



**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



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: JUNE 5, 2024

SUBJECT: NEW GRANT: **ALZHEIMER’S ASSOCIATION (NON-PROFIT)** TO PROVIDE DEMENTIA CARE PROJECT IN SERVICE TO LESBIAN, GAY, BISEXUAL, AND TRANSGENDER (LGBT) SENIORS AND ADULTS WITH DISABILITIES

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

GRANT AMOUNT:

<u>New</u>	<u>Contingency</u>	<u>Total</u>
\$1,021,271	\$102,127	\$1,123,398

ANNUAL AMOUNT

<u>FY 24/25</u>	<u>FY 25/26</u>	<u>FY 26/27</u>	<u>FY 27/28</u>
\$245,958	\$253,337	\$258,404	\$263,572

Funding Source

	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:	\$1,021,271			\$102,127	\$1,123,398
PERCENTAGE:	100%				100%

The Department of Disability and Aging Services (DAS) requests authorization to enter into a grant with Alzheimer’s Association, for the period of July 1, 2024 to June 30, 2028, in an amount of \$1,021,271, plus a 10% contingency for a total amount not to exceed \$1,123,398. The purpose of the grant is to address the needs of Lesbian, Gay, Bisexual, Transgender, Genderqueer, and Gender Non-Binary (LGBTQ+) Seniors and Adults with Disabilities (AWD) in San Francisco living with Alzheimer’s Disease and related dementias.

Background

The purpose of this grant is to address the needs of lesbian, gay, bisexual, transgender, and queer (LGBTQ+) older adults and adults with disabilities in San Francisco living with Alzheimer's disease and related dementias. LGBTQ+ seniors and adults with disabilities often face barriers to information and service access due to a history of discrimination, fear of discrimination, and actual discrimination. These barriers cause LGBTQ+ seniors and adults with disabilities to feel unsafe disclosing their sexual orientation or gender identity when seeking services or may choose not to access services at all.

Through this grant, staff, and volunteers from community-based organizations (CBOs), professional organizations, and hospitals that provide services for LGBTQ+ older adults and adults with disabilities will receive training from a curriculum designed by the Grantee. This curriculum will focus on improving their awareness of current issues faced by and service needs of LGBTQ+ clients with dementia and dementia related conditions, their caregivers and professionals serving them.

Services to be Provided

Grantee will maintain and develop the Dementia Care Project that addresses the needs of LGBTQ+ seniors and adults with disabilities in San Francisco who are living with dementia and dementia-related conditions. The project consists of training to mainstream agencies that focuses on:

- 1) Improving awareness of current issues faced by LGBTQ+ seniors and adults with disabilities, through an educational component; and
- 2) Facilitating agencies' efforts to assist their LGBTQ+ clients with dementia and connect them to needed services and/or supports.

In addition, the Grantee will also develop a marketing and outreach strategy for training to be offered to the community regarding dementia care and support resources.

For more specific information regarding the services to be provided, please refer to the attached Appendix A.

Selection

Grantee was selected through Request for Proposals #1114, which was competitively bid in March 2024.

Funding

Funding for this grant is provided through County General Funds.

ATTACHMENTS

Appendix A

Appendix B

APPENDIX A – SERVICES TO BE PROVIDED
Alzheimer’s Association, Inc.
Dementia Care Project in Service to LGBTQ+ Older Adults and Adults with
Disabilities
July 1, 2024 – June 30, 2028

I. Purpose of Grant

The purpose of the grant is to address the needs of lesbian, gay, bisexual, transgender, and queer (LGBTQ+) older adults and adults with disabilities in San Francisco living with Alzheimer’s disease and related dementias. Through a training curriculum designed by Grantee, staff and volunteers from community-based organizations (CBOs), professional organizations, and hospitals that provide services for LGBTQ+ older adults and adults with disabilities will be educated around improving their awareness of current issues faced by these populations and best practices for making their organizations safer and more inclusive for LGBTQ+ clients.

II. Definitions

Adult with a Disability	Person 18-59 years of age living with a disability.
CARBON	Contracts Administration, Reporting and Billing On Line System
City	City and County of San Francisco, a municipal corporation
Community-Based Organizations	San Francisco public or private nonprofit (including a church or religious entity) that is representative of a community or a significant segment of a community, and is engaged in meeting human, educational, environmental, or public safety community needs.
DAS	Department of Disability and Aging Services
Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: activities of daily living (ADL), and instrumental activities of daily living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment.
Grantee	Alzheimer’s Association
Hospitals	San Francisco institutions in which sick or injured persons are given medical or surgical treatment and their related healthcare entities.

LGBTQ+	An acronym/term used to refer to persons who self-identify as non -heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
LGBTQ+ Dementia Care Network	An existing local network based on a model that the Alzheimer's Association adopted in 2004, it is an inter-organizational community-based collaborative model established to provide dementia care services to ethnic/cultural communities (specifically the Latinx, Asian, and African-American communities). The model brings together nonprofit human services providers, program consumers, community representatives and government. This collaborative approach is designed to enhance dementia care service capacity through 1) community outreach, awareness, 2) coordination of services, 3) program expansion, and 4) materials development and dissemination.
OCP	Office of Community Partnerships
Older Adult	Person who is 60 years or older, used interchangeably with senior.
Professional Organizations	San Francisco organizations seeking to further a particular profession and the interests of individuals engaged in that profession and/or the public interest.
Senior	Person who is 60 years or older, used interchangeably with older adult.
SFHSA	San Francisco Human Services Agency
SF DAS 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.

III. Target Population

The target population of this program will be professionals, including community-based service providers, health providers, and care managers, in service to LGBTQ+ older adults and adults with disabilities. The target population for marketing and outreach efforts will be LGBTQ+ older adults and adults with disabilities.

IV. Location and Time of Services

The location of services will be throughout San Francisco in community-based organizations, professional organizations, hospitals, and related healthcare facilities. Trainings will also be offered via virtual platforms such as Zoom. Trainings will occur between 8 a.m. and 5:00 p.m. Monday through Friday. The

Alzheimer's Association is located at 2000 Powell St. Suite 520, Emeryville, CA 94608.

V. Services to be Provided

Grantee shall provide the following services during the term of this grant:

1. Tier 1: A three hour training specifically designed to educate community-based organizations, professional organizations, hospitals, and related healthcare facilities about dementia and the specialized needs of LGBTQ+ older adults and adults with disabilities who have Alzheimer's and other forms of dementia living in San Francisco City and County.
2. Tier 2: A one-hour topic specific training (as it relates to the focus of this grant agreement) addressing such topics such as behavioral interventions or effective communication with persons with dementia.
3. Develop and implement a Train-the Trainer Champion program.
4. Develop an outreach plan to promote the LGBTQ+ Dementia Care Network and to inform members of the LGBTQ+ community and service providers of available training, information, and services. Outreach, for the purpose of service objectives below, is completed when a formal meeting has been conducted with outreach targets to inform members of the LGBTQ+ Dementia Care Network of services and educational opportunities available.
5. Develop marketing materials and conduct marketing to enhance outreach.
6. Subcontract with local community based organizations to outreach, develop, and deliver these services to the aforementioned target populations.
7. Development and administration of consumer satisfaction survey to reflect achievement of listed outcome objectives stated below.

VI. Service Objectives

Grantee will provide the following on an annual basis:

- At least **30** hours of training to community providers.
- Train at least **250** staff, professionals, volunteers and the public.
- Maintain educational curricula for training and educational sessions.
- Complete post training follow-up phone calls to **100%** of community providers to offer technical assistance and support.
- Provide technical assistance as requested to **100%** of community-based organizations that have gone through the training
- Facilitate **2** LGBTQ+ Dementia Care Network meetings per year to discuss and make recommendations for needed training, resources, and technical assistance to foster interagency support in serving the LGBTQ+ community.

VII. Outcome Objectives

Outcome objectives are subject to change as the service delivery model is established and/or modified. Outcome objectives will be tracked using client surveys approved by DAS, and distributed, collected, and recorded by Grantee, with a sample size of at least 25% of consumers.

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

VIII. Reporting Requirements

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

- A.** Grantee will provide a **monthly** report of activities, referencing the tasks as described in Section VI & VII- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month. Monthly service objectives include an unduplicated older adult client count, unduplicated adult with disability client count, information and referral, assistance, and follow-up service units.
- B.** Grantee shall input all required data into SF DAS GetCare on a monthly basis. Grantee is required to input monthly unit of service reports into the Service Recording Tool by the 5th working day of the month for the preceding month.
- C.** Grantee shall submit Community Services Block Grant (CSBG) time study to DAS/HSA for the months of February, May, August and November, if applicable. The time study is due on the 10th day following the time study month and shall be entered on line to this website link:
<https://calmaa.hfa3.org/signin>
- D.** Grantee shall develop and deliver ad hoc reports as requested by DAS/HSA.
- E.** 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).
- F.** Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent

applicable and to take all reasonable efforts to implement HIPAA requirements.

- G.** Apart from reports 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:

Sara Hofverberg
Program Analyst
Department of Disability and Aging
Services
Sara.Hofverberg@SFgov.org

Tara Alvarez
Contract Manager
Human Services Agency
Tara.Alvarez@SFgov.org

X. Monitoring Activities

- A.** Program Monitoring: Program monitoring will include review of compliance specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on 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; a board of director list and whether services are provided appropriately according to Sections V and VI.
- 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.

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Grantee/Contractor: Alzheimer's Association					7/1/24 - 6/30/28
Program: Dementia Care Project for Seniors					
New <input checked="" type="checkbox"/> Modification <input type="checkbox"/> Revisor <input type="checkbox"/> (Check One)					
	FY24-25	FY25-26	FY26-27	FY27-28	7/1/24 - 6/30/28
Expenses	Original	Original	Original	Original	Total
Salaries & Benefits	\$ 125,133	\$ 128,691	\$ 129,988	\$ 131,624	\$ 515,436
Operating-Direct	\$ 15,700	\$ 15,950	\$ 16,450	\$ 16,700	\$ 64,800
Subtotal	\$ 140,833	\$ 144,641	\$ 146,438	\$ 148,324	\$ 580,236
Indirect Percentage (%)	15%	15%	15%	15%	15%
Indirect Costs (Line 16 X Line 15)	\$ 21,125	\$ 21,696	\$ 21,966	\$ 22,247.60	\$ 87,034
Consultant/Subcontractor (\$25,000+)	\$ 84,000	\$ 87,000	\$ 90,000	\$ 93,000	\$ 354,000
CODB Eligible Expenses	\$ 245,958	\$ 253,337	\$ 258,404	\$ 263,572	\$ 1,021,271
Total Expenses	\$ 245,958	\$ 253,337	\$ 258,404	\$ 263,572	\$ 1,021,271
HSA / DAS Revenues					
Total HSA / DAS Revenues	\$ 245,958	\$ 253,337	\$ 258,404	\$ 263,572	\$ 1,021,271
Grantee/Contractor Revenues					
					\$ -
					\$ -
					\$ -
					\$ -
Total Grantee/Contractor Revenues	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ 245,958	\$ 253,337	\$ 258,404	\$ 263,572	\$ 1,021,271
Prepared by: Claire E. Day					
Telephone No. & Email: 408.372.9902, cday@alz.org					HSA Budget Form (3/24)

Grantee/Contractor: Alzheimer's Association Program: Dementia Care Project for Senior																			Appendix B, Page 2							
Salaries & Benefits Detail																										
POSITION TITLE	Agency Totals		HSA Program		FY24-25		Agency Totals		HSA Program		FY25-26		Agency Totals		HSA Program		FY26-27		Agency Totals		HSA Program		FY27-28		7/1/24 - 6/30/28	
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Original	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Original	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Original	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Original	Total					
Chief Program Officer(CD)	\$169,123	1.00	15%	0.15	\$25,368	\$174,196	1.00	15%	0.15	\$26,129	\$179,422	1.00	15%	0.15	\$26,913	\$184,805	1.00	14%	0.14	\$26,399	\$104,809					
Family Care Specialist (BV)	\$72,065	1.00	27%	0.27	\$19,241	\$74,227	1.00	26%	0.26	\$19,229	\$76,454	1.00	26%	0.26	\$19,522	\$78,747	1.00	25%	0.25	\$19,687	\$77,679					
Community Outreach Specialist(CD)	\$74,061	1.00	26%	0.26	\$19,256	\$76,283	1.00	26%	0.26	\$19,834	\$78,571	1.00	25%	0.25	\$19,643	\$80,929	1.00	25%	0.25	\$20,232	\$78,965					
Community Outreach Manager (B)	\$85,037	1.00	26%	0.26	\$21,684	\$87,588	1.00	26%	0.26	\$22,773	\$90,216	1.00	25%	0.25	\$22,554	\$92,922	1.00	25%	0.25	\$23,231	\$90,242					
Education Manager(RM)	\$107,070	1.00	10%	0.10	\$10,707	\$110,282	1.00	10%	0.10	\$11,028	\$113,590	1.00	10%	0.10	\$11,359	\$116,998	1.00	10%	0.10	\$11,700	\$44,794					
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FRINGE BENEFIT RATE	30%				30%				30%				30%													
EMPLOYEE FRINGE BENEFITS					\$28,877					\$29,698					\$29,997					\$30,375	\$118,947					
TOTAL SALARIES & BENEFITS					\$125,133					\$128,691					\$129,988					\$131,624	\$515,436					

HSA Budget Form (3/24)

Grantee/Contractor: Alzheimer's Associatio
 Program: Dementia Care Project for Senior

Appendix B, Page 4

Subcontractors-Pass Thru

	FY24-25 Original	FY25-26 Original	FY26-27 Original	FY27-28 Original	7/1/24 - 6/30/28 Total
Consultant/Subcontractor (Over \$25,000)					
Openhouse	\$42,000	\$43,500	\$45,000	\$46,500	\$177,000
Family Caregiver Alliance	\$42,000	\$43,500	\$45,000	\$46,500	\$177,000
Total Consultant/Subcontractor (Over \$25,000)	\$84,000	\$87,000	\$90,000	\$93,000	\$354,000

Direct Client Pass-Through

Total Direct Client Pass-Through					

HSA Budget Form (3/24)