


City and County of San Francisco*London Breed, Mayor***Human Services Agency**
 Department of Human Services
 Department of Disability and Aging Services
 Office of Early Care and Education
*Trent Rhorer, Executive Director***MEMORANDUM**

TO: DISABILITY AND AGING SERVICES COMMISSION

THROUGH: SHIREEN McSPADDEN, EXECUTIVE DIRECTOR

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

DATE: NOVEMBER 4, 2020

SUBJECT: NEW GRANT: **FAMILY CAREGIVER ALLIANCE (NON-PROFIT)**
 FOR PROVISION OF RESPITE CARE AND CAREGIVER SUPPORT SERVICES

GRANT TERM: 01/1/2021-6/30/2022

GRANT AMOUNT:	<u>New</u>	<u>Contingency</u>	<u>Total</u>
	\$1,197,375	\$119,738	\$1,317,113

ANNUAL AMOUNT	<u>FY20/21</u>	<u>FY21/22</u>
	\$399,125	\$798,250

Funding Source	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:	\$1,197,375			\$119,738	\$1,317,113
PERCENTAGE:	100%				100%

The Department of Disability and Aging Services (DAS) requests authorization to enter into a new grant agreement with Family Caregiver Alliance (FCA) for the period of January 1, 2021 through June 30, 2022, in an amount of \$1,197,375, plus a 10% contingency for a total amount not to exceed \$1,317,113. The purpose of the grant is to provide respite care to caregivers with temporary in-home or out of home relief from caregiving responsibilities.

Background

On November 8, 2016, Proposition I established the Dignity Fund which is administered by DAS. The City Charter Amendment for the Fund established an eleven (11) member Oversight and Advisory Committee (OAC) to monitor and support the administration of the Dignity Fund. The OAC is responsible for developing recommendations for DAS regarding services to older adults and adults with disabilities that are supported by the Fund. DAS is committed to the defined goals in the City Charter and with input from the OAC developed an allocation plan based on known areas of need for older adults and adults with disabilities. This allocation plan contained a caregiver support initiative that included enhanced respite care.

Respite care provides caregivers with temporary in-home or out of home relief from caregiving responsibilities. Respite care is designed to help sustain caregiver health and well-being by giving them short-term breaks which is instrumental in enabling the care receiver to remain in the home and prevent or delay the need for a higher level of care.

Services to be Provided

The Grantee will provide respite care through private in-home care or out-of-home care such as attendance at an adult day program. Respite care may be provided directly by the grantee or through one of its identified subcontractors. The target population is unpaid caregivers, 18 years of age and older. Both the caregiver and care receiver must live in the City and County of San Francisco. Respite care shall be provided in a manner that responds to the individual needs and preferences of the caregiver and care receiver. The frequency of respite may be intermittent, occasional, and/or emergency.

- 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.

On an annual basis, the Grantee will provide respite care to a minimum of 223 unduplicated consumers and provide a minimum of 24,048 hours of respite care to consumers registered in the Dignity Fund Respite Care Program.

The success of the Grantee will be measured through both the service and outcome objectives defined in Appendix A. For more specific information regarding the services, defined objectives, and target population, please refer to the attached Appendix A.

Selection

Grantee was selected through Request for Proposals 766, which was competitively bid in September 2017.

Funding

Funding for this grant is provided Local County General Funds, specifically the Dignity Fund

Attachments

Appendix A, Scope of Services

Appendix B, Budget

Appendix F, Site Chart

APPENDIX A - SERVICES TO BE PROVIDED BY GRANTEE

FAMILY CAREGIVER ALLIANCE

CAREGIVER SUPPORT - RESPITE CARE PROGRAM

January 1, 2021 – June 30, 2022

I. Purpose

The purpose of this grant is to assist San Francisco residents who are unpaid caregivers of older adults and/or adults with disabilities by providing respite care and to expand caregiver support services for unpaid caregivers, particularly those with limited or no English-speaking proficiency living in the City and County of San Francisco.

Caregiver support services, including respite care aims to improve both the caregiver's and care recipient's well-being. Respite care specifically is designed to help sustain a caregiver's health and welfare by giving them short-term breaks, which are instrumental in enabling the care recipient to remain in the home and prevent or delay the need for a higher level of care.

The Caregiver Support Respite Care Program funded by this grant agreement is distinct from the Family Caregiver Support Program (FCSP) funded by DAS with Older Americans Act subsidy through the California Department of Aging. The source of funding for the Caregiver Support Respite Care Program is local funding only through the Dignity Fund.

II. Definitions

ADL	Activities of Daily Living: the basic tasks of everyday life including eating, bathing, dressing, toileting, and transferring (i.e., getting in and out of a bed or chair).
Adult with Disabilities	A person 18 years of age or older living with one or more disabilities
Caregiver	An adult, 18 years of age or older, who provides unpaid in-home care to an older adult/s, 60 years of age or older and/or an adult with disabilities, 18 years of age or older living with one or more disabilities
Caregiver Assessment	An assessment 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, (A) willingness to provide care; (B) duration and care frequency preferences; (C) caregiving abilities; (D) physical health, psychological, social support, and training needs; (E) financial resources relative for caregiving; (F) strengths and weaknesses within the immediate caregiving environment and caregiver's extended informal support system.
Caregiver Counseling	Counseling provided to a caregiver individually or jointly to

	the caregiver, care recipient, and other involved family members by a qualified professional appropriately trained and experienced in the skills required to deliver the type of counseling and level of support needed. 1 hour = 1 unit of service
Care Recipient/Receiver	An older adult, 60 years of age or older and/or adult with disabilities, 18 years of age or older, who receives daily unpaid in-home care from a caregiver
CA.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.
CARBON	Contracts Administration, Reporting and Billing On Line System
City	City and County of San Francisco
Communities of Color	Persons who identified with a race or ethnicity other than non-Hispanic White
Consumer Outreach	One-on-one contacts with individuals initiated by the Grantee for the purpose of identifying caregivers and providing them with information about resources, services, and caregiver education. 1 contact = 1 units of service
Controller	Controller of the City and County of San Francisco or designated agent.
DAS	Department of Disability and Aging Services of the San Francisco Human Services Agency
Dignity Fund	The City and County of San Francisco, City Charter, Sections 16.128-1 through 16.128-12. Monies in the Fund shall be used to expend by DAS solely to help seniors and adults with disabilities secure and utilize the services and support necessary to age with dignity in their own homes and communities.
Dignity Fund Community Needs Assessment (DFCNA)	A Community Needs Assessment report required by the Dignity Fund Charter Amendment and completed in fiscal year 2017-2018.
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
Family Caregiver Support Program (FCSP)	Family Caregiver Support Program is an Older Americans Act program funded separately by DAS that is distinct from the new program funded by this Grant Agreement. FCSP is a multifaceted system of support services to unpaid family

	members, family of choice, and/or individuals (e.g., friend) who are caregivers to an older adult/s, age 60 years or older, or individuals of any age with Alzheimer's disease or a related disorder with neurological and organic brain dysfunction, identified as care receivers. https://www.aging.ca.gov/ProgramsProviders/AAA/Family_Caregiver_Support/
Fund	Dignity Fund
Grantee	Family Caregiver Alliance
IADL	Instrumental Activities of Daily Living: Activities related to independent living and include preparing meals, managing money, shopping for groceries or personal items, performing light or heavy housework, and using a telephone.
Language Translation/ Interpretation Assists	The provision of bilingual communication assistance to a caregiver in order to access assistance and receive support for his or her caregiving responsibilities. Examples include translating written or verbal directions for a prescription or over the counter medication taken by the care recipient, interpreting instructions from a healthcare provider related to caregiving responsibilities, etc. 1 assist = 1 unit of service
Legal /Financial Consultation	The provision of one-to-one guidance provided by an attorney (or person under the supervision of an attorney) in the use of legal resources and services when assisting a caregiver with caregiving related legal issues. 1 consult = 1 unit of service
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 U.S. 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.
OCM	Office of Contract Management, Human Services Agency
Older Americans Act (OAA)	The Older Americans Act (OAA) seeks to enable all older individuals to maintain their well-being through locally developed community-based systems of services. https://www.acl.gov/about-acl/authorizing-statutes/older-americans-act https://www.aging.ca.gov/ProgramsProviders/AAA/Supportive_Services/
OCP	Office of Community Partnerships, a unit within the Department of Disability and Aging Services of the San Francisco Human Services Agency
Older Adult	Person who is 60 years or older; used interchangeably with senior
Purchaser	Director of Purchasing of the City and County of San Francisco, or designated agent
Respite Care	A brief period of relief or rest from caregiving

	responsibilities
Senior	Person who is 60 years or older, used interchangeably with older adult.
SF-HSA	Human Services Agency of the City and County of San Francisco
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.)

III. Target Population

This grant will serve unpaid caregivers, 18 years of age or older, residing in San Francisco who are caregivers of older adults and/or adults with disabilities living in the City and County of San Francisco having two or more activities of daily living limitations or a cognitive impairment.

Additional target priorities include members of a population with one or more of the following equity factors identified in the Dignity Fund Community Needs Assessment.

- Communities of Color
- Limited or No English Speaking Proficiency
- Low Income
- Sexual Orientation and Gender Identity
- Social Isolation

IV. Description of Services

A. Grantee will provide respite care through private in-home care and out-of-home care such as attendance at an adult day program or overnight in a residential care facility. Respite care may be provided directly by the grantee or through one of its identified subcontractors. The frequency of respite care can be intermittent, occasional, and/or emergency and are defined as follows:

- 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.

B. Grantee will maintain its ability to offer both in-home and out-of-home care and ensure that the needs of both the caregiver and care receiver are met when respite care is provided.

- C. Grantee will determine the type and amount of respite care when conducting a Caregiver Assessment. 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. Grantee will make other referrals to other needed services if appropriate and able.
- D. Grantee will conduct follow up calls and/or visits with caregivers as needed to ensure that the needs of both the caregiver and care recipient are continuing to be met.
- E. Grantee will conduct targeted outreach to access caregivers with limited English speaking proficiency and/or low literacy. The grantee will also pilot new modalities to reach and/or provide caregiver support services to this population.
- F. Grantee will have policy and procedures that are compliant with local/city, state, and federal regulatory agencies, including the DAS-OCP policy memoranda manual.
- G. Grantee will maintain at least two Memorandums of Understanding (MOUs) with community based organizations in San Francisco that allocate a portion of direct respite care funding to specified community based organizations to help ensure that San Francisco's diverse population of caregivers is served. The community based organizations and allocations are identified in Appendix B.
- H. Grantee will ensure that community based organizations sub-contracted to provide respite care are experienced in providing respite care services to caregivers and also have policy and procedures that are compliant with local/city, state, and federal regulatory agencies, including DAS-OCP policy memoranda manual.
- I. Grantee will notify DAS of modifications to MOUs and/or additional partnerships that result in the reallocation of respite care funding identified in Appendix B and these modifications and/or additions are subject to DAS approval.
- J. Grantee will ensure that respite care provided through this grantee agreement is tracked and distinguishable from respite care delivered through the Family Caregiver Support Program (FCSP) funded by DAS with Older Americans Act subsidy through the California Department of Aging. The tracking will include the type of respite care provided, in-home or out-of-home, the numbers of hours, and to whom payment for respite care was sent. When respite care is provided in-home and payment is sent directly to the caregiver, the Grantee must provide the caregiver with guidelines and procedures for hiring an aide to provide respite care.

V. Location and Time of Services

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

VI. Service Objectives

On an annual basis, Grantee will meet the following service objectives:

Grantee will enroll at least the number unduplicated consumers and provide the units of service detailed in Table A below.

Service Objective Summary Table	January 1, 2021 To June 30, 2021	July 1, 2021 To June 30, 2022	Total 1.5- Years
Number of Unduplicated Consumers	112	223	335
Number of Respite Care Hours	12,024	24,048	36,072
Caregiver Assessments Hours	60	120	180
Follow-up Assistance/Contact Hours	13	25	38
Language Translation/Interpretation Assists	10	20	30
Caregiver Counseling Hours	10	20	30
Public Information and Community Education Activities	5	10	15
Consumer Outreach Hours	15	30	45
Legal /Financial Consultation	3	5	8
Adaptive Aides/Emergency Assistance	4	7	11
Total Support Service Hours	120	237	357

VII. Outcome Objectives

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

- A. At least 30% of unduplicated consumers enrolled in the Caregiver Support-Respite Care Program will be seniors and/or adults with disabilities that indicate they have limited or no English proficiency and need translation in fiscal year 2020-2021.
- B. At least 35% of unduplicated consumers enrolled in the Caregiver Support-Respite Care Program will be seniors and/or adults with disabilities that indicate they have limited or no English proficiency and need translation in fiscal year 2021-2022.
- C. Based on an annual consumer survey created by the grantee with input from DAS with sample size of at least 50% of unduplicated consumers, at least 85% of the surveyed consumers will report they are satisfied with the respite services provided.
- D. Based on an annual consumer survey created by the grantee with input from DAS with sample size of at least 50% of unduplicated consumers, at least 75% of the surveyed consumers will report that respite services supported their general well-being.

- E. Based on an annual consumer survey created by the grantee with input from DAS and with sample size of at least 50% of unduplicated consumers, at least 75% of the surveyed consumers will report that the respite care enabled them to provide quality care that suited the needs of the care receiver.
- F. Based on an annual consumer survey created by the grantee with input from DAS and with sample size of at least 50% of unduplicated consumers, at least 75% of the surveyed consumers will report that the respite care allowed them to take care of other responsibilities.
- G. Based on an annual consumer survey created by the grantee with input from DAS and with sample size of at least 50% of unduplicated consumers, at least 75% of the surveyed consumers will report that the respite care helped avoid mental exhaustion.
- H. Based on an annual consumer survey created by the grantee with input from DAS and with sample size of at least 50% of unduplicated consumers, at least 50% of the surveyed consumers will report that the respite care helped minimize physical exhaustion.

VIII. Reporting Requirements

- A. Grantee will provide a monthly report of activities as described in Section IV and VI. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
- B. Grantee will enroll consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers using the DAS provided or DAS approved intake form into the CA.GetCare database in accordance to DAS policy.
- C. Grantee will enter into the Ca.GetCare Service Unit section all the units of service by the 5th working day of the month for the preceding month.
- D. Grantee will enter monthly reports into the CARBON database system that includes the following information:
 - Number of unduplicated consumers served during the month.
 - Number of Respite Care units/hours during the month
- E. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VI & VII- Service and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
- F. 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 in the CARBON system. Additional reports may be requested and required at other points during the fiscal year.

- G. Grantee will provide an annual consumer satisfaction survey report to DAS by March 15 each grant year or a mutually agreed upon date between DAS and the Grantee.
- H. Grantee shall develop and deliver an annual summary report of SOGI data collected in each grant year as requested by HSA. The due date for submitting the annual summary report is no later than July 10 each grant year.
- I. Grantee shall develop and deliver ad hoc reports as requested by HSA and/or DAS.

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

David.Kashani@sfgov.org

Contract Manager
Human Services Agency
Office of Contract Management

Or

Ofelia.Trevino@sfgov.org

Program Analyst
Human Services Agency
Department of Disability and Aging Services

IX. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; consumer eligibility and any targeted mandates, back up documentation for the units of service and all reporting including the log of service units which is based on the service provision hours; sign-in sheets of consumers who participated in services if applicable, and progress of service and outcome objectives; how consumer 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 security awareness training; program operation, which includes a review of a written policies and procedures manual of all DAS 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; a board of director list and whether services are provided appropriately according to Sections IV, 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.

	A	B	C	D
1	HUMAN SERVICES AGENCY BUDGET SUMMARY			
2				
3				
4				
5	Name	Term		
6	Family Caregiver Alliance	1/1/20-6/30/22		
7	(Check One) New <input checked="" type="checkbox"/> Renewal _____ Modification _____			
8	If modification, Effective Date of Mod.		No. of Mod.	
9	Program: Respite (Dignity Fund)			
10	Budget Reference Page No.(s)			
11	Program Term	1/1/21-6/30/21	7/1/21-6/30/22	Total
12	Expenditures			
13	Salaries & Benefits	\$97,327	\$194,649	\$291,976
14	Operating Expenses	\$193,749	\$387,498	\$581,247
15	Subtotal	\$291,076	\$582,147	\$873,223
16	Indirect Percentage (%) (insert Indirect %)	9%	9%	9%
17	Indirect Cost (Line 16 X Line 15)	\$27,049	\$54,103	\$81,152
18	Capital/Subcontractor Expenditures	\$81,000	\$162,000	\$243,000
19	Total Expenditures	\$399,125	\$798,250	\$1,197,375
20	HSA Revenues			
21				
22	General Fund	\$399,125	\$798,250	\$1,197,375
23				
24	TOTAL HSA REVENUES	\$399,125	\$798,250	\$1,197,375
25	Other Revenues			
26				
27				
28				
29				
30	Total Revenues	\$399,125	\$798,250	\$1,197,375
31	Full Time Equivalent (FTE)		2.37	
33	Prepared by:	Telephone No.:	Date: 11/1/20	
34	HSA-CO Review Signature:			
35	HSA #1			

	A	B	C	D	E	F	G
1	Appendix B, Page 2						
2	Program: Respite (Dignity Fund)						
3	(Same as Line 9 on HSA #1)						
4							
5	Salaries & Benefits Detail						
6							
7	1/1/21-6/30/21 7/1/21-6/30/22 1/1/20-6/30/22						
8		HSA Program					TOTAL
9	POSITION TITLE	New Salary	Total FTE	New FTE			Budgeted Salary
10	Dir of Operations - L Eskenazi	\$88,450	100%	0.26	\$11,381	\$22,762	\$34,143
11	Family Consultant/Clinical Sup - C Irving	\$63,800	100%	0.24	\$7,538	\$15,075	\$22,613
12	Family Consultant - A Roche	\$50,000	100%	0.13	\$3,135	\$6,270	\$9,405
13	Program Fiscal Asst - C Castillo	\$37,000	100%	0.15	\$2,750	\$5,500	\$8,250
14	Prog Acct Mgr - M Tolkunov-Trunbkina	\$68,000	100%	0.12	\$4,240	\$8,480	\$12,720
15	Intake Spec - R Creed	\$40,000	100%	0.17	\$3,369	\$6,738	\$10,107
16	Communications Spec - A Martinez	\$65,000	100%	0.12	\$3,878	\$7,755	\$11,633
17	Family Consultant - Tsang	\$100,500	100%	0.28	\$13,876	\$27,752	\$41,628
18	Family Consultant - A Sanchez	\$60,000	100%	0.10	\$3,000	\$6,000	\$9,000
19	Family Consultant - S Luzo	\$55,000	100%	0.19	\$5,329	\$10,658	\$15,987
20	Prog Acct	\$45,000	100%	0.19	\$4,301	\$8,603	\$12,904
21	Program Dabase Specialist	\$42,000	100%	0.18	\$3,765	\$7,530	\$11,295
22	Education Specialist	\$42,000	100%	0.11	\$2,306	\$4,613	\$6,919
23	Intake Reception	\$38,000	100%	0.05	\$1,013	\$2,025	\$3,038
24	Sr Prog Director - K Kelly	\$119,000	100%	0.05	\$3,238	\$6,475	\$9,713
25	Community Outreach Spec - Tran	\$60,000	100%	0.03	\$1,040	\$2,079	\$3,119
26							
27							
28							
29	TOTALS		16.00	2.37	\$74,159	\$148,313	\$222,472
30		Insert Fringe %					
31	FRINGE BENEFIT RATE	31%					
32	EMPLOYEE FRINGE BENEFITS				\$23,168	\$46,336	\$69,504
33							
34							
35	TOTAL SALARIES & BENEFITS				\$97,327	\$194,649	\$291,976
36	HSA #2						10/25/2016

	A	B	C	D	E	F	G	H	I
1	Appendix B, Page 3								
2									
3	Program: Respite (Dignity Fund)								
4	(Same as Line 9 on HSA #1)								
5									
6	Operating Expense Detail								
7									
8	TOTAL								
9	<u>Expenditure Category</u>		<u>TERM</u>		<u>1/1/21-6/30/21</u>		<u>7/1/21-6/30/22</u>		<u>1/1/20-6/30/22</u>
10	Rental of Property				\$17,080		\$34,160		\$51,240
11	Telecommunications - Telephone, Website, Hosting				\$3,180		\$6,360		\$9,540
12	Office Supplies, Postage				\$4,523		\$9,046		\$13,569
13	Cell Phone Usage				\$800		\$1,600		\$2,400
14	Printing and Reproduction				\$525		\$1,050		\$1,575
15	Insurance				\$1,437		\$2,875		\$4,312
16	Staff Training				\$625		\$1,250		\$1,875
17	Staff Travel-(Local & Out of Town)				\$41		\$82		\$123
18	Computers Hardware, Software and Accessories				\$3,638		\$7,275		\$10,913
19									
20	CONSULTANTS								
21	Audit				\$1,375		\$2,750		\$4,125
22	Dues & Subscriptions				\$1,750		\$3,500		\$5,250
23	Database Analyst				\$1,500		\$3,000		\$4,500
24	Publication, Translations & CG Guides				\$5,000		\$10,000		\$15,000
25	Audio Recordings				\$7,500		\$15,000		\$22,500
26	CareJourney Database Maintenance				\$13,500		\$27,000		\$40,500
27									
28									
29									
30									
31	OTHER								
32	Respite				\$127,800		\$255,600		\$383,400
33	Legal Services				\$625		\$1,250		\$1,875
34	Counseling Services				\$1,100		\$2,200		\$3,300
35	Caregiver Emergency Funds				\$1,750		\$3,500		\$5,250
36									
37									
38									
39	TOTAL OPERATING EXPENSE				\$193,749		\$387,498		\$581,247
40									

	A	B	C	D	E
1	Appendix B, Page 4				
2					
3					
4	Program: Respite (Dignity Fund)				
5	(Same as Line 9 on HSA #1)				
6	Program Expenditure Detail				
7	SUBCONTRACTORS		1/1/21-6/30/21	7/1/21-6/30/22	1/1/20-6/30/22
8		Respite (Self Help for the Elderly)	\$71,000	\$ 142,000	\$213,000
9		Respite (Catholic Charities)	\$10,000	\$ 20,000	\$30,000
10					\$0
11					
12	TOTAL SUBCONTRACTOR COST		\$81,000	\$162,000	\$243,000
13					
14					
15	EQUIPMENT		TERM		1/1/20-6/30/22
16	No.	ITEM/DESCRIPTION			
17					
18					
19					
20	TOTAL EQUIPMENT COST				\$0
21					
22	R E M O D E L I N G				
23	Description:				1/1/20-6/30/22
24					
25					
26					
27	TOTAL REMODELING COST				\$0
28					
29	TOTAL CAPITAL/SUBCONTRACTOR EXPENDITURE		\$81,000	\$162,000	\$243,000
30					
31	HSA #4		10/25/2016		

Date: 10/20/2020	APPENDIX F: SITE CHART				FY: 1/1/2021-6/30/2021
AGENCY: Family Caregiver Alliance (FCA)					
CONTRACT MAILING ADDRESS: 101 Montgomery St. #2150, San Francisco CA 94104					
Agency's web site:		https://www.caregiver.org/			
EXECUTIVE DIRECTOR: Kathleen (Kathy) Kelly	OPERATIONS DIRECTOR: Leah Eskenazi	PHONE NO.: (415) 434-3388			
Annual # of UDC = 112					
Annual # of Service Units = 12,024					
SITES: Name of Site	Family Caregiver Alliance (FCA)				
Address and Zip	101 Montgomery St. #2150 San Francisco CA 94104				
Phone Number	415-434-3388				
Fax Number	415-434-3508				
Program(s) Offered	Respite Care for Caregivers (part of a comprehensive Caregiver Resource Center offering a complement of services and support)				
Days Open	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed
	<input checked="" type="checkbox"/> Thurs <input checked="" type="checkbox"/> Fri	<input type="checkbox"/> Thurs <input type="checkbox"/> Fri	<input type="checkbox"/> Thurs <input type="checkbox"/> Fri	<input type="checkbox"/> Thurs <input type="checkbox"/> Fri	<input type="checkbox"/> Thurs <input type="checkbox"/> Fri
	<input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Sat <input type="checkbox"/> Sun
Hours Open	9:00 a.m. - 5:00 p.m.				
Total number of Service Days	126				
Notes:	Assessments for respite care may occur during the evening or on weekends depending on the needs of the caregiver and what may work best for them				
Total number of Respite Care Service Days	variable - up to 365 days/year				
Hours of Scheduled Programming	respite care is scheduled by caregiver at a mutual agreed upon days/times between caregiver and respite care provider				
DAAS Funded Meal Service (Yes/No)	No				
FCA Closed Holidays	New Years Day, President's Day, MLK Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day+2				
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

Date: 11/14/2017	SITE CHART				FY: 7/1/2021-6/30/2022
AGENCY: Family Caregiver Alliance (FCA)					
CONTRACT MAILING ADDRESS: 101 Montgomery St. #2150, San Francisco CA 94104			Agency's web site:	https://www.caregiver.org/	
EXECUTIVE DIRECTOR: Kathleen (Kathy) Kelly	OPERATIONS DIRECTOR: Leah Eskenazi		PHONE NO.: (415) 434-3388		
Annual # of UDC = 223					
Annual # of Service Units = 24,048					
SITES: Name of Site	Family Caregiver Alliance (FCA)				
Address and Zip	235 Montgomery St. #950 San Francisco CA 94104				
Phone Number	415-434-3388				
Fax Number	415-434-3508				
Program(s) Offered	Respite Care for Caregivers (part of a comprehensive Caregiver Resource Center offering a complement of services and support)				
Days Open	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed
	<input checked="" type="checkbox"/> Thurs <input checked="" type="checkbox"/> Fri	<input type="checkbox"/> Thurs <input type="checkbox"/> Fri	<input type="checkbox"/> Thurs <input type="checkbox"/> Fri	<input type="checkbox"/> Thurs <input type="checkbox"/> Fri	<input type="checkbox"/> Thurs <input type="checkbox"/> Fri
	<input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Sat <input type="checkbox"/> Sun
Hours Open	9:00 a.m. - 5:00 p.m.				
Total number of Service Days	249				
Notes:	Assessments for respite care may occur during the evening or on weekends depending on the needs of the caregiver and what may work best for them				
Total number of Respite Care Service Days	variable - up to 365 days/year				
Hours of Scheduled Programming	respite care is scheduled by caregiver at a mutual agreed upon days/times between caregiver and respite care provider				
DAAS Funded Meal Service (Yes/No)	No				
FCA Closed Holidays	New Years Day, President's Day, MLK Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day+2				
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