



Edwin M. Lee, Mayor

Trent Rhorer, Executive Director
Shireen McSpadden, Executive Director

MEMORANDUM

TO: AGING and ADULT SERVICES COMMISSION

THROUGH: SHIREEN MCSPADDEN, EXECUTIVE DIRECTOR

FROM: CINDY KAUFFMAN, DEPUTY DIRECTOR
JOHN TSUTAKAWA, DIRECTOR OF CONTRACTS *391*

DATE: SEPTEMBER 6, 2017

SUBJECT: GRANT MODIFICATION: **BAYVIEW HUNTER'S POINT MULTIPURPOSE SENIOR SERVICES (NON-PROFIT)** FOR PROVISION OF COMMUNITY SERVICES AND SENIOR FITNESS/HEALTH INITIATIVES

GRANT TERM:	<u>Original</u> <u>Term</u> 7/1/13- 6/30/18	<u>Modification</u> <u>Term</u> 7/1/17- 6/30/18			
TOTAL GRANT AMOUNT:	<u>Current</u> \$1,810,070	<u>Modification</u> \$246,000	<u>Contingency</u> \$205,607	<u>Total</u> \$2,261,677	
ANNUAL AMOUNT:	<u>FY13/14</u> \$302,109	<u>FY14/15</u> \$306,323	<u>FY15/16</u> \$341,708	<u>FY16/17</u> \$484,965	<u>FY17/18</u> \$620,965
Funding Source FUNDING: PERCENTAGE:	<u>County</u> \$1,809,342 88%	<u>State</u>	<u>Federal</u> \$246,728 12%	<u>Contingency</u> \$205,607	<u>Total</u> \$2,261,677 100%

The Department of Aging and Adult Services (DAAS) requests authorization to modify the existing grant agreement with Bayview Hunter's Point Multipurpose Senior Services (BHPMSS) for the term of July 1, 2017 to June 30, 2018 in the additional amount of \$246,000 plus a 10% contingency for a total amount not to exceed \$2,261,677. The purpose of the grant modification is to provide one-time only (OTO) funding to Grantee for expanded Community Services at their new site and for continued support of Senior Fitness/Health Initiatives, which were initially implemented by the Grantee in fiscal year 2016-2017.

Background

The San Francisco Board of Supervisors (BOS) first allocated add-back funding for the provision of Senior Fitness/Health Initiatives in fiscal year 2016-2017. These initiatives were designed to promote physical fitness and wellness among older adults with the goal of increasing their ability to live independently in a community setting. Senior fitness programs have proven to be successful by improving and maintaining overall health and well-being of seniors and adults with disabilities. Grantee will continue to provide health and wellness activities through their existing DAAS Community Services grant in fiscal year 2017-2018.

Services to be Provided

In June 2016, Dr. George W. Davis Senior Center moved its operations from a 5,000 square foot space at 1706 Yosemite Avenue, to a new 15,000 square foot location at 1753 Carroll Avenue. The move to a larger space impacted staffing and operating expenses. Through foundation grants, readjusting staff schedules and supplementing positions from other grants, the Dr. George Davis Senior Center continued providing programs at 1753 Carroll Avenue with the existing Community Services budget. In order to maintain Community Services at the new, larger site, DAAS recognized the need for increased funding for fiscal year 2017-2018. The amount of funding identified and allocated to Community Services at the new Center is \$136,000 this fiscal year. The funding will support increased operating and utility costs at the new site, maintain staff hours that were increased last year (front desk, custodial and activities), and cover transportation coordination and translation services.

The amount of funding needed to continue activities offered to seniors and adults with disabilities for the Senior Fitness/Health Initiative is \$110,000 this fiscal year. Augmentation of funding will allow Grantee to expand their current programming related to activities designed to improve participants' mental, physical and emotional health and/or pilot new senior fitness initiatives. These initiatives address the needs of participants holistically by combining physical health activities and opportunities for social engagement conducted by Rafiki Wellness, a coalition for health and wellness. Examples of programming include Movement classes (Tai'Chi, yoga, Zumba, line dancing), Meditation (singing/chanting), Support Groups (for cancer, diabetes, loss, anxiety), and Health Education classes (asthma, smoking cessation, hypertension). In addition to increased Rafiki wellness classes, augmented funding will also support a part-time outreach position and additional health coaching/navigation to Community Services participants.

Performance

Grantee was fiscally monitored in January 2017 with no significant findings. Program monitoring was conducted in April 2017 with no significant findings. Provider is in compliance with all monitoring standards.

Selection

Grantee was selected through the Notice of Financial Assistance (NOFA) #531 issued in December 2012.

Funding

This grant utilizes a combination of Federal and County funds that have been specifically allocated for enhanced community services for seniors.

ATTACHMENTS

Appendix A-4 – Services to be Provided

Appendix B-5 – Program Budget

APPENDIX A-4 – SERVICES TO BE PROVIDED

**Bayview Hunter’s Point Multipurpose Senior Services, Inc.
Community Services @ Dr. George W. Davis Senior Center**

Effective 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	Bayview Hunter's Point Multipurpose Senior Services, Inc., Dr. George W. Davis Senior Center
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:

1. Low-income
2. Non or limited English speaking
3. Minority
4. Frail
5. 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 George W. Davis Senior Center is located at 1753 Carroll Ave., San Francisco, CA 94124. The Center is open Monday through Friday, 9:00 a.m. to 5:00 p.m.

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 and Social Services/Other. However, a new category is being introduced for those activity/senior centers proposing to do Enhanced Outreach. While there is an expectation that activity/senior centers will do a reasonable amount of outreach within their existing Community Service budgets, some agencies may decide to propose more formal outreach plans or a specific campaign to address access barriers in the community. Services should be provided according to OOA Community Services Standards.

VII. Contractor Responsibilities

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

VII. Service Objectives

On an annual basis:

- Grantee will serve 600 unduplicated seniors and younger adults with disabilities.
- Grantee will provide 1,500 units of service of scheduled activities at a center or venues approved by the Office on the Aging.
- Grantee will provide 650 units of service of social services.

- Grantee will provide **500 Units of Enhanced Outreach (1 Unit = 1 staffing hour)** to extend the reach of Community Services to isolated seniors and adults with disabilities.

FY 16/17:

- Grantee will provide **1600** units of service of scheduled activities approved by the Office on the Aging.

FY 17/18:

- Grantee will serve 700 unduplicated seniors and younger adults with disabilities.
- Grantee will provide 2,700 units of service of scheduled activities at a center or venues approved by the Office on the Aging.
- Grantee will provide 700 units of service of social services.
- Grantee will provide **500 Units of Enhanced Outreach (1 Unit = 1 staffing hour)** to extend the reach of Community Services to isolated seniors and adults with disabilities.

VIII. Outcome Objectives

- At least 85% of participants surveyed will indicate excellent or good in rating the quality of services they receive.
- 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.
- There will be at least a **5%** increase in the number of unduplicated consumers participating in the designated activity/senior center as a result of Enhanced Outreach each year.

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.
 5. Number of enhanced outreach units of 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 & 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.
 - Percentage increase in the number of unduplicated consumers participating in the designated activity/senior center as a result of Enhanced Outreach each year
- 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 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 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 10th.
- J. 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
P.O. Box 7988
San Francisco, CA 94120
linda.murley@sfgov.org

or

Elena Baranoff
Senior Contract Manager
Human Services Agency
PO Box 7988
San Francisco, CA 94120
elena.baranoff@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 VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool, translation and social services are based on staff hours.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D	E	F	G	H	
1	Appendix B-5, Page 1								
2	Document Date: 8/11/17								
3	HUMAN SERVICES AGENCY CONTRACT BUDGET SUMMARY								
4	BY PROGRAM								
5	Contractor's Name		Contract Term						
6	Bayview Hunters Point Multipurpose Senior Services, Inc.		7/1/13-6/30/18						
7	(Check One)	New <input type="checkbox"/>	Renewal <input type="checkbox"/>	Modification <input checked="" type="checkbox"/>					
8	If modification, Effective Date of Mod. 7/1/15		No. of Mod. 5						
9	Program: Community Services - Dr. Davis								
10	Budget Reference Page No.(s)							Total	
11	Program Term	7/1/13-6/30/14	7/1/14-6/30/15	7/1/15-6/30/16	7/1/16-6/30/17	7/1/17-6/30/18	Addition 2018	7/1/13-6/30/18	
12	Expenditures								
13	Salaries & Benefits	\$199,426	\$199,426	\$237,412	\$264,491	\$243,161	\$124,359	\$1,268,276	
14	Operating Expense	\$75,218	\$79,049	\$73,233	\$176,386	\$97,716	\$99,277	\$600,879	
15	Subtotal	\$274,644	\$278,475	\$310,644	\$440,877	\$340,877	\$223,636	\$1,869,154	
16	Indirect Percentage (12%)	10%	10%	10%	10%	10%	10%	10%	
17	Indirect Cost (Line 16 X Line 15)	\$27,464	\$27,848	\$31,064	\$44,088	\$34,088	\$22,364	\$186,915	
18	Capital Expenditure								
19	Total Expenditures	\$302,109	\$306,323	\$341,708	\$484,965	\$374,965	\$246,000	\$2,056,070	
20	HSA Revenues								
21	General Fund 88%	\$265,856	\$275,691	\$300,703	\$426,769	\$329,968	\$216,480	\$1,815,468	
22	Federal Funding 12% (CFDA#: 93.778 Medi-Cal)	\$36,253	\$30,632	\$41,005	\$58,196	\$44,996	\$29,520	\$240,602	
23									
24									
25									
26									
27									
28									
29	TOTAL HSA REVENUES	\$302,109	\$306,323	\$341,708	\$484,965	\$374,965	\$246,000	\$2,056,070	
30	Other Revenues								
31									
32									
33									
34									
35									
36	Total Revenues	\$302,109	\$306,323	\$341,708	\$484,965	\$374,965	\$246,000	\$2,056,070	
37									
39	Prepared by:	Justin Cheung		Telephone No.: 415-826-4774		Date: 8/11/17			
40	HSA-CO Review Signature: _____								
41	HSA #1							1/18/2017	

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q						
1	Appendix B-5, Page 3																						
2	Document Date: 8/11/17																						
3																							
4	Program: Community Services																						
5	(Same as Line 9 on HSA #1)																						
6																							
7																							
8																							
9																							
10																							
11																							
12	Expenditure Category	TERM															7/1/13-6/30/14	7/1/14-6/30/15	7/1/15-6/30/16	7/1/16-6/30/17	7/1/17-6/30/18	Addition	7/1/13-6/30/18
13	Travel																	\$ 9,000					
14	Utilities(Elec, Water, Gas, Phone, Scavenger)				\$0	\$21,758	\$25,589	\$17,255	\$5,000	\$25,589	\$2,000	\$2,000	\$26,289	\$12,507	\$0			\$ 128,987					
15	Office Supplies, Postage				\$4,000	\$6,400	\$6,400	\$4,000	\$4,000	\$4,175	\$4,175	\$4,175	\$4,175	\$0	\$0			\$ 20,350					
16	Building Maintenance Supplies and Repair				\$6,400	\$6,400	\$6,400	\$6,400	\$6,400	\$6,400	\$6,400	\$6,400	\$6,400	\$15,000	\$15,000			\$ 47,000					
17	Program Supplies				\$10,000	\$11,718	\$27,492	\$11,718	\$27,492	\$27,492	\$27,492	\$27,492	\$25,492	\$2,000	\$2,000			\$ 86,702					
18	Insurance				\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$4,000	\$4,000			\$ 34,000					
19	Printing & Reproduction				\$6,200	\$2,000	\$6,200	\$2,000	\$2,000	\$6,200	\$6,200	\$6,200	\$6,200	\$0	\$0			\$ 26,800					
20	Elevator Maintenance				\$3,300	\$3,300	\$3,300	\$3,300	\$3,300	\$3,600	\$3,600	\$3,600	\$3,600	(\$3,600)				\$ 13,500					
21	Rental of Equipment				\$7,560	\$7,560	\$7,560	\$7,560	\$7,560	\$7,560	\$7,560	\$7,560	\$7,560	\$0	\$0			\$ 37,800					
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE																						
23	Senior empowerment Contract				\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$0	\$0			\$ 50,000					
24																							
25																							
26																							
27																							
28	OTHER																						
29																							
30	Rafiki wellness classes														\$28,000			\$ 68,000					
31	Health Navigator														\$12,120			\$ 18,370					
32	Marketing/Promotion materials														\$2,000			\$ 26,870					
33	Health Instructors														\$17,250			\$ 23,500					
34	Choir														\$10,000			\$ 10,000					
35	TOTAL OPERATING EXPENSE				\$75,218	\$79,049	\$73,233	\$97,716	\$99,277	\$176,386	\$97,716	\$99,277	\$600,879					\$ 600,879					
36																							
37	HSA #3																						