



**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



London Breed
Mayor

Trent Rhorer
Executive Director

MEMORANDUM

TO: DISABILITY AND AGING SERVICES COMMISSION

THROUGH: KELLY DEARMAN, EXECUTIVE DIRECTOR

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

DATE: WEDNESDAY, SEPTEMBER 7, 2022

SUBJECT: **GRANT MODIFICATION: ON-LOK DAY SERVICES (NON-PROFIT) FOR PROVISION OF SELF-MANAGEMENT OF CHRONIC HEALTH CONDITIONS**

DS
EL

	<u>Current</u>	<u>Modification</u>	<u>Revised</u>	<u>Contingency</u>	<u>Total</u>
GRANT TERM:	07/01/21- 06/30/25	09/01/22- 6/30/23	07/01/21- 06/30/25		
GRANT AMOUNT:	\$862,656	\$105,516	\$968,172	\$96,817	\$1,064,989
ANNUAL AMOUNT:	<u>FY 21/22</u>	<u>FY 22/23</u>	<u>FY 23/24</u>	<u>FY 24/25</u>	
	\$215,664	\$321,180	\$215,664	\$215,664	
Funding Source	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:	\$630,181		\$337,991	\$96,817	\$1,064,989
PERCENTAGE:	65%		35%		100%

The Department of Disability and Aging Services (DAS) requests authorization to modify the existing grant agreement with On-Lok Day Services for the period of September 1, 2022 to June 30, 2023, in the additional amount of \$105,516 plus a 10% contingency for a revised total amount not to exceed \$1,064,989. The purpose of this modification is to increase the number of different evidence based health promotion programs offered to consumers.

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Background

DAS is a state-designated Area Agency on Aging (AAA) under the federal Older Americans Act (OAA) of 1965 as amended. As an Area Agency on Aging, DAS provides a community-based system of services that support the health and well-being of older individuals and adults with disabilities living in the City and County of San Francisco. The OAA Title III D Disease Prevention and Health Promotion Program is one of the services coordinated and supported by DAS in its role as an AAA. OAA Title III D programming provides evidence-based disease prevention and health promotion services that assist older adults in preventing illness and managing chronic conditions. The program helps older adults learn techniques and strategies for the prevention and mitigation of the effects of chronic diseases.

The Federal American Rescue Plan Act (ARPA) of 2021 included one-time funding for Older Americans Act programming for OAA Title III-D Disease Prevention and Health Promotion Program. DAS is using the funding to add a new evidence-based disease prevention and health promotion program and provide consumers with more resources moving forward to manage their chronic health conditions.

Services to be Provided

Under this modification, the grantee will implement a new evidence-based disease prevention and health promotion program, Chronic Pain Self-Management in addition to the two evidence-based disease prevention and health promotion programs they currently provide which are Chronic Disease Self- Management and Diabetes Empowerment Education Program. Through the Chronic Pain Self- Management program, the grantee will provide ten evidenced based workshops.

Selection

Grantee was selected through Request for Proposals #908, which was competitively bid on January 6, 2021.

Funding

Funding for this grant is provided through a combination of Federal and County General Funds.

ATTACHMENTS

Appendix A-1, Scope of Services

Appendix B-1, Budget

APPENDIX A-1 SERVICES TO BE PROVIDED

On Lok Day Services

Health Promotion Program Self-Management of Chronic Health Conditions July 1, 2021 to June 30, 2025

I. Purpose

The purpose of this grant is to provide older adults with evidence-based health promotion and disease prevention programs to assist older adults in preventing illness and managing chronic conditions. The evidenced-based programs promote healthy aging and maintenance of optimal physical, mental, and social well-being in older adults. An active healthy lifestyle can contribute to an older adult's independence and quality of life.

II. Definitions

Grantee	On Lok Day Services
ACL	Administration for Community Living (https://acl.gov/)
Adult with a Disability	A person 18-59 years of age living with a disability
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) or a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
CARBON	Contracts Administration, Reporting, and Billing On-Line system
CDA	California Department of Aging
CDSMP	Chronic Disease Self-Management Program (CDSMP) is an evidenced-based program licensed through the Self-Management Resource Center (SMRC). https://www.selfmanagementresource.com

Chronic disease/ Chronic health condition	Conditions that last one year or more and require ongoing medical attention, limit activities of daily living, or both. https://www.cdc.gov/chronicdisease/
City	City and County of San Francisco, a municipal corporation
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized
Contact	A unit of service defined by CDA as activities related to the prevention and mitigation of the effects of chronic disease (including osteoporosis, hypertension, obesity, diabetes, and cardiovascular disease), alcohol and substance abuse reduction, smoking cessation, weight loss and control, stress management, falls prevention, physical activity, and improved nutrition. Activities must meet ACL's definition for an evidence-based program. One (1) service unit is 1 contact per UDC.
CPSMP	Chronic Pain Self-Management Program (CDSMP) is an evidenced-based program licensed through the Self-Management Resource Center (SMRC). https://www.selfmanagementresource.com
DAS	Department of Disability and Aging Services
DEEP	Diabetes Empowerment Education Program (DEEP) is an evidence-based program licensed by the University of Illinois Chicago. https://otm.uic.edu/deep-program/deep-program-overview
DEEP Trainer	An individual who has completed the required training by the University of Illinois Chicago to provide DEEP programming.
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.
Evidence-based program	A program that has demonstrated through evaluation to be effective for improving the health and well-being or reducing disease, disability, and/or injury among older adults. https://acl.gov/programs/health-wellness/disease-prevention
Leader	An individual who has completed the required training by the Self-Management Resource Center (SMRC) to facilitate one of their evidenced based programs. A leader cannot train others to facilitate a workshop.

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.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person’s primary language.
Low-Income	Having income at or below 100% 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.
Master Trainer	An individual who has completed the required training by the Self-Management Resource Center to facilitate one of their evidenced based programs and train leaders to facilitate the program.
OCM	Office of Contract Management, San Francisco Human Services Agency
OCP	Office of Community Partnerships, a unit within the Department of Disability and Aging Services
Older Adult	Person who is 60 years or older; used interchangeably with the term ”senior”
Older Americans Act (OAA)	The Older Americans Act (OAA), passed by Congress in 1965, with the goal of supporting older Americans to live at home and in the community with dignity and independence for as long as possible. https://www.ncoa.org/public-policy-action/older-americans-act/
Partners in Care Foundation	A non-profit organization that the California Department of Aging has contracted with to administer evidenced-based health promotion programs. https://www.picf.org/
Senior	Person who is 60 years or older; used interchangeably with the term “older adult”
SF-HSA	Human Services Agency of the City and County of San Francisco
SMRC	Self-Management Resource Center https://www.selfmanagementresource.com
Socially Isolated	Having few social relationships and few people to interact with regularly.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> 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 (<i>Chapter 104, Sections 104.1 through 104.9.</i>)
Unduplicated Consumer (UDC)	An individual who participates in one or more of the DAS approved evidence-based health promotion and disease prevention programs and their participation is reflected in CA-GetCare by the grantee.

III. Target Population

The target population is older adults living in the City and County of San Francisco. Services shall be designed to engage one or more of the following target populations, which have been identified as demonstrating the greatest economic and social need:

1. Persons with low income
2. Persons who are socially isolated
3. Persons with limited English-speaking proficiency
4. Persons from communities of color
5. Persons who identify as LGBTQ+
6. Persons at risk of institutionalization

IV. Eligibility for Health Promotion Services

1. An older adult sixty years of age or older with a chronic health condition living in the City and County of San Francisco.
2. A caregiver of an older adult with a chronic health condition living in the City and County of San Francisco.

V. Location and Time of Services

Grantee will provide workshops in San Francisco. The grantee will schedule the dates, times, and locations of workshops. The dates, times, and locations of workshops are subject to DAS OCP approval.

VI. Description of Services and Program Requirements

Evidence-based health promotion and disease prevention programs assist older adults in preventing illness and managing chronic conditions. The programs help older adults learn techniques and strategies for the prevention and mitigation of the effects of chronic diseases.

1. Grantee will implement and provide the following DAS approved evidence-based health promotion and disease prevention programs delivered in a workshop format where each workshop consists of a series of classes:
 - a) Chronic Disease Self-Management Program (CDSMP)
The CDSMP workshop is a 2 ½- hour class once a week for six weeks.
 - b) Diabetes Empowerment Education Program (DEEP)
The DEEP workshop is a 2-hour class once a week for six weeks.
2. Grantee will launch the following new DAS approved evidence-based health promotion and disease prevention program starting September 2022, delivered in a workshop format where each workshop consists of a series of classes:
 - a) Chronic Pain Self-Management Program (CPSMP)

The CPSMP workshop is a 2 ½- hour class once a week for six weeks.

2. Grantee will offer at least 48 workshops annually with a minimum target class size of 12 consumer. The grantee will follow the guidance of the licensing agency for each of the programs on maximum class size. The grantee will base the number of each of the workshops based on consumer demand and provide DAS OCP with a schedule of the workshops on a quarterly basis in July, October, January, and April.
3. Grantee will secure community partner sites to host health promotion workshops. The grantee will offer workshops in a group setting at different accessible locations throughout the city such as congregate meal sites, community centers, senior housing, or senior centers. Online platforms may also be used to provide programming, but not as a replacement for in-person activities, when in person gatherings are permissible and do not compromise the health and safety of program participants. The grantee will establish signed agreements with community partner/s to clarify the expectations and responsibilities between the parties involved. The grantee will provide DAS-OCP with copies of all signed partner site agreements.
4. Grantee will provide and coordinate the necessary education to certify and recertify individuals to be a trainers (i.e. master trainers, leaders, and DEEP trainers) in one or more of the evidence-based health promotion and disease prevention programs (CDSMP, CPSMP, and DEEP). The grantee will ensure there are sufficient trainers to provide each of the programs and achieve service objectives. Grantee shall track and maintain a current list of trainers the programs and share an updated list with DAS twice a year, in July and January, and as requested.
5. Grantee will conduct and document a fidelity monitoring at one or more workshop classes facilitated by new trainers within one month of them starting a workshop. The grantee will conduct and document fidelity monitoring for all SMRC leaders and deep trainers once per year. The grantee will provide support and technical assistance to trainers, as needed, to ensure curriculum fidelity and compliance with the licensing agency's guidelines.
6. The grantee will ensure the language needs of program participants are being met and will offer the workshops in at least three (3) different languages to meet needs in the community, including English, Chinese, and Spanish.
7. Grantee will conduct outreach and promote the programs in the community. Outreach strategies should be neighborhood-based as well as citywide and may include activities such as disseminating materials at community meetings and other group settings or special events/fairs, announcements, electronic bulletins, and other mass media. As part of program outreach, Grantee will post workshops and maintain current information for DAS sponsored workshops on the State's web site: www.CaHealthierLiving.org
8. Grantee will develop and maintain policies and procedures that meet the programmatic requirements of the licensing organization, CDA and DAS-OCP.
9. Grantee will track class attendance for each workshop and enter required service unit data in CA-GetCare.
10. Grantee will administer a survey at the conclusion of each workshop to capture consumer feedback and required information for reporting program outcomes and any other information required by licensing agencies. The grantee will provide DAS with workshop survey results on a quarterly basis in September, December, March, and June
11. Grantee will provide Partners in Care Foundation with attendance and consumer survey information for the CDSMP and CPSMP.

12. Grantee will provide an opportunity for program participants to make voluntary contributions.
13. Grantee will have a representative participate in the statewide CA Healthier Living Coalition.

VII. Service Objectives:

1. Provide the minimum annual service units indicated in Table A below.

Table A: Annual Service Units	FY21-22	FY22-23	FY23-24	FY24-25
Number of Workshops	48	48	48	48
Unduplicated Consumers	576	576	576	636
Contacts	2304	2304	2304	2544

VIII. Outcome Objectives:

1. Consumers who participated in a DEEP workshop report greater understanding of how to prevent and/or better manage diabetes. Target: 75%
2. Consumers who participate in a CDSMP workshop report more confidence in managing their chronic health conditions. Target: 75%
3. Consumers who participate in a CPSMP workshop report more confidence in managing their chronic pain. Target: 75%
4. Consumers rate the overall quality of the workshop as excellent or good. Target 75%
5. Consumers feel safe and welcomed by trainers. Target: 85%.

Based on consumer responses provided through a post-workshop survey.

IX. Reporting and other Requirements

1. Grantee will enter into the CA-GetCare Service Unit section all Service Objectives by the 5th working day of the month for the preceding month.
2. Grantee will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
 - a. Number of unduplicated consumers served
 - b. Number of contacts
3. 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.
4. Grantee will enter the annual outcome objective metrics identified in Section VIII of the Appendix A in the CARBON database by the 15th of the month following the end of the program year.
5. Grantee shall develop and deliver bi-annual summary reports of SOGI data collected in the year as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are July 10 and January 10.
6. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.

7. 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.
 8. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
 9. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
 10. Grantee will assure that services delivered are consistent with professional standards for this service.
 11. Pursuant to California Department of Aging Requirement, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
1. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies “Focal Points” which are designed to help older adults connect to services throughout the City. These Focal Points are:

Name	Address	Phone
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-647-5353
OMI Senior Center	65 Beverly St, San Francisco, 94132	415-334-5558
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415.404.2938
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Downtown SF Senior Center	481 O’Farrell St, San Francisco, 94102	415-202-2982
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
South Sunset Activity Center	2601 40th Ave, San Francisco, 94116	415-566-2845
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990
Independent Living Resource Center San Francisco	825 Howard Street, San Francisco, 94103	415 543-6222
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700

1. For assistance with reporting and contract requirements, please contact:

Tiffany Kearney
Lead Nutritionist
DAS OCP
Tiffany.Kearney@SFgov.org

Patrick Garcia
Contract Manager
HSA OCM
Patrick.Garcia@SFgov.org

X. Monitoring Activities

1. 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 of provision of the California Department of Aging (CDA) Security Awareness training to staff; 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 directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.
2. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, 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 the Personnel Manual, Emergency Operations Plan, compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Name							Term
On Lok Day Services							7/1/21 - 6/30/25
(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>							
If modification, Effective Date of Mod. 9-1-22 No. of Mod. 1							
Program: Self-Management of Chronic Health Conditions							
Budget Reference Page No.(s)							(Total)
Program Term	7/1/21 - 6/30/22	7/1/22 - 6/30/23	9/1/22 - 6/30/23	7/1/22 - 6/30/23	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/21 - 6/30/25
DAS Expenditures							
Salaries & Benefits	\$146,345	\$160,891	\$62,647	\$223,538	\$147,828	\$150,393	\$668,104
Operating Expenses	\$49,713	\$36,966	\$31,478	\$68,444	\$50,029	\$47,464	\$215,650
Subtotal	\$196,058	\$197,857	\$94,125	\$291,982	\$197,857	\$197,857	\$883,754
Indirect Percentage (%)	10%	9%		10%	9%	9%	9%
Indirect Cost (Line 16 X Line 15)	\$19,606	\$17,807	\$11,391	\$29,198	\$17,807	\$17,807	\$84,418
Subcontractor/Capital Expenditures							
Total DAS Expenditures	\$215,664	\$215,664	\$105,516	\$321,180	\$215,664	\$215,664	\$968,172
Non-DAS Expenditures							
Salaries & Benefits	\$100,595	\$153,119	(\$55,484)	\$97,635	\$173,345	\$170,781	\$542,356
Operating Expenses	\$8,359	\$4,109		\$4,109	\$1,271	\$871	\$14,610
Subtotal	\$108,954	\$157,228	(\$55,484)	\$101,744	\$174,616	\$171,652	\$556,966
Indirect Percentage (%)							
Indirect Cost (Line 16 X Line 15)							
Subcontractor/Capital Expenditures							
TOTAL Non-DAS EXPENDITURES	\$108,954	\$157,228	(\$55,484)	\$101,744	\$174,616	\$171,652	\$556,966
TOTAL DAS & Non-DAS EXPENDITURES	\$324,618	\$372,892	\$50,032	\$422,924	\$390,280	\$387,316	\$1,525,138
HSA Revenues							
General Funds	\$141,536	\$146,375		\$146,375	\$146,375	\$146,375	\$580,661
Federal Funds (CFDA 93.043)	\$61,748	\$56,909		\$56,909	\$56,909	\$56,909	\$232,475
CODB	\$12,380	\$12,380		\$12,380	\$12,380	\$12,380	\$49,520
ARP IIID (22/23 OTO)			\$105,516	\$105,516			\$105,516
TOTAL HSA REVENUES	\$215,664	\$215,664	\$105,516	\$321,180	\$215,664	\$215,664	\$968,172
Other Revenues							
Fundraising	\$108,454	\$156,728	\$7,163	\$163,891	\$166,953	\$163,989	\$603,287
Project Income	\$500	\$500		\$500	\$500	\$500	\$2,000
TOTAL Non-HSA REVENUES	\$108,954	\$157,228	\$7,163	\$164,391	\$167,453	\$164,489	\$605,287
Total HAS & Non-HSA Revenues	\$324,618	\$372,892	\$112,679	\$485,571	\$383,117	\$380,153	\$1,573,459
Full Time Equivalent (FTE)							
Prepared by: Meko Ma							(628) 208-8546
HSA-CO Review Signature: _____							
HSA #1							8/26/2022

Program Self-Management of Chronic Health Conditions																				Appendix B-1, Page 2				
Salaries & Benefits Detail																				(Total)				
H.S.A-DAS																								
POSITION TITLE	7/1/21 - 6/30/22				7/1/22 - 6/30/23				7/1/22 - 6/30/23				7/1/23 - 6/30/24				7/1/24 - 6/30/25		7/1/21 - 6/30/25					
	Agency Totals	HSA Program			Agency Totals	HSA Program			Agency Totals	HSA Program			Agency Totals	HSA Program			DAS	TOTAL						
Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary			
Health Promotion Program Manager	\$79,498	1.00	96%	0.96	\$79,498	1.00	96%	0.96	\$79,498	\$79,498	\$79,498	1.00	96%	0.96	\$79,498	\$79,498	1.00	96%	0.96	\$79,498	\$79,498	\$164,144		
Healthcare Liaison Program Coordinator	\$59,904	0.53	96%	0.48	\$59,904	1.00	96%	0.96	\$59,904	\$59,904	\$59,904	1.00	96%	0.96	\$59,904	\$59,904	1.00	96%	0.96	\$59,904	\$59,904	\$113,474		
DEEP Program Assistant	\$59,200	0.88	99%	0.44	\$59,200	1.00	99%	0.80	\$59,200	\$59,200	\$59,200	1.00	99%	0.80	\$59,200	\$59,200	1.00	99%	0.80	\$59,200	\$59,200	\$119,470		
Health Educator	\$50,086	0.85	48%	0.38	\$50,086	1.00	37%	0.77	\$22,539	\$22,539	\$28,547	1.00	45%	0.45	\$23,329	\$50,086	1.00	49%	0.49	\$20,035	\$50,086	\$100,299		
Enrollment & Outreach Assistant	\$47,133	0.72	99%	0.36	\$47,133	1.00	99%	0.50	\$23,566	\$23,566	\$23,566	1.00	99%	0.50	\$23,566	\$47,133	1.00	99%	0.48	\$22,624	\$47,133	\$89,681		
TOTAL H.S.A-DAS	\$295,821	3.98	267%	1.97	\$115,232	\$295,821	5.00	303%	\$126,686	\$46,328	\$176,014	\$295,821	5.00	208%	2.06	\$116,400	\$295,821	5.00	208%	2.05	\$118,420	\$526,066		
FRINGE BENEFIT RATE	27%				27%				27%				27%				27%							
EMPLOYEE FRINGE BENEFITS	\$79,872				\$79,872				\$79,872				\$79,872				\$31,428		\$79,872		\$31,973		\$142,038	
TOTAL DAS SALARIES & BENEFITS	\$375,693				\$375,693				\$375,693				\$375,693				\$147,828		\$375,693		\$150,393		\$668,104	
Non-DAS																								
POSITION TITLE	7/1/21 - 6/30/22				7/1/22 - 6/30/23				7/1/22 - 6/30/23				7/1/23 - 6/30/24				7/1/24 - 6/30/25		7/1/21 - 6/30/25					
	Agency Totals	HSA Program			Agency Totals	HSA Program			Agency Totals	HSA Program			Agency Totals	HSA Program			NON-DAS	TOTAL						
Annual Full Time Salary for FTE	Total FTE	% FTE funded by CBO (Max 100%)	Adjusted FTE	Annual Full Time Salary for FTE	Total FTE	% FTE funded by CBO (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Annual Full Time Salary for FTE	Total FTE	% FTE funded by CBO (Max 100%)	Adjusted FTE	Budgeted Salary	Annual Full Time Salary for FTE	Total FTE	% FTE funded by CBO (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary			
Health Promotion Program Manager	\$79,498	1.00	16%	0.16	\$12,720	\$79,498	1.00	16%	\$12,720	(\$12,720)	\$79,498	1.00	21%	0.21	\$16,664	\$79,498	1.00	16%	0.16	\$12,720	\$47,134			
Healthcare Liaison Program Coordinator	\$59,904	0.53	6%	0.04	\$2,540	\$59,904	1.00	50%	\$29,952	\$29,952	\$59,904	1.00	60%	0.60	\$35,942	\$59,904	1.00	50%	0.50	\$29,952	\$88,396			
DEEP Program Assistant	\$53,560	0.88	6%	0.44	\$21,566	\$53,560	1.00	20%	\$26,780	(\$14,940)	\$11,840	\$53,560	1.00	99%	0.99	\$35,098	\$53,560	1.00	63%	0.63	\$37,240	\$107,544		
Health Educator	\$50,086	0.85	96%	0.47	\$23,415	\$50,086	1.00	93%	\$27,548	(\$16,028)	\$11,520	\$50,086	1.00	95%	0.55	\$27,548	\$50,086	1.00	60%	0.60	\$30,082	\$92,535		
Enrollment & Outreach Assistant	\$47,133	0.72	99%	0.36	\$16,998	\$47,133	1.00	99%	\$23,566	\$23,566	\$47,133	1.00	45%	0.45	\$21,210	\$47,133	1.00	50%	0.52	\$24,809	\$86,253			
TOTAL Non-DAS	\$290,181	3.98	179%	1.47	\$79,209	\$290,181	5.00	143%	\$120,966	(\$41,688)	\$76,878	\$290,181	5.00	240%	2.40	\$136,492	\$290,181	5.00	241%	2.41	\$134,473	\$514,015		
FRINGE BENEFIT RATE	27%				27%				27%				27%				27%							
EMPLOYEE FRINGE BENEFITS	\$78,549				\$78,872				\$78,872				\$78,872				\$36,853		\$79,872		\$36,308		\$115,354	
TOTAL Non-DAS SALARIES & BENEFITS	\$368,730				\$369,053				\$369,053				\$369,053				\$173,345		\$369,053		\$170,781		\$629,319	
TOTAL DAS & Non-DAS SALARIES & BENEFITS	\$375,693				\$369,053				\$375,693				\$375,693				\$321,173		\$375,693		\$321,174		\$1,207,423	
HSA #2																				8762/2022				

Operating Expense Detail

H.S.A-DAS

Expenditure Category	(Modification)						(Total)
	7/1/21 - 6/30/22	7/1/22 - 6/30/23	9/1/22 - 6/30/23	7/1/22 - 6/30/23	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/21 - 6/30/25
Rental of Property							
Utilities(Elec, Water, Gas, Phone, Garbage)	\$4,273	\$1,600	\$978	\$2,578	\$1,600	\$1,600	\$10,051
Office Supplies, Postage	\$1,890	\$790		\$790	\$790	\$790	\$4,260
Building Maintenance Supplies and Repair	\$4,526	\$3,776		\$3,776	\$4,129	\$4,529	\$16,960
Printing and Reproduction	\$9,300	\$6,000	\$9,800	\$15,800	\$6,000	\$6,500	\$37,600
Insurance	\$2,150	\$1,700		\$1,700	\$1,700	\$1,700	\$7,250
Staff Training							
Staff Travel-(Local & Out of Town)	\$600	\$600		\$600	\$600	\$600	\$2,400
Rental of Equipment	\$250	\$250		\$250	\$250	\$250	\$1,000

CONSULTANTS

OTHER

Lay Leader	\$17,250	\$21,000	\$8,400	\$29,400	\$23,485	\$24,545	\$94,680
Leader/Master Training	\$1,950	\$450	\$4,500	\$4,950	\$2,675	\$1,950	\$11,525
Materials & Supplies	\$5,024	\$800	\$5,000	\$5,800	\$800	\$5,000	\$16,624
Software/Subscription			\$1,800	\$1,800			\$1,800
Outreach			\$1,000	\$1,000			\$1,000
Healthier Living License					\$8,000		\$8,000
PPE Supplies							
Recruiting	\$2,500						\$2,500
TOTAL DAS OPERATING EXPENSES	\$49,713	\$36,966	\$31,478	\$68,444	\$50,029	\$47,464	\$215,650

NON-DAS

Expenditure Category	(Modification)						(Total)
	7/1/21 - 6/30/22	7/1/22 - 6/30/23	9/1/22 - 6/30/23	7/1/22 - 6/30/23	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/21 - 6/30/25
Rental of Property							
Utilities(Elec, Water, Gas, Phone, Garbage)							
Office Supplies, Postage							
Building Maintenance Supplies and Repair	\$174	\$924		\$924	\$571	\$171	\$1,840
Printing and Reproduction							
Insurance							
Staff Training							
Staff Travel-(Local & Out of Town)	\$700	\$700		\$700	\$700	\$700	\$2,800
Rental of Equipment							

CONSULTANTS

OTHER

Lay Leader	\$7,485	\$2,485		\$2,485			\$9,970
TOTAL Non-DAS OPERATING EXPENSES	\$8,359	\$4,109		\$4,109	\$1,271	\$871	\$14,610
TOTAL DAS & Non-DAS OPERATING EXPENSE	\$58,072	\$41,075	\$31,478	\$72,553	\$51,300	\$48,335	\$230,260

HSA #3

8/26/2022