



London Breed, Mayor

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 *JKI*

DATE: SEPTEMBER 5, 2018

SUBJECT: NEW GRANT: MISSION NEIGHBORHOOD CENTERS, INC.
 (NON-PROFIT) for THE PROVISION OF COMMUNITY
 SERVICES PROGRAM PILOT

GRANT TERM(S): 7/1/2018 – 6/30/2020

GRANT AMOUNTS:

	<u>FY18/19</u>	<u>FY19/20</u>
	\$144,000	\$121,000

Source:	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
Funding:	\$265,000			\$26,500	\$291,500
Percentage	100%				100%

The Department of Aging and Adult Service (DAAS) requests authorization to enter into new grant agreement with Mission Neighborhood Centers, Inc., for the period of July 1, 2018 to June 30, 2020 for the provision of a community services program pilot in the amount of \$265,000 plus a 10% contingency for a total amount not to exceed \$291,500.

Pilot programs selected through RFP #767, Community Service Program Pilots, are intended to engage eligible individuals who are not currently accessing community services programming offered by the Grantee or funded by DAAS. The purpose of the grant agreement with Mission Neighborhood Centers is to offer participatory art and cultural programming for older adults and adults with disabilities living in the City and County of San Francisco with a particular focus on providing programming in Supervisorial District 9.

The Mission Neighborhood Centers community service program pilot will consist of three new programs that incorporate participatory art, music, and dance activities. The activities are culturally appropriate and designed to support the health and well-being of the target population. The standard components of community service programming will be provided in conjunction with the new participatory art and cultural programs. These include activity scheduling, translation, social services and enhanced outreach.

Background

Proposition I, passed by the City and County of San Francisco voters on November 8, 2016, established the Dignity Fund (Fund). The Fund exists to help older adults and adults with disabilities secure and utilize services that contribute to their well-being and ability to live safely and securely in their own homes and communities. The Fund is administered by the Department of Aging and Adult Services (DAAS). The City Charter Amendment outlines a four year planning cycle for the Fund starting with a Community Needs Assessment (DFCNA) in fiscal year 2017-2018. The purpose of the DFCNA is to identify the services the Fund shall support during the planning cycle.

The City Charter Amendment also requires the establishment of an Oversight and Advisory Committee (OAC) to monitor and support the administration of the Fund. The OAC is also responsible for developing recommendations regarding services for older adults and adults with disabilities that can be supported by the Fund and providing those recommendations to DAAS. DAAS in consultation with the OAC develops annual allocation plans for monies in the Fund based on the service needs of older adults and adults with disabilities identified in the DFCNA and follow up needs assessments conducted by DAAS.

RFP #767 was issued in response to needs identified and outlined in an allocation plan for fiscal year 2017-2018 for available monies in the Fund. The DFCNA completed in March 2018 assessed district-level disparities for service participation among older adults and adults with disabilities. The DFCNA revealed that District 9 was one of the supervisorial districts with a low level of service engagement. Older adults and adults with disabilities in District 9 may face challenges that are unique to their community. Providing culturally appropriate programming like that of Mission Neighborhood Center is vital in tackling cultural barriers when they exist.

Services to be Provided

The grantee will provide new participatory art and cultural activities for older adults and adults with disabilities living in the City and County of San Francisco with a particular focus on engaging eligible individuals living in Supervisorial District 9 and who are not currently accessing community services. The grantee will conduct outreach in an effort to reach the target population. The grantee will provide translation and social services during its hours of operation to meet the needs of enrolled consumers.

The grantee will have at least one (1.0) full time equivalent (FTE) dedicated to the New Community Service Program Pilot funded by this grant agreement to coordinate and deliver programming and the associated service units and to ensure that outcome objectives and reporting requirements are met.

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

Performance

This is a new grant for Mission Neighborhood Centers and DAAS. There is no monitoring history specific for this program to report at this time. The Mission Neighborhood Centers is a current DAAS contractor and in compliance with performance and monitoring requirements for other DAAS contracts. Its OOA-DAAS community service program was monitored in October 2017.

Grantee Selections

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

Funding

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

Attachments:

Mission Neighborhood Centers

Appendix A – Services to be Provided

Appendix B – Budget

Appendix F – Site Chart

APPENDIX A - SERVICES TO BE PROVIDED BY GRANTEE

MISSION NEIGHBORHOOD CENTERS

DIGNITY FUND

COMMUNITY SERVICE PROGRAM PILOT

July 1, 2018 – June 30, 2020

I. Purpose of Grant

The purpose of this grant is to pilot New Community Service Activity Programming consisting of participatory art and cultural activities for older adults and adults with disabilities living in the City and County of San Francisco with a particular focus on engaging those eligible individuals who are not currently accessing community service programming offered by the Grantee and live in Supervisorial District 9.

II. Definitions

Activity Scheduling	A type of service within community service programming. Service units are captured by the number of scheduled activity hours sponsored by the grantee. For the purpose of this grant agreement, activities will include participatory art and cultural activities such as cooking, painting, music, and dance classes that bring groups of people together for education or wellness purposes that help consumers maintain and/or enhance their well-being.
Adult with Disabilities	A person 18 -59 years of age living with disabilities
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 identified 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	The City and County of San Francisco, City Charter, Sections 16.128-1 through 16.128-12. Monies in the Fund shall be used to expend by DAAS solely to help older adults 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 by the Dignity Fund Charter Amendment and completed in fiscal year 2017-2018
Disability	A condition attributable to mental or physical impairment, or a combination of mental and physical impairments including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: Activities of Daily Living (ADL), and Instrumental Activities of Daily Living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment.
Enhanced Outreach	A type of service within community service programming. Service units are captured by providing more formal outreach efforts and enhanced services to support the outreach efforts. Examples of this may include working with a community collaborative group, designing and implementing an outreach plan for an underserved area, problem-solving certain barriers to service, i.e., safety issues, transportation needs, etc.
Fund	Dignity Fund
Grantee	Mission Neighborhood Centers
Low Income	Having income at or below 300% of the federal poverty line defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. This is only to be used by consumers to self-identify their income status, not to be used as a means test to qualify for the program.
New Activity Scheduling Hours	Activity Scheduling hours for New Community Service Activity Programming/Program
New Community Service Activity Programming/Program (NCSAP)	Community service activity programming/program never before offered by the Grantee as part of its regular and ongoing programming and activity scheduling and/or funded by DAAS.
OCM	Office of Contract Management, Human Services Agency
Older Adult	Person who is 60 years of age or older; used interchangeably with the term "Senior"
OCM	Office of Contract Management, Human Services Agency
Senior	Person who is 60 years of age or older; used interchangeably with the "Older Adult"
SF-HAS	Human Services Agency of the City and County of San Francisco
Social Services /Other	A type of service within community service programming. Service units are captured by providing one-to-one assistance for individuals to enable them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.

SOGI	Sexual Orientation and Gender Identity; 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.)
Supervisory District 9	Comprises the Mission, Portola, Bernal Heights, and St. Mary's Park neighborhoods of San Francisco.
Translation Service	A type of service within community service programming. Service units are captured by the number of hours of translation assistance provided to consumers that cannot speak/read English. In addition, Translation may also include the use of American Sign Language, Braille, or Teleprompting. Translation services may include translation of forms, letters, applications, phone calls, etc. for an individual. It can also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements, presentations, etc.
Unduplicated Consumer (UDC)	A consumer enrolled in the MNC New Community Service Program Pilot and reflected in CA.GetCare.
Unit of Service	One hour of service

III. Target Population

This grant will serve older adults and adults with disabilities living in the City and County of San Francisco with a particular focus on reaching and engaging eligible individuals who are not currently accessing community services programming offered by the Grantee and live in Supervisorial District 9. Additional target priorities may include members of a population with one or more of the following equity factors identified in the Dignity Fund Community Needs Assessment.

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

IV. Description of Services

The programming offered through this grant agreement is intended to support older adults and adults with disabilities to live as independently as possible in the community and within supportive environments.

1. Grantee will provide New Community Service Activity Programming (NCSAP) consisting of participatory art and cultural activities such as cooking, painting, music, and dance classes. The NCSAP activities will be structured and scheduled at least

weekly at the location(s) identified in Appendix F. NCSAP should be focused on the needs and/or expressed desire(s) of the target population. All NCSAP should be aimed at maintaining or improving the welfare and well-being of the target population. The Grantee will provide DAAS with an outline and/or activity calendar detailing the days, times, and description of the NCSAP provided through this grant agreement. Significant changes in the type of participatory art and cultural activities offered and/or frequency will be communicated to DAAS in writing and are subject to DAAS approval.

2. Grantee in collaboration with UCSF Memory and Aging Center will develop and implement a dance program consisting of dance classes as one of participatory art and cultural activities for the target population. The program will be designed based on the preferences expressed by the participants such as format and length, frequency, and content of dance classes. The dance program will start no later than November 1, 2018. A minimum of twenty (20) enrolled UDC will participate in the dance program. The dance program will include pre and post surveys to collect information about the outcome objectives defined in this grant agreement.
3. Grantee will conduct enhanced outreach with the intent of reaching the target population. Enhanced outreach will be accomplished by the Grantee in multiple ways and may include but not limited to, providing information and promoting the Grantee's NCSAP at community organizations, congregate meal sites, health clinics, in newsletters/publications and social media when appropriate, and on the Grantee's website(s).
4. Grantee will have at least one (1.0) full time equivalent (FTE) of which at least 0.75 will be a single employee whose work time and job description is dedicated to coordinating and delivering NCSAP; collecting and recording service objectives; obtaining and measuring outcome objectives; and ensuring that reporting requirements are met.
5. 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.
6. Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules.
7. Grantee will have policy and procedures that are compliant with local/city, state, and federal regulatory agencies, including the DAAS-OOA policy memoranda manual.
8. Grantee will ensure that units of service provided through this grant agreement are tracked and distinguishable within each type of community service programming.

V. Location and Time of Services

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

VI. Service Objectives

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

Grantee will enroll at least the number 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	Total 2-years
Number of Unduplicated Consumers	232	232	464
Number of New Community Service Activity Programs	3	3	3
Number of New Activity Scheduling Hours	144	175	319
Number of Enhanced Outreach Hours	273	300	573
Number of Social Service/Other Hours	100	100	200
Number of Translation Service Hours	80	80	160
One (1) Unit = One (1) hour of service provision			

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

1. At least 65% of unduplicated consumers registered in the NCSAP pilot will be older adults and adults with disabilities that have never before accessed community services offered by Grantee in year one.
2. At least 40% of the unduplicated consumers registered in the NCSAP pilot will be older adults and adults with disabilities that have never before accessed community services offered by Grantee in year two (2) and each subsequent year of this grant agreement.
3. At least 40% of the unduplicated consumers registered in the NCSAP will be returning consumers in year two (2) and each subsequent year of this of this grant agreement.
4. Specific for the dance program developed and implemented by Grantee in collaboration with UCSF Memory and Aging Center, at least 75% of the consumers participating in the dance program will attend 50% or more of the dance classes offered over a 6 month period based on attendance tracking.

VII. Outcome Objectives

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

1. Based on an annual consumer survey created by the provider with input from DAAS and with a sample size of at least 60% of unduplicated consumers, at least 50% of the surveyed consumers will report learning of new services available to older adults and adults with disabilities.
2. Based on an annual consumer survey created by the provider with input from DAAS and with a sample size of at least 60% of unduplicated consumers, at least 50% of the surveyed consumers will attribute an increase in community and neighborhood engagement to the NCSAP provided by Grantee.
3. Based on an annual consumer survey created by the provider with input from DAAS and a with sample size of at least 60% of unduplicated consumers, at least 50% of the surveyed consumers will attribute an increase in their physical activities and/or quality of life to the NCSAP provided by Grantee.
4. Outcome Objectives specific for the dance program developed and implemented by Grantee in collaboration with UCSF Memory and Aging Center:
 - a) At least 75% of the consumers participating in the dance program will report an improvement in their physical function after 6 months as measured by the Physical Activity Enjoyment Scale (PACES).
 - b) At least 75% of the consumers participating in the dance program who have been identified as “lonely” as measured by the UCLA Loneliness Scale, will report a reduction in loneliness as evidence by a decrease in their UCLA Loneliness score after 6 months.
 - c) At least 75% of the consumers participating in the dance program will report a greater sense of belonging as measured by the General Belonging Scale and Perceived Neighborhood Cohesion Scale.

VIII. Reporting Requirements

1. Grantee will provide a monthly report of activities as described in Section VI and VII. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
2. Grantee will enroll consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers using the DAAS provided or DAAS approved intake form into the CA.GetCare database in accordance to DAAS policy.
3. Grantee will enter into the Ca.GetCare Service Unit section all the units of service by the 5th working day of the month for the preceding month.

4. Grantee will enter monthly reports into the CARBON database system that includes the following information:
 - Number of unduplicated consumers served during the month.
 - Number of community service hours within each of the categories stated in Section VI.-Service Objectives of this Appendix A.
5. Grantee will provide an annual report summarizing the contract activities, referencing the Service and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
6. Grantee shall issue a fiscal closeout report at the end of the fiscal year. The report is due to SF-HSA no later than July 31 each grant year. This report must be submitted in the CARBON system. Additional reports may be requested and required at other points during the fiscal year.
7. Grantee will provide an annual consumer satisfaction survey report to DAAS by March 15 each grant year or a mutually agreed upon date between DAAS and the Grantee.
8. Grantee shall develop and deliver an annual summary report of SOGI data collected in each grant year as requested by SF-HSA and/or DAAS. 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:

steve.kim@sfgov.org

Contract Manager, Office of Contract Management

Or

tiffany.kearney@sfgov.org

Dignity Fund Program Analyst

Department of Aging and Adult Services

IX. Monitoring Activities

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 IV, V, VI, VII, and VIII.

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.

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Name:		Term	
Mission Neighborhood Centers - Capp Street Senior Center		7/01/2018 - 6/30/2020	
(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>			
If modification, Effective Date of Mod.		No. of Mod.	
Program: Community Services Arts Pilot			
Budget Reference Page No.(s)			7/01/2018 - 6/30/2020
Program Term	7/01/18- 6/30/19	7/01/19-6/30/20	Total
Expenditures			
Salaries & Benefits	\$58,061	\$59,807	\$117,868
Operating Expense	\$22,679	\$4,237	\$26,916
Subtotal	\$80,740	\$64,044	\$144,784
Indirect Percentage (%)	15%	15%	15%
Indirect Cost (Line 16 X Line 15)	\$12,110	\$9,606	\$21,716
Subcontractor/Capital Expenditures	\$51,150	\$47,350	\$98,500
Total Expenditures	\$144,000	\$121,000	\$265,000
HSA Revenues			
General Fund	\$144,000	\$121,000	\$265,000
TOTAL HSA REVENUES	\$144,000	\$121,000	\$265,000
Other Revenues			
Total Revenues	\$144,000	\$121,000	\$265,000
Full Time Equivalent (FTE)	1.03	1.03	
Prepared by:		Telephone No.:	Date
HSA-CO Review Signature:	_____		
HSA #1			9/5/2018

Mission Neighborhood Centers - Capp Street Senior Center
Program: Community Services Arts Pilot

Operating Expense Detail

Expenditure Category	TERM			TOTAL
		7/01/18- 6/30/19	7/01/19- 6/30/20	7/01/18- 6/30/20
Rental of Property		\$ 300	\$ 300	\$ 600
Utilities(Elec, Water, Gas, Phone, Scavenger)		\$ 1,200	\$ 1,200	\$ 2,400
Office Supplies, Postage		\$ 1,600	\$ 185	\$ 1,785
Building Maintenance Supplies and Repair		\$ 3,500	\$ 300	\$ 3,800
Printing and Reproduction		\$ 1,800		\$ 1,800
Insurance		\$ 600		\$ 600
Staff Training				
Staff Travel-(Local & Out of Town)				
CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE				
OTHER				
Program Supplies		\$ 5,000	\$ 600	\$ 5,600
Advertising		\$ 2,500	\$ 250	\$ 2,750
Recruitment & Outreach		\$ 2,179		\$ 2,179
Janitorial Supplies for event		\$ 1,200	\$ 1,101	\$ 2,301
Food (snacks & refreshments)		\$ 2,500		\$ 2,500
Car- Fuel, Maint. & repair		\$ 300	\$ 300	\$ 600
TOTAL OPERATING EXPENSE		\$ 22,679	\$ 4,237	\$ 26,916

**Mission Neighborhood Centers - Capp Street Senior Center
Program: Community Services Arts Pilot**

Subcontractor/Capital Expenditures

SUBCONTRACTORS

	7/01/18- 6/30/19	7/01/19- 6/30/20	7/01/18- 6/30/20
Dance Program Facilitator	\$ 19,400	\$ 19,400	\$ 38,800
Music - DJ	\$ 4,800	\$ 4,800	\$ 9,600
Art Instructor	\$ 8,000	\$ 8,000	\$ 16,000
Music Instructor	\$ 7,200	\$ 7,200	\$ 14,400
Group Facilitator	\$ 750	\$ 750	\$ 1,500
Translator	\$ 7,200	\$ 7,200	\$ 14,400
TOTAL SUBCONTRACTOR COST	\$47,350	\$47,350	\$94,700

EQUIPMENT

TER

Units	ITEM/DESCRIPTION	7/01/18- 6/30/19	7/01/19- 6/30/20	7/01/18- 6/30/20
1	Office Equipment	\$1,800		
1	Computer & Phone	\$2,000		
TOTAL EQUIPMENT COST		\$3,800		\$3,800

REMODELING

Description:	7/01/18- 6/30/19	7/01/19- 6/30/20	7/01/18- 6/30/20
TOTAL REMODELING COST			

TOTAL SUBCONTRACTOR/CAPITAL EXPENDITURE **\$51,150** **\$47,350** **\$98,500**

HSA #4

9/5/2018

Date: 09/05/2018

SITE CHART - Appendix F

FY: 7/1/2018-6/30/2019

AGENCY: Mission Neighborhood Centers, Inc

CONTRACT MAILING ADDRESS: 362 Capp St San Francisco, CA 94110

Agency's web site: www.mnccsf.org

DIRECTOR: Santiago (" Sam ") Ruiz

PHONE NO.: (415) 206-7749

Program:											
Community Service Program Pilot											
Total Annual # of UDC = 232	UDC/Site = 232										
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										
Neighborhood	Mission										
Supervisory District No.	9										
Bus Line #											
Person in Charge:	Maria Bermudez										
Site Manager/Coordinator	Aurora Alvarado										
Additional Programs Offered at Site											
Days Open	X	Mon	X	Tues	X	Wed			Mon	Tues	Wed
	X	Thurs	X	Fri					Thurs	Fri	
	X	Sat		Sun					Sat	Sun	
Hours Open	9:00 am - 5:00 pm										
Hours of New Community Service Activity Programming (NCSAP)	144										
Total number of Service Days	287										
DAAS Funded Meal Service (Yes/No)	Yes										
Hours of Meal Service (start & end time)	12:00 - 1:00 pm										
Number of Service Days Closed	12										
Days Closed (list holidays closed)	<ul style="list-style-type: none"> • 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 										
ADA Accessible	X Yes No										
		Yes No								Yes No	
		Yes No								Yes No	

FY: 7/1/2018-6/30/2019

Date: 09/05/2018		SITE CHART - Appendix F		FY: 7/1/2019-6/30/2020	
AGENCY: Mission Neighborhood Centers, Inc		Agency's web site: www.mnncsf.org			
CONTRACT MAILING ADDRESS: 362 Capp St San Francisco, CA 94110		PHONE NO.: (415) 206-7749			
DIRECTOR: Santiago ("Sam") Ruiz					
Program:					
Community Service Program Pilot					
Total Annual # of UDC = 232	UDC/Site = 232				
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				
Neighborhood	Mission				
Supervisorial District No.	9				
Person in Charge:	María Bermudez				
Site Manager/Coordinator	Aurora Alvarado				
Additional Programs Offered at Site					
Days Open	X Mon X Tues X Wed X Thurs X Fri X Sat X Sun	Mon Tues Wed Thurs Fri Sat Sun	Mon Tues Wed Thurs Fri Sat Sun	Mon Tues Wed Thurs Fri Sat Sun	Mon Tues Wed Thurs Fri Sat Sun
Hours Open	9:00 am - 5:00 pm				
Hours of New Community Service Activity Programming (NCSAP)	175				
Total number of Service Days	298				
DAAS Funded Meal Service (Yes/No)	Yes				
Hours of Meal Service (start & end time)	12:00 - 1:00 pm				
Number of Service Days Closed	12				
Days Closed (list holidays closed)	<ul style="list-style-type: none"> • 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 				
ADA Accessible	X Yes ___ No	Yes ___ No	Yes ___ No	Yes ___ No	Yes ___ No

FY: 7/1/2019-6/30/2020