



MEMORANDUM

TO: AGING & ADULT SERVICES COMMISSION

THROUGH: SHIREEN MCSPADDEN, EXECUTIVE DIRECTOR

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

DATE: OCTOBER 4, 2017

SUBJECT: **GRANT MODIFICATION: COMMUNITY LIVING CAMPAIGN (NON-PROFIT) FOR AGING AND DISABILITY FRIENDLY COMMUNITY (ADFC) PROJECT**

GRANT TERM:	<u>Current</u> 7/1/16- 6/30/18	<u>Modification</u> 7/1/16- 6/30/18	<u>Revised</u> 7/1/16- 6/30/18	<u>Contingency</u>	<u>Total</u>
GRANT AMOUNT:	\$202,000	\$45,000	\$247,000	\$24,700	\$271,700
ANNUAL AMOUNT:	<u>FY 16/17</u> \$101,000	<u>FY17/18</u> \$146,000			
FUNDING SOURCE:	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:	\$247,000	\$0	\$0	\$24,700	\$271,700
PERCENTAGE:	100%	0%	0%		100%

The Department of Aging and Adult Services requests authorization to modify the existing grant agreement with Community Living Campaign (CLC) for the time period beginning July 1, 2016 and ending June 30, 2018, in the amount of \$45,000 plus a 10% contingency for a total not to exceed amount of \$271,700. The purpose of this modification is to start two new Community Connector Programs for older adults and adults with disabilities in the south west section of the City, District 7; the Merced Extension Triangle METNA Community Connectors and the Miraloma Park Community Connectors.

Background

The Cayuga Community Connector program was first funded by DAAS through CLC in 2014. The Cayuga Community Connectors (CCC) was founded by a retired community activist who

realized that neighborhood volunteers and social gatherings in homes or at the local church could provide community for older adults in a neighborhood without a traditional senior center. Since its inception, CCC has grown, won a National Innovative Aging Award and inspired other neighborhoods to adopt the connector precepts.

The new METNA and Miraloma Park networks are being actively mentored by CLC and CCC. Funding for the networks comes through the District 7 Participatory Budgeting process. The budgeting process invites community members to help decide how to spend part of the public budget. The essence of the Participatory Budget process is to improve the quality of neighborhoods and involve as many community members as possible, regardless of age, race, and socio-economic background.

Services to be Provided

In both the METNA and Miraloma Park Community Connectors program, a local resident will serve as a paid Community Connector. With the support of advisors who are long-time neighborhood residents, they help develop and guide the Community Connector project. Neighborhood volunteers receive training in promoting healthy aging, isolation prevention, elder abuse awareness, and understanding the process of aging. Volunteers will also learn about the continuum of care and services/support available to help individuals remain contributing members of their neighborhood. Project activities will include Always Active senior exercise classes, emergency preparedness training, potlucks, and other neighborhood social and educational gatherings. Neighborhood volunteers will participate in mutual help and support services such as being walking partners, or visits to homebound neighbors.

The Community Connectors program approach offers older adults and people with disabilities the opportunity to share their wisdom and strengths with others, to make new friends, and to build a network of neighborhood supports.

For more specific information regarding the services to be provided, please refer to the attached Appendices A.

Selection

Grantee was selected through NOFA (Notice of Funding Availability) #618, which was issued in October 2014.

Cayuga Community Connectors was monitored in February of 2017 and was found to be in compliance to its contract.

Funding

Funding for this grant modification is provided entirely by the City and County General Fund as a result of the addback budget process for FY 2017-18.

Attachments

Appendix A-1 – Services to be Provided

Appendix B-1 – Budget

Appendix A-2 – Services to be Provided

Appendix B-2 – Budget

APPENDIX A-1 – SERVICES TO BE PROVIDED
Community Living Campaign
Age and Disability Friendly Community: Miraloma Park Community Connectors
July 1, 2017 – June 30, 2018

I. Purpose

The purpose of this grant is to build an Aging and Disability Friendly Community through a neighborhood service model. The Miraloma Park Community Connectors will employ an intergenerational model to identify older adults and people with disabilities in need of assistance encourage neighbors to help each other, promote socialization, and offer the programs and activities needed to ensure that older and disabled neighbors feel valued, connected, and have the support they need to age in their own homes. This is a new approach that is specific to a particular neighborhood wherein community activists are highly motivated to pursue this cost-effective method for mutual help services.

II. Definitions

Adult with Disability	Person 18 years of age or older living with a disability.
DAAS	Department of Aging and Adult Services
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 but not limited to 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 themselves or to others.
Grantee	Community Living Campaign
HSA	Human Services Agency of the City and County of San Francisco
Intergenerational Model	Intergenerational activities are defined as activities that join children, youth, and older adults together in a structured, supervised activity.
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.
Miraloma Park	A neighborhood within Supervisory District 7 bounded by Portola Drive, O’Shaughnessy Boulevard, Stillings Ave., Melrose Ave, Dalewood Way, Juanita Way, and Miraloma Drive.

Mutual Help Services		A service by which neighborhood resident volunteers are selected and trained to identify older adults in the community in need of help so they may live independently in their own homes. Volunteers (many of which are retirees) use their existing skills in social worker, health care worker, and other helping professions to aid others in need of supportive services.
Senior		A person who is 60 years of age or older
SOGI		Sexual Orientation and Gender Identity, a result of Ordinance No. 159-16 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 (Chapter 104, Sections 104.1 through 104.9.)

III. Eligibility for Services

- 1) Resident of San Francisco
- 2) Senior or Adult with Disability

IV. Target Population

Services should 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

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

For this particular grant, the following target population is included:

- Residents of Miraloma Park neighborhood of San Francisco

V. Description of Services

The Miraloma Park Community Connector (“MPCC”) approach is based on a strong group of volunteer advisors who are long-time residents, and experienced in coordinating activities within the neighborhood. To best serve the needs of the community, the MPCC has taken an intergenerational approach, which strengthens the fabric of the community by providing social opportunities and offering older adults and adults with disabilities opportunities to share their wisdom and strengths with the rest of the neighborhood. Program model will include:

- **Local Community Connector.** A local resident will serve as a paid Community Connector for the MPCC. She will work part-time (8 hours per week will be supported by this grant) as the point person in developing and guiding the project, with input from participants and an advisory board of long-time residents.
- **Healthy Aging Activities.** Healthy aging activities to support aging in place are particularly popular in this neighborhood. MPCC will support Always Active senior exercise classes,

classes on health topics such as fall prevention, diabetes, and brain fitness, as well as other healthy aging activities.

- **Community Center Without Walls.** MPCC will offer additional activities to create a stronger sense of community, encourage socialization, and reduce isolation. These may include computer classes, emergency preparedness trainings, potlucks, and other neighborhood social gatherings. These activities will take place at a local church and in neighbor's homes and gardens.
- **Neighborhood-Driven Approach.** Ongoing neighborhood feedback will ensure activities and programs meet neighbors' needs. MPCC will maintain a database of participants and neighborhood volunteers to track this information.
- **Neighbors Helping Neighbors.** The neighborhood's intergenerational approach provides everyone with a chance to support each other. MPCC will encourage younger, more able-bodied residents to befriend older, frailer residents to provide help and companionship.
- **Volunteer Training.** Neighborhood volunteers will receive training in best practices for promoting healthy aging, and available services/support for individuals to remain as contributing members of their neighborhood.
- **Outreach.** MPCC will use a variety of methods to include a range of neighbors that reflect the diversity of the neighborhood, including providing informational materials in appropriate languages.
- **Maintain Database of Participants.** Including contact information, support needs, and volunteer activities

V. Location and Time of Services

Services will be provided throughout the service target area (Miraloma Park neighborhood) at locations including churches, parks, member homes, and other public/private space as available.

Dates and times of specific services are to be determined, but will include weekdays, weekends, and evenings as best fit consumer needs.

VI. Service Objectives

During the terms of the grant, the Grantee will provide the following annual service objectives:

- **Identification of Consumers Involved in Community Connection Services:**
One Unit = One Consumer Units: 25
- **Recruitment of Neighborhood Volunteers:**
One Unit = One Volunteer Units: 15
- **Community Connection Activities and Services:**
One Unit = One Hour Units: 80
- **Neighborhood Outreach Activities:**
One Unit = One Hour Units: 40

- **Volunteer Training Activities:**

One Unit = One Hour

Units: 10

- At least 35% of Consumers will respond to the annual consumer satisfaction survey.

VII. Outcome Objectives

At least 85% of program participants will report that they would recommend joining MPCC to a friend.

At least 85% of Consumers who participate in exercise classes will report that they feel healthier.

At least 85% of participants will report that the activities and events they attended made them feel more connected to their community.

VIII. Reporting and Other Requirements

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

- A. The grantee will enroll the clients into the CA-GetCare database (<https://ca.getcare.com/caprovider/>), and enter all required data.
- 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.
- D. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VI & VII - 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:
 1. The percentages of consumers responding to the annual consumer satisfaction survey have been satisfied with the service and find it beneficial to them.
- E. 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.
- 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 is required to attend all mandatory trainings and/or meetings.

- 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
PO Box 7988
San Francisco, CA 94120
Email: linda.murley@sfgov.org

Richard Sin, Contract Manager
Human Services Agency
PO Box 7988
San Francisco, CA 94120
Email: richard.y.sin@sfgov.org

IX. 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 OOA 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; 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 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.

APPENDIX A-2 – SERVICES TO BE PROVIDED

Community Living Campaign

**Age and Disability Friendly Community: Merced Extension Triangle Community Connectors
July 1, 2017 – June 30, 2018**

I. Purpose

The purpose of this grant is to build an Aging and Disability Friendly Community through a neighborhood service model. The Merced Extension Triangle Community Connectors (METCC) will employ an intergenerational model to identify older adults and people with disabilities in need of assistance encourage neighbors to help each other, promote socialization, and offer the programs and activities needed to ensure that older and disabled neighbors feel valued, connected, and have the support they need to age in their own homes. This is a new approach that is specific to a particular neighborhood wherein community activists are highly motivated to pursue this cost-effective method for mutual help services.

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Merced Extension Triangle	A neighborhood within Supervisory District 7 bounded by Junipero Serra Boulevard, Highway 280, and Brotherhood Way

Mutual Help Services		A service by which neighborhood resident volunteers are selected and trained to identify older adults in the community in need of help so they may live independently in their own homes. Volunteers (many of which are retirees) use their existing skills in social worker, health care worker, and other helping professions to aid others in need of supportive services.
Senior		A person who is 60 years of age or older
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For this particular grant, the following target population is included:

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DAAS, Office on the Aging
PO Box 7988
San Francisco, CA 94120
Email: linda.murley@sfgov.org

Richard Sin, Contract Manager
Human Services Agency
PO Box 7988
San Francisco, CA 94120
Email: richard.y.sin@sfgov.org

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- 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-1, Page 1				
2					
3	HUMAN SERVICES AGENCY BUDGET SUMMARY				
4	BY PROGRAM				
5	Miraloma Park Community Connectors			July 1, 2017 to June 30, 2018	
6					
7	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>				
8	If modification, Effective Date of Mod.		No. of Mod.		
9	Program: Miraloma Park Community Connectors				
10	Budget Reference Page No.(s)				
11	Program Term		7/1/17- 6/30/18		Total
12	Expenditures				
13	Salaries & Benefits		\$9,165		\$9,165
14	Operating Expense		\$10,420		\$10,420
15	Subtotal		\$19,585		\$19,585
16	Indirect Percentage (%)		15%		\$0
17	Indirect Cost (Line 16 X Line 15)		\$2,938		\$2,938
18	Capital Expenditure		\$0		\$0
19	Total Expenditures		\$22,523		\$22,523
20	HSA Revenues				
21	General Fund		\$20,000		\$20,000
22					
23					
24					
25					
26					
27					
28					
29	TOTAL HSA REVENUES		\$20,000		\$20,000
30	Other Revenues				
31					
32	Grants & Neighborhood Donations		\$2,523		
33					
34					
35					
36	Total Revenues		\$22,523		\$22,523
37	Full Time Equivalent (FTE)				
39	Prepared by: Kate Kuckro		Telephone No.: 415-821-1003, x102 Date: 9/13/17		
40	HSA-CO Review Signature: _____				
41	HSA #1				11/15/2007

Program Name: Miraloma Park Community Connectors
 (Same as Line 9 on HSA #1)

Salaries & Benefits Detail

7/1/17- 6/30/18

11	12	Agency Totals		For HSA Program		For DHS Program	For DHS Program	For DHS Program	TOTAL
		Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	7/1/17 to 6/30/18
13	Community Connector	\$48,880	15%	100%	15.00%	\$7,332			\$7,332
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30	TOTALS		0.15	1.00	0.15	\$7,332			\$7,332
31									
32	FRINGE BENEFIT RATE	0.25							
33	EMPLOYEE FRINGE BENEFITS					\$1,833			\$1,833
34									
35									
36	TOTAL SALARIES & BENEFITS					\$9,165			\$9,165
37	HSA #2	11/15/2007							

	A	B	C	D	E
1	Appendix B-2, Page 1				
2					
3	HUMAN SERVICES AGENCY BUDGET SUMMARY				
4	BY PROGRAM				
5	Merced Extension Triangle Community Connectors			July 1, 2017 to June 30, 2018	
6					
7	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>				
8	If modification, Effective Date of Mod.		No. of Mod.		
9	Program: Merced Extension Triangle Community Connectors				
10	Budget Reference Page No.(s)				
11	Program Term		7/1/17 - 6/30/18		Total
12	Expenditures				
13	Salaries & Benefits		\$12,220		\$12,220
14	Operating Expense		\$11,610		\$11,610
15	Subtotal		\$23,830		\$23,830
16	Indirect Percentage (%)		15%		\$0
17	Indirect Cost (Line 16 X Line 15)		\$3,575		\$3,575
18	Capital Expenditure		\$0		\$0
19	Total Expenditures		\$27,405		\$27,405
20	HSA Revenues				
21	General Fund		\$25,000		\$25,000
22					
23					
24					
25					
26					
27					
28					
29	TOTAL HSA REVENUES		\$25,000		\$25,000
30	Other Revenues				
31					
32	Grants & Neighborhood Donations		\$2,405		
33					
34					
35					
36	Total Revenues		\$27,405		\$27,405
37	Full Time Equivalent (FTE)				
39	Prepared by: Kate Kuckro		Telephone No.: 415-821-1003, x102 Date: 9/13/17		
40	HSA-CO Review Signature: _____				
41	HSA #1				11/15/2007

Program Name: Merced Extension Triangle Community Connectors
 (Same as Line 9 on HSA #1)

Salaries & Benefits Detail

7/1/17 - 6/30/18

11	12	Agency Totals		For HSA Program		For DHS Program	For DHS Program	For DHS Program	TOTAL
		Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	7/1/17 to 6/30/18
13	Community Connector	\$48,880	20%	100%	20.00%	\$9,776			\$9,776
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30	TOTALS		0.20	1.00	0.20	\$9,776			\$9,776
31									
32	FRINGE BENEFIT RATE	0.25							
33	EMPLOYEE FRINGE BENEFITS					\$2,444			\$2,444
34									
35									
36	TOTAL SALARIES & BENEFITS					\$12,220			\$12,220
37	HSA #2	11/15/2007							

	A	B	C	D	E	F	G	H	I	J	K
1	Appendix B-2, Page 3										
2											
3											
4	Program Name: Merced Extension Triangle Community Connectors										
5	(Same as Line 9 on HSA #1)										
6											
7	Operating Expense Detail										
8											
9											
10											
11											
12	Expenditure Category			TERM 7/1/17 - 6/30/18							TOTAL
13	Rental of Property			\$2,000							\$ -
14	Utilities(Elec, Water, Gas, Phone, Scavenger)										\$ 2,000.00
15	Office Supplies, Postage										\$ -
16	Building Maintenance Supplies and Repair										\$ -
17	Printing and Reproduction			\$600							\$ 600.00
18	Insurance										\$ -
19	Staff Training										\$ -
20	Staff Travel-(Local & Out of Town)										\$ -
21	Rental of Equipment										\$ -
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE										
23	Always Active Trainers			\$3,120							\$ 3,120.00
24	Program Support			\$4,290							\$ 4,290.00
25											\$ -
26											\$ -
27											\$ -
28	OTHER										
29	Meeting Expenses			\$600							\$ 600.00
30	Program Supplies			\$1,000							\$ 1,000.00
31											\$ -
32											\$ -
33											\$ -
34											
35	TOTAL OPERATING EXPENSE			\$11,610							\$11,610
36											
37	HSA #3										11/15/2007