

City and County of San Francisco



London Breed, Mayor

Human Services Agency

 Department of Benefits and Family Support
 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
 ESPERANZA ZAPIEN, ACTING DIRECTOR OF CONTRACTS DS
JG

DATE: DECEMBER 2, 2020

SUBJECT: NEW GRANTS: MULTIPLE GRANTEES (NON-PROFIT) TO PROVIDE COMMUNITY CONNECTOR PROGRAM (see table below)

GRANT TERM: 1/01/2021 – 6/30/2023

GRANT AMOUNTS:	<u>New</u>		<u>Contingency</u>	<u>Total</u>
	\$1,484,105		\$148,410	\$1,632,515

ANNUAL AMOUNTS:	<u>FY20/21</u>	<u>FY 21/22</u>	<u>FY22/23</u>	
	\$318,421	\$582,842	\$582,842	

Funding Source	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
Annual amount:	\$1,484,105			\$148,410	\$1,632,515

PERCENTAGE: 100% 100%

The Department of Disability and Aging Services (DAS) requests authorization to enter into new grant agreements with multiple providers during the period of January 1, 2021 to June 30, 2023, in the amount of \$1,484,105 plus a 10% contingency for a total amount not to exceed \$1,632,515. The purpose of these grants are to provide Community Connector programs for older adults and adults with disabilities living in the City and County of San Francisco.

Agency	1/1/21 – 6/30/21	FY 21/22	FY22/23	Grant Total	10% Contingency	Not-to- Exceed
Community Living Campaign	\$292,221	\$530,442	\$530,442	\$1,353,105	\$135,310	\$1,488,415
YMCA - Chinatown	\$26,200	\$52,400	\$52,400	\$131,000	\$13,100	\$144,100
Total	\$318,421	\$582,842	\$582,842	\$1,484,105	\$148,410	\$1,632,515

Background

Community Connector programs are an integral part of the Department of Disability and Aging Services (DAS) overall service plan. Programming consists of activities and services that are aimed at supporting older adults and adults with disabilities to live as independently as possible in the community. Historically, services have been provided at community centers serving older adults.

The Community Connector programs help build relationships between residents of a neighborhood through coordinated activities, social opportunities, and volunteer support. The Connector programs utilize shared public and private space for coordination of organized activities from social events to exercise classes for its neighborhood participants. Each Connector program is concentrated on connecting older adults and adults with disabilities to their neighbors for friendship and mutual help services.

Services to be Provided

Community Living Campaign's Connector program and YMCA Chinatown's Community Connector program will promote healthy aging activities, socialization opportunities, and mutual help services to support the well-being and independence of seniors and adults with disabilities. This includes exercise classes and classes on various health topics, as well as educational activities related to aging. Since volunteers (including program participants) will help deliver program services, the programs will develop volunteer recruitment, training, and retention practices to maximize volunteer support.

Selection

Grantee was selected through Request for Proposals (RFP) #786, which was competitively bid in February 2018.

Funding

Funding for this grant is provided by County General Funds, specifically the Dignity Fund.

ATTACHMENTS

Community Living Campaign

Appendix A – Services to be Provided

Appendix B – Program Budget

Appendix F – Site Chart

YMCA Chinatown

Appendix A – Services to be Provided

Appendix B – Program Budget

Appendix F – Site Chart

APPENDIX A – SERVICES TO BE PROVIDED

Community Living Campaign Community Connector Program

January 1, 2021 – June 30, 2023

I. Purpose

The purpose of this grant is to improve the lives of older adults and adults with disabilities through the development and implementation of the Community Living Campaign Community Connector programs. A community connector program serves a distinct neighborhood or service area otherwise lacking in dedicated community center space and aims to create a sense of community and promote networks in which neighbors support each other. A community connector program provides healthy aging activities, socialization opportunities, one-to-one assistance, and other services to support the health and independence of older adults and adults with disabilities participating in the program.

II. Definitions

Grantee	Community Living Campaign
Adult with Disability	A person 18-59 years of age 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.
Community Connector Activities	Organized activities and services provided through a community connector program for program participants. Activities may include educational presentations, workshops, trainings, cultural events, 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 or enhance their level of functioning. One service unit of community connector activities is one hour of a scheduled activity, sponsored by the grantee.
Community Connector Social Services	The provision of one-to-one assistance to program participants. Assistance should focus on services that support independent living and aging-in-place. Assistance may include but is not limited to providing information, teaching new skills, helping complete forms/applications or tasks at home, visiting program participants in their home, providing a ride to a medical appointment, and offering emotional support by phone or in person. One service unit

	of social service is one hour of one-to-one assistance that is coordinated or provided by the grantee.
COVID-19	A contagious respiratory illness caused by infection with a coronavirus, called SARS-CoV-2.
DAS	Department of Disability and Aging Services.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.
Enhanced Outreach	A component of the community connector program that entails strategies and practices to recruit program participants, increase participation, and encourage neighborhood/service area involvement. Examples of this may include working with a community collaborative group, designing and implementing an outreach plan for a specific neighborhood or service area, problem solving certain barriers to service, i.e., safety issues, transportation needs, etc. One unit of enhanced outreach is one hour dedicated to conducting formal outreach efforts.
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 individuals or others.
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 as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for program enrollment and/or participation is not means tested. Consumers self-report income status.
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, San Francisco Human Services Agency
Older adult	A person who is 60 years of age or older; used interchangeably with the term “senior”.
Senior	A person who is 60 years of age or older; used interchangeably with the term “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>).
Unduplicated Consumer (UDC)	An individual who participates in the program and the grantee reflects consumer participation in CA-GetCare through program enrollment.
Volunteer Recruitment	A key component of the community connector program that involves the recruitment and training of neighborhood volunteers for delivery of program services. One unit of volunteer recruitment is one volunteer trained to provide program services and has demonstrated commitment to the program.

III. Target Population

The target population is older adults and adults with disabilities living in distinct neighborhoods or service areas within the City and County of San Francisco that lack dedicated community center spaces. Grantee shall additionally target services to members of one or more of the following groups identified as demonstrating the greatest economic and social need:

1. Low income
2. Limited or no English speaking proficiency
3. Minority populations
4. Frail
5. LGBTQ+

IV. Eligibility for Community Connector Services

1. A resident of San Francisco, and
2. A person who is an older adult or an adult with a disability

V. Location and Time of Services

Grantee will provide programming and services in the neighborhood or service areas within the City and County of San Francisco identified in Appendix F, the site chart. The grantee determines the location(s) and service time(s) for the program with prior approval from DAS OCP.

VI. Description of Services and Program Requirements

1. Grantee will develop and implement community connector programs in neighborhoods or service areas within the City and County of San Francisco that lack dedicated community center spaces. The grantee will provide programming in each of the community connector neighborhoods or service areas at various locations including but not limited to churches, parks, member homes, and other public/private space as available. Each of the community connector programs will include the following:
 - a) **Neighborhood/Service Area Driven Approach.** A community connector program relies on a strong group of residents and stakeholders to serve as advisors to the program. The program should include channels, such as an advisory board, to facilitate ongoing neighborhood / service area feedback from residents, stakeholders, and consumers to ensure activities and services meet consumers' needs.
 - b) **Local Community Connector.** A local resident will serve as a paid community connector for each of the programs. This staff person will serve as the point person in developing and guiding programming with input from consumers and an advisory board.
 - c) **Healthy Aging Activities.** Healthy aging activities designed to support aging in place are a central component to a community connector program. Activities may include senior exercise classes, classes on health topics such as fall prevention, diabetes, and brain fitness, educational activities related to aging and aging services available, and other healthy aging activities.
 - d) **Socialization / Educational Opportunities.** A community connector program will offer additional activities to create a stronger sense of community, encourage socialization, and reduce isolation. These may include computer classes, emergency preparedness trainings, intergenerational activities, potlucks, and other neighborhood social gatherings.
 - e) **Volunteer Recruitment and Training.** Volunteers (including program participants) will help to deliver program services. Community connector staff will develop volunteer recruitment, training, and retention practices to maximize volunteer support. Volunteers should receive training in best practices for promoting healthy aging, and be provided materials about external services/support available for program participants.
 - f) **Mutual Help Services / Neighbors Helping Neighbors.** Community connector staff will coordinate the sharing of skills, resources, and efforts among program

participants. Through this coordination, program participants help each other. Some examples include a ride to a medical appointment, use of a washing machine, or help with gardening. Assistance should focus on services that support independent living and aging-in-place.

- g) **Outreach.** A community connector program will include an outreach component that entails strategies and practices to recruit program participants, increase participation, and encourage neighborhood/service area involvement.
2. Grantee will develop and maintain a site chart using a DAS OCP approved format. The site chart will include details about each of the community connector programs. The grantee will submit the site chart to DAS OCP for approval. Changes to the site chart are subject to DAS OCP approval and the grantee shall submit updated site charts to DAS OCP.
 3. Grantee shall ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer, and adhere to all the program standards.
 4. Grantee will administer an annual consumer satisfaction survey using a survey tool, pre-approved by DAS OCP. The grantee will share the results with DAS OCP by March 15 each grant year or on a mutually agreed upon date between DAS OCP and the grantee.
 5. Grantee shall have policy and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.
 6. Grantee will ensure that units of service provided are tracked and distinguishable.
 7. Grantee shall continue to follow guidance 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. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services.

VII. Service Objectives

Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A	FY 2020-2021	FY 2021-2022	FY 2022-2023
Number of Unduplicated Consumers (UDC)	505	500	520
Community Connector Activities*	1,030	1,150	1,215
Community Connector Social Services*	280	115	35
Enhanced Outreach*	75	93	126
Volunteer Recruitment^	45	41	52
* One (1) Unit = One (1) hour of service provision ^One (1) Unit = One (1) volunteer			

VIII. Outcome Objectives

1. Consumers rate the quality of programming and services they received as excellent or good. Target: 85%
2. Consumers feel a greater sense of connection to their community. Target: 75%
3. Consumers report that program participation has helped maintain or improve their health. Target: 75%
4. Consumers report that program participation has helped maintain or improve their independence and ability to live at home. Target: 75%

Based on a consumer satisfaction survey, pre-approved by DAS OCP, with a response rate of at least 35% of the UDC enrolled at each of the community connector program sites when the grantee administers the survey.

IX. Reporting and Other Requirements

1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers using a DAS OCP approved intake form into the CA-GetCare database in accordance to DAS OCP policy memorandum.
2. Grantee will enter into the CA-GetCare Service Unit section all Service Objectives by the 5th working day of the month for the preceding month.
3. Grantee will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
 - Number of unduplicated consumers enrolled
 - Number of community connector activity hours
 - Number of community connector social service hours
 - Number of enhanced outreach hours
 - Number of volunteers recruited and trained
4. Grantee will enter the annual outcome objective metrics identified in Section VIII of the Appendix A in the CARBON database by the 15th of the month following the end of the program year.
5. Grantee shall submit a Community Services Block Grant (CSBG) time study to SF-HSA for the months of February, May, August and November. The time study is due on the 10th day following the time study month. The grantee will enter the time study information using the following website link: <https://sfhsa.hfa3.org/signin>
6. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SF-HSA no later than July 31 each grant year. The grantee must submit the report in the CARBON system.
7. Grantee shall develop and deliver bi-annual summary reports of SOGI data collected in the year as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are July 10 and January 10.
8. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.

9. Grantee program staff 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.
10. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
11. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
12. Grantee will assure that services delivered are consistent with professional standards for this service.
13. Pursuant to California Department of Aging Requirement, grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
14. For assistance with reporting requirements or submission of reports, contact:

Tiffany Kearney, RD
Program Analyst
DAS OCP
email: Tiffany.Kearney@sfgov.org

And

Steve Kim
Contract Manager
HSA OCM
email: Steve.Kim@sfgov.org

X. Monitoring Activities

1. 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 of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS 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 directors list and whether services are provided appropriately according to Sections III-IV, 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.

2. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, 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 the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

APPENDIX A – SERVICES TO BE PROVIDED**YMCA of SAN FRANCISCO – CHINATOWN****COMMUNITY CONNECTOR****Effective January 1, 2021 – June 30, 2023****I. Purpose**

The purpose of this grant is to improve the lives of seniors and adults with disabilities in San Francisco Supervisorial District 3 through the development and deployment of the YMCA Chinatown - Community Connector program.

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
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	YMCA Chinatown
HSA	Human Services Agency of the City and County of San Francisco
Intergenerational	Intergenerational activities are defined as activities that join

Activities	children, youth, and older adults together in a structured, supervised activity.
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.
Mutual Help Services	Coordination of the sharing of skills, resources, and efforts among program participants. Participants helping one another. Examples might be a ride to a medical appointment, use of a washing machine, or help with gardening. Assistance should focus on services that support independent living and aging in-place.
Older Adult	Person who is 60 years or older, used interchangeably with senior.
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).
Service Area	San Francisco Supervisorial District 3
Unduplicated Consumer (UDC)	A unique consumer receiving services in Grantee's Community Connector Model program and reflected via enrollment in CA GetCare.

III. Target Population

Individuals 60 years of age or older and individuals between 18 and 59 years of age that are living with a disability who are residents of San Francisco Supervisorial District 3 service area. Within District 3, services should target clients who are members of one or more of the following groups that have been identified as demonstrating the greatest economic and social need:

- Low income
- Non or limited–English speaking
- Minority
- Frail
- Lesbian/Gay/Bisexual/Transgender

IV. Eligibility for Community Connector Services

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

V. Description of Services

The YMCA Chinatown Community Connector program will include:

- **Neighborhood/Service Area Driven Approach.** The Community Connector program relies on a strong group of residents and stakeholders to serve as advisors to the program. Program model will include channels (such as an advisory board) to facilitate ongoing neighborhood / service area feedback from residents, stakeholders, and participants to ensure activities and services meet participants' needs.
- **Local Community Connector.** A local resident will serve as a paid community connector for the program. The staff person will serve as the point person in developing and guiding the project, with input from participants and other stakeholders.
- **Healthy Aging Activities.** Healthy aging activities designed to support aging in place are a central component to the Community Connector program. Activities may include: Always Active older adult exercise classes, classes on health topics such as fall prevention, diabetes, and brain fitness, educational activities related to aging and aging services available, and other healthy aging activities.
- **Socialization / Educational Opportunities.** The Community Connector program will offer additional activities to create a stronger sense of community, encourage socialization, and reduce isolation. These may include computer classes, emergency preparedness trainings, intergenerational activities, potlucks, and other neighborhood social gatherings.

- **Volunteer Recruitment and Training.** Volunteers (including program participants) will help to deliver program services. Program will develop volunteer recruitment, training, and retention practices to maximize volunteer support. Volunteers should receive training in best practices for promoting healthy aging, and be provided materials about external services/support available for program participants.
- **Mutual Help Services/Neighbors Helping Neighbors.** The Connector staff position coordinates the sharing of skills, resources, and efforts among program participants. The Connector staff also coordinates participants helping one another. Examples might be a ride to medical appointments, use of a washing machine, or help with gardening. Assistance should focus on services that support independent living and aging-in-place.
- **Outreach.** The Community Connector staff will develop outreach strategies and practices to recruit participants, increase participation, and encourage District 3 service area involvement.

VI. Location and Time of Services

Community Connector program hours will be determined by neighborhood needs and consumer feedback. The Connector will work in the field and also out of the YMCA Chinatown facility. The YMCA Chinatown is located at 855 Sacramento St. The branch is open from 6:30 am to 10:00pm Monday through Friday, Saturday from 9:00 am to 5:00pm and Sundays from 9:00 am to 4:00pm.

As the program develops its outreach and connector membership in the community, other venues and locations will be utilized. This may include churches, parks, member homes, and other public/private space as available. Dates and time of specific services will include weekdays, weekends, and evenings as best fit consumer needs.

VII. Units of Service and Definitions

On an annual basis, the Grantee will provide the following services as part of the Community Connector model:

- 1) Unduplicated Consumers. Grantee will provide service to unduplicated consumers that consist of program participants.

UNIT: One unduplicated consumer.

- 2) Volunteer Recruitment and Development. The Community Connector model utilizes volunteers for delivery of program services. Grantee will recruit volunteers that meet program developed standards for training, commitment, and retention.

UNIT: One volunteer

- 3) Service Hours. Utilization of volunteers and program participants to provide program services. Service hours shall include: volunteer and participant time spent providing services to program participants.

UNIT: One hour of service

- 4) Activity Hours. Organized activities for program participants. Examples include exercise classes, educational classes or trainings, socialization opportunities, themed events, and other gatherings.

UNIT: One hour of activity.

- 5) Annual Satisfaction Survey. Grantee will administer an annual consumer satisfaction survey .

VIII. Service Objectives

For the period January 1, 2021 to June 30, 2021 Grantee will:

- Provide Community Connector services for 38 unduplicated consumers.
- Provide volunteer recruitment and development for 23 neighborhood volunteers.
- Provide 50 service hours to Community Connector participants.
- Provide 75 activity hours.

For the period July 1, 2021 to June 30, 2022 Grantee will:

- Provide Community Connector model services for 45 unduplicated consumers.
- Provide volunteer recruitment and development for 45 neighborhood volunteers.
- Provide 105 service hours to Community Connector participants.
- Provide 105 activity hours.

For the period July 1, 2022 to June 30, 2023 Grantee will:

- Provide Community Connector model services for 45 unduplicated consumers.
- Provide volunteer recruitment and development for 45 neighborhood volunteers.
- Provide 105 service hours to Community Connector participants.

- Provide **105** activity hours.

IX. Outcome Objectives

- At least 75% of respondents, via an annual consumer satisfaction survey, report that they would recommend YMCA Chinatown Connector to a friend.
- At least 75% of respondents via an annual consumer satisfaction survey report that participation in healthy aging activities, provided by the YMCA Chinatown Connector, has made them feel healthier (stronger, better balance, etc.).
- At least 75% of respondents via an annual consumer satisfaction survey report that mutual help services provided by the YMCA Chinatown Connector has helped maintain or increase their independence and ability to live at home.
- At least 75% of respondents via an annual consumer satisfaction survey report that activities provided by the YMCA Chinatown Connector has helped them feel more connected and less isolated.

Based on a consumer satisfaction survey, pre-approved by DAS OCP, with a response rate of at least 35% of the UDC enrolled in the program when the grantee administers the survey.

X. Reporting 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 Connector 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 contract department staff.
- D. Grantee will submit response rates and aggregated data from annual consumer satisfaction survey to Office of Community Partnerships staff by March 15 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 and shall be entered on line to this website link: <https://sfhsa.hfa3.org/signin>

- 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 OCP's approval, an updated Site Chart (using OCP's format) with details about the program.
- J. 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:

Reanna Albert
Program Analyst
DAS
P.O. Box 7988
San Francisco, CA 94120-7988
reanna.albert@sfgov.org

and

Patrick Garcia
Contract Manager
Human Services Agency
PO Box 7988
San Francisco, CA 94120
patrick.garcia@sfgov.org

XI. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of the participants' record entered into the CA-GetCare database, compliance with specific program standards or requirements as stated in the OCP program standards; 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 of staff completion of the California Department of Aging's (CDA) Security Awareness Training; 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 directors list and whether services are provided appropriately according to Sections VI and VII.

- 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, the current board roster and selected board minutes for compliance with the Sunshine Ordinance, and HIPAA compliance.

	A	B	C	D	E
1					Appendix B, Page 1
2					
3	HUMAN SERVICES AGENCY BUDGET SUMMARY				
4	BY PROGRAM				
5	Community Living Campaign			Term	
6				1/1/2021 - 6/30/2023	
7	(Check One) New <input checked="" type="checkbox"/> Renewal ___ Modification ___				
8	If modification, Effective Date of Mod. No. of Mod.				
9	Program: Community Connector Program				
10	Budget Reference Page No.(s)				Total
11	Program Term	1/1/21-6/30/21	7/1/21-6/30/22	7/1/22-6/30/23	1/1/21 - 6/30/23
12	Expenditures				
13	Salaries & Benefits	\$188,275	\$344,049	\$344,049	\$876,373
14	Operating Expense	\$65,831	\$117,204	\$117,204	\$300,239
15	Subtotal	\$254,106	\$461,253	\$461,253	\$1,176,612
16	Indirect Percentage (%)	15%	15%	15%	15%
17	Indirect Cost (Line 16 X Line 15)	\$38,115	\$69,189	\$69,189	\$176,493
18	Capital Expenditure	\$0	\$0	\$0	\$0
19	Subcontractor Expenditure				\$0
20	Total Expenditures	\$292,221	\$530,442	\$530,442	\$1,353,105
21	HSA Revenues				
22	General Fund	\$292,221	\$530,442	\$530,442	\$1,353,105
23					
24					
25					
26					
27					
28					
29					
30	TOTAL HSA REVENUES	\$292,221	\$530,442	\$530,442	\$1,353,105
31	Other Revenues				
32	Grants	\$22,500	\$33,750	\$33,750	\$90,000
33	Neighborhood Donations	\$1,000	\$5,000	\$5,000	\$11,000
34					\$0
35					
36					
37	Total Revenues	\$315,721	\$569,192	\$569,192	\$1,454,105
38	Full Time Equivalent (FTE)				
40	Prepared by: Kate Kuckro	Telephone No.: 415-821-1003, x10		11/18/2020	
41	HSA-CO Review Signature:	_____			
42	HSA #1	12/2/2020			

	A	B	C	D	G	H	I	J	K	L	M
1	Appendix B, Page 3										
2											
3	Community Living Campaign										
4	Program: Community Connector Program										
5											
6											
7	Operating Expense Detail										
10											
11	TOTAL										
12	<u>Expenditure Category</u>		TERM	<u>1/1/21-6/30/21</u>	<u>7/1/21-6/30/22</u>	<u>7/1/22-6/30/23</u>	<u>1/1/21-6/30/23</u>				
13	Rental of Property			\$11,680	\$23,360	\$23,360	\$58,400				
14	Utilities (Phone & Internet)			\$305	\$610	\$610	\$1,525				
15	Office Supplies, Postage										
16	Building Maintenance Supplies and Repair										
17	Printing and Reproduction			\$6,328	\$12,656	\$12,656	\$31,640				
18	Insurance										
19	Staff Training										
20	Staff Travel (Parking & Mileage)			\$2,500	\$5,000	\$5,000	\$12,500				
21	Rental of Equipment										
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE										
23	Exercise Trainers			\$4,500	\$3,543	\$3,543	\$11,587				
24	Transportation Consultant			\$22,704	\$40,408	\$40,408	\$103,520				
25	Translation			\$600	\$1,200	\$1,200	\$3,000				
26											
27	OTHER										
28	Presenter Fees			\$7,800	\$13,600	\$13,600	\$35,000				
29	Activity Expenses			\$1,000	\$2,000	\$2,000	\$5,000				
30	Program Supplies			\$5,414	\$8,827	\$8,827	\$23,068				
31	Advertising/Outreach			\$250	\$500	\$500	\$1,250				
32	Participant Travel Subsidies			\$2,750	\$5,500	\$5,500	\$13,750				
33											
34											
35											
36	TOTAL OPERATING EXPENSE			\$65,831	\$117,204	\$117,204	\$300,239				
37											
38	HSA #3							12/2/2020			

	A	B	C	D	E	F
1						Appendix B, Page 4
2						
3	Community Living Campaign					
4	Program: Community Connector Program					
5						
6						
7	Program Expenditure Detail					
8						
9						TOTAL
10	EQUIPMENT	TERM	1/1/21-6/30/21	7/1/21-6/30/22	7/1/22-6/30/23	1/1/21 - 6/30/23
11	No.	ITEM/DESCRIPTION				
12		Computers/Tablets/Tech				\$0
13		Exercise Equip. & Storage				\$0
14						
15						
16						
17						
18						
19						
20	TOTAL EQUIPMENT COST		\$0	\$0	\$0	\$0
21						
22						REVISED
23	SUBCONTRACTORS	TERM	1/1/21-6/30/21	7/1/21-6/30/22	7/1/22-6/30/23	1/1/21 - 6/30/23
24						\$0
25						\$0
26						
27						
28						
29	TOTAL SUBCONTRACTOR COST		\$0	\$0	\$0	\$0
30						
31	TOTAL CAPITAL/SUBCONTRACTOR EXPENDITURE		\$0	\$0	\$0	\$0
32						
33	HSA #4					12/2/2020

The Budget Narrative should provide detailed information and calculations supporting the amount allocated for each budget line item. Please detail all mathematical computations for each line item. Show how the total dollar amount was derived, e.g., the annual salary for each position multiplied by the FTE, the number of square feet of office space to be utilized multiplied by the rate per square foot, the cost per month for insurance multiplied by the number of months in the contract term, etc. For the Salaries and Benefits section, list the position, a brief sentence of the position's responsibilities, the full-time equivalent (FTE), the percentage of FTE allocated to the activity, the salary per month, the salary per annum, and the mathematical computation used to arrive at the total dollar amount.

Salaries and Benefits, Operating Expense and Capital Expenditure are direct costs and must be clearly and easily attributable to a specific program.

The Cost Allocation Plan is required. Respondents must follow the City's cost allocation guidelines for nonprofit contractors, which largely follow those described by Generally Accepted Accounting Principles (GAAP) and in Federal OMB Circular A-122. The plan should include how indirect costs were calculated.

Indirect rates are not allowable on subcontractor indirect expenditures, capital expenditures, aid payments, other direct voucher payments, or any stipend, subsidy or expense paid on behalf of a client (i.e, security deposit, rental payment assistance, transportation vouchers, etc.). These examples are not intended to be a comprehensive list. If an organization is uncertain whether indirect costs can be applied to a particular expense, it should consult with the HSA Contract Manager.

If applicable, attach a separate detailed Subcontracting budget using the standard HSA format if there is a Subcontractor arrangement made under the terms of the contract. Provide a brief explanation of the subcontracting arrangement, as well as a budget breakdown. Please note, the total subcontractor budget amount should appear on the Operating Expense Detail sheet under the Subcontractor section.

No contract funds should be used for anyone that is lobbying.

Project income is donation from participants for services rendered. Project income must be used to enhance the programs from which it was derived. Nutrition program donations are to be expended for food costs first, then other nutrition program operating costs.

Volunteers: For food service volunteers use San Francisco's minimum wage \$14 per hour (effective July 2017) to calculate their market value. For professionals, use the market rate for calculation.

Budget Summary page, Nutrition Compliance (row 30): Enter total amount requested in the Nutrition Compliance budget submitted by your agency. Leave blank if your agency is planning to meet Nutrition Compliance through DAAS contracted nutrition consultant and explain this in the budget narrative.

Cells with Red color triangle (top right corner) has notes/instructions. Hover over the cell with your mouse to read the notes.

**HUMAN SERVICES AGENCY - DEPARTMENT OF DISABILITY AND AGING SERVICES
BUDGET NARRATIVE**

Grantee's Name: YMCA CHINATOWN	Jan 2021 - Jun 2023
---------------------------------------	----------------------------

#REF!

Item title

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Name YMCA CHINATOWN		Term Jan 2021 - Jun 2023		
(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>				
If modification, Effective Date of Mod. _____ No. of Mod. _____				
Program: Community Connector				
Budget Reference Page No.(s) _____				
Program Term	1/1/21 - 6/30/21	FY 21/22	FY 22/23	Total
Expenditures				
Salaries & Benefits	\$13,728	\$38,638	\$40,184	\$92,550
Operating Expenses	\$9,072	\$6,962	\$5,416	\$21,450
Subtotal	\$22,800	\$45,600	\$45,600	\$114,000
Indirect Percentage (%)	15.00%	15.00%	15.00%	15.00%
Indirect Cost	\$3,400	\$6,800	\$6,800	\$17,000
Subcontractor/Capital Expenditure				
Total Expenditures	\$26,200	\$52,400	\$52,400	\$131,000
HSA Revenues				
General Fund	\$26,200	\$52,400	\$52,400	\$131,000
Total HSA Revenue	\$26,200	\$52,400	\$52,400	\$131,000
Other Revenues				
TOTAL DAS AND NON DAS REVENUE	\$26,200	\$52,400	\$52,400	\$131,000
Full Time Equivalent (FTE)				
Prepared by: Monica Lai	Telephone No.: 415-748-3548		Date: 11/19/20	
HSA-CO Review Signature:	_____			
HSA #1				12/2/2020

Program: Community Connector
YMCA CHINATOWN

Appendix B, Page 2
Document Date: December 2020

Salaries & Benefits Detail

Position	Agency Totals		HSA Program		DAS budgeted salary			
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	1/1/21 - 6/30/21	FY 21/22	FY 22/23	Total
Community Connector	\$45,760	0.50	100.00%	0.50	\$11,440	\$25,958	\$26,997	\$64,395
Group Ex Instructor	\$83,200	0.50	5.00%	0.03		\$6,240	\$6,490	\$12,730
Totals	\$128,960	1.00	105.00%	0.53	\$11,440	\$32,198	\$33,487	\$77,125
Fringe Benefits Rate	20.00%							
Employee Fringe Benefits					\$2,288	\$6,440	\$6,697	\$15,425
Total Salaries and Benefits					\$13,728	\$38,638	\$40,184	\$92,550
HSA #2								12/2/2020

Program: Community Connector
YMCA CHINATOWN

Appendix B, Page 3
 Document Date: December 2020

Operating Expense Detail

<u>Expenditure Category</u>	<u>1/1/21 - 6/30/21</u>	<u>FY 21/22</u>	<u>FY 22/23</u>	<u>Total</u>
Rental of Property				
Utilities (Elec, Water, Gas, Phone, Garbage)				
Office Supplies, Postage	\$2,500	\$3,600	\$3,600	\$9,700
Building Maintenance Supplies and Repair				
Printing and Reproduction	\$500			\$500
Insurance				
Staff Training				
Staff Travel-(Local & Out of Town)				
Rental of Equipment				
<u>Consultant</u>				
Consultant A				
<u>Other</u>				
Food	\$2,072	\$800	\$416	\$3,288
Program Supplies	\$4,000	\$662	\$300	\$4,962
Entrance Fees		\$500	\$500	\$1,000
Bus Rental		\$1,400	\$600	\$2,000
Total Operating Expenses	\$9,072	\$6,962	\$5,416	\$21,450
HSA #3				12/2/2020

Program: Community Connector
 (Same as Line 11 on HSA #1)

Appendix B, Page 4
 Document Date: December 2020

Subcontractor & Capital Expenditure Detail

<u>Subcontractor Expenditure</u>	1/1/21 - 6/30/21	FY 21/22	FY 22/23	Total
Total Subcontractor Expenditure				

<u>Equipment (Qty)</u>	1/1/21 - 6/30/21	FY 21/22	FY 22/23	Total
Total Equipment Cost				

<u>Remodeling</u>	1/1/21 - 6/30/21	FY 21/22	FY 22/23	Total
Total Remodeling Cost				

Total Capital Expenditure				
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HSA #4

12/2/2020

Date: 11/18/20		SITE CHART - Appendix F								FY: 22/23
AGENCY: Community Living Campaign PROGRAM: Community Connector Program										
CONTRACT MAILING ADDRESS: 1663 Mission Street, Suite 525. San Francisco, CA 94103					Agency's web site: www.sfcommunityliving.org					
DIRECTOR: Marie Jobling			PHONE NO.: 415-821-1003							
Name of Site	Citywide	Cayuga Community Connectors (at Addis Kidan/Bethel Lutheran Church)	Merced Extension Triangle Community Connectors (at Golden Gate Church)	Miraloma Park Community Connectors (at Cornerstone Trinity Church)	Sunnyside Community Connectors (at location TBD)	Midtown Terrace Community Connectors (at Forest Hill)	Inner Sunset Community Connectors (at St. Anne of the Sunset Church)	Senior Power (Taraval Police Station, with second location TBD)	Crocker-Amazon (Crocker Amazon Park Clubhouse)	
Address and Zip	Phone and Video via Zoom	2525 Alemany Blvd., 94112	201 Head Street, 94132	480 Teresita, 94127	415 Edna St., 94112	250 Laguna Honda Blvd, 94116	850 Judah St, 94122	2345 24th Ave, 94116	799 Moscow St.	
Phone Number	415-821-1003, x106	415-821-1003, x106	415-821-1003, x106	415-821-1003, x106	415-821-1003, x106	415-821-1003, x106	415-821-1003, x106	415-821-1003, x106	415-821-1003, x106	
Fax Number	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
Neighborhood	All	Cayuga	Merced Extension Triangle	Miraloma Park	Sunnyside	Midtown Terrace	Inner Sunset	Outer Sunset / Parkside	Excelsior / Crocker-Amazon	
Supervisory District No.	All	11	7	7	7	7	5	5	11	
Bus Line #										
Person in Charge:		Patti Spaniak Davidson	Marina Lazzara	Darlene Ramlose	Olivia Franco	Nicky Trasvina	Marina Lazzara	Margaret Graf	Lorraine Grumet	
Site Manager/Coordinator		Patti Spaniak Davidson	Marina Lazzara	Darlene Ramlose	Olivia Franco	Nicky Trasvina	Marina Lazzara	Margaret Graf	Lorraine Grumet	
Days Open	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed	
	<input checked="" type="checkbox"/> Thurs <input checked="" type="checkbox"/> Fri	<input type="checkbox"/> Thurs <input type="checkbox"/> Fri	<input type="checkbox"/> Thurs <input type="checkbox"/> Fri	<input type="checkbox"/> Thurs <input type="checkbox"/> Fri	<input type="checkbox"/> Thurs <input type="checkbox"/> Fri	<input type="checkbox"/> Thurs <input type="checkbox"/> Fri	<input type="checkbox"/> Thurs <input type="checkbox"/> Fri	<input type="checkbox"/> Thurs <input type="checkbox"/> Fri	<input type="checkbox"/> Thurs <input type="checkbox"/> Fri	
	<input checked="" type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Sat <input type="checkbox"/> Sun	
Hours Open	Varies	physical location on hold	physical location on hold	physical location on hold	physical location on hold	physical location on hold	physical location on hold	physical location on hold	physical location on hold	
Unduplicate Consumers (UDC)	135	100	20	45	30	30	100	25	20	
Total: 505										
Community Connector Activity Hours	728	100	12	130	0	12	28	20	0	
Total: 1030										
Community Connector Social Service Hours	0	50	30	50	30	30	50	0	40	
Total: 280										
Enhanced Outreach	0	25	5	5	5	5	5	20	5	
Total: 75										
Total Number of Volunteers Recruited	0	22	3	4	3	4	5	2	2	
Total: 45										
Total number of Service Days	312	95	95	95	95	95	95	95	95	
DAS Funded Meal Service (Yes/No)	No	Yes	No	No	No	No	No	No	Yes	
Number of Service Days Closed	0	9	9	9	9	9	9	9	9	
Days Closed (list holidays closed)	Limited hours on holidays	Labor Day, Veterans' Day, Thanksgiving, Day after Thanksgiving, Christmas, New Years, MLK Day, Presidents' Day, Memorial Day	Labor Day, Veterans' Day, Thanksgiving, Day after Thanksgiving, Christmas, New Years, MLK Day, Presidents' Day, Memorial Day	Labor Day, Veterans' Day, Thanksgiving, Day after Thanksgiving, Christmas, New Years, MLK Day, Presidents' Day, Memorial Day	Labor Day, Veterans' Day, Thanksgiving, Day after Thanksgiving, Christmas, New Years, MLK Day, Presidents' Day, Memorial Day	Labor Day, Veterans' Day, Thanksgiving, Day after Thanksgiving, Christmas, New Years, MLK Day, Presidents' Day, Memorial Day	Labor Day, Veterans' Day, Thanksgiving, Day after Thanksgiving, Christmas, New Years, MLK Day, Presidents' Day, Memorial Day	Labor Day, Veterans' Day, Thanksgiving, Day after Thanksgiving, Christmas, New Years, MLK Day, Presidents' Day, Memorial Day	Labor Day, Veterans' Day, Thanksgiving, Day after Thanksgiving, Christmas, New Years, MLK Day, Presidents' Day, Memorial Day	
ADA Accessible	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Date: 11/18/20		SITE CHART - Appendix F								FY: 22/23
AGENCY: Community Living Campaign		PROGRAM: Community Connector Program								
CONTRACT MAILING ADDRESS: 1663 Mission Street, Suite 525. San Francisco, CA 94103					Agency's web site: www.sfcommunityliving.org					
DIRECTOR: Marie Jobling		PHONE NO.: 415-821-1003, x101								
Name of Site	Citywide	Cayuga Community Connectors (at Addis Kidan/Bethel Lutheran Church)	Merced Extension Triangle Community Connectors (at Golden Gate Church)	Miraloma Park Community Conneters (at Cornerstone Trinity Church)	Sunnyside Community Connectors (at location TBD)	Midtown Terrace Community Connectors (at Forest Hill)	Inner Sunset Community Connectors (at St. Anne of the Sunset Church)	Senior Power (Taraval Police Station, with second location TBD)	Crocker-Amazon (Crocker Amazon Park Clubhouse)	
Address and Zip	Phone and Video via Zoom	2525 Alemany Blvd., 94112	201 Head Street, 94132	480 Teresita, 94127	415 Edna St., 94112	250 Laguna Honda Blvd, 94116	850 Judah St, 94122	2345 24th Ave, 94116	799 Moscow St.	
Phone Number	415-821-1003, x106	415-821-1003, x106	415-821-1003, x106	415-821-1003, x106	415-821-1003, x106	415-821-1003, x106	415-821-1003, x106	415-821-1003, x106	415-821-1003, x106	
Fax Number	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
Neighborhood	All	Cayuga	Merced Extension Triangle	Miraloma Park	Sunnyside	Midtown Terrace	Inner Sunset	Outer Sunset / Parkside	Excelsior / Crocker-Amazon	
Supervisory District No.	All	11	7	7	7	7	5	5	11	
Bus Line #										
Person in Charge:		Patti Spaniak Davidson	Marina Lazzara	Darlene Ramlose	Olivia Franco	Nicky Trasvina	Marina Lazzara	Margaret Graf	Lorraine Grumet	
Site Manager/Coordinator		Patti Spaniak Davidson	Marina Lazzara	Darlene Ramlose	Olivia Franco	Nicky Trasvina	Marina Lazzara	Margaret Graf	Lorraine Grumet	
Days Open	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed	
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Hours Open	Varies	3 days, days/hours TBD when safe to reopen physical location	2 days, days/hours TBD when safe to reopen physical location	3 days, days/hours TBD when safe to reopen physical location	2 days, days/hours TBD when safe to reopen physical location	2 days, days/hours TBD when safe to reopen physical location	3 days, days/hours TBD when safe to reopen physical location	no funding to continue	no funding to continue	
Unduplicate Consumers (UDC)	80	165	20	50	30	35	120	0	0	
Total: 500										
Community Connector Activity Hours	200	168	132	250	120	132	148	0	0	
Total: 1150										
Community Connector Social Service Hours	0	25	15	20	15	15	25	0	0	
Total: 115										
Enhanced Outreach	0	55	5	10	5	6	12	0	0	
Total: 93										
Total Number of Volunteers Recruited	0	22	3	4	3	4	5	0	0	
Total: 41										
Total number of Service Days	312	95	95	95	95	95	95	0	0	
DAS Funded Meal Service (Yes/No)	No	No	No	No	No	No	No	No	No	
Number of Service Days Closed	0	9	9	9	9	9	9	n/a	n/a	
Days Closed (list holidays closed)	Labor Day, Veterans' Day, Thanksgiving, Day after Thanksgiving, Christmas, New Years, MLK Day, Presidents' Day, Memorial Day	Labor Day, Veterans' Day, Thanksgiving, Day after Thanksgiving, Christmas, New Years, MLK Day, Presidents' Day, Memorial Day	Labor Day, Veterans' Day, Thanksgiving, Day after Thanksgiving, Christmas, New Years, MLK Day, Presidents' Day, Memorial Day	Labor Day, Veterans' Day, Thanksgiving, Day after Thanksgiving, Christmas, New Years, MLK Day, Presidents' Day, Memorial Day	Labor Day, Veterans' Day, Thanksgiving, Day after Thanksgiving, Christmas, New Years, MLK Day, Presidents' Day, Memorial Day	Labor Day, Veterans' Day, Thanksgiving, Day after Thanksgiving, Christmas, New Years, MLK Day, Presidents' Day, Memorial Day	Labor Day, Veterans' Day, Thanksgiving, Day after Thanksgiving, Christmas, New Years, MLK Day, Presidents' Day, Memorial Day	n/a	n/a	
ADA Accessible	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Date: 11/18/20		SITE CHART - Appendix F								FY: 22/23
AGENCY: Community Living Campaign		PROGRAM: Community Connector Program								
CONTRACT MAILING ADDRESS: 1663 Mission Street, Suite 525. San Francisco, CA 94103					Agency's web site: www.sfcommunityliving.org					
DIRECTOR: Marie Jobling		PHONE NO.: 415-821-1003, x101								
Name of Site	Citywide	Cayuga Community Connectors (at Addis Kidan/Bethel Lutheran Church)	Merced Extension Triangle Community Connectors (at Golden Gate Church)	Miraloma Park Community Connctors (at Cornerstone Trinity Church)	Sunnyside Community Connectors (at location TBD)	Midtown Terrace Community Connectors (at Forest Hill)	Inner Sunset Community Connectors (at St. Anne of the Sunset Church)	Senior Power (Taraval Police Station, with second location TBD)	Crocker-Amazon (Crocker Amazon Park Clubhouse)	
Address and Zip	Phone and Video via Zoom	2525 Alemany Blvd., 94112	201 Head Street, 94132	480 Teresita, 94127	415 Edna St., 94112	250 Laguna Honda Blvd, 94116	850 Judah St, 94122	2345 24th Ave, 94116	799 Moscow St.	
Phone Number	415-821-1003, x106	415-821-1003, x106	415-821-1003, x106	415-821-1003, x106	415-821-1003, x106	415-821-1003, x106	415-821-1003, x106	415-821-1003, x106	415-821-1003, x106	
Fax Number	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
Neighborhood	All	Cayuga	Merced Extension Triangle	Miraloma Park	Sunnyside	Midtown Terrace	Inner Sunset	Outer Sunset / Parkside	Excelsior / Crocker-Amazon	
Supervisory District No.	All	11	7	7	7	7	5	5	11	
Bus Line #										
Person in Charge:		Patti Spaniak Davidson	Marina Lazzara	Darlene Ramlose	Olivia Franco	Nicky Trasvina	Marina Lazzara	Margaret Graf	Lorraine Grumet	
Site Manager/Coordinator		Patti Spaniak Davidson	Marina Lazzara	Darlene Ramlose	Olivia Franco	Nicky Trasvina	Marina Lazzara	Margaret Graf	Lorraine Grumet	
Days Open	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed	
	<input checked="" type="checkbox"/> Thurs <input checked="" type="checkbox"/> Fri	<input type="checkbox"/> Thurs <input type="checkbox"/> Fri	<input type="checkbox"/> Thurs <input type="checkbox"/> Fri	<input type="checkbox"/> Thurs <input type="checkbox"/> Fri	<input type="checkbox"/> Thurs <input type="checkbox"/> Fri	<input type="checkbox"/> Thurs <input type="checkbox"/> Fri	<input type="checkbox"/> Thurs <input type="checkbox"/> Fri	<input type="checkbox"/> Thurs <input type="checkbox"/> Fri	<input type="checkbox"/> Thurs <input type="checkbox"/> Fri	
	<input checked="" type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Sat <input type="checkbox"/> Sun	
Hours Open	Varies	3 days, days/hours TBD	2 days, days/hours TBD	3 days, days/hours TBD	2 days, days/hours TBD	2 days, days/hours TBD	3 days, days/hours TBD	no funding to continue	no funding to continue	
Unduplicate Consumers (UDC)	40	160	25	80	30	40	145	0	0	
Total: 520										
Community Connector Activity Hours	90	235	140	235	140	140	235	0	0	
Total: 1215										
Community Connector Social Service Hours	0	10	5	5	5	5	5	0	0	
Total: 35										
Enhanced Outreach	0	70	8	15	8	8	16	0	0	
Total: 125										
Total Number of Volunteers Recruited	0	25	5	6	5	5	6	0	0	
Total: 52										
Total number of Service Days	312	95	95	95	95	95	95	0	0	
DAS Funded Meal Service (Yes/No)	No	No	No	No	No	No	No	No	No	
Number of Service Days Closed	0	9	9	9	9	9	9	n/a	n/a	
Days Closed (list holidays closed)	Labor Day, Veterans' Day, Thanksgiving, Day after Thanksgiving, Christmas, New Years, MLK Day, Presidents' Day, Memorial Day	Labor Day, Veterans' Day, Thanksgiving, Day after Thanksgiving, Christmas, New Years, MLK Day, Presidents' Day, Memorial Day	Labor Day, Veterans' Day, Thanksgiving, Day after Thanksgiving, Christmas, New Years, MLK Day, Presidents' Day, Memorial Day	Labor Day, Veterans' Day, Thanksgiving, Day after Thanksgiving, Christmas, New Years, MLK Day, Presidents' Day, Memorial Day	Labor Day, Veterans' Day, Thanksgiving, Day after Thanksgiving, Christmas, New Years, MLK Day, Presidents' Day, Memorial Day	Labor Day, Veterans' Day, Thanksgiving, Day after Thanksgiving, Christmas, New Years, MLK Day, Presidents' Day, Memorial Day	Labor Day, Veterans' Day, Thanksgiving, Day after Thanksgiving, Christmas, New Years, MLK Day, Presidents' Day, Memorial Day	n/a	n/a	
ADA Accessible	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

APPENDIX F - SITE CHART
HSA/DAS/OFFICE OF COMMUNITY PARTNERSHIPS

AGENCY: YMCA of San Francisco

CONTRACT MAILING ADDRESS: 855 Sacramento Street, San Francisco CA 94108

DIRECTOR: Monica Lai

PHONE NO: 415 576-9622

<u>SITES:</u> (Community Connector)	Chinatown
Name of Site	
Address and Zip	855 Sacramento St San Francisco 94108
Phone Number	(415) 576-9622
Fax Number	
Neighborhood	Chinatown
Muni Line #s	30, 45, 1, 8
Person in Charge	Monica Lai
Site Manager	
Programs Offered at Site	Community Connector
Days Open	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thurs <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat <input checked="" type="checkbox"/> Sun
Hours Open	M-F 5:30 am to 9pm Sat 7 am to 7 pm Sun 8 am to 5 pm
Hours of <u>scheduled</u> programming	Currently 20 hours of older adult programming per month
Hours of meal service	N/A
Annual number of meals at site	N/A
Average number of meals per day	N/A
Total number of service days in FY	347
Days closed	10 (Holidays)
ADA Accessible	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No