City and County of San Francisco



London Breed, Mayor

Human Services Agency

Department of Human Services Department of Disability and Aging Services Office of Early Care and Education

Trent Rhorer, Executive Director

MEMORANDUM

то:	AGING & AD	ULT SERV	ICES COMM	IISSION	
THROUGH:	SHIREEN Mc	SPADDEN,	EXECUTIVE	EDIRECTOR	
FROM:	CINDY KAUF ESPERANZA			CTOR ECTOR OF CON	TRACES
DATE:	DECEMBER 2	, 2020			
SUBJECT:		OF LEGAL S S	SERVICES F		OFIT) FOR THE ADULTS WITH
GRANT TERMS:	1/1/21-6/30/24				
GRANT AMOUNTS:	\$1,327,708				
FUNDING SOURCE ANNUAL AMOUNT PERCENTAGE	<u>County</u> \$902,841 68%	State	<u>Federal</u> \$424,867 32%	Contingency \$132,771	<u>Total</u> \$1,460,478 100%

The Department of Disability and Aging Services (DAS) requests authorization to enter into new grant agreements with multiple providers for the provision of legal services for younger adults with disabilities during the period of January 1, 2021 through June 30, 2024, in the combined amount of \$1,327,708 plus a 10% contingency for a total not to exceed amount of \$1,460,478. The specific breakdown of funding per grantee is summarized in the following table.

Grantee	1/1/21- 6/30/21	Annual	Annual x3	Total	10% Contingency	Total Not to Exceed
Asian Pacific Islander Legal Outreach (DBA of Nihonmachi Legal Outreach)	\$56,500	\$113,000	\$339,000	\$395,500	\$39,550	\$435,050
Independent Living Resource Center of San Francisco	\$74,589	\$149,178	\$447,534	\$522,123	\$52,212	\$574,335
La Raza Centro Legal	\$16,084	\$31,167	\$96,501	\$112,585	\$11,258	\$123,843
Legal Assistance to the Elderly	\$22,500	\$45,000	\$135,000	\$157,500	\$15,750	\$173,250
Open Door Legal	\$20,000	\$40,000	\$120,000	\$140,000	\$14,000	\$154,000
Total	\$189,673	\$379,345	\$1,138,035	\$1,327,708	\$132,771	\$1,460,478

Background

Legal services can be critical to maintaining or securing a better quality of life for adults with disabilities. DAS' legal service providers work to provide their clients with information and advice designed to allow them to make informed decisions and assert their rights on a variety of issues. Legal service program providers help eligible clients with a variety of legal issues which may include public benefit eligibility determinations and appeals, housing rights and eviction prevention, consumer fraud and debt collection issues, elder abuse prevention, simple will preparation, disability planning and advance directives, and immigration matters.

Services to be Provided

Grantees will operate a legal service program offering legal information and representation for adults with disabilities in need of assistance. Grantees have and will continue to develop legal expertise in areas most impacting adults with disabilities; Grantees are also expected to be up to date with changes in the law that might affect the provision of services. Grantees should be as culturally and linguistically competent as possible to serve a diverse San Francisco population while also being experienced and knowledgeable about working with younger adults with disabilities.

Grantees will each offer an initial intake process for clients in need of legal services. Upon completion of screening, further services will fall into one of the following modules of service:

- 1. <u>Information and Referral</u> the client concern is more appropriately referred to another service for assistance.
- 2. <u>Advise and Close</u> the client issue is very easily addressed, advice is provided and the case is closed.
- 3. <u>Brief Services</u> the client is in need of assistance to prepare legal correspondence, fill out an official form, review legal documents, etc.

4. <u>Case Acceptance</u> – the client issue warrants more extensive legal representation and a case file is opened, e.g. elder abuse, consumer fraud, reasonable accommodation for housing, etc.

Outcomes for legal services assistance can include stabilizing or improving a housing situation, increasing or maintaining an income source, securing protective court orders against someone harming a vulnerable client, or deterring predatory collection and illegal business practices targeting an adult with a disability.

Coronavirus Pandemic and Impact on Services

At the implementation of the City's shelter-in-place order in March 2020, DAS legal service providers halted all in-office operations, shifting services to phone and virtual options. This remains the preferred and primary mode of service delivery among DAS funded legal service providers. With the development of public health guidance on safe operations for staff and clients, legal service providers now offer limited instances of in-office services when alternatives are not available. These in-office operations utilize office technology to connect clients virtually to staff (located elsewhere in the office or off-site) or use of physical barriers and restricted staffing on site for socially distanced transactions. While client utilization of services dropped off initially, it has steadily grown through the remainder of 2020. Looking forward, DAS legal services are expected to be near or at pre-COVID service levels in terms of clients served and legal service hours provided.

Grantee Selections

Grantees were selected through Request for Proposals (RFP) 865, Legal Services for Adults with Disabilities, which was competitively bid in January 2020.

Funding

Funding will be provided through a Federal (32%) and County General Funds (68%).

ATTACHMENTS

Asian Pacific Islander Legal Outreach (DBA of Nihonmachi Legal Outreach) Appendix A- Services to be Provided

Appendix B- Program Budget

Independent Living Resource Center of San Francisco

Appendix A- Services to be Provided Appendix B- Program Budget

La Raza

Appendix A- Services to be Provided Appendix B- Program Budget

Legal Assistance to the Elderly

Appendix A- Services to be Provided Appendix B- Program Budget **Open Door Legal** Appendix A- Services to be Provided Appendix B- Program Budget

APPENDIX A

API LEGAL OUTREACH

LEGAL SERVICES FOR YOUNGER ADULTS WITH DISABILITIES

January 1, 2021 – June 30, 2024

I. Purpose

The purpose of this grant is to ensure the rights and entitlements of younger adults with disabilities (ages 18-59) by providing legal assistance.

II. Definitions

California State Bar	The State Bar of California is the regulatory agency for the State's lawyers, charged with admitting and disciplining attorneys.
CARBON	Contracts Administration, Reporting, and Billing Online 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	API Legal Outreach
HSA	Human Services Agency of City and County of San Francisco
Legal Assistance	Legal advice and representation provided by an attorney to adults with disabilities with economic or social needs; and includes $-(i)$ to the extent feasible, counseling or other appropriate assistance by a paralegal or law student under the direct supervision of an attorney;
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API Legal Outreach Legal Services for Younger Adults with Disabilities Appendix A and (ii) counseling or representation by a nonlawyer where permitted by law. Direct legal assistance may be provided face-to-face, by telephone, or by electronic communication and includes, but is not limited to, advice and consultation, litigation, administrative representation, brief services, preparing legal documents and pro se assistance.

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.

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.

OAA Older Americans Act

OCP Office of Community Partnerships

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).

III. Target Population

Services must 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. In particular:

Low-income

API Legal Outreach Legal Services for Younger Adults with Disabilities Appendix A

- Limited English proficiency
- Minority
- Frail
- Member of LGBTQ+ Community

IV. Eligibility for Services

- 1) A resident of San Francisco and
- 2) Aged 18-59 living with a disability

V. Location and Time of Services

API Legal Outreach's offices are located at 1121 Mission Street in San Francisco. Services are offered Monday through Friday during regular business hours.

VI. Description of Services

Legal service providers will help eligible clients with a variety of legal issues which may include benefit appeals, eviction prevention, consumer fraud/issues, elder abuse prevention, simple will preparation, disability planning and advance directives, debt collection issues, and immigration matters. Legal service providers will often work in conjunction with other service providers to carefully assess and triage client needs.

Clients seeking legal services will go through an initial screening process. Legal providers will then categorize the services they provide into one of the following four modules:

- 1) <u>Information and Referral</u> the concern is more appropriately referred to another service for assistance
- 2) <u>Advise and Close</u> the legal issue is very easily addressed, advice is provided and the case is closed
- 3) <u>Brief Services</u> the client is in need of assistance to prepare legal correspondence, fill out an official form, review legal documents, etc.
- 4) <u>Case Acceptance</u> the legal issue warrants more extensive legal representation and a case file is opened, e.g., elder abuse, consumer fraud, challenging eviction petitions, etc.

Grantee will be provided with a copy of the California Department of Aging's California Statewide Guidance for Legal Assistance. Grantee is expected to use these Guidelines in the provision of legal services. While non-binding, the Guidelines should be considered for guidance and technical assistance in the provision of services.

Areas of expertise for legal service Grantees should include at least one of the following:

1) <u>Income/Nutrition</u>: Supplemental Security Income (SSI), Social Security, pensions/retirement, CalFresh/Supplemental Nutrition Assistance Program (SNAP), unemployment

- 2) <u>Housing/Utilities</u>: Tenant rights, real property, utilities
- 3) <u>Long-term Care</u>: Skilled Nursing Facility (SNF) issues, community-based, long-term care services
- 4) <u>Healthcare</u>: MediCal, Medicare, managed care, provider/services access, private insurance
- 5) <u>Protective Services/Elder Abuse/Defense against Conservatorship</u>: Conservatorship issues with a focus on defending older persons against guardianship as called for in the OAA § 321(a)(6)), restraining orders, abuse/neglect, exploitation, advanced planning/autonomy/advance directives
- 6) Consumer: Bankruptcy/debt, contracts/warranties, scams/identity theft
- 7) <u>Civil Rights</u>: Limited English Proficient (LEP) rights, discrimination, immigration

Clients can expect that the legal service provider is experienced and knowledgeable about working with people with disabilities. Grantee is expected to keep up with changes in the law that affect people with disabilities and particularly in the issue areas in which services are provided. Grantee will further assure that services delivered are consistent with professional standards for this service. Grantee should be as culturally and linguistically competent as possible to serve an ethnically diverse population.

Legal services provided and to be reported under this grant will meet the definition of Legal Assistance as described in the Definitions section above. Legal Assistance will be recorded by number of hours of Legal Assistance provided.

Grantee agrees to meet on a quarterly basis or as needed with other legal service providers and the Office of Community Partnerships staff to help develop and maintain a comprehensive citywide approach to legal service programs funded by DAS.

Grantee will assign staff to help in the planning, development, and distribution of a quarterly legal services newspaper in conjunction with other DAS legal services providers. The newsletter will serve as an outreach and educational tool. Content will be printed in multiple languages and cover legal topics most relevant to the target populations.

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

VII. Service Objectives

For the period 1/1/21 - 6/30/21:

• Grantee will serve <u>30</u> unduplicated clients.

• Grantee will provide <u>750</u> units of service of Legal Assistance. A unit is one hour of Legal Assistance.

On an annual basis, beginning July 1, 2021:

- Grantee will serve <u>61</u> unduplicated clients.
- Grantee will provide <u>1,500</u> units of service of Legal Assistance. A unit is one hour of Legal Assistance.

VIII. Outcome Objectives

Grantees will participate in a quarterly reporting process designed by Office of Community Partnership (OCP) staff. Reporting on outcomes through this framework will demonstrate and measure the impact, outcomes, and results of legal services provided. Outcome measures originally developed by the State Bar of California serve as the basis for this reporting framework.

Collecting outcomes through this manner will allow DAS and Grantee to track positive outcomes in a particular contract year as well as comparing the outcomes from year to year. Results may help establish benchmarks for performance in future years.

Grantee will, on a quarterly basis, complete and submit to OCP a report on program performance which includes the following:

- Total clients served including aggregate demographic information
- Total hours of legal assistance provided
- Total number of cases opened during the quarter
- Total number of cases closed during the quarter
- Categorization of level of service for each case closed during the quarter (Information and Referral, Advise and Close, Brief Service, Case Acceptance)
- Recording of each case closed into standardized categories based on legal issue assisted with (e.g. housing, income maintenance, consumer/finance)
- Categorization of each case closed within a series of standardized outcomes (e.g. obtained, preserved, or increased disability or age related benefit; prevented loss of current housing, etc.) as defined by the State Bar of California
- Community education, outreach efforts, and client narratives

Completion of quarterly reporting will be done via on online portal developed and supported by OCP analyst staff. Reporting periods and deadlines will be as follows:

- 1st Quarter (covering July, August, September) due October 25th each year
- 2nd Quarter (covering October, November, December) due January 25th each year
- 3rd Quarter (covering January, February, March) due April 25th each year
- 4th Quarter (covering April, May, June) due July 25th each year

IX. Additional Reporting Requirements

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

- A. The 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.
- B. Monthly reports must be entered into the Contracts Administration, Reporting, and Billing Online (CARBON) system and include Service Objectives
- C. 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 shall be submitted via the CARBON system.
- D. Grantee shall develop and deliver a bi-annual summary report of SOGI data collected as requested by DAS/HSA. The due dates for submitting the summary reports are January 10th (for July 1-December 31 data) and July 10th (for January 1-June 30 data
- E. Grantee shall develop and deliver ad hoc reports as requested by DAS/HSA.
- F. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
- G. 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.
- H. Grantee will develop a Grievance Policy consistent with Office on the Aging Program Memorandum #33 - Consumer Grievance Policy.
- I. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies "Focal Points" which are designed to help older adults and adults with disabilities connect to services throughout the City. These Focal Points are:

Designated Community Focal Point	Address
Western Addition Senior Center (BHPMSS)	1390 1/2 Turk St, San Francisco, 94115
Bayview Senior Connections (BHPMSS)	1753 Carroll Ave, San Francisco, CA 94124
OMI Senior Center (CCCYO)	65 Beverly St, San Francisco, 94132
Richmond Senior Center (GGSS)	6221 Geary Blvd, San Francisco, 94121
Mission Neighborhood Centers	362 Capp St, San Francisco, CA 94110
30th Street Senior Center (On Lok)	225 30th St, San Francisco, 94131
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, CA 94102
Downtown SF Senior Center (NCPHS)	481 O'Farrell St, San Francisco, 94102

Aquatic Park Senior Center (SFSC)	890 Beach St, San Francisco, 94109
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133
Geen Mun Activity Center (SHE)	777 Stockton St, San Francisco, 94108
South Sunset Activity Center (SHE)	2601 40th Ave, San Francisco, 94116
West Portal Clubhouse (SHE)	131 Lenox Way, San Francisco, 94127
Toolworks	25 Kearny St, San Francisco, 94108
Independent Living Resource Center San	825 Howard Street, San Francisco, CA 94103
Francisco	
DAS Benefits and Services Hub	2 Gough St, San Francisco, 94103

J. For assistance with reporting requirements, submission of reports, or other questions related to this grant please contact:

Ofelia Trevino Program Analyst, Office of Community Partnerships DAS P.O. Box 7988 San Francisco, CA 94120-7988 (415) 355-3571 Ofelia.Trevino@sfgov.org

and

Steve Kim Contract Manager Human Services Agency PO Box 7988 San Francisco, CA 94120-7988 (415) 557-6335 Steve.Kim@sfgov.org

X. Monitoring Activities

A. <u>Program Monitoring</u>: 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 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, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.

B. <u>Fiscal Compliance and Contract Monitoring</u>: 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.

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ne Equivalent (FTE) 0.53 1.05 1.05 1.05 1.05 1.05 1.05 1.05 1.05	8	Total Revenues	\$56,500	\$113,0	01.0	5	
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<u>م</u> 0			Salaries	Salaries & Benefits Detail	s Detail						
8 6 7 7		Agency Totals	tals	HSA Program	gram	1/1/21-6/30/21 DAS	7/1/21-6/30/22 DAS	7/1/22-6/30/23 DAS	7/1/23-6/30/24 DAS	TOTAL	
Ę	POSITION TITLE	Annual Full TimeSalary for FTE	Total FTE (funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary \$7,000	Budgeted Salary \$7,000	Budgeted Salary \$24,500	<u> </u>
13	Supervis	\$70,000	1.00	10.00%	0.05	\$3,500			\$37 180	\$127,790	
14	Staff Attorney(s)	\$65,000	1.00	55.00%				\$15,600	\$15,600	\$54,300	5
15	b Legal Assistant/Case Manager	\$50,000	1.00	30.00%		000,76			\$8,800	\$33,440	ol
16	Managing Attorney	\$88,000	1.00	10.00%	0.00	2 					
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ñ ñ	28 20 TOTALS	\$273,000	4.00	105%	0.53	\$34,290	90 \$68,580	80 \$68,580			
n w w	30 FRINGE BENEFIT RATE	24%				\$8,230	0 \$16,459	59 \$16,459	9 \$16,459	\$57,607	202
<u>ო</u>	32 EMPLOYEE FRINGE BENEFITS	\$65,520]					ļ			Τ
00	33 34 CALADIES & RENFEITS	\$338,520				\$42,520	20 \$85,039	39 \$85,039	39 \$85,039	\$	297,637 8/27/2020
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	Program: Legal Services for Adults With Disabilities (Same as Line 9 on HSA #1)	sabilities				
9 ~ 0		Operating Expense Detail	e Detail			
11 10 ⁸	Expenditure Category	TERM 1/1/21-6/30/21	7/1/21-6/30/22	7/1/22-6/30/23	7/1/23-6/30/24	TOTAL
13 14	13 14 Utilities(Elec, Water, Gas, Phone, Garbage, D	DSL) \$840	\$1,750	\$1,750	\$1,750	060'9\$
15 16	Office Supplies, Postage, Computer supplies	ss \$1,340 \$760	\$3,000 \$1,600	\$3,000 \$1,600	\$3,000 \$1,600	\$10,340
17		\$615	\$1,280	\$1,280	\$1,280	\$4,455
18	Staff training	\$450	\$940	\$1,125	071,14	010
19	CONSULTANTS					\$0
21	Audit	\$660	\$1,280	\$1,400	\$1,400	\$3,340
22 23 24	22 23 OTHER 24 Building Occupancy (mortgage)	\$1,535 covid \$400	\$3,070	\$3,070	\$3,070	\$7,675 \$700
26 27 27			\$13,220	\$13,225	\$13,225	\$33,045
28 29						8/27/2020

APPENDIX A

INDEPENDENT LIVING RESOURCE CENTER SAN FRANCISCO

LEGAL SERVICES FOR YOUNGER ADULTS WITH DISABILITIES

January 1, 2021 – June 30, 2024

I. Purpose

The purpose of this grant is to ensure the rights and entitlements of younger adults with disabilities (ages 18-59) by providing legal assistance.

II. Definitions

	California State Bar	The State Bar of California is the regulatory agency for the State's lawyers, charged with admitting and disciplining attorneys.
	CARBON	Contracts Administration, Reporting, and Billing Online 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	Independent Living Resource Center San Francisco (ILRCSF)
	HSA	Human Services Agency of City and County of San Francisco
	Legal Assistance	Legal advice and representation provided by an attorney to adults. with disabilities with economic or social needs; and includes $-(i)$ to the extent feasible, counseling or other appropriate assistance by a paralegal or law student under the direct supervision of an attorney;
	- Legal Services	. 1
Legal Se	ervices for Younger Adults wit	in Disaonnics

Appendix A

and (ii) counseling or representation by a nonlawyer where permitted by law. Direct legal assistance may be provided face-to-face, by telephone, or by electronic communication and includes, but is not limited to, advice and consultation, litigation, administrative representation, brief services, preparing legal documents and pro se assistance.

LGBTQ+ An acronym/term used to refer to persons who self-identify as nonheterosexual 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.

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.

OAA Older Americans Act

OCP Office of Community Partnerships

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).

III. Target Population

Services must 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. In particular:

Low-income

ILRCSF – Legal Services Legal Services for Younger Adults with Disabilities Appendix A

- Limited English proficiency
- Minority
- Frail
- Member of LGBTQ+ Community

IV. Eligibility for Services

- 1) A resident of San Francisco and
- 2) Aged 18-59 living with a disability

V. Location and Time of Services

ILRCSF's offices are located at 825 Howard Street, San Francisco. Services are offered Monday through Friday during regular business hours.

VI. Description of Services

Legal service providers will help eligible clients with a variety of legal issues which may include benefit appeals, eviction prevention, consumer fraud/issues, elder abuse prevention, simple will preparation, disability planning and advance directives, debt collection issues, and immigration matters. Legal service providers will often work in conjunction with other service providers to carefully assess and triage client needs.

Clients seeking legal services will go through an initial screening process. Legal providers will then categorize the services they provide into one of the following four modules:

- 1) <u>Information and Referral</u> the concern is more appropriately referred to another service for assistance
- 2) <u>Advise and Close</u> the legal issue is very easily addressed, advice is provided and the case is closed
- 3) <u>Brief Services</u> the client is in need of assistance to prepare legal correspondence, fill out an official form, review legal documents, etc.
- 4) <u>Case Acceptance</u> the legal issue warrants more extensive legal representation and a case file is opened, e.g., elder abuse, consumer fraud, challenging eviction petitions, etc.

Grantee will be provided with a copy of the California Department of Aging's California Statewide Guidance for Legal Assistance. Grantee is expected to use these Guidelines in the provision of legal services. While non-binding, the Guidelines should be considered for guidance and technical assistance in the provision of services.

Areas of expertise for legal service Grantees should include at least one of the following:

1) <u>Income/Nutrition</u>: Supplemental Security Income (SSI), Social Security, pensions/retirement, CalFresh/Supplemental Nutrition Assistance Program (SNAP), unemployment

- 2) <u>Housing/Utilities</u>: Tenant rights, real property, utilities
- 3) <u>Long-term Care</u>: Skilled Nursing Facility (SNF) issues, community-based, long-term care services
- 4) <u>Healthcare</u>: MediCal, Medicare, managed care, provider/services access, private insurance
- 5) <u>Protective Services/Elder Abuse/Defense against Conservatorship</u>: Conservatorship issues with a focus on defending older persons against guardianship as called for in the OAA § 321(a)(6)), restraining orders, abuse/neglect, exploitation, advanced planning/autonomy/advance directives
- 6) <u>Consumer</u>: Bankruptcy/debt, contracts/warranties, scams/identity theft
- 7) <u>Civil Rights</u>: Limited English Proficient (LEP) rights, discrimination, immigration

Clients can expect that the legal service provider is experienced and knowledgeable about working with people with disabilities. Grantee is expected to keep up with changes in the law that affect people with disabilities and particularly in the issue areas in which services are provided. Grantee will further assure that services delivered are consistent with professional standards for this service. Grantee should be as culturally and linguistically competent as possible to serve an ethnically diverse population.

Legal services provided and to be reported under this grant will meet the definition of Legal Assistance as described in the Definitions section above. Legal Assistance will be recorded by number of hours of Legal Assistance provided.

Grantee agrees to meet on a quarterly basis or as needed with other legal service providers and the Office of Community Partnerships staff to help develop and maintain a comprehensive citywide approach to legal service programs funded by DAS.

Grantee will assign staff to help in the planning, development, and distribution of a quarterly legal services newspaper in conjunction with other DAS legal services providers. The newsletter will serve as an outreach and educational tool. Content will be printed in multiple languages and cover legal topics most relevant to the target populations.

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

VII. Service Objectives

For the period 1/1/21 - 6/30/21:

• Grantee will serve <u>75</u> unduplicated clients.

• Grantee will provide <u>800</u> units of service of Legal Assistance. A unit is one hour of Legal Assistance.

On an annual basis, beginning July 1, 2021:

- Grantee will serve **<u>150</u>** unduplicated clients.
- Grantee will provide <u>1600</u> units of service of Legal Assistance. A unit is one hour of Legal Assistance.

VIII. Outcome Objectives

Grantees will participate in a quarterly reporting process designed by Office of Community Partnership (OCP) staff. Reporting on outcomes through this framework will demonstrate and measure the impact, outcomes, and results of legal services provided. Outcome measures originally developed by the State Bar of California serve as the basis for this reporting framework.

Collecting outcomes through this manner will allow DAS and Grantee to track positive outcomes in a particular contract year as well as comparing the outcomes from year to year. Results may help establish benchmarks for performance in future years.

Grantee will, on a quarterly basis, complete and submit to OCP a report on program performance which includes the following:

- Total clients served including aggregate demographic information
- Total hours of legal assistance provided
- Total number of cases opened during the quarter
- Total number of cases closed during the quarter
- Categorization of level of service for each case closed during the quarter (Information and Referral, Advise and Close, Brief Service, Case Acceptance)
- Recording of each case closed into standardized categories based on legal issue assisted with (e.g. housing, income maintenance, consumer/finance)
- Categorization of each case closed within a series of standardized outcomes (e.g. obtained, preserved, or increased disability or age related benefit; prevented loss of current housing, etc.) as defined by the State Bar of California
- Community education, outreach efforts, and client narratives

Completion of quarterly reporting will be done via on online portal developed and supported by OCP analyst staff. Reporting periods and deadlines will be as follows:

- 1st Quarter (covering July, August, September) due October 25th each year
- 2nd Quarter (covering October, November, December) due January 25th each year
- 3rd Quarter (covering January, February, March) due April 25th each year
- 4th Quarter (covering April, May, June) due July 25th each year

ILRCSF – Legal Services Legal Services for Younger Adults with Disabilities Appendix A

IX. Additional Reporting Requirements

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

- A. The 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.
- B. Monthly reports must be entered into the Contracts Administration, Reporting, and Billing Online (CARBON) system and include Service Objectives
- C. 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 shall be submitted via the CARBON system.
- D. Grantee shall develop and deliver a bi-annual summary report of SOGI data collected as requested by DAS/HSA. The due dates for submitting the summary reports are January 10th (for July 1-December 31 data) and July 10th (for January 1-June 30 data
- E. Grantee shall develop and deliver ad hoc reports as requested by DAS/HSA.
- F. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
- G. 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.
- H. Grantee will develop a Grievance Policy consistent with Office on the Aging Program Memorandum #33 - Consumer Grievance Policy.
- I. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies "Focal Points" which are designed to help older adults and adults with disabilities connect to services throughout the City. These Focal Points are:

Designated Community Focal Point	Address
Western Addition Senior Center (BHPMSS)	1390 1/2 Turk St, San Francisco, 94115
Bayview Senior Connections (BHPMSS)	1753 Carroll Ave, San Francisco, CA 94124
OMI Senior Center (CCCYO)	65 Beverly St, San Francisco, 94132
Richmond Senior Center (GGSS)	6221 Geary Blvd, San Francisco, 94121
Mission Neighborhood Centers	362 Capp St, San Francisco, CA 94110
30th Street Senior Center (On Lok)	225 30th St, San Francisco, 94131
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, CA 94102
Downtown SF Senior Center (NCPHS)	481 O'Farrell St, San Francisco, 94102

ILRCSF – Legal Services Legal Services for Younger Adults with Disabilities Appendix A

Aquatic Park Senior Center (SFSC)	890 Beach St, San Francisco, 94109
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133
Geen Mun Activity Center (SHE)	777 Stockton St, San Francisco, 94108
South Sunset Activity Center (SHE)	2601 40th Ave, San Francisco, 94116
West Portal Clubhouse (SHE)	131 Lenox Way, San Francisco, 94127
Toolworks	25 Kearny St, San Francisco, 94108
Independent Living Resource Center San	825 Howard Street, San Francisco, CA 94103
Francisco	
DAS Benefits and Services Hub	2 Gough St, San Francisco, 94103

J. For assistance with reporting requirements, submission of reports, or other questions related to this grant please contact:

Ofelia Trevino Program Analyst, Office of Community Partnerships DAS P.O. Box 7988 San Francisco, CA 94120-7988 <u>Ofelia.Trevino@sfgov.org</u>

and

Steve Kim Contract Manager Human Services Agency PO Box 7988 San Francisco, CA 94120-7988 (415) 355-3607 Steve.Kim@sfgov.org

X. Monitoring Activities

A. <u>Program Monitoring</u>: 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 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, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.

B. <u>Fiscal Compliance and Contract Monitoring</u>: 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.

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3	HUMAN SERVICES AGENCY	' BUDGET SU	JMMARY			
4						
5	Name	Term				
-	Independent Living Resource Center of San					
6	Francisco	1/1/2021-6/30/2	024			
7	(Check One) New 🗹 Renewal Moo	lification				
8	If modification, Effective Date of Mod. No	of Mod.				
9	Program: YAD Legal Services					
40	Rudaat Dafammaa Daga Na (a)					
10	Budget Reference Page No.(s)	1/1/2021-	7/1/21-	7/1/22-	7/1/23-	1/1/2021-
11	Program Term	6/30/2021	6/30/22	6/30/23	6/30/24	6/30/2024
12	Expenditures					
	Salaries & Benefits	\$43,722	\$87,444	\$87,444	\$87,444	\$306,054
	Operating Expenses	\$21,138	\$42,276	\$42,276	\$42,276	\$147,966
	Subtotal	\$64,860	\$129,720	\$129,720	\$129,720	\$194,580
	Indirect Percentage (%)	15%	15%	15%	15%	15%
	Indirect Cost (Line 16 X Line 15)	\$9,729	\$19,458 \$0	\$19,458 \$0	\$19,458 \$0	<u>\$29,187</u> \$0
18 19	Capital/Subcontractor Expenditures Total Expenditures	\$0 \$74,589	₄₀ \$149,178	\$0 \$149,178	50 \$149,178	\$522,123
20	HSA Revenues	φ1-1,000			<i></i>	VOLD , 100
21						
22	General Fund	\$74,589	\$149,178	\$149,178	\$149,178	\$522,123
23 24						
<u>24</u> 25						-
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27						
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29	TOTAL HSA REVENUES	\$74,589	\$149,178	\$149,178	\$149,178	\$522,123
30 31	Other Revenues					
32						
33						
34 35	· · · · · · · · · · · · · · · · · · ·					
	Total Revenues	\$74,589	\$149,178	\$149,178	\$149,178	\$74,589
	Full Time Equivalent (FTE)	0.98				0.98
39	Prepared by: Jerome Lourme	Telephone No.:	415-543-6222			
40	HSA-CO Review Signature:					
41	HSA #1					10/29/2020

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위		Annual Full TimeSalary Expense for	Total	% FTE funded by HSA	Adjusted	Budgeted Salary (Half	Budgeted Salarv	Budgeted Salary	Budgeted Salary	Budgeted Salary
7	POSITION TITLE	FTE	HIT 100%	(0/001 XEIN)		\$31.875	\$63,750	\$63,750	\$63,750	\$223,125
12			/0001	50%		\$1.596	\$3,192	\$3,192	\$3,192	\$11,172
13		\$00,003 #100,006	100%			\$540	\$1,080	\$1,080	\$1,080	\$3,780
4 4 7	Executive Director I enal and Housing Associate	\$58,500	45%	-		\$1,974	\$3,948	\$3,948	\$3,948	\$13,818
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18	3.							010 11	\$71 Q70	\$251.895
9	DI TOTALS	\$305,435	3.45	106%	0.98	\$35,985	\$71,970	1018'11¢	012'1 10	
22		22%				\$7.737	\$15,474	\$15,474	\$15,474	\$54,159
22	2 EMPLOYEE FRINGE BENEFLIS	200'00¢								
5 5	24 25 TOTAL SALARIES & BENEFITS	\$371,104				\$43,722	\$87,444	\$87,444	\$87,444	\$306,054
7	26 HSA #2									

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APPENDIX A

LA RAZA CENTRO LEGAL, INC.

LEGAL SERVICES FOR YOUNGER ADULTS WITH DISABILITIES

January 1, 2021 – June 30, 2024

I. Purpose

The purpose of this grant is to ensure the rights and entitlements of younger adults with disabilities (ages 18-59) by providing legal assistance.

II. Definitions

California State Bar	The State Bar of California is the regulatory agency for the State's lawyers, charged with admitting and disciplining attorneys.
CARBON	Contracts Administration, Reporting, and Billing Online 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	La Raza Centro Legal, Inc.
HSA	Human Services Agency of City and County of San Francisco
Legal Assistance	Legal advice and representation provided by an attorney to adults with disabilities with economic or social needs; and includes $-(i)$ to the extent feasible, counseling or other appropriate assistance by a paralegal or law student under the direct supervision of an attorney;
a Centro Legal, Inc. ervices for Younger Adults wi	th Disabilities

La Raza Centro Legal, Inc. Legal Services for Younger Adults with Disabilities Appendix A and (ii) counseling or representation by a nonlawyer where permitted by law. Direct legal assistance may be provided face-to-face, by telephone, or by electronic communication and includes, but is not limited to, advice and consultation, litigation, administrative representation, brief services, preparing legal documents and pro se assistance.

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.

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.

LGBTQ+

Low Income

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.

OAA Older Americans Act

OCP Office of Community Partnerships

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).

III. Target Population

Services must 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. In particular:

Low-income

La Raza Centro Legal, Inc. Legal Services for Younger Adults with Disabilities Appendix A

- Limited English proficiency
- Minority
- Frail
- Member of LGBTQ+ Community

IV. Eligibility for Services

- 1) A resident of San Francisco and
- 2) Aged 18-59 living with a disability

V. Location and Time of Services

La Raza Centro Legal, Inc.'s offices are located at 474 Valencia St #295, San Francisco, CA 94103. Services are offered Monday through Friday during regular business hours.

VI. Description of Services

Legal service providers will help eligible clients with a variety of legal issues which may include benefit appeals, eviction prevention, consumer fraud/issues, elder abuse prevention, simple will preparation, disability planning and advance directives, debt collection issues, and immigration matters. Legal service providers will often work in conjunction with other service providers to carefully assess and triage client needs.

Clients seeking legal services will go through an initial screening process. Legal providers will then categorize the services they provide into one of the following four modules:

- 1) <u>Information and Referral</u> the concern is more appropriately referred to another service for assistance
- 2) <u>Advise and Close</u> the legal issue is very easily addressed, advice is provided and the case is closed
- 3) <u>Brief Services</u> the client is in need of assistance to prepare legal correspondence, fill out an official form, review legal documents, etc.
- <u>Case Acceptance</u> the legal issue warrants more extensive legal representation and a case file is opened, e.g.., elder abuse, consumer fraud, challenging eviction petitions, etc.

Grantee will be provided with a copy of the California Department of Aging's California Statewide Guidance for Legal Assistance. Grantee is expected to use these Guidelines in the provision of legal services. While non-binding, the Guidelines should be considered for guidance and technical assistance in the provision of services.

Areas of expertise for legal service Grantees should include at least one of the following:

1) <u>Income/Nutrition</u>: Supplemental Security Income (SSI), Social Security, pensions/retirement, CalFresh/Supplemental Nutrition Assistance Program (SNAP), unemployment

- 2) <u>Housing/Utilities</u>: Tenant rights, real property, utilities
- 3) <u>Long-term Care</u>: Skilled Nursing Facility (SNF) issues, community-based, long-term care services
- 4) <u>Healthcare</u>: MediCal, Medicare, managed care, provider/services access, private insurance
- 5) <u>Protective Services/Elder Abuse/Defense against Conservatorship</u>: Conservatorship issues with a focus on defending older persons against guardianship as called for in the OAA § 321(a)(6)), restraining orders, abuse/neglect, exploitation, advanced planning/autonomy/advance directives
- 6) Consumer: Bankruptcy/debt, contracts/warranties, scams/identity theft
- 7) <u>Civil Rights</u>: Limited English Proficient (LEP) rights, discrimination, immigration

Clients can expect that the legal service provider is experienced and knowledgeable about working with people with disabilities. Grantee is expected to keep up with changes in the law that affect people with disabilities and particularly in the issue areas in which services are provided. Grantee will further assure that services delivered are consistent with professional standards for this service. Grantee should be as culturally and linguistically competent as possible to serve an ethnically diverse population.

Legal services provided and to be reported under this grant will meet the definition of Legal Assistance as described in the Definitions section above. Legal Assistance will be recorded by number of hours of Legal Assistance provided.

Grantee agrees to meet on a quarterly basis or as needed with other legal service providers and the Office of Community Partnerships staff to help develop and maintain a comprehensive citywide approach to legal service programs funded by DAS.

Grantee will assign staff to help in the planning, development, and distribution of a quarterly legal services newspaper in conjunction with other DAS legal services providers. The newsletter will serve as an outreach and educational tool. Content will be printed in multiple languages and cover legal topics most relevant to the target populations.

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

VII. Service Objectives

For the period 1/1/21 - 6/30/21:

• Grantee will serve <u>19</u> unduplicated clients.

• Grantee will provide <u>232</u> units of service of Legal Assistance. A unit is one hour of Legal Assistance.

On an annual basis, beginning July 1, 2021:

- Grantee will serve <u>38</u> unduplicated clients.
- Grantee will provide <u>465</u> units of service of Legal Assistance. A unit is one hour of Legal Assistance.

VIII. Outcome Objectives

Grantees will participate in a quarterly reporting process designed by Office of Community Partnership (OCP) staff. Reporting on outcomes through this framework will demonstrate and measure the impact, outcomes, and results of legal services provided. Outcome measures originally developed by the State Bar of California serve as the basis for this reporting framework.

Collecting outcomes through this manner will allow DAS and Grantee to track positive outcomes in a particular contract year as well as comparing the outcomes from year to year. Results may help establish benchmarks for performance in future years.

Grantee will, on a quarterly basis, complete and submit to OCP a report on program performance which includes the following:

- Total clients served including aggregate demographic information
- Total hours of legal assistance provided
- Total number of cases opened during the quarter
- Total number of cases closed during the quarter
- Categorization of level of service for each case closed during the quarter (Information and Referral, Advise and Close, Brief Service, Case Acceptance)
- Recording of each case closed into standardized categories based on legal issue assisted with (e.g. housing, income maintenance, consumer/finance)
- Categorization of each case closed within a series of standardized outcomes (e.g. obtained, preserved, or increased disability or age related benefit; prevented loss of current housing, etc.) as defined by the State Bar of California
- Community education, outreach efforts, and client narratives

Completion of quarterly reporting will be done via on online portal developed and supported by OCP analyst staff. Reporting periods and deadlines will be as follows:

- 1st Quarter (covering July, August, September) due October 25th each year
- 2nd Quarter (covering October, November, December) due January 25th each year
- 3rd Quarter (covering January, February, March) due April 25th each year
- 4th Quarter (covering April, May, June) due July 25th each year

La Raza Centro Legal, Inc. Legal Services for Younger Adults with Disabilities Appendix A

IX. Additional Reporting Requirements

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

- A. The 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.
- B. Monthly reports must be entered into the Contracts Administration, Reporting, and Billing Online (CARBON) system and include Service Objectives
- C. 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 shall be submitted via the CARBON system.
- D. Grantee shall develop and deliver a bi-annual summary report of SOGI data collected as requested by DAS/HSA. The due dates for submitting the summary reports are January 10th (for July 1-December 31 data) and July 10th (for January 1-June 30 data
- E. Grantee shall develop and deliver ad hoc reports as requested by DAS/HSA.
- F. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
- G. 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.
- H. Grantee will develop a Grievance Policy consistent with Office on the Aging Program Memorandum #33 - Consumer Grievance Policy.
- I. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies "Focal Points" which are designed to help older adults and adults with disabilities connect to services throughout the City. These Focal Points are:

Designated Community Focal Point	Address
Western Addition Senior Center (BHPMSS)	1390 1/2 Turk St, San Francisco, 94115
Bayview Senior Connections (BHPMSS)	1753 Carroll Ave, San Francisco, CA 94124
OMI Senior Center (CCCYO)	65 Beverly St, San Francisco, 94132
Richmond Senior Center (GGSS)	6221 Geary Blvd, San Francisco, 94121
Mission Neighborhood Centers	362 Capp St, San Francisco, CA 94110
30th Street Senior Center (On Lok)	225 30th St, San Francisco, 94131
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, CA 94102
penhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, CA 94102

Downtown SF Senior Center (NCPHS)	481 O'Farrell St, San Francisco, 94102
Aquatic Park Senior Center (SFSC)	890 Beach St, San Francisco, 94109
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133
Geen Mun Activity Center (SHE)	777 Stockton St, San Francisco, 94108
South Sunset Activity Center (SHE)	2601 40th Ave, San Francisco, 94116
West Portal Clubhouse (SHE)	131 Lenox Way, San Francisco, 94127
Toolworks	25 Kearny St, San Francisco, 94108
Independent Living Resource Center San Francisco	825 Howard Street, San Francisco, CA 94103
DAS Benefits and Services Hub	2 Gough St, San Francisco, 94103

J. For assistance with reporting requirements, submission of reports, or other questions related to this grant please contact:

INSERT PROGRAM ANALYST Program Analyst, Office of Community Partnerships DAS P.O. Box 7988 San Francisco, CA 94120-7988 insert@sfgov.org

and

INSERT CONTRACT MANAGER Contract Manager Human Services Agency PO Box 7988 San Francisco, CA 94120-7988 (415) 355-3607 INSERTCONTRACTMANAGER@sfgov.org

X. Monitoring Activities

A. <u>Program Monitoring</u>: 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 OCP-funded programs, written project income policies if applicable, grievance procedure posted in the center/office,

7

La Raza Centro Legal, Inc. Legal Services for Younger Adults with Disabilities Appendix A 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, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.

B. <u>Fiscal Compliance and Contract Monitoring</u>: 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.

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4	BY PROGRA				
5 Name	I	Term			
6 Agency Name: La Raza Centro Legal		1/1/21-6/30/24			
7 (Check One) New 🗹 Renewal	Modification	****			
8 If modification, Effective Date of Mod.	No. of Mod.		<u></u>		
9 Program: Legal Services-Younger Adu	Its with Disabilities				Total
10 Budget Reference Page No.(s)			714 (00 0100 000	7/1/23-6/30/24	1/1/21-6/30/24
11 Program Term	1/1/21-6/30/21	7/1/21-6/30/22	7/1/22-6/30/23	111/23-0/30/24	1/1/21-0/00/21
12 Expenditures	\$12,761	\$25,520	\$25,520	\$25,520	\$89,321
13 Salaries & Benefits	\$2,412	\$4,825	\$4,825	\$4,825	\$16,887
14 Operating Expenses	\$2,412	\$30,345	\$30,345	\$30,345	\$106,208
15 Subtotal 16 Indirect Percentage (%)	\$15,175		6%	6%	6%
16 Indirect Percentage (%) 17 Indirect Cost (Line 16 X Line 15)	\$910	\$1,821	\$1,821	\$1,821	\$6,373
18 Subcontractor/Capital Expenditures	\$0	\$0	\$0	\$0	\$0
19 Total Expenditures	\$16,084	\$32,167	\$32,167	\$32,167	\$112,585
20 HSA Revenues				000 107	¢440 595
21 General Fund	\$16,084	\$32,167	\$32,167	\$32,167	\$112,585
22					
23 24					
25					
26					
27					
28 29 TOTAL HSA REVENUES	\$16,084	\$32,167	\$32,167	\$32,167	\$112,58
29 TOTAL HSA REVENUES 30 Other Revenues	1		-		
31					
32					
33	· ·				
34 35					
36 Total Revenues	\$16,084	\$32,167	\$32,167	\$32,167	\$112,58
37 Full Time Equivalent (FTE)			1	1	·
39 Prepared by: Shannon Jew	Telephone No.: (41	5) 553-3409		<u></u>	
40 HSA-CO Review Signature:			_		
41 HSA #1					6/20/20

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1									C	Date: 11/6/2020
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3 Agenc	cy Name: La Raza Centro Leg ram: Legal Services-Younger	Adults with Dis	abilities							
5 Progra	am. Legal der tiete i tealige									
6										
7			Salarie	s & Benefit	s Detail					· •
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.							7/1/21-6/30/22	7/1/22-6/30/23	7/1/23-6/30/24	1/1/21-6/30/24
9 10	_				-	1/1/21-6/30/21 DAS	DAS	DAS	DAS	TOTAL
11		Agency To	als	HSA Pro % FTE	gram	DAG	0.10			
		Annual Full		funded by	1			i		
		TimeSalary for	Total	HSA	Adjusted		Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
12	POSITION TITLE	FTE	FTE	(Max 100%)	FTE	Budgeted Salary			\$9,796	\$34,286
		\$65,000	1.00	15%	0.15	\$4,898	\$9,796	\$9,796		\$18,792
13 Staff		\$44,512	1.00	12%	0.12	\$2,685	\$5,369	\$5,369	\$5,369	
14 Lega	al Assistant				0.04	\$1,040	\$2,079	\$2,079	\$2,079	\$7,277
15 Admi	in Assistant	\$52,520	1.00	4%			\$1,944	\$1,944	\$1,944	\$6,804
16 Exec	cutive Director	\$80,000	1.00	2%	0.02	\$972	\$1,044	1		
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29		<u> </u>	<u> </u>		<u> </u>				\$19,18	8 \$67,159
	OTALS	\$242,032	4.0	0 339	6 0.33	\$9,59	15 \$19,18	\$19,18	181 \$ 19,10	u]
31	-									
32 FR	RINGE BENEFIT RATE	339						2 \$6,33	2 \$6,33	2 \$22,162
	MPLOYEE FRINGE BENEFITS	\$79,87	1			\$3,16	6 \$6,33	<u>40,00</u>	40,00	
34			-							<u> </u>
35						\$40.7E	1 \$25,52	0 \$25,52	0 \$25,52	0 \$89,321
36 TC	OTAL SALARIES & BENEFITS	\$321,90	3]			\$12,76	φ20,02	<u> </u>		6/20/201
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2											Date: 1	1/6/2020
3	Agency Nan	ie: La Raza Co egal Services	entro Legal	ute with	Disabilitie	s						
4 5	Program: L	egai Services	- tounger Aut	1113 11111	Disabilitio	•						
6				~			Detail					
7				Ope	rating Ex	cpense	Deldii					
8 9												
10												TOTAL
11	Expenditure	Category		TERM	1/1/21-6/	30/21	7/1/21-6/30	/22	7/1/22-6/30/23	7/1/23-6/30/24		1/1/21-6/30/2
	Rental of Pro					\$613	\$1,5	226	\$1,226	\$1,226		\$4,291
	Computer H					\$49		\$98	\$98	\$98	-	\$343
	1 ·	lies, Postage, I	Printing & Proc	fuction		\$147	\$	295	\$295	\$295	<u> </u>	\$1,032
	1	intenance and			<u> </u>	\$61	\$	183	\$183	\$183	<u> </u>	\$610
		berships, & Su			<u></u>	\$41		\$86	\$86	\$86	<u>.</u> .	\$299
	Insurance					\$282	\$	495	\$495	\$495	<u>.</u> .	\$1,767
	Telecommu	nications				\$224	\$	458	\$458	\$458	3	\$1,598
	Travel & Me					\$21		\$98	\$98	\$98	<u> </u>	\$315
	Rental of E					<u>\$131</u>	\$	201	\$201	\$20	1_	\$734
22	1											
		ANTS										
24	Finance Co	nsultant				\$614	\$1	,228	\$1,228		`	\$4,298
	Janitorial					\$177		\$354	\$354			<u>\$1,239</u> \$361
26	IT Contract	or				\$52		6103	\$103	\$10	3	\$301
27												
28							<u>.</u>					
29				<u> </u>		.	_ <u></u>			<u></u>	-	
31	-	ERATING EX	PENSE		:	\$ <u>2,412</u>	\$4	,825	\$ <u>4,825</u>	<u>5</u> \$ <u>4,82</u>	:5	\$16,887
32												
	3 HSA #3											6/20/2
APPENDIX A

Legal Assistance to the Elderly

LEGAL SERVICES FOR YOUNGER ADULTS WITH DISABILITIES

January 1, 2021 – June 30, 2024

I. Purpose

The purpose of this grant is to ensure the rights and entitlements of younger adults with disabilities (ages 18-59) by providing legal assistance.

II. Definitions

California State Bar	The State Bar of California is the regulatory agency for the State's lawyers, charged with admitting and disciplining attorneys.
CARBON	Contracts Administration, Reporting, and Billing Online 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	Legal Assistance to the Elderly
HSA	Human Services Agency of City and County of San Francisco
Legal Assistance	Legal advice and representation provided by an attorney to adults with disabilities with economic or social needs; and includes $-(i)$ to the extent feasible, counseling or other appropriate assistance by a paralegal or law student under the direct supervision of an attorney;
Legal Assistance to the Elderly	

Legal Services for Younger Adults with Disabilities Appendix A

and (ii) counseling or representation by a nonlawyer where permitted by law. Direct legal assistance may be provided face-to-face, by telephone, or by electronic communication and includes, but is not limited to, advice and consultation, litigation, administrative representation, brief services, preparing legal documents and pro se assistance. An acronym/term used to refer to persons who self-identify as non -LGBTQ+ 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. Having income at or below 300% of the federal poverty line defined Low Income by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. An ethnic person of color who is any of the following: a) Black - aMinority person having origins in any of the Black racial groups of Africa, b) Hispanic - a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native - an American Indian, Eskimo, Aleut, or Native Hawaiian. Source: California Code of Regulation Sec. 7130. Older Americans Act OAA OCP Office of Community Partnerships 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).

III. Target Population

Services must 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. In particular:

Low-income

- Limited English proficiency
- Minority
- Frail
- Member of LGBTQ+ Community

IV. Eligibility for Services

- 1) A resident of San Francisco and
- 2) Aged 18-59 living with a disability

V. Location and Time of Services

Legal Assistance to the Elderly's offices are located at 1663 Mission Street, Suite 225. Services are offered Monday through Friday during regular business hours.

VI. Description of Services

Legal service providers will help eligible clients with a variety of legal issues which may include benefit appeals, eviction prevention, consumer fraud/issues, elder abuse prevention, simple will preparation, disability planning and advance directives, debt collection issues, and immigration matters. Legal service providers will often work in conjunction with other service providers to carefully assess and triage client needs.

Clients seeking legal services will go through an initial screening process. Legal providers will then categorize the services they provide into one of the following four modules:

- 1) <u>Information and Referral</u> the concern is more appropriately referred to another service for assistance
- 2) <u>Advise and Close</u> the legal issue is very easily addressed, advice is provided and the case is closed
- 3) <u>Brief Services</u> the client is in need of assistance to prepare legal correspondence, fill out an official form, review legal documents, etc.
- 4) <u>Case Acceptance</u> the legal issue warrants more extensive legal representation and a case file is opened, e.g.., elder abuse, consumer fraud, challenging eviction petitions, etc.

Grantee will be provided with a copy of the California Department of Aging's California Statewide Guidance for Legal Assistance. Grantee is expected to use these Guidelines in the provision of legal services. While non-binding, the Guidelines should be considered for guidance and technical assistance in the provision of services.

Areas of expertise for legal service Grantees should include at least one of the following:

1) <u>Income/Nutrition</u>: Supplemental Security Income (SSI), Social Security, pensions/retirement, CalFresh/Supplemental Nutrition Assistance Program (SNAP), unemployment

- 2) <u>Housing/Utilities</u>: Tenant rights, real property, utilities
- 3) <u>Long-term Care</u>: Skilled Nursing Facility (SNF) issues, community-based, long-term care services
- 4) <u>Healthcare</u>: MediCal, Medicare, managed care, provider/services access, private insurance
- 5) <u>Protective Services/Elder Abuse/Defense against Conservatorship</u>: Conservatorship issues with a focus on defending older persons against guardianship as called for in the OAA § 321(a)(6)), restraining orders, abuse/neglect, exploitation, advanced planning/autonomy/advance directives
- 6) Consumer: Bankruptcy/debt, contracts/warranties, scams/identity theft
- 7) <u>Civil Rights</u>: Limited English Proficient (LEP) rights, discrimination, immigration

Clients can expect that the legal service provider is experienced and knowledgeable about working with people with disabilities. Grantee is expected to keep up with changes in the law that affect people with disabilities and particularly in the issue areas in which services are provided. Grantee will further assure that services delivered are consistent with professional standards for this service. Grantee should be as culturally and linguistically competent as possible to serve an ethnically diverse population.

Legal services provided and to be reported under this grant will meet the definition of Legal Assistance as described in the Definitions section above. Legal Assistance will be recorded by number of hours of Legal Assistance provided.

Grantee agrees to meet on a quarterly basis or as needed with other legal service providers and the Office of Community Partnerships staff to help develop and maintain a comprehensive citywide approach to legal service programs funded by DAS.

Grantee will assign staff to help in the planning, development, and distribution of a quarterly legal services newspaper in conjunction with other DAS legal services providers. The newsletter will serve as an outreach and educational tool. Content will be printed in multiple languages and cover legal topics most relevant to the target populations.

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

VII. Service Objectives

For the period 1/1/21 - 6/30/21:

• Grantee will serve **39** unduplicated clients.

Legal Assistance to the Elderly Legal Services for Younger Adults with Disabilities Appendix A

• Grantee will provide <u>360</u> units of service of Legal Assistance. A unit is one hour of Legal Assistance.

On an annual basis, beginning July 1, 2021:

- Grantee will serve <u>77</u> unduplicated clients.
- Grantee will provide <u>720</u> units of service of Legal Assistance. A unit is one hour of Legal Assistance.

VIII. Outcome Objectives

Grantees will participate in a quarterly reporting process designed by Office of Community Partnership (OCP) staff. Reporting on outcomes through this framework will demonstrate and measure the impact, outcomes, and results of legal services provided. Outcome measures originally developed by the State Bar of California serve as the basis for this reporting framework.

Collecting outcomes through this manner will allow DAS and Grantee to track positive outcomes in a particular contract year as well as comparing the outcomes from year to year. Results may help establish benchmarks for performance in future years.

Grantee will, on a quarterly basis, complete and submit to OCP a report on program performance which includes the following:

- Total clients served including aggregate demographic information
- Total hours of legal assistance provided
- Total number of cases opened during the quarter
- Total number of cases closed during the quarter
- Categorization of level of service for each case closed during the quarter (Information and Referral, Advise and Close, Brief Service, Case Acceptance)
- Recording of each case closed into standardized categories based on legal issue assisted with (e.g. housing, income maintenance, consumer/finance)
- Categorization of each case closed within a series of standardized outcomes (e.g. obtained, preserved, or increased disability or age related benefit; prevented loss of current housing, etc.) as defined by the State Bar of California
- Community education, outreach efforts, and client narratives

Completion of quarterly reporting will be done via on online portal developed and supported by OCP analyst staff. Reporting periods and deadlines will be as follows:

- 1st Quarter (covering July, August, September) due October 25th each year
- 2nd Quarter (covering October, November, December) due January 25th each year
- 3rd Quarter (covering January, February, March) due April 25th each year
- 4th Quarter (covering April, May, June) due July 25th each year

IX. Additional Reporting Requirements

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

- A. The 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.
- B. Monthly reports must be entered into the Contracts Administration, Reporting, and Billing Online (CARBON) system and include Service Objectives
- C. 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 shall be submitted via the CARBON system.
- D. Grantee shall develop and deliver a bi-annual summary report of SOGI data collected as requested by DAS/HSA. The due dates for submitting the summary reports are January 10th (for July 1-December 31 data) and July 10th (for January 1-June 30 data
- E. Grantee shall develop and deliver ad hoc reports as requested by DAS/HSA.
- F. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
- G. 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.
- H. Grantee will develop a Grievance Policy consistent with Office on the Aging Program Memorandum #33 - Consumer Grievance Policy.
- I. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies "Focal Points" which are designed to help older adults and adults with disabilities connect to services throughout the City. These Focal Points are:

Designated Community Focal Point	Address
Western Addition Senior Center (BHPMSS)	1390 1/2 Turk St, San Francisco, 94115
Bayview Senior Connections (BHPMSS)	1753 Carroll Ave, San Francisco, CA 94124
OMI Senior Center (CCCYO)	65 Beverly St, San Francisco, 94132
Richmond Senior Center (GGSS)	6221 Geary Blvd, San Francisco, 94121
Mission Neighborhood Centers	362 Capp St, San Francisco, CA 94110
30th Street Senior Center (On Lok)	225 30th St, San Francisco, 94131
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, CA 94102

Downtown SF Senior Center (NCPHS)	481 O'Farrell St, San Francisco, 94102
Aquatic Park Senior Center (SFSC)	890 Beach St, San Francisco, 94109
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133
Geen Mun Activity Center (SHE)	777 Stockton St, San Francisco, 94108
South Sunset Activity Center (SHE)	2601 40th Ave, San Francisco, 94116
West Portal Clubhouse (SHE)	131 Lenox Way, San Francisco, 94127
Toolworks	25 Kearny St, San Francisco, 94108
Independent Living Resource Center San Francisco	825 Howard Street, San Francisco, CA 94103
DAS Benefits and Services Hub	2 Gough St, San Francisco, 94103

J. For assistance with reporting requirements, submission of reports, or other questions related to this grant please contact:

INSERT PROGRAM ANALYST Program Analyst, Office of Community Partnerships DAS P.O. Box 7988 San Francisco, CA 94120-7988 insert@sfgov.org

and

INSERT CONTRACT MANAGER Contract Manager Human Services Agency PO Box 7988 San Francisco, CA 94120-7988 (415) 355-3607 INSERTCONTRACTMANAGER@sfgov.org

X. Monitoring Activities

A. <u>Program Monitoring</u>: 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 OCP-funded programs, written project income policies if applicable, grievance procedure posted in the center/office,

Legal Assistance to the Elderly Legal Services for Younger Adults with Disabilities Appendix A 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, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.

B. <u>Fiscal Compliance and Contract Monitoring</u>: 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.

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3							
4	. •	IUMAN	SERVICES AG	ENCY BUDGET	SUMMARY		
5			BY F	ROGRAM			
6							
7	Name					Te	m
8	Legal Assistance to the Elderly					Jan 2021 -	Jun 2024
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	Program: Legal services for adults with disabilities						
	Budget Reference Page No.(s)						
		T	1/1/21 - 6/30/21	FY 21/22	FY 22/23	FY 23/24	Total
	Program Term		11121-0130121	112022	1122120	112024	Total
15	3						
_	DAS Expenditures	l	640 07	600 740	\$00 740	\$33,748	\$118,119
	Salaries & Benefits		\$16,875	\$33,748	\$33,748		\$18,842
	Operating Expenses		\$2,693	\$5,383	\$5,383	\$5,383	
	Subtotal		\$19,568	\$39,131	\$39,131	\$39,131	\$136,961
	Indirect Percentage (%)		15%		15%	15%	15%
<u>}</u>	Indirect Cost		\$2,932	\$5,869	\$5,869	\$5,869	\$20,539
_	Capital Expenditure						
	Sub-Contractor Expenditure						A 4 5 7 7 7 7 7
	Total DAS Expenditures		\$22,500	\$45,000	\$45,000	\$45,000	\$157,500
29	4				:		
30							
31	DAS Revenues						
32	General Fund		\$22,500	\$45,000	\$45,000	\$45,000	\$157,500
33							
34							
35							
36							
37							
38							
39							
40	Total DAS Revenue		\$22,500	\$45,000	\$45,000	\$45,000	\$157,500
41							
42	Non DAS Revenues						
43		· · ·					
44							
45							
46							
47							
	Total Non DAS Revenue						
				-			
49	TOTAL DAS AND NON DAS REVENUE		\$22,500	\$45,000	\$45,000	\$45,000	\$157,500
50							
	Full Time Equivalent (FTE)						
	Prepared by:		Telephone No.:	-	· · · ·		Date: 5/10/18
	HSA-CO Review Signature:		······	-			
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ц ц					Salaries & Benefits Detail	enefits Detail				
0 1-		Agency	Agency Totals	HSAP	HSA Program	1/1/21 - 6/30/21	FY 21/22	FY 22/23	FY 23/24	Total
		Annual Full Time Salary for		% FTE funded by HSA						
8	DAS Salary	FTE	Total FTE	(Max 100%)	Adjusted FTE	Budget	Budget	Budget	Budget	Budget
<u>م</u>	Position								775 AS	\$45 G70
е Р	10 EXEC DIRECTOR	\$112,381	1,00			42,233	~			010,010 04 A AO7
<u>=</u>	11 Director of Lit.	\$94,000	1.00			\$2,071	\$4,142	\$4,142	44,142	914,40
12 S	12 STAFF ATTORNEY	\$80,963	0.80	12.17%	0.10	\$3,940	\$7,880	\$7,880	\$7,880	\$27,580
13 S	STAFF Attorney	\$68,905	1.00	14.98%	0.15	\$5,163	\$10,325	\$10,325	\$10,325	\$36,138
14 [°] G	14 Grants Manager	\$53,000	1,00	0.74%	0.01	\$196	\$392	\$392	\$392	\$1,372
15										
16			-							
17										
18										
19 Totals	otals	\$409,249	4.80	36.28%	0.34	\$13,609	\$27,216	\$27,216	\$27,216	\$95,257
30										
7	21 Fringe Benefits Rate	24.00%								
ш 53	22 Employee Fringe Benefits	\$98,220				\$3,266	\$6,532	\$6,532	\$6,532	\$22,862
23 T	23 Total DAS Salaries and Benefits	\$507,469				\$16,875	\$33,748	\$33,748	\$33,748	\$118,119
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1	Program: Legal services for adu	lts with disabili	lies								Appendix	B, Page 3
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3												
4												
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6												
7					/1/21 - 6/30/2	21	FY 21/22		FY 22/23	FY 23/24	<u></u>	otal
9												
10	DAS Operating Expenses											
11	Expenditure Category											
	Rental of Property				\$1,4	133	\$2,86		\$2,865			\$10,028
13	Utilities (Elec, Water, Gas, Phor	ve, Garbage)			\$	133	\$26		\$265			\$928
14	Office Supplies, Postage				\$3	380	\$75	9	\$759	\$75	9	\$2,657
15	Building Maintenance Supplies a	and Repair										
16	Printing and Reproduction					\$39	\$7		\$78			\$273
17	Insurance				\$3	223	\$44	6	\$446			\$1,561
18	Staff Training					\$50	\$10		\$100			\$350
19	Staff Travel-(Local & Out of Tov	vn)				\$15	\$3		\$30			\$105
20	Rental of Equipment, Maintence	and repair				\$71	\$14	2	\$142			\$497
21	Law Library Maintenance					150	\$30		\$30(\$1,050
22	State Bar Dues				\$	120	\$24		\$24(\$840
23	Professional Memberships					<u>\$14</u>	\$2		\$28			\$98
24	Volunteer Regonition					\$15	\$3	<u></u>	\$30	<u>) \$3</u>	0	\$105
25	Cloud-based services					\$50	\$10	0	\$100	0\$10	0	\$350
26	Client Litigation Costs					<u> </u>						
27												
28	Consultant											
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32	Total DAS Operating Expense	s			\$2,	693	\$5,38	33	\$5,38	3 \$5,38	3	\$18,842
33												
34	HSA #3											10/25/2016

APPENDIX A

Open Door Legal

LEGAL SERVICES FOR YOUNGER ADULTS WITH DISABILITIES

January 1, 2021 – June 30, 2024

I. Purpose

The purpose of this grant is to ensure the rights and entitlements of younger adults with disabilities (ages 18-59) by providing legal assistance.

II. Definitions

California State Bar	The State Bar of California is the regulatory agency for the State's lawyers, charged with admitting and disciplining attorneys.
CARBON	Contracts Administration, Reporting, and Billing Online 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	Open Door Legal
HSA	Human Services Agency of City and County of San Francisco
Legal Assistance	Legal advice and representation provided by an attorney to adults with disabilities with economic or social needs; and includes – (i) to the extent feasible, counseling or other appropriate assistance by a paralegal or law student under the direct supervision of an attorney; 1

Open Door Legal Legal Services for Younger Adults with Disabilities Appendix A and (ii) counseling or representation by a nonlawyer where permitted by law. Direct legal assistance may be provided face-to-face, by telephone, or by electronic communication and includes, but is not limited to, advice and consultation, litigation, administrative representation, brief services, preparing legal documents and pro se assistance.

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.

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.

OAA Older Americans Act

OCP Office of Community Partnerships

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).

III. Target Population

SOGI

Services must 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. In particular:

Low-income

Open Door Legal Legal Services for Younger Adults with Disabilities Appendix A

- Limited English proficiency
- Minority
- Frail
- Member of LGBTQ+ Community

IV. Eligibility for Services

- 1) A resident of San Francisco and
- 2) Aged 18-59 living with a disability

V. Location and Time of Services

Open Door Legal's offices are located at 4634 3rd Street, 60 Ocean Avenue, and 1111 Buchanan Street. Services are offered Monday through Friday during regular business hours.

VI. Description of Services

Legal service providers will help eligible clients with a variety of legal issues which may include benefit appeals, eviction prevention, consumer fraud/issues, elder abuse prevention, simple will preparation, disability planning and advance directives, debt collection issues, and immigration matters. Legal service providers will often work in conjunction with other service providers to carefully assess and triage client needs.

Clients seeking legal services will go through an initial screening process. Legal providers will then categorize the services they provide into one of the following four modules:

- 1) <u>Information and Referral</u> the concern is more appropriately referred to another service for assistance
- Advise and Close the legal issue is very easily addressed, advice is provided and the case is closed
- 3) <u>Brief Services</u> the client is in need of assistance to prepare legal correspondence, fill out an official form, review legal documents, etc.
- <u>Case Acceptance</u> the legal issue warrants more extensive legal representation and a case file is opened, e.g., elder abuse, consumer fraud, challenging eviction petitions, etc.

Grantee will be provided with a copy of the California Department of Aging's California Statewide Guidance for Legal Assistance. Grantee is expected to use these Guidelines in the provision of legal services. While non-binding, the Guidelines should be considered for guidance and technical assistance in the provision of services.

Areas of expertise for legal service Grantees should include at least one of the following:

1) <u>Income/Nutrition</u>: Supplemental Security Income (SSI), Social Security, pensions/retirement, CalFresh/Supplemental Nutrition Assistance Program (SNAP), unemployment

- 2) <u>Housing/Utilities</u>: Tenant rights, real property, utilities
- 3) <u>Long-term Care</u>: Skilled Nursing Facility (SNF) issues, community-based, long-term care services
- 4) <u>Healthcare</u>: MediCal, Medicare, managed care, provider/services access, private insurance
- 5) <u>Protective Services/Elder Abuse/Defense against Conservatorship</u>: Conservatorship issues with a focus on defending older persons against guardianship as called for in the OAA § 321(a)(6)), restraining orders, abuse/neglect, exploitation, advanced planning/autonomy/advance directives
- 6) <u>Consumer</u>: Bankruptcy/debt, contracts/warranties, scams/identity theft
- 7) <u>Civil Rights</u>: Limited English Proficient (LEP) rights, discrimination, immigration

Clients can expect that the legal service provider is experienced and knowledgeable about working with people with disabilities. Grantee is expected to keep up with changes in the law that affect people with disabilities and particularly in the issue areas in which services are provided. Grantee will further assure that services delivered are consistent with professional standards for this service. Grantee should be as culturally and linguistically competent as possible to serve an ethnically diverse population.

Legal services provided and to be reported under this grant will meet the definition of Legal Assistance as described in the Definitions section above. Legal Assistance will be recorded by number of hours of Legal Assistance provided.

Grantee agrees to meet on a quarterly basis or as needed with other legal service providers and the Office of Community Partnerships staff to help develop and maintain a comprehensive citywide approach to legal service programs funded by DAS.

Grantee will assign staff to help in the planning, development, and distribution of a quarterly legal services newspaper in conjunction with other DAS legal services providers. The newsletter will serve as an outreach and educational tool. Content will be printed in multiple languages and cover legal topics most relevant to the target populations.

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

VII. Service Objectives

For the period 1/1/21 - 6/30/21:

• Grantee will serve <u>11</u> unduplicated clients.

• Grantee will provide <u>250</u> units of service of Legal Assistance. A unit is one hour of Legal Assistance.

On an annual basis, beginning July 1, 2021:

- Grantee will serve <u>21</u> unduplicated clients.
- Grantee will provide <u>500</u> units of service of Legal Assistance. A unit is one hour of Legal Assistance.

VIII. Outcome Objectives

Grantees will participate in a quarterly reporting process designed by Office of Community Partnership (OCP) staff. Reporting on outcomes through this framework will demonstrate and measure the impact, outcomes, and results of legal services provided. Outcome measures originally developed by the State Bar of California serve as the basis for this reporting framework.

Collecting outcomes through this manner will allow DAS and Grantee to track positive outcomes in a particular contract year as well as comparing the outcomes from year to year. Results may help establish benchmarks for performance in future years.

Grantee will, on a quarterly basis, complete and submit to OCP a report on program performance which includes the following:

- Total clients served including aggregate demographic information
- Total hours of legal assistance provided
- Total number of cases opened during the quarter
- Total number of cases closed during the quarter
- Categorization of level of service for each case closed during the quarter (Information and Referral, Advise and Close, Brief Service, Case Acceptance)
- Recording of each case closed into standardized categories based on legal issue assisted with (e.g. housing, income maintenance, consumer/finance)
- Categorization of each case closed within a series of standardized outcomes (e.g. obtained, preserved, or increased disability or age related benefit; prevented loss of current housing, etc.) as defined by the State Bar of California
- Community education, outreach efforts, and client narratives

Completion of quarterly reporting will be done via on online portal developed and supported by OCP analyst staff. Reporting periods and deadlines will be as follows:

- 1st Quarter (covering July, August, September) due October 25th each year
- 2nd Quarter (covering October, November, December) due January 25th each year
- 3rd Quarter (covering January, February, March) due April 25th each year
- 4th Ouarter (covering April, May, June) due July 25th each year

IX. Additional Reporting Requirements

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

- A. The 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.
- B. Monthly reports must be entered into the Contracts Administration, Reporting, and Billing Online (CARBON) system and include Service Objectives
- C. 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 shall be submitted via the CARBON system.
- D. Grantee shall develop and deliver a bi-annual summary report of SOGI data collected as requested by DAS/HSA. The due dates for submitting the summary reports are January 10th (for July 1-December 31 data) and July 10th (for January 1-June 30 data
- E. Grantee shall develop and deliver ad hoc reports as requested by DAS/HSA.
- F. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
- G. 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.
- H. Grantee will develop a Grievance Policy consistent with Office on the Aging Program Memorandum #33 - Consumer Grievance Policy.
- I. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies "Focal Points" which are designed to help older adults and adults with disabilities connect to services throughout the City. These Focal Points are:

Designated Community Focal Point	Address
Western Addition Senior Center (BHPMSS)	1390 1/2 Turk St, San Francisco, 94115
Bayview Senior Connections (BHPMSS)	1753 Carroll Ave, San Francisco, CA 94124
OMI Senior Center (CCCYO)	65 Beverly St, San Francisco, 94132
Richmond Senior Center (GGSS)	6221 Geary Blvd, San Francisco, 94121
Mission Neighborhood Centers	362 Capp St, San Francisco, CA 94110
30th Street Senior Center (On Lok)	225 30th St, San Francisco, 94131
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, CA 94102

Downtown SF Senior Center (NCPHS)	481 O'Farrell St, San Francisco, 94102
Aquatic Park Senior Center (SFSC)	890 Beach St, San Francisco, 94109
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133
Geen Mun Activity Center (SHE)	777 Stockton St, San Francisco, 94108
South Sunset Activity Center (SHE)	2601 40th Ave, San Francisco, 94116
West Portal Clubhouse (SHE)	131 Lenox Way, San Francisco, 94127
Toolworks	25 Kearny St, San Francisco, 94108
Independent Living Resource Center San Francisco	825 Howard Street, San Francisco, CA 94103
DAS Benefits and Services Hub	2 Gough St, San Francisco, 94103

J. For assistance with reporting requirements, submission of reports, or other questions related to this grant please contact:

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

and

Ella Lee Contract Manager Human Services Agency PO Box 7988 San Francisco, CA 94120-7988 (415) 355-3607 ella.lee@sfgov.org

X. Monitoring Activities

A. <u>Program Monitoring</u>: 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 OCP-funded programs, written project income policies if applicable, grievance procedure posted in the center/office,

Open Door Legal Legal Services for Younger Adults with Disabilities Appendix A 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, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.

B. <u>Fiscal Compliance and Contract Monitoring</u>: 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.

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Annual Fall Annual Fall Annual Fall Annual Fall	0 4 10				Salaries &	Benefits Deta					
Antual Fail Sk Filt Inneed Sk Filt Inneed Sk Filt Inneed Budget Bu	φ		and street in 1920, and a street	Tatala	HSA Pr	oram	1/1/21 - 6/30/21	FY 21/22	FY 22/23	FY 23/24	Total
FTE Trotal FTE Max 1075/ (max 1075) Activated FTE Comparison FTE <td>~</td> <td></td> <td>Annual Full Time Salary for</td> <td>600</td> <td>% FTE funded by HSA</td> <td></td> <td>, c</td> <td>Buddet</td> <td>Ruchaet</td> <td>Budget</td> <td>Budget</td>	~		Annual Full Time Salary for	600	% FTE funded by HSA		, c	Buddet	Ruchaet	Budget	Budget
15 - 54,000 0.46 5.00% 0.02 5896 51,771 51,725 52,225 52,235 52,235 52,235 52,138 52,138 52,138 52,138 51,133 51,133 51,133 51,133 51,133 51,133 51,133 51,133 51,133 51,133 51,133 51,133 51,133 <th< td=""><td></td><td></td><td>FTE</td><td>Total FTE</td><td>(Max 100%)</td><td>Adjusted FIE</td><td></td><td>C1030</td><td>\$1.932</td><td>\$1,932</td><td>\$6,762</td></th<>			FTE	Total FTE	(Max 100%)	Adjusted FIE		C1030	\$1.932	\$1,932	\$6,762
\$17,000 0.46 5.00% 0.02 \$5.926 \$6.926	9 Lead	Elder Law Attorney - Sil Liapis	\$84,000	0.46	5.00%		2000 - 2000	\$1.771	\$1.771	\$1,771	\$6.199
Berl 500 0.34 25.00% 0.04 \$1,613 \$5,225 \$5,226 \$5,226 \$5,226 \$5,239 \$2,339 EV \$7100 0.14 25,00% 0.04 \$1,613 \$5,226 \$2,339	10 Elder	- Law Attorney - Kevin Buggy	\$77,000	0.46	%00.G	20.0	0000	\$6 928	\$6.928	\$6,928	\$24,248
\$\$600 0.14 25.00% 0.04 31,00 52,839 \$2,839 \$2,339	11 Cons	xumer Attorney - Philip Green	\$81,500	0.34	22.00%	-0.02 -0.02	101-01-01-01-01-01-01-01-01-01-01-01-01-	53 226	\$3.225	\$3,225	\$11,288
\$\$1,100 0.14 25.00% 0.00 \$1,563 \$2,118 \$2,118 \$2,118 \$2,118 \$2,118 \$2,118 \$2,118 \$2,118 \$2,118 \$2,118 \$2,118 \$2,118 \$2,118 \$2,118 \$2,116 \$2,153 \$1,564 \$2,164 \$2,164 \$2,164 \$2,164 \$2,164 \$2,163 \$2,163 \$2,163 \$2,163 \$2,163 \$2,163 \$2,163 \$2,163 <td>12 Senic</td> <td>or Staff Attomey - Tara Macomber</td> <td>\$86,000</td> <td>0.15</td> <td>25.00%</td> <td>0.04</td> <td>007.15</td> <td>\$2,839</td> <td>\$2,839</td> <td>\$2,839</td> <td>\$9,937</td>	12 Senic	or Staff Attomey - Tara Macomber	\$86,000	0.15	25.00%	0.04	007.15	\$2,839	\$2,839	\$2,839	\$9,937
\$77,000 0.11 25.00% 0.03 \$782 \$1.563 \$21.563	13 Lead	Employment Attorney - Lindsey Pace	\$81,100	0.14	25.00%	0.04	01,460	\$2 118	\$2.118	\$2.118	\$7,413
a Falcon Ramos \$62,500 0.10 25,00% 0.03 5/82 5/1.00 0.105 55.03 51,563 51,563 51,563 51,563 51,563 51,563 51,563 51,563 51,563 51,563 51,664 52,4,661 52,4,661 52,4,661 52,4,661 52,4,661 52,4,661 52,4,661 55,221 55,221 55,221 55,221 55,221 55,221 55,221 55,221 530,062	14 Staff	Housing Attorney - Devin Fathi	\$77,000	0.11	25.00%	50.03	ACO'I &	44.110 A. E.O.D	¢1 563	\$1.563	\$5,471
\$62,500 0.10 25,00% 0.03 \$782 31,500 0.13 51,334 52,4361 52,4361 52,4,361 52,4,361 52,4,361 52,4,361 52,4,361 52,4,361 52,4,361 52,4,361 52,4,361 52,4,361 52,4,361 52,4,361 52,4,361 52,4,361 52,4,361 52,4,361 52,1,34 52,	15 Fmn	Iovment & Civil Litigation Paralegal - Brenda Falcon Ramos	\$62,500	0.10	25.00%	0.03	28/\$	000,16	000-1-00 0-1-000	\$1.563	S5.471
81,500 0.03 25.00% 0.02 8917 51,334 \$1,334 \$1,334 \$1,038 \$2,4,361 <		imminor/Eldor I sur Daralanal - Jenny Salas	\$62,500	0.10	25.00%	0.03	\$782	\$1,303	200,16	100 10	\$6.419
Housing Attorney - Max, Lettinetig \$\$1,088 \$1			\$81,500	0.09	25.00%	0.02	\$917	\$1,834	\$1,834	41,034	80.4 I 9
Sr. Housing Attorney - TBH See, 722 0.90 1 1 1 Allocated Shared salaries (7.2 FTEs, total \$502,500) \$69,722 0.90 1 1 1 1 Allocated Shared salaries (7.2 FTEs, total \$502,500) \$69,722 0.90 1 1 1 1 Allocated Shared salaries (7.2 FTEs, total \$502,500) \$69,722 0.90 1 1 1 1 Totals 1 1 1 1 1 1 1 1 1 Totals 1 1 1 1 1 1 1 1 1 Finge Benefits Rate 21,00% 1 21,00% 0.32 312,431 324,861 \$5,221 \$	17 Hou	sing Attomey - Alex Lemberg	000 283	0.05	25.00%		\$544	\$1,088	\$1,088	\$1,088	\$5,000
Allocated Shared selaries (7.2 FTEs, total \$502,500) >bbt, riz visot	18 Sr. F	Housing Attorney TBH	000,100	00.0							
Totals \$24,861	19 Alloc	cated Shared salaries (7.2 FTEs, total \$502,500)	\$69,792	0.80							
Totals State State <	20										
Totals 5849.892 2.90 210.00% 0.32 \$12.431 \$24.861 \$25.21 \$25.21	7			1						100 100	607 014
21.00% \$2.610 \$5.221 \$5.221 \$178,477 \$15,041 \$5.221 \$5.221 \$1,028,369 \$15,041 \$30,082 \$30,082	22 23 Tota		\$849,892	2.90		0.32	\$12,431	\$24,861	\$24,861	\$24,001	1:n' 100
21.00% \$2.610 \$5.221 \$5.221 \$178,477 \$15,041 \$5,0082 \$30,082 \$30,082 \$1,028,369 \$15,041 \$30,082 \$30,082 \$30,082	77	27									
\$178,477 \$2,610 \$3,610 \$3,610 \$3,0,082 \$30,082	25 Frint	Je Benefits Rate	21.00%		STREAM BEING AND AN AND AN AN AN AND AN AND AN AND AND			100.36	ef 221	\$5.221	\$18,273
\$15,041 \$30,082 \$30,082 \$30,082 Date: 112		James Denofite	\$178,477				\$2,610	177'0¢			
	27 Tota	induce runde centerios at DAS Salaries and Benefits	\$1,028,369				\$15,041	\$30,082	\$30,082	\$30,082	\$105,287
	80										Date: 11/2/2020

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	Program: Legal services for adults with disabilities (Same as Line 11 on HSA #1)		0	⊼ ∩	AA AA A Document Date	AA A A AC Appendix B, Page 3 Document Date: December 2020
ω 4		;				
S	1	Operating E	Operating Expense Detail			
9 1~		1/1/21 - 6/30/21	FY 21/22	FY 22/23	FY 23/24	Total
თ						
우	DAS Operating Expenses					
÷ ;		\$987	\$1.974	\$1,974	\$1,974	\$6,909
	Rental of Property	\$374	\$748	\$748	\$748	\$2,618
2 2	Diffice Subplies Postade	\$50	86\$	66\$	66\$	\$347
÷ ÷						
2 4		225	\$154	\$154	\$154	\$539
2		\$504	\$1,007	\$1,007	\$1,007	\$3,525
- ?		\$182	\$361	\$361	\$361	\$1,265
<u> </u>		\$31	\$62	\$62	\$62	\$217
2 0	a otali ilaver-luca a outoi town)	\$33	\$66	\$66	\$66	\$231
		\$236	\$473	\$473	\$473	\$1,655
7		\$350	\$701	\$701	\$701	\$2,453
3 8	2 Soltware	\$302	\$604	\$604	\$604	\$2,114
5 2		\$16	\$31	\$31	\$31	\$109
25 26						
51	7 N/A					
28	8					
29						
Ř	30 Total DAS Operating Expenses	\$3,142	\$6,280	\$6,280	\$6,280	\$21,982
33						Date: 11/2/2020
32	7				-	