



**SAN FRANCISCO
HUMAN SERVICES AGENCY**

Memorandum

To: Disability And Aging Services Commission

Through: Kelly Dearman, Executive Director

From: Cindy Kauffman, Deputy Director
Esperanza Zapien, Director Of Office of Contract Management

Date: June 3, 2026

Subject: New Grant: **Family Caregiver Alliance** (Nonprofit) For Provision of Temporary Respite Care

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	<u>Full Term</u>	<u>Contingency</u>	<u>Total</u>	
Grant Term:	7/1/26- 6/30/30			
Grant Amount:	\$3,453,460	\$345,346	\$3,798,806	
Annual Amount:	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>
	\$863,365	\$863,365	\$863,365	\$863,365
Funding Source:	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>
	\$3,453,460			\$345,346
Percentage:	100%			100%

The Department of Disability and Aging Services (DAS) requests authorization to enter into a new grant agreement with **Family Caregiver Alliance** for the period of July 1, 2026, to June 30, 2030, in the amount of \$3,453,460 plus a 10% contingency for a total amount not to exceed \$3,798,806. The purpose of this grant is to provide respite care to unpaid family members, family of choice, and/or individuals (e.g., friends) who are caregivers to older adults and adults with disabilities.



Background

The purpose of respite care is to provide unpaid caregivers of older adults and/or adults with disabilities with quality, temporary in-home or out-of-home relief from caregiving responsibilities. The primary types of respite provided through this program are as follows: intermittent (time off for a few hours once a week for a limited time to give the caregiver a break), occasional (time off for the caregiver to attend a particular event or appointment), and emergency (an extended break to address an acute intervening circumstance).

Respite care reduces caregiver burden and supports the provision of quality home care by allowing time for the caregiver to take care of themselves. Caregivers who are supported by respite report experiencing less physical and emotional exhaustion, enjoying improved wellbeing, and feeling better able to provide high-quality care to the care recipient. Respite care supports both the care giver and the care recipient in living independently and thriving, which can prevent or delay the need for higher levels of care.

Services to be Provided

Family Caregiver Alliance will administer the Temporary Respite Care program specifically geared to the needs of unpaid caregivers providing care to older adults and/or adults with disabilities. Core services include, but are not limited to, the following areas:

1. Respite care will be provided through private in-home care and/or out-of-home care. Examples of out-of-home respite care for the care recipient include attendance at an adult day program or an overnight stay in a residential facility.
2. Assessments upon caregiver enrollment will evaluate their physical and psychological health, existing social support(s), and training needs. This will help determine the type and amount of respite care to be provided that best suits the needs of both the caregiver and the care recipient.
3. Re-assessments will be conducted annually and at the change of circumstance, in which client needs and life measures will be re-evaluated.

For more specific information regarding the services to be provided through the Temporary Respite Care program, please refer to the attached Appendix A.

Location

Services will be provided in the care recipient's home, at adult day centers, or at other respite locations throughout San Francisco.

Selection

The grantees were selected through RFP # 1227 issued on February 18, 2026.

Funding

Funding for this grant is provided through County General Funds.

Attachments

Appendix A, Scope of Services

Appendix B, Budget



Appendix A – Scope of Services

**Family Caregiver Alliance
Temporary Respite Care
July 1, 2026—June 30, 2030**

I. Purpose of Grant

The purpose of this grant is to provide unpaid caregivers of older adults and/or adults with disabilities with quality, temporary in-home and/or out-of-home relief from caregiving responsibilities. Respite care is designed to reduce caregiver burden and is intended to support quality home care that enables the care recipient to live in community, while preventing or delaying the need for higher levels of care.

II. Definitions

ADL	Activities of Daily Living: the basic tasks of everyday life, including eating, bathing, dressing, toileting, and transferring (i.e., getting into and out of a bed or a chair).
Adult Day Program	An Adult Day Program is a community-based program providing non-medical care to persons 18 years of age or older in need of personal care services, supervision or the assistance essential for sustaining the activities of daily living or for the protection of the individual on less than a 24-hour basis. The State Department of Social Services (DSS) licenses these centers as community care facilities. This program is not eligible for Medi-Cal reimbursement.
Adult with a Disability	A person 18-59 years of age with a disability
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 (ADLs): eating, dressing, transferring, bathing, toileting, and grooming; and/or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; and/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



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	Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, doing housework, using a telephone.
CARBON	SFHSA’s web-based Contracts Administration, Reporting, and Billing On-line System
Caregiver	An adult (18 years of age or older) family member or another individual (e.g. friend or neighbor) who is an informal, unpaid provider of in-home or community care to a care recipient.
Care Recipient	An older adult (60 years of age or older) or an individual of any age with a disability
City	City and County of San Francisco, a municipal corporation
Communities of Color	An inclusive and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
DAS	Department of Disability and Aging Services
Disability	A condition or a 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 (ADLs) and instrumental activities of daily living (IADLs); b) capacity for independent living and self-direction; c) cognitive functioning and emotional adjustment.
Grantee	Family Caregiver Alliance
IADL	Instrumental Activities of Daily Living: Activities related to independent living, including preparing meals, managing money, shopping for groceries or personal items, performing light or heavy housework, and using a telephone.
LGBTQ+	An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender





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	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.
Low Income	Having income at or below 300% of the Federal poverty line defined by the Federal Bureau of the Census and published annually by the US Department of Health and Human Services. This is only to be used by consumers to self-identify their income status, not to be used as a means test to qualify for the program.
OCP	Office of Community Partnerships
Older Adult	Person who is 60 years of age or older, used interchangeably with “senior”
Respite Care	A brief period of relief or rest from caregiving responsibilities
Senior	Person who is 60 years of age or older, used interchangeably with “older adult”
SF DAS GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
SFHSA	San Francisco Human Services Agency
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 Population

This program is designed to serve all people who can benefit from the services outlined in this Appendix, and 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, Grantee shall ensure that program services are accessible to:

- A.** Persons with low to moderate 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.** Members of the LGBTQ+ community
- F.** Persons at risk of institutionalization

IV. Eligibility

To be eligible for respite services, a participant must be:

- A.** A person who is 18 years of age or older; and
- B.** A resident of San Francisco; and
- C.** An unpaid caregiver of a care recipient who meets the following criteria:
 - a. Be 60 years of age or older, or
 - b. Be 18-59 years of age with a disability; and
 - c. Be in need of assistance with 2 or more ADLs and/or have a cognitive disability; and
 - d. Reside in San Francisco

V. Description of Services

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

- A.** Grantee will provide respite care through private in-home care and/or out-of-home care, such as attendance at an adult day program.
- B.** Grantee will offer participants the option of short-term respite for home care or adult day center services or overnight in a residential facility.
- C.** Grantee will determine the type and amount of respite care when conducting initial caregiver assessments and will further explain the purpose and program parameters during the home visit. The caregiver shall have the option to secure respite care as defined in this grant agreement, in the manner that best suits their needs and the needs of the care recipient.





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- D.** Grantee will update care plans annually and at change of condition. Grantee will assess and reassess caregiver needs and satisfaction of life measures, including, but not limited to, physical and psychological health, social support, and training needs.
- E.** Grantee will maintain clear records of client enrollments, units of service, types of respite care, and costs of services.
- F.** Grantee will administer an annual consumer-satisfaction survey using a survey tool approved by DAS OCP. Grantee will share the survey results with Department of Disability and Aging Services (DAS), Office of Community Partnerships (OCP) by March 15 each grant year, or on a mutually-agreed-upon date between DAS OCP and Grantee.
- G.** Grantee will remain in compliance with DAS policies and procedures. Any Adult Day Programs utilized will also adhere to Title 22 Regulations for Adult Day Programs.
- H.** Grantee will develop policies and procedures that are compliant with city, state, and federal regulatory agencies, including the DAS OCP policy memoranda manual.

VI. Location and Time of Services

Respite will be provided at various locations and times throughout San Francisco, either at clients' homes, at adult day programs, or at other respite providers. Limited services will be provided virtually and/or at FCA's main office at 235 Montgomery Street, suite 930, San Francisco, CA 94104.

VII. Service Objectives

On an annual basis during the grant term, Grantee shall meet the following service objectives:

- A.** Grantee will provide services to a minimum of 300 unduplicated consumers.
- B.** Grantee will provide a minimum of 19,000 hours of respite care.

VIII. Outcome Objectives

On an annual basis during the grant term, Grantee will meet the following outcome objectives:

- A.** Caregivers rate the quality of services as excellent or good. Target: 85%
- B.** Caregivers report that their wellbeing has been improved or maintained due to program participation. Target: 75%
- C.** Caregivers feel better able to provide care to their care recipients due to program participation. Target: 75%
- D.** Caregivers report that the respite services provided enable them to take care of other responsibilities. Target: 75%
- E.** Caregivers experience less mental exhaustion. Target: 75%





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- F. Caregivers experience less physical exhaustion. Target: 75%

IX. Data Collection and Reporting Requirements

- A. Grantee will record the enrollments of eligible program participants and enter participant data, including their SOGI data, into the SF DAS GetCare database.
- B. Grantee will enter into SF DAS GetCare all the units of service by the 5th working day of the month for the preceding month.
- C. The monthly, quarterly, and annual reports must be entered into the Contracts Administration, Reporting, and Billing Online (CARBON) system as required by DAS and Contracts Department staff.
- D. Grantee program staff will complete a Security Awareness Training from the California Department of Aging (CDA) or from an approved alternative source on an annual basis. The grantee will maintain evidence of staff completion of these trainings.
- E. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31st each grant year. This report must be submitted into the CARBON system.
- F. Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable and to take all reasonable efforts to implement HIPAA requirements.
- G. Grantee shall develop and deliver ad hoc reports as requested by HSA/DAS/OCP.

For assistance with reporting requirements or submission of reports, contact:

Tara Alvarez

Contract Manager, Office of Contract Management, SFHSA

Email: Tara.Alvarez@sfgov.org

or

Rose Tocchini

Program Manager, Office of Community Partnerships, DAS

Email: Rosemarie.Tocchini@sfgov.org

X. Monitoring Activities

- A. Program monitoring will include review of 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 SF DAS GetCare and maintenance of service unit logs; agency and organization





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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 OCP-funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, and whether hours of operation are current according to the site chart; and whether services are provided appropriately according to Sections VII and VIII.

- B.** Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.



**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Grantee/Contractor: Family Caregiver Alliance				Full Term:	7/1/26 - 6/30/30
Program: Temporary Respite Services				Effective Date:	6/3/2026
New <input checked="" type="checkbox"/> Modification <input type="checkbox"/> Revisior <input type="checkbox"/> (Check One)				Modification #	
	7/1/26- 6/30/27	7/1/27 - 6/30/28	7/1/28 - 6/30/29	7/1/29 - 6/30/30	7/1/26 - 6/30/30
Expenses	Original	Original	Original	Original	Total
Salaries & Benefits	\$107,450	\$107,450	\$107,450	\$107,450	\$429,800
Operating-Direct	\$744,920	\$744,920	\$744,920	\$744,920	\$2,979,680
Subtotal	\$852,370	\$852,370	\$852,370	\$852,370	\$3,409,480
Indirect Percentage (%)	1%	1%	1%	1%	1%
Indirect Costs (Line 16 X Line 15)	\$10,995	\$10,995	\$10,995	\$10,995	\$43,980
Total Expenses	\$863,365	\$863,365	\$863,365	\$863,365	\$3,453,460
HSA / DAS Revenues					
General Fund	\$863,365	\$863,365	\$863,365	\$863,365	\$3,453,460
Total HSA / DAS Revenues	\$863,365	\$863,365	\$863,365	\$863,365	\$3,453,460
Grantee/Contractor Revenues					
Total Grantee/Contractor Revenues					
Total Revenues	\$863,365	\$863,365	\$863,365	\$863,365	\$3,453,460
Prepared by and Date:					
<i>Telephone No. & Email:</i>				<i>HSA Budget Form (3/24)</i>	

Grantee/Contractor: Family Caregiver Alliance																			Appendix B, Page 2							
Program: Temporary Respite Services																										
Salaries & Benefits Detail																										
POSITION TITLE	Agency Totals		HSA Program		7/1/26- 6/30/27		Agency Totals		HSA Program		7/1/27 - 6/30/28		Agency Totals		HSA Program		7/1/28 - 6/30/29		Agency Totals		HSA Program		7/1/29 - 6/30/30		7/1/26 - 6/30/30	
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Original	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Original	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Original	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Original	Total					
Client Services Director	\$110,925	1.00	5%	0.05	\$6,100	\$110,925	1.00	5%	0.05	\$6,100	\$110,925	1.00	5%	0.05	\$6,100	\$110,925	1.00	5%	0.05	\$6,100	\$24,400					
Family Consultant	\$77,275	1.00	10%	0.10	\$7,800	\$77,275	1.00	10%	0.10	\$7,800	\$77,275	1.00	10%	0.10	\$7,800	\$77,275	1.00	10%	0.10	\$7,800	\$31,200					
Family Consultant	\$72,500	1.00	11%	0.11	\$7,800	\$72,500	1.00	11%	0.11	\$7,800	\$72,500	1.00	11%	0.11	\$7,800	\$72,500	1.00	11%	0.11	\$7,800	\$31,200					
Family Consultant	\$78,575	1.00	10%	0.10	\$8,000	\$78,575	1.00	10%	0.10	\$8,000	\$78,575	1.00	10%	0.10	\$8,000	\$78,575	1.00	10%	0.10	\$8,000	\$32,000					
Family Consultant	\$71,450	1.00	4%	0.04	\$3,200	\$71,450	1.00	4%	0.04	\$3,200	\$71,450	1.00	4%	0.04	\$3,200	\$71,450	1.00	4%	0.04	\$3,200	\$12,800					
Resource Specialist	\$55,750	1.00	19%	0.19	\$10,500	\$55,750	1.00	19%	0.19	\$10,500	\$55,750	1.00	19%	0.19	\$10,500	\$55,750	1.00	19%	0.19	\$10,500	\$42,000					
Communications Director	\$108,525	1.00	6%	0.06	\$6,000	\$108,525	1.00	6%	0.06	\$6,000	\$108,525	1.00	6%	0.06	\$6,000	\$108,525	1.00	6%	0.06	\$6,000	\$24,000					
Community Engagement & Communications Coordinator	\$71,075	1.00	7%	0.07	\$5,250	\$71,075	1.00	7%	0.07	\$5,250	\$71,075	1.00	7%	0.07	\$5,250	\$71,075	1.00	7%	0.07	\$5,250	\$21,000					
Communications & Education Specialist	\$61,350	1.00	4%	0.04	\$2,750	\$61,350	1.00	4%	0.04	\$2,750	\$61,350	1.00	4%	0.04	\$2,750	\$61,350	1.00	4%	0.04	\$2,750	\$11,000					
Fiscal Controller	\$103,600	1.00	7%	0.07	\$7,500	\$103,600	1.00	7%	0.07	\$7,500	\$103,600	1.00	7%	0.07	\$7,500	\$103,600	1.00	7%	0.07	\$7,500	\$30,000					
Fiscal & Program Asst	\$57,375	1.00	13%	0.13	\$7,500	\$57,375	1.00	13%	0.13	\$7,500	\$57,375	1.00	13%	0.13	\$7,500	\$57,375	1.00	13%	0.13	\$7,500	\$30,000					
Fiscal & Program Asst (Database)	\$57,375	1.00	17%	0.17	\$10,000	\$57,375	1.00	17%	0.17	\$10,000	\$57,375	1.00	17%	0.17	\$10,000	\$57,375	1.00	17%	0.17	\$10,000	\$40,000					
TOTALS	\$925,775	12.00	1.15	1.15	\$82,400	\$925,775	12.00	115%	1.15	\$82,400	\$925,775	12.00	115%	1.15	\$82,400	\$925,775	12.00	115%	1.15	\$82,400	\$329,600					
FRINGE BENEFIT RATE	30%																									
EMPLOYEE FRINGE BENEFITS					25,050					25,050					25,050					25,050	\$100,200					
TOTAL SALARIES & BENEFITS					\$107,450					\$107,450					\$107,450					\$107,450	\$429,800					

Grantee/Contractor: Family Caregiver Alliance
Program: Temporary Respite Services

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Operating Expenses Detail

	7/1/26- 6/30/27 Original	7/1/27 - 6/30/28 Original	7/1/28 - 6/30/29 Original	7/1/29 - 6/30/30 Original	7/1/26 - 6/30/30 Total
Expenditure Category					
Rental of Property	\$8,220	\$8,220	\$8,220	\$8,220	\$32,880
Utilities(Elec, Water, Gas, Phone, Garbage)	\$6,000	\$6,000	\$6,000	\$6,000	\$24,000
Office Supplies, Postage	\$2,500	\$2,500	\$2,500	\$2,500	\$10,000
Building Maintenance Supplies and Repair					
Printing and Reproduction					
Insurance	\$3,500	\$3,500	\$3,500	\$3,500	\$14,000
Staff Training					
Staff Travel-(Local & Out of Town)					
Rental of Equipment					
Consulting/Professional Services					
Subcontractor - Self Help for the Elderly	\$21,500	\$21,500	\$21,500	\$21,500	\$86,000
IT Subcontractor - Alternative Technology	\$1,200	\$1,200	\$1,200	\$1,200	\$4,800
Audit Fees	\$2,500	\$2,500	\$2,500	\$2,500	\$10,000
Other					
Respite	\$647,500	\$647,500	\$647,500	\$647,500	\$2,590,000
Website	\$7,000	\$7,000	\$7,000	\$7,000	\$28,000
Publications & Translations	\$5,000	\$5,000	\$5,000	\$5,000	\$20,000
Caregiver Software Maintenance	\$10,000	\$10,000	\$10,000	\$10,000	\$40,000
Marketing Outreach	\$30,000	\$30,000	\$30,000	\$30,000	\$120,000
Website					
Total Operating Expense	\$744,920	\$744,920	\$744,920	\$744,920	\$2,979,680

HSA Budget Form (3/24)