



Edwin M. Lee, Mayor

Trent Rhorer, Executive Director
Shireen McSpadden, Executive Director

MEMORANDUM

TO: AGING and ADULT SERVICES COMMISSION

THROUGH: SHIREEN MCSPADDEN, EXECUTIVE DIRECTOR

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

DATE: OCTOBER 4, 2017

SUBJECT: GRANT MODIFICATION: **SOUTHWEST COMMUNITY CORPORATION(NON-PROFIT)** FOR PROVISION OF SENIOR FITNESS/HEALTH INITIATIVES

| GRANT TERM: | <u>Current</u> 7/1/13- 6/30/18 | <u>Modification</u> 7/1/17- 6/30/18 | <u>Revised</u> 7/1/13- 6/30/18 | <u>Contingency</u> | <u>Total</u> 7/1/13- 6/30/18 |
|------------------------------------|--------------------------------------|---|--------------------------------------|-------------------------------|------------------------------------|
| TOTAL GRANT AMOUNT: | \$717,146 | \$50,000 | \$767,146 | \$76,715 | \$843,861 |
| CURRENT ANNUAL AMOUNT: | <u>FY 13/14</u> \$84,714 | <u>FY 14/15</u> \$85,896 | <u>FY 15/16</u> \$110,770 | <u>FY 16/17</u> \$242,883 | <u>FY 17/18</u> \$192,883 |
| REVISED ANNUAL AMOUNT: | N/A | N/A | N/A | N/A | \$242,883 |
| <u>FUNDING SOURCE MODIFICATION</u> | <u>County</u> \$50,000 | <u>State</u> | <u>Federal</u> | <u>Contingency</u> \$5,000 | <u>Total</u> \$55,000 |
| FUNDING: PERCENTAGE: | 100% | 0% | 0% | | |

The Department of Aging and Adult Services (DAAS) requests authorization to modify the existing grant agreement with Southwest Community Corporation for the period of July 1, 2017 to June 30, 2018 in the additional amount of \$50,000 plus a 10% contingency for a total amount not to exceed of \$843,861. The purpose of the grant modification is for the provision of senior fitness programs at Southwest Community Corporation’s IT Bookman Community Center.

Background

Based on the success of the Senior Fitness one time only funding through last year's addback process the San Francisco Board of Supervisors (BOS) allocated \$50,000 to continue Senior Fitness/Health Initiatives through the 17-18 Fiscal year. The initiative was designed to promote physical fitness and wellness among older adults. Southwest Community Corporation will provide senior fitness activities services through their existing DAAS Community Services grant at the IT Bookman Community Center. The community center offers services to seniors and adults with disabilities in the Oceanside, Merced Heights, and Ingleside area of San Francisco. In addition to providing a positive avenue to create new friendships and social networks, the center offers a wide array of programming to enhance the cultural, educational, mental and physical well-being of participants.

Services to be Provided

Augmentation of funding will allow the IT Bookman Community Center to continue senior fitness programming initiated last year. Activities include Always Active classes twice a week, line dancing, Qi Gong, Gentle yoga, and other offerings focusing on fitness and health. Most activities will take place at the I.T. Bookman Community Center.

Grantee Performance

Grantee was found to be compliant with Citywide Fiscal and Compliance Monitoring standards for the fiscal year 2016-2017. Program Monitoring took place in May 2017 and Grantee was found to be compliant with contract deliverables for the fiscal year 2016-2017 as well.

Grantee Selection

Southwest Community Corporation was selected through the Notice of Funding Availability (NOFA) #531 issued in December 2012.

Funding

Funding for this modification is provided entirely by the City and County General Fund.

ATTACHMENTS**Southwest Community Corporation**

Appendix A-3 – Services to be Provided

Appendix B-5 – Program Budget

APPENDIX A-3 – SERVICES TO BE PROVIDED BY GRANTEE
Effective July 1, 2013 to June 30, 2018

Southwest Community Corporation - Community Services

I. Purpose

The purpose of this grant is to maintain or improve the wellbeing of older adults through the provision of a variety of services and activities at activity/senior centers.

II. Definitions

| | |
|-----------------------|--|
| Activity Scheduling | This is one of four service categories within Community Services. Service units are captured by the number of scheduled activity hours sponsored by the Activity/Senior Centers. Activities may include educational presentations, workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes that help consumers maintain/enhance their level of functioning. |
| Adult with Disability | Person 18 years of age or older living with a disability |
| CARBON | Contracts Administration, Reporting and Billing On Line System |
| City | City and County of San Francisco, a municipal corporation. |
| Controller | Controller of the City and County of San Francisco or designated agent. |
| 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. |
| Enhanced Outreach | This is one of four service categories within Community Services. Service units are captured by providing more formal outreach efforts and enhanced services to support the outreach efforts. 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. |
| Frail | An older individual that 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 others. |
| Grantee | Southwest Community Corporation |
| HSA | Human Services Agency of the City and County of San Francisco |
| Low Income | Having income at or below 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. |
| OCM | Office of Contract Management, Human Services Agency |
| OOA | Office on the Aging |

| | |
|-----------------------|--|
| Purchaser | Director of Purchasing of the City and County of San Francisco, or designated agent. |
| Senior | Person who is 60 years or older |
| Social Services/Other | This is one of the four service categories within Community Services. Service units are captured by 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. |
| SOGI | Sexual Orientation and Gender Identity, a result of <i>Ordinance No. 159-16</i> which 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>) |
| Translation | This is one of four service categories within Community Services. Service units are captured 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. |
| Unit of Service | Defined as one hour of service |

III. Target Population

This grant will serve adults aged 60 and over and adults age 18-59 with disabilities who reside in the City and County of San Francisco with one or more of the following target priorities:

1. Low-income
2. Non or limited English speaking
3. Minority
4. Frail
5. Lesbian/Gay/Bisexual/Transgender

IV. Eligibility for Community Services

- Adults aged 60 and above
- Adults 18 years of age or older living with a disability

V. Location and Time of Services

The Southwest Community Corporation Community Services program is located at the IT Bookman Center, 446 Randolph St., San Francisco, CA 94132. The Center is open Monday through Friday from 9:00 a.m. to 5:00 p.m.

VI. Description of Services

Community Services consist of activities/services that focus on the physical, social, psychological, economic, educational, recreational, and/or creative needs of older persons and adults with disabilities. Such services are provided in the agency's community center and in the community.

There are four main categories of services: Activity Scheduling, Translation, Social Services/Other, and Enhanced Outreach. Services should be provided according to OOA Community Services Standards.

VII. Contractor Responsibilities

- Provide quality services that attain a high satisfaction level from participants.
- Provide services that meet the needs of the individual.
- Provide physical activities that may increase the health of participants.
- Increase access to informational and educational presentations that enable individuals to maintain independent living.
- Provide activities to increase socialization opportunities for individuals.

VIII. Service Objectives

Annually for FY13-18:

- Grantee will serve 125 unduplicated consumers older adults and younger adults with disabilities.
- Grantee will provide 1200 units of service of scheduled activities at a center or venues approved by the Office on the Aging.
- Grantee will provide 50 units of service of translation services.
- Grantee will provide 400 units of service of social services.
- Grantee will provide 75 units of service to provide Enhanced Outreach to the Ocean View, Merced Heights, and Ingleside Community with goal of increasing the number of unduplicated consumers by 5% in FY 2016-17 and 2017-18.
- Grantee will provide 1250 units of service of scheduled activities approved by the Office on the Aging for FY 2016-17 through the Senior Fitness Programs add-back.

Additional to the annual baseline for FY 2017-18: Continuing Senior Fitness Programs add-back

- Grantee will provide 1300 units of service of scheduled activities at a center or venues approved by the Office on the Aging for FY 2017-18.
- At least 35% of unduplicated clients served in the course of the contract year will complete and return a consumer satisfaction survey.

IX. Outcome Objectives

- At least 85% of participants surveyed will indicate excellent or good in rating the quality of services they receive.
- At least 85% of participants surveyed will indicate that they receive the services and/or activities they need from the agency.
- At least 80% of participants surveyed who participate in one or more physical activities will report feeling more healthy due to participation.
- At least 80% of participants surveyed who participate in one or more informational/educational presentations will report they receive information to help them maintain independent living.
- At least 85% of participants surveyed report that center activities increase their socialization opportunities and interaction with others.

X. Reporting and Other Requirements

Grantee will provide various reports during the term of the grant agreement.

- A. The grantee will enter consumer data into the CA Get care 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 reports must be entered into the Contracts Administration, Reporting, and Billing Online (CARBON) system regarding the following:
 1. Number of unduplicated consumers served during the month.
 2. Number of units of service of scheduled activities at an activity/senior center or venues approved by the Office on the Aging provided during the month.
 3. Number of units of translation services provided during the month.
 4. Number of units of social services provided during the month.
- D. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VIII & IX – Service and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year on an annual basis:
 - The percentage of participants surveyed that have indicated excellent or good in rating the quality of services they received.
 - The percentage of participants surveyed that have indicated they have received the services and/or activities they needed from the agency.
 - The percentage of participants surveyed that have participated in one or more physical activities, have reported feeling healthier due to participation.
 - The percentage of participants surveyed who have participated in one or more informational/educational presentations have reported they have received information to help them maintain independent living.
 - The percentage of participants surveyed reported that center activities have increased their socialization opportunities and interaction with others.
- E. Grantee shall submit Community Services Block Grant (CSBG) time study to HSA/DAAS 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 will provide an annual consumer satisfaction survey report to OOA by March 15 each grant year.
- H. Grantee shall develop and deliver ad hoc reports as requested by HSA.
- I. Grantee shall develop and deliver an annual summary report of SOGI data collected in the year as requested by HSA. The due date for submitting the annual summary report is July 10th.
- J. Apart from reports requested to be sent via e-mail to the Program Analyst and/or Contract Manager, all other reports should be sent to the following addresses:

Linda Murley, Program Analyst
DAAS, Office on the Aging
P.O. Box 7988
San Francisco, CA 94120
linda.murley@sfgov.org

David Kashani , Contract Manager
Human Services Agency
PO Box 7988
San Francisco, CA 94120
david.kashani@sfgov.org

XI. Monitoring Activities

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; 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, 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.

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 CONTRACT BUDGET SUMMARY

| Contractor's Name | | Contract Term | | | | | | | | | |
|---|-----------------|----------------|----------------|----------------|-----------|--------------|-----------|-----------|--|--|--|
| Southwest Community Corporation | | 7/1/13-6/30/18 | | | | | | | | | |
| (Check One) New | Renewal | Modification | | X | | | | | | | |
| If modification, Effective Date of Mod. | | 10/04/2017 | | No. of Mod. 1 | | | | | | | |
| Program: Community Services | 7/1/13-6/30/14 | 7/1/14-6/30/15 | 7/1/15-6/30/16 | 7/1/16-6/30/17 | Original | Modification | Revised | Total | | | |
| Budget Reference Page No.(s) | | | | | | | | | | | |
| Program Term | | | | | | | | | | | |
| Expenditures | | | | | | | | | | | |
| Salaries & Benefits | \$60,173 | \$60,812 | \$78,837 | \$109,241 | \$105,910 | \$0 | \$105,910 | \$414,973 | | | |
| Operating Expense | \$21,283 | \$21,780 | \$27,673 | \$111,106 | \$78,956 | \$50,000 | \$128,956 | \$310,798 | | | |
| Subtotal | \$81,456 | \$82,592 | \$106,510 | \$220,347 | \$184,866 | \$50,000 | \$234,866 | \$725,771 | | | |
| Indirect Percentage (%) | 4.00% | 4.00% | 4.00% | 4.40% | 4.34% | 0.00% | 3.41% | 3.93% | | | |
| Indirect Cost (Line 16 X Line 17) | \$3,258 | \$3,304 | \$4,260 | \$9,696 | \$8,017 | \$0 | \$8,017 | \$28,535 | | | |
| Capital Expenditure | \$0 | \$0 | \$0 | \$12,840 | \$0 | \$0 | \$0 | \$12,840 | | | |
| Total Expenditures | \$84,714 | \$85,896 | \$110,770 | \$242,883 | \$192,883 | \$50,000 | \$242,883 | \$767,146 | | | |
| HSA Revenues | | | | | | | | | | | |
| General Fund | \$74,548 | \$75,588 | \$97,478 | \$213,737 | \$179,327 | \$50,000 | \$229,327 | \$690,678 | | | |
| CFDA 93.778 Medical Assistance Program | \$10,166 | \$10,308 | \$13,292 | \$29,146 | \$13,556 | \$0 | \$13,556 | \$76,468 | | | |
| TOTAL HSA REVENUES | \$84,714 | \$85,896 | \$110,770 | \$242,883 | \$192,883 | \$50,000 | \$242,883 | \$767,146 | | | |
| Other Revenues | | | | | | | | | | | |
| Total Revenues | \$84,714 | \$85,896 | \$110,770 | \$242,883 | \$192,883 | \$50,000 | \$242,883 | \$767,146 | | | |
| Full Time Equivalent (FTE) | | | | | | | | | | | |
| Prepared by: | Kristin Rosboro | | | | | | | | | | |
| HSA-CO Review Signature: | _____ | | | | | | | | | | |
| HSA #1 | _____ | | | | | | | | | | |

Southwest Community Corporation
Program: Community Services
(Same as Line 9 on HSA #1)

Operating Expense Detail

| Expenditure Category | TERM | | | | | Original | Modification | Revised | TOTAL |
|---|------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| | | 7/1/13- 6/30/14 | 7/1/14- 6/30/15 | 7/1/15- 6/30/16 | 7/1/16- 6/30/17 | 7/1/17- 6/30/18 | 7/1/17- 6/30/18 | 7/1/17- 6/30/18 | 7/1/13- 6/30/18 |
| Rental of Property | | | | | | | | | |
| Utilities(Elec, Water, Gas, Phone, Scavenger) | | \$15,648 | \$13,330 | \$13,184 | \$13,800 | \$13,500 | \$300 | \$13,800 | \$69,762 |
| Office Supplies, Postage | | \$1,950 | \$1,950 | \$3,000 | \$5,200 | \$4,000 | \$156 | \$4,156 | \$16,256 |
| Building Maintenance Supplies and Repair | | \$100 | | \$6,069 | \$11,000 | \$6,500 | \$2,000 | \$8,500 | \$25,669 |
| Printing/Reproduction | | | | \$1,420 | \$2,100 | \$1,500 | \$2,000 | \$3,500 | \$7,020 |
| Insurance | | \$3,085 | \$5,500 | \$4,000 | \$8,356 | \$5,500 | \$2,500 | \$8,000 | \$28,941 |
| Staff Training | | | | | | | | | |
| Staff Travel-(Local & Out of Town) | | | | | | | | | |
| Rental of Equipment | | | | | | | | | |
| Subcontractor - Custodian | | | | | | \$10,000 | \$500 | \$10,500 | \$10,500 |
| Ongoing Activity, Instruction + Supplies | | | | | \$26,000 | \$30,150 | \$6,350 | \$36,500 | \$62,500 |
| Contractor, Activity Instruction (Brain Health) | | | | | \$5,000 | | \$9,000 | \$9,000 | \$14,000 |
| Contractor, Activity Instruction (Fitness) | | | | | \$5,000 | | \$4,000 | \$4,000 | \$9,000 |
| Contractor, Art Instructor | | | | | \$4,500 | | \$4,500 | \$4,500 | \$9,000 |
| Contractor, Holistic Health | | | | | \$6,000 | | | | \$6,000 |
| Field Activity, Supplies + Travel | | | | | \$8,000 | | \$8,000 | \$8,000 | \$16,000 |
| Supplies, Fitness | | | | | \$3,500 | | \$2,000 | \$2,000 | \$5,500 |
| Supplies, Art | | | | | \$3,500 | | \$4,500 | \$4,500 | \$8,000 |
| Brain Health, Computer Component | | | | | \$1,150 | | | | \$1,150 |
| Senior Luncheon | | | | | \$8,000 | \$7,806 | \$4,194 | \$12,000 | \$20,000 |
| OTHER | | | | | | | | | |
| Fund Dev/Web/Social Media | | \$500 | \$1,000 | | | | | | \$1,500 |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| TOTAL OPERATING EXPENSE | | \$21,283 | \$21,780 | \$27,673 | \$111,106 | \$78,956 | \$50,000 | \$128,956 | \$310,798 |

HSA #3