



**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
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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: FEBRUARY 2, 2022

SUBJECT: GRANT MODIFICATION: **CONARD HOUSE, INC.** (NON-PROFIT) FOR PROVISION OF THE SF CONNECTED PROGRAM – TECH TRAINING

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	<u>Current</u>	<u>Modification</u>	<u>Revised</u>	<u>Contingency</u>	<u>Total</u>
GRANT TERM:	01/01/21- 06/30/23	02/01/22- 6/30/23	01/01/21- 06/30/23		
GRANT AMOUNT:	\$ 289,470	\$138,000	\$427,470	\$42,747	\$470,217
Funding Source	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:	\$427,470			\$42,747	\$470,217
PERCENTAGE:	100%			100%	100%

The Department of Disability and Aging Services (DAS) requests authorization to modify the existing grant with Conard House, Inc. for the period of February 1, 2022 to June 30, 2023, in the additional amount of \$138,000 plus a 10% contingency for a revised total amount not to exceed \$470,217. The purpose of this grant modification is to provide additional tech training and support through Conard House’s SF Connected services for older adults and adults with disabilities.

Background

The purpose of this grant is to provide digital literacy training, awareness, access and support to older adults and adults with disabilities in San Francisco. By helping to acquire and/or enhance their digital competencies,

the SF Connected Program will continue to improve the quality of life and independence of the target population.

The program has expanded training, learning, and support virtually for older adults and adults with disabilities since March 2020. DAS will be working closely with the Grantee to make certain that services are accessible and relevant with the changing environment.

Services To Be Provided

Digital Literacy Training:

Grantee will provide digital literacy training to older adults and adults with disabilities. Classes, workshops, and/or one-on-one training will be customized and adapted to serve the linguistically diverse population in San Francisco. The program seeks to increase social connection and improve independence by teaching how to access virtual activities, digital services and/or assistive technology. Older adults and adults with disabilities are often on the other side of the digital divide and this program works to bridge that divide and improve digital equity in San Francisco.

Tech Support Services:

Grantee will provide tech support services to older adults and adults with disabilities. This may include time spent assisting a consumer in identifying the best low-cost internet option for their home, navigating the subscription process of an internet service provider, and/or obtaining a personal device through federal/state/local programs. Access to the digital world is an essential utility and this service will support older adults and adults with disabilities in stabilizing that connection.

Grant Modification

Under this modification, the additional funding will allow Conard House to hire a Volunteer Program Manager to enhance SF Connected services at Conard Café by creating and overseeing a robust volunteer program, building a tablet ownership/lending library, and increasing tech training and support for consumers in need. The Conard Café is located at 160 Ninth Street, San Francisco, CA 94103. The increased funding will help Conard serve an additional 73 unduplicated consumers, provide an additional 480 hours of digital literacy training, and recruit 20 volunteers annually.

Selection

Grantees were selected through RFP #861 issued in October 2019.

Funding

This grant is funded through County General Funds

ATTACHMENTS

Conard House

Appendix A-2, Scope of Services

Appendix B-2, Budget

APPENDIX A-2 – SERVICES TO BE PROVIDED**Conard House, Inc.****SF Connected Program: Digital Literacy Training****Effective January 1, 2021 – June 30, 2023***Modified February 1, 2022***I. Purpose**

The purpose of this grant is to provide digital literacy training, awareness, access and support to older adults and adults with disabilities in San Francisco. By helping to acquire and/or enhance their digital competencies, the SF Connected Program will continue to improve the quality of life and independence of the target population.

II. Definitions

Adult with a Disability	Person 18 years of age or older 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 objectives, run reports, etc.
CARBON	Contracts Administration, Reporting and Billing Online System.
City	City and County of San Francisco, a municipal corporation.
DAS	Department of Disability and Aging Services.
DAHLIA	City and County of San Francisco's Online Housing Portal.
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	Conard House, Inc.

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.
Low Income	Having income at or below 300% of the federal poverty line defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. This is only to be used by consumers to self-identify their income status, not to be used as a means test to qualify for the program.
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. Source: California Code of Regulation Sec. 7130.
OCM	Office of Contract Management, Human Services Agency.
Older Adult	Person who is 60 years or older, used interchangeably with senior.
OCP	Office of Community Partnerships.
Outreach	Organized events in which SF Connected Program activities are promoted.
Public Awareness	Result of any event, poster, article, website, advertisement, publicity that informs the public about the SF Connected Program.
Senior	Person who is 60 years or older, used interchangeably with older adult.
SF Connected Program	A program that provides technology education, awareness, training, access, and support to older adults and adults with disabilities in San Francisco at DAS-authorized technology labs.
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).
Technology Lab	Senior centers, community centers, Rental Assistance Demonstration Housing, senior housing, supportive housing, and San Francisco Adult Day Service facilities authorized by DAS to manage DAS-coordinated technology classes and promote usage of computers and peripherals.

III. Target Population

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

- Low-income
- Non or limited English speaking
- Minority
- Frail
- Lesbian, Gay, Bisexual, Transgender

IV. Eligibility for the SF Connected Program

- Resident of San Francisco; and
- Person aged 60 and above; or
- Person 18 years of age or older with a disability.

V. Description of Services

Grantee shall provide digital literacy training and tech support services during the term of this grant:

Digital Literacy Training

Recruit, train, manage, and supervise volunteer and/or paid digital literacy instructors to provide classes, workshops and/or one-on-one training that is relevant and adapted to the target population listed above. Instruction shall be provided in one or more of the following languages: English, Chinese, Spanish, Russian, Tagalog, and Vietnamese. Services are to be provided at SF Connected technology labs, DAS approved labs, and/ or virtually when said labs are inaccessible by the target population. Grantee shall provide training in one or more of the following topics:

Introduction to Computers/Internet. Participants with little or no computer skills will learn the basics of how to use the computer, the mouse, opening programs, and navigating the internet.

Online Communications. Participants will learn how to communicate online, understand concepts and set up accounts to be able to contact friends and/or families via email and/or social media (e.g Skype, Apple FaceTime, Google Voice, WeChat and Facebook Messenger.)

Online Safety/Security. Participants will learn how to navigate the internet safely and get support in changing or updating privacy/security settings on online accounts and/or search browsers.

Assistive Technology. Participants will get training and support on assistive technologies and/or accessibility features to promote greater independence and enhance their daily living.

Access to Information. Participants will learn how to navigate and search the internet on information that is credible and relevant to their needs especially digital services (e.g. online banking, health information, job applications, and online government services like DAHLIA).

Access to Virtual Activities. Participants will receive training and support on video conferencing platforms/software (e.g. Zoom, Google Hangouts, Microsoft Teams, Skype, WebEx, etc.) to allow participation and engagement in virtual activities and virtual learning available for older adults and adults with disabilities.

Interpersonal and Professional Achievement Skills. Participants, particularly those with intellectual and developmental disabilities, will receive training to enhance digital and computer skills that are essential for vocational activities. Participants will receive instruction and practice on applying these computer skills both professionally and socially.

Digital literacy training in the SF Connected Program should be designed to:

- Provide quality services that attain a high satisfaction level from participants.
- Provide services that meet the needs of individual consumers.
- Increase access to information and educational materials that help enable individual consumers to maximize independence while living in the community.
- Introduce activities that promote social connection opportunities for individual consumers.

Tech Support Services

Recruit, train, manage, and supervise volunteer and/or paid instructors to provide tech support services to older adults and adults with disabilities. Services may include one or more of the following topics:

Securing Internet Connection at Home. Participants will receive assistance and support in identifying the best low-cost internet service option for their home and when navigating the process of subscribing with an internet service provider.

Referral to Other Services. Grantee will refer participants to other third party services that will further assist their technology needs. Examples include identifying the warranty status of a device and providing appropriate contact information and/or referring participants to other tech support services that can adequately resolve their tech issues (e.g. Apple Genius Bar, Geek Squad, etc.).

Acquiring a Personal Device. Interested participants will receive the necessary support to obtain a personal device that will enable them to access virtual services/activities. Federal/state/local programs will be identified and eligibility requirements will be shared with the participants. Receipt of a device is not guaranteed but participants will continually receive support until all options are exhausted.

For grantees that provide devices to participants by acquiring local, state, federal and/or private funds, a project proposal must be submitted to DAS/OCP for review and approval. The proposal shall include the following:

- Plan to equitably reach older adults and adults with disabilities that are isolated and would benefit most with receiving a device.
- Participant assessment that identifies need and eligibility to the program.

- Series of digital literacy workshops/classes that participants will need to complete in order to receive a device.
- Connection to digital literacy support and other virtual social services program after completion of the required workshops.
- Evaluation that measures program efficacy and impact to the lives of the participants.

Grantee shall maintain a cooperative relationship with DAS technology labs and if necessary, develop a Memorandum of Agreement to guarantee that both parties understand their individual responsibilities.

Grantee will develop and maintain policies and procedures that align with city, state, and local regulatory agencies, including the DAS OCP policy memoranda.

Grantee shall coordinate with DAS to maintain the program calendar, and collaborate with other digital literacy providers to continue and support the Tech Council, which includes stakeholders, community members and program participants.

Grantee shall administer the annual consumer survey, designed by SF Connected staff, to consumers with a response rate of **at least 35%** of the annual unduplicated consumer service objective as specified in the section below.

Grantee will ensure adequate and culturally competent staffing to administer the program, deliver quality services to meet the needs of the consumer, and adhere to all program standards.

Grantee will ensure that units of service provided are tracked and distinguishable.

Grantee will attend in-service trainings and meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed.

Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving.

In FY21-22, the grantee will expand and update the broadband infrastructure in 8 supportive housing sites (448 SRO/apartment units). This will enable residents access to fast reliable internet. Grantee will also provide a robust volunteer program at the Conard Café to conduct tech training, provide innovative access to tech support, and lend tablets to consumers in need. The Conard Café is located at 160 Ninth Street, San Francisco, CA 94103.

VI. Service Objectives

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

- Grantee will serve **220** unduplicated consumers.
One unit is one consumer receiving services highlighted in this scope of work.

- Grantee will provide 1,440 units of digital literacy training hours.
One unit is one hour of class-type instruction or one-on-one tutoring conducted virtually or at a DAS technology lab, provided by a paid instructors or volunteers trained by the grantee.
- Grantee will provide N/A units of tech support service hours.
One unit is one hour of support service hours provided by paid staff or volunteers trained by the grantee.
- Starting in FY21/22, Grantee will recruit 20 volunteers to conduct training hours.
One unit is one volunteer trained by the grantee.

VII. Outcome Objectives

The following outcome objectives will be used to measure the impact of services provided. The grantee will administer the annual consumer survey to collect the data.

- Participants enhance their well-being/wellness by using learned skills to search online for programs or services. Target: 75%
- Participants improve their self-sufficiency by accessing digital services they learned through the program (e.g. housing, online maps, banking, and shopping). Target: 75%
- Participants are kept up to date with changing technology through the program. Target: 75%
- Participants are able to connect with relatives and/or friends through technology using learned skills (i.e. Zoom, email, social media, digital messaging). Target: 75%

Results from the following measures will help identify the quantity of consumers stabilizing digital access in their home. These measures will be collected at the end of the fiscal year through an online form created by DAS/OCP.

- Quantity of consumers obtaining a personal device in the fiscal year.
- Quantity of consumers acquiring broadband internet in their home

VIII. Reporting Requirements and Other Requirements

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

- A. Grantee will enter consumers' data into the CA GetCare-SF Connected module.
- B. 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 shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31 each grant year. This report must be submitted to the CARBON system.

- E. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training and Elder Abuse Mandated Reporter Training on an annual basis; Grantee will maintain evidence of staff completion of these trainings.
- F. Grantee will provide an annual consumer survey report to OCP by March 15th or a date agreed upon by DAS and grantee each grant year.
- G. Grantee will provide ad hoc reports as requested by HSA/DAS/OCP.
- H. 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 10th (for July 1-December 31 data) and July 10th (for January 1-June 30 data).
- I. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable and to take all reasonable efforts to implement HIPAA requirements.
- 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:

Theresa Ballesteros, Program Analyst DAS, Office of Community Partnerships 1650 Mission St., 5 th Floor San Francisco, CA 94103 Reanna.Albert@sfgov.org	Annyse Acevedo, Contract Manager Office of Contract Management PO Box 7988 San Francisco, CA 94120 Annyse.Acevedo@sfgov.org
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IX. 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 Training, evidence that program staff have completed the California Department of Aging (CDA) Security Awareness Training; program operation, which includes a review of a written policies and procedures manual of all OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, hours of operation are current according to the SF Connected online calendar; a board of director list and whether services are provided appropriately according to Sections IV-VI.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, state and federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of personnel manual, emergency operations plan, compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	D	E	F	G	H	I	J	K	
1	Appendix B-2, Page 1									
2										
3	HUMAN SERVICES AGENCY BUDGET SUMMARY									
4										
5	Name		Term							
6	Conard House, Inc.		1/1/21-6/30/23							
7	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>									
8	If modification, Effective Date of Mod. 2/1/22		No. of Mod. 3							
9	Program: SF Connected									
10	Budget Reference Page No.(s)		Current	Modification	Revised	Current	Modification	Revised		
11	Program Term		1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	Total	
12	Expenditures									
13	Salaries & Benefits	\$29,588	\$59,176	\$40,708	\$99,884	\$59,176	\$81,416	\$140,592	\$270,064	
14	Operating Expenses	\$23,927	\$64,274	\$0	\$64,274	\$20,027	\$0	\$20,027	\$108,228	
15	Subtotal	\$53,515	\$123,450	\$40,708	\$164,158	\$79,203	\$81,416	\$160,619	\$378,292	
16	Indirect Percentage (%) (insert Indirect %)	13%	13%	13%	13%	13%	13%	13%	13%	
17	Indirect Cost (Line 16 X Line 15)	\$6,957	\$16,049	\$5,292	\$21,341	\$10,296	\$10,584	\$20,880	\$49,178	
18	Capital/Subcontractor Expenditures									
19	Total Expenditures	\$60,472	\$139,499	\$46,000	\$185,499	\$89,499	\$92,000	\$181,499	\$427,470	
20	HSA Revenues									
21										
22	General Fund	\$57,941	\$84,361		\$84,361	\$84,361		\$84,361	\$226,663	
23	CODB	\$2,531	\$5,138		\$5,138	\$5,138		\$5,138	\$12,807	
24	FY21/22 OTO		\$50,000		\$50,000			\$0	\$50,000	
25	FY21/22 GF			\$46,000	\$46,000			\$0	\$46,000	
26	FY22/23 GF					\$92,000		\$92,000	\$92,000	
27	TOTAL HSA REVENUES	\$60,472	\$139,499	\$46,000	\$185,499	\$89,499	\$92,000	\$181,499	\$427,470	
28	Other Revenues									
29										
30										
31										
32										
33	Total Revenues	\$60,472	\$139,499	\$46,000	\$185,499	\$89,499	\$92,000	\$181,499	\$427,470	
34	Full Time Equivalent (FTE)									
36	Prepared by:	Roxie Uyeda	Telephone No.:	415-864-7833 x210				Date:	6/24/21	
37	HSA-CO Review Signature:									
38	HSA #1									

	A	B	C	D	G	H	I	J	K	L	M	N
1												
2	Program: SF Connected											
3	(Same as Line 9 on HSA #1)											
4												
5	Salaries & Benefits Detail											
6												
7					1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022			7/1/2022 - 6/30/2023			1/1/21-6/30/23
8		HSA Program										TOTAL
9	POSITION TITLE	New Salary	Total FTE	New FTE		Current	Modification	Revised	Current	Modification	Revised	Budgeted Salary
10	Director SHP/CS	\$111,114	2%	-								
11	Associate Director	\$74,339	1%	-								
12	Volunteer Program Manager	\$69,992	44%	0.50			\$34,996	\$34,996		\$70,000	\$70,000	\$104,996
13	Digital Literacy Specialist	\$47,070	100%	0.97	\$22,760	\$45,520		\$45,520	\$45,520		\$45,520	\$113,800
14	Program Assistant	\$43,264	1%	-								
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												
26												
27												
28												
29	TOTALS		1.48	1.47	\$22,760	\$45,520	\$34,996	\$80,516	\$45,520	\$70,000	\$115,520	\$218,796
30		Insert Fringe %										
31	FRINGE BENEFIT RATE	30%										
32	EMPLOYEE FRINGE BENEFITS				\$6,828	\$13,656	\$5,712	\$19,368	\$13,656	\$11,416	\$25,072	\$51,268
33												
34												
35	TOTAL SALARIES & BENEFITS				\$29,588	\$59,176	\$40,708	\$99,884	\$59,176	\$81,416	\$140,592	\$270,064
36	HSA #2											10/25/2016

	A	B	C	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1																		
2																		
3	Program: SF Connected																	
4	(Same as Line 9 on HSA #1)																	
5																		
6	Operating Expense Detail																	
7																		
8			1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022			7/1/2022 - 6/30/2023			TOTAL								
9	<u>Expenditure Category</u>	TERM	1/1/2021 - 6/30/2021	Current	Modification	Revised	Current	Modification	Revised	1/1/21-6/30/23								
10	Rental of Property		\$11,107	\$5,125		\$5,125	\$5,125		\$5,125	\$21,357								
11	Utilities																	
12	Office Supplies, Postage		\$385	\$385		\$385	\$385		\$385	\$1,155								
13	Software Systems License									\$0								
14	Printing and Reproduction									\$0								
15	Insurance		\$959	\$959		\$959	\$959		\$959	\$2,877								
16	Staff Training																	
17	Staff Travel-(Local & Out of Town)																	
18	Rental of Equipment																	
19																		
20	CONSULTANTS																	
21																		
22																		
23																		
24																		
25	OTHER																	
26	Data Security & Systems [WiFi]		\$657	\$657		\$657	\$657		\$657	\$1,971								
27	WiFi Installation & Equipment 2 sites FY21; 1 site FY22; 1 site FY23		\$7,740	\$54,069		\$54,069	\$9,822		\$9,822	\$71,631								
28	FY23		\$3,079	\$3,079		\$3,079	\$3,079		\$3,079	\$9,237								
29																		
30																		
31																		
32																		
33	TOTAL OPERATING EXPENSE		\$23,927	\$64,274	\$0	\$64,274	\$20,027	\$0	\$20,027	\$108,228								
34																		

	A	B	C	D	E	F
1	Appendix B, Page 4					
2						
3						
4	Program: SF Connected					
5	(Same as Line 9 on HSA #1)					
6	Program Expenditure Detail					
7	SUBCONTRACTORS		1/0/00	1/1/2021 - 6/30/2021	1/1/2022 - 6/30/2022	1/1/21-6/30/23
8		Insert				\$0
9						\$0
10						\$0
11						
12	TOTAL SUBCONTRACTOR COST		\$0	\$0	\$0	\$0
13						
14						
15	EQUIPMENT		TERM			1/1/21-6/30/23
16	No.	ITEM/DESCRIPTION				
17		Insert				
18						
19						
20	TOTAL EQUIPMENT COST					\$0
21						
22	R E M O D E L I N G					
23	Description:					1/1/21-6/30/23
24		Insert				
25						
26						
27	TOTAL REMODELING COST					\$0
28						
29	TOTAL CAPITAL/SUBCONTRACTOR EXPENDITURE		\$0	\$0	\$0	\$0
30						
31	HSA #4					10/25/2016