



**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
www.SFHSA.org



London Breed
Mayor

Trent Rhorer
Executive Director

MEMORANDUM

TO: HUMAN SERVICES COMMISSION

THROUGH: TRENT RHORER, EXECUTIVE DIRECTOR

FROM: ANNA PINEDA, DEPUTY DIRECTOR, ECONOMIC SUPPORT & SELF SUFFICIENCY
ESPERANZA ZAPIEN, DIRECTOR OF CONTRACTS

DATE: APRIL 22, 2022

SUBJECT: GRANT MODIFICATION: **FIVE KEYS SCHOOLS & PROGRAMS (NON-PROFIT)** FOR PROVISION OF ACADEMIC ASSESSMENT SERVICES & CAL-LEARN EDUCATIONAL SUPPORT SERVICES

DS
JG

	<u>Current</u>	<u>Modification</u>	<u>Revised</u>	<u>Contingency</u>	<u>Total</u>
GRANT TERM:	7/1/19- 6/30/22	7/1/22- 6/30/24	7/1/19- 6/30/24		

GRANT AMOUNT:	\$282,078	\$147,950	\$430,028	\$43,003	\$473,031
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ANNUAL AMOUNT: See table

Funding Source	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
MODIFICATION FUNDING:	\$30,102	\$98,906	\$301,020	\$43,003	\$473,031
PERCENTAGE:	7%	23%	70%		100%

The Department of Benefits and Family Support (BFS) requests authorization to modify the existing grants with Five Keys Schools and Programs for the period of July 1, 2022 to June 30, 2024 in the additional amount of \$147,950 plus a 10% contingency for a revised total amount not to exceed \$473,031. The purpose of this modification is to extend the grant term for two additional years.

	Current			New	New	TOTAL
	FY20	FY21	FY22	FY23	FY24	
Academic Assessments	83,768	86,281	54,088	54,088	54,088	332,313
Cal-Learn	18,746	19,308	19,887	19,887	19,887	97,715
Annual Totals:	102,514	105,589	73,975	73,975	73,975	430,028
Contingency						43,003
New NTE:						473,031

Background

Many Welfare-to-Work participants lack the academic skills and educational credentials to compete and progress in the current job market. The Grantee, Five Keys Schools & Programs is an award winning educational program that works with participants individually, based on the participant's academic record/credits and current educational skills, including working with students who have been in Special Education programs towards getting a high school diploma. They began by working with the SF County Jail system and have expanded their services to other at-need populations.

Cal-Learn is California's mandated welfare reform program for pregnant and parenting custodial teens who are receiving TANF benefits. The program provides comprehensive case management and linkages to a wide range of supportive services and is administered by the Department's CalWORKs staff. Grantee will provide educational support services to Cal-Learn participants.

Services to be Provided – Academic Assessment Services for Welfare-To-Work Participants

Grantee will provide the following services as appropriate to 100 participants annually:

- a. Conduct orientations and intake of CalWORKs, PAES, and CalFresh/ABAWD participants.
- b. Transcript evaluation, verification of high school diploma, review for past or existing Special Education Plans (IEP) and report of credits needed to apply for graduation.
- c. Provide referrals to High School Diploma services, GED and California High School Proficiency Exam preparation services as needed.
- d. Assistance with obtaining special education services.

Services to be Provided – Cal-Learn Educational Support Services

Grantee will provide the following individual (one-to-one) and/or small group services as appropriate to 15 Cal-Learn participants annually.

Services include but are not limited to the following:

- a. Assess each Cal-Learn participant’s educational needs and determine an appropriate service plan
- b. Transcript evaluation and diploma planning
- c. Identify, administer and interpret appropriate standardized tests and other academic assessment tools.
- d. Direct academic instruction, as needed.
- e. Academic counseling.
- f. Intensive case management services provided in accordance with Adolescent Family Life Program (AFLP) Standards which include linking teen parents to needed health and social services.

Both services will be provided on-site at the various Five Keys sites throughout San Francisco with a flexible daily schedule as needed to accommodate the participants.

Selection

Grantee was selected through Request for Proposals #815, which was competitively bid in November 2018.

Funding

Funding for this grant is provided by Federal, State, and County funds.

ATTACHMENTS

Appendix A-1, Scope of Services for Academic Assessments

Appendix B-1, Budget for Academic Assessments

Appendix A-1, Scope of Services for Cal-Learn

Appendix B-1, Budget for Cal-Learn

**Appendix A-1
Services to be Provided
Five Keys Schools & Programs
Academic Assessment Services for Welfare-to-Work Participants
July 1, 2019 to June 30, 2024**

****Effective July 1, 2022****

I. Purpose

The purpose of this program is to provide academic assessment and high school academic status verification for CalWORKs, CAAP, and CalFresh/ABAWD participants.

II. Definitions

ABAWD	Able-Bodied Adults Without Dependents, i.e., CalFresh recipients age 18 to 49 who are able to work and do not share a household with a minor child.
CalFresh	Formerly known as Food Stamps. A federal public assistance program that helps children and low-income households improve their diets by providing access to a nutritious diet.
CalWORKs	California Work Opportunity and Responsibility to Kids, welfare-to-work program for families receiving Temporary Aid to Needy Families (TANF) cash aid.
CHSPE	California High School Proficiency Exam
GED	General Equivalency Diploma. A high school degree awarded by a series of examinations
Grantee	Five Keys Schools and Programs
HSA Employment Specialist	CalWORKs and PAES staff who ensures the participants meets the Employment Plan requirements.
HSA, also Department	Human Services Agency, City and County of San Francisco
HSD	High School Diploma
HSE	High School Equivalency
Launchpad	Client tracking system used by HSA

CAAP	County Adult Assistance Programs
SOGI	Sexual Orientation and Gender Identity Data
TANF	Temporary Assistance to Needy Families, the new welfare eligibility program that has replaced Aid to Families with Dependent Children (AFDC).
WtW	Welfare-to-Work
WDD	Workforce Development Division, a DHS program that provides employment services to economically disadvantaged adults and youth across a variety of programs and funding streams.
ZixCorp	An Email Encryption & Email Data Loss Prevention system

III. Target Population

CalWORKs, CAAP, and CalFresh/ABAWD participants in an employment activity or path and referred by HSA staff.

IV. Description of Services

Grantee will provide the following services as appropriate:

- A. Conduct, intake for referred CalWORKs, CAAP, and CalFresh/ABAWD participants.
- B. Transcript evaluation, verification of high school diploma, review for past or existing Special Education Plans (IEP) and report of credits needed to apply for graduation.
- C. Provide referrals to HSD services, GED and CHSPE preparation services as needed.
- D. Assistance with obtaining special education services.
- E. Through Grantee’s connections to the community, Grantee will refer potential CalWORKs clients to HSA to be screened for CalWORKs eligibility.

V. Location and Time of Services

Services are provided at Grantee’s office, 1800 Oakdale Avenue in San Francisco. Grantee will provide services virtually as needed. Services will be Monday through Friday except on the following holidays: New Year’s Day, Martin Luther King Jr. Day, President’s Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day.

VI. Service Objectives

On an annual basis, the Grantee will meet the following Service Objectives:

- A. A minimum of 100 participants will receive academic assessment services.

VII. Outcome Objectives

On an annual basis, the Grantee will meet the following Outcome Objectives:

- A. 90% of all participants who complete the assessments and verification process will

receive either a copy of their HSD verification, or an academic assessment with recommended goals and referrals to educational services.

- B. 75% of clients will rate the assistance received from the Grantee (at least 3 or above on a 5-point scale on an annual satisfaction survey administered by the Grantee) was very helpful toward their achieving their academic and/or employment goals. The survey responses rate will be no less than 80% of participants. Survey shall be administered according to HSA guidelines.

VIII. Reporting Requirements

- A. Client Activity Reporting – Grantee will use the HSA Launchpad data system to record clients’ daily participation and attendance in all activities related to academic assessments. Track, record, and report student attendance and participation in a timely manner.
- B. Communicate immediately via e-mail or telephone with client’s ES when a client is not participating. At a minimum, Grantee must report when a client has two unexcused absences, if attendance falls below 80% of the total program hours, or if the participant is being terminated from the program.
- C. HSA will generate monthly reports from Launchpad database by the 10th day following the reporting month. Grantee must review and make Launchpad data corrections in a timely manner. Reports shall contain the following data:
- number of referrals
 - number of enrollments
 - number who complete academic assessment
 - number of program exits
 - number active or currently enrolled as of the last day of the month
- D. Annual Reports narrative summarizing the contract activities and referencing the tasks as described in the Service and Outcome Objectives, will be submitted directly to the Program Monitor by the 15th of the month following the end of the program year. Reports will also include accomplishments and challenges encountered by the Grantee.
- E. Participant Satisfaction Survey Results will be submitted to HSA by the 15th of the month following the end of the program year.
- F. Grantee will collect SOGI information and report data results in the Contracts Management System known as Contract Administration, Reporting, & Billing Online (CARBON) on a semi-annual basis.
- G. Supporting documentation for the numbers presented in the reports must be maintained by the Grantee for a period of three years and must be available for auditing by the Department. Participant files shall be kept in a secure and confidential location at all times.
- H. Written communication that contains client confidential information shall be

transmitted through a secured method approved by HSA, Launchpad or by using ZixCorp.

- I. Grantee will develop and deliver ad hoc reports as requested by HSA.
- J. For assistance with reporting requirements or submission of reports, contact:

Elizabeth.Leone@sfgov.org
Senior Contracts Manager, Office of Contract Management
or
Adriana.Duran@sfgov.org
Program Monitor, Welfare to Work Division

IX. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of client eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives.
- 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.

	A	B	C	D
1	HUMAN SERVICES AGENCY BUDGET SUMMARY			
2				
3				
4				
5	Name			
6	Five Keys Schools and Programs			
7	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/> X			
8	If modification, Effective Date of Mod. 4/14/2022 No. of Mod. 1			
9	Program: Academic Assessment Services FY19 - FY24			
10	Budget Reference	7/1/2019-6/30/2020	7/1/2020-6/30/2021	7/1/2021-6/30/2022
11	Program Term			
12	Expenditures			
13	Salaries & Benefits	\$76,234	\$78,578	\$49,975
14	Operating Expense	0	0	\$0
15	Subtotal	\$76,234	\$78,578	\$49,975
16	Indirect Percentage (%)	10%	10%	8%
17	Indirect Cost (Line 16 X Line 15)	\$7,533	\$7,703	\$4,113
18	Pass-through to Providers			
19	Total Expenditures	\$83,768	\$86,281	\$54,088
20	HSA Revenues			
21				
22	General Fund	\$5,864	\$6,040	\$3,786
23	Federal Funding	\$58,637	\$60,396	\$37,861
24	State Funding	\$19,267	\$19,845	\$12,440
25				
26				
27				
28				
29	TOTAL HSA REVENUES	\$83,768	\$86,281	\$54,088
30	Other Revenues			
31				
32				
33				
34				
35				
36	Total Revenues			
37	Full Time Equivalent (FTE)			
39	Prepared by: Dorick Scarpelli			
40	HSA-CO Review Signature: _____			
41	HSA #1			

	A	B	C	D	E	F	G	
1								
2								
3								
4	Program Name: Social Services 17-20							
5	(Same as Line 9 on HSA #1)							
6								
7	Salaries & Benefits Detail							
8								
9								
10								
11		Agency Totals		HSA Program		7/1/2019-6/30/2020	7/1/2020-6/30/2021	
12	POSITION TITLE	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	
13	Operations Coordinator for Human Services Agency	\$75,446	100%	48%	48%	\$48,100	\$49,072	
14	Contract and Assessment Specialist	\$53,586	100%	5%	5%	\$8,370	\$7,868	
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30	TOTALS	\$ 129,032	2.00	53%	0.53	\$56,470	\$56,940	
31								
32	FRINGE BENEFIT RATE	38.00%						
33	EMPLOYEE FRINGE BENEFITS					\$19,764	\$21,637	
34								
35								
36	TOTAL SALARIES & BENEFITS					\$76,234	\$78,578	
37	HSA #2							

**Appendix A-1 Services to be Provided
Five Keys Schools & Programs
Cal-Learn Educational Support Services
July 1, 2019 to June 30, 2024**

****Effective July 1, 2022****

I. Purpose

The purpose of this program is to provide voluntary academic support services to pregnant and parenting teens who are students in the Cal-Learn program. This program will facilitate academic success through services that include but are not limited to educational counseling, academic assessment, independent instruction, resource referrals, consulting services and administrative assistance.

II. Definitions

Cal-Learn	State mandated program for pregnant and parenting teens on cash aid to promote positive parenting, healthy lifestyles, and school attendance
CalWORKs	California Work Opportunity and Responsibility to Kids, welfare-to-work program for families receiving Temporary Aid to Needy Families (TANF) cash aid.
Client	Client will be either a pregnant and/or parenting teen in the Cal-Learn program.
CHSPE	California High School Proficiency Exam
GED	General Equivalency Diploma. A high school degree awarded by a series of examinations
Grantee	Five Keys Schools & Programs
HSA, also Department	Human Services Agency, City and County of San Francisco
HSD	High School Diploma
HSE	High School Equivalency
Launchpad	Client tracking system used by HSA
SFUSD	San Francisco Unified School District

SOGI	Sexual Orientation and Gender Identity Data
TANF	Temporary Assistance to Needy Families, the new welfare eligibility program that has replaced Aid to Families with Dependent Children (AFDC).
ZixCorp	An Email Encryption & Email Data Loss Prevention system

III. Target Population

Pregnant and parenting teens that are enrolled in the HSA Cal-Learn Program. Participants who exit out of Cal-Learn without a GED or high school diploma are also eligible to continue receiving services under this grant as long as they are receiving CalWORKs in San Francisco. Focus will be devoted to out-of-school teenage Cal-Learn clients, especially those who need specialized assistance to enroll or re-enroll in SFUSD or other educational programs, students who need support in order to earn their high school diploma or obtain their GED/HSE, and those students in 11th and 12th grade who are at risk of not graduating or dropping out due to truancy or academic challenges. Participation will be voluntary; Cal-Learn teen students will self-select or will be referred for services through their assigned case manager.

IV. Description of Services

Grantee will provide the following individual (one-to-one) and/or small group services as appropriate:

- A. Assess each Cal-Learn participant’s educational needs and determine an appropriate service plan.
- B. Transcript evaluation and diploma planning.
- C. Identify, administer and interpret appropriate standardized tests and other academic assessment tools.
- D. GED assessments, planning and/or preparation.
- E. Identification of Math, Reading and/or Writing deficiencies and development of academic prescriptions/realistic plans.
- F. Direct academic instruction, as needed.
- G. Identification/diagnosis of barriers to academic success, e.g., special education, illiteracy, environment, family, language, inadequate test-taking skills and application of appropriate educational therapy.
- H. Assistance with obtaining special education services, interpretation of individual educational plans, and/or mediation services.
- I. Assistance with enrollment or re-enrollment into SFUSD schools, CCSF, and/or other educational programs.
- J. Academic counseling.
- K. Assistance with college and financial aid applications.

- L. Intensive case management services provided in accordance with Adolescent Family Life Program (AFLP) Standards which include linking teen parents to needed health and social services.
 - M. In-service staff (HSA case manager) trainings on topics related to education.
 - N. Attend Cal-Learn meetings and other meetings as requested by HSA.
 - O. Complete reports as required by HSA.
 - P. Provide all assessment/instructional materials, equipment and other supplies necessary to carry out the services.
 - Q. Provide consultation to case managers related to the educational and vocational service planning for their clients.
 - R. Maintain records of program and participant's activities, to include statistics and socio-demographic information.
 - S. Through Grantee's connections to the community, Grantee will refer potential CalWORKs clients to HSA to be screened for CalWORKs eligibility.
- V. Location and Time of Services**
Services will be provided on-site at the various Five Keys sites throughout San Francisco, and 170 Otis Street, and at Hilltop High School, with a flexible daily schedule as needed to accommodate the client.

Active partner learning centers/sites include:

- Adult Probation Department
880 Bryant Street • San Francisco, CA 94103
- Arriba Juntos
1850 Mission Street • San Francisco, CA 94103
- Bayview YMCA (17-19.5 YO)
1601 Lane Street • San Francisco, CA 94124
- ECS Adult Education
165 8th Street • San Francisco, CA 94103
- El/La Para TransLatinas (100% Distance Learning)
121 Golden Gate Avenue, 2nd Floor • San Francisco, CA 94102
- Five Keys Community Programs
70 Oak Grove Street • San Francisco, CA 94103
- Five Keys Southeast Campus
1800 Oakdale Avenue • San Francisco, CA
- Glide Memorial
330 Ellis Street • San Francisco, CA 94102
- Homeless Prenatal Program
2500 18th Street San Francisco, CA 94110

- Mission Language & Vocational School (MLVS)
2929 19th Street, San Francisco, CA 94110
- The Village ESL offered
1099 Sunnydale Avenue • San Francisco, CA 94134

VI. Service Objectives

On an annual basis, the Grantee will meet the following Service Objectives:

- A. A minimum of 15 Cal-Learn participants for each academic year will enroll in Academic Support Services, including creation of an education plan, transcript evaluation, assessments, and testing.
- B. The Grantee shall provide a minimum of 2 group in-service Cal-Learn staff trainings for the academic year. The Grantee may use other professional presenters/facilitators as deemed appropriate.
- C. The Grantee shall provide Cal-Learn case managers with a minimum of 4 case consultations in reference to clients with special challenges and academic needs or extenuating circumstances that prevent them from academic achievement per year.

VII. Outcome Objectives

On an annual basis, the Grantee will meet the following Outcome Objectives:

- A. 15% of the participants enrolled in the program will obtain a high school diploma, GED, or equivalent.
- B. 15% of the participants enrolled in the program but are yet to earn their GED or diploma will demonstrate progress towards their high school diploma or GED as evidenced by completion of necessary high school level unit(s), successful passing of a GED sub-test, or achievement of other identified educational goal.
- C. Overall, 75% of the Cal-Learn participants utilizing the service will participate 20 hours per week and meet one of the following academic goals: passing HSE, GED, passing subtests, earning academic credits, or completing applications to college.
- D. Overall, 75% of the participants utilizing the service will rate (score of 3 or above on a 5 point scale on a satisfaction survey administered by the Grantee) that the Grantee has provided them with the support, tools, and resources they need to meet their academic goals. The survey responses rate will be no less than 80% of participants. Survey shall be administered according to HSA guidelines.
- E. 75% of the case managers who utilized the service and completed the End of Contract Year assessment will rate (score of 3 or above on a 5 point scale on a satisfaction survey administered by the Department) that the Grantee provided participants with the support, tools, and resources they need to meet their academic goals. 100% of the HSA Cal Learn case managers will complete an End of Contract Year assessment on the impact of services for their educationally active participants provided under this grant.

VIII. Reporting Requirements

- A.** Client Activity Reporting – Grantee will use the HSA Launchpad data system to record clients’ daily participation and attendance in all activities related to academic assessments including a minimum of 20 hours per week classroom and homework time, and satisfactory progress for that month with a GPA of 2.0 or higher. Track, record, and report student attendance and participation in a timely manner.
- B.** HSA will generate monthly reports from Launchpad database by the 10th day following the reporting month. Grantee must review and make Launchpad data corrections in a timely manner. Reports shall contain the following data:
- number of referrals
 - number of enrollments
 - number who complete their educational plan
 - number of program exits
 - number active or currently enrolled as of the last day of the month
- C.** Annual Reports narrative summarizing the contract activities and referencing the tasks as described in the Service and Outcome Objectives, will be submitted directly to the Program Monitor by the 15th of the month following the end of the program year. Reports will also include accomplishments and challenges encountered by the Grantee.
- D.** Participant Satisfaction Survey Results will be submitted to HSA by the 15th of the month following the end of the program year.
- E.** Grantee will collect SOGI information and report data results in the Contracts Management System known as Contract Administration, Reporting, & Billing Online (CARBON) on a semi-annual basis.
- F.** Supporting documentation for the numbers presented in the reports must be maintained by the Grantee for a period of three years and must be available for auditing by the Department. Participant files shall be kept in a secure and confidential location at all times.
- G.** Written communication that contains client confidential information shall be transmitted through a secured method approved by HSA, Launchpad or by using ZixCorp.
- H.** Grantee will develop and deliver ad hoc reports as requested by HSA.
- I.** For assistance with reporting requirements or submission of reports, contact:

Elizabeth.Leone@sfgov.org
Senior Contracts Manager, Office of Contract Management
or
Adriana.duran@sfgov.org
Program Monitor, Welfare to Work Division

IX. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of client eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives.

- 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.

	A	B	C	D	E	F	G
1	Appendix B, Page						
2	Document Date:						
3	HUMAN SERVICES AGENCY CONTRACT BUDGET SUMMARY						
4	BY PROGRAM						
5	Contractor's Name			Term:			
6	FIVE KEYS SCHOOLS AND PROGRAMS			7/1/2019 - 6/30/2024			
7	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/> x						
8	If modification, Effective Date of Mod. 4/1/2022 No. of Mod. 1						
9	Program: CAL LEARN 19-24						
10	Budget Reference Page No.(s)						Y1 - Y5
11	Program Term	7/1/2019-6/30/2020	7/1/2020-6/30/2021	7/1/2021-6/30/2022	7/1/2022-6/30/2023	7/1/2023-6/30/2024	Total
12	Expenditures						
13	Salaries & Benefits	\$17,326	\$17,890	\$18,219	\$18,219	\$18,219	\$89,874
14	Operating Expense	\$0	\$0	\$0	\$0	\$0	\$0
15	Subtotal	\$17,326	\$17,890	\$18,219	\$18,219	\$18,219	\$89,874
16	Indirect Percentage (10%)	8%	8%	9%	9%	9%	
17	Indirect Cost (Line 16 X Line 15)	\$1,421	\$1,418	\$1,668	\$1,668	\$1,668	\$7,842
18	Capital Expenditure	\$0	\$0	\$0	\$0	\$0	\$0
19	Total Expenditures	\$18,746	\$19,308	\$19,887	\$19,887	\$19,887	\$97,715
20	HSA Revenues						
21	General Fund	\$1,312	\$1,352	\$1,392	\$1,392	\$1,392	\$6,840
22	Federal Funding	\$13,123	\$13,516	\$13,921	\$13,921	\$13,921	\$68,401
23	State Funding	\$4,312	\$4,441	\$4,574	\$4,574	\$4,574	\$22,475
24							
25							
26							
27							
28							
29	TOTAL HSA REVENUES	\$18,746	\$19,308	\$19,887	\$19,887	\$19,887	\$97,715
30	Other Revenues						
31							
32							
33							
34							
35							
36	Total Revenues						\$0
37							
39	Prepared by: Dorick Scarpelli	Telephone No.: 415-547-9275				Date 4/14/2022	
40	HSA-CO Review Signature: _____						
41	HSA #1						

