



**SAN FRANCISCO
HUMAN SERVICES AGENCY**

Department of Benefits
and Family Support

Department of Disability
and Aging Services

Office of Early Care
and Education

P.O. Box 7988
San Francisco, CA
94120-7988
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London Breed
Mayor

Trent Rhorer
Executive Director

MEMORANDUM

TO: DISABILITY AND AGING SERVICES COMMISSION

THROUGH: SHIREEN MCSPADDEN, EXECUTIVE DIRECTOR

FROM: CINDY KAUFFMAN, DEPUTY DIRECTOR
ESPERANZA ZAPIEN, DIRECTOR OF CONTRACTS ^{DS} *EL*

DATE: MAY 5, 2021

SUBJECT: **GRANT MODIFICATION:** FELTON INSTITUTE (NON-PROFIT) FOR THE PROVISION OF COMMUNITY SERVICES FOR OLDER ADULTS AND ADULTS WITH DISABILITIES

| | <u>Current</u> | <u>Modification</u> | <u>Revised</u> | <u>Contingency</u> | <u>Total</u> |
|------------------------------|------------------|---------------------|-----------------|--------------------|--------------|
| GRANT TERM: | 1/1/21 - 6/30/23 | 1/1/21- 6/30/21 | 1/1/21- 6/30/23 | | |
| GRANT AMOUNT: | \$409,063 | \$50,000 | \$459,063 | \$45,906 | \$504,969 |
| Funding Source | <u>County</u> | <u>State</u> | <u>Federal</u> | <u>Contingency</u> | <u>Total</u> |
| MODIFICATION FUNDING: | \$42,500 | | \$7,500 | \$5,000 | \$55,000 |
| PERCENTAGE: | 85% | | 15% | | 100% |

The Department of Disability and Aging Services (DAS) requests authorization to modify the existing grant with Felton Institute for the provision of Community Services to older adults and adults with disabilities for the time period beginning January 1, 2021 and ending June 30, 2021 in the amount of \$50,000, plus a 10% contingency for a total not to exceed amount of \$504,969.

Background

DAS funded Community Services programs can be most easily identified as the network of Community Centers located throughout the City of San Francisco. These Community Centers are home to the rich history of San Francisco and have been built and nurtured over the years with direct input, insight, and support from the people and neighborhoods they serve.

These Community Centers are more than just a meeting place for older adults and adults with disabilities. Program and activity offerings at DAS funded Community Centers are designed to engage with the community around them while enhancing the cultural, educational, mental, and physical well-being of participants. Community Centers are also the entry point for many older adults and adults with disabilities in need of information and support services, thus translation and social services are made available on site. Additional DAS funded services, including nutrition, health promotion, and digital literacy programs are often co-located at DAS funded Community Centers.

The coronavirus pandemic and subsequent shelter-in-place order starting in March 2020 brought significant disruption to both the operations of DAS funded Community Centers and the lives of the thousands of clients who rely on these Centers for programs and services. Most services were suspended or severely curtailed from their pre-COVID model of operation; all services needed to modify or reimagine their delivery model to ensure safety of staff and clients. DAS Community Centers demonstrated their commitment to the communities they serve through rapid adaptation and innovation. Many programs and staff moved to phone or virtual delivery of services while to-go or delivery of meals and groceries became standard. Placement of physical barriers, use of personal protective equipment, and strict occupancy requirements have allowed for limited one-to-one services where critical.

Evolving guidance on COVID safety practices, approval and distribution of a COVID vaccine, and continued efforts towards digital literacy and accessibility all provide hope for the future as these Community Centers work to return to expanded engagement, providing support and resources for older adults and adults with disabilities.

Modification

The modification to this grant adds funding to support older adult English as a Second Language (ESL) classes provided at 66 Raymond Avenue through the end of FY 20/21. The ESL classes are essential to the monolingual older adult students in Visitation Valley. Classes are focused on teaching practical, conversational English to monolingual Cantonese speakers through a series of planned activities, including everyday activities such as cooking. ESL classes are currently being provided virtually. The funds are to continue services that were previously funded by another source of funding, which has now run out.

Services to be Provided

Grantee will operate a Community Center space designed to engage with the surrounding community which will be welcoming and accessible for older adults and adults with disabilities. The grantee will offer a variety of activities and services designed to maintain or improve the quality of life of program participants. Activities and services shall consider the physical, social, psychological, economic, educational, recreational, and/or creative needs of participants. While the Community Center may serve as a hub for operations, services may take place in the community, via telephone, virtually over the internet, and through other effective means of communication and connection.

For reporting purposes, delivery of DAS funded Community Services are categorized into four groups:

- 1) Activity Scheduling – educational presentations, workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes, provides opportunities for connection with other participants, and that helps participants maintain or enhance their level of functioning. Basic and intermediate ESL literacy classes are also provided virtually.
- 2) Translation –translation assistance provided to consumers that cannot speak/read English. Services may include translation of forms, letters, applications, phone calls, etc. for an individual. It can also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements, presentations, etc.
- 3) Social Services – providing one-to-one assistance for individuals to enable them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.
- 4) Enhanced Outreach – While there is an expectation that Community Centers will do outreach within their existing budgets to reach their target populations, some agencies may decide to

propose more formal outreach plans or a specific campaign to address access barriers in the community. Examples of this may include working with a community collaborative group, designing and implementing an outreach plan for an underserved area, problem-solving certain barriers to service such as safety issues or transportation needs.

Impact of program services are measured primarily through the administration of client surveys. Surveys seek feedback on whether services offered met the needs of clients, if services improved physical health, and if services created opportunities for socialization and interaction with others. Results from these surveys are shared with contractors and are used to inform program design and types of services offered.

Selection

Grantee was selected through Request for Proposals (RFP) #785, which was issued in February 2018.

Funding

Funding for this grant modification will be provided by City and County General Funds and Federal Funds.

ATTACHMENTS

Appendix A-1, Services to be Provided

Appendix B-1, Budget

APPENDIX A-1 – SERVICES TO BE PROVIDED

FELTON INSTITUTE

COMMUNITY SERVICES

Effective January 1, 2021 to June 30, 2023

I. Purpose

The purpose of this grant is to maintain or improve the well-being of older adults and adults with disabilities through the provision of a variety of services and activities through site based Community Centers.

II. Definitions

| | |
|-------------------------|--|
| Adult with a Disability | Person 18 years of age or older living with a disability |
| CA GetCare | A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc. |
| CARBON | Contracts Administration, Reporting and Billing On Line System |
| City | City and County of San Francisco, a municipal corporation. |
| 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 | Felton Institute |

| | |
|-----------------------------|--|
| HSA | Human Services Agency of the City and County of San Francisco |
| LGBTQ+ | An acronym/term used to refer to persons who self-identify as non - heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary. |
| Low Income | Having income at or below 300% of the federal poverty line defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. This is only to be used by consumers to self-identify their income status, not to be used as a means test to qualify for the program. |
| Minority | An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. Source: California Code of Regulation Sec. 7130. |
| Older Adult | Person who is 60 years or older, used interchangeably with “senior” |
| OCP | Office of Community Partnerships (Previously Office on the Aging/OOA) |
| Senior | Person who is 60 years or older, used interchangeably with “older adult” |
| SOGI | Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9.</i>) |
| Unit of Service | Defined as one hour of service |
| Unduplicated Consumer (UDC) | A unique participant receiving services in Grantee’s Community Service program and reflected via enrollment in CA GetCare. |

III. Target Population

Services must target those older adults and adults with disabilities (aged 18-59) who are members of one or more of the following target groups that have been identified as demonstrating the greatest economic and social need. In particular:

- Low-income
- Non or limited English speaking
- Minority
- Frail
- Member of the LGBTQ+ community

IV. Eligibility for Community Services

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

V. Location and Time of Services

The details of the sites and operation hours are as attached in the Site Chart (Appendix F).

VI. Service Description

Community Services consist of activities/services that maintain or improve the quality of life of participants. Activities and services focus on the physical, social, psychological, economic, educational, recreational, and/or creative needs of older persons and adults with disabilities. Activities and services may be provided in the Grantee's Community Center, in the community, via telephone, virtually over the internet, and through other effective means of communication and connection.

There are four categories of services:

- 1) Activity Scheduling – Units of service are measured by the number of scheduled activity hours sponsored by the Community Centers. Activities may include educational presentations, workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes, provides opportunities for connection with other participants, and that help participants maintain or enhance their level of functioning.

Activities also include basic and intermediate English as a Second Language (ESL) literacy classes, which are currently being provided virtually. Classes are offered three days per week, for a total of six classes per week. Classes may be focused on activity-based learning, including, but not limited to, cooking, learning how to prepare seasonal dishes in English, and how to access tools and resources from smartphones in English.

- 2) Translation – Units of service are measured by the number of hours of translation

assistance provided to consumers that cannot speak/read English. In addition, translation may also include the use of American Sign Language, braille, or teleprompting. Translation services may include translation of forms, letters, applications, phone calls, etc. for an individual. It can also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements, presentations, etc.

- 3) Social Services – Units of service are measured by the number of hours providing one-to-one assistance for individuals to enable them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.
- 4) Enhanced Outreach – While there is an expectation that Community Centers will do outreach within their existing budgets to reach their target populations, some agencies may decide to propose more formal outreach plans or a specific campaign to address access barriers in the community. Examples of this may include working with a community collaborative group, designing and implementing an outreach plan for an underserved area, problem-solving certain barriers to service, i.e., safety issues, transportation needs, etc. Enhanced outreach efforts must receive prior review and approval from the Office of Community Partnerships staff before commencing. Units of service are measured by the number of hours spent working on enhanced outreach.

Enhanced outreach efforts under this specific grant are summarized as follows:

As a relatively new Community Services site, Grantee's enhanced outreach will work to develop meaningful collaborations with residents and other stakeholders in the Visitacion Valley Community in order to gain better knowledge of community needs and raise awareness of Grantee's service offerings at 66 Raymond. Grantee will continue to participate in the Visitacion Valley Services Collaborative (a collective of 11 community based organizations operating in the neighborhood), the Visitacion Valley Neighborhood Association, and the Visitacion Valley Family Center Advisory Committee in order to pursue these goals.

VII. Contractor Responsibilities

Services should be provided according to Office of Community Partnerships / Office on the Aging Community Services Standards, Program Memorandum #41.

Service offerings in the four categories of Community Services should be designed to:

- Provide quality services that attain a high satisfaction level from participants.
- Provide services that meet the needs of individual participants.
- Provide physical activities that may improve the health of participants.
- Increase access to information and educational materials that help enable individual consumers to maximize independence while living in the community.
- Provide activities to increase socialization opportunities for individual consumers.

Grantee will administer an annual participant survey, pre-approved by the Office of Community Partnerships staff, to consumers with a response rate of at least 35% of the annual unduplicated consumer service objective as specified in the Service Objectives section below.

***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 COVID-19. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. These requirements shall be followed with the intent to maximize the health and safety of Grantee staff and clients receiving services.

VIII. Service Objectives

For Community Services provided from January 1, 2021 to June 30, 2021:

- Grantee will serve **175** unduplicated consumers, older adults and adults with disabilities.
- Grantee will provide **414** units of service of activity scheduling at a center or venues approved by the Office of Community Partnerships.
- Grantee will provide **113** units of service of translation.
- Grantee will provide **75** units of service of social services.
- Grantee will provide **65** units of service of enhanced outreach.

For Community Services provided from July 1, 2021 to June 30, 2022:

- Grantee will serve **216** unduplicated consumers, older adults and adults with disabilities.
- Grantee will provide **828** units of service of activity scheduling at a center or venues approved by the Office of Community Partnerships.
- Grantee will provide **225** units of service of translation.
- Grantee will provide **150** units of service of social services.
- Grantee will provide **130** units of service of enhanced outreach.

For Community Services provided from July 1, 2022 to June 30, 2023:

- Grantee will serve **288** unduplicated consumers, older adults and adults with disabilities.
- Grantee will provide **1,104** units of service of activity scheduling at a center or venues approved by the Office of Community Partnerships.
- Grantee will provide **300** units of service of translation.
- Grantee will provide **200** units of service of social services.
- Grantee will provide **173** units of service of enhanced outreach. (Enter 0 if no enhanced outreach.)

IX. Outcome Objectives

- 80% of participants surveyed will receive the services and/or activities they need from the agency.
- 80% of participants surveyed who participate in physical activity programming will report positive impact on their health.
- 80% of participants surveyed who received social services or translation assistance, or participated in an educational program, will report that this helped to improve their lives.
- 80% of participants surveyed will increase their socialization opportunities and interaction with others.

X. Reporting and Other Requirements

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

- A. The Grantee will enter consumers' data into the CA GetCare - Community Services module.
- B. The Grantee will enter into the CA GetCare Service Unit section all the units of service by the 5th working day of the month for the preceding month.
- C. Monthly, quarterly, and annual reports must be entered into the Contracts Administration, Reporting, and Billing Online (CARBON) system as required by DAS and Contracts Department staff.
- D. Grantee will submit response rates and aggregated data from the annual participant survey to OCP staff by March 15th of each grant year.

- E. Grantee shall submit Community Services Block Grant (CSBG) time study to HSA/DAS for the months of February, May, August and November. The time study is due on the 10th day following the time study month.
- F. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31st of each grant year. This report must be submitted to the CARBON system.
- G. Grantee shall develop and deliver ad hoc reports as requested by HSA/DAS/OCP.
- H. Grantee shall develop and deliver a bi-annual summary report of SOGI data collected as requested by DAS/HSA. The due dates for submitting the summary reports are January 10 (for July 1 – December 31 data) and July 10 (for January 1 – June 30 data).
- I. Grantee will develop and maintain with OCP's approval, an updated Site Chart (using OCP's format) with details about the program.
- J. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable and to take all reasonable efforts to implement HIPAA requirements.
- K. Apart from reports requested to be sent via e-mail to the Program Analyst and/or Contract Manager, all other reports and communications should be sent to the following addresses:

Reanna Albert
Program Analyst
P.O. Box 7988
San Francisco, CA 94120
(415) 557-6693
reanna.albert@sfgov.org

or

Rocio Duenas
Contract Manager
Human Services Agency
PO Box 7988
San Francisco, CA 94120
(415) 557-5626
rocio.duenas@sfgov.org

XI. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and

progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence that program staff have completed the California Department of Aging (CDA) Security Awareness Training; review of 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 director list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool, translation and social services are based on staff hours.

- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Name: **Felton Institute**

Term
January 1, 2021 - June 30, 2023

(Check One) New Renewal Modification

If modification, Effective Date of Mod. No. of Mod.

Program: **Community Services**

Budget Reference Page No.(s)

| Program Term | 1/1/21 - 6/30/21 | Modification 1/1/21-6/30/21 | REVISED 1/1/21-6/30/21 | 7/1/21 - 6/30/22 | 7/1/22 - 6/30/23 | Total |
|--------------------------------------|------------------|--------------------------------|---------------------------|------------------|------------------|-----------|
| Expenditures | | | | | | |
| Salaries & Benefits | \$40,603 | \$26,043 | \$66,646 | \$81,206 | \$81,206 | \$229,058 |
| Operating Expenses | \$11,984 | \$588 | \$12,572 | \$25,185 | \$25,185 | \$62,942 |
| Subtotal | \$52,587 | \$26,631 | \$79,218 | \$106,391 | \$106,391 | \$292,000 |
| Indirect Percentage (%) | 15.00% | 15.00% | 15.00% | 15.00% | 15.00% | 15.00% |
| Indirect Cost | \$7,888 | \$3,994 | \$11,882 | \$15,959 | \$15,959 | \$43,800 |
| Subcontractor/Capital Expenditure | \$21,338 | \$19,375 | \$40,713 | \$41,275 | \$41,275 | \$123,263 |
| Total Expenditures | \$81,813 | \$50,000 | \$131,813 | \$163,625 | \$163,625 | \$459,063 |
| HSA Revenues | | | | | | |
| General Funds | \$81,813 | \$42,500 | \$124,313 | \$163,625 | \$163,625 | \$451,563 |
| Federal Funds | | \$7,500 | \$7,500 | | | \$7,500 |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Total HSA Revenue | \$81,813 | \$50,000 | \$131,813 | \$163,625 | \$163,625 | \$459,063 |
| Other Revenues | | | | | | |
| | | | | | | |
| | | | | | | |
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| | | | | | | |
| TOTAL DAS AND NON DAS REVENUE | \$81,813 | \$50,000 | \$131,813 | \$163,625 | \$163,625 | \$459,063 |
| Full Time Equivalent (FTE) | | | | | | |

Prepared by:

Telephone No.:

Date: 3/23/21

HSA-CO Review Signature:

HSA #1

3/23/2021

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

Appendix B-1, Page 2
 Document Date: March 2021

Salaries & Benefits Detail

| Position | Agency Totals | | HSA Program | | DAS budgeted salary | | | | | Total |
|------------------------------------|---------------------------------|-----------|--------------------------------|--------------|---------------------|-----------------------------|------------------------|------------------|------------------|------------------|
| | Annual Full Time Salary for FTE | Total FTE | % FTE funded by HSA (Max 100%) | Adjusted FTE | 1/1/21 - 6/30/21 | Modification 1/1/21-6/30/21 | REVISED 1/1/21-6/30/21 | 7/1/21 - 6/30/22 | 7/1/22 - 6/30/23 | |
| Program Manager | \$70,000 | 1.00 | 13.80% | 0.14 | \$4,830 | \$10,500 | \$15,330 | \$9,660 | \$9,660 | \$34,650 |
| Activities Supervisor | \$50,000 | 1.00 | 100.00% | 1.00 | \$25,000 | \$3,500 | \$28,500 | \$50,000 | \$50,000 | \$128,500 |
| Senior Division Director | \$155,000 | 1.00 | 1.81% | 0.02 | \$1,403 | \$3,100 | \$4,503 | \$2,806 | \$2,806 | \$10,115 |
| Tech-Squad Program Coordinator | \$55,000 | | | | | \$2,933 | \$2,933 | | | \$2,933 |
| | | | | | | | | | | |
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| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Totals | \$330,000 | 3.00 | 115.61% | 1.16 | \$31,233 | \$20,033 | \$51,266 | \$62,466 | \$62,466 | \$176,198 |
| Fringe Benefits Rate | 30.00% | | | | | | | | | |
| Employee Fringe Benefits | \$99,000 | | | | \$9,370 | \$6,010 | \$15,380 | \$18,740 | \$18,740 | \$52,860 |
| | | | | | | | | | | |
| Total Salaries and Benefits | \$429,000 | | | | \$40,603 | \$26,043 | \$66,646 | \$81,206 | \$81,206 | \$229,058 |
| HSA #2 | | | | | | | | | | 3/23/2021 |

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

Appendix B-1, Page 3
 Document Date: March 2021

Operating Expense Detail

| <u>Expenditure Category</u> | 1/1/21 - 6/30/21 | Modification 1/1/21-6/30/21 | REVISED 1/1/21-6/30/21 | 7/1/21 - 6/30/22 | 7/1/22 - 6/30/23 | Total |
|--|------------------|--|-----------------------------------|------------------|------------------|------------------|
| Rental of Property | \$4,200 | | \$4,200 | \$8,400 | \$8,400 | \$21,000 |
| Utilities (Elec, Water, Gas, Phone, Garbage) | \$2,600 | | \$2,600 | \$8,185 | \$12,000 | \$22,785 |
| Office Supplies, Postage | \$1,000 | \$220 | \$1,220 | \$2,000 | \$2,000 | \$5,220 |
| Building Maintenance Supplies and Repair | | | | | | |
| Printing and Reproduction | | \$368 | \$368 | | | \$368 |
| Insurance | \$402 | | \$402 | \$800 | \$798 | \$2,000 |
| Staff Training | | | | | | |
| Staff Travel-(Local & Out of Town) | \$182 | | \$182 | \$400 | \$364 | \$946 |
| Rental of Equipment | | | | | | |
| <u>Consultant</u> | | | | | | |
| Consultant A | | | | | | |
| | | | | | | |
| | | | | | | |
| <u>Other</u> | | | | | | |
| Activities Supplies and Program Expenses | \$3,600 | | \$3,600 | \$5,400 | \$1,623 | \$10,623 |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Total Operating Expenses | \$11,984 | \$588 | \$12,572 | \$25,185 | \$25,185 | \$62,942 |
| HSA #3 | | | | | | 3/23/2021 |

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

Appendix B-1, Page 4
Document Date: March 2021

Subcontractor & Capital Expenditure Detail

| <u>Subcontractor Expenditure</u> | 1/1/21 - 6/30/21 | Modification 1/1/21-6/30/21 | REVISED 1/1/21-6/30/21 | 7/1/21 - 6/30/22 | 7/1/22 - 6/30/23 | Total |
|---|------------------|--|---|------------------|------------------|-----------|
| Asian Pacific American Community Center | \$20,638 | | \$20,638 | \$41,275 | \$41,275 | \$103,188 |
| ESL teacher | | \$9,555 | \$9,555 | | | \$9,555 |
| | | | | | | |
| | | | | | | |
| Total Subcontractor Expenditure | \$20,638 | \$9,555 | \$30,193 | \$41,275 | \$41,275 | \$112,743 |
| <u>Equipment (Qty)</u> | 1/1/21 - 6/30/21 | Modification 1/1/21-6/30/21 | REVISED 1/1/21-6/30/21 | 7/1/21 - 6/30/22 | 7/1/22 - 6/30/23 | Total |
| Equipment purchases for Internet access for ser | \$700 | | \$700 | | | \$700 |
| 14 iPads | | \$4,900 | \$4,900 | | | \$4,900 |
| 14 Samsung Galaxy Tablet | | \$3,500 | \$3,500 | | | \$3,500 |
| Macpro laptop | | \$1,420 | \$1,420 | | | \$1,420 |
| | | | | | | |
| Total Equipment Cost | \$700 | \$9,820 | \$10,520 | | | \$10,520 |
| <u>Remodeling</u> | 1/1/21 - 6/30/21 | Modification 1/1/21-6/30/21 | REVISED 1/1/21-6/30/21 | 7/1/21 - 6/30/22 | 7/1/22 - 6/30/23 | Total |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Total Remodeling Cost | | | | | | |
| Total Capital Expenditure | \$21,338 | \$19,375 | \$40,713 | \$41,275 | \$41,275 | \$123,263 |

HSA #4

3/23/2021