



**SAN FRANCISCO
HUMAN SERVICES AGENCY**

Department of Benefits
and Family Support

Department of Disability
and Aging Services

Office of Early Care
and Education

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

MEMORANDUM

TO: DISABILITY AND AGING SERVICES COMMISSION

THROUGH: KELLY DEARMAN, EXECUTIVE DIRECTOR

FROM: CINDY KAUFFMAN, DEPUTY DIRECTOR
ESPERANZA ZAPIEN, DIRECTOR OF CONTRACTS

DATE: MAY 4, 2022

SUBJECT: NEW GRANT: **OPENHOUSE (NON-PROFIT)** TO
PROVIDE HOUSING RESOURCE LIST FOR OLDER
ADULTS AND ADULTS WITH DISABILITIES

DS
EL

GRANT TERM: 7/1/2022-6/30/2026

GRANT AMOUNT:	<u>New</u> \$108,000	<u>Contingency</u> \$10,800	<u>Total</u> \$118,800
----------------------	-------------------------	--------------------------------	---------------------------

ANNUAL AMOUNT	<u>FY22/23</u> \$27,000	<u>FY23/24</u> \$27,000	<u>FY24/25</u> \$27,000	<u>FY25/26</u> \$27,000
----------------------	----------------------------	----------------------------	----------------------------	----------------------------

Funding Source	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:	\$108,000			\$10,800	\$118,800
PERCENTAGE:	100%			100%	



London Breed
Mayor

Trent Rhorer
Executive Director

The Department of Disability and Aging Services (DAS) requests authorization to enter into a grant with Openhouse for the period of July 1, 2022 to June 30, 2026, in an amount of \$108,000, plus a 10% contingency for a total amount not to exceed \$118,800. The purpose of the grant is to provide a housing resource list for older adults and adults with disabilities.

Background

Affordable housing is a critical need for many older adults and adults with disabilities living in San Francisco. Through this service, a regularly maintained and distributed list of affordable housing opportunities will be created for the benefit of the San Francisco community. The organization

shall research housing opportunities via phone, online, and lottery-based housing portals of bay area counties. County housing authorities and non-profit housing management companies including but not limited to: EAH Housing, Bridge Housing, Mercy Housing, Christian Church Homes, Satellite Housing and Affordable Housing Associates, Housing Consortium of the East Bay, Eden Housing, East Bay Asian Local Development Corporation, MidPen Housing shall be considered when updating the housing resource list.

Services to be Provided

Openhouse will research affordable housing opportunities in the Bay Area, compile active opportunities, and distribute the Housing Resource List to older adults, adults with disabilities, and organizations working with those individuals.

Openhouse will create and distribute 12 Housing Resource Lists annually (one per month). Grantee will also increase the number of providers, constituents, and consumers/clients who receive and or access the list annually by 10%.

Selection

Grantee was selected through Informal Bid (IB) #988, which was competitively bid in February 2022.

Funding

Funding for this contract is provided through County General Funds.

ATTACHMENTS

Appendix A

Appendix B

Appendix A - Services to be Provided

Openhouse Housing Resource List for Older Adults and Adults with Disabilities 7/1/2022 to 6/30/2026

I. Purpose of Grant

The grantee will provide updated information on current affordable housing opportunities in the Bay Area for older adults and adults with disabilities.

II. Definitions

Adult with a Disability	Person 18 years of age or older living with a disability
CARBON	Contracts Administration, Reporting and Billing On Line System
City	City and County of San Francisco, a municipal corporation
DAS	Department of Disability and Aging Services
DAS Hub	Department of Disability and Aging Services Benefits and Resource Hub
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. Source: California Code of Regulations Title 22, Sec. 7630
Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) 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 individual behaves in a manner that poses a serious health or safety hazard to the individual or others. Source: California Code of Regulations Title 22, Sec. 7119
Grantee	Openhouse
	An acronym/term used to refer to persons who self-identify

LGBTQ+	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. This is only to be used by consumers to self-identify their income status, not to be used as a means test to qualify for the program.
Minority	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 Regulations Title 22, Sec. 7130.
OCP	Office of Community Partnerships
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	Person who is 60 years or older, used interchangeably with “senior”
Senior	Person who is 60 years or older, used interchangeably with “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.)

III. Target Population

Services must target older adults and adults with disabilities (aged 18-59) who are members of one or more of the following groups that have been identified as demonstrating the greatest economic and social need. In particular:

- A. Low-income
- B. Non or limited English speaking
- C. Minority
- D. Frail
- E. Lesbian, Gay, Bisexual, Transgender

IV. Description of Services

Grantee will research affordable housing opportunities in the Bay Area, compile active opportunities, and distribute the Housing Resource List to older adults, adults with disabilities, and organizations working with those individuals.

Grantee will fulfill the following:

- A. Update and distribute the Housing Resource List on a monthly basis by no later than the 5th of every month.
- B. Utilize a standardized approach for researching and compiling housing opportunities in San Francisco and nearby counties (e.g. Marin, Alameda, Contra Costa, San Mateo) on a monthly basis.
- C. Develop a standardized introduction about the Housing Resource List and/or a “frequently asked questions/answers” section for new recipients of the Housing Resource List.
- D. Distribute the Housing Resource List via publication on the grantee’s website, in print, and email through a grantee created and maintained electronic mailing list of individuals and service providers.
- E. Supply the List to community based organizations who will share it with the target populations.
- F. Supply the List directly to interested individuals upon request.
- G. Maintain a distribution list of all monthly recipients that categorizes whether the recipient is an individual or community based organization.
- H. Develop policies and procedures that details general maintenance and processes that inform the community how they can receive the housing list every month.
- I. Administer an annual consumer satisfaction survey using a survey tool approved by DAS Hub. The grantee will share the survey results with DAS Hub by March 15th each grant year or on a mutually agreed upon date between DAS Hub and the grantee.
- J. Ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer, and adhere to all program standards.
- K. Ensure that units of service provided are tracked and distinguishable.
- L. Attend in-service trainings and meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed.
- M. Follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are

contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services.

V. Location and Time of Services

The services for Openhouse will be provided at 65 Laguna Street, San Francisco, CA 94114, during the hours of 9 a.m. to 5 p.m. Monday to Friday.

VI. Service Objectives

On an annual basis:

- A. Grantee will create and distribute **12** Housing Resource Lists annually (one per month).
- B. Grantee will increase the number of providers, constituents, and consumers/clients who receive and or access the list annually by **10%**. Baseline measure: 5,700 individuals and 290 organizations/agencies.

VII. Outcome Objectives

Grantee will utilize an annual survey distributed to measure the following:

- A. Consumers are satisfied with the Housing Resource List and the information contained therein. Target 85%
- B. Consumers report that the information contained in the list is reliable. Target 90%
- C. Consumers report that the Housing Resource List is accessible. Target 85%
- D. Consumers report that information in the Housing Resource List is relevant and viable. Target 85%

The annual survey at minimum should be distributed and completed by the following:

- A. 40 completed surveys by community based organizations
- B. 100 completed surveys by individual consumers

VIII. Reporting Requirements

- A. Grantee will provide a monthly report of activities, referencing the tasks as described in Section VII & VIII- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
- B. Grantee will provide a quarterly report of activities, referencing the tasks as described in Section VII & VIII- Service and Outcome Objectives. Grantee will enter the quarterly metrics in the CARBON database by the 15th of the month following the end of the quarter.

C. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in VII & VIII- 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.

D. Grantee will provide Ad Hoc reports as required by the Department.

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

tara.alvarez@sfgov.org, Tara Alvarez, Contract Manager, Office of Contract Management

or

paulo.salta@sfgov.org, Paulo Salta, Program Analyst, DAS Hub

IX. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of client eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives.
- 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.

	A	B	C	D	E	F
1	Appendix B, Page 1					
2						
3	HUMAN SERVICES AGENCY BUDGET SUMMARY					
4	BY PROGRAM					
5	Agency Name:			Grant Term: 07/01/22 - 06/30/26		
6	(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>					
7	If modification, Effective Date:		Modification No.:			
8	RFP/Grant Name: Housing Resource List					
9		Year 1	Year 2	Year 3	Year 4	Budget
10		07/01/22- 06/30/23	07/01/23- 06/30/24	07/01/22- 06/30/25	07/01/25- 06/30/26	Total
11	Expenditures					
12	Salaries & Benefits	\$23,478	\$23,478	\$23,478	\$23,478	\$93,912
14	Subtotal	\$23,478	\$23,478	\$23,478	\$23,478	\$93,912
15	Indirect Percentage (%)	15%	15%	15%	15%	15%
16	Indirect Costs (Line 16 X Line 15)	\$3,522	\$3,522	\$3,522	\$3,522	\$14,088
18	Total Expenses	\$27,000	\$27,000	\$27,000	\$27,000	\$108,000
19						
20	HSA Revenues					
21	General Fund	\$27,000	\$27,000	\$27,000	\$27,000	\$108,000
22						
23						
24						
25						
26						
27						
28						
29	Total HSA Revenues	\$27,000	\$27,000	\$27,000	\$27,000	\$108,000
30						
31	Other Program Revenues					
32						
33						
34						
35						
36						
37	Total Other Program Revenues	\$0	\$0	\$0	\$0	\$0
38						
40	Prepared by: Matthew Cimino		Telephone No.: 415-530-2783		Date: 04/04/2022	
41	HSA Budget Summary					1/19/2022

	A	B	C	D	E	F	G	H	I	J
1	Appendix B, Page 2									
2										
3										
4	Program Name:									
5	Housing Resource List									
6										
7	Salaries & Benefits Detail									
8										
9										
10		Agency Totals		HSA Program		07/01/22-06/30/23	07/01/23-06/30/24	07/01/22-06/30/25	07/01/25-06/30/26	
11	POSITION TITLE	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Year 1 Budgeted Salary	Year 2 Budgeted Salary	Year 3 Budgeted Salary	Year 4 Budgeted Salary	TOTAL 07/01/22 - 06/30/26
12	Housing Resource Navigator-II	\$53,040	1.00	31%	0.31	\$16,500	\$16,500	\$16,500	\$16,500	\$49,500
13	Housing Resource Supervisor	\$64,518	1.00	5%	0.05	\$3,065	\$3,065	\$3,065	\$3,065	\$9,195
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
26	TOTALS	117557.86	2.00	36%	0.36	\$19,565	\$19,565	\$19,565	\$19,565	\$78,260
27										
28	FRINGE BENEFIT RATE	20.00%								
29	EMPLOYEE FRINGE BENEFITS					\$3,913	\$3,913	\$3,913	\$3,913	\$15,652
30										
31										
32	TOTAL SALARIES & BENEFITS					\$23,478	\$23,478	\$23,478	\$23,478	\$93,912
33	HSA Salary & Benefits Detail									