



Edwin M. Lee, Mayor

**MEMORANDUM**

TO: AGING & ADULT SERVICES COMMISSION

THROUGH: SHIREEN McSPADDEN, EXECUTIVE DIRECTOR

FROM: CINDY KAUFFMAN, DEPUTY DIRECTOR  
JOHN TSUTAKAWA, DIRECTOR OF CONTRACTS *JTS*

DATE: SEPTEMBER 6, 2017

SUBJECT: GRANT MODIFICATION: **SF VETERANS EQUITY CENTER (NON-PROFIT) FOR PROVISION OF COMMUNITY SERVICES**

GRANT TERM:	<u>Current</u> 7/1/13- 6/30/18	<u>Modification</u> 7/1/17- 6/30/18	<u>Revised</u> 7/1/13- 6/30/18	<u>Contingency</u>	<u>Total</u> 7/1/13- 6/30/18
TOTAL GRANT AMOUNT:	\$1,178,791	\$100,000	\$1,278,791	\$127,879	\$1,406,670
CURRENT ANNUAL AMOUNT:	FY 13/14 \$179,982	FY 14/15 \$182,493	FY 15/16 \$259,782	FY 16/17 \$278,267	FY 17/18 \$278,267
REVISED ANNUAL AMOUNT:	N/A	N/A	N/A	N/A	\$378,267
FUNDING SOURCE MODIFICATION FUNDING:	<u>County</u> \$100,000	<u>State</u>	<u>Federal</u>	<u>Contingency</u> \$10,000	<u>Total</u> \$110,000
PERCENTAGE:	100%	0%	0%		

The Department of Aging & Adult Services (DAAS) requests authorization to modify the existing grant with the San Francisco Veterans Equity Center (VEC) for the period of July 1, 2017 to June 30, 2018, for an additional \$100,000 for a new grant amount of \$1,278,791 plus 10% contingency for a total grant amount not to exceed of \$1,406,670. The purpose of the modification is to expand community services at the Veteran’s Equity Center as well as the Gene Friend Recreation Center. The modification will also enhance outreach to the South of Market

community to assist with housing concerns and to facilitate referrals to SFVEC community service workers.

### **Background**

SFVEC has been serving the community for the last 17 years. Originally established to provide services for the estimated three thousand (3,000) Filipino-American World War II Veterans and their immediate families, SFVEC has expanded its services to include low-income seniors, families, people with disabilities, immigrants, LGBTQ, formerly incarcerated and homeless individuals. SFVEC assists these groups through counseling, free legal clinic, health services, and affordable housing opportunity assistance. SFVEC provides activities, outreach, information and referral, translation, and social services.

### **Services to be Provided**

The purpose of this grant is to maintain or improve the well-being of seniors and adults with disabilities through the provision of services in community centers/senior centers. Located in the south of Market neighborhood, SFVEC offers services at two community service sites: Mission and 6<sup>th</sup> Street and at the Gene Friend Recreation Center located at Folsom and 6th Street. SFVEC community services consist of activities, social services and translation support that help maintain or improve the quality of life for consumers. These services include exercise, arts & crafts, computer skills class, translation support and opportunities for socialization.

Through this additional funding, SFVEC will broaden the outreach and dissemination of information regarding available housing to program participants. The new service will help with housing application assistance through computer and translation support as well as educate individuals on tenants' rights, and self-advocacy. SFVEC will outreach into its south of Market neighborhood to build awareness of the service offering and refer seniors to additional applicable services when warranted.

### **Selection**

Grantee was selected through a Notice of Funding Availability (NOFA) #531 DAAS Community Services, issued on December 4, 2012. Program was monitored in March of 2016 for FY 2016-17 and found to be in compliance with contract terms.

### **Funding**

Funding for the grant modification will come from County General Fund dollars.

### **Attachments**

Appendix A-3, Scope of Services

Appendix B-3, Budget

Appendix F-3, Site Chart

**APPENDIX A-3: SERVICES TO BE PROVIDED**  
**San Francisco Veterans Equity Center (VEC)**  
**Community Services**  
**July 1, 2013 to June 30, 2018**

**I. Purpose**

The purpose of this grant is to maintain or improve the well being of seniors through the provision of a variety of services and activities in activity centers/senior centers.

**II. Definitions**

Activity Scheduling	This is one of four service categories within Community Services. Service units are captured by the number of scheduled activity hours sponsored by the Activity/Senior Centers. Activities may include educational presentations, workshops, trainings, cultural events, food bag programs, 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 for education or wellness purposes that help consumers maintain/enhance their level of functioning.
Adult with Disability	Person 18 years of age or older living with a disability
CARBON	Contracts Administration, Reporting and Billing On Line System
City	City and County of San Francisco, a municipal corporation.
Controller	Controller of the City and County of San Francisco or designated agent.
DAAS	Department of Aging and Adult Services
Disability	A condition attributable to mental or physical impairment, or a combination of mental and physical impairments including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.
Enhanced Outreach	This is one of four service categories within Community Services. Service units are captured by providing more formal outreach efforts and enhanced services to support the outreach efforts. Examples of this may include working with a community collaborative group, designing and implementing an outreach plan for an underserved area, problem-solving certain barriers to service, i.e., safety issues, transportation needs, etc.
Frail	An older individual that is determined to be functionally impaired because the individual either: (a) Is unable to perform at least two activities of daily living, including bathing, toileting, dressing, feeding, breathing, transferring and mobility and associated tasks, 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 older individual behaves in a manner that poses a serious health or safety hazard to the individual or others.

Grantee	San Francisco Veterans Equity Center (VEC)
HSA	Human Services Agency of the City and County of San Francisco
Low Income	Having income at or below 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.
OCM	Office of Contract Management, Human Services Agency
OOA	Office on the Aging
Purchaser	Director of Purchasing of the City and County of San Francisco, or designated agent.
Senior	Person who is 60 years or older
Social Services/Other	This is one of the four service categories within Community Services. Service units are captured by providing one-to-one assistance for individuals to enable them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, medical escort services, and emotional support by phone or in person.
SOGI	Sexual Orientation and Gender Identity, a result of <i>Ordinance No. 159-16</i> which 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> )
Translation	This is one of four service categories within Community Services. Service units are captured by the number of hours of translation assistance provided to consumers that cannot speak/read English. In addition, Translation may also include the use of American Sign Language, Braille, or Teleprompting. Translation services may include translation of forms, letters, applications, phone calls, etc. for an individual. It can also include written translation from English of monthly activity calendars, flyers, and verbal translation for group announcements, presentations, etc.
Unit of Service	Defined as one hour of service

### III. Target Population

This grant will serve seniors (age 60 and over) and/or adults age 18-59 with disabilities who reside in the City and County of San Francisco with one or more of the following target priorities:

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

### IV. Eligibility for Community Services

- Persons aged 60 and above
- Persons 18 years of age or older living with a disability

### V. Location and Time of Services

The Veterans Equity Center is located at 1010 Mission St. (& 6<sup>th</sup> St.), San Francisco, CA 94103. The center is open Monday through Friday from 9:00 a.m. to 5:00 p.m. and is closed from 12 noon to 1 pm.

The Gene Friend Recreation Center is located at 270 6<sup>th</sup> Street (& Folsom), San Francisco, CA 94103. SFVEC will have services hours at Gene Friend every Tuesday and Wednesday from 9:30am to 2pm and on Saturdays from 10am to 3pm.

(Please refer to Site Chart (Appendix F-3) for further details)

## VI. Service Description

Community Services consist of activities/services that focus on the physical, social, psychological, economic, educational, recreational, and/or creative needs of older persons and adults with disabilities. Such services are provided in the agency's community center and in the community.

There are three main categories of services: Activity Scheduling, Translation, Social Services/Other, and Enhanced Outreach.

## VII. Contractor Responsibilities

- Provide quality services that attain a high satisfaction level from participants.
- Provide services that meet the needs of individual
- Provide physical activities that may increase the health of participants.
- Increase access to informational and educational presentations that enable individuals to maintain independent living.
- Provide activities to increase socialization opportunities for individuals.
- Provide an annual Consumer Satisfaction Survey to individuals with at least a participant response rate of 35%.

## VII. Service Objectives

For FY 2013-17

- Grantee will serve 420 unduplicated consumers, seniors and younger adults with disabilities at the Veteran's Equity Center site and 130 unduplicated consumers, seniors and younger adults with disabilities at the Gene Friend Recreation Center site for a total of 550 unduplicated consumers served.
- Grantee will provide 4050 units of service of scheduled activities at the Veteran's Equity Center site and 1150 units of service of scheduled activities at the Gene Friend Recreation Center site for a total of 5200 units of activity programming.

- Grantee will provide 1000 units of service of translation services at the Veteran's Equity Center site and 500 units of service of translation services at the Gene Friend Recreation Center site for a total of 1500 units of translation services.
- Grantee will provide 1400 units of social services at the Veteran's Equity Center site and 400 units of social services at the Gene Friend Recreation Center site for a total of 1800 units of social services.

For FY 2017-18

- Grantee will serve 650 unduplicated consumers, seniors and younger adults with disabilities at the Veteran's Equity Center site and 75 unduplicated consumers, seniors and younger adults with disabilities at the Gene Friend Recreation Center site for a total of 725 unduplicated consumers served.
- Grantee will provide 5400 units of service of scheduled activities at the Veteran's Equity Center site and 600 units of service of scheduled activities at the Gene Friend Recreation Center site for a total of 6000 units of activity programming.
- Grantee will provide 1500 units of service of translation services at the Veteran's Equity Center site and 200 units of service of translation services at the Gene Friend Recreation Center site for a total of 1775 units of translation services.
- Grantee will provide 1600 units of social services at the Veteran's Equity Center site and 500 units of social services at the Gene Friend Recreation Center site for a total of 2100 units of social services.
- Grantee will provide 250 units of Enhanced Outreach (1 Unit = 1 staffing hour) to the South of Market community to assist with housing concerns and to facilitate referrals to SFVEC community service workers.

## VIII. Outcome Objectives

- At least 85% of participants surveyed will indicate that they receive the services and/or activities they need from the agency.
- At least 80% of participants surveyed who participate in one or more physical activities will report feeling more healthy due to participation.
- At least 80% of participants surveyed who participate in one or more informational/educational presentations will report they receive information to help them maintain independent living.
- At least 85% or more of participants surveyed will report that center activities increase their socialization opportunities and interaction with others.

- At least 70% of participants who received housing related services will report feeling better informed about their housing rights and options.

## **IX. Reporting and Other Requirements**

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

- A. The grantee will enter into the CA Getcare -consumers' data in the 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 reports must be entered into the Contracts Administration, Reporting, and Billing Online (CARBON) system regarding the following:
  1. Number of unduplicated consumers served during the month.
  2. Number of units of service of scheduled activities at an activity/senior center or venues approved by the Office on the Aging provided during the month.
  3. Number of units of translation services provided during the month.
  4. Number of units of social services provided during the month.
- D. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VII & VIII – Service and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year on an annual basis:
  - The percentage of participants surveyed that have indicated excellent or good in rating the quality of services they received.
  - The percentage of participants surveyed that have indicated they have received the services and/or activities they needed from the agency.
  - The percentage of participants surveyed that have participated in one or more physical activities, have reported feeling healthier due to participation.
  - The percentage of participants surveyed who have participated in one or more informational/educational presentations have reported they have received information to help them maintain independent living.
  - The percentage of participants surveyed reported that center activities have increased their socialization opportunities and interaction with others.
- E. Grantee shall submit Community Services Block Grant (CSBG) time study to HSA/DAAS for the months of February, May, August and November. The time study is due on the 10<sup>th</sup> 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 will provide an annual consumer satisfaction survey report to OOA by March 15 each grant year.



- H. Grantee shall develop and deliver ad hoc reports as requested by HSA.
- I. Grantee shall develop and deliver an annual summary report of SOGI data collected in the year as requested by HSA. The due date for submitting the annual summary report is July 10<sup>th</sup>.
- J. For FY 17-18, Grantee will document the process and progress of the new Housing Services Community Services component. This documentation will include: staffing and outreach plan, copies of outreach materials, compilation of most regularly requested service areas, and any other data points or relevant information collected.
- K. Apart from reports requested to be sent via e-mail to the Program Analyst and/or Contract Manager, all other reports should be sent to the following addresses:

Linda Murley, Program Analyst  
DAAS, Office on the Aging  
P.O. Box 7988  
San Francisco, CA 94120  
linda.murley@sfgov.org

David Kashani, Contract Manager  
Human Services Agency  
PO Box 7988  
San Francisco, CA 94120  
david.kashani@sfgov.org

## **XI. 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; 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 director list and whether services are provided appropriately according to Sections VII and VIII, 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.
- 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.

**HUMAN SERVICES AGENCY CONTRACT BUDGET SUMMARY  
BY PROGRAM**

Contractor's Name					Contract Term			
VETERANS EQUITY CENTER					07/01/2013-06/30/2018			
(Check One) New      Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>								
If modification, Effective Date of Mod. 07/01/2017			No. of Mod. 2		2			
Program: Community Services Program								
Budget Reference Page No.(s)					Original	Modification	New	Total
Program Term	07/01/13-06/30/14	07/01/14-06/30/15	07/01/15-06/30/16	07/01/16-06/30/17	07/01/17-06/30/18	07/01/17-06/30/18	07/01/17-06/30/18	7/1/13-6/30/18
<b>Expenditures</b>								
Salaries & Benefits	\$169,580	\$170,670	\$208,928	\$222,235	\$222,235	\$74,240	\$296,475	\$1,067,888
Operating Expense	\$10,402	\$11,823	\$50,854	\$56,032	\$56,032	\$25,760	\$81,792	\$210,903
<b>Subtotal</b>	<b>\$179,982</b>	<b>\$182,493</b>	<b>\$259,782</b>	<b>\$278,267</b>	<b>\$278,267</b>	<b>\$100,000</b>	<b>\$378,267</b>	<b>\$1,278,791</b>
Indirect Percentage (%)	\$0	\$0	\$0	\$0	\$0		\$0	\$0
Indirect Cost (Line 16 X Line 15)	\$0	\$0	\$0	\$0	\$0		\$0	\$0
Capital Expenditure	\$0	\$0	\$0	\$0	\$0		\$0	\$0
Total Expenditures	\$179,982	\$182,493	\$259,782	\$278,267	\$278,267	\$100,000	\$378,267	\$1,278,791
<b>HSA Revenues</b>								
General Fund	\$179,982	\$182,493	\$182,493	\$182,493	\$182,493		\$182,493	\$909,954
Add-Back - 11/2015			\$50,000	\$50,000	\$50,000		\$50,000	\$150,000
Add-Back - CASE 12/2015			\$22,727	\$36,483	\$36,483		\$36,483	\$95,693
CODB FY15/16			\$4,562	\$9,125	\$9,125		\$9,125	\$22,812
CODB FY16/17, 17/18				\$166	\$166		\$166	\$332
Add-Back 17/18						\$100,000	\$100,000	\$100,000
TOTAL HSA REVENUES	\$179,982	\$182,493	\$259,782	\$278,267	\$278,267	\$100,000	\$378,267	\$1,278,791
<b>Other Revenues</b>								
Total Revenues	\$179,982	\$182,493	\$259,782	\$278,267	\$278,267	\$100,000	\$378,267	\$1,278,791

Prepared by: Luisa M. Antonio

Telephone No.: 415-255-2347

Date: 8/22/17

HSA-CO Review Signature: \_\_\_\_\_

HSA #1

8/22/2017

Program Name:  
Community Services Program

Salaries & Benefits Detail

POSITION TITLE	Agency Totals Annual Full Time Salary for FTE	For HSA Program		Original							Modification		New	
		Total % FTE	% FTE	Adjusted FTE	07/01/13- 06/30/14	07/01/14- 06/30/15	07/01/15- 06/30/16	07/01/16- 06/30/17	07/01/17- 06/30/18	07/01/17- 06/30/18	07/01/17- 06/30/18	07/01/17- 06/30/18	07/01/17- 06/30/18	07/01/17- 06/30/18
Executive Director	\$65,000	100%	57%	57%	\$40,000	\$40,000	\$35,000	\$35,000	\$35,000	\$35,000	\$2,000	\$37,000	\$37,000	\$187,000
Community Service Worker	\$38,000	100%	100%	100%	\$33,000	\$33,000	\$38,000	\$38,000	\$38,000	\$38,000		\$38,000	\$38,000	\$180,000
Community Service Worker	\$38,000	100%	100%	100%	\$33,000	\$33,000	\$35,000	\$35,000	\$35,000	\$35,000		\$35,000	\$35,000	\$171,000
Community Service Worker	\$38,000	100%	100%	100%	\$33,000	\$32,700	\$35,000	\$35,000	\$35,000	\$35,000		\$35,000	\$35,000	\$170,700
Community Service Worker	\$36,000	100%	100%	100%			\$17,500	\$17,500	\$17,500	\$17,500	\$18,500	\$36,000	\$36,000	\$71,000
Community Service Worker	\$36,000	100%	100%	100%							\$36,000	\$36,000	\$36,000	\$36,000
Data Collection Specialist	\$25,000	100%	100%	100%			\$9,360	\$18,720	\$18,720	\$18,720	\$3,858	\$22,578	\$22,578	\$50,658
TOTALS	\$276,000	7.00	6.57	6.57	\$139,000	\$138,700	\$169,860	\$179,220	\$179,220	\$179,220	\$60,358	\$239,578	\$239,578	\$866,358
FRINGE BENEFIT RATE	23%													
EMPLOYEE FRINGE BENEFIT	\$63,480				\$30,580	\$31,970	\$39,068	\$43,015	\$43,015	\$43,015	\$13,882	\$56,897	\$56,897	\$201,530
TOTAL SALARIES & BENEFITS	\$339,480				\$169,580	\$170,670	\$208,928	\$222,235	\$222,235	\$222,235	\$74,240	\$296,475	\$296,475	\$1,067,888
HSA #2														8/22/2017

Program Name:  
Community Services Program

## Operating Expense Detail

Expenditure Category	TERM	Original		Modification		New		TOTAL	
		07/01/13- 06/30/14	07/01/14- 06/30/15	07/01/15- 06/30/16	07/01/16- 06/30/17	07/01/17- 06/30/18	07/01/17- 06/30/18	07/01/17- 06/30/18	7/1/13- 6/30/18
Rental of Property		\$1,206	\$1,230	\$1,660	\$3,061	\$3,061	\$61	\$3,122	\$10,279
Utilities(Elec, Water, Gas, Phone, Scavenger)		\$1,096	\$2,000	\$4,134	\$5,100	\$5,100	-\$800	\$4,300	\$16,630
Office Supplies, Postage		\$600	\$400	\$3,000	\$2,156	\$2,156	\$223	\$2,379	\$8,535
Building Maintenance Supplies and Repair				\$667	\$942	\$942	-\$442	\$500	\$2,109
Tenant Improvements				\$6,281					\$6,281
Printing and Reproduction		\$600	\$430	\$800	\$1,500	\$1,500		\$1,500	\$4,830
Insurance		\$2,000	\$1,400	\$2,750	\$3,750	\$3,750	\$250	\$4,000	\$13,900
Staff Training					\$2,000	\$2,000		\$2,000	\$4,000
Staff Travel-(Local & Out of Town)				\$300	\$3,666	\$3,666	\$2,234	\$5,900	\$9,866
Equipment ( Computers and Softwares)				\$6,600	\$1,500	\$1,500	\$3,500	\$5,000	\$13,100
Rental of Equipment							\$700	\$700	\$700
CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE									\$0
Bookkeeping		\$3,000	\$3,000	\$3,000			\$5,340	\$5,340	\$14,340
Seniors Activity			\$1,000	\$3,850	\$6,000	\$6,000		\$6,000	\$16,850
Intern(s)				\$9,360	\$14,160	\$14,160	\$9,394	\$23,554	\$47,074
Technology Consultant							\$5,000	\$5,000	\$5,000
<b>OTHER</b>									\$0
Audit Fee				\$3,512	\$5,000	\$5,000	-\$1,500	\$3,500	\$12,012
Payroll Processing		\$900	\$1,063	\$940	\$1,197	\$1,197	\$0	\$1,197	\$5,297
Seniors Activites		\$1,000	\$1,300	\$4,000	\$6,000	\$6,000	\$0	\$6,000	\$18,300
Furniture & Fixture							\$1,000	\$1,000	\$1,000
Salesforce User Access							\$800	\$800	\$800
<b>TOTAL OPERATING EXPENSE</b>		<b>\$10,402</b>	<b>\$11,823</b>	<b>\$50,854</b>	<b>\$56,032</b>	<b>\$56,032</b>	<b>\$25,760</b>	<b>\$81,792</b>	<b>\$210,903</b>

HSA #3

8/22/2017

SITE CHART F-3

AGENCY: VETERANS EQUITY CENTER HSA/DAAS/OFFICE ON THE AGING  
 FY 07/01/2017 - 06/30/2018

CONTRACT MAILING ADDRESS: 1010 MISSION STREET, SUITE C SAN FRANCISCO, CA 94103

DIRECTOR: LUISA M. ANTONIO

PHONE NO.: 415-255-2347

SITES: (includes congregate nutrition, community/social services, home-delivered meal, food distribution, etc.)	<b>Main Office</b>  <b>VETERANS EQUITY CENTER</b>	Other Site applicable to this program:  <b>GENE FRIEND RECREATION CENTER</b>	
<b>Name of Site</b>  Address and Zip  Phone Number Fax Number Neighborhood Person in Charge Site Manager	<b>VETERANS EQUITY CENTER</b>  1010 MISSION STREET SAN FRANCISCO, CA 94103 415-255-2347 415-255-2358 SOUTH OF MARKET LUISA M. ANTONIO	270 6 <sup>TH</sup> STREET SAN FRANCISCO, CA 94103 415-554-9532  SOUTH OF MARKET	
Programs Offered	SOCIAL SERVICES RECREATIONAL/SOCIAL ACTIVITIES TRANSLATION IMMIGRANT FOOD ASSISTANCE LEGAL CLINIC EDUCATIONAL WORKSHOPS HOUSING ASSISTANCE	SOCIAL SERVICES RECREATIONAL/SOCIAL ACTIVITIES TRANSLATION EDUCATIONAL WORKSHOPS	
Days Open	X_Mon X_Tues X_Wed X_Thurs X_Fri ___Sat ___Sun	___Mon XTues XWed_Thur ___Fri ___Sat ___Sun	Mon ___ Tues ___ Wed ___ Thur ___ Fri ___ Sat ___ Sun ___
Hours Open	9:00AM - 5:00PM	TUESDAY, WEDNESDAY 9:30AM TO 2:00PM AND SOME SATURDAY	
Hours of scheduled programming	9:00AM - 5:00PM	9:30AM - 2:00PM	
Hours of meal service	0	0	
Annual number of meals at site	N/A	N/A	
Annual # nutrition education units	N/A	N/A	
Average number of meals per day	N/A	N/A	
Total number of service days in FY	258	104*	
Days closed	MOST WEEKENDS, FEDERAL & STATE HOLIDAYS	SUNDAY - RENTALS ONLY	
Handicapped Accessible	X_Yes ___No	X_Yes ___No	___Yes ___No

THE GENE FRIEND RECREATION CENTER IS CLOSED ON MONDAY. TUESDAY - THURSDAY THE RECREATION CENTER IS OPEN TO YOUTH ONLY FROM 2:00PM TO 6:00PM, FRIDAY 2:00PM TO 9:00PM.