



Edwin M. Lee, Mayor

Shireen McSpadden, Executive Director

MEMORANDUM

TO: AGING & ADULT SERVICES COMMISSION

THROUGH: SHIREEN McSPADDEN, EXECUTIVE DIRECTOR

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

DATE: SEPTEMBER 6, 2017

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

	<u>Current</u>	<u>Modification</u>	<u>Revised</u>	<u>Contingency</u>	<u>Total</u>
GRANT TERM:	7/1/17- 6/30/18	7/1/17- 6/30/18	7/1/17- 6/30/18		7/1/17- 6/30/18
TOTAL GRANT AMOUNT:	\$398,283	\$250,000	\$648,283	\$64,828	\$713,111
ANNUAL AMOUNT:	FY 17/18 \$398,283	Revised FY 17/18 \$648,283			
Funding Source MODIFICATION FUNDING:	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
PERCENTAGE:	\$250,000			\$25,000	\$275,000
	100%	0%	0%		100%

The Department of Aging and Adult Services (DAAS) requests authorization to modify the existing grant with Family Caregiver Alliance for the one-year period of July 1, 2017 to June 30, 2018 for an additional \$250,000 for a new grant amount of \$648,283 plus 10% contingency for a total amount not to exceed \$713,111. The purpose of the grant modification is to increase and expand the services provided by the Family Caregiver Support Program.

Background

The reauthorization of the Older Americans Act in the year 2000 established the National Family Caregiver Support Program that calls for service provision to family caregivers. The service designs in San Francisco adhere to the requirements set forth in the Older Americans Act Title III Part E – National Family Caregiver Support Program.

Services to be Provided

Family Caregiver Alliance provides assistance to San Francisco residents who are informal caregivers as defined in Title III-E of the Older Americans Act, in maintaining quality homecare and establishing cultural and linguistic competency support groups for caregivers. The grantee provides information, assistance, counseling, training, support groups, and temporary respite care to caregivers. The grantee also performs community outreach to make the public aware of the caregiver services available.

The modification will expand these current services and will further enhance and provide for innovative outreach and support to caregivers, including online support. The grantee will incorporate the innovative technology in Family Caregiver Alliance's online assessment tool, Care Journey, to reach a higher percentage of Asian American family caregivers in San Francisco. Community programs and online training with newly translated caregiver resources will increase consumer educational opportunities on family caregiver issues. The Grantee will provide increased professional education for Self Help for the Elderly staff on use of FCA Care Journey and best practice caregiver support. This training includes orientation to a client follow-up model post caregiver assessment with check-in and reassessment activities at designated time intervals.

Performance

Program Monitoring: A program monitoring for Family Caregiver Alliance was conducted on February 23, 2017. The Department found no programmatic monitoring findings and found the Grantee to have satisfactory performance on service and outcome objectives.

Fiscal Compliance and Contract Monitoring: A standard fiscal and contract compliance monitoring for Family Caregiver Alliance was conducted on March 10, 2017 for the Fiscal Year 16-17. The Department found no fiscal and compliance monitoring findings and found the Grantee in compliance with all City contracting requirements.

Selection

Contractor was selected through Request for Proposals #584, which was competitively bid in January 2014.

Funding

Funding for this modification is provided by County General Funds.

Attachments

Appendix A-1, Scope of Services

Appendix B-1, Budget

Appendix F-1, Site Chart

APPENDIX A-1 SERVICES TO BE PROVIDED BY GRANTEE

FAMILY CAREGIVER ALLIANCE FAMILY CAREGIVER SUPPORT PROGRAM

July 1, 2017 to June 30, 2018 (Revised 8/30/17)

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 60yrs with a diagnosis of Alzheimer's disease.

II. Definitions

<p>ADA Compliance (Disability Access and Reasonable Accommodation Requirements)</p>	<p>The grantee shall comply with the Americans with Disabilities Act (ADA) that requires that people with disabilities have equal opportunity to participate in its programs and services. The ADA does not allow denial of entry to City-funded programs, benefits, activities or services, simply because of a disability.</p> <p>Communication Access - The ADA requires that City-funded agencies communicate to people with disabilities in a manner that is as effective as communication with others. This may require providing services such as: Large print or Braille (for people with visual impairments), ASL interpreters or captioning (for people with hearing impairments), Readers (for people with learning disabilities, or other cognitive or visual impairments), Communicating via TTY or the California Relay Service (by dialing 7-1-1)</p> <p>Programmatic Access - The ADA also requires that City-funded agencies modify their policies, practices and procedures in order to provide equal access for a person with a disability. Examples of this may include: Assistance in filling out forms; An appointment so a person does not have to wait in a long line or in a crowded and noisy room; Changing a work assignment to accommodate a person's disability</p> <p>Architectural Access - The ADA also requires that a program's service areas, including bathrooms, public telephones, drinking fountains, etc., be architecturally accessible to people with disabilities. In addition, the grantee shall: Post signs in lobbies and in other waiting areas, in several languages, informing clients of their right to assistance and/or accommodations as persons with disabilities; Provide a process and develop forms for clients to request reasonable accommodations and modifications, which may include a Release of Medical Information Form and Certification of Medical Need Form; Require medical verification when applicable to establish the need for an accommodation; Require intake workers to engage in the interactive process with clients to determine any special needs or requests for accommodations and note this information in the clients' record; Make formal arrangements with interpreting services or community groups for competent and timely interpreter services for deaf/hard of hearing clients; Allow but not require clients to provide their own sign language interpreter; Allow minors (under 18) to act as interpreters for clients only in emergencies or extenuating circumstances; Provide training to ensure that staff have a better understanding of, and sensitivity to, individuals with disabilities; Provide notice to and train all staff, particularly client contact staff, with respect to the Agency's obligation to provide equal services to people with disabilities, and on the disability/accommodation policies and the procedures to be followed in securing such assistance in a timely manner; Insert notices, in appropriate languages, about the right of people with disabilities to equal</p>
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	delivery of services in brochures, pamphlets, manuals, and other materials disseminated to the public and to staff; Provide notice to the public regarding the disability/accommodation policies and procedures; Adopt a procedure for the resolution of complaints regarding the provision of services to people with disabilities; and for notifying clients of their right to and how to file a complaint; Appoint an employee to ensure that there is regular monitoring of clients' needs.
Care Receiver – Older Adults	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 OAA]
Care Giver	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	To provide individual counseling, organization of support group and caregiver training to caregivers to assist the caregiver in making decisions and solving problems relating to their care giving roles.
Child	An individual who is not more than 18 years of age or who is an individual (of any age) with a disability. [Section 372(a)(1) of the OAA]
DAAS	Department of Aging and Adult Services of the San Francisco Human Services Agency
Division 21-100	Division 21-100 Nondiscrimination in State and Federally Assisted Programs require that grantees administer their program(s) in a nondiscriminatory manner and in compliance with civil rights obligations and to accommodate non-English-speaking or limited-English-proficient individuals and individuals with disabilities or impairments. At a minimum, grantee must <i>provide</i> the following: Procedures for informing clients of their civil rights; Policies and procedures for handling complaints filed with or against a Contractor/Grantee; Policies and procedures that ensure Contractors/Grantees accommodate individuals with hearing impairments, visual impairments and other disabilities; Policies and procedures that ensure that Contractors/Grantees provide appropriate language services, including a breakdown of bilingual/interpreter staff and a description of how written information is communicated to non-English speaking clients; and Policies and procedures for ensuring that Contractor staff are adequately trained in the requirements of Division 21 http://www.dss.cahwnet.gov/getinfo/pdf/3cfcman.pdf
Disability	Disability is an umbrella term for impairments, activity limitations, and participation restrictions. A disability attributable to mental or physical impairment, or a combination of mental and physical impairments, that results in substantial functional limitations in 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.
Grandparent	Grandparent, step-grandparent, or any other older relative of a child by blood, marriage, or adoption who is 55 years of age or older, living with the child, and identified as the primary caregiver through a legal or informal arrangement.
HSA	San Francisco Human Services Agency
OOA	Office on Aging, a unit within the Department of Aging and Adult Services of the San

	Francisco Human Services Agency
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)
Purchaser	Director of Purchasing of the City and County of San Francisco, or designated agent.
Web-based Consumer and Service Reporting	A web-based application developed for DAAS 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
SOGI	Sexual Orientation and Gender Identity, a result of <i>Ordinance No. 159-16</i> which 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 (<i>Chapter 104, Sections 104.1 through 104.9.</i>)

III. Target Population

- A Caregiver residing in San Francisco
- Low Income
- Non or limited –English speaking
- Minority
- Frail
- Lesbian/Gay/Bisexual/Transgender

IV. Eligibility for Family Caregiver Support Services

In order to obtain services, an individual must meet the following criteria:

Be an adult (18 years of age or older) family member or another individual (e.g., friend, neighbor, or volunteer) who is an informal (i.e., unpaid) provider of in-home or community care to a care receiver.

V. Location and Time of Services

The details of the sites and operation hours are as attached in the Site Chart (Appendix F-1).

VI. Services to be Provided

The following are the service categories that will be funded for the Family Caregiver Program. Services and program operations must conform to Older American Act Title III-E program regulations, and include the following:

Note: FCA – Family Caregiver Alliance, KI – Kimochi, OH – Openhouse, SHE – Self Help for the Elderly

INFORMATION SERVICES

Information Services means the provision of public information on caregiving and/or community education on caregiving, including information about available services. UNIT: 1 activity

Public Information on Caregiving means an *Information Service* designed to provide information about available Family Caregiver Support Program FCSP and other caregiver support resources and services by disseminating publications, conducting media campaigns, and maintaining electronic

information systems. *ex: quarterly newsletter = four activities, public announcement aired multiple times = one activity* UNIT: 1 activity **UNIT: 13 FCA/ 2 SHE = 15**

Community Education on Caregiving means an *Information Service* designed to educate groups of current or potential caregivers and those who may provide them with assistance about available FCSP and other caregiver support resources and services. *ex: booth at spring and fall health fairs = two activities.* **UNIT: 31 FCA = 31**

ACCESS ASSISTANCE

Access Assistance means the provision of caregiver outreach, caregiver information and assistance, and caregiver interpretation/translation services in order to link caregivers to the opportunities and services that are available. UNIT: 1 contact

Caregiver Outreach means an *Access Assistance* service involving interventions (one-on-one contacts with individuals) initiated by an agency or provider for the purpose of identifying caregivers and encouraging their use of existing caregiver support services. *ex: staff initiated well-being checks via phone call or direct contact.* **UNIT: 125 OH/ SHE = 250**

Caregiver Information and Assistance means an *Access Assistance* service that: 1) provides caregivers with information on services available within the communities, including information related to assistive technology and information particularly for older individuals at risk of institutional placement, 2) links caregivers to the services and opportunities that are available within the communities; and to the maximum extent practicable, establishes adequate follow-up procedures (caregiver may remain anonymous & refuse follow-up contact). **UNIT: 185 FCA/ 110 SHE = 295**

Caregiver Interpretation/Translation means an *Access Assistance* 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. *ex: staff interpreting dialogue between caregiver and care consultant, staff translating an elder's prescription drug label for his caregiver.*
UNIT: 100 KI / 75 SHE = 175

SUPPORT SERVICES

Support Services means the provision of caregiver assessment, caregiver counseling, caregiver peer counseling, caregiver support groups, caregiver training, and (if necessary) caregiver case management. UNIT: 1 hour (time includes preparation, service provision, related travel)

Caregiver Assessment means a *Support Service* conducted by persons trained and experienced in the skills required to deliver the service that should result in a plan that includes emergency back-up provisions and is periodically updated; and will explore options and courses of action for caregivers by identifying their: 1) Willingness to provide care; 2) Duration and care frequency preferences; 3) Caregiving abilities; 4) Physical health, psychological, social support, and training needs; 5) Financial resources relevant to caregiving; and 6) Strengths and weaknesses within the immediate caregiving environment and (caregiver's) extended informal support system.
UNIT: 255 FCA / 30 OH/ 125 SHE = 380

Caregiver Counseling means a *Support Service* provided to a caregiver by a person appropriately trained and experienced in the skills required to deliver the level of counseling service, *which may range from guidance with the responsibilities of the caregiving role to therapy for stress, depression and loss, but must include assistance to caregivers in the area of health, nutrition and financial literacy*; and: 1) May involve his or her informal support system; and 2) May be individual direct sessions and/or telephone consultations. **UNIT: 250 FCA/ 325 KI /120 OH/ 100 SHE = 795**

Caregiver Peer Counseling means a *Support Service* provided by experienced volunteers on the condition that appropriate training and qualified supervision protocols are in place.

Caregiver Support Group means a *Supportive Service* provided to a group of 3-12 caregivers that is led by a competent facilitator; conducted at least monthly within a supportive setting or via a controlled access, moderated online or through teleconference approach; for the purpose of sharing experiences and ideas to ease the stress of caregiving and enhancing decision making and problem solving related to their caregiving roles. This service must also include assistance to caregivers in the area of health, nutrition and financial literacy. **UNIT: 36 FCA / 175 KI / 180 OH = 391**

Caregiver Training means a *Supportive Service* consisting of workshops or one-on-one individually tailored sessions, conducted either in person or electronically by a skilled trainer, to assist caregivers in developing the skills and gaining the knowledge necessary to meet and enhance their caregiving roles; and shall address the areas of health, nutrition, and financial literacy.

Examples of other areas of trainings may include daily care management, disease progression behavior interventions and coping skills, assistive technology and home adaptation options, supplemental resources and services, legal issues and family caregiver rights, and emergency and long-term care planning. **UNIT: 120 FCA / 60 KI / 118 OH /75 SHE = 373**

Case Management means a *Support Service* provided by a person who is trained and experienced in the skills that are required to coordinate and monitor the provision of formal caregiver-related services in circumstances where *caregivers are experiencing diminishing capacities* due to mental impairment or temporary severe stress and/or depression. **UNIT: 40 FCA / 110 SHE = 150**

RESPITE CARE

Respite Care means a brief period of relief or rest from caregiving responsibilities, and is provided to caregivers on an emergency basis in a manner that responds to the individual needs and preferences of the caregivers and their care receiver rather than a pre-established set amount offered on a “first come, first served” waiting list basis. Respite Care shall be provided only to a caregiver of a care receiver having two or more activities of daily living limitations or a cognitive impairment, or to a caregiver who is the grandparent or older adult relative caring for a child. Examples of temporary respite care: Intermittent – Time off a few hours once a week for a limited time to give the caregiver a planned or unscheduled break. Occasional – Time off for the caregiver to attend a special event. Emergency – Extended break to address an intervening circumstance, such as caregiver emotional stress or hospitalization and recovery. **UNIT: 1 hour (time includes service provision and related travel). UNIT: 2,353 FCA = 2,353**

Respite In-Home Personal Care means *Temporary Respite Care* 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.

Respite Home Chore means *Temporary Respite Care* 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.

Respite Out-of-Home Day means *Temporary Respite Care* where the care receiver attends a supervised/protective, congregate setting during some portion of a day, and includes access to social and recreational activities.

Respite Out-of-Home Overnight means *Temporary Respite Care* where the care receiver is temporarily placed in a supervised/protective, residential setting for one or more nights, and may include access to nursing and personal care.

SUPPLEMENTAL SERVICES

Supplemental services means caregiver-centered assistance offered on a limited basis to support and strengthen the caregiving efforts. Supplemental services shall be provided only to a caregiver of a care receiver having two or more activities of daily living limitations or a cognitive impairment, or to a caregiver who is the grandparent or older adult relative caring for a child. UNIT: one occurrence

Assistive Devices for Caregiving means a supplemental service involving the purchase, rental and/or service fee of any equipment or product system (ranging from a lift chair or bathtub transfer bench to an electronic pill dispenser or emergency alert fall prevention device that will facilitate and enhance the caregiving role. Unit definition: on device for on client equals one occurrence. **UNIT: 5 SHE = 5**

Home Adaptations for Caregiving means a supplemental service that makes any minor or major physical change to the home in order to facilitate and enhance the caregiving role (ranging from installation of grab bars or replacement of door handles to construction of an entrance ramp or roll-in shower.) Unit definition: one modification to one home equals one occurrence.

Caregiving Services Registry means a supplemental service that recruits, screens, and maintains a listing of dependable, qualified self-employed homemaker or respite care workers who may be matched with caregivers willing to utilize personal resources to pay for assistance with their caregiving responsibilities. Both the caregiver and self-employed worker will be 1) advised about appropriate compensation and workplace performance expectations; and 2) provided with follow-up to ensure the match is functioning effectively. Unit definition: one hour of service equals one occurrence. **UNIT: 50 KI = 50**

Caregiver Financial Consultation means a supplemental service provided by a person who is trained and experienced in the skills that are required to provide financial advice and guidance to a caregiver on how to manage additional financial responsibilities and burdens associated with his or her caregiving role. Unit definition: one hour equals one occurrence.

Caregiver Legal Assistance means a supplemental service involving legal advice, counseling, or administrative and judicial representation by an attorney (or paralegal and law student acting under the direct supervision of an attorney) that is provided to a caregiver with legal needs associated with his or her caregiving responsibilities. Unit definition: one hour equals one occurrence. **UNIT: 36 FCA = 36**

Total Supplemental Services UNIT: 36 FCA / 75 KI / 5 SHE = 116

Caregiving Emergency Cash/Material Aid means a supplemental service that arranges for and provides assistance to caregivers in the form of commodities, surplus food, emergency cash, discount cards, and vouchers that will help meet identified needs associated with an individual caregiver's responsibilities. Unit definition: one assistance for one caregiver equals one occurrence

Caregiving Congregate Meals means a supplemental service where meal is served to an otherwise ineligible caregiver or child of a grandparent or older individual who is a relative caregiver in a congregate group setting by a Title III C-1 nutrition service provider. Unit definition: one meal equals one occurrence.

Caregiving Home-Delivered Meals means a supplemental service where a meal is delivered to an otherwise ineligible or low-priority caregiver and his/her care receiver or child of a grandparent or older individual who is a relative caregiver at his or her home by a Title III C-2 nutrition service provider. Unit definition: one meal equals one occurrence.

Caregiving Transportation means a supplemental service that uses regular public or private vehicles to locally transport a caregiver from one location to another in order to fulfill caregiving responsibilities. Unit definition: one one-way trip equals one occurrence.

Caregiving Receiver Placement means a supplemental service provided by a person who is trained and experienced in the skills required to assist a caregiver in securing an appropriate extended care living arrangement for his or her care receiver when his caregiver is no longer able or willing to meet the caregiving responsibilities. Unit definition: one hour equals one occurrence.

Please Note: The Grantee will have to be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules. For specific compliance requirements, please refer to Appendices G & H to the Grant Agreement.

VII. Outcome Objectives

- To measure consumer satisfaction with services: a minimum 85% of respondents to consumer satisfaction survey will express satisfaction with services provided.
- To measure effectiveness of referral services: a minimum 75% of these consumers will report taking one or more actions to help with their caregiving responsibilities as discussed during their caregiver assessment and care planning meeting .
- To measure growth of community education groups: a minimum 50% increase in Community Education groups over last fiscal year.
- To measure growth of caregiver outreach: a minimum 9% increase in outreach efforts to existing clients over last fiscal year.
- To measure growth of caregiver information and assistance: a minimum 9% increase in linkages to caregiving services over last fiscal year.
- To measure growth of caregiver assessments: a minimum 16% increases in caregiver assessments via on-line or in person over last fiscal year.

VIII. Reporting and Other Requirements

- A. Grantee will provide various reports during the term of the grant agreement.
- B. Grantee will enter into CA-GetCare all the units of service in the Service Recording Tool and data for client-level service reporting by the 5th working day of the month for the preceding month.
- C. 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.

- D. Grantee will develop and maintain with OOA's approval, an updated Site Chart (using OOA's format) with details about the meal program.
- E. Grantee will provide other reports as requested.
- F. Grantee shall develop and deliver an annual summary report of SOGI data collected in the year as requested by HSA. The due date for submitting the annual summary report is July 10th.
- G. Apart from the on-line reporting via CA GetCare and CARBON, and reports requested to be sent via e-mail to the Program Manager and/or Contract Manager, all other reports should be sent to the following addresses:

Monte Cimino, Program Analyst
 DAAS, Office on the Aging
 PO Box 7988
 San Francisco, CA 94120
 E-mail address: monte.cimino@sfgov.org

David Kashani, Contracts Manager
 Human Services Agency
 PO Box 7988
 San Francisco, CA 94120
 Email address: david.kashani@sfgov.org

IX. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of compliance to 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 CA-Getcare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; program operation, which includes a review of a written policies and procedures manual of all OOA 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; a board of director list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool, translation and social services are based on staff hours.
- 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.

	A	B	C	D
1	Appendix B-1, Page 1			
2	Document Date: 10-Aug-17			
3	HUMAN SERVICES AGENCY CONTRACT BUDGET SUMMARY			
4	BY PROGRAM			
5	Contractor's Name		Contract Term	
6	Family Caregiver Alliance		7/1/17 - 6/30/18	
7	(Check One) New Renewal Modification <u> x </u>			
8	If modification, Effective Date of Mod. 7/1/17		No. of Mod. 1	
9	Program: Family Caregiver Support			
10	Budget Reference Page No.(s)	Original	Modification	NewTotal
11	Program Term	7/01/17-6/30/18	7/01/17-6/30/18	7/01/17-6/30/18
12	Expenditures			
13	Salaries & Benefits	\$116,375	\$80,114	\$196,489
14	Operating Expense	\$252,319	\$157,360	\$409,679
15	Subtotal	\$368,694	\$237,474	\$606,168
16	Indirect Percentage (%)	8%	5%	7%
17	Indirect Cost (Line 16 X Line 17)	\$29,589	\$12,526	\$42,115
18	Capital Expenditure	\$0	\$0	\$0
19	Total Expenditures	\$398,283	\$250,000	\$648,283
20	HSA Revenues			
21	General Fund			
22	Federal - Title III E	\$377,092		\$377,092
23	SF General Fund	\$21,191	\$250,000	\$271,191
24				
25				
26				
27				
28				
29	TOTAL HSA REVENUES	\$398,283	\$250,000	\$648,283
30	Other Revenues			
31				
32	Matching Funds (non-Federal)	\$125,722		\$125,722
33				
34				
35				
36	Total Revenues	\$524,005	\$250,000	\$774,005
37	Full Time Equivalent (FTE)			
39	Prepared by: Stephen Hu	10-Aug-17		
40	HSA-CO Review Signature: _____			
41	HSA #1	11/15/2007		

	A	B	C	D	E	F	G	I
1								
2								
3								
4	Program Name: Family Caregiver Support Program				Appendix B-1, Page 3			
5	(Same as Line 9 on HSA #1)				Document Date: 10-Aug-17			
6								
7								
8								
9								
10					7/01/17-6/30/18			
11	Expenditure Category		TERM	Original Budget	Modification	New Total		
12	Rental of Property			\$30,905	\$11,783	\$42,688		
13	Telecommunications (Phones, Online Access, Web Services)			\$3,297	\$1,359	\$4,656		
14	Office Supplies			\$2,800	\$1,788	\$4,588		
15	Postage			\$1,800		\$1,800		
16	Client Database Maintenance			\$3,895		\$3,895		
17	Printing and Reproduction			\$400	\$72	\$472		
18	Insurance			\$1,400	\$858	\$2,258		
19	Staff Training			\$500		\$500		
20	Staff Travel-(Local & Out of Town)			\$1,829	\$500	\$2,329		
21	Rental of Equipment			\$2,700		\$2,700		
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE					\$0		
23	Audit			\$4,500		\$4,500		
24	Staff Education			\$425		\$425		
25	Kimochi (Subcontractor)			\$55,000		\$55,000		
26	Self Help For The Elderly (Subcontractor)			\$63,000	\$25,000	\$88,000		
27	Openhouse (Subcontractor)			\$20,100		\$20,100		
28	Subcontractors - Other				\$22,000	\$22,000		
29	OTHER							
30	Respite			\$55,568		\$55,568		
31	Legal Services			\$3,200		\$3,200		
32	Caregiver Education Events			\$1,000		\$1,000		
33	Training Events				\$15,000	\$15,000		
34	Publications and Translations				\$74,000	\$74,000		
35	Computer Equipment (2)				\$5,000	\$5,000		
36						\$0		
37						\$0		
38						\$0		
39						\$0		
40						\$0		
41	TOTAL OPERATING EXPENSE			\$252,319	\$157,360	\$409,679		
42								
43	HSA #3							

**APPENDIX F-1 - SITE CHART
FY 2017 – 2018**

AGENCY: Family Caregiver Alliance HSA/DAAS/Office on the Aging
 CONTRACT MAILING ADDRESS: 785 Market Street, Suite 750; San Francisco, CA 94103

DIRECTOR: Kathleen A. Kelly PHONE NO. (415) 434-3388

SITES:		PHONE NO. (415) 434-3388						
Name of Site	Family Caregiver Alliance							
Address and Zip	785 Market St. #750 San Francisco, CA 94103 (415) 434-3388							
Phone Number	(415) 434-3508							
Fax Number	All of San Francisco							
Neighborhood	Kathleen Kelly, Exec. Dir.							
Person in Charge	Leah Eskenazi, Program Director							
Site Manager								
Programs Offered	Respite; Education; Legal & Counseling Referrals; Information and referrals into the community; Camp for Caring; Caregiver Retreat.							
Days Open	x Mon x Tues x Wed x Thurs x Fri Sat Sun	Mon Tues Wed Thur Fri Sat Sun	Mon Tues Wed Thur Fri Sat Sun	Mon Tues Wed Thur Fri Sat Sun	Mon Tues Wed Thur Fri Sat Sun	Mon Tues Wed Thur Fri Sat Sun	Mon Tues Wed Thur Fri Sat Sun	
Hours Open	9:00 – 5:00							
Hours of scheduled programming	9:00 – 5:00							
Hours of meal service	N/A							
Annual number of meals at site	N/A							
Average number of meals per day	N/A							
Total number of service days in FY	260							
Days closed	Sat; Sun; Major Holidays							
Handicapped Accessible	X Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No