

**CITY AND COUNTY OF SAN FRANCISCO
HUMAN SERVICES AGENCY**

FIRST AMENDMENT TO GRANT AGREEMENT

BETWEEN

CITY AND COUNTY OF
SAN FRANCISCO

AND

**INSTITUTE ON AGING
GRANT ID#: 1000028610**

This **AMENDMENT** of the July 1, 2023 Grant Agreement (the "Agreement") is dated as of July 1, 2025 and is made in the City and County of San Francisco, State of California, by and between **INSTITUTE ON AGING, 3575 GEARY BOULEVARD, SAN FRANCISCO CA 94118** ("Grantee") and the **CITY AND COUNTY OF SAN FRANCISCO**, a municipal corporation ("City") acting by and through the **Human Services Agency** ("Department").

RECITALS

WHEREAS, the Agreement was competitively procured as required through Request for Proposals #1050, which was competitively bid on January 9, 2023 and this modification is consistent therewith; and

WHEREAS, the Grant is funded with Federal dollars, CFDA #93.778, and

WHEREAS, the City's Board of Supervisors approved this amendment by Resolution # _____ on _____, 2025; and

WHEREAS, Grantee has submitted to the Agency the Application Documents (as hereinafter defined) seeking a grant for the purpose of funding the matters set forth in the Grant Plan (as defined in the Agreement); and

WHEREAS, City and Grantee desire to modify the Agreement on the terms and conditions set forth herein to **extend the grant period, increase the grant amount, revise the Appendices, and update standard contractual clauses**; and

WHEREAS, City and Grantee desire to execute this amendment to update the prior Agreement;

NOW, THEREFORE, City and Grantee agree to amend said Grant Agreement as follows:

- 1. Definitions.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Grant Agreement.
 - (a) Agreement.** The term “Agreement” shall mean the Agreement dated **July 1, 2023** between Grantee and City.
- 2. San Francisco Labor and Employment Code.** As of January 4, 2024, San Francisco Administrative Code Chapters 21C (Miscellaneous Prevailing Wage Requirements), 12B (Nondiscrimination in Contracts), 12C (Nondiscrimination in Property Contracts), 12K (Salary History), 12P (Minimum Compensation), 12Q (Health Care Accountability), 12T (City Contractor/Subcontractor Consideration of Criminal History in Hiring and Employment Decisions), and 12U (Sweatfree Contracting) are redesignated as Articles 102 (Miscellaneous Prevailing Wage Requirements), 131 (Nondiscrimination in Contracts), 132 (Nondiscrimination in Property Contracts), 141 (Salary History), 111 (Minimum Compensation), 121 (Health Care Accountability), 142 (City Contractor/Subcontractor Consideration of Criminal History in Hiring and Employment Decisions), and 151 (Sweatfree Contracting) of the San Francisco Labor and Employment Code, respectively. Wherever this Agreement refers to San Francisco Administrative Code Chapters 21C, 12B, 12C, 12K, 12P, 12Q, 12T, and 12U, it shall be construed to mean San Francisco Labor and Employment Code Articles 102, 131, 132, 141, 111, 121, 142, and 151, respectively.
- 3. Modifications to the Agreement.** The Grant Agreement is hereby modified as follows:
 - (a) Article 3.2. Duration of Term** of the Agreement currently reads as follows:

The term of this Agreement shall commence on the later of (a) **July 1, 2023** and (b) the effective date specified in Section 3.1. Such term shall end at 11:59 p.m. San Francisco time on **June 30, 2025**.

Such section is hereby superseded in its entirety to read as follows:

The term of this Agreement shall commence on the later of (a) **July 1, 2023** and (b) the effective date specified in Section 3.1. Such term shall end at 11:59 p.m. San Francisco time on **June 30, 2027**.
 - (b) Article 5.1 Maximum Amount of Grant Funds** of the Agreement currently reads as follows:

The amount of the Grant Funds disbursed hereunder shall not exceed **Ten Million, Three Hundred Seventy-Seven Thousand Thirty-Six Dollars (\$10,377,036)** for the period from **July 1, 2023 to June 30, 2025, plus any contingent amount authorized by City and certified as available by the Controller.**

Contingent amount: Up to One Million, Thirty-Seven Thousand Seven Hundred Four Dollars (\$1,037,704) may be available, in the City's sole discretion as a contingency but only subject to written authorization by the City and if monies are certified as available by the Controller.

The maximum amount of Grant Funds disbursed hereunder shall not exceed **Eleven Million, Four Hundred Fourteen Thousand Seven Hundred Forty Dollars (\$11,414,740)** for the period from **July 1, 2023 to June 30, 2025.**

Grantee understands that the maximum amount of Grant Funds disbursement identified above in Section 5.1 of this Agreement, includes the amount shown as the contingent amount and may not to be used in Program Budget(s) attached to this Agreement as Appendix B, and is not available to Grantee without a written revision to the Program Budgets of Appendix B approved by Agency. Grantee further understands that no payment of any portion of this contingency amount will be made unless and until such funds are certified as available by Controller. Grantee agrees to fully comply with these laws, regulations, and policies and procedures.

Such section is hereby superseded in its entirety to read as follows:

The amount of the Grant Funds disbursed hereunder shall not exceed **Twenty Four Million, Two Hundred Forty Three Thousand Nine Hundred Three Dollars (\$24,243,903)** for the period from **July 1, 2023 to June 30, 2027, plus any contingent amount authorized by City and certified as available by the Controller.**

Contingent amount: Up to One Million Four Hundred Thirty Two Thousand Seven Hundred Eighty Dollars (\$1,432,780) may be available, in the City's sole discretion, as a contingency subject to authorization by the City and certified as available by the Controller.

The maximum amount of Grant Funds disbursed hereunder shall not exceed **Twenty Five Million Six Hundred Seventy Six Thousand Six Hundred Eighty Three Dollars (\$25,676,683)** for the period from **July 1, 2023 to June 30, 2027.**

Grantee understands that, of the maximum dollar disbursement listed in Section 5.1 of this Agreement, the amount shown as the Contingent

Amount may not to be used in Program Budgets attached to this Agreement as Appendix **B-2 and B-3**, and is not available to Grantee without a revision to the Program Budgets of Appendix **B-2 and B-3** specifically approved by Grant Agreement Administrator. Grantee further understands that no payment of any portion of this contingency amount will be made unless and until such funds are certified as available by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

- (c) **Appendix A.** Appendix A, of the aforesaid agreement describes the services to be provided.

Such section is hereby superseded in its entirety by Appendix A-1, pp. 1-15, attached to this Modification Agreement, which displays the additional services to be provided under this Modification Agreement.

- (d) **Appendix B.** Appendix B, Calculation of Charges, pp. 1-8 of the Aforesaid Agreement displays the original total amount of **\$9,667,532**.

Such section is hereby superseded in its entirety by Appendix B-2, Calculation of Charges, pp. 1-5, which displays the budget as herein modified to **\$22,920,633**.

- (e) **Appendix B.** Appendix B-1, Calculation of Charges, pp. 1-4 of the Aforesaid Agreement displays the original total amount of **\$709,504**.

Such section is hereby superseded in its entirety by Appendix B-3, Calculation of Charges, pp. 1-4, which displays the budget as herein modified to **\$1,323,270**.

- (f) **Article 5.4 Cost of Doing Business Adjustment.** Article 5.4 is hereby added to the agreement and reads as follows:

Cost of Doing Business Adjustment. The City may, acting in its sole discretion, adjust the Grant amount in any year to reflect a Cost of Doing Business (“CODB”) adjustment as authorized by the San Francisco Board of Supervisors. The Board of Supervisors and the Mayor will make the CODB determination annually through the budget process. Grantee understands and agrees that the CODB adjustment is wholly discretionary and not a Grantee entitlement.

- (g) **Appendix I and J.** Additional Federal Funding Award Information and Requirements Appendices.

Appendices I and J are hereby added in their entirety, which describe the federal funding award information and requirements.

(h) 16.22 Compliance with Other Laws 16.22(b).

*Section is hereby amended in its entirety to read as follows (changes in **bold**):*

16.22 Compliance with Other Laws.

- a. Without limiting the scope of any of the preceding sections of this Article 16, Grantee shall keep itself fully informed of City's Charter, codes, ordinances and regulations and all state, and federal laws, rules and regulations affecting the performance of this Agreement and shall at all times comply with such Charter codes, ordinances, and regulations rules and laws.
- b. **Grantee represents that it is in good standing with the California Attorney General's Registry of Charitable Trusts and will remain in good standing during the term of this Agreement. Grantee shall immediately notify City of any change in its eligibility to perform under the Agreement. Upon City request, Grantee shall provide documentation demonstrating its compliance with applicable legal requirements. If Grantee will use any subcontractors/ subgrantees/subrecipients to perform the Agreement, Grantee is responsible for ensuring they are also in compliance with the California Attorney General's Registry of Charitable Trusts at the time of grant execution and for the duration of the agreement. Any failure by Grantee or any subcontractors/subgrantees/subrecipients to remain in good standing with applicable requirements shall be a material breach of this Agreement.**

(i) Article 4.2 (b) Grantor Vaccination Policy is hereby removed in its entirety.

(j) 17.15 Compliance with Laws Requiring Access for People with Disabilities. Article 17.15 is hereby added to the agreement and reads as follows:

17.15 Compliance with Laws Requiring Access for People with Disabilities.

17.15.1 Contractor acknowledges that, pursuant to the Americans with Disabilities Act (ADA), programs, services and other activities provided by a public entity to the public, whether directly or through a contractor, must be accessible to people with disabilities. Contractor shall provide the services specified in this Agreement in a manner that complies with the ADA and all other applicable federal, state and local disability rights legislation. Contractor agrees not to discriminate against people with disabilities in the provision of

services, benefits or activities provided under this Agreement and further agrees that any violation of this prohibition on the part of Contractor, its employees, agents or assigns will constitute a material breach of this Agreement.

17.15.2 Reserved.

(k) 17.6 Entire agreement section 17.6 is hereby replaced in its entirety to read as follows:

17.6 Entire Agreement. This Agreement and the Application Documents set forth the entire Agreement between the parties, and supersede all other oral or written provisions. If there is any conflict between the terms of this Agreement and the Application Documents, the terms of this Agreement shall govern. The following appendices are attached to and a part of this Agreement:

Appendix A-1, Services to be Provided
Appendix B-2, Budget-CLF
Appendix B-3, Budget-Public Guardian
Appendix C, Method of Payment
Appendix D, Interests in Other City Grants
Appendix E, Permitted Subgrantees
Appendix F, Business Associate Agreement
Appendix G, Data Access Agreement
Appendix H, Privacy Attestation
Appendix I, Federal Award Information for Subrecipients
Appendix J, Federal Requirements for Subrecipients

- 4. Effective Date.** Each of the modifications set forth in Section 3 shall be effective on and after the date of this Amendment.
- 5. Legal Effect.** Except as expressly modified by this Amendment, all of the terms and conditions of the Grant Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to the Grant Agreement to be duly executed as of the date first specified herein.

CITY

**DEPARTMENT OF DISABILITY AND
AGING SERVICES**

By: _____
Kelly Dearman Date
Executive Director

GRANTEE:

INSTITUTE ON AGING

By: _____
Date

Name: J. Thomas Briody
Title: Chief Executive Officer
Address: 3575 Geary Boulevard
City, State ZIP: San Francisco CA 94118

Cell Phone: 415-314-8425
Email: tbriody@ioaging.org

Federal Tax ID #: 94-2978977
City Vendor Number: 0000018304
DUNS Number: 825965486

Approved as to Form:

David Chiu
City Attorney

By: _____
Grace DiLaura
Deputy City Attorney

Appendix A-1: Services to be Provided
Institute on Aging
Community Living Fund Program
Effective July 1, 2023 to June 30, 2027

I. Purpose of the Grant

The San Francisco Administrative Code, Section 10.100-12, created an Aging and Adult Services Community Living Fund (CLF) to support aging in place and community placement alternatives to institutionalization. The Fund is administered by the Department of Disability and Aging Services (DAS). The purpose of this grant is to provide services through the CLF.

The Community Living Fund Program (CLFP) is designed to implement and fulfill the purpose of the CLF, aiming to (1) prevent unnecessary institutionalization for individuals living in the community and (2) support the transition of individuals from skilled nursing facilities back into the community. It supports older adults and adults with disabilities with the resources, services, and care coordination needed to live in the community. The program includes a two-pronged approach: (1) coordinated case management and (2) purchase of services.

The goals of CLFP are as follows.

- A. Enable eligible older adults and adults with disabilities to remain living safely in their own homes and communities for as long as possible.
- B. Provide financial support for home- and community-based long-term care and supportive services beyond existing provisions.
- C. Offer flexible funding to create “wrap-around” services that provide essential community-based assistance, care, and support.
- D. Facilitate the development of service delivery models that strengthen the community-based long-term care systems and workforce.
- E. Expand, not supplant, the existing funding, to fill funding gaps until new sources of financial support for community-based long-term care services can be secured through federal Medicaid waivers and/or other means.

II. Definitions

ADL	Activities of Daily Living; including eating, dressing, transferring, bathing, toileting, and grooming
Adult with a Disability	A person 18-59 years of age living with a disability

Assisted Living Waiver	An assisted living waiver program is a state-specific Medicaid program that allows individuals to receive long-term care services in an assisted living facility or home and community-based setting, instead of a nursing home, while still receiving Medicaid benefits. These programs are funded by both federal and state funds and are designed to provide a more person-centered and cost-effective alternative to traditional nursing home care.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transferring, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone
BAA	Business Associate Agreement; establishing a legally binding relationship between HIPAA-covered entities and business associates to ensure complete protection of PHI
CalAIM	California Advancing and Innovating Medi-Cal (CalAIM) is a statewide initiative aimed at transforming and improving the Medi-Cal program in California. It focuses on addressing the social determinants of health, enhancing services, and improving care delivery for Medi-Cal recipients, particularly those with complex health and social needs. CalAIM includes a range of reforms, such as expanding access to managed care, integrating physical and behavioral health services, and offering additional services like enhanced care management and community-based long-term services and supports.
CARBON	Contracts Administration, Reporting, and Billing Online System
Case Management	Case management is a formal strategy that coordinates and facilitates access to a variety of services in a timely manner for people who need assistance in organizing and managing their care and/or supportive services. It includes a standardized process of client intake, assessment, care planning, care plan implementation, monitoring,

	reassessment, and discharge/termination. This includes intensive case management services which may require frequent visits and follow-up depending on care needs. Case management is an integral component of long-term care service delivery and is central to accessing additional services through the CLF Program.
City	City and County of San Francisco
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism
Community Living Fund	The Community Living Fund (CLF), or “the Fund”, was created in the San Francisco Administrative Code Section 10.100-12 to support aging in place and community placement alternatives for individuals who may otherwise require care within an institution. DAS oversees the administration of the Fund.
Community Living Fund Program	Funded by CLF, the Community Living Fund Program (CLFP) provides home- and community-based services, or a combination of goods and services, that will help those who are currently institutionalized to return to community living, or those at risk of institutionalization to continue living in their homes. This program, using a two-pronged approach of coordinated case management and purchased services, provides the needed resources, not available through any other mechanism, to vulnerable older adults and adults with disabilities.
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	Institute on Aging
HIPAA	Health Insurance Portability and Accountability Act, a federal law that created national standards to protect patient health information from being disclosed without a patient’s consent or knowledge
HITECH	Health Information Technology for Economic and Clinical Health; creating incentives related to health care information technology,

	including incentives for the use of electronic health record (EHR) systems among providers
HSA	Human Services Agency of the City and County of San Francisco
IADL	Instrumental Activities of Daily Living; including activities such as managing finances, shopping for groceries, preparing meals, using transportation, managing medications, and keeping up with housekeeping. These tasks are not considered to be essential for basic functioning but are often used to assess an individual's ability to live independently.
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 sex assigned at birth. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender nonbinary.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language
MOU	Memorandum of Understanding; describing a bilateral or multilateral agreement between two or more parties
OCM	Office of Contract Management, HSA
OCP	Office of Community Partnerships, DAS, HSA
Older Adult	An individual who is 60 years of age or older
PHI	Protected Health Information; any information in a medical record that can be used to identify an individual, and that was created, used, or disclosed in the course of providing a health care service, such as a diagnosis or treatment
Purchase of Services	Purchased goods and services for clients deemed necessary by assessment; purchases may include equipment, modifications to residence, or needed support services
Socially Isolated	Having few social relationships and few people to interact with regularly.

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)
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III. Target Populations

This program is designed to serve all people who can benefit from the services outlined in this Appendix, particularly those demonstrating the greatest economic and social need. To ensure that the most vulnerable people are aware of and can benefit from this program, the Grantee shall ensure that program services are accessible to the following populations.

- A. Persons with low income
- B. Persons who are socially isolated
- C. Persons with limited English-speaking proficiency
- D. Persons from communities of color or communities that have historically been under-served
- E. Persons of the LGBTQ+ community
- F. Persons at risk of institutionalization

IV. Client Eligibility

A. Traditional CLFP Eligibility - all of the following criteria for a person who is:

- 1. Aged 18 years or older;
- 2. A resident of San Francisco;
- 3. Living in an institutional setting or assessed to be at imminent risk of institutionalization primarily due to functional or chronic health needs;
- 4. Willing and able to live in the community with appropriate support;
- 5. Having an income at or below 300% of federal poverty level;
- 6. Having individual assets up to \$130,000 for case management services or up to \$6,000 for purchase of services only;
- 7. Demonstrating a need for services or resources to prevent institutionalization and support community living.

Preference is given to the following groups of people who are willing and able to live in the community with appropriate support.

- 1. Patients of Laguna Honda Hospital and Zuckerberg San Francisco General Hospital
- 2. Patients at other San Francisco acute care hospitals and skilled nursing facilities

3. Nursing home eligible individuals on the waiting lists of Laguna Honda Hospital, Zuckerberg San Francisco General Hospital, or other hospitals
4. Individuals at imminent risk of institutional placement

B. Public Guardian (PG) Housing Fund Eligibility – both of the following criteria for a person who is:

1. An existing client with DAS PG program;
2. Meeting the traditional CLFP eligibility criteria (see section IV.A).

C. DAS Enhanced Care Management (ECM) Eligibility - all of the following criteria for a person who is:

1. A member of San Francisco Health Plan (SFHP);
2. A resident of San Francisco;
3. An adult belonging to one of the following populations of focus:
 - a. Adults living in the community and at risk of long-term care institutionalization;
 - b. Adult nursing facility residents transitioning to the community;
4. An individual who is willing and able to live in the community with appropriate support.

D. DAS Community Supports (CS) Eligibility

1. Community Transition Services Eligibility - all of the following criteria for a person who is:
 - a. Eligible and enrolled in DAS ECM program (see section IV.C);
 - b. Currently receiving medically necessary nursing facility level of care (LOC) services and opting to transition to a home setting—rather than remain in a nursing facility or Medical Respite—while continuing to receive the required LOC services;
 - c. Living in a nursing home and/or medical respite setting for 60+ days.
2. Nursing Facility Transition to Assisted Living Facilities Eligibility – all of the following criteria for a person who is:
 - a. Eligible and enrolled in DAS ECM program (see section IV.C);
 - b. Living in a nursing home and/or medical respite setting for 60+ days;
 - c. Requiring placement in an Assisted Living Facility or a similar level of care setting based on assessment;
 - d. Willing and able to safely transition to an Assisted Living Facility.
3. Nursing Facility Diversion to Assisted Living Facilities Eligibility – all of the following criteria for a person who is:
 - a. Eligible and enrolled in DAS ECM program (see section IV.C);

- b. Requiring nursing facility level of care services based on assessment;
- c. Willing and able to receive medically necessary nursing facility level of care services at an Assisted Living Facility in lieu of a nursing facility.

V. Description of Service Components

A. Traditional CLFP Service Component

1. Case Management

The Grantee provides varying levels of case management services, including intensive case management and moderate to minimal assistance. This flexible approach allows services to be tailored to individual needs, ensuring stabilization and preventing premature hospitalization and/or institutionalization.

Levels of case management are defined as below:

- a. Intensive case management supports individuals with complex medical, cognitive, behavioral, and psychological needs who require the highest level of care, supervision, and access to ongoing resources and services. This critical support is designed for individuals with chronic and acute conditions, ensuring comprehensive coordination and access to a full spectrum of social, behavioral, mental health, and medical services.
- b. Moderate case management assists individuals who require minimal to moderate support and access to one-time resources and services. Designed for more stable clients with specific needs, this level of care provides targeted interventions to promote stabilization and prevent hospitalization or nursing home placement.

2. Purchase of Services

CLFP provides a range of service options, varying levels of care, housing, and supportive services. These services must be deemed necessary by a CLFP Case Manager, and the funds are only used as the last resort, when all other payment options for that service have been exhausted. Purchased services supplement existing resources to ensure that each client receives a comprehensive and appropriate array of services necessary for community living.

B. PG Housing Fund Service Component

The CLFP supports the PG Housing Fund initiative by administering housing funds for PG clients who meet the traditional CLFP eligibility criteria. The PG office provides support through in-person visits, coordinated case management, monthly approval of the housing subsidies, and other activities to ensure equitable access to and appropriate use of the fund.

Allowable purchases through the PG Housing Fund are as follows.

1. Supplemental monthly subsidies (up to 100% as appropriate) for a licensed assisted Living Facility, supportive housing, or similar arrangements
2. Move-related expenses such as security deposits, moving boxes, transportation for the move, care provider hours for packing and unpacking belongings, furniture, or similar purchases

C. DAS ECM Service Component

This grant agreement includes DAS ECM program through the CalAIM state initiative for members of the SFHP. ECM services are designed to provide comprehensive, coordinated care for individuals with complex health and social needs to improve health outcomes and reduce unnecessary hospitalizations. ECM is delivered through a collaborative, team-based approach, ensuring clients receive holistic and personalized support.

The program targets individuals living in the community at risk of institutionalization as well as nursing facility residents transitioning to the community. These two populations of focus align with those of the traditional CLFP component.

ECM includes seven (7) core services: outreach and engagement, comprehensive assessment and care management plan, enhanced coordination of care, health promotion/education, transitional care services, client and family support, as well as coordination of and referral to community and social support services.

D. DAS CS Service Component

The Grantee also provides services for DAS CS program through CalAIM initiative for members of SFHP. DAS ECM clients will be referred to the DAS CS program if deemed eligible. A client referred to the DAS CS program must also be eligible for and enrolled in the DAS ECM program. DAS CS program includes the following two types of services.

1. Community Transition Services / Nursing Facility Transition to a Home

This area of CS services is defined as non-recurring set-up expenses for individuals who are transitioning from a licensed facility to a living arrangement in a private residence. Allowable expenses cover the following services.

- a. Assessing clients' housing needs and presenting options
- b. Assisting in searching for and securing housing, including the completion of housing applications and securing required documentation (e.g., Social Security card, birth certificate, prior rental history)
- c. Communicating with landlord (if applicable) and coordinating the move

- d. Establishing procedures and contacts to retain housing
- e. Identifying, coordinating, securing, or funding non-emergency, non-medical transportation to options prior to transition and on move-in day
- f. Identifying the need for and coordinating funding for environmental modifications to install necessary accommodations for accessibility

2. Nursing Facility Transition/Diversion to Assisted Living Facilities Services

The goal of this area of CS services is to assist individuals who are in nursing facilities or at risk of being placed in such facilities to transition or divert them to assisted living settings.

In addition to the services available at the Assisted Living Facility, this service component includes the following services.

- a. Assess clients' housing needs and present options.
- b. Assess the service needs of the client to determine if enhanced onsite services are needed.
- c. Assist with securing a facility residence, including the completion of facility applications and securing required documentation (e.g., Social Security card, birth certificate, prior rental history, client acknowledgement of paying the room and board portion of the facility rate).
- d. Communicate with facility administration and coordinate the move.
- e. Establish procedures and contacts to retain facility housing.
- f. Conduct outreach to the referred client for the approved Community Supports upon receiving the referral and begin providing services. The Grantee shall initiate outreach within 24 hours of assignment, if applicable.
- g. Coordinate with other providers in the client's care team, including DAS and SFHP if needed.
- h. Assess eligibility for the Assisted Living Waiver (ALW) and assist with required assessments and ALW placement, if approved. If ALW placement occurs out of the San Francisco County, the client may be disenrolled from SFHP and enroll with another Medi-Cal plan in the area. The Community Supports provider will work with SFHP and the new Medi-Cal plan to ensure continuity of care.

Allowable expenses for this service area are those necessary to enable a person to establish a community facility residence (except room and board). Clients are required to pay for room and board. The required client contribution will be based on their income and will align with the state's individual contribution requirements under the ALW, which is adjusted annually.

VI. The CLFP Administration

- A. The Grantee coordinates all case management services through clinical supervision, participating in multi-disciplinary meetings with stakeholders and partners monthly or as needed to support client transitions to the community and advance the mission of CLF. This includes case conferences to share expertise and strengthen teamwork.
- B. The Grantee works collaboratively with community organizations currently serving the client and engages additional partners with relevant expertise. When working in collaboration with other agencies or community-based organizations through sub-contracts, MOUs, and/or BAAs, the Grantee must ensure appropriate staffing and expertise in the required areas.
- C. The Grantee shall ensure that the purchase of all proposed goods and services is reasonable, prudent, and properly procured in accordance with clearly written internal fiscal policies and procedures.
- D. The CLF is the fund of the last resort in the purchase of goods and services. As such, the Grantee shall ensure that all other viable options must be exhausted prior to the utilization of CLF dollars.
- E. The Grantee facilitates a CLFP Advisory Council providing a forum for consumer and community feedback. Members should include current and former program participants, representatives from community agencies, as well as population representatives of San Francisco.
- F. The Grantee shall conduct annual client surveys to measure program impact and outcomes. These surveys are designed to gather input from clients regarding their direct experience in an anonymous format.
- G. The Grantee utilizes a designated database for the CLFP to track client information, assessments, care plans, progress notes, service authorizations, and purchased services.
- H. The Grantee manages complex billing with effective fiscal management, including the ability to leverage other state and federal funds.
- I. The Grantee shall comply with requirements to provide time certifications for staff involved in service delivery and service support activities.
- J. The Grantee shall provide interpretation for all limited English-speaking clients either directly or through a service.
- K. The Grantee shall provide services to clients in a culturally, ethnically, and linguistically appropriate manner.
- L. The Grantee shall ensure that the CLFP staff complete the appropriate training required for the level of care they are providing.
- M. The Grantee shall ensure that the CLFP staff have the appropriate licenses in good standing, when applicable.
- N. The Grantee shall ensure that the CLFP staff have no recent history (10 years) of criminal

activity, including a history of criminal activities that endanger clients and / or their families.

- O. The Grantee shall ensure that the CLFP staff have no history of liability claims against them.
- P. The Grantee shall ensure that the CLFP staff have no history of fraud, waste, and / or abuse.
- Q. The Grantee shall ensure no differentiation or discrimination in appointment scheduling, client treatment, service quality, or any other respect of service delivery. The Grantee shall not discriminate against any client based on race, color, national origin, ancestry, religion, sex, marital status, health status, sexual orientation, physical/sensory/mental disabilities, age, socioeconomic status, participation in publicly financed health care programs, or the filing of any grievance or complaint.
- R. The Grantee shall promptly notify DAS of any complaints from or on behalf of clients as well as any professional liability claims filed or asserted regarding services provided by, or on behalf of, the Grantee. The Grantee shall cooperate with DAS in resolving client complaints through the grievance procedure and assist in the resolution of any related matters.
- S. The Grantee and its subcontractors shall create a case record for each client. The case record shall be maintained in a format and with the level of details required by state and federal laws prevailing in professional standards, and any applicable federal, state, or local government agencies. Records should be maintained in a current, detailed, organized, and comprehensive manner.
- T. The Grantee shall retain all client records, books, charges, and papers related to the provision of services, service costs, and payments received for at least ten (10) years after services are rendered.
- U. The Grantee and its subcontractors shall comply with confidentiality requirements and all applicable state and federal laws and regulations, such as HIPAA, HITECH, regarding any client information accessed or used by their personnel. The Grantee may have data access to the Department of Public Health's system according to the Business Associate Agreement (BAA). This provision does not limit the Grantee's obligation to provide client or medical records, encounter data, and client care information to DAS, authorized state or federal agencies, or other service providers upon authorized referral.

VII. Responsibilities of DAS

- A. All referrals to the CLFP must come through the DAS Benefits and Resource Hub, Intake and Screening Unit, which is the initial entry point for accessing the CLF. The DAS Intake and Screening Unit completes an initial screening and refers the presumed eligible clients to the Grantee.

- B. DAS will maximize the CLFP funding by leveraging state and federal resources, such as CalAIM initiative and the Community Services Block Grant (CSBG).
- C. DAS manages communication, data sharing, and claims processing with SFHP for the DAS ECM and CS service components.

VIII. Collaborative Responsibilities between the Grantee and HSA

- A. The Grantee and the DAS Intake and Screening Unit collaborate in the referral and outreach process to promote equitable access to the CLFP.
- B. DAS and the Grantee also collaborate with LHH and other stakeholders through multi-disciplinary team meetings to support the successful transition of clients to the community with appropriate services and resources.
- C. While DAS is responsible for data exchange and claims billing with SFHP, the Grantee must ensure that the database meets file specifications for secure data exchange. The Grantee also shall provide DAS with access to files, the database, and a secure portal for data exchange and claims billing. The Grantee shall abide by all service provision and documentation requirements as outlined in SFHP ECM Program Guide (attached) and Community Supports Program Guide (attached).
- D. The Grantee works closely with HSA Planning Unit staff and DAS staff to ensure appropriate and accurate data for evaluation and program design analysis.

IX. Service Objectives

On an annual basis, the Grantee shall meet the following service objectives.

- A. Target number of total unduplicated clients served: 375
- B. Target number of total new client enrollments: 181
 - 1. Estimated target number of new enrollments in ECM: 150
 - 2. Estimated target number of new enrollments in traditional CLFP: 25
 - 3. Estimated target number of new enrollments in PG Housing Fund: 6
- C. Target number of total unduplicated clients receiving CS services: 30
 - 1. Estimated target number of Community Transition Services clients: 10
 - 2. Estimated target number of Nursing Facility Transition/Diversion services clients: 20

X. Outcome Objectives

On an annual basis, the following outcome objectives shall be measured by data reports or the results of the annual client surveys with a participation rate of at least 35% of the actual number of unduplicated clients of the fiscal year.

- A. Clients experience one or fewer unplanned admissions to an acute care hospital within a six-month period. (Target: 85%)
- B. Clients achieve their annual care plan goals within one year of enrollment in the program. (Target: 70%)

- C. Clients feel they are treated with respect by program staff. (Target: 85%)

XI. Reporting Requirements

The Grantee shall provide the following reports during the term of the grant agreement.

- A. The Grantee shall provide monthly reports on service units of all the program components to DAS Program Analyst by the 5th working day of the month for the preceding month.
- B. The Grantee shall enter all required data, including client SOGI data, into the CLFP designated database and comply with reporting timeline requirements, including the CLFP 6-month and annual reports.
- C. The Grantee shall submit response rates and aggregated data from the annual client surveys to DAS by March 15th of each grant year.
- D. The Grantee shall submit time studies of the CLFP staff to DAS. The time study is due on the 10th day following the time study month.
- E. Monthly, quarterly, and annual reports must be entered into the Contracts Administration, Billing and Reporting Online (CARBON) system.
- F. The Grantee shall submit a Fiscal Closeout Report to HSA no later than July 31 of each grant year. This report must be submitted to the CARBON system.
- G. The Grantee shall develop and deliver ad hoc reports as requested by HSA.
- H. The 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 make all reasonable efforts to implement HIPAA and HITECH requirements.
- I. The CLFP program staff shall complete the following trainings on an annual basis and maintain the evidence of staff's completion of the trainings.
 - 1. California Department of Aging (CDA) Security Awareness training or similar training
 - 2. DAS Elder Abuse Prevention and Mandated Reporter training on an annual basis.
- J. All other reports and correspondence shall be sent to the following DAS staff members.
 - 3. Zhiqing Li, Program Analyst
DAS | Office of Community Partnerships
PO Box 7988
San Francisco, CA 94120
zhiqing.li@sfgov.org
 - 4. Tara Alvarez, Senior Contract Manager
Office of Contracts Management
PO Box 7988
San Francisco, CA 94120
tara.alvarez@sfgov.org

XII. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of compliance with specific program standards or requirements, documentation of consumer eligibility and targeted mandates, records of the units of services and all reports, progress of service and outcome objectives, consumer records' collection and maintenance, reporting performance including monthly service unit reports on SF DAS Getcare, current organizational chart, evidence of program staff's training on Elder Abuse Reporting and California Department of Aging (CDA) Security Awareness Training, written policies and procedures manuals of all DAS/OCF funded programs, written project income policies if applicable, grievance procedure posted onsite and provided for the homebound consumers, site chart with updated hours of operation, a list of board of directors with age and ethnicity information, and outcomes of service provision according to Sections VI, 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 compliance.

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

Name					Term
Institute on Aging					7/1/23 - 6/30/27
(Check One) New Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>					
If modification, Effective Date of Mod. 7/1/25 No. of Mod. 1					
Program: Community Living Fund					
Budget Reference Page No.(s)	Current	Current	New	New	Total
Program Term	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/25 - 6/30/26	7/1/26 - 6/30/27	7/1/23 - 6/30/27
Expenditures					
Salaries & Benefits	\$1,582,218	\$1,793,554	\$1,853,855	\$1,853,855	\$7,083,482
Operating Expense	\$768,688	\$722,688	\$723,996	\$723,996	\$2,939,367
Subtotal	\$2,350,906	\$2,516,242	\$2,577,851	\$2,577,851	\$10,022,849
Indirect Percentage (%)	15%	15%	15%	15%	15%
Indirect Cost (Line 16 X Line 15)	\$284,481	\$308,442	\$317,684	\$317,684	\$1,228,291
Allowable Indirect from Subcontracts	\$12,750	\$12,750	\$12,750	\$12,750	\$51,000
Capital Expenditure	\$0	\$68,250	\$0	\$0	\$68,250
Total Expenditures	\$2,648,137	\$2,905,684	\$2,908,284	\$2,908,284	\$11,370,390
Purchase of Services	\$2,292,114	\$2,207,525	\$3,750,454	\$4,021,454	\$12,271,546
TOTAL EXPENDITURES	\$4,940,251	\$5,113,209	\$6,658,738	\$6,929,738	\$23,641,936
HSA Revenues					
General Funds	\$3,843,930	\$3,854,028			\$7,697,958
CLF-Modification/New			\$4,032,496	\$4,020,680	\$8,053,176
CSBG match	\$1,096,321	\$1,096,321	\$1,096,321	\$1,096,321	\$4,385,284
Local Funds for Home Safe			\$320,400	\$320,400	\$640,800
NFT		\$123,732	\$1,131,264	\$1,414,080	\$2,669,076
CTS		\$39,128	\$78,257	\$78,257	\$195,642
Total Revenues	\$4,940,251	\$5,113,209	\$6,658,738	\$6,929,738	\$23,641,936
Prepared by:					
HSA-CO Review Signature:					
HSA #1					

		Current	Current	New	New	Total
		7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/25 - 6/30/26	7/1/26 - 6/30/27	7/1/23 - 6/30/27
Agency Totals	For HSA Program	DAS	DAS	DAS	DAS	DAS

POSITION TITLE					Current	Current	New	New	Total
					7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/25 - 6/30/26	7/1/26 - 6/30/27	7/1/23 - 6/30/27
	Agency Totals		For HSA Program		DAS	DAS	DAS	DAS	DAS
	Annual Full TimeSalary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	
CLF Manager / Sr CLF Manager	\$ 139,704	0.90	100%	0.90	\$ 113,982	\$122,252	\$125,733	\$125,733	\$ 487,701
Business Manager	\$ 79,866	0.05	100%	0.05	\$ -	\$0	\$3,993	\$3,993	\$ 7,987
VP of Community Living	\$ 235,569	0.10	100%	0.10	\$ 21,904	\$22,282	\$23,557	\$23,557	\$ 91,299
Senior Director of Care Management	\$ 186,966	0.20	100%	0.20	\$ 29,649	\$34,137	\$37,393	\$37,393	\$ 138,573
Sr Clinical Supervisor #1	\$ 122,189	1.00	100%	1.00	\$ 94,599	\$112,186	\$122,189	\$122,189	\$ 451,162
Clinical Supervisor #2	\$ -	0.00	100%	0.00	\$ 85,430	\$112,321	\$0	\$0	\$ 197,751
Accounting Coordinator 1 / Sr. Program Admin Coordinator	\$ 71,749	0.90	100%	0.90	\$ 31,371	\$33,970	\$64,574	\$64,574	\$ 194,490
Sr. Program Coordinator	\$ 71,643	0.50	100%	0.50	\$ 29,302	\$33,703	\$35,822	\$35,822	\$ 134,648
Care Manager #1	\$ 76,468	1.00	100%	1.00	\$ 52,242	\$54,982	\$76,468	\$76,468	\$ 260,161
Care Manager #2	\$ -	0.00	100%	0.00	\$ 48,224	\$0	\$0	\$0	\$ 48,224
Care Manager #3	\$ 103,508	1.00	100%	1.00	\$ 71,127	\$98,319	\$103,508	\$103,508	\$ 376,462
Care Manager #4	\$ 123,119	1.00	100%	1.00	\$ 34,985	\$87,242	\$123,119	\$123,119	\$ 368,465
Care Manager #5	\$ 96,888	1.00	100%	1.00	\$ 81,552	\$84,055	\$96,888	\$96,888	\$ 359,383
Care Manager #6	\$ 94,994	1.00	100%	1.00	\$ 101,822	\$62,092	\$94,994	\$94,994	\$ 353,901
Care Manager #7	\$ 94,994	1.00	100%	1.00	\$ 64,299	\$89,766	\$94,994	\$94,994	\$ 344,052
Care Manager #8	\$ 118,643	1.00	100%	1.00	\$ 105,915	\$112,449	\$118,643	\$118,643	\$ 455,651
Care Manager #9	\$ 113,425	1.00	100%	1.00	\$ 21,959	\$104,641	\$113,425	\$113,425	\$ 353,451
Care Manager #10	\$ -	0.00	100%	0.00	\$ 31,121	\$3,582	\$0	\$0	\$ 34,703
OT Consultant #1	\$ -	0.44	100%	0.44	\$ 45,433	\$54,762	\$0	\$0	\$ 100,195
OT Consultant #2	\$ 151,002	1.00	100%	1.00	\$ 135,337	\$143,472	\$151,002	\$151,002	\$ 580,813
Clinical Supervisor	\$ 127,551	0.30	100%	0.30	\$ 16,245	\$14,670	\$38,265	\$38,265	\$ 107,446
Outreach Coordinator	\$ 73,145	0.80	100%	0.80	\$ 24,252	\$53,959	\$58,516	\$58,516	\$ 195,244
Clinical Supervisor	\$ -	0.00	100%	0.00	\$ 25,023	\$0	\$0	\$0	\$ 25,023
	\$ 2,081,423	14.19	23	14.19	\$ 1,265,773	\$1,434,844	\$1,483,084	\$1,483,084	\$5,666,785
FRINGE BENEFIT RATE	25%				25%	25%	25%	25%	
EMPLOYEE FRINGE BENEFITS	\$520,356				\$ 316,445	\$358,710	\$370,771	\$370,771	\$1,416,697
TOTAL SALARIES & BENEFITS	\$2,601,778				\$1,582,218	\$1,793,554	\$1,853,855	\$1,853,855	\$7,083,482

Operating Expense Detail

<u>Expenditure Category</u>	Current 7/1/23 - 6/30/24	Current 7/1/24 - 6/30/25	New 7/1/25 - 6/30/26	New 7/1/26 - 6/30/27	Total 7/1/23 - 6/30/27
Rental of Property	\$76,008	\$76,008	\$76,008	\$76,008	\$304,032
Utilities (Elec, Water, Gas, Phone, Scavenger)	\$0	\$0	\$0	\$0	\$0
Office Supplies, Postage	\$4,000	\$2,000	\$2,000	\$2,000	\$10,000
Building Maintenance Supplies and Repair	\$0	\$0	\$0	\$0	\$0
Printing and Reproduction	\$0	\$0	\$0	\$0	\$0
Insurance	\$6,367	\$6,367	\$6,367	\$6,367	\$25,468
Staff Training	\$0	\$0	\$0	\$0	\$0
Staff Travel	\$10,000	\$6,000	\$6,000	\$6,000	\$28,000
Outreach, Marketing	\$4,000	\$1,000	\$1,000	\$1,000	\$7,000
Rental of Equipment	\$0	\$0	\$0	\$0	\$0
Consultants/Subcontractors					
Catholic Charities	\$153,982	\$157,832	\$157,832	\$157,832	\$627,477
Self-Help for the Elderly	\$172,014	\$172,014	\$172,014	\$172,014	\$688,055
Conard House	\$126,941	\$130,115	\$130,115	\$130,115	\$517,285
Temporary Contract Employees	\$1,427	\$0	\$0	\$0	\$1,427
OTHER					
Web Hosting and User Fee	\$143,853	\$143,853	\$143,853	\$143,853	\$575,412
Technology Equipment	\$21,866	\$3,000	\$3,000	\$3,000	\$30,866
Wireless Fees	\$11,500	\$9,000	\$9,000	\$9,000	\$38,500
Storage	\$7,500	\$7,500	\$8,808	\$8,808	\$32,616
Recruiting Fees	\$7,586	\$3,000	\$3,000	\$3,000	\$16,586
Professional Trainings/Retreat	\$3,500	\$3,500	\$3,500	\$3,500	\$14,000
Translation Services	\$18,144	\$1,500	\$1,500	\$1,500	\$22,644
OPERATING EXPENSE TOTAL	\$768,688	\$722,688	\$723,996	\$723,996	\$2,939,367
HSA #3					

EQUIPMENT		Current	Current	New	New	Total
No.	ITEM/DESCRIPTION	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/25-6/30/26	7/1/26-6/30/27	7/1/23 - 6/30/27
1	RTZ PACECare Software	\$0	\$41,000			\$41,000
2	RTZ PACECare Software	\$0	\$27,250			\$27,250
TOTAL EQUIPMENT COST		\$0	\$68,250	\$0	\$0	\$68,250
REMODELING						Total
Description:		7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/25-6/30/26	7/1/26-6/30/27	7/1/23 - 6/30/27
TOTAL REMODELING COST						
TOTAL CAPITAL EXPENDITURE (Equipment and Remodeling Cost)		\$0	\$68,250	\$0	\$0	\$68,250

HSA #4

Purchase of Service Detail

	Current	Revised	New	New	Total
<u>Purchase of Service Category</u>	<u>7/1/23 - 6/30/24</u>	<u>7/1/24 - 6/30/25</u>	<u>7/1/25 - 6/30/26</u>	<u>7/1/26 - 6/30/27</u>	<u>7/1/23 - 6/30/27</u>
Global Purchase of Services	\$2,292,114	\$2,025,525	\$2,341,454	\$2,341,454	\$9,000,546
NFT Service Fees		\$177,590	\$1,368,680	\$1,629,600	\$3,175,870
NFT Admin Fees		\$4,410	\$40,320	\$50,400	\$95,130
TOTAL PURCHASE OF SERVICE EXPENSE	\$2,292,114	\$2,207,525	\$3,750,454	\$4,021,454	\$12,271,546
HSA #4					

HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM

Name Institute on Aging					Term 7/1/23 - 6/30/27
(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>					
If modification, Effective Date of Mod. 7/1/25 No. of Mod. 1					
Program: CLF-PG Housing Fund					
Budget Reference Page No.(s)	Current	Current	New	New	Total
Program Term	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/25 - 6/30/26	7/1/26 - 6/30/27	7/1/23 - 6/30/27
Expenditures					
Salaries & Benefits	\$22,123	\$20,388	\$26,790	\$26,790	\$96,091
Operating Expenses	\$33,695	\$30,107	\$23,705	\$23,705	\$111,211
Subtotal	\$55,818	\$50,495	\$50,495	\$50,495	\$207,302
Indirect Percentage (%)	15%	15%	15%	15%	15%
Indirect Cost (Line 16 X Line 15)	\$8,372	\$7,574	\$7,574	\$7,574	\$31,094
Purchase of Service	\$303,865	\$311,591	\$311,591	\$311,591	\$1,238,638
Total Expenditures	\$368,055	\$369,660	\$369,660	\$369,660	\$1,477,035
DAS Revenues					
General Funds	\$368,055	\$369,660	\$369,660	\$369,660	\$1,477,035
TOTAL HSA REVENUES	\$368,055	\$369,660	\$369,660	\$369,660	\$1,477,035
Other Revenues					
Total Revenues	\$368,055	\$369,660	\$369,660	\$369,660	\$1,477,035
Full Time Equivalent (FTE)					
Prepared by: Matthew Mouille					
HSA-CO Review Signature:					
HSA #1					

Salaries & Benefits Detail

POSITION TITLE	Current		Current		New		New		Total
	7/1/23 - 6/30/24		7/1/24 - 6/30/25		7/1/25 - 6/30/26		7/1/26 - 6/30/27		7/1/23 - 6/30/27
	Agency Totals		HSA Program						DAS
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Procurement Director	\$ 143,219	1.00	5%	5%	\$7,161	1,342.00	-	-	\$8,503
Business Manager	\$ -	1.00	5%	5%	\$0		-	-	\$0
Sr Director Care Management	\$ 149,526	1.00	5%	5%	\$7,476	8,534.00	-	-	\$16,010
Manager, CLF Program / Sr. Manager, CLF Program	\$ 136,964	1.00	10%	10%	\$3,061	6,434.00	13,970.37	13,970.37	\$37,436
Sr. Program Admin Coordinator	\$ 73,156	1.00	10%	10%	-	\$0	7,461.92	7,461.92	\$14,924
TOTALS	\$ 502,866	5.00	35%	0.35	\$17,698	\$16,310	\$21,432	\$21,432	\$76,873
FRINGE BENEFIT RATE	25%								
EMPLOYEE FRINGE BENEFITS	\$125,716				4,424.50	4,077.50	5,358.07	5,358.07	\$19,218
TOTAL SALARIES & BENEFITS	\$628,582				22,122.50	20,387.50	26,790.36	26,790.36	\$96,091
HSA #2									

<u>Expenditure Category</u>	Current <u>7/1/23 - 6/30/24</u>	Current <u>7/1/24 - 6/30/25</u>	New <u>7/1/25 - 6/30/26</u>	New <u>7/1/26 - 6/30/27</u>	Total <u>7/1/23 - 6/30/27</u>
Rental of Property	\$800	\$800	\$800	\$800	\$3,200
Utilities(Elec, Water, Gas, Phone, Garbage)	\$250	\$250	\$250	\$250	\$1,000
Office Supplies, Postage	\$344	\$344	\$344	\$344	\$1,376
Building Maintenance Supplies and Repair	\$0	\$0	\$0	\$0	\$0
Printing and Reproduction	\$0	\$0	\$0	\$0	\$0
Insurance	\$200	\$200	\$200	\$200	\$800
Staff Training / Recruiting	\$0	\$0	\$0	\$0	\$0
Staff Travel-(Local and Out of Town)	\$0	\$0	\$0	\$0	\$0
Rental of Equipment	\$0	\$0	\$0	\$0	\$0
CONSULTANTS					
Temp Contractor	\$29,601	\$25,513	\$19,111	\$19,111	\$93,335
OTHER					
RTZ Updates	\$0	\$0	\$0	\$0	\$0
Technology	\$2,500	\$3,000	\$3,000	\$3,000	\$11,500
TOTAL OPERATING EXPENSE	\$33,695	\$30,107	\$23,705	\$23,705	\$ 111,211
HSA #3					

Purchase of Service Detail					
	Current	Current	New	New	Total
Purchase of Service Category	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/25 - 6/30/26	7/1/26 - 6/30/27	7/1/23 - 6/30/27
Global Purchase of Services	\$303,865	\$311,591	\$311,591	\$311,591	\$1,238,638
TOTAL PURCHASE OF SERVICE EXPENSE	\$303,865	\$311,591	\$311,591	\$311,591	\$1,238,638
HSA #4					

Appendix I - Federal Award Information for Subrecipients

	E	F	G	H	I	J	K	L	M	N	O	P
8	Service	Assistance Listing (CFDA)	Assistance Listing (CFDA) Program Title	Other Name, if any	Federal awarding agency	Known (and anticipated) Federal Prime Award Numbers and Award periods	Known Federal Award Date	Federal Award Project Description (from Pass-Through)	Pass-Through Agency (from Federal to CCSF), if applicable	Known (and anticipated) Pass-Through Award Identifying Information and Award periods	Federal award amount, Actual (and Anticipated) to CCSF*	Research & Development Award?
154	Community Living Fund (IOA)	93.778	Medical Assistance Program (MAP)	Medi-Cal	Department of Health and Human Services	2305CA5MAP	08/01/22 11/01/22 01/01/23 04/01/23 07/01/23	The Department of Health Care Services (DHCS) is the single State agency designated to administer or supervise the administration of Medicaid programs under Title XIX. The California Department of Social Services is a subrecipient of DHCS and serves as a passthrough entity for federal funds received in reimbursement from DHCS for counties' Title XIX-eligible expenditures. This funding provides Federal financial participation to State and local entities for payments of medical assistance on behalf of cash assistance recipients, children, pregnant women, and the aged who meet income and resource requirements, and other categorically-eligible groups.	Ca Dept of Health Care Services to Ca Dept of Social Services	N/A: Annual subvention funding	Anticipating estimated \$90,000,000 annually	No

Appendix J

Federal Requirements for Subrecipients: Provisions for All Federal Funds Subawards and Matching Funds to Federal Funds

I. Definitions

These are Federal definitions that come from Federal Uniform Guidance, 2 CFR Part 200, and are in addition to and may vary from definitions provided in the City's Grant Agreement, Grant Amendment, and Professional Services Agreement documents.

A. City means the City and County of San Francisco.

B. Subaward means an award provided by a pass-through entity (e.g. the City) to a **Subrecipient** for the Subrecipient to carry out all or part of a Federal award. It does not include payments to an individual that is a beneficiary of a Federal program (2 CFR §200.92). Characteristics of Subawards, as opposed to Subcontracts, include but are not limited to that a Subrecipient

- i. Has programmatic decision-making responsibility within the Scope of Services of the agreement
- ii. May determine client eligibility for the federal program
- iii. In accordance with its agreement, uses the Federal funds to carry out all or part of Federal a program, as opposed to providing goods or services to help the City administer the Federal program.
- iv. See 2 CFR §200.330 for more guidance.

C. Third Party Subaward means a Subaward at any tier entered into by a Subrecipient, financed in whole or in part with Federal assistance originally derived from the Federal awarding agency.

D. Contract and/or Subcontract means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award (2 CFR §200.22). Characteristics of Subcontracts, as opposed to Subawards, include but are not limited that to a **Subcontractor**

- i. Has little or no programmatic decision-making responsibility in how it carries out the purpose of the Contract
- ii. Does not determine client eligibility for the federal program
- iii. Provides goods or services that are ancillary to the operation of the Federal program and/or that help the City administer the Federal program.
- iv. See 2 CFR §200.330 for more guidance.

E. Third Party Subcontract means a Subcontract at any tier entered into by Contractor or Subcontractor, financed in whole or in part with Federal assistance originally derived from the Federal awarding agency.

II. Federal Changes

- A. Subrecipient shall at all times comply with all applicable regulations, policies, procedures and Federal awarding agency directives, including without limitation those listed directly or by reference in the Master Agreement between the City and the Federal awarding agency or in the Grant Program Guidelines, as they may be amended or promulgated from time to time during the term of this Agreement. Subrecipient's failure to so comply shall constitute a material breach of this agreement.

III. Requirements for Pass-Through Entities (2 CFR §200.331)

- A. For any Third Party Subawards that the Subrecipient enters into in the course of carrying out this agreement the Subrecipient shall include
 - i. Federal award information as specified in 2 CFR §200.331(a)(1) to the best of its knowledge.
 - ii. Requirements imposed by the Federal awarding agency, the City, or itself in order to meet its own responsibility to the City under this Subaward.
 - iii. An approved federally recognized indirect cost rate negotiated between the Subrecipient and the Federal Government or. If no such rate exists, either a rate negotiated between the Subrecipient and its Third Party Subrecipients, or a de minimis indirect cost rate as defined in §200.414 Indirect (F&A) costs, paragraph (f);
 - iv. A requirement that the Third Party Subrecipient permit the Subrecipient, the City, higher level funders, and auditors to have access to the Subrecipient's records and financial statements as necessary for the Subrecipient to meet the requirements of this part; and
 - v. Appropriate terms and conditions concerning closeout of the Subaward.
- B. For any Third Party Subawards that the Subrecipient enters into in the course of carrying out this agreement, the Subrecipient agrees to
 - i. Evaluate each Third Party Subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the Subaward for purposes of determining the appropriate Subrecipient monitoring described in paragraphs (iii) of this section,
 - ii. Consider imposing specific Subaward conditions upon a Third Party Subrecipient if appropriate as described in 2 CFR §200.207 Specific conditions.
 - iii. Monitor the activities of the Third Party Subrecipient as necessary to ensure that the Subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the Subaward; and that Subaward performance goals are achieved. See 2 CFR §200.331(d) and (e) for specific requirements.

- iv. Verify that every Third Party Subrecipient is audited as required by 2 CFR §200 Subpart F—Audit Requirements of this part when it is expected that the Subrecipient's Federal awards expended during the respective fiscal year equaled or exceeded the threshold set forth in 2 CFR §200.501 Audit requirements.
- v. Consider whether the results of the Third Party Subrecipient's audits, on-site reviews, or other monitoring indicate conditions that necessitate adjustments to the pass-through entity's own records.
- vi. Consider taking enforcement action against noncompliant Third Party Subrecipients as described in 2 CFR §200.338 Remedies for noncompliance of this part and in program regulations.

IV. Procurement Compliance *(2 CFR §200.318 through .326)*

- A. Subrecipient agrees to comply with the procurement standards set forth in 2 CFR § 200.318 through § 200.326. This includes but is not limited to the following
- B. General procurement standards, including using its documented procurement procedures which reflect all applicable laws, regulations, and standards; maintaining oversight of contractors; maintaining written standards of conflict covering conflicts of interest and organizational conflicts of interest; avoiding acquisition of duplicative items; awarding contracts only to responsible contractors possessing the ability perform the terms and conditions of the proposed procurement successfully; and maintaining records sufficient to detail the history of procurements.
- C. Providing full and open competition as per 2 CFR § 200.319
- D. Complying with standards of the five methods of procurement described in 2 CFR § 200.320: micro-purchases, small purchases, sealed bids (formal advertising), competitive proposals, and non-competitive (sole source) proposals.

V. Cost Principles Compliance *(2 CFR §200 Subpart E)*

- A. Subrecipient agrees to comply with the Cost Principle specified in 2 CFR § 200 Subpart E for all costs that are allowable and included in this agreement with the City. This includes but is not limited to compliance with the following
- B. §200.430 Compensation – personal services, including §200.430(i) regarding Standards for Documentation for Personnel Expense. Charges to Federal awards for salaries and wages must be based on records that accurately reflect the actual work performed. The requirements for these records include but are not limited to that they
 - i. Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
 - ii. Be incorporated into the official records of the Subrecipient;
 - iii. Reasonably reflect the total activity for which the employee is compensated by the Subrecipient, not exceeding 100% of compensated activities;

- iv. Encompass both federally assisted and all other activities compensated by the Subrecipient on an integrated basis, but may include the use of subsidiary records as defined in the Subrecipient's written policy;
- v. Comply with the established accounting policies and practices of the Subrecipient;
- vi. Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.
- vii. Budget estimates alone do not qualify as support for charges to Federal awards, but may be used for interim accounting purposes in certain conditions (see §200.430(i)(1)(viii)).
- viii. In accordance with Department of Labor regulations implementing the Fair Labor Standards Act (FLSA) (29 CFR part 516), charges for the salaries and wages of nonexempt employees, in addition to the supporting documentation described in this section, must also be supported by records indicating the total number of hours worked each day.
- ix. Salaries and wages of employees used in meeting cost sharing or matching requirements on Federal awards must be supported in the same manner as salaries and wages claimed for reimbursement from Federal awards.
- x. A Subrecipient whose the records may not meet the standards described in this section shall use personnel activity reports (also known as time studies), prescribed certifications for employees working 100% on the same Federal program, or equivalent documentation as supporting documentation.

VI. Equal Employment Opportunity Compliance *(applicable to all construction agreements awarded in excess of \$10,000 by grantees and their contractors or subgrantees; 2 CFR §200 Appendix II(c))*

Subrecipient agrees to comply with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR Part 60).

VII. Davis-Bacon Act Compliance *(applicable to construction agreements in excess of \$2,000 awarded by grantees and subgrantees when required by Federal grant program legislation; 2 CFR §200 Appendix II(d))*

Subrecipient agrees to comply with the Davis-Bacon Act (40 U.S.C. 3141-3418) as supplemented by Department of Labor regulations (29 CFR Part 5).

VIII. Copeland Anti-Kickback Act Compliance *(applicable to construction agreements in excess of \$2,000 awarded by grantees and subgrantees when required by Federal grant program legislation; 2 CFR §200 Appendix II(d))*

Subrecipient agrees to comply with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145) as supplemented in Department of Labor regulations (29 CFR Part 3).

IX. Contract Work Hours and Safety Standards *(applicable to all agreements awarded by grantees and subgrantees in excess of \$100,000, which involve the employment of mechanics or laborers; 2 CFR §200 Appendix II(e))*

- A. Compliance:** Subrecipient agrees that it shall comply with Sections 3702 and 3704 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 3701–3708) as supplemented by Department of Labor regulations (29 CFR Part 5), which are incorporated herein.
- B. Overtime:** No Subrecipient contracting for any part of the work under this Agreement which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
- C. Violation; liability for unpaid wages; liquidated damages:** In the event of any violation of the provisions of Paragraph B, the Subrecipient and any Subcontractor responsible therefore shall be liable to any affected employee for his unpaid wages. In additions, such Contractor and Subcontractor shall be liable to the United States for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic employed in violation of the provisions of paragraph B in the sum of \$10 for each calendar day on which such employee was required or permitted to be employed on such work in excess of eight hours or in excess of his standard workweek of forty hours without payment of the overtime wages required by paragraph B.
- D. Withholding for unpaid wages and liquidated damages:** The City shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the Subrecipient or Subcontractor under any such Contract or any other Federal Contract with the same Prime Contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same Prime Contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set for in paragraph C of this section.

X. Notice of Requirements Pertaining to Intangible Property, Copyrights, Inventions, and Freedom of Information Act Requests *(2 CFR §200 Appendix II(f) and 2 CFR §200.315)*

- A.** Title to intangible property (see 2 CFR §200.59 Intangible property) acquired under a Federal award vests upon acquisition in the Subrecipient unless otherwise detailed

elsewhere in this agreement. The Subrecipient must use that property for the originally-authorized purpose, and must not encumber the property without approval of the Federal awarding agency. When no longer needed for the originally authorized purpose, disposition of the intangible property must occur in accordance with the provisions in 2 CFR §200.313 Equipment paragraph (e).

- B. The Subrecipient may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under a Federal award. The Federal awarding agency reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for Federal purposes, and to authorize others to do so.
- C. The Subrecipient is subject to applicable regulations governing patents and inventions, including government-wide regulations issued by the Department of Commerce at 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Awards, Contracts and Cooperative Agreements.”
- D. The Federal Government has the right to obtain, reproduce, publish, or otherwise use the data produced under a Federal award; and authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes.
- E. The Subrecipient shall comply with Freedom of Information Act (FOIA) requests passed down from the Federal government to the City.

XI. Debarment and Suspension *(applicable to all contracts and subcontracts; 2 CFR §200 Appendix II(h))*

- A. Subrecipient represents and warrants that it is not
 - (1) Debarred nor suspended from federal financial assistance programs and activities
 - (2) Proposed for debarment
 - (3) Declared ineligible
 - (4) Voluntarily excluded from participation in covered transactions by any federal department or agency.
- B. Subrecipient agrees that neither Subrecipient nor any of its Third Party Subrecipients or Subcontractors shall enter into any third party Subawards or Subcontracts for any of the work under this Agreement with a third party who is debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs as specified above. 2 CFR §180.220.
 - (1) Subrecipient and Third Party Subrecipients and Subcontractors can meet this requirement with lower level entities by requiring they sign a certification to its effect and/or including such a clause in their contracts/agreements with the lower level entities. It is also required to check those entities’ status at the System for Award Management (SAM) at www.sam.gov under Search Records prior to awarding the funds and/or establishing the agreement and also on a regular, but at least annual, basis. To ensure accuracy of the verification, Subrecipient should use the lower level entity’s exact name and Unique Entity Identifier (UEI, formerly

known as Data Universal Numbering System number) or Social Security Number or Tax Identification Number (TIN) to perform the query. A copy of the query should be printed and kept on file in case of a review by county staff or funding agencies.

XII. Byrd Anti-Lobbying Certification *(applicable for Subawards or Subcontracts in excess of \$100,000; 2 CFR §200 Appendix II(i) and by inclusion, 45 CFR Part 93)*

A. Subrecipient hereby certifies, to the best of his or her knowledge and belief, that

- i. No Federal appropriated funds have been paid or will be paid, by or on behalf of the person signing this agreement, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal award or contract, the making of any Federal grant or contract, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- ii. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit, with its offer, OMB Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- iii. The person signing this agreement shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loan, and cooperative agreements) and require that all recipients of such awards in excess of \$100,000 shall certify and disclose accordingly.

- B.** This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into and is imposed by section 1352, title 31, U.S. Code. Any person making an expenditure prohibited under this provision or who fails to file or amend the disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

XIII. Single Audit Requirements

Subrecipient shall comply in all respects with 2 CFR §200 Subpart F – Audit Requirements. The Federal expenditures spent under this agreement shall be counted toward the \$750,000 threshold of Federal award expenditures for a Single Audit.

Subrecipient shall, upon request of the Human Services Agency, submit a copy of the Single Audit within thirty (30) days after receipt of the Auditor's report, or nine (9) months after the

end of the audit period, whichever occurs first, or unless a longer period is agreed to in advance by the cognizant or oversight federal agency.

XIV. Incorporation of Uniform Administrative Requirements and Exceptions from Federal Awarding Agencies

- A. The preceding provisions include, in part, certain standard terms and conditions required by the Federal awarding agency, whether or not expressly set forth in the preceding agreement provisions. All provisions required by the Federal awarding agency, as set forth in 2 CFR Part 200, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all of the Federal awarding agency's mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. Subrecipient shall not perform any act, fail to perform any act, or refuse to comply with any City requests that would cause City to be in violation of the Federal awarding agency's terms and conditions.
- B. Further, all provisions of each Federal Awarding Agency's incorporation of the Uniform Guidance are also hereby incorporated as reference.
 - i. US Health and Human Services: 45 CFR Part 75 (includes some exceptions and additions)
 - ii. US Department of Housing and Urban Development: (no exceptions or additions)
 - iii. US Department of Education: (no exceptions).
 - iv. US Department of Agriculture: 2 CFR Part 400

XV. Inclusion of Federal Requirements in Third Party Subawards and Subcontracts

Subrecipient agrees to include all of the above clauses in each Third Party Subaward and Subcontract (Subcontracts shall exclude Requirements for Pass-Through Entities) financed in whole or in part with Federal assistance provided by the Federal awarding agency, unless the third party agreements do not meet the dollar thresholds indicated.