



Edwin M. Lee, Mayor

Trent Rhorer, Executive Director

MEMORANDUM

TO: AGING AND ADULT SERVICES COMMISSION

THROUGH: SHIREEN MCSPADDEN, EXECUTIVE DIRECTOR

FROM: MELISSA MCGEE, DEPUTY DIRECTOR
JOHN TSUTAKAWA, DIRECTOR OF CONTRACTS *JCT*

DATE: NOVEMBER 2, 2016

SUBJECT: GRANT MODIFICATION: NEXT VILLAGE (NON-PROFIT); VILLAGE MODEL

	<u>Current</u>	<u>Modification</u>	<u>Revised</u>	<u>Contingency</u>	<u>Total</u>
GRANT TERM:	7/1/15- 6/30/17	7/1/16 – 6/30/17	7/1/15- 6/30/17		
TOTAL GRANT AMOUNT:	\$207,500	\$50,000	\$257,500	\$25,750	\$283,250
ANNUAL AMOUNT:	<u>FY15/16</u>	<u>FY16/17</u>			
	\$102,500	\$155,000			
Funding Source	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
MODIFICATION	\$50,000	\$0	\$0	\$25,750	\$75,750
FUNDING:					
PERCENTAGE:	100%	0%	0%		100%

The Department of Aging and Adult Services (DAAS) requests authorization to modify the existing grant with Next Village for the provision of expanded service of the Village Model program for the period of July 1, 2016 to June 30, 2017, in an additional amount of \$50,000 plus a 10% contingency for a new grant amount not to exceed \$283,250. The purpose of this modification is to increase the service capacity of Next Village’s Village Model program, which enables access of community resources, services, and social activities to seniors living in the northeastern quadrant of San Francisco.

(1)

Background

The Senior Village is a rapidly growing model of senior services programming that promotes independent living. The model is a membership organization through which paid staff and a volunteer cadre coordinates a wide array of services and socialization activities for its members.

The Village model is part of the larger category of “Age and Disability Friendly Community” (ADFC) programs which endeavor to take new approaches in delivering services to seniors and younger adults with disabilities by developing networks and services in the communities in which the clients reside.

Services to be Provided

Grantee will continue to administer its Village model program, with a focus on residents in the Northeastern section of San Francisco. Next Village offers a wide range of services to its members, including: transportation assistance, information and assistance regarding local professional and social services, health and wellness activities, socialization and educational events, and a variety of other services in response to member input.

In addition to these member related services, Grantee will continue to grow the Village program via outreach and educational events. Grantee will also recruit, train, and coordinate volunteers to assist with member services.

Grantee has seen membership continue to increase since program inception. This additional funding will go towards building the capacity of the program to serve its members. This will be achieved via increased staffing, increased translation services, and increased funding to cover program and event costs.

Selection

Grantee was selected through Informal Bid #532 (Villages), which was competitively bid in November 2012. Program expansion was also funded through NOFA #566, which was issued in September 2013.

Funding

Funding for this modification will be supported entirely by General Fund dollars.

Attachments

Appendix A-5, Scope of Services

Appendix B-5, Budget

**APPENDIX A-1 – SCOPE OF SERVICES
NEXT VILLAGE SAN FRANCISCO
VILLAGE MODEL (ADFC)
July 1, 2015 to June 30, 2017**

I. Purpose

The purpose of this grant is to continue the success of the pilot project of the aging in place model known as the Senior Village. The Senior Village is a rapidly growing model of senior services programming that promotes independent living. The model is a membership organization through which paid staff and a volunteer cadre coordinates a wide array of services and socialization activities for senior members.

The Village model is part of the larger category of “Age and Disability Friendly Community” (ADFC) programs which endeavor to take new approaches in delivering services to seniors and younger adults with disabilities by developing networks and services in the communities in which the clients reside.

II. Definitions

Age and Disability Friendly Community (“ADFC”)	ADFC are programs which take new approaches to delivery of services and creation of social connections within the communities they serve. Whereas ‘traditional’ Community Services are centered on a specific Activity / Senior Center, ADFC Projects utilize paid and volunteer staff to establish a network among the clients they serve while coordinating a wide array of services, activities, and opportunities for socialization and community involvement.
DAAS	Department of Aging and Adult Services
Grantee	NEXT Village San Francisco
HSA	Human Services Agency of the City and County of San Francisco
Frail	An older individual that is determined to be functionally impaired because the individual either: (a) Is unable to perform at least two activities of daily living, including bathing, toileting, dressing, feeding, breathing, transferring and mobility and associated tasks, without substantial human assistance, including verbal reminding, physical cueing or supervision. (b) Due to a cognitive or other mental impairment, requires substantial supervision because the older individual behaves in a manner that poses a serious health or safety hazard to the individual or to others.

Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. (Source: California Code of Regulation Sec. 7130.)
OOA	Office on the Aging
Senior	Person who is 60 years or older.
Village Model	The Village is a rapidly growing model of senior services programming that promotes independent living. The Village model does not use a physical location and is a membership organization through which paid staff and a volunteer cadre coordinates a wide array of services and socialization activities for senior members.

III. Target Population

The program aims to target individuals 60 years of age or older. The Village model has traditionally targeted a more middle-income population realizing that this population is less likely to seek services for several different reasons. Although there is a membership fee to belong to the village model, efforts are made to provide subsidies to seniors facing economic hardship.

IV. Eligibility for Villages Membership

- 1) A resident of San Francisco
- 2) Aged 60 and above
- 3) 18 years of age or older and living with a disability

V. Location and Time of Services

Program services are provided at various times and locations throughout NEXT Village service area which is the Northeastern section of San Francisco.

VI. Contractor Responsibilities / Units of Service and Definitions

On an annual basis, the Grantee will provide the following services as part of the Village model:

- 1) Membership. Grantee will provide service to consumers which consist of the membership base.

UNIT: One unduplicated consumer.

- 2) Membership growth. As a membership based program it is incumbent to increase and diversify the membership base. Increase outreach and expand respective village model membership by doing specific outreach to the target population; making presentations at public forums, neighborhood associations, and other interested parties about the village model.

UNIT: One new individual member.

- 3) Volunteer Recruitment and Development. The village model relies heavily on the volunteers that take the time to become trained and assigned to work with specific village members.

UNIT: One volunteer.

- 4) Volunteer hours. One of the unique features of the Village model is the utilization of volunteers and the members themselves to provide services to the membership. Volunteer hours shall include: volunteer and member time spent providing Village services to members.

UNIT: One hour of service to Village members.

- 5) Outreach activities. Outreach activities will serve a dual purpose: 1) to increase membership in NEXT Village and 2) to educate older adults about issues on aging as well as accessing city support services.

There is an apparent lack of knowledge within some sectors of the aging and disability communities regarding available city support services and therefore this impedes access for otherwise eligible consumers. Many of the DAAS/OOA services are *not* means tested and many consumers do not realize that there are services available to them. Grantee will conduct outreach to those sectors in the community to help close the gap between what services are available and the population under-utilizing the services.

Hours of outreach activity will include planning with contracted communications professionals, preparation for presentations such as Power Point production, delivering presentations themselves, neighborhood organizing such as posting flyers in merchant windows and hosting of follow up gatherings. Contractor will keep a log of outreach activities.

UNIT: One hour of outreach activity.

- 6) Member Diversity. To broaden the economic diversity of the Village membership, grantee will establish a method and means to provide subsidized memberships to low-income senior residents of San Francisco.

UNIT: One Subsidized Membership

VII. Service Objectives

For FY 15/16, Grantee will:

- Provide Village model services for 140 unduplicated consumers during grant period.
- Expand Village membership by adding 35 new full-rate memberships.
- Provide Volunteer Recruitment for 75 volunteers.
- Provide 750 volunteer hours to Village members.
- Provide 100 hours of outreach activity.
- Provide 65 subsidized memberships to low-income seniors.

For FY 16/17, Grantee will:

- Provide Village model services for at least 180 unduplicated consumers during grant period.
- Expand Village membership by adding at least 40 new full-rate memberships.
- Provide Volunteer Recruitment for at least 100 volunteers.
- Provide at least 1000 volunteer hours to Village members.
- Provide at least 100 hours of outreach activity.
- Provide at least 65 subsidized memberships to low-income seniors.
- At least 35% of Village members will respond to an annual consumer satisfaction survey administered according to HSA guidelines.

VIII. Outcome Objectives

- At least 75% of participants surveyed will indicate excellent or good in rating the quality of services they receive.
- At least 70% of participants surveyed will indicate that, due to Village services, they feel more able to live independently.
- At least 70% of participants surveyed will indicate that, due to Village services, they feel they have more opportunities to be with friends and make new friends.



- At least 70% of participants surveyed will indicate that they believe their feedback on the types of program services offered is taken into account by program staff.
- Demonstrate at least a 5% increase in diversity among the membership over the term of the 2 year grant. Diversity shall be defined as members identifying as a minority (defined above) or as lesbian, gay, bisexual, transgender (LGBT). This increase will be measured from membership demographics reported at the end of FY 14/15.

IX. Reporting Requirements

- A. Grantee will enter into CA-GetCare the consumer data including the Intake Form by the 5th working day of the month for the preceding month's services.
- B. Grantee will enter into CA-GetCare all the units of service in the Service Recording Tool by the 5th working day of the month for the preceding month.
- C. Monthly reports must be entered into the Contracts Administration, Billing and Reporting Online (CARBON) system for each unit of service delivered during the reporting period for each service listed in Section VII of the Services to be Provided.
- D. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31 each grant year. This report must be submitted to the CARBON system.
- E. Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules. For specific compliance requirements, please refer to Appendices F & G to the Grant Agreement.
- F. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training on an annual basis; Grantee will maintain evidence of staff completion of this training.
- G. Grantee will provide an annual consumer satisfaction survey report to OOA by March 15 each grant year.
- H. Grantee shall develop and deliver ad hoc reports as requested by HSA.
- I. Grantee will develop and maintain with OOA's approval, an updated Site Chart (using OOA's format) with details about the program.
- J. For assistance with reporting requirements or submission of reports, please contact:

Michael Zaugg

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X. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting, evidence that program staff have completed the California Department of Aging (CDA) Security Awareness Training; program operation, which includes a review of a written policies and procedures manual of all OOA funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of director list and whether services are provided appropriately according to Sections VI and VII.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance, and HIPAA compliance.



	A	B	C	D
1	Appendix B-1, Page 1 Document Date: 9/20/16 HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM			
2				
3				
4				
5	Name		Term	
6	NEXT VILLAGE SAN FRANCISCO		July 1, 2015 - June 30, 2017	
7	(Check One) New <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Modification <input type="checkbox"/>			
8				
9	Program: AFDC: Utilizing the Village Model			
10	Budget Reference Page No.(s)			Total
11	Program Term	7/1/15-6/30/16	7/1/16-6/30/17	7/1/15-6/30/17
12	Expenditures			
13	Salaries & Benefits	\$86,207	\$120,289	\$206,496
14	Operating Expense	\$5,636	\$18,472	\$24,108
15	Subtotal	\$91,843	\$138,761	\$230,604
16	Indirect Percentage (%)	12%	12%	12%
17	Indirect Cost (Line 16 X Line 15)	\$10,657	\$16,239	\$26,896
18	Capital Expenditure	\$0	\$0	\$0
19	Total Expenditures	\$102,500	\$155,000	\$257,500
20	HSA Revenues			
21	General Fund	\$102,500	\$155,000	\$257,500
22				
23				
24				
25				
26				
27				
28				
29	TOTAL HSA REVENUES	\$102,500	\$155,000	\$257,500
30	Other Revenues			
31				
32				
33				
34				
35				
36				
37	Full Time Equivalent (FTE): 1.45			
39	Prepared by: Gail Switzer		Telephone No.: 415-218-9271	
40	HSA-CO Review Signature: _____			
41	HSA #1			11/15/2007

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

Salaries & Benefits Detail

	A	B	C	D	E	F	G	H
1								
2								
3								
4	Program Name: AFDC							
5	(Same as Line 9 on HSA #1)							
6								
7								
8								
9								
10								
11		Agency Totals		For HSA Program		Budgeted Salary	Budgeted Salary	TOTAL
12	POSITION TITLE	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	7/1/15-6/30/16	7/1/16-6/30/17	7/1/15-6/30/17
13	Executive Director	\$83,207	100%	60%	60%	\$51,172		\$51,172
14	Volunteer Coordinator	\$40,000	65%	83%	54%	\$22,120		\$22,120
15	Administrative Assistant	\$40,000	35%	90%	32%	\$12,915		\$12,915
16	Executive Director	\$87,367	100%	65%	65%		\$56,789	\$56,789
17	Volunteer Coordinator	\$50,000	100%	100%	100%		\$50,000	\$50,000
18	Administrative Assistant	\$40,000	38%	90%	34%		\$13,500	\$13,500
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30	TOTALS	\$340,574	4.38	4.88	3.44	\$86,207	\$120,289	\$206,496
31								
32	FRINGE BENEFIT RATE	0%						
33	EMPLOYEE FRINGE BENEFITS	\$0				\$0	\$0	\$0
34								
35								
36	TOTAL SALARIES & BENEFITS	\$340,574				\$86,207	\$120,289	\$206,496
37	HSA #2							11/15/2007

	A	B	C	D	E	F	G	H	I
1	Appendix B-1, Page 3								
2	Document Date: 9/20/16								
3									
4	Program Name: AFDC								
5	(Same as Line 9 on HSA #1)								
6									
7	Operating Expense Detail								
8									
9									
10									
11	TOTAL								
12	<u>Expenditure Category</u>				<u>TERM</u>	<u>7/1/15-6/30/16</u>	<u>7/1/16-6/30/17</u>	<u>7/1/15-6/30/17</u>	
13	Rental of Property								
14	Utilities(Elec, Water, Gas, Phone, Scavenger)								
15	Office Supplies, Postage						\$1,172	\$1,172	
16	Building Maintenance Supplies and Repair								
17	Printing and Reproduction						\$4,000	\$4,000	
18	Insurance								
19	Staff Training								
20	Staff Travel-(Local & Out of Town)								
21	Rental of Equipment								
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE								
23	Bilingual Translation Services					\$3,838	\$7,000	\$10,838	
24									
25									
26									
27									
28	OTHER								
29	Volunteer Background Checks					\$798	\$800	\$1,598	
30	Insurance (Workers' Compensation)					\$1,000	\$1,000	\$2,000	
31	Program Expenses						\$4,000	\$4,000	
32	Data Base Costs						\$500	\$500	
33									
34	TOTAL OPERATING EXPENSE					\$5,636	\$18,472	\$24,108	
35									
36	HSA #3								7/10/2015

