



**SAN FRANCISCO
HUMAN SERVICES AGENCY**

Department of Benefits
and Family Support

MEMORANDUM

Department of Disability
and Aging Services

P.O. Box 7988
San Francisco, CA
94120-7988
www.SFHSA.org

TO: DISABILITY AND AGING SERVICES COMMISSION
THROUGH: KELLY DEARMAN, EXECUTIVE DIRECTOR
FROM: CINDY KAUFFMAN, DEPUTY DIRECTOR
 ESPERANZA ZAPIEN, DIRECTOR OF CONTRACTS DS
EL
DATE: JANUARY 10, 2024
SUBJECT: FY 23-24 COST OF DOING BUSINESS (CODB) INCREASE FOR
 NON-PROFIT SERVICE PROVIDERS

GRANT TERMS:	Current	Modification (FY23-24 CODB)	Revised Amount	Revised Contingency	Not to Exceed
	7/1/19-6/30/25	1/1/24-6/30/25	7/1/19-6/30/25		
GRANT AMOUNTS:	\$12,352,205	\$191,963	\$12,544,168	\$1,254,417	\$13,798,585



London Breed
Mayor

Trent Rhorer
Executive Director

Funding Source	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:	\$191,963			\$1,254,417	\$13,798,585
PERCENTAGE:	100%				100%

The Department of Disability and Aging Services (DAS) requests authorization to modify the grant agreements with non-profit service providers for the period of January 1, 2024 through June 30, 2025, in an amount of \$191,963, plus a 10% contingency for a total amount not to exceed \$13,798,585. The purpose of these modifications is to add funding for the FY23-24 Cost of Doing Business (CODB) adjustment and to revise the grant contingency amounts.

Background

The City is providing a 3.75% Cost of Doing Business (CODB) adjustment for General Fund contracts and grants with nonprofit organizations for FY 23-24. The CODB adjustment is provided to help compensate the non-profit service providers for the increased costs associated with providing services on behalf of the department.

Eligible Costs

The CODB funds will be applied to the following costs contained in the budgets of each Grant Agreement:

- Salaries and associated benefits
- Operational costs excluding direct client assistance dollars, capital equipment, or capital improvement costs funded by the department.
- Indirect costs
- General funds and leveraged state and federal funds.

The CODB will not be applied to pass-through funds, new programs, or add-backs that started this fiscal year.

Grant Modifications

Most grant agreements contained enough contingency in the existing not to exceed amounts to cover the FY23-24 CODB increase and therefore did not require formal commission approval. For those grants, the contracts unit will work with grantees to process informal budget revisions to add the CODB funds.

The grant agreements that did not contain enough contingency in the existing agreements are included in this memo and are listed in Table 1 below. The table shows current grant amounts, the CODB amounts being added, the revised annual amounts, contingency amounts, and not to exceed amounts. For these grant agreements, upon commission approval, the contracts unit will process formal grant modifications based on the amounts in Table 1 in order to have enough contract authority to add the CODB funds.

Funding

This CODB increase will be funded by County General Funds.



SAN FRANCISCO HUMAN SERVICES AGENCY

Table 1:

Agency	Program Name	Contract Start Date	Contract End Date	Current Budgeted Amount	Additional Funding (COBB Amount)	Revised Budgeted Amount	Contingency (10%)	Not to Exceed
BAYVIEW HUNTERS PINT MULTIPURPOSE SENIOR SRVS	Home Delivered Groceries FY21-25	7/1/2021	6/30/2025	\$414,636	\$7,698	\$422,334	\$42,233	\$464,567
BAYVIEW HUNTERS PINT MULTIPURPOSE SENIOR SRVS	ADRC FY 21 (Jan 21) FY24	1/1/2021	6/30/2024	\$532,687	\$5,812	\$538,499	\$53,850	\$592,349
CATHOLIC CHARITIES	Adult Day Program (ADP) for Older Adults and Adults with Disabilities FY21-24	7/1/2021	6/30/2024	\$587,519	\$7,439	\$594,958	\$59,496	\$654,454
CHINATOWN COMMUNITY DEVELOPMENT CENTER	Home-Delivered Grocery Program for Single Room Occupancy Buildings FY20-25	1/1/2021	6/30/2025	\$158,182	\$2,644	\$160,826	\$16,083	\$176,909
INDEPENDENT LIVING RESRC CENTER OF S F	Education and Advocacy, and Peer Mentors for people living with disabilities FY21-24	7/1/2021	6/30/2024	\$362,335	\$4,588	\$366,923	\$36,692	\$403,615
INSTITUTE ON AGING	Center for Elderly Suicide Prevention & Grief Related Services	7/1/2021	6/30/2025	\$1,930,639	\$36,208	\$1,966,847	\$196,685	\$2,163,532
INSTITUTE ON AGING	Home-Delivered Meals for AWD Assessment	7/1/2021	6/30/2025	\$1,568,075	\$29,686	\$1,597,761	\$159,776	\$1,757,537
INSTITUTE ON AGING	Elder Abuse Prevention Services	7/1/2021	6/30/2025	\$653,036	\$12,364	\$665,400	\$66,540	\$731,940
INSTITUTE ON AGING	Elder Abuse Forensic Center	7/1/2021	6/30/2025	\$702,974	\$11,960	\$714,934	\$71,493	\$786,427
LA RAZA CENTRO LEGAL INC	Legal Services to YAD FY20-24	1/1/2021	6/30/2024	\$123,765	\$1,346	\$125,111	\$12,511	\$137,622
LEAH'S PANTRY	Citywide nutrition counseling and education services FY21-25	7/1/2021	6/30/2025	\$644,895	\$12,128	\$657,023	\$65,702	\$722,725
ON LOK DAY SERVICES	Health Promotion (Physical Fitness & Fall Prevention) FY21-25	7/1/2021	6/30/2025	\$1,636,266	\$30,978	\$1,667,244	\$166,724	\$1,833,968
OPENHOUSE	LGBTQ+ Cultural Sensitivity FY21-25	7/1/2021	6/30/2025	\$260,756	\$5,252	\$266,008	\$26,601	\$292,609
SELF-HELP FOR THE ELDERLY	Alzheimer's Day Care Resource Centers (ADCRCs)	7/1/2021	6/30/2024	\$394,255	\$5,101	\$399,356	\$39,936	\$439,292

TENDERLOIN NEIGHBORHOOD DEVELOPMENT CORP	RAD - 320-330 Clementina FY19-24	7/1/2019	6/30/2024	\$1,604,102	\$12,623	\$1,616,725	\$161,673	\$1,778,398
TENDERLOIN NEIGHBORHOOD DEVELOPMENT CORP	RAD - Rosa Parks (1251 Turk) FY19-24	7/1/2019	6/30/2024	\$778,083	\$6,135	\$784,218	\$78,422	\$862,640
			Total	\$12,352,205	\$191,963	\$12,544,168	\$1,254,417	\$13,798,585