



**SAN FRANCISCO
HUMAN SERVICES AGENCY**

Department of Benefits
and Family Support

Department of Disability
and Aging Services

Office of Early Care
and Education

P.O. Box 7988
San Francisco, CA
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www.SFHSA.org



London Breed
Mayor

Trent Rhorer
Executive Director

MEMORANDUM

TO: DISABILITY AND AGING SERVICES COMMISSION

THROUGH: KELLY DEARMAN, EXECUTIVE DIRECTOR

FROM: CINDY KAUFFMAN, DEPUTY DIRECTOR
ESPERANZA ZAPIEN, DIRECTOR OF CONTRACTS

DATE: FEBRUARY 1, 2023

SUBJECT: GRANT MODIFICATION: **SHANTI PROJECT** (NON-PROFIT) FOR PROVISION OF ANIMAL BONDING SERVICES FOR ISOLATED LESBIAN, GAY, BISEXUAL, TRANSGENDER, AND QUEER (LGBTQ+) AND MEDICALLY VULNERABLE OLDER ADULTS AND ADULTS WITH DISABILITIES

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	<u>Current</u>	<u>Modification</u>	<u>Revised</u>
GRANT TERMS:	7/1/2021- 6/30/2023	2/1/2023- 6/30/2023	7/1/2021- 6/30/2023

GRANT AMOUNTS: See table on Page 2

	<u>FY 21/22</u>	<u>FY 22/23</u>	<u>Total</u>
ANNUAL AMOUNT:	\$921,150	\$1,158,996	\$2,080,146

	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:	\$2,080,146			\$208,015	\$2,288,161
PERCENTAGE:	100%				100%

The Department of Disability and Aging Services (DAS) requests authorization to modify the existing grants with Shanti Project for the period of February 1, 2023 to June 30, 2023, in the additional amount of \$337,846 plus a 10% contingency for a revised total amount not to exceed \$2,288,161. The purpose of this modification is to support salaries, pet food and supplies, and veterinary care for the animal bonding programs.

<u>Program</u>	<u>Current Grant Amount</u>	<u>FY22/23 Total Mod Amount</u>	<u>Revised FY21-23 Amount</u>	<u>Contingency</u>	<u>Total Not to exceed</u>
Animal Bonding for Isolated LGBTQ+	\$839,496	\$134,290	\$973,786	\$97,379	\$1,071,165
Animal Bonding for Isolated and Medically Vulnerable	\$902,804	\$203,556	\$1,106,360	\$110,636	\$1,216,996
Total	\$1,742,300	\$337,846	\$2,080,146	\$208,015	\$2,288,161

Background

DAS has been in partnership with Shanti Project through their PAWS (Pets are Wonderful Support) program to support animal bonding since 2016. PAWS started in 1987 as an independent non-profit organization. San Francisco AIDS Foundation volunteers from their food bank serving clients with AIDS and HIV became concerned that some of their clients were neglecting their own nutrition needs and giving the food they received for themselves from the food bank to their pets. This prompted the beginnings of a pet food and pet supplies bank to provide for these needs. Services of the Shanti Animal Bonding program include a pet food bank, veterinary services, vet clinics and supportive pet care services such as dog walking, in-home cat care, emergency pet foster care and monthly dog washes.

In 2015, PAWS and Shanti merged organizations, with the PAWS program becoming a part of the Shanti portfolio of services. DAS began funding the Shanti Animal Bonding program in 2016.

The value of the human-animal bond is beneficial to both. Having and caring for a pet has been shown to reduce stress, depression, and anxiety, and can lead to overall improved well-being and quality of life. Having a pet, and the support provided by this program, assists older adults and adults with disabilities to benefit from this companionship.

Services to be Provided

The model used in provision of the Animal Bonding services is one of care navigation and peer support. Working together, these two aspects of the program facilitate the delivery of animal companion support services and pet and pet supply needs.

The care navigator is the main point of contact for clients. The services of the care navigator include intake, follow-up services identified, ongoing assessment, care coordination, information and referral needs and follow up, and also can provide drop-in facilitation if needed. In addition, the care navigator assists in the process of identifying and utilizing the peer support volunteer aspect of the program.

The peer support volunteer works with the client to assist the individual in accessing support services. As some clients may be reluctant to seek services on their own, the peer support volunteer offers support and guidance in identifying needs and where to access services.

For more specific information regarding the services to be provided, please refer to the attached Appendix A-2.

Modification

Under this modification, Shanti Project will provide increased program services, care navigation hours, volunteer recruitment and development services, and peer support hours as follows:

- Additional 46 unduplicated consumers served
- Additional 559 hours of care navigation
- Additional 9 peer support volunteers to be recruited
- Additional 786 hours of peer volunteer support

	Current FY 22/23	Modification FY 22/23
Total Unduplicated Consumers Served	175 (LGBTQ+: 84 and MV: 91)	221 (LGBTQ+: 106 and MV: 115)
Care Navigation Hours	2150*	2709*
Volunteer Recruitment	34*	43*
Peer Volunteer Support Hours	3024*	3810*

(*Care navigators and peer volunteers work with all clients and are not specifically assigned to LGBTQ+ or medically vulnerable populations. For example, a peer volunteer may walk 2 dogs per week (one dog from each client population) and work a 3-hour shift delivering pet food to 25 clients (both LGBTQ+ and medically vulnerable populations). The individual served is noted on service unit documentation.

Selection

Grantee was selected through Request for Proposals #937, which was competitively bid in June 2021.

Funding

Funding for this grant is provided through General funds.

ATTACHMENTS

Appendix A-2, Scope of Services (Combined)

Appendix B-1, Budget (Animal Bonding for Isolated LGBTQ+)

Appendix B-2, Budget (Animal Bonding for Isolated and Medically Vulnerable)

APPENDIX A-2: SERVICES TO BE PROVIDED
Shanti Project / PAWS
Animal Bonding Services for Isolated LGBTQ+ and Medically Vulnerable
Older Adults and Adults with Disabilities
July 1, 2021 to June 30, 2023
Modification: February 1, 2023

I. Purpose

The purpose of this grant is to provide animal bonding services to LGBTQ+ older adults and adults with disabilities, as well as older adults and adults with disabilities who are medically vulnerable. Pets are a powerful source of companionship and support for their pet owners, but can easily become a difficult responsibility for isolated and vulnerable individuals. Sustaining the human-animal bond can be critical to the health and well-being of those individuals. This grant seeks to address these issues through care navigation, peer support, and pet care resources.

II. Definitions

Activities of Daily Living (ADL):	Activities of Daily Living, or ADLs, is a term referring to basic self-care tasks. These activities are fundamental in caring for oneself and maintaining independence. ADLs include eating, dressing, transferring, bathing, toileting, and grooming.
Adult with a Disability	A person 18-59 years of age living with a disability
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transferring, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone
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).

Communities of Color	an inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism
DAS	Department of Disability and Aging Services
Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: activities of daily living (ADL), and instrumental activities of daily living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment.
Grantee	Shanti Project / Pets Are Wonderful Support (PAWS)
HSA	Human Services Agency
IADL	Instrumental Activities of Daily Living are activities related to independent living and include preparing meals, managing money, shopping for groceries or personal items, performing light or heavy housework, doing laundry, and using a telephone.
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.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language
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.
Medically Vulnerable	At risk for serious medical complications or unnecessary hospitalization because of deficits in three or more Instrumental Activities of Daily Living (IADLs) due to a medical condition.
Older Adult	Person who is 60 years or older, used interchangeably with senior.
OCP	Office of Community Partnerships

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.
Socially Isolated	Having few social relationships and few people to interact with regularly
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).

III. Target Population

This program is designed to serve all ethnicities and populations, with focused expertise to promote the unique cultural needs which have been identified as demonstrating the greatest economic and social need:

- Persons with low income
- Persons who are socially isolated
- Persons with limited English-speaking proficiency
- Persons from communities of color
- Persons who identify as LGBTQ+
- Persons at risk of institutionalization

IV. Eligibility

Program participants must meet one of the following eligibility criteria:

- LGBTQ+ older adults and adults with disabilities with pets, who are socially isolated and who are residents of San Francisco, or
- Older adults and adults with disabilities with pets, who are medically vulnerable and who are residents of San Francisco.

While not a requirement for the program participation, participants in the program will also be assessed to see if they meet additional eligibility criteria for services under the Community Living Fund program:

- Be willing and able to be living in the community with appropriate supports.
- Have income up to 300% of Federal Poverty Level for a single adult: \$36,180 plus savings/assets of up to \$6,000 (excluding assets allowed under Medi-Cal).
- Have a demonstrated need for a service and/or resource that will serve to prevent institutionalization or will enable community living.

- Deemed through assessment to be at imminent risk of being institutionalized. In order to be considered “at imminent risk”, an individual must have, at a minimum, one of the following:
 - A functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transferring, bathing, toileting, and grooming; or
 - Have a medical condition that requires a level of care that would be provided in a nursing facility; or
 - Be unable to manage one’s own affairs due to emotional and/or cognitive impairment.

V. Description of Services / Units of Service

While the two animal bonding programs are both utilizing care navigation and peer volunteer support models of service delivery, they focus on serving two distinctive client populations based on their unique needs and challenges.

Animal Bonding for Isolated LGBTQ+

This program serves isolated clients who identify as LGBTQ+ older adults and LGBTQ+ adults with disabilities. Due to the adverse health effects of isolation, it is critical to provide isolation prevention and reduction support. Supportive pet care services are helpful for many people, but they are essential for isolated LGBTQ+ individuals.

Research has shown the LGBTQ+ community is more likely to face discrimination than their heterosexual and cisgender peers, including experiencing harmful interactions with service providers. This is also the case in veterinary offices, especially if they are visibly transgender, a queer person of color, and particularly if they are low-income. This program works closely with its veterinary office partners by providing in-service training on how to support clients, education about queer identities and trauma-informed care. It also provides financial assistance for veterinary care. Discrimination on transportation including taxis and rideshares has also been reported. This program provides safe and reliable transportation where a well-screened volunteer will bring the pet and client to the veterinary office.

Establishing a strong rapport and trust with providers is also important for LGBTQ+ community members. LGBTQ+ clients often report that they do not trust some providers to be both queer-competent and to understand the value and role that their animal companion plays in their lives. With this program, clients often feel comfortable sharing emerging life challenges and their medical concerns, which creates opportunities to connect clients with other resources and services when their unmet needs are identified.

Animal Bonding for Isolated and Medically Vulnerable

This program aims to serve older adults and adults with disabilities who are medically vulnerable. In addition to experiencing profound and enduring isolation, medically vulnerable clients face specific life challenges that make having a pet more logistically difficult, yet

emotionally highly meaningful. This program is a unique service model that bridges this gap. Some of the essential practical supports include dog walking and pet food delivery which allow medically vulnerable clients to benefit from the support and unconditional love of an animal companion.

Many clients served under this program cannot safely walk their dogs due to being at high risk of falling. Without the services offered by this program, many clients will have to choose between: not having the companionship and support of a dog in their life; not walking the dog frequently, which is harmful for the dog and also can be detrimental to the guardian's sense of self; or taking a huge risk and walk the dog themselves and that sometimes lands clients in the hospital or worse. Those who have significant fall risk are also eligible to receive pet food delivery service that keeps them physically safe and prevents injury to themselves or their pets.

Pet care navigation and support is especially important for the medically vulnerable population because these clients are often overwhelmed by their own medical issues and they need additional support to meet their pets' medical and practical needs. When clients must attend their own medical appointments, they often need support taking care of their animal during that time. Often medically vulnerable clients are admitted to the hospital for diagnostics and medical treatments. Many clients will decline essential procedures when they do not have a safe and trusted place for their pet to go. The emergency foster care services component of the program provide a critical link in the process of getting medically vulnerable clients essential health care services.

Additionally, medically vulnerable clients generally have significantly high out-of-pocket medical expenses, therefore they often do not have much financial resources left over for their companion animals. Oftentimes, these clients spend their limited funds on their pets, even if that means neglecting their own needs. Some clients have saved for months to obtain dental care for their pets, before they would even consider visiting a dentist for themselves. This program provides free and subsidized veterinary services to ensure enrolled clients do not need to make these types of difficult choices. With the services offered by this program, the companion animals can stay healthy and be present for the pet owners through their own health challenges.

In recognition of the strong support a pet can provide to both isolated LGBTQ+ and medically vulnerable older adults and people with disabilities, the program seeks to blend the following proven models of service to address the social, emotional, practical, and behavioral health needs of these populations, and to provide support to their animal companions.

- 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 and dedication of pet care services and resources, peer support volunteer trainings, and peer-based psychosocial 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 and adults who are medically vulnerable who need pet support services. Use of a peer support network provides an innovative service delivery framework for a LGBTQ+ population that may be reluctant to seek support services for themselves or their animal companions, or for individuals who cannot adequately attend to their own medical treatments or requirements.

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; suggested topics could include animal care basics, 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.

Through intake and assessment, Grantee will determine pet care resources that best fit each client's needs. Current available care options, which are largely leveraged by Shanti from other financial resources, include but are not limited to the following:

- **Pet Food Bank:** Clients are entitled to one visit every 4 weeks. Homebound clients can register for the food delivery program. Prescription food is also available with a vet prescription.
- **Annual Wellness Exam:** Each registered pet may receive one free exam and a set of vaccinations each year at Pets Unlimited. Clients may also qualify for financial assistance with veterinary services, emergency pet services, and diagnostics like x-rays or biopsies.
- **Supportive Pet Care Services:** Supportive services include dog walking (regular exercise for pets whose guardians are homebound); in-home cat care (litterbox maintenance or feeding); transportation (to and from veterinary appointments); emergency foster care (during client emergencies, such as client hospitalization or loss of housing).

While not a requirement for program participation, all clients entering this program will be assessed for Community Living Fund eligibility. Eligible program participants will be able to access additional funding for purchases of tangible goods such as pet food, pet supplies, medication, and pet health services.

The Community Living Fund focuses on reducing unnecessary institutionalization for older adults and adults with disabilities who are medically vulnerable. Recognizing a correlation between reduction of social isolation, animal bonding, and improved health outcomes, the Community Living Fund will support the Animal Bonding Services for Isolated LGBTQ+ Older Adults and Adults with Disabilities Program. This increased financial support will allow the contractor to reduce the waitlist and serve an increased number of clients.

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 clients which consist of the target population.
UNIT: One unduplicated client.
- 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, coordinating pet-focused volunteers to assist with the needs of clients’ pets, 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 clients and their pets. 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 provide peer support through the use of paid staff, student-interns, and peer support volunteers. Peer support services include social, emotional, and practical support via regular interactions with clients; and assistance with pets such as walking/exercise, maintenance, administration of medications, and emergency foster care.
UNIT: One hour of peer support to clients.

VI. Location and Time of Services

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

VII. Service Objectives

On an annual basis, the Grantee will:

- A. Provide program services for at least **106** unduplicated isolated LGBTQ+ clients and at least **115** unduplicated medically vulnerable clients.
- B. Provide at least **2709** hours of care navigation to clients.
- C. Provide volunteer recruitment and development services to at least **43** volunteers.
- D. Provide at least **3810** peer support hours to clients, delivered by trained peer support volunteers.

	Current FY 22/23	Modification FY 22/23
Total Unduplicated Consumers Served	175 (LGBTQ+: 84 and MV: 91)	221 (LGBTQ+: 106 and MV: 115)
Care Navigation Hours	2150	2709

Volunteer Recruitment	34	43
Peer Volunteer Support Hours	3024	3810

VIII. Outcome Objectives

- A. At least **fifty percent** (50%) of clients will respond to an annual client satisfaction survey.
- B. At least **fifty percent** (50%) of pet assistant volunteers will respond to an annual volunteer survey.
- C. At least **seventy percent** (70%) of clients responding to an annual client satisfaction survey will report that participation in this program allowed them to keep their animal.
- D. At least **seventy percent** (70%) of clients responding to an annual client satisfaction survey will indicate that participation in this program helped improve their health and/or well-being.
- E. At least **seventy percent** (70%) of pet assistant volunteers responding to an annual volunteer survey report that their training was comprehensive and helpful to their program role.
- F. At least **seventy percent** (70%) of clients responding to an annual client satisfaction survey will report reduced isolation or prevention of isolation by their engagement in care navigation, volunteer peer support activities, and animal support services.
- G. At least **seventy percent** (70%) of CLF eligible clients participating in this program responding to an annual client satisfaction survey will report reduced risk for hospitalization due to program participation.

IX. Reporting Requirements

- A. Grantee will enter into CA-GetCare the client 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 client satisfaction survey report to OCP by March 15 each grant year.
- H. Grantee will report at the end of the fiscal year the numbers of referrals from PAWS to the Community Living Fund program for intensive case management services.
- I. Grantee shall develop and deliver an annual summary report of SOGI data collected in the year as requested by DAS/HSA. The due date for submitting the bi-annual summary report is January 10 and July 10.
- J. Grantee shall develop and deliver ad hoc reports as requested by DAS/HSA.
- K. Grantee will develop and maintain with OCP approval, an updated Site Chart (using the OCP format) with details about the program.
- L. For assistance with reporting requirements or submission of reports, please contact:

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X. 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.

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Shanti Project

Term
7/1/21 - 6/30/23

(Check One) New Renewal Modification

If modification, Effective Date of Mod. 1/1/23 No. of Mod. 1

Program: Animal Bonding Services for LGBTQ+ Older Adults and Adults with Disabilities

Budget Reference Page No.(s)

Program Term	7/1/21-6/30/22	7/1/22 - 6/30/23	2/1/23 - 6/30/23 Modification	7/1/22 - 6/30/23 Total	Total
Expenditures					
Salaries & Benefits	\$229,697	\$227,545	\$73,996	\$301,541	\$531,238
Operating Expense	\$135,301	\$137,453	\$42,779	\$180,232	\$315,533
Subtotal	\$364,998	\$364,998	\$116,775	\$481,773	\$846,771
Indirect Percentage (%)	15%	15%	15%	15%	
Indirect Cost (Line 16 X Line 15)	\$54,750	\$54,750	\$17,515	\$72,265	\$127,015
Total Expenditures	\$419,748	\$419,748	\$134,290	\$554,038	\$973,786
HSA Revenues					
General Fund	\$419,748	\$419,748	\$105,000	\$524,748	\$944,496
OTO			\$12,500	\$12,500	\$12,500
CODB			\$16,790	\$16,790	\$16,790
TOTAL HSA REVENUES	\$419,748	\$419,748	\$134,290	\$554,038	\$973,786
Other Revenues					
Total Revenues	\$419,748	\$419,748	\$134,290	\$554,038	\$973,786
Full Time Equivalent (FTE)	4.04	3.01	1.03	4.04	

Prepared by: Katherine D'Amato

Date: 10.17.22

HSA-CO Review Signature: _____

HSA #1

10/25/2016

Salaries & Benefits Detail

POSITION TITLE	Agency Totals		HSA Program		7/1/21-6/30/22	7/1/22 - 6/30/23	2/1/23 - 6/30/23 Modification	7/1/22 - 6/30/23 Total	Total
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	DAS	DAS	DAS	DAS	DAS
	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
PAWS Program Director	\$85,000	1.00	44%	0.44	\$34,047	\$37,415	\$32	\$37,447	\$71,494
Food Bank Manager	\$68,000	1.00	41%	0.41	\$21,299	\$23,406	\$4,294	\$27,700	\$48,999
Program Manager	\$66,620	1.00	28%	0.28	\$16,780	\$18,185	\$147	\$18,332	\$35,112
Care Navigators	\$57,584	4.00	36%	1.46	\$54,600	\$46,034	\$37,854	\$83,888	\$138,488
Volunteer Coordinator	\$56,843	1.00	38%	0.38	\$9,100	\$8,809	\$12,591	\$21,400	\$30,500
Program Assistant	\$55,010	1.00	36%	0.36	\$14,514	\$15,950	\$3,882	\$19,832	\$34,346
Food Bank Coordinator	\$57,876	1.00	47%	0.47	\$29,120	\$26,775	\$454	\$27,229	\$56,349
Veterinary Billing Administrator	\$57,330	0.75	34%	0.25	\$9,747	\$10,711	\$3,737	\$14,448	\$24,195
TOTALS	\$504,263	10.75	38%	4.04	\$189,207	\$187,285	\$62,991	\$250,276	\$439,483
FRINGE BENEFIT RATE	20.5%								
EMPLOYEE FRINGE BENEFIT	\$103,290				\$40,490	\$40,260	\$11,005	\$51,265	\$91,755
TOTAL SALARIES & BENEFIT	\$607,553				\$229,697	\$227,545	\$73,996	\$301,541	\$531,238
HSA #2									10/25/2016

Program: Animal Bonding Services for LGBTQ+ Older Adults and Adults with Disabilities

Appendix B-1, Page 3

Operating Expense Detail

EXPENDITURE CATEGORY	TERM	7/1/21-6/30/22	7/1/22 - 6/30/23	2/1/23 - 6/30/23 Modification	7/1/22 - 6/30/23 Total	Total
Rental of Property		\$21,564	\$31,138	(\$19,178)	\$11,960	\$33,524
Utilities(Elec, Water, Gas, Phone, Garbage)		\$3,244	\$3,565	(\$379)	\$3,186	\$6,430
Office Supplies, Postage		\$4,095	\$3,050	\$2,090	\$5,140	\$9,235
Building Maintenance Supplies and Repair		\$5,119	\$4,542	\$900	\$5,442	\$10,561
Printing and Reproduction		\$0	\$0	\$0	\$0	\$0
Insurance		\$1,167	\$1,282	\$1,230	\$2,512	\$3,679
Staff Training		\$1,138	\$1,250	\$250	\$1,500	\$2,638
Staff Travel-(Local & Out of Town)		\$0	\$0	\$0	\$0	\$0
CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE						
OTHER						
IT Support		\$2,536	\$2,787	\$5,628	\$8,415	\$10,951
Veterinary Care		\$47,775	\$44,514	\$11,568	\$56,082	\$103,857
Pet Food / Litter (bulk purchase)		\$30,940	\$31,700	\$16,462	\$48,162	\$79,102
Electronic Client Management		\$660	\$660	\$880	\$1,540	\$2,200
Client-Related Support (clinical consults, group facilitations, etc.)		\$3,640	\$4,000	\$9,500	\$13,500	\$17,140
Client-Related Supplies (evaluation, dog washes, supplies)		\$10,920	\$7,465	\$3,453	\$10,918	\$21,838
Veterinary Recruitment/Retention		\$910	\$1,000	\$3,000	\$4,000	\$4,910
Client Related Travel		\$1,593	\$500	\$7,375	\$7,875	\$9,468
Total Other		\$98,974	\$92,626	\$57,866	\$150,492	\$249,466
TOTAL OPERATING EXPENSE		\$135,301	\$137,453	\$42,779	\$180,232	\$315,533

HSA #3

10/25/2016

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Shanti Project

Term
7/1/21 - 6/30/23

(Check One) New Renewal Modification

If modification, Effective Date of Mod. 1/1/23 No. of Mod. 1

Program: Animal Bonding Services for Medically Vulnerable Older Adults and Adults with Disabilities

Budget Reference Page No.(s)

Program Term	7/1/21-6/30/22	7/1/22 - 6/30/23	2/1/23 - 6/30/23 Modification	7/1/22 - 6/30/23 Total	7/1/21 - 6/30/23 Total
Expenditures					
Salaries & Benefits	\$275,134	\$227,538	\$74,001	\$301,539	\$576,673
Operating Expense	\$160,868	\$121,508	\$103,005	\$224,513	\$385,381
Subtotal	\$436,002	\$349,046	\$177,006	\$526,052	\$962,054
Indirect Percentage (%)	15%	15%	15%	15%	
Indirect Cost (Line 16 X Line 15)	\$65,400	\$52,356	\$26,550	\$78,906	\$144,306
Total Expenditures	\$501,402	\$401,402	\$203,556	\$604,958	\$1,106,360
HSA Revenues					
General Fund	\$501,402	\$401,402	\$175,000	\$576,402	\$1,077,804
OTO			\$12,500	\$12,500	\$12,500
CODB			\$16,056	\$16,056	\$16,056
TOTAL HSA REVENUES	\$501,402	\$401,402	\$203,556	\$604,958	\$1,106,360
Other Revenues					
Total Revenues	\$501,402	\$401,402	\$203,556	\$604,958	\$1,106,360
Full Time Equivalent (FTE)	4.04	3.01	1.03	4.04	

Prepared by: Katherine D'Amato

Date: 10.17.22

HSA-CO Review Signature: _____

HSA #1

10/25/2016

Salaries & Benefits Detail

POSITION TITLE	7/1/21-6/30/22		7/1/22 - 6/30/23		2/1/23 - 6/30/23	7/1/22 - 6/30/23	7/1/21 - 6/30/23 Total		
	Revised		7/1/22 - 6/30/23		Modification	Total	Total		
	Agency Totals	HSA Program	DAS	DAS	DAS	DAS	DAS		
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
PAWS Program Director	\$85,000	1.00	44%	0.44	\$40,782	\$37,414	\$33	\$37,447	\$78,229
Food Bank Manager	\$68,000	1.00	41%	0.41	\$25,513	\$23,406	\$4,294	\$27,700	\$53,213
Program Manager	\$66,620	1.00	28%	0.28	\$20,100	\$18,185	\$147	\$18,332	\$38,432
Care Navigators	\$57,584	4.00	36%	1.46	\$65,400	\$46,033	\$37,854	\$83,887	\$149,287
Volunteer Coordinator	\$56,843	1.00	38%	0.38	\$10,900	\$8,808	\$12,592	\$21,400	\$32,300
Program Assistant	\$55,010	1.00	36%	0.36	\$17,385	\$15,949	\$3,882	\$19,831	\$37,216
Food Bank Coordinator	\$57,876	1.00	47%	0.47	\$34,880	\$26,774	\$455	\$27,229	\$62,109
Veterinary Billing Administrator	\$57,330	0.75	34%	0.25	\$11,674	\$10,710	\$3,738	\$14,448	\$26,122
TOTALS	\$504,263	10.75	38%	4.04	\$226,634	\$187,279	\$62,995	\$250,274	\$476,908
FRINGE BENEFIT RATE	20.5%								
EMPLOYEE FRINGE BENEFITS	\$103,291				\$48,500	\$40,259	\$11,006	\$51,265	\$99,765
TOTAL SALARIES & BENEFITS	\$607,554				\$275,134	\$227,538	\$74,001	\$301,539	\$576,673
HSA #2									10/25/2016

Program: Animal Bonding Services for Medically Vulnerable Older Adults and Adults with Disabilities

Appendix B-2, Page 3

Operating Expense Detail

EXPENDITURE CATEGORY	TERM	7/1/21-6/30/22	7/1/22 - 6/30/23	2/1/23 - 6/30/23 Modification	7/1/22 - 6/30/23 Total	7/1/21 - 6/30/23 Total
Rental of Property		\$24,767	\$15,193	\$23,789	\$38,982	\$63,749
Utilities(Elec, Water, Gas, Phone, Garbage)		\$3,886	\$3,565	\$5,994	\$9,559	\$13,445
Office Supplies, Postage		\$4,905	\$3,050	\$2,090	\$5,140	\$10,045
Building Maintenance Supplies and Repair		\$6,131	\$4,542	\$11,786	\$16,328	\$22,459
Printing and Reproduction		\$0	\$0	\$0	\$0	\$0
Insurance		\$1,397	\$1,282	\$1,231	\$2,513	\$3,910
Staff Training		\$1,362	\$1,250	\$250	\$1,500	\$2,862
Staff Travel-(Local & Out of Town)		\$0	\$0	\$0	\$0	\$0
CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE						
OTHER						
IT Support		\$3,038	\$2,787	\$5,628	\$8,415	\$11,453
Veterinary Care		\$57,225	\$44,514	\$11,568	\$56,082	\$113,307
Pet Food / Litter (bulk purchase)		\$37,060	\$31,700	\$16,462	\$48,162	\$85,222
Electronic Client Management		\$660	\$660	\$880	\$1,540	\$2,200
Client-Related Support (clinical consults, group facilitations, etc.)		\$4,360	\$4,000	\$9,500	\$13,500	\$17,860
Client Related Supplies (evaluation, dog washes, supplies)		\$13,080	\$7,465	\$3,452	\$10,917	\$23,997
Veterinary Recruitment/Retention		\$1,090	\$1,000	\$3,000	\$4,000	\$5,090
Client Related Travel		\$1,907	\$500	\$7,375	\$7,875	\$9,782
Total Other		\$118,420	\$92,626	\$57,865	\$150,491	\$268,911
TOTAL OPERATING EXPENSE		\$160,868	\$121,508	\$103,005	\$224,513	\$385,381
HSA #3						10/25/2016