



**SAN FRANCISCO  
HUMAN SERVICES AGENCY**

Department of Benefits  
and Family Support

Department of Disability  
and Aging Services

Office of Early Care  
and Education

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[www.SFHSA.org](http://www.SFHSA.org)



**London Breed**  
Mayor

**Trent Rhorer**  
Executive Director

**MEMORANDUM**

**TO:** DISABILITY AND AGING SERVICES COMMISSION

**THROUGH:** KELLY DEARMAN, EXECUTIVE DIRECTOR

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

**DATE:** SEPTEMBER 7, 2022

**SUBJECT:** GRANT MODIFICATION: SELF-HELP FOR THE ELDERLY (NON-PROFIT) FOR THE PROVISION OF CALIFORNIA DEPARTMENT OF AGING SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM – EDUCATION (SNAP-ED)

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	<u>Current</u>	<u>Modification</u>	<u>Revised</u>	<u>Contingency</u>	<u>Total</u>
<b>GRANT TERM:</b>	10/01/21- 09/30/22	05/01/22- 09/30/22	10/01/21- 09/30/22		
<b>GRANT AMOUNT:</b>	\$124,337	\$73,502	\$197,839	\$19,784	\$217,623
<b>ANNUAL AMOUNT:</b>	FY 21/22				
	\$197,839				
<b>Funding Source</b>	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
<b>FUNDING:</b>			\$197,839	\$19,784	\$217,623
<b>PERCENTAGE:</b>			100%		100%

The Department of Disability and Aging Services (DAS) requests authorization to modify the existing grant agreement with Self-Help for the Elderly for the time period of May 1, 2022 through September 30, 2022, in the additional amount of \$73,502 plus a 10% contingency for a total amount not to exceed of \$217,623. The purpose of this grant is to provide Supplemental Nutrition Assistance Program-Education (SNAP-Ed) programming for older adults at SNAP-Ed eligible sites.

## **Background**

SNAP-Ed is a federally funded grant program that supports evidence-based nutrition education and obesity prevention interventions and projects through direct education, multi-level interventions, and community and public health approaches to improve nutrition. The SNAP-Ed programming provided through this grant will promote the consumption of fruits, vegetables, whole grains, less sweetened beverages and encourage physical activity.

## **Services to be Provided**

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

- **Tai Chi for Arthritis and Fall Prevention Program:** The Tai Chi for Arthritis and Fall Prevention (TCAFP) program is an evidence-based disease prevention and health promotion program that utilizes a Tai Chi practice to focus on physical fitness and fall prevention. It is provided virtually and in-person.
- **Walk with Ease (WWE) Program:** This is an evidence-based walking program developed by the Arthritis Foundation. It provides education on successful physical activity for people with arthritis, promotes arthritis self-management, and teaches participants how to walk safely and comfortably. Self-Help for the Elderly will also recruit and provide training to certify six WWE leaders who will implement virtual and in-person classes at various community-based organizations in San Francisco who serve a SNAP-Ed eligible population.
- **Bingocize:** This is a ten (10) week evidenced based program designed to increase physical activity and reduce sedentary behavior. Specifically, Bingocize can increase older adults' functional fitness, knowledge of falls prevention, and social engagement in a variety of settings, including community centers and congregate meal sites. It combines the game of bingo with exercise and/or health education to promote physical activity and reduce sedentary behavior. Self-Help for the Elderly will recruit and provide training to certify six Bingocize leaders who will implement virtual and in-person classes with community based organizations in San Francisco who serve a SNAP-Ed eligible population.
- **Nutrition Education:** Self Help for the Elderly will distribute funding to designated DAS OCP nutrition partners for the purchase of materials and

supplies designed to promote healthy eating and encourage physical activities at SNAP-Ed eligible sites.

**Modification**

The increased funding of \$73,502 will support additional SNAP-Ed programming at 13 sites and nutrition education at eight new sites. The funding will also support more staffing to assist with the administration and expansion of the program.

**Selection**

Grantee was selected through RFP #785 issued in February 1, 2018.

**Funding**

Funding for this grant is provided by Federal Funds.

**ATTACHMENTS**

Appendix A1, Scope of Services

Appendix B1, Budget

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

**Self-Help for the Elderly**

**Community Services:  
Supplemental Nutrition Assistance Program-Education Program (SNAP-Ed)**

**October 1, 2021 to September 30, 2022**

**Modification: September 7, 2022**

**I. Purpose**

The purpose of this grant is to provide Supplemental Nutrition Assistance Program-Education (SNAP-Ed) programming for older adults at SNAP-Ed eligible sites. SNAP-Ed is a federally funded grant program that supports evidence-based nutrition education and obesity prevention interventions and projects through direct education, multi-level interventions, and community and public health approaches to improve nutrition. The SNAP-Ed programming provided through this grant will promote the consumption of fruits, vegetables, whole grains, less sweetened beverages and encourage an increase in physical activity.

**II. Definitions**

Bingocize	An evidence-based program that combines the game of bingo with exercise and/or health education to promote physical activity and reduce sedentary behavior. <a href="https://snaped.fns.usda.gov/library/materials/bingocizer-0">https://snaped.fns.usda.gov/library/materials/bingocizer-0</a>
CARBON	Human Service Agency's Contracts Administration Reporting and Billing On-line (CARBON) 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	San Francisco Department of Disability and Aging Services
Data Card	SNAP-Ed programs are required to collect the following information on each participant at each direct education event: Age, Gender, Race/ethnicity <a href="http://www.cdss.ca.gov/inforesources/CalFresh/Supplemental-Nutrition-Assistance-Program-Education/PEARS-User-Resources-and-Reference">http://www.cdss.ca.gov/inforesources/CalFresh/Supplemental-Nutrition-Assistance-Program-Education/PEARS-User-Resources-and-Reference</a>
Eligible SNAP-Ed site	Community site providing services to older adults and at least 50 percent (50%) of the participants self-identify as low income
Grantee	Self Help for the Elderly
Low-Income	Having income at or below 185% of the federal poverty line defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services.

	This is only to be used by consumers to self-identify their income status, not to be used as a means test to qualify for the program.
OCP	Office of Community Partnerships
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	Person who is 60 years or older.
PEARS (Program Evaluation And Reporting System)	An online system for data collection, evaluation, and reporting of evidence-based Extension and SNAP education programs and interventions. <a href="https://pears.oeie.org/">https://pears.oeie.org/</a>
Rapid Assessment of Physical Activity (RAPA)	A 9-item questionnaire developed by University of Washington Health Promotion Research Center, designed to assess the level of physical activity of older adults. <a href="https://depts.washington.edu/hprc/resources/products-tools/rapa/">https://depts.washington.edu/hprc/resources/products-tools/rapa/</a>
SF-HSA	Human Services Agency of the City and County of San Francisco.
SNAP-Ed Plan Guidance	A document published by the USDA that provides instructions for developing and submitting SNAP-Ed plans. It describes Food and Nutrition Service (FNS) expectations regarding State SNAP-Ed requirements and includes examples of SNAP-Ed programming activities. <a href="https://snaped.fns.usda.gov/program-administration/guidance-and-templates">https://snaped.fns.usda.gov/program-administration/guidance-and-templates</a>
TCAFP (Tai Chi for Arthritis and Fall Prevention)	An evidence-based physical fitness and fall prevention program. <a href="http://taichiforhealthinstitute.org/programs/tai-chi-for-arthritis/">http://taichiforhealthinstitute.org/programs/tai-chi-for-arthritis/</a> .
USDA	U.S. Department of Agriculture.
Wiser Dining Initiative	An initiative aimed at providing DAS's community nutrition partners with the knowledge and resources focused on increasing their program participants' access to healthy food, beverage, and physical activities.
WWE(Walk with Ease)	An evidence-based walking program developed by the Arthritis Foundation, designed to promote education about successful physical activity for people with arthritis, arthritis self-management and walking safely and comfortably. <a href="https://www.arthritis.org/living-with-arthritis/tools-resources/walk-with-ease/about.php">https://www.arthritis.org/living-with-arthritis/tools-resources/walk-with-ease/about.php</a>

### III. Target Population

The target population is low income older adults living in the City and County of San Francisco.

### IV. Eligibility for Services

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

### V. Description of Services

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

- A. Grantee will implement SNAP-Ed programming in accordance with SNAP-Ed program requirements and as described in this Appendix A1.
- B. Grantee will establish SNAP-Ed policies and procedures with OCP's approval to meet the SNAP-Ed program standards set forth by California Department of Aging and SNAP-Ed Plan Guidance, including but not limited to data card collection, PEARS data submission, consumer grievance and staff training requirements, including annual Civil Rights training.
- C. Grantee will coordinate and implement the following evidence based physical activity programs at SNAP-Ed eligible sites: Walk with Ease (WWE), Bingocize, and Tai Chi for Arthritis and Fall Prevention (TCAFP).
- D. Grantee will establish and maintain the following signed agreements to implement and support SNAP-Ed programming:
  - i. Subcontract performance agreement with a qualified consultant to implement and administer the Wiser Dining Initiative
  - ii. Subcontract performance agreement with DAS-OCP approved community based organizations to implement and administer SNAP-Ed programming at SNAP Ed eligible sites
  - iii. Memorandum of understanding with community based organizations to offer evidence based physical activity programs at SNAP-Ed eligible sites.
  - iv. Memorandum of understanding with certified trainers to offer evidence based physical activity programs at SNAP-Ed eligible sites.
- E. Grantee will maintain required documentation to verify eligible SNAP-Ed sites. The grantee will develop and maintain a site chart using an approved OCP format with details about the program.
- F. Grantee will develop, maintain and publish a monthly calendar of the evidence based physical activity classes available at SNAP-Ed eligible sites.
- G. Grantee will coordinate and offer online training of WWE and Bingocize programs to volunteers/staff of community partners.
- H. Grantee will maintain a current list of certified trainers and coordinate evidence based physical activity programing with community partners.
- I. Grantee will conduct outreach to promote the evidence based physical activity programs supported through this grant agreement to a diverse target population. Outreach strategies will leverage online media as well as neighborhood-based outreach, which may include activities such as disseminating materials at community meetings, other group settings or special events/fairs and newsletter announcements. Publicity shall include outreach to public and private health clinics/hospitals and adult day centers in the community.
- J. Grantee will administer a pre- and post- RAPA questionnaire to at least 25% of the older adults participating in the evidence based physical activity programs at SNAP-Ed eligible sites. Grantee will report the pre and post RAPA results in PEARS.
- K. Grantee will collect data as required for SNAP-Ed, review data for accuracy and enter the information to PEARS. Grantee shall have written procedures and a reliable email system to assure that all submitted SNAP-Ed data is timely, complete, accurate, and verifiable.

- L. Grantee and its subcontractor(s) will attend SNAP-Ed training/webinars, including data collection, program evaluation, and other meeting required by OCP, in order to perform and meet the standards in this contract.
- M. Grantee will administer an annual consumer satisfaction survey to consumers who participate in TCAFP, WWE and Bingocize programs.

**VI. Service Objectives**

- A. Collaborate with community-based organizations to offer evidence based physical activity programs at a minimum of **twelve (12)** SNAP Ed eligible sites.
- B. Collaborate with at least **eight (8)** DAS-OCP approved nutrition program partners to implement and administer SNAP-Ed programming at SNAP Ed eligible sites.
- C. Provide evidence-based physical activity classes using Bingocize or WWE curriculums to at least **120 consumers at six (6) SNAP-Ed eligible sites** approved by DAS-OCP.
- D. Train and certify **twelve (12) individuals** in at least one of the evidence based physical activity programs (i.e. TCAFP, WWE and Bingocize).

**VII. Outcome Objectives**

- A. Consumers rate the quality of services they received as excellent or good. Target: 85%
- B. Consumers report that the program helped improve their balance, mobility or strength: Target 85%
- C. Consumers report that the program helped them increase their daily physical activity Target 65%

Based on a consumer survey and a sample size of at least forty percent (40%) of the unduplicated consumers who participated in at least one of the evidence based physical activity programs.

**VIII. Reporting and Other Requirements**

- A. Grantee will collect required data for SNAP-Ed programming, review data for accuracy and enter the information to PEARS by September 30, 2022.
- B. Grantee shall email the SNAP-Ed quarterly data reports to OCP Nutritionist for review according to the schedule below. Grantee shall verify and correct all errors identified in the report.

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

- C. Grantee will email the OCP Nutritionist 1 a year-end SNAP-Ed data report **by September 30, 2022**. The annual report shall include narrative summarizing activities provided during the fiscal year.

- D. Grantee program staff and its subcontractor(s) will complete the California Department of Aging (CDA) Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of this training and have an information security policy consistent with DAS OCP policy memorandum.
- E. Grantee and its subcontractor(s) shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
- F. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
- G. Grantee will assure that services delivered are consistent with professional standards for this service.
- H. Grantee will seek approve from DAS OCP for equipment/property purchases through this grant. The threshold for equipment/property is \$5,000 per unit cost. . All computing devices, regardless of cost (including, but not limited to: workstations, servers, laptops, personal digital assistants, notebook computers, tablets, smartphones, and cellphones), and all portable electronic storage media regardless of cost (including, but not limited to: thumb/flash drives and portable hard drives) must be approved by DAS OCP. The grantee will maintain an inventory report and submit the inventory report to HSA-DAS with the closeout report.. . The grantee will comply with DAS OCP and CDA’s property management standard, notify and consult with DAS in the disposing of property purchased through this grant.
- I. Grantee will assure that services delivered are consistent with professional standards for this service.
- J. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
- K. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies “Focal Points” which are designed to help older adults connect to services throughout the City. These Focal Points are:

Name	Address	Phone
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-647-5353
OMI Senior Center	65 Beverly St, San Francisco, 94132	415-334-5558
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415.404.2938
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Downtown SF Senior Center	481 O’Farrell St, San Francisco, 94102	415-202-2982
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
South Sunset Activity Center	2601 40th Ave, San Francisco, 94116	415-566-2845
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990
Appendix A1-Community Services Independent Living Resource Center SNAP-ED San Francisco FY 21-22 Rev. 8/29/2022	825 Howard Street, San Francisco, 94103	415 543-6222
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700



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

Leah Walton  
OCP Nutritionist  
1650 Mission St., 5<sup>th</sup> Floor  
San Francisco, CA 94103  
Email: Leah.Walton@sfgov.org

and

Tahir Shaikh  
Contracts Manager  
PO Box 7988  
San Francisco, CA 94120  
Email: Tahir.Shaik@sfgov.org

**IX. Monitoring Activities**

- A. Program Monitoring: Program monitoring will include review of site eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including service unit reports in the state's online database, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; program operation, which includes a review of a written policies and procedures manual of all OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; and whether services are provided appropriately according to Sections IV and V.
- 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, HIPAA compliance, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	E
1	Appendix B1			Page 1
2				Date: 8/8/2022
3	<b>HUMAN SERVICES AGENCY BUDGET SUMMARY</b>			
4	<b>BY PROGRAM</b>			
5	Name			10/01/21-09/30/2022
6	SELF-HELP FOR THE ELDERLY			
7	(Check One) New <input type="checkbox"/> Renewal ____ Modification __x__			
8	If modification, Effective Date of Mod.		No. of Mod.	
9	Program: SNAP-ED (TAI-CHI)			
10	Budget Reference Page No.(s)			Total
11	Program Term	10/01/21-9/30/22	9/1/22-9/30/22	10/01/2021-9/30/2022
12	<b>Expenditures</b>			
13	Salaries & Benefits	\$73,174	\$26,415	\$99,589
14	Operating Expense	\$40,428	\$42,107	\$82,535
15	<b>Subtotal</b>	<b>\$113,602</b>	<b>\$68,522</b>	<b>\$182,124</b>
16	Indirect Percentage (%)	9%	7%	9%
17	Indirect Cost (Line 16 X Line 15)	\$10,735	\$4,980	\$15,715
18	Capital Expenditure	\$0	\$0	\$0
19	Total Expenditures	\$124,337	\$73,502	\$197,839
20	<b>HSA Revenues</b>			
21	SNAP-ED-Federal Fund (CFDA 10.561)	\$124,337	\$73,502	\$197,839
22				
23				
24				
25				
26				
27				
28				
29	TOTAL HSA REVENUES	\$124,337	\$73,502	\$197,839
30	<b>Other Revenues</b>			
31				
32				
33				
34				
35				
36	Total Revenues	\$124,337	\$73,502	\$197,839
37	Full Time Equivalent (FTE)			
39	Prepared by: Leny Nair	Telephone No.:	Date 8/8/2022	
40	HSA-CO Review Signature: _____			
41	<b>HSA #1</b>			<b>11/15/2007</b>



	A	B	C	D	E	F	G	H	K
1							Appendix B1	Page 3	
2								Date: 8/8/22	
3									
4	Program Name: SNAP-ED								
5	(Same as Line 9 on HSA #1)								
6									
7	<b>Operating Expense Detail</b>								
8									
9									
10									
11									
12	<u>Expenditure Category</u>			TERM	<u>10/01/21-9/30/22</u>		<u>9/1/22-9/30/22</u>		Total <u>10/01/2021-9/30/2022</u>
13	Rental of Property								
14	Utilities(Elec, Water, Gas, Phone, Scavenger)								
15	Office Supplies, Postage				\$400				\$400
16	Building Maintenance Supplies and Repair								
17	Printing and Reproduction				\$600				\$600
18	Insurance				\$1,209		\$200		\$1,409
19	Staff Training								
20	Staff Travel-(Local & Out of Town)				\$1,656		(\$1,555)		\$101
21	Rental of Equipment								
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE								
23	Stipend volunteer Instructors & annual Cert Fee				\$4,500				\$4,500
24	SNAP-ED programming-policy, system, and environmental(PSE)				\$23,504		\$4,688		\$28,191
25	Walk with Ease Leader Training Fee				\$534				\$534
26	Bingocize Leader Training cost				\$900				\$900
27	Leah's Pantry				\$6,250		\$18,720		\$24,970
28	OTHER								
29	Program Materials for WWE & Bingcize classes				\$875				\$875
30									
31	Veterans & BIPOC Community Support						\$20,055		\$20,055
32									
33									
34									
35	TOTAL OPERATING EXPENSE				\$40,428		\$42,107		\$82,535
36									
37	<b>HSA #3</b>								<b>11/15/2007</b>