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 AND AGING SERVICES COMMISSION
THROUGH:	SHIREEN McSPADDEN, EXECUTIVE DIRECTOR
FROM:	CINDY KAUFFMAN, DEPUTY DIRECTOR JOHN TSUTAKAWA, DIRECTOR OF CONTRACTS
DATE:	DECEMBER 4, 2019
SUBJECT:	NEW GRANT: **SHANTI PROJECT (NON-PROFIT)** TO PROVIDE CARE NAVIGATION AND PEER SUPPORT
GRANT TERM:	1/1/20-6/30/23

GRANT AMOUNT:

New	Contingency	Total
$700,000	$70,000	$770,000

ANNUAL AMOUNT

FY19-20	FY20-21	FY21-22	FY22-23
$100,000	$200,000	$200,000	$200,000

Funding Source	County	State	Federal	Contingency	Total
Funding:	$700,000			$70,000	$770,000
Percentage:	100%			10%	

The Department of Disability and Aging Services (DAS) requests authorization to enter into a grant with Shanti Project for the period from January 1, 2020 to June 30, 2023, in an amount of $700,000 plus a 10% contingency for a total amount not to exceed $770,000. The purpose of the grant is to provide Care Navigation and Peer Support.

Background
In November 2016, San Francisco voters passed local legislation to establish the Dignity Fund. The Dignity Fund is administered by DAS. The legislation for the Dignity Fund creates protected funding for social services that support older adults, people with disabilities, and their families to safely live and engage in the community. The legislation institutes a planning and four-year funding process and the formation of an oversight body, the Oversight and Advisory Committee (OAC).

DAS and the OAC ensure responsible and equitable allocation of the Dignity Fund. DAS began the planning process in FY 2017-2018 that started with a Community Needs Assessment (DFCNA). Based on the findings from the DFCNA and subsequent follow up equity analysis conducted by SF-HSA, DAS

developed the Dignity Fund Services and Allocation Plan (SAP). The SAP is the four-year funding plan that guides funding decisions over the 2020-2023 funding cycle.

The DFCNA process revealed that many consumers, and in particular those populations with one or more equity factors, find the system of social services in the City complex and that navigating the system is daunting and often a barrier to access. The process also revealed that many consumers and City residents as a whole were unaware of the array of services available through DAS. A key recommendation in the DFCNA to address these issues is to provide care navigation and peer support programming. As a result and in alignment with the current SAP, the FY 2019-2020 allocation plan calls for care navigation and peer support programming that targets equity factors identified in the DFCNA.

A care navigation and peer support program can help facilitate and improve service connection, lessen the burden of service navigation, and play a crucial role in helping individuals get the right support at the right time. It can also provide consumer centered support that helps enhance health, well-being and the ability of older adults and adults with disabilities to live safely in their communities.

Services to be Provided
The grantee will develop and implement a program for older adults and adults with disabilities who may be reluctant to seek DAS services, find accessing services too complex, or may be unaware of their existence with a particular focus on serving individuals with one or more of the equity factors identified in the DFCNA. The grantee will specifically focus on serving eligible consumers within the LGBTQ community as one of the equity factors identified in the DFCNA. Curry Senior Center, as the subcontractor, will concentrate on serving eligible consumers with one or more of the other equity factors identified in the DFCNA - social isolation, low income, limited or no English speaking proficiency, and communities of color.

The program will have two distinct components – (1) care navigation and (2) peer support. The care navigation component will provide assistance to older adults and adults with disabilities to help guide them through and around barriers in the City's system of social services. Care navigation will include a consumer needs assessment conducted by a trained care navigator and working with enrolled consumers to develop an agreed upon navigation plan for services. Care navigators will assist with facilitation and access to services that are intended to help manage a wide variety of needs. Care navigation may include making appointments for medical care issues, organizing transportation, accompanying enrolled consumers to appointments and advocating for them as needed. The peer support component of the program will offer emotional and practical support to enrolled consumers by trained volunteers, student-interns, and staff. The two program components are complementary and aim to enhance the well-being and maximize the safety, health and independence of older adults and adults with disabilities in the community.

Selection
Grantee was selected through Request for Proposals (RFP) #851 which was competitively bid in September of 2019.

Performance

Fiscal Monitoring: Shanti Project received a Citywide Fiscal and Compliance Monitoring which was conducted in March of 2019. There were no findings identified in the monitoring. The grantee is in compliance with standard monitoring requirements. The subcontractor, Curry Senior Center, received a waiver for the FY18-19 Citywide Fiscal and Compliance Monitoring due to good performance for two consecutive years.

Program Monitoring: This is a new grant for Shanti Project and the subcontractor, Curry Senior Center. There is no monitoring history specific for this program to report at this time. Both Shanti Project and Curry Senior Center are current DAS contractors and in compliance with performance and monitoring requirements for fiscal year 18/19 for other DAAS grants.

Funding

Funding for this grant is provided through the Dignity Fund.

ATTACHMENTS

Appendix A – Services to be Provided
Appendix B – Budget – Shanti Project
Appendix B-1 – Subcontractor Budget – Curry Senior Center
Appendix F – Site Chart

APPENDIX A - SERVICES TO BE PROVIDED BY GRANTEE

SHANTI PROJECT

DIGNITY FUND

Care Navigation and Peer Support

January 1, 2020 – June 30, 2023

I.   Purpose of Grant

The purpose of this grant is to provide a care-navigation and peer support program for older adults and adults with disabilities with a particular focus on serving individuals with one or more of the equity factors identified in the Dignity Fund Community Needs Assessment (DFCNA). The equity factors identified in the DFCNA include social isolation, low income, limited or no English speaking proficiency, communities of color, and sexual orientation and gender identity.

II.   Definitions

Adult with a Disability	A person 18 to 59 years of age living with a disability.
CA.GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
CARBON	Contracts Administration, Reporting and Billing Online System.
Care Navigation	The facilitation of service connections and access for older adults and adults with disabilities to available resources in the City to help maintain health, well-being and promote stability in the community.
Care Navigator	An individual that is trained to facilitate service connections and access for older adults and adults with disabilities to available resources in the City. Care navigators are knowledgeable about available resources in the City for eligible consumers and skilled at navigating the system of services. Care navigators are not required to have specific licensure or graduate-level training. Their qualifications are based on expertise in coordinating supportive service care, conducting advocacy, and/or providing psychosocial support for the target population.
City	City and County of San Francisco, a municipal corporation.
Controller	Controllers of the City and County of San Francisco or designated agent.
DAS	Department of Disability and Aging Services of the San Francisco Human Services Agency.

Dignity Fund	The City and County of San Francisco, City Charter, Sections 16.128-1 through 16.128-12. DAS will expend monies in the Fund solely to help seniors and adults with disabilities secure and utilize the services and support necessary to age with dignity in their own homes and communities.
Dignity Fund Community Needs Assessment (DFCNA)	A community needs assessment report required every four years by the City Charter Amendment for the Fund. The findings from each DFCNA inform an allocation plan for the expenditure of the Fund. The first DFCNA was completed in fiscal year 2017-2018.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.
Frail	An individual that is determined to be functionally impaired because the individual either: (a) Is unable to perform at least two activities of daily living, including bathing, toileting, dressing, feeding, breathing, transferring and mobility and associated tasks, 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 others.
Fund	Dignity Fund
Grantee	Shanti Project
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.
OAC	Oversight and Advisory Committee
OCM	Office of Contract Management, Human Services Agency
Older Adult	Person who is 60 years of age or older; used interchangeably with "senior."
Peer Support	The provision of emotional and practical support to eligible consumers by paid staff, student-interns, and peer support volunteers. Peer support may include but is not limited to social visits, accompaniment to appointments or events, and outreach.
Peer Support Volunteer	A person who is trained by the grantee and volunteers his/her time to conduct outreach and provide emotional and practical support to individuals within the target population. A peer support volunteer can share knowledge, teach skills, provide practical assistance, and connect consumers with resources, opportunities, and communities of support.
Senior	Person who is 60 years of age or older; used interchangeably with "older adult."
SF-HSA	Human Services Agency of the City and County of San Francisco
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.)
Unduplicated Consumer (UDC)	An older adult or adult with a disability participating in the Care Navigation and Peer Support program and reflected in CA.GetCare through program enrollment.

III. Target Population

This grant will serve older adults and adults with disabilities living in the City and County of San Francisco and who have one or more of the equity factors identified in the DFCNA. The equity factors identified in the DFCNA are the following:

- Social Isolation
- Low Income
- Limited or No English Speaking Proficiency
- Minorities (also referred to as communities of color in DFCNA)
- Sexual Orientation and Gender Identity

IV. Eligibility for Program Enrollment

1. A resident of San Francisco, and
2. A person who is an older adult or an adult with a disability

V. Description of Services

1. Grantee will develop and implement a program that utilizes care navigation and peer support to help facilitate service connections and access for older adults and adults with disabilities, lessen the burden of service navigation, and promote engagement with available resources. The program will focus on providing service connections for eligible consumers with one or more of the equity factors identified in the DFCNA who may be reluctant to seek DAS services, find accessing services too complex, or maybe unaware of their existence.

   - Care navigation services include but are not limited to the following: consumer intake, follow up, on-going assessment, information and referral, care coordination, facilitation of drop-in services, coordination of peer support, assistance with support group access, psychosocial support including practical assistance and emotional support.

   - Care navigation will be provided by care navigators who are trained to facilitate service connections and access for older adults and adults with disabilities to available resources in the City. Care navigators will serve as a point of contact for eligible consumers. Care navigators are not required to have specific licensure or graduate-level training. Care navigator qualifications are based on expertise in coordinating supportive service care, conducting advocacy, and/or providing psychosocial support for the target population. Care navigators shall be experienced and competent in working with the identified target population including relevant cultural and linguistic proficiency.

   - Care navigators may help with the development and utilization of volunteers who provide peer support for consumers participating in the program. This may include but is not limited to matching peer support volunteers with clients and assisting with the facilitation of peer support volunteer trainings.

   - Care navigators may conduct outreach to the target populations and recruit volunteers for the peer support program.

2. Grantee will conduct a comprehensive consumer intake and consumer needs assessment, and working with the eligible consumer develop an agreed upon navigation plan for services.

3. Grantee will conduct outreach to the target populations and create alternative pathways to reach older adults and adults with disabilities who may be reluctant to seek DAS services, find accessing services too complex, or may be unaware of their existence.

4. Grantee will provide peer support services to older adults and adults with disabilities through the use of volunteers. The role of a peer support volunteer may include but is not limited to offering emotional support, sharing knowledge, teaching skills, providing practical

assistance, and connecting individuals with resources, opportunities, communities of support, and other people.

5. Grantee will conduct outreach to recruit peer support volunteers. The grantee will screen and assess potential volunteers to evaluate their capacity to provide consistent and prolonged volunteer support. A volunteer should be able to provide a minimum of two hours of peer support per week for a minimum of six months. An assessment of a peer support volunteer should include an evaluation of their physical and mental health status, their capacity to provide emotional, social, and practical support to the target population. The grantee will also conduct background checks for all peer volunteers.

6. Grantee will develop a training program for a peer support volunteer. Grantee will ensure that the training will be comprehensive (a minimum of 20 hours) and includes but not limited to cultural competency, active listening, counselor-consumer boundaries, mandated reporting, suicide ideation, clinical issues, psychosocial issues, mental and/or cognitive and/or physical impairments. Training must be provided before a volunteer begins providing peer support.

7. Grantee will have readily available resources that volunteers can access as needed to help and support them in their role as a peer support volunteer.

8. Grantee will ensure that the matching process of a peer support volunteer with an older adult or adult with disability is intentional and based on the consumer's practical needs as well as relevant preferences such as commonality, shared identities, and/or demographic preferences to promote successful pairings.

9. Grantee will have each volunteer sign a peer support volunteer agreement that provides guidelines and expectations regarding their work as a volunteer including but not limited to, length of commitment, number of volunteer hours provided weekly, confidentiality, and appropriate and acceptable activities to engage in with a consumer.

10. Grantee will ensure that units of service provided through this grant agreement are tracked and distinguishable, including the number of care navigation hours, peer support volunteers, and peer support volunteer hours.

11. Grantee will maintain a subcontract agreement with Curry Senior Center to provide peer support and care navigation services with particular focus on reaching older adults and/or adults with disabilities with the following equity factors identified in the DFCNA: social isolation, limited or no English speaking proficiency, and minorities (also referred to as communities of color in DFCNA)

12. Grantee will ensure that the peer support and care navigation services sub-contracted to Curry Senior Center are consistent with the description of services outlined in the Appendix A and compliant with local/city, state, and federal regulatory agencies, including DAS policy memoranda manual.

13. Grantee will notify DAS of modifications to the subcontract agreement with Curry Senior Center that result in the reallocation of funding identified in Appendix B and/or service provision. Modifications to the subcontract agreement with Curry Senior Center are subject to DAS approval.

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, Grantee will meet the following Service Objectives for the Care Navigation and Peer Support Program detailed in Table A below:

Service Objective Summary Table	*FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023
Number of Unduplicated Consumers	11	58	58	58
Number of Care Navigation Hours	690	3400	3400	3400
Number of Peer Support Volunteers	-	20	20	20
Number of Peer Support Hours	-	2200	2200	2200
*Year One, FY 2019-2020, is 6 months only				

VIII.   Outcome Objectives

On an annual basis, the grantee will measure and meet the following outcome objectives:

1. At least 75% of the surveyed consumers will report that participation in the care-navigation and peer support program helped them navigate the service system more efficiently and effectively.*

2. At least 60% of the surveyed consumers who accessed services through a Care Navigator will report that the Care Navigator helped them to overcome barriers to services.*

3. At least 75% of the consumers who accessed services through a peer support volunteer will report connecting to a new service or program that enhanced their well-being.*

4. At least 80% of Peer Support Volunteers will report that their training was comprehensive and helpful to their program role.*

Based on a survey created by the grantee with input from DAS and a sample size of at least 60% of the enrolled unduplicated consumer.

IX. Reporting and Other Requirements

1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers using the DAS provided or DAS approved intake form into the CA.GetCare database in accordance to DAS policy.

2. Grantee will enter into the Ca.GetCare Service Unit section all the units of service by the 5th working day of the month for the preceding month.

3. Grantee will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
   - Number of unduplicated consumers served during the month.
   - Number of units of service provided during the month.

4. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VII and VIII, Service Objectives and Outcome Objectives, respectively. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.

5. Grantee shall issue a fiscal closeout report at the end of the fiscal year. The Grantee will submit the report to SF-HSA through CARBON system no later than July 31 each grant year.

6. Grantee will provide an annual satisfaction survey report to DAS by March 15 each grant year or a mutually agreed upon date between DAS and the Grantee.

7. Grantee shall develop and deliver an annual summary report of SOGI data collected in each grant year as requested by SF-HSA. The due date for submitting the annual summary report is no later than July 10 each grant year.

8. 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.

9. 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.

10. Grantee will develop and maintain with OCP's approval, an updated site chart (Appendix F) using an approved OCP with details about the program.

11. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA and/or DAS.

For assistance with reporting requirements or submission of reports, contact:

Rocio Duenas, Senior Contract Manager
Office of Contract Management, HAS
rocio.duenas@sfgov.org
Or
Tiffany Kearney, Program Analyst
Office of Community Partnerships, DAS
tiffany.kearney@sfgov.org

X.   Monitoring Activities

1. 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 III-VII.

2. 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

	A	B	C	D	E	F
5	Name				Term	
6	**Shanti Project**				**1/1/20-6/30/23**	
7	(Check One) New X Renewal ____ Modification ____					
8	If modification, Effective Date of Mod. ____ No. of Mod.					
9	**Program: Care Navigation and Peer Support**					
10	Budget Reference Page No.(s)					
11	Program Term	1/1/20-6/30/20	7/1/20-6/30/21	7/1/21-6/30/22	7/1/22-6/30/23	Total 1/1/20-6/30/23
12	**Expenditures**					
13	Salaries & Benefits	$43,945	$91,888	$91,888	$91,888	$319,609
14	Operating Expenses	$6,595	$12,371	$12,371	$12,371	$43,708
15	**Subtotal**	$50,540	$104,259	$104,259	$104,259	$363,317
16	Indirect Percentage (%)	15%	15%	15%	15%	15%
17	Indirect Cost (Line 16 X Line 15)	$7,581	$15,639	$15,639	$15,639	$54,498
18	Capital/Subcontractor Expenditures	$41,879	$80,102	$80,102	$80,102	$282,185
19	**Total Expenditures**	**$100,000**	**$200,000**	**$200,000**	**$200,000**	**$700,000**
20	**HSA Revenues**					
21						
22	General Fund	$100,000	$200,000	$200,000	$200,000	$700,000
23						
24						
25						
26						
27						
28						
29	TOTAL HSA REVENUES	$100,000	$200,000	$200,000	$200,000	$700,000
30	**Other Revenues**					
31						
32						
33						
34						
35						
36	Total Revenues	$100,000	$200,000	$200,000	$200,000	$700,000
37	Full Time Equivalent (FTE)					
39	Prepared by: Melissa Bryan Telephone No.: 415-674-0373					11/14/2019
40	HSA-CO Review Signature:					
41	HSA #1					10/25/2016

Program: Care Navigation and Peer Support
(Same as Line 9 on HSA #1)

Salaries & Benefits Detail

	Agency Totals		HSA Program		1/1/20-6/30/20 DAAS	7/1/20-6/30/21 DAAS	7/1/21-6/30/22 DAAS	7/1/2022-6/30/23 DAAS	1/1/20-6/30/23 TOTAL
POSITION TITLE	Annual Full TimeSalary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Care Navigator	$47,000	1.00	80%	0.80	$17,134	$37,600	$37,600	$37,600	$129,934
LAASN Program Manager	$59,740	1.00	35%	0.35	$10,455	$20,909	$20,909	$20,909	$73,182
LAASN Program Director	$75,000	1.00	10%	0.10	$3,750	$7,500	$7,500	$7,500	$26,250
Volunteer Services Coordinator	$47,895	1.00	10%	0.10	$2,395	$4,790	$4,790	$4,790	$16,763
Volunteer Services Manager	$57,750	1.00	10%	0.10	$2,888	$5,775	$5,775	$5,775	$20,213
TOTALS	$287,385	5.00	145%	1.45	$36,621	$76,574	$76,574	$76,574	$266,341
FRINGE BENEFIT RATE	20%								
EMPLOYEE FRINGE BENEFITS	$57,477				$7,324	$15,315	$15,315	$15,315	$53,268
TOTAL SALARIES & BENEFITS	$344,862				$43,945	$91,888	$91,888	$91,888	$319,609

HSA #2   10/25/2016

Program: Care Navigation and Peer Support
(Same as Line 9 on HSA #1)

Operating Expense Detail

Expenditure Category	TERM	1/1/20-6/30/20	7/1/20-6/30/21	7/1/21-6/30/22	7/1/22-6/30/23	TOTAL 1/1/20-6/30/23
Rental of Property		$1,252	$2,503	$2,503	$2,503	$8,761
Utilities(Elec, Water, Gas, Phone, Garbage)		$384	$767	$767	$767	$2,685
Office Supplies, Postage		$1,000	$509	$509	$509	$2,527
Building Maintenance Supplies and Repair		$242	$483	$483	$483	$1,691
IT Support		$534	$1,067	$1,067	$1,067	$3,735
Insurance		$226	$452	$452	$452	$1,582
Staff Training			$250	$250	$250	$750
Staff Travel-(Local & Out of Town)						
Rental of Equipment						
CONSULTANTS						
Outreach Consultant		$2,000	$4,000	$4,000	$4,000	$14,000
OTHER						
Client-Related Travel		$302	$1,080	$1,080	$1,080	$3,542
Client Supplies			$450	$450	$450	$1,350
Client Electronic Records System		$155	$310	$310	$310	$1,085
LGBTQ+ Senior/AWD Outreach		$500	$500	$500	$500	$2,000
TOTAL OPERATING EXPENSE		**$6,595**	**$12,371**	**$12,371**	**$12,371**	**$43,708**

HSA #3   10/25/2016

Program: Care Navigation and Peer Support
(Same as Line 9 on HSA #1)

Program Expenditure Detail

	SUBCONTRACTORS	1/1/20-6/30/20	7/1/20-6/30/21	7/1/21-6/30/22	7/1/22-6/30/23	Total 1/1/20-6/30/23
8	Curry Senior Center	$41,029	$80,102	$80,102	$80,102	$281,335
9						$0
10						$0
11	TOTAL SUBCONTRACTOR COST	$41,029	$80,102	$80,102	$80,102	$281,335

	EQUIPMENT TERM	1/1/20-6/30/20	7/1/20-6/30/21	7/1/21-6/30/22	7/1/22-6/30/23	Total 1/1/20-6/30/23
14	No. ITEM/DESCRIPTION					
15	Computer for new Care Navigator	$850				$850
16						$0
17						$0
18	TOTAL EQUIPMENT COST	$850	$0	$0	$0	$850

	REMODELING					
21	Description:	1/1/20-6/30/20	7/1/20-6/30/21	7/1/21-6/30/22	7/1/22-6/30/23	Total 1/1/20-6/30/23
22						$0
23						$0
24						$0
25	TOTAL REMODELING COST	$0	$0	$0	$0	$0

27	TOTAL CAPITAL/SUBCONTRACTOR EXPENDITURE	$41,879	$80,102	$80,102	$80,102	$282,185

HSA #4   10/25/2016

HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM

	Name			Term	
	CURRY SENIOR CENTER			1/1/20 - 6/30/23	

(Check One)   New   X   Renewal ____   Modification ____

If modification, Effective Date of Mod. ____   No. of Mod. ____

Program: Care Navigation

Budget Reference Page No.(s)

Program Term	1/1/20-6/30/20	7/1/20-6/30/21	7/1/21-6/30/22	7/1/22-6/30/23	Total 1/1/20-6/30/23
Expenditures					
Salaries & Benefits	$33,077	$66,154	$66,154	$66,154	$231,539
Operating Expenses	$2,600	$3,500	$3,500	$3,500	$13,100
Subtotal	$35,677	$69,654	$69,654	$69,654	$244,639
Indirect Percentage (%)	15%	15%	15%	15%	15%
Indirect Cost (Line 16 X Line 15)	$5,352	$10,448	$10,448	$10,448	$36,696
Capital/Subcontractor Expenditures	$0	$0	$0	$0	$0
Total Expenditures	**$41,029**	**$80,102**	**$80,102**	**$80,102**	**$281,335**
HSA Revenues					
General Fund	$41,029	$80,102	$80,102	$80,102	$281,333
TOTAL HSA REVENUES	$41,029	$80,102	$80,102	$80,102	$281,333
Other Revenues					
Total Revenues	$41,029	$80,102	$80,102	$80,102	$281,333
Full Time Equivalent (FTE)	1.05	1.05	1.05	1.05	

Prepared by: David Knego/Rosa Wong   Telephone No.: 415-292-1087   Date: 10/11/2019

HSA-CO Review Signature: ____

HSA #1   10/11/2019

CURRY SENIOR CENTER
Program: Care Navigation
(Same as Line 9 on HSA #1)

Salaries & Benefits Detail

	Agency Totals		HSA Program		1/1/20-6/30/20	7/1/20-6/30/21	7/1/21-6/30/22	7/1/22-6/30/23	1/1/20 - 6/30/23
					DAAS	DAAS	DAAS	DAAS	TOTAL
POSITION TITLE	Annual Full TimeSalary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Program Director	$87,750	1.00	5%	0.05	$2,194	$4,388	$4,388	$4,388	$15,358
Care Navigator	$46,500	1.00	100%	1.00	$23,250	$46,500	$46,500	$46,500	$162,750
TOTALS	$134,250	2.00	105%	1.05	$25,444	$50,888	$50,888	$50,888	$178,108
FRINGE BENEFIT RATE	30%								
EMPLOYEE FRINGE BENEF	$40,275				$7,633	$15,266	$15,266	$15,266	$53,431
TOTAL SALARIES & BENEF	$174,525				$33,077	$66,154	$66,154	$66,154	$231,539

HSA #2   10/11/2019

CURRY SENIOR CENTER
Program: Care Navigation
(Same as Line 9 on HSA #1)

Operating Expense Detail

Expenditure Category	TERM	1/1/20-6/30/20	7/1/20-6/30/21	7/1/21-6/30/22	7/1/22-6/30/23	TOTAL 1/1/20 - 6/30/23
Rental of Property						
Utilities(Elec, Water, Gas, Phone, Garbage)		$150	$300	$300	$300	$1,050
Office Supplies, Postage		$300	$500	$500	$500	$1,800
Building Maintenance Supplies and Repair		$150	$300	$300	$300	$1,050
Printing and Reproduction						
Insurance		$300	$500	$500	$500	$1,800
Staff Training		$100	$100	$100	$100	$400
Staff Travel-(Local & Out of Town)						
Rental of Equipment						
CONSULTANTS						
OTHER						
Program Supplies		$1,000	$1,500	$1,500	$1,500	$5,500
Payroll fees		$100	$200	$200	$200	$700
Recruitment		$500	$100	$100	$100	$800
TOTAL OPERATING EXPENSE		$2,600	$3,500	$3,500	$3,500	$13,100
HSA #3						10/11/2019

APPENDIX F - SITE CHART

Date: 11/19/19		
AGENCY: Shanti Project		
AGENCY ADDRESS: 3170 23rd Street, San Francisco, CA 94110	Agency's web site:	
DIRECTOR: Kaushik Roy		PHONE NO.: 415.979.9950
Program:		

	UDC = 3	UDC = 8
Total Annual # of UDC = 11 (6mos)		
SITES: Name of Site	Shanti Project	Curry Senior Center
Address and Zip	3170 23rd Street, San Francsico, CA 94110	333 Turk Street, San Franisco, CA 94012
Phone Number	(415)674.4770	(415)885.2274
Fax Number	415)979.9269	415)673.0349
Neighborhood	Mission	Tenderloin
Supervisorial District No.	9	6
Director	Kaushik Roy	David Knego
Program Manager/Coordinator	Joanne Kipnis	Daniel Hill
Additional Programs Offered at Site	Isolation Prevention, Care Navigation and Peer Support programming, 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	Isolation Prevention Care Navigation and Peer Support Programming, Community Services, Case Management, Cong. Meal. Medical Clinic.
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
Hours Open	10am-6pm Sat 11-1pm (PAWS Food Bank Only)	M-F 8am-4.30pm Sat 9am-1.30pm
Total number of Service Days	Care Navigation: 260 Peer Support Volunteers: 360	Dining Room: 365 Programs: 248
DAAS Funded Meal Service (Yes/No)	No	Yes
Number of Service Days Closed	10	11
Days Closed (list holidays closed)	NY Day MLK Jr. Birthday Presidents' Day Cesar Chavez Day Memorial Day Independence Day Labor Day Thanksgiving Day and the day after Christmas Day	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
ADA Accessible	x_ Yes ___ No	x_ Yes ___ No

APPENDIX F - SITE CHART

FY: 2020-2021

Date: 11/19/19			
AGENCY: Shanti Project			
AGENCY ADDRESS: 3170 23rd Street, San Francisco, CA 94110		Agency's web site: www.shanti.org	
DIRECTOR: Kaushik Roy		PHONE NO.: 415.979.9550	
Program:			

Total Annual # of UDC = 58	**UDC =28**	**UDC = 30**	
SITES: Name of Site	Shanti Project	Curry Senior Center	
Address and Zip	3170 23rd Street, San Francisco, 94110	333 Turk Street, San Franisco, CA 94012	
Phone Number	(415)674.4770	(415)885.2274	
Fax Number	(415)979.9269	415)673.0349	
Neighborhood	Mission	Tenderloin	
Supervisorial District No.			
Director	Kaushik Roy	David Knego	
Program Manager/Coordinator	Joanne Kipnis	Daniel Hill	
Additional Programs Offered at Site	Isolation Prevention, Care Navigation and Peer Support programming, 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	Isolation Prevention Care Navigation and Peer Support Programming, Community Services, Case Management, Cong. Meal, Medical Clinic.	
Days Open	x _Mon_ x _Tues_ x_Wed_ x _Thurs_ x _Fri_ _Sat_ _Sun_	x _Mon_ x _Tues_ x _Wed_ _ Thurs_ x _Fri_ x _Sat_ _Sun_	
Hours Open	10am-6pm Sat 11-1pm (PAWS Food Bank Only)	M-F 8am-4:30pm Sat 9am-1:30pm	
Total number of Service Days	Care Navigation: 260 Peer Support Volunteers: 360	Care Navigation: 260 Peer Support Dining Room: 365 Programs: 248	
DAAS Funded Meal Service (Yes/No)	No	Yes	
Number of Service Days Closed	10	11	
Days Closed (list holidays closed)	NY Day MLK Jr. Birthday Presidents' Day Cesar Chavez Day Memorial Day Independence Day Labor Day Thanksgiving Day and the day after Christmas Day	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	
ADA Accessible	x _Yes_ _No_	x _Yes_ _No_	

APPENDIX F - SITE CHART

Date: 11/19/19				FY: 2021-2022
AGENCY: Shanti Project				
AGENCY ADDRESS: 3170 23rd Street, San Francisco, CA 94110		Agency's web site: www.shanti.org		
DIRECTOR: Kaushik Roy		PHONE NO.: 415.979.9550		
Program:				

Total Annual # of UDC = 58			
SITES: Name of Site	UDC =28 Shanti Project	UDC = 30 Curry Senior Center	
Address and Zip	3170 23rd Street, San Francisco, 94110	333 Turk Street, San Francisco, CA 94012	
Phone Number	(415)674.4770	(415)885.2274	
Fax Number	(415)979.9269	415)673.0349	
Neighborhood	Mission	Tenderloin	
Supervisorial District No.			
Director	Kaushik Roy	David Knego	
Program Manager/Coordinator	Joanne Kipnis	Daniel Hill	
Additional Programs Offered at Site	Isolation Prevention, Care Navigation and Peer Support programming, 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	Isolation Prevention Care Navigation and Peer Support programming, Community Services, Case Management, Cong. Meal, Medical Clinic.	
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	
Hours Open	10am-6pm Sat 11-1pm (PAWS Food Bank Only)	M-F 8am-4:30pm Sat 9am-1:30pm	
Total number of Service Days	Care Navigation: 260 Peer Support	Dining Room: 365 Programs: 248	
DAAS Funded Meal Service (Yes/No)	No	Yes	
Number of Service Days Closed	10	11	
Days Closed (list holidays closed)	NY Day MLK Jr. Birthday Presidents' Day Cesar Chavez Day Memorial Day Independence Day Labor Day Thanksgiving Day and the day after Christmas Day	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	
ADA Accessible	_ x _Yes ___ No	_ x _ Yes ___ No	

AGENCY: Shanti Project

AGENCY ADDRESS: 3170 23rd Street, San Francisco, CA 94110   Agency's web site: www.shanti.org

DIRECTOR: Kaushik Roy   PHONE NO.: 415.979.9550

Program:

	UDC = 28	UDC = 30
Total Annual # of UDC = 58		
SITES: Name of Site	Shanti Project	Curry Senior Center
Address and Zip	3170 23rd Street, San Francisco, 94110	333 Turk Street, San Fransisco, CA 94012
Phone Number	(415)674.4770	(415)885.2274
Fax Number	(415)979.9269	415)673.0349
Neighborhood	Mission	Tenderloin
Supervisorial District No.	6	6
Director	Kaushik Roy	David Knego
Program Manager/Coordinator	Joanne Kipnis	Daniel Hill
Additional Programs Offered at Site	Isolation Prevention, Care Navigation and Peer Support programming, 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	Isolation Prevention Care Navigation and Peer Support Programming, Community Services, Case Management, Cong. Meal, Medical Clinic.
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
Hours Open	10am-6pm Sat 11-1pm (PAWS Food Bank Only)	M-F 8am-4:30pm Sat 9am-1:30pm
Total number of Service Days	Care Navigation: 260 Peer Support Volunteers: 360	Dining Room: 365 Programs: 248
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