



London Breed, Mayor

Trent Rhorer, Executive Director

MEMORANDUM

TO: AGING & ADULT SERVICES COMMISSION

THROUGH: SHIREEN MCSPADDEN, EXECUTIVE DIRECTOR

FROM: CINDY KAUFFMAN, DEPUTY DIRECTOR
 JOHN TSUTAKAWA, DIRECTOR OF CONTRACTS *JKT*

DATE: APRIL 3, 2019

SUBJECT: GRANT MODIFICATION: **SOUTHWEST COMMUNITY CORPORATION (NON-PROFIT) FOR PROVISION OF COMMUNITY SERVICE HEALTH AND FITNESS PROGRAMMING**

GRANT TERM:	<u>Current</u> 7/1/2018- 6/30/2020	<u>Modification</u> 2/1/2019- 6/30/2020	<u>Revised</u> 7/1/2018- 6/30/2020	<u>Contingency</u>	<u>Total</u> 7/1/2018- 6/30/2020
GRANT AMOUNT:	\$445,296	\$100,000	\$545,296	\$54,529	\$599,825
ANNUAL AMOUNT:	<u>FY 18/19</u> \$292,648	<u>FY 19/20</u> \$252,648			
FUNDING SOURCE	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
MODIFICATION FUNDING:	\$100,000			\$10,000	\$110,000
PERCENTAGE:	100%				100%

The Department of Aging & Adult Services (DAAS) requests authorization to modify the existing grant agreement with Southwest Community Corporation for the time period beginning February 1, 2019 and ending June 30, 2020, in the additional amount of \$100,000 plus a 10% contingency, for a new total amount not to exceed of \$599,825. The purpose of this grant modification is to support health and fitness programming for older adults and adults with disabilities at Southwest Community Corporation’s IT Bookman Community Center.

Background

The IT Bookman Community Center offers a wide array of activities and programming to enhance the overall well-being of the diverse population of older adults and adults with disabilities living in the Oceanview, Merced, and Ingleside area of San Francisco. Community

Service Centers play an important role in promoting socialization and maintaining independence among aging adults and adults living with disabilities. Encouraging physical fitness and wellness among older adults can increase an individual's ability to live safely and autonomously in the community. Activities are designed for whole body wellness, improving mental, physical and emotional health.

Modification

Senior fitness programming at IT Bookman was previously supported through the process of one time only funding in fiscal years 2016/17 and 2017/18. With the passage of Proposition V in November of 2016, the soda and sugary beverage tax, baseline funding has become available to support health and wellness activities at some local non-profits including fitness programming at IT Bookman.

Services to be Provided

The IT Bookman Community Center will design activities that are welcoming and enjoyable for older adults and adults with disabilities with various mobility capabilities. Activities will include brain health, dance, and fall prevention. With the establishment of ongoing funding for health and fitness, portions of funds are being used to develop the center's infrastructure for long-term health and fitness programming.

Grantee Performance

Grantee was found to be compliant with Citywide Fiscal and Compliance Monitoring standards for the fiscal year 2017-2018. Program Monitoring took place in November 2017 and Grantee was found to be compliant for the fiscal year 2017-2018.

Grantee Selection

Grantee was selected through RFP #785 issued in February 2018.

Funding

This grant modification is funded entirely through City and County funds.

Attachments

Appendix A1 - Scope of Services

Appendix B1 - Program Budget

APPENDIX A1 – SERVICES TO BE PROVIDED

SOUTHWEST COMMUNITY CORPORATION

COMMUNITY SERVICES

Effective July 1, 2018 to June 30, 2020

Modified: February 1, 2019

I. Purpose

The purpose of this grant is to maintain or improve the well-being of older adults and adults with disabilities through the provision of a variety of services and activities in site based Community Centers.

II. Definitions

Adult with a Disability	Person 18 years of age or older living with a disability
CA GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
CARBON	Contracts Administration, Reporting and Billing On Line System
City	City and County of San Francisco, a municipal corporation.
Controller	Controller of the City and County of San Francisco or designated agent.
DAAS	Department of Aging and Adult Services
Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: Activities of Daily Living (ADL), and Instrumental Activities of Daily Living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment.

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	Southwest Community Corporation
HSA	Human Services Agency of the City and County of San Francisco
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.
OCM	Office of Contract Management, Human Services Agency
Older Adult	Person who is 60 years or older
OOA	Office on the Aging
Purchaser	Director of Purchasing of the City and County of San Francisco, or designated agent.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9.</i>)

Unit of Service Defined as one hour of service.

Unduplicated
Consumer
(UDC) A unique consumer receiving services in Grantee’s Community Service program and reflected via enrollment in CA GetCare.

III. Target Population

Services must target those older adults and adults with disabilities (aged 18-59) 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
- Frail
- Lesbian, Gay, Bisexual, Transgender

IV. Eligibility for Community Services

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

V. Location and Time of Services

The details of the sites and operation hours are as attached in the Site Chart (Appendix F).

VI. Service Description

Community Services consist of activities/services that maintain or improve the quality of life of consumers. Activities and services focus on the physical, social, psychological, economic, educational, recreational, and/or creative needs of older persons and adults with disabilities. These activities and services are provided in the agency’s Community Center and in the community.

There are four categories of services:

1) Activity Scheduling – Units of Service are measured by the number of scheduled activity hours sponsored by the Community Centers. Activities may include educational presentations, workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups,

field trips, and any other group activity that brings people together for education or wellness purposes that help consumers maintain/enhance their level of functioning.

2) Translation – Units of Service are measured by the number of hours of translation assistance provided to consumers that cannot speak/read English. In addition, Translation may also include the use of American Sign Language, Braille, or Teleprompting. Translation services may include translation of forms, letters, applications, phone calls, etc. for an individual. It can also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements, presentations, etc.

3) Social Services – Units of Service are measured by the number of hours providing one-to-one assistance for individuals to enable them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.

4) Enhanced Outreach - While there is an expectation that Community Centers will do outreach within their existing Community Service budgets to reach their target populations, some agencies may decide to propose more formal outreach plans or a specific campaign to address access barriers in the community. Examples of this may include working with a community collaborative group, designing and implementing an outreach plan for an underserved area, problem-solving certain barriers to service, i.e., safety issues, transportation needs, etc. Enhanced Outreach efforts must receive prior review and approval from Office on the Aging staff before commencing. Units of Service are measured by the number of hours spent working on Enhanced Outreach.

Enhanced Outreach is being provided as part of this grant, details of Grantee's Enhanced Outreach are as follows:

Grantee will participate in the OMI Collaborative in order to help determine community need, discuss community issues, and raise awareness of Grantee's services. Grantee will do a direct mail campaign and post flyers in local businesses in order to raise awareness of Grantee's services. Grantee will also develop and deploy a "Road Show" outreach demonstration, which is an off-site re-creation of program services at locations throughout Grantee's service area.

VII. Contractor Responsibilities

Services should be provided according to OOA Community Services Standards, Program Memorandum #41.

Service offerings in the four categories of Community Services should be designed to:

- Provide quality services that attain a high satisfaction level from participants.
- Provide services that meet the needs of individual consumers.
- Provide physical activities that may improve the health of participants.
- Increase access to information and educational materials that help enable individual consumers to maximize independence while living in the community.

- Provide activities to increase socialization opportunities for individual consumers.

Grantee will administer an annual Consumer Satisfaction Survey, pre-approved by Office on the Aging staff, to consumers with a response rate of **at least 35%** of the annual unduplicated consumer service objective as specified in the Service Objectives section below.

VIII. Service Objectives

FY 2018-19:

- Grantee will serve **125** unduplicated consumers, older adults and adults with disabilities.
- Grantee will provide **1250** units of service of Activity Scheduling at a center or venues approved by the Office on the Aging.
- Grantee will provide **50** units of service of Translation.
- Grantee will provide **400** units of service of Social Services.
- Grantee will provide **75** units of service of Enhanced Outreach.

FY 2019 – 2020

- Grantee will serve **125** unduplicated consumers, older adults and adults with disabilities.
- Grantee will provide **1390** units of service of Activity Scheduling at a center or venues approved by the Office on the Aging.
- Grantee will provide **50** units of service of Translation.
- Grantee will provide **400** units of service of Social Services.
- Grantee will provide **75** units of service of Enhanced Outreach.

IX. Outcome Objectives

- At least 80% of participants surveyed will indicate that they receive the services and/or activities they need from the agency.
- At least 80% of participants surveyed who participate in physical activity programming will report positive impact on their health.

- At least 80% of participants surveyed who received Social Services or Translation assistance, or participated in an educational program, will report that this helped to improve their lives.
- At least 80% of participants surveyed will report that center activities increased their socialization opportunities and interaction with others.

X. Reporting and Other Requirements

Grantee will provide various reports during the term of the grant agreement:

- A. The Grantee will enter consumers' data into the CA GetCare - Community Services module.
- B. The Grantee will enter into the CA GetCare Service Unit section all the units of service by the 5th working day of the month for the preceding month.
- C. Monthly, quarterly, and annual reports must be entered into the Contracts Administration, Reporting, and Billing Online (CARBON) system as required by DAAS and Contracts Department staff.
- D. Grantee will submit response rates and aggregated data from Annual Consumer Satisfaction survey to Office on the Aging staff by March 15th of each grant year.
- E. Grantee shall submit Community Services Block Grant (CSBG) time study to HSA/DAAS for the months of February, May, August and November. The time study is due on the 10th day following the time study month.
- F. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31 each grant year. This report must be submitted to the CARBON system.
- G. Grantee shall develop and deliver ad hoc reports as requested by HSA/DAAS/OOA.
- H. Grantee shall develop and deliver an annual summary report of SOGI data collected in the year as required by state and local law. The due date for submitting the annual summary report is July 10th.
- I. Grantee will develop and maintain with OOA's approval, an updated Site Chart (using OOA's format) with details about the program.
- J. Grantee shall 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.
- K. Apart from reports requested to be sent via e-mail to the Program Analyst and/or

Contract Manager, all other reports and communications should be sent to the following addresses:

Linda Murley
Program Analyst
P.O. Box 7988
San Francisco, CA 94120
linda.murley@sfgov.org

or

David Kashani
Contract Manager
Human Services Agency
PO Box 7988
San Francisco, CA 94120
david.kashani@sfgov.org

XI. 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 including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence that program staff have completed the California Department of Aging (CDA) Security Awareness Training; review of program operation, which includes a review of a written policies and procedures manual of all OOA 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, not activities that are always available at the facility such as cards or pool, translation and social services are based on staff hours.
- 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.

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

A	B	C	D	E	F	G	H
1	2	3	4	5	6	7	8
Program: Community Service	Name	Term	Original	Revised	Modification	Revised	Total
Budget Reference Page No.(s)	7/1/18-6/30/19	2/1/19-6/30/19	7/1/18-6/30/19	7/1/19-6/30/20	7/1/19-6/30/20	7/1/19-6/30/20	Total
11	Expenditures						
12	Salaries & Benefits	\$142,591	\$5,130	\$147,721	\$19,440	\$162,031	\$309,752
13	Operating Expenses	\$71,799	\$24,670	\$96,469	\$25,000	\$62,838	\$159,307
14	Subtotal	\$214,390	\$29,800	\$244,190	\$44,440	\$224,869	\$469,059
15	Indirect Percentage (%)	13%	14%	13%	13%	12%	\$0
16	Indirect Cost (Line 16 X Line 15)	\$28,258	\$4,200	\$32,458	\$5,560	\$27,779	\$60,237
17	Capital Expenses	\$0	\$16,000	\$16,000	\$0	\$0	\$16,000
18	Total Expenditures	\$242,648	\$50,000	\$292,648	\$50,000	\$252,648	\$545,296
19	HSA Revenues						
20	CFDA 93.778	\$22,291		\$22,291		\$22,291	\$44,582
21	General Fund	\$180,357		\$180,357		\$180,357	\$360,714
22	OTO Funding	\$40,000		\$40,000		\$0	\$40,000
23	Prop V Funding		\$50,000	\$50,000	\$50,000	\$50,000	\$100,000
24	TOTAL HSA REVENUES	\$242,648	\$50,000	\$292,648	\$50,000	\$252,648	\$545,296
25	Other Revenues						
26	Total Revenues	\$242,648	\$50,000	\$292,648	\$50,000	\$252,648	\$545,296
27	Full Time Equivalent (FTE)					2.80	

Prepared by: _____ Telephone No.: _____ Date: 04/02/2018

HSA-CO Review Signature: _____

HSA #1 _____ 10/25/2016

Program: Community Service
(Same as Line 9 on HSA #1)

Capital Expenditure Detail

7/1/18-6/30/19 2/1/19-6/30/19 7/1/18-6/30/19 7/1/19-6/30/20 7/1/19-6/30/20 7/1/19-6/30/20 7/1/19-6/30/20

SUBCONTRACTORS	Original	Modification	Revised	Original	Modification	Revised	Original
							\$0
							\$0
							\$0
TOTAL SUBCONTRACTOR COST	\$0			\$0			\$0

EQUIPMENT	TERM	7/1/18-6/30/19	2/1/19-6/30/19	7/1/19-6/30/20	7/1/19-6/30/20	7/1/19-6/30/20
No.	ITEM/DESCRIPTION					
100	Chairs		\$8,000			\$8,000
16	Tables		\$8,000			\$8,000
						\$0
TOTAL	#VALUE!		\$16,000	\$0		\$16,000

REMODELING	Description:	7/1/18-6/30/19	2/1/19-6/30/19	7/1/19-6/30/20	7/1/19-6/30/20	7/1/19-6/30/20
						\$0
						\$0
						\$0
TOTAL REMODELING COST		\$0		\$0		\$0

TOTAL CAPITAL/SUBCONTRACTOR EXPENDITURE	\$0	\$16,000	\$0	\$0		\$16,000
--	-----	----------	-----	-----	--	----------