



London Breed, Mayor

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

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 *JKT*

DATE: OCTOBER 3, 2018

SUBJECT: GRANT MODIFICATION: **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>Current</u> 7/1/2018- 6/30/2020	<u>Modification</u> 7/1/2018- 6/30/2019	<u>Revised</u> 7/1/2018- 6/30/2020	<u>Contingency</u>	<u>Total</u> 7/1/2018- 6/30/2020
GRANT AMOUNT:	\$672,400	\$115,000	\$787,400	\$78,740	\$866,140
ANNUAL AMOUNT:	<u>FY 18/19</u> \$451,200	<u>FY 19/20</u> \$336,200			
FUNDING SOURCE	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
MODIFICATION FUNDING:	\$115,000			\$11,500	\$126,500
PERCENTAGE:	100%				100%

The Department of Aging & Adult Services (DAAS) requests authorization to modify the existing grant agreement with Shanti Project for the time period beginning July 1, 2018 and ending June 30, 2019, in the additional amount of \$115,000 for a new grant amount of \$787,400 plus a 10% contingency, for a new total amount not to exceed of \$866,140. The purpose of this grant modification is to expand Social Isolation Prevention Services to Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ+) Seniors and Adults with Disabilities (AWD).

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, DAAS 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.)

Modification

For FY 2018-2019, additional one-time-only funding will be used to increase Care Navigation and collaborative Support Programming. Through a collaboration with Openhouse (and in addition to an existing collaboration with Curry Senior Center), program offerings will include increased wellness related Support Programming. Wellness programs will include health education workshops, peer-to-peer health support groups, and other health related activities.

During Shanti's annual consumer survey, clients expressed interest in more group activities including wellness and health programming. Increasing group activities aims to reduce social isolation and increase the opportunity for social connection and interaction as well as providing needed health education. While the primary participants will be current Shanti clients, it is anticipated that the new programming will also interest new consumers in the Shanti program, especially those working with Openhouse who will learn of Shanti Project's services.

Grantee Performance

Grantee was found to be compliant with Citywide Fiscal and Compliance Monitoring standards in February 2018. Program Monitoring took place on April 5, 2018, with no findings.

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 A1 - Scope of Services

Appendix B1 - Program Budget

Appendix B1a -Sub-Contractor Program Budget

Appendix F1 - Site Chart

APPENDIX A1: SERVICES TO BE PROVIDED

Shanti Project

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

July 1, 2018 to June 30, 2020

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 development and implementation of a program utilizing 1) care navigation, 2) peer support, and 3) supportive programming.

II. Definitions

Adult with Disability (AWD)	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).
DAAS	Department of Aging and Adult Services
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+	Lesbian, Gay, Bisexual, Transgender, Queer; 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	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, currently at \$36,320 for an individual.
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
OOA	Office on the Aging
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
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.

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 that have been 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 LGBTQ+ Aging Task Force finding that there are limited support services for LGBTQ+ older adults and following in 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 which include but are 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 AWD 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 develop 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 well-being 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) well-being and health related education and activities, and outreach and early intervention programs

Support programming will be provided by Shanti as well as sub-grants with Curry Senior Center and Openhouse which currently offer 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 help measure program performance:

- 1) Unduplicated Consumers. Grantee will provide services to consumers which consist 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 that are trained and then assigned to work with consumers; 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, coordinate, and provide peer support through 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.

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 F1.)

VI. Service Objectives

For the period July1, 2018 – June 30, 2019, on an annual basis the Grantee will:

- Provide program services for at least **90** unduplicated consumers.
- Provide at least **2620** hours of Care Navigation to consumers.
- Provide Volunteer Recruitment and Development services to at least **20** volunteers.
- Provide at least **4000** Peer Support hours to consumers, delivered by trained peer support volunteers.
- Provide at least **411** hours of Support Programming to consumers, in collaboration with Curry Senior Center, Openhouse 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.

For the period July 1, 2019 – June 30, 2020, on an annual basis the Grantee will:

- Provide program services for at least **90** unduplicated consumers.
- Provide at least **2100** hours of Care Navigation to consumers.
- Provide Volunteer Recruitment and Development services to at least **20** volunteers.
- Provide at least **4000** Peer Support hours to consumers, delivered by trained peer support volunteers.
- Provide at least **300** 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

- At least **seventy percent** (70%) of consumers responding to an annual consumer satisfaction survey will indicate that they were 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 report that they feel less isolated through 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 OOA by March 15 each grant year.
- H. Grantee shall develop and deliver an annual summary report of SOGI data collected in the year as requested by DAAS/HSA. The due date for submitting the annual summary report is June 10th.
- I. Grantee shall develop and deliver ad hoc reports as requested by DAAS/HSA.
- J. Grantee will develop and maintain with OOA's approval, an updated Site Chart (using OOA's format) with details about the program.
- K. For assistance with reporting requirements or submission of reports, please contact:

David Kashani, Contract Manager
 Human Services Agency
 P.O. Box 7988
 San Francisco, CA 94120-7988
 E-mail: david.kashani@sfgov.org

Rick Appleby, Program Analyst
 Office on the Aging
 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 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; 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.

	A	B	C	D	E	F
1	Appendix B1, Page 1					
2						
3	HUMAN SERVICES AGENCY BUDGET SUMMARY					
4	BY PROGRAM					
5	Name				Term	
6	Shanti Project				7/1/18-6/30/20	
7	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>					
8	If modification, Effective Date of Mod. 7/1/18 No. of Mod.					
9	Program: Isolation Prevention Services for LGBTQ+ Seniors and Adults with Disabilities					
10	Budget Reference Page No.(s)	Original	Modification	Revised	Original	
11	Program Term	7/1/18-6/30/19	7/1/18-6/30/19	7/1/18-6/30/19	7/1/19-6/30/20	Total
12	Expenditures					
13	Salaries & Benefits	\$219,204	\$42,943	\$262,147	\$219,204	\$481,351
14	Operating Expense	\$32,568	\$7,057	\$39,625	\$32,568	\$72,193
15	Subtotal	\$251,772	\$50,000	\$301,772	\$251,772	\$553,544
16	Indirect Percentage (%)	15%	15%	15%	15%	15%
17	Indirect Cost (Line 16 X Line 15)	\$37,648	\$7,500	\$45,148	\$37,648	\$82,796
18	Capital/Subcontractor Expenditures	\$46,780	\$57,500	\$104,280	\$46,780	\$151,060
19	Total Expenditures	\$336,200	\$115,000	\$451,200	\$336,200	\$787,400
20	HSA Revenues					
21	General Fund	\$336,200	\$115,000	\$451,200	\$336,200	\$787,400
22						
23						
24						
25						
26						
27						
28						
29	TOTAL HSA REVENUES	\$336,200	\$115,000	\$451,200	\$336,200	\$787,400
30	Other Revenues					
31						
32						
33						
34						
35						
36	Total Revenues	\$336,200	\$115,000	\$451,200	\$336,200	\$787,400
37	Full Time Equivalent (FTE)	3.17		3.87	3.17	
39	Prepared by: Melissa Bryan	Telephone No.: 415.674.4716			Date:09/04/2018	
40	HSA-CO Review Signature:	_____				
41	HSA #1					10/25/2016

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Appendix B1, Page 3													
2														
3														
4	Program Name: Isolation Prevention Services for LGBTQ+ Seniors and Adults with Disabilities													
5	(Same as Line 9 on HSA #1)													
6														
7	Operating Expense Detail													
8														
9														
10														
11														
12	Expenditure Category	TERM	7/1/18-6/30/19	Modification	7/1/18-6/30/19	Revised	7/1/18-6/30/19	7/1/19-6/30/20	TOTAL	7/1/18-6/30/20				
13	Rental of Property		\$9,000	\$2,559	\$11,559	\$9,000	\$20,559							
14	Utilities(Elec. Water, Gas, Phone, Garbage)		\$940	\$1,050	\$1,990	\$940	\$2,930							
15	Office Supplies, Postage		\$1,500	\$0	\$1,500	\$1,500	\$3,000							
16	Building Maintenance Supplies and Repair		\$1,170	\$130	\$1,300	\$1,170	\$2,470							
17	Printing and Reproduction		\$325	\$700	\$1,025	\$325	\$1,350							
18	Insurance		\$1,500	\$0	\$1,500	\$1,500	\$3,000							
19	Staff Training		\$560	\$340	\$900	\$560	\$1,460							
20	Staff Travel-(Local & Out of Town)		\$373	\$287	\$660	\$373	\$1,033							
21	Rental of Equipment			\$0										
22														
23	OTHER													
24	Client-Related Travel + Client Travel Vouchers		\$0	\$9,240	\$9,240	\$9,240	\$9,240							
25	Client Workshops and Supplies		\$0	\$1,650	\$1,650	\$1,650	\$1,650							
26	Wellness Workshop Supplies		\$0	\$5,520	\$5,520	\$5,520	\$5,520							
27	Client Electronic Records System		\$0	\$1,781	\$1,781	\$1,781	\$1,781							
28	LGBTQ+ Senior/AWD Outreach		\$17,200	(\$16,200)	\$1,000	\$17,200	\$18,200							
29														
30	TOTAL OPERATING EXPENSE		\$32,668	\$7,057	\$39,625	\$32,668	\$72,193							
31														
32	HSA #3													10/25/2016

	A	B	C	D	E	F	G
1							Appendix B1, Page 4
2							
3		Program Name: Isolation Prevention Services for LGBTQ+ Seniors and Adults with Disabilities					
4		(Same as Line 9 on HSA #1)					
5		Program Expenditure Detail					
6			Original	Modification	Revised	Original	Total
7		CONSULTANT/SUBCONTRACTOR	7/1/18-6/30/19	7/1/18-6/30/19	7/1/18-6/30/19	7/1/19-6/30/20	7/1/18-6/30/20
8		Curry Senior Center Subcontract	\$46,780		\$46,780	\$46,780	93,560
9		Openhouse		\$57,500	\$57,500	\$0	57,500
10							
11		TOTAL SUBCONTRACTOR COST	\$46,780	\$57,500	\$104,280	\$46,780	\$151,060
12							
13		EQUIPMENT	TERM	7/1/18-6/30/19	7/1/18-6/30/19	7/1/18-6/30/19	7/1/19-6/30/20
14		No.	ITEM/DESCRIPTION				
15							
16							
17							
18		TOTAL EQUIPMENT COST	0		0	0	0
19							
20		REMODELING					
21		Description:	7/1/18-6/30/19	7/1/18-6/30/19	7/1/18-6/30/19	7/1/19-6/30/20	7/1/18-6/30/20
22							
23							
24							
25		TOTAL REMODELING COST	0		0	0	0
26							
27		TOTAL CAPITAL/SUBCONTRACTOR EXPENDITURE	\$46,780	\$57,500	\$104,280	\$46,780	\$151,060
28							
29		HSA #4					10/25/2016

	A	B	C	D
1	Appendix B1a, Page 1			
2				
3	HUMAN SERVICES AGENCY SUBCONTRACTOR BUDGET SUMMARY			
4				
5	Subcontractor Name	Prime Name	Term	
6	Openhouse	Shanti Project	7/1/18-6/30/19	
7	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>			
8	If modification, Effective Date of Mod.		No. of Mod.	
9	Program: Isolation Prevention Services for LGBT Seniors and Adults with Disabilities			
10	Budget Reference Page No.(s)			
11	Program Term	7/1/18-6/30/19	Total	
12	Expenditures			
13	Salaries & Benefits	\$50,000	\$50,000	
14	Operating Expenses	\$0	\$0	
15	Subtotal	\$50,000	\$50,000	
16	Indirect Percentage (%)	15%	15%	
17	Indirect Cost (Line 16 X Line 15)	\$7,500	\$7,500	
18	Capital/Subcontractor Expenditures	\$0	\$0	
19	Total Expenditures	\$57,500	\$57,500	
20	HSA Revenues			
21				
22	General Fund	\$57,500	\$57,500	
23				
24				
25				
26				
27				
28				
29	TOTAL HSA REVENUES	\$57,500	\$57,500	
30	Other Revenues			
31				
32				
33				
34				
35				
36	Total Revenues	\$57,500	\$57,500	
37	Full Time Equivalent (FTE)	0.77	0.77	
39	Prepared by: Matthew Cimino	Telephone No.: 415-530-2783	Date: 09/11/2018	
40	HSA-CO Review Signature: _____			
41	HSA #1		10/25/2016	

	A	B	C	D	E	F	G	
1	Appendix B1a, page 2							
2								
3								
4	Program: Isolation Prevention Services for LGBT Seniors and Adults with Disabilities							
5	(Same as Line 9 on HSA #1)							
6								
7	Salaries & Benefits Detail							
8								
9								
10								
11					7/1/18-6/30/19	7/1/18-6/30/19		
		Agency Totals		HSA Program		DAAS	TOTAL	
12	POSITION TITLE	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	
13	Director of Programs	\$107,059	1.00	4%	0.04	\$4,271	\$4,271	
14	Comm. Engagement Mgr	\$64,238	1.00	13%	0.13	\$8,136	\$8,136	
15	Support & Wellness Mgr-I	\$62,253	0.75	6%	0.04	\$2,759	\$2,759	
16	Support & Wellness Mgr-II	\$72,404	0.70	4%	0.03	\$2,019	\$2,019	
17	Program Assistant	\$43,680	0.50	100%	0.50	\$21,840	\$21,840	
18	Director of Operations	\$82,224	1.00	3%	0.03	\$2,642	\$2,642	
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30	TOTALS		4.95	130%	0.77	\$41,667	\$41,667	
31								
32	FRINGE BENEFIT RATE	20%						
33	EMPLOYEE FRINGE BENEFITS					\$8,333	\$8,333	
34								
35								
36	TOTAL SALARIES & BENEFITS	\$0				\$50,000	\$50,000	
37	HSA #2						10/25/2016	

SITE CHART Appendix F1

AGENCY: Shanti Project - Isolation Prevention HSA/JDAAS/OFFICE ON THE AGING FY 18-20

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

DIRECTOR: Kaushik Roy, Shanti Executive Director

PHONE NO.: 415-979-9550

SITES: (includes congregate nutrition, community/social services, home-delivered meal, food distribution, etc.)	Shanti Project	Curry Senior Center	Openhouse
Name of Site	3170 23rd Street, San Francisco, CA 94110	333 Turk Street, San Francisco, CA 94102	65 Laguna Street, 94102
Address and Zip	415.674.4770 415.979.9269	(415) 885.2274 (415) 673.0349	415-296-8995 415-296-8008
Phone Number	Mission Kaushik Roy	Tenderloin David Knego	Castro; D8 Karyn Skultety PhD, Executive Director
Fax Number	Joanne Kipnis	Toby Shorts	Matthew Cimino, Director of Operations
Neighborhood	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; ADRC; Friendly Visitor; Lifelong Learning; Health and Wellness; Community Engagement
Person in Charge			
Site Manager			
Programs Offered			
Days Open	x Mon x Tues x Wed x Thurs x Fri ___ Sat ___ Sun	x Mon x Tues x Wed x Thurs x Fri x Sat ___ Sun	x Mon x Tues x Wed x Thurs x Fri ___ Sat ___ Sun
Hours Open	10am-6pm	M-F 8am-4:30pm Sat 9am-1:30pm	9:30AM - 5:30PM
Hours of scheduled programming	10am-6pm	8am-4pm	9:30AM - 5:30PM
Hours of meal service	N/A	8am-1:30pm	N/A
Annual number of meals at site	N/A	132,203	N/A
Annual # nutrition education units	N/A	362	N/A
Average number of meals per day		Dining Room: 365 Programs: 248	N/A
Total number of service days in FY			250

<p>Days closed</p>	<p>NY Day MLK Jr. Birthday Presidents' Day Memorial Day Independence Day Labor Day Columbus Day (Indigenous Peoples' Day) Veterans' Day Thanksgiving Day and the day after Christmas Day</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>NY Day MLK Jr. Birthday Presidents' Day Memorial Day Independence Day Labor Day Columbus Day (Indigenous Peoples' Day) Veterans' Day Thanksgiving Day and the day after Christmas Day</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>New Year's Day, MLK, Jr. Day, Presidents' Day, Memorial Day Independence Day, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>ADA Accessible</p>			