



**SAN FRANCISCO
HUMAN SERVICES AGENCY**

Department of Benefits
and Family Support

Department of Disability
and Aging Services

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

MEMORANDUM

TO: DISABILITY AND AGING SERVICES COMMISSION

THROUGH: KELLY DEARMAN, EXECUTIVE DIRECTOR

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

DATE: WEDNESDAY, JANUARY 10, 2024 DS
EL

SUBJECT: NEW GRANT: ELDERGIVERS DBA ART WITH ELDER
(NON-PROFIT) TO PROVIDE CREATIVE ARTS FOR
OLDER ADULTS AND ADULTS WITH DISABILITIES

GRANT TERM: 1/1/2024-6/30/2026

GRANT AMOUNT:	New	Contingency	Total
	\$250,000	\$25,000	\$275,000

ANNUAL AMOUNT:	FY23/24	FY 24/25	FY 25/26
	\$50,000	\$100,000	\$100,000



London Breed
Mayor

Trent Rhorer
Executive Director

	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
Funding Source					
FUNDING:	\$250,000			\$25,000	\$275,000
PERCENTAGE:	100%				100%

The Department of Disability and Aging Services (DAS) requests authorization to enter into a new grant agreement with Eldergivers dba Art with Elders during the period of January 1, 2024 through June 30, 2026, in the amount of \$250,000 plus a 10% contingency for a total grant amount not to exceed \$275,000. The purpose of this grant is to support a network of creative arts programs operating at multiple locations in the City.

Background

Following the demonstrated success of the neighborhood-based choir programs, DAS sought proposals for a new creative aging pilot. Features of the neighborhood choir program – which DAS hopes to re-create - include an activity designed to attract and engage participants, flexibility for that activity to reflect the interests of smaller or localized groups, and a centralized administrative structure to ensure some uniformity of experience across multiple program sites. This new program should also create opportunities for social connections while also offering introduction to the wide range of aging and disability services offered in San Francisco.

Through the experience with the neighborhood-based choir programs, DAS learned that a creative arts program in this model could have tremendous impact on program participants. Choir program participants report that participation with their choirs has made them feel more connected with their communities and given them meaningful opportunities to make friends and interact with others. Anyone attending a DAS funded neighborhood choir performance can see the passion and joy of the choir members. With this new funding, DAS hopes to recreate and expand this impact by offering an additional artistic practice appealing to older adults and adults with disabilities.

Through the HSA/DAS procurement process, DAS has identified Art with Elders as a grantee to lead this new creative aging pilot program. Art with Elders has proposed a network of art classes to be provided at multiple locations in the City. Art with Elders first launched their art classes (in 1985) to stem loneliness and social isolation, but soon realized a much broader positive impact on program participants than anticipated.

Services to be Provided

Through this grant, Eldergivers dba Art with Elders will coordinate and lead weekly 2- hour art classes at 5 locations in the City of San Francisco. The locations are:

- Bob Ross LGBT Senior Center (Castro)
- I.T. Bookman Community Center (OMI)
- YMCA – Stonestown (OMI)
- Curry Senior Center (Tenderloin)
- Online Class (hosted by Community Living Campaign)

Grantee will hire and utilize qualified art instructors with an organized curriculum of instruction. Examples of topics to be covered include fine arts basics (color, perspective, form, composition) and various mediums (pencils, pastels, water colors, acrylics). Cultural relevance of topics and themes to be discussed and explored through the classes are guided by instructors and students. Examples include projects based around the LGBTQ+ experience, artistic traditions of China, the challenges of living with a disability, and immigration. Grantee will purchase and provide supplies for students. Classes are scheduled to run 48 weeks per year and will have 8-12 students per class.

Grantee will additionally coordinate a series of exhibitions each year, providing an opportunity for participants to show their work and participate in artist-led discussions.

Selection

Eldergivers dba Art with Elders was selected through RFP #1127 issued on October 12, 2023.

Funding

This grant is funded through County General Funds.

Attachments

Appendix A – Services to be Provided

Appendix B – Budget

APPENDIX A - SERVICES TO BE PROVIDED BY GRANTEE

Eldergivers dba Art with Elders

Creative Arts for Older Adults and Adults with Disabilities

January 1, 2024 through June 30, 2026

I. Purpose

Grantee will support a network of creative arts programs operating at multiple locations in the City. In addition to practicing and developing art skills, participants in the program shall benefit from opportunities to interact with others, build social networks, and learn more about other program offerings co-located at sites hosting arts programs.

II. Definitions

<u>Term</u>	<u>Definition</u>
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, transferring, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CARBON	Contracts Administration, Reporting and Billing Online System.
Celebration/Gathering	An event inclusive of all arts program participating through this contract which highlights the program, celebrates the accomplishments of the participants, and includes demonstration or exhibition.
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 of the San Francisco Human Services Agency.

Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.
Grantee	Art With Elders (“AWE”)
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. Used by consumers to self-identify their income status and is not used as a means test to qualify for the program.
OCP	Office of Community Partnerships
Older Adult	Person who is 60 years of age or older; used interchangeably with “senior”.
Senior	Person who is 60 years of age or older; used interchangeably with “older adult”.
SF DAS GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
SF-HSA	San Francisco Human Services Agency.
SOGI	Sexual Orientation and Gender Identity; Ordinance No. 159-16 amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (Chapter 104, Sections 104.1 through 104.9).
Socially Isolated	Having few social relationships and few people to interact with regularly.

III. Target Population

Program shall be designed to serve all ethnicities and populations, with focused expertise to serve the following target populations which have been identified as demonstrating the greatest economic and social need:

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

IV. Eligibility for Services

- Resident of San Francisco and
- Person aged 60 and above or
- Person 18 years of age or older with a disability

V. Description of Services

Grantee shall develop and support a network of creative arts programs designed to enhance the connection and engagement of its participants. Participation in the program shall give participant opportunities to meet new people, build social support, and increase a sense of belonging. Services provided by Grantee shall include:

1. Program Structure, Staffing, Training and Support

- Grantee will maintain a detailed description of overall program structure and network, including identification of neighborhoods and specific locations where programs will be operated. This will include information identified in section VI (Location and Time of Services) below.
- Grantee will develop and maintain a detailed staffing structure for provision of this service, including job descriptions, staffing qualifications, hiring and training processes, and use of any program manuals or guides.
- Grantee will develop and implement policies and practices for the recruitment, retention, and utilization of volunteers.

2. Engagement and Cultural Relevance

- Grantee's program design will include policies and practices for consideration and incorporation of cultural relevance for participants, and the selection of subject matter.
- Grantee will develop and implement outreach efforts to recruit and engage current and potential future program participants.
- Grantee program design will ensure it is creating increased opportunities for social interaction and development of social networks among participants.

- Grantee program design will include opportunities for participants to learn about social services and other support programs co-located at Grantee program site, as well as other DAS services.

3. Ongoing Program Operations

- Grantee will develop and maintain a uniform program curriculum, with the frequency and duration of programs. This shall include description of class sizes and structures, materials needed, infrastructure needs, and other assistance to be provided to participants.
- Grantee shall develop and implement policies and practices for enrollment of program participants, including collection of data needed for grant reporting.

4. Program Events

- Grantee program design shall include regular demonstration opportunities for program participants by site, as well as an annual or semi-annual gathering of all participants under this program.
- Grantee shall develop an annual calendar of events and provide notice as soon as available to DAS program analyst.

5. Sustaining Program Interest

- Grantee shall have policies and practices designed to keep ongoing participants engaged in the program.
- These policies and procedures should include organized efforts to gauge interest level and retain program participants as well as identifying channels through which feedback can be gathered and acted upon. This may include use of the annual client survey, which is required for Outcome Objective measurement (see section VIII, below).

VI. Location and Time of Services

Effective January 2024, Grantee will coordinate programs in the following locations:

<u>Neighborhood</u>	<u>Center</u>
Castro	Bob Ross LGBT Senior Center (Openhouse)
Oceanview-Merced Heights-Ingleside	I.T. Bookman Community Center
Oceanview-Merced Heights-Ingleside	YMCA - Stonestown
Online / Virtual Option	Community Living Center (in partnership)
Tenderloin	Curry Senior Center

Program dates and times may vary throughout the contract year. Grantee will work with the Office of Community Partnerships analyst to develop and maintain a regularly updated roster of program locations and schedules.

The above list of programs may be amended based upon notice and agreement between Grantee and Office of Community Partnerships program analyst.

VII. Service Objectives

On an annual basis, Grantee will meet the following service objectives in the noted fiscal years.

For period January 1, 2024 – June 30, 2024

1. Enroll at least **25** unduplicated consumers in the creative arts program.
2. Provide at least **220** hours of hours of programming to participants. Programming is defined as organized and supervised class time.

On an annual basis, starting July 1, 2024:

1. Enroll at least **50** unduplicated consumers in the creative arts program.
2. Provide at least **480** hours of programming to participants. Programming is defined as organized and supervised class time.
3. Coordination and completion of at least **8** public events / exhibits featuring the work of individual site programs. In the event of multiple program sites exhibiting at the same event, each program site participating shall count as one event.
4. Coordination and completion of at least **one** collaborative celebration or gathering inclusive of sites participating in this DAS funded program.

VIII. Outcome Objectives

On an annual basis, the grantee will measure and meet the following outcome objectives. Measurement data shall be collected via a client survey, administered by Grantee. OCP analyst shall provide approval of survey format and administration method in advance of survey administration. Grantee shall ensure a survey response rate of at least 50% of annual contracted unduplicated consumer level for that particular contract year.

1. Participants report learning of new services for older adults and adults with disabilities through their program participation. **Target: 20%**
2. Program participation makes participant feel connected to their community. **Target: 85%**
3. Program participation makes participant feel balanced and peaceful. **Target: 85%**
4. Program participants express their intention to continue participation in the program. **Target: 85%**
5. Program participants report that participation increased opportunities for meaningful interactions with others. **Target: 85%**

IX. Reporting and Other Requirements

1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers using the DAS provided or DAS approved intake form into the SF DAS GetCare database in accordance to DAS policy.
2. Grantee will enter into the SF DAS GetCare Service Unit section all the units of service by the 5th working day of the month for the preceding month.
3. Grantee shall issue a fiscal closeout report at the end of the fiscal year. The Grantee will submit the report to SF-HSA through CARBON system no later than July 31 each grant year.
4. Grantee will provide an annual satisfaction survey report to DAS by March 15 each grant year or a mutually agreed upon date between DAS and the Grantee.
5. Grantee shall develop and deliver a twice per year summary report of SOGI data collected in each grant year as requested by SF-HSA. The due date for submitting the annual summary report is no later than January 10 and July 10 each grant year.
6. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training on an annual basis; Grantee will maintain evidence of staff completion of this training.
7. Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules as applicable. For specific compliance requirements, please refer to Appendices within the Grant Agreement.
8. Grantee will develop and maintain with OCP's approval, an updated site chart using an approved OCP format, with details about the program.
9. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA and/or DAS.

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

Tahir Shaikh, Contract Manager
Office of Contract Management, HSA
Tahir.Shaikh@sfgov.org
(415) 557-6085

and

Lauren Jarrell, Program Analyst
Office of Community Partnerships, DAS
lauren.jarrell@sfgov.org
(415) 416-7222

X. Monitoring Activities

1. Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and

outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on 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; program operation, which includes a review of a written policies and procedures manual of all OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; board of director list; and whether services are provided appropriately according to Sections III-VII.

2. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Name	Term			
Eldergivers dba Art With Elders	FY 24 - FY 24/25 - FY 25/26			
(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>				
If modification, Effective Date of Mod. No. of Mod.				
Program: Creative Arts Program				
Budget Reference Page No.(s)				Total
Program Term	1/1/24-6/30/24	7/1/24-6/30/25	7/1/25-6/30/26	1/1/24-6/30/26
Expenditures				
Salaries & Benefits	\$9,351	\$18,700	\$18,700	\$46,751
Operating Expense	\$34,897	\$69,796	\$69,796	\$174,488
Subtotal	\$44,248	\$88,496	\$88,496	\$221,239
Indirect Percentage (%)	13%	13%	13%	13%
Indirect Cost (Line 16 X Line 15)	\$5,752	\$11,504	\$11,504	\$28,760
Capital Expenditure	\$0	\$0	\$0	\$0
Total Expenditures	\$50,000	\$100,000	\$100,000	\$250,000
HSA Revenues				
General Fund	\$50,000	\$100,000	\$100,000	\$250,000
TOTAL HSA REVENUES	\$50,000	\$100,000	\$100,000	\$250,000
Other Revenues				
In-Kind Contribution Rental of Property	\$2,665	\$5,330	\$5,330	\$13,325
Individual Contributions	\$1,600	\$3,200	\$3,200	\$8,000
Grant Income	\$3,500	\$7,000	\$7,000	\$17,500
Volunteer contributions of labor/time	\$585	\$1,170	\$1,170	\$2,925
Total Other Revenues	\$8,350	\$16,700	\$16,700	\$41,750
Total Revenues	\$58,350	\$116,700	\$116,700	\$291,750
Full Time Equivalent (FTE)				
Prepared by: Jason Varner	Telephone No.: 415-441-2650		Date: 11/1/23	
HSA-CO Review Signature:	_____			
HSA #1	10/25/2016			

Program: Creative Arts Program
 (Same as Line 9 on HSA #1)

Appendix B, Page 2
 12/28/2023

Salaries & Benefits Detail

POSITION TITLE	Agency Totals		HSA Program		1/1/24-6/30/24	7/1/24-6/30/25	7/1/25-6/30/26	1/1/24-6/30/26
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	DHS Program	DHS Program	DHS Program	DHS Program
					Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
<i>Executive Director</i>	\$76,147	0.84	10%	0.08	\$3,198	\$6,396	\$6,396	\$15,990
<i>Director of Operations</i>	\$73,991	0.74	10%	0.07	\$2,738	\$5,475	\$5,475	\$13,688
<i>Exhibitions Director</i>	\$72,243	0.71	10%	0.07	\$2,565	\$5,129	\$5,129	\$12,823
TOTALS	\$222,381	2.29	30%	0.23	\$8,501	\$17,000	\$17,000	\$42,501
FRINGE BENEFIT RATE	10%							
EMPLOYEE FRINGE BENEFITS	\$22,238				\$850	\$1,700	\$1,700	\$4,250
TOTAL SALARIES & BENEFITS	\$244,619				\$9,351	\$18,700	\$18,700	\$46,751
HSA #2								10/25/2016

Program: Creative Arts Program
 (Same as Line 9 on HSA #1)

Appendix B, Page 3
 12/28/2023

Operating Expense Detail

<u>EXPENDITURE CATEGORY</u>	<u>TERM</u>	<u>1/1/24-6/30/24</u>	<u>7/1/24-6/30/25</u>	<u>7/1/25-6/30/26</u>	<u>1/1/24-6/30/26</u>
Utilities(Elec, Water, Gas, Phone, Garbage)		\$54	\$107	\$107	\$268
Building Maintenance Supplies and Repair					\$0
Printing and Reproduction		\$0	\$700	\$700	\$1,400
Insurance		\$436	\$871	\$871	\$2,178
Staff Training		\$750	\$1,500	\$1,500	\$3,750
Staff Travel-(Local & Out of Town)		\$205	\$448	\$448	\$1,101
<u>CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE</u>					
Artist Instructors (teaching, Prep, Data Coll.)		\$13,375	\$26,750	\$26,750	\$66,875
Exhibitions Labor		\$0	\$585	\$585	\$1,170
Accounting and Bookkeeping		\$293	\$364	\$364	\$1,021
Artist Instructor Travel		\$625	\$1,250	\$1,250	\$3,125
Program Manager Contractor		\$17,000	\$34,000	\$34,000	\$85,000
<u>OTHER</u>					
IT Expenses		\$260	\$520	\$520	\$1,300
Art Materials		\$1,900	\$1,000	\$1,000	\$3,900
Exhibition Supplies		\$0	\$1,700	\$1,700	\$3,400
TOTAL OPERATING EXPENSE		\$34,897	\$69,796	\$69,796	\$174,488
HSA #3					10/25/2016