



Edwin M. Lee, Mayor

Department of Human Services
Department of Aging and Adult Services

Shireen McSpadden, Executive Director

MEMORANDUM

TO: AGING & ADULT SERVICES COMMISSION

THROUGH: SHIREEN MCSPADDEN, EXECUTIVE DIRECTOR

FROM: MELISSA MCGEE, ACTING DEPUTY DIRECTOR
JOHN TSUTAKAWA, DIRECTOR OF CONTRACTS *JKT*

DATE: OCTOBER 5, 2016

SUBJECT: GRANT MODIFICATION: Q FOUNDATION dba AIDS HOUSING ALLIANCE/SF (NON-PROFIT) TO PROVIDE HOUSING SUBSIDY FOR OLDER ADULTS AND ADULTS WITH DISABILITIES

GRANT TERM:	<u>Current</u> 4/1/15 – 6/30/18	<u>Modification</u> 7/1/16 – 6/30/18	<u>Revised</u>	<u>Contingency</u>	<u>Total</u> 4/1/15 – 6/30/18
TOTAL GRANT AMOUNT:	\$3,408,779	\$1,494,000	\$4,902,779	\$490,278	\$5,393,057
REVISED ANNUAL AMOUNT:	FY14/15 \$174,081	FY15/16 \$1,572,893	FY16/17 \$1,577,903	FY17/18 \$1,577,903	
Funding Source MODIFICATION FUNDING:	<u>County</u> \$1,494,000	<u>State</u>	<u>Federal</u>	<u>Contingency</u> \$149,400	<u>Total</u> \$1,643,400
PERCENTAGE:	100%				100%

The Department of Aging & Adult Services (DAAS) requests authorization to modify the existing grant agreement with Q Foundation dba AIDS Housing Alliance/SF for the two-year period of July 1, 2016 through June 30, 2018 in the additional amount of \$1,494,000 plus a 10% contingency for a revised total not to exceed amount of \$5,393,057. The purpose of the modification is to provide additional funding for housing subsidy services for older adults and adults with disabilities, which was augmented last fiscal year on a one-time-only basis. This modification will allow the agency to provide housing subsidies at the current level for the next two years.

Background

Q Foundation is an established housing assistance provider located in San Francisco. In addition to this contract, the agency has contracted with the Mayor’s Office of Housing and Community Development to provide rental subsidies and other housing related services. In prior years, Q

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Foundation has also served as a subcontractor to a housing services grant with the San Francisco Human Services Agency (HSA).

The challenge of maintaining safe, affordable housing is ubiquitous in today's San Francisco. This problem disproportionately affects older adults and adults with disabilities. More than 38% of adults aged 60 years or older live below 200% of the federal poverty level compared to 27% of their younger counterparts. Income and wealth disparities are particularly pronounced among younger adults with disabilities, one third of whom live below 100% of the federal poverty level. This number provides a stark contrast to only one in ten younger adults without disabilities living below the poverty level.

Q Foundation's Housing Subsidy program (which began operation in April 2015) seeks to help address this situation by identifying older adults and adults with disabilities who are facing imminent eviction and to help stabilize their housing situation through the use of a housing subsidy payment. Clients eligible for this program are asked to meet strict eligibility and reporting requirements in order to participate.

Services to be Provided

This modification incorporates DAAS add-back funding from the Mayor's Office intended for housing subsidy services. Grantee received one-time funding augmentation during the Fiscal Year (FY) 2015/16 and this add-back funding will be used to sustain the program at the current level for the remainder of the contract term.

The largest portion of this additional funding will go towards housing subsidies. With the funding augmentation, Q Foundation is set to provide 116 housing subsidies in FY2016/17 and FY2017/18, which is a 90% increase (or 55 added cases) compared to the current funding level.

The remainder of the additional funding will go towards increasing staff time on this program, its associated costs, and support for improved fiscal operation. These increases are needed to improve program efficiency and ensure adequate staffing for program function.

Grantee Selection

Grantee was selected through Request for Proposals #621, which was competitively bid on December 22, 2014.

Funding

Funding for these services will be provided entirely through County General Funds.

Attachments

Appendix A-2 - Services to be Provided

Appendix B-2 - Program Budget

APPENDIX A-2 – SERVICES TO BE PROVIDED BY GRANTEE
Q Foundation dba Aids Housing Alliance/SF
Effective July1, 2016 to June 30, 2018

HOUSING SUBSIDY FOR OLDER ADULTS AND ADULTS WITH DISABILITIES

I. Purpose of Grant

Older adults and adults with disabilities face an ongoing struggle to maintain stable housing in San Francisco due to increasing rents and a limited supply of safe, affordable housing. The purpose of this grant is to help increase financial resources available to older adults and adults with disabilities in order to help them stabilize current housing or gain access to new housing.

By providing a housing subsidy, this grant is intended to prevent homelessness by identifying older adults and adults with disabilities in unstable housing situations and to stabilize that housing.

II. Definitions

Adult with Disability	Person 18 years of age or older living with a disability
DAAS	Department of Aging and Adult Services
Disability	A condition attributable to mental or physical impairment, or a combination of mental and physical impairments including hearing and visual impairments, that results 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, self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment
Frail	An older individual is determined to be functionally impaired because the individual either: (a) Is unable to perform at least two activities of daily living, including bathing, toileting, dressing, feeding, breathing, transferring and mobility and associated tasks, 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 older individual behaves in a manner that poses a serious health or safety hazard to the individual or to others
Grantee	Q Foundation dba AIDS Housing Alliance/SF
HSA	Human Services Agency, the City and County of San Francisco
Older Adults	Person who is 60 years or older
HIV/AIDS	Human Immunodeficiency Virus/Acquired Immune Deficiency Syndrome
AMI	Area Median Income for the area containing San Francisco is a figure established by the United States Department of Housing and Urban Development on an annual basis. The City of San Francisco's Mayor's Office on Housing (sf-moh.org) publishes an AMI chart each year

III. Target Population

Individuals 60 years of age or older or individuals between 18 and 59 years of age that are living with disabilities. Services must target clients 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:

- Income level does not exceed 40% of AMI
- Non or limited –English speaking
- Minority
- Frail
- Lesbian/Gay/Bisexual/Transgender
- Living with HIV/AIDS

IV. Eligibility for Services

In order to obtain housing subsidy services, an individual must meet the following criteria:

- 1) A resident of San Francisco
- 2) Aged 60 and above, or
- 3) Aged 18 to 59 with a disability
- 4) At an income level of 40% of AMI or below
- 5) Lacking stable housing or at risk for homelessness
- 6) Not currently receiving duplicative housing subsidy services
- 7) Has a need for housing subsidy and is willing to participate in the program

V. Location and Time of Services

Services are delivered at AIDS Housing Alliance offices, located at 350 Golden Gate Avenue, Suite A, San Francisco, CA 94102. Regular business hours are Monday through Friday, 9 am – 6 pm.

VI. Description of Services

Housing Subsidy programs shall include the following five components: 1. Program Infrastructure, 2. Client Identification and Eligibility, 3. Housing Subsidy Payments, 4. Housing Subsidy Recertification, and 5. Case Planning Component.

1. Program infrastructure:

- Ability to provide administrative assistance, data entry, database maintenance, processing of invoices, and ability to make payments to landlords
- Creation of purchase service contracts and payment policies
- Program Policies and Procedures which include all accounting procedures and reporting functions needed to administer housing subsidy program
- A dedicated database to capture care planning, case management, client information tracking, purchased services and dollars spent for clients on housing subsidies

2. Client Identification and Eligibility:

- Policies and Procedures clearly defining eligibility criteria, application, decision and award process, recertification process
- Clear Policies and Procedures for waitlists and other program functions as needed

3. Housing Subsidy Payments:

- Rent subsidies shall average \$800 per household, per month. The subsidy should be set at the lowest possible amount needed to stably maintain the household.
- Rent limits should be set at the bottom 20% of average rental market in San Francisco.
- For a time limited period, rent subsidies can be increased to a maximum of \$1200 per household, per month. Any monthly subsidy above \$800 shall be time limited to 24 months total, either consecutively or cumulatively. During periods where the monthly subsidy is above \$800, clients will undergo recertification every 3 months.
- The rent subsidy amount will be determined by each household's income to rent ratio. Thus, the monthly lease agreement the household has entered into will be calculated against each household's monthly income. The goal will be to use the rental subsidy to bring the household income to rent ratio to 30%. In cases where an \$800 monthly subsidy is insufficient to maintain housing, recipients can elect to pay up to 50% of income toward the tenant portion of rent. Only after tenant reaches 50% rent to income ratio will the \$800 goal be waived and subsidy amount increased up to \$1200 with a 50% rent to income ratio.
- Grantee must clearly demonstrate linkages to existing resources for income and other resources.
- Grantee will work to ensure sub-standard housing issues are addressed. When evaluating potential housing, units with serious code violations must be excluded. At a minimum, an apartment inspection checklist will be utilized to ensure that units meet minimum safety guidelines. If clients are living in sub-standard housing, a subsidy could be used to pay rent on a new unit.
- Ensure that the housing subsidies paid are reasonable, prudent and properly procured.

4. Housing Subsidy Recertification:

- The subsidy must be recertified annually at minimum, and more frequently if there are concerns about the household's non-compliance, lack of progress, or if sub-standard housing or safety issues are present.
- Subsidies will be need-based as opposed to time-limited. The subsidy may be renewed as long as clients are engaged in their identified plan and continue to meet program eligibility requirements.

5. Case Planning Component:

- Entrance into and maintenance of a case plan or contract will be mandatory and clients must show good faith, verifiable efforts in making progress toward short and long-term goals. These goals include but are not limited to:
 - Actions to increase income and access to other available resources which help lower overall household expenses
 - Actions to improve credit history and rental stability
 - Efforts to address behavioral health issues that negatively impact housing stability
 - Efforts to access more affordable housing, including applying to appropriate wait lists
- Grantee will be familiar with other community organizations and assist clients in connecting with other organizations as needed.
- Work collaboratively with other community organizations presently working with the client and additional ones who can provide specific expertise.
- Grantee may also enhance the subsidy model described with additional components that will be effective in achieving successful outcomes.

VII. Service Objectives

On an annual basis, the Grantee will work toward creating stable housing for Older Adults and Adults with Disabilities by meeting the following service objectives:

- Provide rental subsidy for at least **116** unduplicated consumers.
- Transition at least **3** unduplicated consumers off of rental subsidy.

VIII. Outcome Objectives

On an annual basis and as needed, Grantee will report progress towards meeting the following outcome Objectives:

A. Housing Retention Outcomes

- At least 85% of clients will remain stably housed 6 months after assistance begins
- At least 75% of clients will remain stably housed 12 months after assistance begins
- At least 50% of clients *leaving* subsidy program will remain stably housed 6 months after assistance ends

B. Client Satisfaction Outcomes

- At least 50% of program participants will complete and return satisfaction surveys
- At least 75% of participants indicate excellent or good in rating the quality of services they receive
- At least 75% of participants indicate that they receive the peripheral services, referrals, and other support they need from the agency
- At least 75% of consumers who receive housing subsidy report that the subsidy was able to help keep them housed stably

IX. Reporting Requirements

- A. Grantee will enter into CA GetCare the consumer data including the Intake Form by the 5th working day of the month for the preceding month's services.
- B. Grantee will provide a monthly report of activities, referencing the tasks as described in Section VII & VIII- Service and Outcome Objectives, this will include a reporting for each unit of service delivered during the reporting period. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
- C. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VII & VIII- Service and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. The Grantee will also be required to submit a Fiscal Closeout Report at the end of the fiscal year. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
- D. Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules. For specific compliance requirements, please refer to Appendices F & G to the Grant Agreement.
- E. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training on an annual basis; Grantee will maintain evidence of staff completion of this training.



- F. Grantee will provide an annual consumer satisfaction survey report to OOA by March 15 each grant year.
- G. Grantee shall develop and deliver ad hoc reports as requested by HSA.
- H. Grantee will develop and maintain with OOA's approval, an updated Site Chart (using OOA's format) with details about the program.
- I. For assistance with reporting requirements or submission of reports, please contact:

Arata Goto
 Contracts Manager/HSA
 P.O. Box 7988
 San Francisco, CA 94120
 Arata.Goto1@sfgov.org

Michael Zaugg
 DAAS, Office on the Aging
 P.O. Box 7988
 San Francisco, CA 94120
 Michael.Zaugg@sfgov.org

X. 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; program operation, which includes a review of a written policies and procedures manual of all OOA funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of director list and whether services are provided appropriately according to Sections VI and VII.
- 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, and HIPAA compliance.

HUMAN SERVICES AGENCY CONTRACT BUDGET SUMMARY

Q Foundation, dba 'AIDS Housing
Alliance/SF

4/1/15-6/30/18

	A	B	C	D	E	F	G	H	I	J
1										
2										
3	HUMAN SERVICES AGENCY CONTRACT BUDGET SUMMARY									
4	Q Foundation, dba 'AIDS Housing									
5	Alliance/SF									
6	4/1/15-6/30/18									
7	(Check One) New	Renewal	_____	Modification	X					
8	If modification, Effective Date of Mod. 7/1/16 No. of Mod. 2									
9	Program: Housing Subsidy									
10	Budget Reference Page No.(s)			Current	Modification	Revised	Current	Modification	Revised	Total
11	Program Term	4/1/15-6/30/15	7/1/15-6/30/16	7/1/16-6/30/17	7/1/16-6/30/17	7/1/16-6/30/17	7/1/17-6/30/18	7/1/17-6/30/18	7/1/17-6/30/18	4/1/15-6/30/18
12	Expenditures									
13	Salaries & Benefits	\$45,795	\$321,526	\$183,177	\$106,755	\$289,932	\$183,177	\$106,755	\$289,932	\$947,183
14	Operating Expense(Does not include subsidy amount)	\$18,277	\$76,225	\$30,130	\$82,971	\$113,101	\$30,130	\$82,971	\$113,101	\$320,704
15	Subtotal	\$64,072	\$397,751	\$213,307	\$189,726	\$403,033	\$213,307	\$189,726	\$403,033	\$1,267,888
16	Indirect Percentage (%)	15%	15%	15%	15%	15%	15%	15%	15%	15%
17	Indirect Cost (Line 16 X Line 15)	\$9,610.81	\$59,663	\$31,996	\$28,459	\$60,455	\$31,996	\$28,459	\$60,455	\$190,183
18	Capital Expenditure	\$4,398	\$1,986	\$0	\$3,975	\$3,975	\$0	\$1,500	\$1,500	\$11,859
19	Subsidy Amount	\$96,000	\$1,113,493	\$585,600	\$524,840	\$1,110,440	\$585,600	\$527,315	\$1,112,915	\$3,432,848
20	Total Expenditures	\$174,081	\$1,572,893	\$830,903	\$747,000	\$1,577,903	\$830,903	\$747,000	\$1,577,903	\$4,902,779
21	HSA Revenues									
22	General Fund	\$174,081	\$1,572,893	\$830,903	\$747,000	\$1,577,903	\$830,903	\$747,000	\$1,577,903	\$4,902,779
23										
24										
25										
26	TOTAL HSA REVENUES	\$174,081	\$1,572,893	\$830,903	\$747,000	\$1,577,903	\$830,903	\$747,000	\$1,577,903	\$4,902,779
27	Other Revenues									
28										
29										
30										
31										
32	Total Revenues	\$174,081	\$1,572,893	\$830,903	\$747,000	\$1,577,903	\$830,903	\$747,000	\$1,577,903	\$4,902,779
33										
34										
35	Prepared by: Darren Kearl									
36	HSA-CO Review Signature:									
37	HSA #1									

Telephone No.:

415-552-3242

9/15/2016

Salaries & Benefits Detail

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	POSITION TITLE	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	4/1/15-6/30/15	7/1/15-6/30/16	7/1/16-6/30/17	10/1/16-6/30/17	7/1/16-6/30/17	7/1/17-6/30/18	7/1/17-6/30/18	7/1/17-6/30/18	4/1/15-6/30/18
7		Agency Totals												
8	Program Manager - BB	\$90,000	75%	75%	56%	\$6,629	\$44,952	\$26,517	\$23,793	\$50,310	\$26,517	\$23,793	\$50,310	\$152,201
9	Clinical Supervisor	\$75,000	100%	2%	2%	\$9,478	\$55,376	\$37,913	-\$36,195	\$1,718	\$37,913	-\$37,913	\$0	\$66,572
10	Housing and Health Advocate III - BC	\$52,000	100%	100%	100%	\$10,500	\$52,000	\$42,000	\$10,000	\$52,000	\$42,000	\$10,000	\$52,000	\$166,500
11	Housing and Health Advocate III - MW	\$52,000	100%	68%	68%	\$6,220	\$40,656	\$24,880	\$10,235	\$36,115	\$24,880	\$10,235	\$36,115	\$117,107
12	Housing and Health Advocate III	\$52,000	100%	100%	0%		\$38,394	\$0	\$0	\$0	\$0	\$0	\$0	\$38,394
13	Manager of Finance & Administration - Subsidy Check Writing Direct Bill	\$40,000	100%	79%	78%	\$0	\$0	\$0	\$31,213	\$31,213	\$0	\$31,213	\$31,213	\$62,426
14	Housing and Health Coordinator	\$31,200	25%	95%	24%	\$1,111	\$5,169	\$4,443	\$3,104	\$7,547	\$4,443	\$3,104	\$7,547	\$21,374
15	Housing and Health Navigator	\$32,760	0%	0%	0%	\$1,111	\$5,169	\$4,443	-\$4,443	\$0	\$4,443	-\$4,443	\$0	\$6,280
16	Housing and Health Navigator	\$32,760	50%	70%	35%	\$1,111	\$5,169	\$4,443	\$7,061	\$11,504	\$4,443	\$7,061	\$11,504	\$29,288
17	TOTALS	\$580,720	7.55	7.27	4.38	\$37,795	\$257,517	\$151,179	\$75,059	\$226,238	\$151,179	\$75,059	\$226,238	\$747,786
21	FRINGE BENEFIT RATE	27%												
22	EMPLOYEE FRINGE BENEFITS	\$149,516				\$8,000	\$64,009	\$31,998	\$31,696	\$63,694	\$31,998	\$31,696	\$63,694	\$199,397
23	TOTAL SALARIES & BENEFITS	\$710,236				\$45,795	\$321,526	\$183,177	\$106,755	\$289,932	\$183,177	\$106,755	\$289,932	\$947,183
24	HSA #2													





Capital Expenditure Detail
(Equipment and Remodeling Cost)

	A	B	C	D	E	F	G	H	I
1									
2									
3									
4	Program Name: Senior Disabled Subsidy								
5	(Same as Line 9 on HSA #1)								
6									
7									
8									
9									
10	EQUIPMENT								
11	No.	ITEM/DESCRIPTION			Current	Revised	Current	Revised	Total
12	2	computers: 2 @ \$899 each	\$1,798	\$1,986					\$3,784
13	2	staff desks: 2 @ \$750 each	\$1,500						\$1,500
14	2	staff desk chairs: 2 @ \$500 each	\$1,000						\$1,000
15	2	client chairs: 2 @ \$50 each	\$100						\$100
16									
17	1	Computer @\$1500				\$1,500		\$1,500	\$3,000
18	15	VOIP Phones				\$1,607		\$0	\$1,607
19	2	Lateral Cabinets				\$868		\$0	\$868
20									
21									
22	TOTAL EQUIPMENT COST		\$4,398	\$1,986	\$0	\$3,975	\$0	\$1,500	\$11,859
23	REMODELING								
24	REMODELING								
25	Description:								
26									
27									
28									
29									
30									
31	TOTAL REMODELING COST								
32									
33	TOTAL CAPITAL EXPENDITURE		\$4,398	\$1,986		3,975		1,500	\$11,859
34	(Equipment and Remodeling Cost)								
35	HSA #4								