



London Breed, Mayor

Department of Human Services
 Department of Disability and Aging Services
 Office of Early Care and Education

Trent Rhorer, Executive Director

MEMORANDUM

TO: DISABILITY AND AGING SERVICES COMMISSION

THROUGH: SHIREEN McSPADDEN, EXECUTIVE DIRECTOR

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

DATE: DECEMBER 4, 2019

SUBJECT: GRANTS MODIFICATION: **BAYVIEW HUNTERS POINT
 MULTIPURPOSE SENIOR SERVICES FOR COMMUNITY
 SERVICES FOR SENIORS AND ADULTS WITH DISABILITIES**

GRANT TERM:	<u>Current</u>	<u>Modification</u>	<u>Revised</u>	<u>Contingency</u>	<u>Total</u>
	7/1/18- 6/30/20	7/1/19- 6/30/20			
TOTAL GRANT AMOUNT:	\$859,162	\$264,094	\$1,123,256	\$112,325	\$1,235,581
ANNUAL AMOUNT:	<u>FY 18/19</u>	<u>FY19/20</u>			
	\$456,432	\$666,824			
Funding Source MODIFICATION FUNDING: PERCENTAGE:	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
	\$264,094			\$26,409	\$290,503
	100%	0%	0%		

The Department of Disability and Aging Services requests authorization to modify the existing grant agreements with Bayview Hunters Point Multipurpose Senior Services (BHPMSS) for the provision of Community Services to older adults and adults with disabilities for the time period beginning December 1, 2019 and ending June 30, 2020 for an additional amount of \$264,094 for a new grant amount of \$1,123,256, plus a 10% contingency for a total not to exceed amount of \$1,235,581.

Grantee	FY18/19	Current FY19/20	Modification FY19/20	Revised FY19/20	Total FY18/20	10% Contingency	Total Not to Exceed
BHPMSS – Rosa Parks	\$225,360	\$203,668	\$131,975	\$335,643	\$561,003	\$56,100	\$617,103
BHPMSS – Western Addition	\$231,072	\$199,062	\$132,119	\$331,181	\$562,253	\$56,225	\$618,478
Total	\$456,432	\$402,730	\$264,094	\$666,824	\$1,123,256	\$112,325	\$1,235,581

Background

Through the annual City budgeting process, this funding includes one-time-only (OTO) funding in the amount of \$264,094 to support Community Services programs for older adults and adults with disabilities. Due to their one-time-only nature, these additional funds are only available for FY19/20.

Bayview Hunters Point Multipurpose Senior Services (BHPMSS) programs are located at three locations: Dr. Davis Community Center (Bayview), Rosa Parks Senior Center (Western Addition) and Western Addition Senior Center. All three sites provide Community Services.

Services to be Provided

This modification will provide funds to the two BHPMSS sites at Rosa Parks Senior Center and Western Addition Senior Center for support services integral to the efficiency, productivity, health and sanitation of the two Community Services programs. Rosa Parks Senior Center will add a front desk person, restore the janitorial service, and add a half time translator. Western Addition will add a front desk person, increase the janitorial service, and bring the program director to full time.

Performance

Bayview Hunters Point Multipurpose Senior Services was determined to be in compliance during the Fiscal and Compliance monitoring conducted on February 20, 2019. The grantee was determined to be in compliance with programmatic monitoring conducted on June 11, 2019

Selection

Grantees were selected through RFP #785 issued in February 2018.

Funding

Modification funding is provided through the Dignity Fund.

ATTACHMENTS

- Appendix A2-Services to be Provided - Rosa Parks
- Appendix B2- Program Budget - Rosa Parks
- Appendix A3-Services to be Provided - Western Addition
- Appendix B3- Program Budget - Western Addition

APPENDIX A2 – SERVICES TO BE PROVIDED

BAYVIEW HUNTER’S POINT MULTIPURPOSE SENIOR SERVICES

Rosa Parks Community Center

COMMUNITY SERVICES

Effective July 1, 2018 to June 30, 2020

Effective: December 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.
DAS	Department of Disability and Aging 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	Bayview Hunter’s Point Multipurpose Senior Services (BHPMSS)

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, used interchangeably with senior.
OCP	Office of Community Partnerships (formerly known as Office on the Aging/OOA),
Purchaser	Director of Purchasing of the City and County of San Francisco, or designated agent.
Senior	Person who is 60 years or older, used interchangeably with older adult,
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).
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 of Community Partnership 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 conducts regular "Road Shows" which are off-site demonstrations of services offered by Grantee. "Road Shows" target sites such as senior housing and other community spaces where Grantee would like to raise awareness of services offered.

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 of Community Partnership 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

On an annual basis, for BHPMSS Rosa Parks Community Center

- Grantee will serve **300** unduplicated consumers, older adults and adults with disabilities.
- Grantee will provide **1680** units of service of activity scheduling at a center or venues approved by the Office of Community Partnership.
- Grantee will provide **900** units of service of social services.
- Grantee will provide **160** 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 consumer 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 DAS and Contracts Department staff.
- D. Grantee will submit response rates and aggregated data from an annual consumer satisfaction survey to Office of Community Partnerships staff by March 15th of each grant year.
- E. Grantee shall submit Community Services Block Grant (CSBG) time study to HSA/DAS 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/DAS/OCP.
- 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 OCPs approval, an updated Site Chart (using OCPs 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:

Rick Appleby
 Program Analyst
 P.O. Box 7988
 San Francisco, CA 94120
rick.appleby@sfgov.org

or

Steve Kim
Contract Manager
Human Services Agency
PO Box 7988
San Francisco, CA 94120
steve.kim@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 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, 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

1	A	E	F	G	H	I
2	Appendix B2, Page 1					
3	HUMAN SERVICES AGENCY BUDGET SUMMARY					
4						
5	Name				Term	
6	Bayview Senior Services - Rosa Parks Senior Center				07/01/18-06/30/20	
7	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>					
8	If modification, Effective Date of Mod. 12/1/2019 No. of Mod. #1					
9	Program: Community Services					
10	Budget Reference Page No.(s)		Modification #1		Revised Total	
11	Program Term		Modification #1		Revised Total	
12	Expenditures					
13	Salaries & Benefits	\$183,459	\$161,377	\$108,194	\$269,570	\$453,029
14	Operating Expense	\$21,477	\$23,839	\$11,783	\$35,622	\$57,099
15	Subtotal	\$204,936	\$185,216	\$119,977	\$305,192	\$510,128
16	Indirect Percentage (10%)	10%	10%	10%	10%	10%
17	Indirect Cost (Line 16 X Line 15)	\$20,424	\$18,452	\$11,999	\$30,451	\$50,875
18	Capital Expenditure	\$0	\$0	\$0	\$0	\$0
19	Total Expenditures	\$225,360	\$203,668	\$131,975	\$335,643	\$561,003
20	HSA Revenues					
21	General Fund	\$175,985	\$175,985		\$175,985	\$351,970
22	CFDA 93.778	\$21,751	\$21,751		\$21,751	\$43,502
23	OTO FY18/19	\$27,624				\$27,624
24	OTO FY19/20			\$131,975	\$131,975	\$131,975
25	CODB		\$5,932		\$5,932	\$5,932
26						
27						
28						
29	TOTAL HSA REVENUES	\$225,360	\$203,668	\$131,975	\$335,643	\$561,003
30	Other Revenues					
31						
32						
33						
34						
35						
36	Total Revenues					
37	Full Time Equivalent (FTE)					
39	Prepared by:			Telephone No.:		
40	HSA-CO Review Signature: _____					
41	HSA #1					12/4/2019

APPENDIX A3 – SERVICES TO BE PROVIDED

BAYVIEW HUNTER'S POINT MULTIPURPOSE SENIOR SERVICES

Western Addition Community Center

COMMUNITY SERVICES

Effective July 1, 2018 to June 30, 2020

Effective: December 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.
DAS	Department of Disability and Aging 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	Bayview Hunter's Point Multipurpose Senior Services (BHPMSS)

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, used interchangeably with senior.
OCP	Office of Community Partnerships (formerly known as Office on the Aging/OCP),
Purchaser	Director of Purchasing of the City and County of San Francisco, or designated agent.
Senior	Person who is 60 years or older, used interchangeably with older adult,
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).
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 of Community Partnerships staff before commencing. Units of service are measured by the number of hours spent working on enhanced outreach.

Enhanced outreach is not being provided by the Western Addition Community Center as part of this grant. (Note: Other BHPMSSP sites are conducting enhanced outreach.)

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 of Community Partnerships 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.

VII. Service Objectives

On an annual basis, for the BHPMSS Western Addition site:

- Grantee will serve **550** unduplicated consumers, older adults and adults with disabilities.
- Grantee will provide **1800** units of service of activity scheduling at a center or venues approved by the Office of Community Partnership.
- Grantee will provide **300** units of service of translation.
- Grantee will provide **1040** units of service of social services.

VIII. 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 consumer 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 DAS and Contracts Department staff.
- D. Grantee will submit response rates and aggregated data from an annual consumer satisfaction survey to Office of Community Partnerships staff by March 15th of each grant year.
- E. Grantee shall submit Community Services Block Grant (CSBG) time study to HSA/DAS 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/DAS/OCP.
- 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 OCPs approval, an updated Site Chart (using OCPs 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:

Rick Appleby
Program Analyst
P.O. Box 7988
San Francisco, CA 94120
rick.appleby@sfgov.org

or

Steve Kim
Contract Manager
Human Services Agency
PO Box 7988
San Francisco, CA 94120
steve.kim@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 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, 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.

	A	E	F	G	H	I
1	Appendix B3, Page 1					
2						
3	HUMAN SERVICES AGENCY BUDGET SUMMARY					
4						
5	Name					Term
6	Bayview Senior Services - Western Addition Senior Center					07/01/18-06/30/20
7	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/> _XX_					
8	If modification, Effective Date of Mod. 12/1/2019 No. of Mod. #1					
9	Program: Community Services					
10	Budget Reference Page No.(s)			Modification #1	Revised	
11	Program Term	7/1/2018-6/30/2019	07/01/2019-06/30/2020	12/01/2019-06/30/2020	07/01/2019-06/30/2020	Total
12	Expenditures					
13	Salaries & Benefits	\$168,252	\$149,793	\$116,846	\$266,639	\$434,890
14	Operating Expense	\$29,137	\$31,222	\$3,262	\$34,484	\$63,621
15	Subtotal	\$197,389	\$181,015	\$120,108	\$301,123	\$498,511
16	Indirect Percentage (10%)	10%	10%	10%	10%	\$0
17	Indirect Cost (Line 16 X Line 15)	\$19,684	\$18,047	\$12,011	\$30,058	\$49,742
18	Capital Expenditure	\$14,000	\$0	\$0	\$0	\$14,000
19	Total Expenditures	\$231,072	\$199,062	\$132,119	\$331,181	\$562,253
20	HSA Revenues					
21	General Fund	\$172,005	\$172,005		\$172,005	\$344,010
22	CFDA 93.778	\$21,259	\$21,259		\$21,259	\$42,518
23	OTO FY18/19	\$37,808				\$37,808
24	OTO FY19/20			\$132,119	\$132,119	\$132,119
25	CODB		\$5,798		\$5,798	\$5,798
26						
27						
28						
29	TOTAL HSA REVENUES	\$231,072	\$199,062	\$132,000	\$331,181	\$562,253
30	Other Revenues					
31						
32						
33						
34						
35						
36	Total Revenues					
37	Full Time Equivalent (FTE)					
39	Prepared by:			Telephone No.:		
40	HSA-CO Review Signature: _____					
41	HSA #1					12/4/2019

	A	B	C	D	J	K	L	M	N	O	P	Q	R
1	Appendix B3, Page 3												
2													
3	Bayview Senior Services - Western Addition Senior Center												
4	Program Name: Community Services Western Addition Senior Center												
5													
6													
7	Operating Expense Detail												
8													
9													
10													
11	Expenditure Category	TERM	7/1/2018- 6/30/2019	7/1/2019- 6/30/2020	Modification #1 12/1/2019- 6/30/2020	Revised 7/1/2019- 6/30/2020	TOTAL 07/01/18- 06/30/20						
12	Rental of Property		\$ 7,200	\$ 7,200		\$ 7,200	\$ 14,400						
13	Utilities(Elec, Water, Gas, Phone, Garbage)		\$ 11,054	\$ 11,545	\$ 3,154	\$ 14,699	\$ 25,753						
14	Office Supplies, Postage		\$ 1,200	\$ 1,200		\$ 1,200	\$ 2,400						
15	Building Maintenance Supplies and Repair		\$ 1,800	\$ 1,800	\$ 108	\$ 1,908	\$ 3,708						
16	Printing and Reproduction												
17	Insurance		\$ 2,283	\$ 3,477		\$ 3,477	\$ 5,760						
18	Staff Training												
19	Staff Travel-(Local & Out of Town)												
20	Rental of Equipment		\$ 3,200	\$ 3,600		\$ 3,600	\$ 6,800						
21	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE												
22													
23													
24													
25													
26													
27	OTHER												
28	Program Supplies		\$ 2,400	\$ 2,400		\$ 2,400	\$ 4,800						
29													
30													
31													
32													
33													
34	TOTAL OPERATING EXPENSE		\$ 29,137	\$ 31,222	\$ 3,262	\$ 34,484	\$ 63,621						
35													
36	HSA #3											12/4/2019	

	A	B	C	D	E
1					
2					
3					
4		Bayview Senior Services - Western Addition Senior Center			
5		Program: Community Services			
6					
7		Program Expenditure Detail			
8					
9			07/01/2018-	7/1/2019-	07/01/2018-
10		SUBCONTRACTOR	06/30/2019	6/30/2020	06/30/2020
11		CHOIR	\$ 14,000		\$ 14,000
12					
13					
14					
15					
16					
17					
18					
19					
20		TOTAL SUBCONTRACTOR COST	\$ 14,000		\$ 14,000
21					
22		R E M O D E L I N G			
23		Description:			
24					
25					
26					
27					
28					
29		TOTAL REMODELING COST			
30					
31		TOTAL CAPITAL EXPENDITURE	\$ 14,000	\$ -	\$ 14,000
32		(Equipment and Remodeling Cost)			
33		HSA #4			12/4/2019