



**MEMORANDUM**

**TO:** DEPARTMENT OF DISABILITY AND AGING SERVICES COMMISSION

**THROUGH:** KELLY DEARMAN, EXECUTIVE DIRECTOR

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

**DATE:** WEDNESDAY, APRIL 2, 2025

**SUBJECT:** GRANT MODIFICATION: **Self-Help for the Elderly (NON-PROFIT)** TO PROVIDE CALFRESH HEALTHY LIVING PROGRAM

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|                                | <u>Current</u>            | <u>Modification</u>   | <u>Revised</u>              | <u>Contingency</u>             | <u>Total</u>              |
|--------------------------------|---------------------------|-----------------------|-----------------------------|--------------------------------|---------------------------|
| <b>GRANT TERM:</b>             | 10/01/24<br>9/30/25       | 04/01/25<br>09/30/25  | 10/01/24<br>9/30/25         |                                |                           |
| <b>GRANT AMOUNT:</b>           | \$419,572                 | \$120,093             | \$539,665                   | \$53,967                       | \$593,632                 |
| <b>MODIFIED ANNUAL AMOUNT:</b> | FY 24/25<br>\$404,749     | FY 25/26<br>\$134,916 |                             |                                |                           |
| <b>FUNDING SOURCE:</b>         | <u>County</u><br>\$10,587 | <u>State</u>          | <u>Federal</u><br>\$529,078 | <u>Contingency</u><br>\$53,967 | <u>Total</u><br>\$593,632 |
| <b>PERCENTAGE:</b>             | 2%                        |                       | 98%                         |                                | 100%                      |

The San Francisco Department of Disability and Aging Services (DAS) requests authorization to modify the existing grant with Self-Help for the Elderly for the period of April 1, 2025 to September 30, 2025, in the additional amount of \$120,093 plus a 10% contingency for a revised total amount not to exceed \$593,632. The purpose of this modification is to expand the program's reach by providing additional evidence-based nutrition education and multi-level interventions, supporting the health and well-being of older adults living in the community. Additionally, the modification includes the FY 2024-25 Cost of Doing Business (CODB) adjustment.

**Background**

DAS receives annual grant funding from the California Department of Aging (CDA) to implement CalFresh Healthy Living (CFHL) programming, federally known as the Supplemental



Nutrition Assistance Program-Education (SNAP-Ed), for older adults. This year, DAS has received additional funding from CDA to expand CFHL services for older adults eligible for or receiving CalFresh benefits. The CFHL grant supports evidence-based interventions promoting healthy eating and active living through direct education, multi-level interventions, and public health approaches. These programs aim to increase the consumption of fruits, vegetables, whole grains, and water, reduce sugar-sweetened beverages, and encourage physical activity.

### 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 (PSE) 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.
- Food Smarts for Adults: A learner-centered cooking and nutrition curriculum that aligns with trauma-informed principles and the most recent Dietary Guidelines for Americans.
- Around the Table: Nourishing Families: A nutrition curriculum designed to build food, nutrition, and cooking literacy, while integrating social emotional learning and using trauma-sensitive facilitation. Designed for older adults with youth in their household, this curriculum includes explorations of personal relationships with food and healthy coping and self-nourishment skills.
- Body Connection (Pilot): A series of six 30-minute mindful movement lessons designed to build a foundation for intrinsically-motivated care and nourishment of one's own body. Included as part of a nutrition workshop or cooking demonstration. This series is going through evidence-based testing under the CFHL program.
- Policy, Systems, and Environmental Efforts: Changes that enhance access to healthy food, beverage, and physical activities. 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.

Under this modification, Self-Help for the Elderly will provide an additional \$108,506 to its subcontractor, Leah's Pantry, to expand evidence-based programming for older adults living in the community, with a particular focus on increasing their reach in the Western Addition neighborhood

of San Francisco in Supervisorial District 5. They will also allocate an additional \$1,000 to their Tai Chi training budget to cover increased training costs, and the remaining \$10,587 will be used for the FY 24-25 Cost of Doing Business (CODB) adjustments.

### Selection

The grantee was selected through RFP #1090 issued on April 27, 2023.

### Funding

Funding for this grant is provided through Federal and County General funds.

### Attachments

Appendix A-1, Scope of Services

Appendix B-1, Budget

**APPENDIX A-1  
SERVICES TO BE PROVIDED BY GRANTEE**

**Self-Help for the Elderly  
CalFresh Healthy Living  
October 1, 2024 to September 30, 2025**

**Modification: April 1, 2025**

**I. Purpose**

CalFresh Healthy Living (CFHL) is a California program that provides nutrition education and obesity prevention services to individuals eligible for or receiving CalFresh benefits (California's Supplemental Nutrition Assistance Program, or SNAP). The program promotes healthy eating, physical activity, and overall healthy lifestyles through direct education and Policy, Systems, and Environmental (PSE) strategies. The Department of Disability and Aging Services (DAS) specifically offers CFHL programming for older adults.

**II. Definitions**

|                                       |   |
|---------------------------------------|---|
| Adult Physical Activity Survey (APAS) | A 3-item pre/post questionnaire designed to assess the level of physical activity of older adults. Can be combined with the Food Behavior Checklist when indicated.   |
| Adult with a Disability               | A person 18-59 years of age with a disability.  |
| Around the Table: Nourishing Families | A nutrition curriculum designed to build food, nutrition, and cooking literacy, while integrating social emotional learning and using trauma-sensitive facilitation. Designed for older adults with youth in their household, this curriculum includes explorations of personal relationships with food and healthy coping and self-nourishment skills.<br><a href="https://leahspantry.org/programs/around-the-table/">https://leahspantry.org/programs/around-the-table/</a>  |
| At Risk of Institutionalization       | To be considered at risk of institutionalization, a person must have, at a minimum, one of the following:<br>1) functional impairment in a minimum of two Activities of Daily Living: eating, dressing, transferring, bathing, toileting, grooming; or<br>2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or<br>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: 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.<br><a href="https://snaped.fns.usda.gov/library/materials/bingocizer-0">https://snaped.fns.usda.gov/library/materials/bingocizer-0</a>  |
| Body Connection                       | A series of six 30-minute mindful movement lessons designed to build a foundation for intrinsically-motivated care and  |

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|                                | nourishment of one’s own body. Included as part of a nutrition workshop or cooking demonstration.<br><a href="https://leahspantry.org/programs/body-connection/">https://leahspantry.org/programs/body-connection/</a>   |
| 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                         | SFHSA’s web-based Contracts Administration, Reporting, and Billing On-line 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.<br><a href="https://cfhlstatewidetraining-leahspantry.talentlms.com/catalog/info/id:304">https://cfhlstatewidetraining-leahspantry.talentlms.com/catalog/info/id:304</a>                                      |
| 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                            | Department of Disability and Aging Services  |
| Demographic Data Card          | SNAP-Ed programs are required to collect the following information on each participant at each direct education event: Age, Gender, Race/ethnicity, service in the US Armed Forces.<br><a href="http://www.cdss.ca.gov/inforesources/CalFresh/Supplemental-Nutrition-Assistance-Program-Education/PEARS-User-Resources-and-Reference">http://www.cdss.ca.gov/inforesources/CalFresh/Supplemental-Nutrition-Assistance-Program-Education/PEARS-User-Resources-and-Reference</a> |
| Disability                     | Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial  |

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|   | 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.   |
| Food Behavior Checklist (FBC)                   | An 8-item pre/post questionnaire designed to assess food behavior changes in older adults. Can be combined with the Adult Physical Activity Survey when indicated.   |
| Food Smarts for Adults                          | A learner-centered cooking and nutrition curriculum that aligns with trauma-informed principles and the most recent Dietary Guidelines for Americans.<br><a href="https://leahspantry.org/programs/food-smarts/">https://leahspantry.org/programs/food-smarts/</a>   |
| Grantee   | Self-Help for the Elderly  |
| LGBTQIA+  | An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their sex assigned at birth. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender nonbinary.  |
| 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   |
| Older Adult                                     | Person who is 60 years of age or older, used interchangeably with “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. <a href="https://pears.oeie.org/">https://pears.oeie.org/</a>   |
| PSE   | Policy, Systems, and Environmental. An acronym used to refer to strategies that support healthy behavioral changes among older adults in the community.  |
| Senior  | Person who is 60 years or older, used interchangeably with “older adult”   |
| SFHSA   | San Francisco Human Services Agency  |
| 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   |

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|   | State SNAP-Ed requirements and includes examples of SNAP-Ed programming activities.<br><a href="https://snaped.fns.usda.gov/program-administration/guidance-and-templates">https://snaped.fns.usda.gov/program-administration/guidance-and-templates</a>   |
| Socially Isolated                                 | Having few social relationships and few people to interact with regularly.   |
| 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.) |
| Supervisory District (District)                   | There are eleven supervisory districts in the City and County of San Francisco. A map of each district can be found at: <a href="https://www.sf.gov/maps">https://www.sf.gov/maps</a>  |
| TCAFP (Tai Chi for Arthritis and Fall Prevention) | An evidence-based physical fitness and fall prevention program. <a href="http://taichiforhealthinstitute.org/programs/tai-chi-for-arthritis/">http://taichiforhealthinstitute.org/programs/tai-chi-for-arthritis/</a> .  |
| 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.  |

**III. Target Population**

This program is designed to serve all people who can benefit from the services outlined in this Appendix, and particularly those demonstrating the greatest economic and social need. To ensure that the most vulnerable people are aware of and can benefit from this program, grantee shall ensure that program services are accessible to:

- 1) Persons with low to moderate income
- 2) Persons who are socially isolated
- 3) Persons with limited English-speaking proficiency
- 4) Persons from communities of color or communities that have historically been under-served
- 5) Members of the LGBTQIA+ community
- 6) 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.

**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: 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 one or more of the following evidence-based physical activity programs at CalFresh eligible sites: Everybody Loves Line Dancing (ELLD), Food Smarts for Adults, Around the Table: Nourishing Families, and Body Connection.
  - c. Subcontract performance agreement with a qualified consultant to implement and administer community assessment and engagement activities in the following neighborhoods and Supervisorial Districts in San Francisco: Bayview Hunters Point-Supervisorial District 10, Treasure Island-Supervisorial District 6, and Western Addition-Supervisorial District 5.
  - 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, Bingocize, ELLD, Food Smarts for Adults, Around the Table: Nourishing Families, and Body Connection).
9. Grantee will maintain a current list of certified trainers and coordinate evidence-based physical activity programming 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 pre- and post- surveys to at least 25% of the older adults participating in evidence-based physical activity programs that are a series of four or more weeks. The survey selected will be one of the three approved surveys following CFHL guidance: The 3-question Adult Physical Activity Survey (APAS), the 8-question Food Behavior Checklist (FBC), or the 11-question combined APAS/FBC. Grantee will report the pre- and post- survey results in the Program Evaluation And Reporting System (PEARS). The grantee will also develop and administer an annual consumer satisfaction survey to capture feedback on program outcomes and services for all CFHL physical activity programs. The survey will be reviewed and approved by DAS in advance.
12. Grantee will collect data as required for CFHL, review it for accuracy, and enter the information into PEARS. The grantee shall have written procedures in place to ensure that all submitted CFHL data is timely, complete, accurate, and verifiable. Additionally, the grantee must have a reliable system for submitting data, including communication via email, if necessary.
13. Grantee and its subcontractor(s) will attend CFHL training and webinars, including data collection, program evaluation, and other meetings required by DAS OCP, to perform and meet the standards in this contract.

## VII. Service Objectives

On an annual basis, the grantee will complete the following in the quantities detailed 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, Food Smarts for Adults, Around the Table: Nourishing Families, Body

Connection, 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.

| <b>Table A</b>  | <b>FFY 24-25</b>   | <b>Modification</b> | <b>Revised<br/>FFY 24-25</b> |
|---|--------------------|---------------------|------------------------------|
| Provide evidence based physical activity programs at CalFresh eligible sites. | <b>19 sites</b>    | <b>+6</b>           | <b>25 sites</b>              |
| Provide evidence based physical activity sessions                             | <b>30 sessions</b> | <b>+16</b>          | <b>46 sessions</b>           |
| Consumers reached   | <b>300</b>         | <b>+300</b>         | <b>600</b>                   |
| CFHL PSE nutrition program partners   | <b>9</b>           | <b>+1</b>           | <b>10</b>                    |
| Community Engagement and Assessment Report                                    | <b>1</b>           | <b>0</b>            | <b>1</b>                     |

**VIII. Outcome Objectives**

1. Consumers rate the quality of services they receive as excellent or good. Target: 85%
2. Consumers feel safe and welcomed by program staff. Target: 85%.

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.

| <b>Quarter</b> | <b>Reporting Period</b> | <b>Due Date</b> |
|----------------|-------------------------|-----------------|
| 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 a narrative summarizing activities provided during the fiscal year and one or more participant success stories.

4. 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.
5. 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.
6. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
7. Grantee shall ensure that services are delivered in accordance with professional standards for this type of service.
8. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training annually. Within 30 days of their start date, any new employee, subcontractor, or volunteer must also complete this training. The grantee will maintain records of staff completion. The grantee shall comply with the applicable privacy and security rules of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
9. Grantee will ensure that all program staff, regardless of position, receive initial training on elder abuse and mandated reporting. Program staff who interact with consumers must complete this training annually, in accordance with the DAS OCP Policy Memorandum.
10. Grantee shall develop a written grievance process for reviewing and resolving service concerns raised by consumers or their authorized representatives regarding DAS-funded programs and their employees or volunteers, in accordance with DAS OCP Policy Memorandum No. 33. This process must ensure that consumers have clearly established rights and due process for timely resolution of their concerns.
11. Pursuant to California Department of Aging Requirement, Grantor reserves the right to reduce funding available for this contract if actual costs are below funding levels initially budgeted for the delivery of services.
12. 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.
13. 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        |
|---------------------------|-----------------------------------|--------------|
| 30th Street Senior Center | 225 30th St, San Francisco, 94131 | 415-550-2225 |

|  |  |                       |
|--|--|-----------------------|
| Aquatic Park Senior Center                           | 890 Beach St, San Francisco, 94109             | 415-202-2982          |
| Bayview Senior Connections                           | 1753 Carroll Ave, San Francisco, 94124         | 415-822-1444<br>x1200 |
| Canon Kip Senior Center                              | 705 Natoma, St San Francisco, 94103            | 415-487-3300          |
| Chi Sing Community Center                            | 3133 Taraval St, San Francisco, 94116          | 415-533-6859          |
| DAS Benefits and Resource Hub                        | 2 Gough St, San Francisco, 94103               | 415-355-6700          |
| Downtown SF Senior Center                            | 481 O'Farrell St, San Francisco, 94102         | 415-202-2982          |
| Geen Mun Activity Center                             | 777 Stockton St, San Francisco, 94108          | 415-438-9804          |
| Geneva Community Center                              | 5050 Mission St., Suite C, San Francisco 94112 |                       |
| Mission Neighborhood Centers                         | 362 Capp St, San Francisco, 94110              | 415-653-5750          |
| Openhouse Bob Ross LGBT Senior Center                | 65 Laguna St, San Francisco, 94102             | 415-347-8509          |
| Richmond Senior Center                               | 6221 Geary Blvd, San Francisco, 94121          | 415-405-4672          |
| Self-Help for the Elderly Social Services Department | 829 Kearney St, San Francisco, 94133           | 415-677-7585          |
| Toolworks  | 22 Battery St. Suite 300, San Francisco, 94111 | 415-733-0990          |
| Western Addition Senior Center                       | 1390 1/2 Turk St, San Francisco, 94115         | 415-921-7805          |
| West Portal Clubhouse                                | 131 Lenox Way, San Francisco, 94127            | 628-502-0828          |

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

Tahir.Shaikh@sfgov.org  
 Contract Manager, Office of Contract Management, SFHSA

or

Tiffany.Kearney@sfgov.org  
 Lead Nutritionist and Program Analyst, DAS OCP

**X. Monitoring Activities**

- a. Program Monitoring: Program monitoring will include review of client eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives; compliance to specific program standards and requirements; 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 and volunteers regarding the Elder Abuse Reporting; evidence of provision of the California Department of Aging (CDA) Security Awareness training to staff and volunteers; program operation, which includes a review of a written policies and procedures manual of all DAS 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 directors list and whether services are provided appropriately according to Sections III through VIII.

- b. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, 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 the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

**HUMAN SERVICES AGENCY BUDGET SUMMARY  
BY PROGRAM**

|   |                          |                         |                               |
|---|--------------------------|-------------------------|-------------------------------|
| <b>Grantee/Contractor: Self-Help for the Elderly</b>  |                          |                         | 10/1/24 - 9/30/25             |
| <b>Program: CalFresh Healthy Living</b>   |                          |                         |                               |
| New <input checked="" type="checkbox"/> Modification <input type="checkbox"/> Revision <input type="checkbox"/> (Check One) |                          |                         |                               |
|   | <b>10/1/24 - 9/30/25</b> | <b>4/1/25 - 9/30/25</b> | <b>10/1/24 - 9/30/25</b>      |
| <b>Expenses</b>   | <b>Original</b>          | <b>MOD/Revision</b>     | <b>Total</b>                  |
| Salaries & Benefits   | \$119,037                |                         | \$119,037                     |
| Operating-Direct  | \$275,167                | \$107,608               | \$382,775                     |
| <b>Subtotal</b>   | \$394,204                | \$107,608               | \$501,812                     |
| Indirect Percentage (%)   | 6%                       | 12%                     | 8%                            |
| Indirect Costs (Line 16 X Line 15)  | \$25,368                 | \$12,485                | \$37,853                      |
| Consultant/Subcontractor (\$25,000+)  |                          |                         |                               |
| Direct Client Pass-Through  |                          |                         |                               |
| Capital Expenses  |                          |                         |                               |
| <b>Total Expenses</b>   | <b>\$419,572</b>         | <b>\$120,093</b>        | <b>\$539,665</b>              |
| <b>HSA / DAS Revenues</b>   |                          |                         |                               |
| Federal Fund (98%) (CFDA#10.561)  | \$419,572                | \$109,506               | \$529,078                     |
| CODB (2%)   |                          | \$10,587                | \$10,587                      |
|   |                          |                         |                               |
|   |                          |                         |                               |
|   |                          |                         |                               |
|   |                          |                         |                               |
|   |                          |                         |                               |
|   |                          |                         |                               |
|   |                          |                         |                               |
| <b>Total HSA / DAS Revenues</b>   | <b>\$419,572</b>         | <b>\$120,093</b>        | <b>\$539,665</b>              |
| <b>Grantee/Contractor Revenues</b>  |                          |                         |                               |
|   |                          |                         |                               |
|   |                          |                         |                               |
|   |                          |                         |                               |
|   |                          |                         |                               |
| <b>Total Grantee/Contractor Revenues</b>  |                          |                         |                               |
| <b>Total Revenues</b>   | <b>\$419,572</b>         | <b>\$120,093</b>        | <b>\$539,665</b>              |
| <b>Prepared by and Date:</b>  |                          |                         |                               |
| <i>Telephone No. &amp; Email:</i>   |                          |                         | <i>HSA Budget Form (3/24)</i> |

**Grantee/Contractor: Self-Help for the Elderly**  
**Program: CalFresh Healthy Living**

**Appendix B-1, Page 2**

**Salaries & Benefits Detail**

| POSITION TITLE                       | Agency Totals                   |             | HSA Program                    |              | 10/1/24 - 9/30/25 | 4/1/25 - 9/30/25 | 10/1/24-9/30/25 | 10/1/24 - 9/30/25 |
|--------------------------------------|---------------------------------|-------------|--------------------------------|--------------|-------------------|------------------|-----------------|-------------------|
|                                      | Annual Full Time Salary for FTE | Total FTE   | % FTE funded by HSA (Max 100%) | Adjusted FTE | Original          | MOD/Revision     | Revised         | Total             |
| Project Coordinator                  | \$66,560                        | 100%        | 100%                           | 100%         | \$66,560          |                  | \$66,560        | \$66,560          |
| Director of Nutrition & Senior Cente | \$95,000                        | 100%        | 10%                            | 10%          | \$9,500           |                  | \$9,500         | \$9,500           |
| Community Service Manager            | \$70,720                        | 100%        | 26%                            | 26%          | \$18,067          |                  | \$18,067        | \$18,067          |
|                                      |                                 |             |                                | -            |                   |                  |                 |                   |
|                                      |                                 |             |                                | -            |                   |                  |                 |                   |
|                                      |                                 |             |                                | -            |                   |                  |                 |                   |
|                                      |                                 |             |                                | -            |                   |                  |                 |                   |
|                                      |                                 |             |                                | -            |                   |                  |                 |                   |
|                                      |                                 |             |                                | -            |                   |                  |                 |                   |
|                                      |                                 |             |                                | -            |                   |                  |                 |                   |
| <b>TOTALS</b>                        | <b>\$232,280</b>                | <b>300%</b> | <b>136%</b>                    | <b>136%</b>  | <b>\$94,127</b>   |                  | <b>\$94,127</b> | <b>\$94,127</b>   |
| <b>FRINGE BENEFIT RATE</b>           | <b>26.5%</b>                    |             |                                |              |                   |                  |                 |                   |
| <b>EMPLOYEE FRINGE BENEFITS</b>      |                                 |             |                                |              | \$24,910          |                  | \$24,944        | \$24,910          |
| <b>TOTAL SALARIES &amp; BENEFITS</b> |                                 |             |                                |              | \$119,037         |                  | \$119,071       | \$119,037         |

*HSA Budget Form (3/24)*

| Grantee/Contractor: Self-Help for the Elderly<br>Program: CalFresh Healthy Living |                               | Appendix B-1, Page 3             |                            |                            |           |
|---|-------------------------------|----------------------------------|----------------------------|----------------------------|-----------|
| Operating Expenses Detail   |                               |                                  |                            |                            |           |
|   | 10/1/24 - 9/30/25<br>Original | 4/1/25 - 9/30/25<br>MOD/Revision | 10/1/24-9/30/25<br>Revised | 10/1/24 - 9/30/25<br>Total |           |
| <b>Expenditure Category</b>   |                               |                                  |                            |                            |           |
| Rental of Property  |                               |                                  |                            |                            |           |
| Utilities(Elec, Water, Gas, Phone, Garbage)                                       |                               |                                  |                            |                            |           |
| Office Supplies, Postage  | \$400                         |                                  | \$400                      |                            | \$400     |
| Building Maintenance Supplies and Repair  |                               |                                  |                            |                            |           |
| Printing and Reproduction   | \$600                         |                                  | \$600                      |                            | \$600     |
| Insurance   | \$3,050                       |                                  | \$3,050                    |                            | \$3,050   |
| Staff Training  |                               |                                  |                            |                            |           |
| Staff Travel-(Local & Out of Town)  | \$241                         |                                  | \$241                      |                            | \$241     |
| Rental of Equipment   |                               |                                  |                            |                            |           |
| <b>Consulting/Professional Services</b>   |                               |                                  |                            |                            |           |
| Stipends-Tai-Chi: Bingocize, Line Dancing   | \$32,743                      |                                  | \$32,743                   |                            | \$32,743  |
| PSE Works (\$2010/sitex33 sites) 8 congregate Nutrition program                   | \$66,315                      |                                  | \$66,315                   |                            | \$66,315  |
| Taichi & Fall Prevention Leader Training  | \$5,000                       | \$1,000                          | \$6,000                    |                            | \$6,000   |
| Bingocize Leader Training (\$150x6)   | \$900                         |                                  | \$900                      |                            | \$900     |
| PSE Works Beterans & BIPOC (\$2500x6)   | \$15,000                      |                                  | \$15,000                   |                            | \$15,000  |
| Leah's Pantry-Woser Dining, Line Dancing & Community Engagemen                    | \$140,520                     | \$108,506                        | \$249,026                  |                            | \$249,026 |
|   |                               |                                  |                            |                            |           |
|   |                               |                                  |                            |                            |           |
|   |                               |                                  |                            |                            |           |
| <b>Other</b>  |                               |                                  |                            |                            |           |
| Calfresh Healthy Living Forum   | \$1,898                       | -\$1,898                         |                            |                            |           |
| Program Materials for physical activity classes                                   | \$8,500                       |                                  | \$8,500                    |                            | \$8,500   |
|   |                               |                                  |                            |                            |           |
|   |                               |                                  |                            |                            |           |
|   |                               |                                  |                            |                            |           |
|   |                               |                                  |                            |                            |           |
|   |                               |                                  |                            |                            |           |
|   |                               |                                  |                            |                            |           |
| <b>Total Operating Expense</b>  | \$275,167                     | \$107,608                        | \$382,775                  |                            | \$382,775 |

HSA Budget Form (3/24)