



**SAN FRANCISCO
HUMAN SERVICES AGENCY**

Department of Benefits
and Family Support

Department of Disability
and Aging Services

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

MEMORANDUM

TO: DISABILITY AND AGING SERVICES COMMISSION
THROUGH: KELLY DEARMAN, EXECUTIVE DIRECTOR

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

DATE: APRIL 3, 2024

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

GRANT TERM: 7/1/2024-6/30/2028

DS
EB

GRANT AMOUNT:	<u>New</u>	<u>Contingency</u>	<u>Total</u>
	\$3,608,376	\$360,838	\$3,969,214

ANNUAL AMOUNT	<u>FY 24/25</u>	<u>FY 25/26</u>	<u>FY 26/27</u>	<u>FY 27/28</u>
	\$902,094	\$902,094	\$902,094	\$902,094

Funding Source	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:	\$1,706,640		\$1,901,736	\$360,838	\$3,969,214
PERCENTAGE:	47%		53%		100%



London Breed
Mayor

Trent Rhorer
Executive Director

The Department of Disability and Aging Services (DAS) requests authorization to enter into a grant with Family Caregiver Alliance (FCA) for the period of July 1, 2024 through June 30, 2028, in an amount of \$3,608,376, plus a 10% contingency for a total amount not to exceed \$3,969,214. The purpose of the grant is to provide family caregiver support programming to San Francisco residents who are informal caregivers.

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.

Services to be Provided

Grantee provides assistance to San Francisco residents age 18 years or older who are caring for an adult age 60 years or older; or individuals of any age with Alzheimer's disease or related disorder with neurologic and organic brain dysfunction. Services provided by Grantee, Family Caregiver Alliance, include information to caregivers about available services, assistance to caregivers in gaining access to services, individual counseling, caregiver support groups, caregiver training to assist the caregivers in making decisions and solving problems relating to their care giving roles, temporary respite care to enable caregivers to be temporarily relieved from their care giving responsibilities, community outreach to make the public aware of their services, and supplemental services to complement the care provided by caregivers.

Family Caregiver Alliance will also work in collaboration and partnerships to help reach San Francisco's diverse population. They will do this by subcontracting with four (4) multicultural/culturally sensitive San Francisco community-based organizations:

1. **Self Help for the Elderly (SHE)**, a long-established San Francisco based non-profit works to promote independence, dignity, and self-worth for senior adults and their families to meet the unique needs of the Chinese and A/PI communities. For this grant SHE will facilitate the delivery of caregiver information, access, support and supplemental caregiver services targeted to low-income residents.

2. **Kimochi**, a long-established San Francisco based non-profit organization, effectively addresses the unique needs of Japanese and Korean seniors and their caregivers who have limited resources and options available to them. For this grant, Kimochi will provide Family Caregiver Support services including bi-lingual caregiver education classes independently and co-lead with FCA, bi-lingual caregiver support groups, interpretations/translation assistance and counseling.
3. **SteppingStone Adult Day Health** a long-established San Francisco based non-profit organization serving LGBTQ+ seniors and adults with disabilities in an adult day health setting, located South of Market. For this grant, SteppingStone Adult Day Health will provide public information on caregiving, caregiver assessment, and caregiver counseling.
4. **Catholic Charities**, a long-established San Francisco based non-profit organization serving older adults. For this grant, Catholic Charities will provide caregiver support groups and caregiver training.

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.

Selection

Grantee was selected through Request for Proposals #1101 Family Caregiver Support, which was competitively bid in November 2023.

Funding

Funding for this grant is provided through a combination of Federal and County General Funds.

ATTACHMENTS

Appendix A, Scope of Services
Appendix B, Budget-FCSP

APPENDIX A: SERVICES TO BE PROVIDED BY GRANTEE

Family Caregiver Alliance

FAMILY CAREGIVER SUPPORT PROGRAM

July 1, 2024 thru June 30, 2028

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:

At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transferring, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
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
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism
DAS	Department of Disability and Aging Services
Grantee	Family Caregiver Alliance (FCA)

SF DAS 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
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
Limited English-speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language
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)
Socially Isolated	Having few social relationships and few people to interact with regularly
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:

- o Be 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 four San Francisco-based non-profit organizations for service provision. These organizations are Kimochi, Self-Help for the Elderly, Catholic Charities, 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**
- Catholic Charities: **CC**

Caregiver Case Management:

An FCSP service provided to a caregiver, at the direction of the caregiver by an individual who is trained and experienced in the case management skills that are required to deliver services and

coordination; and to assess the needs, and to arrange, coordinate, and monitor an optimum package of services to meet the needs of the caregiver. **UNIT: 1 Hour FCA-50/SS-25/SHE-110 TOTAL=185 Hours**

Caregiver Counseling:

An FCSP 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 resulting from caregiving responsibilities. This service may: (A) Involve his or her informal support system; (B) Be individual direct sessions and/or telephone consultations; and (C) Address caregiving-related financial and long-term placement responsibilities.

An FCSP service provided by experienced volunteers on the condition that appropriate training and qualified supervision protocols are in place. **UNIT: 1 Hour FCA-285/SS-400/SHE-100/KI-325**

TOTAL=1110 Hours

Caregiver Information and Assistance:

An FCSP service that provides the individuals with current information on opportunities and services available to the individuals within their communities; assesses the problems and capacities of the individual; links the individual to services; and ensures that the individual receives services they need.

An FCSP 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 (e.g., AAA staff contacts with potential caregivers outside of local market).

An FCSP service for the provision of bilingual communication assistance to a caregiver in order to access assistance and receive support for his or her caregiving responsibilities (e.g., staff interpreting dialogue between caregiver and care consultant staff translating an elder's prescription drug label for his caregiver). **UNIT: 1 Contact FCA-385/SHE-400/KI-75**

TOTAL=860 Contacts

Caregiver Information Services:

An FCSP public and media activity that conveys information to caregivers about available services, including in-person interactive presentations, booth/exhibits, or radio, TV, or website events. This service is not tailored to the needs of the individual.

An FCSP 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 (e.g., booth at a health fair). **UNIT: 1 Activity FCA-44/SS-10/SHE-2**

TOTAL=56 Activities

Caregiver Respite In-Home:

An FCSP respite 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.

An FCSP respite service that includes the provision of care receiver day and/or overnight supervision and friendly visiting by an appropriately skilled provider or volunteer to prevent wandering and health or safety incidents. **UNIT: 1 Hour FCA-1974 TOTAL=1974 Hours**

Caregiver Respite Other:

An FCSP respite service that includes an appropriately skilled provider or volunteer assisting a caregiver with heavy housework, yard work, and or sidewalk and other routine home maintenance (but not structural repairs) associated with caregiving responsibilities.

An FCSP respite service that includes the provision of care receiver assistance with meal preparation, medication management, using the phone, and or light housework (along with care receiver supervision) by an appropriately skilled provider or volunteer. UNIT: 1 Hour

Caregiver Respite Out-of-Home Day Care:

An FCSP respite service provided in settings other than the caregiver/care receiver's home, including adult day care, senior center, or other non-residential setting (in the case of older relatives raising children, day camps), where an overnight stay does not occur. UNIT: 1 Hour

Caregiver Respite Out-of-Home Overnight Care:

An FCSP respite service provided in residential settings such as nursing homes, assisted living facilities, and adult foster homes (or, in the case of older relatives raising children, summer camps), in which the care receiver resides in the facility (on a temporary basis) for one or more nights. UNIT: 1 Hour

Caregiver Supplemental Services Assistive Technology:

An FCSP service domain of supplemental services (other) that involves 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) to facilitate and fulfill caregiving responsibilities. **UNIT: 1 Device is 1 Occurrence SHE-5 TOTAL=5**

Caregiver Supplemental Services Caregiver Assessment:

An FCSP service domain of supplemental services (other) 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: (A) Their 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. Such assessments shall be administered in person or via home visits, the internet, telephone, or teleconference. **UNIT: 1 Hour FCA-322/SS-15/SHE-125/KI-15 TOTAL=477 Hours**

Caregiver Supplemental Services Caregiver Registry:

An FCSP service domain of supplemental services (other) 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 use personal resources to pay for assistance with their caregiving responsibilities. Both the caregiver and the 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: 1 Hour is 1 Occurrence KI-40**
TOTAL=40

Caregiver Supplemental Services Consumable Supplies:

An FCSP service domain of supplemental services (other) that arranges for and provides assistance to caregivers in the form of commodities, surplus food, transit passes, meals, and vouchers, or direct payment to vendors that will help meet identified needs associated with an individual caregiver's responsibilities. **UNIT: 1 Assistance is 1 Occurrence FCA-10**
TOTAL=10 Occurrences

Caregiver Supplemental Services Home Modifications:

An FCSP service domain of supplemental services (other) that makes any minor or major physical change to the home (ranging from installation of grab bars or replacement of door handles to construction of an entrance ramp or roll-in shower) to fulfill caregiving responsibilities. **UNIT: 1 Modification is 1 Occurrence**

Caregiver Supplemental Services Legal Consultation:

An FCSP service domain of supplemental services (other) 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: 1 Contact FCA-10**
TOTAL=10 Contacts

Caregiver Support Groups:

An FCSP service provided to a group of caregivers that is led by a trained individual; conducted at least monthly within a supportive setting or via a controlled access, moderated online or teleconference approach; for the purpose of sharing experiences, concerns, and ideas to ease the stress of caregiving, and to improve decision-making and problem-solving skills related to their caregiving responsibilities. **UNIT: 1 Session FCA-145/SS-12/SHE-10/CC-8**
TOTAL=175 Sessions

Caregiver Training:

An FCSP service that provides family caregivers with instruction to improve knowledge and performance of specific skills relating to their caregiving roles and responsibilities. Skills may include activities related to health, nutrition, and financial management; providing personal care; and communicating with health care providers and other family members. Training may include the use of evidence-based programs; be conducted in-person or on-line and be provided in individual or group settings. **UNIT: 1 Hour FCA-145/SHE-65/CC-25**
TOTAL=235 Hours

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 outcome:

- 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 SF DAS 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 SF DAS 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:

Rose Tocchini, Administrative Analyst
DAS, OCP
PO Box 7988
San Francisco, CA 94120
E-mail address: rosemarie.tocchini@sfgov.org

AND

Emmy Miller, Contract Manager
Human Services Agency
PO Box 7988
San Francisco, CA 94120
Email address: emmy.miller@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 SF DAS 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
BY PROGRAM**

Name	Family Caregiver Alliance				Term 7/1/24 - 6/30/28
(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: Family Caregiver Support Program					
Budget Reference Page No.(s)					(Total)
Program Term	7/1/24 - 6/30/25	7/1/25 - 6/30/26	7/1/26 - 6/30/27	7/1/27 - 6/30/28	7/1/24 - 6/30/28
DAS Expenditures					
Salaries & Benefits	\$389,350	\$389,350	\$389,350	\$389,350	\$1,557,400
Operating Expenses	\$250,190	\$268,540	\$268,540	\$268,540	\$1,055,810
Subtotal	\$639,540	\$657,890	\$657,890	\$657,890	\$2,613,210
Indirect Percentage (%)	9.00%	9.00%	9.00%	9.00%	
Indirect Cost	\$57,554	\$59,204	\$59,204	\$59,204	\$235,166
Capital/Subcontractor Expenditures	\$205,000	\$185,000	\$185,000	\$185,000	\$760,000
Total DAS Expenditures	\$902,094	\$902,094	\$902,094	\$902,094	\$3,608,376
DAS Revenues					
General Fund (47%)	\$426,660	\$426,660	\$426,660	\$426,660	\$1,706,640
Federal Funds (CFDA# 93.052) (53%)	\$475,434	\$475,434	\$475,434	\$475,434	\$1,901,736
Total DAS Revenue	\$902,094	\$902,094	\$902,094	\$902,094	\$3,608,376
Non DAS Revenues					
Total Non DAS Revenue					
TOTAL DAS AND NON DAS REVENUE	\$902,094	\$902,094	\$902,094	\$902,094	\$3,608,376
Full Time Equivalent (FTE)	21.00	21.00	21.00	21.00	84.00
Prepared by:					Date:
HSA-CO Review Signature:					
HSA #1					

Salaries & Benefits Detail

(Total)

DAS Salaries & Benefits	Agency Totals		HSA Program		7/1/24 - 6/30/25	7/1/25 - 6/30/26	7/1/26 - 6/30/27	7/1/27 - 6/30/28	7/1/24 - 6/30/28
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Executive Director - K Kelly	\$ 160,100.00	1	7.81%	0.08	\$ 12,500	\$12,500	\$12,500	\$12,500	\$50,000
Clinical Services Director - C Irving	\$ 105,300.00	1	18.99%	0.19	\$ 20,000	\$20,000	\$20,000	\$20,000	\$80,000
Family Consultant - Chinese Speaker - LK Chan	\$ 66,600.00	1	90.09%	0.90	\$ 60,000	\$60,000	\$60,000	\$60,000	\$240,000
Family Consultant - Spanish Speaker - A Sanchez	\$ 69,800.00	1	53.01%	0.53	\$ 37,000	\$37,000	\$37,000	\$37,000	\$148,000
Family Consultant - A Roche	\$ 72,100.00	1	23.58%	0.24	\$ 17,000	\$17,000	\$17,000	\$17,000	\$68,000
Family Consultant - Tagolog Speaker - J Ng	\$ 62,400.00	1	8.01%	0.08	\$ 5,000	\$5,000	\$5,000	\$5,000	\$20,000
Family Consultant Mandarin Speaker - C Chang	\$ 66,600.00	1	3.00%	0.03	\$ 2,000	\$2,000	\$2,000	\$2,000	\$8,000
Family Consultant - A Hartrey	\$ 73,200.00	1	1.37%	0.01	\$ 1,000	\$1,000	\$1,000	\$1,000	\$4,000
Family Consultant - Jo McCord	\$ 73,200.00	1	1.37%	0.01	\$ 1,000	\$1,000	\$1,000	\$1,000	\$4,000
Resource Specialist - Local - Korean Speaker - G Song	\$ 51,300.00	1	19.49%	0.19	\$ 10,000	\$10,000	\$10,000	\$10,000	\$40,000
Resource Specialist - Local - Chinese Speaker - XY Cai	\$ 51,300.00	1	19.49%	0.19	\$ 10,000	\$10,000	\$10,000	\$10,000	\$40,000
Communications Director - A Martinez	\$ 101,200.00	1	19.76%	0.20	\$ 20,000	\$20,000	\$20,000	\$20,000	\$80,000
Community Engagement Coordinator - A. Irving	\$ 62,400.00	1	16.03%	0.16	\$ 10,000	\$10,000	\$10,000	\$10,000	\$40,000
Education Coordinator - C Hu	\$ 57,200.00	1	15.73%	0.16	\$ 9,000	\$9,000	\$9,000	\$9,000	\$36,000
Operations & Planning Director - L Eskenazi	\$ 109,300.00	1	9.15%	0.09	\$ 10,000	\$10,000	\$10,000	\$10,000	\$40,000
Instructional Designer and Developer - A Nadel	\$ 74,400.00	1	30.91%	0.31	\$ 23,000	\$23,000	\$23,000	\$23,000	\$92,000
Program Specialist - Spanish Speaker - I Olivar	\$ 50,000.00	1	6.00%	0.06	\$ 3,000	\$3,000	\$3,000	\$3,000	\$12,000
Program & Policy Spec - Spanish Speaker - T Mariscal	\$ 60,375.00	1	1.66%	0.02	\$ 1,000	\$1,000	\$1,000	\$1,000	\$4,000
Financial Controller - Russian & Ukraine Speaker - M Tolkunov-Trubkina	\$ 93,600.00	1	20.30%	0.20	\$ 19,000	\$19,000	\$19,000	\$19,000	\$76,000
Program Fiscal Assistant - C Garcia Castillo	\$ 50,000.00	1	18.00%	0.18	\$ 9,000	\$9,000	\$9,000	\$9,000	\$36,000
Prog Acct - B Murray	\$ 50,000.00	1	24.00%	0.24	\$ 12,000	\$12,000	\$12,000	\$12,000	\$48,000
Sr Prog Acct - WM Ng	\$ 61,000.00	1	13.11%	0.13	\$ 8,000	\$8,000	\$8,000	\$8,000	\$32,000
					\$ -				
Totals	\$1,461,275	21.00	413.06%	4.13	\$ 299,500	\$299,500	\$299,500	\$299,500	\$1,198,000
Fringe Benefits Rate	30.00%								
Employee Fringe Benefits	\$438,383				\$ 89,850	\$89,850	\$89,850	\$89,850	\$359,400
Total DAS Salaries and Benefits	\$1,899,658				\$ 389,350	\$389,350	\$389,350	\$389,350	\$1,557,400
HSA #2									

Operating Expense Detail

(Total)

	<u>7/1/24 - 6/30/25</u>	<u>7/1/25 - 6/30/26</u>	<u>7/1/26 - 6/30/27</u>	<u>7/1/27 - 6/30/28</u>	<u>7/1/24 - 6/30/28</u>
DAS Operating Expenses					
<u>Expenditure Category</u>					
Rental of Property	\$26,700	\$26,700	\$26,700	\$26,700	\$106,800
Telecommunications - Phones, Website, Software Utilities, Internet Connectivity	\$34,000	\$34,000	\$34,000	\$34,000	\$136,000
Office Supplies, Postage	\$7,000	\$7,000	\$7,000	\$7,000	\$28,000
Building Maintenance Supplies and Repair					
Software Licenses & Maintenance	\$33,000	\$33,000	\$33,000	\$33,000	\$132,000
Insurance	\$3,500	\$3,500	\$3,500	\$3,500	\$14,000
Licenses and Fees					
Staff Training	\$1,290	\$1,290	\$1,290	\$1,290	\$5,160
Staff Travel					
Rental of Equipment					
<u>Consultants/Subcontractors</u>					
Consultant - Communications	\$20,000	\$20,000	\$20,000	\$20,000	\$80,000
Consultant - Graphic Designer	\$2,000	\$2,000	\$2,000	\$2,000	\$8,000
Consultant - Audit	\$8,500	\$8,500	\$8,500	\$8,500	\$34,000
<u>Other</u>					
Respite	\$75,000	\$93,350	\$93,350	\$93,350	\$355,050
Caregiver Legal Services	\$3,200	\$3,200	\$3,200	\$3,200	\$12,800
Cargiver Supplemental Services	\$3,000	\$3,000	\$3,000	\$3,000	\$12,000
Publications, Translations & Caregiver Guides	\$13,000	\$13,000	\$13,000	\$13,000	\$52,000
Dues & Subscriptions					
Caregiver Communications	\$20,000	\$20,000	\$20,000	\$20,000	\$80,000
Total DAS Operating Expenses	\$250,190	\$268,540	\$268,540	\$268,540	\$1,055,810
HSA #3					

Capital & Subcontractor Expenditure Detail

DAS Capital Expenditure					(Total)
<u>Equipment (Qty)</u>	<u>7/1/24 - 6/30/25</u>	<u>7/1/25 - 6/30/26</u>	<u>7/1/26 - 6/30/27</u>	<u>7/1/27 - 6/30/28</u>	<u>7/1/24 - 6/30/28</u>
Total Equipment Cost					
<u>Remodeling</u>	<u>7/1/24 - 6/30/25</u>	<u>7/1/25 - 6/30/26</u>	<u>7/1/26 - 6/30/27</u>	<u>7/1/27 - 6/30/28</u>	<u>7/1/24 - 6/30/28</u>
Total Remodeling Cost					
<u>Subcontractor</u>	<u>7/1/24 - 6/30/25</u>	<u>7/1/25 - 6/30/26</u>	<u>7/1/26 - 6/30/27</u>	<u>7/1/27 - 6/30/28</u>	<u>7/1/24 - 6/30/28</u>
Self Help For the Elderly	\$85,000	\$85,000	\$85,000	\$85,000	\$340,000
Kimochi	\$50,000	\$50,000	\$50,000	\$50,000	\$200,000
Stepping Stone	\$50,000	\$50,000	\$50,000	\$50,000	\$200,000
Catholic Charities	\$20,000				\$20,000
Total Subcontractor Cost	\$205,000	\$185,000	\$185,000	\$185,000	\$760,000
Total DAS Capital & Subcontractor Expenditure	\$205,000	\$185,000	\$185,000	\$185,000	\$760,000

HSA #4