City and County of San Francisco



Department of Human Services Department of Aging and Adult Services

Trent Rhorer, Executive Director

# **MEMORANDUM**

TO:	AGING & ADULT SERVICES COMMISSION
THROUGH:	SHIREEN McSPADDEN, EXECUTIVE DIRECTOR
FROM:	CINDY KAUFFMAN, DEPUTY DIRECTOR JOHN TSUTAKAWA, DIRECTOR OF CONTRACTS JK 1
DATE:	JANUARY 3, 2018
SUBJECT:	NEW GRANTS: MULTIPLE GRANTEES (NON-PROFIT) for THE PROVISION OF COMMUNITY SERVICES PROGRAM PILOTS See table below
GRANT TERM(S):	1/1/2018 - 6/30/2020
GRANT AMOUNTS:	See table below
<u>Source:</u> Funding: Percentage	County         State         Federal         Contingency         Total           \$2,464,455         \$246,446         \$2,710,901           100%         100%

The Department of Aging and Adult Service (DAAS) requests authorization to enter into new grant agreements with the proposed grantees listed below (page 3) for the provision of community services program pilots in the amount of \$2,464,455 plus a 10% contingency for a total amount not to exceed \$2,710,901. The term of the grants will be from January 1, 2018 to June 30, 2020. The purpose of these grants is to pilot New Community Service Activity Programming for seniors and adults with disabilities living in the City and County of San Francisco.

New Community Service Activity Programming has been defined by DAAS to be innovative programming that is not currently being offered to consumers or funded by DAAS. The intent is to appeal to new consumers who are not accessing current community services.

In addition to the new and innovative programs, the New Community Service Activity Programming will also contain the traditional four components of service that are offered through other community service programs which include: activity scheduling, translation, social services and enhanced outreach. All community service programming is intended to support



seniors and adults with disabilities to live as independently as possible in the community and within supportive environments. In addition to providing a positive avenue to foster social networks, the activities and programming offered though community service are aimed at enhancing the cultural, educational, mental and physical well-being of enrolled consumers.

#### Background

On November 8, 2016 the voters of the City and County of San Francisco passed Proposition I that established the Dignity Fund to ensure the health and well-being of seniors and adults with disabilities. The fund is administered by the Department of Aging and Adult Services (DAAS) solely to help seniors and adults with disabilities secure and utilize the necessary services and support to live with dignity in their own homes and communities. The City Charter Amendment for the Fund established an eleven (11) member Oversight and Advisory Committee (OAC) to monitor and support the administration of the Dignity Fund. The OAC is responsible for developing recommendations for DAAS regarding services to seniors and adults with disabilities that are supported by the Fund. DAAS is committed to the defined goals in the City Charter and with input from the OAC developed an allocation plan based on known areas of need for seniors and adults with disabilities. This allocation plan contained an innovative community service centers and activities initiative that included funding for the development of new and expansion of existing community service programming with a particular focus on reaching and engaging consumers who are not accessing community service programming currently funded by DAAS. This initiative also identified the need for one of the community service program pilots to be specifically directed at the adult with disabilities population.

#### Services to be Provided

The grantee will provide New Community Service Activity Programming to seniors and/or adults with disabilities living in the City and County of San Francisco and conduct outreach that is focused on connecting with eligible consumers who are not currently accessing community services due to lack of awareness, interest, ability, etc. The grantee may also provide translation and social services during its hours of operation to more fully meet the needs of enrolled consumers.

The grantee will have at least one (1.0) full time equivalent (FTE) dedicated to the New Community Service Activity Programming pilot funded by this grant agreement to coordinate and deliver programming and the associated service units, ensure that outcome objectives and reporting requirements are met, and contribute to the overall success of this pilot program.

For more specific information regarding the service objectives, including the type and number of service units, outcome objectives, and budget, please refer to attached Appendices A, B, & F for each of the Grantees.

GRANTEE	Annual Award Amount	Fiscal Year (FY) 17-20 Total Amount	10% Contingency	FY 17-20 Total Not to Exceed Amount
Lighthouse for the Blind and Visually Impaired*	\$100,000	\$250,000	\$25,000	\$275,000
*New community service programming focused on AWD population				
Bayview Hunter's Point Multipurpose Senior Services	\$204,028	\$526,075	\$52,608	\$578,683
Community Living Campaign	\$148,000	\$384,000	\$38,400	\$422,400
Curry Senior Center	\$116,217	\$291,947	\$29,195	\$321,142
North and South of Market Adult Day Health DBA SteppingStone	\$165,570	\$413,924	\$41,392	\$455,316
Self-Help for the Elderly	\$127,951	\$334,299	\$33,430	\$367,729
Swords to Plowshares	\$103,000	\$264,210	\$26,421	\$290,631
TOTAL	\$964,766	\$2,464,455	\$246,446	\$2,710,901

#### Performance

This is a new grant for all of the grantees identified in the table above and DAAS. There is no monitoring history specific for this program to report at this time. The following grantees are current DAAS contractors and in compliance with performance and monitoring requirements for all other DAAS contracts:

- 1. Bayview Hunters Point Multipurpose Senior Services; monitored in April 2017
- 2. Community Living Campaign; monitored in May 2017
- 3. Curry Senior Center; monitored in June 2017
- 4. Lighthouse for the Blind and Visually Impaired, monitored December 2017
- 5. Self-Help for the Elderly; monitored in March 2017

#### **Grantee Selections**

Grantee was selected through RFP #767 issued in August 2017.

#### Funding

This grant will be funded entirely through City and County funds, the Dignity Fund.

#### Attachments:

#### LightHouse for the Blind and Visually Impaired

Appendix A – Services to be Provided Appendix B – Budget Appendix F – Site Chart

# **Bayview Hunter Point Multipurpose Senior Services**

Appendix A – Services to be Provided Appendix B – Budget Appendix F – Site Chart

### **Community Living Campaign**

Appendix A – Services to be Provided Appendix B – Budget Appendix F – Site Chart

#### **Curry Senior Center**

Appendix A – Services to be Provided Appendix B – Budget Appendix F – Site Chart

# North and South of Market Adult Day Health DBA SteppingStone

Appendix A – Services to be Provided Appendix B – Budget Appendix F – Site Chart

#### Self-Help for the Elderly

Appendix A – Services to be Provided Appendix B – Budget Appendix F – Site Chart

#### **Swords to Plowshares**

Appendix A – Scope of Services Appendix B – Budget Appendix F – Site Chart

### **APPENDIX A - SERVICES TO BE PROVIDED BY GRANTEE**

### LIGHTHOUSE FOR THE BLIND AND VISUALLY IMPAIRED

### **DIGNITY FUND**

#### **COMMUNITY SERVICE PROGRAM PILOT**

#### January 1, 2018 – June 30, 2020

### I. Purpose of Grant

The purpose of this grant is to pilot New Community Service Activity Programming as defined in Section II–Definitions of this Appendix A, for seniors and adults with disabilities living in the City and County of San Francisco, with a particular focus on engaging those eligible individuals who are not currently accessing community service programming offered by the grantee. The programming offered through this grant agreement is intended to support seniors and adults with disabilities to live as independently as possible in the community and within supportive environments.

#### II. Definitions

Activity Scheduling	A type of service within community service programming. Service units are captured by the number of scheduled activity hours sponsored by the grantee. Activities may include educational presentations, workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes that help consumers maintain/enhance their level of functioning.
Adult with Disabilities	Person 18 years of age or older living with a disability
CA.GetCare	A web-based application that provides specific
i.	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.
Controller	Controller of the City and County of San Francisco or designated agent.
DAAS	Department of Aging and Adult Services
Dignity Fund	The City and County of San Francisco, City Charter, Sections 16.128-1 through 16.128-12. Monies in the Fund shall be used to expend by DAAS solely to help seniors and adults with disabilities secure and utilize the services and support necessary to age with dignity in their own

	homes and communities.
Disability	A condition attributable to mental or physical impairment, or a combination of mental and physical impairments including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: 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
Enhanced Outreach	functioning, and emotional adjustment. A type of service within community service programming.
	Service units are captured by providing more formal outreach efforts and enhanced services to support the outreach efforts. Examples of this may include working with a community collaborative group, designing and implementing an outreach plan for an underserved area, problem-solving certain barriers to service, i.e., safety issues, transportation needs, etc.
Fund	Dignity Fund
Grantee	LightHouse for the Blind and Visually Impaired
HSA	Human Services Agency of the City and County of San Francisco
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	Defined by race, ethnicity, religion, sexual orientation, and/or gender identity.
New Activity	Activity Scheduling hours for New Community Service
Scheduling Hours	Activity Programming/Program
New Community	Community service activity programming/program never
Service Activity	before offered by the Grantee as part of its regular and
Programming/Program	ongoing programming and activity scheduling and/or
(NCSAP)	funded by DAAS.
OCM	Office of Contract Management, Human Services Agency
Older Adult	Person who is 60 years of age or older; used interchangeably with the term "Senior"
OCM	Office of Contract Management, Human Services Agency
Senior	Person who is 60 years of age or older; used interchangeably with the "Older Adult"
Social Services /Other	A type of service within community service programming. Service units are captured by providing one-to-one assistance for individuals to enable them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.
SOGI	Sexual Orientation and Gender Identity, a result of Ordinance No. 159-16 which amended the San Francisco Administrative Code to require City departments and

Translation Service	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.) A type of service within community service programming. Service units are captured by the number of hours of translation assistance provided to consumers that cannot speak/read English. In addition, Translation may also include the use of American Sign Language, Braille, or Teleprompting. Translation services may include translation of forms, letters, applications, phone calls, etc. for an individual. It can also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements , presentations, etc.
Unduplicated	A consumer enrolled in the grantee's New Community
Consumer (UDC)	Service Activity Programming and reflected in
	CA.GetCare.
Unit of Service	One hour of service

### III. Target Population

This grant will serve seniors and/or adults with disabilities, who reside in the City and County of San Francisco, with a particular focus on reaching and engaging eligible individuals who are not currently accessing community services programming offered by grantee. Additional target priorities may include:

- Low Income
- Non- or limited English speaking
- Minority as defined by race and/or ethnicity, religion, sexual orientation, and/or gender identity

# IV. Description of Services

- 1. The services funded through this grant agreement shall be aimed at appealing to eligible consumers who are not currently accessing community services offered by the grantee and/or funded by DAAS. The services provided may be offered by the grantee and/or its subcontractors at the grantee's community center and/or in the community.
- 2. Services will include New Community Service Activity Programming (NCSAP) and enhanced outreach. The grantee's NCSAP pilot will include weekly and scheduled wellness, educational and/or exercise classes/workshops for seniors and adults with disabilities at the location(s) identified in Appendix F. The grantee will also offer NCSAP on Saturday and/or Sunday at least once per quarter. NCSAP will focus on the needs and/or expressed desire(s) of the target population as it relates to their physical, social, psychological, economic, educational, recreational, and/or creative well-being. All NCSAP will be aimed at maintaining

or improving the welfare of the target population and subject to DAAS approval. The grantee will provide DAAS with an outline and/or activity calendar detailing the days, times, and description of the NCSAP provided through this grant agreement. Significant changes in the type of class/workshop offered and/or frequency will be communicated to DAAS in writing and are also subject to DAAS approval.

- 3. The grantee will conduct enhanced outreach with the intent of reaching the target population described in Section III. Enhanced outreach will be accomplished by the grantee in multiple ways, including but not limited to, providing information and promoting the grantee's NCSAP pilot at community organizations, medical centers, and health clinics, in newsletters/publications and social media when appropriate, and on the grantee's website(s).
- 4. Services may also include social and translation services provided these services are supplemental and needed to support NCSAP and/or desired by the target population to more fully meet their needs.
- 5. The grantee will have at least one (1.0) full time equivalent (FTE) of which at least 0.75 will be a single employee whose work time and job description is dedicated to coordinating and delivering NCSAP and the associated service units, ensuring outcome objectives are obtained, and that reporting requirements are met.
- 6. The grantee shall ensure adequate and culturally competent staffing (paid and/or volunteer) to administer the program, deliver quality services to meet the needs of the consumer, and adhere to all the program standards.
- 7. The grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules.
- 8. Grantee will have policy and procedures that are compliant with local/city, state, and federal regulatory agencies, including the DAAS-OOA policy memoranda manual.
- 9. Grantee will ensure that units of service provided through this grant agreement are tracked and distinguishable within each type of community service programming. Grantee will ensure that units of service provided through this grant are not "comingled" with other DAAS funded programs.

### 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 Objectives

On an annual basis, Grantee will meet the following service objectives in its New Community Service Activity Programming:

TABLE A				
Service Objective Summary Table	FY 2017- 2018*	FY 2018- 2019	FY 2019- 2020	Total 3- years
Number of Unduplicated Consumers	50	100	100	250
Number of New Community Service	3	5	5	13
Activity Programs (i.e. exercise class, evening game night, Saturday-intergenerational tutoring)				
Number of New Activity Scheduling Hours	45	192	192	429
Number of Enhanced Outreach Hours	180	360	360	900
Number of Social Service/Other Hours	6	12	12	30
Number of Translation Service Hours	13	26	26	65
*Year One, FY 2017-2018, is 6 months only				

• Grantee will enroll at least the number unduplicated consumers and provide the units of service detailed in Table A below.

One (1) Unit = One (1) hour of service provision

# VII. Outcome Objectives

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

- 1. At least 65% of unduplicated consumers registered in the New Community Service Activity Programming (NCSAP) will be seniors and/or adults with disabilities that have never before accessed community services offered by the grantee in year one.
- 2. At least 40% of the unduplicated consumers registered in the New Community Service Activity Programming will be seniors and/or adults with disabilities that have never before accessed community services offered by the grantee in year two (2) and each subsequent year of this grant agreement.
- 3. At least 40% of the unduplicated consumers registered in the New Community Service Activity Programming will be returning consumers in year two (2) and each subsequent year of this of this grant agreement.
- 4. Based on an annual consumer survey created by the grantee with input from DAAS and with a sample size of at least 60% of unduplicated consumers, at least 50% of the surveyed consumers will report learning of new services available to seniors and adults with disabilities.
- 5. Based on an annual consumer survey created by the grantee with input from DAAS and with a sample size of at least 60% of unduplicated consumers, at least 50% of the surveyed consumers will attribute an increase in community and neighborhood engagement to the services accessed and funded through this RFP.

6. Based on an annual consumer survey created by the grantee with input from DAAS and a with sample size of at least 60% of unduplicated consumers, at least 50% of the surveyed consumers will attribute an increase in their physical activities and/or quality of life to the services accessed and funded through this RFP.

# VIII. Reporting Requirements

- 1. Grantee will provide a monthly report of activities as described in Section IV and VI. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
- 2. Grantee will enroll consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers using the DAAS provided or DAAS approved intake form into the CA.GetCare database in accordance to DAAS policy.
- 3. 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.
- 4. Grantee will enter monthly reports into the CARBON database system that includes the following information:
  - Number of unduplicated consumers served during the month.
  - Number of community service hours within each of the categories stated in Section VI.-Service Objectives of this Appendix A.
- 5. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VI & VII Service Objectives and Outcome Objectives, respectively. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
- 6. Grantee shall issue a fiscal closeout report at the end of the fiscal year. The report is due to HSA no later than July 31 each grant year. This report must be submitted in the CARBON system. Additional reports may be requested and required at other points during the fiscal year.
- 7. Grantee will provide an annual consumer satisfaction survey report to DAAS by March 15 each grant year or a mutually agreed upon date between DAAS and the Grantee.

- 8. Grantee shall develop and deliver an annual summary report of SOGI data collected in each grant year as requested by HSA. The due date for submitting the annual summary report is no later than July 10 each grant year.
- 9. Grantee shall develop and deliver ad hoc reports as requested by HSA and/or DAAS.

For assistance with reporting requirements or submission of reports, contact:

richard.y.sin@sfgov.org Contract Manager, Office of Contract Management

Or

#### tiffany.kearney@sfgov.org Dignity Fund Program Analyst Department of Aging and Adult Services

### IX. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; consumer eligibility and any targeted mandates, back up documentation for the units of service and all reporting including the log of service units which is based on the service provision hours; sign-in sheets of consumers who participated in services, and progress of service and outcome objectives; how consumer 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 Security Awareness Training; program operation, which includes a review of a written policies and procedures manual of all DAAS 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; a board of director list and whether services are provided appropriately according to Sections IV, V, VI, and VII.
- B. <u>Fiscal Compliance and Contract Monitoring</u>: 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	В	С	D	EE
1				Appendix B, Pag	
2				Document Date:	12/11/2017
3	HUMAN SERVICES AG	ENCY BUDGET S	UMMARY		
4		BY PROG	RAM		
5	Name			Term	
6	LightHouse for the Blind and Visually	Impaired		01/01/2018-06/30	0/2022
7	(Check One) New 🗵 Renewal	Modification		•	
8	If modification, Effective Date of Mod.	No. of Mod.			
9	Program: Blind and Healthy Program	01/01/2018-	07/01/2018-	07/01/2019- 06/30/2020	
				00,00,2020	
	Budget Reference Page No.(s)				
	Program Term	•			Total
12	Expenditures				
	Salaries & Benefits	\$43,047	\$86,093		\$0
14	Operating Expense Subtotal	\$2,408	\$4,816	\$4,816	\$12,040
	Indirect Percentage (10%)	\$45,455	\$90,909	\$90,909	\$227,273
	Indirect Cost (Line 16 X Line 15)	10%	<u>10%</u> \$9,091	10%	
	Capital Expenditure	\$4,545	\$9,091	\$9,091	\$22,727
	Total Expenditures	\$50,000	\$100,000	\$100,000	\$250,000
20	HSA Revenues	\$50,000	\$100,000	\$100,000	ψ230,000
20	General Fund				
22					
23					
24					
25					
26					
27					
28					
29	TOTAL HSA REVENUES	\$50,000	\$100,000	\$100,000	\$250,000
30	Other Revenues				
31					
32			·		
33					
34 35					
36	Total Revenues	20			
37	Full Time Equivalent (FTE)	0.62	1.24	1.24	
39	Prepared by: Jennifer Sachs		Telephone No.:415	5-694-7333	Date 12/11/17
40	HSA-CO Review Signature:				
				-	12/11/117

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7			Salari	es & Bei	nefits Det	ail			
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9									
10 11		A	Padala	Fratio	A 179	1/1/18-6/30/18	7/1/18-6/30/19	7/1/19-6/30/20	
11		Agency Annual Full	lotals	For HS	A Program				TOTAL
		TimeSalary	Total %		Adjusted				
12	POSITION TITLE	for FTE	FTE	% FTE	FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	
13	Blind and Healthy Coordinator	\$50,000	100%	100%	100%	\$25,000	\$50,000	\$50,000	\$125,00
14	Director of Community Services	\$82,345	100%	10%	10%	\$4,117	\$8,235	\$8,235	\$20,58
15	Senior Director of Programs	\$152,250	100%	4%	4%	\$3,045	\$6,090	\$6,090	\$15,22
16	Program Executive Assistant	\$45,500	100%	10%	10%	\$2,275	\$4,550	\$4,550	\$11,37
17									
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30	TOTALS	\$330,095	4.00	1.24	1.24	\$34,437	\$68,875	\$68,875	\$172,18
31		0.05							
	FRINGE BENEFIT RATE	0.25			Sile Soloni				
	EMPLOYEE FRINGE BENEFITS					\$8,609	\$17,219	\$17,219	\$43,04
34 35									
	TOTAL SALARIES & BENEFITS		<b>ERGE</b>			\$43,047	\$86,093	\$86,093	\$215,23
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4	Program Name							
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7	1			Ope	rating Expens	e Detail		
8	]			•	0			
9								
10	-							TOTAL
	Expenditure C	ategory		TERM	1/1/18-6/30/18	7/1/-18-6/30/19	7/1/19-6/30/20	TOTAL
13	Rental of Prop	erty						
14	Utilities(Elec, V	Vater, Gas, Pl	none, Scaver	nger)				
15	Office Supplies	s, Postage						
16	Building Mainte	enance Suppli	es and Repa	ir				<u></u>
17	Printing and Re	eproduction						
18	Insurance							
19	Staff Training							
20	Staff Travel-(Lo	ocal & Out of	Town)		\$500	\$500	\$500	\$1,500
21	Rental of Equip	oment		3				
22	CONSULTANT/SU	IBCONTRACTO	R DESCRIPTIVE	TITLE				
23 24	· · · · · · · · · · · · · · · · · · ·						·	<b>W</b>
24						<u> </u>		
26							<u> </u>	
27								
28	OTHER							
29	Outreach mate	rials			\$748	\$2,000	\$2,000	\$4,748
	Translation				\$660	\$1,316	\$1,316	\$3,292
31	Online Outread	h via web and	communicat	ions	\$500	\$1,000	\$1,000	\$2,500
32 33						······	·····	
	TOTAL OPERA	ATING EXPEN	ISE		\$2,408	\$4,816	\$4,816	\$12,040
35					· +			
	HSA #3							12/11/117

Data 12/11/17		SITE CHART - Annordix F	EV: 1/1/2018 6/30/2018
			0107/00/0-0107/1/1
AGENCY: LightHouse for the	LightHouse for the Blind and Visually Impaired		
CONTRACT MAILING ADDRESS: 1155 Market Street, 10th Floor, San	: 1155 Market Street, 10th Floor, S	an Francisco, CA 94103 Agency's web site: lighthouse-sf.org	
DIRECTOR: Brvan Bashin		PHONE NO.: 415-431-1481	
Program:			
Community Service Program Pilot			
Total Annual # of UDC = 50	UDC/Site = 50		
SITES: Name of Site	LightHouse Headquarters		
Address and Zip	1155 Market Street, 10th Floor,		
	94103		
Phone Number	415-431-1481		
Fax Number	415-863-7568		
Neighborhood	Mid Market		
Supervisorial District No.	6		
Person in Charge:	Lisamaria Martinez, Director of		
	Community Services		
Site Manager/Coordinator	TBA		
Additional Programs Offered at Site	Community Services, Technology		
	Training, Independent Living		
	Skills, Counseling, Braille, White		
	Cane Mobility		
Days Open	Mon & Tues & Wed		
	Let Thurs Let Fri		
	Sat Sun		
Hours Open	8 am - 6 pm		
Hours of New Community Service Activity Programming (NCSAP)	8 am - 6 pm		
Total number of Service Days	124		
DAAS Funded Meal Service (Yes/No)	No		
Days Closed (list holidays closed)	New Year's Day, MLK Day,		
	President's Day, July 4th, Labor		
	Day, Thanksgiving, closed		
ADA Accessible	Yes		

Date:12/11/17	SITE CHA	SITE CHART - Appendix F	FY: 7/1/2018-6/30/2019
AGENCY: LightHouse for the	LightHouse for the Blind and Visually Impaired		
CONTRACT MAILING ADDRESS: 1155 Market Street, 10th Floor	1155 Market Street, 10th Floor, San Francisco, CA 94103 A	r, San Francisco, CA 94103 Agency's web site: lighthouse-sf.org	
<b>DIRECTOR: Bryan Bashin</b>	Hall	PHONE NO.: 415-431-1481	
Program: Community Service Program Pilot			
SITES: Name of Site	LightHouse Headquarters		
Address and Zip	1155 Market Street, 10th Floor,		
Phone Number	415-431-1481		
Fax Number	415-863-7568		
Neighborhood	Mid Market		
Supervisorial District No.	9		
Person in Charge:	Lisamaria Martinez, Director of Community Services		
Site Manager/Coordinator	TBA		
Additional Programs Offered at Site	Community Services, Technology Training, Independent Living Skills, Counseling, Braille, White		
	Cane Mobility		
Days Open	Tues		
	V Ihurs V Fri Sat Sun		
Hours Open	000		
Hours of New Community Service Activity Programming (NCSAP)	8 am - 6 pm		
Total number of Service Days	248		
DAAS Funded Meal Service (Yes/No)	No		
Days Closed (list holidays closed)	New Year's Day, MLK Day,		
	Day, Thanksgiving, closed		
ADA Accessible	between Xmas and New Year's Yes		

Date: 12/11/1/	2	SITE CHART - Appendix F	FY: 7/1/2019-6/30/2020
	LightHouse for the Blind and Visually Impaired		
CONTRACT MAILING ADDRESS: 1155 Market Street, 10th Floor,		San Francisco, CA 94103 Agency's web site: lighthouse-sf.org	
DIRECTOR: Bryan Bashin		PHONE NO.: 415-431-1481	
Program: Community Service Program Pilot			
Total Annual # of UDC = 100 SUTES: Name of Site	1 iohtHouse Headquarters		
Address and Zip	1155 Market Street, 10th Floor,		
Phone Number	415-431-1481		
Fax Number	415-863-7568		
Neighborhood	Mid Market		
Supervisorial District No.	6		
Person in Charge:	Lisamaria Martinez, Director of Community Services		
Site Manager/Coordinator	TBA		
Additional Programs Offered at Site	Community Services, Technology		
	Training, Independent Living		
	Skills, Counseling, Braille, White		
	Cane Mobility and more		
Days Open	VMon V Tues V Wed		
	🗸 Thurs 🖌 Fri		
	Sat Sun		
Hours Open	8 am - 6 pm		
Hours of New Community Service Activity Programming (NCSAP)	8 am - 6 pm		
Total number of Service Days	248		
DAAS Funded Meal Service (Yes/No)	No		
Days Closed (list holidays closed)	New Year's Day, MLK Day,		
	President's Day, July 4th, Labor		
	Day, Thanksgiving, closed		
ADA Accessible	Yes		

.

### **APPENDIX A - SERVICES TO BE PROVIDED BY GRANTEE**

#### **BAYVIEW HUNTERS POINT MULTIPURPOSE SENIOR SERVICES**

### **DIGNITY FUND**

#### COMMUNITY SERVICE PROGRAM PILOT

#### January 1, 2018 – June 30, 2020

#### I. Purpose of Grant

The purpose of this grant is to pilot New Community Service Activity Programming as defined in Section II–Definitions of this Appendix A, for seniors and adults with disabilities living in the City and County of San Francisco, with a particular focus on engaging those eligible individuals who are not currently accessing community service programming offered by the Grantee. The programming offered through this grant agreement is intended to support seniors and adults with disabilities to live as independently as possible in the community and within supportive environments.

#### **II.** Definitions

Activity Scheduling	A type of service within community service programming. Service units are captured by the number of scheduled activity hours sponsored by the grantee. Activities may include educational presentations, workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes that help consumers maintain/enhance their level of functioning.
Adult with Disabilities	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.
Controller	Controller of the City and County of San Francisco or designated agent.
DAAS	Department of Aging and Adult Services
Dignity Fund	The City and County of San Francisco, City Charter, Sections 16.128-1 through 16.128-12. Monies in the Fund shall be used to expend by DAAS solely to help seniors and adults with disabilities secure and utilize the services and support necessary to age with dignity in their own

	homes and communities.
Disability	A condition attributable to mental or physical impairment,
2.00001110	or a combination of mental and physical impairments
	including hearing and visual impairments, that results in
	substantial functional limitations in one (1) or more of the
	following areas of major life activity: 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.
Enhanced Outreach	A type of service within community service programming.
· · · · · · · · · · · · · · · · · · ·	Service units are captured by providing more formal
	outreach efforts and enhanced services to support the
	outreach efforts. Examples of this may include working
	with a community collaborative group, designing and
	implementing an outreach plan for an underserved area,
	problem-solving certain barriers to service, i.e., safety
	issues, transportation needs, etc.
Fund	Dignity Fund
Grantee	Bayview Hunters Point Multipurpose Senior Services
HSA	Human Services Agency of the City and County of San
	Francisco
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	Defined by race, ethnicity, religion, sexual orientation,
	and/or gender identity.
New Activity	Activity Scheduling hours for New Community Service
Scheduling Hours	Activity Programming/Program
New Community	Community service activity programming/program never
Service Activity	before offered by the Grantee as part of its regular and
Programming/Program	ongoing programming and activity scheduling and/or
(NCSAP)	funded by DAAS.
OCM	Office of Contract Management, Human Services Agency
Older Adult	Person who is 60 years of age or older; used
	interchangeably with the term "Senior"
OCM	Office of Contract Management, Human Services Agency
Senior	Person who is 60 years of age or older; used
~	interchangeably with the "Older Adult"
Social Services /Other	A type of service within community service programming.
	Service units are captured by providing one-to-one
	assistance for individuals to enable them to resolve
	problems. Assistance may include information and
	referral, forms/application completion, home visits,
	medical escort services, and emotional support by phone or
	in person.
SOGI	Sexual Orientation and Gender Identity, a result of
	Ordinance No. 159-16 which amended the San Francisco
	Administrative Code to require City departments and

Translation Service	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.) A type of service within community service programming.
	A type of service within community service programming. Service units are captured by the number of hours of translation assistance provided to consumers that cannot speak/read English. In addition, Translation may also include the use of American Sign Language, Braille, or Teleprompting. Translation services may include translation of forms, letters, applications, phone calls, etc. for an individual. It can also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements , presentations, etc.
Unduplicated	A consumer enrolled in the grantee's New Community
Consumer (UDC)	Service Activity Programming and reflected in
	CA.GetCare.
Unit of Service	One hour of service

### III. Target Population

This grant will serve seniors and/or adults with disabilities, who reside in the City and County of San Francisco, with a particular focus on reaching and engaging eligible individuals who are not currently accessing community services programming offered by grantee. Additional target priorities may include:

- Low Income
- Non- or limited English speaking
- Minority as defined by race and/or ethnicity, religion, sexual orientation, and/or gender identity

### **IV.** Description of Services

- 1. The services funded through this grant agreement shall be aimed at appealing to eligible consumers who are not currently accessing community services offered by the grantee and/or funded by DAAS. The services provided may be offered by the grantee and/or its subcontractors at the grantee's community center and/or in the community.
- 2. Services will include New Community Service Activity Programming (NCSAP) and enhanced outreach. The grantee's NCSAP pilot will include weekly scheduled wellness, educational and/or exercise classes/workshops for seniors and adults with disabilities at the location(s) identified in Appendix F. NCSAP will focus on the needs and/or expressed desire(s) of the target population as it relates to their physical, social, psychological, economic, educational, recreational, and/or creative well-being. All NCSAP will be aimed at maintaining or improving the welfare of the target population and subject to DAAS approval.

The grantee will provide DAAS with an outline and/or activity calendar detailing the days, times, and description of the NCSAP provided through this grant agreement. Significant changes in the type of class/workshop offered and/or frequency will be communicated to DAAS in writing and are also subject to DAAS approval. Changes in the scheduling of classes/workshops that use equipment funded by this grant agreement as a capital expense must also be communicated to DAAS in writing and are subject to DAAS approval.

- 3. The grantee will conduct enhanced outreach with the intent of reaching the target population described in Section III. Enhanced outreach will be accomplished by the grantee in multiple ways, including but not limited to, providing information and promoting the grantee's NCSAP pilot at community events and meetings, at senior housing sites, in newsletters/publications, on social media when appropriate, and on the grantee's website(s).
- 4. Services may also include social and translation services provided these services are supplemental and needed to support NCSAP and/or desired by the target population to more fully meet their needs.
- 5. The grantee will have at least one (1.0) full time equivalent (FTE) of which at least 0.75 will be a single employee whose work time and job description is dedicated to coordinating and delivering NCSAP and the associated service units, ensuring outcome objectives are obtained, and that reporting requirements are met.
- 6. The grantee shall ensure adequate and culturally competent staffing (paid and/or volunteer) to administer the program, deliver quality services to meet the needs of the consumer, and adhere to all the program standards.
- 7. The grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules.
- 8. Grantee will have policy and procedures that are compliant with local/city, state, and federal regulatory agencies, including the DAAS-OOA policy memoranda manual.
- 9. Grantee will ensure that units of service provided through this grant agreement are tracked and distinguishable within each type of community service programming. Grantee will ensure that units of service provided through this grant are not "comingled" with other DAAS funded programs.

### 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 Objectives

On an annual basis, Grantee will meet the following service objectives in its New Community Service Activity Programming:

TABLE A				
Service Objective Summary Table	FY 2017- 2018*	FY 2018- 2019	FY 2019- 2020	Total 3- years
Number of Unduplicated Consumers	150	500	500	1150
Number of New Community Service	6	15	15	36
Activity Programs (i.e. exercise class, evening				
game night, Saturday-intergenerational tutoring)				
Number of New Activity Scheduling Hours	600	1800	2400	4800
Number of Enhanced Outreach Hours	150	250	250	650
Number of Social Service/Other Hours	60	120	120	300
Number of Translation Service Hours	260	520	520	1300
*Year One, FY 2017-2018, is 6 months only				

Grantee will enroll at least the number unduplicated consumers and provide the units of service detailed in Table A below.

One (1) Unit = One (1) hour of service provision

### VII. Outcome Objectives

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

- 1. At least 65% of unduplicated consumers registered in the New Community Service Activity Programming (NCSAP) will be seniors and/or adults with disabilities that have never before accessed community services offered by the proposing provider in year one.
- 2. At least 40% of the unduplicated consumers registered in the New Community Service Activity Programming will be seniors and/or adults with disabilities that have never before accessed community services offered by the proposing provider in year two (2) and each subsequent year of this grant agreement.
- 3. At least 40% of the unduplicated consumers registered in the New Community Service Activity Programming will be returning consumers in year two (2) and each subsequent year of this of this grant agreement.
- 4. Based on an annual consumer survey created by the provider with input from DAAS and with a sample size of at least 60% of unduplicated consumers, at least 50% of the surveyed consumers will report learning of new services available to seniors and adults with disabilities.
- 5. Based on an annual consumer survey created by the provider with input from DAAS and with a sample size of at least 60% of unduplicated consumers, at least

50% of the surveyed consumers will attribute an increase in community and neighborhood engagement to the services accessed and funded through this RFP.

6. Based on an annual consumer survey created by the provider with input from DAAS and a with sample size of at least 60% of unduplicated consumers, at least 50% of the surveyed consumers will attribute an increase in their physical activities and/or quality of life to the services accessed and funded through this RFP.

### VIII. Reporting Requirements

- 1. Grantee will provide a monthly report of activities as described in Section IV and VI. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
- 2. Grantee will enroll consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers using the DAAS provided or DAAS approved intake form into the CA.GetCare database in accordance to DAAS policy.
- 3. 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.
- 4. Grantee will enter monthly reports into the CARBON database system that includes the following information:
  - Number of unduplicated consumers served during the month.
  - Number of community service hours within each of the categories stated in Section VI.-Service Objectives of this Appendix A.
- 5. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VI & VII Service Objectives and Outcome Objectives, respectively. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
- 6. Grantee shall issue a fiscal closeout report at the end of the fiscal year. The report is due to HSA no later than July 31 each grant year. This report must be submitted in the CARBON system. Additional reports may be requested and required at other points during the fiscal year.
- 7. Grantee will provide an annual consumer satisfaction survey report to DAAS by March 15 each grant year or a mutually agreed upon date between DAAS and the Grantee.

- 8. Grantee shall develop and deliver an annual summary report of SOGI data collected in each grant year as requested by HSA. The due date for submitting the annual summary report is no later than July 10 each grant year.
- 9. Grantee shall develop and deliver ad hoc reports as requested by HSA and/or DAAS.

For assistance with reporting requirements or submission of reports, contact:

richard.y.sin@sfgov.org Contract Manager, Office of Contract Management

Or

tiffany.kearney@sfgov.org Dignity Fund Program Analyst Department of Aging and Adult Services

#### IX. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; consumer eligibility and any targeted mandates, back up documentation for the units of service and all reporting including the log of service units which is based on the service provision hours: sign-in sheets of consumers who participated in services, and progress of service and outcome objectives; how consumer 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 Security Awareness Training; program operation, which includes a review of a written policies and procedures manual of all DAAS 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; a board of director list and whether services are provided appropriately according to Sections IV, V, VI, and VII.
- B. <u>Fiscal Compliance and Contract Monitoring</u>: 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.

Bayview Hunters Point Multipurpose Senior Services Dignity Fund-Community Services Program Pilot

8 of 8

	Α	В	С	D	Ē			
1				Appendix B, Page 1 Document Date: 12/1	0/2017			
				Document Date: 12/1	0/2017			
3	HUMAN SERVICES AGENCY BUDGET SUMMARY							
4		BY PROGR	AM					
5	BAYVIEW HUNTERS POINT MULTIPUR	POSE SENIOR SERV	/ICES	٦	Term			
6					1/1/18 - 6/30/20			
		Madification			11110 0/00/20			
7	(Check One) New 🗹 Renewal	Modification						
8	If modification, Effective Date of Mod.	No. of Mod.						
9	Program: Community Service Pilots							
10	Budget Reference Page No.(s)							
	Program Term	1/1/18 - 6/30/18	7/1/18 - 6/30/19	7/1/19 - 6/30/20	Total			
12								
13	Salaries & Benefits	\$68,380	\$136,760	\$136,760	\$341,900			
	Operating Expense	\$19,560	\$48,720	\$48,720	\$117,000			
	Subtotal	\$87,940	\$185,480	\$185,480	\$458,900			
16	Indirect Percentage (10%)	10%	10%	10%				
17	Indirect Cost (Line 16 X Line 15)	\$8,794	\$18,548	\$18,548	\$45,890			
18	Capital Expenditure	\$21,285	\$0	\$0	\$21,285			
19	Total Expenditures	\$118,019	\$204,028	\$204,028	\$526,075			
20	HSA Revenues							
21	General Fund	\$118,019	\$204,028	\$204,028	\$526,075			
22								
23								
24								
25								
26								
27 28								
				#004.000	#500.07/			
	TOTAL HSA REVENUES	\$118,019	\$204,028	\$204,028	\$526,075			
30	Other Revenues							
31	· · · · · · · · · · · · · · · · · · ·							
32 33								
33	· · · · · · · · · · · · · · · · · · ·							
35								
	Total Revenues							
37	Full Time Equivalent (FTE)	1.33	2.65	2.65				
	Prepared by: Cathy Davis			Telephone No.: 415-8	322-1444			
40	HSA-CO Review Signature:							
	HSA #1							

	A	В	С	D	E	F	G	н	I
1								Appendix B, Page	
2	4							Document Date: 12	2/10/2017
4	Program Name: Community Servic	e Pilots							
5	(Same as Line 9 on HSA #1)								
6									
7	_		Salarie	es & Ber	nefits Deta	ail			
8	-								
9 0						1/1/18 - 6/30/18	7/1/18 - 6/30/19	7/1/19 - 6/30/20	
1		Agency 1	otals	For HSA	Program				TOTAL
		Annual Full							
2	POSITION TITLE	TimeSalary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	1/0/00 to 2/0/00
3	Special Programs Coordinator	\$52,000	100%	100%	100%	\$26,000	\$52,000	\$52,000	\$130,000
4	Outreach/ Translator	\$33,280	100%	25%	25%	\$4,160	\$8,320	\$8,320	\$20,800
5	Sat Prog Coord Dr. Davis Senior	\$37,440	100%	20%	20%	\$3,744	\$7,488	\$7,488	\$18,720
16	Sat Program Coord - Rosa Parks	\$37,440	100%	20%	20%	\$3,744	\$7,488	\$7,488	\$18,720
17	Sat Program Coord - WASC	\$37,440	100%	20%	20%	\$3,744	\$7,488	\$7,488	\$18,720
18	Site Monitor- WASC	\$33,280	100%	40%	40%	\$6,656	\$13,312	\$13,312	\$33,280
	Cita Manitas - Dana Danka	¢22.290	100%	40%	40%	\$6,656	\$13,312	\$13,312	\$33,280
_	Site Monitor - Rosa Parks	\$33,280	100%	40%	40%	\$0,030	\$15,51Z	\$13,31Z	400,200
20									
21									
22									
23				-					
24									
25									
26					· ·				
27									
28									
29									
30	TOTALS		7.00	2.65	2.65	\$54,704	\$109,408	\$109,408	\$273,520
31							·		
	FRINGE BENEFIT RATE	25%				1			
	EMPLOYEE FRINGE BENEFITS					\$13,676	\$27,352	\$27,352	\$68,380
34 35									
	TOTAL SALARIES & BENEFITS				William V	\$68,380	\$136,760	\$136,760	\$341,900
-	HSA #2			and the second s					11/15/200

	A	В	С	D	E I	F G	H	J K
1					·		Appendix B, Pa	
2							Document Date:	12/10/17
3	Program Nam	o: Community						
5		e 9 on HSA #1)	i					
6								
7				Оре	erating Expens	e Detail		
8								
10								
11								TOTAL
12	Expenditure C	ategory		TERM	1/1/18 - 6/30/18	7/1/18 - 6/30/19	7/1/19 - 6/30/20	
13	Rental of Prop	erty						
14	Utilities(Elec, <sup>v</sup>	Water, Gas, Ph	ione, Scaveng	jer)				
15	Office Supplie	s, Postage						
16	<b>Building Maint</b>	enance Suppli	es and Repair		\$1,800	\$3,600	\$3,600	\$9,000
17	Printing and R	eproduction						<u>.</u>
18	Insurance							
19	Staff Training							
20	Staff Travel-(L	ocal & Out of 1	Fown)					
21	Rental of Equi	pment						
		UBCONTRACTOR	DESCRIPTIVE T	ITLE				
	Instructors @	\$25 - \$50/hr		-	\$13,000	\$39,000	\$39,000	\$91,000
24 25	Stipends			-	\$2,400	\$4,800	\$4,800	\$12,000
26				-				
27				-				
28	OTHER							
29	Program Supp	lies		_	\$2,360	\$1,320	\$1,320	\$5,000
30				-				
31				-				
32 33	2			-				
34		<u>.</u>		-				
35	TOTAL OPER		ISE		\$19,560	\$48,720	\$48,720	\$117,000
36								
37	HSA #3							11/15/2007

		A	В		Ċ	D	E	F
	1 2						Appendix B, Pa Document Date:	ge 4
	3	· ·					Document Date.	12/10/11
	4	Program (Samo	n Name: Community Service Pilots as Line 9 on HSA #1)					
	6		as line a on HSA #17					
	7		Progra	m Ex	cpenditure De	tail		
	8		C C					
	9							TOTAL
	10	EQUI	PMENT TERM	Л	1/1/18 - 6/30/18	7/1/18 - 6/30/19	7/1/19 - 6/30/20	
	11	No.	ITEM/DESCRIPTION		х. 			
	12		Steel Drum sets		\$20,485			\$20,485
	13		Computer for Special Programs Coord		\$800			\$800
	14							
	15							
	16							
	17							
	18							
	19							
	20	TOTAL	EQUIPMENT COST		\$21,285			\$21,285
	21							
	22	REM	ODELING					
	23	Descript	tion:					
	24							
	25							
	26							
	27							
	28							
	29	TOTAL	REMODELING COST					
3	30							
			CAPITAL EXPENDITURE		\$21,285			\$21,285
			nent and Remodeling Cost)					
	33	HSA #4						11/15/2007

Date: 12/14/17		SITE CHART	SITE CHART - Appendix F FY: 1/1/2018-6/30/2018	018
AGENCY: Bayview Hunters Point Multipurpose Senior Services	Iltipurpose Senior Services			
CONTRACT MAILING ADDRESS: 1753 Carroll St., San Francisco, CA 94124	1753 Carroll St., San Francisco, C.	A 94124	Agency's web site: https://bhpmss.org/	
DIRECTOR: Cathy Davis, MSW, Executive Director			PHONE NO.: 415-822-1444	1241212
Program: Community Service Program Pilot		e .oocax		
I otal Annual # of UDC = 150 SITES: Name of Site	Rosa Parks Senior Center	UDC/Site = 60 Western Addition Senior Center	Dr. George Davis Senior Center	
Address and Zip	1111 Buchannan St. San Francisco, CA 94110	1390 1/2 Turk. St. San Francisco CA 94110	1753 Carroll St. San Francisco. CA 94124	
Phone Number	415-292-3474	415-921-7805	415-822-1444	
Fax Number Neisthorthood	NA Western Addition	NA Western Addition	415-822-5327 Ravview Hinters Point	
Supervisorial District No.	5	5	10	
Person in Charge:	Dornesha Landers, Director	Robin Bill, Director	Linda Mack-Burch, Director	
Site Manager/Coordinator	TBD	TBD	TBD	
Additional Programs Offered at Site	Arts & Crafts, Computer Classes, Health Education, Food	Always Active, Arts & Crafts, Computer Classes, Health	Always Active, Arts & Crafts, Brown Bag, Computer Classes,	
	Giveaways, Exercise, Trips,	Education, Food Giveaways,	Health Education, Food	
	Special Events, Housing Assistance Cong Meals	Exercise, Choir, Music Events, Trine Special Events ADRC site	Giveaways, Exercise, Choir, Mueic Evente Trine Smooial	
		Tips, operal Events, AUNO SIIC,	-4	
Days Open	X Tues	X Tue	Mon X Tue:	
	<u>l hurs</u>	2	Thurs	
	X Sat Sun	X Sat X Sun	X Sat Sun	
Hours of Name Community, Consistent	9:00a.m 5:00p.m., M-F	9:00a.m 5:00p.m., M-Sat	9:00a.m 5:00p.m., M-W-F	
Activity Programming (NCSAP)	0.00a.m 3.00p.m., M-F 2 evenings TBD 0.00a m = 4.00 m m Sot	10:000.m 3:00p.m., M-F 2 evenings TBD 0:000.m. 4:00.m. Sct	9:008.m 5:00p.m., M-F 5:00p.m 8:00 p.m., T & Th	
		2.004.111 T.00 p.111., 341	10.00a.iii 11.00a.iii. 3ai	
Total number of Service Days	150	150	150	
DAAS Funded Meal Service (Yes/No)	Yes	Yes	Yes	
Number of Service Days Closed	11	=	10	
Days Closed (list holidays closed)	New Year's Day, Martin Luther	New Year's Day, Martin Luther	New Year's Day, Martin Luther	
	President's Day. Memorial Day.	Nind Jr., Veterans Day, President's Day, Memorial Day	Kind Jr., Veterans Day, President's Day Memorial Day	
	Independence Day, Labor Day,	Independence Day, Labor Day,	Independence Day, Labor Day,	
	Thanksgiving Day, Day after Thanksgiving, Christmas Day+one	Thanksgiving Day, Day after Thanksgiving Day, Day after Thanksgiving, Christmas Day+one Thanksgiving, Christmas Day+one	Thanksgiving Day, Day after Thanksgiving, Christmas Day+one	
ADA Accessible	X Yes No	X Yes No	X Yes No	

Appendix F - Bayview CS pilot FY17-20.xls

1 of 3

Date: 12/14/17		SITE CHART	SITE CHART - Appendix F	FY: 7/1/2018-6/30/2019
AGENCY: Bayview Hunters Point Multipurpose Senior Services	ipurpose Senior Services			
CONTRACT MAILING ADDRESS: 1753 Carroll St., San Francisco, CA 94124	53 Carroll St., San Francisco, CA	94124	Agency's web site: https://bhpmss.org/	
DIRECTOR: Cathy Davis, MSW, Executive Director			PHONE NO.: 415-822-1444	
Program: Community Service Program Pilot Total Annual # of UDC = 500	UDC/Site = 130	UDC/Site = 200	UDC/Site = 170	
SITES: Name of Site Address and Zip	Rosa Parks Senior Center 1111 Buchannan St. San Francisco CA 04110	Western Addition Senior Center 1390 1/2 Turk. St. San Emocico CA 04110	Dr. George Davis Senior Center 1753 Carroll St. Son Errorico CA 04124	
Phone Number Fax Number	415-292-3474 NA	415-921-7805	415-822-1444 415-822-1444	
Neighborhood Supervisorial District No.	Western Addition 5	Western Addition 5	Bayview Hunters Point 10	
Bus Line #				
Person in Charge: Site Manager/Coordinator	Domesha Landers, Director	Robin Bill, Director TRD	Linda Mack-Burch, Director TRD	
Additional Programs Offered at Site	Arts & Crafts, Computer Classes, Health Education, Food Giveaways, Exercise, Trips, Special Events, Housing Assistance, Cong Meals	Always Active, Arts & Crafts, Computer Classes, Health Education, Food Giveaways, Exercise, Choir, Music Events, Trips, Special Events, ADRC site,	Always Active, Arts & Crafts, Brown Bag, Computer Classes, Health Education, Food Giveaways, Exercise, Choir, Music Events, Trips, Special	
Days Open	X Mon X Tues X Wed X Thurs X Fri V c c	X Mon X Tues X Wed X Thurs X Fri v cort	X L	
Hours Open	9:00a.m.	A 341 A 341 9:00a.m 5:00p.m., M-Sat 9:00a.m 4:00 p.m., Sun	A Sat Sun 9:00a.m 8:00p.m., M-W-F 8:00a.m 8:00 p.m., T & Th 9:00a.m 4:00p.m. Sat	
Hours of New Community Service Activity Programming (NCSAP)	10:00a.m 3:00p.m., M-F 2 evenings TBD 9:00a.m 4:00 p.m., Sat	10:00a.m 3:00p.m. M-F 2 evenings TBD 9:00a.m 4:00 p.m., Sat	9:00a.m 5:00p.m., M-F 5:00p.m 8:00 p.m., T & Th 10:00a.m 11:00a.m. Sat	
Total number of Service Davs DAAS Funded Meal Service (Yes/No)	299 Yes	299 Yes	299 Yes	
Number of Service Days Closed	11	11	11	
Days Closed (list holidays closed)	New Year's Day, Martin Luther Kind Jr., Veterans Day, President's Day, Mernorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day+one	5 days/ year - 5th Saturday	New Year's Day, Martin Luther Kind Jr., Veterans Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day+one	
ADA Accessible	X Yes No	X Yes No	X Yes No	

		· · ··································	Contraction of the state of the	CALIFORNIA STATISTICAL NATIONAL CONTRACTOR
CONTRACT MAILING ADDRESS: 1753 Carroll St., San Francisco, C	l St., San Francisco, CA 9	A 94124	Agency's web site: https://bhpmss.org/	
DIRECTOR: Cathy Davis, MSW, Executive Director			PHONE NO.: 415-822-1444	
Program: Community Sarries Desarron Dilot				
	UDC/Site = 130	UDC/Site = 200	UDC/Site = 170	
	Rosa Parks Senior Center	Western Addition Senior Center	Dr. George Davis Senior Center	
	1111 Buchannan St.	1390 1/2 Turk. St.	1753 Carroll St.	
	San Francisco. CA 94110	San Francisco CA 94110	San Francisco. CA 94124	
er	412-292-3474	41 <u>2-721-7603</u>	41.5-622-1444	
rax Number Maiothorhood W	Western Addition	Western Addition	412-622-2227 Ravview Hinters Point	
District No	5	5	10	
	Domesha Landers, Director	Robin Bill, Director	Linda Mack-Burch, Director	
rdinator	TBD	TBD	TBD	
red at Site	Arts & Crafts, Computer Classes,	Always Active, Arts & Crafts,	Always Active, Arts & Crafts,	
Heal	Health Education, Food	Computer Classes, Health	Brown Bag, Computer Classes,	
CIVEAN	Civeaways, Exercise, 11/ps,	Education, rood Olveaways,	Giuesumus Eversies Chair	
Assi	opecial Evenus, Housing Assistance, Cong Meals	Trips. Special Events. ADRC site.	Music Events, Trips, Special	
		Cana Maala	O otto DDC otto C	
Days Open X Mon	X Tue	$\times$	~	
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200:6	9:00a.m 4:00 p.m., Sat	9:00a.m 4:00 p.m., Sun	8:00a.m 8:00 p.m., T & Th	
			9:00a.m 4:00p.m. Sat	
ity Service Activity	10:00a.m 3:00p.m., M-F	10:00a.m 3:00p.m., M-F	9:00a.m 5:00p.m., M-F	
	2 evenings TBD 9:00a.m 4:00 p.m., Sat	2 evenings TBD 9:00a.m 4:00 p.m., Sat	5:00p.m 8:00 p.m., T & Th 10:00a.m 11:00a.m. Sat	
Total number of Service Davs	299	299	299	
DAAS Funded Meal Service (Yes/No)	Yes	Yes	Yes	
Number of Service Days Closed	11	11	10	
Days Closed (list holidays closed) New Ye	New Year's Day, Martin Luther	New Year's Day, Martin Luther	New Year's Day, Martin Luther	
Kiti Presiden Indenen	Kind Jr., Veterans Day, President's Day, Memorial Day, Independence Day, I abor Day	Kind Jr., Veterans Day, President's Day, Memorial Day, Independence Day, Lahor Day	Kind Jr., Veterans Day, President's Day, Memorial Day, Indenendence Day Lahor Day	
Thank	Thanksgiving Day, Day after anksgiving, Christmas Day+one	Thanksgiving Day, Day after Thanksgiving, Christmas Day+one	Thanksgiving Day, Day after Thanksgiving Day, Day after Thanksgiving Day, Day after Thanksgiving, Christmas Day+one Thanksgiving, Christmas Day+one	
ADA Accessible X	X Yes No	X Yes No	X Yes No	

### **APPENDIX A - SERVICES TO BE PROVIDED BY GRANTEE**

### COMMUNITY LIVING CAMPAIGN

### **DIGNITY FUND**

### COMMUNITY SERVICE PROGRAM PILOT

#### January 1, 2018 – June 30, 2020

#### I. Purpose of Grant

The purpose of this grant is to pilot New Community Service Activity Programming as defined in Section II–Definitions of this Appendix A, for seniors and adults with disabilities living in the City and County of San Francisco, with a particular focus on engaging those eligible individuals who are not currently accessing community service programming offered by the Grantee. The programming offered through this grant agreement is intended to support seniors and adults with disabilities to live as independently as possible in the community and within supportive environments.

#### II. Definitions

Activity Scheduling	A type of service within community service programming. Service units are captured by the number of scheduled activity hours sponsored by the grantee. Activities may include educational presentations, workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes that help consumers maintain/enhance their level of functioning.
Adult with Disabilities	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.
Controller	Controller of the City and County of San Francisco or designated agent.
DAAS	Department of Aging and Adult Services
Dignity Fund	The City and County of San Francisco, City Charter, Sections 16.128-1 through 16.128-12. Monies in the Fund shall be used to expend by DAAS solely to help seniors and adults with disabilities secure and utilize the services and support necessary to age with dignity in their own

	homes and communities.
Disability	A condition attributable to mental or physical impairment,
	or a combination of mental and physical impairments
	including hearing and visual impairments, that results in
	substantial functional limitations in one (1) or more of the
	following areas of major life activity: 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.
Enhanced Outreach	A type of service within community service programming.
	Service units are captured by providing more formal
	outreach efforts and enhanced services to support the
	outreach efforts. Examples of this may include working
	with a community collaborative group, designing and
	implementing an outreach plan for an underserved area,
	problem-solving certain barriers to service, i.e., safety
Fund	issues, transportation needs, etc.
Grantee	Dignity Fund
HSA	Community Living Campaign Human Services Agency of the City and County of San
пза	Francisco
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	Defined by race, ethnicity, religion, sexual orientation,
	and/or gender identity.
New Activity	Activity Scheduling hours for New Community Service
Scheduling Hours	Activity Programming/Program
New Community	Community service activity programming/program never
Service Activity	before offered by the Grantee as part of its regular and
Programming/Program	ongoing programming and activity scheduling and/or
(NCSAP)	funded by DAAS.
OCM	Office of Contract Management, Human Services Agency
Older Adult	Person who is 60 years of age or older; used
\$1991 1 1991U	interchangeably with the term "Senior"
OCM	Office of Contract Management, Human Services Agency
Senior	Person who is 60 years of age or older; used
Sellioi	interchangeably with the "Older Adult"
Social Services /Other	A type of service within community service programming.
	Service units are captured by providing one-to-one
	assistance for individuals to enable them to resolve
	problems. Assistance may include information and
	referral, forms/application completion, home visits,
	medical escort services, and emotional support by phone or
	in person.
SOGI	Sexual Orientation and Gender Identity, a result of
	Ordinance No. 159-16 which amended the San Francisco
	Administrative Code to require City departments and

Translation Service	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.) A type of service within community service programming. Service units are captured by the number of hours of translation assistance provided to consumers that cannot speak/read English. In addition, Translation may also include the use of American Sign Language, Braille, or Teleprompting. Translation services may include translation of forms, letters, applications, phone calls, etc. for an individual. It can also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements , presentations, etc.
Unduplicated	A consumer enrolled in the grantee's New Community
Consumer (UDC)	Service Activity Programming and reflected in
	CA.GetCare.
Unit of Service	One hour of service

### III. Target Population

This grant will serve seniors and/or adults with disabilities, who reside in the City and County of San Francisco, with a particular focus on reaching and engaging eligible individuals who are not currently accessing community services programming offered by grantee. Additional target priorities may include:

- Low Income
- Non- or limited English speaking
- Minority as defined by race and/or ethnicity, religion, sexual orientation, and/or gender identity

### IV. Description of Services

- 1. The services funded through this grant agreement shall be aimed at appealing to eligible consumers who are not currently accessing community services offered by the grantee and/or funded by DAAS. The services provided may be offered by the grantee and/or its subcontractors at the grantee's community center and/or in the community.
- 2. Services will include New Community Service Activity Programming (NCSAP) and enhanced outreach. The grantee's NCSAP pilot will include weekly scheduled wellness, educational and/or exercise classes/workshops for seniors and adults with disabilities at the location(s) identified in Appendix F. NCSAP will focus on the needs and/or expressed desire(s) of the target population as it relates to their physical, social, psychological, economic, educational, recreational, and/or creative well-being. All NCSAP will be aimed at maintaining or improving the welfare of the target population and subject to DAAS approval.
The grantee will provide DAAS with an outline and/or activity calendar detailing the days, times, and description of the NCSAP provided through this grant agreement. Significant changes in the type of class/workshop offered and/or frequency will be communicated to DAAS in writing and are also subject to DAAS approval.

- 3. The grantee will conduct enhanced outreach with the intent of reaching the target population described in Section III. Enhanced outreach will be accomplished by the grantee in multiple ways, including but not limited to, providing information and promoting the grantee's NCSAP pilot at neighborhood associations, in newsletters/publications, social media when appropriate, and on the grantee's website(s).
- 4. Services may also include social and translation services provided these services are supplemental and needed to support NCSAP and/or desired by the target population to more fully meet their needs.
- 5. The grantee will have at least one (1.0) full time equivalent (FTE) of which at least 0.75 will be a single employee whose work time and job description is dedicated to coordinating and delivering NCSAP and the associated service units, ensuring outcome objectives are obtained, and that reporting requirements are met.
- 6. The grantee shall ensure adequate and culturally competent staffing (paid and/or volunteer) to administer the program, deliver quality services to meet the needs of the consumer, and adhere to all the program standards.
- 7. The grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules.
- 8. Grantee will have policy and procedures that are compliant with local/city, state, and federal regulatory agencies, including the DAAS-OOA policy memoranda manual.
- 9. Grantee will ensure that units of service provided through this grant agreement are tracked and distinguishable within each type of community service programming. Grantee will ensure that units of service provided through this grant are not "comingled" with other DAAS funded programs.

# 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 Objectives

On an annual basis, Grantee will meet the following service objectives in its New Community Service Activity Programming:

• Grantee will enroll at least the number unduplicated consumers and provide the units of service detailed in Table A below.

TABLE A           Service Objective Summary Table	FY 2017- 2018*	FY 2018- 2019	FY 2019- 2020	Total 3- years
Number of Unduplicated Consumers	60	185	265	510
Number of New Community Service	3	3	3	9
Activity Programs (i.e. exercise class, evening game night, Saturday-intergenerational tutoring)				
Number of New Activity Scheduling Hours	225	450	675	1350
Number of Enhanced Outreach Hours	25	50	75	150
*Year One, FY 2017-2018, is 6 months only				

One (1) Unit = One (1) hour of service provision

## VII. Outcome Objectives

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

- 1. At least 65% of unduplicated consumers registered in the New Community Service Activity Programming (NCSAP) will be seniors and/or adults with disabilities that have never before accessed community services offered by the proposing provider in year one.
- 2. At least 40% of the unduplicated consumers registered in the New Community Service Activity Programming will be seniors and/or adults with disabilities that have never before accessed community services offered by the proposing provider in year two (2) and each subsequent year of this grant agreement.
- 3. At least 40% of the unduplicated consumers registered in the New Community Service Activity Programming will be returning consumers in year two (2) and each subsequent year of this of this grant agreement.
- 4. Based on an annual consumer survey created by the provider with input from DAAS and with a sample size of at least 60% of unduplicated consumers, at least 50% of the surveyed consumers will report learning of new services available to seniors and adults with disabilities.
- 5. Based on an annual consumer survey created by the provider with input from DAAS and with a sample size of at least 60% of unduplicated consumers, at least 50% of the surveyed consumers will attribute an increase in community and neighborhood engagement to the services accessed and funded through this RFP.

5 of 8

6. Based on an annual consumer survey created by the provider with input from DAAS and a with sample size of at least 60% of unduplicated consumers, at least 50% of the surveyed consumers will attribute an increase in their physical activities and/or quality of life to the services accessed and funded through this RFP.

## VIII. Reporting Requirements

- 1. Grantee will provide a monthly report of activities as described in Section IV and VI. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
- 2. Grantee will enroll consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers using the DAAS provided or DAAS approved intake form into the CA.GetCare database in accordance to DAAS policy.
- 3. 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.
- 4. Grantee will enter monthly reports into the CARBON database system that includes the following information:
  - Number of unduplicated consumers served during the month.
  - Number of community service hours within each of the categories stated in Section VI.-Service Objectives of this Appendix A.
- 5. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VI & VII Service Objectives and Outcome Objectives, respectively. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
- 6. Grantee shall issue a fiscal closeout report at the end of the fiscal year. The report is due to HSA no later than July 31 each grant year. This report must be submitted in the CARBON system. Additional reports may be requested and required at other points during the fiscal year.
- 7. Grantee will provide an annual consumer satisfaction survey report to DAAS by March 15 each grant year or a mutually agreed upon date between DAAS and the Grantee.

- 8. Grantee shall develop and deliver an annual summary report of SOGI data collected in each grant year as requested by HSA. The due date for submitting the annual summary report is no later than July 10 each grant year.
- 9. Grantee shall develop and deliver ad hoc reports as requested by HSA and/or DAAS.

For assistance with reporting requirements or submission of reports, contact:

richard.y.sin@sfgov.org Contract Manager, Office of Contract Management

Or

tiffany.kearney@sfgov.org Dignity Fund Program Analyst Department of Aging and Adult Services

## IX. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; consumer eligibility and any targeted mandates, back up documentation for the units of service and all reporting including the log of service units which is based on the service provision hours; sign-in sheets of consumers who participated in services, and progress of service and outcome objectives; how consumer 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 Security Awareness Training; program operation, which includes a review of a written policies and procedures manual of all DAAS 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; a board of director list and whether services are provided appropriately according to Sections IV, V, VI, and VII.
- B. <u>Fiscal Compliance and Contract Monitoring</u>: 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.

	Α	В	С	D	ΕΕ
1				Appendix B, Page 1 Document Date: 12/1	14/17
3	HUMAN SERVICES AGE	ENCY BUDGET S	UMMARY		
4	1	BY PROGR			
5	Community Living Campaign				Term
6	· · · ·				1/1/2018 - 6/30/2020
7	(Check One) New 🗵 Renewal	Modification			
	If modification, Effective Date of Mod.	No. of Mod.	-		
0	IT Modification, Effective Date of Mod.	NO. OF MOU.			
9	Program: Neighborhood Connector Netw	vorks			L
10	Budget Reference Page No.(s)				l
	Program Term	1/1/18 - 6/30/18	7/1/18-6/30/19	7/1/19-6/30/20	Total
12		1			1
	Salaries & Benefits	\$49,594	\$96,144	\$111,419	\$257,157
14	Operating Expense	\$19,030	\$35,150	\$32,060	\$86,240
15	Subtotal	\$68,624	\$131,294	\$143,479	\$343,397
	Indirect Percentage (%)	15%	15%	15%	
	Indirect Cost (Line 16 X Line 15)	\$10,293.60	\$19,694.06	\$21,521.81	\$51,509
	Capital Expenditure	\$9,500	\$5,000		\$14,500
	Total Expenditures	\$88,418	\$155,988	\$165,001	\$409,406
20		11			
21		\$88,000	\$148,000	\$148,000	\$384,000
22		+ + +			
23		11			
24					
25					
26					
27					L
28					
29	TOTAL HSA REVENUES	\$88,000	\$148,000	\$148,000	\$384,000
30	Other Revenues				
	Grants		\$5,500	\$12,500	\$18,000
32		\$418	\$2,488	\$4,501	\$7,407
33					L
34			I	·	l
35				,	l
36	Total Revenues	\$88,418	\$155,988	\$165,001	\$409,407
37	Full Time Equivalent (FTE)	0.67	1.30	1.55	
39	Prepared by: Kate Kuckro		Telephone No.:	415-821-1003 x102	Date 12/14/1
40	HSA-CO Review Signature:				
<u> </u>	-				11/15/200

Α	В	С	D	E	F	G	Н	
1							Appendix B, Page	
2 3							Document Date: 12	2/14/17
4 Program Name:								
5 CLC Neighborhood Connector Nei	works							
6								
7		Salari	es & Be	nefits Det	ail			
8								
<u>9</u> 10					6 months 1/1/18 - 6/30/18	7/1/18-6/30/19	7/1/19-6/30/20	
11	Agency T	Totals	For HS/	Program	1/1/18 - 0/30/18	11110-0/30/19	11113-0130720	TOTAL
	Annual Full							
12 POSITION TITLE	TimeSalary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	1/1/18 - 6/30/20
13 Neighborhood Network Dev. Mgr.	\$64,500	100%	75%	75.0%	\$24,188	\$48,375	\$48,375	\$120,938
14 Community Connector (Miraloma)	\$48,880	25%	100%	25.0%	\$6,110	\$12,220	· · · ·	\$18,330
15 Community Connector (Miraloma)	\$48,880	50%	100%	50.0%			\$24,440	\$24,440
16 Community Connector (MET)	\$48,880	25%	100%	25.0%	\$6,110	\$12,220	\$12,220	\$30,550
17 Executive Director (Yr 1)	\$79,000	100%	4%	4.0%	\$1,580			\$1,580
18 Executive Director (Yr 2-3)	\$79,000	100%	2.5%	2.5%		\$2,000	\$2,000	\$4,000
19 Deputy Director (Yr 1)	\$75,000	100%	5%	4.5%	\$1,688			\$1,688
20 Deputy Director (Yr 2-3)	\$75,000	100%	2.8%	2.8%		\$2,100	\$2,100	\$4,200
21								
22								
23								
24								
25								
26								
27								
28								
29								
30 TOTALS 31	\$519,140	6.00	3.89	1.89	\$39,675	\$76,915	\$89,135	\$205,725
32 FRINGE BENEFIT RATE	25%							
33 EMPLOYEE FRINGE BENEFITS		ESS MESS	L. DON		\$9,919	\$19,229	\$22,284	\$51,432
34	·							
36 TOTAL SALARIES & BENEFITS					\$49,594	\$96,144	\$111,419	\$257,157
37 HSA #2								11/15/2007

	A	В	С	D	E	F	G	Н	1	1	K
1									ndix B, Pa		4/47
2								Docu	iment Date	. 12/1	4/1/
	Program Nam	ie.									
		e 9 on HSA #1	)								
6											
7				Оре	rating Expen	ise [	Detail				
8 9											
10											
11					6 months						TOTAL
12	Expenditure C	ategory		TERM	1/1/18 - 6/30/18	3	7/1/18-6/30/19	7/1/1	9-6/30/20		
13	Rental of Pro	perty			\$1,000		\$4,000		\$5,000		\$10,000
14	Utilities (Phon	e & Internet)			\$360		\$720		\$720		\$1,800
15	Office Supplie	s, Postage						. <u> </u>			
16	Building Maint	tenance Suppli	es and Repair								
17	Printing and R	Reproduction			\$2,000		\$2,500		\$1,500		\$6,000
18	Insurance										
19	Staff Training										
20	Staff Travel (F	Parking & Milea	ige)		\$100		\$200		\$200		\$500
21	Rental of Equi	ipment									
22	CONSULTANT/S	UBCONTRACTO	R DESCRIPTIVE	TITLE							
	Always Active			_	\$6,000		\$15,000		\$15,000		\$36,000
		n/Communica	tions	_	\$2,000		\$500				\$2,500
	Translation			_	\$300	-	\$940		\$1,240	· —	\$2,480
26 27	Program Supp	port/Reporting		_	\$1,470		\$2,890				\$4,360
	OTHER			-						· _	
	Presenter Fee	es			\$600		\$1,200		\$1,200		\$3,000
	Activity Expen			-	\$1,600		\$3,200		\$3,200		\$8,000
_	Program Supp		-		\$3,100		\$3,000		\$3,000		\$9,100
32	Advertising/O	utreach		_	\$500		\$1,000		\$1,000		\$2,500
33				_							
34				_							
35				_							
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37 38			•	_				; <del></del>		-	
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40											44/45/2
41	HSA #3										11/15/2

		n Name: as Line 9 on HSA #1)				
6 7 8		Progra	m Expenditure De	etail		
9						TOTAL
10	EQUI	PMENT TERM	A 1/1/18 - 6/30/18	7/1/18-6/30/19		
11	No.	ITEM/DESCRIPTION				
12		Computers/Tablets/Tech	\$8,500	\$4,000		\$12,500
13		Exercise Equip. & Storage	\$1,000	\$1,000		\$2,000
14						
15						
16						
17						
18	-					
19 20		EQUIPMENT COST	\$9,500	\$5,000		\$14,500
20	IUIAL		L		I	
	RFM	I O D E L I N G				
- 1	Descrip					
24						
25						
26						
27						
28						
29	TOTAL	REMODELING COST				
30					Г	
		CAPITAL EXPENDITURE	\$9,500	\$5,000		\$14,500
32	(Equipr	nent and Remodeling Cost)				11/15/2007

Date: 12/14/17		SITE CHART - Appendix F	- Appendix F	FY: 1/1/18-6/30/2018
AGENCY: Community Living Campaign	lign			
				「「「「「「「「」」」」」「「「「」」」」」」」」」」」」
CONTRACT MAILING ADDRESS: 1663 Mission Street, Suite 525. San Francisco, CA 94103	1663 Mission Street, Suite 525. Sat	and a state of the	Agency's web site: www.sfcommunityliving.org	
DIRECTOR: Marie Jobling			PHONE NO.: 415-821-1003, x101	
	Contraction of the second states			
Program: Community Service Program Pilot				
Total Annual # of UDC = 60	UDC/Site = 20	UDC/Site = 20	UDC/Site = 20	
SITES: Name of Site	Cayuga Community Connectors (at Addis Kidan/Bethel Lutheran Church)	Merced Extension Triangle Miraloma Park Community Community Connectors (at Golden Connetors (at Cornerstone Trinity Gate Church) Church)	Miraloma Park Community Connetors (at Cornerstone Trinity Church)	. 1
Address and Zip	2525 Alemany Blvd., 94112	201 Head Street, 94132	480 Teresita, 94127	
Phone Number	415-821-1003, x106	415-265-8885	714 423-8844	
Fax Number	n/a	n/a	n/a	
Neighborhood	Cavuea	Merced Extension Triangle	Miraloma Park	
Supervisorial District No.	11	7		
Person in Charge:	Patti Spaniak	Kim Mayor	Darlene Ramlose	
Site Manager/Coordinator	Patti Spaniak	Kim Mayor	Darlene Ramlose	
Additional Programs Offered at Site	Always Active, other exercise, social and educational programs	Always Active, other exercise, social and educational programs	Always Active, other exercise, social and educational programs	
Days Open	X Mon Tues X Wed	Mon X Tues Wed	Mon X Tues Wed	
	Thurs X Fri	X Thurs Fri	X Thurs Fri	
	Sat Sun	Sat Sun	Sat Sun	
Hours Open	Varies	Mornings, hours vary	Mornings, hours vary	
Hours of New Community Service Activity Programming (NCSAP) *Note: some new programming will be at other neighborhood locations	95*	65*	65*	
Total number of Service Days	74	52	50	
DAAS Funded Meal Service (Yes/No)	No	No	No	
Number of Service Days Closed	4	0	0	
Days Closed (list holidays closed)	New Years, MLK Day, Presidents' Day, Memorial Day	n/a	n/a	
ADA Accessible	X Yes No	X Yes No	X Yes No	

Appendix F - CLC CS pilot FY 1.18-6.20.xls

1 of 3

AGENCY: Community Living Campaign       CONTRACT MAILING ADDRESS: 1663 Mission Street, Suite 525. San Francisco, CA 94103       DIRECTOR: Marie Jobling       Program:       Program:       Community Service Program Pilot       Community Service Program Pilot       Contrast Annual # of UDC = 185       SITES: Name of Site       Cayuga Community Connectors       Merced Extension       (at Addis Kidan/Bethel Lutheran	Street, Suite 525, San I	Those Mars		
CONTRACT MAILING ADDRESS: 1663 Mission Str DIRECTOR: Marie Jobling Program: Community Service Program Pilot Total Annual # of UDC = 185 Total Annual # of UDC = 185 SITES: Name of Site	Street, Suite 525. San I	A REAL PROPERTY AND		
Lilot			Agency's web site: www.sfcommunityliving.org	
Pilot		Contract and the second second second	PHONE NO: 415-821-1003. x101	A NUMBER OF COMPANY AND A DESCRIPTION OF THE PARTY OF THE
Pilat	Constraint and a second			
Pilot				
	1110-1017 - EE	11DC/6140 - 60	1)DC/Site = 70	
	Multiple = 33	Merced Extension Trianole	Miraloma Park Community	
		den	Ŝ	
Address and Zip 2525 Alema	2525 Alemany Blvd., 94112	201 Head Street, 94132	480 Teresita, 94127	
	415-821-1003, x106	415-265-8885	714 423-8844	
	n/a	n/a	n/a	
p	Cayuga	Merced Extension Triangle	Miraloma Park	
District No.	11	7	7	
Bus Line #	-			
Person in Charge: Patti	Patti Spaniak	Kim Mayor	Darlene Ramlose	
ordinator	Patti Spaniak	Kim Mayor	Darlene Ramlose	
Service Activity	Always Active, other exercise,	Always Active, other exercise,	Always Active, other exercise,	
	social and educational programs	social and educational programs	social and educational programs	
*Note: some new programming will be at				
X Mon	Tues X Wed	Mon X Tues Wed	ЧЦ	
Thurs	X Fri	X Thurs Fri	X Thurs Fri	
Sat Si	Sun	Sat Sun	Sat Sun	
Hours Open	Varies	Mornings, hours vary	Mornings, hours vary	
Hours of New Community Service Activity	150*	150*	150*	
Total number of Service Davs	148	102	102	
DAAS Funded Meal Service (Yes/No)	No	No	No	
Number of Service Days Closed	8	2	2	
Days Closed (list holidays closed) Independenc	Independence Day, Labor Day,	Thanksgiving, Christmas	Thanksgiving, Christmas	
Columbus L New Years, M	Columbus Day, veterans Day, New Years, MLK Day, Presidents' Day Memorial Day			·
ADA Accessible X	X Yes No	X Yes No	X Yes No	

Date: 12/14/17		SITE CHART - Appendix F	- Appendix F	FY: 7/1/19-6/30/2020	
AGENCY: Community Living Campaign	ut	an and the state of the state of the			ALL CALL
CONTRACT MAILING ADDRESS: 1663 Mission Street, Suite 525. San Francisco, CA 94103	63 Mission Street, Suite 525. San		Agency's web site: www.sfcommunityliving.org	yliving.org	
		No. of Contraction			The state
DIRECTOR: Marie Jobling			PHONE NO.: 415-821-1003, x101		and the second se
Program: Community Service Program Pilot					
Total Annual # of UDC = 265	UDC/Site = 80	UDC/Site = 85	UDC/Site = 100		
SITES: Name of Site	Cayuga Community Connectors (at Addis Kidan/Bethel Lutheran	Cayuga Community Connectors Merced Extension Triangle (at Addis Kidan/Bethel Lutheran Community Connectors (at Golden	Miraloma Park Community Connetors (at Comerstone Trinity		
Address and Zip	2525 Alemany Blvd. 94112	201 Head Street. 94132	480 Teresita, 94127		
Phone Number	415-821-1003, x106	415-265-8885	714 423-8844		
Fax Number	n/a	n/a	n/a		
Neighborhood	Cavuga	Merced Extension Triangle	Miraloma Park		
Supervisorial District No.	11	7	7		
Person in Charge:	Patti Spaniak	Kim Mayor	Darlene Ramlose		
Site Manager/Coordinator	Patti Spaniak	Kim Mayor	Darlene Ramlose		
Hours of New Community Service Activity	Always	Always Active, other exercise,	Always Active, other exercise,		
Programming (NCSAP)	social and educational programs	social and educational programs	social and educational programs		
*Note: some new programming will be at					
Davs Open	X Mon Tues X Wed	Mon X Tues Wed	Mon X Tues Wed		
	Thurs X Fri	X Thurs Fri	X Thurs Fri		
	Sat Sun	Sat Sun	Sat Sun		
Hours Open	Varies	Mornings, hours vary	Mornings, hours vary		
Hours of New Community Service Activity	190	230	255		
Total number of Service Dave					
DAAS Funded Meal Service (Yes/No)	No	No	NO		
Number of Service Days Closed	88	2	2		
Days Closed (list holidays closed)	Labor Day, Columbus Day,	Independence Day, Thanksgiving	Independence Day, Thanksgiving		
	Veterans' Day, Christmas, New				
	Years, MLK Day, Presidents' Day, Memorial Day				
ADA Accessible	X Yes No	X Yes No	X Yes No		

### **APPENDIX A - SERVICES TO BE PROVIDED BY GRANTEE**

### **CURRY SENIOR CENTER**

### **DIGNITY FUND**

### **COMMUNITY SERVICE PROGRAM PILOT**

#### January 1, 2018 – June 30, 2020

#### I. Purpose of Grant

The purpose of this grant is to pilot New Community Service Activity Programming as defined in Section II–Definitions of this Appendix A, for seniors and adults with disabilities living in the City and County of San Francisco, with a particular focus on engaging those eligible individuals who are not currently accessing community service programming offered by the Grantee. The programming offered through this grant agreement is intended to support seniors and adults with disabilities to live as independently as possible in the community and within supportive environments.

#### II. Definitions

Activity Scheduling	A type of service within community service programming. Service units are captured by the number of scheduled activity hours sponsored by the grantee. Activities may include educational presentations, workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes that help consumers maintain/enhance their level of functioning.
Adult with Disabilities	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.
Controller	Controller of the City and County of San Francisco or designated agent.
DAAS	Department of Aging and Adult Services
Dignity Fund	The City and County of San Francisco, City Charter, Sections 16.128-1 through 16.128-12. Monies in the Fund shall be used to expend by DAAS solely to help seniors and adults with disabilities secure and utilize the services and support necessary to age with dignity in their own

	homes and communities.
Disability	A condition attributable to mental or physical impairment,
	or a combination of mental and physical impairments
	including hearing and visual impairments, that results in
	substantial functional limitations in one (1) or more of the
	following areas of major life activity: 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.
Enhanced Outreach	A type of service within community service programming.
	Service units are captured by providing more formal
	outreach efforts and enhanced services to support the
	outreach efforts. Examples of this may include working
	with a community collaborative group, designing and
	implementing an outreach plan for an underserved area,
	problem-solving certain barriers to service, i.e., safety
Fund	issues, transportation needs, etc.
Fund Grantee	Dignity Fund Curry Senior Center
HSA	Human Services Agency of the City and County of San
IISA	Francisco
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	Defined by race, ethnicity, religion, sexual orientation,
	and/or gender identity.
New Activity	Activity Scheduling hours for New Community Service
Scheduling Hours	Activity Programming/Program
New Community	Community service activity programming/program never
Service Activity	before offered by the Grantee as part of its regular and
Programming/Program	ongoing programming and activity scheduling and/or
(NCSAP)	funded by DAAS.
OCM .	Office of Contract Management, Human Services Agency
Older Adult	Person who is 60 years of age or older; used
= = = = = = = = = = = = = =	interchangeably with the term "Senior"
OCM	Office of Contract Management, Human Services Agency
Senior	Person who is 60 years of age or older; used
	interchangeably with the "Older Adult"
Social Services /Other	A type of service within community service programming.
	Service units are captured by providing one-to-one
	assistance for individuals to enable them to resolve
	problems. Assistance may include information and
	referral, forms/application completion, home visits,
	medical escort services, and emotional support by phone or
	in person.
SOGI	Sexual Orientation and Gender Identity, a result of
	Ordinance No. 159-16 which amended the San Francisco
	Administrative Code to require City departments and

Translation Service	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.) A type of service within community service programming. Service units are captured by the number of hours of translation assistance provided to consumers that cannot speak/read English. In addition, Translation may also include the use of American Sign Language, Braille, or Teleprompting. Translation services may include translation of forms, letters, applications, phone calls, etc. for an individual. It can also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements , presentations, etc.
Unduplicated	A consumer enrolled in the grantee's New Community
Consumer (UDC)	Service Activity Programming and reflected in
	CA.GetCare.
Unit of Service	One hour of service

## III. Target Population

This grant will serve seniors and/or adults with disabilities, who reside in the City and County of San Francisco, with a particular focus on reaching and engaging eligible individuals who are not currently accessing community services programming offered by grantee. Additional target priorities may include:

- Low Income
- Non- or limited English speaking
- Minority as defined by race and/or ethnicity, religion, sexual orientation, and/or gender identity

## IV. Description of Services

- 1. The services funded through this grant agreement shall be aimed at appealing to eligible consumers who are not currently accessing community services offered by the grantee and/or funded by DAAS. The services provided may be offered by the grantee and/or its subcontractors at the grantee's community center and/or in the community.
- 2. Services will include New Community Service Activity Programming (NCSAP) and enhanced outreach. The grantee's NCSAP pilot will include weekly scheduled wellness, educational and/or exercise classes/workshops for seniors and adults with disabilities at the location(s) identified in Appendix F. The grantee's weekly schedule will also include NCSAP on Saturday. NCSAP will focus on the needs and/or expressed desire(s) of the target population as it relates to their physical, social, psychological, economic, educational, recreational, and/or creative well-being. All NCSAP will be aimed at maintaining or improving the

welfare of the target population and subject to DAAS approval. The grantee will provide DAAS with an outline and/or activity calendar detailing the days, times, and description of the NCSAP provided through this grant agreement. Significant changes in the type of class/workshop offered and/or frequency will be communicated to DAAS in writing and are also subject to DAAS approval.

- 3. The grantee will conduct enhanced outreach with the intent of reaching the target population described in Section III. Enhanced outreach will be accomplished by the grantee in multiple ways, including but not limited to, providing information and promoting the grantee's NCSAP pilot at community organizations, congregate meal sites, health clinics, in newsletters/publications and social media when appropriate, and on the grantee's website(s).
- 4. Services may also include social and translation services provided these services are supplemental and needed to support NCSAP and/or desired by the target population to more fully meet their needs.
- 5. The grantee will have at least one (1.0) full time equivalent (FTE) of which at least 0.75 will be a single employee whose work time and job description is dedicated to coordinating and delivering NCSAP and the associated service units, ensuring outcome objectives are obtained, and that reporting requirements are met.
- 6. The grantee shall ensure adequate and culturally competent staffing (paid and/or volunteer) to administer the program, deliver quality services to meet the needs of the consumer, and adhere to all the program standards.
- 7. The grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules.
- 8. Grantee will have policy and procedures that are compliant with local/city, state, and federal regulatory agencies, including the DAAS-OOA policy memoranda manual.
- 9. Grantee will ensure that units of service provided through this grant agreement are tracked and distinguishable within each type of community service programming. Grantee will ensure that units of service provided through this grant are not "comingled" with other DAAS funded programs.

## 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 Objectives

On an annual basis, Grantee will meet the following service objectives in its New Community Service Activity Programming:

TABLE A				
Service Objective Summary Table	FY 2017- 2018*	FY 2018- 2019	FY 2019- 2020	Total 3- years
Number of Unduplicated Consumers	60	125	125	310
Number of New Community Service	3	3	3	9
Activity Programs (i.e. exercise class, evening				
game night, Saturday-intergenerational tutoring)				
Number of New Activity Scheduling Hours	277	554	654	1485
Number of Enhanced Outreach Hours	125	250	175	550
Number of Social Service/Other Hours	32	64	64	160
Number of Translation Service Hours	31	62	62	155
*Year One, FY 2017-2018, is 6 months only				

• Grantee will enroll at least the number unduplicated consumers and provide the units of service detailed in Table A below.

One (1) Unit = One (1) hour of service provision

## VII. Outcome Objectives

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

- 1. At least 65% of unduplicated consumers registered in the New Community Service Activity Programming (NCSAP) will be seniors and/or adults with disabilities that have never before accessed community services offered by the proposing provider in year one.
- 2. At least 40% of the unduplicated consumers registered in the New Community Service Activity Programming will be seniors and/or adults with disabilities that have never before accessed community services offered by the proposing provider in year two (2) and each subsequent year of this grant agreement.
- 3. At least 40% of the unduplicated consumers registered in the New Community Service Activity Programming will be returning consumers in year two (2) and each subsequent year of this of this grant agreement.
- 4. Based on an annual consumer survey created by the provider with input from DAAS and with a sample size of at least 60% of unduplicated consumers, at least 50% of the surveyed consumers will report learning of new services available to seniors and adults with disabilities.
- 5. Based on an annual consumer survey created by the provider with input from DAAS and with a sample size of at least 60% of unduplicated consumers, at least 50% of the surveyed consumers will attribute an increase in community and neighborhood engagement to the services accessed and funded through this RFP.

6. Based on an annual consumer survey created by the provider with input from DAAS and a with sample size of at least 60% of unduplicated consumers, at least 50% of the surveyed consumers will attribute an increase in their physical activities and/or quality of life to the services accessed and funded through this RFP.

## VIII. Reporting Requirements

- 1. Grantee will provide a monthly report of activities as described in Section IV and VI. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
- 2. Grantee will enroll consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers using the DAAS provided or DAAS approved intake form into the CA.GetCare database in accordance to DAAS policy.
- 3. 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.
- 4. Grantee will enter monthly reports into the CARBON database system that includes the following information:
  - Number of unduplicated consumers served during the month.
  - Number of community service hours within each of the categories stated in Section VI.-Service Objectives of this Appendix A.
- 5. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VI & VII Service Objectives and Outcome Objectives, respectively. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
- 6. Grantee shall issue a fiscal closeout report at the end of the fiscal year. The report is due to HSA no later than July 31 each grant year. This report must be submitted in the CARBON system. Additional reports may be requested and required at other points during the fiscal year.
- 7. Grantee will provide an annual consumer satisfaction survey report to DAAS by March 15 each grant year or a mutually agreed upon date between DAAS and the Grantee.

- 8. Grantee shall develop and deliver an annual summary report of SOGI data collected in each grant year as requested by HSA. The due date for submitting the annual summary report is no later than July 10 each grant year.
- 9. Grantee shall develop and deliver ad hoc reports as requested by HSA and/or DAAS.

For assistance with reporting requirements or submission of reports, contact:

richard.y.sin@sfgov.org Contract Manager, Office of Contract Management

Or

### tiffany.kearney@sfgov.org Dignity Fund Program Analyst Department of Aging and Adult Services

### IX. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; consumer eligibility and any targeted mandates, back up documentation for the units of service and all reporting including the log of service units which is based on the service provision hours; sign-in sheets of consumers who participated in services, and progress of service and outcome objectives; how consumer 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 Security Awareness Training; program operation, which includes a review of a written policies and procedures manual of all DAAS 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; a board of director list and whether services are provided appropriately according to Sections IV, V, VI, and VII.
- B. <u>Fiscal Compliance and Contract Monitoring</u>: 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.

	Α	В	С	D	E
1					Appendix B, Page 1
2				Docu	ment Date: 12/12/2017
3	HUMAN SERVIC	ES AGENCY E BY PROG		MARY	
5	Contractor's Name	Curry Senior Cer	nter		Contract Term
6					January 1, 2018 - June 30, 2020
7	(Check One) New 🗹 Renewal	Modification	1 <u> </u>		
8	If modification, Effective Date of Mod.	No. of M	od.		
9	Program: Community Service Prog	ram Pilots			
10	Budget Reference Page No.(s)				Total
11 12	Program Term Expenditures	1/1/2018 - 6/30/2018	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	1/1/2018 - 6/30/2020
	Salaries & Benefits	\$44,381	\$90,302	\$90,302	\$224,985
	Operating Expense	\$6,500	\$10,300	\$10,300	\$27,100
	Subtotal	\$50,881	\$100,602	\$100,602	\$252,085
	Indirect Percentage (15%)	15%	15%	15%	15%
	Indirect Cost (Line 16 X Line 17)	\$7,632	\$15,090	\$15,090	\$37,812
	Capital Expenditure	\$1,000	\$525	\$525	\$2,050
î	Total Expenditures	\$59,513	\$116,217	\$116,217	\$291,947
20	HSA Revenues				
21 22	General Fund	\$59,513	\$116,217	\$116,217	\$291,947
23					
24 25					
26					
27 28					
	TOTAL HSA REVENUES	\$59,513	\$116,217	\$116,217	\$291,947
30	Other Revenues		ψττψ,217	ψιιψ,217	φ201,041
31					
32 33					
34					
35	Total Revenues	\$59,513	\$116,217	\$116,217	\$291,947
		\$59,513 0.80		1.61	φ291,347
	Full Time Equivalent (FTE)		Telephone No.:		Date: 12/12/2017
	Prepared by: Dave Knego HSA-CO Review Signature:		relephone No ·	115-232-1001	Date. 12/12/2011
		-			12/12/2017
42	HSA #1				12/12/2017
43	•				
44	l				

	A	В	С	D	E	F	G	н	1
1		·						Арре	ndix B, Page 2
2								Document	Date: 12/12/2017
3									
4	Program Name: Community Sen	vice Program Pi	lots						
5	(Same as Line 9 on HSA #1)								
7			Salaries	& Benefit	s Detail				
8									
9									ĺ
10						1/1/2018 - 6/30/2018	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	1/1/2018 - 6/30/2020
11		Agency	Totals	For HSA	Program	0/00/2010	0/00/2010	0,00,2020	010012020
		Annual Full	T 1 10/		A .I'				
12	POSITION TITLE	TimeSalary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	TOTAL
13	Program Assistant-Tagalog	\$37,193	80.00%	100.00%	80.00%	\$14,880	\$29,755	\$29,755	\$74,390
14	Program Assistant-Saturday	\$37,193	19.00%	100.00%	19.00%	\$3,535	\$7,068	\$7,068	\$17,671
15	Program Assistant-LGBT	\$37,936	64.00%	50.00%	32.00%	\$6,070	\$12,140	\$12,140	\$30,350
16	Wellness Program Manager	\$70,000	100.00%	15.00%	15.00%	\$5,250	\$10,500	\$10,500	\$26,250
17	Senior Center Director	\$74,385	100.00%	15.00%	15.00%	\$5,070	\$11,160	\$11,160	\$27,390
18									
19									
20									
21 22									
23									
24									
25	TOTALS	\$256,707	3.63	2.80	. 1.61	\$34,805	\$70,623	\$70,623	\$176,051
26									
27	FRINGE BENEFIT RATE	28.00%				27.51%	27.86%	27.86%	
28	EMPLOYEE FRINGE BENEFITS					\$9,576	\$19,679	\$19,679	\$48,934
29 30									
	TOTAL SALARIES & BENEFITS		a fair again f			\$44,381	\$90,302	\$90,302	\$224,985
32	HSA #2								12/12/2017

	A	В	С	D	E F	G	H	J K
1							/	Appendix B, Page 3
2							Docume	ent Date: 12/12/2017
3		0			Ollate			
4	Program Na (Same as Line		nunity Service	e Pro	gram Pilots			
6		5 5 011 10A #						
7			C	)per	ating Expens	e Detail		
8 9								
10 11								TOTAL
					1/1/2018 -	7/1/2018 -	7/1/2019 -	1/1/2018 -
12	Expenditure C	ategory	TE	RM	6/30/2018	6/30/2019	6/30/2020	6/30/2020
13	Rental of Prop	perty		-				
14	Utilities(Elec,	Water, Gas, I	Phone, Scaven	ger)	\$300	\$500	\$500	\$1,300
15	Office Supplie	es, Postage		-	\$500	\$500	\$500	\$1,500
16	Building Maint	tenance Supp	olies and Repa	ir _	\$300	\$500	\$500	\$1,300
17	Printing and F	Reproduction		-				
18	Insurance			-	\$300	\$500	\$500	\$1,300
19	Staff Training			-	\$200	\$200	\$200	\$600
20	Staff Travel-(L	ocal & Out o	f Town)	-				
21	Rental of Equ	ipment		-				
			OR DESCRIPTIVE	TITLE				
23	Silver Sneake	ers		-	\$1,300	\$2,600	\$2,600	\$6,500
24	Client Safety	Monitoring		-	\$1,000	\$2,000	\$2,000	\$5,000
25				-		<u> </u>	·	
	OTHER				04 500	<b>*</b> 0.000	¢2,000	¢7 500
	Program Sup	plies			\$1,500	\$3,000	\$3,000 \$200	\$7,500 \$500
	Payroll fees	<u> </u>		-	\$100	\$200 \$300	\$200	\$1,600
	Recruitment	· · · · · · · · · · · · · · · · · · ·		-	\$1,000	φουυ	\$300	\$1,000
30 31			<u> </u>	-		·		
32				-				
33	TOTAL OPER	RATING EXPI	ENSE	-	\$6,500	\$10,300	\$10,300	\$27,100
34								
35	HSA #3							12/12/2017

.

	A	В	С	D	E	F	G	Н
1								ndix B, Page 4
2 3 4							Document	Date: 12/12/2017
4	Proar	am Name: Community Service Progra	im Pilots					
5		as Line 9 on HSA #1)						
6								
7			Capital Exp (Equipment and	enditure Det				
8	-		(Equipment and	a Remodeling C	ost)			
9	-		1/1/2018 -	7/1/2018 -	7/1/2019 -			
10	EQUI	PMENT TERM	6/30/2018	6/30/2019	6/30/2020			TOTAL
11	No.	ITEM/DESCRIPTION						
12		Exercise Equipment	\$1,000	\$525	\$525			\$2,050
13								
14								
15								
16								
17			-					
18								
19								
-	TOTAL	EQUIPMENT COST	\$1,000	\$525	\$525			\$2,050
		EQUIPMENT COST	<u> </u>	020				
21								
	····	ODELING						
	Descrip	tion:				-		
24								
25	1							
26								
27	ļ							
28								
29	TOTAL	REMODELING COST				L		
30								
		CAPITAL EXPENDITURE	\$1,000	\$525	\$525			\$2,050
32	(Equip	nent and Remodeling Cost)						
33	HSA #	1						12/12/2017

Date: 12/8/2017		SITE CHAR	SITE CHART - Appendix F		FY: 1/1/2018-6/30/2018
AGENCY: Curry Senior Center				「「「「「「「「」」」」	
CONTRACT MAILING ADDRESS: 333 Turk Street, San Francisco, CA 94	33 Turk Street, San Francisco, CA	94102	Agency's web site: www.curryseniorcenter.org		
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DIRECTOR: Dave Knego, MSW	out an internet and stands	THE REPORT OF THE PARTY OF THE	PHUNE NU.: 415-885-22/4	のないと、「「「「「」」」」」」」」」」」」」」」」」」」」」」」」」」」」」」」」	Discourse of the second second
Program: Community Service Program Pilot					
Total Annual # of UDC = 60	UDC/Site = 60				
SITES: Name of Site	Curry Senior Center				
Address and Zip	315 Turk Street, San Francisco, CA 94102				
Phone Number	415-885-2274				
Fax Number	415-885-2344				
Neighborhood	Tenderloin			10	
Supervisorial District No.	0				
Person in Charge:	Toby Shorts				
	1 00Y SHOTIS				
Additional Programs Offered at Site	Primary care, case management, hehavioral health substance abuse				
	counseling, social programs,				
	transation services, congregate meals, low threshold drop in				
Days Open	X Mon X Tues X Wed	Mon Tues Wed		Mon Tues Wed	Mon Tues Wed
	x Fri				Fri
	Sat Sun	Sat Sun	Sat Sun	Su	Sul
Hours Open	9-4:30 M-F				
Hours of New Community Service Activity Programming (NCSAP)	9-1:30 Saturday				
Total number of Service Days	6				
DAAS Funded Meal Service (Yes/No)	Yes				
Hours of Meal Service (start & end time)	8 a.m 12:45 p.m.				
Annual # Meal Service Service Days in FY	365				
Number of Service Days Closed	11				
Days Closed (list holidays closed)	New Year's Day Birthday of Martin Luther King,				
	Jr.				
	Washington's Birthday				
	Memorial Day				
	Independence Day				
	Labor Day				
	Columbus Day				
	veteratus Day Thanksgiving Day (and Friday				
	<u>.</u>				
ADA Accessible	X Yes No	Yes No	Yes No	Yes No	Yes No

Appendix F - Curry CS pilot FY 1.18-6.20.xts

1 of 4

Date: 12/8/2017		SITE CHAR	SITE CHART - Appendix F		FY: 7/1/2018-6/30/2019
AGENCY: Curry Senior Center					
CONTRACT MAILING ADDRESS: 333 Turk Street, San Francisco, CA 94102	3 Turk Street, San Francisco, CA 941	02	Agency's web site: www.curryseniorcenter.org		
DIDECTOD: Davis Vasia MSW			PHONE NO : 415-885-2274	11、11、11、11、11、11、11、11、11、11、11、11、11、	三日本語を見ていたので、「日本」である
DIALO I ON. Dave Ninego, Max	A CONTRACT OF A	Reading and the faith on		「「「「「「「」」」の「「「「」」」	上、 いて の気にというないのです
Program: Community Coming Discreen Dilot					
Total Annual # of UDC = 125	UDC/Site = 125				
SITES: Name of Site	Curry Senior Center			:	
Address and Zip	315 Turk Street, San Francisco,				
Phone Number	415-885-2274				
Fax Number	415-885-2344				
Neighborhood	Tenderloin				
Supervisorial District NO.					
Bus Line #		-			
Person in Charge:	Toby Shorts				
Site Manager/Coordinator	Toby Shorts				
Additional Programs Offered at Site	Primary care, case management,				
	behavioral health, substance abuse				
	counseling, social programs,				
	meals low threshold dron in				
Days Open	X Mon X Tues X Wed	2		Mon lues Wed	n
	X Ihurs X Fri V Sat Sun	Linurs Fri Sat Sun	I DUITS FTI Sat Sum		LIAUTS FTT Sat Sun
Hours Onen	0-7				
Hours of New Community Service Activity	-6				
Programming (NCSAP)					
Total number of Service Davs	6				
DAAS Funded Meal Service (Yes/No)	Yes				
Hours of Meal Service (start & end time)	8 a.m 12:45 p.m.				
Annual # Meal Service Service Days in FY	365				
Number of Service Days Closed	=				
Days Closed (list holidays closed)	New Year's Day				
	Birthday of Martin Luther King,				
	Jr.				
	Washington's Birthday				
	Memorial Day				
	Independence Uay				
	Labor Day Columbus Day				
	Veterans Dav				
	Thanksgiving Day (and Friday				
	-				
ADA Accessible	I X Yes No	Yes No	Yes No	Yes No	Yes No

Date: 12/8/2017 AGENCY: Curry Senior Center		SITE CHAR	SITE CHART - Appendix F		FY: 7/1/2019-6/30/2020
CONTRACT MAILING ADDRESS: 333 Turk Street, San Francisco, C	3 Turk Street, San Francisco, CA 9-	A 94102	Agency's web site: www.curryseniorcenter.org		
DIRECTOR: Dave Knego, MSW			PHONE NO.: 415-885-2274		
Program: Community Service Program Pilot					
Total Annual # of UDC = 125	UDC/Site = 125				
Address and Zip	315 Turk Street, San Francisco,				
Phone Number	415-885-2274				
Fax Number Neighborhood	415-885-2344 Tenderloin				
Supervisorial District No.					
Person in Charge: Site Manager/Coordinator	Toby Shorts				
ed at Site	Primary care, case management, behavioral health, substance abuse				
	counseling, social programs, transation services, congregate				
	meals, low threshold drop in				
Days Open	X Tu	Н	н	Ē	Mon Tues Wed
	X Thurs X Fri X Sat Sun	Thurs Fri Sat Sun	Thurs Fri Sat Sun	Thurs Fri Sat Sun	Thurs Fri Sat Sun
Hours Open	7-6	11			
Hours of New Community Service Activity Programming (NCSAP)					
Total number of Service Days	6				
DAAS Funded Meal Service (Yes/No)	Yes				
Hours of Meal Service (start & end time)	8 a.m 12:45 p.m.				
Annual # Meal Service Service Days in FY	365				
Number of Service Days Closed	11				
Days Closed (list holidays closed)	New Ycar's Day Birthday of Martin Luther King, Jr. Washington's Birthday Memorial Day Independence Day Labor Day Columbus Day Veterans Day Veterans Day				
ADA Accessible	after) X Yes No	Yes No	Yes No	Yes No	Yes No

### **APPENDIX A - SERVICES TO BE PROVIDED BY GRANTEE**

### NORTH AND SOUTH OF MARKET ADULT DAY HEALTH DBA STEPPINGSTONE

### **DIGNITY FUND**

### COMMUNITY SERVICE PROGRAM PILOT

#### January 1, 2018 – June 30, 2020

#### I. Purpose of Grant

The purpose of this grant is to pilot New Community Service Activity Programming as defined in Section II–Definitions of this Appendix A, for seniors and adults with disabilities living in the City and County of San Francisco, with a particular focus on engaging those eligible individuals who are not currently accessing community service programming offered by the grantee. The programming offered through this grant agreement is intended to support seniors and adults with disabilities to live as independently as possible in the community and within supportive environments.

#### II. Definitions

Activity Scheduling	A type of service within community service programming.
	Service units are captured by the number of scheduled
	activity hours sponsored by the grantee. Activities may
	include educational presentations, workshops, trainings,
	cultural events, food bag programs, social events, exercise
	classes, arts and crafts classes, discussion groups, sports
	activities, support groups, field trips, and any other group
	activity that brings people together for education or
	wellness purposes that help consumers maintain/enhance
	their level of functioning.
Adult with Disabilities	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.
Controller	Controller of the City and County of San Francisco or
	designated agent.
DAAS	Department of Aging and Adult Services
Dignity Fund	The City and County of San Francisco, City Charter,
	Sections 16.128-1 through 16.128-12. Monies in the Fund
	shall be used to expend by DAAS solely to help seniors
	and adults with disabilities secure and utilize the services
	and support necessary to age with dignity in their own
	homes and communities.
Disability	A condition attributable to mental or physical impairment,

North and South of Market Adult Day Health DBA SteppingStone

Enhanced Outreach	or a combination of mental and physical impairments including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: 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. A type of service within community service programming. Service units are captured by providing more formal outreach efforts and enhanced services to support the outreach efforts. Examples of this may include working with a community collaborative group, designing and implementing an outreach plan for an underserved area, problem-solving certain barriers to service, i.e., safety issues, transportation needs, etc.
Fund	Dignity Fund
Grantee	North and South of Market Adult Day Health DBA
	Steppingstone
HSA	Human Services Agency of the City and County of San Francisco
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	Defined by race, ethnicity, religion, sexual orientation, and/or gender identity.
New Activity	Activity Scheduling hours for New Community Service
Scheduling Hours	Activity Programming/Program
New Community	Community service activity programming/program never
Service Activity	before offered by the Grantee as part of its regular and
Programming/Program	ongoing programming and activity scheduling and/or
(NCSAP)	funded by DAAS.
OCM	Office of Contract Management, Human Services Agency
Older Adult	Person who is 60 years of age or older; used
	interchangeably with the term "Senior"
OCM	Office of Contract Management, Human Services Agency
Senior	Person who is 60 years of age or older; used interchangeably with the "Older Adult"
Social Services /Other	A type of service within community service programming. Service units are captured by providing one-to-one assistance for individuals to enable them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.
SOGI	Sexual Orientation and Gender Identity, a result of Ordinance No. 159-16 which amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual

Translation Service	orientation and gender identity of the clients they serve (Chapter 104, Sections 104.1 through 104.9.) A type of service within community service programming. Service units are captured by the number of hours of translation assistance provided to consumers that cannot speak/read English. In addition, Translation may also include the use of American Sign Language, Braille, or Teleprompting. Translation services may include translation of forms, letters, applications, phone calls, etc. for an individual. It can also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements , presentations, etc.
Unduplicated	A consumer enrolled in the grantee's New Community
Consumer (UDC)	Service Activity Programming and reflected in
	CA.GetCare.
Unit of Service	One hour of service

## **III.** Target Population

This grant will serve seniors and/or adults with disabilities, who reside in the City and County of San Francisco, with a particular focus on reaching and engaging eligible individuals who are not currently accessing community services programming offered by grantee. Additional target priorities may include:

- Low Income
- Non- or limited English speaking
- Minority as defined by race and/or ethnicity, religion, sexual orientation, and/or gender identity

## IV. Description of Services

- 1. The services funded through this grant agreement shall be aimed at appealing to eligible consumers who are not currently accessing community services offered by the grantee and/or funded by DAAS. The services provided may be offered by the grantee and/or its subcontractors at the grantee's community center and/or in the community.
- 2. The services will include New Community Service Activity Programming (NCSAP) and enhanced outreach. The grantee's NCSAP pilot will include weekly scheduled wellness, educational and/or exercise classes/workshops for seniors and adults with disabilities at the location(s) identified in Appendix F. NCSAP will focus on the needs and/or expressed desire(s) of the target population as it relates to their physical, social, psychological, economic, educational, recreational, and/or creative well-being. All NCSAP will be aimed at maintaining or improving the welfare of the target population and subject to DAAS approval. The grantee will provide DAAS with an outline and/or activity calendar detailing the days, times, and description of the NCSAP provided through this grant agreement. Significant changes in the type of class/workshop offered and/or frequency will be communicated to DAAS in writing and are also subject to DAAS approval.

- 3. The grantee will conduct enhanced outreach with the intent of reaching the target population described in Section III. Enhanced outreach will be accomplished by the grantee and/or any of its subcontractors in multiple ways, including but not limited to, providing information and promoting the grantee's NCSAP pilot at community organizations, events and meetings, through the distribution of printed material such as brochures, newsletters, flyers, and on the grantee's website(s).
- 4. Services may also include social and translation services provided these services are supplemental and needed to support NCSAP and/or desired by the target population to more fully meet their needs.
- 5. The grantee will have at least one (1.0) full time equivalent (FTE) of which at least 0.75 will be a single employee whose work time and job description is dedicated to coordinating and delivering NCSAP and the associated service units, ensuring outcome objectives are obtained, and that reporting requirements are met.
- 6. The grantee shall ensure adequate and culturally competent staffing (paid and/or volunteer) to administer the program, deliver quality services to meet the needs of the consumer, and adhere to all the program standards.
- 7. The grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules.
- 8. Grantee will have policy and procedures that are compliant with local/city, state, and federal regulatory agencies, including the DAAS-OOA policy memoranda manual.
- 9. Grantee will ensure that units of service provided through this grant agreement are tracked and distinguishable within each type of community service programming. Grantee will ensure that units of service provided through this grant are not "co-mingled" with other DAAS funded programs.

### 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 Objectives

- Grantee will enroll at least six (6) unduplicated consumers by 12/31/2018.
- Grantee will enroll at least twelve (12) unduplicated consumers by 6/30/2019.
- Grantee will enroll at least eighteen (18) unduplicated consumers by 6/30/2020.

On an annual basis, grantee will meet the following service objectives in its New Community Service Activity Programming:

TABLE A				
Service Objective Summary Table	1/1/2018 6/30/2018	7/1/ 2018- 6/30/2019	7/1/ 2019- 6/30/2020	Total 3- years
Number of New Community Service	1	1	1	1
Activity Programs (i.e. exercise class, evening game night, Saturday-intergenerational tutoring)				
Number of New Activity Scheduling Hours	NA	150	200	350
*Number of Enhanced Outreach Hours	65	150	150	300
Number of Social Service/Other Hours	NA	350	350	700
Number of Translation Service Hours	5	10	15	30

One (1) Unit = One (1) hour of service provision

Enhanced outreach hours between 1/1/2018 and 6/30/2018 will entail the following:

- Four (4) outreach activities each week, starting no later than April 2018; the outreach activities will include presentations about the New Community Service Activity Programming offered by the grantee and funded through this grant agreement to organizations, groups and individual professionals working with the target population.
- At least one (1) small group educational session per week, beginning no later than April 2018, for caregivers, partners, and friends, etc., who have expressed interest in the program for a member of the target population; the educational sessions will provide in-depth program information; the sessions may also include information about additional services available to support the target population in aging safely in their own homes and communities and health and wellness information pertinent to the target population.

## VII. Outcome Objectives

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

- 1. All of the unduplicated consumers registered in the New Community Service Activity Programming (NCSAP) by 12/31/2018 will be seniors and/or adults with disabilities that have never before accessed services offered by the grantee.
- 2. At least 40% of the unduplicated consumers registered in the New Community Service Activity Programming will be seniors and/or adults with disabilities that have never before accessed community services offered by the grantee at the end of fiscal year two and three, 6/30/2019 and 6/30/2020 respectively.
- 3. At least 40% of the unduplicated consumers registered in the New Community Service Activity Programming will be returning consumers at the end of fiscal year two and three, 6/30/2019 and 6/30/2020 respectively. Consumers that become inactive and are dis-enrolled due to illness, placement in a hospital/healthcare facility, and/or death will not be counted as a consumer that does not return to programming in subsequent years.
- 4. At least 65% of the unduplicated consumers registered in the New Community Service Activity Programming will not be admitted to a skilled nursing facility and/or be hospitalized.

- 5. Based on an annual consumer survey created by the grantee with input from DAAS and with a sample size of at least 60% of unduplicated consumers, at least 50% of the surveyed consumers will report feeling satisfied with their quality of life due to the services accessed and funded through this RFP.
- 6. Based on an annual consumer survey created by the grantee with input from DAAS and with a sample size of at least 60% of unduplicated consumers, at least 50% of the surveyed consumers will report voluntarily participating in group activities provided by the grantee and funded through this RFP.
- 7. Based on an annual consumer survey created by the grantee with input from DAAS and with a sample size of at least 60% of unduplicated consumers, at least 50% of the surveyed consumers will attribute a decrease in social isolation and an increase in community engagement to the services accessed and funded through this RFP.

## **VIII. Reporting Requirements**

- 1. Grantee will provide a monthly report of activities as described in Section IV and VI. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
- 2. Grantee will enroll consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers using the DAAS provided or DAAS approved intake form into the CA.GetCare database in accordance to DAAS policy.
- 3. 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.
- 4. Grantee will enter monthly reports into the CARBON database system that includes the following information:
  - Number of unduplicated consumers served during the month.
  - Number of community service hours within each of the categories stated in Section VI.-Service Objectives of this Appendix A.
- 5. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VI & VII Service Objectives and Outcome Objectives, respectively. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
- 6. Grantee shall issue a fiscal closeout report at the end of the fiscal year. The report is due to HSA no later than July 31 each grant year. This report must be submitted in the CARBON system. Additional reports may be requested and required at other points during the fiscal year.
- 7. Grantee will provide an annual consumer satisfaction survey report to DAAS by March 15 each grant year or a mutually agreed upon date between DAAS and the Grantee.

- 8. Grantee shall develop and deliver an annual summary report of SOGI data collected in each grant year as requested by HSA. The due date for submitting the annual summary report is no later than July 10 each grant year.
- 9. Grantee shall develop and deliver ad hoc reports as requested by HSA and/or DAAS.

For assistance with reporting requirements or submission of reports, contact:

### richard.y.sin@sfgov.org Contract Manager, Office of Contract Management

Or

tiffany.kearney@sfgov.org Dignity Fund Program Analyst Department of Aging and Adult Services

#### IX. Monitoring Activities

- A. <u>Program Monitoring:</u> Program monitoring will include review of compliance to specific program standards or requirements; consumer eligibility and any targeted mandates, back up documentation for the units of service and all reporting including the log of service units which is based on the service provision hours; sign-in sheets of consumers who participated in services, and progress of service and outcome objectives; how consumer 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 Security Awareness Training; program operation, which includes a review of a written policies and procedures manual of all DAAS 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; a board of director list and whether services are provided appropriately according to Sections IV, V, VI, and VII.
- B. <u>Fiscal Compliance and Contract Monitoring</u>: 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.

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2	1			Document Date:	
3	HUMAN SERVICES AGE		SUMMARY		
4	1	BY PROGRAM	1		
5	Name				Term
6	North & South of Market A	Adult Day Health ([	<b>DBA SteppingSto</b>	ne)	1/1/2018 - 6/30/2020
7	(Check One) New 🖸 Renewal	Modification			
8	If modification, Effective Date of Mod.	No. of Mod.			
9	Program: Community Service Program Pil	lots			
	Budget Reference Page No.(s)				
	Program Term	01/01/2018- 06/30/2018	07/01/2018- 06/30/2019	.07/01/2019- 06/30/2020	Total
12	Expenditures				
	Salaries & Benefits	\$39,287	\$78,574	\$78,574	
	Operating Expense Subtotal	\$36,480 \$75,767	\$72,960 \$151,534	\$72,960 \$151,534	
	Indirect Percentage (15%)				
	Indirect Cost (Line 16 X Line 15)	15% \$7,018	15% \$14,036	\$14,036	
	Capital Expenditure	\$7,018	\$14,030	\$14,030	
	Total Expenditures	\$82,785	\$165,570	\$165,570	
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4	Program Name:								
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10						06/30/2018	06/30/2019	06/30/2020	
11		Agency T Annual Full	otals	For HS/	Program				TOTAL
		TimeSalary	Total %		Adjusted				
12	POSITION TITLE	for FTE	FTE	% FTE	FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	
13	Project Manager	\$60,000	1.00	75.0%	0.75	\$22,500	\$45,000	\$45,000	\$112,50
	Nurse Navgator	\$75,000	1.00	20.0%	0.20	\$7,500	\$15,000	\$15,000	\$37,50
	Program Director	\$75,000	1.00	7.3%	0.07	\$2,739	\$5,478	\$5,478	\$13,69
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31	TOTALS		3.00	102.3%	1.02	\$32,739	\$65,478	\$65,478	\$163,69
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33	FRINGE BENEFIT RATE	20.00%			(marging 1)				
34	EMPLOYEE FRINGE BENEFITS			3.34A	1.20 M	\$6,548	\$13,096	\$13,096	\$32,73
35 36									
	TOTAL SALARIES & BENEFITS					\$39,287	\$78,574	\$78,574	\$196,43
31	TUTAL SALARIES & DENERITS				l	woo,207	0,0,014	J	11/15/20
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12	Expenditure C	Category		TERM		06/30/2019	06/30/2020		
3	Rental of Prop	perty		_					
4	Utilities(Elec,	Water, Gas, P	hone, Scaven	ger)					
5	Office Supplie	es, Postage			\$1,500	\$3,000	\$3,000	\$7,500	
16	Building Main	tenance Suppl	ies and Repai	r -					
17	Printing and F	Reproduction		-		·			
18	Insurance			-					
19	Staff Training			-					
20	Staff Travel-(I	Local & Out of	Town)						
21	Rental of Equ	ipment		-		<u> </u>			
22	CONSULTANT/S	SUBCONTRACTO	R DESCRIPTIVE	TITLE					
23	Openhouse S	ubcontract			\$28,980	\$57,960	\$57,960	) \$144,900	
24 25			·			· · · · · · · · · · · · · · · · · · ·			
26									
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28	OTHER								
	Marketing and	d Promotion			\$6,000	\$12,000	\$12,000	) \$30,000	
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35_	TOTAL OPE	RATING EXPE	NSE		\$36,480	\$72,960	\$72,960	\$182,400	
36									
37	HSA #3							11/15/2007	

Date: 12/14/17		SITE CHA	SITE CHART - Annendix F		FY: 1/1/18-6/30/2018
	North and South of Market Adult Day Health DBA SteppingStone				
100					
CONTRACT MAILING ADDRESS: 930 Fourth Street, San Francisco, CA 94158	30 Fourth Street, San Francisco, C	A 94158	Agency's web site: www.steppingstonehealth.org		
DIRECTOR: Mollie Tobias		A THE R. L. LAND & LAND & LAND	PHONE NO.: 415-974-6784 x 25	25	and the second se
	ALL AND	South and the second			A PERSON DESCRIPTION AND A PERSON AND A PERS
Program: Community Service Program Pilot					
Total Annual # of UDC = NA(year 1 only)	UDC/Site = NA(year 1 only)				
SITES: Name of Site	SteppingStone				
Address and Zip	930 Fourth Street				
Phone Number	415-974-6784 x 25				
Fax Number	415-974-6785				
Neighborhood	Mission Bay		_	-	
Supervisorial District No.	6				
Person in Charge:	Mollie Tobias				
Site Manager/Coordinator	TBD				
Other Programs Offered at Site	Adult Day Health Care				
Days Open	x Mon x Tues x Wed	Mon Tues Wed	Mon Tues Wed	Mon Tues Wed	Mon Tues Wed
	x Thurs Fri	Thurs Fri	Thurs Fri	Thurs Fri	Thurs Fri
	Sat Sun	Sat Sun	Sat Sun	Sat Sun	Sat Sun
Hours Open	12:00pm - 5:30pm				
Hours of New Community Service	12:00pm - 5:30pm				
Activity Programming (NCSAP)	qq				
DAAS Funded Meal Service (Yes/No)	No				
Hours of Meal Service (start & end time)	1:00pm - 2:00pm				
Number of Service Days Closed	11				
Days Closed (list holidays closed)	New Years Day, Martin Luther				
	King Day, Presidents Day,				
	Memorial Day, 4th of July, Labor				
	Day, Columbus Day, Veterans				
	Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day				
ADA Accessible	X Yes No	Yes No	Yes No	Yes No	Yes No

Date: 12/14/17		SITE CHA	SITE CHART - Appendix F		FY: 7/1/18-6/30/2019
AGENCY: North and South of M	North and South of Market Adult Day Health DBA SteppingStone		CHARLES THE PARTY OF THE PARTY		
CONTRACT MAILING ADDRESS: 930 Fourth Street, San Francisco,	30 Fourth Street, San Francisco, CA	CA 94158	Agency's web site: www.stenninostonehealth.oro		
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DIRECTOR: Mollie Tobias			PHONE NO.: 415-974-6784 x 25	1 x 25	
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Program: Community Service Program Pilot					
Total Annual # of UDC = 12	UDC/Site = 12				
SITES: Name of Site	SteppingStone				
Address and Zip	930 Fourth Street San Francisco. CA 94158				
Phone Number	415-974-6784 x 25				
Fax Number	415-974-6785				
Neighborhood	Mission Bay				
Supervisorial District No.	6				
Bus Line #					
Person in Charge:	Mollie Tobias				
Site Manager/Coordinator	TBD				
Programs Offered at Site	Adult Day Health Care				
Days Open	x Mon x Tues x Wed	Mon Tues Wed	Mon Tues Wed	Tues	Wed Mon Tues Wed
	x Thurs Fri	Thurs Fri	s Fri	s Fri	Thurs Fri
	Sat Sun	Sat Sun	Sat Sun	Sat Sun	Su
Hours Open					
Hours of New Community Service Activity					
Programming (NCSAP)	Ţ				
DAS Funded Meel Service Days	No No				
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Hours of Meal Service (start & end time)	1:00pm - 2:00pm				
Number of Service Days Closed	11				
Days Closed (list holidays closed)	New Years Day, Martin Luther				
	King Day, Presidents Day,				
	Memorial Day, 4th of July, Labor				
	Day, Columbus Day, Veterans				
	Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day				
ADA Accessible	X Yes No	Yes No	Yes No	Yes	No Vec No
					1.03

117			SITE CHART - Appendix F		FY: 7/1/19-6/30/2020
AGENCY: North and South of M	North and South of Market Adult Day Health DBA SteppingStone	pingStone	「「「「「「「」」」		
CONTRACT MAILING ADDRESS: 930 Fourth Street, San Francisco,		CA 94158	Agency's web site: www.steppingstonehealth.org		
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Program: Community Service Program Pilot					
Total Annual # of UDC = 18	UDC/Site = 18				
SITES: Name of Site	SteppingStone				
Address and Lip	San Francisco CA 94158				
Phone Number	415-974-6784 x 25				
Fax Number	415-974-6785				
Neighborhood	Mission Bay				
Supervisorial District No. Person in Charge:	Mollie Tohias				
Site Manager/Coordinator	TBD				
Programs Offered at Site	Adult Day Health Care				
Days Open	Mon x T	Ξ	Mon Tues Wed	Mon Tues Wed	Mon Tues Wed
		Thurs Fri			٤
	Sat Sun 12.00-6.20-		Sat Sun	Sat Sun	Sat Sun
Hours of New Community Service Activity	y 12:00pm - 5:30pm				
Programming (NCSAP)					
Total number of Service Days	197				
DAAS Funded Meal Service (Yes/No)	No				
Number of Service Days Closed	11				
Days Closed (list holidays closed)	New Years Day, Martin Luther King Day, Presidents Day, Memorial Day, 4th of July, Labor Day, Columbus Day, Veterans				
	Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day				
ADA Accessible	X Yes No	Yes No	Yes No	Yes No	Yes No

## **APPENDIX A - SERVICES TO BE PROVIDED BY GRANTEE**

## **SELF-HELP FOR THE ELDERLY**

### **DIGNITY FUND**

### COMMUNITY SERVICE PROGRAM PILOT

#### January 1, 2018 – June 30, 2020

#### I. Purpose of Grant

The purpose of this grant is to pilot New Community Service Activity Programming as defined in Section II–Definitions of this Appendix A, for seniors and adults with disabilities living in the City and County of San Francisco, with a particular focus on engaging those eligible individuals who are not currently accessing community service programming offered by the Grantee. The programming offered through this grant agreement is intended to support seniors and adults with disabilities to live as independently as possible in the community and within supportive environments.

#### II. Definitions

Activity Scheduling	A type of service within community service programming. Service units are captured by the number of scheduled activity hours sponsored by the grantee. Activities may include educational presentations, workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes that help consumers maintain/enhance their level of functioning.
Adult with Disabilities	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.
Controller	Controller of the City and County of San Francisco or
	designated agent.
DAAS	Department of Aging and Adult Services
Dignity Fund	The City and County of San Francisco, City Charter,
	Sections 16.128-1 through 16.128-12. Monies in the Fund
	shall be used to expend by DAAS solely to help seniors
	and adults with disabilities secure and utilize the services
	and support necessary to age with dignity in their own

	homes and communities.
Disability	A condition attributable to mental or physical impairment,
	or a combination of mental and physical impairments
	including hearing and visual impairments, that results in
	substantial functional limitations in one (1) or more of the
	following areas of major life activity: 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.
Enhanced Outreach	A type of service within community service programming.
	Service units are captured by providing more formal
	outreach efforts and enhanced services to support the
	outreach efforts. Examples of this may include working
	with a community collaborative group, designing and
	implementing an outreach plan for an underserved area,
	problem-solving certain barriers to service, i.e., safety
Fund	issues, transportation needs, etc Dignity Fund
Grantee	Self-Help for the Elderly
HSA	Human Services Agency of the City and County of San
11.57 X	Francisco
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	Defined by race, ethnicity, religion, sexual orientation,
	and/or gender identity.
New Activity	Activity Scheduling hours for New Community Service
Scheduling Hours	Activity Programming/Program
New Community	Community service activity programming/program never
Service Activity	before offered by the Grantee as part of its regular and
Programming/Program	ongoing programming and activity scheduling and/or
(NCSAP)	funded by DAAS.
OCM	Office of Contract Management, Human Services Agency
Older Adult	Person who is 60 years of age or older; used
	interchangeably with the term "Senior"
OCM	Office of Contract Management, Human Services Agency
Senior	Person who is 60 years of age or older; used
	interchangeably with the "Older Adult"
Social Services /Other	A type of service within community service programming.
	Service units are captured by providing one-to-one
	assistance for individuals to enable them to resolve
	problems. Assistance may include information and
	referral, forms/application completion, home visits,
	medical escort services, and emotional support by phone or
	in person.
SOGI	Sexual Orientation and Gender Identity, a result of
	Ordinance No. 159-16 which amended the San Francisco
	Administrative Code to require City departments and

Translation Service	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.) A type of service within community service programming. Service units are captured by the number of hours of translation assistance provided to consumers that cannot speak/read English. In addition, Translation may also include the use of American Sign Language, Braille, or Teleprompting. Translation services may include translation of forms, letters, applications, phone calls, etc. for an individual. It can also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements , presentations, etc.
Unduplicated Consumer (UDC)	A consumer enrolled in the grantee's New Community Service Activity Programming and reflected in CA.GetCare.
Unit of Service	One hour of service

### **III.** Target Population

This grant will serve seniors and/or adults with disabilities, who reside in the City and County of San Francisco, with a particular focus on reaching and engaging eligible individuals who are not currently accessing community services programming offered by grantee. Additional target priorities may include:

- Low Income
- Non- or limited English speaking
- Minority as defined by race and/or ethnicity, religion, sexual orientation, and/or gender identity

## **IV.** Description of Services

- 1. The services funded through this grant agreement shall be aimed at appealing to eligible consumers who are not currently accessing community services offered by the grantee and/or funded by DAAS. The services provided may be offered by the grantee and/or its subcontractors at the grantee's community center and/or in the community.
- 2. Services will include New Community Service Activity Programming (NCSAP) and enhanced outreach. The grantee's NCSAP pilot will include weekly scheduled wellness, educational and/or exercise classes/workshops for seniors and adults with disabilities at the location(s) identified in Appendix F. NCSAP will focus on the needs and/or expressed desire(s) of the target population as it relates to their physical, social, psychological, economic, educational, recreational, and/or creative well-being. All NCSAP will be aimed at maintaining or improving the welfare of the target population and subject to DAAS approval.

The grantee will provide DAAS with an outline and/or activity calendar detailing the days, times, and description of the NCSAP provided through this grant agreement. Significant changes in the type of class/workshop offered and/or frequency will be communicated to DAAS in writing and are also subject to DAAS approval.

- 3. The grantee will conduct enhanced outreach with the intent of reaching the target population described in Section III. Enhanced outreach will be accomplished by the grantee in multiple ways, including but not limited to, providing information and promoting the grantee's NCSAP pilot at community events and meetings, in newsletters/publications, on social media, and on the grantee's website(s).
- 4. Services may also include social and translation services provided these services are supplemental and needed to support NCSAP and/or desired by the target population to more fully meet their needs.
- 5. The grantee will have at least one (1.0) full time equivalent (FTE) of which at least 0.75 will be a single employee whose work time and job description is dedicated to coordinating and delivering NCSAP and the associated service units, ensuring outcome objectives are obtained, and that reporting requirements are met.
- 6. The grantee shall ensure adequate and culturally competent staffing (paid and/or volunteer) to administer the program, deliver quality services to meet the needs of the consumer, and adhere to all the program standards.
- 7. The grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules.
- 8. Grantee will have policy and procedures that are compliant with local/city, state, and federal regulatory agencies, including the DAAS-OOA policy memoranda manual.
- 9. Grantee will ensure that units of service provided through this grant agreement are tracked and distinguishable within each type of community service programming. Grantee will ensure that units of service provided through this grant are not "comingled" with other DAAS funded programs.

## 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 Objectives

On an annual basis, Grantee will meet the following service objectives in its **New Community Service Activity Programming**:

• Grantee will enroll at least the number unduplicated consumers and provide the units of service detailed in Table A below.

TABLE A				
Service Objective Summary Table	FY 2017- 2018*	FY 2018- 2019	FY 2019- 2020	Total 3- years
Number of Unduplicated Consumers	800	1200	1700	3700
Number of New Community Service	6	6	6	18
Activity Programs (i.e. exercise class, evening game night, Saturday-intergenerational tutoring)				
Number of New Activity Scheduling Hours	502	1004	1004	2510
Number of Enhanced Outreach Hours	377	753	753	1883
Number of Social Service/Other Hours	251	502	502	1255
Number of Translation Service Hours	251	502	502	1255
*Year One, FY 2017-2018, is 6 months only				

One (1) Unit = One (1) hour of service provision

# VII. Outcome Objectives

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

- 1. At least 65% of unduplicated consumers registered in the New Community Service Activity Programming (NCSAP) will be seniors and/or adults with disabilities that have never before accessed community services offered by the grantee in year one.
- At least 40% of the unduplicated consumers registered in the New Community Service Activity Programming will be seniors and/or adults with disabilities that have never before accessed community services offered by the grantee in year two (2) and each subsequent year of this grant agreement.
- 3. At least 40% of the unduplicated consumers registered in the New Community Service Activity Programming will be returning consumers in year two (2) and each subsequent year of this of this grant agreement.
- 4. Based on an annual consumer survey created by the grantee with input from DAAS and with a sample size of at least 60% of unduplicated consumers, at least 50% of the surveyed consumers will report learning of new services available to seniors and adults with disabilities.
- 5. Based on an annual consumer survey created by the grantee with input from DAAS and with a sample size of at least 60% of unduplicated consumers, at least 50% of the surveyed consumers will attribute an increase in community and neighborhood engagement to the services accessed and funded through this RFP.

6. Based on an annual consumer survey created by the grantee with input from DAAS and a with sample size of at least 60% of unduplicated consumers, at least 50% of the surveyed consumers will attribute an increase in their physical activities and/or quality of life to the services accessed and funded through this RFP.

# VIII. Reporting Requirements

- 1. Grantee will provide a monthly report of activities as described in Section IV and VI. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
- 2. Grantee will enroll consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers using the DAAS provided or DAAS approved intake form into the CA.GetCare database in accordance to DAAS policy.
- 3. 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.
- 4. Grantee will enter monthly reports into the CARBON database system that includes the following information:
  - Number of unduplicated consumers served during the month.
  - Number of community service hours within each of the categories stated in Section VI.-Service Objectives of this Appendix A.
- 5. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VI & VII Service Objectives and Outcome Objectives, respectively. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
- 6. Grantee shall issue a fiscal closeout report at the end of the fiscal year. The report is due to HSA no later than July 31 each grant year. This report must be submitted in the CARBON system. Additional reports may be requested and required at other points during the fiscal year.
- 7. Grantee will provide an annual consumer satisfaction survey report to DAAS by March 15 each grant year or a mutually agreed upon date between DAAS and the Grantee.

- 8. Grantee shall develop and deliver an annual summary report of SOGI data collected in each grant year as requested by HSA. The due date for submitting the annual summary report is no later than July 10 each grant year.
- 9. Grantee shall develop and deliver ad hoc reports as requested by HSA and/or DAAS.

For assistance with reporting requirements or submission of reports, contact:

richard.y.sin@sfgov.org Contract Manager, Office of Contract Management

Or

## tiffany.kearney@sfgov.org Dignity Fund Program Analyst Department of Aging and Adult Services

## IX. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; consumer eligibility and any targeted mandates, back up documentation for the units of service and all reporting including the log of service units which is based on the service provision hours; sign-in sheets of consumers who participated in services, and progress of service and outcome objectives; how consumer 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 Security Awareness Training; program operation, which includes a review of a written policies and procedures manual of all DAAS 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; a board of director list and whether services are provided appropriately according to Sections IV, V, VI, and VII.
- B. <u>Fiscal Compliance and Contract Monitoring</u>: 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.

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				Document Date.	12/13/17
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7	(Check One) New 🗵 Renewal	Modification	_		
8	If modification, Effective Date of Mod.	No. of Mod.			
9	Program: COMMUNITY SERVICE PROG				
10 11	Budget Reference Page No.(s) Program Term	1/1/18-6/30/18	7/1/18-6/30/19	7/1/19-6/30/20	Total
12	Expenditures		11110-0100110	11110 0100120	, otoi
	Salaries & Benefits	\$42,304	\$79,296	\$79,296	\$200,896
	Operating Expense	\$20,280	\$33,935	\$33,935	\$88,150
	Subtotal	\$62,584	\$113,231	\$113,231	\$289,046
	Indirect Percentage (%)	13%	13%	13%	
	Indirect Cost (Line 16 X Line 15)	\$8,136	\$14,720	\$14,720	\$37,576
	Capital Expenditure	\$7,677	\$0	\$0	\$7,677
19	Total Expenditures	\$78,397	\$127,951	\$127,951	\$334,299
20	HSA Revenues	+,			<u> </u>
21	General Fund	\$78,397	\$127,951	\$127,951	\$334,299
22			<i><i><i><i></i></i></i></i>		
23					
24					
25					
26					
27					
28					
29	TOTAL HSA REVENUES	\$78,397	\$127,951	\$127,951	\$334,299
30	Other Revenues				
31					
32	Volunteer-Instructor	1764	7560	7560	\$16,884
33					
34					
35					
36	Total Revenues	\$80,161	\$135,511	\$135,511	\$351,183
37	Full Time Equivalent (FTE)	0.65	1.30	1.30	
39	Prepared by: Leny & Kelly		Telephone No.:	415-677-7682	12/13/2017
40	HSA-CO Review Signature:				
41	HSA #1				11/15/2007
-+ (					11/10/2007

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4	Program Name: COMMUNITY SEF	RVICE PROGR	RAM PILOT	S					
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8									
9 10						1/1/18-6/30/18	7/1/18-6/30/19	7/1/19-6/30/20	
11		Agency 1	Totals	For HS/	Program				TOTAL
<u> </u>		Annual Full							
		TimeSalary	Total %		Adjusted	Budgeted Salary	Budgeted Salary	Budgeted Salary	
.12	POSITION TITLE	for FTE	FTE	% FTE	FTE		\$50,000	\$50,000	\$125,000
	Outreach/Activity Coordinator	\$50,000	100%	100%	100%	\$25,000	\$30,000	\$30,000	\$12,450
	Director of Nutrition & Senior Servi		100%	5%	5.00%	\$4,150		\$7,800	\$19,500
15	Custodian	\$31,200	100%	25%	25.00%	\$3,900	\$7,800	\$7,800	
16									
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30	TOTALS		3.00	1.30	1.30	\$33,050	\$61,950	\$61,950	\$156,950
31	FRINGE BENEFIT RATE	28%	1					·····	T
33	EMPLOYEE FRINGE BENEFITS				N-WEIGH	\$9,254	\$17,346	\$17,346	\$43,946
34 35									
_	TOTAL SALARIES & BENEFITS					\$42,304	\$79,296	\$79,296	\$200,896
	HSA #2		P						11/15/2007
01	1000 #4								

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5 (Same as Line 9 on HSA #1)				
6	Ducating Europe	o Dotoil		
7 8	Operating Expens	e Detan		
9				
10				TOTAL
11 12 Expenditure Category TE	RM 1/1/18-6/30/18	7/1/18-6/30/19	7/1/19-6/30/20	TOTAL
13 Rental of Property	\$7,200	\$14,400	\$14,400	\$36,000
14 Utilities(Elec, Water, Gas, Phone, Scavenger)	\$4,200	\$8,400	\$8,400	\$21,000
15 Office Supplies, Postage	\$2,000	\$500	\$500	\$3,000
16 Building Maintenance Supplies and Repair	\$1,000	\$1,000	\$1,000	\$3,000
17 Printing and Reproduction	\$1,000	\$1,000	\$1,000	\$3,000
18 Insurance	\$1,500	\$3,000	\$3,000	\$7,500
19 Staff Training	\$200	\$200	\$200	\$600
20 Staff Travel-(Local & Out of Town)	\$480	\$960	\$960	\$2,400
21 Rental of Equipment	\$600	\$1,200	\$1,200	\$3,000
22 CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITL	E			
23				
24				
26				
27				
28 OTHER				
29 Program Supplies	\$600	\$1,400	\$1,400	\$3,400
30 Recruitment Expenses	\$500	\$375	\$375	\$1,250
31 Vehicle Expenses	\$1,000	\$1,500	\$1,500	\$4,000
32	·····			
34				27 M
35 TOTAL OPERATING EXPENSE	\$20,280	\$33,935	\$33,935	\$88,150
36				
37 HSA #3				11/15/2007
IDM #3				

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2					Document Date:	12/13/17
4	Program	Name:				
5	(Same a	as Line 9 on HSA #1)				
6		. 81				
7 8		Program Ex	penditure De	tail		
						TOTAL
9 10	FQUI	PMENT TERM	1/1/18-6/30/18	7/1/18-6/30/19	7/1/19-6/30/20	
11	No.	ITEM/DESCRIPTION				
12		Security Camera System with 8 cameras	\$4,027			\$4,027
13		Locker/Cabinet	\$500			\$500
14	3	Yoga Mats (15 X \$15.00)	\$225			\$225
15	4	Stretch Bands (15 x \$15)	\$225			\$225
16	5	Classroom Divider	\$1,000			\$1,000
17	6	Laptop	\$1,000			\$1,000
18	7	Projector	\$700			\$700
19	TOTAL	EQUIPMENT COST	\$7,677			\$7,677
20						
21	REM	ODELING				
	Descrip					
<u></u> 23						
24						
25						
26						
27						
-	1	REMODELING COST	L	l	l	
29	1				i	
		CAPITAL EXPENDITURE	\$7,677			\$7,677
31	(Equipn	nent and Remodeling Cost)				
32	HSA #4					11/15/2007

Date: 12/7/2017	SITE (	SITE CHART - Appendix F	FY: 1/1/18-6/30/2018	018
AGENCY: Self-Help for the Elderly	Elderly	のないないではないのであるとのです。		atter of the
CONTRACT MAILING ADDRESS: 7	CONTRACT MAILING ADDRESS: 731 Sansome St. Suite 100 San Francisco, CA 94111	Agency's web site:	https://www.seifhelpeiderly.org/	
DIRECTOR: Kelly Chew		PHONE NO.: 415-677-7600		Automatic statistics
	「「「「「「「」」」「「「」」」「「」」「「」」」「「」」」」「」」」」」」」			STATISTICS.
Program: Community Sarvioa Program Pilot				
Total Annual # of UDC = 800	UDC/Site = 800			
SITES: Name of Site	Jackie Chan Senior Center			
Address and Zip	5757 Geary Blvd. SF, CA 94121			
Phone Number	415-677-7571			
Fax Number	N/A			
Neighborhood	Richmond			
Supervisorial District No.				
Person in Charge:	Kelly Chew		-	·
Site Manager/Coordinator	TBD			
Additional Programs Offered at Site	Cong. Meals, Community			
	Services, Nutrition Ed, SF			
	Connected			
Days Open	e			
	X Thurs X Fri			
	X Sat Sun			
Hours Open	Mon - Fri 9am - 7pm Sat 9am - 1:30nm			
Hours of New Community Service	Mon - Fri 2pm - 7pm			
Activity Programming (NCSAP)	Sat Yam - L:SUDM			
1 otal number of Service Days	2C1 2PV			
DAAS FUILLEU MEAL SELVICE (1 59/140)	1.00			
Hours of Meal Service (start & end time)	M - F 11:30 pm - 12:30 pm;			
	4:15pm-5:15 Sat 11:30 am - 17:30 nm -			
Number of Service Days Closed	11			
Days Closed (list holidays closed)	New Year's Day, Chinese New Year Veterans Day President's			
	Dav. Memorial Dav, Independence			
	Day, Labor Day, Columbus Day,			
	Thanksgiving Day, Day after Thanksgiving, Christmas Day			
ADA Associble	X Vec No			
ADA Accessible	5			

Appendix F - Self Help CS pilot FY 1.18-6 20.xls

Date: 12/7/2017	SITE	SITE CHART - Appendix F	FY	FY: 7/1/18-6/30/2019
AGENCY: Self-Help for the Elderly	derly	The solution (Charles of the Colling		
CONTRACT MAILING ADDRESS: 731	CONTRACT MAILING ADDRESS: 731 Sansome St. Suite 100 San Francisco, CA 94111	Agency's web site:	https://www.seifhelpelderly.org/	
DIRECTOR: Kelly Chew		PHONE NO.: 415-677-7600	0	
Program:				
Community Service Program Pilot Total Annual # of UDC = 1200	UDC/Site = 1200			
SITES: Name of Site	Jackie Chan Senior Center			
Address and Zip	5757 Geary Blvd. SF, CA 94121			
Phone Number	415-677-7571			
Fax Number	N/A Bichmond	-		
Supervisorial District No.				
Bus Line #				
5	Vally Chaw			
Person in Charge.	TBD			
Sile Managel/Coordinator	Cong. Meals, Community			
	Services, Nutrition Ed, SF			
	Connected			
Days Open	X Tue			-
	S			
	X Sat Sun			
Hours Open	Mon - Fri 9am - 7pm			
III Activity Community Convice Activity	Mon - Fri Jum - Jum			
HOURS OF INEW COMMUNICY SERVICE ACCUVICY				
Total number of Service Davs	304			
DAAS Funded Meal Service (Yes/No)	Yes			
Hours of Meal Service (start & end time)	M - F 11:30 pm - 12:30 pm; 4:15pm-5:15			
	Sat 11:30 am - 12:30 pm			
Number of Service Days Closed				
Days Closed (list holidays closed)	New Year's Day, Chinese New			
	Year, Veterans Day, Frestdent S			
	Day, Internot at Day, Interpretation			
	Thanksgiving Day, Day after			
	Thanksgiving, Christmas Day			
ADA Accessible	X Yes No			

Date: 12/7/2018	SIT	SITE CHART - Appendix F		FY: 7/1/19-6/30/2020
AGENCY: Self-Help for the Elderly	Iderly			P IF I SAME AND AND
CONTRACT MAILING ADDRESS: 73	CONTRACT MAILING ADDRESS: 731 Sansome St. Suite 100 San Francisco, CA 94111	Agency's web site:	https://www.selfhelpelderly.org/	
DIRECTOR: Kelly Chew		PHONE NO.: 415-677-7600		
Program: Community Convince Discovery Pilot				
Total Annual # of UDC = 1700	UDC/Site = 1700			
SITES: Name of Site	Jackie Chan Senior Center			
Address and Zip	5757 Geary Blvd. SF, CA 94121			
Phone Number	415-677-7571			
Fax Number	NA			
Neighborhood	Richmond			
Supervisorial District No.	Valli, Chair			
reison III Citatge. Site Manager/Coordinator	TBD			
Additional Programs Offered at Site	Cong. Meals, Community Services, Nutrition Ed, SF			
Davis Onen	X Mon X Tues X Wed			
	1.5			
	Sun			
Hours Open	Mon - Fri 9am - 7pm			
Hours of New Community Service Activity Programming (NCSAP)	y Mon - Fri Zpin - Zpin Sat 9am - 1:30pm			
Total number of Service Days	304			
DAAS Funded Meal Service (Yes/No)	Yes			
Hours of Meal Service (start & end time)	M - F 11:30 pm - 12:30 pm;			
	Sat 11:30 am - 12:30 pm			
Number of Service Days Closed	11			
Days Closed (list holidays closed)	New Year's Day, Chinese New Year, Veterans Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day			
ADA Accessible	X Yes No			

# **APPENDIX A - SERVICES TO BE PROVIDED BY GRANTEE**

## SWORDS TO PLOWSHARES

## **DIGNITY FUND**

## COMMUNITY SERVICE PROGRAM PILOT

### January 1, 2018 – June 30, 2020

### I. Purpose of Grant

The purpose of this grant is to pilot New Community Service Activity Programming as defined in Section II–Definitions of this Appendix A, for seniors and adults with disabilities living in the City and County of San Francisco, with a particular focus on engaging those eligible individuals who are not currently accessing community service programming offered by the Grantee. The programming offered through this grant agreement is intended to support seniors and adults with disabilities to live as independently as possible in the community and within supportive environments.

### II. **Definitions**

Activity Scheduling	A type of service within community service programming. Service units are captured by the number of scheduled activity hours sponsored by the grantee. Activities may include educational presentations, workshops, trainings, cultural events, food bag programs, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes that help consumers maintain/enhance their level of functioning.
Adult with Disabilities	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
0:1	System City and County of San Francisco, a municipal corporation.
City	
Controller	Controller of the City and County of San Francisco or designated agent.
DAAC	Department of Aging and Adult Services
DAAS	
Dignity Fund	The City and County of San Francisco, City Charter,
	Sections 16.128-1 through 16.128-12. Monies in the Fund
	shall be used to expend by DAAS solely to help seniors
	and adults with disabilities secure and utilize the services
	and support necessary to age with dignity in their own

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Translation Service	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.) A type of service within community service programming. Service units are captured by the number of hours of translation assistance provided to consumers that cannot speak/read English. In addition, Translation may also include the use of American Sign Language, Braille, or Teleprompting. Translation services may include translation of forms, letters, applications, phone calls, etc. for an individual. It can also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements , presentations, etc.
Unduplicated	A consumer enrolled in the grantee's New Community
Consumer (UDC)	Service Activity Programming and reflected in
	CA.GetCare.
Unit of Service	One hour of service

## **III.** Target Population

This grant will serve seniors and/or adults with disabilities, who reside in the City and County of San Francisco, with a particular focus on reaching and engaging eligible individuals who are not currently accessing community services programming offered by grantee. Additional target priorities may include:

- Low Income
- Non- or limited English speaking
- Minority as defined by race and/or ethnicity, religion, sexual orientation, and/or gender identity

## **IV.** Description of Services

- 1. The services funded through this grant agreement shall be aimed at appealing to eligible consumers who are not currently accessing community services offered by the grantee and/or funded by DAAS. The services provided may be offered by the grantee and/or its subcontractors at the grantee's community center and/or in the community.
- 2. Services will include New Community Service Activity Programming (NCSAP) and enhanced outreach. The grantee's NCSAP pilot will include weekly scheduled groups, peer support groups, wellness activities, and educational classes/workshops for seniors and adults with disabilities at the location(s) identified in Appendix F. The grantee will provide scheduled monthly activities to encourage peer socialization, such as luncheon. NCSAP will focus on the needs and/or expressed desire(s) of the target population as it relates to their physical, social, psychological, economic, educational, recreational, and/or

creative well-being. All NCSAP will be aimed at maintaining or improving the welfare of the target population and subject to DAAS approval. The grantee will provide DAAS with an outline and/or activity calendar detailing the days, times, and description of the NCSAP provided through this grant agreement. Significant changes in the type of class/workshop offered and/or frequency will be communicated to DAAS in writing and are also subject to DAAS approval.

- 3. The grantee will conduct enhanced outreach with the intent of reaching the target population described in Section III. Enhanced outreach will be accomplished by the grantee in multiple ways, including but not limited to, providing information and promoting the grantee's NCSAP pilot at community organizations, medical centers, and health clinics, in newsletters/publications and social media when appropriate, and on the grantee's website(s).
- 4. Services may also include social and translation services provided these services are supplemental and needed to support NCSAP and/or desired by the target population to more fully meet their needs.
- 5. The grantee will have at least one (1.0) full time equivalent (FTE) of which at least 0.75 will be a single employee whose work time and job description is dedicated to coordinating and delivering NCSAP and the associated service units, ensuring outcome objectives are obtained, and that reporting requirements are met.
- 6. The grantee shall ensure adequate and culturally competent staffing (paid and/or volunteer) to administer the program, deliver quality services to meet the needs of the consumer, and adhere to all the program standards.
- 7. The grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules.
- 8. Grantee will have policy and procedures that are compliant with local/city, state, and federal regulatory agencies, including the DAAS-OOA policy memoranda manual.
- 9. Grantee will ensure that units of service provided through this grant agreement are tracked and distinguishable within each type of community service programming. Grantee will ensure that units of service provided through this grant are not "comingled" with other DAAS funded programs.

### 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 Objectives

On an annual basis, Grantee will meet the following service objectives in its New Community Service Activity Programming:

TABLE A				
Service Objective Summary Table	FY 2017- 2018*	FY 2018- 2019	FY 2019- 2020	Total 3- years
Number of Unduplicated Consumers	75	150	150	375
Number of New Community Service	7	7	7	21
Activity Programs (i.e. exercise class, evening game night, Saturday-intergenerational tutoring)				
Number of New Activity Scheduling Hours	500	1000	1000	2500
Number of Enhanced Outreach Hours	200	400	400	1000
Number of Social Service/Other Hours	100	200	200	500
*Year One, FY 2017-2018, is 6 months only				

• Grantee will enroll at least the number unduplicated consumers and provide the units of service detailed in Table A below.

One (1) Unit = One (1) hour of service provision

# VII. Outcome Objectives

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

- 1. At least 65% of unduplicated consumers registered in the New Community Service Activity Programming (NCSAP) will be seniors and/or adults with disabilities that have never before accessed community services offered by the proposing provider in year one.
- 2. At least 40% of the unduplicated consumers registered in the New Community Service Activity Programming will be seniors and/or adults with disabilities that have never before accessed community services offered by the proposing provider in year two (2) and each subsequent year of this grant agreement.
- 3. At least 40% of the unduplicated consumers registered in the New Community Service Activity Programming will be returning consumers in year two (2) and each subsequent year of this of this grant agreement.
- 4. Based on an annual consumer survey created by the provider with input from DAAS and with a sample size of at least 60% of unduplicated consumers, at least 50% of the surveyed consumers will report learning of new services available to seniors and adults with disabilities.
- 5. Based on an annual consumer survey created by the provider with input from DAAS and with a sample size of at least 60% of unduplicated consumers, at least 50% of the surveyed consumers will attribute an increase in community and neighborhood engagement to the services accessed and funded through this RFP.

6. Based on an annual consumer survey created by the provider with input from DAAS and a with sample size of at least 60% of unduplicated consumers, at least 50% of the surveyed consumers will attribute an increase in their physical activities and/or quality of life to the services accessed and funded through this RFP.

# VIII. Reporting Requirements

- 1. Grantee will provide a monthly report of activities as described in Section IV and VI. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
- 2. Grantee will enroll consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers using the DAAS provided or DAAS approved intake form into the CA.GetCare database in accordance to DAAS policy.
- 3. 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.
- 4. Grantee will enter monthly reports into the CARBON database system that includes the following information:
  - Number of unduplicated consumers served during the month.
  - Number of community service hours within each of the categories stated in Section VI.-Service Objectives of this Appendix A.
- 5. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VI & VII Service Objectives and Outcome Objectives, respectively. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
- 6. Grantee shall issue a fiscal closeout report at the end of the fiscal year. The report is due to HSA no later than July 31 each grant year. This report must be submitted in the CARBON system. Additional reports may be requested and required at other points during the fiscal year.
- 7. Grantee will provide an annual consumer satisfaction survey report to DAAS by March 15 each grant year or a mutually agreed upon date between DAAS and the Grantee.

- 8. Grantee shall develop and deliver an annual summary report of SOGI data collected in each grant year as requested by HSA. The due date for submitting the annual summary report is no later than July 10 each grant year.
- 9. Grantee shall develop and deliver ad hoc reports as requested by HSA and/or DAAS.

For assistance with reporting requirements or submission of reports, contact:

richard.y.sin@sfgov.org Contract Manager, Office of Contract Management

Or

tiffany.kearney@sfgov.org Dignity Fund Program Analyst Department of Aging and Adult Services

## IX. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; consumer eligibility and any targeted mandates, back up documentation for the units of service and all reporting including the log of service units which is based on the service provision hours; sign-in sheets of consumers who participated in services, and progress of service and outcome objectives; how consumer 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 Security Awareness Training; program operation, which includes a review of a written policies and procedures manual of all DAAS 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; a board of director list and whether services are provided appropriately according to Sections IV, V, VI, and VII.
- B. <u>Fiscal Compliance and Contract Monitoring</u>: 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.

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	Α	В	С	D	E
1				Appendix B, Page	
2	4			Document Date:	12/15/2017
3	HUMAN SERVICES AGE	NCY BUDGET S	UMMARY		
4		BY PROGR	AM		
5	Name				Term
6	Swords to Plowshares	3			1/1/2018-6/30/2020
7	(Check One) New 🖸 Renewal	Modification	_		·
8	If modification, Effective Date of Mod.	No. of Mod.			
9	Program: Community Service Program				
10	Budget Reference Page No.(s)				
	Program Term	1/1/18-6/30/18	7/1/18-6/30/19	7/1/19-6/30/20	Total
12					
13	Salaries & Benefits	\$42,602	\$85,205	\$85,205	\$213,011
14	Operating Expense	\$5,134	\$8,432	\$8,432	\$21,998
	Subtotal	\$47,736	\$93,637	\$93,637	\$235,009
	Indirect Percentage (%)	10%	10%	10%	\$0
	Indirect Cost (Line 16 X Line 15)	\$4,774	\$9,364	\$9,364	\$23,501
18	Capital Expenditure	\$5,700	\$0	\$0	\$5,700
19	· · · · · · · · · · · · · · · · · · ·	\$58,209	\$103,000	\$103,000	\$264,210
20	HSA Revenues				
21	General Fund	\$58,209	\$103,000	\$103,000	\$264,210
22					
23					
24 25					
26					
27					
28	TOTAL HSA REVENUES	\$58,209	\$103,000	\$103,000	\$264,210
29	Other Revenues				
30					
31					
32					-
33					
34					
35	Total Revenues				
36	Full Time Equivalent (FTE)	0.68	1.35	1.35	
38	Prepared by: Rose Mallamo		Telephone No.: 4	15 252-4788	Date 12/15/2017
39	HSA-CO Review Signature:				
		· · · · · · · · · · · · · · · · · · ·			
40	HSA #1				11/15/2007

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2	4							Document Date. 12	15/2017
	Program Name: Community Service F	Program							
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11	-	Annual Full	otais	FUI HO/	A Program				TOTAL
		TimeSalary	Total %		Adjusted				
12	POSITION TITLE	for FTE	FTE	% FTE	FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	
13	Drop In Center Director	\$90,000	100%	5%	5%	\$2,250	\$4,500	\$4,500	\$11,2
14	Drop In Center Coordinator	\$53,000	100%	10%	10%	\$2,650	\$5,300	\$5,300	\$13,25
15	Intake Specialist	\$45,000	100%	20%	20%	\$4,500	\$9,000	\$9,000	\$22,50
16	Community Services Coordinator	\$48,000	100%	75%	75%	\$18,000	\$36,000	\$36,000	\$90,00
17	Client Services Navigator	\$45,000	100%	25%	25%	\$5,625	\$11,250	\$11,250	\$28,12
18									
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30	1		5.00	1.35	1.35	\$33,025	\$66,050	\$66,050	\$165,1
31		29%	1						
		29%				\$9,577	\$19,155	\$19,155	\$47,8
33 34		L				00,077		\$10,100 <u></u>	
35	1					\$42,602	\$85,205	\$85,205	\$213,0
	TOTAL SALARIES & BENEFITS					1		<del>000,200</del>	11/15/2
131	110A #2								

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6		e o on nor #	- 1)							
7				Оре	erating Expension	se Det	ail			
8										
9										
10 11										TOTAL
	Expenditure C	Category		TERM	1/1/18-6/30/18	7/1	/18-6/30/19	7/1/19-6/30/2	0	
13	Rental of Prop	perty			\$1,233		\$2,466	\$2,46	6	\$6,165
14	Utilities(Elec,	Water, Gas,	Phone, Scave	enger)	\$133		\$266	\$26	6	\$665
15	Office Supplie	es, Postage			\$530		\$530	\$53	0	\$1,590
16	Building Main	tenance Sup	plies and Rep	air	\$106		\$212	\$21	2	\$530
17	Printing and F	Reproduction								
18	Insurance				\$53		\$106	\$10	6	\$265
19	Staff Training	)								
20	Staff Travel-(I	Local & Out o	of Town)		\$374		\$747	\$74	7	\$1,868
21	Rental of Equ	lipment								
	CONSULTANT/S	SUBCONTRACT	FOR DESCRIPTI	VE TITLE						
23 24										
24										
26					<u></u>				_	
27										
28	OTHER									
29									_	
	Client Actvitie				\$1,400		\$2,800	\$2,80		\$7,000
	Client Hygien	e Kits			\$1,305		\$1,305	\$1,30	5	\$3,915
32 33		· ··			Ŧ			<u> </u>		
33	-									
	TOTAL OPER	RATING EXP	ENSE		\$5,134		\$8,432	\$8,43	2	\$21,998
36										· · · · ·
	HSA #3									11/15/200
51	113A #3									

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		n Name: as Line 9 on HSA #1)					
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6			Program E	xpenditure De	tail		
8			-				
9				1			TOTAL
10	EQUI	PMENT	TERM	1/1/18-6/30/18	7/1/18-6/30/19	7/1/19-6/30/20	
11	No.	ITEM/DESCRIPT	ION				
12	 	Collapsable Mobile Tables and C	Chairs	\$4,200			\$4,200
13		Phone, Tablet		\$1,500			\$1,500
14							
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16							
17							
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19							AF 700
	TOTAL	EQUIPMENT COST		\$5,700			\$5,700
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				\$5,700			\$5,700
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33	HSA #4	·					11/15/2007

Date: 12/8/17	SITEC	SITE CHART - Appendix F	FY: 1/1/18-6/30/2018
AGENCY: Swords to Plowshares			の日本のないで、「日本日本」の
CONTRACT MAILING ADDRESS: 10	CONTRACT MAILING ADDRESS: 1060 Howard Street, San Francisco, CA 94103	Agency's web site: www.swords-to-plowshares.org	
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DIRECTOR: Michael Blecker		PHONE NO.: (415) 252-4787	
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Program:			
Community Service Program Flot	11DC/Site = 75		
SITES. Name of Site	Frontline Drop-in Center		
Address and Zip	1060 Howard Street, San		
Dhone Minmher	(415) 252-4787		
Frione Number Fax Number	(415) 558-8628		
Neighborhood	South of Market		
Supervisorial District No.	8		
Person in Charge:	Jacob Donelly		
Site Manager/Coordinator	LaJune Davis		
Additional Programs Offered at Site	Health & Social Services,		
	Supportive Housing, Legal		
	Services, Employment & Training		
	Services, Supprtive Services for		
	Veteran Families, Services for		
	Women Veterans, Institute for		
Days Open	×		
	X Thurs X Fri		
	Sat Sun		
Hours Open	9am to 4pm		
Hours of New Community Service	9am to 4pm		
Total number of Service Days	245		
DAAS Funded Meal Service (Yes/No)	No		
Number of Service Days Closed	15		
Davs Closed (list holidavs closed)	New Years Eve, New Years Day,		
	President's Day, MLK Day,		
	Memorial Day, Independence Day,		
	Labor Day, Thanksgiving Day,		
	Day after Thanksgiving, Veterans		
	Day, and Christmas Eve,		
	Christmas Day, 3 All-Staff		
ADA Accessible	X Yes No I		

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CONTRACT MAILING ADDRESS: 106	CONTRACT MAILING ADDRESS: 1060 Howard Street, San Francisco, CA 94103	Agency's web site: www.swords-to-plowshares.org	
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DIRECTOR: Michael Blecker		PHONE NO.: (415) 252-4787	
Program:			
Community Service Program Plint	11DC/Site = 150		
SITES: Name of Site	Frontline Drop-in Center		
Address and Zip	1060 Howard Street, San		
DI MT	rancisco. UA 241VJ		
Phone Number	(415) 558-8628		
Neighborhood	South of Market		
Supervisorial District No.	8		
Borron in Chorne.	Jacob Doneliv		
Site Manager/Coordinator	LaJune Davis		
Additional Programs Offered at Site	Health & Social Services,		
0	Supportive Housing, Legal		
	Services, Employment & Training		
	Services, Supprtive Services for		
	Veteran Families, Services for		
	Women Veterans, Institute for		
	Veteran Policy, Income Support		
Davs Open	X Mon X Tues X Wed		
	K Fri		
	Sat Sun		
Hours Open	9am to 4pm		
Hours of New Community Service Activity	y 9am to 4pm		
Programming (NCSAP)	245		
DAAS Funded Meal Service (Yes/No)	No.		
Numher of Service Days Closed	15		
Dave Closed (list holidays closed)	New Years Eve, New Years Day,		
	President's Day, MLK Day,		
	Memorial Day, Independence Day,		
	Labor Day, Thanksgiving Day,		
	Day after Thanksgiving, Veterans		
	Day, and Christmas Eve, Christmas Day 3 All-Staff		
ADA Accessible	X Yes No		

Date: 12/8/17	SIT	SITE CHART - Appendix F	FY: 7/1/19-6/30/2020
AGENCY: Swords to Plowsharcs			
CONTRACT MAILING ADDRESS: 10	CONTRACT MAILING ADDRESS: 1060 Howard Street, San Francisco, CA 94103	Agency's web site: www.swords-to-plowshares.org	
			·····································
DIRECTOR: Michael Blecker		PHONE NO.: (415) 252-4787	
Duranteen			
r rogram: Community Service Program Pilot			
Total Annual # of UDC = 150	UDC/Site = 150		
SITES: Name of Site	Frontline Drop-in Center		
Address and Zip	Francisco CA 94103		
Phone Number	(415) 252-4787		
Fax Number	(415) 558-8628		
Neighborhood	South of Market		
Supervisorial District No.	Toroch Domothy		
Person in Charge. Site Manager/Pourdinator	Jacov Doucury		
Additional Programs Offered at Site	Health & Social Services,		
	Supportive Housing, Legal		
	Services, Employment & Training		
	Services, Supprtive Services for		
	Veteran Families, Services for		
	Women Veterans, Institute for		
	Veteran Policy, Income Support		
Days Open	X Mon X Tues X Wed		
	$ \times $		
	Sun		
Hours Open	9am to 4pm		
Hours of New Community Service Activity			
Total number of Service Days	245		
DAAS Funded Meal Service (Yes/No)	No		
Number of Service Days Closed	15		
Days Closed (list holidays closed)	New Years Eve, New Years Day, President's Day, MLK Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Veterans		
	Day, and Christmas Eve, Christmas Day, 3 All-Staff		
ADA Accessible	X Yes No		