



**SAN FRANCISCO
HUMAN SERVICES AGENCY**

Department of Benefits
and Family Support

Department of Disability
and Aging Services

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



London Breed
Mayor

Trent Rhorer
Executive Director

MEMORANDUM

TO: DISABILITY AND AGING SERVICES COMMISSION

THROUGH: KELLY DEARMAN, EXECUTIVE DIRECTOR

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

DATE: MARCH 6, 2024

SUBJECT: GRANT MODIFICATION: **SELF-HELP FOR THE ELDERLY**
FOR THE PROVISION OF CALFRESH HEALTHY LIVING
PROGRAM

DS
EL

	<u>Current</u>	<u>Modification</u>	<u>Revised</u>	<u>Contingency</u>	<u>Total</u>
GRANT TERM:	07/01/23- 09/30/24	03/01/23- 9/30/24	07/01/23- 09/30/24		
GRANT AMOUNT:	\$403,027	\$138,136	\$541,163	\$54,116	\$595,279
ANNUAL AMOUNT:	<u>FY 22/23</u>	<u>FY 23/24</u>			
	\$117,694	\$423,469			
Funding Source FUNDING:	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
			\$541,163	\$54,116	\$595,279
PERCENTAGE:			100%		100%

The Department of Disability and Aging Services (DAS) requests authorization to modify the existing grant agreement with Self-Help for the Elderly for the period of March 1, 2024 through September 30, 2024, in the additional amount of \$138,136 plus a 10% contingency for a total amount not to exceed of \$595,279. The purpose of this grant is to provide evidence-based nutrition education and multi-level interventions that support the health and wellbeing of older adults living in the community.

Background

DAS receives annual grant funding from the California Department of Aging (CDA) to implement and support CalFresh Healthy Living (CFHL) programming, federally known as the Supplemental Nutrition Assistance Program-Education (SNAP-Ed), for older adults. The CFHL grant supports evidence-based healthy eating and active living interventions and projects through direct education, multi-level interventions, and community and public health approaches to improve nutrition and physical health. The CFHL programming provided through this grant will promote the increased consumption of fruits, vegetables, whole grains, and water; reduced consumption of sugar-sweetened beverages; and encourage physical activity. CalFresh Healthy Living activities shall target CalFresh eligible older adults.

Services to be Provided

Self-Help for the Elderly will oversee and collaborate with community partners to provide educational programs; messaging; and policy, systems, and environmental interventions designed to increase access to healthy food choices and opportunities for physical activity for older adults. The CFHL grant supports the following evidence-based programming:

- Tai Chi for Arthritis and Fall Prevention Program (TCAFP): A disease prevention and health promotion program that utilizes a Tai Chi practice to focus on physical fitness and fall prevention. It is provided virtually and in-person.
- Bingocize: A program designed to increase physical activity and reduce sedentary behavior. Bingocize can increase older adults' functional fitness, knowledge of falls prevention, and social engagement in a variety of settings, including community centers and congregate meal sites.
- Everybody Loves Line Dancing (ELLD): A line dancing curriculum for older adults featuring food demonstrations and nutrition messages.
- Policy, Systems, and Environmental (PSE): An acronym used to refer to strategies that support healthy behavioral changes in the community. Self Help for the Elderly, with DAS OCP guidance, will distribute funding to designated nutrition partners for the purchase of materials and supplies that support healthy eating and encourage physical activities at CalFresh eligible sites.

Modification

The additional funding through this modification will support the subcontractor, Leah's Pantry, to conduct outreach and needs assessment work that will inform future CFHL programming in two neighborhoods with known health inequities. Leah's Pantry will provide free nutrition education workshops to new CFHL partners in the Bayview and Treasure Island neighborhoods and will engage participants in community advisory groups to determine how CFHL might support their communities moving forward. Leah's Pantry will deliver a report at the end of the federal fiscal year that includes survey results and a qualitative analysis from participant advisory group meetings.

The added funding will also support additional Tai Chi and Line Dancing direct education classes, and PSE interventions at CFHL partner sites.

Selection

Self-Help for the Elderly was selected through Request for Proposals (RFP) #1090 issued in April 27, 2023.

Funding

Funding for this grant is provided through 100% Federal Funds.

ATTACHMENTS

Appendix A1-Services to be Provided

Appendix B1- Program Budget

**APPENDIX A1
SERVICES TO BE PROVIDED BY GRANTEE**

**Self-Help for the Elderly
Cal Fresh Healthy Living
July 1, 2023 to September 30, 2024
Modification March 6, 2024**

I. Purpose

The CalFresh Healthy Living (CFHL) Program provides evidence-based nutrition education and obesity prevention services based on United States Department of Agriculture, Food and Nutrition Services guidance. CFHL is also known as the Supplemental Nutrition Assistance Program-Education (SNAP-ED).

CFHL interventions are offered to low-income older adults, age 60 or older, at eligible sites. In addition to direct education, the CFHL program incorporates Policy, Systems, and Environmental change (PSE) approaches to deliver effective, evidence-based nutrition education and obesity prevention programs. The program strives to increase participants' consumption of fruits and vegetables, increase physical activity, reduce time spent in sedentary behaviors, and maintain a healthy weight to reduce the risk of chronic disease. PSE strategies support healthy behavioral changes among older adults in the community.

II. Definitions

Adult Physical Activity Survey (APAS)	An 11-item pre/post questionnaire designed to assess the level of physical activity of older adults. https://pears.io/plan/surveys/15480/
Adult with a Disability	A person 18-59 years of age 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.
Bingocize	An evidence-based program that combines the game of bingo with exercise and/or health education to promote physical activity and reduce sedentary behavior. https://snaped.fns.usda.gov/library/materials/bingocizer-0

CalFresh	A federal food assistance program, funded by the United States Department of Agriculture (USDA) and known federally as the Supplemental Nutrition Assistance Program (SNAP). CalFresh is an entitlement that provides low-income families with electronic benefits that can be used to purchase food at participating markets and food stores.
CalFresh Eligible Curricula	An evidence-based curricula on the CalFresh Healthy Living curriculum list.
CalFresh Eligible Site	Community site providing services to older adults and at least 50 percent (50%) of the participants self-identify as low income
CalFresh Healthy Living (CFHL)	CalFresh Healthy Living, federally known as Supplemental Nutrition Assistance Program-Education (SNAP-Ed), is the largest nutrition education program in the United States. California's CalFresh Healthy Living program strives to improve the health of eligible Californians through education and healthy community changes.
CARBON	Human Service Agency's Contracts Administration Reporting and Billing On-line (CARBON) system.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.
CDSS	California Department of Social Services.
City	City and County of San Francisco, a municipal corporation.
Civil Rights Training	A USDA required course that emphasizes the most important civil rights information designed to support SNAP-Ed work and the communities served. All staff funded by SNAP-Ed, including state and local staff, must complete the Civil Rights training each year. https://cfhlstatewidetraining-leahspantry.talentlms.com/catalog/info/id:304
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
Controller	Controller of the City and County of San Francisco or designated agent.
DAS	San Francisco Department of Disability and Aging Services
Data Card	SNAP-Ed programs are required to collect the following information on each participant at each direct education event: Age, Gender, Race/ethnicity http://www.cdss.ca.gov/inforesources/CalFresh/Supplemental-Nutrition-Assistance-Program-Education/PEARS-User-Resources-and-Reference
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. (CCR Title 22 Sec. 7630)
Everybody Loves Line Dancing (ELLD)	A 6-week line dancing and nutrition education pilot series funded by CalFresh Healthy Living.
Federal Fiscal Year (FFY)	The period that begins October 1 of one year through September 30 of the following year.
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 185% 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	A person who is 60 years of age or older, used interchangeably with the term “senior”.
PEARS (Program Evaluation And Reporting System)	An online system for data collection, evaluation, and reporting of evidence-based Extension and SNAP education programs and interventions. https://pears.oeie.org/
PSE	Policy, Systems, and Environmental. An acronym used to refer to strategies that support healthy behavioral changes among older adults in the community.
Senior	A person who is 60 years of age or older; used interchangeably with the term “older adult”.
SF-HSA	Human Services Agency of the City and County of San Francisco.
SNAP-Ed Plan Guidance	A document published by the USDA that provides instructions for developing and submitting SNAP-Ed plans. It describes the USDA Food and Nutrition Service (FNS) expectations regarding State SNAP-Ed requirements and includes examples of SNAP-Ed programming activities. https://snaped.fns.usda.gov/program-administration/guidance-and-templates
Socially Isolated	Having few social relationships and few people to interact with regularly.
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>).
TCAFP (Tai Chi for Arthritis and Fall Prevention)	An evidence-based physical fitness and fall prevention program. http://taichiforhealthinstitute.org/programs/tai-chi-for-arthritis/ .
USDA	United States Department of Agriculture.
Wiser Dining Initiative	An initiative aimed at providing DAS OCP community nutrition partners with the knowledge and resources focused on increasing their program participants' access to healthy food, beverage, and physical activities.
Walk with Ease (WWE)	A program developed by the Arthritis Foundation. It provides education on successful physical activity for people with arthritis, promotes arthritis self-management, and teaches participants how to walk safely and comfortably.

III. Target Population

This program is designed to serve all ethnicities and populations with focused expertise to promote unique cultural needs, 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

In addition, the grantee will target services for CalFresh eligible low-income older adults living in the City and County of San Francisco.

IV. Eligibility for Services

A person who is 60 years of age or older (older adult).

V. Location and Time of Services

The grantee will provide CalFresh Healthy Living programming in the City and County of San Francisco. The grantee, with approval from DAS OCP, will determine the days and times of CFHL programming.

VI. Description of Services

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

1. Grantee will implement CFHL programming in accordance with the expectations and requirements described in the USDA SNAP-Ed Plan Guidance and as outlined in this Appendix A.

2. Grantee will establish CFHL policies and procedures that align with the CFHL program standards set forth by California Department of Aging and SNAP-Ed Plan Guidance, including but not limited to data card collection, PEARS data submission, consumer grievance and staff training requirements, including annual Civil Rights training.
3. Grantee will coordinate and implement one or more of the following evidence-based physical activity programs at CalFresh eligible sites: Walk with Ease (WWE), Bingocize, Tai Chi for Arthritis and Fall Prevention (TCAFP), and Everybody Loves Line Dancing (ELLD).
4. Grantee will establish and maintain signed agreements to implement and support the following CFHL programming:
 - a. Subcontract performance agreement with a qualified consultant to implement and administer the Wiser Dining Initiative.
 - b. Subcontract performance agreement with a qualified consultant to implement and administer the Everybody Loves Line Dancing pilot.
 - c. Subcontract performance agreement with a qualified consultant to implement and administer community assessment and engagement activities.
 - d. Subcontract performance agreement with DAS OCP approved community-based organizations to implement and administer CFHL PSE programming at CFHL eligible sites.
 - e. Memorandum of understanding with community-based organizations to offer evidence based physical activity programs at CFHL eligible sites.
 - f. Memorandum of understanding with certified trainers to offer evidence based physical activity programs at CFHL eligible sites.
5. Grantee will maintain required documentation to verify eligible CFHL sites. The grantee will develop and maintain a site chart using an approved OCP format with details about the program.
6. Grantee will develop, maintain, and publish a monthly calendar of the evidence based physical activity classes available at CFHL eligible sites.
7. Grantee will coordinate and offer online and in-person trainings for prospective physical activity program instructors, including volunteers and staff of community partners.
8. Grantee will maintain a minimum of thirteen (13) individuals trained and certified in at least one of the evidence-based physical activity programs (i.e., TCAFP, WWE, Bingocize, and ELLD).
9. Grantee will maintain a current list of certified trainers and coordinate evidence based physical activity programing with community partners.
10. Grantee will conduct outreach to promote the evidence based physical activity programs supported through this grant agreement to a diverse target population. Outreach strategies will leverage online media as well as neighborhood-based outreach, which may include activities such as disseminating materials at community meetings, other group settings or special events/fairs and newsletter announcements. Publicity shall include outreach to public and private health clinics/hospitals and adult day centers in the community.
11. Grantee will administer a pre- and post- Adult Physical Activity Survey (APAS) to at least 25% of the older adults participating in the evidence based physical activity programs at SNAP-Ed eligible sites. Grantee will report the pre- and post- APAS results in the Program Evaluation And Reporting System (PEARS).

12. Grantee will collect data as required for CFHL, review data for accuracy and enter the information into PEARS. Grantee shall have written procedures and a reliable email system to assure that all submitted CFHL data is timely, complete, accurate, and verifiable.
13. Grantee and its subcontractor(s) will attend CFHL training/webinars, including data collection, program evaluation, and other meetings required by DAS OCP, in order to perform and meet the standards in this contract.
14. Grantee will administer an annual consumer satisfaction survey to consumers who participate in all CFHL physical activity programs.

VII. Service Objectives

On an annual basis, the grantee will complete the following in the quantities detailed below in Table A:

1. Collaborate with community-based organizations to provide evidence based physical activity programs at **CalFresh eligible sites**.
2. Provide **evidence-based physical activity sessions** using Bingocize, TCAFP, ELLD or other CFHL eligible curricula to **consumers** at CalFresh eligible sites.
3. Collaborate with DAS OCP approved **nutrition program partners** to implement and administer CFHL PSE programming at CalFresh eligible sites.

Table A.	7/1/2023-9/30/2023*	FFY 23-24	Modification	Revised FFY 23-24
Provide evidence based physical activity programs at CalFresh eligible sites.	16 sites	16 sites	+3	19 sites
Provide evidence based physical activity sessions	5 sessions	20 session	+10	30 sessions
Consumers reached	62	250	+50	300
CFHL PSE nutrition program partners	8	8	+1	9
Community Engagement and Assessment Report			+1	1

*7/1/2023-9/30/23 reflects the last three months of the federal fiscal year 22/23.

VIII. Outcome Objectives

1. Consumers rate the quality of services they received as excellent or good. Target: 85%
2. Consumers feel safe and welcomed by program staff. Target: 85%.
3. Consumers demonstrate significant improvement in at least one of the Adult Physical Activity Survey (APAS) measures of physical activity levels. Target: At least one question showing significant difference (P value <5%).

Based on a consumer survey and a sample size of at least twenty-five percent (25%) of the unduplicated consumers who participated in at least one of the evidence-based physical activity programs.

IX. Reporting and Other Requirements

1. Grantee will collect required data for CFHL programming, review data for accuracy and enter the information annually to PEARS by September 30.
2. Grantee shall email the CFHL quarterly data reports to DAS OCP nutritionist for review according to the schedule below. Grantee shall verify and correct all errors identified in the report.

Quarter	Reporting Period	Due Date
Quarter 1	October 1 – December 31	January 15
Quarter 2	January 1 – March 31	April 15
Quarter 3	April 1 – June 30	July 15
Quarter 4	July 1 – September 30	October 1

3. Grantee will email the DAS OCP nutritionist a year-end CFHL data report by September 30 annually each year. The annual report shall include narrative summarizing activities provided during the fiscal year.
4. Grantee will enter the annual outcome objective metrics identified in Section VIII of the Appendix A in the CARBON database by the 15th of the month following the end of the program year.
5. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than October 31 each grant year. Grantee must submit the report in the CARBON system.
6. Grantee shall develop and deliver bi-annual summary reports of SOGI data collected in the year as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are July 10 and January 10.
7. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
8. Grantee shall participate in training and technical assistance provided by CDA, as deemed necessary by DAS.
9. Grantee program staff and its subcontractor(s) will complete the CDA security awareness training module located at https://aging.ca.gov/information_security within thirty (30) days of the start date of this grant agreement, within thirty (30) days of the start date of a new employee, and annually thereafter. The grantee will maintain evidence of staff completion of this training and have an information security policy consistent with DAS OCP policy memorandum.
10. Grantee and its subcontractor(s) shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
11. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
12. Grantee will assure that services delivered are consistent with professional standards for this service.
13. Pursuant to California Department of Aging Requirement, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
14. Grantee will seek approval from DAS OCP for equipment/property purchases through this grant. The threshold for equipment/property is \$5,000 per unit cost. All computing devices, regardless of cost (including, but not limited to: workstations, servers, laptops, personal digital assistants, notebook computers, tablets,

smartphones, and cellphones), and all portable electronic storage media regardless of cost (including, but not limited to: thumb/flash drives and portable hard drives) must be approved by DAS OCP. The grantee will maintain an inventory report and submit the inventory report to HSA-DAS with the closeout report. The grantee will comply with DAS OCP and CDA’s property management standard, notify and consult with DAS in the disposing of property purchased through this grant.

15. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies “Focal Points” which are designed to help older adults connect to services throughout the City. These Focal Points are:

Name	Address	Phone
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-647-5353
OMI Senior Center	65 Beverly St, San Francisco, 94132	415-334-5558
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415.404.2938
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Downtown SF Senior Center	481 O’Farrell St, San Francisco, 94102	415-202-2982
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
South Sunset Activity Center	2601 40th Ave, San Francisco, 94116	415-566-2845
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990
Independent Living Resource Center San Francisco	825 Howard Street, San Francisco, 94103	415 543-6222
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700

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

Leah Walton
 Nutritionist
 DAS OCPEmail:Leah.Walton@sfgov.org

and

Tahir Shaikh
 Contract Manager
 HSA OCMEmail: Tahir.Shaik@sfgov.org

X. Monitoring Activities

1. Program Monitoring: Program monitoring will include review of site 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 service unit reports in the state's online database, 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; and whether services are provided appropriately according to Sections VI and 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, HIPAA compliance, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	F	G	H	I	J
1	Appendix B1, Page 1					
2	Document Date: 2/21/2024					
3	HUMAN SERVICES AGENCY BUDGET SUMMARY					
4						
5	Name			Term		
6	Self Help for the Elderly			7/1/2023-9/30/2024		
7	(Check One) <input type="checkbox"/> New Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/> X					
8	If modification, Effective Date of Mod.			No. of Mod.		
9	Program: Cal Healthy Living Fund					
10	Budget Reference Page No.(s)	Budget	Budget	Modifications	Revised Budget	Total
11	Program Term	7/1/23-9/30/2023	10/1/23-9/30/2024	3/1/24-9/30/2024	10/1/23-9/30/2024	10/1/2023-9/30/2024
12	Expenditures					
13	Salaries & Benefits	\$23,163	\$92,652	\$3,583	\$96,236	\$119,398
14	Operating Expense	\$85,277	\$169,433	\$132,466	\$301,899	\$387,176
15	Subtotal	\$108,440	\$262,085	\$136,049	\$398,135	\$506,574
16	Indirect Percentage (%)					\$0
17	Indirect Cost (Line 16 X Line 15)	\$9,254	\$23,248	\$2,087	\$25,335	\$34,589
18	Capital Expenditure		\$0	\$0		\$0
19	Total Expenditures	\$117,694	\$285,333	\$138,136	\$423,469	\$541,163
20	HSA Revenues					
21						
22	Federal Funding-SNAP-ED	\$117,694	\$285,333	\$138,136	\$423,469	\$541,163
23						
24						
25						
26						
27						
28						
29	TOTAL HSA REVENUES	\$117,694	\$285,333	\$138,136	\$423,469	\$541,162
30	Other Revenues					
31						
32						
33						
34						
35						
36	Total Revenues	\$117,694	\$285,333	\$138,136	\$423,469	\$541,162
37	Full Time Equivalent (FTE)					
39	Prepared by: Leny Nair		Telephone No.: 415-677-7682		Date 2/21/2024	
40	HSA-CO Review Signature: _____					
41	HSA #1 11/15/2007					

	A	B	C	D	E	F	G	H	I	J
1										Appendix B1, Page 2
2										Document Date: 2/21/2024
3										
4	Program Name: Housing									
5	(Same as Line 9 on HSA #1)									
6										
7	Salaries & Benefits Detail									
8										
9										
10										
11						7/1/23-9/30/23	10/1/23-9/30/2024	3/1/24-9/30/2024	3/1/24-9/30/2024	
12		Agency Totals		For HSA Program		For DHS Program	For DHS Program	For DHS Program	For DHS Program	TOTAL
	POSITION TITLE	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	Budgeted Salary	Modifications	Budgeted Salary	1/0/00 to 2/0/00
13	Project Coordinator	\$56,784	100%	100%	100%	\$14,196	\$56,784	\$3,538	\$60,322	\$74,518
14	CS Manager	\$64,480	100%	24%	24%	\$3,900	\$15,600		\$15,600	\$19,500
15										
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30	TOTALS	\$121,264	2.00	1.24	1.24	\$18,096	\$72,384	\$3,538	\$75,922	\$94,018
31										
32	FRINGE BENEFIT RATE	27%								
33	EMPLOYEE FRINGE BENEFITS	\$32,741				\$5,067	\$20,268	\$45	\$20,313	\$25,380
34										
35										
36	TOTAL SALARIES & BENEFITS	\$154,005				\$23,163	\$92,652	\$3,583	\$96,235	\$119,398
37	HSA #2									11/15/2007

	A	B	C	D	I	J	K	L	M	N	O	P	Q
1	Appendix B1, Page 3												
2	Document Date: 7/6/2023												
3													
4	Program Name: Housing												
5	(Same as Line 9 on HSA #1)												
6													
7	Operating Expense Detail												
8													
9													
10													
11					Budget		Budget		Modification		Revised Budget		TOTAL
12	<u>Expenditure Category</u>				TERM: <u>7/1/23-9/30/23</u>		<u>10/1/23-9/30/2024</u>		<u>3/1/24-9/30/2024</u>		<u>10/1/23-9/30/24</u>		<u>7/1/23-9/30/2024</u>
13	Rental of Property										1/0/00		\$0
14	Utilities(Elec, Water, Gas, Phone, Scavenger)										\$0		\$0
15	Office Supplies, Postage				\$500		\$400				\$400		\$900
16	Building Maintenance Supplies and Repair				\$0						\$0		\$0
17	Printing and Reproduction				\$200		\$600				\$600		\$800
18	Insurance				\$470		\$2,460				\$2,460		\$2,930
19	Staff Training				\$0						\$0		\$0
20	Staff Travel-(Local & Out of Town)				\$400		\$118				\$118		\$518
21	Rental of Equipment				\$0						\$0		\$0
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE												
23													
24	Stipends-Tai-Chi; Bingocize;Walk w/Ease				\$14,070		\$18,000		\$14,743		\$32,743		\$46,813
25	PSE Works (2436/site x33 sites) 8 Cong Nutr prog				\$36,936		\$58,218		\$22,190		\$80,408		\$117,344
26	TaiChi Arthritis & Fall Prevention Leader Training				\$0		\$5,000				\$5,000		\$5,000
27	Bingocize Leader Training (\$250x6)				\$600		\$900				\$900		\$1,500
28	PSE Works for Priority Populations(\$4000x6)				\$15,000		\$46,555		(\$22,555)		\$24,000		\$39,000
29	Leah's Pantry-Wiser Dining(13x2000 & Line Dancing (4x\$900)				\$15,700		\$29,600				\$29,600		\$45,300
30	OTHER												
31	Calfresh Healthy Living Forum						\$2,982		(\$994)		\$1,988		\$1,988
32	Program Materials for TaiChi & Bingocize classes				\$1,000		\$4,600		\$3,900		\$8,500		\$9,500
33	ELLD Training				\$0								\$0
34	Bingo License				\$400								\$400
35	Leah's Pantry (Community Engagement Activities								\$115,182		\$115,182		\$115,182
36													
37													
38													
39													
40	TOTAL OPERATING EXPENSE				\$85,277		\$169,433		\$132,466		\$301,899		\$387,176
41													
42	HSA #3												11/15/2007