



ADVANCING DEMENTIA FRIENDLY INITIATIVES IN GEORGIA GRANT

This contract is made and entered into by and between the Georgia Gerontology Society, a non-profit organization that educates, serves and advocates for older adults and their families (hereinafter referred to as “GGS”) and DeKalb County Government (hereinafter referred to as “Grantee”) and shall be effective as of the latest date set forth by a party’s signature below.

This contract is deemed to be made under and shall be construed and enforced in every respect according to the laws of the State of Georgia.

This contract or any performance required by it shall not be assigned, transferred, or delegated to another party without the express prior written consent of GGS.

GRANT:

GGS agrees to award a grant in the total amount of \$2,000.00 (hereinafter referred to as the “Grant”) to Grantee on the terms provided in this Contract, contingent on GGS receiving funding from the Georgia Department of Human Services. The Grant will be awarded in one installment sent after completion of this Contract and upon completion of the Contract between the Georgia Department of Human Services and GGS. The grant must be fully expended for the project and purpose identified in this Contract, as described in Grantee’s application to GGS, and may not be expended for any other purpose without the prior written approval of the GGS Board President and the GGS Executive Director. The Grant is a single award and shall not renew. The Grant term is from November 1, 2018 to September 30, 2019 and all funds must be used during the term.

SCOPE OF SERVICES:

The Grantee shall render services that advance dementia friendly initiatives in their community as outlined in the Grantee’s application and clarifications, attached herein as Attachment A and made a part of this contract.

PARTICIPATION IN THE DEMENTIA FRIENDLY GEORGIA STRATEGY TEAM:

The Division of Aging Services facilitates a strategy team of organizations interested in advancing Dementia Friendly initiatives in Georgia. This team will serve as a resource for grantees. Grantees will be required to make every effort to have a representative participate in this team. Grantees will receive invitations to all meetings. GGS understands that grantees may not be able to attend all meetings.

RECORDS AND REPORTS BY GRANTEE:

Grantee shall keep receipts and records of all expenditures related to the Grant and shall maintain such records for at least seven years following the calendar year in which all Grant funds are

fully expended. A semi- annual report will be due by March 10, 2019 and will include a narrative of the activities conducted and a breakdown of any funds spent. This report should also outline projected activities and expenditures for the remaining grant period. A final report is due by October 10, 2019 and will include a narrative of all activities as well as a breakdown of all expenditures for the grant period. Upon submission of each grantee's final report, GGS will review the report and final budget to ensure that funds were utilized to advance dementia friendly initiatives as outlined in the Grantee's application or in clarifications with GGS throughout the grant period. Failure to follow these guidelines may require grantee to return unspent or misspent funds to GGS. Grantee shall respond promptly (generally within 3 business days) to all inquiries from GGS concerning the Grant and will promptly provide all information relating to the Grant that is requested by GGS.

NONDISCRIMINATION:

GGS has received funds from the Georgia Department of Human Services; therefore, Grantee will comply with the following nondiscrimination rules and regulations.

1. **Nondiscrimination in Employment Practices:** The Grantee agrees to comply with federal and state laws, rules and regulations and the Georgia Department of Human Services rules and regulations relative to nondiscrimination in employment practices because of political affiliation, religion, race, color, sex, handicap, age, creed, veteran status or national origin. Nondiscrimination in employment practices is applicable to employees, applicants for employment, promotions, demotions, dismissal, and other elements affecting employment/employees.
2. **Nondiscrimination in Service Practices:** The Grantee agrees to comply with federal and state laws, rules and regulations and Georgia Department of Human Services rules and regulations relative to nondiscrimination in consumer/customer/client and consumer/customer/client service practices because of political affiliation, religion, race, color, sex, handicap, age, creed, veteran status or national origin. Neither shall any individual be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination under any program or activity conducted or supported by the Department.
3. **Compliance with Applicable Provisions of the Americans with Disabilities Act:** The Grantee agrees to comply with all applicable provisions of the Americans with Disabilities Act (ADA) and any relevant federal and state laws, rules and regulations regarding employment practices toward individuals with disabilities and the availability/accessibility of programs, activities, or services for consumers/customers/clients with disabilities.

CONFIDENTIALITY OF INDIVIDUAL INFORMATION:

The Grantee agrees to abide by all state and federal laws, rules and regulations and the Georgia Department of Human Services rules and regulations, and policies on respecting confidentiality of an individual's records. The Grantee further agrees not to divulge any information concerning any individual to any unauthorized person, including any employees, without the written consent

of the individual employee, consumer/customer/client, or responsible parent or guardian. The Grantee will not disclose any confidential or protected information obtained in any way from GGS or Georgia Department of Human Services without the express written authorization from the GGS. The Grantee agrees to notify GGS within one (1) business day of receipt of a request for records under the Georgia Open Records Act, a subpoena, court order, or request for production of documents seeking confidential information concerning GGS and DHS customers or clients.

The Grantee hereto acknowledge that some material and information that may come into their possession or knowledge in connection with this contract, or the performance hereof, may consist of confidential and private information, the disclosure of which to or use by third parties may be damaging. The parties therefore agree to hold such material and information in strictest confidence, not to make use thereof other than as is necessary for performance of this contract, and not to release or disclose any information to any other party except as may be required by law. Each party hereby expressly agrees to immediately remove any such party's employees or subcontractors from performing any work in connection with this contract upon the other party giving notice that such employee or subcontractor has failed to meet the confidentiality obligations or standards of this contract.

CONFLICT OF INTEREST:

The Grantee certifies that the provisions of the Official Code of Georgia Annotated, Section 45-10-20 through 45-10-28, as amended, which prohibit and regulate certain transactions between certain state officials or employees and the State of Georgia, have not been violated and will not be violated in any respect. The Grantee agrees to notify GGS within one (1) calendar day of the determination that a conflict of interest has occurred. A conflict of interest may exist if no unethical or improper act results from it, as it may be evidenced by the appearance of impropriety, such as purchasing goods from vendors who are controlled by or who employ relatives; nepotism, accepting gifts from vendors; inappropriately using one's position to influence the selection of vendors; or using confidential information for personal profit or to assist outside organizations.

PUBLICITY:

Grantee shall obtain GGS's prior written consent of the text of any proposed publicity, marketing or other similar communication or publication concerning the Grant prior to the release of same and shall not use any GGS logo or trademark without GGS's prior written consent.

MODIFICATION OR TERMINATION OF GRANT:

GGS reserves the right to suspend or terminate the contract in whole or in part under this contract provision if it appears to GGS that the Grantee is failing to substantially comply with the quality of service or the specified completion schedule of its duties required under this contract, and/or to require further proof of reimbursable expenses prior to payment thereof, and/or to require improvement, at the discretion of GGS, in the programmatic performance or service delivery.

WAIVER:

No waiver or any provision of this Agreement shall be effective, unless in writing and signed by the Grantee's designee, the GGS Board President and the GGS Executive Director.

INVENTIONS, PATENTS, COPYRIGHTS, INTANGIBLE PROPERTY AND PUBLICATIONS:

Any documents or other material prepared, purchased or in the process of being prepared by Grantee in connection with the Grantee's performance of the Services shall be deemed property of GGS and all right, title, license and ownership interest in any such documents or license shall vest in GGS immediately upon their creation or purchase and Grantee further agrees to execute any and all documents or to take any additional actions that may be necessary in the future to fully effectuate this provision.

- A. Inventions and patents. The Grantee agrees if patentable items, patent rights, processes, or inventions are produced in the course of work supported and funded by this contract, to report such facts in writing promptly and fully to GGS. The Georgia Department of Human Services and GGS shall determine whether protection of the invention or discovery shall be sought. The Georgia Department of Human Services and GGS will also determine how the rights to the invention or discovery, including rights under any patent issued thereon, shall be allocated and administered in order to protect the public interest consistent with Government Patent Policy.
- B. Copyrights. Except as otherwise provided in the terms and conditions of this contract, GGS or the Georgia Department of Human Services is free to copyright any books, publications, or other copyrightable materials developed in the course of, or under this contract. Should any copyright materials be produced as a result of this contract, GGS and the Georgia Department of Human Services shall have the right to exploit such materials as allowed under the copyright laws applicable during the terms of this contract. GGS and the Georgia Department of Human Services may, in its sole discretion, allow for the author of such material retain a portion or all ownership interest in the work. Any such authority regarding ownership shall be in writing and signed by all parties.
- C. Publications: All publications, including pamphlets, art work, and reports shall be submitted to GGS and the Georgia Department of Human Services electronically.
- D. In the event any interventions, patents or copyrights are developed by the Grantee as a result of the Grantee's performance under this contract the same shall be deemed the work for hire or invention for hire as defined in Title 17 and Title 35 of the United States Code and all ownership interest therein shall be and remain the property of GGS and the Georgia Department of Human Services unless, at the sole discretion of GGS and the Georgia Department of Human Services, other ownership rights are established in writing between the Grantee and GGS and Georgia Department of Human Services

CONSULTANT/STUDY CONTRACT:

- A. The Grantee agrees not to release any information, findings, research, reports, recommendations, or other material developed or utilized during or as a result of this

contract until such time as the information has been provided to GGS and the Georgia Department of Human Services, appropriately presented to the DHS Board of Human Services, and made a matter of public record.

- B. The Grantee further agrees that any research, study, review, or analysis of the consumers/customers/clients served under this contract by any outside individual or organization must be conducted in conformance with 45 CFR part 46, Protection of Human Subjects.
- C. All products developed/collected including raw data, databases, including code specifications, shall be the property of GGS and the Georgia Department of Human Services and may be subject to review and validation by GGS and the Georgia Department of Human Services prior to completion of study.

INDEPENDENT CONTRACTOR RELATIONSHIP:

In its relationship with GGS and the Georgia Department of Human Services and the state and for purposes of performing any services assigned under this Contract, the Grantee warrants that the Grantee is an independent contractor. The Grantee shall therefore be responsible for compliance with all laws, rules, and regulations involving its employees and any subcontractor(s), including but not limited to employment of labor, hours of labor, health and safety, working conditions, workers' compensation insurance, and payment of wages. Neither the Grantee nor any of the Grantee's agents, servants, employees, subcontractors or suppliers shall become or be deemed to become agents, servants, or employees of the Georgia Department of Human Services, GGS, or the state. This contract shall not be construed as to create a partnership or joint venture between the Grantee and the Georgia Department of Human Services, GGS and the state or any of its agencies.

LIABILITY:

The Grantee accepts liability for all aspects of the program operated hereunder, including the repayment of any disallowed costs. The Grantee, shall indemnify, hold harmless, and defend GGS from all loss, cost, expense, and attorney's fees arising out of any demand, claim, or suit of any kind or character whatsoever arising out of the conduct of the Grantee its employees or agents while carrying out activities under this Contract. If the Grantee refuses or neglects to defend any such demand, claim, or suit, GGS may defend, adjust, or settle such demand, claim, or suit, and the costs of such defense, adjustment, or settlement, including reasonable attorney's fees, shall be charged to the Grantee. The Grantee agrees to give GGS prompt written notice of any demands, claims, or suits made against the Grantee or GGS or of any circumstances which the Grantee reasonably believes may give rise to such a demand, claim or suit as soon as practicable after it becomes known to the Grantee.

REPRESENTATION:

The parties hereto represent and warrant that they have the authority to enter into this Contract.

SIGNATURES TO CONTRACT BETWEEN THE GEORGIA GERONTOLOGY SOCIETY

AND

DeKalb County Government

IN WITNESS WHEREOF, GGS and the Grantee, acting by and through their duly authorized officers, agree to the terms and conditions of this Contract, set forth above, by affixing their signatures hereunto.

Acting for and on behalf of the

Georgia Gerontology Society
P.O. Box 7905
Atlanta, GA 30357

Acting for and on behalf of

DeKalb County Government
39 Rogers Street NE
Atlanta GA 30317

Amanda James
Executive Director
Georgia Gerontology Society

Michael Thurmond
Chief Executive Officer
DeKalb County, Georgia

Babs Hall
President
Georgia Gerontology Society

Barbara H. Sanders
CCC, CMC, Clerk of the Chief Executive Officer and
Board of Commissioner
DeKalb County, Georgia

County Attorney
DeKalb County, Georgia

Damon Scott
Director
DeKalb County Human Services Department

Request for Proposal: To Advance Dementia Friendly Initiatives in Georgia
Georgia Gerontology Society, Inc.
Proposal Due: August 15, 2018

1. **Description of Company or Organization –**

The DeKalb County Human Services Department includes the Office of Aging, the Office of Youth Services, the Office of Grants and Administration and the Office of Partnerships and External Affairs. The Mission of the Human Services Department is “to support the development of safe families, neighborhoods and communities for the citizens of DeKalb”. The services and programs offered by the Department are designed to support DeKalb residents from birth through retirement. In the state of Georgia it is reported that over 140,000 people have Alzheimer’s disease and there may be far more who have some form of Dementia. In DeKalb County over 10% of the population are 65+ years of age – approximately 75,000 citizens – and it is estimated that 11% have some form of Dementia.

The Human Services Department will lead the effort in DeKalb to become a Dementia Friendly County. The first step for the county is to engage citizens, determine the need, collaborate to find solutions and services that meet the needs of our citizens who have some form of Dementia and ultimately to improve their quality of life.

Department Contact:

Debra Furtado, Human Services Administrator

DeKalb County Human Services Department
Office of Partnerships and External Affairs

Email: dlfurtado@dekalbcountyga.gov

Phone: 770-322-2969

2. **Current Dementia Friendly Progress –**

DeKalb’s Human Services Department is in the very early stages of the process of transitioning into a Dementia Friendly County. This grant is our **first step** and the grant will put us on the path toward understanding, learning, engaging, analyzing and acting to set community goals as a Dementia Friendly County. We are interested in this grant because we want to know the needs of our citizens who have Dementia and their caregivers for resources and services. We also want to ensure that the experience of citizens who have Dementia, as well as their family members and caregivers, is encouraging and that they have access to needed resources to live a quality life.

If awarded this grant, the Department will begin by implementing Phase 1 – Convene. Our goal is to have two focus group meetings. The first focus group meeting will convene key community leaders and members (especially citizens living with Dementia) to understand dementia and its implications for our community and to complete the Readiness and Recognition review. The second focus group meeting, we will determine community readiness and recruit and build an Action Team as part of Phase 1 and begin the process to engage our county community more broadly. The Action Team in Phase 2 will begin the process of educating and communicating with

Team members, senior centers, social media and work with our cities and neighborhoods as our county moves on to the next phase and completes all Dementia Friendly phases.

3. **Project Plan – Engaged Partners and Inclusion of Persons Living with Dementia –**

The Department will partner with the following organizations: Dementia Spotlight Foundation, Alzheimer’s Association, Georgia State University’s Gerontology Institute, Dr. William Hu with Emory University, Grady Health System, the City of Decatur and local home and community-based providers. The project will be implemented by the DeKalb Office of Partnerships & External Affairs in conjunction with the DeKalb Office of Aging and will include senior participants from all neighborhood senior and multi-purpose centers. Our goal is to reach DeKalb citizens living with Dementia and caregivers throughout the county. We will ensure key community leaders from the partners mentioned as well as people living with Dementia and their caregivers are part of the initial focus groups in Phase 1.

We intend to follow the Dementia Friendly America’s guideline for Phase 1 which includes: enlist champions; discuss readiness (forming an Action Team); build the case and to complete Phase 1 – to build the Action Team - and set goals to begin Phase 2.

- a. **Plan Outline with activities:** Convene two focus group meetings with 4 groups located at 4 meeting sites, with 5-7 participants, key community leaders and people living with Dementia and their caregivers will make up the focus groups at each site. We intend to seek involvement with people living with Dementia and their caregivers by communicating the focus groups at senior centers and asking caregivers who are members of various senior centers and by reaching out to key partner agencies who may know citizens with Dementia and their caregivers to participate in the focus groups. We will meet at the following locations to capture feedback from the entire county:
 - i. City of Decatur- Decatur Recreation Center
 - ii. North DeKalb Neighborhood Senior Center
 - iii. Lou Walker Multi-Purpose Senior Center
 - iv. South DeKalb Neighborhood Senior Center
- b. Meetings will be held in the mid-morning as that may be the best time for people with Dementia to attend and grant dollars will be used for transportation, materials and supplies.
- c. Each focus group will include a county staff facilitator and we will engage partners such as the Dementia Spotlight Foundation, Alzheimer’s Association and Dr. Hu as experts to assist with the discussion.
- d. The focus groups will follow the Dementia Friendly America’s guide for Phase 1, Convene. We will hold two focus group sessions and the first focus group meeting for Phase 1 includes: enlist champions by working with engaged partners to form the 4 focus groups to include people living with Dementia and their caregivers; review our purpose to become a Dementia Friendly County, our goal is to complete all phases and to specifically create an Action Team as the main outcome of the two meetings. In the first meeting each of the four focus groups will learn more about Dementia by completing the

Attachment A

Readiness and Recognition review. We will put the question out to all four focus groups, recommended by Dr. Hu, which is powerful and simple and will guide us through our entire process, “What is your Dementia experience in your neighborhood?” This question will be addressed at the second focus group meeting and will enable us to drill down to understand the concerns and road blocks for people with Dementia and will become an ongoing focus for the Action Team. The second focus group meeting will result in determining Action Team members to move us through the other Phases to become a Dementia Friendly County.

- e. The first focus group meeting will be to review our goal, to become a Dementia Friendly County, and complete the Readiness and Recognition review. Our focus group outcomes are to: learn, discuss, educate and form an Action Team and to begin discussion of the question, “What is your Dementia experience in your neighborhood?” Our second meeting will be to continue the discussion of a Dementia Friendly neighborhood and recommend 7-10 Action Team members for the next phases.
- f. Ultimately our goal is to implement all four phases of the Dementia Friendly America process in order for DeKalb County to become a Dementia Friendly County: Convene, Engage, Analyze and Act. This grant will enable us to begin the process (Phase 1) and to convene key leaders and people living with Dementia and caregivers in order to find solutions to issues and to help improve the “Dementia experience in their neighborhood.”
- g. Next Steps after Phase 1 – we expect that this grant will lead us to the following:
 - i. Once Action Team is established from Phase 1, Convene;
 - ii. Phase 2, Engage. In this phase the Action Team uses the Dementia Friendly toolkit to assess the county’s strengths and gaps using an engagement tool;
 - iii. Phase 3, Analyze. The Action Team analyzes community needs and determines the issues stakeholders are motivated to act on and sets community goals. The question, “What is your Dementia Experience in your neighborhood?” is a good question to continue to ask and goals are set to address issues.
 - iv. Phase 4, Act. The Action Team works together to find implementation plans for the goals that are set and we identify ways to measure progress.

4. Budget

DeKalb Dementia Friendly Initiative- Project Budget	
Transportation	\$1,120
Program Supplies (copies, etc.)	\$350
Media/Marketing	\$530
Total	\$2,000
County In-Kind budget	
Meeting Space, 4 sites	\$1,560
Staff Time	\$1,880
Total	\$3,440

5. Project Summary –

The DeKalb County Human Services Department is focused on improving the quality of life for all citizens. We understand that citizens living with Dementia and their caregivers must have support for services and live in a community that cares for everyone and enables a positive life experience at all life phases. This grant will enable us to begin Phase 1, to convene and understand by reaching out to key community leaders, citizens living with Dementia, loved ones be it caregivers, friends and neighbors to form an Action Team to move us to the next phases. To ultimately become a Dementia Friendly County and effectively provide services, resources and connections to people in neighborhoods for citizens living with Dementia and their caregivers. At the same time being a Dementia Friendly County means that we are educating our citizens in neighborhoods and constantly working to remove the stigma of Dementia and finding ways to engage all citizens. A few potential outcomes for a **Dementia Friendly DeKalb County**:

- Train public safety staff and ensure awareness of Dementia;
- Educate students in schools and engage people with Dementia and caregivers to volunteer in schools and work with students;
- Create volunteer programs that engage people living with Dementia and create “purpose” for those living with Dementia and their caregivers by involving everyone in volunteer activities to serve the community;
- Provide resources for caregivers about Respite care;
- Cultivate transportation options that allow people living with Dementia to travel safely in the county;
- Develop effective signage throughout the county for those living with Dementia that allows people to move securely within the county.

With grant funding we plan to host 4 focus groups that will meet twice in the grant cycle, October 1, 2018 to October 1, 2019; invite 14 key community leaders and 14 people living with Dementia as well as their caregivers to begin the process of becoming a Dementia Friendly County by completing Phase 1 of the process; create an Action Team to move us through completing all four phases of the Dementia Friendly Tool-Kit; and to ultimately implement changes and solutions for people living with Dementia and their caregivers.

As we move forward we will continue to engage and ultimately find solutions to issues faced by those living with Dementia and caregivers. We will measure outcomes, progress, celebrate success and continue the cycle as we constantly focus on improving the quality of life for all DeKalb citizens.