



**SAN FRANCISCO
HUMAN SERVICES AGENCY**

Department of Benefits
and Family Support

Department of Disability
and Aging Services

Office of Early Care
and Education

P.O. Box 7988
San Francisco, CA
94120-7988
www.SFHSA.org

MEMORANDUM

TO: DISABILITY AND AGING SERVICES COMMISSION

THROUGH: SHIREEN McSPADDEN, EXECUTIVE DIRECTOR

FROM: CINDY KAUFFMAN, DEPUTY DIRECTOR
ESPERANZA ZAPIEN, ACTING DIRECTOR OF CONTRACTS

DATE: JANUARY 6, 2021

SUBJECT: NEW GRANT: **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

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GRANT TERM: 1/1/2021 – 6/30/2024

GRANT AMOUNT:	<u>New</u>	<u>Contingency</u>	<u>Total</u>
	\$757,502	\$75,750	\$833,252

ANNUAL AMOUNT	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>FY 22/23</u>	<u>FY 23/24</u>
	\$108,215	\$216,429	\$216,429	\$216,429

	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
Funding Source					
FUNDING:	\$757,502			\$75,750	\$833,252
PERCENTAGE:	100%				100%



London Breed
Mayor

Trent Rhorer
Executive Director

The Department of Disability and Aging Services (DAS) requests authorization to enter into a grant with Alzheimer’s Disease and Related Disorders Association, Inc. (ALZ) for the period of January 1, 2021 to June 30, 2024, in an amount of \$757,502, plus a 10% contingency for a total amount not to exceed \$833,252. The purpose of the grant is to address the needs of lesbian, gay, bisexual, and transgender (LGBT)



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seniors and adults with disabilities 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, adults 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 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



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Selection

Contractor was selected through Request for Proposals 879, which was competitively bid in August 2020

Funding

Funding for this grant is provided through County General Funds.

ATTACHMENTS

Appendix A – Services to be Provided

Appendix B – Program Budget

APPENDIX A – 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
January 1, 2021 – June 30, 2024

I. Purpose of Grant

The purpose of the grant is to address the needs of lesbian, gay, bisexual, transgender, and queer (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 (CBOs), 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 LGBTQ+ 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.
DAS	Department of Disability and Aging 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.
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.
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.
LGBTQ+ Dementia Care Network	Developed in Los Angeles, California, it is an inter-organizational community-based collaborative model established to provide dementia care services to ethnic/cultural communities (specifically the Latinx, 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.
OCP	Office of Community Partnership.
Older Adult	A person 60 years or older.
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.

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 LGBTQ+ older adults and adults with disabilities. The target population for marketing and outreach efforts will be LGBTQ+ older adults 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 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 LGBTQ+ 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 members of the Dementia Care Network 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:

- At least **40** hours of training to community providers.
- Train at least **250** staff and volunteers from community-based organizations and other professional organizations.
- Outreach to at least **3** hospitals that serve the San Francisco senior and disability communities.
- Outreach to at least **10** community-based organizations that serve the San Francisco senior and disability populations.
- Outreach to **5** other professional organizations that serve San Francisco senior and disability communities.

In addition:

- Grantee will convene a formal organized meeting with partners and stakeholders at the end of FY 23/24 to evaluate progress and review recommendations for the LGBTQ+ Dementia Care Network and support

resources. A report of this evaluation and these recommendations will be generated and shared with members and OCP.

VII. Outcome Objectives

- At least **85%** of training participants will indicate good or excellent in rating the quality of training received.
- At least **80%** 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.
- At least **75%** of training participants completing a survey will feel confident facilitating the agencies' efforts to assist their LGBTQ+ 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 five best practices for increasing safety and inclusion for LGBTQ+ older adults and adults with disabilities as recorded on training evaluations.
- At least **80%** of agencies receiving technical assistance report they have helped clients to use appropriate services after the training and technical assistance. (Survey administered four to six weeks after assistance.)
- At least **90%** of participants in the Dementia Care Network meetings will report on an annual survey that they felt the network meetings were valuable for their agency's ability to service people with dementia and related conditions.

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 DAS 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 a training evaluations and consumer survey report (50% of training respondents will respond) to OCP by March 15 each grant year.
- F. Grantee shall develop and deliver ad hoc reports as requested by HSA and OCP.

- G. Grantee will develop and maintain with OCP's approval, an updated Site Chart (using OCP's format) with details about the program.
- H. Grantee shall develop and deliver a bi-annual summary report of SOGI data collected as requested by DAS/HSA. The due dates for submitting the summary reports are January 10 (for July 1 – December 31 data) and July 10 (for January 1 – June 30 data).
- I. For assistance with reporting requirements or submission of reports, please contact:

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Program Analyst
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or

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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 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, 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.

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Name Alzheimer's Association	Term 1/1/21 - 6/30/24				
(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>					
If modification, Effective Date of Mod. No. of Mod.					
Program: Dementia Care Project					Total
Budget Reference Page No.(s)					
Program Term	1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/23 - 6/30/24	1/1/21 - 6/30/24
Expenditures					
Salaries & Benefits	\$50,656	\$101,312	\$101,312	\$101,312	\$354,592
Operating Expenses	\$13,010	\$26,020	\$26,020	\$26,020	\$91,070
Subtotal	\$63,666	\$127,332	\$127,332	\$127,332	\$445,662
Indirect Percentage (%)	15%	15%	15%	15%	15%
Indirect Cost (Line 16 X Line 15)	\$9,549	\$19,097	\$19,097	\$19,097	\$66,840
Subcontractor/Capital Expenditures	\$35,000	\$70,000	\$70,000	\$70,000	\$245,000
Total Expenditures	\$108,215	\$216,429	\$216,429	\$216,429	\$757,502
HSA Revenues					
General Funds	\$108,215	\$216,429	\$216,429	\$216,429	\$757,502
TOTAL HSA REVENUES	\$108,215	\$216,429	\$216,429	\$216,429	\$757,502
Other Revenues					
Total Revenues	\$108,215	\$216,429	\$216,429	\$216,429	\$757,502
Full Time Equivalent (FTE)					
Prepared by:					Telephone No.:
HSA-CO Review Signature:					
HSA #1					6/20/2018

Alzheimer's Association Program: Dementia Care Project					Appendix B, Page 2				
Salaries & Benefits Detail									
POSITION TITLE	Agency Totals		HSA Program		1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/23 - 6/30/24	1/1/21 - 6/30/24
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	DAS	DAS	DAS	DAS	TOTAL
					Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Director Inclusion/Diversity (EY)	\$99,837	1.00	20%	0.20	\$9,984	\$19,967	\$19,967	\$19,967	\$69,885
Family Care Specialist (AC)	\$76,778	1.00	60%	0.60	\$23,033	\$46,067	\$46,067	\$46,067	\$161,234
Family Care Specialist (SB)	\$84,460	1.00	10%	0.10	\$4,223	\$8,446	\$8,446	\$8,446	\$29,561
Administrative Assistant (JR)	\$49,920	1.00	15%	0.15	\$3,744	\$7,488	\$7,488	\$7,488	\$26,208
				-					
				-					
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TOTALS	\$310,995	4.00	105%	1.05	\$40,984	\$81,968	\$81,968	\$81,968	\$286,888
FRINGE BENEFIT RATE	24%								
EMPLOYEE FRINGE BENEFITS	\$73,395				\$9,672	\$19,344	\$19,344	\$19,344	\$67,704
TOTAL SALARIES & BENEFITS	\$384,390				\$50,656	\$101,312	\$101,312	\$101,312	\$354,592
HSA #2									6/20/2018

Alzheimer's Association
 Program: Dementia Care Project

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Operating Expense Detail

Expenditure Category	TERM					TOTAL
		1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/23 - 6/30/24	1/1/21 - 6/30/24
Rental of Property		\$3,510	\$7,020	\$7,020	\$7,020	\$24,570
Utilities(Elec, Water, Gas, Phone, Garbage)						
Office Supplies, Postage		\$1,000	\$2,000	\$2,000	\$2,000	\$7,000
Building Maintenance Supplies and Repair						
Printing and Reproduction		\$1,000	\$2,000	\$2,000	\$2,000	\$7,000
Insurance						
Staff Training						
Staff Travel-(Local & Out of Town)						
Rental of Equipment						
CONSULTANTS						
OTHER						
Paid Advertising		\$7,500	\$15,000	\$15,000	\$15,000	\$52,500
TOTAL OPERATING EXPENSES		\$13,010	\$26,020	\$26,020	\$26,020	\$91,070
HSA #3						6/20/2018

Alzheimer's Association Program: Dementia Care Project		Appendix B, Page 4				
Subcontractor/Capital Expenditures						
SUBCONTRACTORS		1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/23 - 6/30/24	1/1/21 - 6/30/24
Open House		\$17,500	\$35,000	\$35,000	\$35,000	\$122,500
Family Caregiver Alliance		\$17,500	\$35,000	\$35,000	\$35,000	\$122,500
TOTAL SUBCONTRACTOR COST		\$35,000	\$70,000	\$70,000	\$70,000	\$245,000
EQUIPMENT		1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/23 - 6/30/24	1/1/21 - 6/30/24
Units	ITEM/DESCRIPTION					
	Equipment A					
TOTAL EQUIPMENT COST		\$0	\$0	\$0	\$0	\$0
REMODELING		1/1/21 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/23 - 6/30/24	1/1/21 - 6/30/24
Description:						
Remodel A						
TOTAL REMODELING COST		\$0	\$0	\$0	\$0	\$0
TOTAL SUBCONTRACTOR/CAPITAL EXPENDITURE		\$35,000	\$70,000	\$70,000	\$70,000	\$245,000
HSA #4						6/20/2018