2024, in an amount of \$1,964,676 plus a 10% contingency for a total amount not to exceed \$2,161,144. The purpose of these grants is to provide housing and utility assistance administration, as well as intensive case management services, to currently-housed eligible Ukrainian populations and other non-Ukrainian individuals displaced from Ukraine.

<u>GRANTEE</u>	<u>Services</u>	<u>Annual Amount</u>	<u>Contingency</u>	<u>Not to exceed</u>
Arriba Juntos	Intensive Case Management	\$499,676	\$49,968	\$549,644
Mission Neighborhood Centers	Housing Assistance Administration	\$1,465,000	\$146,500	\$1,611,500
TOTAL		\$1,964,676	\$196,468	\$2,161,144

Background

In February 2022, an estimated 4.6 million Ukrainians fled their country after Russia invaded Ukraine. On April 21, 2022, the Department of Homeland Security announced the Uniting for Ukraine (U4U) Program, which provides a pathway for Ukrainian citizens and immediate family members (i.e., spouses and children) to enter the United States as Humanitarian Parolees. The California Department of Social Services (CDSS) Refugee Programs Bureau (RPB) developed the Housing Assistance for Ukrainians (HAU) Program to support the transition of recent Ukrainian newcomers to long-term housing in California.

Services to be Provided

Mission Neighborhood Centers (MNC) will recruit and screen potential participants, and then conduct assessments to identify eligible HAU expenses for program participants. MNC will issue payments for approved eligible HAU expenses including back rent, debt to utility companies, current rent subsidies, and other costs per HAU guidelines and approved by HSA.

Arriba Juntos (AJ) will provide direct intensive case management services to support applicants' progress towards employment and self-sufficiency. AJ will also provide social adjustment linkages and workshops that allow participants to understand and effectively utilize available services.

Selection

Grantees were selected through Request for Proposals #1125, which was competitively bid in August 2023.

Funding

Funding for this grant is provided by Federal funds.

ATTACHMENTS

Arriba Juntos - Appendix A – Services to be Provided

Arriba Juntos - Appendix B – Budget

Mission Neighborhood Center - Appendix A – Services to be Provided

Mission Neighborhood Center -Appendix B – Budget

Appendix A
Housing Assistance for Ukrainians Program - Intensive Case Management Services
Services to be provided by
Arriba Juntos
November 1, 2023 to September 30, 2024

I. Purpose

The Grantee will provide housing support services to currently housed eligible Ukrainian populations and other non-Ukrainian individuals displaced from Ukraine and receiving direct housing and/or utility assistance through the Housing Assistance for Ukrainians (HAU) program. The California Department of Social Services (CDSS) Refugee Programs Bureau (RPB) developed the Housing Assistance for Ukrainians (HAU) Program to support the transition of recent Ukrainian newcomers to long-term housing in California. Services will include intensive case management, connection to benefits and services at the Human Services Agency, and referrals to community based organizations to help them achieve economic and socio-cultural self-sufficiency as soon as possible.

II. Definitions

Asylees	Individuals who travel to the United States as victims of persecution and then apply for asylum Note: Applicants for asylum are not eligible until asylum status is actually granted
CAAP	County Adult Assistance Programs
CalFresh	Formerly known as Food Stamps. A federal public assistance program that helps children and low-income households improve their diets by providing access to a nutritious diet.
CalWORKs	California Work Opportunity and Responsibility to Kids welfare-to-work program for families receiving Temporary Aid to Needy Families (TANF) cash aid.
HAU	Housing Assistance for Ukrainians
Non-aided refugees	Non-aided refugees or asylees who primarily have been in the United States for 60 months or less
ORR	Office of Refugee Resettlement, the federal agency that provides Refugee Support Services to state agencies
Refugees	Individuals who are unable to return to their countries due to persecution or fear of persecution on account of race, religion, nationality, political opinion, or social group

RPB	Refugee Programs Bureau, division of the CDSS that coordinates services to vulnerable populations including refugees
SFHSA	San Francisco Human Services Agency, also HSA or the Department
Special Immigrant Visa (SIV)	Immigration Status given to Iraqis and Afghans who were employed by or assisted the U.S. Armed Forces for translation and interpreter services.
Unaccompanied Minors	Unaccompanied Alien Children apprehended at the Southwest border by the Department of Homeland Security's (DHS) Customs and Border Protection (CBP). When UAC receive eligibility letters from the federal Office of Refugee Resettlement, they are eligible for federal benefits and services as human trafficking victims.
ZixCorp	An Email Encryption and Email Data Loss Prevention system

III. Target Population

The target population is Ukrainians who came to the United States independently as well as those processed under the United for Ukraine Program and referred by HSA. Categories of ORR-eligible Ukrainian populations and other non-Ukrainian individuals displaced from Ukraine include:

- Citizens or nationals of Ukraine who the Department of Homeland Security (DHS) has paroled into the United States between February 24, 2022, and September 30, 2023, due to urgent humanitarian reasons or for significant public benefit, known as Ukrainian Humanitarian Parolees (UHPs).
- Non-Ukrainian individuals who last habitually resided in Ukraine, who DHS has paroled into the United States between February 24, 2022, and September 30, 2023, due to urgent humanitarian reasons or for significant public benefit, known as Non-Ukrainian Humanitarian Parolees (NUHPs).
- A spouse or child of an individual described above who is paroled into the United States after September 30, 2023.
- A parent, legal guardian, or primary caregiver of an unaccompanied refugee minor or an unaccompanied child described above.

IV. Description of Services

A. Referral and Enrollment

1. Accept referrals of eligible participants by HSA.
2. May also recruit potential participants that meet the eligibility requirements of the program and refer them to HSA.
3. Provide language capacity for services mirroring the needs of the target population.

B. Intensive Case Management Services

1. Provide direct case management services to the target population. Case management should support applicants' progress towards employment and self-sufficiency.
2. Plan and coordinate social adjustment and cultural orientation educational workshops geared towards the target population.
3. Provide social adjustment linkages for the target population that allow participants to understand and effectively utilize available services. This could include educating participants on the SFGH Refugee Clinic, skills training, management of personal finances, housing, health, education, human relations, conflict resolutions, cultural orientation, citizenship activities and family life issues.
4. Ensure effective coordination with project partners and other agencies. This could include direct referrals to services at other agencies.

C. Location and Time of Services

Services will be provided at 1850 Mission St., San Francisco, CA 94103.

Time of Services is Open Entry and program services are conducted Mon-Fri between the hours of 8:30AM to 5:00PM

D. Service Objectives

Provide intensive case management services to 130 households.

E. Outcome Objectives

1. 80% of families will remain engaged in case management services 3 months after enrollment.
2. A minimum of 50% of households served shall complete a Client Satisfaction Survey.
3. 80% of clients participating in the Client Satisfaction Survey will rate services as "Excellent" or "Good". Grantees should include the following standardized questions: "How would you rate the Housing Assistance for Ukrainians Program overall?", "How would you rate staff responsiveness and follow-through with issues?", The options should be "Excellent", "Good", "Fair" and "Poor". This survey will be conducted by the contracted provider according to HSA guidelines.

F. Reporting Requirements

- A. HSA will generate monthly reports from Launchpad database by the 10th day following the reporting month. Grantee must review and make Launchpad data corrections in a timely manner.
Reports shall contain the following data:
 - Number of referrals, enrollments, and exits
 - Number active or currently enrolled as of the last day of the month
- B. Supporting documentation for the numbers presented in the reports must be maintained by the Grantee for a period of three years and must be available for auditing by the Department. Participant files shall be kept in a secure and confidential location at all times.
- C. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in the Service and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will submit the report to the Program Monitor by the 15th of the month following the end of the program year.

- D. Written communication that contains client confidential information shall be transmitted through a secured method approved by HSA or by using ZixCorp.
- E. Grantee will provide ad hoc reports as requested by HSA.
- F. Grantee will collect SOGI information and report data results in CARBON on a semi-annual basis.

G. For assistance with reporting requirements or submission of reports, contact
Andy Beetley-Hagler, Program Monitor
Welfare to Work Services
(415) 557-5278
andy.beetley@sfgov.org

or

Leslie Lau, Contract Manager, GB11
Office of Contract Management
(415) 355-3697
leslie.lau1@sfgov.org

G. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of documentation of client eligibility and reported client progress towards meeting service and outcome objectives, participant case files, training curricula, and program policies and procedures.
- 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 American Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	E
1	<div>Appendix B page 1</div> <div>HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM</div>		
2			
3			
4			
5	Name		
6	ARRIBA JUNTOS Nov 1, 2023 - Sept 30, 2024		
7	(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>		
8	If modification, Effective Date of Mod. No. of Mod.		
9	Program: RFP 1125 CASE MANAGEMENT FOR UKRANIANS PROGRAM		
10	Budget Reference Page No.(s)		
11	Program Term	11/1/23-9/30/24	Total
12	Expenditures		
13	Salaries & Benefits	\$355,701	\$355,701
14	Operating Expense	\$78,800	\$78,800
15	Subtotal	\$434,501	\$434,501
16	Indirect Percentage (%)	15%	\$0
17	Indirect Cost (Line 16 X Line 15)	\$65,175	\$65,175
18	Capital Expenditure	\$0	\$0
19	Total Expenditures	\$499,676	\$499,676
20	HSA Revenues		
21	Federal	\$499,676	\$499,676
22			
23			
24			
25			
26			
27			
28			
29	TOTAL HSA REVENUES	\$499,676	\$499,676
30	Other Revenues		
31			
32			
33			
34			
35			
36	Total Revenues	\$499,676	\$499,676
37	Full Time Equivalent (FTE)		
39	Prepared by:	Date	
40	HSA-CO Review Signature: _____		
41	HSA #1	10/25/2016	

	A	B	C	D	E	F	I
1	Appendix B page 2						
2							
3							
4							
5							
6							
7	Salaries & Benefits Detail						
8							
9							
10	11/1/23-9/30/24						
11		Agency Totals		HSA Program		DHS Program	TOTAL
12	POSITION TITLE	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	
13	Director of Programs	\$64,480	1.00	15%	0.15	\$9,672	\$9,672
14	Program Coordinator	\$60,320	1.00	50%	0.50	\$30,160	\$30,160
15	Lead Case Manager/Emp Specialist	\$58,240	1.00	100%	1.00	\$58,240	\$58,240
16	Case Manager/Emp Specialist 1	\$52,000	1.00	100%	1.00	\$52,000	\$52,000
17	Case Manager/Emp Specialist 2	\$52,000	1.00	100%	1.00	\$52,000	\$52,000
18	Case Manager/Emp Specialist 3	\$52,000	1.00	100%	1.00	\$52,000	\$52,000
19					-		
30	TOTALS		6.00	465%	4.65	\$254,072	\$254,072
31							
32	FRINGE BENEFIT RATE	40%					
33	EMPLOYEE FRINGE BENEFITS					\$101,629	\$101,629
34							
35							
36	TOTAL SALARIES & BENEFITS	\$0				\$355,701	\$355,701
37	HSA #2						10/25/2016

	A	B	C	D	E	J	K
1	Appendix B page 3						
2							
3							
4	Program Name: CASE MANAGEMENT FOR UKRANIANS PROGRAM						
5	(Same as Line 9 on HSA #1)						
6							
7	Operating Expense Detail						
8							
9							
10							
11	TOTAL						
12	Expenditure Category	TERM 11/1/23-9/30/24					
13	Rental of Property						
14	Utilities(Elec, Water, Gas, Phone, Garbage)	\$22,490					\$ 22,490.00
15	Office Supplies, Postage	\$8,840					\$ 8,840.00
16	Building Maintenance Supplies and Repair	\$15,080					\$ 15,080.00
17	Printing and Reproduction	\$4,160					\$ 4,160.00
18	Insurance	\$7,150					\$ 7,150.00
19	Staff Training						
20	Staff Travel-(Local & Out of Town)	\$3,380					\$ 3,380.00
21	Rental of Equipment	\$11,700					\$ 11,700.00
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE						
23							
24							
25							
26							
27							
28	OTHER						
29							
30	Educational Workshops	\$6,000					\$ 6,000.00
31							
32							
33							
34							
35	TOTAL OPERATING EXPENSE	\$78,800					\$78,800
36							
37	HSA #3						10/25/2016

Appendix A
Housing Assistance for Ukrainians Program – Housing Assistance Administration
Services to be provided by
Mission Neighborhood Centers
November 1, 2023 to September 30, 2024

I. Purpose

The Grantee will provide housing and utility assistance administration services to currently housed eligible Ukrainian populations and other non-Ukrainian individuals displaced from Ukraine. The California Department of Social Services (CDSS) Refugee Programs Bureau (RPB) developed the Housing Assistance for Ukrainians (HAU) Program to support the transition of recent Ukrainian newcomers to long-term housing in California. Services will include referral, enrollment, and assessment of participants, as well as issuing payments for HAU expenses including rental and utility subsidies.

II. Definitions

Asylees	Individuals who travel to the United States as victims of persecution and then apply for asylum Note: Applicants for asylum are not eligible until asylum status is actually granted
CAAP	County Adult Assistance Programs
CalFresh	Formerly known as Food Stamps. A federal public assistance program that helps children and low-income households improve their diets by providing access to a nutritious diet.
CalWORKs	California Work Opportunity and Responsibility to Kids welfare-to-work program for families receiving Temporary Aid to Needy Families (TANF) cash aid.
HAU	Housing Assistance for Ukrainians
Non-aided refugees	Non-aided refugees or asylees who primarily have been in the United States for 60 months or less
ORR	Office of Refugee Resettlement, the federal agency that provides Refugee Support Services to state agencies
Refugees	Individuals who are unable to return to their countries due to persecution or fear of persecution on account of race, religion, nationality, political opinion, or social group

RPB	Refugee Programs Bureau, division of the CDSS that coordinates services to vulnerable populations including refugees
SFHSA	San Francisco Human Services Agency, also HSA or the Department
Special Immigrant Visa (SIV)	Immigration Status given to Iraqis and Afghans who were employed by or assisted the U.S. Armed Forces for translation and interpreter services.
Unaccompanied Minors	Unaccompanied Alien Children apprehended at the Southwest border by the Department of Homeland Security's (DHS) Customs and Border Protection (CBP). When UAC receive eligibility letters from the federal Office of Refugee Resettlement, they are eligible for federal benefits and services as human trafficking victims.
ZixCorp	An Email Encryption and Email Data Loss Prevention system

III. Target Population

The target population is Ukrainians who came to the United States independently as well as those processed under the United for Ukraine Program and referred by HSA. Categories of ORR-eligible Ukrainian populations and other non-Ukrainian individuals displaced from Ukraine include:

- Citizens or nationals of Ukraine who the Department of Homeland Security (DHS) has paroled into the United States between February 24, 2022, and September 30, 2023, due to urgent humanitarian reasons or for significant public benefit, known as Ukrainian Humanitarian Parolees (UHPs).
- Non-Ukrainian individuals who last habitually resided in Ukraine, who DHS has paroled into the United States between February 24, 2022, and September 30, 2023, due to urgent humanitarian reasons or for significant public benefit, known as Non-Ukrainian Humanitarian Parolees (NUHPs).
- A spouse or child of an individual described above who is paroled into the United States after September 30, 2023.
- A parent, legal guardian, or primary caregiver of an unaccompanied refugee minor or an unaccompanied child described above.

IV. Description of Services

A. Housing and Utility Assistance Administration

1. Referral, Enrollment, and Assessments of participants
 - a. Accept referrals of eligible participants by HSA.
 - b. May also recruit potential participants that meet the eligibility requirements of the program and refer them to HSA.
 - c. Use HSA approved screening tool to identify potential participants.

- d. Conduct assessments to identify eligible HAU expenses for program participants.
- e. Provide language capacity for services mirroring the needs of the target population.
2. Work with participants to identify, gather and coordinate eligible HAU expenses for payment
3. Issue payments for approved eligible HAU expenses including back rent, debt to utility companies, current rent subsidy, and other costs per HAU guidelines and approved by HSA.
4. At least monthly check-in meetings with the households may be conducted in-office, or via phone/video, depending upon the need.
5. Maintain case notes with verification or documentation of financial need (i.e., lease agreements and utility bills, etc.) showing the amount owed or agreed to pay by the applicant or household. If the applicant is not the primary contact on the lease, they must be listed on the lease as an occupant or provide documentation that they live at the identified residence. Documentation provided must include the applicant's name and list their current residence, such as a phone or utility bill with the applicant's name listed.
6. Payments provided will be issued directly to the vendor/third-party.
7. Applicants may receive up to six months of assistance
8. Maintain regular communications with Intensive Case Management Services provider and HSA to ensure coordination of services.

B. Location and Time of Services

Services will be provided at 1329 Evans Ave., San Francisco, CA 94124 and 3031 24th St., San Francisco, CA 94110.

Time of Services is Open Entry and program services are conducted Mon-Fri between the hours of 9:00AM to 5:00PM

C. Service Objectives

Provide housing assistance services to 130 households.

D. Outcome Objectives

1. 95% of families will remain stably housed 3 months after enrollment.
2. A minimum of 50% of households served shall complete a Client Satisfaction Survey.
3. 80% of clients participating in the Client Satisfaction Survey will rate services as "Excellent" or "Good". Grantees should include the following standardized questions: "How would you rate the Housing Assistance for Ukrainians Program overall?", "How would you rate staff responsiveness and follow-through with issues?", The options should be "Excellent", "Good", "Fair" and "Poor". This survey will be conducted by the contracted provider according to HSA guidelines.

E. Reporting Requirements

- A. HSA will generate monthly reports from Launchpad database by the 10th day following the reporting month. Grantee must review and make Launchpad data corrections in a timely manner.

Reports shall contain the following data:

- Number of referrals, enrollments, and exits
 - Number active or currently enrolled as of the last day of the month
 - Detailed housing assistance payment information
- B. Supporting documentation for the numbers presented in the reports must be maintained by the Grantee for a period of three years and must be available for auditing by the Department. Participant files shall be kept in a secure and confidential location at all times.
- C. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in the Service and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will submit the report to the Program Monitor by the 15th of the month following the end of the program year.
- D. Written communication that contains client confidential information shall be transmitted through a secured method approved by HSA or by using ZixCorp.
- E. Grantee will provide ad hoc reports as requested by HSA.
- F. Grantee will collect SOGI information and report data results in CARBON on a semi-annual basis.
- G. For assistance with reporting requirements or submission of reports, contact
 Andy Beetley-Hagler, Program Monitor
 Welfare to Work Services
 (415) 557-5278
andy.beetley@sfgov.org
- or
- Leslie Lau, Contract Manager, GB11
 Office of Contract Management
 (415) 355-3697
leslie.lau1@sfgov.org

F. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of documentation of client eligibility and reported client progress towards meeting service and outcome objectives, participant case files, training curricula, and program policies and procedures.
- 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 American Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	F
1	HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM		
2			
3			
4			
5	Name	Term	
6	MNC Inspiring Success	2023 - 2024	
7	(Check One) New <input checked="" type="checkbox"/> Renewal _____ Modification _____		
8	If modification, Effective Date of Mod. 11/01/2023 No. of Mod. _____		
9	Program: Housing & Resource Center for Ukrainians		
10	Budget Reference Page No.(s)		
11	Program Term	11/01/2023 - 09/30/2024	Total
12	Expenditures		
13	Salaries & Benefits	\$123,028	\$123,028
14	Operating Expense	\$20,450	\$20,450
15	Subtotal	\$143,478	\$143,478
16	Indirect Percentage (%)	15%	\$0
17	Indirect Cost (Line 16 X Line 15)	\$21,522	\$21,522
18	Direct Client Pass-Thru	\$1,300,000	\$1,300,000
19	Total Expenditures	\$1,465,000	\$1,465,000
20	HSA Revenues		
21	Federal Fund	\$1,465,000	\$1,465,000
22			
23			
24			
25			
26			
27			
28			
29	TOTAL HSA REVENUES	\$1,465,000	\$1,465,000
30	Other Revenues		
31			
32			
33			
34			
35			
36	Total Revenues	\$1,465,000	\$1,465,000
37	Full Time Equivalent (FTE)		
39	Prepared by: Aurora Alvarado		Date: 09/01/2023
40	HSA-CO Review Signature: _____		
41	HSA #1		10/25/2016

	A	B	C	D	E	F	I
1	Appendix B, Page 2						
2							
3							
4	Program Name:						
5	Housing & Resource Center for Ukrainians						
6							
7							
8							
9							
10							
11							
		Agency Totals		HSA Program		DHS Program	TOTAL
		Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	11/01/23 to 09/30/24
12	POSITION TITLE						
13	Housing & Resource Specialist	\$70,720	1.00	100%	1.00	\$70,720	\$70,720
14	Homelessness Prevention Specialist	\$70,720	1.00	30%	0.30	\$21,216	\$21,216
15	Program Director	\$131,914	1.00	2%	0.02	\$1,979	\$1,979
16							\$0
17					-		\$0
18					-		\$0
19					-		\$0
20					-		\$0
21					-		\$0
22					-		\$0
23					-		\$0
24					-		\$0
25					-		\$0
26					-		\$0
27					-		\$0
28					-		\$0
29					-		\$0
30	TOTALS		3.00	132%	1.32	93,914.71	93,914.71
31							
32	FRINGE BENEFIT RATE	31%					
33	EMPLOYEE FRINGE BENEFITS					\$29,114	\$29,114
34							
35							
36	TOTAL SALARIES & BENEFITS	\$0				\$123,028	\$123,028
37	HSA #2						10/25/2016

