



Mark Farrell, 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 *JCT*

DATE: MAY 2, 2018

SUBJECT: **GRANT RENEWAL: 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 (LGBT) SENIORS AND ADULTS WITH DISABILITIES**

GRANT TERM:	<u>Current</u>	<u>Renewal</u>	<u>Contingency</u>	<u>Total</u>	
	7/1/2016- 6/30/2018	7/1/2018- 6/30/2019		7/1/2018- 6/30/2019	
GRANT AMOUNT:	\$405,000	\$210,125	\$21,012	\$231,137	
ANNUAL AMOUNT:	<u>FY 18/19</u>				
	\$210,125				
FUNDING SOURCE	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:	\$210,125			\$21,012	\$231,137
PERCENTAGE:	100%				100%

The Department of Aging and Adult Services requests authorization to renew the grant agreement with Alzheimer's Disease and Related Disorders Association, Inc. (ALZ) for the time period beginning July 1, 2018 and ending June 30, 2019, in the amount of \$210,125 plus a 10% contingency for a total not to exceed amount of \$231,137. The purpose of the grant is to address the needs of Lesbian, Gay, Bisexual, and Transgender (LGBT) Seniors and Adults with Disabilities (AWD) in San Francisco living with Alzheimer's Disease and related dementias.

## **Background**

The San Francisco LGBT Aging Policy Task Force was convened in 2012 by the Board of Supervisors to evaluate the needs of LGBT seniors, 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 LGBT-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 LGBT seniors, AWD, 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 develop the Dementia Care Project that addresses the needs of LGBT seniors 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 LGBT seniors and adults with disabilities, through an educational component; and
- 2) facilitating agencies' efforts to assist their LGBT 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 A.

## **Grantee Performance**

Grantee was found to be compliant with Citywide Fiscal and Compliance Monitoring standards in April 2017. Program Monitoring also took place in April 2017 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 A – Services to be Provided

Appendix B – Budget

Appendix F – Site Chart

**APPENDIX A – SERVICES TO BE PROVIDED**  
**Alzheimer’s Disease and Related Disorders Association, Inc.**  
**Dementia Care Project in Service to LGBT Seniors and Adults with Disabilities**  
**July 1, 2018 – June 30, 2019**

**I. Purpose of Grant**

The purpose of the grant is to address the needs of Lesbian, Gay, Bisexual, and Transgender (LGBT) Seniors and Adults with Disabilities (AWD) 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 LGBT seniors and AWD 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 attributable to mental or physical impairment, or a combination of mental and physical impairments including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.
Hospitals	San Francisco institutions in which sick or injured persons are given medical or surgical treatment and their related healthcare entities.
HSA	Human Service Agency of San Francisco.

LGBT	Lesbian, Gay, Bisexual, Transgender.
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.
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.

### **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 LGBT seniors and adults with disabilities. The target population for marketing and outreach efforts will be LGBT seniors and adults with disabilities.

### **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 Alzheimer's Association 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 LGBT seniors and AWD 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 LGBT 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.
- 40 hours of training 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 the San Francisco senior and AWD populations.
- Outreach to 10 community-based organizations that serve the San Francisco senior and AWD populations.
- Outreach to 5 other professional organizations that serve San Francisco senior and AWD populations.

In addition:

- Grantee will convene a formal organized meeting with partners and stakeholders at the end of FY 18-19 to evaluate progress and recommendations for continuing the LGBT dementia care network and support resources.

## **VII. Outcome Objectives**

- At least 75% of training participants completing a survey will feel confident facilitating the agencies' efforts to assist their LGBT and AWD 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 LGBT seniors 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 LGBT 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 5<sup>th</sup> 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 5<sup>th</sup> 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 respondents 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:

Monte Cimino, MSW  
Program Analyst  
DAAS, Office on Aging  
P.O. Box 7988

San Francisco, CA 94120  
[monte.cimino@sfgov.org](mailto:monte.cimino@sfgov.org)

David Kashani  
Contract Manager  
Human Services Agency  
PO Box 7988  
San Francisco, CA 94120  
[david.kashani@sfgov.org](mailto: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
1	Appendix B, Page 1		
2			
3	<b>HUMAN SERVICES AGENCY BUDGET SUMMARY</b>		
4	<b>BY PROGRAM</b>		
5	Name		Term
6	Alzheimer's Disease and Related Disorders Association, Inc.		July 1, 2018 - June 30, 2019
7	(Check One)    New <input type="checkbox"/> Renewal X <input checked="" type="checkbox"/> Modification <input type="checkbox"/>		
8	If modification, Effective Date of Mod.		No. of Mod.
9	Program: Dementia Care Project in Service to LGBT Seniors/AWD		
10	Budget Reference Page No.(s)		
11	Program Term		Total
12	<b>Expenditures</b>		
13	Salaries & Benefits	\$96,525	\$96,525
14	Operating Expense	\$113,600	\$113,600
15	<b>Subtotal</b>	<b>\$210,125</b>	<b>\$210,125</b>
16	Indirect Percentage (%)		\$0
17	Indirect Cost (Line 16 X Line 15)	\$0	\$0
18	Capital Expenditure	\$0	\$0
19	Total Expenditures	\$210,125	\$210,125
20	<b>HSA Revenues</b>		
21	General Fund	\$210,125	\$210,125
22			
23			
24			
25			
26			
27			
28			
29	TOTAL HSA REVENUES	\$210,125	\$210,125
30	<b>Other Revenues</b>		
31			
32			
33			
34			
35			
36	Total Revenues	\$210,125	\$210,125
37	Full Time Equivalent (FTE)	0.90	
39	Prepared by: Theresa Sullivan	Telephone No.:	Date: 3/29/2018
40	HSA-CO Review Signature: _____		
41	HSA #1		10/25/2016



	A	B	C	D	E	F	G
1	Appendix B, Page 2						
2							
3							
4	Program: Dementia Care Project in Service to LGBT Seniors/AWD						
5	(Same as Line 9 on HSA #1)						
6							
7	<b>Salaries &amp; Benefits Detail</b>						
8							
9							
10	07/01/18-06/30/19						07/01/18-06/30/19
11		Agency Totals		HSA Program		DAAS	TOTAL
12	POSITION TITLE	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	
13	Chief Program Officer	\$139,767	100%	5%	5%	\$6,988	\$6,988
14	Director Inclusion/Diversity	\$96,089	100%	20%	20%	\$19,218	\$19,218
15	Professional Training Specialist	\$86,065	100%	25%	25%	\$21,516	\$21,516
16	Family Care Specialist (AC)	\$74,468	100%	15%	15%	\$11,170	\$11,170
17	Education Services Manager	\$82,936	100%	10%	10%	\$8,294	\$8,294
18	Family Care Specialist	\$81,609	100%	5%	5%	\$4,080	\$4,080
19	Administrative Assistant	\$50,481	100%	10%	10%	\$5,048	\$5,048
20					-		
21					-		
22					-		
23					-		
24					-		
25					-		
26					-		
27					-		
28					-		
29	<b>TOTALS</b>	\$611,414	7.00	90%	90%	\$76,314	\$76,314
30							
31	FRINGE BENEFIT RATE	27%					
32	EMPLOYEE FRINGE BENEFITS	\$165,082				\$20,211	\$20,211
33							
34							
35	<b>TOTAL SALARIES &amp; BENEFITS</b>	\$776,496				\$96,525	\$96,525
36	<b>HSA #2</b>	<b>10/25/2016</b>					

	A	B	C	D	E	F	G
1	Appendix B, Page 3						
2							
3							
4	Program: Dementia Care Project in Service to LGBT Seniors/AWD						
5	(Same as Line 9 on HSA #1)						
6							
7	<b>Operating Expense Detail</b>						
8							
9	<u>Expenditure Category</u>			<u>TERM</u>	<u>07/01/18- 06/30/19</u>		<u>TOTAL 07/01/18- 06/30/19</u>
10	Rental of Property				\$6,645		\$6,645
11	Utilities(Elec, Water, Gas, Phone, Garbage)				\$2,002		\$2,002
12	Office Supplies, Postage				\$3,033		\$3,033
13	Building Maintenance Supplies and Repair						
14	Printing and Reproduction				\$6,000		\$6,000
15	Insurance				\$421		\$421
16	Staff Training						
17	Staff Travel-(Local & Out of Town)				\$2,999		\$2,999
18	Rental of Equipment				\$500		\$500
19	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE						
20	Openhouse				\$35,000		\$35,000
21	Family Caregiver Alliance				\$35,000		\$35,000
22	Training Consultants				\$7,000		\$7,000
23							
24							
25	OTHER						
26							
27	Advertising (online, print, radio, and social media)				\$15,000		\$15,000
28							
29							
30							
31							
32	TOTAL OPERATING EXPENSE				\$113,600		\$113,600
33							
34	<b>HSA #3</b>						<b>10/25/2016</b>

APPENDIX F-1 - SITE CHART  
FY 2018 – 2019

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

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

PHONE NO. 408.372.9900

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

SITES:									
Name of Site	Alzheimer's Association								
Address and Zip	100 Pine St., Ste 2040, San Francisco, 94111								
Phone Number	415.463.8500								
Fax Number	Financial District								
Neighborhood	Edie Yau								
Person in Charge	Theresa Sullivan, Director of Regional Operations								
Site Manager									
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	<input 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	<input type="checkbox"/> Yes <input type="checkbox"/> No