



London Breed, Mayor

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

Trent Rhorer, Executive Director

MEMORANDUM

TO: AGING & ADULT SERVICES COMMISSION

THROUGH: SHIREEN McSPADDEN, EXECUTIVE DIRECTOR

FROM: CINDY KAUFFMAN, DEPUTY DIRECTOR
 JOHN TSUTAKAWA, DIRECTOR OF CONTRACTS *241*

DATE: MAY 1, 2019

SUBJECT: GRANT MODIFICATION: **ALZHEIMER'S DISEASE AND RELATED DISORDERS ASSOCIATION, INC. (NON-PROFIT)** FOR PROVISION OF A DEMENTIA CARE PROJECT IN SERVICE TO LESBIAN, GAY, BISEXUAL, AND TRANSGENDER (LGBTQ+) OLDER ADULTS AND ADULTS WITH DISABILITIES

GRANT TERM:	<u>Current</u>	<u>Modification</u>	<u>Revised</u>	<u>Contingency</u>	<u>Total</u>
	07/1/18- 06/30/19	07/1/19- 06/30/20	07/1/18- 06/30/20		07/1/18- 06/30/20
GRANT AMOUNT:	\$210,125	\$210,125	\$420,250	\$42,025	\$462,275
ANNUAL AMOUNT:	<u>FY 18/19</u>	<u>FY 19/20</u>			
	\$210,125	\$210,125			
FUNDING SOURCE	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
	\$210,125			\$21,013	\$231,138
FUNDING: PERCENTAGE:	100%				100%

The Department of Aging and Adult Services requests authorization to modify the existing grant agreement with Alzheimer's Disease and Related Disorders Association, Inc. (ALZ) for the time period beginning July 1, 2019 and ending June 30, 2020, in the amount of \$210,125 plus a 10% contingency for a new total amount not to exceed of \$462,275. The purpose of this modification is to extend the Dementia Care Project for Lesbian, Gay, Bisexual, and Transgender (LGBTQ+) Older Adults and Adults with Disabilities in San Francisco living with Alzheimer's Disease and related dementias through fiscal year 19-20.

Background

The San Francisco LGBT Aging Policy Task Force was convened in 2012 by the Board of Supervisors to evaluate the needs of LGBTQ+ older adults, to assess the capacity of the current support system to meet those needs, and to make recommendations to address any unmet needs. One of the LGBT Task Force's recommendations was the creation of an LGBTQ+ targeted Alzheimer's and Dementia Care education and awareness campaign that could help overcome barriers to information and service access. These barriers—which include a history of discrimination, fear of discrimination, and discrimination itself—cause LGBTQ+ older adults, adult with disabilities, and caregivers to feel unsafe disclosing their sexual orientation when seeking services or to choose to not access services at all.

Services to be Provided

Grantee will maintain and continue to develop the Dementia Care Project that addresses the needs of LGBTQ+ older adults and adults with disabilities in San Francisco who are living with dementia and dementia-related conditions. The project consists of training to mainstream agencies that focuses on:

- 1) improving awareness of current issues faced by LGBTQ+ older adults and adults with disabilities, through an educational component; and
- 2) facilitating agencies' efforts to assist their LGBTQ+ clients with dementia and connect them to needed services and/or supports.

In addition, the Grantee will also develop a marketing and outreach strategy for trainings to be offered to the community regarding dementia care and support resources.

For more specific information regarding the services to be provided, please refer to the attached Appendix A1.

Grantee Performance

Grantee was found to be compliant with Citywide Fiscal and Compliance Monitoring standards in March 2019. Program Monitoring also took place in April 2019 with no findings.

Selection

Grantee was selected through RFP (Request for Proposals) #707, which was issued in May 2016.

Funding

This grant will be funded entirely through City and County funds.

Attachments

Appendix A1 – Services to be Provided

Appendix B1 – Budget

Appendix F1 – Site Chart

APPENDIX A1 – SERVICES TO BE PROVIDED
Alzheimer’s Disease and Related Disorders Association, Inc.
Dementia Care Project in Service to LGBTQ+ Older Adults and Adults with
Disabilities
July 1, 2018 – June 30, 2020

I. Purpose of Grant

The purpose of the grant is to address the needs of Lesbian, Gay, Bisexual, and Transgender (LGBTQ+) Older Adults and Adults with Disabilities in San Francisco living with Alzheimer’s Disease and related dementias. Through a training curriculum designed by Grantee, staff and volunteers from community-based organizations (CBO), professional organizations, and hospitals that provide services for LGBTQ+ older adults and adults with disabilities will be educated around improving their awareness of current issues faced by these populations and best practices for making their organizations more safe and inclusive for LGBT clients.

II. Definitions

City	City and County of San Francisco.
Community-based organizations	CBO: San Francisco public or private nonprofit (including a church or religious entity) that is representative of a community or a significant segment of a community, and is engaged in meeting human, educational, environmental, or public safety community needs.
DAAS	Department of Aging and Adult Services.
Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: Activities of Daily Living (ADL), and Instrumental Activities of Daily Living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment
Grantee	Alzheimer’s Disease and Related Disorders Association, Inc.

Hospitals	San Francisco institutions and their related healthcare entities in which sick or injured persons are given medical or surgical treatment.
HSA	Human Service Agency of San Francisco.
LGBTQ+	An acronym/term used to refer to persons who self-identify as non -heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
LGBT Dementia Care Network	Developed in Los Angeles, California, it is an inter-organizational community-based collaborative model established to provide dementia care services to an ethnic/cultural communities (specifically the Latino, Asian, and African American communities). The model brings together nonprofit human services providers, program consumers, community representatives and government. This collaborative approach is designed to enhance dementia care service capacity through 1) community outreach, awareness, 2) coordination of services, 3) program expansion, and 4) materials development and dissemination.
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. Source: California Code of Regulation Sec. 7130.
Older Adult	Individual 60 years of age or older, used interchangeably with Senior.
OOA	Office on the Aging.

Professional Organizations	San Francisco organizations seeking to further a particular profession and the interests of individuals engaged in that profession and/or the public interest.
Senior	Individual 60 years of age or older, used interchangeably with older adult.

III. Target Population

The target population of this program will be professionals, including community-based service providers, health providers, and care managers, in service to adults diagnosed with dementia or related disorders.

IV. Location and Time of Services

The location of services will be throughout San Francisco in community-based organizations, professional organizations, hospitals, and related healthcare facilities. Trainings will occur between 8 a.m. and 5:00 p.m. Monday through Friday. The Grantee is located at 100 Pine St., suite 2040 in San Francisco (See attached Appendix F for more details).

V. Services to be Provided

Grantee shall provide the following services during the term of this grant:

- Tier 1: A three hour training specifically designed to educate community-based organizations, professional organizations, hospitals, and related healthcare facilities about dementia and the specialized needs of LGBTQ+ older adults and adults with disabilities who have Alzheimer's and other forms of dementia living in San Francisco City and County.
- Tier 2: A one hour Topic Specific Training (as it relates to the focus of this grant agreement) addressing such topics such as behavioral interventions or effective communication with persons with Dementia.
- Tier 3: A one hour abridged Tier 1 training. This training will focus on the salient points and topics discussed in the longer Tier 1 training.
- Develop an outreach plan to promote the LGBT Dementia Care Network and to inform members of the LGBTQ+ community and service providers of available training, information, and services. Outreach, for the purpose of service objectives below, is completed when a formal meeting has been conducted with outreach targets to inform them of services and educational opportunities available.
- Develop marketing materials and conduct marketing to enhance the outreach process.
- Subcontract with local Community Based Organizations to outreach, develop, and deliver these services to the aforementioned target populations.

- Development and administration of consumer satisfaction survey to reflect achievement of listed outcome objectives stated below.

VI. Service Objectives

Grantee will provide the following on an annual basis:

- 20 training sessions from Tier 1, 2, or 3.
- 40 hours of total training time to community providers.
- Recruitment and training of 250 staff and volunteers from community based organizations and other professional organizations.
- Outreach to 3 hospitals that serve San Francisco adults diagnosed with dementia or related disorders.
- Outreach to 10 community-based organizations that serve San Francisco older adults and adults with disabilities populations.
- Outreach to 5 other professional organizations that serve San Francisco older adults and adults with disabilities populations.

In addition:

- Grantee will convene a formal organized meeting with partners and stakeholders at the end of FY 19-20 to evaluate progress and recommendations for continuing the LGBT Dementia Care Network and supportive resources.

VII. Outcome Objectives

- At least 75% of training participants completing a survey will feel confident facilitating the agencies' efforts to assist their LGBTQ+ older adults and adults with disabilities clients with dementia to feel more welcomed in the community as well at their respective agencies in San Francisco.
- At least 85% of training participants completing a survey will be able to identify at least 5 best practices for increasing safety and inclusion for LGBTQ+ older adults and adults with disabilities as recorded on training evaluations.
- At least 60% of the trainees completing a follow up survey will report that they have helped clients to use appropriate services for LGBTQ+ clients with dementia after the training (survey will be administered four to six weeks after the initial training).

VIII. Reporting Requirements

- A. Grantee will enter into CA-GetCare training participant data by the 5th working day of the month for the preceding month's services.

- B. Grantee will enter into CA-GetCare all the units of service in the Service Recording Tool and data for client-level service reporting by the 5th working day of the month for the preceding month.
- C. Monthly, quarterly, and annual reports must be entered into the Contracts Administration, Reporting, and Billing Online (CARBON) system as required by DAAS and Contracts Department staff. 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.
- D. Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules.
- E. Grantee will provide an annual consumer satisfaction survey report (50% of training attendees will respond) to OOA by March 15 each grant year.
- F. Grantee shall develop and deliver ad hoc reports as requested by HSA.
- G. Grantee will develop and maintain with OOA's approval, an updated Site Chart (using OOA's format) with details about the program.
- H. For assistance with reporting requirements or submission of reports, please contact:

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Program Analyst
DAAS, Office on Aging
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San Francisco, CA 94120
monte.cimino@sfgov.org

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

IX. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting, evidence that program staff have completed the California Department of Aging (CDA) Security Awareness Training; program operation, which includes a review of a written policies and procedures manual of all 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.

- 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.

	A	B	C	D
1	Appendix B1, Page 1			
2				
3	HUMAN SERVICES AGENCY BUDGET SUMMARY			
4	BY PROGRAM			
5	Name		Term	
6	Alzheimer's Disease and Related Disorders Association, Inc.		July 1, 2018 - June 30, 2020	
7	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>			
8	If modification, Effective Date of Mod.		No. of Mod.	
9	Program: Dementia Care Project in Service to LGBTQ+ Older Adults and Adults with Disabilities			
10	Budget Reference Page No.(s)			
11	Program Term	07/01/18-06/30/19	07/1/19-06/30/20	Total
12	Expenditures			
13	Salaries & Benefits	\$96,525	\$81,728	\$178,253
14	Operating Expense	\$113,600	\$112,507	\$226,107
15	Subtotal	\$210,125	\$194,235	\$404,360
16	Indirect Percentage (15%)	0%	15%	0%
17	Indirect Cost (Line 16 X Line 15)	\$0	\$15,890	\$15,890
18	Allowable Indirect from Subcontracts	\$0	\$8,550	\$8,550
19	Capital Expenditure	\$0	\$0	\$0
20	Total Expenditures	\$210,125	\$210,125	\$420,250
21	HSA Revenues			
22	General Fund	\$210,125	\$210,125	\$420,250
23				
24				
25				
26				
27				
28				
29				
30	TOTAL HSA REVENUES	\$210,125	\$210,125	\$420,250
31	Other Revenues			
32				
33				
34				
35				
36				
37	Total Revenues	\$210,125	\$210,125	\$420,250
38	Full Time Equivalent (FTE)	0.90	0.80	1.70
40	Prepared by: Theresa Sullivan	Telephone No.:	Date: 4/12/2019	
41	HSA-CO Review Signature: _____			
42	HSA #1			10/25/2016

	A	B	C	D	E	F	G	H
1	Appendix B1, Page 2							
2								
3								
4	Program: Dementia Care Project in Service to LGBTQ+ Older Adults and Adults with Disabilities							
5	(Same as Line 9 on HSA #1)							
6								
7	Salaries & Benefits Detail							
8								
9								
10						07/01/18- 06/30/19	07/1/19- 06/30/20	July 1, 2018 - June 30, 2020
11		Agency Totals		HSA Program		DAAS	DAAS	TOTAL
12	POSITION TITLE	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	
13	Chief Program Officer	\$139,628	100%	5%	5.00%	\$6,988	\$6,981	\$13,969
14	Director Inclusion/Diversity	\$96,835	100%	20%	20%	\$19,218	\$19,367	\$38,585
15	Family Care Specialist (AC)	\$74,542	100%	25%	25%	\$11,170	\$18,636	\$29,806
16	Education Services Manager	\$82,855	100%	10%	10%	\$8,294	\$8,286	\$16,580
17	Family Care Specialist	\$81,609	100%	5%	5%	\$4,080	\$4,080	\$8,160
18	Administrative Assistant	\$48,750	100%	15%	15%	\$5,048	\$7,313	\$12,361
19	Professional Training Specialist	\$86,065	100%	0%	-	\$21,516	\$0	\$21,516
20					-			
21					-			
22					-			
23					-			
24					-			
25					-			
26					-			
27					-			
28	TOTALS	\$610,283	7.00	80%	0.80	\$76,314	\$64,663	\$140,977
29								
30	FRINGE BENEFIT RATE	26%				26%	26%	26%
31	EMPLOYEE FRINGE BENEFITS	\$158,674				\$20,211	\$17,065	\$37,276
32								
33								
34	TOTAL SALARIES & BENEFITS	\$768,957				\$96,525	\$81,728	\$178,253
35	HSA #2							10/25/2016

	A	B	C	D	E	F	G	H	I
1	Appendix B1, Page 3								
2									
3									
4	Program: Dementia Care Project in Service to LGBTQ+ Older Adults and Adults with Disabilities								
5	(Same as Line 9 on HSA #1)								
6									
7	Operating Expense Detail								
8									
9	Expenditure Category	TERM	07/01/18- 06/30/19	07/1/19- 06/30/20	TOTAL July 1, 2018 - June 30, 2020				
10	Rental of Property @ .80 FTE		\$6,645	\$9,173	\$15,818				
11	Utilities(Elec, Water, Gas, Phone, Garbage)		\$2,002	\$2,500	\$4,502				
12	Office Supplies, Postage		\$3,033	\$2,000	\$5,033				
13	Building Maintenance Supplies and Repair								
14	Printing and Reproduction		\$6,000	\$4,000	\$10,000				
15	Insurance @ .80FTE		\$421	\$334	\$755				
16	Staff Training								
17	Staff Travel-(Local & Out of Town)		\$2,999	\$2,000	\$4,999				
18	Rental of Equipment		\$500	\$500	\$1,000				
19	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE								
20	Openhouse		\$35,000	\$35,000	\$70,000				
21	Family Caregiver Alliance		\$35,000	\$35,000	\$70,000				
22	Training Consultants		\$7,000	\$7,000	\$14,000				
23									
24									
25	OTHER								
26									
27	Advertising (online, print, radio, and social media)		\$15,000	\$15,000	\$30,000				
28									
29									
30									
31									
32	TOTAL OPERATING EXPENSE		\$113,600	\$112,507	\$226,107				
33									
34	HSA #3								10/25/2016

APPENDIX F1 - SITE CHART
FY 2018 – 2020

AGENCY: Alzheimer's Association HSA/DAAS/Office on the Aging

CONTRACT MAILING ADDRESS: 2290 N 1st St., Ste 101, San Jose, CA 95131

DIRECTOR: Elizabeth Edgerly, Executive Director / Edie Yau, Director of Diversity and Inclusion

PHONE NO. 408.372.9900

SITES:		Alzheimer's Association			
Name of Site		Alzheimer's Association			
Address and Zip		100 Pine St., Ste 2040, San Francisco, 94111			
Phone Number		415.463.8500			
Fax Number					
Neighborhood		Financial District			
Person in Charge		Edie Yau			
Site Manager		Theresa Sullivan, Director of Regional Operations			
Programs Offered		I&R, Care Consultation, Education, Support Group, Training			
Days Open		<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thurs <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun			
Hours Open		8:30am -5pm			
Hours of scheduled programming		Varies –includes business hours, evenings and weekends			
Hours of meal service		N/A			
Annual number of meals at site		N/A			
Average number of meals per day		N/A			
Total number of service days in FY		250 days			
Days closed		Closed on all major holidays			
ADA Accessible		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No