



**MEMORANDUM**

TO: AGING AND ADULT SERVICES COMMISSION

THROUGH: SHIREEN MCSPADDEN, EXECUTIVE DIRECTOR

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

DATE: APRIL 5, 2017

SUBJECT: GRANT RENEWAL: **FAMILY CAREGIVER ALLIANCE (NON-PROFIT)** TO PROVIDE FAMILY CAREGIVER SUPPORT PROGRAM

GRANT TERM:	<u>Current</u> 7/1/14- 6/30/17	<u>Renewal</u> 7/1/17- 6/30/18	<u>Contingency</u>	<u>Total</u>
GRANT AMOUNT:	\$1,313,343	\$415,266	\$41,527	\$456,793
ANNUAL AMOUNT:	<u>FY 16/17</u> \$463,209	<u>FY 17/18</u> \$415,266		
Funding Source	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u> <u>Total</u>
FUNDING:	\$21,191		\$394,075	\$41,527    \$456,793
PERCENTAGE:	5%		95%	100%

The Department of Aging & Adult Services (DAAS) requests authorization to renew the existing grant with Family Caregiver Alliance for the one-year period of July 1, 2017 to June 30, 2018 in the amount of \$415,266 plus a 10% contingency for a total amount not to exceed \$456,793. The purpose of the grant is to provide the Family Caregiver Support Program.

**Background**

The reauthorization of the Older Americans Act in the year 2000 established the National Family Caregiver Support Program that calls for service provision to family caregivers. The service designs in San Francisco adhere to the requirements set forth in the Older Americans Act Title III Part E – National Family Caregiver Support Program.

**Services to be Provided**

Grantee provides assistance to San Francisco residents who are informal caregivers as defined in Title III-E of the Older Americans Act, in maintaining quality homecare and establishing cultural and linguistic competency support groups for caregivers.

Services to be provided by Family Caregiver Alliance include information to caregivers about available services, assistance to caregivers in gaining access to services, individual counseling, caregiver support groups, caregiver training to assist the caregivers in making decisions and solving problems relating to their care giving roles, temporary respite care to enable caregivers to be temporarily relieved from their care giving responsibilities, community outreach to make the public aware of their services, and supplemental services to complement the care provided by caregivers.

**Performance**

Program Monitoring: A program monitoring for Family Caregiver Alliance was conducted on February 23, 2017. The Department found no programmatic monitoring findings and found the Grantee to have satisfactory performance on service and outcome objectives.

Fiscal Compliance and Contract Monitoring: A standard fiscal and contract compliance monitoring for Family Caregiver Alliance was conducted on March 10, 2017 for the Fiscal Year 16-17. The Department found no fiscal and compliance monitoring findings and found the Grantee in compliance with all City contracting requirements.

**Selection**

Contractor was selected through Request for Proposals #584, which was competitively bid in January 2014.

**Funding**

Funding for this grant is provided by Federal and County General Funds.

**Attachments**

Appendix A, Scope of Services

Appendix B, Budget

## APPENDIX A - SERVICES TO BE PROVIDED BY GRANTEE

### FAMILY CAREGIVER ALLIANCE FAMILY CAREGIVER SUPPORT PROGRAM

Effective July 1, 2017 to June 30, 2018

#### I. Purpose

The purpose of this grant is to assist San Francisco residents who are caregivers of older adults (60 years of age or older) or adults under 60 years of age with a diagnosis of Alzheimer's disease.

#### II. Definitions

ADA Compliance  
(Disability Access and  
Reasonable  
Accommodation  
Requirements)

The grantee shall comply with the Americans with Disabilities Act (ADA) that requires that people with disabilities have equal opportunity to participate in its programs and services. The ADA does not allow denial of entry to City-funded programs, benefits, activities or services, simply because of a disability. Communication Access - The ADA requires that City-funded agencies communicate to people with disabilities in a manner that is as effective as communication with others. This may require providing services such as: Large print or Braille (for people with visual impairments), ASL interpreters or captioning (for people with hearing impairments), Readers (for people with learning disabilities, or other cognitive or visual impairments), Communicating via TTY or the California Relay Service (by dialing 7-1-1)

Programmatic Access - The ADA also requires that City-funded agencies modify their policies, practices and procedures in order to provide equal access for a person with a disability. Examples of this may include: Assistance in filling out forms; An appointment so a person does not have to wait in a long line or in a crowded and noisy room; Changing a work assignment to accommodate a person's disability

Architectural Access - The ADA also requires that a program's service areas, including bathrooms, public telephones, drinking fountains, etc., be architecturally accessible to people with disabilities. In addition, the grantee shall: Post signs in lobbies and in other waiting areas, in several languages, informing clients of their right to assistance and/or accommodations as persons with disabilities; Provide a process and develop forms for clients to request reasonable accommodations and modifications, which may include a Release of Medical Information Form and Certification of Medical Need Form; Require medical verification when applicable to establish the need for an accommodation; Require intake workers to engage in the interactive process with clients to determine any special needs or requests for accommodations and note this information in the clients' record; Make formal arrangements with interpreting services or community groups for competent and timely interpreter services for deaf/hard of hearing clients; Allow but not require clients to provide their own sign language interpreter; Allow minors (under 18) to act as interpreters for clients only in emergencies or extenuating circumstances; Provide training to ensure that staff have a better understanding of, and sensitivity to, individuals with disabilities; Provide notice to and train all staff, particularly client contact staff, with respect to the Agency's obligation to provide equal services to people with disabilities, and on the disability/accommodation policies and the procedures to be followed in securing such assistance in a timely manner; Insert notices, in appropriate languages, about the right of people with disabilities to equal delivery of

services in brochures, pamphlets, manuals, and other materials disseminated to the public and to staff; Provide notice to the public regarding the disability/accommodation policies and procedures; Adopt a procedure for the resolution of complaints regarding the provision of services to people with disabilities; and for notifying clients of their right to and how to file a complaint; Appoint an employee to ensure that there is regular monitoring of clients' needs.

Care Receiver – Older Adults	An older individual (60 years of age or older) or an individual (of any age) with Alzheimer's disease or related disorder with neurological and organic brain dysfunction.[Section 302(3) of the OAA]
Caregiver	An adult (18 years or older) family member or another individual (e.g., friend or neighbor) who is an informal (i.e., unpaid) provider of in-home or community care to a care receiver.
Caregiver Support	To provide individual counseling, organization of support group and caregiver training to caregivers to assist the caregiver in making decisions and solving problems relating to their care giving roles.
Child	An individual who is not more than 18 years of age or who is an individual (of any age) with a disability. [Section 372(a)(1) of the OAA]
DAAS	Department of Aging and Adult Services of the San Francisco Human Services Agency
Division 21-100	Division 21-100 Nondiscrimination in State and Federally Assisted Programs require that grantees administer their program(s) in a nondiscriminatory manner and in compliance with civil rights obligations and to accommodate non-English-speaking or limited-English-proficient individuals and individuals with disabilities or impairments. At a minimum, grantee must <i>provide</i> the following: Procedures for informing clients of their civil rights; Policies and procedures for handling complaints filed with or against a Contractor/Grantee; Policies and procedures that ensure Contractors/Grantees accommodate individuals with hearing impairments, visual impairments and other disabilities; Policies and procedures that ensure that Contractors/Grantees provide appropriate language services, including a breakdown of bilingual/interpreter staff and a description of how written information is communicated to non-English speaking clients; and Policies and procedures for ensuring that Contractor staff are adequately trained in the requirements of Division 21 <a href="http://www.dss.cahwnet.gov/getinfo/pdf/3cfcman.pdf">http://www.dss.cahwnet.gov/getinfo/pdf/3cfcman.pdf</a>
Disability	Disability is an umbrella term for impairments, activity limitations, and participation restrictions. A disability attributable to mental or physical impairment, or a combination of mental and physical impairments, that results in substantial functional limitations in 1 or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.
Grandparent	Grandparent, step-grandparent, or any other older relative of a child by blood, marriage, or adoption who is 55 years of age or older, living with the child, and identified as the primary caregiver through a legal or informal arrangement.

HSA	San Francisco Human Services Agency
OOA	Office on Aging, a unit within the Department of Aging and Adult Services of the San Francisco Human Services Agency
Program Requirements	Program requirements found in the Older Americans Act (OOA), Title III, Part E, Sections 371 through 374. California Department of Aging Program Memorandum PM 08-03 (P)
Web-based Consumer and Service Reporting	A web-based application developed for DAAS staff and its service providers to maintain and track services provided and consumers served citywide. Minimum computer requirements to access the application includes Windows 2000, Internet Explorer 6.0, and Adobe Acrobat 5.0

### III. Target Population

- A Caregiver residing in San Francisco
- Low Income
- Non or limited –English speaking
- Minority
- Frail
- Lesbian/Gay/Bisexual/Transgender

### IV. Eligibility for Family Caregiver Support Services

In order to obtain services, an individual must meet the following criteria:

An adult (18 years of age or older) family member or another individual (e.g., friend, neighbor, or volunteer) who is an informal (i.e., unpaid) provider of in-home or community care to a care receiver

### V. Location and Time of Services

The details of the sites and operation hours are as attached in the Site Chart (Appendix F).

### VI. Services to be Provided

The following are the service categories that will be funded for the Family Caregiver Program. Services and program operations must conform to Older American Act Title III-E program regulations, and include the following:

**Note: FCA – Family Caregiver Alliance, KI – Kimochi, OH – Openhouse, SHE – Self Help for the Elderly**

#### INFORMATION SERVICES

Information Services means the provision of public information on caregiving and/or community education on caregiving, including information about available services. UNIT: 1 activity

**Public Information on Caregiving** means an *Information Service* designed to provide information about available FCSP and other caregiver support resources and services by disseminating publications, conducting media campaigns, and maintaining electronic information systems. *ex: quarterly newsletter = four activities, public announcement aired multiple times = one activity* **UNIT: 13 FCA /3 SHE = 16**

**Community Education on Caregiving** means an *Information Service* designed to educate groups of current or potential caregivers and those who may provide them with assistance about available FCSP and other caregiver support resources and services. *ex: booth at spring and fall health fairs = two activities, multiple “Making the Link” visits with medical staff = one activity* **UNIT: 19 FCA = 19**

## ACCESS ASSISTANCE

*Access Assistance* means the provision of caregiver outreach, caregiver information and assistance, and caregiver interpretation/translation services in order to link caregivers to the opportunities and services that are available. UNIT: 1 contact

***Caregiver Outreach*** means an *Access Assistance* service involving interventions (one-on-one contacts with individuals) initiated by an agency or provider for the purpose of identifying caregivers and encouraging their use of existing caregiver support services. *ex: staff initiated well-being checks via phone call or direct contact.* UNIT: 125 OH/100 SHE = 225

***Caregiver Information and Assistance*** means an *Access Assistance* service that: 1) provides caregivers with information on services available within the communities, including information related to assistive technology and information particularly for older individuals at risk of institutional placement, 2) links caregivers to the services and opportunities that are available within the communities; and to the maximum extent practicable, establishes adequate follow-up procedures (caregiver may remain anonymous & refuse follow-up contact). UNIT: 170 FCA/ 100 SHE = 270

***Caregiver Interpretation/Translation*** means an *Access Assistance* service for the provision of bilingual communication assistance to a caregiver in order to access assistance and receive support for his or her caregiving responsibilities. *ex: staff interpreting dialogue between caregiver and care consultant, staff translating an elder's prescription drug label for his caregiver.* UNIT: 100 KI / 75 SHE = 175

## SUPPORT SERVICES

Support Services means the provision of caregiver assessment, caregiver counseling, caregiver peer counseling, caregiver support groups, caregiver training, and (if necessary) caregiver case management. UNIT: 1 hour (time includes preparation, service provision, related travel).

***Caregiver Assessment*** means a *Support Service* conducted by persons trained and experienced in the skills required to deliver the service that *should* result in a plan that includes emergency back-up provisions and is periodically updated; and will explore options and courses of action for caregivers by identifying their: 1) Willingness to provide care; 2) Duration and care frequency preferences; 3) Caregiving abilities; 4) Physical health, psychological, social support, and training needs; 5) Financial resources relative for caregiving; and 6) Strengths and weaknesses within the immediate caregiving environment and (caregiver's) extended informal support system. UNIT: 430 FCA / 30 OH/ 100 SHE = 560

***Caregiver Counseling*** means a *Support Service* provided to a caregiver by a person appropriately trained and experienced in the skills required to deliver the level of counseling service, *which may range from guidance with the responsibilities of the caregiving role to therapy for stress, depression and loss, but must include assistance to caregivers in the area of health, nutrition and financial literacy;* and: 1) May involve his or her informal support system; and 2) May be individual direct sessions and/or telephone consultations. UNIT: 250 FCA/ 325 KI /120 OH/ 100 SHE = 795

***Caregiver Peer Counseling*** means a *Support Service* provided by experienced volunteers on the condition that appropriate training and qualified supervision protocols are in place.

***Caregiver Support Group*** means a *Supportive Service* provided to a group of 3-12 caregivers that is led by a competent facilitator; conducted at least monthly *within a supportive setting or via a controlled access, moderated online or teleconference approach;* for the purpose of sharing experiences and ideas to ease the stress of caregiving and enhancing decision making and problem solving related to their caregiving roles. This service must also include *assistance to caregivers in the area of health, nutrition and financial literacy.* UNIT: 36 FCA / 175 KI / 180 OH = 391

***Caregiver Training*** means a *Supportive Service* consisting of workshops *or one-on-one individually tailored sessions,* conducted either in person *or electronically* by a skilled trainer, to assist caregivers in developing the

skills and gaining the knowledge necessary to meet and enhance their caregiving roles; and shall address the areas of health, nutrition, and financial literacy.

*Examples of other areas include daily care management, disease progression behavior interventions and coping skills, assistive technology and home adaptation options, supplemental resources and services, legal issues and family caregiver rights, and emergency and long-term care planning. UNIT: 250 FCA /70 KI /128 OH / 85 SHE = 533*

**Case Management** means a *Support Service* provided by a person who is trained and experienced in the skills that are required to coordinate and monitor the provision of formal caregiver-related services in circumstances where *caregivers are experiencing diminishing capacities* due to mental impairment or temporary severe stress and/or depression. *ex: temporary basis while stressed, caregiving spouse re-stabilizes ongoing basis to assist mentally impaired son with household management, who otherwise is capable of meeting parent's needs*  
**UNIT: 40 FCA / 110 SHE = 150**

## **RESPITE CARE**

Respite Care means a brief period of relief or rest from caregiving responsibilities, and is provided to caregivers on an emergency basis in a manner that responds to the individual needs and preferences of the caregivers and their care receiver rather than a pre-established set amount offered on a "first come, first served" waiting list basis. Respite Care shall be provided only to a caregiver of a care receiver having two or more activities of daily living limitations or a cognitive impairment, or to a caregiver who is the grandparent or older adult relative caring for a child. Examples of temporary respite care: Intermittent - Time off a few hours once a week for a limited time to give the caregiver a planned or unscheduled break. Occasional – Time off for the caregiver to attend a special event. Emergency – Extended break to address an intervening circumstance, such as caregiver emotional stress or hospitalization and recovery. UNIT: 1 hour (time includes service provision and related travel). **UNIT: 2,520 FCA = 2,520**

*Respite In-Home Personal Care* means *Temporary Respite Care* that includes the provision of care receiver assistance with eating, bathing, toileting, transferring, and/or dressing (along with care receiver supervision and related homemaker assistance) by an appropriately skilled provider.

*Respite Home Chore* means *Temporary Respite Care* that includes an appropriately skilled provider or volunteer assisting a caregiver with heavy housework, yard work, and/or sidewalk and other routine home maintenance (but not structural repairs) associated with caregiving responsibilities.

*Respite Out-of-Home Day* means *Temporary Respite Care* where the care receiver attends a supervised/protective, congregate setting during some portion of a day, and includes access to social and recreational activities.

*Respite Out-of-Home Overnight* means *Temporary Respite Care* where the care receiver is temporarily placed in a supervised/protective, residential setting for one or more nights, and may include access to nursing and personal care.

## **SUPPLEMENTAL SERVICES**

Supplemental services means caregiver-centered assistance offered on a limited basis to support and strengthen the caregiving efforts. Supplemental services shall be provided only to a caregiver of a care receiver having two or more activities of daily living limitations or a cognitive impairment, or to a caregiver who is the grandparent or older adult relative caring for a child. UNIT: one occurrence

**Assistive Devices for Caregiving** means a supplemental service involving the purchase, rental and/or service fee of any equipment or product system (ranging from a lift chair or bathtub transfer bench to an electronic pill dispenser or emergency alert fall prevention device that will facilitate and enhance the caregiving role. Unit definition: one device for one client equals one occurrence. **UNIT: 5 SHE = 5**

***Home Adaptations for Caregiving*** means a supplemental service that makes any minor or major physical change to the home in order to facilitate and enhance the caregiving role (ranging from installation of grab bars or replacement of door handles to construction of an entrance ramp or roll-in shower.) Unit definition: one modification to one home equals one occurrence.

***Caregiving Services Registry*** means a supplemental service that recruits, screens, and maintains a listing of dependable, qualified self-employed homemaker or respite care workers who may be matched with caregivers willing to utilize personal resources to pay for assistance with their caregiving responsibilities. Both the caregiver and self-employed worker will be 1) advised about appropriate compensation and workplace performance expectations; and 2) provided with follow-up to ensure the match is functioning effectively. Unit definition: one hour of service equals one occurrence. **UNIT: 75 KI = 75**

***Caregiver Financial Consultation*** means a supplemental service provided by a person who is trained and experienced in the skills that are required to provide financial advice and guidance to a caregiver on how to manage additional financial responsibilities and burdens associated with his or her caregiving role. Unit definition: one hour equals one occurrence.

***Caregiver Legal Assistance*** means a supplemental service involving legal advice, counseling, or administrative and judicial representation by an attorney (or paralegal and law student acting under the direct supervision of an attorney) that is provided to a caregiver with legal needs associated with his or her caregiving responsibilities. Unit definition: one hour equals one occurrence. **UNIT: 36 FCA = 36**

**Total Supplemental Services UNIT: 36 FCA / 75 KI / 5 SHE = 116**

***Caregiving Emergency Cash/Material Aid*** means a supplemental service that arranges for and provides assistance to caregivers in the form of commodities, surplus food, emergency cash, discount cards, and vouchers that will help meet identified needs associated with an individual caregiver's responsibilities. Unit definition: one assistance for one caregiver equals one occurrence

***Caregiving Congregate Meals*** means a supplemental service where meal is served to an otherwise ineligible caregiver or child of a grandparent or older individual who is a relative caregiver in a congregate group setting by a Title III C-1 nutrition service provider. Unit definition: one meal equals one occurrence.

***Caregiving Home-Delivered Meals*** means a supplemental service where a meal is delivered to an otherwise ineligible or low-priority caregiver and his/her care receiver or child of a grandparent or older individual who is a relative caregiver at his or her home by a Title III C-2 nutrition service provider. Unit definition: one meal equals one occurrence.

***Caregiving Transportation*** means a supplemental service that uses regular public or private vehicles to locally transport a caregiver from one location to another in order to fulfill caregiving responsibilities. Unit definition: one one-way trip equals one occurrence.

***Caregiving Receiver Placement*** means a supplemental service provided by a person who is trained and experienced in the skills required to assist a caregiver in securing an appropriate extended care living arrangement for his or her care receiver when his caregiver is no longer able or willing to meet the caregiving responsibilities. Unit definition: one hour equals one occurrence.

**Please Note: The Grantee will have to be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules. For specific compliance requirements, please refer to Appendices G & H to the Grant Agreement.**

## **VII. Outcome Objectives**

- To measure consumer satisfaction with services: 85% of respondents to consumer satisfaction survey will express satisfaction with services provided.



- To measure effectiveness of referral services: 75% of consumers will report taking one or more actions to help with their caregiving responsibilities as discussed during their caregiver assessment and care planning meeting.

### VIII. Reporting and Other Requirements

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

- 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 5<sup>th</sup> working day of the month for the preceding month.
- Monthly reports must be entered into the Contracts Administration, Billing and Reporting Online (CARBON) system for each unit of service delivered during the reporting period for each service listed in Section VI of the Services to be Provided.
- Grantee will develop and maintain with OOA's approval, an updated Site Chart (using OOA's format) with details about the meal program.
- Grantee will provide other reports as requested.
- Apart from the on-line reporting via CA GetCare and CARBON, and reports requested to be sent via e-mail to the Program Manager and/or Contract Manager, all other reports should be sent to the following addresses:

Monte Cimino, Program Manager  
 DAAS, Office on the Aging  
 PO Box 7988  
 San Francisco, CA 94120  
[Monte.Cimino@sfgov.org](mailto:Monte.Cimino@sfgov.org)

Rocio Duenas, Contract Manager  
 Human Services Agency  
 PO Box 7988  
 San Francisco, CA 94120  
[Rocio.Duenas@sfgov.org](mailto:Rocio.Duenas@sfgov.org)

### IX. Monitoring Activities

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, the current board roster and selected board minutes for compliance with the Sunshine Ordinance, and HIPAA compliance.

	A	B	C
1	Appendix B, Page 1		
2	Document Date: 28-Feb-17		
3	<b>HUMAN SERVICES AGENCY CONTRACT BUDGET SUMMARY</b>		
4	<b>BY PROGRAM</b>		
5	Contractor's Name		Contract Term
6	<b>Family Caregiver Alliance</b>		7/1/17 - 6/30/18
7	(Check One) New Renewal <input checked="" type="checkbox"/> Modification <input type="checkbox"/>		
8	If modification, Effective Date of Mod.		No. of Mod.
9	<b>Program: Family Caregiver Support</b>		
10	Budget Reference Page No.(s)		<b>Total</b>
11	Program Term	7/01/17-6/30/18	7/01/17-6/30/18
12	<b>Expenditures</b>		
13	Salaries & Benefits	\$117,545	\$117,545
14	Operating Expense	\$266,744	\$266,744
15	<b>Subtotal</b>	<b>\$384,289</b>	<b>\$384,289</b>
16	Indirect Percentage (%)	8%	8%
17	Indirect Cost (Line 16 X Line 17)	\$30,977	\$30,977
18	Capital Expenditure	\$0	\$0
19	Total Expenditures	\$415,266	\$415,266
20	<b>HSA Revenues</b>		
21	General Fund		
22	Federal - Title III E	\$394,075	\$394,075
23	SF General Fund	\$21,191	\$21,191
24			
25			
26			
27			
28			
29	<b>TOTAL HSA REVENUES</b>	<b>\$415,266</b>	<b>\$415,266</b>
30	<b>Other Revenues</b>		
31			
32	Matching Funds (non-Federal)	\$131,359	\$131,359
33			
34			
35			
36	Total Revenues	\$546,625	\$546,625
37	Full Time Equivalent (FTE)		
39	Prepared by: Stephen Hu	28-Feb-17	
40	HSA-CO Review Signature:	_____	
41	HSA #1	11/15/2007	

	A	B	C	D	E	P	R
1							
2							
3							
4	Program Name: Family Caregiver Support Program					Appendix B, Page 2	
5	(Same as Line 9 on HSA #1)					Document Date: 28-Feb-17	
6							
7							
8							
9							
10						7/01/17-6/30/18	
11		Agency Totals		For HSA Program		For DHS Program	TOTAL
12	POSITION TITLE	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Final Budgeted Salary	7/01/17-6/30/18
13	Dir of Programs - M. Venegas	\$77,216	100%	12%	12%	\$9,059	\$9,059
14	Family Consultant - Crystal Madriles	\$47,500	100%	54%	54%	\$25,449	\$25,449
15	Family Consultant - Christina Irving	\$53,500	100%	14%	14%	\$7,624	\$7,624
16	Family Consultant - Amanda Hartrey	\$31,000	100%	2%	2%	\$517	\$517
17	Family Consultant - Jo McCord	\$53,300	100%	1%	1%	\$606	\$606
18	Prog Asso- Intake - Adriana Sanchez	\$37,000	100%	9%	9%	\$3,243	\$3,243
19	Education Coord - Christopher Hu	\$37,000	100%	18%	18%	\$6,516	\$6,516
20	CRC Database Adm - Cassandra Castillo	\$37,000	100%	18%	18%	\$6,699	\$6,699
21	Acct/Vouchered Svs - Maria Tolkunov-Trubkina	\$60,000	100%	22%	22%	\$13,200	\$13,200
22	Operations Mgr Leah Eskenazi	\$84,240	100%	11%	11%	\$9,132	\$9,132
23	Intake Reception - Cassandra Catillo	\$32,175	100%	11%	11%	\$3,476	\$3,476
24	Contract Administration - Lana Sheridan	\$47,500	100%	2%	2%	\$750	\$750
25	WebDesign/Communications - Francesca Pera	\$51,230	100%	8%	8%	\$3,958	\$3,958
26							
27							
28							
29	TOTALS		13.00			\$90,229	\$90,229
30							
31	FRINGE BENEFIT RATE	30%					
32	EMPLOYEE FRINGE BENEFITS					\$27,316	\$27,316
33							
34							
35	TOTAL SALARIES & BENEFITS					\$117,545	\$117,545
36	HSA #2						

	A	B	C	D	M	Q	R	S	T	
1										
2										
3										
4	Program Name: Family Caregiver Support Program						Appendix B, Page 3			
5	(Same as Line 9 on HSA #1)						Document Date: 2/28/17			
6										
7	<b>Operating Expense Detail</b>									
8										
9										
10										
11								TOTAL		
12	<u>Expenditure Category</u>		<u>TERM</u>			<u>7/01/17-6/30/18</u>		<u>7/01/17-6/30/18</u>		
13	Rental of Property					\$30,905		\$30,905		
14	Telecommunications (Phones, Online Access, Web Services)					\$3,297		\$3,297		
15	Office Supplies					\$2,800		\$2,800		
16	Postage					\$1,800		\$1,800		
17	Client Database Maintenance					\$3,895		\$3,895		
18	Printing and Reproduction					\$500		\$500		
19	Insurance					\$1,400		\$1,400		
20	Staff Training					\$500		\$500		
21	Staff Travel-(Local & Out of Town)					\$1,829		\$1,829		
22	Rental of Equipment					\$2,700		\$2,700		
23	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE									
24	Audit					\$4,500		\$4,500		
25	Staff Education					\$850		\$850		
26	Kimochi (Subcontractor)					\$57,000		\$57,000		
27	Self Help For The Elderly (Subcontractor)					\$63,000		\$63,000		
28	Openhouse (Subcontractor)					\$25,000		\$25,000		
29	OTHER									
30	Respite					\$60,568		\$60,568		
31	Legal Services					\$5,200		\$5,200		
32	Caregiver Education Events					\$1,000		\$1,000		
33										
34										
35										
36										
37										
38										
39										
40										
41										
42	TOTAL OPERATING EXPENSE					\$266,744		\$266,744		
43										
44	HSA #3									