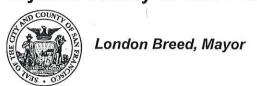
City and County of San Francisco



Human Services Agency

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

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

DATE:

FEBRUARY 15, 2019

SUBJECT:

NEW GRANTS: VARIOUS AGENCIES (NON-PROFIT) TO

PROVIDE INTERGENERATIONAL PROGRAMS FOR OLDER

ADULTS AND /OR ADULTS WITH DISABILITES

GRANT TERM:

1/1/19 - 6/30/21

GRANT AMOUNT:

New

Contingency

Total

\$1,587,175

\$158,717

\$1,745,892

ANNUAL AMOUNT:

FY 18-19

FY 19-20

FY 20-21

\$333,547

\$626,814

\$626,814

County

State

Contingency

Total

FUNDING:

\$1,587,175

Federal

\$1,745,892

PERCENTAGE:

100%

\$158,717

100%

The Department of Aging and Adult Services (DAAS) requests authorization to enter into new grant agreements with the proposed grantees listed below for the period of January 1, 2019 to June 30, 2021, in the amount of \$1,587,175 plus a 10% contingency for a total amount not to exceed \$1,745,892. The purpose of the grant is to provide intergenerational programming for older adults and/or adults with disabilities living in the City and County of San Francisco.

Grantee	Annual Amount	FY 18-21	Contingency	Not to Exceed
Bayview Hunters	(30)	0		
Point Multipurpose		V 0	*)	ï
Senior Services	\$93,742	\$230,435	\$23,043	\$253,478
Kimochi	\$101,244	\$267,110	\$26,711	\$293,821
LightHouse	\$29,390	\$73,475	\$7,348	\$80,823
Mission	5 1		. 10	
Neighborhood Center	\$42,021	\$135,732	\$13,573	\$149,305

NCPHS	\$150,000	\$375,000	\$37,500	\$412,500
Openhouse	\$210,417	\$505,423	\$50,542	\$555,965
Total	\$626,814	\$1,587,175	\$158,717	\$1,745,892

Background

City and County of San Francisco voters passed Proposition I on November 8, 2016. Proposition I established the Dignity Fund (Fund). The Dignity Fund is a guaranteed funding stream for programs and services that provide support for older adults and adults with disabilities. The Department of Aging and Adult Services (DAAS) administers the Dignity Fund. There is an Oversight and Advisory Committee (OAC) for the Fund. DAAS and the OAC are responsible for a fair and equitable allocation of the Fund. The administration of the Fund includes a planning process that began in FY 17/18 and repeats every fourth fiscal year. The planning process starts with a Community Needs Assessment (DFCNA). The findings from each DFCNA inform an allocation plan for the expenditure of the Fund. The Board of Supervisors approved the FY 17/18 DFCNA report in June of 2018.

The City Charter Amendment for the Fund requires the City to make an annual baseline contribution to the Fund and to increase the baseline contribution to the Fund in FY 17/18 through FY 26/27. In FY 18/19 the City added \$3 million dollars to its annual baseline contribution. Using the DFCNA as a guide and in consultation with the OAC, DAAS developed a FY 18/19 allocation plan for the expenditure of the additional \$3 million dollars and it included intergenerational programming.

The DFCNA highlighted the need to continue providing programming that creates opportunities for older adults and adults with disabilities to socialize, build community, and make valued contributions to their communities and the DFCNA revealed a demand for intergenerational programming to be a vehicle to expand these opportunities. In addition, the DFCNA identified social isolation as an equity factor. Intergenerational programs that foster intentional interaction and aim to build relationships like the programs presented below are also in alignment with a key priority for DAAS, which is to address equity factors in service delivery.

Services to be Provided

The grantees will provide intergenerational programming for older adults and adults with disabilities living in the City and County of San Francisco. The intergenerational programming will bring together a minimum of two different generations and at least one of the participating generations will be inclusive of the target population. The intergenerational programming offered by the grantees will consist of activities that are face to face, organized, and scheduled ongoing and consistently. The activities will support joint engagement and encourage relationship building between the participating generations that is mutually beneficial.

Please refer to attached Appendices A, B, and F for each Grantee for more detailed information regarding service objectives, outcome objectives, and budget.

Performance

These are new grants for each of the grantees and DAAS. There is no monitoring history specific for this program to report at this time. Each grantee is a current DAAS contractor and in compliance with performance and monitoring requirements for fiscal year 17/18 for other DAAS grants.

Selection

Grantees were selected through Request for Proposal #806, which was competitively bid in August 20, 2018.

Funding

Funding for these grants is provided by County General Funds.

ATTACHMENTS

Appendix A – Services to be Provided – Bayview Hunters Point Multipurpose Senior Services

Appendix B – Budget Summary – Bayview Hunters Point Multipurpose Senior Services

Appendix A – Services to be Provided – Kimochi

Appendix B - Budget Summary - Kimochi

Appendix A – Services to be Provided – Lighthouse

Appendix B - Budget Summary - Lighthouse

Appendix A – Services to be Provided – Mission Neighborhood Center

Appendix B – Budget Summary – Mission Neighborhood Center

Appendix A – Services to be Provided – NCPHS

Appendix B – Budget Summary – NCPHS

Appendix A – Services to be Provided – Openhouse

Appendix B - Budget Summary - Openhouse

APPENDIX A - SERVICES TO BE PROVIDED BY GRANTEE

BAYVIEW HUNTERS POINT MULTIPURPOSE SENIOR SERVICES

DIGNITY FUND

INTERGENERATIONAL PROGRAM

January 1, 2019 - June 30, 2021

I. Purpose of Grant

The purpose of this grant is to provide an intergenerational program for older adults and/or adults with disabilities living in the City and County of San Francisco. An intergenerational program will bring together older adults and/or adults with disabilities with another generation through regularly planned activities and joint engagement with a goal of fostering relationships that are mutually beneficial.

II. Definitions

Adult with a Disability	A person who is 18 to 59 years of age 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.
Communities of Color	Persons who identify with a race or ethnicity other than non-Hispanic White
Controller	Controller of the City and County of San Francisco or designated agent.
DAAS	Department of Aging and Adult Services
Dignity Fund (Fund)	The City and County of San Francisco, City Charter, Sections 16.128-1 through 16.128-12. DAAS will expend monies in the Fund 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.
Dignity Fund Community Needs Assessment (DFCNA)	A community needs assessment report required every four years by the City Charter Amendment for the Fund. The findings from each DFCNA inform an allocation plan for the expenditure of the Fund. The first DFCNA was completed in fiscal year 17-18
Disability	A condition attributable to mental, cognitive or physical

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	impairment, or a combination of mental, cognitive 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.
Fund	Dignity Fund
Generation	Individuals born and living at about the same time,
	regarded collectively.
Grantee	Bayview Hunters Point Multipurpose Senior Services
Intergenerational	A program that brings older adults and/or adults with
Program/Programming	disabilities together with another generation through
	regularly planned activities and joint engagement. The
	activities and engagement should be structured, ongoing,
	and jointly participated in by each of the generations
	involved.
LGBT/LGBTQ	An acronym/term used to refer to persons who self-identify
	as non-heterosexual and/or whose gender identity does not
	correspond to their birth sex. This includes, but is not
ļ	limited to, lesbian, gay, bisexual, transgender, genderqueer,
	and gender non-binary.
Low Income	Having income at or below 300% of the federal poverty
Low income	line defined by the federal Bureau of the Census and
	published annually by the U.S. Department of Health and
	Human Services. Used by consumers to self-identify their
	income status and is not used as a means test to qualify for
	the program.
OAC	Dignity Fund Oversight and Advisory Committee
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"
Senior	Person who is 60 years of age or older; used
	interchangeably with the "Older Adult"
SF-HSA	Human Services Agency of the City and County of San
	Francisco
SOGI	Sexual Orientation and Gender Identity; Ordinance No.
	159-16 amended the San Francisco Administrative Code to
	require City departments and contractors that provide
	health care and social services to seek to collect and
	analyze data concerning the sexual orientation and gender
	identity of the clients they serve (Chapter 104, Sections
Th It IICII A	104.1 through 104.9.)
Three Item UCLA	A scale that comprises three questions and measure three
Loneliness Scale	dimensions of loneliness.
	https://www.ncbi.nlm.nih.gov/pmc/articles/PMC2394670/

Unduplicated	An older adult or adult with a disability participating in the
Consumer (UDC)	Intergenerational Program provided by the Grantee and reflected in CA.GetCare through program enrollment.
Unit of Service	One hour of Intergenerational Programming

III. Target Population

This grant will serve older adults and/or adults with disabilities living in the City and County of San Francisco. Additional target priorities include members of a population with one or more of the following equity factors identified in the DFCNA.

- Social Isolation
- Low Income
- Limited or No English Speaking Proficiency
- Communities of Color
- Sexual Orientation and Gender Identity

IV. Eligibility for Program Enrollment

- 1. A resident of San Francisco, and
- 2. A person who is an older adult or an adult with a disability

V. Description of Services

- 1. Grantee will provide intergenerational programming that brings together a minimum of two different generations and at least one of the participating generations must be inclusive of the target population and eligible for program enrollment.
- 2. Grantee will delineate each participating generation including the birth year the generation begins and the birth year the generation ends. (e.g., Millennials are born in 1980 to 2000, Generation X are born in 1961 to 1981). While there is not strictly defined birth years among experts for any generation, the oldest and youngest person within a generation for this grant agreement must be within twenty (20) years of age. The grantee must document its delineation for each of the participating generations.
- 3. Grantee will promote its intergenerational program to the eligible participants through targeted outreach.
- 4. Grantee will promote programming in the community; this can be accomplished in a variety of ways and may include providing information at community organizations, congregate meal sites, health clinics, in newsletters/publications and social media when appropriate, and on the grantee's website(s).
- 5. Grantee will conduct outreach to individuals belonging to generations other than the target population to ensure that its intergenerational program brings together a minimum of two generations.

- 6. The intergenerational programming offered by the grantee will consist of activities and engagement that is structured, ongoing, and jointly participated in by each of the generations involved.
- 7. The intergenerational programming offered by the grantee will support relationship building between the participating generations.
- 8. The intergenerational programming offered by the grantee will create reciprocity between the participating generations.
- 9. The intergenerational programming offered by the grantee will consist of activities and interactions that are face to face.
- 10. Grantee will administer the Three Item UCLA Loneliness Scale questionnaire to all consumers enrolled in the intergenerational program and track consumers' scores as needed to report annual outcome objectives.
- 11. 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.
- 12. Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules.
- 13. Grantee will have policy and procedures that are compliant with local/city, state, and federal regulatory agencies, including the DAAS-OOA policy memoranda manual.
- 14. Grantee will ensure that units of service provided through this grant agreement are tracked and distinguishable.

VI. Location and Time of Services

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

VII. Service Objectives

On an annual basis, Grantee will meet the following service objectives:

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

TABLE A	4			
Service Objective Summary Table	*FY 2018-2019	FY 2019- 2020	FY 2020- 2021	Total – 3 years
Number of Unduplicated Consumers	50	150	150	350
Number of Intergenerational Programming Hours	228	602	602	1432
*Year One, FY 2018-2019	, is 6 month	s only		

VIII. Outcome Objectives

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

- 1. At least 65% of the surveyed consumers will report that participating in the intergenerational program has helped them to develop new relationships or friendships.*
- 2. At least 60% of the surveyed consumers will report that participating in the intergenerational program has helped them to feel that they are valued community members by providing opportunities to communicate knowledge, utilize skills, share stories, etc.*
- 3. At least 50% of the consumers who screen as "lonely" using the Three Question UCLA Loneliness Scale will report a reduction in loneliness as evidence by a decrease in their loneliness score when comparing at least two questionnaires taken in a fiscal year.
 - *Based on a survey created by the grantee with input from DAAS and a sample size of at least 60% of the enrolled unduplicated consumer.

IX. Reporting Requirements

- 1. Grantee will provide a monthly report of activities as described in Section V. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
- 2. Grantee will enroll eligible 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 units of service provided during the month.
- 5. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VII and VIII, 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 Grantee will submit the report to SF-HSA through CARBON system no later than July 31 each grant 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 SF-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 SF-HSA and/or DAAS.

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

tahir.shaikh@sfgov.org
Contract Manager, Office of Contract Management
Or
tiffany.kearney@sfgov.org
Dignity Fund Program Analyst
Department of Aging and Adult Services

X. Monitoring Activities

- 1. 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 V, VI, VII, VIII and XI.
- 2. <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.

Date: 9/16/18	and the second s	SITE CHART - Intergenerational Program	generational Program		FY: 1/1/2019-6/30/2019
AGENCY: Bayview Hunters Point Multipurpose Senior Services	Itipurpose Senior Services			Appendix F	
CONTRACT MAILING ADDRESS: 1753 Carroll St., San Francisco, CA 94124	753 Carroll St., San Francisco, CA 941	124	Agency's web site: https://bhpmss.org/		
DIRECTOR: Cathy Davis, MSW,			PHONE NO.: 415-822-1444		
Executive Director					
Program:					
Community Service Program Pilot					
Total Annual # of UDC = 50	UDC/Site = 50				
<u>SITES</u> : Name of Site	Dr. George Davis Senior Center				
Address and Zip	1753 Carroll St. San Francisco, CA 94124				
Phone Number	415-822-1444				
Fax Number	415-822-5327				
Neighborhood	Bavview Hunters Point				
Supervisorial District No.	10				
Person in Charge:	Linda Mack-Burch, Director				- MARKET TO THE TOTAL THE TOTAL TO THE TOTAL THE TOTAL TO THE TOTAL TH
Site Manager/Coordinator	TBD				
Additional Programs Offered at Site	Always Active, Arts & Crafts,				
	Brown Bag, Computer Classes,				
	Growing Exercise Chair				
	Music Events Trips Special				
	Events, ADRC site, Cong Meals				
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	Sun				
Hours Open	9:00a.m 5:00p.m., M-W-F				
Hours of New Community Service	9:00a.m 5:00p.m., M-F				
Activity Programming (NCSAP)	5:00p.m 8:00 p.m., T.W. Ih 10:00s m 11:00s m. Sat				
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Total number of Service Days	150				A THE STREET OF
DAAS Funded Meal Service (Yes/No)	Yes				Library 1
Number of Service Days Closed	10				
	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				
					Annual Market Control of the Control
ADA Accessible	X Yes No				

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2				Document Date:	9/16/2018
3	HUMAN SERVICES AGE	NCY BUDGET S	UMMARY		
4		BY PROGR	AM		•
5	Name		·	Term 1/1/19	- 6/30/21
6	Bayview Senior Services				
7	(Check One) New 🔽 Renewal	Modification			
8	If modification, Effective Date of Mod.	No. of Mod.	····		
9	Program: Intergenerational Programs				
10	Budget Reference Page No.(s)				Total
	Program Term	1/1/19-6/30/19	7/1/19-6/30/20	7/1/20-6/30/21	1/1/2019-6/30/2021
12	Expenditures				
13	Salaries & Benefits	\$31,949	\$63,898	\$63,898	\$159,745
14	Operating Expense	\$6,400	\$19,800	\$19,800	\$46,000
	Subtotal	\$38,349	\$83,698	\$83,698	\$205,745
16	Indirect Percentage (12%)	12%	12%	12%	12%
	Indirect Cost (Line 16 X Line 15)	\$4,602	\$10,044	\$10,044	\$24,690
	Capital Expenditure	\$0	\$0	\$0	\$0
19	Total Expenditures	\$42,951	\$93,742	\$93,742	\$230,435
20	HSA Revenues				
21	General Fund	\$42,951	\$93,742	\$93,742	\$230,435
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29	TOTAL HSA REVENUES	\$42,951	\$93,742	\$93,742	\$230,435
30	Other Revenues				
31					
32					
33					
34					
36	Total Revenues	\$42,951	\$93,742	\$93,742	\$230,435
37	Full Time Equivalent (FTE)	1	1	1	
39	Prepared by:		Telephone No.:		Date
40	HSA-CO Review Signature:				
41	HSA #1				11/15/2007
_TI	111971 113				11/10/2007

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3							Document Date:	9/16/2018	
4	Program Name: Intergenerational								
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9									
10						1/1/19-6/30/19	7/1/19-6/30/20	7/1/20-6/30/21	1/1/2019-6/30/2021
11		Agency	otals	For HSA	N Program	For DHS Program	For DHS Program	For DHS Program	TOTAL
		Annual Full TimeSalary	Total %		Adjusted				
12	POSITION TITLE	for FTE	FTE	% FTE	FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	
13	Intergenerational Program Coord	\$49,920	100%	100%	100%	\$24,960	\$49,920	\$49,920	\$124,800
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30		\$49,920	1.00	1,00	1,00	\$24,960	\$49,920	\$49,920	\$124,800
32		28%				ı	1		
33		\$13,977				\$6,989	\$13,978	\$13,978	\$34,945
34 35									
	TOTAL SALARIES & BENEFITS	\$63,897				\$31,949	\$63,898	\$63,898	\$159,745
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3								Document Date	. 9/10/2010
4	Program Nam	ne: Intergeneraional						•	
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6 7				One	ating Expen	se Det	ail		
8				Opo.	ating Expon	00 500	w.,		
9		•							
10 11									TOTAL
	Expenditure C	Category		TERM	1/1/19-6/30/19	7/1	/19-6/30/20	7/1/20-6/30/21	
13	Rental of Prop	perty							
14	Utilities(Elec,	Water, Gas, Phone,	Scavenger)					-	
15	Office Supplie	es, Postage							
16	Building Main	tenance Supplies and	d Repair						
17	Printing and F	Reproduction							
18	Insurance							***************************************	
19	Staff Training								
20	Staff Travel-(I	Local & Out of Town)	ı						
21	Rental of Equ	ipment						•	
22	CONSULTANT/S	SUBCONTRACTOR DESC	CRIPTIVE TITLE						
		aciltators: \$100 each							
23	FY 19/20 & 20	onths in FY 18/19; and 0/21	a 12 months in		\$3,000		\$7,200	\$7,200	\$17,400
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25									
26 27						- —			
	OTHER								
	•	plies - \$250/mo (~4 i	mo & 12 mo)		\$1,000		\$3,000	\$3,000	\$7,000
		n Cost - \$800/mo (~3		- ·	\$2,400		\$9,600	\$9,600	
31									
32									
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m	TOTAL OPER	RATING EXPENSE			\$6,400		\$19,800	\$19,800	\$46,00
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APPENDIX A - SERVICES TO BE PROVIDED BY GRANTEE

KIMOCHI INC.

DIGNITY FUND

INTERGENERATIONAL PROGRAM

January 1, 2019 - June 30, 2021

I. Purpose of Grant

The purpose of this grant is to provide an intergenerational program for older adults and/or adults with disabilities living in the City and County of San Francisco. An intergenerational program will bring together older adults and/or adults with disabilities with another generation through regularly planned activities and joint engagement with a goal of fostering relationships that are mutually beneficial.

II. Definitions

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	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.
Communities of Color	Persons who identify with a race or ethnicity other than
	non-Hispanic White
Controller	Controller of the City and County of San Francisco or
·	designated agent.
DAAS	Department of Aging and Adult Services
Dignity Fund (Fund)	The City and County of San Francisco, City Charter,
	Sections 16.128-1 through 16.128-12. DAAS will expend
	monies in the Fund 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.
Dignity Fund	A community needs assessment report required every four
Community Needs	years by the City Charter Amendment for the Fund. The
Assessment (DFCNA)	findings from each DFCNA inform an allocation plan for
	the expenditure of the Fund. The first DFCNA was
	completed in fiscal year 17-18
Disability	A condition attributable to mental, cognitive or physical

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	impairment, or a combination of mental, cognitive 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.
Fund	Dignity Fund
Generation	Individuals born and living at about the same time, regarded collectively.
Grantee	Kimochi Inc.
Intergenerational Program/Programming	A program that brings older adults and/or adults with disabilities together with another generation through regularly planned activities and joint engagement. The activities and engagement should be structured, ongoing, and jointly participated in by each of the generations involved.
LGBT/LGBTQ	An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not
	correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Low Income	Having income at or below 300% of the federal poverty line defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Used by consumers to self-identify their income status and is not used as a means test to qualify for the program.
OAC	Dignity Fund Oversight and Advisory Committee
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"
Senior	Person who is 60 years of age or older; used interchangeably with the "Older Adult"
SF-HSA	Human Services Agency of the City and County of San Francisco
SOGI	Sexual Orientation and Gender Identity; Ordinance No. 159-16 amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (Chapter 104, Sections 104.1 through 104.9.)
Three Item UCLA Loneliness Scale	A scale that comprises three questions and measure three dimensions of loneliness. https://www.ncbi.nlm.nih.gov/pmc/articles/PMC2394670/

Unduplicated Consumer (UDC)	An older adult or adult with a disability participating in the Intergenerational Program provided by the Grantee and
	reflected in CA.GetCare through program enrollment.
Unit of Service	One hour of Intergenerational Programming

III. Target Population

This grant will serve older adults and/or adults with disabilities living in the City and County of San Francisco. Additional target priorities include members of a population with one or more of the following equity factors identified in the DFCNA.

- Social Isolation
- Low Income
- Limited or No English Speaking Proficiency
- Communities of Color
- Sexual Orientation and Gender Identity

IV. Eligibility for Program Enrollment

- 1. A resident of San Francisco, and
- 2. A person who is an older adult or an adult with a disability

V. Description of Services

- 1. Grantee will provide intergenerational programming that brings together a minimum of two different generations and at least one of the participating generations must be inclusive of the target population and eligible for program enrollment.
- 2. Grantee will delineate each participating generation including the birth year the generation begins and the birth year the generation ends. (e.g., Millennials are born in 1980 to 2000, Generation X are born in 1961 to 1981). While there is not strictly defined birth years among experts for any generation, the oldest and youngest person within a generation for this grant agreement must be within twenty (20) years of age. The grantee must document its delineation for each of the participating generations.
- 3. Grantee will promote its intergenerational program to the eligible participants through targeted outreach.
- 4. Grantee will promote programming in the community; this can be accomplished in a variety of ways and may include providing information at community organizations, congregate meal sites, health clinics, in newsletters/publications and social media when appropriate, and on the grantee's website(s).
- 5. Grantee will conduct outreach to individuals belonging to generations other than the target population to ensure that its intergenerational program brings together a minimum of two generations.

- 6. The intergenerational programming offered by the grantee will consist of activities and engagement that is structured, ongoing, and jointly participated in by each of the generations involved.
- 7. The intergenerational programming offered by the grantee will support relationship building between the participating generations.
- 8. The intergenerational programming offered by the grantee will create reciprocity between the participating generations.
- 9. The intergenerational programming offered by the grantee will consist of activities and interactions that are face to face.
- 10. Grantee will administer the Three Item UCLA Loneliness Scale questionnaire to all consumers enrolled in the intergenerational program and track consumers' scores as needed to report annual outcome objectives.
- 11. 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.
- 12. Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules.
- 13. Grantee will have policy and procedures that are compliant with local/city, state, and federal regulatory agencies, including the DAAS-OOA policy memoranda manual.
- 14. Grantee will ensure that units of service provided through this grant agreement are tracked and distinguishable.

VI. Location and Time of Services

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

VII. Service Objectives

On an annual basis, Grantee will meet the following service objectives:

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

TABLE A						
Service Objective Summary Table	*FY		FY 2020-	l i		
	2018-2019	2020	2021	3 years		
Number of Unduplicated Consumers	50	200	200	450		
Number of Intergenerational Programming Hours	142	570	570	1282		
*Year One, FY 2018-2019, is 6 months only						

VIII. Outcome Objectives

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

- 1. At least 65% of the surveyed consumers will report that participating in the intergenerational program has helped them to develop new relationships or friendships.*
- 2. At least 60% of the surveyed consumers will report that participating in the intergenerational program has helped them to feel that they are valued community members by providing opportunities to communicate knowledge, utilize skills, share stories, etc.*
- 3. At least 50% of the consumers who screen as "lonely" using the Three Question UCLA Loneliness Scale will report a reduction in loneliness as evidence by a decrease in their loneliness score when comparing at least two questionnaires taken in a fiscal year.
 - *Based on a survey created by the grantee with input from DAAS and a sample size of at least 60% of the enrolled unduplicated consumer.

IX. Reporting Requirements

- 1. Grantee will provide a monthly report of activities as described in Section V. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
- 2. Grantee will enroll eligible 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 units of service provided during the month.
- 5. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VII and VIII, 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 Grantee will submit the report to SF-HSA through CARBON system no later than July 31 each grant 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 SF-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 SF-HSA and/or DAAS.

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

tahir.shaikh@sfgov.org
Contract Manager, Office of Contract Management
Or
tiffany.kearney@sfgov.org
Dignity Fund Program Analyst
Department of Aging and Adult Services

X. Monitoring Activities

- 1. 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 V, VI, VII, VIII and XI.
- 2. <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.

Date: 9/18/18	THE PROPERTY OF THE PROPERTY O	SITE CHAR	SITE CHART Appendix F	FY: 2018-2019	
AGENCY: KIMOCHI INC.					
CONTRACT MAILING ADDRESS: 1715 BUCHANAN STREET SF, CA 94115	715 BUCHANAN STREET SF, C	A 94115	Agency's web site: https://www.kimochi-inc.org/		11/2
DIRECTOR: STEVE ISHII			PHONE NO.: (415)931-2294		
				The state of the s	
Program: Kimochi CARE Program					
Total Annual # of UDC = 50					
SITES: Name of Site	KIMOCHI ADMINISTRATION	KIMOCHI LOUNGE	KIMOCHI SENIOR CENTER	JCYC CHIBI CHAN PRESCHOOL	***************************************
Address and Zip	1715 BUCHANAN STREET SF, CA 94115	1581 WEBSTER STREET #202 SF, CA 94115	1840 SUTTER STREET SF, CA 94115	2507 PINE STREET SF, CA 94115	
Phone Number	(415) 931-2294	(415) 563-5626	(415)931-2287	(415) 351-0955	
Fax Number	(415) 931-2299	(415) 931-2299	(415)931-2299	(415) 351-0950	
Neighborhood	WESTERN ADDITION	WESTERN ADDITION	WESTERN ADDITION	WESTERN ADDITION	
Supervisorial District No.	5	5	5	5	
Person in Charge:	STEVE ISHII	SHAWNE O'CONNELL	KAI FUKUMITSU	JENNIFER YIP	
Site Manager/Coordinator	STEVE ISHII	SHAWNE O'CONNELL	KAI FUKUMITSU	JENNIFER YIP	
Additional Programs Offered at Site	COMMTY SERVICE, FCSP, CM	COMMUNITY SERVICE	CI, C2, COMMUNITY SERVICES, TRANSPORTATION		
Days Open	X Mon X Tues X Wed	X Mon X Tues X Wed	Mon Tues X Wed	X Mon X Tues X Wed	
To a second seco	X Thurs X Fri	X Thurs X Fri	Thurs X Fri	X Thurs X Fri	
	Sat Sun	X Sat X Sun	Sat Sun	Sat Sun	
Hours Open	9:00 a.m. — 5:00 p.m.	Sun-Mon 11:00 a.m5:00 p.m., Tue-Sat 4:00 p.m 7:00 p.m.	2:00 p.m 4:00 p.m.	2:30 р.т 5:00 р.т.	
Total number of Service Days	249	354	104	249	
DAAS Funded Meal Service (Yes/No)	ON	NO	YES	ON	
Number of Service Days Closed	13	11	11	11	
Days Closed (list holidays closed)	Agency Holidays: New Year's Day, Indigineous Peoples day,	Agency Holidays: New Year's Day, Indigineous Peoples day,	Agency Holidays: New Year's Day, Indigineous Peoples day,	Agency Holidays: New Year's Day, Indigineous Peoples day,	
	President's Day, Memorial Day,	President's Day, Memorial Day,	President's Day, Memorial Day,	President's Day, Memorial Day,	
	Labor Day, Independence Day,	Labor Day, Independence Day,	Labor Day, Independence Day,	Labor Day, independence Day,	
	MLK Day, Veteran's Day,	MLK Day, Veteran's Day,	MLK Day, Veteran's Day,	MLK Day, Veteran's Day,	
	Thanksgiving and day after, Christmas Day	Thanksgiving and day after, Christmas Day	Thanksgiving and day after, Christmas Day	Thanksgiving and day after, Christmas Day	
ADA Accessible	X Yes No	X Yes No	X Yes No	X Yes No	

Appendix B, Page 1 Document Date: 12/18/2018

HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM

		i i		
Name			Term	
KIMOCHI, INC.			FY2018-2021	
(Check One) New X Renewal	Modification			
If modification, Effective Date of Mod.	No. of Mod.			
Program: Intergenrational Program				
Budget Reference Page No.(s)				Total
Program Term	1/1/19-6/30/19	7/1/19-6/30/20	7/1/20-6/30/21	1/1/19-6/30/21
Expenditures				
Salaries & Benefits	\$27,035	\$54,070	\$54,070	\$135,175
Operating Expense	\$18,941	\$33,969	\$33,969	\$86,879
Subtotal	\$45,976	\$88,039	\$88,039	\$222,054
Indirect Percentage (%)	15%	15%	15%	15%
Indirect Cost (Line 16 X Line 15)	\$6,896	\$13,205	\$13,205	\$33,306
Capital Expenditure	\$11,750	\$0	\$0	\$11,750
Total Expenditures	\$64,622	\$101,244	\$101,244	\$267,110
HSA Revenues				
General Fund	\$64,622	\$101,244	\$101,244	\$267,110
		·		***************************************
TOTAL HSA REVENUES	\$64,622	\$101,244	\$101,244	\$267,110
Other Revenues	\$04,022	\$101,244	\$101,Z44	φ207,11U
Other Revenues				
		-		
Total Revenues	\$64,622	\$101,244	\$101,244	\$267,110
Full Time Equivalent (FTE)	1	1	1	
Prepared by: Rod Valdepenas		Telephone No.: 415	5-931-2294	Date: 12/18/2018
HSA-CO Review Signature:				
 HSA #1				11/15/2007

Program Name: Intergenrational (Same as Line 9 on HSA #1)

Appendix B, Page 2 Document Date: 12/18/2018

Salaries & Benefits Detail

					1/1/19-6/30/19	7/1/19-6/30/20	7/1/20-6/30/21	1/1/19-6/30/21
	Agency 1	otals	For HS/	\ Program	For DHS Program	For DHS Program	For DHS Program	TOTAL
POSITION TITLE	Annual Full TimeSalary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	
CARE Program Specialist	\$40,000	100%	100%	100%	\$20,000	\$40,000	\$40,000	\$100,000
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		,						
		~~~~~						
TOTALS	\$40,000	1.00	1.00	1.00	\$20,000	\$40,000	\$40,000	\$100,000
FRINGE BENEFIT RATE	35%		-					
EMPLOYEE FRINGE BENEFITS	\$14,000				\$7,035	\$14,070	\$14,070	\$35,175
TOTAL SALARIES & BENEFITS	\$54,000				\$27,035	\$54,070	\$54,070	\$135,175
HSA #2							***************************************	11/15/2007

Appendix B, Page 3 Document Date: 12/18/2018

Program Name: Intergenrational (Same as Line 9 on HSA #1)

# **Operating Expense Detail**

Expenditure Category	TERM <u>1/1/19-6/30/19</u>	7/1/19-6/30/20	7/1/20-6/30/21	TOTAL 1/1/19-6/30/21
Rental of Property		•		
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$4,350	\$8,700	\$8,700	\$21,750
Office Supplies, Postage	\$1,916	\$1,000	\$1,000	\$3,916
Building Maintenance Supplies and Repair	\$0	<u>\$0</u>	\$0_	\$0
Printing and Reproduction	\$1,300	\$1,519	\$1,519	\$4,338
Insurance	<u>\$0</u>	\$0	\$0_	\$0
Staff Training	\$725	\$1,450	\$1,450	\$3,625
Staff Travel-(Local & Out of Town)	\$650	\$1,300	\$1,300	\$3,250
Rental of Equipment				
CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE Japanese Community Youth Council (JCYC) - travel, supplies, and stipends	\$10,000	\$20,000	\$20,000	\$50,000
OTHER				
TOTAL OPERATING EXPENSE	\$18,941	\$33,969	\$33,969	\$86,879
HSA #3				11/15/2007

Appendix B, Page 4 Document Date: 12/18/2018

Program Name: Intergenrational (Same as Line 9 on HSA #1)

## **Program Expenditure Detail**

		10graili E	zypena	iituie De	an		
							TOTAL
EQUI	PMENT	TERM	1/1/1	9-6/30/19	7/1/19-6/30/20	7/1/20-6/30/21	
No.	ITEM/DESCRIPTION					-	
15	IPads		\$	6,000			6,000
5	Cameras		\$	1,250			1,250
3	Laptops		\$	4,500			4,500
							0
							0
							0
							0
							0
TOTAL	EQUIPMENT COST		\$	11,750			11,750
	IODELING						
Descrip	ouon:						
TOTAL	REMODELING COST						
	CAPITAL EXPENDITURE ment and Remodeling Cost)		\$	11,750			11,750
HSA #4							11/15/2007
				···			

Appendix B, Page 1 Document Date: 12/18/2018

# HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM

Name		İ	Term	
Kimochi (Subcontractor Japanese Communit	y Youth Council)		FY2018-2021	
(Check One) New X Renewal				
If modification, Effective Date of Mod.	No. of Mod.			
in modification, Effective Date of Mod.	NO. OF MOQ.	I	1	
Program: Intergenerational Programs				
Budget Reference Page No.(s)				Total
Program Term	1/1/19-6/30/19	7/1/19-6/30/20	7/1/20-6/30/21	1/1/19-6/30/21
Expenditures				
Salaries & Benefits	\$4,440	\$12,642	\$12,642	\$29,724
Operating Expense	\$4,256	\$4,750	\$4,750	\$13,756
Subtotal	\$8,696	\$17,392	\$17,392	\$43,480
Indirect Percentage (%)	15%	15%	15%	15%
Indirect Cost (Line 16 X Line 15)	\$1,304	\$2,607.78	\$2,607.78	\$6,520
Capital Expenditure	\$0	\$0	\$0	\$0
Total Expenditures	\$10,000	\$20,000	\$20,000	\$50,000
HSA Revenues			5	
Subaward from Kimochi, Inc.	\$10,000	\$20,000	\$20,000	\$50,000
TOTAL HSA REVENUES	\$10,000	\$20,000	\$20,000	\$50,000
Other Revenues	1.4144		, ,	
Total Revenues	\$10,000	\$20,000	\$20,000	\$50,000
Full Time Equivalent (FTE)	***************************************	WILLIAM TO PROTECT OF THE PROTECT OF		
Prepared by: Erika Tamura & Shana Kanzal	ķi	Telephone No.: 415	5.563.8052	Date: 01/29/2019
HSA-CO Review Signature:		жината т		
HSA #1				11/15/2007

Appendix B, Page 2 Document Date: 12/18/2018

### Salaries & Benefits Detail

					1/1/19-6/30/19	7/1/19-6/30/20	7/1/20-6/30/21	1/1/19-6/30/21
	Agency T	otals	For HS/	A Program		For DHS Program		TOTAL
POSITION TITLE	Annual Full TimeSalary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	Budgeled Salary	Budgeted Salary	
Program Director of Youth Development	\$88,000	100%	6.5%	0.065		\$5,694	\$5,694	\$13,389
Director of Child Development Programs	\$88,000	100%	6.5%	0,065	\$2,000	\$5,694	\$5,694	\$13,389
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TOTALS	\$176,000	2.00	0.13	0,13	\$4,000	\$11,389	\$11,389	\$26,778
FRINGE BENEFIT RATE	11%	ļ						
EMPLOYEE FRINGE BENEFITS	\$19,360	1			\$440	\$1,253	\$1,253	\$2,946
TOTAL SALARIES & BENEFITS	\$195,360				\$4,440	\$12,642	\$12,642	\$29,724
HSA #2								11/15/2007

Appendix B, Page 3 Document Date: 12/18/2018

Program
Name:
Intergeneration
al Programs
(Same as Line 9 on HSA #1)

# **Operating Expense Detail**

Expenditure Category	TERM 1/1/19-6/30/19	7/1/19-6/30/20	7/1/20-6/30/21	TOTAL 1/1/19-6/30/21
Rental of Property				
Utilities(Elec, Water, Gas, Phone, Scavenge	er)	•	•	
Office Supplies, Postage		\$250	\$250	\$500
Building Maintenance Supplies and Repair				
Printing and Reproduction		\$500	\$500	\$1,000
Insurance				
Staff Training	\$1,670			\$1,670
Staff Travel-(Local & Out of Town)	\$2,586			\$2,586
Rental of Equipment	· · ·			
CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TI	TLE			
	_			
OTHER				
Youth Tech Support Stipend		\$4,000	\$4,000	\$8,000
				·
TOTAL OPERATING EXPENSE	\$4,256	\$4,750	\$4,750	\$13,756
HSA #3				11/15/2007

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

### LIGHTHOUSE FOR THE BLIND AND VISUALLY IMPAIRED

#### **DIGNITY FUND**

#### INTERGENERATIONAL PROGRAM

January 1, 2019 – June 30, 2021

# I. Purpose of Grant

The purpose of this grant is to provide an intergenerational program for older adults and/or adults with disabilities living in the City and County of San Francisco. An intergenerational program will bring together older adults and/or adults with disabilities with another generation through regularly planned activities and joint engagement with a goal of fostering relationships that are mutually beneficial.

#### II. Definitions

Adult with a Disability	A person who is 18 to 59 years of age 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.
Communities of Color	Persons who identify with a race or ethnicity other than non-Hispanic White
Controller	Controller of the City and County of San Francisco or designated agent.
DAAS	Department of Aging and Adult Services
Dignity Fund (Fund)	The City and County of San Francisco, City Charter, Sections 16.128-1 through 16.128-12. DAAS will expend monies in the Fund 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.
Dignity Fund	A community needs assessment report required every four
Community Needs	years by the City Charter Amendment for the Fund. The
Assessment (DFCNA)	findings from each DFCNA inform an allocation plan for the expenditure of the Fund. The first DFCNA was completed in fiscal year 17-18
Disability	A condition attributable to mental, cognitive or physical

	1
	impairment, or a combination of mental, cognitive 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.
Fund	Dignity Fund
Generation	Individuals born and living at about the same time,
	regarded collectively.
Grantee	Lighthouse for the Blind and Visually Impaired
Intergenerational	A program that brings older adults and/or adults with
Program/Programming	disabilities together with another generation through regularly planned activities and joint engagement. The activities and engagement should be structured, ongoing, and jointly participated in by each of the generations involved.
LGBT/LGBTQ	An acronym/term used to refer to persons who self-identify
	as non-heterosexual and/or whose gender identity does not
	1
	correspond to their birth sex. This includes, but is not
	limited to, lesbian, gay, bisexual, transgender, genderqueer,
	and gender non-binary.
Low Income	Having income at or below 300% of the federal poverty
•	line defined by the federal Bureau of the Census and
	published annually by the U.S. Department of Health and
	Human Services. Used by consumers to self-identify their
	income status and is not used as a means test to qualify for
	the program.
OAC	Dignity Fund Oversight and Advisory Committee
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"
Senior	Person who is 60 years of age or older; used
COMO	interchangeably with the "Older Adult"
SF-HSA	Human Services Agency of the City and County of San
01-11047	Francisco
SOGI	Sexual Orientation and Gender Identity; Ordinance No.
5001	159-16 amended the San Francisco Administrative Code to
	require City departments and contractors that provide
	health care and social services to seek to collect and
	analyze data concerning the sexual orientation and gender
	identity of the clients they serve (Chapter 104, Sections
	104.1 through 104.9.)
Three Item UCLA	A scale that comprises three questions and measure three
Loneliness Scale	dimensions of loneliness.
	difficitototo or rottorittoso.
	https://www.ncbi.nlm.nih.gov/pmc/articles/PMC2394670/

Unduplicated Consumer (UDC)	An older adult or adult with a disability participating in the Intergenerational Program provided by the Grantee and					
Consumer (ODC)	reflected in CA.GetCare through program enrollment.					
Unit of Service	One hour of Intergenerational Programming					

## III. Target Population

This grant will serve older adults and/or adults with disabilities living in the City and County of San Francisco. Additional target priorities include members of a population with one or more of the following equity factors identified in the DFCNA.

- Social Isolation
- Low Income
- Limited or No English Speaking Proficiency
- Communities of Color
- Sexual Orientation and Gender Identity

# IV. Eligibility for Program Enrollment

- 1. A resident of San Francisco, and
- 2. A person who is an older adult or an adult with a disability

## V. Description of Services

- 1. Grantee will provide intergenerational programming that brings together a minimum of two different generations and at least one of the participating generations must be inclusive of the target population and eligible for program enrollment.
- 2. Grantee will delineate each participating generation including the birth year the generation begins and the birth year the generation ends. (e.g., Millennials are born in 1980 to 2000, Generation X are born in 1961 to 1981). While there is not strictly defined birth years among experts for any generation, the oldest and youngest person within a generation for this grant agreement must be within twenty (20) years of age. The grantee must document its delineation for each of the participating generations.
- 3. Grantee will promote its intergenerational program to the eligible participants through targeted outreach.
- 4. Grantee will promote programming in the community; this can be accomplished in a variety of ways and may include providing information at community organizations, congregate meal sites, health clinics, in newsletters/publications and social media when appropriate, and on the grantee's website(s).
- 5. Grantee will conduct outreach to individuals belonging to generations other than the target population to ensure that its intergenerational program brings together a minimum of two generations.

- 6. The intergenerational programming offered by the grantee will consist of activities and engagement that is structured, ongoing, and jointly participated in by each of the generations involved.
- 7. The intergenerational programming offered by the grantee will support relationship building between the participating generations.
- 8. The intergenerational programming offered by the grantee will create reciprocity between the participating generations.
- 9. The intergenerational programming offered by the grantee will consist of activities and interactions that are face to face.
- 10. Grantee will administer the Three Item UCLA Loneliness Scale questionnaire to all consumers enrolled in the intergenerational program and track consumers' scores as needed to report annual outcome objectives.
- 11. 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.
- 12. Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules.
- 13. Grantee will have policy and procedures that are compliant with local/city, state, and federal regulatory agencies, including the DAAS-OOA policy memoranda manual.
- 14. Grantee will ensure that units of service provided through this grant agreement are tracked and distinguishable.

#### VI. Location and Time of Services

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

### VII. Service Objectives

On an annual basis, Grantee will meet the following service objectives:

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

TABLE A								
Service Objective Summary Table	*FY	FY 2019-	FY 2020-	Total –				
-	2018-2019	2020	2021	3 years				
Number of Unduplicated Consumers	20	45	45	110				
Number of Intergenerational Programming Hours 15 40 40 95								
*Year One, FY 2018-2019, is 6 months only								

## VIII. Outcome Objectives

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

- 1. At least 65% of the surveyed consumers will report that participating in the intergenerational program has helped them to develop new relationships or friendships.*
- 2. At least 60% of the surveyed consumers will report that participating in the intergenerational program has helped them to feel that they are valued community members by providing opportunities to communicate knowledge, utilize skills, share stories, etc.*
- 3. At least 50% of the consumers who screen as "lonely" using the Three Question UCLA Loneliness Scale will report a reduction in loneliness as evidence by a decrease in their loneliness score when comparing at least two questionnaires taken in a fiscal year.

*Based on a survey created by the grantee with input from DAAS and a sample size of at least 60% of the enrolled unduplicated consumer.

## IX. Reporting Requirements

- 1. Grantee will provide a monthly report of activities as described in Section V. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
- 2. Grantee will enroll eligible 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 units of service provided during the month.
- 5. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VII and VIII, 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 Grantee will submit the report to SF-HSA through CARBON system no later than July 31 each grant 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 SF-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 SF-HSA and/or DAAS.

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

tahir.shaikh@sfgov.org
Contract Manager, Office of Contract Management
Or
tiffany.kearney@sfgov.org
Dignity Fund Program Analyst
Department of Aging and Adult Services

# X. Monitoring Activities

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

Date: 1/15/10	SITE CHART - Inte	SITE CHART - Intergenerational Program	FY: 1/1/2019-6/30/2019
AGENCY: Lighthouse for the Blind and Visually Impaired		Appendix F	
CONTRACT MAILING ADDRESS: 1155 Market Street, 10th Fl., 94103	155 Market Street, 10th Fl., 94103	Agency's web site:	
		i gwie-senomign	
CEO: Bryan Bashin		PHONE NO.: 415-431-1481	
Program: Intercenerational Procram			
Total Annual # of UDC = 20	UDC/Site = 20		
SITES: Name of Site	Lighthouse for the Blind and Visually Impaired		
Address and Zip	1155 Market Street, 10th Floor, 94103		To the state of th
Phone Number	415-431-1481		
Fax Number	415-863-7568		
Neighborhood	Mid Market		
Supervisorial District No.	9		
Site Director	Scott Blanks		
	Senior Director of Flograms		
Additional Programs Offered at Site	Community Services, 1ech		
	Counseling, Braille, White Cane		
	Mobility, Youth Enrichment		
Days Open	X Mon X Tues X Wed		
	X Thurs X Fri	Transmission of the control of the c	
	X Sat Sun		
Hours Open	8:00 a.m 6:00 p.m.	- Company - Comp	
Total number of Service Days	296		
DAAS Funded Meal Service (Yes/No)	ON.		
Number of Service Days Closed	69		
Days Closed (list holidays closed)	New Year's Day, Martin Luther		
	King Jr., President's Day,		
	Memorial Day, Independence Day,		
	Labor Day, Inanksgiving Day,		
	31st, Fifth Saturdays		ALL PROPERTY OF THE PROPERTY O
ADA Accessible	X Yes No		

	Α	В	С	D	E				
1				Appendix B, Page					
2	Document Date: 12/18/2018								
3	HUMAN SERVICES AGENCY BUDGET SUMMARY								
4	BY PROGRAM								
5	Name Term								
6	LightHouse for the Blind and Visually Imapired 1/1/2019 - 6/30/2021								
7									
8									
9	Program:	Intergenerational Programs	Intergenerational Programs	Intergenerational Programs					
	Budget Reference Page No.(s)								
	Program Term	1/1/19-6/30/19	7/1/19-6/30/20	7/1/20-6/30/21	Total				
12	Expenditures	171718-0730718	111119-0/30/20	111120-0130121	ισιαι				
ļ	Salaries & Benefits	\$10,409	\$20,818	\$20,818	\$52,045				
	Operating Expense	\$2,950	\$5,900	\$5,900	\$14,750				
	Subtotal	\$13,359	\$26,718	\$26,718	\$66,795				
	Indirect Percentage (%)	10%			10%				
	Indirect Cost (Line 16 X Line 15)	\$1,336	\$2,672	\$2,672	\$6,680				
18	Capital Expenditure	\$0	\$0	\$0	\$0				
19	Total Expenditures	\$14,695	\$29,390	\$29,390	\$73,475				
20	HSA Revenues								
21	General Fund	\$14,695	\$29,390	\$29,390	\$73,475				
22									
23									
24									
25 26									
27									
28									
29	TOTAL HSA REVENUES	\$14,695	\$29,390	\$29,390	\$73,475				
30	Other Revenues								
31									
32									
33									
34 35									
36	Total Revenues	\$14,695	\$29,390	\$29,390	\$73,475				
37	Full Time Equivalent (FTE)	0.23							
39	Prepared by: Alan Hencky	1 0.20	Telephone No.: 41		Date 9/20/2018				
	HSA-CO Review Signature:			-					
41	HSA #1				11/15/2007				

A	В	С	D	E	F	G	H	1	
1 2							Appendix B, Page : Document Date: 12		
<ul><li>4 Program Name; Intergenerational Prog</li><li>5 (Same as Line 9 on HSA #1)</li></ul>	rams								
6									
7	Salaries & Benefits Detail								
8	Catalities of Belletine Betain								
9									
10	Agency	Cotals	For HSA	A Program	1/1/19-6/30/19 For DHS Program	7/1/19-6/30/20 For DHS Program	7/1/20-6/30/21 For DHS Program	TOTAL	
<del>''</del>	Annual Full				r or Brior rogicali	r or Brio r rogram.	7 or Erio i rogium	101712	
12 POSITION TITLE	TimeSalary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Safary	Budgeted Salary	Budgeted Salary	1/1/19-6/30/21	
13 Senior Director, Programs	\$158,340	100%	2%	2%	\$1,712	\$3,423	\$3,423	\$8,55	
14 Youth Services Coordinator	\$53,064	100%	9%	9%	\$2,454	\$4,908	\$4,908	\$12,27	
15 Transition Program Specialist	\$58,710	100%	3%	3%	\$954	\$1,908	\$1,908	\$4,77	
16 Independent Living Skills Specialist	\$62,500	100%	3%	3%	\$1,016	\$2,031	\$2,031	\$5,07	
17 Employment Immersion Prog. Leader	\$97,325	100%	2%	2%	\$852	\$1,703	\$1,703	\$4,25	
18 Administrative Assistant	\$47,502	100%	1%	1%	\$238	\$475	\$475	\$1,18	
19 Access Technology Coordinator	\$67,729	100%	1%	1%	\$406	\$813	\$813	\$2,03	
20 Sr. Accessible Media & Braille Spec.	\$54,753	100%	2%	2%	\$438	\$876	\$876	\$2,19	
21									
22									
23									
24									
25									
26									
27									
28									
29									
30 TOTALS	\$599,923	8,00	0,23	0.23	\$8,069	\$16,138	\$16,138	\$40,34	
32 FRINGE BENEFIT RATE	29%	1			•				
33 EMPLOYEE FRINGE BENEFITS	\$173,978				\$2,340	\$4,680	\$4,680	\$11,70	
34 35									
36 TOTAL SALARIES & BENEFITS	\$773,901				\$10,409	\$20,818	\$20,818	\$52,0	
37 HSA #2								11/15/20	

	Α	В	С	` D	E	F	G	Н	J	К
1								Appendix		
2								Documen	it Date: 1	12/18/2018
-	Drogram Nam	e: Intergenera								
		e. Intergenera e 9 on HSA #1)								
6	(oumo uo umo	, , , , , , , , , , , , , , , , , , , ,								
7				Ope	rating Expen	ıse	Detail			
8										
9 10										
11										TOTAL
12	Expenditure C	ategory		TERM	1/1/19-6/30/19	)	7/1/19-6/30/20	7/1/20-6	/30/21	1/1/19-6/30/21
13	Rental of Prop	perty				_				
14	Utilities(Elec, '	Water, Gas, Pl	hone, Scaveng	er)		_				
15	Office Supplie	s, Postage	:			_		_		
16	Building Maint	tenance Suppli	es and Repair			_				
17	Printing and R	teproduction				_				
18	Insurance									
19	Staff Training					_				
20	Staff Travel-(l	ocal & Out of	Town)		\$150	<u> </u>	\$300		\$300	\$750
21	Rental of Equ	ipment								
22	CONSULTANT/S	UBCONTRACTO	R DESCRIPTIVE 1	TITLE						
23	Interpreter se	rvices			\$300	<u> </u>	\$600		\$600	\$1,500
	Contracted in:	structors		_	\$500	<u> </u>	\$1,000		1,000	\$2,500
25				_		_		_		
26 27	'		<del></del>	<del>.</del>			<u> </u>			
	OTUED			-					<del></del>	•
28	OTHER									
	Program Sup	olies		-	\$1,500	<del></del>	\$3,000	<u> </u>	3,000	\$7,500
	Student Trans			-	\$500	_	\$1,000		1,000	\$2,500
32				<del></del>						
33				<u></u>		_				
34										
35	TOTAL OPER	RATING EXPE	NSE		\$2,950	<u> </u>	\$5,900		\$5,900	\$14,750
36										
37	HSA #3						•			11/15/2007

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

### MISSION NEIGHBORHOOD CENTERS INC.

### **DIGNITY FUND**

## INTERGENERATIONAL PROGRAM

January 1, 2019 – June 30, 2021

# I. Purpose of Grant

The purpose of this grant is to provide an intergenerational program for older adults and/or adults with disabilities living in the City and County of San Francisco. An intergenerational program will bring together older adults and/or adults with disabilities with another generation through regularly planned activities and joint engagement with a goal of fostering relationships that are mutually beneficial.

### II. Definitions

Adult with a Disability	A person who is 18 to 59 years of age 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.
Communities of Color	Persons who identify with a race or ethnicity other than non-Hispanic White
Controller	Controller of the City and County of San Francisco or designated agent.
DAAS	Department of Aging and Adult Services
Dignity Fund (Fund)	The City and County of San Francisco, City Charter, Sections 16.128-1 through 16.128-12. DAAS will expend monies in the Fund 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.
Dignity Fund Community Needs Assessment (DFCNA)	A community needs assessment report required every four years by the City Charter Amendment for the Fund. The findings from each DFCNA inform an allocation plan for the expenditure of the Fund. The first DFCNA was completed in fiscal year 17-18
Disability	A condition attributable to mental, cognitive or physical

LOIIVIIIIVOU DUUIV	
Three Item UCLA Loneliness Scale	A scale that comprises three questions and measure three dimensions of loneliness.
The Transfer A	104.1 through 104.9.)
	analyze data concerning the sexual orientation and gender identity of the clients they serve (Chapter 104, Sections
	health care and social services to seek to collect and
	require City departments and contractors that provide
	159-16 amended the San Francisco Administrative Code to
SOGI	Sexual Orientation and Gender Identity; Ordinance No.
SF-HSA	Human Services Agency of the City and County of San Francisco
GP TICA	interchangeably with the "Older Adult"
Senior	Person who is 60 years of age or older; used
	interchangeably with the term "Senior"
Older Adult	Person who is 60 years of age or older; used
OCM	Office of Contract Management, Human Services Agency
OAC	Dignity Fund Oversight and Advisory Committee
	Human Services. Used by consumers to self-identify their income status and is not used as a means test to qualify for the program.
	line defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and
Low Income	Having income at or below 300% of the federal poverty
	and gender non-binary.
	limited to, lesbian, gay, bisexual, transgender, genderqueer,
	correspond to their birth sex. This includes, but is not
2021/2021	as non-heterosexual and/or whose gender identity does not
LGBT/LGBTQ	An acronym/term used to refer to persons who self-identify
	activities and engagement should be structured, ongoing, and jointly participated in by each of the generations involved.
	regularly planned activities and joint engagement. The
Program/Programming	disabilities together with another generation through
Intergenerational	A program that brings older adults and/or adults with
Grantee	Mission Neighborhood Center Inc.
	regarded collectively.
Generation	Individuals born and living at about the same time,
Fund	Dignity Fund
	direction; c) Cognitive functioning, and emotional adjustment.
	(IADL); b) Capacity for independent living and self-
	(ADL), and Instrumental Activities of Daily Living
	major life activity: a) Self-care: Activities of Daily Living
	limitations in one (1) or more of the following areas of
	impairments, that results in substantial functional
	physical impairments including hearing and visual

Unduplicated	An older adult or adult with a disability participating in the
Consumer (UDC)	Intergenerational Program provided by the Grantee and
	reflected in CA.GetCare through program enrollment.
Unit of Service	One hour of Intergenerational Programming

## III. Target Population

This grant will serve older adults and/or adults with disabilities living in the City and County of San Francisco. Additional target priorities include members of a population with one or more of the following equity factors identified in the DFCNA.

- Social Isolation
- Low Income
- Limited or No English Speaking Proficiency
- Communities of Color
- Sexual Orientation and Gender Identity

# IV. Eligibility for Program Enrollment

- 1. A resident of San Francisco, and
- 2. A person who is an older adult or an adult with a disability

## V. Description of Services

- 1. Grantee will provide intergenerational programming that brings together a minimum of two different generations and at least one of the participating generations must be inclusive of the target population and eligible for program enrollment.
- 2. Grantee will delineate each participating generation including the birth year the generation begins and the birth year the generation ends. (e.g., Millennials are born in 1980 to 2000, Generation X are born in 1961 to 1981). While there is not strictly defined birth years among experts for any generation, the oldest and youngest person within a generation for this grant agreement must be within twenty (20) years of age. The grantee must document its delineation for each of the participating generations.
- 3. Grantee will promote its intergenerational program to the eligible participants through targeted outreach.
- 4. Grantee will promote programming in the community; this can be accomplished in a variety of ways and may include providing information at community organizations, congregate meal sites, health clinics, in newsletters/publications and social media when appropriate, and on the grantee's website(s).
- 5. Grantee will conduct outreach to individuals belonging to generations other than the target population to ensure that its intergenerational program brings together a minimum of two generations.

- 6. The intergenerational programming offered by the grantee will consist of activities and engagement that is structured, ongoing, and jointly participated in by each of the generations involved.
- 7. The intergenerational programming offered by the grantee will support relationship building between the participating generations.
- 8. The intergenerational programming offered by the grantee will create reciprocity between the participating generations.
- 9. The intergenerational programming offered by the grantee will consist of activities and interactions that are face to face.
- 10. Grantee will administer the Three Item UCLA Loneliness Scale questionnaire to all consumers enrolled in the intergenerational program and track consumers' scores as needed to report annual outcome objectives.
- 11. 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.
- 12. Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules.
- 13. Grantee will have policy and procedures that are compliant with local/city, state, and federal regulatory agencies, including the DAAS-OOA policy memoranda manual.
- 14. Grantee will ensure that units of service provided through this grant agreement are tracked and distinguishable.

### VI. Location and Time of Services

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

### VII. Service Objectives

On an annual basis, Grantee will meet the following service objectives:

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

TABLE A							
Service Objective Summary Table	*FY 2018-2019	FY 2019- 2020	FY 2020- 2021	Total – 3 years			
Number of Unduplicated Consumers	40	80	80	200			
Number of Intergenerational Programming Hours	48	96	96	240			
*Year One, FY 2018-2019	, is 6 month	s only					

### VIII. Outcome Objectives

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

- 1. At least 65% of the surveyed consumers will report that participating in the intergenerational program has helped them to develop new relationships or friendships.*
- 2. At least 60% of the surveyed consumers will report that participating in the intergenerational program has helped them to feel that they are valued community members by providing opportunities to communicate knowledge, utilize skills, share stories, etc.*
- 3. At least 50% of the consumers who screen as "lonely" using the Three Question UCLA Loneliness Scale will report a reduction in loneliness as evidence by a decrease in their loneliness score when comparing at least two questionnaires taken in a fiscal year.
  - *Based on a survey created by the grantee with input from DAAS and a sample size of at least 60% of the enrolled unduplicated consumer.

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- 1. Grantee will provide a monthly report of activities as described in Section V. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
- 2. Grantee will enroll eligible 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 units of service provided during the month.
- 5. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VII and VIII, 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 Grantee will submit the report to SF-HSA through CARBON system no later than July 31 each grant 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 SF-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 SF-HSA and/or DAAS.

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

tahir.shaikh@sfgov.org
Contract Manager, Office of Contract Management
Or
tiffany.kearney@sfgov.org
Dignity Fund Program Analyst
Department of Aging and Adult Services

# X. Monitoring Activities

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

Date: 01/01/2019		SITE CHAR	SITE CHART - Appendix F		FY: 7/1/2020-6/30/2021
AGENCY: Mission Neighborhood Centers, Inc	nters, Inc				
CONTRACT MALLING ADDRESS: 362 Capp St San Francisco, CA 94110	52 Capp St San Francisco, CA 94	110	Agency's web site:	www.mncsf.org	
DIRECTOR: Maria Bermudez			PHONE NO.: (415) 206-7749	49	
Program: Community Service Program Pilot					
Total Annual # of UDC = 40	UDC/Site = 40				
SITES: Name of Site	Mission Neighborhood Centers				
Address and Zip	362 Capp St SF, CA 94110				
Phone Number	(415) 206-7750				
Fax Number	(415) 647-6911				and the second s
Neighborhood	Mission				
Supervisorial District No.	6				
Site Manager/Coordinator	Aurora Alvarado				
Additional Programs Offered at Site	Community & Social Services,				
	Congregate Meals, Exercise				
****	Ciasses, Computer Classes,				
	Nutrition Classes,				
	Psychoeducation, Health				
	Screenings, Recreational				
	Activities, Food Bank Distribution				
Days Open	X Mon X Tues X Wed	Mon Tues Wed	MonTuesWed	Mon Tues Wed	
	1	ThursFri	Thurs Fri	Thurs Fri	Thurs Fri
	X Sat Sun			Sat Sun	Sat Sun
Hours Open					
Total number of Service Days	298				
DAAS Funded Meal Service (Yes/No)	Yes		esco.		
Number of Service Days Closed	- No.				
Days Closed (list holidays closed)	New Year's Day • Martin Luther				
	King •Presidents Day •Cesar				
	Chavez •Memorial Day				
	Independence Day Labor Day				
	•Veterans Day •Thanksgiving •Day				
	after Thanksgiving •Christmas Day	٠			
ADA Accessible	X Yes No	Yes No	Yes No	Yes No	Yes No
				l	

T	A	В	С	D	E
1			,	Appendix B, Page	1
2					
3	HUMAN SERVICES AGEN	ICY BUDGET SU	MMARY		
4		BY PROGRA	M ·		·
5	Name	-		Term	
6	Mission Neighborhood Centers			01/01/2019 - 0	06/30/2021
	(Check One) New 🗸 Renewal	Modification			00,00,202,
	If modification, Effective Date of Mod.	No. of Mod.			
******	· · · · · · · · · · · · · · · · · · ·				
$\neg$	Program: Intergenerational Program for C	older Adults			Total
10	Budget Reference Page No.(s)	01/01/19-	07/01/19-	07/01/2020-	Total 01/01/19-
11	Program Term	6/30/2019	6/30/2020	6/30/2021	6/30/2021
12	Expenditures	0/00/2010	0/00/2020	0,00,2021	0.00,2021
	Salaries & Benefits	\$18,644	\$15,647	\$15,647	\$49,93
14	Operating Expense	\$8,140	\$7,938	\$7,938	\$24,01
	Subtotal	\$26,784	\$23,585	\$23,585	\$73,95
16	Indirect Percentage (%)	15%	15%	15%	15
	Indirect Cost (Line 16 X Line 15)	\$4,018	\$3,537	\$3,537	\$11,09
_	Subcontractor/Capital Expenditures	\$20,888	\$14,899	\$14,899	\$50,68
$\overline{}$	Total Expenditures	\$51,690	\$42,021	\$42,021	\$135,73
20	HSA Revenues				
21	General Fund	\$51,690	\$42,021	\$42,021	\$135,73
22					
23 24					
25					
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27	·				
28					
29	TOTAL HSA REVENUES	\$51,690	\$42,021	\$42,021	\$135,73
30	Other Revenues				
31					
32					
33					
34					
35	T-A-I D	\$F.4.000	¢40,004	£40.004	#40F 70
	Total Revenues	\$51,690	\$42,021	\$42,021	\$135,73
	Full Time Equivalent (FTE)	0.6	0.25	0.25	
39	Prepared by: Maria Bermudez		elephone No.: 415	0.206.7754	Date

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2 3											
4	Program Name: Intergenerational Program	for Older Adul	ts								
5	(Same as Line 9 on HSA #1)										
6											
7			Salari	es & Benef	its Detail						
8											
9								01/01/19-	07/01/19-	07/01/2020-	01/01/19-
10								6/30/2019	6/30/2020	6/30/2021	6/30/2021
11	ĺ	Agency T	otals			rogram		DHS Program	DHS Program	DHS Program	TOTAL
		Annual Full		% FTE funded by	Adjusted FTE	% FTE funded by	Adjusted FTE				
		TimeSalary	Total	HSA	01/01/19 -	HSA	07/01/2019 -	Budgeted	Budgeted	Budgeted	Budgeted
12	POSITION TITLE	for FTE	FTE	(Max 100%)	06/30/2019	(Max 100%)	06/30/2021	Salary	Salary	Salary	Salary
13	Activities & Outreach Specialist	\$45,760	1.00	30%	0.30	10%	0.10	\$6,864	\$4,576	\$4,576	\$16,016
14	Senior Center Manager	\$60,000	1.00	10%	0.10	5%	0.05	\$3,000	\$3,000	\$3,000	\$9,000
15	Computer Instructor	\$43,680	1.00	20%	0.20	10%	0.10	\$4,368	\$4,368	\$4,368	\$13,104
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26						<del>                                     </del>				<u> </u>	
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28	<del> </del>	<del>                                     </del>			1						
29	<u> </u>	<b></b>				<u> </u>	<u> </u>	-		-	
30	TOTALS	\$ 149,440	3.00	60%	0.60	25%	0.25	\$14,232	\$11,944	\$11,944	\$38,120
31 32	FRINGE BENEFIT RATE	31%									
33	EMPLOYEE FRINGE BENEFITS	\$46,326						\$4,412	3,703	\$3,703	\$11,818
34		Ţ-10,020				•		<u> </u>	, 2,.00		
35				1	II.				T	1	
$\overline{}$	TOTAL SALARIES & BENEFITS	\$195,766						\$18,644	\$15,647	\$15,647	\$49,938
37	HSA #2										9/18/2018
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	Dan mana Nama											
<u>4</u> 5	_	e: Intergenera e 9 on HSA #1)										
6	Coame as Line	9 011 113A # 1)										
7				Ope	rating Expens	se D	etail					
8		•										
9												
10 11												TOTAL
1 1					01/01/19-		07/01/19-		07/01/2020	ı <b>_</b>		01/01/19-
12	Expenditure C	Category		TERM			6/30/2020		6/30/2021		6	/30/2021
13	Rental of Prop	perty		,	\$90		\$90		\$	90_	\$	270.00
14	Utilities(Elec,	Water, Gas, Pl	hone, Garbage	<del>)</del>	\$304	. <u></u>	\$304		\$30	04	\$	912.00
15	Office Supplie	es, Postage			\$300		\$300		\$30	00_	\$	900.00
16	Building Maintenance Supplies and Repair				\$360	_	\$360		\$30	30	\$	1,080.00
17	Printing and F	Reproduction			\$1,000		\$1,200		\$1,20	00_	\$	3,400.00
18	Insurance		·		\$426	_	\$504		\$50	04	\$	1,434.00
19				_				<u> </u>				
20				_								
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24												
25				_								
26	OTHER				<b>#</b>	-	***		φo	00		000.00
	Fuel Maint &	repairs			\$300		\$300		\$3 \$5	<del></del>	<u>\$</u> \$	900.00
	Advertising Program Sup	nliee		_	\$800 \$600		\$500 \$1,200		\$5,2		<del>\$</del>	1,800.00 3,000.00
30	Food Supplies				\$3,600		\$2,400		\$2,4		<del>-</del>	8,400.00
31	Janitorial Sup				\$360		<del>Ψ2,400</del> \$780		\$7		<u> </u>	1,920.00
32	3	p0					7,00		<u> </u>			.,
33	TOTAL OPER	RATING EXPE	NSE		\$8,140		\$7,938		\$7,9	38		\$24,016
34	1					<del> </del>			. ,-			· · · · · · · · · · · · · · · · · · ·
	HSA #3											9/18/2018
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2 3				
4 Program Name: Intergenerational Program for Older Ad	ults		÷	
5 (Same as Line 9 on HSA #1)				
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7 Program E	xpenditure De	taii		
9				TOTAL
3	01/01/19-	07/01/19-	07/01/2020-	01/01/19-
10 SUBCONTRACTORS TERM	6/30/2019	6/30/2020	6/30/2021	6/30/2021
11 No. ITEM/DESCRIPTION				
12 Music Instructor	\$3,000	\$3,250	\$3,250	\$9,5
13 Nutritionist Consultant	\$2,500	\$3,000	\$3,000	\$8,5
14 Technology Consultant Intern	\$3,000	\$6,000	\$6,000	\$15,0
15				
16				·
17				
18				
19				
20 TOTAL SUBCONTRACTORS COST	\$8,500	\$12,250	\$12,250	\$33,0
21				
22 EQUIPMENT				
23 Description:				
24 Music Equipment	\$1,248	\$299	\$299	\$1,8
25 Kitchen Equipment	\$988	\$100	\$100	\$1,1
26 Technology Equipment	\$10,152	\$2,250	\$2,250	\$14,6
27				
28				
29 TOTAL EQUIPMENT COST	\$12,388	\$2,649	\$2,649	\$17,6
30	<u> </u>		:	
31 TOTAL CAPITAL EXPENDITURE	\$20,888	\$14,899	\$14,899	\$50,6
32 (Equipment and Remodeling Cost)	Ψ20,000	¥ 1-1,000	4 1 11000	Ψ00 ₁ 0
33 HSA #4				9/18/20

## APPENDIX A - SERVICES TO BE PROVIDED BY GRANTEE

### NORTHERN CALIFORNIA PRESBYTERIAN HOMES AND SERVICES

### **DIGNITY FUND**

### INTERGENERATIONAL PROGRAM

January 1, 2019 – June 30, 2021

## I. Purpose of Grant

The purpose of this grant is to provide an intergenerational program for older adults and/or adults with disabilities living in the City and County of San Francisco. An intergenerational program will bring together older adults and/or adults with disabilities with another generation through regularly planned activities and joint engagement with a goal of fostering relationships that are mutually beneficial.

### II. Definitions

Adult with a Disability	A person who is 18 to 59 years of age living with a
A LANGE CONTRACTOR OF THE CONT	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.
Communities of Color	Persons who identify with a race or ethnicity other than
	non-Hispanic White
Controller	Controller of the City and County of San Francisco or
	designated agent.
DAAS	Department of Aging and Adult Services
Dignity Fund (Fund)	The City and County of San Francisco, City Charter,
	Sections 16.128-1 through 16.128-12. DAAS will expend
	monies in the Fund 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.
Dignity Fund	A community needs assessment report required every four
Community Needs	years by the City Charter Amendment for the Fund. The
Assessment (DFCNA)	findings from each DFCNA inform an allocation plan for
· ·	the expenditure of the Fund. The first DFCNA was
	completed in fiscal year 17-18
Disability	A condition attributable to mental, cognitive or physical

<b>1</b>	
	impairment, or a combination of mental, cognitive 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.
Fund	Dignity Fund
Generation	Individuals born and living at about the same time,
	regarded collectively.
Grantee	Northern California Presbyterian Homes and Services
Intergenerational	A program that brings older adults and/or adults with
Program/Programming	disabilities together with another generation through
	regularly planned activities and joint engagement. The
	activities and engagement should be structured, ongoing,
	and jointly participated in by each of the generations
	involved.
LGBT/LGBTQ	An acronym/term used to refer to persons who self-identify
1	as non-heterosexual and/or whose gender identity does not
	correspond to their birth sex. This includes, but is not
	limited to, lesbian, gay, bisexual, transgender, genderqueer,
	and gender non-binary.
Low Income	Having income at or below 300% of the federal poverty
	line defined by the federal Bureau of the Census and
•	published annually by the U.S. Department of Health and
	Human Services. Used by consumers to self-identify their
	income status and is not used as a means test to qualify for
	the program.
OAC	Dignity Fund Oversight and Advisory Committee
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"
Senior	Person who is 60 years of age or older; used
	interchangeably with the "Older Adult"
SF-HSA	Human Services Agency of the City and County of San
	Francisco
SOGI	Sexual Orientation and Gender Identity; Ordinance No.
	159-16 amended the San Francisco Administrative Code to
	require City departments and contractors that provide
	health care and social services to seek to collect and
	analyze data concerning the sexual orientation and gender
	identity of the clients they serve (Chapter 104, Sections
	104.1 through 104.9.)
Three Item UCLA	A scale that comprises three questions and measure three
Loneliness Scale	dimensions of loneliness.
	https://www.ncbi.nlm.nih.gov/pmc/articles/PMC2394670/
	1 Imposit it www.mooniminimingovipino/minorosit itiO23770101

Unduplicated	An older adult or adult with a disability participating in the
Consumer (UDC)	Intergenerational Program provided by the Grantee and
	reflected in CA.GetCare through program enrollment.
Unit of Service	One hour of Intergenerational Programming

## III. Target Population

This grant will serve older adults and/or adults with disabilities living in the City and County of San Francisco. Additional target priorities include members of a population with one or more of the following equity factors identified in the DFCNA.

- Social Isolation
- Low Income
- Limited or No English Speaking Proficiency
- Communities of Color
- Sexual Orientation and Gender Identity

## IV. Eligibility for Program Enrollment

- 1. A resident of San Francisco, and
- 2. A person who is an older adult or an adult with a disability

# V. Description of Services

- 1. Grantee will provide intergenerational programming that brings together a minimum of two different generations and at least one of the participating generations must be inclusive of the target population and eligible for program enrollment.
- 2. Grantee will delineate each participating generation including the birth year the generation begins and the birth year the generation ends. (e.g., Millennials are born in 1980 to 2000, Generation X are born in 1961 to 1981). While there is not strictly defined birth years among experts for any generation, the oldest and youngest person within a generation for this grant agreement must be within twenty (20) years of age. The grantee must document its delineation for each of the participating generations.
- 3. Grantee will promote its intergenerational program to the eligible participants through targeted outreach.
- 4. Grantee will promote programming in the community; this can be accomplished in a variety of ways and may include providing information at community organizations, congregate meal sites, health clinics, in newsletters/publications and social media when appropriate, and on the grantee's website(s).
- 5. Grantee will conduct outreach to individuals belonging to generations other than the target population to ensure that its intergenerational program brings together a minimum of two generations.

- 6. The intergenerational programming offered by the grantee will consist of activities and engagement that is structured, ongoing, and jointly participated in by each of the generations involved.
- 7. The intergenerational programming offered by the grantee will support relationship building between the participating generations.
- 8. The intergenerational programming offered by the grantee will create reciprocity between the participating generations.
- 9. The intergenerational programming offered by the grantee will consist of activities and interactions that are face to face.
- 10. Grantee will administer the Three Item UCLA Loneliness Scale questionnaire to all consumers enrolled in the intergenerational program and track consumers' scores as needed to report annual outcome objectives.
- 11. 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.
- 12. Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules.
- 13. Grantee will have policy and procedures that are compliant with local/city, state, and federal regulatory agencies, including the DAAS-OOA policy memoranda manual.
- 14. Grantee will ensure that units of service provided through this grant agreement are tracked and distinguishable.

#### VI. Location and Time of Services

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

## VII. Service Objectives

On an annual basis, Grantee will meet the following service objectives:

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

TABLE A					
Service Objective Summary Table	*FY 2018-2019	FY 2019- 2020	FY 2020- 2021	Total – 3 years	
Number of Unduplicated Consumers	188	314	418	920	
Number of Intergenerational Programming Hours	150	400	450	1000	
*Year One, FY 2018-2019	, is 6 month	s only			

## VIII. Outcome Objectives

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

- 1. At least 65% of the surveyed consumers will report that participating in the intergenerational program has helped them to develop new relationships or friendships.*
- 2. At least 60% of the surveyed consumers will report that participating in the intergenerational program has helped them to feel that they are valued community members by providing opportunities to communicate knowledge, utilize skills, share stories, etc.*
- 3. At least 50% of the consumers who screen as "lonely" using the Three Question UCLA Loneliness Scale will report a reduction in loneliness as evidence by a decrease in their loneliness score when comparing at least two questionnaires taken in a fiscal year.
  - *Based on a survey created by the grantee with input from DAAS and a sample size of at least 60% of the enrolled unduplicated consumer.

# IX. Reporting Requirements

- 1. Grantee will provide a monthly report of activities as described in Section V. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
- 2. Grantee will enroll eligible 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 units of service provided during the month.
- 5. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VII and VIII, 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 Grantee will submit the report to SF-HSA through CARBON system no later than July 31 each grant 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 SF-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 SF-HSA and/or DAAS.

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

tahir.shaikh@sfgov.org
Contract Manager, Office of Contract Management
Or
tiffany.kearney@sfgov.org
Dignity Fund Program Analyst
Department of Aging and Adult Services

# X. Monitoring Activities

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

Date: 1/15/19	7	Appendix F - SITE CHART - Intergenerational Program	erational Program		FY: 1/1/2019-6/30/2019 page 1 of 3
AGENCY: Northern California Presbyterian Homes and Services	an Homes and Services				
CONTRACT MAILING ADDRESS: 1525 Post Street, San Francisco, CA 94109	ost Street, San Francisco, CA 94109		Agency's web site: www.NCPHS.org		
DIRECTOR: Gina Rodriguez			PHONE NO.: 415-351-3641		
			Manager and American Street, and the second		
Program: <u>Intergenerational Program</u> Total Annual # of UDC = 188					
SITES: Name of Site	Western Park Apartments	Eastern Park Apartments	Parkview Terraces	Mary Helen Rogers	Rosa Park
Address and Zip	1280 Laguna St. 94115	711 Eddy St. 94109	871 Turk St. 94102	701 Golden Gate Ave. 94102	1251 Turk St. 94115
Phone Number	415-202-2947	415-775-5052	415-346-2101	415-934-1001	415-567-0393
Fax Number	415-922-9457	415-776-0536	415-346-2209	415-934-1002	415-567-0403
Neighborhood	Western Addition	Tenderloin	Western Addition	Western Addition	Western Addition
Supervisorial District No.	5	9	5	\$	5
Person in Charge (Service Supervisor):	Melissa Parker	Melissa Parker	Melissa Parker	Melissa Parker	Leon Schmidt
Housing Site Manager/ Resident Service Coordinator	B. Miyake/ J. Nagel	L. Litvak / E. Lai	C. Jackson / C. San Agustin	V. Eung / B. Howlett	Y. Washington / C. Smith, J. Lam, V. Kushner
Additional Programs Offered at Site	Affordable housing & Resident Service Coordination	Affordable housing & Resident Service Coordination	Affordable housing & Resident Service Coordination	Affordable housing & Resident Service Coordination	Affordable housing & Resident Service Coordination
Days Open - Services staff available	x Mon x Tues x Wed	x Mon x Tues x Wed	x Mon x Tues x	T X	Ϋ́
	x Thurs x Fri	x Thurs x Fri	x Thurs x Fri	x Thurs x Fri	x Thurs x Fri
Hours Open	8:30 - 4:30	8:30 - 4:30	8:30 - 4:30	8:30 - 4:30	8:30 - 4:30
Total number of Service Days	129	129	129	129	129
DAAS Funded Meal Service (Yes/No)	No	°Z	No	No	No
Number of Service Days Closed	5	5	5	\$	5
Days Closed (list holidays closed)	New Year's Day, MLK Day, Presidents' Day, Social Work Appreciation Retreat, Memorial Day	New Year's Day, MLK Day, Presidents' Day, Social Work Appreciation Retreat, Memorial Day	New Year's Day, MLK Day, Presidents' Day, Social Work Appreciation Retreat, Memorial Day	New Year's Day, MLK Day, Presidents' Day, Social Work Appreciation Retreat, Memorial Day	New Year's Day, MLK Day, Presidents' Day, Social Work Appreciation Retreat, Memorial Day
		AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA			
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3	HUMAN SERVICES AGE	NCY BUDGET SU	MMARY		
4		BY PROGRA	<b>M</b>		
5	Name			Term	4440040
6					1/1/2019- 6/30/2021
_	(Check One) New C Persons	Modification			UISUIZUZ I
7	(Check One) New 🔽 Renewal	-			
8	If modification, Effective Date of Mod.	No. of Mod.			
9	Program: NCPHS Intergenerational Prog	aram			
					Total
10	Budget Reference Page No.(s)	·······			Total 1/1/2019-
11	Program Term	1/1/19-6/30/19	7/1/19-6/30/20	7/1/20-6/30/21	6/30/2021
12	Expenditures				
_	Salaries & Benefits	\$50,625	\$101,250	\$101,250	\$253,125
	Operating Expense	\$14,592	\$29,185	\$29,185	\$72,962
	Subtotal	\$65,217	\$130,435	\$130,435	\$326,087
1 , ~	Indirect Percentage (%)	15%	15%	15%	15%
	Indirect Cost (Line 16 X Line 15)	\$9,783	\$19,565	\$19,565	\$48,913
	Capital Expenditure	\$0 \$75,000	\$0	\$0 \$150,000	#07E 000
20	Total Expenditures HSA Revenues	\$75,000	\$150,000	\$150,000	\$375,000
21	General Fund	\$75,000	\$150,000	\$150,000	\$375,000
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23					
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29	TOTAL HSA REVENUES	<u></u>	¢150 000	\$1E0.000	\$275 <b>0</b> 00
30	Other Revenues	\$75,000	\$150,000	\$150,000	\$375,000
31	Other Revenues				
32					
33					
34					
35					
36	Total Revenues	\$75,000	\$150,000	\$150,000	\$375,000
37	Full Time Equivalent (FTE)	·1	1	1	
39	Prepared by: Tina Sha and Sue Dichter		Telephone No.: 415-	-351-3648	Date 1/18/19
40	HSA-CO Review Signature:				
41	  HSA #1				11/15/2007

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4	Program: NCPHS Intergeneration	al Program							
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7	Salaries & Benefits Detail								
8									
10	1/1/19-6/30/19 7/1/19-6/30/20 7/1/20-6/30/21								
11									
Ť	Annual Fuli								
12	POSITION TITLE	TimeSalary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	1/1/2019- 6/30/2021
	Volunteer Manager	\$75,000		100%	100%	\$37,500	\$75,000	\$75,000	\$187,500
	Volunteer wanager	\$15,000	100%	100%	100%	\$37,500	\$15,000	\$75,000	\$167,500
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29									
30 31	TOTALS	\$ 75,000	1.00	1.00	1.00	\$37,500	\$75,000	\$75,000	\$187,500
	FRINGE BENEFIT RATE	35%			I annual				
33		\$26,250				\$13,125	\$26,250	\$26,250	\$65,625
34 35									
		\$101,250				\$50,625	\$101,250	\$101,250	\$253,125
-	TOTAL SALARIES & BENEFITS	\$101,250				φου,625	\$101,250	1 \$101,250	
_ 37	HSA #2			•					11/15/2007

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11								TOTAL
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	Expenditure C			IERM.	1/1/19-6/30/19	7/1/19-6/30/20	To 7/1/20-6/30/21	6/30/2021
13	Rental of Prop	erty			\$2,040	<u>\$4,085</u>	\$4,085	\$10,210
14	Utilities(Elec, V	Water, Gas, Phone, Scavenger)			\$600	<u>\$1,200</u>	\$1,200	\$3,000
15	Office Supplier	s, Postage			\$1,500	<u>\$1,000</u>	\$1,000	\$3,500
16	Building Mainto	enance Supplies and Repair			\$300	<u>\$600</u>	\$600	\$1,500
17	Printing and R	eproduction			\$300	<u>\$600</u>	\$600	\$1,500
18	Insurance							\$0
19	Staff Training			,	\$450	<u>\$1,000</u>	\$1,000	\$2,450
20	Staff Travel-(L	ocal & Out of Town)			\$1,800	\$3,700	\$3,700	\$9,200
21	Rental of Equi	pment				-		\$0
22	CONSULTANT/SI	UBCONTRACTOR DESCRIPTIVE TITLE						
23	Gardening Inst	tructor (on-site training for services staff)			\$600	\$1,200 __	\$1,200	\$3,000
		s Instructor (on-site training for services staff)			\$600	<u>\$1,200</u>	\$1,200	\$3,000
		ovement Instructor (on-site training for service	es staff)		\$600	<u>\$1,200</u>	\$1,200	\$3,000
26				-		-		
27						-		
	OTHER							
		everages for activities and mentoring training	sessions		\$802	\$2,800	\$2,800	\$6,402
	Arts and crafts		*		\$1,600	\$3,000 #4,000	\$3,000	\$7,600
		plies (indoor and outdoor depending on site) I rhythm equipment		,	\$2,000	\$4,000 \$2,000	\$4,000	\$10,000
33		dphones for Alive Inside activity			\$1,000 \$400	<u>\$2,000                                  </u>	\$2,000 \$1,600	\$5,000 \$3,600
34		apriories for Alive mone activity		. '		<u> </u>	<u> </u>	\$3,000
		ATING EXPENSE			\$14,592	\$29,185	\$29,185	\$72,962
36	1							
$\overline{}$	HSA #3							11/15/2007
<u> </u>	1							1111012001

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

### **OPENHOUSE**

### **DIGNITY FUND**

### INTERGENERATIONAL PROGRAM

January 1, 2019 - June 30, 2021

# I. Purpose of Grant

The purpose of this grant is to provide an intergenerational program for older adults and/or adults with disabilities living in the City and County of San Francisco. An intergenerational program will bring together older adults and/or adults with disabilities with another generation through regularly planned activities and joint engagement with a goal of fostering relationships that are mutually beneficial.

### II. Definitions

Adult with a Disability	A person who is 18 to 59 years of age 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.
Communities of Color	Persons who identify with a race or ethnicity other than non-Hispanic White
Controller	Controller of the City and County of San Francisco or designated agent.
DAAS	Department of Aging and Adult Services
Dignity Fund (Fund)	The City and County of San Francisco, City Charter, Sections 16.128-1 through 16.128-12. DAAS will expend monies in the Fund 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.
Dignity Fund Community Needs Assessment (DFCNA)	A community needs assessment report required every four years by the City Charter Amendment for the Fund. The findings from each DFCNA inform an allocation plan for the expenditure of the Fund. The first DFCNA was completed in fiscal year 17-18
Disability	A condition attributable to mental, cognitive or physical

	https://www.ncbi.nlm.nih.gov/pmc/articles/PMC2394670/
	Laimengiang at laneimegg
Loneliness Scale	dimensions of loneliness.
Three Item UCLA	A scale that comprises three questions and measure three
	104.1 through 104.9.)
	analyze data concerning the sexual orientation and gender identity of the clients they serve (Chapter 104, Sections
	health care and social services to seek to collect and
	require City departments and contractors that provide
	159-16 amended the San Francisco Administrative Code to
SOGI	Sexual Orientation and Gender Identity; Ordinance No.
	Francisco
SF-HSA	Human Services Agency of the City and County of San
Somoi	interchangeably with the "Older Adult"
Senior	Person who is 60 years of age or older; used
Older Fidult	interchangeably with the term "Senior"
Older Adult	Person who is 60 years of age or older; used
OCM	Office of Contract Management, Human Services Agency
OAC	Dignity Fund Oversight and Advisory Committee
	the program.
	Human Services. Used by consumers to self-identify their income status and is not used as a means test to qualify for
	published annually by the U.S. Department of Health and
	line defined by the federal Bureau of the Census and
Low Income	Having income at or below 300% of the federal poverty
	and gender non-binary.
	limited to, lesbian, gay, bisexual, transgender, genderqueer,
	correspond to their birth sex. This includes, but is not
	as non-heterosexual and/or whose gender identity does not
LGBT/LGBTQ	An acronym/term used to refer to persons who self-identify
I CDT/I CDTA	involved.
	and jointly participated in by each of the generations
	activities and engagement should be structured, ongoing,
	regularly planned activities and joint engagement. The
Program/Programming	disabilities together with another generation through
Intergenerational	A program that brings older adults and/or adults with
Grantee	Openhouse
	regarded collectively.
Generation	Individuals born and living at about the same time,
Fund	Dignity Fund
	direction; c) Cognitive functioning, and emotional adjustment.
	(IADL); b) Capacity for independent living and self-
	(ADL), and Instrumental Activities of Daily Living
	major life activity: a) Self-care: Activities of Daily Living
•	limitations in one (1) or more of the following areas of
	impairments, that results in substantial functional
	physical impairments including hearing and visual

Unduplicated	An older adult or adult with a disability participating in the
Consumer (UDC)	Intergenerational Program provided by the Grantee and
	reflected in CA.GetCare through program enrollment.
Unit of Service	One hour of Intergenerational Programming

## III. Target Population

This grant will serve older adults and/or adults with disabilities living in the City and County of San Francisco. Additional target priorities include members of a population with one or more of the following equity factors identified in the DFCNA.

- Social Isolation
- Low Income
- Limited or No English Speaking Proficiency
- Communities of Color
- Sexual Orientation and Gender Identity

# IV. Eligibility for Program Enrollment

- 1. A resident of San Francisco, and
- 2. A person who is an older adult or an adult with a disability

## V. Description of Services

- 1. Grantee will provide intergenerational programming that brings together a minimum of two different generations and at least one of the participating generations must be inclusive of the target population and eligible for program enrollment.
- 2. Grantee will delineate each participating generation including the birth year the generation begins and the birth year the generation ends. (e.g., Millennials are born in 1980 to 2000, Generation X are born in 1961 to 1981). While there is not strictly defined birth years among experts for any generation, the oldest and youngest person within a generation for this grant agreement must be within twenty (20) years of age. The grantee must document its delineation for each of the participating generations.
- 3. Grantee will promote its intergenerational program to the eligible participants through targeted outreach.
- 4. Grantee will promote programming in the community; this can be accomplished in a variety of ways and may include providing information at community organizations, congregate meal sites, health clinics, in newsletters/publications and social media when appropriate, and on the grantee's website(s).
- 5. Grantee will conduct outreach to individuals belonging to generations other than the target population to ensure that its intergenerational program brings together a minimum of two generations.

- 6. The intergenerational programming offered by the grantee will consist of activities and engagement that is structured, ongoing, and jointly participated in by each of the generations involved.
- 7. The intergenerational programming offered by the grantee will support relationship building between the participating generations.
- 8. The intergenerational programming offered by the grantee will create reciprocity between the participating generations.
- 9. The intergenerational programming offered by the grantee will consist of activities and interactions that are face to face.
- 10. Grantee will administer the Three Item UCLA Loneliness Scale questionnaire to all consumers enrolled in the intergenerational program and track consumers' scores as needed to report annual outcome objectives.
- 11. 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.
- 12. Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules.
- 13. Grantee will have policy and procedures that are compliant with local/city, state, and federal regulatory agencies, including the DAAS-OOA policy memoranda manual.
- 14. Grantee will ensure that units of service provided through this grant agreement are tracked and distinguishable.

#### VI. Location and Time of Services

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

### VII. Service Objectives

On an annual basis, Grantee will meet the following service objectives:

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

TABLE A	4			
Service Objective Summary Table	*FY 2018-2019	FY 2019- 2020	FY 2020- 2021	Total – 3 years
Number of Unduplicated Consumers	125	225	300	650
Number of Intergenerational Programming Hours	800	1080	1280	3160
*Year One, FY 2018-2019	, is 6 month	s only		

# VIII. Outcome Objectives

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

- 1. At least 65% of the surveyed consumers will report that participating in the intergenerational program has helped them to develop new relationships or friendships.*
- 2. At least 60% of the surveyed consumers will report that participating in the intergenerational program has helped them to feel that they are valued community members by providing opportunities to communicate knowledge, utilize skills, share stories, etc.*
- 3. At least 50% of the consumers who screen as "lonely" using the Three Question UCLA Loneliness Scale will report a reduction in loneliness as evidence by a decrease in their loneliness score when comparing at least two questionnaires taken in a fiscal year.
  - *Based on a survey created by the grantee with input from DAAS and a sample size of at least 60% of the enrolled unduplicated consumer.

## IX. Reporting Requirements

- 1. Grantee will provide a monthly report of activities as described in Section V. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
- 2. Grantee will enroll eligible 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 units of service provided during the month.
- 5. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VII and VIII, 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 Grantee will submit the report to SF-HSA through CARBON system no later than July 31 each grant 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 SF-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 SF-HSA and/or DAAS.

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

tahir.shaikh@sfgov.org
Contract Manager, Office of Contract Management
Or
tiffany.kearney@sfgov.org
Dignity Fund Program Analyst
Department of Aging and Adult Services

# X. Monitoring Activities

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

9 16 18	· · · · · · · · · · · · · · · · · · ·	SITE CHART Appendix F	Appendix F	FY: 1	FY: 18/19
AGENCY: Openhouse					
CONTRACT MAILING ADDRESS: 65 Laguna Street, San Francisco,	5 Laguna Street, San Francisco, CA 941	02	Agency's web site:	www.openhouse-sf.org	
DIRECTOR: Michelle Alcedo			PHONE NO.: 415.728.1095		
Program: Intergenerational Program	Intergenerational Programs for Older Adsults and Adults with Disabilities				
Total Annual # of UDC = 125					
SITES: Name of Site	Openhouse Bob Ross LGBT Senior Center				
Address and Zip	65 Laguna St., San Francisco, CA 94102				
Phone Number	415.296.8995				
Fax Number	415,296,8008				
Neighborhood	Castro/Haves Vallev/Mission				
Supervisorial District No.	8				
Person in Charge:	Karyn Skulkety PhD, Executive Director				
Site Manager/Coordinator	Matthew Cimino, Director of Operations				
Additional Programs Offered at Site	Community Services, Housing Assistance and Counseling, Case Management, ADRC; Friendly				
	VISION, LITERORIE LOGALIMIES, TROBALIMINES, TROBALIMINESS, COMMUNITY Engagement Programming				
Days Open	X Mon XTues X Wed		the state of the s		
	X Sat Sun				
Hours Open	9:30AM-5:30PM				
Total number of Service Days	302				
DAAS Funded Meal Service (Yes/No)	ON				
Number of Service Days Closed	10				
Days Closed (list holidays closed)	Holidays closed: New Year's Day, MIK. President's Day. Memorial Day.				
	Day after SF Pride, Independence				
	Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas				
	Day				
ADA Accessible	X Yes No				

.,	Α	В	С	D	E			
2				F	Appendix B, Page 1			
		NOV BUBOET O	(BARA A PO)					
3	HUMAN SERVICES AGE							
4		BY PROGR						
5	Name	1	Term					
6	Openhouse		1/1/19-6/30/21					
7	(Check One) New ☑ Renewal	Modification	<b>_</b>					
8	If modification, Effective Date of Mod.	No. of Mod.						
9	Program: Intergenerational Programs fo	or Older Adults and	Adults With Disabi	lities				
10	Budget Reference Page No.(s)				Total			
11	Program Term	1/1/19-6/30/19	7/1/19-6/30/20	7/1/20-6/30/21	1/1/19-6/30/21			
12	Expenditures							
13	Salaries & Benefits	\$43,328	\$86,658	\$86,658	\$216,644			
14	Operating Expenses	\$11,225	\$13,004	\$13,004	\$37,233			
	Subtotal	\$54,553	\$99,662	\$99,662	\$253 _, 877			
16								
17	Indirect Cost (Line 16 X Line 15)	\$38,081						
18	Subcontractor/Capital Expenditures	\$21,853	\$95,806	\$95,806	\$213,465			
	Total Expenditures	\$84,589	\$210,417	\$210,417	\$505,423			
20	HSA Revenues							
21	General Fund	\$84,589	\$210,417	\$210,417	\$505,423			
22 23								
24								
25			:					
26								
27								
28		***	2212117	404044	A505 100			
29	TOTAL HSA REVENUES	\$84,589	\$210,417	\$210,417	\$505,423			
30 31	Other Revenues							
32								
33								
34		·						
35								
36	Total Revenues	\$84,589	\$210,417	\$210,417	\$505,423			
37	Full Time Equivalent (FTE)							
39	Prepared by: Matthew Cimino	Telephone No.: 415-	-530-2783		9/17/2018			
40	HSA-CO Review Signature:							
41	HSA #1				6/20/2018			

Appendix B, Page 2   3   Openhouse   Appendix B, Page 2   4   Program: intergenerational Programs for Older Adults and Adults With Disabilities   5   (Same as Line 9 on HSA #1)		. A	В	С	р	E	F	G I	Н	1					
Openhouse			·							pendix B, Page 2					
Program: intergenerational Programs for Older Adults With Disabilities   Same as Line 9 on HSA #1)   Salaries & Benefits Detail		Openhouse													
Salaries		Program: Intergenerational Programs for Older Adults and Adults With Disabilities													
Salaries & Benefits Detail   Salaries & Salaries & Benefits Detail   Salaries   Salaries & Benefits Detail   Salaries   Salaries & Salaries & Benefits Detail   Salaries & Salaries & Salaries & Benefits Detail   Salaries & Salaries & Salaries & Benefits Detail   Salaries & Sal		(Same as Line 9 on HSA #1)													
Name															
				Salarie	es & Benefi	ts Detail									
	_														
Annual Full   Total   Fite funded by   Adjusted   Fite funded by   HSA   Adjusted   Fite funded by   Fite funded by   HSA   Adjusted   Fite funded by   Fite	10						1/1/19-6/30/19	7/1/19-6/30/20	7/1/20-6/30/21	1/1/19-6/30/21					
Annual Full   Total   Formation   Total   Formation   Total   Formation   Fo	11		Agency Totals HSA Program DAAS DAAS TOTAL												
POSITION TITLE															
13 Friendly Visitor Supervisor \$50,000 0.80 100% 0.80 \$20,000 \$40,000 \$40,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,0			TimeSalary		HSA					5					
14         Comm. Eng. Coordinator         \$48,900         0.80         50%         0.40         \$9,780         \$19,560         \$49,900         \$48,900           15         Mgr. of Comm. Engagement         \$64,238         1.00         20%         0.20         \$6,327         \$12,655         \$12,655         \$31,637           16									-	***************************************					
15         Mgr. of Comm. Engagement         \$64,238         1.00         20%         0.20         \$6,327         \$12,655         \$31,637           16         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4         4															
16	14	Comm. Eng. Coordinator	\$48,900	0,80	50%	0.40	\$9,780	\$19,560	\$19,560	\$48,900					
17	15	Mgr. of Comm. Engagement	\$64,238	1.00	20%	0.20	\$6,327	\$12,655	\$12,655	\$31,637					
18       19       19       19       19       19       19       19       19       19       19       19       19       19       19       19       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10       10 <td< td=""><td>16</td><td>·</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></td<>	16	·													
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27       28       30       TOTALS       \$ 163,138       2.60       170%       1.40       \$36,107       \$72,215       \$72,215       \$180,637         30       FRINGE BENEFIT RATE       20%       32       FRINGE BENEFIT RATE       20%       33       \$14,443       \$14,443       \$36,107         34       35       57,221       \$14,443       \$14,443       \$36,107         36       TOTAL SALARIES & BENEFITS       \$195,766       \$43,328       \$86,658       \$86,658       \$216,644															
28       9       163,138       2.60       170%       1.40       \$36,107       \$72,215       \$72,215       \$180,537         30       TOTALS       \$ 163,138       2.60       170%       1.40       \$36,107       \$72,215       \$72,215       \$180,537         31       FRINGE BENEFIT RATE       20%       \$7,221       \$14,443       \$14,443       \$36,107         33       EMPLOYEE FRINGE BENEFITS       \$32,628       \$7,221       \$14,443       \$14,443       \$36,107         34       35       TOTAL SALARIES & BENEFITS       \$195,766       \$43,328       \$86,658       \$86,658       \$216,644	$\overline{}$														
29     Description     Description       30 TOTALS     \$ 163,138     2.60     170%     1.40     \$36,107     \$72,215     \$72,215     \$180,537       31 STRINGE BENEFIT RATE     20%       33 EMPLOYEE FRINGE BENEFITS     \$32,628     \$7,221     \$14,443     \$14,443     \$36,107       34 35 STRINGE BENEFITS     \$195,766     \$43,328     \$86,658     \$86,658     \$216,644															
30         TOTALS         \$ 163,138         2.60         170%         1.40         \$36,107         \$72,215         \$72,215         \$180,637           31         32         FRINGE BENEFIT RATE         20%         \$7,221         \$14,443         \$14,443         \$36,107           33         EMPLOYEE FRINGE BENEFITS         \$32,628         \$7,221         \$14,443         \$14,443         \$36,107           34         35         \$43,328         \$86,658         \$86,658         \$216,644										***************************************					
31 32 FRINGE BENEFIT RATE     20%       33 EMPLOYEE FRINGE BENEFITS     \$32,628     \$7,221     \$14,443     \$14,443     \$36,107       34 35 States and the states are stated as a contraction of the stated as a contraction	$\overline{}$		-												
32 FRINGE BENEFIT RATE     20%       33 EMPLOYEE FRINGE BENEFITS     \$32,628     \$7,221     \$14,443     \$14,443     \$36,107       34 35       35 TOTAL SALARIES & BENEFITS     \$195,766     \$43,328     \$86,658     \$86,658     \$216,644			\$ 163,138	2.60	170%	1.40	\$36,107	\$72,215	\$72,215	\$180,537					
34         35         36       TOTAL SALARIES & BENEFITS       \$195,766       \$43,328       \$86,658       \$86,658       \$216,644			20%						1						
35       36     TOTAL SALARIES & BENEFITS     \$195,766     \$43,328     \$86,658     \$86,658     \$216,644			\$32,628				\$7,221	\$14,443	\$14,443	\$36,107					
36 TOTAL SALARIES & BENEFITS \$195,766 \$43,328 \$86,658 \$86,658 \$216,644															
	$\overline{}$		\$195,766				\$43,328	\$86,658	\$86,658	\$216.644					
		1	4.22,700	Test Control of the C	THE PARTY OF THE P			1,	, , , , , , , , , , , , , , , , , , , ,	6/20/2018					

	Α	В	С	D	E	F	G	Н	l	J K	L
1										Appendix	B, Page 3
2	Openhouse										
		ergenerationa	l Programs for 0	Older /	Adults and Adul	ts W	ith Disabilitie	s			
5		∋ 9 on HSA #1						_			
6				_							
7				Oper	ating Expens	e D	etail				
8											
10											
11											TOTAL.
12	Expenditure C	Category	Т	ERM.	1/1/19-6/30/19		7/1/19-6/30/20		/19-6/30/21		/19-6/30/21
13	Rental of Prop	perty		_							<u></u>
14	Utilities(Elec,	Water, Gas, P	hone, Garbage)					_			
15	Office Supplie	es, Postage			\$2,680		\$3,101		\$3,101		\$8,882
16	Building Main	tenance Suppl	ies and Repair					<del>.</del>			
17	Printing and F	Reproduction			\$320		\$590		.\$590	<del></del>	\$1,500
18	Insurance										
19	Staff Training							<b>.</b>			
20	Staff Travel-(I	_ocal & Out of	Town)	-	\$575		\$1,438	_	\$1,438	_	\$3,451
21	Rental of Equ	ipment		-				<del>.</del> —			
22											
23	CONSULTAN	NTS									
	Background (	Checks			\$150		\$375		\$375		\$900
25						-					
26	OTUES.										
28	OTHER	and Mica for In	tergen Programm	nina	\$7,500		\$7,500		\$7,500		\$22,500
29	ITOOU, DINK, E	and MISC IOF III	tergen Frogramm	miy ,	Ψ1,300	-	φ <i>Γ</i> ₁ 000		φιίου		ψες,ϋυυ
30											
31	TOTAL OPE	RATING EXPE	NSE		\$ 11,225		\$ 13,004	\$	13,004	<u></u>	\$37,233
32											
33	HSA #3										6/20/2018

A	В	С	D	E	F
1				Apper	ndix B, Page 4
2 3 Ope	nhouse				
4 Prog	ram: Intergenerational Programs for Older Adults and Adults With Di	sabilities			
5 (San 6	ne as Line 9 on HSA #1)				
7		•			
8	Subcontractor/Capital	Expenditures			
9					
10 SUE	CONTRACTORS	1/1/19-6/30/19	7/1/19-6/30/20	7/1/20-6/30/21	1/1/19-6/30/21
11 UCS	F	\$5,595	\$63,570	\$63,570	\$132,735
12 Little	Brothers Friends of the Elderly	\$16,258	\$32,236	\$32,236	\$80,730
13			-		\$0
14					\$0
15					\$0
16 TOT	AL SUBCONTRACTOR COST	\$21,853	\$95,806	\$95,806	\$213,465
17					
18					
	UIPMENT TERM	1/1/19-6/30/19	7/1/19-6/30/20	7/1/20-6/30/21	1/1/19-6/30/21
20 Un					
21	Equipment A				\$0
22	·				\$0
23					\$0
24					\$0
	AL EQUIPMENT COST	\$0	\$0	\$0	· ·
	AL EQUIPMENT COST	<u> </u>	1 40	φυ	1
26 27 R F	MODELING	1/1/19-6/30/19	7/1/19-6/30/20	7/1/20-6/30/21	1/1/19-6/30/21
28 Des					
29 Ren		200 (200 (200 (200 (200 (200 (200 (200			\$0
30			:		\$0
31					\$0
	AL REMODELING COST	\$0	\$0	\$0	1
	AL REMODELING COST	30	Ι Φυ	ı şü	1 - 3U
33				4	<b>.</b>
	AL SUBCONTRACTOR/CAPITAL EXPENDITURE	\$21,853	\$95,806	\$95,806	\$213,465
35					
36 HS/	\ #4				6/20/2018

	Α	В	С	D	E
1	W- 10	<u> </u>		À	ppendix B, Page 1
2					·
3	HUMAN SERVICES AGE				
4		BY PROGR	AM		
5	Name	1	Term		•
6	Openhouse (subcontractor UCSF)		1/1/19-6/30/21		
7	(Check One) New ☑ Renewal	Modification	<del></del>		
8	If modification, Effective Date of Mod.	No. of Mod.			
9	Program: Intergenerational				
10	Budget Reference Page No.(s)				1/1/19-6/30/21
11	Program Term	1/1/19-6/30/19	7/1/19-6/30/20	7/1/20-6/30/21	Total
12	Expenditures				
13	Salaries & Benefits	\$0	\$62,130	\$62,130	\$124,260
14	Operating Expenses	\$5,595	\$1,440	\$1,440	\$8,475
	Subtotal	\$5,595	\$63,570	\$63,570	\$132,735
	Indirect Percentage (%)	0%	0%	0%	
$\overline{}$	Indirect Cost (Line 16 X Line 15)	\$0	\$0	\$0	\$0
	Subcontractor/Capital Expenditures	\$0	\$0	\$0	\$0
*******	Total Expenditures	\$5,595	\$63,570	\$63,570	\$132,735
20	<del>"</del>	<b>©E EOE</b>	¢62.570	¢60 E70	¢420.72E
21 22	General Fund	\$5,595	\$63,570	\$63,570	\$132,735
23					
24					
25					
26 27					
28					
29		\$5,595	\$63,570	\$63,570	\$132,735
30					
31					
32					
33 34					
35					
36		\$5,595	\$63,570	\$63,570	\$132,735
37	Full Time Equivalent (FTE)	0.50	0.50	0.50	
39	Prepared by:	Telephone No.:			
40	HSA-CO Review Signature:	·	· ·		
41	HSA #1	<u> </u>			6/20/2018

	Α	В	С	D	Е	F	G	H	1				
1								Ap	pendix B, Page 2				
2	On authorized for the authoriter HOST	•											
	Openhouse (subcontractor UCSF) Program: Intergenerational												
5	(Same as Line 9 on HSA #1)												
6	·												
7			Salari	es & Benef	its Detail								
8				. Dono.	no Botan								
9													
10						1/1/19-6/30/19	7/1/19-6/30/20	7/1/20-6/30/21	1/1/19-6/30/21				
11		Agency	Totals	HSA Pr	ogram	DAAS	DAAS	DAAS	TOTAL				
		Ammond Full		% FTE									
		Annual Full TimeSalary	Total	funded by HSA	Adjusted								
12	POSITION TITLE	for FTE	FTE	(Max 100%)	FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary				
13	MISCI Program Director/Specialist	\$ 100,600	1.00	50%	0.50	\$0	\$49,704	\$49,704	\$99,408				
	Miles ( registric birector) epocialist	ψ 100,000		00%	0.00	Ψ.	ψ10,1 0 1	\$10,101	4231732				
14													
15													
16								~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~					
17													
18													
19													
20													
21													
22													
23	***************************************					······································							
24		<u> </u>											
25													
26													
27													
28									•				
	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~			<u> </u>									
29		-							-				
30	TOTALS	\$ 100,600	1.00	50%	0.50	\$0	\$49,704	\$49,704	\$99,408				
31	FRINGE BENEFIT RATE	25%	1										
\vdash	EMPLOYEE FRINGE BENEFITS	\$25,150				\$0	\$12,426	\$12,426	\$24,852				
34	EWIT LOTE C FRINGE BENEFITS	φ∠5,150		1	1	1 50	J \$12,426	1 \$12,420	φ24,032				
35													
36	TOTAL SALARIES & BENEFITS	\$125,750				\$0	\$62,130	\$62,130	\$124,260				
37	HSA #2								6/20/2018				

	Α	В	С	D	E	F	G	H	1	JK	Ĺ
1										Append	ix B, Page 3
2			. LIGOT)								
		subcontractor ergenerationa									
		9 on HSA #1)									
6											
7				Ope	rating Expens	se [Detail				
8											
9											
10 11											TOTAL
	Expenditure C	ategory		TERM	1/1/19-6/30/19		7/1/19-6/30/20		1/1/19-6/30/21	1	/1/19-6/30/21
	Rental of Prop										
14	Utilities(Elec, \	Water, Gas, Pl	none, Garbage)								
15	Office Supplie	s, Postage							· · · · · · · · · · · · · · · · · · ·		
16	Building Maint	enance Suppl	ies and Repair							_	
17	Printing and R	teproduction									,,
18	Insurance										
19	Staff Training										
20	Staff Travel-(L	ocal & Out of	Town)		· · · · · · · · · · · · · · · · · · ·						
	Rental of Equi	ipment	•							_	
22											
23	CONSULTAN	ITS									
$\overline{}$	Summer Inter	n		•	\$3,437						\$3,437
25				-			,				
26	OTHER										
-	OTHER transcription s	onicos			\$720		\$1,440		\$1,440		\$3,600
	iPads for cogr			•	\$1,438		Ψ1,740		Ψ1,440		\$1,438
30	n add for cogr	mare coung	,,,	-	Ψ1,400					_	41)177
31	TOTAL OPER	RATING EXPE	NSE		\$ <u>5,595</u>		\$ <u>1,440</u>		\$ <u>1,440</u>		\$8,475
32				-							
33	HSA #3										6/20/2018

	A	В	С	D I	E						
1	<u> </u>	· · · · · · · · · · · · · · · · · · ·	•	À	Appendix B, Page 1						
2											
3	HUMAN SERVICES AGE	NCY BUDGET S	UMMARY								
4		BY PROGR	AM		,						
5	Name		Term								
6	Openhouse (Subcontractor LBFE) 1/1/19-6/30/21										
7	(Check One) New 🔽 Renewal	Modification	—								
8	If modification, Effective Date of Mod.	No. of Mod.									
9	Program: Intergenerational										
10	Budget Reference Page No.(s)		·		1/1/19-6/30/21						
	Program Term	1/1/19-6/30/19	7/1/19-6/30/20	7/1/20-6/30/21	Total						
12	Expenditures										
13	Salaries & Benefits	\$14,138	\$28,031	\$28,031	\$70,200						
14	Operating Expenses	\$0	\$0	\$0	\$0						
	Subtotal	\$14,138	\$28,031	\$28,031	\$70,200						
16	Indirect Percentage (%)	15%	15%	15%	15%						
17	Indirect Cost (Line 16 X Line 15)	\$2,120	\$4,205	\$4,205	\$10,530						
18	Subcontractor/Capital Expenditures	\$0	\$0	\$0	\$0						
_	Total Expenditures	\$16,258	\$32,236	\$32,236	\$80,730						
20	HSA Revenues										
21	General Fund	\$16,258	\$32,236	\$32,236	\$80,730						
22 23					, , , , , , , , , , , , , , , , , , , 						
24											
25											
26											
27 28											
29	TOTAL HSA REVENUES	\$16,258	\$32,236	\$32,236	\$80,730						
30	Other Revenues		****								
31											
32											
33 34											
35											
1	Total Revenues	\$16,258	\$32,236	\$32,236	\$80,730						
37	Full Time Equivalent (FTE)										
39	Prepared by:	Telephone No.:			-						
	HSA-CO Review Signature:										
	HSA #1				6/20/2018						
	1										

	Α 1	В	СТ	D	E I	F	G	н Т	1					
1	Appendix B, Page 2													
3	Openhouse (Subcontractor LBFE	:1												
4	Program: intergenerational													
5	(Same as Line 9 on HSA #1)	(Same as Line 9 on HSA #1)												
6	Salaries & Benefits Detail													
7			Salarie	es & Benefi	ts Detail									
8														
9 10						1/1/19-6/30/19	7/1/19-6/30/20	7/1/20-6/30/21	1/1/19-6/30/21					
11	·	Agency 1	otals	HSA Pro	ogram	DAAS	DAAS	DAAS	TOTAL.					
		A		% FTE										
		Annual Full TimeSalary	Total	funded by HSA	Adjusted									
12	POSITION TITLE	for FTE	FTE	(Max 100%)	FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary					
13	Program Coordinator	\$52,000	0.94	50%	0.5	\$12,188	\$24,375	\$24,375	\$60,938					
14				. ,										
15														
16														
17														
18						1 - 919P								
I				***************************************										
19														
20	· · · · · · · · · · · · · · · · · · ·								***************************************					
21									**************************************					
22														
23														
24					·									
25														
26									**********					
27														
28														
29							.,							
30		\$ 52,000	0.94	50%	0.5	\$12,188	\$24,375	\$24,375	\$60,938					
	FRINGE BENEFIT RATE	15%					*****							
33	EMPLOYEE FRINGE BENEFITS	\$7,800				\$1,950	\$3,656	\$3,656	\$9,262					
34]													
35	TOTAL SALARIES & BENEFITS	\$59,800				\$14,138	\$28,031	\$28,031	\$70,200					
	HSA #2	7,000	Towns of the second state of the second state of the second secon			***************************************			6/20/2018					