

Department of Benefits and Family Support

MEMORANDUM

Department of Disability and Aging Services

DISABILITY AND AGING SERVICES COMMISSION TO:

Office of Early Care and Education

THROUGH: KELLY DEARMAN, EXECUTIVE DIRECTOR

FROM: CINDY KAUFFMAN, DEPUTY DIRECTOR

ESPERANZA ZAPIEN, DIRECTOR OF CONTRACTS

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

DATE: DECEMBER 1, 2021

SUBJECT: GRANT MODIFICATION: VARIOUS AGENCIES (NON-PROFIT)

> FOR THE PROVISION OF SUPPORT SERVICES IN RENTAL ASSISTANCE DEMONSTRATION (RAD) PROGRAM SENIOR

HOUSING

	<u>Current</u>	Modification	Revised	Contingency	<u>Total</u>
GRANT TERM:	7/1/19- 6/30/24	7/1/21- 6/30/24	7/1/19- 6/30/24		
GRANT AMOUNT:	\$4,262,003	\$177,472	\$4,439,475	\$443,947	\$4,883,422
Funding Course	County	State	Fadamal C	ontingonov To	La1

London Breed Mayor

Trent Rhorer Executive Director

Funding Source County <u>State</u> <u>Federal</u> Contingency <u>Total</u>

FUNDING: \$4,439,475 \$4,883,422 \$443,947

PERCENTAGE: 100% 100%

The Department of Disability and Aging Services (DAS) requests authorization to modify the existing grant agreements with various grantees listed below for the period of July 1, 2021 to June 30, 2024, in the additional amount of \$177,472 plus a 10% contingency for a revised total amount not to exceed \$4,883,422. The purpose of these modifications is to enhance activities and support services provided to residents at Rental Assistance Demonstration (RAD) senior housing sites.

Grantee	Site	Current Amount 7/1/19-6/3024	Modification	Revised FY 21/22 FY 22/23 FY 23/24	Grant Total	10% Contingency	Total Not to Exceed
Bridge Housing Corporation	3850 18 th Street	\$513,362	\$12,294	\$109,372 \$106,372 \$106,372	\$525,656	\$52,566	\$578,222
Bridge Housing Corporation	462 Duboce Ave	\$264,212	\$7,785	\$57,747 \$54,747 \$54,747	\$271,997	\$27,200	\$299,197
Bridge Housing Corporation	Mission Dolores (1855 15 th Street)	\$356,924	\$9,462	\$76,957 \$73,957 \$73,957	\$366,386	\$36,639	\$403,025
Bridge Housing Corporation	25 Sanchez Street	\$354,160	\$9,411	\$76,384 \$73,384 \$73,384	\$363,571	\$36,357	\$399,928
Bridge Housing Corporation	255 Woodside Ave	\$517,523	\$12,369	\$110,234 \$107,234 \$107,234	\$529,892	\$52,989	\$582,881
Chinatown Community Development Center	227 Bay Street	\$276,679	\$5,010	\$57,330 \$57,330 \$57,330	\$281,689	\$28,169	\$309,858
Chinatown Community Development Center	990 Pacific Ave	\$367,208	\$7,586	\$77,117 \$76,188 \$76,188	\$374,794	\$37,479	\$412,273
GLIDE Community Housing Inc.	350 Ellis Street	\$361,409	\$18,095	\$81,930 \$76,930 \$76,930	\$379,504	\$37,950	\$417,454
Homerise	1750 McAllister Street	\$364,623	\$20,808	\$84,779 \$77,729 \$77,729	\$385,431	\$38,543	\$423,974
Homerise	666 Ellis Street	\$368,785	\$20,961	\$85,661 \$78,161 \$78,161	\$389,746	\$38,975	\$428,721
Tenderloin Neighborhood Development Corp	430 Turk Street	\$342,734	\$30,190	\$84,678 \$73,097 \$73,097	\$372,924	\$37,292	\$410,216
Tenderloin Neighborhood Development Corp	939-951 Eddy Street	\$174,384	\$23,501	\$50,825 \$36,669 \$36,669	\$197,885	\$19,788	\$217,673
Total		\$4,262,003	\$177,472	\$953,014 \$891,798 \$891,798	\$4,439,475	\$443,947	\$4,883,422

Background

Housing support services help older adults and adults with disabilities maintain stable housing through service connection and community engagement. DAS funds support services at public housing sites that are managed by the Mayor's Office of Housing and Community Development (MOHCD). These sites exclusively house older adults and adults with disabilities under the federal RAD program. The purpose of onsite support services is to enhance residents' abilities to age in place, avoid premature institutionalization, and build community in their environments.

Services to be Provided

Grantees provide the following core activities under the listed service areas:

1) Outreach and Community Engagement

Grantees develop and maintain channels of communications with residents through newsletters, resident meetings, monthly activity calendars, community building activities, and educational programs to foster positive relationships with residents and enhance community living.

2) Service Connection

Grantees build and maintain relationships with neighborhood groups, city agencies, and community-based services providers to develop referral partnerships and onsite programming.

Grantees also assist residents towards identified needs and goals, offering needs assessments, information and referral, crisis intervention and counseling, and short-term case management while also working to connect residents with outside service providers and community services.

3) Housing Stability

Grantees provide information and direct outreach to residents to help them maintain their housing and ensure their specific needs are met. Grantees assist residents in addressing and planning for matters related to housing, delinquent rent payments, safety concerns, remedy of incidences and/or lease violations, conflict resolutions, and communication with property management among other areas.

For more specific information regarding the services to be provided at each housing site, please refer to the attached Appendices A.

Modification

This modification will provide additional funding in the amount of \$177,472 to DAS funded support services at RAD senior housing sites. Modifications are split into two categories:

One Time Only (OTO) Funding:

This funding will go to support enhanced community building activities at each housing site. During the course of the COVID-19 pandemic, congregate activities at RAD senior housing sites were negatively impacted due to older adults and adults with disabilities needing to socially distance or isolate. In an effort to revitalize program offerings and increase community engagement, the additional funding will be utilized to allow residents to rejoin their communities in safe and meaningful ways, while allowing providers to rebuild community engagement and combat social isolation. Examples of proposed activity enhancements include: nutritious cooking classes, modified exercise classes, resident led outings, and visits to performing arts.

Cost of Doing Business: The City & County of San Francisco has provided a Cost of Doing Business (CODB) increase to all non-profit organizations currently under contract with the City. A 3% increase has been applied to FY21/22 grant amounts and will be on going. The purpose of the CODB increase is to support non-profit organizations with increases in operational costs such as salaries, rent/utility, worker's compensation, or health care benefits for staff.

Selection

Grantees were selected through a Request for Qualifications, which was competitively bid by the Mayor's Office of Housing and the Mayor's Office of Housing and Community Development in February 2014.

Funding

Funding for these grants is provided by the City and County General Fund.

ATTACHMENTS

Bridge Housing Corporation

Appendix A-1 – Services to be Provided – 3850 18th Street Appendix B-1 – Program Budget – 3850 18th Street

Appendix A-1 – Services to be Provided – 462 Duboce Ave

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Appendix B-1 – Program Budget – 462 Duboce Ave
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Appendix A-1 – Services to be Provided – 1855 15th St (Mission Dolores)

Appendix B-1 – Program Budget – 1855 15th St (Mission Dolores)

Appendix A-1 – Services to be Provided – 25 Sanchez Street

Appendix B-1 – Program Budget – 25 Sanchez Street

Appendix A-1 – Services to be Provided – 255 Woodside Ave

Appendix B-1 – Program Budget – 255 Woodside Ave

Chinatown Community Development Center

Appendix A-1 – Services to be Provided – 227 Bay Street

Appendix B-1 – Program Budget – 227 Bay Street

Appendix A-1 – Services to be Provided – 990 Pacific Ave

Appendix B-1 – Program Budget – 990 Pacific Ave

Glide Community Housing

Appendix A-1 – Services to be Provided – 350 Ellis Street

Appendix B-1 – Program Budget – 350 Ellis Street

Homerise

Appendix A-1 – Services to be Provided – 1750 McAllister Street

Appendix B-1 – Program Budget – 1750 McAllister Street

Appendix A-1 – Services to be Provided – 666 Ellis Street

Appendix B-1 – Program Budget – 666 Ellis Street

Tenderloin Neighborhood Development Corporation

Appendix A-1 – Services to be Provided – 430 Turk Street

Appendix B-1 – Program Budget TNDC – 430 Turk Street

Appendix A-1 – Services to be Provided – 939-951 Eddy Street

Appendix B-1 – Program Budget TNDC – 939-951 Eddy Street

Appendix A-1 – Services to be Provided Bridge Housing RAD Housing Support Services at 3850 18th Street July 1, 2019 – June 30, 2024

I. Purpose

The Rental Assistance Demonstration (RAD) program is an initiative from the U.S. Department of Housing and Urban Development (HUD) with the goal to preserve and improve public housing properties. The purpose of this grant is to provide support services to older adults and adults with disabilities residing in San Francisco RAD converted housing development units, to enhance residents' abilities to age in place, avoid premature institutionalization, and build community in their environments.

II. Definitions

Adult with a Disability	A person 18 years of age or older living with a disability
CARBON	Contracts Administration, Reporting, and Billing Online System
City	City and County of San Francisco, a municipal corporation
DAS	Department of Disability and Aging Services
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. Source: California Code of Regulations Title 22, Sec. 7630
Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individual or others.
Grantee	Bridge Housing
Low-Income	Having income at or below 300% of the federal poverty line defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and

	Human Services. This is only to be used by consumers to self-identify their income status, not to be used as a means test to qualify for the program.
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. Source: California Code of Regulation Sec. 7130.
MOHCD	Mayor's Office of Housing and Community Development
OCP	Office of Community Partnerships
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	Person who is 60 years and older, used interchangeably with "senior"
Senior	Person who is 60 years or older, used interchangeably with "older adult
SF-HSA	Human Services Agency of the City and County of San Francisco.
RAD	Rental Assistance Demonstration
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).

III. Target Population

Older adults and adults with disabilities residing in San Francisco RAD converted housing development units at 3850 18th Street, San Francisco, CA 94114. Grantee shall additionally target services to individuals who are members of one or more of the following target groups that have been identified as demonstrating the greatest economic and social need. In particular:

• Low-income

- Non or limited –English speaking
- Minority as defined by race and/or ethnicity, religion
- Frail
- Member of LGBTQ+ Community

IV. Eligibility for Services

- A person who is a resident of San Francisco and
- A person who is an older adult or an adult with a disability

V. Location and Time of Services

Services will be provided at 3850 18th Street, San Francisco, CA 94114, Monday through Friday, during regular office hours of 9:00am to 5:00pm, excluding holidays. On occasion, workshops or events will be provided after hours or on weekends.

VI. Description of Services and Program Requirements

- 1. Grantee will provide the four categories of services to older adults and adults with disabilities under this grant:
 - i. Outreach:
 - a. Establish and maintain positive relationships with tenants.
 - b. Establish regular channels of communication with all tenants via newsletters, tenant meetings, monthly activity calendars, etc.
 - c. Contact all new tenants to invite them to join community activities.
 - d. Contact, interact, inform, and invite all tenants to make use of support services to assist with and address individual needs or issues. These efforts will include a variety of outreach techniques such as written messages in appropriate languages, flyers, brochures, telephone calls, open house events, and emails, as available.
 - ii. Service Connection:
 - a. Establish and maintain relationships with neighborhood groups, city agencies, and community-based service providers with the goal of establishing robust referral partnerships and onsite programming.
 - b. Provide service needs assessment, information and referral, crisis intervention and counseling with individuals and groups of tenants, as needed.
 - c. Follow up on service referrals; identify and attempt to resolve barriers that prevent tenants from accessing services to which they have been referred.
 - d. Provide short-term case management services to tenants as needed, while working to connect those with longer-term needs to ongoing case management services.
 - e. Serve as a liaison or advocate for tenants with other service providers.
 - f. Assist tenants to identify and access community services needed to meet tenant's specific needs or to make progress toward identified goals.
 - iii. Housing Stability:
 - a. Work cooperatively and as part of a team with property management staff to meet the needs of tenants.
 - b. Conduct direct outreach to all tenants who become delinquent in rent payments and offer assistance in preparing rent payment plans and/or provide referrals to outside money management services.
 - c. Conduct direct outreach to all tenants who are experiencing safety concerns, lease or house rule violations, or who have been involved in critical incidents.
 - d. Provide information on various topics that will help tenants maintain their housing; provide assistance in communicating with, responding to, and meeting with property management to help tenants resolve issues related to housing; provide assistance in the remedy of incidences and/or lease violations that could lead to eviction by establishing written plans; and/or provide assistance with

conflict resolution for tenants who need to solve problems or resolve conflicts with other tenants.

iv. Community Engagement:

- a. Plan and implement community building activities and educational programs that contribute to enhanced community living and personal well-being.
- b. Provide tenants with opportunities to participate in organized gatherings for peer support, social connections, celebrations/commemorations, and other community events held onsite.
- c. Provide trainings and educational workshops on a variety of topics relating to health, wellness, finance, housing, and other topics.
- 2. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
- 3. Grantee will maintain accurate, up-to-date, confidential case files on all tenants, including documentation of all service contacts, demographic information, assessments, care plans, progress notes, and services provided.
- 4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15th each grant year or on a mutually agreed upon date between DAS OCP and the grantee.
- 5. Grantee will hire, train, and supervise 1.25 FTE (leveraged and/or grant funded) to provide services.
- 6. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer, and adhere to all program standards. Grantee will ensure services are available in the languages of the tenant population being served.
- 7. Grantee will ensure that units of service provided are tracked and distinguishable.
- 8. Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed. Grantee will attend RAD-related, MOHCD, and other meetings, as needed.
- 9. Grantee will work collaboratively with other community-based organizations to enhance the services received by the tenants.

VII. Service Objectives

On an annual basis, Grantee will meet the following service objectives:

- 1. Grantee will have individual and group service encounters with at least 65% of unduplicated tenants per month.
- 2. Grantee will provide to tenants a minimum of two (2) activities or events per week (or 104 annually). Types of activities annually must be at least 10% trainings/workshops, 25% health and wellness related, and 65% all other.
- 3. All (100%) households that are at risk of eviction or housing instability are offered assistance or service addressing their needs.

VIII. Outcome Objectives

On an annual basis, Grantee will meet the following outcome objectives:

1. At least 50% of unduplicated tenants participating in the annual survey will feel "strongly" or "very strongly" about being connected and involved in their tenant/resident community. Grantee will use the following standardized question: "How strongly do you

- feel about being connected and involved in the tenant/resident community at [site]?" The options should be "Very strongly", "Strongly", "Somewhat", "Not at all".
- 2. At least 50% of unduplicated tenants participating in the annual survey will "agree" or "highly agree" that they have better access to resources that improve their health and wellness. Grantee will use the following standardized question: "Do you have better access to resources that improve your health and wellness?" The options should be "Highly agree", "Agree", "Neutral", "Disagree", "Highly disagree".
- 3. Tenants have stable housing. At least 95% of households will have maintained or have obtained stable housing.

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 a DAS OCP approved intake form, into the grantee's database.
- 2. Monthly, quarterly, and annual reports must be entered into the Contracts Administration, Reporting, and Billing Online (CARBON) system as required by DAS and Contracts Department staff.
 - a. Grantee will provide a monthly report of activities, referencing the tasks as described in Section VII Service Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
 - i. Number and percentage of unduplicated tenants with individual and group service encounters.
 - ii. Number and type of event, activity, training, or educational workshop conducted onsite or offsite, and number of attendees per activity.
 - iii. Number and percentage of households that were at risk of eviction or housing instability and were offered assistance or service addressing their needs
 - b. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VIII Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
 - i. Number and percentage of unduplicated tenants that were outreached to annually.
 - ii. Number and percentage of unduplicated tenants who participated in the satisfaction survey and responded with "strongly" or "very strongly" when asked about being connected and involved in their tenant/resident community.
 - iii. Number and percentage of unduplicated tenants who participated in the satisfaction survey and responded with "agree" or "highly agree" when asked about having better access to resources that improve their health and wellness.
 - iv. Number and percentage of households that have maintained or have obtained stable housing.

- 3. Grantee will submit response rates and aggregated data from the annual participant survey to OCP staff by March 15th of each grant year or on a mutually agreed upon date between DAS OCP and the grantee.
- 4. Grantee program staff will complete an Elder Abuse Mandated Reporter Training and a Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of these trainings.
- 5. Grantee will issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31st of each grant year. The grantee must submit the report in the CARBON system.
- 6. Grantee will develop and deliver ad hoc reports as requested by SF-HAS, DAS, and OCP.
- 7. Grantee will develop and deliver a bi-annual summary report of SOGI data collected as required by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are January 10th (June-December data) and July 10th (January-June data).
- 8. Grantee will maintain an updated site chart, using the DAS OCP approved form, with details about the program.
- 9. Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable and to take all reasonable efforts to implement HIPAA requirements.
- 10. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.

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

Rocio.Duenas@sfgov.org

Contract Manager, Office of Contract Management Human Services Agency

or

Hanna.Teferi@sfgov.org

Administrative Analyst, Office of Community Partnerships Department of Disability and Aging Services

X. Monitoring Activities

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

include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence that program staff have completed the Security Awareness Training; review of program operation, which includes a review of a written policies and procedures manual of all OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of director list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site.

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

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2													ent Date: 11/9/21
3	HUMAN SERVICES AGENC	Y CONTRACT	BUDGET SUM	MARY									
4		BY PROG											
5	Grantee's Name:					Grant Term:							
-	BRIDGE Housing Corporation					July 1, 2019 - Jun	e 30, 2024						
7	(Check One) New Renewal Modification	_ <u>X</u> _											
8	If modification, Effective Date of Mod. 7/1/21 N	lo. of Mod. 1											
9	Program: 3850 18th Street - RAD												
10	Budget Reference Page No.(s)												TOTAL
	_			7/1/21-6/30/22	7/1/21-6/30/22		7/1/22-6/30/23	7/1/22-6/30/23	7/1/22-6/30/23		7/1/23-6/30/24	7/1/23-6/30/24	
11	Program Term Human Services Agency Expenditures	7/1/19-6/30/20	7/1/20-6/30/21	Current	Modification	Revised	Current	Modification	Revised	Current	Modification	Revised	7/1/19-6/30/24
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	Salaries & Benefits Operating Expense	\$68,792 \$18,396	\$68,792 \$21,028	\$68,792 \$21,028	\$0 \$6.000	\$68,792 \$27,028	\$68,792 \$21,028	\$3,000		\$21,028	\$3,000	\$68,792 \$24,028	\$343,959 \$114,508
	Capital Expenditure	φ10,390	φ21,020	φ21,020	\$0,000	φ21,020	φ21,020	φ3,000	φ24,020	φ21,020	\$3,000	\$24,020	\$114,500
	Subtotal	\$87,188	\$89,820	\$89,820	\$6,000	\$95,820	\$89,820	\$3,000	\$92,820	\$89,820	\$3,000	\$92,820	\$458,467
17	Indirect Percentage (%)	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%
	Indirect Cost (Line 16 X Line 17)	\$13,078	\$13,454	\$13,454	\$98	\$13,552	\$13,454	\$98.00	\$13,552	\$13,454	\$98	\$13,552	\$67,188
	Total HSA Expenditures	\$100,266	\$103,274	\$103,274	\$6,098	\$109,372	\$103,274	\$3,098	\$106,372	\$103,274	\$3,098	\$106,372	\$525,656
20	Developer Match Expenditures												
	Salaries & Benefits	\$68,157	\$68,157	\$68,157	\$0	\$68,157	\$68,157	\$0		\$68,157	\$0	\$68,157	\$340,786
	Operating Expense	\$30,343	\$30,343	\$30,343	\$0	\$30,343	\$30,343	\$0	\$30,343	\$30,343	\$0	\$30,343	\$151,714
	Capital Expenditure Subtotal	\$98,500	\$98,500	\$98,500	\$0	\$98,500	\$98,500	\$0	\$98,500	\$98,500	\$0	\$98,500	\$492,500
25	Indirect Percentage (%)	15%	15%	15%	φυ	15%	15%	φυ	15%	15%	φυ	15%	
	Indirect Cost (Line 16 X Line 17)	\$14,775	\$14,775	\$14,775	- \$0	\$14,775	15% \$14,775	\$0		\$14,775	- \$0	\$14,775	15.00% \$73,875
27	Total Developer Expenditures	\$113,275	\$113,275	\$113,275	\$0	\$113,275	\$113,275	\$0		\$113,275	\$0	\$113,275	\$566,375
28	Total Betteleper Experiance	ψσ, <u>Σ</u> σ	ψ1.10,2.10	ψ110,210	Ų.	ψ110,210	ψσ, <u>Σ</u> σ	4 0	ψ110,210	ψ1.10,2.10	Ţ,	ψ110,210	φοσο,σ. σ
	Total HSA and Developer Expenditures	\$213,541	\$216,549	\$216,549	\$6,098	\$222,647	\$216,549	\$3,098	\$219,647	\$216,549	\$3,098	\$219,647	\$1,092,030
30	HSA Revenues												
31	Local General Fund	\$100,266	\$103,274	\$103,274	\$6,098	\$109,372	\$103,274	\$3,098	\$106,372	\$103,274	\$3,098	\$106,372	\$525,656
32													
33 34													
35													
36													
37													
38								_					
39	TOTAL HSA REVENUES	\$100,266	\$103,274	\$103,274	\$6,098	\$109,372	\$103,274	\$3,098	\$106,372	\$103,274	\$3,098	\$106,372	\$525,656
40	Developer Revenues												·
	Developer Match Funds	\$113,275	\$113,275	\$113,275	\$0	\$113,275	\$113,275	\$0	\$113,275	\$113,275	\$0	\$113,275	\$566,375
42													
43													
45	Total Developer Revenues	\$113,275	\$113,275	\$113,275	\$0	\$113,275	\$113,275	\$0	\$113,275	\$113,275	\$0	\$113,275	\$566,375
	Total Revenues	\$213.541	\$216.549	\$216,549	\$6,098	\$222,647	\$216,549	\$3,098		\$216,549	\$3,098	\$219,647	\$1,092,030
		ΨΖ 13,341	Ψ2 10,049	ΨΖ 10,349	Ψ0,090	ΨΖΖΖ,047	ΨΖ 10,349	ψ0,090	Ψ210,047	ΨΖ 10,349	ψ5,090	φ <u>2</u> 13,047	ψ1,002,030
47	Full Time Equivalent (FTE)												
49	Prepared by:	Susan Neufeld	Telephone No.			415-321-3526							Date 8/8/2019
50	HSA-CO Review Signature:												
	*												
51	HSA #1												
JZ													

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1	7	L D	C			<u>'</u>	G	''		J	IX	App	endix B-1, Page 2
3												Docum	ent Date: 11/9/21
4	Grantee's Name: BRIDGE Housing (Corporation											
5													
6													
7				Salaries	& Ben	efits Detail							
8													
			Huma	n Services	Huma	an Services	Hum	an Services	Hum	an Services	Hun	nan Services	
10				Agency 19-6/30/20		Agency 20-6/30/21		Agency 21-6/30/22		Agency 22-6/30/23	7/4	Agency 1/23-6/30/24	TOTAL
12	POSITION TITLE	Annual Salary	FTE	SALARIES	7/1/19-6/30/24								
	Service Coordinator	\$51,223	1.00	\$51,223	1.00	\$51,223	1.00	\$51,223	1.00	\$51,223	1.00	\$51,223	\$256,113
14	COLVIDO COOLUMBATO	Ψ01,220	1.00	ψ01,220	1.00	ψ01,220	1.00	Ψ01,220	1.00	Ψ01,220	1.00	ψ01,220	Ψ200,110
15													
16													
17													
18													
19													
20													
21													
22													
23	TOTALS		1.000	\$51,223	1.000	\$51,223	1.000	\$51,223	1.000	\$51,223	1.000	\$51,223	\$256,113
24 25													
	EMPLOYEE FRINGE BENEFITS		34%	\$17,569	34%	\$17,569	34%	\$17,569	34%	\$17,569	34%	\$17,569	\$87,847
27	20112111102 321121110		0170	ψ11,000	0.70	ψ11,000	0.70	ψ11,000	0.70	ψ11,000	0.70	\$11,000	ψο,,σ
28												_	
	TOTAL HSA SALARIES & BENEFIT	rs		\$68,792		\$68,792		\$68,792		\$68,792		\$68,792	\$343,959
30													
31	EVELOPER MATCH POSITION TITL	E											
32	Service Coordinator	\$43,320	0.50	\$21,660	0.50	\$21,660	0.50	\$21,660	0.50	\$21,660	0.50	\$21,660	\$108,300
33	Service Coordinator	\$58,180	0.50	\$29,090	0.50	\$29,090	0.50	\$29,090	0.50	\$29,090	0.50	\$29,090	\$145,450
34													
35													
36													
37													
38	TOTALS		1.00	\$50,750	1.00	\$50,750	1.00	\$50,750	1.00	\$50,750	1.00	\$50,750	\$253,750
39		ı						T	1				
40	EMPLOYEE FRINGE BENEFITS		34%	\$17,407	34%	\$17,407	34%	\$17,407	34%	\$17,407	34%	\$17,407	\$87,036
41													
42	TOTAL DEVELOPER SALARIES & E	BENEFITS		\$68,157		\$68,157		\$68,157		\$68,157		\$68,157	\$340,786
43	TOTAL SALARIES & BENEFITS		2.00	\$136,949	2.00	\$136,949	2.00	\$136,949	2.00	\$136,949	2.00	\$136,949	\$684,745
44		!											
45	HSA #2												
46													

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1	,		<u> </u>		, ,		ppendix B-1, Page 3
2						Doc	ument Date: 11/9/21
3	Grantee's Name: BRIDGE Housing Corporation						
5	3 - 1						
7	One	erating Expense	Dotail				
8	Ор	eraung Expense	Detail				
		Human Services	Human Services	Human Services	Human Services	Human Services	
9		Agency	Agency	Agency	Agency	Agency	TOTAL
10	HSA Expenditure Category TERM	7/1/19-6/30/20	7/1/20-6/30/21	7/1/21-6/30/22	7/1/226/30/23	7/1/23-6/30/24	7/1/19-6/30/24
11	Rental of Property						
12	Telephone and Office Furniture						
13	Program/Office Supplies	\$2,540	\$5,172	\$11,172	\$8,172	\$8,172	\$35,228
14	Utilities (Electricity, Water, Sewer, Gas, Phone)						
15	Printing and Reproduction						
16	Insurance						
			-				
17	Staff Travel (Local & Out of Town)						
	Law Library						
19	Membership/Dues						
20	Rental of Equipment						
21	Senior Right Bulletin						
22							
23	Staff Training Evaluation Expenses	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$75,000
	·	ψ13,000	ψ13,000	ψ13,000	\$15,000	\$15,000	\$13,000
25 26	OTHER Language Line/Translation Services						
27	Pangea/AASC Database	\$856	\$856	\$856	\$856	\$856	\$4,280
28	Educational Programs						
29	Evaluation and Data Collection (BRIDGE)						
30							
31	TOTAL HSA OPERATING EXPENSE	\$18,396	\$21,028	\$27,028	\$24,028	\$24,028	\$114,508
32							
33	Developer Match Operating Expense						
34	Staff Travel	\$146	\$146	\$146	\$146	\$146	\$730
35	Telephone and Furniture	\$430	\$430	\$430	\$430	\$430	\$2,150
36	Office Supplies, Postage				****		72,123
	-					•	
37	Printing and Reproduction						
	Program Supplies	\$11,358	\$11,358	\$11,358	\$11,358	\$11,358	\$56,790
39	Staff Travel						
40	Utilities	\$1,984	\$1,984	\$1,984	\$1,984	\$1,984	\$9,920
41	Rental of Equipment						
42	Volunteer Expenses (Receptionist/intake)						
43	Translation Services/Languge Line						
44	Pangea/AASC Database	\$144	\$144	\$144	\$144	\$144	\$720
45	Charting				·	<u> </u>	
46	Staff Training	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$12,500
47	Educational Programs/LCSW/Other Outside Services	\$13,781	\$13,781	\$13,781	\$13,781	\$13,781	\$68,904
48							
49 50	TOTAL DEVELOPER OPERATING EXPENSE	\$30,343	\$30,343	\$30,343	\$30,343	\$30,343	\$151,714
51	TOTAL OPERATING EXPENSE	\$48,739	\$51,371	\$57,371	\$54,371	\$54,371	\$266,222
52							
54	HSA #3						
	•						

Appendix A-1 – Services to be Provided Bridge Housing RAD Housing Support Services at 462 Duboce Avenue July 1, 2019 – June 30, 2024

I. Purpose

The Rental Assistance Demonstration (RAD) program is an initiative from the U.S. Department of Housing and Urban Development (HUD) with the goal to preserve and improve public housing properties. The purpose of this grant is to provide support services to older adults and adults with disabilities residing in San Francisco RAD converted housing development units, to enhance residents' abilities to age in place, avoid premature institutionalization, and build community in their environments.

II. Definitions

Adult with a Disability	A person 18 years of age or older living with a disability
CARBON	Contracts Administration, Reporting, and Billing Online System
City	City and County of San Francisco, a municipal corporation
DAS	Department of Disability and Aging Services
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. Source: California Code of Regulations Title 22, Sec. 7630
Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individual or others.
Grantee	Bridge Housing
Low-Income	Having income at or below 300% of the federal poverty line defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and

	Human Services. This is only to be used by consumers to self-identify their income status, not to be used as a means test to qualify for the program.
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. Source: California Code of Regulation Sec. 7130.
MOHCD	Mayor's Office of Housing and Community Development
OCP	Office of Community Partnerships
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	Person who is 60 years and older, used interchangeably with "senior"
Senior	Person who is 60 years or older, used interchangeably with "older adult
SF-HSA	Human Services Agency of the City and County of San Francisco.
RAD	Rental Assistance Demonstration
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).

III. Target Population

Older adults and adults with disabilities residing in San Francisco RAD converted housing development units at 462 Duboce Avenue, San Francisco, CA, 94117. Grantee shall additionally target services to individuals who are members of one or more of the following target groups that have been identified as demonstrating the greatest economic and social need. In particular:

• Low-income

- Non or limited –English speaking
- Minority as defined by race and/or ethnicity, religion
- Frail
- Member of LGBTQ+ Community

IV. Eligibility for Services

- A person who is a resident of San Francisco and
- A person who is an older adult or an adult with a disability

V. Location and Time of Services

Services will be provided at 462 Duboce Avenue, San Francisco, CA, 94117, Monday through Friday, during regular office hours of 9:00am to 5:00pm, excluding holidays. On occasion, workshops or events will be provided after hours or on weekends.

VI. Description of Services and Program Requirements

- 1. Grantee will provide the four categories of services to older adults and adults with disabilities under this grant:
 - i. Outreach:
 - a. Establish and maintain positive relationships with tenants.
 - b. Establish regular channels of communication with all tenants via newsletters, tenant meetings, monthly activity calendars, etc.
 - c. Contact all new tenants to invite them to join community activities.
 - d. Contact, interact, inform, and invite all tenants to make use of support services to assist with and address individual needs or issues. These efforts will include a variety of outreach techniques such as written messages in appropriate languages, flyers, brochures, telephone calls, open house events, and emails, as available.
 - ii. Service Connection:
 - a. Establish and maintain relationships with neighborhood groups, city agencies, and community-based service providers with the goal of establishing robust referral partnerships and onsite programming.
 - b. Provide service needs assessment, information and referral, crisis intervention and counseling with individuals and groups of tenants, as needed.
 - c. Follow up on service referrals; identify and attempt to resolve barriers that prevent tenants from accessing services to which they have been referred.
 - d. Provide short-term case management services to tenants as needed, while working to connect those with longer-term needs to ongoing case management services.
 - e. Serve as a liaison or advocate for tenants with other service providers.
 - f. Assist tenants to identify and access community services needed to meet tenant's specific needs or to make progress toward identified goals.
 - iii. Housing Stability:
 - a. Work cooperatively and as part of a team with property management staff to meet the needs of tenants.
 - b. Conduct direct outreach to all tenants who become delinquent in rent payments and offer assistance in preparing rent payment plans and/or provide referrals to outside money management services.
 - c. Conduct direct outreach to all tenants who are experiencing safety concerns, lease or house rule violations, or who have been involved in critical incidents.
 - d. Provide information on various topics that will help tenants maintain their housing; provide assistance in communicating with, responding to, and meeting with property management to help tenants resolve issues related to housing; provide assistance in the remedy of incidences and/or lease violations that could lead to eviction by establishing written plans; and/or provide assistance with

conflict resolution for tenants who need to solve problems or resolve conflicts with other tenants.

iv. Community Engagement:

- a. Plan and implement community building activities and educational programs that contribute to enhanced community living and personal well-being.
- b. Provide tenants with opportunities to participate in organized gatherings for peer support, social connections, celebrations/commemorations, and other community events held onsite.
- c. Provide trainings and educational workshops on a variety of topics relating to health, wellness, finance, housing, and other topics.
- 2. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
- 3. Grantee will maintain accurate, up-to-date, confidential case files on all tenants, including documentation of all service contacts, demographic information, assessments, care plans, progress notes, and services provided.
- 4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15th each grant year or on a mutually agreed upon date between DAS OCP and the grantee.
- 5. Grantee will hire, train, and supervise 1 FTE (leveraged and/or grant funded) to provide services.
- 6. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer, and adhere to all program standards. Grantee will ensure services are available in the languages of the tenant population being served.
- 7. Grantee will ensure that units of service provided are tracked and distinguishable.
- 8. Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed. Grantee will attend RAD-related, MOHCD, and other meetings, as needed.
- 9. Grantee will work collaboratively with other community-based organizations to enhance the services received by the tenants.

VII. Service Objectives

On an annual basis, Grantee will meet the following service objectives:

- 1. Grantee will have individual and group service encounters with at least 65% of unduplicated tenants per month.
- 2. Grantee will provide to tenants a minimum of two (2) activities or events per week (or 104 annually). Types of activities annually must be at least 10% trainings/workshops, 25% health and wellness related, and 65% all other.
- 3. All (100%) households that are at risk of eviction or housing instability are offered assistance or service addressing their needs.

VIII. Outcome Objectives

On an annual basis, Grantee will meet the following outcome objectives:

1. At least 50% of unduplicated tenants participating in the annual survey will feel "strongly" or "very strongly" about being connected and involved in their tenant/resident community. Grantee will use the following standardized question: "How strongly do you

- feel about being connected and involved in the tenant/resident community at [site]?" The options should be "Very strongly", "Strongly", "Somewhat", "Not at all".
- 2. At least 50% of unduplicated tenants participating in the annual survey will "agree" or "highly agree" that they have better access to resources that improve their health and wellness. Grantee will use the following standardized question: "Do you have better access to resources that improve your health and wellness?" The options should be "Highly agree", "Agree", "Neutral", "Disagree", "Highly disagree".
- 3. Tenants have stable housing. At least 95% of households will have maintained or have obtained stable housing.

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 a DAS OCP approved intake form, into the grantee's database.
- 2. Monthly, quarterly, and annual reports must be entered into the Contracts Administration, Reporting, and Billing Online (CARBON) system as required by DAS and Contracts Department staff.
 - a. Grantee will provide a monthly report of activities, referencing the tasks as described in Section VII Service Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
 - i. Number and percentage of unduplicated tenants with individual and group service encounters.
 - ii. Number and type of event, activity, training, or educational workshop conducted onsite or offsite, and number of attendees per activity.
 - iii. Number and percentage of households that were at risk of eviction or housing instability and were offered assistance or service addressing their needs
 - b. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VIII Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
 - i. Number and percentage of unduplicated tenants that were outreached to annually.
 - ii. Number and percentage of unduplicated tenants who participated in the satisfaction survey and responded with "strongly" or "very strongly" when asked about being connected and involved in their tenant/resident community.
 - iii. Number and percentage of unduplicated tenants who participated in the satisfaction survey and responded with "agree" or "highly agree" when asked about having better access to resources that improve their health and wellness.
 - iv. Number and percentage of households that have maintained or have obtained stable housing.

- 3. Grantee will submit response rates and aggregated data from the annual participant survey to OCP staff by March 15th of each grant year or on a mutually agreed upon date between DAS OCP and the grantee.
- 4. Grantee program staff will complete an Elder Abuse Mandated Reporter Training and a Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of these trainings.
- 5. Grantee will issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31st of each grant year. The grantee must submit the report in the CARBON system.
- 6. Grantee will develop and deliver ad hoc reports as requested by SF-HAS, DAS, and OCP.
- 7. Grantee will develop and deliver a bi-annual summary report of SOGI data collected as required by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are January 10th (June-December data) and July 10th (January-June data).
- 8. Grantee will maintain an updated site chart, using the DAS OCP approved form, with details about the program.
- 9. Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable and to take all reasonable efforts to implement HIPAA requirements.
- 10. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.

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

Rocio.Duenas@sfgov.org

Contract Manager, Office of Contract Management Human Services Agency

or

Hanna.Teferi@sfgov.org

Administrative Analyst, Office of Community Partnerships Department of Disability and Aging Services

X. Monitoring Activities

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

include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence that program staff have completed the Security Awareness Training; review of program operation, which includes a review of a written policies and procedures manual of all OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of director list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site.

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

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2													ent Date: 11/9/21
												Docum	ent Date. 11/9/21
3				MARY									
4		BY PRO	GRAM										
5	Grantee's Name:			Grant Term:									
	1												
6	BRIDGE Housing Corporation			July 1, 2019 - Jur	ne 30, 2024								
7	(Check One) New Renewal Modification _ X	_											
Ω	If modification, Effective Date of Mod. 7/1/21 No.	of Mod 1											
0	Il Modification, Effective Date of Mod. 7/1/21 No	I I IVIOU. 1		I				I					I
9	Program: 462 Duboce - RAD												
	1 -												
10	Budget Reference Page No.(s)			=14104 0100100	=11101 0100100	=14104 0100100	=14100 0100100	=14100 0100100	=14100 0100100	=14100 0100104	=14100 0100104	=11100 0100101	TOTAL
١				7/1/21-6/30/22	7/1/21-6/30/22		7/1/22-6/30/23		7/1/22-6/30/23		7/1/23-6/30/24		
_	Program Term	7/1/19-6/30/20	7/1/20-6/30/21	Current	Modification	Revised	Current	Modification	Revised	Current	Modification	Revised	7/1/19-6/30/24
12													
13		\$40,139		\$41,244					\$41,244	\$41,244	\$0	\$41,244	\$205,116
	Operating Expense	\$4,686	\$4,986	\$4,986	\$4,295	\$9,281	\$4,986	\$1,295	\$6,281	\$4,986	\$1,295	\$6,281	\$31,515
	Capital Expenditure Subtotal	\$44,825	\$46,230	\$46,230	\$4,295	\$50,525	\$46,230	\$1,295	\$47,525	\$46,230	\$1,295	\$47,525	\$236,631
17													
	Indirect Cost (Line 16 X Line 17)	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%
_		\$6,780	\$6,922	\$6,922	\$226	\$7,148	\$6,922	\$207	\$7,129	\$6,922	\$207	\$7,129	\$35,107
19	·	\$51,604	\$53,152	\$53,152	\$4,595	\$57,747	\$53,152	\$1,595	\$54,747	\$53,152	\$1,595	\$54,747	\$271,997
20													
21		\$54,013	\$54,013	\$54,013	\$0		\$54,013	\$0	\$54,013	\$54,013	\$0		\$270,065
22		\$5,205	\$5,205	\$5,205	\$0	\$5,205	\$5,205	\$0	\$5,205	\$5,205	\$0	\$5,205	\$26,025
23													
_	Subtotal	\$59,218	\$59,218	\$59,218	\$0		\$59,218	\$0		\$59,218	\$0		\$296,090
25		15%	15%	15%	-	15%	15%	-	15%	15%	-	15%	15%
	Indirect Cost (Line 16 X Line 17)	\$8,908	\$8,883	\$8,883	\$0		\$8,883	\$0		\$8,883	\$0		\$44,438
27		\$68,126	\$68,101	\$68,101	\$0	\$68,101	\$68,101	\$0	\$68,101	\$68,101	\$0	\$68,101	\$340,528
28													
29	Total HSA and Developer Expenditures	\$119,730	\$121,253	\$121,253	\$4,595	\$125,848	\$121,253	\$1,595	\$122,848	\$121,253	\$1,595	\$122,848	\$612,527
30	HSA Revenues												
31	Local General Fund	\$51,604	\$53,152	\$53,152	\$4,595	\$57,747	\$53,152	\$1,595	\$54,747	\$53,152	\$1,595	\$54,747	\$271,997
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36 37		 					.			ļ			
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39		\$51,604	\$53,152	\$53,152	\$4,595	\$57,747	\$53,152	\$1,595	\$54,747	\$53,152	\$1,595	\$54,747	\$271,997
40													
41		\$68,126	\$68,101	\$68,101	\$0	\$68,101	\$68,101	\$0	\$68,101	\$68,101	\$0	\$68,101	\$340,528
42													
44													
	Total Developer Revenues	\$68,126	\$68,101	\$68,101	\$0	\$68,101	\$68,101	\$0	\$68,101	\$68,101	\$0	\$68,101	\$340,528
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46	Total Revenues	\$119,730	\$121,253	\$121,253	\$4,595	\$125,848	\$121,253	\$1,595	\$122,848	\$121,253	\$1,595	\$122,848	\$612,527
47	Full Time Equivalent (FTE)	1										1	
49	Prepared by:	Susan Neufeld	Telephone No.			415-321-3526							Date
	HSA-CO Review Signature:												
51	HSA #1												
52													
UZ	1												

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2													ment Date: 11/9/21
3	Grantee's Name: BRIDGE Housing Corpo	oration											
5													
6													
7				Salaries	& Bene	efits Detail							
8													
9			Huma	an Services	Huma	ın Services	Huma	an Services	Huma	an Services	Huma	n Services	
10				Agency		Agency		Agency		Agency		gency	TOTAL
11	POSITION TITLE	Annual Salary	7/1/ FTE	19-6/30/20 SALARIES	7/1/2 FTE	20-6/30/21 SALARIES	7/1/: FTE	21-6/30/22 SALARIES	7/1/ FTE	22-6/30/23 SALARIES	7/1/2 FTE	23-6/30/24 SALARIES	7/1/19-6/30/24
	Supervisor	\$70,834	0.44	\$30,995	0.45	\$31,849	0.45	\$31,849	0.45	\$31,849	0.45	\$31,849	\$158,391
14	odper visor	ψ10,004	0.44	ψ00,000	0.40	ψ01,040	0.40	ψ01,040	0.40	ψο 1,040	0.40	ψ01,040	ψ100,001
15													
16													
17													
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22													
23	TOTALS		0.438	\$30,995	0.450	\$31,849	0.450	\$31,849	0.450	\$31,849	0.450	\$31,849	\$158,391
25		ı		Т					1				
26	EMPLOYEE FRINGE BENEFITS		30%	\$9,144	30%	\$9,395	30%	\$9,395	30%	\$9,395	30%	\$9,395	\$46,725
27 28													
	TOTAL HSA SALARIES & BENEFITS			\$40,139		\$41,244		\$41,244		\$41,244		\$41,244	\$205,116
30													,
31													
32	Service Coordinator	\$60,486	0.60	\$36,292	0.60	\$36,292	0.60	\$36,292	0.60	\$36,292	0.60	\$36,292	\$181,459
33	Supervisor	\$70,834	0.50	\$5,417	0.50	\$5,417	0.50	\$5,417	0.50	\$5,417	0.50	\$5,417	\$27,085
34		7.0,001	2.00	70,	2.00	70,	2.00	70,	2.00	40,	2.00	+0,	42. ,000
35													
36													
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38	TOTALS	1	1.10	\$41,709	1.10	\$41,709	1.10	\$41,709	1.10	\$41,709	1.10	\$41,709	\$208,544
39				, , , , , , , , , , , , , , , , , , ,		Ţ,. 30		Ţ,. JO		Ţ,. 00		÷ , . 50	7200,014
	EMPLOYEE FRINGE BENEFITS		30%	\$12,304	30%	\$12,304	30%	\$12,304	30%	\$12,304	30%	\$12,304	\$61,520
41	Z 2012ETTMITOE DEITEITTO	!	5070	ψ12,004	5070	ψ12,004	50 70	Ψ12,004	3070	Ψ12,004	0070	ψ12,00 1	ψ01,020
	TOTAL DEVELOPER SALARIES & BENE	FITS		\$54,013		\$54,013		\$54,013		\$54,013		\$54,013	\$270,065
	TOTAL SALARIES & BENEFITS		1.54	\$94,151	1.55	\$95,257	1.55	\$95,257	1.55	\$95,257	1.55	\$95,257	\$475,181
44	TOTAL OPERATEO & DENET ITO		1.04	ψ34,131	1.00	ψυυ,Ζυ1	1.00	ψ30,201	1.00	ψ33,237	1.00	Ψ55,257	ψ+τυ, ισ ι
45	HSA #2												
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3														D	ocum	ent Date: 11/9/21
4	Grantee's Name: BRI	DGE Hou	using (Corporatio	n											
5																
6 7	-				Ope	erating Expe	nse De	etai								
8											_					
9						Human Servi	ces	Human Services Agency		Human Services Agency	ŀ	Human Services Agency		ın Servic Agency	es	TOTAL
10	HSA Expenditure Cate	eaorv			TERM	7/1/19-6/30/2	L 20	7/1/20-6/30/21	JL	7/1/21-6/30/22	1 L	7/1/226/30/23		23-6/30/2	4	7/1/19-6/30/24
11	Rental of Property										_					
12	Telephone and Office	Furniture				-	\$45	\$4		\$45	- -	\$45			\$45	\$225
	Program/Office Suppli		,				\$0	\$300		\$4,595		\$1,595		\$1,5		\$8,085
	1		or Co	na Dhana)												
14	Utilities (Electricity, W		rei, Ga	as, Priorie)		4	650	\$650		\$650	<u>'</u> –	\$650		φt	650	\$3,250
15	Printing and Reproduc	ction													_	
	Insurance														_	
	Staff Travel (Local & 0	Out of Tov	wn)			\$1	,350	\$1,350	<u> </u>	\$1,350	<u> </u>	\$1,350		\$1,3	350	\$6,750
18	Law Library															
19	Membership/Dues					-										
20	Rental of Equipment															
21	Senior Right Bulletin															
22	0. #= ::							01.01								
23 24	Staff Training				_	\$1	,841_	\$1,84	<u> </u>	\$1,841		\$1,841		\$1,8	341	\$9,205
25	OTHER				_											
26	Language Line/Transl	ation Ser	vices													
27	Pangea/AASC Databa					\$	0083	\$800)	\$800		\$800		\$8	300	\$4,000
28	Educational Programs	3			_	-										
30	Staff Recognition				_											
31	TOTAL HSA OPERA	TING FYI	PENS	F		\$4	,686	\$4,980		\$9,281		\$6,281		\$6,2	281	\$31,515
32	TOTAL HOA OF LIKA	IIIO EXI		-				Ψ4,300	<u> </u>	ψ3,201		ψ0,201		Ψ0,2		Ψ01,010
															_	
33	Developer Match Ope	rating Ex	pense	<u>!</u>												
34	Staff Travel															
35	Telephone and Furniti	ure					205	\$20	<u> </u>	\$205	<u> </u>	\$205		\$2	205	\$1,025
36	Office Supplies, Posta	age														
37	Printing and Reproduc	ction				-										
38	Program Supplies					\$5	,000	\$5,000	<u> </u>	\$5,000	<u> </u>	\$5,000		\$5,0	000	\$25,000
39	Staff Travel															
40	Utilities															
41	Rental of Equipment										_					
42	Volunteer Expenses (Reception	nist/int	ake)							_					
43	Translation Services/L	anguge l	Line								_					
44	Educational Programs	s/LCSW/C	Other (Outside Se	rvices									_		
45	Charting					<u> </u>										
46	Staff Training													-		
47	Sub-Contractor (NCPI	HS)							_		_					
48]															
49	TOTAL DEVELOPER	OPERAT	TING E	EXPENSE		\$5	,205	\$5,20	5	\$5,205	;	\$5,205		\$5,2	205	\$26,025
50				_												
51 52	TOTAL OPERATING	EXPENS	E			\$9	,891_	\$10,19	<u> </u>	\$14,486	<u> </u>	\$11,486		\$11,4	186	\$57,540
53	HSA #3															
54	1															

Appendix A-1 – Services to be Provided Bridge Housing RAD Housing Support Services at 1855 15th Street July 1, 2019 – June 30, 2024

I. Purpose

The Rental Assistance Demonstration (RAD) program is an initiative from the U.S. Department of Housing and Urban Development (HUD) with the goal to preserve and improve public housing properties. The purpose of this grant is to provide support services to older adults and adults with disabilities residing in San Francisco RAD converted housing development units, to enhance residents' abilities to age in place, avoid premature institutionalization, and build community in their environments.

II. Definitions

Adult with a Disability	A person 18 years of age or older living with a disability
CARBON	Contracts Administration, Reporting, and Billing Online System
City	City and County of San Francisco, a municipal corporation
DAS	Department of Disability and Aging Services
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. Source: California Code of Regulations Title 22, Sec. 7630
Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individual or others.
Grantee	Bridge Housing
Low-Income	Having income at or below 300% of the federal poverty line defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and

	Human Services. This is only to be used by consumers to self-identify their income status, not to be used as a means test to qualify for the program.
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. Source: California Code of Regulation Sec. 7130.
MOHCD	Mayor's Office of Housing and Community Development
OCP	Office of Community Partnerships
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	Person who is 60 years and older, used interchangeably with "senior"
Senior	Person who is 60 years or older, used interchangeably with "older adult
SF-HSA	Human Services Agency of the City and County of San Francisco.
RAD	Rental Assistance Demonstration
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).

III. Target Population

Older adults and adults with disabilities residing in San Francisco RAD converted housing development units at 1855 15th Street, San Francisco, CA, 94103. Grantee shall additionally target services to individuals who are members of one or more of the following target groups that have been identified as demonstrating the greatest economic and social need. In particular:

• Low-income

- Non or limited –English speaking
- Minority as defined by race and/or ethnicity, religion
- Frail
- Member of LGBTQ+ Community

IV. Eligibility for Services

- A person who is a resident of San Francisco and
- A person who is an older adult or an adult with a disability

V. Location and Time of Services

Services will be provided at 1855 15th Street, San Francisco, CA, 94103, Monday through Friday, during regular office hours of 9:00am to 5:00pm, excluding holidays. On occasion, workshops or events will be provided after hours or on weekends.

VI. Description of Services and Program Requirements

- 1. Grantee will provide the four categories of services to older adults and adults with disabilities under this grant:
 - i. Outreach:
 - a. Establish and maintain positive relationships with tenants.
 - b. Establish regular channels of communication with all tenants via newsletters, tenant meetings, monthly activity calendars, etc.
 - c. Contact all new tenants to invite them to join community activities.
 - d. Contact, interact, inform, and invite all tenants to make use of support services to assist with and address individual needs or issues. These efforts will include a variety of outreach techniques such as written messages in appropriate languages, flyers, brochures, telephone calls, open house events, and emails, as available.
 - ii. Service Connection:
 - a. Establish and maintain relationships with neighborhood groups, city agencies, and community-based service providers with the goal of establishing robust referral partnerships and onsite programming.
 - b. Provide service needs assessment, information and referral, crisis intervention and counseling with individuals and groups of tenants, as needed.
 - c. Follow up on service referrals; identify and attempt to resolve barriers that prevent tenants from accessing services to which they have been referred.
 - d. Provide short-term case management services to tenants as needed, while working to connect those with longer-term needs to ongoing case management services.
 - e. Serve as a liaison or advocate for tenants with other service providers.
 - f. Assist tenants to identify and access community services needed to meet tenant's specific needs or to make progress toward identified goals.
 - iii. Housing Stability:
 - a. Work cooperatively and as part of a team with property management staff to meet the needs of tenants.
 - b. Conduct direct outreach to all tenants who become delinquent in rent payments and offer assistance in preparing rent payment plans and/or provide referrals to outside money management services.
 - c. Conduct direct outreach to all tenants who are experiencing safety concerns, lease or house rule violations, or who have been involved in critical incidents.
 - d. Provide information on various topics that will help tenants maintain their housing; provide assistance in communicating with, responding to, and meeting with property management to help tenants resolve issues related to housing; provide assistance in the remedy of incidences and/or lease violations that could lead to eviction by establishing written plans; and/or provide assistance with

conflict resolution for tenants who need to solve problems or resolve conflicts with other tenants.

iv. Community Engagement:

- a. Plan and implement community building activities and educational programs that contribute to enhanced community living and personal well-being.
- b. Provide tenants with opportunities to participate in organized gatherings for peer support, social connections, celebrations/commemorations, and other community events held onsite.
- c. Provide trainings and educational workshops on a variety of topics relating to health, wellness, finance, housing, and other topics.
- 2. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
- 3. Grantee will maintain accurate, up-to-date, confidential case files on all tenants, including documentation of all service contacts, demographic information, assessments, care plans, progress notes, and services provided.
- 4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15th each grant year or on a mutually agreed upon date between DAS OCP and the grantee.
- 5. Grantee will hire, train, and supervise 1.25 FTE (leveraged and/or grant funded) to provide services.
- 6. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer, and adhere to all program standards. Grantee will ensure services are available in the languages of the tenant population being served.
- 7. Grantee will ensure that units of service provided are tracked and distinguishable.
- 8. Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed. Grantee will attend RAD-related, MOHCD, and other meetings, as needed.
- 9. Grantee will work collaboratively with other community-based organizations to enhance the services received by the tenants.

VII. Service Objectives

On an annual basis, Grantee will meet the following service objectives:

- 1. Grantee will have individual and group service encounters with at least 65% of unduplicated tenants per month.
- 2. Grantee will provide to tenants a minimum of two (2) activities or events per week (or 104 annually). Types of activities annually must be at least 10% trainings/workshops, 25% health and wellness related, and 65% all other.
- 3. All (100%) households that are at risk of eviction or housing instability are offered assistance or service addressing their needs.

VIII. Outcome Objectives

On an annual basis, Grantee will meet the following outcome objectives:

1. At least 50% of unduplicated tenants participating in the annual survey will feel "strongly" or "very strongly" about being connected and involved in their tenant/resident community. Grantee will use the following standardized question: "How strongly do you

- feel about being connected and involved in the tenant/resident community at [site]?" The options should be "Very strongly", "Strongly", "Somewhat", "Not at all".
- 2. At least 50% of unduplicated tenants participating in the annual survey will "agree" or "highly agree" that they have better access to resources that improve their health and wellness. Grantee will use the following standardized question: "Do you have better access to resources that improve your health and wellness?" The options should be "Highly agree", "Agree", "Neutral", "Disagree", "Highly disagree".
- 3. Tenants have stable housing. At least 95% of households will have maintained or have obtained stable housing.

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 a DAS OCP approved intake form, into the grantee's database.
- 2. Monthly, quarterly, and annual reports must be entered into the Contracts Administration, Reporting, and Billing Online (CARBON) system as required by DAS and Contracts Department staff.
 - a. Grantee will provide a monthly report of activities, referencing the tasks as described in Section VII Service Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
 - i. Number and percentage of unduplicated tenants with individual and group service encounters.
 - ii. Number and type of event, activity, training, or educational workshop conducted onsite or offsite, and number of attendees per activity.
 - iii. Number and percentage of households that were at risk of eviction or housing instability and were offered assistance or service addressing their needs
 - b. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VIII Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
 - i. Number and percentage of unduplicated tenants that were outreached to annually.
 - ii. Number and percentage of unduplicated tenants who participated in the satisfaction survey and responded with "strongly" or "very strongly" when asked about being connected and involved in their tenant/resident community.
 - iii. Number and percentage of unduplicated tenants who participated in the satisfaction survey and responded with "agree" or "highly agree" when asked about having better access to resources that improve their health and wellness.
 - iv. Number and percentage of households that have maintained or have obtained stable housing.

- 3. Grantee will submit response rates and aggregated data from the annual participant survey to OCP staff by March 15th of each grant year or on a mutually agreed upon date between DAS OCP and the grantee.
- 4. Grantee program staff will complete an Elder Abuse Mandated Reporter Training and a Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of these trainings.
- 5. Grantee will issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31st of each grant year. The grantee must submit the report in the CARBON system.
- 6. Grantee will develop and deliver ad hoc reports as requested by SF-HAS, DAS, and OCP.
- 7. Grantee will develop and deliver a bi-annual summary report of SOGI data collected as required by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are January 10th (June-December data) and July 10th (January-June data).
- 8. Grantee will maintain an updated site chart, using the DAS OCP approved form, with details about the program.
- 9. Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable and to take all reasonable efforts to implement HIPAA requirements.
- 10. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.

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

Rocio.Duenas@sfgov.org

Contract Manager, Office of Contract Management Human Services Agency

or

Hanna.Teferi@sfgov.org

Administrative Analyst, Office of Community Partnerships Department of Disability and Aging Services

X. Monitoring Activities

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

include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence that program staff have completed the Security Awareness Training; review of program operation, which includes a review of a written policies and procedures manual of all OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of director list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site.

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

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1		•			•						•	App	endix B-1, Page 1
2												Docum	ent Date: 11/9/21
3	HUMAN SERVICES AGENC	Y CONTRACT	BUDGET SUM	MARY									
4	HOMAN CENTICES ACENTS	BY PRO		INIZICI									
5	0	5	J. U. U.I.	0 17									
5	Grantee's Name:			Grant Term:									
6	BRIDGE Housing Corporation			July 1, 2019 - June	e 30, 2024								
7	(Check One) New Renewal Modification _	<u>X</u>											
0	If modification, Effective Date of Mod. 7/1/21 No	of Mod 1											
0	II Modification, Effective Date of Mod. 7/1/21 No	i. or wou. i	1				1	1			1	1	
9	Program: 1855 15th (Mission Dolores) - RAD												İ
10	Budget Reference Page No.(s)												TOTAL
10	Budget Reference Page No.(S)			7/1/21-6/30/22	7/1/21-6/30/22	7/1/21-6/30/22	7/1/22-6/30/23	7/1/22-6/30/23	7/1/22-6/30/23	7/1/23-6/30/24	7/1/23-6/30/24	7/1/23-6/30/24	TOTAL
11	Program Term	7/1/19-6/30/20	7/1/20-6/30/21	Original	Modification	Revised	Original	Modification	Revised	Original	Modification	Revised	7/1/19-6/30/24
12													
_	Salaries & Benefits	\$38,628	\$38,628	\$38,628	\$0	\$38,628	\$38,628	\$0.22	\$38,628	\$38,628	\$0	\$38,628	\$193,141
14	Operating Expense	\$21,991		\$24,006	\$4,654	\$28,660	\$24,006		\$25,660	\$24,006	\$1,654	\$25,660	\$125,977
	Capital Expenditure												
	Subtotal	\$60,619	\$62,634	\$62,634	\$4,654	\$67,288	\$62,634	\$1,654	\$64,288	\$62,634	\$1,654	\$64,288	\$319,118
	Indirect Percentage (%)	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%
_	Indirect Cost (Line 16 X Line 17)	\$9,093	\$9,169	\$9,169	\$500	\$9,669	\$9,169	\$500	\$9,669	\$9,169	\$500	\$9,669	\$47,270
	Total HSA Expenditures	\$69,712	\$71,803	\$71,803	\$5,154	\$76,957	\$71,803	\$2,154	\$73,957	\$71,803	\$2,154	\$73,957	\$366,386
20	1												
	Salaries & Benefits	\$66,728	\$66,728	\$66,728	\$0	\$66,728	\$66,728	\$0	\$66,728	\$66,728	\$0	\$66,728	\$333,638
	Operating Expense	\$23,925	\$23,925	\$23,925	\$0	23,925	23,925	\$0	23,925	23,925	\$0	23,925	\$119,625
	Capital Expenditure Subtotal	\$90,653	\$90,653	\$90,653	\$0	\$90,653	\$90,653	\$0	\$90,653	\$90,653	\$0	\$90,653	\$453,263
					\$0			\$0			\$0		
25	Indirect Cost (Line 16 X Line 17)	15% \$13,598	15% \$13,598	15% \$13,598	- \$0	15% \$13,598	15% \$13,598	- \$0	15% \$13,598	15% \$13,598	- \$0	15% \$13,598	15% \$67,989
27		\$104,250	\$104,250	\$104,250	\$0	\$104,250	\$104,250	\$0	\$104,250	\$104,250	\$0		\$521,252
28	Total Developer Expericitures	φ104,230	φ104,230	\$104,230	φυ	\$104,230	φ104,230	φυ	\$104,230	\$104,230	φυ	φ104,230	φ321,232
29	Total HSA and Developer Expenditures	\$173,963	\$176,054	\$176,053	\$5,154	\$181,208	\$176,053	\$2,154	\$178,208	\$176,053	\$2,154	\$178,208	\$887,640
30		ψσ,σσσ	ψσ,σσ.	ψ.1.0,000	ψ0,101	ψ101,200	ψ o,σσσ	Ψ2,101	ψ110,200	ψ110,000	ψ2,101	ψσ, <u>2</u> σσ	ψου, το το
	Local General Fund	\$69,712	\$71,803	\$71,803	\$5,154	\$76,957	\$71,803	\$2,154	\$73,957	\$71,803	\$2,154	\$73,957	\$366,386
32		ψου,7 12	ψ11,000	ψ11,000	ψ0,10-1	ψ10,001	ψ11,000	Ψ2,104	ψ10,001	ψ11,000	ψ2,104	ψ10,001	ψ000,000
33													
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36 37													
38													
39		\$69,712	\$71,803	\$71,803	\$5,154	\$76,957	\$71,803	\$2,154	\$73,957	\$71,803	\$2,154	\$73,957	\$366,386
40	Developer Revenues	φυθ,712	φ/1,003	φ/ 1,003	φ5,154	\$10,931	φ/1,003	Ψ2,134	φ13, 3 31	φ/1,003	φ2,134	φ13,931	φ300,380
	Developer Match Funds	\$104,250	\$104,250	\$104,250	\$0	\$104,250	\$104,250	\$0	\$104,250	\$104,250	\$0	\$104,250	\$521,252
42		ψ104,200	ψ104,200	Ψ10-1,200	ΨΟ	Ψ104,200	ψ104,200	ΨΟ	Ψ104,200	Ψ104,200	ΨΟ	ψ104,200	ΨΟΣ 1,202
43													
44													
45	Total Developer Revenues	\$104,250	\$104,250	\$104,250	\$0	\$104,250	\$104,250	\$0	\$104,250	\$104,250	\$0	\$104,250	\$521,252
46	Total Revenues	\$173,963	\$176,054	\$176,053	\$5,155	\$181,208	\$176,053	\$2,155	\$178,208	\$176,053	\$2,155	\$178,208	\$887,640
17	Full Time Equivalent (FTE)												ĺ
		<u> </u>	1	<u> </u>	l		<u> </u>	ı	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u>L</u>
49	Prepared by:	Susan Neufeld	Telephone No.			415-321-3526							Date 8.8.19
50	HSA-CO Review Signature:												
	HSA #1			•									
52													-
32													

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3												Docum	ent Date: 11/9/21
4	Grantee's Name: BRIDGE Housing C	Corporation											
5													
6													
7				Salaries	& Ben	efits Detail							
8													
9		İ	Huma	an Services	Huma	an Services	Huma	an Services	Huma	an Services	Hum	an Services	
10				Agency		Agency		Agency		Agency		Agency	TOTAL
11				19-6/30/20		20-6/30/21		21-6/30/22		22-6/30/23		/23-6/30/24	7/1/19-6/30/24
12	POSITION TITLE	Annual Salary	FTE	SALARIES	FTE	SALARIES	FTE	SALARIES	FTE	SALARIES	FTE	SALARIES	
15	Service Coordinator	\$57,227	0.50	\$28,614	0.50	\$28,614	0.50	\$28,614	0.50	\$28,614	0.50	\$28,614	\$143,068
16													
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	TOTAL 0		0.50	400.044	0.50	***	0.50	***	0.50	***	0.50	***	* 440.000
23 24	TOTALS		0.50	\$28,614	0.50	\$28,614	0.50	\$28,614	0.50	\$28,614	0.50	\$28,614	\$143,068
25				T									
	EMPLOYEE FRINGE BENEFITS		35%	\$10,015	35%	\$10,015	35%	\$10,015	35%	\$10,015	35%	\$10,015	\$50,074
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30													
31	DEVELOPER MATCH POSITION TIT	LE											
32	Service Coordinator	\$57,227	0.50	\$28,614	0.50	\$28,614	0.50	\$28,614	0.50	\$28,614	0.50	\$28,614	\$143,068
33	Supervisor	\$69,637	0.25	\$17,409	0.25	\$17,409	0.25	\$17,409	0.25	\$17,409	0.25	\$17,409	\$87,046
34	Service Coordinator	\$71,238	0.05	\$3,405	0.05	\$3,405	0.05	\$3,405	0.05	\$3,405	0.05	\$3,405	\$17,026
35													
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38	TOTALS		0.80	\$49,428	0.80	\$49,428	0.80	\$49,428	0.80	\$49,428	0.80	\$49,428	\$247,139
39		'		,				,		,			,
	EMPLOYEE FRINGE BENEFITS		35%	\$17,300	35%	\$17,300	35%	\$17,300	35%	\$17,300	35%	\$17,300	\$86,499
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	TOTAL SALARIES & BENEFITS		1.30	\$105,356	1.30	\$105,356	1.30	\$105,356	1.30	\$105,356	1.30	\$105,356	\$526,779
44	H6V #3												
46	HSA #2												
	1												

Appendix Name: BRIDGE Housing Corporation		A B C D	E	F G	H I J	К	LI M II	N O
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							Doo	cument Date: 11/9/21
		Grantee's Name: BRIDGE Housing Corporation						
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		0		Datail				
Numan Services Numa		Оре	eraung Expense	Detail				
10 15 Secure Fitter Calespore TERM 7/19-6/30/20 7/120-6/30/21 7/122-6/30/23 7/122-6/30/23 7/122-6/30/23 7/123-6/30/24 7/19-6/30/24 7	-]	Human Services	Human Services	Human Services	Human Services	Human Services	
1 Rortal of Property	-		Agency	Agency	Agency	Agency		
Telephone and Office Furniture	10	HSA Expenditure Category TERM	7/1/19-6/30/20	7/1/20-6/30/21	7/1/21-6/30/22	7/1/226/30/23	7/1/23-6/30/24	7/1/19-6/30/24
13 ProgramCrifice Supplies \$1.706 \$5.781 \$6.435 \$5.435 \$5.435 \$3.24 855 14 Uniting and Reproduction	11	Rental of Property						
Marting and Reproduction	12	Telephone and Office Furniture						
Marting and Reproduction	13	Program/Office Supplies	\$1,766	\$3,781	\$8,435	\$5,435	\$5,435	\$24,852
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15 Staff Travel (Local & Out of Town)		- · ·						
E. valuation Expenses \$20,000 \$20,000 \$20,000 \$20,000 \$20,000 \$100,000 \$		-						-
Membership/Dues		· · · · · · · · · · · · · · · · · · ·			-			
Rental of Equipment	18	Evaluation Expenses	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$100,000
Senior Right Bulletin Seni	19	Membership/Dues						
Senior Right Bulletin	20	Rental of Equipment						
22 Staff Training	21	·						
25 OTHER								
20	23	Staff Training						
20	24			-	-			-
Pangea/AASC Database	25	OTHER						
28 Educational Programs	_	• •	\$225	\$225	\$225	\$225	\$225	\$1,125
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TOTAL HSA OPERATING EXPENSE \$21,991 \$24,006 \$28,660 \$25,660 \$25,660 \$125,977 \$32 \$33 \$20 \$20 \$20 \$300		Stan Necognition					· · · · · · · · · · · · · · · · · · ·	-
32		TOTAL HSA OPERATING EXPENSE	\$21 991	\$24,006	\$28,660	\$25,660	\$25,660	\$125 977
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45 Charting Staff Training \$2,000 \$2,000 \$2,000 \$2,000 \$2,000 \$2,000 \$2,000 \$10,000 47 Educational Programs/LCSW/Other Outside Services	43	Translation Services/Languge Line	\$75	\$75	\$75	\$75	\$75	\$375
46 Staff Training \$2,000 \$2,000 \$2,000 \$2,000 \$2,000 \$10,000 47 Educational Programs/LCSW/Other Outside Services	44	Educational Programs/LCSW/Other Outside Servic	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$12,000
47 Educational Programs/LCSW/Other Outside Services	45	Charting						
47 Educational Programs/LCSW/Other Outside Services	46	Staff Training	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$10,000
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53 HSA #3	51	TOTAL OPERATING EXPENSE	\$45,916	\$47,931	\$52,585	\$49,585	\$49,585	\$245,602
		HSA #3						

Appendix A-1 – Services to be Provided Bridge Housing RAD Housing Support Services at 25 Sanchez Street July 1, 2019 – June 30, 2024

I. Purpose

The Rental Assistance Demonstration (RAD) program is an initiative from the U.S. Department of Housing and Urban Development (HUD) with the goal to preserve and improve public housing properties. The purpose of this grant is to provide support services to older adults and adults with disabilities residing in San Francisco RAD converted housing development units, to enhance residents' abilities to age in place, avoid premature institutionalization, and build community in their environments.

II. Definitions

Adult with a Disability	A person 18 years of age or older living with a disability
CARBON	Contracts Administration, Reporting, and Billing Online System
City	City and County of San Francisco, a municipal corporation
DAS	Department of Disability and Aging Services
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. Source: California Code of Regulations Title 22, Sec. 7630
Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individual or others.
Grantee	Bridge Housing
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

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	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.
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. Source: California Code of Regulation Sec. 7130.
MOHCD	Mayor's Office of Housing and Community Development
OCP	Office of Community Partnerships
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	Person who is 60 years and older, used interchangeably with "senior"
Senior	Person who is 60 years or older, used interchangeably with "older adult
SF-HSA	Human Services Agency of the City and County of San Francisco.
RAD	Rental Assistance Demonstration
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).

III. Target Population

Older adults and adults with disabilities residing in San Francisco RAD converted housing development units at 25 Sanchez St, San Francisco, CA, 94114. Grantee shall additionally target services to individuals who are members of one or more of the following target groups that have been identified as demonstrating the greatest economic and social need. In particular:

Low-income

- Non or limited –English speaking
- Minority as defined by race and/or ethnicity, religion
- Frail
- Member of LGBTQ+ Community

IV. Eligibility for Services

- A person who is a resident of San Francisco and
- A person who is an older adult or an adult with a disability

V. Location and Time of Services

Services will be provided at 25 Sanchez St, San Francisco, CA, 94114, Monday through Friday, during regular office hours of 9:00am to 5:00pm, excluding holidays. On occasion, workshops or events will be provided after hours or on weekends.

VI. Description of Services and Program Requirements

- 1. Grantee will provide the four categories of services to older adults and adults with disabilities under this grant:
 - i. Outreach:
 - a. Establish and maintain positive relationships with tenants.
 - b. Establish regular channels of communication with all tenants via newsletters, tenant meetings, monthly activity calendars, etc.
 - c. Contact all new tenants to invite them to join community activities.
 - d. Contact, interact, inform, and invite all tenants to make use of support services to assist with and address individual needs or issues. These efforts will include a variety of outreach techniques such as written messages in appropriate languages, flyers, brochures, telephone calls, open house events, and emails, as available.
 - ii. Service Connection:
 - a. Establish and maintain relationships with neighborhood groups, city agencies, and community-based service providers with the goal of establishing robust referral partnerships and onsite programming.
 - b. Provide service needs assessment, information and referral, crisis intervention and counseling with individuals and groups of tenants, as needed.
 - c. Follow up on service referrals; identify and attempt to resolve barriers that prevent tenants from accessing services to which they have been referred.
 - d. Provide short-term case management services to tenants as needed, while working to connect those with longer-term needs to ongoing case management services.
 - e. Serve as a liaison or advocate for tenants with other service providers.
 - f. Assist tenants to identify and access community services needed to meet tenant's specific needs or to make progress toward identified goals.
 - iii. Housing Stability:
 - a. Work cooperatively and as part of a team with property management staff to meet the needs of tenants.
 - b. Conduct direct outreach to all tenants who become delinquent in rent payments and offer assistance in preparing rent payment plans and/or provide referrals to outside money management services.
 - c. Conduct direct outreach to all tenants who are experiencing safety concerns, lease or house rule violations, or who have been involved in critical incidents.
 - d. Provide information on various topics that will help tenants maintain their housing; provide assistance in communicating with, responding to, and meeting with property management to help tenants resolve issues related to housing; provide assistance in the remedy of incidences and/or lease violations that could lead to eviction by establishing written plans; and/or provide assistance with

conflict resolution for tenants who need to solve problems or resolve conflicts with other tenants.

iv. Community Engagement:

- a. Plan and implement community building activities and educational programs that contribute to enhanced community living and personal well-being.
- b. Provide tenants with opportunities to participate in organized gatherings for peer support, social connections, celebrations/commemorations, and other community events held onsite.
- c. Provide trainings and educational workshops on a variety of topics relating to health, wellness, finance, housing, and other topics.
- 2. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
- 3. Grantee will maintain accurate, up-to-date, confidential case files on all tenants, including documentation of all service contacts, demographic information, assessments, care plans, progress notes, and services provided.
- 4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15th each grant year or on a mutually agreed upon date between DAS OCP and the grantee.
- 5. Grantee will hire, train, and supervise 1.25 FTE (leveraged and/or grant funded) to provide services.
- 6. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer, and adhere to all program standards. Grantee will ensure services are available in the languages of the tenant population being served.
- 7. Grantee will ensure that units of service provided are tracked and distinguishable.
- 8. Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed. Grantee will attend RAD-related, MOHCD, and other meetings, as needed.
- 9. Grantee will work collaboratively with other community-based organizations to enhance the services received by the tenants.

VII. Service Objectives

On an annual basis, Grantee will meet the following service objectives:

- 1. Grantee will have individual and group service encounters with at least 65% of unduplicated tenants per month.
- 2. Grantee will provide to tenants a minimum of two (2) activities or events per week (or 104 annually). Types of activities annually must be at least 10% trainings/workshops, 25% health and wellness related, and 65% all other.
- 3. All (100%) households that are at risk of eviction or housing instability are offered assistance or service addressing their needs.

VIII. Outcome Objectives

On an annual basis, Grantee will meet the following outcome objectives:

1. At least 50% of unduplicated tenants participating in the annual survey will feel "strongly" or "very strongly" about being connected and involved in their tenant/resident community. Grantee will use the following standardized question: "How strongly do you

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- feel about being connected and involved in the tenant/resident community at [site]?" The options should be "Very strongly", "Strongly", "Somewhat", "Not at all".
- 2. At least 50% of unduplicated tenants participating in the annual survey will "agree" or "highly agree" that they have better access to resources that improve their health and wellness. Grantee will use the following standardized question: "Do you have better access to resources that improve your health and wellness?" The options should be "Highly agree", "Agree", "Neutral", "Disagree", "Highly disagree".
- 3. Tenants have stable housing. At least 95% of households will have maintained or have obtained stable housing.

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 a DAS OCP approved intake form, into the grantee's database.
- 2. Monthly, quarterly, and annual reports must be entered into the Contracts Administration, Reporting, and Billing Online (CARBON) system as required by DAS and Contracts Department staff.
 - a. Grantee will provide a monthly report of activities, referencing the tasks as described in Section VII Service Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
 - i. Number and percentage of unduplicated tenants with individual and group service encounters.
 - ii. Number and type of event, activity, training, or educational workshop conducted onsite or offsite, and number of attendees per activity.
 - iii. Number and percentage of households that were at risk of eviction or housing instability and were offered assistance or service addressing their needs
 - b. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VIII Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
 - i. Number and percentage of unduplicated tenants that were outreached to annually.
 - ii. Number and percentage of unduplicated tenants who participated in the satisfaction survey and responded with "strongly" or "very strongly" when asked about being connected and involved in their tenant/resident community.
 - iii. Number and percentage of unduplicated tenants who participated in the satisfaction survey and responded with "agree" or "highly agree" when asked about having better access to resources that improve their health and wellness.
 - iv. Number and percentage of households that have maintained or have obtained stable housing.

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- 3. Grantee will submit response rates and aggregated data from the annual participant survey to OCP staff by March 15th of each grant year or on a mutually agreed upon date between DAS OCP and the grantee.
- 4. Grantee program staff will complete an Elder Abuse Mandated Reporter Training and a Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of these trainings.
- 5. Grantee will issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31st of each grant year. The grantee must submit the report in the CARBON system.
- 6. Grantee will develop and deliver ad hoc reports as requested by SF-HAS, DAS, and OCP.
- 7. Grantee will develop and deliver a bi-annual summary report of SOGI data collected as required by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are January 10th (June-December data) and July 10th (January-June data).
- 8. Grantee will maintain an updated site chart, using the DAS OCP approved form, with details about the program.
- 9. Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable and to take all reasonable efforts to implement HIPAA requirements.
- 10. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.

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

Rocio.Duenas@sfgov.org

Contract Manager, Office of Contract Management Human Services Agency

or

Hanna.Teferi@sfgov.org

Administrative Analyst, Office of Community Partnerships Department of Disability and Aging Services

X. Monitoring Activities

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

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include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence that program staff have completed the Security Awareness Training; review of program operation, which includes a review of a written policies and procedures manual of all OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of director list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site.

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

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2												Docum	nent Date: 11/9/21
3	HUMAN SERVICES AGENC	Y CONTRACT B	UDGET SUMM	ARY									
4		BY PROGE	RAM										
5	Grantee's Name:			Grant Term:									
6	BRIDGE Housing Corporation			July 1, 2019 - June	30, 2024								
7	(Check One) New Renewal Modification	1_ <u>X</u> _		•									
8	If modification, Effective Date of Mod. 7/1/21 N	lo. of Mod. 1											
0	Program: 25 Sanchez - RAD												
	Budget Reference Page No.(s)												TOTAL
10	Budget Neterence Fage No.(s)			7/1/21-6/30/22	7/1/21-6/30/22	7/1/21-6/30/22	7/1/22-6/30/23	7/1/22-6/30/23	7/1/22-6/30/23	7/1/23-6/30/24	7/1/23-6/30/24	7/1/23-6/30/24	TOTAL
11	Program Term	7/1/19-6/30/20	7/1/20-6/30/21	Original	Modification	Revised	Original	Modification	Revised	Original	Modification	Revised	7/1/19-6/30/24
12	Human Services Agency Expenditures									-			
13	Salaries & Benefits	\$40,763	\$40,763	\$40,763	\$0	\$40,763	\$40,763	\$0	\$40,763	\$40,763	\$0	\$40,763	\$203,813
	Operating Expense	\$19,388	\$21,390	\$21,390	\$4,637	\$26,027	\$21,390	\$1,637	23,027	21,390	\$1,637	23,027	\$112,859
	Capital Expenditure	000 451	000 450	#00.4E0	A 4 CO-	400 700	A00 450	04.00=	400 700	600.450	A4 003	A00.700	0040.070
	Subtotal Indirect Percentage (%)	\$60,151	\$62,153	\$62,153	\$4,637	\$66,790	\$62,153	\$1,637	\$63,790	\$62,153	\$1,637	\$63,790	\$316,672
		15%	15%	15%	0%	15%	15%	0%	15%	15%	0%	15%	15%
	Indirect Cost (Line 16 X Line 17) Total HSA Expenditures	\$9,023 \$69,172	\$9,094 \$71,247	\$9,094 \$71,247	\$500 \$5,137	\$9,594 \$76,384	\$9,094 \$71,247	\$500 \$2,137	\$9,594 \$73,384	\$9,094 \$71,247	\$500 \$2,137	\$9,594 \$73,384	\$46,899 \$363,571
20	Developer Match Expenditures	\$03,172	φ/1,24/	\$71,247	40,137	\$70,304	φ/1,24/	φ2,137	\$73,304	\$11,241	φ2,137	φ13,30 4	\$303,371
	Salaries & Benefits	\$92,824	\$92,824	\$92,824	\$0	\$92,824	\$92,824	\$0	\$92,824	\$92,824	\$0	\$92,824	\$464,119
	Operating Expense	\$32,728	\$32,728	\$32,728	\$0	\$32,728	32,728	\$0	\$32,728	32,728	\$0	\$32,728	\$163,640
	Capital Expenditure	ψ02,120	ΨΟΣ,720	ψ02,120	ΨΟ	ψ02,720	02,720	ΨΟ	ψ02,720	02,720	ΨΟ	ψ02,120	ψ100,040
	Subtotal	\$125,552	\$125,552	\$125,552	\$0	\$125,552	\$125,552	\$0	\$125,552	\$125,552	\$0	\$125,552	\$627,759
25	Indirect Percentage (%)	15%	15%	15%	_	15%	15%	-	15%	15%	_	15%	15%
26	Indirect Cost (Line 16 X Line 17)	\$19,283	\$19,283	\$19,283	\$0	\$19,283	\$19,283	\$0	\$19,283	\$19,283	\$0	\$19,283	\$96,414
	Total Developer Expenditures	\$144,835	\$144,835	\$144,835	\$0	\$144,835	\$144,835	\$0	\$144,835	\$144,835	\$0	\$144,835	\$724,173
28													
	Total HSA and Developer Expenditures	\$214,007	\$216,081	\$216,082	\$5,137	\$221,218	\$216,082	\$2,137	\$218,219	\$216,082	\$2,137	\$218,219	\$1,087,744
30	HSA Revenues												
	Local General Fund	\$69,172	\$71,247	\$71,247	\$5,137	\$76,384	\$71,247	\$2,137	\$73,384	\$71,247	\$2,137	\$73,384	\$363,571
32													
34													
35													
36													
37													
38	TOTAL 1104 DEVENUE:						4	4					
39		\$69,172	\$71,247	\$71,247	\$5,137	\$76,384	\$71,247	\$2,137	\$73,384	\$71,247	\$2,137	\$73,384	\$363,571
40	Developer Revenues	6444 005	6444.005	6444.005	\$0	6444.00 5	6444 00 5	60	0444.005	6444 005	\$0	M444 00F	\$70.4.470
41	Developer Match Funds	\$144,835	\$144,835	\$144,835	\$0	\$144,835	\$144,835	\$0	\$144,835	\$144,835	\$0	\$144,835	\$724,173
43													
44													
45	Total Developer Revenues	\$144,835	\$144,835	\$144,835	\$0	\$144,835	\$144,835	\$0	\$144,835	\$144,835	\$0	\$144,835	\$724,173
46	Total Revenues	\$214,007	\$216,082	\$216,082	\$5,136	\$221,218	\$216,082	\$2,137	\$218,219	\$216,082	\$2,137	\$218,219	\$1,087,744
47	Full Time Equivalent (FTE)												
49	Prepared by:	Susan Neufeld	Telephone No.			415-321-3526							Date 8/8/19
50	HSA-CO Review Signature:												
	HSA #1												
52													

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3												Docu	ment Date: 11/9/21
4	Grantee's Name: BRIDGE Housing Corpo	oration											
5													
6				0-1	. D	fita Datail							
7 8				Salaries 8	k Bene	tits Detail							
9													
10				an Services Agency		n Services Agency		an Services Agency		an Services Agency		n Services Agency	TOTAL
11	DOCITION TITLE	Annual Calani		19-6/30/20		20-6/30/21		21-6/30/22		22-6/30/23		23-6/30/24	7/1/19-6/30/24
12	POSITION TITLE	Annual Salary	FTE	SALARIES	FTE	SALARIES	FTE	SALARIES	FTE	SALARIES	FTE	SALARIES	
	Service Coordinator	\$60,486	0.40	\$24,195	0.40	\$24,195	0.40	\$24,195	0.40	\$24,195	0.40	\$24,195	\$120,973
14	Service Coordinator	\$77,875	0.08	\$6,000	0.08	\$6,000	0.08	\$6,000	0.08	\$6,000	0.08	\$6,000	\$30,000
15 16													
17													
18													
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21													
22	TOTALO		0.40	#00.405	0.40	#00.405	0.40	000 405	0.40	#00 40F	0.40	#00.40F	*450.070
23 24	TOTALS		0.48	\$30,195	0.48	\$30,195	0.48	\$30,195	0.48	\$30,195	0.48	\$30,195	\$150,973
25													
	EMPLOYEE FRINGE BENEFITS		35%	\$10,568	35%	\$10,568	35%	\$10,568	35%	\$10,568	35%	\$10,568	\$52,840
27 28													
	TOTAL HSA SALARIES & BENEFITS			\$40,763		\$40,763		\$40,763		\$40,763		\$40,763	\$203,813
30					<u> </u>								
31	DEVELOPER MATCH POSITION TITLE												
	Service Coordinator	\$59,758	1.00	\$59,758	1.00	\$59,758	1.00	\$59,758	1.00	\$59,758	1.00	\$59,758	\$298,792
	Service Coordinator	\$77,875	0.12	\$9,000	0.12	\$9,000	0.12	\$9,000	0.12	\$9,000	0.12	\$9,000	\$45,000
34		ψ11,010	J. 12	ψ0,000	J. 12	ψο,οσο	J. 12	ψ0,000	U.12	ψ0,000	J. 12	ψ0,000	Ψ10,000
35													
36													
37													
38	TOTALS	I	1.12	\$68,758	1.12	\$68,758	1.12	\$68,758	1.12	\$68,758	1.12	\$68,758	\$343,792
39			1.12	ψου, ε σο	1.12	ψου, 1 ου	1.12	ψου, ε συ	1.12	ψου, 1 ου	1.12	ψ50,100	ψ070,192
	EMPLOYEE FRINGE BENEFITS		35.0%	\$24,065	35 00/	\$24,065	35%	\$24,065	35%	\$24,065	35%	\$24,065	¢100 207
41	LIVII LOTEE FRINGE DENEFITS		33.0%	φ24,005	JJ.U70	φ ∠4, U03	J0%	φ24,005	J376	φ∠4,∪05	J0%	φ ∠4, 003	\$120,327
	TOTAL DEVELOPER SALARIES & BENE	FITS		\$92,824		\$92,824		\$92,824		\$92,824		\$92,824	\$464,119
43	TOTAL SALARIES & BENEFITS		1.60	\$133,586	1.60	\$133,586	1.60	\$133,586	1.60	\$133,586	1.60	\$133,586	\$667,932
44													
45	HSA #2												
46													

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3							Docu	ment Date: 11/9/21
4	Grantee's Name: BRIDGE Housing Corporation							
5 6								
7	•	Оре	rating Expense	Detail				
8								
9			Human Services Agency	Human Services Agency	Human Services Agency	Human Services Agency	Human Services Agency	TOTAL
_	HSA Expenditure Category TE	ERM		7/1/20-6/30/21	7/1/21-6/30/22	7/1/226/30/23	7/1/23-6/30/24	7/1/19-6/30/24
11	Rental of Property							
12	Telephone and Office Furniture							
13	Program/Office Supplies		\$1,753	\$3,755	\$8,392	\$5,392	\$5,392	\$24,684
	Utilities (Electricity, Water, Sewer, Gas, Phone)		\$635	\$635	\$635	\$635	\$635	\$3,175
	Printing and Reproduction							
	Insurance							
17	Staff Travel (Local & Out of Town)							-
	,							
	Law Library							
	Membership/Dues							
	Rental of Equipment							-
21	Senior Right Bulletin							
23	Staff Training							
24	Evaluation Expenses		\$17,000	\$17,000	\$17,000	\$17,000	\$17,000	\$85,000
25	OTHER							
26	Language Line/Translation Services				·		·	
27 28	Pangea/AASC Database Educational Programs							-
29	Staff Recognition							
30								
31	TOTAL HSA OPERATING EXPENSE		\$19,388	\$21,390	\$26,027	\$23,027	\$23,027	\$112,859
32								
33	Developer Match Operating Expense							
34	Staff Travel							
35	Telephone and Furniture		\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$10,000
36	Office Supplies, Postage							
37	Printing and Reproduction		\$965	\$965	\$965	\$965	\$965	\$4,825
	Program Supplies		\$21,700	\$21,700	\$21,700	\$21,700	\$21,700	\$108,500
	Staff Travel		\$1,003	\$1,003	\$1,003	\$1,003	\$1,003	\$5,015
	Evaluation Expenses							
	Utilities		\$1,260	\$1,260	\$1,260	\$1,260	\$1,260	\$6,300
	Volunteer Expenses (Receptionist/intake)		<u> </u>	Ţ., <u>-30</u>		÷ .,200	<u> </u>	
	Translation Services/Languge Line		\$800	\$800	\$800	\$800	\$800	\$4,000
	Educational Programs/LCSW/Other Outside Serv	rices		Ψ000	<u></u>	Ψ000	Ψ000	ψ-1,000
	Charting	.555						
	Staff Training		\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000
47	Sub-Contractor (NCPHS)		ψυ,υυυ	ψ3,000	φυ,υυυ	ψυ,υυυ	φυ,υυυ	Ψ20,000
	Jour-Collifacion (NOFFIS)							
48	TOTAL DEVELOPER OPERATING EVERNOR		¢20.700	622.700	#20 700	#20 700	620.700	¢463.640
50	TOTAL DEVELOPER OPERATING EXPENSE		\$32,728	\$32,728	\$32,728	\$32,728	\$32,728	\$163,640
51	TOTAL OPERATING EXPENSE		\$52,116	\$54,118	\$58,755	\$55,755	\$55,755	\$276,499
52 53	HSA #3							
54								

Appendix A-1 – Services to be Provided Bridge Housing RAD Housing Support Services at 255 Woodside Avenue July 1, 2019 – June 30, 2024

I. Purpose

The Rental Assistance Demonstration (RAD) program is an initiative from the U.S. Department of Housing and Urban Development (HUD) with the goal to preserve and improve public housing properties. The purpose of this grant is to provide support services to older adults and adults with disabilities residing in San Francisco RAD converted housing development units, to enhance residents' abilities to age in place, avoid premature institutionalization, and build community in their environments.

II. Definitions

Adult with a Disability	A person 18 years of age or older living with a disability
CARBON	Contracts Administration, Reporting, and Billing Online System
City	City and County of San Francisco, a municipal corporation
DAS	Department of Disability and Aging Services
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. Source: California Code of Regulations Title 22, Sec. 7630
Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individual or others.
Grantee	Bridge Housing
Low-Income	Having income at or below 300% of the federal poverty line defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and

	Human Services. This is only to be used by consumers to self-identify their income status, not to be used as a means test to qualify for the program.
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. Source: California Code of Regulation Sec. 7130.
MOHCD	Mayor's Office of Housing and Community Development
OCP	Office of Community Partnerships
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	Person who is 60 years and older, used interchangeably with "senior"
Senior	Person who is 60 years or older, used interchangeably with "older adult
SF-HSA	Human Services Agency of the City and County of San Francisco.
RAD	Rental Assistance Demonstration
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).

III. Target Population

Older adults and adults with disabilities residing in San Francisco RAD converted housing development units at 255 Woodside Ave, San Francisco, CA, 94127. Grantee shall additionally target services to individuals who are members of one or more of the following target groups that have been identified as demonstrating the greatest economic and social need. In particular:

Low-income

- Non or limited –English speaking
- Minority as defined by race and/or ethnicity, religion
- Frail
- Member of LGBTQ+ Community

IV. Eligibility for Services

- A person who is a resident of San Francisco and
- A person who is an older adult or an adult with a disability

V. Location and Time of Services

Services will be provided at 255 Woodside Ave, San Francisco, CA, 94127, Monday through Friday, during regular office hours of 9:00am to 5:00pm, excluding holidays. On occasion, workshops or events will be provided after hours or on weekends.

VI. Description of Services and Program Requirements

- 1. Grantee will provide the four categories of services to older adults and adults with disabilities under this grant:
 - i. Outreach:
 - a. Establish and maintain positive relationships with tenants.
 - b. Establish regular channels of communication with all tenants via newsletters, tenant meetings, monthly activity calendars, etc.
 - c. Contact all new tenants to invite them to join community activities.
 - d. Contact, interact, inform, and invite all tenants to make use of support services to assist with and address individual needs or issues. These efforts will include a variety of outreach techniques such as written messages in appropriate languages, flyers, brochures, telephone calls, open house events, and emails, as available.
 - ii. Service Connection:
 - a. Establish and maintain relationships with neighborhood groups, city agencies, and community-based service providers with the goal of establishing robust referral partnerships and onsite programming.
 - b. Provide service needs assessment, information and referral, crisis intervention and counseling with individuals and groups of tenants, as needed.
 - c. Follow up on service referrals; identify and attempt to resolve barriers that prevent tenants from accessing services to which they have been referred.
 - d. Provide short-term case management services to tenants as needed, while working to connect those with longer-term needs to ongoing case management services.
 - e. Serve as a liaison or advocate for tenants with other service providers.
 - f. Assist tenants to identify and access community services needed to meet tenant's specific needs or to make progress toward identified goals.
 - iii. Housing Stability:
 - a. Work cooperatively and as part of a team with property management staff to meet the needs of tenants.
 - b. Conduct direct outreach to all tenants who become delinquent in rent payments and offer assistance in preparing rent payment plans and/or provide referrals to outside money management services.
 - c. Conduct direct outreach to all tenants who are experiencing safety concerns, lease or house rule violations, or who have been involved in critical incidents.
 - d. Provide information on various topics that will help tenants maintain their housing; provide assistance in communicating with, responding to, and meeting with property management to help tenants resolve issues related to housing; provide assistance in the remedy of incidences and/or lease violations that could lead to eviction by establishing written plans; and/or provide assistance with

conflict resolution for tenants who need to solve problems or resolve conflicts with other tenants.

iv. Community Engagement:

- a. Plan and implement community building activities and educational programs that contribute to enhanced community living and personal well-being.
- b. Provide tenants with opportunities to participate in organized gatherings for peer support, social connections, celebrations/commemorations, and other community events held onsite.
- c. Provide trainings and educational workshops on a variety of topics relating to health, wellness, finance, housing, and other topics.
- 2. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
- 3. Grantee will maintain accurate, up-to-date, confidential case files on all tenants, including documentation of all service contacts, demographic information, assessments, care plans, progress notes, and services provided.
- 4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15th each grant year or on a mutually agreed upon date between DAS OCP and the grantee.
- 5. Grantee will hire, train, and supervise 1.5 FTE (leveraged and/or grant funded) to provide services.
- 6. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer, and adhere to all program standards. Grantee will ensure services are available in the languages of the tenant population being served.
- 7. Grantee will ensure that units of service provided are tracked and distinguishable.
- 8. Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed. Grantee will attend RAD-related, MOHCD, and other meetings, as needed.
- 9. Grantee will work collaboratively with other community-based organizations to enhance the services received by the tenants.

VII. Service Objectives

On an annual basis, Grantee will meet the following service objectives:

- 1. Grantee will have individual and group service encounters with at least 65% of unduplicated tenants per month.
- 2. Grantee will provide to tenants a minimum of two (2) activities or events per week (or 104 annually). Types of activities annually must be at least 10% trainings/workshops, 25% health and wellness related, and 65% all other.
- 3. All (100%) households that are at risk of eviction or housing instability are offered assistance or service addressing their needs.

VIII. Outcome Objectives

On an annual basis, Grantee will meet the following outcome objectives:

1. At least 50% of unduplicated tenants participating in the annual survey will feel "strongly" or "very strongly" about being connected and involved in their tenant/resident community. Grantee will use the following standardized question: "How strongly do you

- feel about being connected and involved in the tenant/resident community at [site]?" The options should be "Very strongly", "Strongly", "Somewhat", "Not at all".
- 2. At least 50% of unduplicated tenants participating in the annual survey will "agree" or "highly agree" that they have better access to resources that improve their health and wellness. Grantee will use the following standardized question: "Do you have better access to resources that improve your health and wellness?" The options should be "Highly agree", "Agree", "Neutral", "Disagree", "Highly disagree".
- 3. Tenants have stable housing. At least 95% of households will have maintained or have obtained stable housing.

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 a DAS OCP approved intake form, into the grantee's database.
- 2. Monthly, quarterly, and annual reports must be entered into the Contracts Administration, Reporting, and Billing Online (CARBON) system as required by DAS and Contracts Department staff.
 - a. Grantee will provide a monthly report of activities, referencing the tasks as described in Section VII Service Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
 - i. Number and percentage of unduplicated tenants with individual and group service encounters.
 - ii. Number and type of event, activity, training, or educational workshop conducted onsite or offsite, and number of attendees per activity.
 - iii. Number and percentage of households that were at risk of eviction or housing instability and were offered assistance or service addressing their needs
 - b. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VIII Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
 - i. Number and percentage of unduplicated tenants that were outreached to annually.
 - ii. Number and percentage of unduplicated tenants who participated in the satisfaction survey and responded with "strongly" or "very strongly" when asked about being connected and involved in their tenant/resident community.
 - iii. Number and percentage of unduplicated tenants who participated in the satisfaction survey and responded with "agree" or "highly agree" when asked about having better access to resources that improve their health and wellness.
 - iv. Number and percentage of households that have maintained or have obtained stable housing.

- 3. Grantee will submit response rates and aggregated data from the annual participant survey to OCP staff by March 15th of each grant year or on a mutually agreed upon date between DAS OCP and the grantee.
- 4. Grantee program staff will complete an Elder Abuse Mandated Reporter Training and a Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of these trainings.
- 5. Grantee will issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31st of each grant year. The grantee must submit the report in the CARBON system.
- 6. Grantee will develop and deliver ad hoc reports as requested by SF-HAS, DAS, and OCP.
- 7. Grantee will develop and deliver a bi-annual summary report of SOGI data collected as required by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are January 10th (June-December data) and July 10th (January-June data).
- 8. Grantee will maintain an updated site chart, using the DAS OCP approved form, with details about the program.
- 9. Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable and to take all reasonable efforts to implement HIPAA requirements.
- 10. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.

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

Rocio.Duenas@sfgov.org

Contract Manager, Office of Contract Management Human Services Agency

or

Hanna.Teferi@sfgov.org

Administrative Analyst, Office of Community Partnerships Department of Disability and Aging Services

X. Monitoring Activities

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

include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence that program staff have completed the Security Awareness Training; review of program operation, which includes a review of a written policies and procedures manual of all OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of director list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site.

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

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2												ment Date: 11/9/21
3 HUMAN SERVICES AGENC	Y CONTRACT F	RUDGET SUMM	IARY									
4	BY PROG											
5 Grantee's Name:	<u> </u>	TV-UII	Grant Term:									
			-									
6 BRIDGE Housing Corporation			July 1, 2019 - June	30, 2024								
7 (Check One) New Renewal Modification	_ <u>X</u> _											
8 If modification, Effective Date of Mod. 7/1/21 N	lo. of Mod. 1											
9 Program: 255 Woodside - RAD	l											
10 Budget Reference Page No.(s)			7/1/21-6/30/22	7/1/21-6/30/22	7/1/21-6/30/22	7/1/22-6/30/23	7/1/22-6/30/23	7/1/22-6/30/23	7/1/23-6/30/24	7/1/23-6/30/24	7/1/23-6/30/24	TOTAL
11 Program Term	7/1/19-6/30/20	7/1/20-6/30/21	7/1/21-6/30/22 Original	Modification	Revised	7/1/22-6/30/23 Original	Modification	7/1/22-6/30/23 Revised	7/1/23-6/30/24 Original	Modification	Revised	7/1/19-6/30/24
12 Human Services Agency Expenditures	7/1/19-0/30/20	111120-6/30/21	Original	Woullication	Reviseu	Original	Woullication	Reviseu	Original	Woullication	Reviseu	//1/19-0/30/24
13 Salaries & Benefits	\$50,767	\$50,767	\$50,767	\$0	\$50,767	\$50,767	\$0	\$50,767	\$50,767	\$0	\$50,767	\$253,837
14 Operating Expense	\$30,707	\$39,825	\$39,825	\$5,623	\$45,448	\$39,825	\$2,623	\$42,448	39,825	\$2,623	\$42,448	\$207,296
15 Capital Expenditure												
16 Subtotal	\$87,894	\$90,592	\$90,592	\$5,623	\$96,215	\$90,592	\$2,623	\$93,215	\$90,592	\$2,623	\$93,215	\$461,133
17 Indirect Percentage (%)	15%	15%	15%	0%	15%	15%	0%	15%	15%	0%	15%	15%
18 Indirect Cost (Line 16 X Line 17)	\$13,184	\$13,519	\$13,519	\$499	\$14,018	\$13,519	\$499	\$14,018	\$13,519	\$499	\$14,018	\$68,758
19 Total HSA Expenditures	\$101,079	\$104,111	\$104,111	\$6,123	\$110,234	\$104,111	\$3,123	\$107,234	\$104,111	\$3,123	\$107,234	\$529,892
20 Developer Match Expenditures	ı											
21 Salaries & Benefits	\$95,815	\$95,815	\$95,815	\$0	\$95,815	\$95,815	\$0	\$95,815	\$95,815	\$0	\$95,815	\$479,075
22 Operating Expense	\$9,967	\$9,967	\$9,967	\$0	9,967	9,967	\$0	9,967	9,967	\$0	9,967	\$49,835
23 Capital Expenditure	4105 700	A105 700	A 105 300	40	A 4 0 5 7 0 0	A 105 700		4405 700	A105 700		A 105 700	\$500.040
24 Subtotal	\$105,782	\$105,782	\$105,782	\$0	\$105,782	\$105,782	\$0	\$105,782	\$105,782	\$0	\$105,782	\$528,910
25 Indirect Percentage (%)	15%	15%	15%	-	15%	15%	-	15%	15%	-	15%	15%
26 Indirect Cost (Line 16 X Line 17)	\$15,968	\$15,968	\$15,968	\$0	\$15,968	\$15,968	\$0 \$0	\$15,968	\$15,968	\$0 \$0	\$15,968	\$79,840
27 Total Developer Expenditures 28	\$121,750	\$121,750	\$121,750	\$0	\$121,750	\$121,750	\$0	\$121,750	\$121,750	\$0	\$121,750	\$608,750
29 Total HSA and Developer Expenditures	\$222.829	\$225,861	\$225,861	\$6,123	\$231.984	\$225,861	\$3,123	\$228,984	\$225.861	\$3,123	\$228,984	\$1,138,642
30 HSA Revenues	\$222,029	φ22J,00 I	φ223,001	φ0,123	φ231,904	φ223,001	φ3,123	\$220,904	\$22J,001	φ5,125	\$220,904	φ1,130,042
31 Local General Fund	\$101,079	\$104,111	\$104,111	\$6,123	\$110,234	\$104,111	\$3,123	\$107,234	\$104,111	\$3,123	\$107,234	\$529,892
32	\$101,079	\$104,111	φ104,111	φ0,123	φ110,234	φ104,111	φ3,123	\$107,234	\$104,111	φ5,125	φ107,234	φ329,092
33												
34												
35												
36												
37 38												
39 TOTAL HSA REVENUES	¢404.070	6404 444	¢404 444	#C 400	\$110,234	\$404.444	#0.400	6407.004	6404.444	#2.400	£407.004	¢500.000
40 Developer Revenues	\$101,079	\$104,111	\$104,111	\$6,123	\$110,234	\$104,111	\$3,123	\$107,234	\$104,111	\$3,123	\$107,234	\$529,892
41 Developer Match Funds	\$121,750	\$121,750	\$121,750	\$0	\$121,750	\$121,750	\$0	\$121,750	\$121,750	\$0	\$121,750	\$608,750
42	Ψ121,130	Ψ121,730	Ψ121,730	φυ	Ψ121,730	Ψ121,130	φυ	Ψ121,730	Ψ121,730	φυ	Ψ121,730	ψυυυ, ε 30
43												
44												
45 Total Developer Revenues	\$121,750	\$121,750	\$121,750	\$0	\$121,750	\$121,750	\$0	\$121,750	\$121,750	\$0	\$121,750	\$608,750
46 Total Revenues	\$222,829	\$225,861	\$225,861	\$6,123	\$231,984	\$225,861	\$3,123	\$228,984	\$225,861	\$3,123	\$228,984	\$1,138,642
47 Full Time Equivalent (FTE)												
	O North	T. I I N.			445 004 0500	I			1			D.1. 0040
49 Prepared by:	Susan Neufeld	Telephone No.			415-321-3526							Date 8.8.19
50 HSA-CO Review Signature:												
51 HSA #1												
52												

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3												Docum	ent Date: 11/9/21
<u>4</u> 5	Grantee's Name: BRIDGE Housing Corp	oration											
6													
7				Salaries 8	& Bene	fits Detail							
8													
9		1	Urres	an Services	Uuman	n Services	Uuma	n Services	Uuma	n Services	Uuma	n Services	
10				Agency		gency		gency		gency		gency	TOTAL
11	POSITION TITLE	A		19-6/30/20 SALARIES		20-6/30/21 SALARIES		1-6/30/22 SALARIES		2-6/30/23 SALARIES		3-6/30/24 SALARIES	7/1/19-6/30/24
12		Annual Salary	FTE 1.00		FTE 1.00		FTE 1.00						#450.000
	Service Coordinator	\$63,211	1.00	\$31,606	1.00	\$31,606	1.00	\$31,606	1.00	\$31,606	1.00	\$31,606	\$158,028
	Service Coordinator/Management	\$77,875	0.08	\$6,000	0.08	\$6,000	0.08	\$6,000	80.0	\$6,000	80.0	\$6,000	\$30,000
15													
16													
17													
18 19													
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23	TOTALS		1.08	\$37,606	1.08	\$37,606	1.08	\$37,606	1.08	\$37,606	1.08	\$37,606	\$188,028
24	TOTALO		1.00	ψ31,000	1.00	ψ51,000	1.00	ψ37,000	1.00	ψ51,000	1.00	ψ51,000	ψ100,020
25													
26 27	EMPLOYEE FRINGE BENEFITS		35%	\$13,162	35%	\$13,162	35%	\$13,162	35%	\$13,162	35%	\$13,162	\$65,810
28		1		- 1	1	- 1				1		T	
29	TOTAL HSA SALARIES & BENEFITS			\$50,767		\$50,767		\$50,767		\$50,767		\$50,767	\$253,837
30													
31	DEVELOPER MATCH POSITION TITLE			- 1	1	- 1				1		T	
32	Service Coordinator	\$70,834	0.25	\$17,709	0.25	\$17,709	0.25	\$17,709	0.25	\$17,709	0.25	\$17,709	\$88,543
33	Service coordinator	\$43,320	0.50	\$21,660	0.50	\$21,660	0.50	\$21,660	0.50	\$21,660	0.50	\$21,660	\$108,300
	Service Coordinator	\$63,211	1.00	\$31,606	1.00	\$31,606	1.00	\$31,606	1.00	\$31,606	1.00	\$31,606	\$158,028
36													
37						A		47. :		A		476	ACT 1 37
38	TOTALS		1.75	\$70,974	1.75	\$70,974	1.75	\$70,974	1.75	\$70,974	1.75	\$70,974	\$354,870
39	EMPLOYEE EDINOE SENERITO		05.00/	#04.044	05.00/	#04.044	0501	#04.04	0501	#04.04	050/	#04.04	#404 00T
	EMPLOYEE FRINGE BENEFITS	35.0%	\$24,841	35.0%	\$24,841	35%	\$24,841	35%	\$24,841	35%	\$24,841	\$124,205	
41	TOTAL DEVELOPED SALADIES & DEAL	ELITO		\$95,815	I	\$95,815		\$95,815		\$95,815		\$95,815	\$479,075
	TOTAL DEVELOPER SALARIES & BENE TOTAL SALARIES & BENEFITS	-1110	2.83		2.83		2.83		2.83		2.83		
44	IOTAL GALANILO & DENEFITO		۷.03	\$146,582	۷.03	\$146,582	2.03	φ140,00Z	۷.03	\$146,582	۷.03	\$146,582	\$732,912
45	HSA #2												
46													

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1						ppendix B-1, Page 3
2 3					Doc	ument Date: 11/9/21
4 Grantee's Name: BRIDGE Housing Corporation						
5 6						
	Operating Expens	e Detail				
8	Human Camiana	Harris Camilana	Uluman Camilana	Uluman Camilasa	Human Camilana	
9	Human Services Agency	Human Services Agency	Human Services Agency	Human Services Agency	Human Services Agency	TOTAL
10 HSA Expenditure Category TERI	M 7/1/19-6/30/20	7/1/20-6/30/21	7/1/21-6/30/22	7/1/226/30/23	7/1/23-6/30/24	7/1/19-6/30/24
11 Rental of Property						
12 Telephone and Office Furniture						
13 Program/Office Supplies	\$2,559	\$5,257	\$10,880	\$7,880	\$7,880	\$34,456
14 Utilities (Electricity, Water, Sewer, Gas, Phone)	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$6,000
15 Printing and Reproduction	\$368	\$368	\$368	\$368	\$368	\$1,840
16 Insurance						
17 Staff Travel (Local & Out of Town)						
18 Law Library						
19 Membership/Dues						
20 Rental of Equipment				-		
21 Senior Right Bulletin						
22						
23 Staff Training	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$35,000
24 Evaluation Expenses	\$26,000	\$26,000	\$26,000	\$26,000	\$26,000	\$130,000
25 OTHER						
Language Line/Translation Services Pangea/AASC Database						
28 Educational Programs						
29 Staff Recognition						
30						-
31 TOTAL HSA OPERATING EXPENSE	\$37,127	\$39,825	\$45,448	\$42,448	\$42,448	\$207,296
32						
33 Developer Match Operating Expense						
34 Staff Travel						
Telephone and Furniture	\$865	\$865	\$865	\$865	\$865	\$4,325
36 Office Supplies, Postage						
37 Printing and Reproduction	\$482	\$482	\$482	\$482	\$482	\$2,410
38 Program Supplies	\$7,120	\$7,120	\$7,120	\$7,120	\$7,120	\$35,600
39 Staff Travel	\$700	\$700	\$700	\$700	\$700	\$3,500
40 Utilities						
41 Rental of Equipment						
42 Volunteer Expenses (Receptionist/intake)						
43 Translation Services/Languge Line	\$800	\$800	\$800	\$800	\$800	\$4,000
44 Educational Programs/LCSW/Other Outside Sen	vices					
45 Evaluation						
46 Staff Training						
47 Sub-Contractor (NCPHS)						
48						
49 TOTAL DEVELOPER OPERATING EXPENSE	\$9,967	\$9,967	\$9,967	\$9,967	\$9,967	\$49,835
50						
51 TOTAL OPERATING EXPENSE 52	\$47,094	\$49,792	\$55,415	\$52,415	\$52,415	\$257,131
53 HSA #3						
54						

Appendix A-1 – Services to be Provided Chinatown Community Development Center RAD Housing Support Services at 227 Bay Street July 1, 2019 – June 30, 2024

I. Purpose

The Rental Assistance Demonstration (RAD) program is an initiative from the U.S. Department of Housing and Urban Development (HUD) with the goal to preserve and improve public housing properties. The purpose of this grant is to provide support services to older adults and adults with disabilities residing in San Francisco RAD converted housing development units, to enhance residents' abilities to age in place, avoid premature institutionalization, and build community in their environments.

II. Definitions

Adult with a Disability	A person 18 years of age or older living with a disability
CARBON	Contracts Administration, Reporting, and Billing Online System
City	City and County of San Francisco, a municipal corporation
DAS	Department of Disability and Aging Services
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. Source: California Code of Regulations Title 22, Sec. 7630
Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individual or others.
Grantee	Chinatown Community Development Center
Low-Income	Having income at or below 300% of the federal poverty line defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and

	Human Services. This is only to be used by consumers to self-identify their income status, not to be used as a means test to qualify for the program.
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. Source: California Code of Regulation Sec. 7130.
MOHCD	Mayor's Office of Housing and Community Development
OCP	Office of Community Partnerships
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	Person who is 60 years and older, used interchangeably with "senior"
Senior	Person who is 60 years or older, used interchangeably with "older adult
SF-HSA	Human Services Agency of the City and County of San Francisco.
RAD	Rental Assistance Demonstration
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).

III. Target Population

Older adults and adults with disabilities residing in San Francisco RAD converted housing development units at 227 Bay Street, San Francisco, CA, 94133. Grantee shall additionally target services to individuals who are members of one or more of the following target groups that have been identified as demonstrating the greatest economic and social need. In particular:

• Low-income

- Non or limited –English speaking
- Minority as defined by race and/or ethnicity, religion
- Frail
- Member of LGBTQ+ Community

IV. Eligibility for Services

- A person who is a resident of San Francisco and
- A person who is an older adult or an adult with a disability

V. Location and Time of Services

Services will be provided at 227 Bay Street, San Francisco, CA, 94133, Monday through Friday, during regular office hours of 9:00am to 5:00pm, excluding holidays. On occasion, workshops or events will be provided after hours or on weekends.

VI. Description of Services and Program Requirements

- 1. Grantee will provide the four categories of services to older adults and adults with disabilities under this grant:
 - i. Outreach:
 - a. Establish and maintain positive relationships with tenants.
 - b. Establish regular channels of communication with all tenants via newsletters, tenant meetings, monthly activity calendars, etc.
 - c. Contact all new tenants to invite them to join community activities.
 - d. Contact, interact, inform, and invite all tenants to make use of support services to assist with and address individual needs or issues. These efforts will include a variety of outreach techniques such as written messages in appropriate languages, flyers, brochures, telephone calls, open house events, and emails, as available.
 - ii. Service Connection:
 - a. Establish and maintain relationships with neighborhood groups, city agencies, and community-based service providers with the goal of establishing robust referral partnerships and onsite programming.
 - b. Provide service needs assessment, information and referral, crisis intervention and counseling with individuals and groups of tenants, as needed.
 - c. Follow up on service referrals; identify and attempt to resolve barriers that prevent tenants from accessing services to which they have been referred.
 - d. Provide short-term case management services to tenants as needed, while working to connect those with longer-term needs to ongoing case management services.
 - e. Serve as a liaison or advocate for tenants with other service providers.
 - f. Assist tenants to identify and access community services needed to meet tenant's specific needs or to make progress toward identified goals.
 - iii. Housing Stability:
 - a. Work cooperatively and as part of a team with property management staff to meet the needs of tenants.
 - b. Conduct direct outreach to all tenants who become delinquent in rent payments and offer assistance in preparing rent payment plans and/or provide referrals to outside money management services.
 - c. Conduct direct outreach to all tenants who are experiencing safety concerns, lease or house rule violations, or who have been involved in critical incidents.
 - d. Provide information on various topics that will help tenants maintain their housing; provide assistance in communicating with, responding to, and meeting with property management to help tenants resolve issues related to housing; provide assistance in the remedy of incidences and/or lease violations that could lead to eviction by establishing written plans; and/or provide assistance with

conflict resolution for tenants who need to solve problems or resolve conflicts with other tenants.

iv. Community Engagement:

- a. Plan and implement community building activities and educational programs that contribute to enhanced community living and personal well-being.
- b. Provide tenants with opportunities to participate in organized gatherings for peer support, social connections, celebrations/commemorations, and other community events held onsite.
- c. Provide trainings and educational workshops on a variety of topics relating to health, wellness, finance, housing, and other topics.
- 2. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
- 3. Grantee will maintain accurate, up-to-date, confidential case files on all tenants, including documentation of all service contacts, demographic information, assessments, care plans, progress notes, and services provided.
- 4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15th each grant year or on a mutually agreed upon date between DAS OCP and the grantee.
- 5. Grantee will hire, train, and supervise 1 FTE (leveraged and/or grant funded) to provide services.
- 6. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer, and adhere to all program standards. Grantee will ensure services are available in the languages of the tenant population being served.
- 7. Grantee will ensure that units of service provided are tracked and distinguishable.
- 8. Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed. Grantee will attend RAD-related, MOHCD, and other meetings, as needed.
- 9. Grantee will work collaboratively with other community-based organizations to enhance the services received by the tenants.

VII. Service Objectives

On an annual basis, Grantee will meet the following service objectives:

- 1. Grantee will have individual and group service encounters with at least 65% of unduplicated tenants per month.
- 2. Grantee will provide to tenants a minimum of two (2) activities or events per week (or 104 annually). Types of activities annually must be at least 10% trainings/workshops, 25% health and wellness related, and 65% all other.
- 3. All (100%) households that are at risk of eviction or housing instability are offered assistance or service addressing their needs.

VIII. Outcome Objectives

On an annual basis, Grantee will meet the following outcome objectives:

1. At least 50% of unduplicated tenants participating in the annual survey will feel "strongly" or "very strongly" about being connected and involved in their tenant/resident community. Grantee will use the following standardized question: "How strongly do you

- feel about being connected and involved in the tenant/resident community at [site]?" The options should be "Very strongly", "Strongly", "Somewhat", "Not at all".
- 2. At least 50% of unduplicated tenants participating in the annual survey will "agree" or "highly agree" that they have better access to resources that improve their health and wellness. Grantee will use the following standardized question: "Do you have better access to resources that improve your health and wellness?" The options should be "Highly agree", "Agree", "Neutral", "Disagree", "Highly disagree".
- 3. Tenants have stable housing. At least 95% of households will have maintained or have obtained stable housing.

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 a DAS OCP approved intake form, into the grantee's database.
- 2. Monthly, quarterly, and annual reports must be entered into the Contracts Administration, Reporting, and Billing Online (CARBON) system as required by DAS and Contracts Department staff.
 - a. Grantee will provide a monthly report of activities, referencing the tasks as described in Section VII Service Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
 - i. Number and percentage of unduplicated tenants with individual and group service encounters.
 - ii. Number and type of event, activity, training, or educational workshop conducted onsite or offsite, and number of attendees per activity.
 - iii. Number and percentage of households that were at risk of eviction or housing instability and were offered assistance or service addressing their needs
 - b. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VIII Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
 - i. Number and percentage of unduplicated tenants that were outreached to annually.
 - ii. Number and percentage of unduplicated tenants who participated in the satisfaction survey and responded with "strongly" or "very strongly" when asked about being connected and involved in their tenant/resident community.
 - iii. Number and percentage of unduplicated tenants who participated in the satisfaction survey and responded with "agree" or "highly agree" when asked about having better access to resources that improve their health and wellness.
 - iv. Number and percentage of households that have maintained or have obtained stable housing.

- 3. Grantee will submit response rates and aggregated data from the annual participant survey to OCP staff by March 15th of each grant year or on a mutually agreed upon date between DAS OCP and the grantee.
- 4. Grantee program staff will complete an Elder Abuse Mandated Reporter Training and a Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of these trainings.
- 5. Grantee will issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31st of each grant year. The grantee must submit the report in the CARBON system.
- 6. Grantee will develop and deliver ad hoc reports as requested by SF-HAS, DAS, and OCP.
- 7. Grantee will develop and deliver a bi-annual summary report of SOGI data collected as required by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are January 10th (June-December data) and July 10th (January-June data).
- 8. Grantee will maintain an updated site chart, using the DAS OCP approved form, with details about the program.
- 9. Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable and to take all reasonable efforts to implement HIPAA requirements.
- 10. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.

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

Rocio.Duenas@sfgov.org

Contract Manager, Office of Contract Management Human Services Agency

or

Hanna.Teferi@sfgov.org

Administrative Analyst, Office of Community Partnerships Department of Disability and Aging Services

X. Monitoring Activities

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

include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence that program staff have completed the Security Awareness Training; review of program operation, which includes a review of a written policies and procedures manual of all OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of director list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site.

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

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2													t Date: 11/7/2021			
3	HUMAN SERVICES AGENC			MMARY												
4		BY PRO	GRAM													
5	Grantee's Name:					Grant Term:										
	01-1															
6	Chinatown Community Development Center					uly 1, 2019 - June 30, 2024										
7	(Check One) New Renewal Modi	fication _ <u>X</u> _														
8	If modification, Effective Date of Mod. 7/1/21	No. of Mod. 1														
9	Program: Rental Assistance Housing Suppor	rt Services - 227 E	Зау													
10	Budget Reference Page No.(s)								TOTAL							
				7/1/21-6/30/22	7/1/21-6/30/22	7/1/21-6/30/22	7/1/22-6/30/23	7/1/22-6/30/23	7/1/22-6/30/23	7/1/23-6/30/24	7/1/23-6/30/24	7/1/23-6/30/24				
	Program Term	7/1/19-6/30/20	7/1/20-6/30/21	Current	Modification	Revised	Current	Modification	Revised	Current	Modification	Revised	7/1/19-6/30/24			
12	Human Services Agency Expenditures															
	Salaries & Benefits	\$38,539	\$40,090	\$40,090	\$3,563	\$43,653	\$40,090	\$3,563	\$43,653	\$40,090	\$3,563	\$43,653	\$209,587			
	Operating Expense	\$8,451	\$8,310	\$8,310	-1,034	\$7,276	\$8,310	-1,034	\$7,276	\$8,310	-1,034	\$7,276	\$38,588			
	Capital Expenditure	240.000	210,100	\$40.400	\$0.500	250,000	240.400	00.500	\$50,000	\$40.400	20.500	450.000	0040475			
_	Subtotal	\$46,990	\$48,400	\$48,400	\$2,528	\$50,928	\$48,400	\$2,528	\$50,928	\$48,400	\$2,528	\$50,928	\$248,175			
17	Indirect Percentage (%)	15%	15%	15%	-2%	13%	15%	-2%	13%	15%	-2%	13%	14%			
	Indirect Cost (Line 16 X Line 17)	\$7,049	\$7,260	\$7,260	-\$858	\$6,402	\$7,260	-\$858	\$6,402	\$7,260	-858	\$6,402	\$33,514			
	Total HSA Expenditures	\$54,039	\$55,660	\$55,660	\$1,670	\$57,330	\$55,660	\$1,670	\$57,330	\$55,660	\$1,670	\$57,330	\$281,689			
20	Developer Match Expenditures															
21	Salaries & Benefits	\$56,322	\$56,322	\$56,322	\$63,008	\$119,330	\$56,322	\$63,008	\$119,330	\$56,322	\$63,008	\$119,330	\$470,636			
22	Operating Expense	\$8,700	\$8,700	\$8,700	\$0	\$8,700	\$8,700	\$0	\$8,700	\$8,700	\$0	\$8,700	\$43,500			
23	Capital Expenditure															
	Subtotal	\$65,022	\$65,022	\$65,022	\$63,008	\$128,030	\$65,022	\$63,008	\$128,030	\$65,022	\$63,008	\$128,030	\$514,136			
25	Indirect Percentage (%)	15%	15%	15%	0%	15%	15%	0%	15%	15%	0%	15%	15%			
	Indirect Cost (Line 16 X Line 17)	\$9,753	\$9,753	\$9,753	\$9,451	\$19,205	\$9,753	\$9,451	\$19,205	\$9,753.30	\$9,451	\$19,205	\$77,120			
27	Total Developer Expenditures	\$74,775	\$74,775	\$74,775	\$72,460	\$147,235	\$74,775	\$72,460	\$147,235	\$74,775	\$72,460	\$147,235	\$591,256			
28	Total Borolopol Expollation	ψ, σ	Ų. 1,1.7 G	ψ,σ	ψ. <u>2,</u> 100	ψ· · · · ,200	ψ. 1,1.10	ψ. 2, 100	ψ, <u>200</u>	ψ. 1,1.10	Ų. <u>2,</u> 100	ψ····,200	\$001,200			
	Total HSA and Developer Expenditures	\$128,814	\$130,435	\$130,435	\$74,130	\$204,565	\$130,435	\$74,130	\$204,565	\$130,435	\$74,130	\$204,565	\$872,945			
30	HSA Revenues	ψ120,014	φ100,400	φ100,400	ψ14,100	Ψ204,000	ψ100,400	φ14,100	Ψ204,000	φ100,400	ψ1 1 , 100	Ψ204,000	ψ012,040			
31	Local General Fund	\$54,039	\$55,660	\$55,660	\$1,670	\$57,330	\$55,660	\$1,670	\$57,330	\$55,660	\$1,670	\$57,330	\$281,689			
32	Local General Fund	\$34,039	\$33,000	\$33,000	\$1,070	\$57,330	\$33,000	\$1,070	\$57,33U	\$33,000	\$1,070	\$57,330	\$201,009			
33																
34																
35																
36																
37		 														
38							1						<u> </u>			
39	TOTAL HSA REVENUES	\$54,039	\$55,660	\$55,660	\$1,670	\$57,330	\$55,660	\$1,670	\$57,330	\$55,660	\$1,670	\$57,330	\$281,689			
40	Developer Revenues	φ54,059	\$33,000	φ33,000	φ1,070	ψ37,330	\$33,000	\$1,070	φ37,330	φ33,000	\$1,070	φ51,550	Ψ201,009			
41	Developer Match Funds	\$74,775	\$74,775	\$74,775	\$72,460	\$147,235	\$74,775	\$72,460	\$147,235	\$74,775	\$72,460	\$147,235	\$591,256			
42	Developer Match Funds	φ14,115	φ14,115	φ <i>14,11</i> 5	Φ1∠,400	φ141,235	φ14,115	\$12,400	φ 141,235	φ14,115	\$1∠,400	φ141,235	φυθ1,200			
43							 						 			
44							 						 			
	Total Developer Revenues	\$74,775	\$74,775	\$74,775	\$72,460	\$147,235	\$74,775	\$72,460	\$147,235	\$74,775	\$72,460	\$147,235	\$591,256			
	Total Revenues	\$128,814	\$130,435	\$130,435	\$74,130	\$204,565	\$130,435	\$74,130	\$204,565	\$130,435	\$74,130	\$204,565				
	Full Time Equivalent (FTE)	1.10		1.13	0.72	1.85	1.13	0.72	1.85	1.13	0.72	1.85				
	Prepared by: Wai Ching Kwan		Telephone No. 4	15-984-1459									Date 11/5/2018			
50	HSA-CO Review Signature:			•												
51	HSA #1															
52																

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3												Docum	ent Date: 11/7/2021
4	Grantee's Name: Chinatown Community Development Center												
5													
6													
7				Salaries	& Ber	efits Detail							
9													
9			Human Services Human Services		Human Services		Human Services		Human Services		TOTAL		
10			Agency		Agency		Agency		Agency			Agency	
11 12	POSITION TITLE	Annual Salary	FTE	19-6/30/20 SALARIES	7/1/ FTE	20-6/30/21 SALARIES	7/1/ FTE	21-6/30/22 SALARIES	FTE	22-6/30/23 SALARIES	FTE	1/23-6/30/24 SALARIES	7/1/19-6/30/24
	Senior Resident Services Coordinator	\$62,670	0.43	\$27,211	0.47	\$29,696	0.47	\$29,455	0.47	\$29,455	0.47	\$29,455	\$145,272
	Resident Services Supervisor	\$72,010	0.02	\$1,336		\$29,090	0.47	\$2,880	0.47	\$2,880	0.47	\$2,880	\$9,978
	resident dervices dupervisor	Ψ12,010	0.02	ψ1,550	0.00	ΨΟ	0.04	Ψ2,000	0.04	Ψ2,000	0.04	Ψ2,000	ψ9,910
15													
16													
17													
18													
19													
20													
21													
22		\$134,680											
23	TOTALS		0.45	\$28,548	0.47	\$29,696	0.51	\$32,335	0.51	\$32,335	0.51	\$32,335	\$155,250
24 25													
26	EMPLOYEE FRINGE BENEFITS		35%	\$9,992	35%	\$10,394	35%	\$11,317	35%	\$11,317	35%	\$11,317	\$54,337
27		!	•									· ·	
28	TOTAL LIGA CALADISO & DENISSITO			£20 520		£40.000		£40.050		£40.0F0		£42.052	\$000 F07
	TOTAL HSA SALARIES & BENEFITS			\$38,539		\$40,090		\$43,653		\$43,653		\$43,653	\$209,587
30													
	DEVELOPER MATCH POSITION TITLE												
32													\$0
	Senior Resident Services Coordinator	\$62,670	0.34	\$21,370	0.34	\$21,370	0.53	\$33,215	0.53	\$33,215	0.53	\$33,215	\$142,385
	Intensive Case Manager	\$63,045		\$14,250	0.23	\$14,250	0.40	\$25,218	0.40	\$25,218	0.40	\$25,218	\$104,154
35	Supervisor	\$72,010	0.08	\$6,100	0.08	\$6,100	0.36	\$25,924	0.36	\$25,924	0.36	\$25,924	\$89,971
36	RAD Manager	\$80,725					0.05	\$4,036	0.05	\$4,036	0.05	\$4,036	\$12,109
37													\$0
38	TOTALS		0.65	\$41,720	0.65	\$41,720	1.34	\$88,393	1.34	\$88,393	1.34	\$88,393	\$348,619
39		I		<u> </u>			1		1				
40	EMPLOYEE FRINGE BENEFITS		35%	\$14,602	35%	\$14,602	35%	\$30,938	35%	\$30,938	35%	\$30,938	\$122,017
41													
42	TOTAL DEVELOPER SALARIES & BEN	IEFITS		\$56,322		\$56,322		\$119,330		\$119,330		\$119,330	\$470,636
43	TOTAL SALARIES & BENEFITS		1.10	\$94,861	1.13	\$96,412	1.85	\$162,983	1.85	\$162,983	1.85	\$162,983	\$680,223
44													
	HSA #2												
46													

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3						Docume	ent Date: 11/7/2021
4	Grantee's Name: Chinatown Community Developme	ent Center					
5 6							
7	O _I	perating Expense	Detail				
8	1	Human Services	Human Services	Human Services	Human Services	Human Services	
9		Agency	Agency	Agency	Agency	Agency	TOTAL
10	HSA Expenditure Category TERM	7/1/19-6/30/20	7/1/20-6/30/21	7/1/21-6/30/22	7/1/22-6/30/23	7/1/23-6/30/24	7/1/19-6/30/24
	Rental of Property	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$6,000
	Telephone and Office Furniture	\$809	\$1,200	\$820	\$820	\$820	\$4,469
	Program/Office Supplies	\$700	\$900	\$700	\$700	\$700	\$3,700
14	Utilities (Electricity, Water, Sewer, Gas, Phone)						
15	Printing and Reproduction						
16	Insurance						
	Staff Travel (Local & Out of Town)	\$242	\$10	\$56	\$56	\$56	\$419
	Law Library						
	Membership/Dues						
20	Rental of Equipment						
21	Senior Right Bulletin						
22	Staff Training						
24							
25	OTHER						
26	Tenant Activities	\$5,500	\$5,000	\$4,500	\$4,500	\$4,500	\$24,000
27 28							
29							
30							
31	TOTAL HSA OPERATING EXPENSE	\$8,451	\$8,310	\$7,276	\$7,276	\$7,276	\$38,588
32							
33	Developer Match Operating Expense						
34	Staff Travel	\$500	\$500	\$500	\$500	\$500	\$2,500
35	Telephone and Furniture	\$500	\$500	\$500	\$500	\$500	\$2,500
36	Office Supplies, Postage	\$500	\$500	\$500	\$500	\$500	\$2,500
37	Printing and Reproduction						
38	Program Supplies	\$500	\$500	\$500	\$500	\$500	\$2,500
39	Law Library						
40	Membership/Dues						
41	Rental of Equipment						
42	Volunteer Expenses (Receptionist/intake)						
43	Translation Services/Languge Line	\$500	\$500	\$500	\$500	\$500	\$2,500
44	Tenant Actvities	\$4,200	\$4,200	\$4,200	\$4,200	\$4,200	\$21,000
45	Charting						
46	Staff Training	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$10,000
47	Sub-Contractor						
48							
49 50	TOTAL DEVELOPER OPERATING EXPENSE	\$8,700	\$8,700	\$8,700	\$8,700	\$8,700	\$43,500
51	TOTAL OPERATING EXPENSE	\$17,151	\$17,010	\$15,976	\$15,976	\$15,976	\$82,088
52 53	HSA #3						
54							

Appendix A-1 – Services to be Provided Chinatown Community Development Center RAD Housing Support Services at 990 Pacific Avenue July 1, 2019 – June 30, 2024

I. Purpose

The Rental Assistance Demonstration (RAD) program is an initiative from the U.S. Department of Housing and Urban Development (HUD) with the goal to preserve and improve public housing properties. The purpose of this grant is to provide support services to older adults and adults with disabilities residing in San Francisco RAD converted housing development units, to enhance residents' abilities to age in place, avoid premature institutionalization, and build community in their environments.

II. Definitions

Adult with a Disability	A person 18 years of age or older living with a disability
CARBON	Contracts Administration, Reporting, and Billing Online System
City	City and County of San Francisco, a municipal corporation
DAS	Department of Disability and Aging Services
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. Source: California Code of Regulations Title 22, Sec. 7630
Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individual or others.
Grantee	Chinatown Community Development Center
Low-Income	Having income at or below 300% of the federal poverty line defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and

	Human Services. This is only to be used by consumers to self-identify their income status, not to be used as a means test to qualify for the program.
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. Source: California Code of Regulation Sec. 7130.
MOHCD	Mayor's Office of Housing and Community Development
OCP	Office of Community Partnerships
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	Person who is 60 years and older, used interchangeably with "senior"
Senior	Person who is 60 years or older, used interchangeably with "older adult
SF-HSA	Human Services Agency of the City and County of San Francisco.
RAD	Rental Assistance Demonstration
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).

III. Target Population

Older adults and adults with disabilities residing in San Francisco RAD converted housing development units at 990 Pacific Avenue, San Francisco, CA, 94133. Grantee shall additionally target services to individuals who are members of one or more of the following target groups that have been identified as demonstrating the greatest economic and social need. In particular:

• Low-income

- Non or limited –English speaking
- Minority as defined by race and/or ethnicity, religion
- Frail
- Member of LGBTQ+ Community

IV. Eligibility for Services

- A person who is a resident of San Francisco and
- A person who is an older adult or an adult with a disability

V. Location and Time of Services

Services will be provided at 990 Pacific Avenue, San Francisco, CA, 94133, Monday through Friday, during regular office hours of 9:00am to 5:00pm, excluding holidays. On occasion, workshops or events will be provided after hours or on weekends.

VI. Description of Services and Program Requirements

- 1. Grantee will provide the four categories of services to older adults and adults with disabilities under this grant:
 - i. Outreach:
 - a. Establish and maintain positive relationships with tenants.
 - b. Establish regular channels of communication with all tenants via newsletters, tenant meetings, monthly activity calendars, etc.
 - c. Contact all new tenants to invite them to join community activities.
 - d. Contact, interact, inform, and invite all tenants to make use of support services to assist with and address individual needs or issues. These efforts will include a variety of outreach techniques such as written messages in appropriate languages, flyers, brochures, telephone calls, open house events, and emails, as available.
 - ii. Service Connection:
 - a. Establish and maintain relationships with neighborhood groups, city agencies, and community-based service providers with the goal of establishing robust referral partnerships and onsite programming.
 - b. Provide service needs assessment, information and referral, crisis intervention and counseling with individuals and groups of tenants, as needed.
 - c. Follow up on service referrals; identify and attempt to resolve barriers that prevent tenants from accessing services to which they have been referred.
 - d. Provide short-term case management services to tenants as needed, while working to connect those with longer-term needs to ongoing case management services.
 - e. Serve as a liaison or advocate for tenants with other service providers.
 - f. Assist tenants to identify and access community services needed to meet tenant's specific needs or to make progress toward identified goals.
 - iii. Housing Stability:
 - a. Work cooperatively and as part of a team with property management staff to meet the needs of tenants.
 - b. Conduct direct outreach to all tenants who become delinquent in rent payments and offer assistance in preparing rent payment plans and/or provide referrals to outside money management services.
 - c. Conduct direct outreach to all tenants who are experiencing safety concerns, lease or house rule violations, or who have been involved in critical incidents.
 - d. Provide information on various topics that will help tenants maintain their housing; provide assistance in communicating with, responding to, and meeting with property management to help tenants resolve issues related to housing; provide assistance in the remedy of incidences and/or lease violations that could lead to eviction by establishing written plans; and/or provide assistance with

conflict resolution for tenants who need to solve problems or resolve conflicts with other tenants.

iv. Community Engagement:

- a. Plan and implement community building activities and educational programs that contribute to enhanced community living and personal well-being.
- b. Provide tenants with opportunities to participate in organized gatherings for peer support, social connections, celebrations/commemorations, and other community events held onsite.
- c. Provide trainings and educational workshops on a variety of topics relating to health, wellness, finance, housing, and other topics.
- 2. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
- 3. Grantee will maintain accurate, up-to-date, confidential case files on all tenants, including documentation of all service contacts, demographic information, assessments, care plans, progress notes, and services provided.
- 4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15th each grant year or on a mutually agreed upon date between DAS OCP and the grantee.
- 5. Grantee will hire, train, and supervise 2 FTE (leveraged and/or grant funded) to provide services.
- 6. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer, and adhere to all program standards. Grantee will ensure services are available in the languages of the tenant population being served.
- 7. Grantee will ensure that units of service provided are tracked and distinguishable.
- 8. Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed. Grantee will attend RAD-related, MOHCD, and other meetings, as needed.
- 9. Grantee will work collaboratively with other community-based organizations to enhance the services received by the tenants.

VII. Service Objectives

On an annual basis, Grantee will meet the following service objectives:

- 1. Grantee will have individual and group service encounters with at least 65% of unduplicated tenants per month.
- 2. Grantee will provide to tenants a minimum of two (2) activities or events per week (or 104 annually). Types of activities annually must be at least 10% trainings/workshops, 25% health and wellness related, and 65% all other.
- 3. All (100%) households that are at risk of eviction or housing instability are offered assistance or service addressing their needs.

VIII. Outcome Objectives

On an annual basis, Grantee will meet the following outcome objectives:

1. At least 50% of unduplicated tenants participating in the annual survey will feel "strongly" or "very strongly" about being connected and involved in their tenant/resident community. Grantee will use the following standardized question: "How strongly do you

- feel about being connected and involved in the tenant/resident community at [site]?" The options should be "Very strongly", "Strongly", "Somewhat", "Not at all".
- 2. At least 50% of unduplicated tenants participating in the annual survey will "agree" or "highly agree" that they have better access to resources that improve their health and wellness. Grantee will use the following standardized question: "Do you have better access to resources that improve your health and wellness?" The options should be "Highly agree", "Agree", "Neutral", "Disagree", "Highly disagree".
- 3. Tenants have stable housing. At least 95% of households will have maintained or have obtained stable housing.

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 a DAS OCP approved intake form, into the grantee's database.
- 2. Monthly, quarterly, and annual reports must be entered into the Contracts Administration, Reporting, and Billing Online (CARBON) system as required by DAS and Contracts Department staff.
 - a. Grantee will provide a monthly report of activities, referencing the tasks as described in Section VII Service Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
 - i. Number and percentage of unduplicated tenants with individual and group service encounters.
 - ii. Number and type of event, activity, training, or educational workshop conducted onsite or offsite, and number of attendees per activity.
 - iii. Number and percentage of households that were at risk of eviction or housing instability and were offered assistance or service addressing their needs
 - b. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VIII Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
 - i. Number and percentage of unduplicated tenants that were outreached to annually.
 - ii. Number and percentage of unduplicated tenants who participated in the satisfaction survey and responded with "strongly" or "very strongly" when asked about being connected and involved in their tenant/resident community.
 - iii. Number and percentage of unduplicated tenants who participated in the satisfaction survey and responded with "agree" or "highly agree" when asked about having better access to resources that improve their health and wellness.
 - iv. Number and percentage of households that have maintained or have obtained stable housing.

- 3. Grantee will submit response rates and aggregated data from the annual participant survey to OCP staff by March 15th of each grant year or on a mutually agreed upon date between DAS OCP and the grantee.
- 4. Grantee program staff will complete an Elder Abuse Mandated Reporter Training and a Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of these trainings.
- 5. Grantee will issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31st of each grant year. The grantee must submit the report in the CARBON system.
- 6. Grantee will develop and deliver ad hoc reports as requested by SF-HAS, DAS, and OCP.
- 7. Grantee will develop and deliver a bi-annual summary report of SOGI data collected as required by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are January 10th (June-December data) and July 10th (January-June data).
- 8. Grantee will maintain an updated site chart, using the DAS OCP approved form, with details about the program.
- 9. Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable and to take all reasonable efforts to implement HIPAA requirements.
- 10. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.

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

Rocio.Duenas@sfgov.org

Contract Manager, Office of Contract Management Human Services Agency

or

Hanna.Teferi@sfgov.org

Administrative Analyst, Office of Community Partnerships Department of Disability and Aging Services

X. Monitoring Activities

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

include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence that program staff have completed the Security Awareness Training; review of program operation, which includes a review of a written policies and procedures manual of all OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of director list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site.

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

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2													t Date: 11/7/2021		
												Documen	1 Date. 11/1/2021		
3	HUMAN SERVICES AGE	NCY CONTRA	ACT BUDGET	SUMMARY											
4		BY PRO	GRAM												
5	Grantee's Name:					Grant Term:									
5	Grantee's Name:					Grant Term:									
6	Chinatown Community Development Cer	nter				July 1, 2019 - Jun	e 30, 2024								
7	(Check One) New Renewal I	Modification X													
8	If modification, Effective Date of Mod. 7/1/2	1 No. of Mod. 1													
9	Program: Rental Assistance Housing Su	pport Services - 9	90 Pacific												
10	Budget Reference Page No.(s)												TOTAL		
	Daaget (tolorolles) age (tol(e)			7/1/21-6/30/22	7/1/21-6/30/22	7/1/21-6/30/22	7/1/22-6/30/23	7/1/22-6/30/23	7/1/22-6/30/23	7/1/23-6/30/24	7/1/23-6/30/24	7/1/23-6/30/24			
11	Program Term	7/1/19-6/30/20	7/1/20-6/30/21	Current	Modification	Revised	Current	Modification	Revised	Current	Modification	Revised	7/1/19-6/30/24		
	Human Services Agency Expenditures	171710 0/00/20	171120 0/00/21		ououo	11071000		aa			ouout.o	11011000	171110 0100121		
	· · · · · · · · · · · · · · · · · · ·	#50.040	\$55.055	\$55.055	#0.00F	#50.000	\$55.055	#0.00F	# 50,000	\$55.055	#0.00 5	# 50,000	#000 000		
	Salaries & Benefits	\$53,218		\$55,655	\$2,665	\$58,320	\$55,655	\$2,665	\$58,320	\$55,655	\$2,665	\$58,320	\$283,832 \$46,383		
	Operating Expense \$8,809 \$8,666 \$8,666 \$1,520 \$10,186 \$8,666 \$695 \$9,361 \$8,666 \$695 \$9,361 Capital Expenditure														
	Subtotal \$62,028 \$64,321 \$64,321 \$4,185 \$68,506 \$64,321 \$3,360 \$67,681 \$64,321 \$3,360 \$67,681														
						. ,							\$330,215		
		15%	15%	15%	-2%	13%	15%	-2%	13%	15%	-2%	13%	14%		
	Indirect Cost (Line 16 X Line 17)	\$9,304	\$9,648	\$9,648	-\$1,037	\$8,611	\$9,648	-\$1,141	\$8,507	\$9,648	-\$1,141		\$44,578		
19	Total HSA Expenditures	\$71,332	\$73,969	\$73,969	\$3,148	\$77,117	\$73,969	\$2,219	\$76,188	\$73,969	\$2,219	\$76,188	\$374,794		
20	Developer Match Expenditures														
21	Salaries & Benefits	\$120,960	\$120,960	\$120,960	\$19,358	\$140,318	\$120,960	\$19,358	\$140,318	\$120,960	\$19,358	\$140,318	\$662,874		
22	Operating Expense	\$30,668	\$30,668	\$30,668	\$0	\$30,668	\$30,668	\$1,000	\$31,668	\$30,668	\$1,000	\$31,668	\$155,338		
23	Capital Expenditure														
	Subtotal	\$151,628	\$151,628	\$151,628	\$19,357	\$170,985	\$151,628	\$20,357	\$171,985	\$151,628	\$20,357	\$171,985	\$818,211		
_	Indirect Percentage (%)	15%	15%	15%	0%	15%	15%	0%	15%	15%	0%	15%	15%		
20	Indirect Cost (Line 16 X Line 17)	\$22,744	\$22,744	\$22,744	\$2,904	\$25,648	\$22,744	\$3,054	\$25,798	\$22,744.20	\$3,054	\$25,798	\$122,732		
_															
	Total Developer Expenditures	\$174,372	\$174,372	\$174,372	\$22,261	\$196,633	\$174,372	\$23,411	\$197,783	\$174,372	\$23,411	\$197,783	\$940,943		
28		****	****	****			****			****					
_	Total HSA and Developer Expenditures	\$245,704	\$248,341	\$248,341	\$25,408	\$273,750	\$248,341	\$25,630	\$273,971	\$248,341	\$25,630	\$273,971	\$1,315,737		
30	HSA Revenues														
31	Local General Fund	\$71,332	\$73,969	\$73,969	\$3,148	\$77,117	\$73,969	\$2,219	\$76,188	\$73,969	\$2,219	\$76,188	\$374,794		
32															
33															
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39	TOTAL HSA REVENUES	\$71,332	\$73,969	\$73,969	\$3,148	\$77,117	\$73,969	\$2,219	\$76,188	\$73,969	\$2,219	\$76,188	\$374,794		
40	Developer Revenues														
41	Developer Match Funds	\$174,372	\$174,372	\$174,372	\$22,261	\$196,633	\$174,372	\$23,411	\$197,783	\$174,372	\$23,411	\$197,783	\$940,943		
42	·														
43															
44															
45	Total Developer Revenues	\$174,372	\$174,372	\$174,372	\$22,261	\$196,633	\$174,372	\$23,411	\$197,783	\$174,372	\$23,411	\$197,783	\$940,943		
46	Total Revenues	\$245,704	\$248,341	\$248,341	\$25,408	\$273,750	\$248,341	\$25,630	\$273,971	\$248,341	\$25,630	\$273,971	\$1,315,737		
_											\$25,030				
47	Full Time Equivalent (FTE)	2.12	2.22	2.22	0.13	2.35	2.22	0.13	2.35	2.22	0.13	2.35			
40	Dranged his Mai China Kina		Talamba::-N:- 1	15 004 1450									Data 44/4/0040		
49	Prepared by: Wai Ching Kwan		Telephone No. 4	15-984-1459									Date 11/1/2018		
50	HSA-CO Review Signature:														
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3												Document	Date: 11/7/2021		
4	Grantee's Name: Chinatown Co	mmunity Develo	pment C	Center											
5 6															
7				Salaries &	Rene	fits Detail									
8				Guidi ioo G	Done	into Botain									
9		-													
10				an Services Agency	_	an Services Agency		nan Services Agency		an Services Agency		an Services Agency	TOTAL		
11				19-6/30/20		/20-6/30/21		/21-6/30/22		/22-6/30/23		/23-6/30/24	7/1/19-6/30/24		
12	POSITION TITLE	Annual Salary	FTE	SALARIES	FTE	SALARIES	FTE	SALARIES	FTE	SALARIES	FTE	SALARIES			
13	Supervisor	\$72,010	0.09	\$6,555	0.10	\$7,558	0.15	\$10,802	0.15	\$10,802	0.15	\$10,802	\$46,517		
15	Resident Services Coordinator	\$53,997	0.55	\$32,866	0.62	\$33,668	0.60	\$32,398	0.60	\$32,398	0.60	\$32,398	\$163,729		
16															
17															
18															
19															
20															
21															
22															
23	TOTALS		0.64	\$39,421	0.73	\$41,226	0.75	\$43,200	0.75	\$43,200	0.75	\$43,200	\$210,246		
24 25		-		•						•					
	EMPLOYEE FRINGE BENEFITS	_	35%	¢12.707	35%	\$14,429	35%	¢1E 120	35%	¢15 100	35%	¢1E 100	¢72 F06		
26 27	EMPLOTEE PRINGE BENEFITS	ا د	3370	\$13,797	33%	\$14,429	33%	\$15,120	35%	\$15,120	3370	\$15,120	\$73,586		
28		Γ	I												
29	TOTAL HSA SALARIES & BEN	IEFITS		\$53,218		\$55,655		\$58,320		\$58,320		\$58,320	\$283,832		
30															
31	DEVELOPER MATCH POSITIO	N TITLE	1								l 1				
32	Resident Services Coordinator	\$47,489	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0	\$0		
33	Resident Services Associate	\$44,544	0.15	\$6,682	0.15	\$6,682	0.00	\$0	0.00	\$0	0.00	\$0	\$13,363		
34	Resident Services Coordinator	\$53,997	0.50	\$26,890	0.50	\$26,890	0.40	\$21,599	0.40	\$21,599	0.40	\$21,599	\$118,577		
35	Intensive Case Manager	\$63,045	0.50	\$31,350	0.50	\$31,350	0.60	\$37,827	0.60	\$37,827	0.60	\$37,827	\$176,181		
	Supervisor	\$72,010		\$24,678	0.34	\$24,678	0.45	\$32,405	0.45	\$32,405	0.45	\$32,405	\$146,570		
37	RAD Manager	\$80,725					0.15			\$12,109		\$12,109	\$36,326		
38	TOTALS		1.49	\$89,600	1.49	\$89,600	1.60	\$103,939	1.60	\$103,939	1.60	\$103,939	\$491,018		
39		Г	T												
40	EMPLOYEE FRINGE BENEFITS	s [35%	\$31,360	35.0%	\$31,360	35%	\$36,379	35%	\$36,379	35%	\$36,379	\$171,856		
41		Г	1												
42	TOTAL DEVELOPER SALARIES & BENEFITS \$120,960 \$120,960 \$140,318 \$140,318 \$140,318 \$662,874														
43	TOTAL SALARIES & BENEFITS	3	2.12	\$174,179	2.22	\$176,615	2.35	\$198,637	2.35	\$198,637	2.35	\$198,637	\$946,706		
44	UCA #2														
46	HSA #2														

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3						Docum	ent Date: 11/7/2021
4	Grantee's Name: Chinatown Community Developm	nent Center					
5							
7	Ol	perating Expense	e Detai				
8		Human Services	Human Services	Human Services	Human Services	Human Services	
9		Agency	Agency	Agency	Agency	Agency	TOTAL
10	HSA Expenditure Category TERM	7/1/19-6/30/20	7/1/20-6/30/21	7/1/21-6/30/22	7/1/226/30/23	7/1/23-6/30/24	7/1/19-6/30/24
11	Rental of Property	\$1,530	\$1,530	\$2,300	\$2,000	\$2,000	9,360
12	Telephone and Office Furniture	\$1,000	\$1,000	\$600	\$600	\$600	\$3,800
13	Program/Office Supplies	\$1,800	\$1,800	\$1,200	\$1,000	\$1,000	\$6,800
14	Utilities (Electricity, Water, Sewer, Gas, Phone)	\$600	\$600	\$600	\$600	\$600	\$3,000
15	Printing and Reproduction						
16	Insurance						
17	Staff Travel (Local & Out of Town)	\$220	\$20	\$50	\$50	\$50	\$390
18	Law Library						
19	Membership/Dues						
20	Rental of Equipment						
21	Senior Right Bulletin						
22							
23	Staff Training Professional Services /Consultant	\$664	\$150	\$50	\$50	\$50	\$964
25	OTHER						
26	Tenant Activities	\$2,995	\$3,566	\$5,386	\$5,061	\$5,061	\$22,069
27							
28 29							
30							
31	TOTAL HSA OPERATING EXPENSE	\$8,809	\$8,666	\$10,186	\$9,361	\$9,361	\$46,383
32							
33	Developer Match Operating Expense						
34	Rental of Property	\$4,000	\$4,000	\$4,000	\$4,300	\$4,300	\$20,600
	Staff Travel	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$5,000
	Telephone and Furniture	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$7,500
	Office Supplies, Postage	\$1,000	\$1,000	\$1,000	\$1,300	\$1,300	\$5,600
	Printing and Reproduction	. ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,					
	Program Supplies	\$1,168	\$1,168	\$1,168	\$1,168	\$1,168	\$5,838
	Law Library	ψ1,130	ψ1,100	<u> </u>	ψ1,100	ψ1,100	φο,σσο
	Membership/Dues						
	Rental of Equipment						
	Volunteer Expenses (Receptionist/intake)						
44	Translation Services/Language Line	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$5,000
45	Tenant Activities	\$13,000	\$13,000	\$13,000	\$13,400	\$13,400	\$65,800
	Charting	ψ10,000	ψ10,000	ψ10,000	ψ10,100	ψ10,100	
	Staff Training	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$10,000
	Professional Services /Consultant	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$30,000
49			40,000	40,000	40,000	70,000	
50	TOTAL DEVELOPER OPERATING EXPENSE	\$30,668	\$30,668	\$30,668	\$31,668	\$31,668	\$155,338
52	TOTAL OPERATING EXPENSE	\$39,477	\$39,333	\$40,854	\$41,029	\$41,029	\$201,721
	HSA #3						
55							

Appendix A-1– Services to be Provided Glide Community Housing, Inc. RAD Housing Support Services at 350 Ellis Street July 1, 2019 – June 30, 2024

I. Purpose

The Rental Assistance Demonstration (RAD) program is an initiative from the U.S. Department of Housing and Urban Development (HUD) with the goal to preserve and improve public housing properties. The purpose of this grant is to provide support services to older adults and adults with disabilities residing in San Francisco RAD converted housing development units, to enhance residents' abilities to age in place, avoid premature institutionalization, and build community in their environments.

II. Definitions

Adult with a Disability	A person 18 years of age or older living with a disability
CARBON	Contracts Administration, Reporting, and Billing Online System
City	City and County of San Francisco, a municipal corporation
DAS	Department of Disability and Aging Services
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. Source: California Code of Regulations Title 22, Sec. 7630
Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individual or others.
Grantee	Glide Community Housing, Inc.
Low-Income	Having income at or below 300% of the federal poverty line defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and

	Human Services. This is only to be used by consumers to self-identify their income status, not to be used as a means test to qualify for the program.
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. Source: California Code of Regulation Sec. 7130.
MOHCD	Mayor's Office of Housing and Community Development
OCP	Office of Community Partnerships
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	Person who is 60 years and older, used interchangeably with "senior"
Senior	Person who is 60 years or older, used interchangeably with "older adult
SF-HSA	Human Services Agency of the City and County of San Francisco.
RAD	Rental Assistance Demonstration
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).

III. Target Population

Older adults and adults with disabilities residing in San Francisco RAD converted housing development units at 350 Ellis Street, San Francisco, CA, 94102. Grantee shall additionally target services to individuals who are members of one or more of the following target groups that have been identified as demonstrating the greatest economic and social need. In particular:

• Low-income

- Non or limited –English speaking
- Minority as defined by race and/or ethnicity, religion
- Frail
- Member of LGBTQ+ Community

IV. Eligibility for Services

- A person who is a resident of San Francisco and
- A person who is an older adult or an adult with a disability

V. Location and Time of Services

Services will be provided at 350 Ellis Street, San Francisco, CA, 94102, Monday through Friday, during regular office hours of 9:00am to 5:00pm, excluding holidays. On occasion, workshops or events will be provided after hours or on weekends.

VI. Description of Services and Program Requirements

- 1. Grantee will provide the four categories of services to older adults and adults with disabilities under this grant:
 - i. Outreach:
 - a. Establish and maintain positive relationships with tenants.
 - b. Establish regular channels of communication with all tenants via newsletters, tenant meetings, monthly activity calendars, etc.
 - c. Contact all new tenants to invite them to join community activities.
 - d. Contact, interact, inform, and invite all tenants to make use of support services to assist with and address individual needs or issues. These efforts will include a variety of outreach techniques such as written messages in appropriate languages, flyers, brochures, telephone calls, open house events, and emails, as available.
 - ii. Service Connection:
 - a. Establish and maintain relationships with neighborhood groups, city agencies, and community-based service providers with the goal of establishing robust referral partnerships and onsite programming.
 - b. Provide service needs assessment, information and referral, crisis intervention and counseling with individuals and groups of tenants, as needed.
 - c. Follow up on service referrals; identify and attempt to resolve barriers that prevent tenants from accessing services to which they have been referred.
 - d. Provide short-term case management services to tenants as needed, while working to connect those with longer-term needs to ongoing case management services.
 - e. Serve as a liaison or advocate for tenants with other service providers.
 - f. Assist tenants to identify and access community services needed to meet tenant's specific needs or to make progress toward identified goals.
 - iii. Housing Stability:
 - a. Work cooperatively and as part of a team with property management staff to meet the needs of tenants.
 - b. Conduct direct outreach to all tenants who become delinquent in rent payments and offer assistance in preparing rent payment plans and/or provide referrals to outside money management services.
 - c. Conduct direct outreach to all tenants who are experiencing safety concerns, lease or house rule violations, or who have been involved in critical incidents.
 - d. Provide information on various topics that will help tenants maintain their housing; provide assistance in communicating with, responding to, and meeting with property management to help tenants resolve issues related to housing; provide assistance in the remedy of incidences and/or lease violations that could lead to eviction by establishing written plans; and/or provide assistance with

conflict resolution for tenants who need to solve problems or resolve conflicts with other tenants.

iv. Community Engagement:

- a. Plan and implement community building activities and educational programs that contribute to enhanced community living and personal well-being.
- b. Provide tenants with opportunities to participate in organized gatherings for peer support, social connections, celebrations/commemorations, and other community events held onsite.
- c. Provide trainings and educational workshops on a variety of topics relating to health, wellness, finance, housing, and other topics.
- 2. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
- 3. Grantee will maintain accurate, up-to-date, confidential case files on all tenants, including documentation of all service contacts, demographic information, assessments, care plans, progress notes, and services provided.
- 4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15th each grant year or on a mutually agreed upon date between DAS OCP and the grantee.
- 5. Grantee will hire, train, and supervise 1.25 FTE (leveraged and/or grant funded) to provide services.
- 6. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer, and adhere to all program standards. Grantee will ensure services are available in the languages of the tenant population being served.
- 7. Grantee will ensure that units of service provided are tracked and distinguishable.
- 8. Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed. Grantee will attend RAD-related, MOHCD, and other meetings, as needed.
- 9. Grantee will work collaboratively with other community-based organizations to enhance the services received by the tenants.

VII. Service Objectives

On an annual basis, Grantee will meet the following service objectives:

- 1. Grantee will have individual and group service encounters with at least 65% of unduplicated tenants per month.
- 2. Grantee will provide to tenants a minimum of two (2) activities or events per week (or 104 annually). Types of activities annually must be at least 10% trainings/workshops, 25% health and wellness related, and 65% all other.
- 3. All (100%) households that are at risk of eviction or housing instability are offered assistance or service addressing their needs.

VIII. Outcome Objectives

On an annual basis, Grantee will meet the following outcome objectives:

1. At least 50% of unduplicated tenants participating in the annual survey will feel "strongly" or "very strongly" about being connected and involved in their tenant/resident community. Grantee will use the following standardized question: "How strongly do you feel about being connected and involved in the tenant/resident community at [site]?" The options should be "Very strongly", "Strongly", "Somewhat", "Not at all".

- 2. At least 50% of unduplicated tenants participating in the annual survey will "agree" or "highly agree" that they have better access to resources that improve their health and wellness. Grantee will use the following standardized question: "Do you have better access to resources that improve your health and wellness?" The options should be "Highly agree", "Agree", "Neutral", "Disagree", "Highly disagree".
- 3. Tenants have stable housing. At least 95% of households will have maintained or have obtained stable housing.

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 a DAS OCP approved intake form, into the grantee's database.
- 2. Monthly, quarterly, and annual reports must be entered into the Contracts Administration, Reporting, and Billing Online (CARBON) system as required by DAS and Contracts Department staff.
 - a. Grantee will provide a monthly report of activities, referencing the tasks as described in Section VII Service Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
 - i. Number and percentage of unduplicated tenants with individual and group service encounters.
 - ii. Number and type of event, activity, training, or educational workshop conducted onsite or offsite, and number of attendees per activity.
 - iii. Number and percentage of households that were at risk of eviction or housing instability and were offered assistance or service addressing their needs.
 - b. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VIII Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
 - i. Number and percentage of unduplicated tenants that were outreached to annually.
 - ii. Number and percentage of unduplicated tenants who participated in the satisfaction survey and responded with "strongly" or "very strongly" when asked about being connected and involved in their tenant/resident community.
 - iii. Number and percentage of unduplicated tenants who participated in the satisfaction survey and responded with "agree" or "highly agree" when asked about having better access to resources that improve their health and wellness.
 - iv. Number and percentage of households that have maintained or have obtained stable housing.

- 3. Grantee will submit response rates and aggregated data from the annual participant survey to OCP staff by March 15th of each grant year or on a mutually agreed upon date between DAS OCP and the grantee.
- 4. Grantee program staff will complete an Elder Abuse Mandated Reporter Training and a Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of these trainings.
- 5. Grantee will issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31st of each grant year. The grantee must submit the report in the CARBON system.
- 6. Grantee will develop and deliver ad hoc reports as requested by SF-HAS, DAS, and OCP.
- 7. Grantee will develop and deliver a bi-annual summary report of SOGI data collected as required by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are January 10th (June-December data) and July 10th (January-June data).
- 8. Grantee will maintain an updated site chart, using the DAS OCP approved form, with details about the program.
- 9. Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable and to take all reasonable efforts to implement HIPAA requirements.
- 10. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.

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

Tara. Alvarez@sfgov.org

Contract Manager, Office of Contract Management Human Services Agency

or

Hanna.Teferi@sfgov.org

Administrative Analyst, Office of Community Partnerships Department of Disability and Aging Services

X. Monitoring Activities

A. <u>Program Monitoring</u>: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence that program staff have completed the Security Awareness Training; review of program operation, which includes a review of a written

policies and procedures manual of all OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of director list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site.

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

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3 4	1			HUI	MAN SERVICES	AGENCY CONT	RACT BUDGE	T SUMMARY								
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6	Contractor's Name															
7	Glide Community Housing															
8	, ,	Modification														
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_													TOTAL			
	Budget Reference Page No.(s)												-			
12		7/1/19-6/30/20	7/1/20-6/30/21		7/1/21-6/30/22		I	7/1/22-6/30/23		I	7/1/23-6/30/24		7/1/19-6/30/24			
13	i rogram rom			Original		Revised	Original		Revised	Original		Revised	Grand Total			
14	Human Services Agency Expenditures						g			- · · · · · · · · · · · · · · · · · · ·						
15		\$53.150	\$47 532	\$59 561	\$1 128	\$60,689	\$59 561	\$1 128	\$60,689	\$59 561	\$1 128	\$60,689	\$282,748			
16		ating Expense \$10,060 \$17,574 \$5,229 \$7,234 \$12,463 \$5,229 \$2,770 \$7,999 \$5,229 \$2,770 \$7,999 \$56 al Expenditure \$10,060 \$63,210 \$65,106 \$64,790 \$8,362 \$73,152 \$64,790 \$3,898 \$68,688 \$64,790 \$3,898 \$68,688 \$338														
_	Capital Expenditure	ψ.0,000	Ç,JI-	40,220	ψ.,204	ψ.2,400	ψ0, <u>22</u> 0	\$2,770	ψ.,300	\$5,220	\$2,110	ψ.,σσσ	455,000			
18	Subtotal	\$63,210	\$65.106	\$64.790	\$8.362	\$73.152	\$64.790	\$3.898	\$68.688	\$64.790	\$3.898	\$68.688	\$338,843			
19	Indirect Percentage (%)												12%			
_	Indirect Cost (Line 16 X Line 17)												\$40,661			
_	Total HSA Expenditures	\$70,795	\$72,919	\$72,565	\$9,365	\$81,930	\$72,565	\$4,365	\$76,930	\$72,565	\$4,365	\$76,930	\$379,504			
22	Developer Match Expenditures		·		·	·	·			·	·					
23	Salaries & Benefits	\$64.189	\$68.244	\$70.273	(\$9.584)	\$60.689	\$70.273	(\$9.584)	\$60.689	\$70.273	(\$9.584)	\$60.689	\$314,499			
	Operating Expense	New Renewal Modification No. No. Modification No.														
25		Contractor's Name														
26		\$77,472	\$80,184	\$82,990	,	\$82,990	\$85,895	\$1	\$85,896	\$88,901	\$1	\$88,902	\$415,443			
27	Indirect Percentage (%)	12.00%		12.00%		12.00%	12.00%	12.00%	12.00%	12.00%	12.00%	12.00%	12.00%			
28													\$49.853			
	Total Developer Expenditures	\$86,769	\$89,806	\$92,949		\$92,948	\$96,203	\$1		\$99,569	\$1	\$99,570	\$465,296			
30			. ,					•		. ,	·					
31	Total HSA and Developer Expenditures	\$157,564	\$162,725	\$165,514	\$9,365	\$174,878	\$168,767	\$4,366	\$173,133	\$172,134	\$4,366	\$176,500	\$844,800			
32	HSA Revenues															
33	Local General Fund	\$70,795	\$70,795	\$72,565		\$72,565	\$72,565		\$72,565	\$72,565		\$72,565	\$359,285			
34	CODB (Baselined FY 20-21 CODB)		\$2,124		\$2,124	\$2,124		\$2,124	\$2,124		\$2,124	\$2,124	\$8,496			
35	CODB FY21-22				\$2,241	\$2,241		\$2,241	\$2,241		\$2,241	\$2,241	\$6,723			
36	Addback to FY21-22				\$5,000	\$5,000							\$5,000			
37																
38																
39																
40																
41	TOTAL HSA REVENUES	\$70,795	\$72,919	\$72,565	\$9,365	\$81,930	\$72,565	\$4,365	\$76,930	\$72,565	\$4,365	\$76,930	\$379,504			
42	Developer Revenues															
43	Developer Match Funds	\$86,769	\$89,806	\$92,949		\$92,948	\$96,203	\$1	\$96,203	\$99,569	\$1	\$99,570	\$465,296			
44																
45																
46																
47		\$86,769	\$89,806	\$92,949		\$92,948	\$96,203	\$1	\$96,203	\$99,569	\$1	\$99,570	\$465,296			
_	Total Revenues	\$157,564	\$162,725	\$165,514	\$9,365	\$174,878	\$168,768	\$4,366	\$173,133	\$172,134	\$4,366	\$176,500	\$844,800			
49		1.75				1.75			1.75			1.75				
51		Telephone No. 415	i-674-6119													
	HSA-CO Review Signature:															
53	HSA #1															

Appendix Name: Clide Community Housing - 505 Ells (RAD)		Α	В	С	D	F	н	1	.1	К	1	М	N	0	Р	Q	R	S	Т	ш
Comment Date: Comment Date	1	Contractor's Name: Glide Community Ho	using - 350 Fllis	-															Apper	ndix B-1. Page 2
Salaries & Benefits Detail Numan Services Agency Human Services Agency Human Services Agency Human Services Agency Muman Services Agency		Contractor o Hame. Chac Commany No	doing coo Line	(1012)																
Salaries & Benefits Detail Salaries & Benefits Detail Salaries & Benefits Detail Salaries & Benefits Detail Salaries & Benefits Detail Salaries & Benefits Detail Salaries & Benefits Detail Salaries & Salaries & Benefits Detail Salaries & Salaries & Salaries & Benefits Detail Salaries & Sa	3																		Doodinon D	
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Salaries & Benefits Detail Human Services Agency																				
											Salario	se & Ronofit	e Dotail							
Human Services Agency Human Services Agency Human Services Agency Human Services Agency Human Services Agency TOTAL Trip 4-99021 Trip 4-99022 Trip 4-99023 Trip 4-99024 Trip 4-99024 Trip 4-99022 Trip 4-99023 Trip 4-99024 Trip 4-9902											Galarie	os a Deneni	3 Detail							
TERN 7/119-630/29 7/129-630/21 7/129-630/23			i																	
TERN 7/119-630/29 7/129-630/21 7/129-630/23	۰			Uuman Can	iona Aganau	Human Cani	iaaa Aaanau		Liuman Can	iooo Aaanau			Lluman Can	iooo Aaanau			Uuman Car	daga Aganau		TOTAL
10 POSITION ITTLE			TEDM																	
11 Program Manager	9		IERW	//1/19-	6/30/20	7/1/20-6	/30/21		//1/21-	0/30/22			//1/22-	0/30/23			7/1/23	6/30/24		7/1/19-0/30/24
12 Lead Case Manager	10	POSITION TITLE	Annual Salary	FTE	SALARIES	FTE	Revised	FTE	Original	Modification	Revised	FTE	Original	Modification	Revised	FTE	Original	Modification	Revised	
13 Lead Case Manager - Part-time	11	Program Manager	\$82,400	0.10	\$7,763	0.10	\$3,633	0.10	\$7,300	\$940	\$8,240	0.10	\$7,300	\$940	\$8,240	0.10	\$7,300	\$940	\$8,240	\$36,116
14	12	Lead Case Manager	\$50,752	0.50	\$18,629	0.42	\$21,377	0.50	\$25,678	-\$302	\$25,376	0.50	\$25,678	-\$302	\$25,376	0.50	\$25,678	-\$302	\$25,376	\$116,134
15	13	Lead Case Manager - Part-time	\$52,270	0.25	\$15,873	0.25	\$11,145	0.25	\$12,839	\$229	\$13,068	0.25	\$12,839	\$229	\$13,068	0.25	\$12,839	\$229	\$13,068	\$66,221
16 S S S S S S S S S	14																			
TOTALS \$185.422 0.85 \$42.285 0.77 \$36,155 0.85 \$45.816 \$868 \$46,884 0.85 \$45,816 \$868 \$46,884 0.85 \$45,816 \$868 \$46,684 \$218.41 \$19 \$MPLOYEE FRINGE BENEFITS 30% \$10,885 31% \$11,377 30% \$13,745 \$260 \$14,005 \$26,775 \$260 \$14,005 \$26,775 \$26	15																			
18	16																			
Secretary Secr	17	TOTALS	\$185,422	0.85	\$42,265	0.77	\$36,155	0.85	\$45,816	\$868	\$46,684	0.85	\$45,816	\$868	\$46,684	0.85	\$45,816	\$868	\$46,684	\$218,471
20 TOTAL HSA SALARIES & BENEFITS \$53,150 \$47,532 \$59,561 \$1,128 \$60,689 \$59,561 \$1,128 \$60,689 \$59,561 \$1,128 \$60,689 \$59,561 \$1,128 \$60,689 \$59,561 \$1,128 \$60,689 \$59,561 \$1,128 \$60,689 \$59,561 \$1,128 \$60,689 \$282,74 22 23 DEVELOPER MATCH POSITION TITLE	18							•												
21 TOTAL HSA SALARIES & BENEFITS \$53,150 \$47,532 \$59,561 \$1,128 \$60,689 \$59,561 \$1,128 \$60,689 \$28,274	19	EMPLOYEE FRINGE BENEFITS		30%	\$10,885	31%	\$11,377	30%	\$13,745	\$260	\$14,005	30%	\$13,745	\$260	\$14,005	30%	\$13,745	\$260	\$14,005	\$64,277
22 DEVELOPER MATCH POSITION TITLE 23 DEVELOPER MATCH POSITION TITLE 24 Program Manager S82,400 0.10 \$7,763 0.09 \$7,300 0.10 \$7,300 \$940 \$8,240 0.10 \$1,240 \$940 \$940 \$940 \$940 \$940 \$940 \$940 \$9	20																			
23 DEVELOPER MATCH POSITION TITLE 24 Program Manager \$82,400 0.10 \$7,763 0.09 \$7,300 0.10 \$7,300 \$940 \$8,240 \$9.20 \$12,839 \$229 \$13,068 0.25 \$12,839 \$229 \$13,068 0.25 \$12,839 \$229 \$13,068 \$940 \$8,240 \$9.20 \$12,839 \$229 \$13,068 0.25 \$12,839 \$229 \$13,068 \$940 \$9.20 \$9.20 \$12,839 \$229 \$13,068 0.25 \$12,839 \$229 \$13,068 \$9.20 \$9.20 \$12,839 \$229 \$13,068 \$9.20 \$9.20 \$12,839 \$229 \$13,068 \$9.20 \$9.20 \$12,839 \$229 \$13,068 \$9.20 \$9.20 \$12,839 \$229 \$13,068 \$9.20 \$	21	TOTAL HSA SALARIES & BENEFITS			\$53,150		\$47,532		\$59,561	\$1,128	\$60,689		\$59,561	\$1,128	\$60,689		\$59,561	\$1,128	\$60,689	\$282,748
24 Program Manager \$82,400 0.10 \$7,763 0.09 \$7,300 \$940 \$8,240 0.10 \$7,300 \$940 \$8,240 0.10 \$7,300 \$940 \$8,240 0.10 \$7,300 \$940 \$8,240 0.10 \$7,300 \$940 \$8,240 0.10 \$7,300 \$940 \$8,240 0.10 \$7,300 \$940 \$8,240 0.10 \$7,300 \$940 \$8,240 0.10 \$7,300 \$940 \$8,240 0.10 \$7,300 \$940 \$8,240 0.10 \$7,300 \$940 \$8,240 0.50 \$25,678 -\$302 \$25,678 -\$302 \$25,678 -\$302 \$25,678 -\$302 \$25,678 -\$302 \$25,678 -\$302 \$25,678 -\$302 \$25,678 -\$302 \$25,678 -\$302 \$25,678 -\$302 \$25,678 -\$302 \$25,678 -\$302 \$25,678 -\$302 \$25,678 -\$302 \$25,678 -\$302 \$25,678 -\$302 \$25,678 -\$302 \$25,678 -\$002 \$	22																			
25 Lead Case Manager \$50,752 0.50 \$18,629 0.51 \$25,677 0.50 \$25,678 \$302 \$25,376 0.50 \$25,678 \$25,070 \$25,	23	DEVELOPER MATCH POSITION TITLE																		
26 Lead Case Manager - Part-time \$52,270 0.25 \$15,875 0.25 \$11,278 0.25 \$12,839 \$229 \$13,068 0.25 \$12,839 \$229 \$13,068 0.25 \$12,839 \$229 \$13,068 \$66,35 \$27 Executive Director 0.05 \$8,240	24	Program Manager	\$82,400	0.10	\$7,763	0.09	\$7,300	0.10	\$7,300	\$940	\$8,240	0.10	\$7,300	\$940	\$8,240	0.10	\$7,300	\$940	\$8,240	\$39,783
27 Executive Director 0.05 \$8,240 \$8,240 0.05 \$8,240 0	25	Lead Case Manager	\$50,752	0.50	\$18,629	0.51	\$25,677	0.50	\$25,678	-\$302	\$25,376	0.50	\$25,678	-\$302	\$25,376	0.50	\$25,678	-\$302	\$25,376	\$120,434
28 29 30 30 31 TOTALS \$185,422 0.90 \$50,507 0.84 \$52,495 0.90 \$54,056 \$-\$7,373 \$46,684 0.90 \$54,056 \$-\$7,373 \$46,684 0.90 \$54,056 \$-\$7,373 \$46,684 0.90 \$54,056 \$-\$7,373 \$46,684 0.90 \$54,056 \$-\$7,373 \$46,684 0.90 \$54,056 \$-\$7,373 \$46,684 0.90 \$54,056 \$-\$7,373 \$46,684 \$243,05 \$-\$2,212 \$14,005 \$-\$2,212	26	Lead Case Manager - Part-time	\$52,270	0.25	\$15,875	0.25	\$11,278	0.25	\$12,839	\$229	\$13,068	0.25	\$12,839	\$229	\$13,068	0.25	\$12,839	\$229	\$13,068	\$66,356
29 30 30 31 TOTALS \$185,422 0.90 \$50,507 0.84 \$52,495 0.90 \$54,056 -\$7,373 \$46,684 0.90 \$54,056 -\$7,373 \$46,684 0.90 \$54,056 -\$7,373 \$46,684 0.90 \$54,056 -\$7,373 \$46,684 0.90 \$54,056 -\$7,373 \$46,684 \$243,05 32 33 EMPLOYEE FRINGE BENEFITS 30% \$13,682 30% \$15,749 30% \$16,217 -\$2,212 \$14,005 30% \$16,217 -\$2,212 \$14,005 30% \$16,217 -\$2,212 \$14,005 \$30% \$16,217 -\$2,212 \$14,005 \$70,273 -\$9,584 \$60,689 \$70,273 -\$9,584 \$60,689 \$70,273 -\$9,584 \$60,689 \$314,45 \$37 \$707AL SALARIES & BENEFITS \$64,189 \$68,244 \$70,273 -\$9,584 \$60,689 \$70,273 -\$9,584 \$60,689 \$314,45 \$37 \$707AL SALARIES & BENEFITS \$1,75 \$117,339 1.62 \$115,776 1.75 \$129,834 -\$8,457 \$121,377 1.75 \$129,834	27	Executive Director		0.05	\$8,240		\$8,240	0.05	\$8,240	-\$8,240		0.05	\$8,240	-\$8,240		0.05	\$8,240	-\$8,240		\$16,480
30 31 TOTALS \$185,422 0.90 \$50,507 0.84 \$52,495 0.90 \$54,056 -\$7,373 \$46,684 0.90 \$54,056 -\$7,373 \$46,684 0.90 \$54,056 -\$7,373 \$46,684 0.90 \$54,056 -\$7,373 \$46,684 \$243,056 \$32 \$33 EMPLOYEE FRINGE BENEFITS 30% \$13,682 30% \$15,749 30% \$16,217 -\$2,212 \$14,005 30% \$16,217 -\$2,212 \$14,005 \$71,42 \$34 \$35 \$46,684 \$46,884	28																			
31 TOTALS \$185,422 0.90 \$50,507 0.84 \$52,495 0.90 \$54,056 -\$7,373 \$46,684 0.90 \$54,056 -\$7,373 \$46,684 0.90 \$54,056 -\$7,373 \$46,684 0.90 \$54,056 -\$7,373 \$46,684 0.90 \$54,056 -\$7,373 \$46,684 0.90 \$54,056 -\$7,373 \$46,684 \$243,05	29																			
32 33 EMPLOYEE FRINGE BENEFITS 30% \$13,682 30% \$15,749 30% \$16,217 -\$2,212 \$14,005 30% \$16,217 -\$2,212 \$14,005 30% \$16,217 -\$2,212 \$14,005 \$30% \$16,217 -\$2,212 \$14,005 \$71,44 \$35 TOTAL DEVELOPER SALARIES & BENEFITS \$64,189 \$68,244 \$70,273 -\$9,584 \$60,689 \$70,273 -\$9,584 \$60,689 \$70,273 -\$9,584 \$60,689 \$314,45 \$36 \$37	30																			
33 EMPLOYEE FRINGE BENEFITS 30% \$13,682 30% \$15,749 30% \$16,217 -\$2,212 \$14,005 30% \$16,217 -\$2,212 \$14,005 30% \$16,217 -\$2,212 \$14,005 \$71,44 34 35 TOTAL DEVELOPER SALARIES & BENEFITS 36 37 TOTAL SALARIES & BENEFITS 37 TOTAL SALARIES & BENEFITS 38 1.75 \$117,339 1.62 \$115,776 1.75 \$129,834 -\$8,457 \$121,377 1.75 \$129,834 -\$8,457 \$121,377 1.75 \$129,834 -\$8,457 \$121,377 1.75 \$129,834 -\$8,457 \$121,377 1.75 \$129,834 -\$8,457 \$121,377 1.75 \$129,834 -\$8,457 \$121,377 \$597,24	31	TOTALS	\$185,422	0.90	\$50,507	0.84	\$52,495	0.90	\$54,056	-\$7,373	\$46,684	0.90	\$54,056	-\$7,373	\$46,684	0.90	\$54,056	-\$7,373	\$46,684	\$243,053
34 35 TOTAL DEVELOPER SALARIES & BENEFITS \$64,189 \$68,244 \$70,273 -\$9,584 \$60,689 \$70,273 -\$9,584 \$70,273 -\$9,584 \$70,273 -\$9,584 \$70,273 -\$9,584 \$70,273 -\$9,584 \$70,273 -\$9,584 \$70,273 -\$9,584 \$70,273 -\$9,584 -\$9,684 -\$9,684 -\$9,684 -\$9,684 -\$9,684 -\$9,684 -\$9,684 -\$9,684 -\$9,684 -\$9,684 -\$9,684																				
35 TOTAL DEVELOPER SALARIES & BENEFITS \$64,189 \$68,244 \$70,273 -\$9,584 \$60,689 \$70,273 -\$9,584 \$60,689 \$314,49 \$30 \$30 \$30 \$30 \$30 \$30 \$30 \$30 \$30 \$30		EMPLOYEE FRINGE BENEFITS		30%	\$13,682	30%	\$15,749	30%	\$16,217	-\$2,212	\$14,005	30%	\$16,217	-\$2,212	\$14,005	30%	\$16,217	-\$2,212	\$14,005	\$71,446
36 37 TOTAL SALARIES & BENEFITS 1.75 \$117,339 1.62 \$115,776 1.75 \$129,834 -\$8,457 \$121,377 1.75 \$129,834 -\$8,457 \$121,377 1.75 \$129,834 -\$8,457 \$121,377 \$597,24	34																		_	
37 TOTAL SALARIES & BENEFITS 1.75 \$117,339 1.62 \$115,776 1.75 \$129,834 -\$8,457 \$121,377 1.75 \$129,834 -\$8,457 \$121,377 1.75 \$129,834 -\$8,457 \$121,377 1.75 \$129,834 -\$8,457 \$121,377 \$597,24	35	TOTAL DEVELOPER SALARIES & BENE	EFITS		\$64,189		\$68,244		\$70,273	-\$9,584	\$60,689		\$70,273	-\$9,584	\$60,689		\$70,273	-\$9,584	\$60,689	\$314,499
38	36							•												
		TOTAL SALARIES & BENEFITS		1.75	\$117,339	1.62	\$115,776	1.75	\$129,834	-\$8,457	\$121,377	1.75	\$129,834	-\$8,457	\$121,377	1.75	\$129,834	-\$8,457	\$121,377	\$597,246
39 JHSA #2	39	HSA #2																		

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2													nent Date: 11/01/2021
3													
4													
5													
6							Operating Exp	ense Detail					
7													
		Human Services	Human Services		Human Services			Human Services			Human Services		Human Services
8		Agency	Agency		Agency			Agency			Agency		Agency
9					7/1/21-6/30/22			7/1/22-6/30/23			7/1/23-6/30/24		
10 HSA Expenditure Category	TERM	7/1/19-6/30/20	7/1/20-6/30/21	Original	Modification	Revised	Original	Modification	Revised	Original	Modification	Revised	7/1/19-6/30/24
11 Rental of Property													
12 Utilities (Elec, Water, Gas, Phone, Scavenger))	\$1,800											\$1,800
13 Office Supplies, Postage		\$2,250	\$3,674	\$2,229	\$1,234	\$3,463	\$2,229	\$770	\$2,999	\$2,229	\$770	\$2,999	\$15,385
14 Building Maintenance Supplies and Repair													
15 Printing and Reproduction													
16 Insurance	•	,		-			-						
17 Staff Training	•	,		-			-						
18 Staff Travel-(Local & Out of Town)													
19 Rental of Equipment													
20 Temporary Services (Front Desk Staff)		\$1,500											\$1,500
21													
22 OTHER													
23 Resident Activities		\$3,345	\$3,900	\$3,000	\$3,000	\$6,000	\$3,000	\$2,000	\$5,000	\$3,000	\$2,000	\$5,000	\$23,245
24 Consultants/Subcontractors-Nurse	•	\$1,165	\$10,000		\$3,000	\$3,000							\$14,165
25	•												
26													
27 TOTAL HSA OPERATING EXPENSE		\$10,060	\$17,574	\$5,229	\$7,234	\$12,463	\$5,229	\$2,770	\$7,999	\$5,229	\$2,770	\$7,999	\$56,095
28													
29 Developer Match Operating Expense													
30 Rental of Property													
31 Utilities(Elec, Water, Gas, Phone, Scavenger)		\$679	\$1,800	1,800		1,800	2,806	(1,006)	1,800	2,806	(1,006)	1,800	\$7,879
32 Office Supplies, Postage		\$2,140	\$540	\$540		\$540	\$540	\$1,000	\$1,540	\$1,751	(\$211)	\$1,540	\$6,300
33 Temporary Services (Front Desk Staff)		\$845											\$845
34 Consultants -Nurse/ IT /Operations Consultant	t	\$525	\$5,652	3,000	9,000	12,000	4,231	7,769	12,000	5,000	7,000	12,000	\$42,177
35 Insurance													
36 Staff Training		\$7	\$348	348	1,652	\$2,000	348	1,652	\$2,000	348	3,152	\$3,500	\$7,855
37 Staff Travel-(Local & Out of Town)													
38 Rental of Equipment		\$4,088	\$3,600	3,540	60	3,600	3,540	60	3,600	3,540		3,600	\$18,488
39 Recruitment		\$2,729			800	800		800	800		1,712	1,712	\$6,041
40			<u> </u>	<u> </u>									<u> </u>
41 OTHER													
42 Resident Activities		\$2,270		\$3,489	(\$1,928)	\$1,561	\$4,157	(\$690)	\$3,467	\$5,183	(\$1,122)	\$4,061	\$11,359
43													
44	•		<u> </u>	<u> </u>									<u> </u>
45 TOTAL DEVELOPER OPERATING EXPENSE	E .	\$13,283	\$11,940	\$12,717	\$9,584	\$22,301	\$15,622	\$9,585	\$25,207	\$18,628	\$9,585	\$28,213	\$100,944
46													
47													
48 TOTAL OPERATING EXPENSE		\$23,343	\$29,514	\$17,946	\$16,818	\$34,764	\$20,851	\$12,355	\$33,206	\$23,857	\$12,355	\$36,212	\$157,039
49													
50 HSA #3													

Appendix A-1 – Services to be Provided HomeRise RAD Housing Support Services at 1750 McAllister Street July 1, 2019 – June 30, 2024

I. Purpose

The Rental Assistance Demonstration (RAD) program is an initiative from the U.S. Department of Housing and Urban Development (HUD) with the goal to preserve and improve public housing properties. The purpose of this grant is to provide support services to older adults and adults with disabilities residing in San Francisco RAD converted housing development units, to enhance residents' abilities to age in place, avoid premature institutionalization, and build community in their environments.

II. Definitions

Adult with a Disability	A person 18 years of age or older living with a disability
CARBON	Contracts Administration, Reporting, and Billing Online System
City	City and County of San Francisco, a municipal corporation
DAS	Department of Disability and Aging Services
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. Source: California Code of Regulations Title 22, Sec. 7630
Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individual or others.
Grantee	HomeRise
Low-Income	Having income at or below 300% of the federal poverty line defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and

	Human Services. This is only to be used by consumers to self-identify their income status, not to be used as a means test to qualify for the program.
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. Source: California Code of Regulation Sec. 7130.
MOHCD	Mayor's Office of Housing and Community Development
OCP	Office of Community Partnerships
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	Person who is 60 years and older, used interchangeably with "senior"
Senior	Person who is 60 years or older, used interchangeably with "older adult
SF-HSA	Human Services Agency of the City and County of San Francisco.
RAD	Rental Assistance Demonstration
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).

III. Target Population

Older adults and adults with disabilities residing in San Francisco RAD converted housing development units at 1750 McAllister, San Francisco, CA, 94115. Grantee shall additionally target services to individuals who are members of one or more of the following target groups that have been identified as demonstrating the greatest economic and social need. In particular:

Low-income

- Non or limited –English speaking
- Minority as defined by race and/or ethnicity, religion
- Frail
- Member of LGBTQ+ Community

IV. Eligibility for Services

- A person who is a resident of San Francisco and
- A person who is an older adult or an adult with a disability

V. Location and Time of Services

Services will be provided at 1750 McAllister, San Francisco, CA, 94115, Monday through Friday, during regular office hours of 9:00am to 5:00pm, excluding holidays. On occasion, workshops or events will be provided after hours or on weekends.

VI. Description of Services and Program Requirements

- 1. Grantee will provide the four categories of services to older adults and adults with disabilities under this grant:
 - i. Outreach:
 - a. Establish and maintain positive relationships with tenants.
 - b. Establish regular channels of communication with all tenants via newsletters, tenant meetings, monthly activity calendars, etc.
 - c. Contact all new tenants to invite them to join community activities.
 - d. Contact, interact, inform, and invite all tenants to make use of support services to assist with and address individual needs or issues. These efforts will include a variety of outreach techniques such as written messages in appropriate languages, flyers, brochures, telephone calls, open house events, and emails, as available.
 - ii. Service Connection:
 - a. Establish and maintain relationships with neighborhood groups, city agencies, and community-based service providers with the goal of establishing robust referral partnerships and onsite programming.
 - b. Provide service needs assessment, information and referral, crisis intervention and counseling with individuals and groups of tenants, as needed.
 - c. Follow up on service referrals; identify and attempt to resolve barriers that prevent tenants from accessing services to which they have been referred.
 - d. Provide short-term case management services to tenants as needed, while working to connect those with longer-term needs to ongoing case management services.
 - e. Serve as a liaison or advocate for tenants with other service providers.
 - f. Assist tenants to identify and access community services needed to meet tenant's specific needs or to make progress toward identified goals.
 - iii. Housing Stability:
 - a. Work cooperatively and as part of a team with property management staff to meet the needs of tenants.
 - b. Conduct direct outreach to all tenants who become delinquent in rent payments and offer assistance in preparing rent payment plans and/or provide referrals to outside money management services.
 - c. Conduct direct outreach to all tenants who are experiencing safety concerns, lease or house rule violations, or who have been involved in critical incidents.
 - d. Provide information on various topics that will help tenants maintain their housing; provide assistance in communicating with, responding to, and meeting with property management to help tenants resolve issues related to housing; provide assistance in the remedy of incidences and/or lease violations that could lead to eviction by establishing written plans; and/or provide assistance with

conflict resolution for tenants who need to solve problems or resolve conflicts with other tenants.

iv. Community Engagement:

- a. Plan and implement community building activities and educational programs that contribute to enhanced community living and personal well-being.
- b. Provide tenants with opportunities to participate in organized gatherings for peer support, social connections, celebrations/commemorations, and other community events held onsite.
- c. Provide trainings and educational workshops on a variety of topics relating to health, wellness, finance, housing, and other topics.
- 2. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
- 3. Grantee will maintain accurate, up-to-date, confidential case files on all tenants, including documentation of all service contacts, demographic information, assessments, care plans, progress notes, and services provided.
- 4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15th each grant year or on a mutually agreed upon date between DAS OCP and the grantee.
- 5. Grantee will hire, train, and supervise 1.25 FTE (leveraged and/or grant funded) to provide services.
- 6. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer, and adhere to all program standards. Grantee will ensure services are available in the languages of the tenant population being served.
- 7. Grantee will ensure that units of service provided are tracked and distinguishable.
- 8. Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed. Grantee will attend RAD-related, MOHCD, and other meetings, as needed.
- 9. Grantee will work collaboratively with other community-based organizations to enhance the services received by the tenants.

VII. Service Objectives

On an annual basis, Grantee will meet the following service objectives:

- 1. Grantee will have individual and group service encounters with at least 65% of unduplicated tenants per month.
- 2. Grantee will provide to tenants a minimum of two (2) activities or events per week (or 104 annually). Types of activities annually must be at least 10% trainings/workshops, 25% health and wellness related, and 65% all other.
- 3. All (100%) households that are at risk of eviction or housing instability are offered assistance or service addressing their needs.

VIII. Outcome Objectives

On an annual basis, Grantee will meet the following outcome objectives:

1. At least 50% of unduplicated tenants participating in the annual survey will feel "strongly" or "very strongly" about being connected and involved in their tenant/resident community. Grantee will use the following standardized question: "How strongly do you

- feel about being connected and involved in the tenant/resident community at [site]?" The options should be "Very strongly", "Strongly", "Somewhat", "Not at all".
- 2. At least 50% of unduplicated tenants participating in the annual survey will "agree" or "highly agree" that they have better access to resources that improve their health and wellness. Grantee will use the following standardized question: "Do you have better access to resources that improve your health and wellness?" The options should be "Highly agree", "Agree", "Neutral", "Disagree", "Highly disagree".
- 3. Tenants have stable housing. At least 95% of households will have maintained or have obtained stable housing.

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 a DAS OCP approved intake form, into the grantee's database.
- 2. Monthly, quarterly, and annual reports must be entered into the Contracts Administration, Reporting, and Billing Online (CARBON) system as required by DAS and Contracts Department staff.
 - a. Grantee will provide a monthly report of activities, referencing the tasks as described in Section VII Service Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
 - i. Number and percentage of unduplicated tenants with individual and group service encounters.
 - ii. Number and type of event, activity, training, or educational workshop conducted onsite or offsite, and number of attendees per activity.
 - iii. Number and percentage of households that were at risk of eviction or housing instability and were offered assistance or service addressing their needs
 - b. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VIII Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
 - i. Number and percentage of unduplicated tenants that were outreached to annually.
 - ii. Number and percentage of unduplicated tenants who participated in the satisfaction survey and responded with "strongly" or "very strongly" when asked about being connected and involved in their tenant/resident community.
 - iii. Number and percentage of unduplicated tenants who participated in the satisfaction survey and responded with "agree" or "highly agree" when asked about having better access to resources that improve their health and wellness.
 - iv. Number and percentage of households that have maintained or have obtained stable housing.

- 3. Grantee will submit response rates and aggregated data from the annual participant survey to OCP staff by March 15th of each grant year or on a mutually agreed upon date between DAS OCP and the grantee.
- 4. Grantee program staff will complete an Elder Abuse Mandated Reporter Training and a Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of these trainings.
- 5. Grantee will issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31st of each grant year. The grantee must submit the report in the CARBON system.
- 6. Grantee will develop and deliver ad hoc reports as requested by SF-HAS, DAS, and OCP.
- 7. Grantee will develop and deliver a bi-annual summary report of SOGI data collected as required by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are January 10th (June-December data) and July 10th (January-June data).
- 8. Grantee will maintain an updated site chart, using the DAS OCP approved form, with details about the program.
- 9. Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable and to take all reasonable efforts to implement HIPAA requirements.
- 10. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.

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

Tara.Alvarez@sfgov.org

Contract Manager, Office of Contract Management Human Services Agency

or

Hanna.Teferi@sfgov.org

Administrative Analyst, Office of Community Partnerships Department of Disability and Aging Services

X. Monitoring Activities

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

include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence that program staff have completed the Security Awareness Training; review of program operation, which includes a review of a written policies and procedures manual of all OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of director list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site.

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

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3	HUMAN SERVICES AGENC	Y CONTRACT BU	IDGET SLIMMAR	v											
4	HOWAN SERVICES AGENC	I CONTINACT BO	DGLI GUMMAN	•											
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5	Contractor's Name			Contract Term											
6	Homerise (Formerly Commu	unity Housing Partner	rship)	July 1, 2019 - June 30), 2024										
7	(Check One) New Renewal Modification	ation X													
8	If modification, Effective Date of Mod. 11/4/21 N	No. of Mod.													
9	Program: Rental Assistance Demonstration -	- CHP Seniors 1750 N	McAllister										TOTAL		
10	Budget Reference Page No.(s)				Modification	Total		Modification	Total		Modification	Total			
	Program Term	7/1/19-6/30/20	7/1/20-6/30/21	7/1/21-6/30/22	7/1/21-6/30/22	7/1/21-6/30/22	7/1/22-6/30/23	7/1/22-6/30/23	7/1/22-6/30/23	7/1/23-6/30/24	7/1/23-6/30/24	7/1/23-6/30/24	7/1/19-6/30/24		
12	Human Services Agency Expenditure Salaries & Benefits \$47,910 \$59,336 \$47,910 \$13,655 \$61,565 \$47,910 \$13,655 \$61,565 \$29														
13	Salaries & Benefits \$47,910 \$59,336 \$47,910 \$13,655 \$61,565 \$47,910 \$13,655 \$61,565 \$47,910 \$13,655 \$61,565 \$291 Operating Expense \$13,887 \$5,906 \$15,433 \$3,278 \$12,155 15,433 (9,799) \$5,634 15,433 (9,799) \$5,634														
14	Operating Expense	\$13,887	\$5,906	\$15,433	(\$3,278)	\$12,155	15,433	(9,799)	\$5,634	15,433	(9,799)	\$5,634	\$43,217		
	Capital Expenditure														
-	Subtotal \$61,797 \$65,242 \$63,343 \$10,378 \$73,721 \$63,343 \$3,856 \$67,199 \$63,343 \$3,856 \$67,199 \$335,1														
	Indirect Cost (Line 16 X Line 17) \$9,269 \$9,786 \$9,500 \$1,588 \$11,058 \$9,500 \$579 \$10,080 \$9,500 \$5,														
30															
	HSA Revenues Local General Fund	474 000	470.040	470.040		* 70.040	470.040		A70.040	****		****	*****		
	Local General Fund FY20/21 Baselined CODB	\$71,066	\$72,843 \$2.185	\$72,843	\$2,185	\$72,843 \$2.185	\$72,843	\$2,185	\$72,843 \$2,185	\$72,843	\$2,185	\$72,843 \$2,185	\$362,438 \$8,740		
	FY21/22 CODB		\$2,100		\$2,165	\$2,165		\$2,165	\$2,163		\$2,165	\$2,165	\$6,753		
	Addback				\$7,500	\$7,500		\$2,20 1	\$2,20 .		Ψ2,20 ·	\$2,20°	\$7,500		
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37 38															
	TOTAL LIGA DEL/ENLIES	A74	A75	ATO	044	004 ===	ATO			ATO - : -			****		
39	TOTAL HSA REVENUES	\$71,066	\$75,028	\$72,843	\$11,936	\$84,779	\$72,843	\$4,436	\$77,279	\$72,843	\$4,436	\$77,279	\$385,431		
40	Developer Revenues	¢72.040		¢72.040		¢72.040	¢72.040		\$72.040	¢72.040		¢72.040	\$292,073		
41	Developer Match Funds	\$73,018		\$73,018		\$73,018	\$73,018		\$73,018	\$73,018		\$73,018	\$292,073		
43															
44															
45	Total Developer Revenues	\$73,018		\$73,018		\$73,018	\$73,018		\$73,018	\$73,018		\$73,018	\$292,073		
46	Total Revenues	\$144,084	\$75,028	\$145,861		\$145,861	\$145,861		\$145,861	\$145,861		\$145,861	\$656,696		
47	Full Time Equivalent (FTE)														
	Prepared by: Jamie Schecter, Contracts and Ev.	valuation Director	Telephone No. (415)8	52-5314									1/22/202		
	HSA-CO Review Signature:		, , , , ,												
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3 4 Con	tractor's Name: Homerise (Formerly	Community F	lousing Partner	rship)															·						
5 Prog	gram: Rental Assistance Demonstrat	ion - CHP Ser	niors 1750 McA	llister																					
7				Calarias	& Benefits D	Dotoil																			
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10			Human Serv	ices Agency	Human Service	ces Agency	Human Serv	vices Agency					Human Servi	ces Agency					Human Servi	ces Agency	Human Serv		Human Servi		TOTAL
11 12			7/1/19-6	8/30/20	7/1/20-6/	30/21	7/1/21-	6/30/22	Modific 7/1/21-6		Tot 7/1/21-6		7/1/22-6	130/23	Modification 7/1/22-6/30/23			al 6/30/23	7/1/23-6	/30/24	Modification 7/1/23-6/30/24		Tot 7/1/23-6		7/1/19-6/30/24
13	POSITION TITLE	Annual Salary		SALARIES		SALARIES	FTE	SALARIES	FTE	SALARIES		SALARIES		SALARIES		SALARIES	FTE	SALARIES		SALARIES	FTE	SALARIES		SALARIES	171170 0100124
14 Res	ident Serivce Team Lead	59,321			0.50	29,661.00			0.30	\$17,796	0.30	\$17,796	-	\$0	0.30	\$17,796	0.30	\$17,796	-	\$0	0.30	\$17,796	0.30	\$17,796	\$83,049
	istant Supervisor	47,840	0.10	4,662			0.10	\$4,662	(0.10)	(\$4,662)	0.00	\$0	0.10	\$4,662	(0.10)	(\$4,662)	0.00	\$0	0.10	\$4,662	(0.10)	(\$4,662)	0.00	\$0	\$4,662
-	gram Director	85,367							0.03	\$2,721	0.03	\$2,721	-	\$0	0.03	\$2,721	0.03	\$2,721	-	\$0	0.03	\$2,721	0.03	\$2,721	\$8,163
	ident Services Counselor	40,541	0.31	12,595	0.40	16,216	0.31	\$12,595	0.29	\$12,216	0.60	\$24,811	0.31	\$12,595	0.29	\$12,216	0.60	\$24,811	0.31	\$12,595	0.29	\$12,216	0.60	\$24,811	\$103,244
	ident Services Manager	71,397	0.24	\$17,076	0.05	3,570	0.24	\$17,076	-0.24	(\$17,076)	0.00	\$0	0.24	\$17,076	-0.24 0.01	(\$17,076)	0.04	04.447	0.24	\$17,076	-0.24	(\$17,076)	0.04	04.447	\$20,646
-	ector of Resident Services ef Operating Officer								0.01	\$1,117 \$548	0.01	\$1,117 \$548			0.01	\$1,117 \$548	0.01	\$1,117 \$548			0.01	\$1,117 \$548	0.01	\$1,117 \$548	\$3,351 \$1.644
-	gram Associate - Contracts								0.01	\$548 \$575	0.01	\$575			0.01	\$546	0.01	\$575	+		0.01	\$546 \$575	0.01	\$546 \$575	\$1,044
	ident Services Training Manager		0.10	\$4,701				\$4,701	0.01	(\$4.069)	0.01	\$632		\$4,701	0.01	(\$4,069)	0.01	\$632		\$4,701	0.01	(\$4,069)	0.01	\$632	\$6,597
	tracts and Evaluation Director			**,***				* 1,1-0	0.01	\$827	0.01	\$827		* 1,1.0.1	0.01	\$827	0.01	\$827		¥1,1.41	0.01	\$827	0.01	\$827	\$2.481
	itegic Initiatives Manager								0.01	\$646	0.01	\$646			0.01	\$646	0.01	\$646			0.01	\$646	0.01	\$646	\$1,938
	ical Services Manager								0.01	\$380	0.01	\$380			0.01	\$380	0.01	\$380			0.01	\$380	0.01	\$380	\$1,140
26 TO	TALS		0.75	\$39,034	0.95	\$49,447	0.650	\$39,034	0.350	\$11,019	1.000	\$50,053	0.650	\$39,034	0.350	\$11,019	1.000	\$50,053	0.650	\$39,034	0.350	\$11,019	1.000	\$50,053	\$238,640
27 28																									
	PLOYEE FRINGE BENEFITS		22.7%	\$8,876	20.0%	\$9,889	22.7%	\$8,876	23.9%	\$2,636	23.0%	\$11,512	22.7%	\$8,876	23.9%	\$2,636	23.0%	\$11,512	22.7%	\$8,876	23.9%	\$2,636	23.0%	\$11,512	\$53,302
30 31																									
	AL HSA SALARIES & BENEFITS			\$47.910	0.95	\$59.336	0.65	\$47.910	0.35	\$13.655	1.00	\$61.565	0.65	\$47.910	0.35	\$13.655	1.00	\$61,565	0.65	\$47.910	0.35	\$13.655	1.00	\$61,565	\$291.942
33				*,		400,000		4 ,		4.0,000		***,****		****		****		****		411,010		 ,		44.,444	7
	VELOPER MATCH POSITION TITLE	E																							
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	ident Services Counselor	37,502		7,868			0.46	7,868					0.46	7,868					0.46	7,868					\$31,472
	ical Case Manager	48,214		7,867			0.12	7,867					0.12	7,867					0.12	7,867					\$31,470
	ident Services Team Lead	49,275	0.30	\$22,973			0.30	\$22,973					0.30	\$22,973					0.30	\$22,973					\$91,892
39																									
40 41 TO	ITAL C		0.881	\$38.708			0.881	\$38.708			0.88	\$38,708	0.881	\$38,708			0.88	\$38.708	0.881	\$38,708			0.88	\$38,708	\$154,834
41 10	TIALS		U.061	\$30,708			U.081	\$30,708			0.88	\$30,708	0.061	\$30,708			0.88	\$30,708	U.061	\$30,708			0.88	\$30,708	\$154,834
	PLOYEE FRINGE BENEFITS		30.3%	\$11,735			30.3%	\$11,735			0.30	\$11,735	30.3%	\$11,735			0.30	\$11,735	30.3%	\$11,735			0.30	\$11,735	\$46,939
44			22.370	Ţ,.JO		1	22.0%	Ţ,. 00			2.30	Ţ,. 00	22.370	Ţ,. 20			2.00	ţ,. 30	22.270	Ţ,. JO			2.30	Ţ,.JO	1.3,000
45 TOT	AL DEVELOPER SALARIES & BEN	IEFITS		\$50,443				\$50,443				\$50,443		\$50,443				\$50,443		\$50,443				\$50,443	\$201,773
46 TOT	AL SALARIES & BENEFITS		1.631	\$98,353	0.950	\$59,336	1.531	\$98,353	0.350	\$13,655	1.88	\$112,008	1.531	\$98,353	0.350	\$13,655	1.88	\$112,008	1.531	\$98,353	0.350	\$13,655	1.88	\$112,008	\$493,714
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2					•				_			Appendix B-1, Page Document Date: 11	3	
3	1										'	Document Date: 11	14/2021	
5	Contractor's Name: Homerise (Formerly Community Program: Rental Assistance Demonstration - CHP S	y Housing Partnership Seniors 1750 McAlliste)											
7	•													
8	Ор	erating Expense	Detail											
9		Human Services	Human Services	Human Services	Human Services	Human Services	Human Services		Human Services	Human Services				TOTAL
10	-	Agency	Agency	Agency	Agency Modification	Agency Total	Agency	Agency Modification	Agency Total	Agency	Agency Modification	Agency Total		
		M 7/1/19-6/30/20	7/1/20-6/30/21	7/1/21-6/30/22	7/1/21-6/30/22	7/1/21-6/30/22	7/1/226/30/23	7/1/226/30/23	7/1/226/30/23	7/1/23-6/30/24	7/1/23-6/30/24	7/1/23-6/30/24		7/1/19-6/30/24
	Rental of Property	\$666		\$666	(\$323)	\$343	\$666	(\$323)	\$343	\$666	(\$323)	\$343	\$	1,695
	Telephone and Office Furniture													
	Program/Office Supplies	\$1,734		\$2,507	(\$2,507)	\$0	\$2,507	(\$2,507)	\$0	\$2,507	(\$2,507)	\$0	\$	1,734
	Utilities (Electricity, Water, Sewer, Gas, Phone)	\$2,613	\$842	\$3,386	(\$2,544)	\$842	\$3,386	(\$2,544)	\$842	\$3,386	(\$2,544)	\$842	\$	5,981
	Printing and Reproduction	*****		*****	(000)	****	****	(000)	****	****	(000)	2000	_	4.057
	Insurance Staff Travel (Local & Out of Town)	\$322	\$68	\$322	(\$33)	\$289	\$322	(\$33)	\$289	\$322	(\$33)	\$289	\$	1,257
	Law Library													
	Membership/Dues				\$1,926	\$1,926		\$1,926	\$1,926		\$1,926	\$1,926	\$	5,778
	Rental of Equipment	\$3,092		\$3,092	(\$3,092)	\$1,926	\$3,092	(\$3,092)	\$1,926	\$3,092	(\$3,092)	\$1,926	\$	3,092
	Senior Right Bulletin	\$3,092		φ3,092	(\$3,092)	\$0	φ3,092	(\$3,082)	\$0	φ3,092	(\$3,032)	φυ	Ψ	3,092
23	Senior ragnit bulletin													
24	Staff Training	\$27	\$833	\$27	(\$27)	\$0	\$27	(\$27)	\$0	\$27	(\$27)	\$0	\$	860
	Sub-Contractor (NCPHS)	\$2,907		\$2,907	(\$2,907)	\$0	\$2,907	(\$2,907)	\$0	\$2,907	(\$2,907)	\$0	\$	2,907
	OTHER			*			**	-		A:	(0.17.)		_	174
	Payroll Expenses Audit/Accounting	\$174	*****	\$174	(\$174)	\$0	\$174	(\$174)	\$0	\$174	(\$174)	\$0	\$	1,926
			\$1,926	*******		24.055	***	(0044)	44.055	\$0	(00.44)	04.055	\$	
	Office Equipment Repair (IT Support) Organizational Activities (staff)	\$2,096	\$328	\$2,096 \$256	(\$841) (\$256)	\$1,255 \$0	\$2,096 \$256	(\$841) (\$256)	\$1,255	\$2,096 \$256	(\$841) (\$256)	\$1,255 \$0	\$	6,189 256
	Tenant Projects/Activities (staπ)	\$256		\$256	\$7,500	\$7,500	\$256	(\$256) \$979	\$0 \$979	\$256	\$979	\$979	\$	9,459
32	Pangea/AASC Database		\$1,901		. ,,	. ,		•					\$	1,901
33	Educational Programs Staff Recognition		\$8										\$	8
35	Stall Recognition		φ0	-			-			-				- 0
	TOTAL HSA OPERATING EXPENSE	\$13,887	\$5,906	\$15,433	(\$3,278)	\$12,155	\$15,433	(\$9,799)	\$5,634	\$15,433	(\$9,799)	\$5,634	\$	43,217
37														
38	Developer Match Operating Expense													
39	Staff Travel													
40	Payroll Expenses	\$512		\$512			\$512			\$512			\$	2,048
41	Audit/Accounting	\$279		\$279			\$279			\$279			\$	1,116
	Office Equipment Repair (IT Support)	\$1,177		\$1,177			\$1,177			\$1,177			\$	4,708
	Organizational Activities (staff)	\$256		\$256			\$256			\$256			\$	1,024
	Insurance (allocated)	\$325		\$325			\$325			\$325			\$	1,300
	Tenant Projects/Activities	\$9,148		\$9,148			\$9,148			\$9,148			\$	36,592
	Telephone and Furniture													
	Office Supplies, Postage	\$1,354		\$1,354			\$1,354			\$1,354			\$	5,416
	Printing and Reproduction													
	Program Supplies													
	Law Library													
	Membership/Dues						-							
_	Rental of Equipment													
53	Volunteer Expenses (Receptionist/intake) Translation Services/Languge Line												-	
	Educational Programs/LCSW/Other Outside Service													
	Charting													
	Staff Training			-										
	Sub-Contractor (NCPHS)													
59														
60	TOTAL DEVELOPER OPERATING EXPENSE	\$13,051		\$13,051			\$13,051			\$13,051			\$	13,051
61 62	TOTAL OPERATING EXPENSE	\$26,938	\$5,906	\$28,484	(\$3,278)	\$12,155	\$28,484	(\$9,799)	\$5,634	\$28,484	(\$9,799)	\$5,634	S	56,268
63	TOTAL OPERATING EXPENSE HSA #3	Ψ.υ,υυυ	40,000	φ.ε.ο, ποτ	(40,270)	Ų,2,100	ψ±0,404	(40,100)	ψ0,004	Ψ£0,-704	(40,100)			00,200
65	N3A #3													

Appendix A-1 – Services to be Provided HomeRise RAD Housing Support Services at 666 Ellis Street July 1, 2019 – June 30, 2024

I. Purpose

The Rental Assistance Demonstration (RAD) program is an initiative from the U.S. Department of Housing and Urban Development (HUD) with the goal to preserve and improve public housing properties. The purpose of this grant is to provide support services to older adults and adults with disabilities residing in San Francisco RAD converted housing development units, to enhance residents' abilities to age in place, avoid premature institutionalization, and build community in their environments.

II. Definitions

Adult with a Disability	A person 18 years of age or older living with a disability
CARBON	Contracts Administration, Reporting, and Billing Online System
City	City and County of San Francisco, a municipal corporation
DAS	Department of Disability and Aging Services
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. Source: California Code of Regulations Title 22, Sec. 7630
Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individual or others.
Grantee	HomeRise
Low-Income	Having income at or below 300% of the federal poverty line defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and

	Human Services. This is only to be used by consumers to self-identify their income status, not to be used as a means test to qualify for the program.
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. Source: California Code of Regulation Sec. 7130.
MOHCD	Mayor's Office of Housing and Community Development
OCP	Office of Community Partnerships
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	Person who is 60 years and older, used interchangeably with "senior"
Senior	Person who is 60 years or older, used interchangeably with "older adult
SF-HSA	Human Services Agency of the City and County of San Francisco.
RAD	Rental Assistance Demonstration
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).

III. Target Population

Older adults and adults with disabilities residing in San Francisco RAD converted housing development units at 666 Ellis Street, San Francisco, CA, 94109. Grantee shall additionally target services to individuals who are members of one or more of the following target groups that have been identified as demonstrating the greatest economic and social need. In particular:

• Low-income

- Non or limited –English speaking
- Minority as defined by race and/or ethnicity, religion
- Frail
- Member of LGBTQ+ Community

IV. Eligibility for Services

- A person who is a resident of San Francisco and
- A person who is an older adult or an adult with a disability

V. Location and Time of Services

Services will be provided at 666 Ellis Street, San Francisco, CA, 94109, Monday through Friday, during regular office hours of 9:00am to 5:00pm, excluding holidays. On occasion, workshops or events will be provided after hours or on weekends.

VI. Description of Services and Program Requirements

- 1. Grantee will provide the four categories of services to older adults and adults with disabilities under this grant:
 - i. Outreach:
 - a. Establish and maintain positive relationships with tenants.
 - b. Establish regular channels of communication with all tenants via newsletters, tenant meetings, monthly activity calendars, etc.
 - c. Contact all new tenants to invite them to join community activities.
 - d. Contact, interact, inform, and invite all tenants to make use of support services to assist with and address individual needs or issues. These efforts will include a variety of outreach techniques such as written messages in appropriate languages, flyers, brochures, telephone calls, open house events, and emails, as available.
 - ii. Service Connection:
 - a. Establish and maintain relationships with neighborhood groups, city agencies, and community-based service providers with the goal of establishing robust referral partnerships and onsite programming.
 - b. Provide service needs assessment, information and referral, crisis intervention and counseling with individuals and groups of tenants, as needed.
 - c. Follow up on service referrals; identify and attempt to resolve barriers that prevent tenants from accessing services to which they have been referred.
 - d. Provide short-term case management services to tenants as needed, while working to connect those with longer-term needs to ongoing case management services.
 - e. Serve as a liaison or advocate for tenants with other service providers.
 - f. Assist tenants to identify and access community services needed to meet tenant's specific needs or to make progress toward identified goals.
 - iii. Housing Stability:
 - a. Work cooperatively and as part of a team with property management staff to meet the needs of tenants.
 - b. Conduct direct outreach to all tenants who become delinquent in rent payments and offer assistance in preparing rent payment plans and/or provide referrals to outside money management services.
 - c. Conduct direct outreach to all tenants who are experiencing safety concerns, lease or house rule violations, or who have been involved in critical incidents.
 - d. Provide information on various topics that will help tenants maintain their housing; provide assistance in communicating with, responding to, and meeting with property management to help tenants resolve issues related to housing; provide assistance in the remedy of incidences and/or lease violations that could lead to eviction by establishing written plans; and/or provide assistance with

conflict resolution for tenants who need to solve problems or resolve conflicts with other tenants.

iv. Community Engagement:

- a. Plan and implement community building activities and educational programs that contribute to enhanced community living and personal well-being.
- b. Provide tenants with opportunities to participate in organized gatherings for peer support, social connections, celebrations/commemorations, and other community events held onsite.
- c. Provide trainings and educational workshops on a variety of topics relating to health, wellness, finance, housing, and other topics.
- 2. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
- 3. Grantee will maintain accurate, up-to-date, confidential case files on all tenants, including documentation of all service contacts, demographic information, assessments, care plans, progress notes, and services provided.
- 4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15th each grant year or on a mutually agreed upon date between DAS OCP and the grantee.
- 5. Grantee will hire, train, and supervise 1.25 FTE (leveraged and/or grant funded) to provide services.
- 6. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer, and adhere to all program standards. Grantee will ensure services are available in the languages of the tenant population being served.
- 7. Grantee will ensure that units of service provided are tracked and distinguishable.
- 8. Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed. Grantee will attend RAD-related, MOHCD, and other meetings, as needed.
- 9. Grantee will work collaboratively with other community-based organizations to enhance the services received by the tenants.

VII. Service Objectives

On an annual basis, Grantee will meet the following service objectives:

- 1. Grantee will have individual and group service encounters with at least 65% of unduplicated tenants per month.
- 2. Grantee will provide to tenants a minimum of two (2) activities or events per week (or 104 annually). Types of activities annually must be at least 10% trainings/workshops, 25% health and wellness related, and 65% all other.
- 3. All (100%) households that are at risk of eviction or housing instability are offered assistance or service addressing their needs.

VIII. Outcome Objectives

On an annual basis, Grantee will meet the following outcome objectives:

1. At least 50% of unduplicated tenants participating in the annual survey will feel "strongly" or "very strongly" about being connected and involved in their tenant/resident community. Grantee will use the following standardized question: "How strongly do you

- feel about being connected and involved in the tenant/resident community at [site]?" The options should be "Very strongly", "Strongly", "Somewhat", "Not at all".
- 2. At least 50% of unduplicated tenants participating in the annual survey will "agree" or "highly agree" that they have better access to resources that improve their health and wellness. Grantee will use the following standardized question: "Do you have better access to resources that improve your health and wellness?" The options should be "Highly agree", "Agree", "Neutral", "Disagree", "Highly disagree".
- 3. Tenants have stable housing. At least 95% of households will have maintained or have obtained stable housing.

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 a DAS OCP approved intake form, into the grantee's database.
- 2. Monthly, quarterly, and annual reports must be entered into the Contracts Administration, Reporting, and Billing Online (CARBON) system as required by DAS and Contracts Department staff.
 - a. Grantee will provide a monthly report of activities, referencing the tasks as described in Section VII Service Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
 - i. Number and percentage of unduplicated tenants with individual and group service encounters.
 - ii. Number and type of event, activity, training, or educational workshop conducted onsite or offsite, and number of attendees per activity.
 - iii. Number and percentage of households that were at risk of eviction or housing instability and were offered assistance or service addressing their needs
 - b. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VIII Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
 - i. Number and percentage of unduplicated tenants that were outreached to annually.
 - ii. Number and percentage of unduplicated tenants who participated in the satisfaction survey and responded with "strongly" or "very strongly" when asked about being connected and involved in their tenant/resident community.
 - iii. Number and percentage of unduplicated tenants who participated in the satisfaction survey and responded with "agree" or "highly agree" when asked about having better access to resources that improve their health and wellness.
 - iv. Number and percentage of households that have maintained or have obtained stable housing.

- 3. Grantee will submit response rates and aggregated data from the annual participant survey to OCP staff by March 15th of each grant year or on a mutually agreed upon date between DAS OCP and the grantee.
- 4. Grantee program staff will complete an Elder Abuse Mandated Reporter Training and a Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of these trainings.
- 5. Grantee will issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31st of each grant year. The grantee must submit the report in the CARBON system.
- 6. Grantee will develop and deliver ad hoc reports as requested by SF-HAS, DAS, and OCP.
- 7. Grantee will develop and deliver a bi-annual summary report of SOGI data collected as required by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are January 10th (June-December data) and July 10th (January-June data).
- 8. Grantee will maintain an updated site chart, using the DAS OCP approved form, with details about the program.
- 9. Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable and to take all reasonable efforts to implement HIPAA requirements.
- 10. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.

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

Tara.Alvarez@sfgov.org

Contract Manager, Office of Contract Management Human Services Agency

or

Hanna.Teferi@sfgov.org

Administrative Analyst, Office of Community Partnerships Department of Disability and Aging Services

X. Monitoring Activities

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

include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence that program staff have completed the Security Awareness Training; review of program operation, which includes a review of a written policies and procedures manual of all OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of director list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site.

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

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1	A	В	E	F	G	Н		J	K	L.	М	N Appendix B-1, Page 1	0
2	Appendix H-1, Fege 1 Appendix H-1, Fege 1 Document D-1, Fege 1												
3	HUMAN SERVICES AGENCY CONTRACT BUDGET SUMMARY												
4													
5	Contractor's Name			Contract Term									
6	Homerise (Formerly Commu	Homerise (Formerly Community Housing Partnership) July 1, 2019 - June 30, 2024											
7	(Check One) New Renewal Modifica		- 17										
	If modification, Effective Date of Mod. 11/4/21												
9	Program: Rental Assistance Demonstration	- CHP Seniors 666 E	llis										TOTAL
10	Budget Reference Page No.(s)				Modification	Revised		Modification	Revised		Modification	Revised	
11	Program Term	7/1/19-6/30/20	7/1/20-6/30/21	7/1/21-6/30/22	7/1/21-6/30/22	7/1/21-6/30/22	7/1/22-6/30/23	7/1/22-6/30/23	7/1/22-6/30/23	7/1/23-6/30/24	7/1/23-6/30/24	7/1/23-6/30/24	7/1/19-6/30/24
12	Human Services Agency Expenditure												
13	Salaries & Benefits	\$29,106		\$29,106	\$9,734	\$38,840	\$29,106	\$9,734	\$38,840	\$29,106	\$9,734	\$38,840	\$189,570
	Operating Expense	\$33,397	\$22,043	\$34,958	\$690	\$35,648	34,958	(5,832)	\$29,126	34,958	(5,832)	\$29,126	\$149,340
	Capital Expenditure												
16	Subtotal	\$62,503	\$65,988	\$64,064	\$10,424	\$74,488	\$64,064	\$3,902	\$67,966	\$64,064	\$3,902	\$67,966	\$338,910
17	Indirect Percentage (%)	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%
_	Indirect Cost (Line 16 X Line 17)	\$9,375	\$9,898	\$9,610	\$1,564	\$11,173	\$9,610	\$585	\$10,195	\$9,610	\$585	\$10,195	\$50,836
19	Total HSA Expenditures Developer Match Expenditures	\$71,878	\$75,886	\$73,674	\$11,987	\$85,661	\$73,674	\$4,487	\$78,161	\$73,674	\$4,487	\$78,161	\$389,746
20	·	#F0.004		650 004		650.004	050.004		# F0.004	050.004		#50.004	6007.005
	Salaries & Benefits Operating Expense	\$56,984 \$12,947		\$56,984 12,947		\$56,984 \$12,947	\$56,984 12,947		\$56,984 \$12,947	\$56,984 12,947		\$56,984 \$12,947	\$227,935 \$51,786
23	Capital Expenditure	\$12,947		12,947		\$12,947	12,947		\$12,947	12,947		\$12,947	\$51,760
24	Subtotal	\$69,930		\$69,930		\$69,930	\$69,930		\$69,930	\$69,930		\$69,930	\$279,721
25	Indirect Percentage (%)	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	\$2.0,12.
26	Indirect Cost (Line 16 X Line 17)	\$10,490	15%	\$10.490	15%	\$10.490	\$10.490	15%	\$10.490	\$10.490	15%	\$10.490	\$41.958
	Total Developer Expenditures	\$80,420		\$80,420		\$80,420	\$80,420		\$80,420	\$80,420		\$80,420	\$321,680
28	Total Botolopol Exponentareo	ψου, 120		400,120		ψου, i20	400, 120		400,120	ψ00, 120		ψ00, 1 <u>2</u> 0	ψ021,000
29	Total HSA and Developer Expenditures	\$152,298	\$75,886	\$154,093	\$11,987	\$166,081	\$154,093	\$4,487	\$158,580	\$154,093	\$4,487	\$158,580	\$711,426
30	HSA Revenues												
31	Local General Fund	\$71,878	\$73,676	\$73,674		\$73,674	\$73,674		\$73,674	\$73,674		\$73,674	\$366,575
32	FY20/21 Baselined CODB		\$2,210		\$2,210	\$2,210		\$2,210	\$2,210		\$2,210	\$2,210	\$8,840
33	FY21/22 CODB				\$2,277	\$2,277		\$2,277	\$2,277		\$2,277	\$2,277	\$6,831
34	Addback				\$7,500	\$7,500							\$7,500
35 36													
37													
38													
39	TOTAL HSA REVENUES	\$71,878	\$75,886	\$73,674	\$11,987	\$85,661	\$73,674	\$4,487	\$78,161	\$73,674	\$4,487	\$78,161	\$389,746
40	Developer Revenues	ţ,or o	Ţ. 2,000	Ţ. Z,O1 1	ţ,co1	+,001	7. 2,07 1	Ţ.,101	7. 2,101	4. 2,011	Ţ.,101	7.2,101	7555,7 10
	Developer Match Funds	\$80,420		\$80,420		\$80,420	\$80,420		\$80,420	\$80,420		\$80,420	\$321,680
42													
43													
44													
	Total Developer Revenues	\$80,420		\$80,420		\$80,420	\$80,420		\$80,420	\$80,420		\$80,420	\$321,680
46	Total Revenues	\$152,298	\$75,886	\$154,093		\$154,093	\$154,093		\$154,093	\$154,093		\$154,093	\$690,465
47	Full Time Equivalent (FTE)												
49	Prepared by: Jamie Schecter, Contracts and Ev	aluation Director	Telephone No. (415)8	52-5314									1/22/2020
50	HSA-CO Review Signature:												
51	HSA #1												
52													
						_			_			_	

	A	В	С	D	1	J	K	L	M	N	0	Р	Q	R	S	Т	U	V	W	Х	Υ	Z	AA	AB	AC
1 2																								Appendix B-1, Document Dat	Page 2
3																			I				ļ	Document Dat	5. 11/4/2U21
4	Contractor's Name: Homerise (Formerly Program: Rental Assistance Demonstration	Community H	ousing Partner	ship)																					
6	1 Togram. Nertai Assistance Demonstratio	311 - OT 11 OG 11	Ola OOO Ellia																						
7				Salaries 8	& Benefits D	Detail																			
8																									
9		r		ı		1		1												1					
10			Human Servi	ces Agency	Human Service	ces Agency	Human Serv	rices Agency	Human Service				Human Service	es Agency H					Human Servi	ices Agency	Human Serv		Human Serv		TOTAL
11			7/1/19-6	3/30/20	7/1/20-6/	30/21	7/1/21-	6/30/22	Modific 7/1/21-6/		Revis 7/1/21-6/		7/1/22-6/	30/23	Modifica 7/1/22-6/3		Revi 7/1/22-6		7/1/23-6	3/30/24	Modifie 7/1/23-6		Revi 7/1/23-6		7/1/19-6/30/24
13	POSITION TITLE A	Annual Salary	FTE	SALARIES		SALARIES	FTE	SALARIES		SALARIES		SALARIES		SALARIES		SALARIES	FTE	SALARIES		SALARIES	FTE	SALARIES	FTE	SALARIES	77 17 10 0100124
14	Resident Serivce Team Lead	59,321	0.20	\$11,675	0.25	14,830.00	0.23	\$11,675	-0.18	(\$8,650)	0.05	\$3,025	0.23	\$11,675	-0.18	(\$8,650)	0.05	\$3,025	0.23	\$11,675	-0.18	(\$8,650)	0.05	\$3,025	\$35,580
15	Clinical Case Manager	57,348	0.05	3,149	0.05	3,447.60	0.05	3,149	(0.05)	(\$3,149)	0.00	\$0	0.05	3,149	(0.05)	(\$3,149)	0.00	\$0	0.05	3,149	(0.05)	(\$3,149)	0.00	\$0	\$6,597
16	Program Director	85,367	0.10	8,537			0.09	8,537	-0.03	(\$3,373)	0.06	\$5,164	0	8,537	-0.03	(\$3,373)	0.06	\$5,164	0.094	8,537	-0.03	(\$3,373)	0.06	\$5,164	\$24,029
17	Resident Services Counselor	40,541			0.500	20,270			0.45	\$18,608	0.45	\$18,608			0.45	\$18,608	0.45	\$18,608			0.45	\$18,608	0.45	\$18,608	\$76,094
18	Director of Resident Services								0.01	\$1,130	0.01	\$1,130			0.01	\$1,130	0.01	\$1,130			0.01	\$1,130	0.01	\$1,130	\$3,390
19	Chief Operating Officer								0.01	\$555	0.01	\$555			0.01	\$555	0.01	\$555			0.01	\$555	0.01	\$555	\$1,665
	Program Associate - Contracts								0.01	\$582	0.01	\$582			0.01	\$582	0.01	\$582			0.01	\$582	0.01	\$582	\$1,746
	Resident Services Training Manager								0.01	\$639	0.01	\$639			0.01	\$639	0.01	\$639			0.01	\$639	0.01	\$639	\$1,917
_	Contracts and Evaluation Director								0.01	\$837	0.01	\$837			0.01	\$837	0.01	\$837			0.01	\$837	0.01	\$837	\$2,511
	Strategic Initiatives Manager								0.01	\$653	0.01	\$653			0.01	\$653	0.01	\$653			0.01	\$653	0.01	\$653	\$1,959
	Clinical Services Manager								0.01	\$384	0.01	\$384			0.01	\$384	0.01	\$384			0.01	\$384	0.01	\$384	\$1,152
25 26	TOTALS	L	0.352	\$23,361	0.800	\$38,548	0.376	\$23,361	0.263	\$8,216	0.639	\$31,577	0.376	\$23,361	0.263	\$8,216	0.639	\$31,577	0.376	\$23,361	0.263	\$8,216	0.639	\$31,577	\$156,640
27		-																							
28	EMPLOYEE FRINGE BENEFITS		24.6%	\$5,745	14.0%	\$5,397	24.6%	\$5,745	18.5%	\$1,518	23.0%	\$7,263	24.6%	\$5,745	18.5%	\$1,518	23.0%	\$7,263	24.6%	\$5,745	18.5%	\$1,518	23.0%	\$7,263	\$32,930
29 30																								-	
31	TOTAL HSA SALARIES & BENEFITS			\$29,106	0.80	\$43,945	0.38	\$29,106	0.26	\$9,734	0.64	\$38,840	0.38	\$29,106	0.26	\$9,734	0.64	\$38,840	0.38	\$29,106	0.26	\$9,734	0.64	\$38,840	\$189,570
32							•			•			•								•				-
33	DEVELOPER MATCH POSITION TITLE																								
34																									
35	Resident Services Counselor	37,502	0.46	17,397			0.46	17,397			0.46	\$17,397	0.46	17,397			0.46	\$17,397	0.46	17,397			0.46	\$17,397	\$69,588
36	Resident Services Team Lead	49,275	0.12	5,715			0.12	5,715			0.12	\$5,715	0.12	5,715			0.12	\$5,715	0.12	5,715			0.12	\$5,715	\$22,858
	Resident Services Manager	68,372	0.30	\$20,616			0.30	\$20,616			0.30	\$20,616	0.30	\$20,616			0.30	\$20,616	0.30	\$20,616			0.30	\$20,616	\$82,465
38																									
39																									
40		L	0.881	\$43,728	0.000	\$0	0.881	\$43,728	0.000	\$0	0.88	\$43,728	0.881	\$43,728	0.000	\$0	0.88	\$43,728	0.881	\$43,728	0.000	\$0	0.88	\$43,728	\$174,910
41	1	Г	I	1	1	1	ı						-						1						
	EMPLOYEE FRINGE BENEFITS	L	30.3%	\$13,256	0.0%	\$0	30.3%	\$13,256		\$0	0.30	\$13,256	30.3%	\$13,256		\$0	0.30	\$13,256	30.3%	\$13,256		\$0	0.30	\$13,256	\$53,025
43		ſ					ı																		
	TOTAL DEVELOPER SALARIES & BENE	FITS		\$56,984		\$0		\$56,984		\$0	0.00	\$56,984		\$56,984		\$0	0.00	\$56,984		\$56,984		\$0	0.00	\$56,984	\$227,935
	TOTAL SALARIES & BENEFITS	L	1.233	\$86,090	0.800	\$43,945	1.257	\$86,090	0.263	\$9,734	1.52	\$95,824	1.257	\$86,090	0.263	\$9,734	1.52	\$95,824	1.257	\$86,090	0.263	\$9,734	1.52	\$95,824	\$417,505
46 47	46 47 ISA #2																								
48																									

A B C D	E F	K L	_ M	N	0	P Q	R	S	T U	V	W	X	Υ
1 2											Appendix B-1, Pag Document Date: 11	e 3 /4/2021	
3 4 Contractor's Name: Homerise (Formerly Communi	h. I I b	i-\											
5 Program: Rental Assistance Demonstration - CHP	Seniors 666 Ellis	(P)											
6 7	erating Expense	e Detail											
8										, , , , , , , , , , , , , , , , , , , ,			
	Human Services	Human Services	Human Services	Human Services	Human Services	Human Services	Human Services	Human Services	Human Services	Human Services	Human Services		
9	Agency	Agency	Agency	Agency Modification	Agency Revised	Agency	Agency Modification	Agency Revised	Agency	Agency Modification	Agency Revised		TOTAL
11 HSA Expenditure Category TER	M 7/1/19-6/30/20	7/1/20-6/30/21	7/1/21-6/30/22	7/1/21-6/30/22	7/1/21-6/30/22	7/1/226/30/23	7/1/226/30/23	7/1/226/30/23	7/1/23-6/30/24	7/1/23-6/30/24	7/1/23-6/30/24	7/1	1/19-6/30/24
12 Rental of Property				\$637	\$637		\$637	\$637		\$637	\$637	\$	1,91
13 Telephone and Office Furniture													
14 Program/Office Supplies	\$4,967	\$1,800	\$5,767	(\$2,367)	\$3,400	\$5,767	(\$2,367)	\$3,400	\$5,767		\$3,400	\$	16,96
15 Utilities (Electricity, Water, Sewer, Gas, Phone)	\$1,613	\$253	\$1,613	(\$1,360)	\$253	\$1,613	(\$1,360)	\$253	\$1,613	(\$1,360)	\$253	\$	2,62
16 Printing and Reproduction													
17 Insurance	\$152		\$152	\$254	\$406	\$152	\$254	\$406	\$152	\$254	\$406	\$	1,37
18 Staff Travel (Local & Out of Town) 19 Law Library													
20 Membership/Dues		\$1,919		\$1,926	\$1,926		\$1,926	\$1,926		\$1,926	\$1,926	\$	7,69
21 Rental of Equipment	\$1,766	φ1,919	\$1,766	(\$1,766)	\$1,926	\$1,766		\$1,926	\$1,766		\$1,926	<u>s</u>	1,76
22 Senior Right Bulletin	\$1,700		φ1,700	(\$1,700)	\$0	91,700	(\$1,700)	\$0	φ1,/00	(\$1,700)	\$0	-	1,70
23													
24 Staff Training	\$3,400	\$2,240	\$3,400	\$190	\$3,590	\$3,400	\$190	\$3,590	\$3,400	\$190	\$3,590	\$	16,41
25 Sub-Contractor (NCPHS) 26 OTHER													
27 Payroll Expenses	\$82		\$82	(\$82)	\$0	\$82	(\$82)	\$0	\$82	(\$82)	\$0	s	8
28 Audit/Accounting	φ02		φ02	(982)	\$0	\$0	(\$02)	\$0	φ02	(\$62)	\$ U	-	
29 Office Equipment Repair (IT Support)	\$1,497		\$2,258	(\$957)	\$1,301	\$2,258	(\$957)	\$1,301	\$2,258	(\$957)	\$1,301	\$	5,40
30 Organizational Activities (staff)	\$120		\$120	(\$120)	\$0	\$120	(\$120)	\$0	\$120		\$0	\$	12
31 Tenant Projects/Activities	\$19,800	\$15,831	\$19,800	\$4,335	\$24,135	\$19,800		\$17,613	\$19,800		\$17,613	\$	94,99
32 Pangea/AASC Database 33 Educational Programs													
34 Staff Recognition													
35													
36 TOTAL HSA OPERATING EXPENSE	\$33,397	\$22,043	\$34,958	\$690	\$35,648	\$34,958	(\$5,832)	\$29,126	\$34,958	(\$5,832)	\$29,126	\$	149,34
37													
38 Developer Match Operating Expense 39 Staff Travel	\$75		\$75		\$75	\$75		\$75	\$75		\$75		
40 Payroll Expenses	\$441		\$441		\$441	\$441		\$441	\$441		\$441		
41 Audit/Accounting	\$241		\$241		\$241	\$241		\$241	\$241		\$241		
42 Office Equipment Repair (IT Support)	\$1,014		\$1,014		\$1,014	\$1,014		\$1,014	\$1,014		\$1,014		
43 Organizational Activities (staff)	\$221		\$221		\$221	\$221		\$221	\$221		\$221		
44 Insurance (allocated)	\$280		\$280		\$280	\$280		\$280	\$280		\$280		
45 Tenant Projects/Activities	\$10,677		\$10,677		\$10,677	\$10,677		\$10,677	\$10,677		\$10,677		
46 Telephone and Furniture													
47 Office Supplies, Postage													
48 Printing and Reproduction			-										
49 Program Supplies						-							
50 Law Library													
51 Membership/Dues												-	
52 Rental of Equipment 53 Valunteer Evenence (Recentionist/Intelia)													
53 Volunteer Expenses (Receptionist/intake) 54 Translation Services/Languge Line			-			-						-	
55 Educational Programs/LCSW/Other Outside Service	es		-			-							
56 Charting													
57 Staff Training								•					-
58 Sub-Contractor (NCPHS)													
59													
60 TOTAL DEVELOPER OPERATING EXPENSE 61	\$12,947		\$12,947		\$12,947	\$12,947		\$12,947	\$12,947		\$12,947	\$	51,7
62 TOTAL OPERATING EXPENSE	\$46,344	\$22,043	\$47,905	\$690	\$48,595	\$47,905	(\$5,832)	\$42,073	\$47,905	(\$5,832)	\$42,073	\$	201,1
63 64 HSA #3													
65													

Appendix A-1 – Services to be Provided Tenderloin Neighborhood Development Corporation RAD Housing Support Services at 430 Turk Street July 1, 2019 – June 30, 2024

I. Purpose

The Rental Assistance Demonstration (RAD) program is an initiative from the U.S. Department of Housing and Urban Development (HUD) with the goal to preserve and improve public housing properties. The purpose of this grant is to provide support services to older adults and adults with disabilities residing in San Francisco RAD converted housing development units, to enhance residents' abilities to age in place, avoid premature institutionalization, and build community in their environments.

II. Definitions

Adult with a Disability	A person 18 years of age or older living with a disability
CARBON	Contracts Administration, Reporting, and Billing Online System
City	City and County of San Francisco, a municipal corporation
DAS	Department of Disability and Aging Services
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. Source: California Code of Regulations Title 22, Sec. 7630
Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individual or others.

1

Grantee	Tenderloin Neighborhood Development Corporation
Low-Income	Having income at or below 300% of the federal poverty line defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. This is only to be used by consumers to self-identify their income status, not to be used as a means test to qualify for the program.
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. Source: California Code of Regulation Sec. 7130.
MOHCD	Mayor's Office of Housing and Community Development
OCP	Office of Community Partnerships
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	Person who is 60 years and older, used interchangeably with "senior"
Senior	Person who is 60 years or older, used interchangeably with "older adult
SF-HSA	Human Services Agency of the City and County of San Francisco.
RAD	Rental Assistance Demonstration
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).

III. Target Population

Older adults and adults with disabilities residing in San Francisco RAD converted housing development units at 430 Turk Street, San Francisco, CA, 94102. Grantee shall additionally target services to individuals who are members of one or more of the following target groups that have been identified as demonstrating the greatest economic and social need. In particular:

- Low-income
- Non or limited –English speaking
- Minority as defined by race and/or ethnicity, religion
- Frail
- Member of LGBTQ+ Community

IV. Eligibility for Services

- A person who is a resident of San Francisco and
- A person who is an older adult or an adult with a disability

V. Location and Time of Services

Services will be provided at 430 Turk Street, San Francisco, CA, 94102, Monday through Friday, during regular office hours of 9:00am to 5:00pm, excluding holidays. On occasion, workshops or events will be provided after hours or on weekends.

VI. Description of Services and Program Requirements

- 1. Grantee will provide the four categories of services to older adults and adults with disabilities under this grant:
 - i. Outreach:
 - a. Establish and maintain positive relationships with tenants.
 - b. Establish regular channels of communication with all tenants via newsletters, tenant meetings, monthly activity calendars, etc.
 - c. Contact all new tenants to invite them to join community activities.
 - d. Contact, interact, inform, and invite all tenants to make use of support services to assist with and address individual needs or issues. These efforts will include a variety of outreach techniques such as written messages in appropriate languages, flyers, brochures, telephone calls, open house events, and emails, as available.
 - ii. Service Connection:
 - a. Establish and maintain relationships with neighborhood groups, city agencies, and community-based service providers with the goal of establishing robust referral partnerships and onsite programming.
 - b. Provide service needs assessment, information and referral, crisis intervention and counseling with individuals and groups of tenants, as needed.
 - c. Follow up on service referrals; identify and attempt to resolve barriers that prevent tenants from accessing services to which they have been referred.
 - d. Provide short-term case management services to tenants as needed, while working to connect those with longer-term needs to ongoing case management services.
 - e. Serve as a liaison or advocate for tenants with other service providers.
 - f. Assist tenants to identify and access community services needed to meet tenant's specific needs or to make progress toward identified goals.
 - iii. Housing Stability:
 - a. Work cooperatively and as part of a team with property management staff to meet the needs of tenants.

- b. Conduct direct outreach to all tenants who become delinquent in rent payments and offer assistance in preparing rent payment plans and/or provide referrals to outside money management services.
- c. Conduct direct outreach to all tenants who are experiencing safety concerns, lease or house rule violations, or who have been involved in critical incidents.
- d. Provide information on various topics that will help tenants maintain their housing; provide assistance in communicating with, responding to, and meeting with property management to help tenants resolve issues related to housing; provide assistance in the remedy of incidences and/or lease violations that could lead to eviction by establishing written plans; and/or provide assistance with conflict resolution for tenants who need to solve problems or resolve conflicts with other tenants.

iv. Community Engagement:

- a. Plan and implement community building activities and educational programs that contribute to enhanced community living and personal well-being.
- b. Provide tenants with opportunities to participate in organized gatherings for peer support, social connections, celebrations/commemorations, and other community events held onsite.
- c. Provide trainings and educational workshops on a variety of topics relating to health, wellness, finance, housing, and other topics.
- 2. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
- 3. Grantee will maintain accurate, up-to-date, confidential case files on all tenants, including documentation of all service contacts, demographic information, assessments, care plans, progress notes, and services provided.
- 4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15th each grant year or on a mutually agreed upon date between DAS OCP and the grantee.
- 5. Grantee will hire, train, and supervise 1.25 FTE (leveraged and/or grant funded) to provide services.
- 6. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer, and adhere to all program standards. Grantee will ensure services are available in the languages of the tenant population being served.
- 7. Grantee will ensure that units of service provided are tracked and distinguishable.
- 8. Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed. Grantee will attend RAD-related, MOHCD, and other meetings, as needed.
- 9. Grantee will work collaboratively with other community-based organizations to enhance the services received by the tenants.

VII. Service Objectives

On an annual basis, Grantee will meet the following service objectives:

- 1. Grantee will have individual and group service encounters with at least 65% of unduplicated tenants per month.
- 2. Grantee will provide to tenants a minimum of two (2) activities or events per week (or 104 annually). Types of activities annually must be at least 10% trainings/workshops, 25% health and wellness related, and 65% all other.

3. All (100%) households that are at risk of eviction or housing instability are offered assistance or service addressing their needs.

VIII. Outcome Objectives

On an annual basis, Grantee will meet the following outcome objectives:

- 1. At least 50% of unduplicated tenants participating in the annual survey will feel "strongly" or "very strongly" about being connected and involved in their tenant/resident community. Grantee will use the following standardized question: "How strongly do you feel about being connected and involved in the tenant/resident community at [site]?" The options should be "Very strongly", "Strongly", "Somewhat", "Not at all".
- 2. At least 50% of unduplicated tenants participating in the annual survey will "agree" or "highly agree" that they have better access to resources that improve their health and wellness. Grantee will use the following standardized question: "Do you have better access to resources that improve your health and wellness?" The options should be "Highly agree", "Agree", "Neutral", "Disagree", "Highly disagree".
- 3. Tenants have stable housing. At least 95% of households will have maintained or have obtained stable housing.

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 a DAS OCP approved intake form, into the grantee's database.
- 2. Monthly, quarterly, and annual reports must be entered into the Contracts Administration, Reporting, and Billing Online (CARBON) system as required by DAS and Contracts Department staff.
 - a. Grantee will provide a monthly report of activities, referencing the tasks as described in Section VII Service Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
 - i. Number and percentage of unduplicated tenants with individual and group service encounters.
 - ii. Number and type of event, activity, training, or educational workshop conducted onsite or offsite, and number of attendees per activity.
 - iii. Number and percentage of households that were at risk of eviction or housing instability and were offered assistance or service addressing their needs.
 - b. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VIII Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.

- i. Number and percentage of unduplicated tenants that were outreached to annually.
- ii. Number and percentage of unduplicated tenants who participated in the satisfaction survey and responded with "strongly" or "very strongly" when asked about being connected and involved in their tenant/resident community.
- iii. Number and percentage of unduplicated tenants who participated in the satisfaction survey and responded with "agree" or "highly agree" when asked about having better access to resources that improve their health and wellness.
- iv. Number and percentage of households that have maintained or have obtained stable housing.
- 3. Grantee will submit response rates and aggregated data from the annual participant survey to OCP staff by March 15th of each grant year or on a mutually agreed upon date between DAS OCP and the grantee.
- 4. Grantee program staff will complete an Elder Abuse Mandated Reporter Training and a Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of these trainings.
- 5. Grantee will issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31st of each grant year. The grantee must submit the report in the CARBON system.
- 6. Grantee will develop and deliver ad hoc reports as requested by SF-HAS, DAS, and OCP.
- 7. Grantee will develop and deliver a bi-annual summary report of SOGI data collected as required by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are January 10th (June-December data) and July 10th (January-June data).
- 8. Grantee will maintain an updated site chart, using the DAS OCP approved form, with details about the program.
- 9. Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable and to take all reasonable efforts to implement HIPAA requirements.
- 10. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.

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

Steve.Kim@sfgov.org

Contract Manager, Office of Contract Management Human Services Agency or

Hanna.Teferi@sfgov.org

Administrative Analyst, Office of Community Partnerships Department of Disability and Aging Services

X. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence that program staff have completed the Security Awareness Training; review of program operation, which includes a review of a written policies and procedures manual of all OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of director list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site.
- B. <u>Fiscal Compliance and Contract Monitoring</u>: Fiscal monitoring will include review of the grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	В	С	D	Е	F	G	Н		J	K	L	М	
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2														
3	HUMAN SERVICES AGENC	Y CONTRACT B	IIDGET SUMMAE	v										
4		BY PROGR		. .										
	II.	DIFROGR	A IVI	1										
5	Contractor's Name			Contract Term										
6	TNDC Subcontractor: NCPHS			July 1, 2019 - June 30), 2024									
	(Check One) New Renewal	Modification v												
8	If modification, Effective Date of Mod. 7/1/2021	1 No. of Mod. 1												
9	Program: Rental Assistance Demonstration	- 430 Turk Street											TOTAL	
10	Budget Reference Page No.(s)	Actual	Actual	Original	Modification	Revised	Original	Modifcation	Revised	Original	Modification	Revised	Revised	
11	Program Term	7/1/19-6/30/20	7/1/20-6/30/21	7/1/21-6/30/22	7/1/21-6/30/22	7/1/21-6/30/22	7/1/22-6/30/23	7/1/22-6/30/23	7/1/22-6/30/23	7/1/23-6/30/24	7/1/23-6/30/24	7/1/23-6/30/24	7/1/19-6/30/24	
12	Human Services Agency Expenditure													
13	Salaries & Benefits	\$55,286	\$62,238	\$53,618	\$11,450	\$65,068	\$53,618	\$11,450	\$65,068	\$53,618	\$11,450	\$65,068	\$312,727	
14	Operating Expense	\$10,648	\$7,763	\$10,395	\$5,569	\$15,964	10,395	(\$5,513)	4,882	10,395	(\$5,513)	4,882	\$44,139	
	Capital Expenditure													
16	Subtotal	\$65,934	\$70,001	\$64,013	\$17,019	\$81,032	\$64,013	\$5,937	\$69,950	\$64,013	\$5,937	\$69,950	\$356,866	
	Indirect Percentage (%)	4.50%	4.50%	4.50%		4.50%	4.50%		4.50%	4.50%		4.50%		
	TNDC Indirect Cost	\$2,967	\$3,150	\$2,881	\$766	\$3,646	\$2,881	\$267	\$3,148	\$2,881	\$267	\$3,148	\$16,058	
	Total HSA Expenditures	\$68,901	\$73,151	\$66,894	\$17,784	\$84,678	\$66,894	\$6,203	\$73,097	\$66,894	\$6,203	\$73,097	\$372,924	
20														
	Salaries & Benefits	\$59,080	\$59,080	\$59,080		\$59,080	\$59,080		\$59,080	\$59,080		\$59,080	\$295,400	
22	Operating Expense	\$18,432	\$18,432	18,432		18,432	18,432		18,432	18,432		18,432	\$92,160	
	Capital Expenditure													
24	Subtotal	\$77,512	\$77,512	\$77,512		\$77,512	\$77,512		\$77,512	\$77,512		\$77,512	\$387,560	
25	Indirect Percentage (%)	4.50%	4.50%	4.50%		4.50%	4.50%		4.50%	4.50%		4.50%		
26	TNDC Indirect Cost	\$3,488	\$3,488	\$3,488		\$3,488	\$3,488		\$3,488	\$3,488		\$3,488	\$17,440	
	Total Developer Expenditures	\$81,000	\$81,000	\$81,000		\$81,000	\$81,000		\$81,000	\$81,000		\$81,000	\$405,000	
28														
29	Total HSA and Developer Expenditures	\$149,901	\$154,151	\$147,894	\$17,784	\$165,678	\$147,894	\$6,203	\$154,097	\$147,894	\$6,203	\$154,097	\$777,924	
30	HSA Revenues													
31	Original budget	\$66,894	\$66,894	\$66,894		\$66,894	\$66,894		\$66,894	\$66,894		\$66,894	\$334,470	
	FY19/20 CODB	\$2,007	\$2,007		\$2,007	\$2,007		\$2,007	\$2,007		\$2,007	\$2,007	\$10,035	
	FY20/21 CODB		\$2,067		\$2,067	\$2,067		\$2,067	\$2,067		\$2,067	\$2,067	\$8,268	
	FY20/21 MCO		\$2,183										\$2,183	
	FY21/22 OTO				\$7,500	\$7,500		#0.400	00.100		40.400	00.400	\$7,500	
	FY21/22 CODB FY21/22 MCO				\$2,129 \$4,081	\$2,129 \$4,081		\$2,129	\$2,129		\$2,129	\$2,129	\$6,387 \$4,081	
38					ψ4,061	ψ4,061							ΨΨ,001	
_	TOTAL HSA REVENUES	#ec 004	¢70.454	mec 2014	\$17.784	£04.070	#66.004	фе 000	672.007	#ee 004	\$6,203	ф70 007	¢272.004	
40		\$68,901	\$73,151	\$66,894	\$17,784	\$84,678	\$66,894	\$6,203	\$73,097	\$66,894	\$6,203	\$73,097	\$372,924	
	Developer Revenues TNDC Match Funds	\$81,000	\$81,000	¢04.000		\$81,000	\$81,000		\$81,000	¢04.000		\$81,000	\$405,000	
42		\$61,000	\$61,000	\$81,000		\$61,000	\$61,000		\$61,000	\$81,000		\$61,000	\$405,000	
43														
44														
	Total Developer Revenues	\$81,000	\$81,000	\$81,000		\$81,000	\$81,000		\$81,000	\$81,000		\$81,000	\$405,000	
	Total Revenues					\$165,678	\$147,894		\$154,097	\$147,894		\$154,097	\$777,924	
		\$149,901	\$154,151	\$147,894		\$100,678	φ147,894		\$ 154,U97	φ147,894		\$154,097	φ <i>ιιι</i> ,924	
47	Full Time Equivalent (FTE)													
49	Prepared by:	Paul Carney	Telephone No.	415 358-3945						Date				
50	HSA-CO Review Signature:			_										
51	HSA #1												12/1/2021	

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7		Salaries	& Benefi	ts Detail																			
8																							
9	Act			ctual	Orig	jinal	Modifi	cation	Rev	ised	Origi	nal	Modific	cation	Rev	ised		Original	Modif	fication	Revi	sed	
10	Human : Age			n Services gency	Human Serv	ices Agency	Human Serv	rices Agency	Human Serv	vices Agency	Human Servi	ces Agency	Human Servi	ices Agency	Human Serv	rices Agency	Human	Services Agency	Human Ser	vices Agency	Human Services Agency		TOTAL
11	7/1/19-			0-6/30/21	7/1/21-0		7/1/21-		7/1/21-		7/1/22-6		7/1/22-6	3/30/23	7/1/22-			1/23-6/30/24	7/1/23	-6/30/24	7/1/23-6/30/24		7/1/19-6/30/24
12		SALARIES	FTE	SALARIES	FTE	SALARIES	FTE	SALARIES	FTE	SALARIES		SALARIES			FTE	SALARIES	FTE	SALARIES					
13	48%	\$28,659	48%	\$33,493	48%	\$27,837	7%	\$7,695	55%	\$35,532	48%	\$27,837	7%	\$7,695	55%	\$35,532	48%	\$27,837	7%	\$7,695	55%	\$35,532	\$168,748
14	5%	\$2,880	5%	\$1,907	5%	\$2,783	-2%	(\$819)	3%	\$1,964	5%	\$2,783	-2%	(\$819)	3%	\$1,964	5%	\$2,783	-2%	(\$819)	3%	\$1,964	\$10,678
15 16	12%	\$9,414	12%	\$10,702	12%	\$9,097	1%	\$1,605	13%	\$10,702	12%	\$9,097	1%	\$1,605	13%	\$10,702	12%	\$9,097	1%	\$1,605	13%	\$10,702	\$52,223
17	+												1										
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23	64%	\$40,953	64%	\$46,102	0.642	\$39,717	7%	\$8,481		\$48,198	0.642	\$39,717	7%	\$8,481	71%	\$48,198	0.642	\$39,717	7%	\$8,481	71%	\$48,198	\$231,650
24	0470	φ+0,555	0470	ψ40,102	0.042	ψ05,717	1 70	ψ0,+01		ψ 1 0,130	0.042	ψ00,717	7 70	φυ, το τ	7170	ψ 1 0,130	0.042	ψ00,717	170	ψ0,401	7 170	ψ+0,130	Ψ251,000
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26 27	35%	\$14,334	35%	\$16,136	35.0%	\$13,901		\$2,968		\$16,869	35.0%	\$13,901	<u> </u>	\$2,968		\$16,869	35.0%	\$13,901		\$2,968		\$16,869	\$81,077
28		-	-		1		ı				ı	1	1				ı			1			
29		\$55,286		\$62,238		\$53,618		\$11,450		\$65,068		\$53,618		\$11,450		\$65,068		\$53,618		\$11,450		\$65,068	\$312,727
30																							
31			1		1		ı				I	ı	1										
32	51%	\$30,673	51%	\$29,445	52%	\$30,673			45%	\$29,302	52%	\$30,673	1		45%	\$29,302	52%	\$30,673		 	45%	\$29,302	\$148,023
33	5%	\$3,066	5%	\$4,439	5%	\$3,066			7%	\$4,582	5%	\$3,066	-		7%	\$4,582	5%	\$3,066		-	7%	\$4,582	\$21,251
34	13%	\$10,024	13%	\$9,879	13%	\$10,024			12%	\$9,879	13%	\$10,024	i		12%	\$9,879	13%	\$10,024		 	12%	\$9,879	\$49,541
35 36	+																			-			
36																				i e			
38	69%	\$43.763	69%	\$43,763	0.708	\$43,763				\$43,763	0.708	\$43,763				\$43,763	0.708	\$43,763			64%	\$43,763	\$218,814
39	03/0	ψ 4 υ,10υ	0370	φ40,703	0.706	φ40,703	l			943,703	0.706	φ40,103	i			- φ 4 3,703	0.100	φ43,763		<u> </u>	0470	φ45,705	φ <u>ε</u> 10,014
40	35%	\$15.317	35%	\$15.317	35%	\$15.317				\$15,317	35%	\$15.317				\$15,317	35%	\$15.317				\$15.317	\$76.585
41	30 /0	ψ.υ,υ.ι	3070	ψ.0,017	, 5570	ψ10,011				\$ 70,017	5570	ψ.0,017				ψ.υ,υ.ι	. 5570	ψ10,017				₩10,017	ψ1 0,000
42		\$59,080	Ī	\$59,080		\$59,080				\$59,080		\$59,080				\$59,080		\$59,080				\$59,080	\$295,399
43	133%	\$114,366	133%	\$121,318	1.350	\$112,698				\$124,147	1.350	\$112,698				\$124,147	1.350	\$112,698				\$124,147	\$608,126
44		,,		7.2.,210		7,200						, <u>-,</u>	I.					Ţ:: <u>=</u> ,000		•		, ,	7773,120
45																							12/1/2021

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3													
	Contractor's Name: Contractor's Name: Tenderloin Neighborhoo	d Develonment Cornoratio	n - 430 Turk										
6													
7		Operating Expense D	Petail Actual	Original	Modification	Revised	Original	Modification	Revised	Original	Modification	Revised	Revised
8		Actual Human Services	Human Services	Human Services	Human Services	Human Services	Human Services	Human Services	Human Services	Human Services	Human Services	Human Services	Human Services Agency
9		Agency	Agency	Agency	Agency	Agency	Agency	Agency	Agency	Agency	Agency	Agency	TOTAL
		TERM 7/1/19-6/30/20	7/1/20-6/30/21	7/1/21-6/30/22	7/1/21-6/30/22	7/1/21-6/30/22	7/1/226/30/23	7/1/226/30/23	7/1/226/30/23	7/1/23-6/30/24	7/1/23-6/30/24	7/1/23-6/30/24	7/1/19-6/30/24
	Rental of Property	\$440	\$370	\$1,000	(\$1,000)		\$1,000	(\$1,000)		\$1,000	(\$1,000)		\$810
	Telephone and Office Furniture												
	Program/Office Supplies	\$5,398	\$5,151	\$3,830	\$4,031	\$7,861	\$3,830	(\$1,948)	\$1,882	\$3,830	(\$1,948)	\$1,882	\$22,174
	Utilities (Electricity, Water, Sewer, Gas, Phone)	\$1,800	\$1,447	\$2,500	\$1,103	\$3,603	\$2,500	(\$500)	\$2,000	\$2,500	(\$500)	\$2,000	\$10,850
	Printing and Reproduction			\$60	(\$60)		\$60	(\$60)		\$60	(\$60)		
	Insurance						<u> </u>			-			-
	Staff Travel (Local & Out of Town)	\$800		\$500	(\$500)		\$500	(\$500)		\$500	(\$500)		\$800
	Law Library		·		-			·					
	Membership/Dues												
	Rental of Equipment												
	Senior Right Bulletin												
22	Staff Training												
	Sub-Contractor (NCPHS)	425											\$425
	OTHER												
26	Language Line/Translation Services			\$1,500	(\$1,500)		\$1,500	(\$1,500)		\$1,500	(\$1,500)		
	Pangea/AASC Database Staff Training	\$795 \$990	\$795	\$205 \$800	\$795 (\$800)	\$1,000	\$205 \$800	\$795 (\$800)	\$1,000	\$205 \$800	\$795 (\$800)	\$1,000	\$4,590 \$990
	Staff Recognition	\$990		\$600	(\$600)		\$600	(\$600)		\$600	(\$600)		\$990
30	Outside Services - Akioo, etc				\$3,500	\$3,500							\$3,500
31													
32	TOTAL HSA OPERATING EXPENSE	\$10,648	\$7,763	\$10,395	\$5,569	\$15,964	\$10,395	(\$5,513)	\$4,882	\$10,395	(\$5,513)	\$4,882	\$44,139
33													
34	Developer Match Operating Expense												
	Staff Travel												
36	Telephone and Furniture												
	Office Supplies, Postage												
	Printing and Reproduction												
	Program Supplies												
40	Law Library												
41	Membership/Dues												
	Rental of Equipment												
43	Volunteer Expenses (Receptionist/intake)												
	Translation Services/Languge Line												
	Educational Programs/LCSW/Other Outside Serv	vices											
	Charting												
47	Fringe Benefits Cost above 35% cap	\$1,970	\$1,970	\$1,970		\$1,970	\$1,970		\$1,970	\$1,970		\$1,970	\$9,850
ĺ	Sub-Contractor (NCPHS Indirect Expense) - inclu												
	NCPHS corporate costs for: Payroll Processing,	Billing, \$16,462	\$16,462	\$16,462		\$16,462	\$16,462		\$16,462	\$16,462		\$16,462	\$82,310
48	Accounts Payable, Financial Reporting, Audit, Hu Resources, IT	an											
49													
50	TOTAL DEVELOPER OPERATING EXPENSE	\$18,432	\$18,432	\$18,432		\$18,432	\$18,432		\$18,432	\$18,432		\$18,432	\$92,160
51 52	TOTAL OPERATING EXPENSE	\$29,080	\$26,195	\$28,827		\$34,396	\$28,827		\$23,314	\$28,827		\$23,314	\$136,299
53		φ29,000	φ20,193	φ20,021		\$34,390	φ20,021		φ20,314	φ20,021		φ23,314	
54	HSA #3												12/1/2021

Appendix A-1 – Services to be Provided Tenderloin Neighborhood Development Corporation RAD Housing Support Services at 939-951 Eddy Street July 1, 2019 – June 30, 2024

I. Purpose

The Rental Assistance Demonstration (RAD) program is an initiative from the U.S. Department of Housing and Urban Development (HUD) with the goal to preserve and improve public housing properties. The purpose of this grant is to provide support services to older adults and adults with disabilities residing in San Francisco RAD converted housing development units, to enhance residents' abilities to age in place, avoid premature institutionalization, and build community in their environments.

II. Definitions

Adult with a Disability	A person 18 years of age or older living with a disability
CARBON	Contracts Administration, Reporting, and Billing Online System
City	City and County of San Francisco, a municipal corporation
DAS	Department of Disability and Aging Services
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. Source: California Code of Regulations Title 22, Sec. 7630
Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individual or others.

1

Grantee	Tenderloin Neighborhood Development Corporation
Low-Income	Having income at or below 300% of the federal poverty line defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. This is only to be used by consumers to self-identify their income status, not to be used as a means test to qualify for the program.
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. Source: California Code of Regulation Sec. 7130.
MOHCD	Mayor's Office of Housing and Community Development
OCP	Office of Community Partnerships
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	Person who is 60 years and older, used interchangeably with "senior"
Senior	Person who is 60 years or older, used interchangeably with "older adult
SF-HSA	Human Services Agency of the City and County of San Francisco.
RAD	Rental Assistance Demonstration
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).

III. Target Population

Older adults and adults with disabilities residing in San Francisco RAD converted housing development units at 939-951 Eddy Street, San Francisco, CA, 94102. Grantee shall additionally target services to individuals who are members of one or more of the following target groups that have been identified as demonstrating the greatest economic and social need. In particular:

- Low-income
- Non or limited –English speaking
- Minority as defined by race and/or ethnicity, religion
- Frail
- Member of LGBTQ+ Community

IV. Eligibility for Services

- A person who is a resident of San Francisco and
- A person who is an older adult or an adult with a disability

V. Location and Time of Services

Services will be provided at 939-951 Eddy Street, San Francisco, CA, 94102, Monday through Friday, during regular office hours of 9:00am to 5:00pm, excluding holidays. On occasion, workshops or events will be provided after hours or on weekends.

VI. Description of Services and Program Requirements

- 1. Grantee will provide the four categories of services to older adults and adults with disabilities under this grant:
 - i. Outreach:
 - a. Establish and maintain positive relationships with tenants.
 - b. Establish regular channels of communication with all tenants via newsletters, tenant meetings, monthly activity calendars, etc.
 - c. Contact all new tenants to invite them to join community activities.
 - d. Contact, interact, inform, and invite all tenants to make use of support services to assist with and address individual needs or issues. These efforts will include a variety of outreach techniques such as written messages in appropriate languages, flyers, brochures, telephone calls, open house events, and emails, as available.
 - ii. Service Connection:
 - a. Establish and maintain relationships with neighborhood groups, city agencies, and community-based service providers with the goal of establishing robust referral partnerships and onsite programming.
 - b. Provide service needs assessment, information and referral, crisis intervention and counseling with individuals and groups of tenants, as needed.
 - c. Follow up on service referrals; identify and attempt to resolve barriers that prevent tenants from accessing services to which they have been referred.
 - d. Provide short-term case management services to tenants as needed, while working to connect those with longer-term needs to ongoing case management services.
 - e. Serve as a liaison or advocate for tenants with other service providers.
 - f. Assist tenants to identify and access community services needed to meet tenant's specific needs or to make progress toward identified goals.

iii. Housing Stability:

- a. Work cooperatively and as part of a team with property management staff to meet the needs of tenants.
- b. Conduct direct outreach to all tenants who become delinquent in rent payments and offer assistance in preparing rent payment plans and/or provide referrals to outside money management services.
- c. Conduct direct outreach to all tenants who are experiencing safety concerns, lease or house rule violations, or who have been involved in critical incidents.
- d. Provide information on various topics that will help tenants maintain their housing; provide assistance in communicating with, responding to, and meeting with property management to help tenants resolve issues related to housing; provide assistance in the remedy of incidences and/or lease violations that could lead to eviction by establishing written plans; and/or provide assistance with conflict resolution for tenants who need to solve problems or resolve conflicts with other tenants.

iv. Community Engagement:

- a. Plan and implement community building activities and educational programs that contribute to enhanced community living and personal well-being.
- b. Provide tenants with opportunities to participate in organized gatherings for peer support, social connections, celebrations/commemorations, and other community events held onsite.
- c. Provide trainings and educational workshops on a variety of topics relating to health, wellness, finance, housing, and other topics.
- 2. Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
- 3. Grantee will maintain accurate, up-to-date, confidential case files on all tenants, including documentation of all service contacts, demographic information, assessments, care plans, progress notes, and services provided.
- 4. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15th each grant year or on a mutually agreed upon date between DAS OCP and the grantee.
- 5. Grantee will hire, train, and supervise 1 FTE (leveraged and/or grant funded) to provide services.
- 6. Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer, and adhere to all program standards. Grantee will ensure services are available in the languages of the tenant population being served.
- 7. Grantee will ensure that units of service provided are tracked and distinguishable.
- 8. Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed. Grantee will attend RAD-related, MOHCD, and other meetings, as needed.
- 9. Grantee will work collaboratively with other community-based organizations to enhance the services received by the tenants.

VII. Service Objectives

On an annual basis, Grantee will meet the following service objectives:

1. Grantee will have individual and group service encounters with at least 65% of unduplicated tenants per month.

- 2. Grantee will provide to tenants a minimum of two (2) activities or events per week (or 104 annually). Types of activities annually must be at least 10% trainings/workshops, 25% health and wellness related, and 65% all other.
- 3. All (100%) households that are at risk of eviction or housing instability are offered assistance or service addressing their needs.

VIII. Outcome Objectives

On an annual basis, Grantee will meet the following outcome objectives:

- 1. At least 50% of unduplicated tenants participating in the annual survey will feel "strongly" or "very strongly" about being connected and involved in their tenant/resident community. Grantee will use the following standardized question: "How strongly do you feel about being connected and involved in the tenant/resident community at [site]?" The options should be "Very strongly", "Strongly", "Somewhat", "Not at all".
- 2. At least 50% of unduplicated tenants participating in the annual survey will "agree" or "highly agree" that they have better access to resources that improve their health and wellness. Grantee will use the following standardized question: "Do you have better access to resources that improve your health and wellness?" The options should be "Highly agree", "Agree", "Neutral", "Disagree", "Highly disagree".
- 3. Tenants have stable housing. At least 95% of households will have maintained or have obtained stable housing.

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 a DAS OCP approved intake form, into the grantee's database.
- 2. Monthly, quarterly, and annual reports must be entered into the Contracts Administration, Reporting, and Billing Online (CARBON) system as required by DAS and Contracts Department staff.
 - a. Grantee will provide a monthly report of activities, referencing the tasks as described in Section VII Service Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
 - i. Number and percentage of unduplicated tenants with individual and group service encounters.
 - ii. Number and type of event, activity, training, or educational workshop conducted onsite or offsite, and number of attendees per activity.
 - iii. Number and percentage of households that were at risk of eviction or housing instability and were offered assistance or service addressing their needs.

- b. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VIII Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
 - i. Number and percentage of unduplicated tenants that were outreached to annually.
 - ii. Number and percentage of unduplicated tenants who participated in the satisfaction survey and responded with "strongly" or "very strongly" when asked about being connected and involved in their tenant/resident community.
 - iii. Number and percentage of unduplicated tenants who participated in the satisfaction survey and responded with "agree" or "highly agree" when asked about having better access to resources that improve their health and wellness.
 - iv. Number and percentage of households that have maintained or have obtained stable housing.
- 3. Grantee will submit response rates and aggregated data from the annual participant survey to OCP staff by March 15th of each grant year or on a mutually agreed upon date between DAS OCP and the grantee.
- 4. Grantee program staff will complete an Elder Abuse Mandated Reporter Training and a Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of these trainings.
- 5. Grantee will issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31st of each grant year. The grantee must submit the report in the CARBON system.
- 6. Grantee will develop and deliver ad hoc reports as requested by SF-HAS, DAS, and OCP
- 7. Grantee will develop and deliver a bi-annual summary report of SOGI data collected as required by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are January 10th (June-December data) and July 10th (January-June data).
- 8. Grantee will maintain an updated site chart, using the DAS OCP approved form, with details about the program.
- 9. Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable and to take all reasonable efforts to implement HIPAA requirements.
- 10. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.

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

Steve. Kim@sfgov.org

Contract Manager, Office of Contract Management Human Services Agency

or

Hanna.Teferi@sfgov.org

Administrative Analyst, Office of Community Partnerships Department of Disability and Aging Services

X. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence that program staff have completed the Security Awareness Training; review of program operation, which includes a review of a written policies and procedures manual of all OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of director list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

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1	A	В	С	D	E	F	G	Н	l l	J	K	L Ar	M pendix B-1, Page 1
2												Αþ	peliuix b-1, Fage 1
3		V CONTRACT D	LIDOET CUMMAE	nv									
		BY PROGR		CT .									
4		BT PROGR	AW	ı									
5	Contractor's Name			Contract Term									
6	TNDC Subcontractor: NCPHS 939-951 Eddy	y Street		July 1, 2019 - June 30	0, 2024								
7	(Check One) New Renewal	Modification x											
8	If modification, Effective Date of Mod. 7/1/2021	No. of Mod. 1		ı		I							
9	Program: Rental Assistance Demonstration - 93	39-951 Eddy Street											TOTAL
													-
_	Budget Reference Page No.(s)	Actual	Actual	Original	Modification	Revised	Original	Modification	Revised	Original	Modification	Revised	
11	Program Term Human Services Agency Expenditure	7/1/19-6/30/20	7/1/20-6/30/21	7/1/21-6/30/22	7/1/21-6/30/22	7/1/21-6/30/22	7/1/22-6/30/23	7/1/22-6/30/23	7/1/22-6/30/23	7/1/23-6/30/24	7/1/23-6/30/24	7/1/23-6/30/24	7/1/19-6/30/24
	Salaries & Benefits	#26.242	ran 607	¢0E 46E	\$9,428	\$34.893	POE 465	\$5,529	\$30.994	© 0E 46E	\$5,529	\$30.994	¢155 000
	Operating Expense	\$26,312 \$6,293			\$6,676	\$12,866	\$25,465 \$6,190	(\$2,590)	\$3,600	\$25,465 \$6,190	(\$2,590)	\$3,600	\$155,889 \$30,604
	Capital Expenditure	Ψ0,2 <i>9</i> 0	ψ4,243	ψ0,190	ψ0,070	\$12,000	ψ0,190	(ψ2,090)	ψ5,000	ψ0,190	(ψ2,390)	ψ5,000	¥30,004
16	Subtotal	\$32,605	\$36,942	\$31,655	\$16,104	\$47,759	\$31,655	\$2,939	\$34,594	\$31,655	\$2,939	\$34,594	\$186,493
17	Indirect Percentage (%)	6.00%	6.01%	6.00%		6.00%	6.00%		6.00%	6.00%		6.00%	
	TNDC Indirect Cost	\$1,956	\$2,219	\$1,899	\$1,166	\$3,066	\$1,899	\$176	\$2,076	\$1,899	\$176	\$2,076	\$11,392
19	Total HSA Expenditures	\$34,561	\$39,161	\$33,554	\$17,271	\$50,825	\$33,554	\$3,115	\$36,669	\$33,554	\$3,115	\$36,669	\$197,885
20	Developer Match Expenditures												
21	Salaries & Benefits	\$62,319	\$62,319	\$62,319		\$62,319	\$62,319		\$62,319	\$62,319		\$62,319	\$311,596
22	Operating Expense	\$14,096	\$14,096	\$14,096		\$14,096	\$14,096		\$14,096	\$14,096		\$14,096	\$70,480
	Capital Expenditure												
	Subtotal	\$76,415	\$76,415	\$76,415		\$76,415	\$76,415		\$76,415	\$76,415		\$76,415	\$382,076
25	Indirect Percentage (%)	6.00%	6.01%	6.00%		6.00%	6.00%		6.00%	6.00%		6.00%	
	TNDC Indirect Cost	\$4,585	\$4,590	\$4,585		\$4,585	\$4,585		\$4,585	\$4,585		\$4,585	\$22,930
	Total Developer Expenditures	\$81,000	\$81,005	\$81,000		\$81,000	\$81,000		\$81,000	\$81,000		\$81,000	\$405,005
28													
	Total HSA and Developer Expenditures	\$115,560	\$120,166	\$114,554	\$17,271	\$131,825	\$114,554	\$3,115	\$117,669	\$114,554	\$3,115	\$117,670	\$602,890
30													
	Original budget	\$ 33,554		\$33,554		\$33,554	\$33,554		\$33,554	\$33,554		\$33,554	\$167,770
	FY19/20 CODB FY20/21 CODB	\$ 1,007	\$ 1,007 \$ 1.040		\$ 1,007 \$ 1,040	\$1,007 \$1,040		\$ 1,007 \$ 1,040	\$1,007 \$1,040		\$ 1,007 \$ 1,040	\$1,007 \$1,040	\$5,035 \$4,160
	FY20/21 CODB FY20/21 MCO		\$ 1,040 \$ 3.560	1	φ 1,040	\$1,040		φ 1,040	\$1,040		φ 1,040	\$1,040	\$4,160 \$3,560
	FY21/22 OTO		9 3,300		\$ 7,500	\$7,500							\$7,500
	FY21/22 CODB				\$ 1,068	\$1,068		\$ 1,068	\$1,068		\$ 1,068	\$1,068	\$3,204
	FY21/22 MCO				\$ 6,656	\$6,656							\$6,656
38	5												
	TOTAL HSA REVENUES	\$34,561	\$39,161	\$33,554	\$17,271	\$50,825	\$33,554	\$3,115	\$36,669	\$33,554	\$3,115	\$36,669	\$197,885
40													
	TNDC Match Funds	\$81,000	\$81,005	\$81,000		\$81,000	\$81,000		\$81,000	\$81,000		\$81,000	\$405,005
42													
43													
	Total Developer Revenues	\$81,000	\$81,005	\$81,000		\$81,000	\$81,000		\$81,000	\$81,000		\$81,000	\$405,005
	Total Revenues	\$115,561	\$120,166			\$131,825	\$114,554		\$117,669	\$114,554		\$117,669	\$602,890
	Full Time Equivalent (FTE)	ψ110,301	ψ120,100	ψ114,004		ψ151,625	ψ114,554		ψ117,009	ψ114,004		ψ117,009	Ψ002,890
	````	Davil Carney	Talanhana Na	445 250 2045						Data			
		Paul Carney	Telephone No.	415 358-3945						Date			
	HSA-CO Review Signature:			=									
51	HSA #1												12/1/2021

A B	С	D	l F	F	G	н	1 1	J	К		М	N	0 1	Р	0	R	S	т	U	V	w	x	Y
1 2 3 4 Contractor's Name:																	, ,			·			ppendix B-1, Page 2
5 TNDC Subcontractor: NCPHS 939-951 Eddy Street																							
7		Salaries	& Bene	its Detail																			
8																	_						
9		ctual Services		n Services	Ori	ginal	Modifi	cation	Revis	ed	Origi	inal	Modifi	cation	Revi	ised		Original	Modifi	cation	Revis	ed	
10	Ag	jency	Α	gency		vices Agency I												Services Agency			Human Servi		TOTAL
11 POSITION TITLE Annual Salary	7/1/19 FTE	SALARIES		0-6/30/21 SALARIES	7/1/21- FTE	6/30/22 SALARIES	7/1/21-6 FTE	SALARIES	7/1/21-6 FTE	SALARIES	7/1/22-6 FTE	/30/23 SALARIES	7/1/22-6	6/30/23	7/1/22-4 FTE	SALARIES	FTE	11/23-6/30/24 SALARIES	7/1/23-	6/30/24	7/1/23-6	30/24	7/1/19-6/30/24
13 Service Coordinator 59,176	29%	\$17,674		\$22,377	29%	\$17,148	9%	\$7,529	38%	\$24,677	29%	\$17,148	4%	\$4,501	33%		29%		4%	\$4,501	33%	\$21,649	\$108,026
14 Service Coordinator 58,490	3%	\$1,816		\$1,843	3%	\$1,715	-1%	(\$545)	2%	\$1,170	3%	\$1,715	-1%	(\$406)	2%	\$1,309	3%		-1%	(\$406)	2%	\$1,309	\$7,447
15								,,,,,,,						· · · · · ·						,,,,,			
16																							
17																							
18																							
19																							
20																							
21																							
22																							
23 TOTALS	32%	\$19,49	0 32%	\$24,220	0.321	\$18,863	8%	\$6,984	40%	\$25,847	0.321	\$18,863		\$4,095	35%	\$22,958	8 0.321	\$18,863	3%	\$4,095		\$22,958	\$115,473
24 25																							
26 EMPLOYEE FRINGE BENEFITS	35%	\$6,822	35%	\$8,477	35.0%	\$6,602		\$2,444		\$9,046	35.0%	\$6,602		\$1,433		\$8,035	35.0%	\$6,602		\$1.433		\$8,035	\$40,416
27		7.7,7		4-1111		4-1				44,414		4-1,		7.7,1		40,000				¥ . ()		42,222	
28 29 TOTAL HSA SALARIES & BENEFITS		\$26.312	.1	\$32.697		\$25,465		\$9,428		\$34.893	l l	\$25.465		\$5.528		\$30.994		\$25.465		\$5.529		\$30.994	\$155,889
29 TOTAL HSA SALARIES & BENEFITS		\$26,312	:	\$32,697		\$25,465		\$9,428		\$34,893	l l	\$25,465		\$5,528		\$30,994	· ·	\$25,465		\$5,529		\$30,994	\$155,889
31 DEVELOPER MATCH POSITION TITLE																							
32 Service Coordinator 65,603	71%	\$42,028	71%	\$41,190	71%	\$41,190			62%	\$40,926	71%	\$41,190			62%	\$40,926	71%	\$41,190			62%	\$40,926	\$205,996
33 Service Coordinator 65,458	6%	\$4,134		\$4,972		\$4,972			8%	\$5,237	7%	\$4,972			8%	\$5,237	7%				8%	\$5,237	\$24,816
34	070	\$4,134	1 70	ψ4,012	770	94,312			070	90,201	7.70	ψ4,372			070	ψ3,237	1.70	94,012			0.70	90,201	ψ24,010
35																							
36																							
37																							
38 TOTALS	77%	\$46,16	2 78%	\$46,162	0.781	\$46,162			70%	\$46,163	0.781	\$46,162				\$46,163	0.781	\$46,162			70%	\$46,163	\$230,812
39											· ·												
40 EMPLOYEE FRINGE BENEFITS	35%	\$16,157	35%	\$16,157	35%	\$16,157				\$16,157	35%	\$16,157				\$16,157	35%	\$16,157				\$16,157	\$80,784
41																				·			
42 TOTAL DEVELOPER SALARIES & BENEFITS		\$62,319		\$62,319		\$62,319				\$62,319		\$62,319				\$62,319		\$62,319				\$62,319	\$311,596
43 TOTAL SALARIES & BENEFITS	109%	\$88,630	110%	\$95,016	1.102	\$87,784				\$97,213	1.102	\$87,784				\$93,313	1.102	\$87,784				\$93,313	\$467,484
44																							
45 HSA #2																							12/1/2021