



**SAN FRANCISCO
HUMAN SERVICES AGENCY**

Department of Benefits
and Family Support

Department of Disability
and Aging Services

Office of Early Care
and Education

P.O. Box 7988
San Francisco, CA
94120-7988
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: WEDNESDAY, APRIL 6, 2022

SUBJECT: GRANT MODIFICATION: CATHOLIC CHARITIES
(NON-PROFIT) FOR PROVISION OF COMMUNITY
SERVICES

DS
EB

	<u>Current</u>	<u>Modification</u>	<u>Revised</u>	<u>Contingency</u>	<u>Total</u>
GRANT TERM:	01/01/21- 06/30/23	04/01/21- 6/30/23	01/01/21- 06/30/23		
GRANT AMOUNT:	\$1,533,623	\$147,740	\$1,681,363	\$168,136	\$1,849,499
ANNUAL AMOUNT:	<u>FY 21</u>	<u>FY 21/22</u>	<u>FY 22/23</u>		
	\$450,351	\$603,415	\$627,597		
Funding Source	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
MODIFICATION FUNDING:	\$1,479,599		\$201,764	\$168,136	\$1,849,499
PERCENTAGE:	88%		12%		100%

The Department of Disability and Aging Services (DAS) requests authorization to modify the existing grant with Catholic Charities for the period of April 1, 2021 through June 30, 2023, in the additional amount of \$147,740 plus a 10% contingency for a revised total amount not to exceed \$1,849,499. The purpose of this modification is to include the Breaking Bread program for the Community Services program.



**SAN FRANCISCO
HUMAN SERVICES AGENCY**

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

Background

DAS funded Community Services programs can be most easily identified as the network of Community Centers located throughout the City of San Francisco. These Community Centers are home to the rich history of San Francisco and have been built and nurtured over the years with direct input, insight, and support from the people and neighborhoods they serve.

These Community Centers are more than just a meeting place for older adults and adults with disabilities. Program and activity offerings at DAS funded Community Centers are designed to engage with the community around them while enhancing the cultural, educational, mental, and physical well-being of participants. Community Centers are also the entry point for many older adults and adults with disabilities in need of information and support services, thus translation and social services are made available on site. Additional DAS funded services, including nutrition, health promotion, and digital literacy programs are often co-located at DAS funded Community Centers.

Services to be Provided

Grantees will operate a Community Center space designed to engage with the surrounding community and be welcoming and accessible for older adults and adults with disabilities. Each grantee will offer a variety of activities, social services, translation assistance, and outreach that are designed to maintain or improve the quality of life of program participants.

Catholic Charities Breaking Bread with Hope Meal Program is designed to give people with disabilities an opportunity for a congregate meal, referrals and connection to services & support, and an opportunity to socialize and help break the isolation barrier. Volunteers escort participants into the building from their transportation, assist in room set-up, meal preparation, serving lunch, socializing with participants and room clean-up.

The founders of this program approached Catholic Charities with a view to reinvigorate the group and grow the attendance. Catholic Charities Aging Division has provided the oversight and much needed structure to their organization, specifically around volunteer management and client registration. Overall Catholic Charities has become an integral part of this group. The Aging Division currently has one staff person who oversees the monthly event and coordinates the volunteers and participants attending. There is also two other staff trained who assist at some events as well and a core group of volunteers who assist each month. Catholic



**SAN FRANCISCO
HUMAN SERVICES AGENCY**

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

Charities has decided to move this program forward using the interfaith council and religious communities, reaching out to people with disabilities who have become isolated and re-connect them to community and services to enhance their lives and break the isolation barrier that can be so devastating to seniors' mental health.

Modification

The purpose of this modification is to provide funding for the agency to conduct meal service, lunch, referrals and connection to services & support. With the additional funding the grantee will serve 75 unduplicated consumers, older adults and adults with disabilities. Grantee will enlist 50 volunteers. Grantee will provide 12 units of congregate meal service.

Selection

Grantee was selected through Request for Proposals (RFP) 785 which was competitively bid in February 2018.

Funding

Funding for this contract is provided through a combination of Federal and Dignity Funds.

ATTACHMENTS

Appendix A-1, Scope of Services
Appendix B-1, Budget

APPENDIX A-1 – SERVICES TO BE PROVIDED

CATHOLIC CHARITIES

COMMUNITY SERVICES

Effective January 1, 2021 to June 30, 2023

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 through 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.
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	Catholic Charities

HSA	Human Services Agency of the City and County of San Francisco
LGBTQ+	An acronym/term used to refer to persons who self-identify as non - heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
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.
Older Adult	Person who is 60 years or older, used interchangeably with “senior”
OCP	Office of Community Partnerships (Previously Office on the Aging/OOA)
Senior	Person who is 60 years or older, used interchangeably with “older adult”
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 participant 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
- Member of the LGBTQ+ community

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 participants. Activities and services focus on the physical, social, psychological, economic, educational, recreational, and/or creative needs of older persons and adults with disabilities. Activities and services may be provided in the Grantee's Community Center, in the community, via telephone, virtually over the internet, and through other effective means of communication and connection.

There are six 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, provides opportunities for connection with other participants, and that help participants maintain or 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 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 the Office of Community Partnerships staff before commencing. Units of service are measured by the number of hours spent working on enhanced outreach.

Enhanced outreach efforts under this specific grant are summarized as follows:

Grantee will operate “Catholic Charities van service” to provide transportation services to/from their service site and community programming to those individuals who are not able to use public transportation, or if transportation is not readily available due to the geographic limitations of the community.

- 5) Adult Day Program and Alzheimer’s Day Care Resource Center (ADP/ADCRC) – From January 1 through June 30, 2021, Grantee will provide non-medical day program services through an Adult Day Program currently licensed by the California Department of Social Services/Community Care Licensing. Services will be provided to functionally impaired adults and those with Alzheimer’s disease or other dementia related disorders. Grantee will ensure services are provided by trained, competent staff. Services will include an individual plan of care in a structured comprehensive program that will provide a variety of social, psychological, and related support services. Services offered will typically include socialization and recreational activities, health monitoring, meals and snacks, assistance with ADL (Activities of Daily Living) and supportive counseling. Education on resources and respite are also provided to the participant families and caregivers. Additionally, Grantee will enlist volunteers to help with the provision of services. Due to social distancing guidelines and health orders related to COVID-19, most services are to be conducted virtually or telephonically. Units of service are measured by the number of hours spent to provide adult day program and ADCRC services.
- 6) Breaking Bread Breaking Bread with Hope Meal Program – As part of the Community Services program grantee will provide a congregate meal service, lunch, referrals and connection to services & support, and an opportunity to socialize and help break the isolation barrier. Catholic Charities Aging Division will provide the oversight, specifically around volunteer management and client registration. Additionally, Grantee will enlist volunteers to help with the provision of services. Due to social distancing guidelines and health orders related to COVID-19, most services are to be conducted virtually or telephonically. Units of service are measured by the number of hours spent to

provide the congregate meal.

VII. Contractor Responsibilities

Services should be provided according to Office of Community Partnerships / Office on the Aging 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 participants.
- 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 participant survey, pre-approved by the 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.

***Grantee shall continue to follow guidance in or instructions from health care providers, the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments relating to COVID-19. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. These requirements shall be followed with the intent to maximize the health and safety of Grantee staff and clients receiving services.

VIII. Service Objectives

For the period January 1, 2021 – June 30, 2021:

- Grantee will serve **225** unduplicated consumers, older adults and adults with disabilities.
- Grantee will provide **1000** units of service of activity scheduling at a center or venues approved by the Office of Community Partnerships.
- Grantee will provide **350** units of service of translation.
- Grantee will provide **325** units of service of social services.

- Grantee will provide **425** units of service of enhanced outreach.

On an annual basis:

- Grantee will serve **450** unduplicated consumers, older adults and adults with disabilities.
- Grantee will provide **2000** units of service of activity scheduling at a center or venues approved by the Office of Community Partnerships.
- Grantee will provide **700** units of service of translation.
- Grantee will provide **650** units of service of social services.
- Grantee will provide **850** units of service of enhanced outreach.

For Adult Day Program and ADCRC services provided from January 1 through June 30, 2021:

- Grantee will serve **25** unduplicated Adult Day Program consumers.
- Grantee will service **10** unduplicated ADCRC consumers.
- Grantee will provide **9,250** Adult Day Program hours to consumers.
- Grantee will provide **3,000** ADCRC hours to consumers.
- Grantee will coordinate at least **6** meetings for the Adult Day Services Collaboration.
- Grantee will provide **150** caregiver support contacts.
- Grantee will provide **9** education sessions.
- Grantee will enlist **18** volunteers.
- Grantee will provide **325** volunteer hours.

For Breaking Bread Congregate Meal Program, during January 1, 2021 – June 30, 2023:

- Grantee will serve **75** unduplicated consumers, older adults and adults with disabilities.
- Grantee will enlist **50** volunteers.

- Grantee will provide **12** units of congregate meal service.

IX. Outcome Objectives (Community Services activities and Breaking Bread Meal Program)

- 80% of participants surveyed will receive the services and/or activities they need from the agency.
- 80% of participants surveyed who participate in physical activity programming will report positive impact on their health.
- 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.
- 80% of participants surveyed will increase their socialization opportunities and interaction with others.

For Adult Day Program and ADCRC services provided from January 1 through June 30, 2021:

- At least 85% of survey respondents will indicate that the Adult Day Program has helped the participants remain safely in their current living/housing situation.
- At least 70% of participants enrolled in the Adult Day Program will avoid institutionalization as evidenced by participating in the program for at least 6 months from their date of enrollment.
- At least 85% of caregivers who participate in trainings will indicate that they are more aware of Alzheimer's and dementia related resources.
- At least 85% of caregivers surveyed report feeling less exhausted and isolated by the chronic stress of caregiving, and better able to attend to their own personal needs.

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 DAS and Contracts Department staff.

- D. Grantee will submit response rates and aggregated data from the annual participant survey to OCP 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 31st of 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 a bi-annual summary report of SOGI data collected as requested by DAS/HSA. The due dates for submitting the summary reports are January 10 (for July 1 – December 31 data) and July 10 (for January 1 – June 30 data).
- I. Grantee will develop and maintain with OCP’s approval, an updated Site Chart (using OCP’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:

Tiyana Coleman
Program Analyst
P.O. Box 7988
San Francisco, CA 94120
Tiyana.Coleman@sfgov.org

Patrick Garcia
Contract Manager
PO Box 7988
San Francisco, CA 94120
Patrick.Garcia@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
BY PROGRAM**

Name Catholic Charities								Term 1/1/21 - 6/30/23
(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>								
If modification, Effective Date of Mod. 4/1/21 No. of Mod. 1								
Program: Community Services								
Budget Reference Page No.(s)								
			(Modification)			(Modification)		(Total)
Program Term	1/1/21 - 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	1/1/21 - 6/30/23
Expenditures								
Salaries & Benefits	\$291,824	\$390,786	(\$13,529)	\$377,257	\$402,067	(\$1,876)	\$400,191	\$1,069,272
Operating Expenses	\$99,785	\$81,861	\$65,590	\$147,451	\$67,261	\$78,284	\$145,545	\$392,781
Subtotal	\$391,609	\$472,647	\$52,061	\$524,708	\$469,328	\$76,408	\$545,736	\$1,462,053
Indirect Percentage (%)	15%	15%		15%	15%		15%	15%
Indirect Cost	\$58,742	\$70,898	\$7,809	\$78,707	\$70,399	\$11,462	\$81,861	\$219,310
Subcontractor/Capital Expenditure								
Total Expenditures	\$450,351	\$543,545	\$59,870	\$603,415	\$539,727	\$87,870	\$627,597	\$1,681,363
HSA Revenues								
General Fund (GF)	\$359,556	\$474,960		\$474,960	\$474,960		\$474,960	\$1,309,476
Federal Funds (CFDA 93.778)	\$49,030	\$64,767		\$64,767	\$64,767		\$64,767	\$178,564
CODB (CS)	\$16,192		\$32,870	\$32,870		\$32,870	\$32,870	\$81,932
Breaking Bread (Multi OTO)	\$13,500		\$27,000	\$27,000		\$55,000	\$55,000	\$95,500
MCO (CS)	\$2,042	\$3,818		\$3,818				\$5,860
CODB (ADP)	\$5,197							\$5,197
CODB (ADCRC)	\$3,127							\$3,127
MCO (ADCRC)	\$1,707							\$1,707
Total HSA Revenue	\$450,351	\$543,545	\$59,870	\$603,415	\$539,727	\$87,870	\$627,597	\$1,681,363
Other Revenues								
Foundation / Grants	\$60,000	\$60,000		\$60,000	\$60,000		\$60,000	\$180,000
Program Income / Fees	\$8,000	\$22,790		\$22,790	\$22,790		\$22,790	\$53,580
TOTAL DAS AND NON DAS REVENUE	\$458,351	\$566,335	\$59,870	\$626,205	\$562,517	\$87,870	\$650,387	\$1,734,943
Full Time Equivalent (FTE)								
Prepared by: Patty Clement / Delilah Perez								
HSA-CO Review Signature: _____								
HSA #1								

Catholic Charities
Program: Community Services

Salaries & Benefits Detail

Position	Agency Totals				HSA Program				DAS salary				Agency Totals				HSA Program				DAS salary						
	Annual Full Time Salary for FTE		Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Annual Full Time Salary for FTE		Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Annual Full Time Salary for FTE		Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Annual Full Time Salary for FTE		Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Annual Full Time Salary for FTE		Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE		
	7/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22		
Division Director	\$134,985		1.00	35%	0.35	\$23,623	\$147,378	1.00	21%	0.21	\$45,895	(\$14,946)	\$30,949	\$147,378	1.00	21%	0.21	\$44,545	(\$13,596)	\$30,949	\$85,521						\$85,521
Program Manager	\$76,343		1.00	31%	0.31	\$11,897	\$86,409	1.00	10%	0.10	\$13,919	(\$5,278)	\$8,641	\$86,409	1.00	10%	0.10	\$10,688	(\$2,047)	\$8,641	\$29,179						\$29,179
Activities Coordinator	\$49,658		1.00	100%	1.00	\$24,829	\$52,312	1.00	100%	1.00	\$49,658	\$2,654	\$52,312	\$52,312	1.00	100%	1.00	\$49,658	\$2,654	\$52,312	\$129,453						\$129,453
Prog Asst #1	\$39,292		0.95	81%	0.77	\$15,164	\$41,713	0.80	100%	0.80	\$37,327	(\$3,957)	\$33,370	\$41,713	0.80	100%	0.80	\$37,327	(\$3,957)	\$33,370	\$81,904						\$81,904
Program Director - OMI	\$74,088		1.00	100%	1.00	\$37,319	\$75,759	1.00	100%	1.00	\$74,088	\$1,671	\$75,759	\$75,759	1.00	100%	1.00	\$74,088	\$1,671	\$75,759	\$188,837						\$188,837
Prog Asst #2 CE	\$39,292		0.90	72%	0.65	\$12,731	\$39,292	0.90	89%	0.80	\$31,461		\$31,461	\$39,292	0.90	100%	0.90	\$25,461	\$9,902	\$35,363	\$79,555						\$79,555
Prog Asst - Art Teacher	\$76,150		0.22	88%	0.19	\$7,377	\$76,150	0.22	100%	0.22	\$16,753		\$16,753	\$76,150	0.22	100%	0.22	\$16,753		\$16,753	\$40,883						\$40,883
Food Serv Coor	\$37,336		0.95	93%	0.89	\$16,535	\$39,894	0.95	22%	0.21	\$7,735	\$530	\$8,265	\$39,894	1.00	13%	0.13	\$17,735	(\$12,748)	\$4,987	\$29,787						\$29,787
Project Coordinator	\$48,875		1.00	31%	0.31	\$7,576	\$51,539	1.00	25%	0.25	\$6,151	\$6,734	\$12,885	\$51,539	1.00	35%	0.35	\$15,151	\$2,888	\$18,039	\$38,500						\$38,500
Prog Asst- On Call	\$39,292		0.22	19%	0.04	\$822	\$39,292	0.22	100%	0.22	\$8,644		\$8,644	\$39,292	0.40	100%	0.40	\$8,644	\$7,073	\$15,717	\$25,183						\$25,183
Adult Ed - Computer Instructor						\$52,000		0.05	100%	0.05		\$2,496	\$2,496	\$52,000	0.13	100%	0.13		\$6,760	\$6,760	\$9,256						\$9,256
(ADC/ADCRC) Division Director	\$134,985		1.00	24%	0.24	\$16,198															\$16,198						\$16,198
(ADC/ADCRC) Program Director	\$72,982		1.00	60%	0.60	\$21,895															\$21,895						\$21,895
(ADC/ADCRC) Activity Coordinator	\$48,875		1.00	69%	0.69	\$16,862															\$16,862						\$16,862
(ADC/ADCRC) Prog/Activity Asst- #1	\$39,292		0.90	28%	0.25	\$4,951															\$4,951						\$4,951
Totals	\$911,445		12.14	831.7%	7.29	\$217,779	\$701,738	8.14	766.8%	4.86	\$291,631	(\$10,096)	\$281,535	\$701,738	8.45	778.5%	5.24	\$300,050	(\$1,400)	\$298,650	\$797,964						\$797,964
Fringe Benefits Rate	34%					34%				34%			34%					34%									
Employee Fringe Benefits	\$309,891					\$74,045	\$238,591			\$99,155	(\$3,433)	\$95,722	\$238,591				\$102,017	(\$476)	\$101,541	\$271,308							
Total Salaries and Benefits	\$1,221,336					\$291,824	\$940,329			\$390,786	(\$13,529)	\$377,257	\$940,329				\$402,067	(\$1,876)	\$400,191	\$1,069,273							

HSA #2

Catholic Charities		Operating Expense Detail								
Program: Community Services										
<u>Expenditure Category</u>	1/1/21 - 6/30/21	7/1/21 - 6/30/22	(Modification)	7/1/21 - 6/30/22	7/1/22 - 6/30/23	(Modification)	7/1/22 - 6/30/23	(Total)	1/1/21 - 6/30/23	
			7/1/21 - 6/30/22			7/1/22 - 6/30/23				
Rental of Property	\$42,625	\$29,624	\$5,700	\$35,324	\$29,624	\$6,534	\$36,158	\$114,107		
Utilities (Elec, Water, Gas, Phone, Garbage)	\$7,881	\$15,968	(\$13,500)	\$2,468	\$15,968	(\$11,868)	\$4,100	\$14,449		
Office Supplies, Postage	\$950	\$650	\$350	\$1,000	\$650	\$270	\$920	\$2,870		
Building Maintenance Supplies and Repair	\$1,450	\$850	\$5,800	\$6,650	\$850	\$250	\$1,100	\$9,200		
Printing and Reproduction	\$1,636					\$200	\$200	\$1,836		
Insurance	\$6,500	\$6,508		\$6,508	\$6,508	\$1,700	\$8,208	\$21,216		
Staff Training			\$675	\$675		\$1,000	\$1,000	\$1,675		
Staff Travel-(Local & Out of Town)	\$1,500	\$2,000	(\$500)	\$1,500	\$1,000	\$1,700	\$2,700	\$5,700		
Rental of Equipment	\$1,318	\$1,544		\$1,544	\$1,544	(\$244)	\$1,300	\$4,162		
<u>Consultant</u>										
<u>Other</u>										
Computer Related	\$803	\$850	\$3,500	\$4,350	\$850	\$630	\$1,480	\$6,633		
Dues, Subscription & Licensing	\$1,583	\$300		\$300		\$300	\$300	\$2,183		
Program Food & Supplies	\$14,636	\$19,617	\$43,883	\$63,500	\$9,067	\$15,312	\$24,379	\$102,515		
Learn to Earn (Technology program)	\$18,000		\$5,182	\$5,182				\$23,182		
Marketing & Advertsing Outreach	\$600	\$3,200	\$2,500	\$5,700	\$1,200	\$2,500	\$3,700	\$10,000		
Staff Related	\$303	\$750		\$750				\$1,053		
Transportation			\$12,000	\$12,000		\$60,000	\$60,000	\$72,000		
Total Operating Expenses	\$99,785	\$81,861	\$65,590	\$147,451	\$67,261	\$78,284	\$145,545	\$392,781		
HSA #3										