



London Breed, Mayor

Department of Human Services
 Department of Disability and Aging Services
 Office of Early Care and Education

Trent Rhorer, Executive Director

MEMORANDUM

TO: DISABILITY AND AGING SERVICES COMMISSION

THROUGH: SHIREEN McSPADDEN, EXECUTIVE DIRECTOR

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

DATE: DECEMBER 2, 2020

SUBJECT: NEW GRANTS: MULTIPLE GRANTEES (see table below) FOR THE PROVISION OF THE VILLAGE AND COMMUNITY BRIDGE MODELS

J for EZ

GRANT TERM(S): 1/1/21-6/30/23

GRANT AMOUNTS: New \$1,681,618 Contingency \$168,163 Total \$1,849,781

ANNUAL AMOUNT: See table below

Source Funding:	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
Percentage:	\$1,681,618			\$168,163	\$1,849,781
	100%				100%

The Department of Disability and Aging Services (DAS) requests authorization to enter into new grant agreements with multiple grantees for the provision of the Village and Community Bridge models for the period January 1, 2021 to June 30, 2023, in the total amount \$1,681,618 plus a 10% contingency for a total amount not to exceed \$1,849,781. The purpose of these grants is to provide programs using the Village and Community Bridge models.

Agency	<u>1/1/21-6/30/21</u>	<u>7/1/21-6/30/22</u>	<u>7/1/22-6/30/23</u>	<u>Total</u>	<u>Contingency</u>	<u>Not to Exceed</u>
Golden Gate Senior Services	\$81,161	\$162,322	\$162,322	\$405,805	\$40,581	\$446,386
NEXT Village San Francisco	\$105,395	\$160,790	\$160,790	\$426,975	\$42,698	\$469,673
San Francisco Village	\$200,968	\$323,935	\$323,935	\$848,838	\$84,884	\$933,722
TOTAL	\$387,524	\$647,047	\$647,047	\$1,681,618	\$168,163	\$1,849,781

Background

Community Service programs are an integral part of the Department of Disability and Aging Services (DAS) overall budget and service plan. Community Service programs consist of activities and/or services that are aimed at supporting older adults and adults with disabilities to live as independently as possible in the community. Community Services focus on the physical, social, psychological, economic, educational, recreational, and/or creative needs of older adults and adults with disabilities. Community Services are traditionally delivered at Community Centers located throughout the City.

The two models described below utilize different models for delivery of Community Services. Each model looks to reach out to its service area to offer programming designed to engage its participants, many of whom are not otherwise accessing 'traditional' Community Service programs.

Services to be Provided

Village Model

The Village model is a membership driven organization through which paid staff, volunteers, and the members themselves coordinate a wide array of services for the purpose of supporting independence and aging in place. DAS-funded Village model programs share a defined set of core elements including an annual membership fee which encourages a high engagement of members, a financial sustainability plan, use of volunteers for delivery of services, membership services to assist with member requests, and educational activities designed to promote awareness of aging and aging-in-place resources.

Grantee San Francisco Village offers its Village model services citywide, and Grantee NEXT Village San Francisco focuses its Village model services on Supervisorial District 3, the Northeastern section of the City.

Community Bridge Model

The Community Bridge model started as a pilot project 'hybrid' of a Village model and a site-based Community Center in FY14/15. Now known as a Community Bridge model, this program builds upon site-based Community Service programs, blending off-site service coordination, development of social networks, and the recruitment of volunteers to help with delivery of services. The Community Bridge model supports seniors and adults with disabilities within its immediate service area.

Grantee Golden Gate Senior Services' Community Bridge program is based at the Richmond Senior Center and focuses its services in the Richmond District.

Grantee Selections

Grantees were selected through Request for Proposals #786, which was competitively bid in February 2018.

Performance

Program Monitoring

Golden Gate Senior Services: Program Monitoring was conducted in August 2020. There were no findings identified in the monitoring and the grantee is in compliance with performance and monitoring requirements.

San Francisco Village: Program Monitoring was conducted in September 2020. There were no findings identified in the monitoring and the grantee is in compliance with performance and monitoring requirements.

NEXT Village San Francisco: Program Monitoring was conducted in September 2020. There were no findings identified in the monitoring and the grantee is in compliance with performance and monitoring requirements.

Fiscal Monitoring

Golden Gate Senior Services: A Citywide Fiscal and Compliance Monitoring was conducted in March 2019. There were no findings identified in the monitoring and the grantee is in compliance with performance and monitoring requirements.

San Francisco Village: A Citywide Fiscal and Compliance Monitoring was conducted in April 2019. There were no findings identified in the monitoring and the grantee is in compliance with performance and monitoring requirements.

NEXT Village San Francisco: A Citywide Fiscal and Compliance Monitoring was conducted in May 2020. There were no findings identified in the monitoring and the grantee is in compliance with performance and monitoring requirements.

Funding

Funding for these grants will be provided by City and County General Funds.

ATTACHMENTS

Golden Gate Senior Services

Appendix A, Services to be Provided

Appendix B, Budget

NEXT Village San Francisco

Appendix A, Services to be Provided

Appendix B, Budget

San Francisco Village

Appendix A, Services to be Provided

Appendix B, Budget

APPENDIX A – SERVICES TO BE PROVIDED

Golden Gate Senior Services
Community Bridge Model
January 1, 2021 to June 30, 2023

I. Purpose

The purpose of this grant is to fund the Community Services program model known as the Community Bridge model. The Community Bridge model provides a hybrid of services, to older adults and adults with disabilities, that include aspects of the Village model and site-based community services, blending in off-site service coordination, development of social networks, and the recruitment of volunteers to help with delivery of services.

II. Definitions

Adult with a Disability	A person 18-59 years of age living with a disability.
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 Online System
City	City and County of San Francisco
DAS	Department of Disability and Aging Services (formerly DAAS – Department of Aging and Adult Services)
Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, 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.
Grantee	Golden Gate Senior Services
HSA	San Francisco Human Services Agency
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.

OCP	Office of Community Partnerships (formerly OOA – Office on the Aging)
Older Adult	A person who is 60 years or older.
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).
Village Model	A membership-driven organization through which paid staff, volunteers, and the members themselves coordinate a wide array of services and activities for older adults and adults with disabilities, for the purpose of promoting independence, building relationships within the neighborhoods, and supporting aging in place.

III. Target Population and Eligibility

The Grantee will serve older adults and adults with disabilities who meet program eligibility. Additional target priorities include members of a population with one or more of the following equity factors:

- Social isolation
- Low income
- Limited or no English-speaking proficiency
- Minorities (also referred to as communities of color)
- LGBTQ+

To be eligible for the Bridge, an individual must be:

1. A resident of San Francisco *and*
2. A person aged 60 and above *or* a person aged 18-59 with a disability *and*
3. Willing to pay an annual membership fee in order to participate

IV. Location and Time of Services

Golden Gate Senior Services' Community Bridge primarily serves older adults and adults with disabilities in the City's District 1 area, however, residents from other districts are eligible to join. As a hybrid Village model, Community Bridge is center-based at Richmond Senior Center; activities happen at the Center and in local public spaces. Program staff work from home, at the Center or in neighborhood locations. Time of services will be between Monday through Friday, 9 a.m. to 5 p.m., although other activities will be based on an agreed upon schedule as planned and coordinated by staff and members.

V. Description of Services

The Community Bridge model is a hybrid of membership-driven and site-based community services with the goal of allowing community members to reside in their own homes while being able to access services that address their changing lifestyles as they age.

Each Community Bridge model will contain the following five (5) core elements:

- 1) Community Center based / defined service area. Community Bridge model programs are based in an already functioning Community Center. With a Community Center home base, Community Bridge model programs are able to leverage building space as well as other existing onsite services (such as nutrition and health promotion programs, computer labs, Aging and Disability Resource Centers, etc.) to enhance overall service offerings. Community Bridge models focus services on the service area surrounding the Community Center home base.
- 2) Intake / participant engagement. Participation in Community Bridge programs will include an intake and assessment process for participants in order to determine participant interests and needs. Community Bridge programs will also develop specific requirements of participant engagement in program services to maintain participant enrollment and manage available program resources.
- 3) Volunteer Recruitment and Development. The Community Bridge model utilizes volunteers who are recruited, trained and assigned to provide services to program participants.
- 4) Service Hours. Community Bridge model has central contact point for coordination of services to participants. Services offered to participants include non-professional services such as transportation assistance, assistance with light chores, errands, phone call and social check-ins, and other similar services. Services are delivered by volunteers, staff and other program participants.
- 5) Scheduled Activities. Scheduled activities serve as a draw for members and a way to build social connections among participants. Activities may include educational presentations, workshops, trainings, cultural events, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together.

On an annual basis, the Grantee will provide the following services:

- Unduplicated Consumers – Grantee will provide service to unduplicated consumers which consist of the membership base.

UNIT: One unduplicated consumer who is also a member of the program

- Membership Growth - As a membership-based program, it is incumbent to increase and diversify the membership base. Grantee will increase outreach and expand membership through specific outreach to the target population, including making presentations at public forums, neighborhood associations, and other interested parties about the Village model.

UNIT: One new individual member

- Volunteer Recruitment and Development - The Community Bridge model relies on the volunteers recruited, trained, and assigned to work with specific program members. Grantee will conduct outreach to draw volunteers that will commit to a minimum service requirement.

UNIT: One volunteer

- Service Hours - One of the unique features of Village models 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 Community Bridge members

- Activity Hours. Scheduled activities serve as a draw for members and a way to build social networks and connections among participants. Activities may include educational presentations, workshops, trainings, cultural events, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together.

UNIT: One hour of educational activity

- Annual Consumer Survey - Grantee will administer an annual consumer survey, pre-approved by OCP.

VI. Grantee Responsibilities

- Grantee will develop and maintain policies and procedures for all aspect of program operation, including a quality assurance plan.
- Grantee will ensure adequate and culturally competent staff (paid and/or volunteer) to administer the program, deliver quality services to meet the needs of the consumers, and adhere to all the program standards.
- Grantee will resolve grievances related to program services at the program level and adhere to the DAS Grievance Policy and Procedure.
- Grantee will provide training and ongoing supervision and oversight of all program staff.
- As Grantee is a mandated reporter for witnessed or suspected elder abuse/neglect, staff (paid and/or volunteer) will complete an elder and dependent adult abuse training annually.

- Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules whenever applicable.
- Grantee will administer an annual consumer survey to gather input regarding consumer's direct experience.
- Grantee will communicate and collaborate regularly with DAS to help provide support and quality services to consumers.
- Grantee will attend DAS Commission, program-related, and other meetings as needed.

VII. Service Objectives

For Fiscal Year 20/21, Grantee will meet the following service objectives:

- Provide Village Model services for 200 unduplicated consumers.
 - At least a 75% retention rate among current members on an annual basis. This measure will track all memberships which come up for renewal during each fiscal year and whether that membership was renewed or not.
- Expand Bridge membership by adding 25 new individual members.
- Provide volunteer recruitment and development services to 50 volunteers.
- Provide 800 service hours to Bridge members.
- Provide 400 hours of scheduled activities.

For Fiscal Year 21/22, Grantee will meet the following service objectives:

- Provide Village Model services for 225 unduplicated consumers.
 - At least a 75% retention rate among current members on an annual basis. This measure will track all memberships which come up for renewal during each fiscal year and whether that membership was renewed or not.
- Expand Bridge membership by adding 25 new individual members.
- Provide volunteer recruitment and development services to 50 volunteers.
- Provide 800 service hours to Bridge members.
- Provide 400 hours of scheduled activities.

For Fiscal Year 22/23, Grantee will meet the following service objectives:

- Provide Village Model services for 250 unduplicated consumers.
 - At least a 75% retention rate among current members on an annual basis. This measure will track all memberships which come up for renewal during each fiscal

year and whether that membership was renewed or not.

- Expand Bridge membership by adding **25** new individual members.
- Provide volunteer recruitment and development services to **50** volunteers.
- Provide **1000** service hours to Bridge members.
- Provide **550** hours of scheduled activities.

VIII. Outcome Objectives

On an annual basis, Grantee will meet the following outcome objectives as collected through the annual consumer survey:

- Consumers report they are able to maintain their independence with support from the program. Target: 50%
- Consumers develop new knowledge of disability and aging services available to them. Target: 75%
- Consumers feel more socially engaged in their neighborhood and/or community through opportunities offered by the program. Target: 75%
- Consumers rate the quality of services they received as good or excellent. Target: 80%

Based on a consumer satisfaction survey, pre-approved by DAS OCP, with a response rate of **at least 50%** of the annual unduplicated enrollment when the grantee administers the survey.

IX. Reporting Requirements

Grantee will provide various reports during the term of the grant agreement.

- A. The grantee will enter consumers' enrollment date into the CA GetCare - Community Services module.
- B. The 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.
- C. Monthly, quarterly, and annual reports must be entered into the CARBON system as required by DAS and HSA Contracts staff.
- D. Grantee will submit response rates and aggregate data from annual satisfaction survey to

OCP Program Analyst by March 15th of each grant year.

- E. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31st each grant year. This report must be submitted to the CARBON system.
- F. Grantee shall develop and deliver ad hoc reports as requested by HSA/DAS/OCP.
- G. Grantee shall develop and deliver a bi-annual summary report of SOGI data collected as requested by DAS/HSA. The due dates for submitting the summary reports are January 10 (for July 1 – December 31 data) and July 10 (for January 1 – June 30 data).
- H. Grantee will develop and maintain with OCP's approval, an updated Site Chart (using OCP's format) with details about the program.

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

Ella Lee
Ella.lee@sfgov.org
Senior Contract Manager, Office of Contract Management
Human Services Agency

Or

Rick Appleby
Rick.appleby@sfgov.org
Program Manager, Office of Community Partnerships
Department of Disability and Aging Services

X. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements, such as participant eligibility and targeted mandates, back up documentation for the units of service and all reporting, progress of service and outcome objectives, collection and maintenance of participant records, reporting of monthly service units on CA GetCare, agency and organization standards, current organizational chart, provision of an Elder and Dependent Adult Abuse Report training to staff, completion of the California Department of Aging Security Awareness Training by staff, financial sustainability plan, program operation, written policies and procedures manual of program, written project income policies (if applicable), grievance procedure posted in the center/office and also given to the participants who are homebound, hours of operation, and appropriate provision of services according to Sections VII and VIII.
- 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 American with Disabilities Act, subcontracts, and Memoranda of Understanding, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D	E
1	Appendix B, Page 1				
2					
3	HUMAN SERVICES AGENCY BUDGET SUMMARY				
4	BY PROGRAM				
5	Name		Term		
6	Golden Gate Senior Services		1/1/21-6/30/23		
7	(Check One) New Renewal x Modification _____				
8	If modification, Effective Date of Mod.		No. of Mod.		
9	Program: Community Bridge				
10	Budget Reference Page No.(s)				1/1/21-6/30/23
11	Program Term	1/1/21-6/30/21	7/1/21-6/30/22	7/1/22-6/30/23	Total
12	Expenditures				
13	Salaries & Benefits	\$66,068	\$132,135	\$132,135	\$330,338
14	Operating Expenses	\$4,507	\$9,014	\$9,014	\$22,535
15	Subtotal	\$70,575	\$141,149	\$141,149	\$352,873
16	Indirect Percentage (%)	15%	15%	15%	
17	Indirect Cost (Line 16 X Line 15)	\$10,586	\$21,173	\$21,173	\$52,933
18	Subcontractor/Capital Expenditures	\$0	\$0	\$0	\$0
19	Total Expenditures	\$81,161	\$162,322	\$162,322	\$405,805
20	HSA Revenues				
21	General Fund	\$81,161	\$162,322	\$162,322	\$405,805
22					
23					
24					
25					
26					
27					
28					
29	TOTAL HSA REVENUES	\$81,161	\$162,322	\$162,322	\$405,805
30	Other Revenues				
31					
32					
33					
34					
35					
36	Total Revenues	\$81,161	\$162,322	\$162,322	\$405,805
37	Full Time Equivalent (FTE)				
39	Prepared by:	Telephone No.:			
40	HSA-CO Review Signature:	_____			
41	HSA #1	12/2/2020			

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2												
3	Golden Gate Senior Services											
4	Program: Community Bridge											
5												
6												
7	Operating Expense Detail											
8												
9												
10												
11												TOTAL
12	<u>Expenditure Category</u>				<u>TERM</u>	<u>1/1/21-6/30/21</u>	<u>7/1/21-6/30/22</u>	<u>7/1/22-6/30/23</u>				<u>1/1/21-6/30/23</u>
13	Building Maintenance Supplies and Repair											\$ -
14	IT & Web Support					\$1,000	\$3,380	\$3,380				\$ 7,760
15	Office Supplies, Postage					\$478	\$400	\$400				\$ 1,278
16	Printing & Reproduction						\$400	\$400				\$ 800
17	Programs & Events					\$2,723	\$4,034	\$4,034				\$ 10,791
18	Rental of Equipment											\$ -
19	Rental of Property											\$ -
20	Staff/Vol training/recognition					\$306	\$800	\$800				\$ 1,906
21	Transport/Travel-(Local & Out of Town)											\$ -
22	Utilities(Elec, Water, Gas, Phone, Garbage)											\$ -
23	CONSULTANTS											
24												\$ -
25												
26												
27	OTHER											
28												\$ -
29												
30												
31	TOTAL OPERATING EXPENSE					\$ 4,507	\$ 9,014	\$ 9,014				\$ 22,535
32												
33	HSA #3											12/2/2020

	A	B	C	D	E	F
1						
2						
3		Golden Gate Senior Services				
4		Program: Community Bridge				
5						
6						
7						
8						
9						
10		SUBCONTRACTORS	1/1/21-6/30/21	7/1/21-6/30/22	7/1/22-6/30/23	1/1/21-6/30/23
11		Subcontractor 1				
12		Subcontractor 2				
13						
14						
15						
16		TOTAL SUBCONTRACTOR COST	\$0	\$0	\$0	\$0
17						
18						
19		EQUIPMENT				
		TERM	1/1/21-6/30/21	7/1/21-6/30/22	7/1/22-6/30/23	1/1/21-6/30/23
20	Units	ITEM/DESCRIPTION				
21		Equipment A				
22						
23						
24						
25		TOTAL EQUIPMENT COST	\$0	\$0	\$0	\$0
26						
27		REMODELING	1/1/21-6/30/21	7/1/21-6/30/22	7/1/22-6/30/23	1/1/21-6/30/23
28	Description:					
29	Remodel A					
30						
31						
32		TOTAL REMODELING COST	\$0	\$0	\$0	\$0
33						
34		TOTAL SUBCONTRACTOR/CAPITAL EXPENDITURE	\$0	\$0	\$0	\$0
35						
36	HSA #4					12/2/2020

APPENDIX A – SERVICES TO BE PROVIDED

NEXT Village San Francisco
 Village Model
 January 1, 2021 to June 30, 2023

I. Purpose

The purpose of this grant is to fund the Community Services program model known as the Village model. The Village model is membership-driven organization through which paid staff, volunteers, and the members themselves coordinate a wide array of services and activities for older adults and adults with disabilities, for the purpose of promoting independence, building relationships within the neighborhoods, and supporting aging in place.

II. Definitions

Adult with a Disability	A person 18-59 years of age living with a disability.
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.
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City	City and County of San Francisco
DAS	Department of Disability and Aging Services (formerly DAAS – Department of Aging and Adult Services)
Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, 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.
Grantee	NEXT Village San Francisco (NVSF)
HSA	San Francisco Human Services Agency
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.

OCP	Office of Community Partnerships (formerly OOA – Office on the Aging)
Older Adult	A person who is 60 years or older.
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 and Eligibility

The Grantee will serve older adults and adults with disabilities who meet program eligibility. Additional target priorities include members of a population with one or more of the following equity factors:

- Social isolation
- Low income
- Limited or no English-speaking proficiency
- Minorities (also referred to as communities of color)
- LGBTQ+

To be eligible for the Village model, an individual must be:

1. A resident of San Francisco *and*
2. A person aged 60 and above *or* a person aged 18-59 with a disability *and*
3. Willing to pay an annual membership fee in order to participate

IV. Location and Time of Services

NEXT Village San Francisco serves older adults and adults with disabilities in the City’s District 3 area. NVSF has no fixed location and activities happen at local public spaces, the North Beach Library, and the Joe DiMaggio playground. NVSF staff work from home or in neighborhood locations and time of services will mostly be between Monday through Friday, 9 a.m. to 5 p.m., although other activities will be based on an agreed upon schedule as planned and coordinated by staff and members.

V. Description of Services

The Village model is a membership-driven organization with the goal of allowing community members to reside in their own homes while being able to access services that address their changing lifestyles as they age.

The program will include the following five (5) core elements:

1. Financial Sustainability – The program will be required to develop an organizational plan to demonstrate current as well as future financial sustainability. This may include City/DAS funding, but should also include membership fees, fundraising, and other funding opportunities. During the annual monitoring process, an OCP program analyst will review the financial sustainability plan to determine compliance with the plan as well as barriers or other challenges faced by the program.
2. Membership Fee – The program will have a minimum membership fee of \$120 per year. In addition to supporting the program’s self-sufficiency, an annual membership fee encourages member engagement and program leadership’s close attention to service offerings and member satisfaction. All membership fees will be paid by member, member spouse, children or household member. Acceptance of membership fees from sources other than these requires pre- approval from the OCP program analyst. Review of membership payment and sources will be part of the annual program monitoring process.
3. Volunteer Recruitment and Development – The program relies heavily on the volunteers that take the time to become trained and assigned to work with specific members. The program will develop volunteer recruitment, training, and retention practices to maximize volunteer support of the program.
4. Membership Services – The program will have a central contact point for coordination of membership services. Membership services will accept requests for services and then coordinate completion of those requests through paid staff, volunteers, or other members. Membership services will provide a “conciierge-like service” which will include providing referrals to a vetted list of third-party services such as gardeners, handy persons, legal services, and other types of services which may be central to the goals of the program.
5. Educational Activities – There is often lack of knowledge within the aging and disability community regarding services available to provide support, encourage independence, and promote aging in place. Grantee will develop educational activities among its membership to help increase awareness around services for older adults and adults with disabilities, including DAS resources.

On an annual basis, the Grantee will provide the following services:

- Unduplicated Consumers – Grantee will provide service to unduplicated consumers which consist of the membership base.

UNIT: One unduplicated consumer who is also a member of the program

- Membership Growth - As a membership-based program, it is incumbent to increase and diversify the membership base. Grantee will increase outreach and expand membership through specific outreach to the target population, including making presentations at public forums, neighborhood associations, and other interested parties about the Village

model.

UNIT: One new individual member

- Volunteer Recruitment and Development - The Village model relies on the volunteers recruited, trained, and assigned to work with specific Village members. Grantee will conduct outreach to draw volunteers that will commit to a minimum service requirement.

UNIT: One volunteer

- Service 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

- Educational Activities - There is often a lack of knowledge within the aging and disability community regarding services available to provide support, encourage independence, and promote aging-in-place. Grantee will develop educational activities among their membership to help increase awareness around services for older adults and adults with disabilities, including DAS resources.

UNIT: One hour of educational activity

- Annual Consumer Survey - Grantee will administer an annual consumer survey, pre-approved by OCP.

VI. Grantee Responsibilities

- Grantee will develop and maintain policies and procedures for all aspect of program operation, including a quality assurance plan.
- Grantee will ensure adequate and culturally competent staff (paid and/or volunteer) to administer the program, deliver quality services to meet the needs of the consumers, and adhere to all the program standards.
- Grantee will resolve grievances related to program services at the program level and adhere to the DAS Grievance Policy and Procedure.
- Grantee will provide training and ongoing supervision and oversight of all program staff.
- As Grantee is a mandated reporter for witnessed or suspected elder abuse/neglect, staff (paid and/or volunteer) will complete an elder and dependent adult abuse training annually.
- Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules whenever applicable.
- Grantee will administer an annual consumer survey to gather input regarding consumer's direct experience.

- Grantee will communicate and collaborate regularly with DAS to help provide support and quality services to consumers.
- Grantee will attend DAS Commission, program-related, and other meetings as needed.

VII. Service Objectives

On an annual basis, Grantee will meet the following service objectives:

- Provide Village Model services for **100** unduplicated consumers.
 - At least a 75% retention rate among current members on an annual basis. This measure will track all memberships which come up for renewal during each fiscal year and whether that membership was renewed or not.
- Expand Village membership by adding **20** new individual members.
 - Demonstrate at least a 5% increase in diversity among the membership over the term of the grant. This increase will be measured from membership demographics reported at the end of each fiscal year.
- Provide volunteer recruitment and development services to **100** volunteers.
- Provide **900** service hours to Village members.
- Provide **50** hours of educational activities.

VIII. Outcome Objectives

On an annual basis, Grantee will meet the following outcome objectives as collected through the annual consumer survey:

- Consumers report they are able to maintain their independence with support from the program. Target: 75%
- Consumers develop new knowledge of disability and aging services available to them. Target: 75%
- Consumers feel more socially engaged in their neighborhood and/or community through opportunities offered by the program. Target: 75%
- Consumers rate the quality of services they received as good or excellent. Target: 80%

Based on a consumer satisfaction survey, pre-approved by DAS OCP, with a response rate of **at least 50%** of the annual unduplicated enrollment when the grantee administers the survey.

IX. Reporting Requirements

Grantee will provide various reports during the term of the grant agreement.

- A. The grantee will enter consumers' enrollment date into the CA GetCare - Community Services module.
- B. The 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.
- C. Monthly, quarterly, and annual reports must be entered into the CARBON system as required by DAS and HSA Contracts staff.
- D. Grantee will submit response rates and aggregate data from annual satisfaction survey to OCP Program Analyst by March 15th of each grant year.
- E. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31st each grant year. This report must be submitted to the CARBON system.
- F. Grantee shall develop and deliver ad hoc reports as requested by HSA/DAS/OCP.
- G. Grantee shall develop and deliver a bi-annual summary report of SOGI data collected as requested by DAS/HSA. The due dates for submitting the summary reports are January 10 (for July 1 – December 31 data) and July 10 (for January 1 – June 30 data).
- H. Grantee will develop and maintain with OCP's approval, an updated Site Chart (using OCP's format) with details about the program.

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

Rocio.Duenas@sfgov.org
Senior Contract Manager, Office of Contract Management
Human Services Agency

or

Fanny.Lapitan@sfgov.org
Program Manager, Office of Community Partnerships
Department of Disability and Aging Services

X. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements, such as participant eligibility and targeted mandates, back up documentation for the units of service and all reporting, progress of service and outcome objectives, collection and maintenance of participant records, reporting of

monthly service units on CA GetCare, agency and organization standards, current organizational chart, provision of an Elder and Dependent Adult Abuse Report training to staff, completion of the California Department of Aging Security Awareness Training by staff, financial sustainability plan, program operation, written policies and procedures manual of program, written project income policies (if applicable), grievance procedure posted in the center/office and also given to the participants who are homebound, hours of operation, and appropriate provision of services according to Sections VII and VIII.

- 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 American with Disabilities Act, subcontracts, and Memoranda of Understanding, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D	E
1	Appendix B, Page 1				
2					
3	HUMAN SERVICES AGENCY BUDGET SUMMARY				
4	BY PROGRAM				
5	Name		Term		
6	NEXT VILLAGE SAN FRANCISCO		1/1/21-6/30/23		
7	(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>				
8	If modification, Effective Date of Mod.		No. of Mod.		
9	Program: Village Model				
10	Budget Reference Page No.(s)				
11	Program Term	1/1/21-6/30/21	7/1/21-6/30/22	7/1/22-6/30/23	Total 1/1/21-6/30/23
12	Expenditures				
13	Salaries & Benefits	\$83,886	\$125,831	\$125,831	\$335,548
14	Operating Expenses	\$11,927	\$20,342	\$20,342	\$52,611
15	Subtotal	\$95,813	\$146,173	\$146,173	\$388,159
16	Indirect Percentage (%)	10%	10%	10%	10%
17	Indirect Cost (Line 16 X Line 15)	\$9,581	\$14,617	\$14,617	\$38,816
18	Subcontractor/Capital Expenditures	\$0	\$0	\$0	\$0
19	Total Expenditures	\$105,395	\$160,790	\$160,790	\$426,975
20	HSA Revenues				
21	General Fund	\$105,395	\$160,790	\$160,790	\$426,975
22					
23					
24					
25					
26					
27					
28					
29	TOTAL HSA REVENUES	\$105,395	\$160,790	\$160,790	\$426,975
30	Other Revenues				
31					
32					
33					
34					
35					
36	Total Revenues	\$105,395	\$160,790	\$160,790	\$426,975
37	Full Time Equivalent (FTE)				
39	Prepared by: Gail Switzer		Telephone No.: 415-218-9271		
40	HSA-CO Review Signature: _____				
41	HSA #1				12/2/2020

	A	B	C	D	E	F	G	H	I
1									
2									
3	NEXT VILLAGE SAN FRANCISCO								
4	Program: Village Model								
5									
6									
7	Salaries & Benefits Detail								
8									
9									
10									
11						1/1/21-6/30/21	7/1/21-6/30/22	7/1/22-6/30/23	1/1/21-6/30/23
		Agency Totals		HSA Program		DAS	DAS	DAS	TOTAL
		Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
12	POSITION TITLE								
13	Executive Director	\$106,729	1.00	49%	0.49	\$26,149	\$39,224	\$39,224	\$104,597
14	Program Director	\$75,000	1.00	90%	0.90	\$33,750	\$50,625	\$50,625	\$135,000
15	Administrative Assistant	\$53,334	0.75	75%	0.56	\$15,000	\$22,500	\$22,500	\$60,000
16									
17									
18									
19									
20									
21									
22									
23									
30	TOTALS	\$235,063	2.75	214%	1.95	\$74,899	\$112,349	\$112,349	\$299,597
31									
32	FRINGE BENEFIT RATE	12%							
33	EMPLOYEE FRINGE BENEFITS	\$28,208				\$8,988	\$13,482	\$13,482	\$35,952
34									
35									
36	TOTAL SALARIES & BENEFITS	\$263,270				\$83,886	\$125,831	\$125,831	\$335,548
37	HSA #2								12/2/2020

	A	B	C	D	E	F	G	H	I	J	K	L
1	Appendix B, Page 3											
2												
3	NEXT VILLAGE SAN FRANCISCO											
4	Program: Village Model											
5												
6												
7	Operating Expense Detail											
8												
9												
10												
11												
12	<u>Expenditure Category</u>			<u>TERM</u>	<u>1/1/21-6/30/21</u>		<u>7/1/21-6/30/22</u>		<u>1/1/21-6/30/23</u>			<u>TOTAL</u> <u>1/1/21-6/30/23</u>
13	Rental of Property				<u>\$7,200</u>		<u>\$12,642</u>		<u>\$12,642</u>			<u>\$32,484</u>
14	Utilities(Elec, Water, Gas, Phone, Garbage)											
15	Office Supplies, Postage				<u>\$595</u>		<u>\$1,000</u>		<u>\$1,000</u>			<u>\$2,595</u>
16	Building Maintenance Supplies and Repair											
17	Printing and Reproduction				<u>\$682</u>		<u>\$2,000</u>		<u>\$2,000</u>			<u>\$4,682</u>
18	Insurance				<u>\$2,000</u>		<u>\$2,000</u>		<u>\$2,000</u>			<u>\$6,000</u>
19	Staff Training											
20	Staff Travel-(Local & Out of Town)											
21	Rental of Equipment											
22												
23	CONSULTANTS											
24	Graphics Designer				<u>\$150</u>							<u>\$150</u>
25	IT Consultant				<u>\$900</u>		<u>\$1,700</u>		<u>\$1,700</u>			<u>\$4,300</u>
26												
27	OTHER											
28	Program Expenses				<u>\$400</u>		<u>\$1,000</u>		<u>\$1,000</u>			<u>\$2,400</u>
29												
30												
31	TOTAL OPERATING EXPENSE				<u>\$11,927</u>		<u>\$20,342</u>		<u>\$20,342</u>			<u>\$52,611</u>
32												
33	HSA #3											12/2/2020

APPENDIX A – SERVICES TO BE PROVIDED

SAN FRANCISCO VILLAGE Village Model

January 1, 2021 to June 30, 2023

I. Purpose

The purpose of this grant is to fund the Community Services program model known as the Village model. The Village model is a membership driven organization through which paid staff, volunteers, and the members themselves coordinate a wide array of services for the purpose of supporting independence and aging in place.

II. Definitions

Adult with a Disability	A person 18-59 years of age living with a disability.
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
DAS	Department of Disability and Aging Services
Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, 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

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.
Grantee	San Francisco Village
HSA	Human Services Agency of the City and County of San Francisco
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
OCP	Office of Community Partnerships
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.
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).

Unduplicated Consumer (UDC)	A unique consumer receiving services in Grantee's Community Service program and reflected via enrollment in CA GetCare.
Unit of Service	One hour of service
Village Model	The Village model is a membership-based organization through which paid staff, volunteers, and the members themselves coordinate a wide array of services for the purpose of supporting independence and aging in place.

III. Target Population / Eligibility for Village Membership

The grant will serve older adults and adults with disabilities who meet program eligibility. Additional target priorities include members of a population with one or more of the following equity factors:

- Social isolation
- Low income
- Limited or no English-speaking proficiency
- Minorities (also referred to as communities of color)

To be eligible for the Village model, an individual must be:

1. A resident of San Francisco *and*
2. A person aged 60 and above *or* a person aged 18-59 with a disability *and*
3. Willing to pay an annual membership fee in order to participate

IV. Location and Time of Services

San Francisco Village is located at 3220 Fulton Street. The offices accommodate some Village activities while other activities happen in different neighborhoods in San Francisco, including member's homes.

V. Description of Services

The Village model is a membership driven organization with the goal of allowing community members to reside in their own homes while being able to access services that address their changing lifestyles as they age.

Each Village model will contain the following five (5) core elements:

- 1) Financial Sustainability. A Village model program will be required to develop an organizational plan to demonstrate current as well as future financial sustainability. This may include City/DAS funding, but should also include membership fees, fundraising, and other funding opportunities. During the annual monitoring process, DAS program analyst will review financial sustainability plan to determine compliance with plan as well as barriers or other challenges faced by Village program.
- 2) Membership Fee. All Village programs will have a minimum membership fee of \$120 per year. In addition to supporting program self-sufficiency, an annual membership fee encourages engagement of the membership as well as close attention to service offerings and member satisfaction by Village leadership.

All membership fees will be paid by member, member spouse, children or household member. Acceptance of membership fees from sources other than these requires pre-approval from Office of Community Partnerships analyst. Review of membership payment and sources will be part of the annual program monitoring process.

- 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. Each Village program will develop volunteer recruitment, training, and retention practices to maximize volunteer support of their Village.
- 4) Membership Services. The Village model will have a central contact point for coordination of membership services. Membership services will accept requests for services and then coordinate completion of those requests through paid staff, volunteers, or other members. Membership services will provide a “concierge-like service” which will include providing referrals to a vetted list of third party services such as gardeners, handypersons, legal services, and other services which may be central to the goals of the Village model.
- 5) Educational activities. There is often a lack of knowledge within the aging and disability community regarding services available to provide support, encourage independence, and promote aging-in-place. Grantee will develop educational activities among their membership to help increase awareness around aging and aging-in-place services, including DAS/OCP resources.

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

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

UNIT: One unduplicated consumer who is also a member of the Village program.

- 2) Membership growth. As a membership based program it is incumbent to increase and diversify the membership base. Grantee will increase outreach and expand respective Village model membership through 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 on the volunteers recruited, trained, and assigned to work with specific Village members. Grantee will conduct outreach to draw volunteers that will commit to a minimum service requirement.

UNIT: One volunteer

- 4) Service 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) Educational activities. There is often a lack of knowledge within the aging and disability community regarding services available to provide support, encourage independence, and promote aging-in-place. Grantee will develop educational activities among their membership to help increase awareness around aging and aging-in-place services, including DAS/OCP resources.

UNIT: One hour of educational activity.

Annual Satisfaction Survey: Grantee will administer an annual consumer satisfaction survey.

I. Grantee Responsibilities

- Grantee will develop and maintain policies and procedures for all aspect of program operation, including a quality assurance plan.
- Grantee will ensure adequate and culturally competent staff (paid and/or volunteer) to administer the program, deliver quality services to meet the needs of the participants, and adhere to all the program standards.
- Grantee will resolve grievances related to program services at the program level and adhere to the DAS Grievance Policy and Procedure.
- Grantee will provide training and ongoing supervision and oversight of all program staff.
- As Grantee is a mandated reporter for witnessed or suspected elder abuse/neglect, staff will complete elder and dependent adult abuse trainings annually.

- Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules whenever applicable.
- Grantee will administer an annual satisfaction survey to gather input regarding participant's direct experience.
- Grantee will communicate and collaborate regularly with DAS to help provide support and quality services to participants.
- Grantee will attend DAS Commission, program-related, and other meetings as needed.

VI. Service Objectives

On an annual basis, Grantee will:

- Provide Village model services for 330 unduplicated consumers.
 - At least a 75% retention rate among current members on an annual basis. This measure will track all memberships which come up for renewal during each fiscal year and whether that membership was renewed or not.
- Expand Village membership by adding 70 new individual members.
 - Demonstrate at least a 5% increase in diversity among the membership over the term of the grant. This increase will be measured from membership demographics reported at the end of each fiscal year.
- Provide volunteer recruitment and development services to 100 volunteers.
- Provide 3,800 service hours to Village members.
- Provide 480 hours of educational activities.

VII. Outcome Objectives

On an annual basis, Grantee will meet the following outcome objectives as collected through the annual consumer survey:

- Consumers report they are able to maintain their independence with support from the program. Target: 75%
- Consumers develop new knowledge of disability and aging services available to them. Target: 75%
- Consumers feel more socially engaged in their neighborhood and/or community through opportunities offered by the program. Target: 75%
- Consumers rate the quality of services they received as good or excellent. Target: 80%

Based on a consumer satisfaction survey, pre-approved by DAS OCP, with a response rate of **at least 50%** of the annual unduplicated enrollment when the grantee administers the survey.

IX. Reporting Requirements

Grantee will provide various reports during the term of the grant agreement.

- A. The grantee will enter consumers' enrollment date into the CA GetCare - Community Services module.
- B. The 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.
- C. Monthly, quarterly, and annual reports must be entered into the Contracts Administration, Reporting, and Billing Online (CARBON) system as required by DAS and contracts department staff.
- D. Grantee will submit response rates and aggregated data from annual consumer satisfaction survey to Office of Community Partnerships staff by March 15th of each grant year.
- E. Grantee shall submit Community Services Block Grant (CSBG) time study to HSA/DAS for the months of February, May, August and November. The time study is due on the 10th day following the time study month and shall be entered on line to this website link:
<https://sfhsa.hfa3.org/signin>
- F. 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.
- G. Grantee shall develop and deliver ad hoc reports as requested by HSA/DAS/OCP.
- H. Grantee shall develop and deliver an annual summary report of SOGI data collected in the year as required by state and local law. The due date for submitting the annual summary report is July 10th.
- I. Grantee will develop and maintain with OCP's approval, an updated Site Chart (using OCP's format) with details about the program.
- J. Apart from reports requested to be sent via e-mail to the program analyst and/or contract manager, all other reports and communications should be sent to the following addresses:

Melissa McGee
Program Manager
DAS, Office of Community Partnerships
P.O. Box 7988
San Francisco, CA 94120
(415) 355-6782
melissa.mcgee@sfgov.org

Rocio Duenas
Contract Manager
Human Services Agency
P.O. Box 7988
San Francisco, CA 94120
(415) 557-5626
rocio.duenas@sfgov.org

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; financial sustainability plan; program operation, which includes a review of a written policies and procedures manual of all OCP 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 VII and VIII.
- 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.

	A	B	C	D	E
1	Appendix B, Page 1				
2					
3	HUMAN SERVICES AGENCY BUDGET SUMMARY				
4	BY PROGRAM				
5	Name		Term		
6	San Francisco Village		1/1/21-6/30/23		
7	(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>				
8	If modification, Effective Date of Mod.		No. of Mod.		
9	Program: Village Model				
10	Budget Reference Page No.(s)				
11	Program Term	1/1/21-6/30/21	7/1/21-6/30/22	7/1/22-6/30/23	Total 1/1/21-6/30/23
12	Expenditures				
13	Salaries & Benefits	\$104,628	\$209,256	\$209,256	\$523,140
14	Operating Expenses	\$70,125	\$72,425	\$72,425	\$214,975
15	Subtotal	\$174,753	\$281,681	\$281,681	\$738,115
16	Indirect Percentage (%)	15%	15%	15%	15%
17	Indirect Cost (Line 16 X Line 15)	\$26,215	\$42,254	\$42,254	\$110,723
18	Subcontractor/Capital Expenditures	\$0	\$0	\$0	\$0
19	Total Expenditures	\$200,968	\$323,935	\$323,935	\$848,838
20	HSA Revenues				
21	General Fund	\$200,968	\$323,935	\$323,935	\$848,838
22					
23					
24					
25					
26					
27					
28					
29	TOTAL HSA REVENUES	\$200,968	\$323,935	\$323,935	\$848,838
30	Other Revenues				
31					
32					
33					
34					
35					
36	Total Revenues	\$200,968	\$323,935	\$323,935	\$848,838
37	Full Time Equivalent (FTE)				
39	Prepared by: Kate Hoepke		Telephone No.: 415-387-1375		
40	HSA-CO Review Signature: _____				
41	HSA #1				12/2/2020

	A	B	C	D	E	F	G	H	I	J	K	L
1	Appendix B, Page 3											
2												
3	San Francisco Village											
4	Program: Village Model											
5												
6												
7	Operating Expense Detail											
8												
9												
10												
11												
12	<u>Expenditure Category</u>				TERM	<u>1/1/21-6/30/21</u>	<u>7/1/21-6/30/22</u>	<u>1/1/21-6/30/23</u>				TOTAL <u>1/1/21-6/30/23</u>
13	Rental of Property					\$29,675	\$55,000	\$55,000				\$139,675
14	Utilities(Elec, Water, Gas, Phone, Garbage)											
15	Office Supplies, Postage											
16	Building Maintenance Supplies and Repair											
17	Printing and Reproduction					\$1,450	\$17,425	\$17,425				\$36,300
18	Insurance											
19	Staff Training											
20	Staff Travel-(Local & Out of Town)											
21	Rental of Equipment											
22												
23	CONSULTANTS											
24	strategic planning					\$20,000						\$20,000
25	diversity, equity and inclusion					\$10,000						\$10,000
26												
27	OTHER											
28	Mon Ami mobile software					\$9,000						\$9,000
29												
30												
31	TOTAL OPERATING EXPENSE					\$70,125	\$72,425	\$72,425				\$214,975
32												
33	HSA #3											12/2/2020