

City and County of San Francisco



London Breed, Mayor

Human Services Agency

 Department of Human Services
 Department of Disability and Aging Services
 Office of Early Care and Education

Trent Rhorer, Executive Director

MEMORANDUM

TO: DISABILITY & AGING SERVICES COMMISSION

THROUGH: SHIREEN MCSPADDEN, EXECUTIVE DIRECTOR

FROM: CINDY KAUFFMAN, DEPUTY DIRECTOR
 ESPERANZA ZAPIEN, ACTING DIRECTOR OF CONTRACTS DS
ET

DATE: NOVEMBER 4, 2020

SUBJECT: **GRANT RENEWAL: SHANTI PROJECT (NON-PROFIT) FOR THE PROVISION OF SOCIAL ISOLATION PREVENTION SERVICES FOR LESBIAN, GAY, BISEXUAL, TRANSGENDER, AND QUEER (LGBTQ+) SENIORS AND ADULTS WITH DISABILITIES**

GRANT TERM:	<u>Original</u>	<u>Current</u>	<u>Renewal</u>	<u>Contingency</u>	<u>Total</u>
	9/1/16-6/30/18	7/1/18-12/31/20	1/1/21-6/30/21		1/1/21-6/30/21
GRANT AMOUNT:	\$693,000	\$1,195,529	\$231,443	\$23,144	\$254,587
ANNUAL AMOUNT:	<u>9/1/16-6/30/18</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>7/1/20-12/31/20</u> <u>1/1/21-6/30/21</u>
	\$320,000	\$373,000	\$476,200	\$487,886	\$231,443 \$231,443
FUNDING SOURCE	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
RENEWAL FUNDING:	\$231,443			\$23,144	\$254,587
PERCENTAGE:	100%				100%

The Department of Disability and Aging Services (DAS) requests authorization to renew a grant agreement with Shanti Project for the time period beginning January 1, 2021 and ending June 30, 2021, in the amount of \$231,443 plus a 10% contingency, for a total amount not to exceed \$254,587. The purpose of this grant is to provide Social Isolation Prevention Services to Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ+) older adults and adults with disabilities.

Background

The San Francisco LGBTQ+ Aging Policy Task Force was convened in 2012 by the Board of Supervisors to evaluate the needs of LGBTQ+ seniors, to assess the capacity of the current support system to meet those needs, and to make recommendations to address any unmet needs. Findings from the Task Force report indicate that LGBTQ+ older adults, when compared to

those who identify with the heterosexual population, live with higher rates of physical disabilities, are more likely to live alone, and have lower levels of social support and companionship. These factors lead to significantly higher rates of social isolation, depression, anxiety, and suicidal ideation.

The Task Force reviewed services available in San Francisco which address these issues and found such services to be lacking. The Task Force specifically recommended a program design which utilizes care navigation and peer volunteer support models of service delivery which have had a history of success.

In response to the Task Force recommendations, new programming designed to address social isolation in the LGBTQ+ senior and adult with disability community was introduced in fiscal years 2016-2018. Due to the success of the programming, DAS elected to continue this work by renewing the Social Isolation Prevention Services program grant for fiscal years 2018-2020.

Services to be Provided

Grantee has developed and implemented a Social Isolation Prevention program in order to address the emotional, behavioral, health, and social isolation challenges faced by lesbian, gay, bisexual, and transgender older adults and adults with disabilities. Program services include the following components: care navigation, peer support, and support programming. (See Appendix A for specific information on each of these service components.)

Grantee Performance

Shanti Project is in compliance with programmatic requirements for fiscal year 2019-2020, and fiscal and compliance requirements for fiscal year 2018-2019 for this grant.

Grantee Selection

Grantee was selected through RFP (Request for Proposals) #701, which was issued in May 2016.

Funding

This grant will be funded entirely through City and County funds.

Attachments

- Appendix A Scope of Services
- Appendix B Program Budget
- Appendix F Site Chart

APPENDIX A: SERVICES TO BE PROVIDED

Shanti Project

Social Isolation Prevention Services for LGBTQ+ Older Adults and Adults with Disabilities

January 1, 2021 to June 30, 2021

I. Purpose

Limited supportive services are available to address the emotional, behavioral, health, and social isolation challenges faced by lesbian, gay, bisexual, and transgender older adults and adults with disabilities. This grant seeks to address these issues through the implementation of a program utilizing 1) care navigation, 2) peer support, and 3) supportive programming.

II. Definitions

Adult with a Disability Person 18 years of age or older living with a disability.

Care Navigation Includes the following: intake, follow up, on-going assessment, information and referral, on-going care coordination, matching and support of client-volunteer peer support matches, facilitation of peer support volunteer trainings, facilitation of drop-in services, support group facilitation, peer-based psychosocial support (including practical assistance and emotional support).

DAS Department of Disability and Aging Services (previously Department of Aging and Adult Services/DAAS)

Frail An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individual or to others.

Grantee Shanti Project

HSA Human Services Agency

Isolation For the purpose of this program, isolation is defined as combination of 2 or more of the following factors: self-reported feelings of isolation, mild to moderate depression, lack of natural or reliable supports, chronic illness or conditions, need for emotional and practical support, lack of engagement with available community-based, natural or social supports, and other additional factors that indicate 1:1 in home and wraparound support would be beneficial

LGBTQ+	An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Low Income	Having income at or below 300% of the federal poverty line defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. This is only to be used by consumers to self-identify their income status, not to be used as a means test to qualify for the program.
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. Source: California Code of Regulation Sec. 7130
OCP	Office of Community Partnerships (previously Office on the Aging/OOA)
Older Adult	Person who is 60 years or older (used interchangeably with senior)
Peer Support	Includes the use of paid staff, student-interns, and peer support volunteers. Peer support services include emotional and practical support via regular interactions with clients such as social visits, accompaniment to appointments or events, and other assistance.
Senior	Person who is 60 years of age or older (used interchangeably with older adult)
SOGI	Sexual Orientation and Gender Identity; Ordinance No. 159-16 amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (Chapter 104, Sections 104.1 through 104.9.)
Sub-Grantees	Curry Senior Center, Openhouse

Supportive Programming	Includes individual emotional and behavioral support, peer support groups (including abstinence-based and substance-use management groups), social activities, wellness and health education, outreach, and early intervention programs.
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III. Target Population

Isolated LGBTQ+ older adults and adults with disabilities who are residents of San Francisco.

Services must also target clients who are members of one or more of the following target groups identified as demonstrating the greatest economic and social need. In particular:

- Low-income
- Non or limited English speaking
- Minority
- Frail

IV. Description of Services / Units of Service

In response to the limited support services for LGBTQ+ older adults and following the LGBTQ+ Aging Task Force recommendations, Shanti Social Isolation Prevention Services for LGBTQ+ Older Adults and Adults with Disabilities seeks to blend the following three models of service to address the emotional, practical and behavioral health needs of LGBTQ+ older adults and adults with disabilities.

- A. Care Navigation: Care navigators serve as the main point of contact for clients, and provide services including but not limited to intake, follow up, ongoing assessment and care coordination, information and referral, and drop-in facilitation. Care navigators will also help with the development and utilization of peer support volunteers who, in turn, help support clients participating in the program. Care navigators will match peer support volunteers with clients and assist with facilitation of peer support volunteer trainings, support group facilitation, and peer-based psychosocial support (including practical assistance and emotional support).

Care navigator qualifications are based on expertise in providing harm reduction-based coordination, advocacy, and/or psychosocial support to at-risk communities, and therefore these positions are not required to have specific licensure or graduate-level training. Care navigators are evaluated for experience and competence in serving severe need populations and targeted communities.

- B. Peer Support: Peer support volunteers provide outreach and supportive services for isolated, underserved LGBTQ+ older adults and adults with disabilities living with emotional and behavioral health challenges. Use of a peer support network provides an innovative service delivery framework for a target population that may be reluctant to seek traditional health and social services due to a history of discrimination and marginalization.

Grantee will implement an assessment and training program for peer volunteers prior to matching them to clients. Assessment should include evaluation of a volunteer's physical

and mental health status and ability to provide support as intended by this program element. Training should be comprehensive and cover cultural competency, boundaries, Aging 101, the grieving process, suicide ideation, clinical issues (including cognitive impairment), psychosocial issues, harm reduction models, and the peer counseling/support model.

- C. Support Programming: This program also seeks to create and increase the number of social connective programs and wellbeing programs that support and enhance the emotional and behavioral wellbeing of underserved LGBTQ+ older adults. These connective programs shall consist of:

- 1) individual emotional and behavioral support,
- 2) peer support groups, including abstinence-based and substance-use management groups, social activities,
- 3) wellbeing and health related education and activities, and
- 4) outreach and early intervention programs

Support programming will be provided by Shanti as well as by sub-grants with Curry Senior Center and Openhouse, both currently offering LGBTQ+-specific community services. Shanti, Curry, and Openhouse will develop, coordinate, and implement social connective programs, activities, and wellbeing and health programs. Enhanced outreach will include efforts in the wider Tenderloin and South of Market communities, to the Transgender community and to Communities of Color.

In delivery of the above program model, the following units of service will be used to measure program performance:

- 1) Unduplicated Consumers. Grantee will provide services to consumers consisting of the target population.
UNIT: One unduplicated consumer.
- 2) Care Navigation. Grantee will provide care navigation services, consisting of: intake, follow up, on-going assessment, information and referral, on-going care coordination, matching and support of client-volunteer peer support matches, facilitation of peer support volunteer trainings, facilitation of drop-in services, support group facilitation, peer-based psychosocial support (including practical assistance and emotional support).
UNIT: One hour of care navigation services.
- 3) Volunteer Recruitment and Development. The service model includes volunteers trained and assigned to work with consumers. Grantee will conduct outreach to draw volunteers who will then undergo formal training and will make a specified minimum time commitment to the program.
UNIT: One volunteer.
- 4) Peer Support. Grantee will train and coordinate paid staff, student-interns, and peer support volunteers who will provide peer support. Peer support services include emotional and practical support via regular interactions with clients such as social visits, accompaniment to appointments or events, and other assistance.

UNIT: One hour of peer support to consumers.

- 5) Support Programming. Includes individual emotional and behavioral support, peer support groups (including abstinence-based and substance-use management groups), social activities, wellness and health education and training sessions, peer health activities, and early intervention programs.

UNIT: One hour of support programming.

V. Location and Time of Services

Details of the sites and operation hours are as attached in the Site Chart (Appendix F.)

VI. Service Objectives

For the period January 1, 2021 – June 30, 2021 the Grantee will:

- Provide program services for at least **50** unduplicated consumers.
- Provide at least **1050** hours of care navigation to consumers.
- Provide volunteer recruitment and development services to at least **8** volunteers.
- Provide at least **1000** peer support hours to consumers, delivered by trained peer support volunteers.
- Provide at least **170** hours of support programming to consumers, in collaboration with Curry Senior Center and other community partners including Project Open Hand, AIDS Housing Alliance, SFAF 5-Plus, and Lyon Martin Health Services.
- At least **thirty-five percent** (35%) of consumers will respond to an annual consumer satisfaction survey.
- At least **fifty percent** (50%) of peer support volunteers will respond to an annual consumer satisfaction survey.

VII. Outcome Objectives

For the period January 1, 2021 – June 30, 2021:

- At least **seventy percent** (70%) of consumers responding to an annual consumer satisfaction survey will be satisfied (or better) with services and find it beneficial to them.
- At least **seventy percent** (70%) of peer support volunteers responding to an annual consumer satisfaction survey report that their training was comprehensive and helpful to their program role.
- At least **seventy percent** (70%) of consumers will demonstrate reduced isolation by their engagement in care navigation, volunteer peer support activities, or supportive programming.

VIII. Reporting Requirements

- A. Grantee will enter into CA-GetCare the consumer data including the Intake Form by the 5th working day of the month for the preceding month's services.
- B. Grantee will enter into CA-GetCare all the units of service in the Service Recording Tool 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.
- D. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31 of the following fiscal year. This report must be submitted to the CARBON system.
- E. Grantee will 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 within the Grant Agreement.
- F. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training on an annual basis; Grantee will maintain evidence of staff completion of this training.
- G. Grantee will provide an annual consumer satisfaction survey report to OCP by March 15 each grant year.
- H. Grantee shall develop and deliver bi-annual summary reports of SOGI data as requested by DAS/HSA. The due dates for submitting the bi-annual summary reports is January 10 and July 10 each fiscal year.
- I. Grantee shall develop and deliver ad hoc reports as requested by DAS/HSA.
- J. Grantee will develop and maintain with OCP's approval, an updated Site Chart (using OCP's format) with details about the program.
- K. For assistance with reporting requirements or submission of reports, please contact:

Ella Lee, Contract Manager
Human Services Agency
P.O. Box 7988
San Francisco, CA 94120-7988
E-mail: ella.lee@sfgov.org

Rick Appleby, Program Analyst
Office of Community Partnerships
1650 Mission Street, 5th floor
San Francisco, CA 94103
Email: rick.appleby@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 OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; board of director list; and whether services are provided appropriately according to Sections IV, VI and VII.

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

Budget		Appendix B, Page 1
		Document Date: October 2020
HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM		
Name Shanti Project		
(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>		
If modification, Effective Date of Mod.		No. of Mod.
Program: Isolation prevention services		
Budget Reference Page No.(s)		Total
Program Term	01/01/21 - 06/30/21	01/01/21 - 06/30/21
DAS Expenditures		
Salaries & Benefits	\$130,892	\$130,892
Operating Expenses	\$24,414	\$24,414
Subtotal	\$155,306	\$155,306
Indirect Percentage (%)	15.00%	15.00%
Indirect Cost	\$23,296	\$23,296
Subcontractor/Capital Expenditures	\$52,841	\$52,841
Total DAS Expenditures	\$231,443	\$231,443
HSA Revenues		
General Fund	\$231,443	\$231,443
Total HSA Revenue	\$231,443	\$231,443
Other Revenues		
Total Revenue	\$231,443	\$231,443
Full Time Equivalent (FTE)	1.64	1.64
Prepared by: Patricia Schnedar		
HSA-CO Review Signature: _____		
HSA #1		10/25/2016

Program: Isolation prevention services
 (Same as Line 11 on HSA #1)

Appendix B, Page 2
 Document Date: October 2020

Salaries & Benefits Detail

	Agency Totals		HSA Program		01/01/21 - 06/30/21	01/01/21 - 06/30/21
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE		Budget
DAS Salary						
LAASN Program Director	\$83,000	0.50	92.50%	0.46	\$38,388	\$38,388
Volunteer Services Coordinator	\$52,162	0.50	13.50%	0.07	\$3,521	\$3,521
LAASN Care Navigator	\$52,406	1.00	67.14%	0.67	\$35,185	\$35,185
Volunteer Services Manager	\$65,000	0.50	21.96%	0.11	\$7,137	\$7,137
LAASN Program Manager	\$65,000	0.50	55.00%	0.28	\$17,875	\$17,875
Volunteer Services Director	\$102,485	0.50	9.20%	0.05	\$4,714	\$4,714
Deputy Director	\$140,000	0.50	2.00%	0.01	\$1,400	\$1,400
Totals	\$560,053	4.00	261.30%	1.64	\$108,220	\$108,220
Fringe Benefits Rate	21.00%					
Employee Fringe Benefits	\$117,611				\$22,672	\$22,672
Total Salaries and Benefits	\$677,664				\$130,892	\$130,892

HSA #2

10/25/2016

Program: Isolation prevention services
(Same as Line 11 on HSA #1)

Appendix B, Page 3
Document Date: October 2020

Operating Expense Detail

	Term	01/01/21 - 06/30/21	01/01/21 - 06/30/21
DAS Operating Expenses			
<u>Expenditure Category</u>			
Rental of Property		\$5,500	\$5,500
Utilities (Elec, Water, Gas, Phone, Garbage)		\$1,380	\$1,380
Office Supplies, Postage		\$1,624	\$1,624
Building Maintenance Supplies and Repair		\$605	\$605
Printing and Reproduction		\$567	\$567
Insurance		\$764	\$764
Staff Training		\$450	\$450
Staff Travel-(Local & Out of Town)			
Rental of Equipment			
<u>Consultant</u>			
Consultant A			
<u>Other</u>			
Client Workshops and Supplies		\$3,250	\$3,250
Client Travel & Taxi Vouchers		\$2,350	\$2,350
Client Wellness Workshops		\$2,638	\$2,638
Client Electronic Records System		\$1,386	\$1,386
IT Support		\$1,900	\$1,900
LGBTQ+ Sr./AWD Outreach & Promotion		\$2,000	\$2,000
Total Operating Expenses		\$24,414	\$24,414
HSA #3			10/25/2016

Program: Isolation prevention services
 (Same as Line 11 on HSA #1)

Appendix B, Page 4
 Document Date: October 2020

Capital Expenditure Detail

	01/01/21 - 06/30/21	01/01/21 - 06/30/21
<u>Subcontractors</u>		
Curry Senior Center	\$24,091	\$24,091
Openhouse	\$28,750	\$28,750
Total Subcontractor Cost	\$52,841	\$52,841
<u>Equipment (Qty)</u>		
Equipment A		
Total Equipment Cost		
<u>Remodeling</u>		
Remodel A		
Total Remodeling Cost		
Total Subcontractor/Captial Expenditure	\$52,841	\$52,841
HSA #4		10/25/2016

APPENDIX F - SITE CHART

HSA / DAS / OCP

AGENCY: Shanti Project – Isolation Prevention

FISCAL YEAR: 01/01/2021-06/30/2021

CONTRACT MAILING ADDRESS: 730 Polk Street, San Francisco, CA 94109

DIRECTOR: Kaushik Roy, Shanti Executive Director

PHONE No: 415.979.9550

SITES:			
Name of Site	Shanti Project/PAWS	Curry Senior Center	Openhouse
Address and Zip	3170 23rd Street, San Francisco, CA 94110	333 Turk Street, San Francisco, CA 94102	65 Laguna Street, San Francisco
Phone Number	415.674.4770	415.885.2274	415.296.8995
Fax Number	415.979.9269	415.673.0349	415.296.8008
Neighborhood	Mission	Tenderloin	Castro
Person in Charge	Kaushik Roy	David Knego	Karyn Skultety
Site Manger	Joanne Kipnis	Toby Shorts	Sylvia Vargas
Programs Offered at Site	Isolation Prevention, HIV Services (Individual & Group services), Senior HIV Services, Drop-In Services, Social Integration Activities, Women's Cancer Services, Women's Cancer Wellness services, Shanti Model Volunteer Training, LIFE facilitator training	Iso Prevention Supportive Programming, Community Services, Case Management, Cong. Meal, Medical Clinic	Iso Prevention Supportive Programming, Community Services, Case Management, Friendly Visitors, Wellness Programming
Days Open	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thurs <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thurs <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat <input type="checkbox"/> Sun	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thurs <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun
Hours Open	10am-6pm	M-F 8am-4:30pm Sat 9am-1:30pm	M-F 8am-5pm
Hours of <u>scheduled</u> programming	10am-6pm	8am-4pm	10am-6pm
Hours of meal service	N/A	8am-1:30pm	N/A
Annual number of meals at site	N/A	132,203	N/A
Annual number of nutrition education unit	N/A		N/A
Average number of meals per day	N/A	362	
Total number of service days in FY		Dining Room: 365 Programs: 248	
Days closed	NY Day MLK Jr. Birthday Presidents' Day Memorial Day Independence Day Labor Day Columbus Day (Indigenous Peoples' Day)	NY Day MLK Jr. Birthday Presidents' Day Memorial Day Independence Day Labor Day Columbus Day (Indigenous Peoples' Day)	NY Day MLK Jr. Birthday Presidents' Day Memorial Day Independence Day Labor Day Columbus Day (Indigenous Peoples' Day)

APPENDIX F - SITE CHART

	Veterans' Day Thanksgiving Day and the day after Christmas Day	Veterans' Day Thanksgiving Day and the day after Christmas Day	Veterans' Day Thanksgiving Day and the day after Christmas Day
ADA Accessible	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No