



Edwin M. Lee, Mayor

Trent Rhorer, Executive Director

MEMORANDUM

TO: AGING & ADULT SERVICES COMMISSION

THROUGH: SHIREEN MCSPADDEN, EXECUTIVE DIRECTOR

FROM: CINDY KAUFFMAN, DEPUTY DIRECTOR
JOHN TSUTAKAWA, DIRECTOR OF CONTRACTS *JK*

DATE: JANUARY 4, 2017

SUBJECT: **NEW GRANTS and CONTRACTS:**

- ALZHEIMER'S DISEASE AND RELATED DISORDERS ASSOCIATION, INC. (NON-PROFIT)
- THE ARC SAN FRANCISCO (NON-PROFIT)
- UNIVERSITY OF CALIFORNIA, SAN FRANCISCO (UCSF) (NON-PROFIT)

FOR PROVISION OF AN ALZHEIMER'S DISEASE INITIATIVE: SPECIALIZED SUPPORTIVE SERVICES (ADI-SSS)

GRANT TERM: SEPTEMBER 1, 2016 to AUGUST 31, 2019

GRANT AMOUNTS: Please see table below.

FUNDING SOURCE:	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
TOTAL FUNDING:	\$0	\$0	\$780,232	\$78,023	\$858,255
FUNDING PERCENTAGE:	0%	0%	100%		100%

The Department of Aging and Adult Services requests authorization to enter into new grant and contract agreements with the agencies listed below for the time period beginning September 1, 2016 and ending August 31, 2019, in the amount of \$780,232 plus a 10% contingency of \$78,023 for a total not to exceed amount of \$858,255. The purpose of these grants and contracts is to provide Specialized Supportive Services to people living in San Francisco with Alzheimer's Disease and related dementias (ADRD) as well as members of their support system.

Subrecipient	09/01/16-08/31/17	09/01/17-08/31/18	09/01/18-08/31/19	Contingency	Total Amount
Alzheimer's Association	\$164,354	\$158,631	\$156,896	\$47,988	\$527,869
The Arc San Francisco	\$59,842	\$52,492	\$53,017	\$16,535	\$181,886
UCSF	\$45,000	\$45,000	\$45,000	\$13,500	\$148,500
Total	\$269,196	\$256,123	\$254,913	\$78,023	\$858,255

Background

The Department of Aging and Adult Services (DAAS) was awarded a grant by the Department of Health and Human Services, Administration for Community Living (ACL), to implement a three-year project to advance San Francisco's dementia care network. Persons living with Alzheimer's Disease and related dementias (ADRD) are part of a population that is particularly vulnerable to institutionalization; they and their caregivers are in profound need of specialized supportive services, which help them remain independent, safe, and at home within their communities.

Services to be Provided

DAAS will partner with three subrecipients—the Alzheimer's Disease and Related Disorders Association, Inc., the Arc San Francisco, and UCSF's Institute for Health and Aging—to provide services as proposed and to meet ACL's goals and objectives.

The Alzheimer's Association will provide the following:

- Live Alone Project: Interventions for individuals living alone with ADRD (includes case management, Care Circle Outreach, and Care Circle Resource Guide).
- Caregiver and Staff Training: SAVVY Caregiver Training Program, The Basics: Memory Loss, Dementia, and Alzheimer's Disease, Effective Communication Strategies, Understanding and responding to Dementia-Related Behavior, and Live Alone Care Consultation Training.
- Support Groups: For caregivers and staff who serve people with ADRD and Developmental Disabilities (DD).

The Arc San Francisco will provide the following:

- Identify, assess, and recruit professionals and family caregivers to be trained on SAVVY Caregiver Training Program, The Basics: Memory Loss, Dementia, and Alzheimer's Disease, Effective Communication Strategies, Understanding and Responding to Dementia-Related Behavior, and the SIBSHOP course.
- Develop support groups for professionals and family caregivers who serve people with co-occurring ADRD and Intellectual and Developmental Disabilities (IDD).

UCSF's Institute for Health and Aging will provide the following:

- Evaluate the effectiveness of each element of this initiative.
- Design, develop, adapt, and/or modify evaluation tools and protocols for each project component.
- Identify and document best practices, lessons learned, and appropriate future initiatives.

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

Selection

Grantees are named subrecipients of a Federal Grant, which was awarded in September 2016.

Funding

This grant will be funded entirely through Federal funds.

Attachments

Appendix A-1: Services to be Provided - Alzheimer’s Disease and Related Disorders Association, Inc.

Appendix B-1: Budget - Alzheimer’s Disease and Related Disorders Association, Inc.

Appendix A-2: Services to be Provided – The Arc San Francisco

Appendix B-2: Budget – The Arc San Francisco

Appendix A-3: Services to be Provided – University of California, San Francisco

Appendix B-3: Calculation of Charges – University of California, San Francisco

APPENDIX A-1 – SERVICES TO BE PROVIDED
Alzheimer’s Disease and Related Disorders Association, Inc.
Alzheimer’s Disease Initiative – Specialized Supportive Services (ADI-SSS)
September 1, 2016 – August 31, 2019

I. Purpose of Grant

The Department of Aging and Adult Services (DAAS) was awarded a grant by the Department of Health and Human Services, Administration for Community Living (ACL), to implement a three-year project to advance San Francisco’s dementia care network. Persons living with Alzheimer’s Disease and related dementias (ADRD) are part of a population that is particularly vulnerable to institutionalization; they and their caregivers are in profound need of specialized supportive services, which help them remain independent, safe, and at home within their communities. DAAS is partnering with the Alzheimer’s Disease and Related Disorders Association, Inc., the Arc San Francisco, and the Institute for Health & Aging at the University of California San Francisco, to implement this project.

II. Definitions

ACL	Administration for Community Living, an organization within the Department of Health and Human Services
ADRD	Alzheimer’s Disease and Related Disorders
City	City and County of San Francisco
DAAS	Department of Aging and Adult Services
Disability	A condition attributable to mental or physical impairment, or a combination of mental and physical impairments including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment
FHA/B+C	Family Home Agencies and Board and Care Providers
Grantee	Alzheimer’s Disease and Related Disorders Association, Inc. also known as Alzheimer’s Association
HSA or SFHSA	San Francisco Human Services Agency
IDD	Intellectual and Developmental Disabilities
Live Alone Intervention	An evidence-informed intervention that helps individuals with ADRD who are living alone to remain independently and safely at home through the provision of quality, person-centered care by a Care Specialist from the Alzheimer’s Association, and to educate and train RAD Service Coordinators to assist and support these individuals and their support systems.
RAD	Rental Assistance Demonstration
SAVVY Caregiver Program	An evidence-based training program for caregivers and professionals used to enhance: Knowledge, skills and caregiving outlook; skills to assess the abilities of individuals with dementia; confidence to set and alter caregiving goals; strategies to manage activities of daily living; and perspective on the course of Alzheimer's and related disorders.

III. Target Population

This initiative shall target both clients with ADRD and their support system. Grantee will focus on the following three project groups:

- 1) Individuals with ADRD living alone in San Francisco Housing Authority's public housing units funded under the Rental Assistance Demonstration (RAD) project, and the Resident Service Coordinators who work with RAD residents.
- 2) Individuals caring for adults with intellectual and developmental disabilities (IDD) and co-occurring ADRD.
- 3) Caregivers and professionals working with individuals with ADRD in San Francisco's Chinese community.

IV. Description of Services

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

- Implement 2 models effective in caregiving for individuals with ADRD: 1) Live Alone Intervention, and 2) SAVVY Caregiver Program.
- Provide training on ADRD to professionals and caregivers working with individuals with ADRD.
- Provide direct services to individuals with ADRD and their caregivers, including but not limited to information and referral and care consultations.
- Develop a community resource guide for individuals with ADRD and living alone in RAD housing.
- In partnership with The Arc San Francisco, develop a guideline for a support group model for family and professional caregivers of adults with IDD and co-occurring ADRD.
- In partnership with UCSF, administer surveys and assessments used to evaluate key project outcomes.
- Provide data, information, and reports needed to meet reporting requirements set forth by ACL and DAAS.
- Participate in collaborative meetings with key partners throughout the duration of the grant.

V. Location and Time of Services

Services will be provided between 8:30 a.m. and 5 p.m., Monday through Friday, at RAD housing facilities and training sites, at the Arc San Francisco office, at facilities accessible for the Chinese community and collaborating agencies of those serving the Chinese community, and at the Alzheimer's Association office at 100 Pine Street, San Francisco, CA 94111.

VI. Service Objectives

Grantee will meet the following service objectives during the term of this grant:

For target population #1 (RAD Living Alone Project):

- Provide care consultations to 30 RAD residents with ADRD.
- Provide Live Alone Care Consultation Training to 18 Resident Service Coordinators.
- Create a community resource guide for individuals with ADRD and living alone in RAD housing.

For target population #2 (Co-occurring IDD and ADRD Care):

- Train 30 staff from the Arc San Francisco/network providers, 8 family caregivers, and 6 FHA/B+C on the Basics of ADRD, Effective Communication Strategies, and Dementia-Related Behavior.
- Provide SAVVY Caregiver Training to 30 staff from the Arc San Francisco/network providers and 8 family caregivers.
- In partnership with the Arc San Francisco, create a guideline for a support group model for those working with individuals with IDD and co-occurring ADRD.

For target population #3 (ADRD in San Francisco's Chinese community):

- Provide SAVVY Caregiver Training to 54 caregivers.
- Provide 150 caregivers with information and referral and/or care consultation services
- Train 30 professionals on the basics of ADRD

VII. Outcome Objectives

Grantee will meet the following outcome objectives during the term of this grant:

For target population #1 (RAD Living Alone Project):

- 50% of participants will demonstrate improved quality of life.*
- 50% of participants will have completed necessary legal, financial, and advanced planning.
- 75% of participants will demonstrate increased utilization of supports and services (i.e. care consultations, circle of friends, and community resource guide) and have fewer unmet needs.
- 75% of participants will be satisfied with services provided.
- 90% of the Resident Service Coordinators participating in the project will demonstrate increased knowledge of ADRD and the needs of people living alone with ADRD.
- 80% of the Resident Services Coordinators will be satisfied with training received.

For target population #2 (Co-occurring IDD and ADRD Care):

- 80% of participants will demonstrate increased knowledge of IDD and ADRD.
- 80% of participants will demonstrate increased self-efficacy in caregiving role.
- 80% of participants will be satisfied with training and support received.

For target population #3 (ADRD in San Francisco's Chinese community):

- 80% of participants will demonstrate increased knowledge of ADRD, effective communication, and challenging behaviors.
- 80% of participants will demonstrate increased self-efficacy in caregiving role.
- 80% of participants will be satisfied with training and support received.

*Quality of life is evaluated via administration of QOL-AD by Grantee's staff.

VIII. Reporting Requirements

- A. Grantee will provide a **quarterly** report of activities, referencing the tasks as described in Section VI - Service Objectives. Grantee will enter the quarterly metrics in the CARBON (Contracts, Administration, Reporting, and Billing Online) database by the 15th of the month following the end of the quarter.
- B. Grantee will provide an **annual** report summarizing the contract activities, referencing the tasks as described in Section VI & VII- Service and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
- C. Grantee will provide Ad Hoc reports as required by the Department.
- D. For assistance with reporting requirements or submission of reports, contact:

Carrie Wong
Director, Long Term Care Operations
DAAS, Office on Aging
P.O. Box 7988
San Francisco, CA 94120
carrie.wong@sfgov.org

Victoria Chan
Contract Manager
Human Services Agency
PO Box 7988
San Francisco, CA 94120
victoria.chan@sfgov.org

IX. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of client eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D	E
1					Appendix B-1, pg. 1
2					Document Date: 11/21/2016
3	HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES				
4	BUDGET PROPOSAL FORMS				
5	Grantee's Name: Alzheimer's Association				Grant Term
6	(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>				9/1/16 to 8/31/19
7					
8	Program: Alzheimer's Disease Initiative - Specialized Supportive Services				TOTAL
9	Program Term	9/1/16 to 8/31/17	9/1/17 to 8/31/18	9/1/18 to 8/31/19	9/1/16 to 8/31/19
10	DAAS Expenditures				
11	Salaries & Benefits	\$132,632	\$134,448	\$132,712	\$399,792
12	Operating Expense	\$31,722	\$24,183	\$24,184	\$80,089
13	Subtotal	\$164,354	\$158,631	\$156,896	\$479,881
14	Indirect Percentage (max 0%)	0%	0%	0%	0%
15	Indirect Cost (Line 14 X Line 13)	\$0	\$0	\$0	\$0
16	Capital Expenditure	\$0	\$0	\$0	\$0
17	TOTAL DAAS EXPENDITURES	\$164,354	\$158,631	\$156,896	\$479,881
18					
19	Non-DAAS Expenditures				
20	Salaries & Benefits	\$76,861	\$78,399	\$85,242	\$240,502
21	Operating Expense	\$2,638	\$20,354	\$10,177	\$33,169
22	Capital Expenditure	\$0	\$0	\$0	\$0
23	TOTAL Non-DAAS EXPENDITURES	\$79,499	\$98,753	\$95,419	\$273,671
24					
25	TOTAL DAAS & Non-DAAS EXPENDITURES	\$243,853	\$257,384	\$252,315	\$753,552
26					
27					
28	HSA-DAAS Revenues				
29	Federal Fund (Administration for Community Living, CFDA 93.763)	\$164,354	\$158,631	\$156,896	\$479,881
30	General Fund	\$0	\$0	\$0	\$0
31					
32					
33					
34	TOTAL HSA-DAAS REVENUES	\$164,354	\$158,631	\$156,896	\$479,881
35					
36	Non-DAAS Revenues				
37	Agency In-Kind	\$79,499	\$98,753	\$95,419	\$273,671
38					
39					
40	TOTAL NON HSA-DAAS REVENUES	\$79,499	\$98,753	\$95,419	\$273,671
41					
42	TOTAL DAAS & Non-DAAS REVENUES	\$243,853	\$257,384	\$252,315	\$753,552
43					
44					
46	Prepared by: Theresa Sullivan	Telephone No.: 408-372-9975			
47	HSA-CO Review Signature: _____	Date: _____			
48	HSA #1 (11/14/13)				

Salaries & Benefits Detail

A		B	C	D	E	F	G	H	I	J	K	L	M
8	H.S.A-DAAS	Agency Totals		For DAAS Program		9/1/16 to 8/31/17	9/1/17 to 8/31/18	9/1/18 to 8/31/19	TOTAL				
9	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE	%FTE	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	9/1/16 to 8/31/19				
10	Chief Program Officer	\$136,680	100%	10%	10%	\$13,668	\$13,942	\$14,220	\$41,830				
11	Chief Policy Officer (RG)	\$109,000	100%	5%	5%	\$5,450	\$5,559	\$5,670	\$16,679				
12	Family Support Coordinator (HG)	\$72,828	100%	10%	10%	\$7,283	\$7,429	\$7,577	\$22,289				
13	Professtional Training Specialist (AM)	\$80,000	100%	10%	10%	\$8,000	\$8,160	\$8,323	\$24,483				
14	Chinese Outreach Specialist (XO)	\$57,775	100%	10%	10%	\$5,778	\$5,893	\$6,011	\$17,682				
15	Grants Program Administrator (AP)	\$77,250	100%	5%	5%	\$3,863	\$3,940	\$4,019	\$11,822				
16	Project Manager - Dementia Safety Net (JS)	\$71,400	100%	10%	10%	\$7,140	\$7,283	\$7,428	\$21,851				
17	Director of Field Operations (TS)	\$124,000	100%	5%	5%	\$6,200	\$6,324	\$6,450	\$18,974				
18	Accounting Manager (UV)	\$65,000	100%	5%	5%	\$3,250	\$3,315	\$3,381	\$9,946				
19	Program Assistant (KW)	\$46,675	100%	10%	10%	\$4,668	\$4,761	\$4,856	\$14,285				
20	Family Care Specialist (IY)	\$70,000	100%	71%	71%	\$49,941	\$50,936	\$53,448	\$154,325				
21	Director of Diversity & Inclusion (EY)	\$96,333	100%	10%	10%	\$9,633	\$9,826	\$10,022	\$29,481				
22													
23	TOTALS	\$ 1,006,941	12.00	1.61	1.61	\$124,873	\$127,368	\$131,405	\$383,646				
24													
25	FRINGE BENEFIT RATE												
26	EMPLOYEE FRINGE BENEFITS					\$7,759	\$7,080	\$1,307	\$16,146				
27													
28													
29	TOTAL DAAS SALARIES & BENEFITS	\$ 1,006,941				\$132,632	\$134,448	\$132,712	\$399,792				
30													
31													
32	Non - DAAS	Agency Totals		For DAAS Program					TOTAL				
33	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE	%FTE	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	9/1/16 to 8/31/19				
34	Family Care Specialist (SB)	\$75,534	100%	30%	30%	\$22,660	\$23,114	\$23,576	\$69,350				
35	Family Care Specialist (IY)	\$70,000	100%	29%	29%	\$20,061	\$20,464	\$19,380	\$59,905				
36													
37													
38													
39													
40													
41													
42													
43													
44													
45	TOTAL NON-DAAS	\$ 75,534	1.00	0.30	0.30	\$42,721	\$43,578	\$42,956	\$129,255				
46													
47	FRINGE BENEFIT RATE												
48	EMPLOYEE FRINGE BENEFITS					\$34,140	\$34,821	\$42,286	\$111,247				
49													
50													
51	TOTAL Non-DAAS SALARIES & BENEFITS	\$ 75,534				\$76,861	\$78,399	\$85,242	\$240,502				
52													
53													
54	TOTAL DAAS & Non-DAAS SALARIES & BENEFITS	\$ 1,082,475				\$209,493	\$212,847	\$217,954	\$640,294				

	A	B	C	D	E	F	G	H	I	J	K
1	Grantee's Name: Alzheimer's Association										Appendix B-1, pg. 3
2	Program: Alzheimer's Disease Initiative - Specialized Supportive Services										Date: 11/21/16
3											
4	Operating Expense Detail										
5											
7	H.S.A-DAAS										TOTAL
8	<u>Expenditure Category</u>	Term:	<u>9/1/16 to 8/31/17</u>	<u>9/1/17 to 8/31/18</u>	<u>9/1/18 to 8/31/19</u>						<u>9/1/16 to 8/31/19</u>
9	Rental of Property		\$15,866	\$10,015	\$10,015						\$35,896
10	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$5,575	\$4,181	\$4,181						\$13,937
11	Office Supplies, Postage		\$6,106	\$6,106	\$6,107						\$18,319
12	Building Maintenance Supplies and Repair										
13	Printing and Reproduction										
14	Insurance		\$1,175	\$881	\$881						\$2,937
15	Staff Training										
16	Staff Travel-(Local & Out of Town)		\$3,000	\$3,000	\$3,000						\$9,000
17	Rental of Equipment										
18	CONSULTANT/SUBCONTRACTOR Descriptive Title										
19											
20											
21	OTHER										
22											
23											
24											
25											
26	TOTAL DAAS OPERATING EXPENSE		\$31,722	\$24,183	\$24,184						\$80,089
28	Non-DAAS										TOTAL
29	<u>Expenditure Category</u>										
30	Rental of Property		\$2,638	\$8,489	\$8,489						\$19,616
31	Utilities(Elec, Water, Gas, Phone, Scavenger)			\$1,394	\$1,394						\$2,788
32	Office Supplies, Postage										
33	Building Maintenance Supplies and Repair										
34	Printing and Reproduction			\$10,177							\$10,177
35	Insurance			\$294	\$294						\$588
36	Staff Training										
37	Staff Travel-(Local & Out of Town)										
38	Rental of Equipment										
39											
40	CONSULTANT/SUBCONTRACTOR Descriptive Title										
41											
42											
43	OTHER COSTS:										
44											
45											
46											
47											
48											
49	TOTAL Non-DAAS OPERATING EXPENSE		\$2,638	\$20,354	\$10,177						\$33,169
50											
51											
52	TOTAL DAAS & Non-DAAS OPERATING EXPENSE		\$34,360	\$44,537	\$34,361						\$113,258
57	HSA #3										

APPENDIX A-2 – SERVICES TO BE PROVIDED
The Arc San Francisco
Alzheimer’s Disease Initiative – Specialized Supportive Services (ADI-SSS)
September 1, 2016 – August 31, 2019

I. Purpose of Grant

The Department of Aging and Adult Services (DAAS) was awarded a grant by the Department of Health and Human Services, Administration for Community Living (ACL), to implement a three-year project to advance San Francisco’s dementia care network. Persons living with Alzheimer’s Disease and related dementias (ADRD) are part of a population that is particularly vulnerable to institutionalization; they and their caregivers are in profound need of specialized supportive services, which help them remain independent, safe, and at home within their communities. DAAS is partnering with the Alzheimer’s Disease and Related Disorders Association, Inc., the Arc San Francisco, and the Institute for Health & Aging at the University of California San Francisco, to implement this project.

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FHA/B+C	Family Home Agencies and Board and Care Providers
Grantee	The Arc San Francisco
HSA or SFHSA	San Francisco Human Services Agency
IDD	Intellectual and Developmental Disabilities
RAD	Rental Assistance Demonstration
SAVVY Caregiver Program	An evidence-based training program for caregivers and professionals used to enhance: Knowledge, skills and caregiving outlook; skills to assess the abilities of individuals with dementia; confidence to set and alter caregiving goals; strategies to manage activities of daily living; and perspective on the course of Alzheimer's and related disorders.

III. Target Population

Family and professional caregivers for adults (18 years and older) with intellectual and developmental disabilities (IDD) and co-occurring ADRD.

IV. Description of Services

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

- Assess and identify individuals with IDD and co-occurring ADRD from client base whom are appropriate for this project, and recruit their caregivers to participate in trainings.
- Facilitate and coordinate training and post-training evaluation for staff and caregivers.
- Develop a guideline for a support group model for family and professional caregivers of adults with IDD and co-occurring ADRD; then implement the model in years two and three of the grant.
- In partnership with UCSF, administer surveys and assessments used to evaluate key project outcomes.
- Provide data, information, and reports needed to meet reporting requirements set forth by ACL and DAAS.
- Participate in collaborative meetings with key partners throughout the duration of the grant.

V. Location and Time of Services

Classes on Basics of Alzheimer's Disease, Dementia and Corresponding Behaviors Training, and the Savvy Caregiver Program for The Arc staff, network providers and family caregivers will be held at The Arc San Francisco office at 1500 Howard Street, San Francisco, CA 94103, during regular business hours of 8 a.m. to 5 p.m., Monday through Friday.

Trainings for FHA/B+C staff will be held at the location of the FHA/B+C at dates/times determined to be convenient for the staff.

Support group locations and times to be determined by the needs of the participants.

VI. Deliverables

- Facilitate and coordinate training and post-training evaluation in Basics of Alzheimer's Disease, Effective Communication, and Dementia Related Behaviors for:
 - 10 Arc staff
 - 20 network providers' staff
 - 8 family caregivers
 - 6 FHA/B+C
- Facilitate and coordinate training and post-training evaluation in the SAVVY Caregiver Program for:
 - 10 Arc staff
 - 20 network providers' staff
 - 8 family caregivers

VII. Service Objectives

Grantee will meet the following service objectives during the term of this grant:

- Assess and identify individuals with IDD and co-occurring ADRD from client base whom are appropriate for this project; recruit their caregivers and facilitate trainings offered by this project.
- In partnership with the Alzheimer's Association and utilizing Sibshop training experience, develop a guideline for a support group model for family and professional caregivers of adults with IDD and co-occurring ADRD.
- Provide monthly support groups for family and professional caregivers of adults with IDD and co-occurring ADRD in years two and three of the grant.

VIII. Outcome Objectives

- 80% of participants will demonstrate increased knowledge of IDD and ADRD.
- 80% of participants will demonstrate increased self-efficacy in caregiving role.
- 80% of participants will be satisfied with training and support received.

IX. Reporting Requirements

- A. Grantee will provide a **quarterly** report of activities, referencing the tasks as described in Sections VI, VII, & VIII –Deliverables, Service, and Outcome Objectives. Grantee will enter the quarterly metrics in the CARBON (Contracts, Administration, Reporting, and Billing Online) database by the 15th of the month following the end of the quarter.
- B. Grantee will provide an **annual** report summarizing the contract activities, referencing the tasks as described in Sections VI, VII, & VIII –Deliverables, Service, and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
- C. Grantee will provide Ad Hoc reports as required by the Department.
- D. For assistance with reporting requirements or submission of reports, contact:

Carrie Wong
Director, Long Term Care Operations
DAAS, Office on Aging
P.O. Box 7988
San Francisco, CA 94120
carrie.wong@sfgov.org

Victoria Chan
Contract Manager
Human Services Agency
PO Box 7988
San Francisco, CA 94120
victoria.chan@sfgov.org

X. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of client eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives.

B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D	E
1					Appendix B-2, Page 1
2					Document Date: 12/2/2016
3	HUMAN SERVICES AGENCY BUDGET SUMMARY				
4	BY PROGRAM				
5	Name			Term	
6	The Arc San Francisco			09/01/2016 - 08/31/2019	
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: Alzheimer's Disease Initiative - Specialized Supportive Services				
10	Budget Reference Page No.(s)				Total
11	Program Term	09/01/16-08/31/17	09/01/17-08/31/18	09/01/18-08/31/19	09/01/16-08/31/19
12	Expenditures				
13	Salaries & Benefits	\$56,884	\$52,286	\$52,796	\$161,966
14	Operating Expense	\$2,958	\$206	\$221	\$3,385
15	Subtotal	\$59,842	\$52,492	\$53,017	\$165,351
16	Indirect Percentage (%)	0%	0%	0%	0%
17	Indirect Cost (Line 16 X Line 15)	\$0	\$0	\$0	\$0
18	Capital Expenditure	\$0	\$0	\$0	\$0
19	Total Expenditures	\$59,842	\$52,492	\$53,017	\$165,351
20	HSA Revenues				
21	General Fund	\$0	\$0	\$0	\$0
22	Federal Fund (Administration for				
23	Community Living, CFDA 93.763)	\$59,842	\$52,492	\$53,017	\$165,351
24					
25					
26					
27					
28					
29	TOTAL HSA REVENUES	\$59,842	\$52,492	\$53,017	\$165,351
30	Other Revenues				
31					
32					
33					
34					
35					
36	Total Revenues	\$59,842	\$52,492	\$53,017	\$165,351
37	Full Time Equivalent (FTE)	0.56	0.51	0.51	1.58
39	Prepared by: Virginia F.Wan Nogueira	Telephone No.:		415-255-7200 x175 Date: 12/2/2016	
40	HSA-CO Review Signature: _____				
41	HSA #1				11/15/2007

	A	B	C	D	E	F	G	H	I	J	K
1											
2											
3											
4	Program: Alzheimer's Disease Initiative - Specialized Supportive Services										
5											
6											
7	Operating Expense Detail										
8											
9											
10											
11											
12	Expenditure Category			TERM	<u>09/01/16-08/31/17</u>	<u>09/01/17-08/31/18</u>	<u>09/01/18-08/31/19</u>				TOTAL
13	Rental of Property										<u>09/01/16-08/31/19</u>
14	Utilities(Elec, Water, Gas, Phone, Scavenger)										
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)				\$2,800						\$2,800
21	Rental of Equipment										
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE										
23											
24											
25											
26											
27											
28	OTHER										
29	Food & Beverage for clients				\$158	\$206	\$221				\$585
30	(Family meetings/Vendor trainings)										
31											
32											
33											
34											
35	TOTAL OPERATING EXPENSE				<u>\$2,958</u>	<u>\$206</u>	<u>\$221</u>				<u>\$3,385</u>
36											
37	HSA #3										11/15/2007

APPENDIX A-3 – SERVICES TO BE PROVIDED
University of California San Francisco, Institute for Health & Aging
Alzheimer’s Disease Initiative – Specialized Supportive Services (ADI-SSS)
September 1, 2016 – August 31, 2019

I. Purpose of Contract

The Department of Aging and Adult Services (DAAS) was awarded a grant by the Department of Health and Human Services, Administration for Community Living (ACL), to implement a three-year project to advance San Francisco’s dementia care network. Persons living with Alzheimer’s Disease and related dementias (ADRD) are part of a population that is particularly vulnerable to institutionalization; they and their caregivers are in profound need of specialized supportive services, which help them remain independent, safe, and at home within their communities. DAAS is partnering with the Alzheimer’s Disease and Related Disorders Association, Inc., the Arc San Francisco, and the Institute for Health & Aging at the University of California San Francisco, to implement this project.

II. Definitions

ACL	Administration for Community Living, an organization within the Department of Health and Human Services
ADRD	Alzheimer’s Disease and Related Disorders
City	City and County of San Francisco
DAAS	Department of Aging and Adult Services
Disability	A condition attributable to mental or physical impairment, or a combination of mental and physical impairments including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment
FHA/B+C	Family Home Agencies and Board and Care Providers
Grantee	Alzheimer’s Disease and Related Disorders Association, Inc. also known as Alzheimer’s Association
HSA or SFHSA	San Francisco Human Services Agency
IDD	Intellectual and Developmental Disabilities
Live Alone Intervention	An evidence-informed intervention that helps individuals with ADRD who are living alone to remain independently and safely at home through the provision of quality, person-centered care by a Care Specialist from the Alzheimer’s Association, and to educate and train RAD Service Coordinators to assist and support these individuals and their support systems.
RAD	Rental Assistance Demonstration
SAVVY Caregiver Program	An evidence-based training program for caregivers and professionals used to enhance: Knowledge, skills and caregiving outlook; skills to assess the abilities of individuals with dementia; confidence to set and alter caregiving goals; strategies to manage activities of daily living; and perspective on the course of Alzheimer’s and related disorders.

III. Target Population

Contractor will collaborate with DAAS and ADI-SSS project partners, indirectly serving:

- 1) Individuals with ADRD living alone in San Francisco Housing Authority's public housing units funded under the Rental Assistance Demonstration (RAD) project and the Resident Service Coordinators working with them.
- 2) Individuals caring for adults with intellectual and developmental disabilities (IDD) and co-occurring ADRD.
- 3) Caregivers and professionals working with individuals with ADRD in San Francisco's Chinese community.

IV. Description of Services

UCSF will dedicate a team that includes a Principal Investigator, Co-Investigator, and Project Manager to lead the evaluation for the project. The team will also be administratively supported by a Resource Analyst.

Contractor shall provide the following services during the term of this contract:

- In collaboration with project partners, design, develop, adapt, and/or modify evaluation tools and protocols for each project component.
- Train and oversee project partners on survey administration and compilation of data needed to evaluate key project outcomes.
- Develop all electronic (Qualtrics) and paper surveys for each project component to assess key project outcomes.
- Adapt the online dementia capability assessment to the needs and objectives of the project, upload it to Qualtrics, and administer it to project partners in the form of baseline and follow-up assessments.
- Provide de-identified data analysis to contribute to reporting requirements set forth by ACL and DAAS.
- Attend initial planning meetings and monthly collaborative meetings with project partners throughout the duration of the contract.
- Conduct key informant interviews as needed and data analysis to contribute to semi-annual progress reports, a final report, and other reports requirements set forth by ACL and DAAS.
- Support dissemination of lessons learned, key findings, and project outcomes through various channels and conferences; and if project findings merit, submit an article to a peer-reviewed journal.

V. Location and Time of Services

The University of California San Francisco, Institute for Health & Aging, is located at 3333 California Street, Suite 340, and business hours are from 8 a.m. to 5 p.m., Monday through Friday, except on holidays.

VI. Deliverables

Contractor will lead evaluation of project partners' Outcome Objectives. As such, Contractor will meet the following deliverables during the term of this contract:

- No later than 6 months after the start of the contract term, project evaluation tools will be delivered to project partners.
- No later than 60 calendar days after the end of the contract term, final project report will be delivered to DAAS.

VII. Reporting Requirements

- Contractor will provide a **quarterly** report of activities, referencing the tasks as described in Sections IV & VI – Description of Services and Deliverables. Contractor will enter the quarterly metrics in the CARBON database by the 15th of the month following the end of the quarter.
- Contractor will provide an **annual** report summarizing the contract activities, referencing the tasks as described in Sections IV & VI – Description of Services and Deliverables. This report will also include accomplishments and challenges encountered by the Contractor. Contractor will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
- Contractor will provide Ad Hoc reports as required by the Department.
- For assistance with reporting requirements or submission of reports, contact:

Carrie Wong
 Director, Long Term Care Operations
 DAAS, Office on Aging
 P.O. Box 7988
 San Francisco, CA 94120
carrie.wong@sfgov.org

Victoria Chan
 Contract Manager
 Human Services Agency
 PO Box 7988
 San Francisco, CA 94120
victoria.chan@sfgov.org

VIII. Monitoring Activities

- Program Monitoring: Program monitoring will include review of client eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives.
- Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Contractor'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.

Appendix B-3 – CALCULATION OF CHARGES
University of California, San Francisco
Alzheimer’s Disease Initiative – Specialized Supportive Services (ADI-SSS)
September 1, 2016 - August 31, 2019

The total budget for this contract is \$45,000 annually, with a total not-to-exceed amount of \$135,000 over the three-year contract term. Below is a list of staff that will serve to manage this project, their hourly rates, and estimated billable hours.

Year 1: September 1, 2016 – August 31, 2017				
Personnel	Position	Cost Per Hour	Estimated Hours	Total
Hollister, Brooke	Principal Investigator	\$94	63	\$5,922
Flatt, Jason	Co-Investigator	\$82	297	\$24,354
Yeh, Jarmin	Project Manager	\$40	297	\$11,880
McCracken, Doug	Resource Analyst	\$88	32.32	\$2,844
Total				\$45,000

Year 2: September 1, 2017 – August 31, 2018				
Personnel	Position	Cost Per Hour	Estimated Hours	Total
Hollister, Brooke	Principal Investigator	\$97	63	\$6,100
Flatt, Jason	Co-Investigator	\$84	287	\$24,240
Yeh, Jarmin	Project Manager	\$41	287	\$11,824
McCracken, Doug	Resource Analyst	\$91	31.28	\$2,835
Total				\$45,000

Year 3: September 1, 2018 – August 31, 2019				
Personnel	Position	Cost Per Hour	Estimated Hours	Total
Hollister, Brooke	Principal Investigator	\$111	63	\$6,993
Flatt, Jason	Co-Investigator	\$97	242	\$23,474
Yeh, Jarmin	Project Manager	\$46	251	\$11,546
McCracken, Doug	Resource Analyst	\$95	31.44	\$2,987
Total				45,000