



**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



London Breed
Mayor

Trent Rhorer
Executive Director

MEMORANDUM

TO: DISABILITY AND AGING SERVICES COMMISSION

THROUGH: KELLY DEARMAN, EXECUTIVE DIRECTOR

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

DATE: DECEMBER 7, 2022

SUBJECT: GRANT MODIFICATION: FAMILY CAREGIVER ALLIANCE (NON-PROFIT) TO PROVIDE THE FAMILY CAREGIVER SUPPORT PROGRAM (FCSP)

DS
EE

	<u>Current</u>	<u>Modification</u>	<u>Revised</u>	<u>Contingency</u>	<u>Total</u>
GRANT TERM:	10/01/20- 06/30/24	12/01/22- 6/30/24	10/01/20- 06/30/24		
GRANT AMOUNT:	\$3,598,972	\$506,070	\$4,105,042	\$410,504	\$4,515,546
ANNUAL AMOUNT:	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>FY 22/23</u>	<u>FY 23/24</u>	
	\$895,567	\$871,313	\$1,189,488	\$1,148,674	
Funding Source	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:	\$1,724,118		\$2,380,924	\$410,504	\$4,515,546
PERCENTAGE:	42%		58%		100%

The Department of Disability and Aging Services (DAS) requests authorization to modify the existing grant with Family Caregiver Alliance (FCA) for provision of Family Caregiver Support Program for the period of December 1, 2022 through June 30, 2024, in the additional amount of \$506,070 plus a 10% contingency for a revised total amount not to exceed \$4,515,546. This modification increases the opportunity to expand services to caregivers.

This one time funding allocation of \$506,070 consists of a combination of American Rescue Plan Act (ARPA) - \$344,186 (Appendix B-5), Older Adults Recovery & Resilience (OARR) - \$75,000 (Appendix B-6), Cost of Doing Business (CODB) - \$66,884 and Dignity Funds - \$20,000 (Appendix B-4).

Background

The Family Caregiver Support Program (FCSP) is a program created as Title III-E of the Older Americans Act. The Administration on Aging administers the program at the federal level, and the California Department of Aging and the San Francisco Department of Disability and Aging Services (DAS) administers the program at the state and county levels, respectively. The service design of the FCSP is to promote an effective caregiver support system by improving both caregiver's and care recipient's well-being, increase public support for family care and support caregivers by formal and informal community support structures. Families are the mainstay underpinning long-term care (LTC) for older persons in the United States.

DAS is committed to addressing identified needs in the Dignity Fund Community Needs Assessment. Caregiver support services are a need for those individuals caring for older adults and adults with disabilities. Caregiver support providing enhanced respite care has been identified and continues to be a need.

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

Under this modification, the grantee will provide above and beyond their current grant:

- Respite: 2,240 hours in FY22/23 and 4,440 hours in FY23/24
- Individual Caregiver Counseling- additional 100 hours for both years
- Caregiver Support Groups - additional 120 hours for both years
- Caregiver Counseling ongoing - additional 95 hours for both years

- Public Information for Caregivers - additional 8 activities and resources for both years

Selection

Grantee was selected through Request for Proposals #875, which was competitively bid in January 2020.

Funding

Funding for this grant is provided through a combination of Federal, State, and Dignity Funds.

ATTACHMENTS

Appendix A-2, Scope of Services

Appendix B-4, Budget FCSP

Appendix B-5, Budget ARPA (American Rescue Plan Act)

Appendix B-6, Budget OARR (Older Adults Recovery & Resilience)

Appendix B-2, Budget Cares Act 20-21

APPENDIX A-2: SERVICES TO BE PROVIDED BY GRANTEE

Family Caregiver Alliance

FAMILY CAREGIVER SUPPORT PROGRAM

October 1, 2020 thru June 30, 2024

Modified December 7, 2022

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 under 60 years with a diagnosis of Alzheimer's disease or related disorder with neurological and organic brain dysfunction by providing the caregiver a range of support resources such as caregiver assessment, educational material and groups, respite, individual and group counseling, case management, translation services, and information and assistance.

II. Definitions:

CA Getcare	A web-based application developed for DAS 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
Care Receiver	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 Older Americans Act]
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	Individual counseling, support groups, and/or caregiver training to caregivers to assist the caregiver in making decisions and solving problems relating to their care giving roles.
DAS	Department of Disability and Aging Services
Grantee	Family Caregiver Alliance (FCA)
SFHSA	San Francisco Human Services Agency
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.

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.
OCP	Office of Community Partnerships
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).
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:

The target population is eligible caregivers living in the City and County of San Francisco. This program is designed to serve all ethnicities and populations, with focused expertise to promote the unique cultural needs which have been identified as demonstrating the greatest economic and social need:

- Persons with low income
- Persons who are socially isolated
- Persons with limited English-speaking proficiency
- Persons from communities of color
- Persons who identify as LGBTQ+
- Persons at risk of institutionalization

IV. Eligibility for Services:

Caregivers must be:

- o 18 years of age or older and
- o provide care to those who live in their own homes, SRO hotels, or public or older adult housing within the boundaries of San Francisco County

Care receivers must be:

- o Age 60 years or older or
- o Individuals of any age with Alzheimer's disease or related disorder with neurologic and organic brain dysfunction.

V. Location and Time of Services:

The Family Caregiver Support Program (FCSP) services are located at 235 Montgomery St, Suite 930. Administrative offices are open during regular business hours. Services are provided throughout San Francisco at various times, seven days a week.

VI. Description of Services / Service Units:

Service categories and the corresponding service units that will be funded for the Family Caregiver Support Program (FCSP) are listed below. Program requirements, service areas, specific services, and units of measure have been established and defined by the Older Americans Act and the California Department of Aging. Actual contracted service levels are listed in **bold** in corresponding service areas. Contracted service units are to be completed on an annual basis.

*In order to provide a wide range of care giving services to a diverse population of San Francisco residents, Family Caregiver Alliance sub-contracts with three San Francisco-based non-profit organizations for service provision. These organizations are Kimochi, Self-Help for the Elderly, and Stepping Stone Adult Day Health. Below is a key to each agency's acronym as described throughout the description of services section:

- Family Caregiver Alliance: **FCA**
- Kimochi, Inc.: **KI**
- Self-Help for the Elderly: **SHE**
- SteppingStone: **SS**

Information Services (Caring for Elderly):

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

- Public Information on Caregiving (Caring for Elderly) is 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. **UNIT: 23 FCA//2 SHE//4 SS = 29 activities related to public information**
- Community Education on Caregiving (Caring for Elderly) is 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. **UNIT: 20 FCA = 20 educational activities**

Access Assistance (Caring for Elderly):

Access Assistance is 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 (Caring for Elderly) is 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. **UNIT: 20 FCA//125 SHE = 145 contacts**

- Caregiver Information and Assistance (Caring for Elderly) is an Access Assistance service that: (A) provides caregivers with information on services available within the communities, including information related to assistive technology and caring for older individuals at risk of institutional placement; (B) links caregivers to the services and opportunities that are available within the communities; (C) to the maximum extent practicable, establishes adequate follow-up procedures (caregiver may remain anonymous & refuse follow-up contact). **UNIT: 182 FCA// 110 SHE = 292 contacts**
- Caregiver Interpretation/Translation (Caring for Elderly) is an Access Assistance service for the provision of bilingual communication assistance to a caregiver in order to access assistance and receive support for their caregiving responsibilities. **UNIT: 20 FCA//200 KI// 75 SHE = 295 contacts**
- Caregiver Legal Resources (Caring for Elderly) is an FCSP Access Assistance service involving 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. **UNIT: 15 FCA = 15 contacts**

Support Services (Caring For Elderly):

Support Services is the provision of caregiver assessment, caregiver counseling, caregiver peer counseling, caregiver support groups, caregiver training, and (if necessary) caregiver case management. Unit: 1 hour

- Caregiver Assessment (Caring for Elderly) An FCSP 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 (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; and (F) strengths and weaknesses within the immediate caregiving environment and (caregiver's) extended informal support system. **UNIT: 340 FCA// 125 SHE//12 SS = 477 hours**
- Caregiver Counseling (Caring for Elderly) An FCSP Support Service provided to a caregiver by a person appropriately trained and experienced in the skills required to deliver the level of support needed for stress, depression, and loss as a result of caregiving responsibilities. This service (A) may involve their informal support system; (B) may be individual direct sessions and/or telephone consultations, and (C) may address caregiving related financial and long-term care placement responsibilities. **UNIT: 355 FCA//360 KI//100 SHE //300 SS = 1115 hours**

- Caregiver Support Group (Caring for Elderly) An FCSP Support 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 to improve decision making and problem solving related to their caregiving responsibilities. **UNIT: 310 FCA//50 KI//40 SS = 400 hours**
- Caregiver Training (Caring for Elderly) An FCSP Support Service consisting of workshops or one-on-one individually tailored sessions, conducted either in person or electronically by a skilled and knowledgeable individual, to assist caregivers in developing the skills and gaining the knowledge necessary to fulfill their caregiving responsibilities; and address the areas of health, nutrition, and financial literacy. **UNIT: 100 FCA//50 KI//75 SHE = 225 hours**
- Caregiver Case Management (Caring for Elderly) An FCSP 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. **UNIT: 50 FCA // 110 SHE = 160 hours**
- Individual Counseling – Mental Health support services for family caregivers including short term individual counseling around caregiver issues with a professional with experience in caregiving- **UNIT: 100 hours**

Respite Care (Caring For Elderly):

Respite Care is a brief period of relief or rest from caregiving responsibilities, and is provided to caregivers on an intermittent, occasional, and/or 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)

- Caregiver Respite In-Home Personal Care (Caring for Elderly) An FCSP Respite Care service 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. **UNIT OF MEASURE: FY22/23: FCA= 5200 hours, FY23/24: FCA=7400**

Supplemental Services (Caring For Elderly)

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 OF MEASURE: 1 device is 1 occurrence**

- Assistive Devices for Caregiving (Caring for Elderly) An FCSP 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) in order to facilitate and fulfill caregiving responsibilities. **UNIT: 5 SHE = 5 occurrences**
- Caregiving Services Registry (Caring for Elderly) An FCSP 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: (A) advised about appropriate compensation and workplace performance expectations; and (B) provided with follow-up to ensure the match is functioning effectively. **UNIT: 75 KI = 75 occurrences**
- Caregiving Emergency Cash/Material Aid (Caring for Elderly) An FCSP Supplemental Service that arranges for and provides assistance to caregivers in the form of commodities, surplus food, emergency cash, transit passes, meals, 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. **UNIT: FCA 10 = 10 occurrences**

VII. Outcome Objectives:

The Grantee has outcome objectives that demonstrate and measure the impact, outcomes, or results of services through a survey given to participants and approved by DAS. The survey will have a return rate of at least thirty-five percent (35%) of caregiver participants responding to the annual consumer satisfaction survey for the following outcomes:

- A. At least 75% of program participants responding to the annual consumer satisfaction survey will indicate that they received the services offered by the agency and the services were appropriate, relevant, and adequate.
- B. At least 75% of program participants responding to the annual consumer satisfaction survey will report reduced stress and an increased sense of feeling cared about/valued since receiving program services.
- C. At least 75% of program participants responding to the annual consumer satisfaction survey will indicate they learned of new services related to caregiving that they were not previously aware of.
- D. At least 85% of program participants report they are satisfied with the respite care services provided.

VIII. Reporting Requirements:

Grantee will provide various reports during the term of the grant agreement:

- A. 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.
- B. 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.
- C. 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 provide annual consumer satisfaction survey results to OCP by March 15 each grant year, with at least thirty-five percent (35%) of caregiver participants responding to the annual consumer satisfaction survey.
- E. Grantee will provide other reports as requested.
- F. 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).
- G. Grantee will assure that services delivered are consistent with professional standards for this service.

- H. Pursuant to California Department of Aging Requirement, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
- I. Grantee will develop a Grievance Policy consistent with Office of Community Partnerships Program Memorandum #33 - Consumer Grievance Policy.
- J. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies “Focal Points” which are designed to help older adults connect to services throughout the City. These Focal Points are:

Name	Address	Phone
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-647-5353
Catholic Charities-OMI Senior Center	65 Beverly St, San Francisco, 94132	415-334-5558
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415.404.2938
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Downtown San Francisco Senior Center	481 O’Farrell St, San Francisco, 94102	415-202-2982
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
South Sunset Activity Center	2601 40th Ave, San Francisco, 94116	415-566-2845
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990
Independent Living Resource Center San Francisco	825 Howard Street, San Francisco, 94103	415 543-6222
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700

- K. Apart from the on-line reporting via CA GetCare and CARBON, and report requested to be sent via e-mail to the Program Analyst and/or Contract Manager, all other reports should be sent to the following addresses:

Erica Maybaum, Program Analyst
DAS, OCP
PO Box 7988
San Francisco, CA 94120
E-mail address: erica.maybaum@sfgov.org

AND

Steve Kim, Contract Manager
Human Services Agency
PO Box 7988
San Francisco, CA 94120
Email address: steve.kim@sfgov.org

IX. Monitoring Activities:

- A. Program Monitoring: Program monitoring will include review of client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on 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; 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, the current board roster and selected board minutes for compliance with the Sunshine Ordinance, and HIPAA compliance.

HUMAN SERVICES AGENCY BUDGET SUMMARY

Name

FAMILY CAREGIVER ALLIANCE

(Check One) New Renewal Modification

If modification, Effective Date of Mod. 12/7/2022 No. of Mod. # 2

Program: Family Caregiver Support Program

10	Budget Reference Page No.(s)	Actual Budget	Actual Budget	Current Budget	Modification	Revised Budget	Current Budget	Modification	Revised Budget	Total Budget
11	Program Term	10/1/20-6/30/21	7/1/21-6/30/22	7/1/22-6/30/23			7/1/23-6/30/24			10/1/20-6/30/24
12	Expenditures									
13	Salaries & Benefits	\$255,149	\$360,203	\$460,946	\$33,442	\$494,388	\$374,763	\$33,442	\$408,205	\$1,517,945
14	Operating Expenses	\$154,929	\$199,742	\$309,946	\$20,000	\$329,946	\$228,129		\$228,129	\$912,746
15	Subtotal	\$410,078	\$559,945	\$770,892	\$53,442	\$824,334	\$602,892	\$33,442	\$636,334	\$2,430,691
16	Indirect Percentage (%)	9%	9%	7%		6%	9%		8%	8%
17	Indirect Cost (Line 16 X Line 15)	\$36,906	\$49,736	\$53,154		\$53,154	\$53,154		\$53,154	\$192,950
18	Capital/Subcontractor Expenditures	\$201,357	\$261,632	\$172,000		\$172,000	\$180,000		\$180,000	\$814,989
19	Total Expenditures	\$648,341	\$871,313	\$996,046	\$53,442	\$1,049,488	\$836,046	\$33,442	\$869,488	\$3,438,630
20	HSA Revenues									
21										
22	General Fund	\$278,787	\$353,006	\$550,151	\$20,000	\$570,151	\$390,151		\$390,151	\$1,592,095
23	CFDA 93.052	\$369,554	\$518,307	\$445,895		\$445,895	\$445,895		\$445,895	\$1,779,651
24	FY22-23 CODB				\$33,442	\$33,442		\$33,442	\$33,442	\$66,884
25										
26	TOTAL HSA REVENUES	\$648,341	\$871,313	\$996,046	\$53,442	\$1,049,488	\$836,046	\$33,442	\$869,488	\$3,438,630
27	Other Revenues									
28										
29										
30										
31										
32	Total Revenues	\$648,341	\$871,313	\$996,046	\$53,442	\$1,049,488	\$836,046	\$33,442	\$869,488	\$3,438,630
33	Full Time Equivalent (FTE)									
35	Prepared by: Stephen Hu									
36	HSA-CO Review Signature:									
37	HSA #1									12/7/2022

	A	B	C	D	G	H	L	M	V	W	X	Y	Z	A	AB	AC	AD
1	Appendix B-4, Page 3																
2																	
3	Program: Family Caregiver Support Program																
4	(Same as Line 9 on HSA #1)																
5																	
6	Operating Expense Detail																
7																	
8																	
9	<u>Expenditure Category</u>	TERM	Actual 10/1/20-6/30/21	Actual 7/1/21-6/30/22	Current 7/1/22-6/30/23	Modification 7/1/22-6/30/23	Revised 7/1/22-6/30/23	Current 7/1/23-6/30/24	TOTAL 10/1/20-6/30/24								
10	Rental of Property		\$35,437	\$36,475	\$ 51,705		\$51,705	\$47,249	\$170,866								
11	Telecommunications (Phones, Online Access, Web Services, Web Programming & Maint)		\$16,036	\$34,000	\$ 36,237		\$36,237	\$35,000	\$121,273								
12	Office Supplies, Postage		\$8,250	\$7,000	\$ 11,000		\$11,000	\$11,000	\$37,250								
13	Software Systems License		\$12,750	\$12,000	\$ 17,000		\$17,000	\$17,000	\$58,750								
14	Printing and Reproduction		\$750	\$1,000	\$ 1,000		\$1,000	\$1,000	\$3,750								
15	Insurance		\$2,250	\$3,500	\$ 3,500		\$3,500	\$3,000	\$12,250								
16	Staff Training		\$750	\$2,000	\$ 1,000		\$1,000	\$1,000	\$4,750								
17	Staff Travel-(Local & Out of Town)		\$750	\$500	\$ 1,000		\$1,000	\$1,000	\$3,250								
18	Dues and Subscriptions			\$2,500					\$2,500								
19	Rental of Equipment		\$2,025	\$1,000	\$ 2,700		\$2,700	\$2,700	\$8,425								
20																	
21	CONSULTANTS																
22	Graphic Designer		\$6,250	\$2,000	\$ 8,333		\$8,333	\$8,333	\$24,916								
23	CG Support Services Consultants					\$ 10,000	\$ 10,000		\$10,000								
24	Comm Consultant		\$12,500	\$20,000	\$ 23,714		\$23,714	\$21,667	\$77,881								
25	Audit		\$4,500	\$8,000	\$ 9,357		\$9,357	\$9,000	\$30,857								
26																	
27	OTHER																
28	Respite		\$27,390	\$38,300	\$ 111,520		\$111,520	\$38,300	\$215,510								
29	CG Counseling					\$ 10,000	\$ 10,000		\$10,000								
30	Legal Services		\$4,860	\$3,200	\$ 6,480		\$6,480	\$6,480	\$21,020								
31	Supplemental		\$1,600	\$3,000					\$4,600								
32	Caregiver Education Events		\$6,718		\$ 6,250		\$6,250	\$6,250	\$19,218								
33	Publications & Translations		\$9,863	\$9,000	\$ 13,150		\$13,150	\$13,150	\$45,163								
34	Advertisements (KQED); website video, other communications			\$11,267	\$ 3,000		\$3,000	\$3,000	\$17,267								
35	Computer Equipment (each under \$500)		\$2,250	\$5,000	\$ 3,000		\$3,000	\$3,000	\$13,250								
36																	
37																	
38	TOTAL OPERATING EXPENSE		\$154,929	\$199,742	\$309,946	\$20,000	\$329,946	\$228,129	\$912,746								
39																	
40	HSA #3																12/7/2022

	A	B	E	K	O	P	Q
1	Appendix B-4, Page 4						
2							
3	Program: Family Caregiver Support Program						
4	(Same as Line 9 on HSA #1)						
5							
6	Program Expenditure Detail						
7	SUBC						
	ONTR		10/1/20-6/30/21	7/1/21-6/30/22	7/1/22-6/30/23	7/1/23-6/30/24	10/1/20-6/30/24
8		Self Help for the Elderly	\$91,722	\$91,000	\$75,000	\$80,000	\$337,722
9		Kimochi	\$39,635	\$70,000	\$60,000	\$70,000	\$239,635
10		Stepping Stones	\$70,000	\$53,000	\$37,000	\$30,000	\$190,000
11							
12	TOTAL SUBCONTRACTOR COST		\$201,357	\$214,000	\$172,000	\$180,000	\$767,357
13							
14							
15	EQUIPMENT						
	TERM		10/1/20-6/30/21	7/1/21-6/30/22	7/1/22-6/30/23	7/1/2023-6/30/24	10/1/20-6/30/24
16	No.	ITEM/DESCRIPTION					
17							
18							
19							
20	TOTAL EQUIPMENT COST						
21							
22	R E M O D E L I N G						
23	Description:		10/1/20-6/30/21	7/1/21-6/30/22	7/1/22-6/30/23	7/1/2023-6/30/24	10/1/20-6/30/24
24	Facility Move			\$47,632			
25							
26							
27	TOTAL REMODELING COST			\$47,632			
28							
29	TOTAL CAPITAL/SUBCONTRACTOR EXPENDITURE		\$201,357	\$261,632	\$172,000	\$180,000	\$814,989
30							
31	HSA #4						12/7/2022

	A	B	C	D
1	Appendix B-5, Page 1			
2				
3	HUMAN SERVICES AGENCY BUDGET SUMMARY			
4	BY PROGRAM			
5	Name		Term	
6	Family Caregiver Alliance		12/1/22-6/30/24	
7	(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>			
8	If modification, Effective Date of Mod.		No. of Mod.	
9	Program: Family Caregiver Support Program -American Rescue Plan Act (ARPA)			
10	Budget Reference Page No.(s)			12/1/22-6/30/24
11	Program Term	12/1/22 - 6/30/23	7/1/23 - 6/30/24	Total
12	Expenditures			
13	Salaries & Benefits	\$18,797	\$80,212	\$99,009
14	Operating Expenses	\$44,928	\$193,500	\$238,428
15	Subtotal	\$63,725	\$273,712	\$337,437
16	Indirect Percentage (%)	2%	2%	
17	Indirect Cost (Line 16 X Line 15)	\$1,275	\$5,474	\$6,749
18	Subcontractor/Capital Expenditures			
19	Total Expenditures	\$65,000	\$279,186	\$344,186
20	HSA Revenues			
21	General Fund	\$65,000	\$279,186	\$344,186
22				
23				
24				
25				
26				
27				
28				
29	TOTAL HSA REVENUES	\$65,000	\$279,186	\$344,186
30	Other Revenues			
31				
32				
33				
34				
35				
36	Total Revenues	\$65,000	\$279,186	\$344,186
37	Full Time Equivalent (FTE)			
39	Prepared by:	Telephone No.:		
40	HSA-CO Review Signature:	_____		
41	HSA #1	12/7/2022		

Family Caregiver Alliance
Program: Family Caregiver Support Program -American Rescue Plan Act (ARPA)

Salaries & Benefits Detail

		12/1/22 - 6/30/23		7/1/23 - 6/30/24		12/1/22-6/30/24		
		Agency Totals		HSA Program		DAS	DAS	TOTAL
12 POSITION TITLE		Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary
13	Director of CRC Services	\$97,350	100%	10%	0.10	\$1,500	\$9,000	\$10,500
14	Family Consultant (Latino)	\$67,100	100%	50%	0.50	\$1,250	\$5,000	\$6,250
15	Family Consultant	\$69,300	100%	100%	1.00	\$1,500	\$8,000	\$9,500
16	Family Consultant (Chinese)	\$61,600	100%			\$2,500	\$15,000	\$17,500
17	Family Consultant	\$63,800	100%			\$250	\$600	\$850
18	Family Consultant	\$56,320	80%			\$250	\$600	\$850
19	Resource Outreach Coordinator (Intake)	\$49,345	100%			\$1,250	\$4,000	\$5,250
20	Database/Fiscal Asst	\$48,000	100%			\$1,000	\$3,500	\$4,500
21	Controller/Vouchered Svs	\$90,000	100%			\$1,200	\$2,000	\$3,200
22	Prog Acct /Vouchered Svs	\$48,000	100%			\$560	\$3,000	\$3,560
23	Director of Communication	\$97,350	100%			\$1,200	\$5,000	\$6,200
24	Community Outreach Specialist	\$60,000	100%			\$1,000	\$3,000	\$4,000
25	Sr Program Mgr (Exec Dir)	\$154,000	100%			\$1,000	\$3,000	\$4,000
26	TOTALS	\$ 962,165	12.80	160%	1.60	\$14,460	\$61,700	\$76,160
27								
28	FRINGE BENEFIT RATE	30%						
29	EMPLOYEE FRINGE BENEFITS					\$4,337	\$18,512	\$22,849
30								
31								
32	TOTAL SALARIES & BENEFITS	\$962,165				\$18,797	\$80,212	\$99,009
33	HSA #2	12/7/2022						

	A	B	C	D	E	F	G	H	I	J	
1	Appendix B-5, Page 3										
2											
3	Family Caregiver Alliance										
4	Program: Family Caregiver Support Program -American Rescue Plan Act (ARPA)										
5											
6											
7	Operating Expense Detail										
8											
9											
10											
11											
12	<u>Expenditure Category</u>			<u>TERM 12/1/22 - 6/30/23</u>			<u>7/1/23 - 6/30/24</u>			<u>TOTAL</u> <u>12/1/22-6/30/24</u>	
13	Rental of Property			_____			_____			\$ -	
14	Utilities(Elec, Water, Gas, Phone, Garbage)			_____			_____			\$ -	
15	Office Supplies, Postage			_____			_____			\$ -	
16	Building Maintenance Supplies and Repair			_____			_____			\$ -	
17	Printing and Reproduction			_____			_____			\$ -	
18	Insurance			_____			_____			\$ -	
19	Staff Training			_____			_____			\$ -	
20	Staff Travel-(Local & Out of Town)			_____			_____			\$ -	
21	Rental of Equipment			_____			_____			\$ -	
22											
23	CONSULTANTS										
24	Design Consultant			_____			\$ 1,500			\$ 1,500	
25											
26											
27	OTHER										
28	Respite			\$39,928			\$172,000			\$ 211,928	
29	Publications & Translations			_____			\$10,000			\$ 10,000	
30	Advertisements; website, other communications			\$5,000			\$10,000			\$ 15,000	
31											
32	TOTAL OPERATING EXPENSE			\$ 44,928			\$ 193,500			\$ 238,428	
33											
34	HSA #3										12/7/2022

	A	B	C	D
1	Appendix B-6, Page 1			
2				
3	HUMAN SERVICES AGENCY BUDGET SUMMARY			
4	BY PROGRAM			
5	Name		Term	
6	Family Caregiver Alliance		12/1/22-6/30/23	
7	(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>			
8	If modification, Effective Date of Mod.		No. of Mod.	
9	Program: Family Caregiver Support Program - Older Adults Recovery and Resilience (OARR)			
10	Budget Reference Page No.(s)			12/1/22-6/30/23
11	Program Term	12/1/22-6/30/23		Total
12	Expenditures			
13	Salaries & Benefits	\$22,458		\$22,458
14	Operating Expenses	\$51,072		\$51,072
15	Subtotal	\$73,530		\$73,530
16	Indirect Percentage (%)	2%		
17	Indirect Cost (Line 16 X Line 15)	\$1,470		\$1,470
18	Subcontractor/Capital Expenditures			
19	Total Expenditures	\$75,000		\$75,000
20	HSA Revenues			
21	General Fund	\$75,000		\$75,000
22	OARR			
23				
24				
25				
26				
27				
28				
29	TOTAL HSA REVENUES	\$75,000		\$75,000
30	Other Revenues			
31				
32				
33				
34				
35				
36	Total Revenues	\$75,000		\$75,000
37	Full Time Equivalent (FTE)			
39	Prepared by:		Telephone No.:	
40	HSA-CO Review Signature: _____			
41	HSA #1			12/7/2022

	A	B	C	D	E	F	G	H	
1	Appendix B-6, Page 2								
2									
3	Family Caregiver Alliance								
4	Program: Family Caregiver Support Program - Older Adults Recovery and Resilience (OARR)								
5									
6									
7	Salaries & Benefits Detail								
8									
9									
10									
11									
		12/1/22-6/30/23				12/1/22-6/30/23			
		Agency Totals		HSA Program		DAS	DAS	TOTAL	
12	POSITION TITLE	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	
13	Director of CRC Services	\$97,350	1.00	1%	0.01	\$1,075		\$1,075	
14	Family Consultant (Latino)	\$67,100	1.00	3%	0.03	\$2,000		\$2,000	
15	Family Consultant	\$69,300	1.00	7%	0.07	\$5,000		\$5,000	
16	Family Consultant (Chinese)	\$61,600	1.00	8%	0.08	\$5,000		\$5,000	
17	Family Consultant	\$63,800	1.00	1%	0.01	\$500		\$500	
18	Family Consultant	\$70,400	1.00	1%	0.01	\$500		\$500	
19	Resource Outreach Coordinator (Intake)	\$49,345	1.00	2%	0.02	\$1,200		\$1,200	
20	Database/Fiscal Asst	\$48,000	1.00	2%	0.02	\$1,000		\$1,000	
21	Controller/Vouchered Svs	\$90,000	1.00	1%	0.01	\$500		\$500	
22	Prog Acct /Vouchered Svs	\$48,000	1.00	1%	0.01	\$500		\$500	
23	Total	\$664,895	10.00	3%	0.03	\$17,275		\$17,275	
24									
25	FRINGE BENEFIT RATE	30%							
26	EMPLOYEE FRINGE BENEFITS					\$5,183		\$5,183	
27									
28									
29	TOTAL SALARIES & BENEFITS	\$664,895				\$22,458		\$22,458	
30	HSA #2								
	12/7/2022								

	A	B	C	D	E	F	G	H	I	J
1	Appendix B-6, Page 3									
2										
3	Family Caregiver Alliance									
4	Program: Family Caregiver Support Program - Older Adults Recovery and Resilienc									
5										
6										
7	Operating Expense Detail									
8										
9										
10										
11										
12	<u>Expenditure Category</u>				<u>TERM 12/1/22-6/30/23</u>					<u>TOTAL</u> <u>12/1/22-6/30/23</u>
13	Rental of Property									\$ -
14	Utilities(Elec, Water, Gas, Phone, Garbage)									\$ -
15	Office Supplies, Postage									\$ -
16	Building Maintenance Supplies and Repair									\$ -
17	Printing and Reproduction									\$ -
18	Insurance									\$ -
19	Staff Training									\$ -
20	Staff Travel-(Local & Out of Town)									\$ -
21	Rental of Equipment									\$ -
22										
23	CONSULTANTS									
24										\$ -
25										
26										
27	OTHER									
28	Respite				\$46,072					\$ 46,072
29	Pubs & Translations				\$5,000					\$ 5,000
30										
31	TOTAL OPERATING EXPENSE				\$ 51,072					\$ 51,072
32										
33	HSA #3									12/7/2022

	A	G	H
1	Appendix B-2, Page 1		
2			
3	HUMAN SERVICES AGENCY BUDGET SUMMARY		
4			
5	Name		
6	Family Caregiver Alliance		
7	(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>		
8	If modification, Effective Date of Mod. No. of Mod.		
9	Program: Family Caregiver Support Program - Cares Act 20-21		
10	Budget Reference Page No.(s)		
11	Program Term	Actual 10/1/20-9/30/21	Total 10/1/20-9/30/21
12	Expenditures		
13	Salaries & Benefits	\$81,080	\$81,080
14	Operating Expenses	\$149,973	\$149,973
15	Subtotal	\$231,052	\$231,052
16	Indirect Percentage (%) (max 10%)	7%	7%
17	Indirect Cost (Line 16 X Line 15)	\$16,174	\$16,174
18	Capital/Subcontractor Expenditures		
19	Total Expenditures	\$247,226	\$247,226
20	HSA Revenues		
21			
22	General Fund		
23	Cares Act (Federal 100%)	\$247,226	\$247,226
24			
25			
26			
27			
28			
29	TOTAL HSA REVENUES	\$247,226	\$247,226
30	Other Revenues		
31			
32			
33			
34			
35			
36	Total Revenues	\$247,226	\$247,226
37	Full Time Equivalent (FTE)	1.23	1.23
39	Prepared by:		
40	HSA-CO Review Signature:		
41	HSA #1		9/30/2021

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1	Appendix B-2, Page 2						
2							
3							
4	Program: Family Caregiver Support Program - Cares Act 20-21						
5	(Same as Line 9 on HSA #1)						
6							
7	Salaries & Benefits Detail						
8							
9							
10							
11							
		Agency Totals		HSA Program			
12	POSITION TITLE	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Actual 10/1/20-9/30/21	Total 10/1/20-9/30/21
13	Clinical Services Director	\$ 88,000	1.00	5%	0.05	\$4,400	\$4,400
14	Family Consultant 1	\$ 64,000	1.00	4%	0.04	\$2,560	\$2,560
15	Family Consultant 2	\$ 63,000	1.00	51%	0.51	\$20,815	\$20,815
16	Family Consultant 3	\$ 59,000	1.00	4%	0.04	\$5,860	\$5,860
17	Resource Coordinator (Intake)	\$ 48,000	1.00	4%	0.04	\$1,920	\$1,920
18	Education Coord	\$ 44,500	1.00	8%	0.08	\$3,338	\$3,338
19	Database/Fiscal Asst	\$ 44,500	1.00	5%	0.05	\$2,225	\$2,225
20	Act Mgr Acct/Vouchered Svs	\$ 77,000	1.00	3%	0.03	\$1,925	\$1,925
21	Sr Acct /Vouchered Svs	\$ 59,000	1.00	2%	0.02	\$1,180	\$1,180
22	Operations Director	\$ 100,000	1.00	2%	0.02	\$2,000	\$2,000
23	Communications Dir	\$ 96,800	1.00	5%	0.05	\$7,840	\$7,840
25	Community Engagement	\$ 63,000	1.00	20%	0.20		
26	Instructional Designer I	\$ 68,250	1.00	10%	0.10	\$6,825	\$6,825
31	Sr Program Mgr (Exec Dir)	\$ 147,000	1.00	1%	0.01	\$1,470	\$1,470
32	Totals			1.23	1.23	\$62,358	\$62,358
33	FRINGE BENEFIT RATE	30%					
34	EMPLOYEE FRINGE BENEFITS					\$18,722	\$18,722
35							
36							
37	TOTAL SALARIES & BENEFITS	\$147,000				\$81,080	\$81,080
38							
39	HSA #2						9/30/2021

	A	B	C	D	L	M
1	Appendix B-2, Page 3					
2						
3						
4	Program: Family Caregiver Support Program - Cares Act 20-21					
5	(Same as Line 9 on HSA #1)					
6						
7	Operating Expense Detail					
8						
9						
10						
11	<u>Expenditure</u> <u>Category</u>			TERM	Actual 10/1/20-9/30/21	Total 10/1/20-9/30/21
12	Rental of Property				\$13,508	\$13,508
13	Telecommunications (phones, T1, website)				\$1,986	\$1,986
14	Office Supplies, Postage				\$1,192	\$1,192
15	Software Systems License					
16	Printing and Reproduction				\$250	\$250
17	Insurance				\$250	\$250
18	Staff Training					
19	Staff Travel-(Local Mileage)					
20	Rental of Equipment					
21						
22	CONSULTANTS					
23	Communications Consultant				\$6,000	\$6,000
24	Communications Consultant - Media				\$8,500	\$8,500
25	Audit				\$500	\$500
26						
27	OTHER					
28	Respite				\$41,650	\$41,650
29	Legal (Caregiver)					
30	Caregiver Education Events				\$3,000	\$3,000
31	Publications & Translations					
32	Video overview				\$4,500	\$4,500
33	Infographics for FactSheets				\$7,500	\$7,500
34	Photography for various content				\$4,637	\$4,637
35	Media Ads				\$56,500	\$56,500
36	Computer Eq (each under \$500)					
37						
38	TOTAL OPERATING EXPENSE				\$149,973	\$149,973
39						
40	HSA #3					9/30/2021