City and County of San Francisco

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

London Breed, Mayor

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
DATE:	FEBRUARY 15, 2019
SUBJECT:	GRANT MODIFICATION: **SHANTI PROJECT** (NON-PROFIT) FOR PROVISION OF ANIMAL BONDING SERVICES FOR LESBIAN, GAY, BISEXUAL, AND TRANSGENDER (LGBTQ+) OLDER ADULTS AND ADULTS WITH DISABILITIES

GRANT TERM:	Current 7/1/2018- 6/30/2020	Modification 7/1/2018- 6/30/2019	Revised 7/1/2018- 6/30/2020	Contingency	Total 7/1/2018- 6/30/2020
GRANT AMOUNT:	$570,250	$100,000	$670,250	$67,025	$737,275
ANNUAL AMOUNT:	FY 18/19	FY 19/20			
	$385,125	$285,125			
FUNDING SOURCE	County	State	Federal	Contingency	Total
MODIFICATION FUNDING:	$100,000			$10,000	$110,000
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 $100,000 plus a 10% contingency, for a new total amount not to exceed of $737,275. The purpose of this grant is to provide Animal Bonding Services to Lesbian, Gay, Bisexual, Transgender, and Queer (or Questioning) (LGBTQ+) older adults and adults with disabilities.

Background
The San Francisco LGBT Aging Policy Task Force was convened in 2012 by the Board of Supervisors to evaluate the needs of LGBTQ+ older adults, 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 San Francisco LGBT Aging Policy Task Force recommendations in 2014, new programming designed to address social isolation in the LGBTQ+ older adult and adult with disability community was introduced in FY 2016 for FY16-18. Due to the success of the program, the grant was renewed in May 2018 for FY18-20.

Modification
In Fiscal year 2017-2018, Shanti Project's Animal Bonding Program received a One-Time-Only Addback from the San Francisco Board of Supervisors in the amount of $100,000. These funds were utilized to address the waitlist of clients the program incurred through the program's successful implementation in Fiscal year 2016-2017. Due to the expiring nature of those funds, service units were reduced in Fiscal Years 2018-2020 in comparison to the previous Grant Agreement. With the action today, the One-Time-Only $100,000, DAAS seeks to restore those funds and re-institute the previous service units.

Services to be Provided
Grantee utilizes a service delivery model similar to that of their social isolation prevention program. The program is based on care navigation and peer support volunteers for delivery of animal companion support services and resources.

Care Navigators serve as the main points of contact for clients, and provide services which include intake, follow up, ongoing assessment and care coordination, information and referral, and drop-in facilitation. Care Navigators also help with the development and utilization of peer support volunteers.

Peer Support Volunteers provide outreach and supportive services for isolated, underserved LGBTQ+ older adults and adults with disabilities who need pet support services. Use of a peer support network provides a contact-promoting framework for a target population that may be reluctant to seek support services for themselves or their animal companions due to a history of discrimination and marginalization.

Both staff and volunteers work to connect clients and their pets to the pet food bank, pet health and maintenance services, help with walks and exercise for pets, and other assistance as needed. For more specific information regarding the services to be provided, please refer to the attached Appendix A1.

Grantee Performance

Grantee was found to be compliant with Citywide Fiscal and Compliance Monitoring standards in February 2018. Program Monitoring took place in April 2018 with no findings. The next Citywide Fiscal and Compliance Monitoring is scheduled to occur in March 2019, the next Program Monitoring is scheduled to occur in April 2019.

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 F - Site Chart

APPENDIX A1: SERVICES TO BE PROVIDED

Shanti Project / PAWS
Animal Bonding Services for Isolated LGBTQ+ Older Adults and Adults with Disabilities
July 1, 2018 to June 30, 2020

I. Purpose

The purpose of this grant is to provide animal bonding services to isolated LGBTQ+ Older Adults and Adults with Disabilities. Pets are a powerful source of companionship and support for their pet owners, but can easily become a liability to low-income and frail 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

Adult with a Disability	Person 18 years of age or older living with a disability.
Care Navigation	Includes the following: intake, follow up, on-going assessment, information and referral, on-going care coordination, matching and support of client-volunteer peer support matches, facilitation of peer support volunteer trainings, facilitation of drop-in services, support group facilitation, peer-based psychosocial support (including practical assistance and emotional support).
DAAS	Department of Aging and Adult 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.
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 others.

Grantee	Shanti Project / Pets Are Wonderful Support ("PAWS")

HSA   Human Services Agency

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

LGBTQ+   An acronym/term used to refer to persons who self-identify as non -heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.

Low Income   Having income at or below 300% of the federal poverty line defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. This is only to be used by consumers to self-identify their income status, not to be used as a means test to qualify for the program.

Minority   An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. Source: California Code of Regulation Sec. 7130

Older Adult   Person who is 60 years or older, used interchangeably with senior.

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.
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

Isolated LGBTQ+ older adults and adults with disabilities, with pets, 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

Program participants will also be assessed to see if they meet eligibility criteria for services under the Community Living Fund program:

- Be 18 years and older
- Be a resident of San Francisco
- 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:
  - o A functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transferring, bathing, toileting, and grooming; or

o Have a medical condition that requires a level of care that would be provided in a nursing facility; or

o Be unable to manage one's own affairs due to emotional and/or cognitive impairment.

IV. Description of Services / Units of Service

In recognition of the strong support a pet can provide for an isolated individual, this program seeks to blend the following proven models of service to both address the social, emotional, practical, and behavioral health needs of isolated LGBTQ+ older adults and to provide support to their animal companions.

A. <u>Care Navigation</u>: 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. <u>Peer Support</u>: Peer Support Volunteers provide outreach and supportive services for isolated, underserved LGBTQ+ older adults and adults with disabilities who need pet support services. Use of a peer support network provides an innovative service delivery framework for a target population that may be reluctant to seek support services for themselves or their animal companions 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; 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: 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 consumers 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 younger adults with disabilities or significant medical conditions. 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+ seniors and adults with disabilities. This increased financial support will allow the contractor to reduce the waitlist and serve an increased number of consumers.

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, 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. 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) <u>Peer Support</u>. 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 consumers.

V. Location and Time of Services

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

VI. Service Objectives

For the period July 1, 2018 – June 30, 2019, on an annual basis Grantee will:

- Provide program services for at least **185** unduplicated consumers.

- Provide at least **1200** hours of Care Navigation to consumers.

- Provide Volunteer Recruitment and Development services to at least **20** volunteers.

- Provide at least **2075** Peer Support hours to consumers, delivered by trained peer support volunteers.

- At least **fifty percent** (50%) 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 Grantee will:

- Provide program services for at least **135** unduplicated consumers.

- Provide at least **825** hours of Care Navigation to consumers.

- Provide Volunteer Recruitment and Development services to at least **20** volunteers.

- Provide at least **2075** Peer Support hours to consumers, delivered by trained Peer Support volunteers.

- At least **fifty percent** (50%) 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 report that participation in this program allowed them to keep their animal.

- At least **seventy percent** (70%) of consumers responding to an annual consumer satisfaction survey will indicate that participation in this program helped improve their health and/or well-being.

- 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 experience reduced isolation or prevention of isolation by their engagement in Care Navigation, volunteer Peer Support activities, and animal support services.

- At least **seventy percent** (70%) of CLF eligible consumers participating in this program will report reduced risk for hospitalization due to program participation.

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 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 DAAS/HSA. The due date for submitting the annual summary report is July 10th.

J. Grantee shall develop and deliver ad hoc reports as requested by DAAS/HSA.

K. Grantee will develop and maintain with OOA's approval, an updated Site Chart (using OOA's format) with details about the program.

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

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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.

HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM

	A	B	C	D	E	F
5	Name				Term	
6	Shanti Project				7/1/18-6/30/20	
7	(Check One)　　New ☐　　Renewal ____　　Modification __X__					
8	If modification, Effective Date of Mod.　　　No. of Mod.					
9	Program:　Animal Bonding Services for LGBTQ+ Older Adults and Adults with Disabilities					
10	Budget Reference Page No.(s)	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
11	Program Term	Original	OTO	Revised	Original	Total
12	**Expenditures**					
13	Salaries & Benefits	$173,562	$71,864	$245,426	$173,562	$418,988
14	Operating Expense	$74,867	$15,586	$90,453	$74,867	$165,320
15	**Subtotal**	$248,429	$87,450	$335,879	$248,429	$584,308
16	Indirect Percentage (%)	15%	15%	15%	15%	15%
17	Indirect Cost (Line 16 X Line 15)	$36,696	$12,550	$49,246	$36,696	$85,942
18	Capital Expenditure	$0	$0	$0	$0	$0
19	Total Expenditures	$285,125	$100,000	$385,125	$285,125	$670,250
20	**HSA Revenues**					
21	General Fund	$210,125		$210,125	$210,125	$420,250
22	Community Living Fund	$75,000		$75,000	$75,000	$150,000
23	OTO		$100,000	$100,000		$100,000
24						
25	TOTAL HSA REVENUES	$285,125	$100,000	$385,125	$285,125	$670,250
26	**Other Revenues**					
27						
28						
29						
30						
31						
32	Total Revenues	$285,125	$100,000	$385,125	$285,125	$670,250
33	Full Time Equivalent (FTE)	2.92		3.99	2.92	
35	Prepared by: Melissa Bryan	Telephone No.: 415.674.4716				Date: 01/23/2019
36	HSA-CO Review Signature:					
37	**HSA #1**					**10/25/2016**

Program: Animal Bonding Services for LGBTQ+ Older Adults and Adults with Disabilities
(Same as Line 9 on HSA #1)

Salaries & Benefits Detail

	A	B	C	D	E	F	G	H	I	J
						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
		Agency Totals		HSA Program		DAAS Program	DAAS Program	DAAS Program	DAAS Program	TOTAL
12	POSITION TITLE	Annual Full TimeSalary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	OTO	Revised	Budgeted Salary	Budgeted Salary
13	Program Director - K. D'Amato	$65,000	0.70	68%	0.48	$30,940		$30,940	$30,940	$61,880
14	Food Bank & Facilities Director - P. Gomez	$60,000	1.00	40%	0.40	$24,000		$24,000	$24,000	$48,000
15	Care Navigator - R. Goldman	$46,280	0.80	80%	0.64	$29,619		$29,619	$29,619	$59,238
16	Care Navigator - A. Sutch	$44,990	1.00	50%	0.50	$22,495		$22,495	$22,495	$44,990
17	Volunteer Coordinator - W. Campbell	$44,990	1.00	40%	0.40	$17,996		$17,996	$17,996	$35,992
18	Program Admin Assistant - N. Rodriguez	$41,600	1.00	50%	0.50	$20,800		$20,800	$20,800	$41,600
19	Program Director - K. D'Amato	$65,000	0.70	17%	0.12	$0	$7,735	$7,735	$0	$7,735
20	Food Bank & Facilities Director - P. Gomez	$60,000	1.00	12%	0.12	$0	$7,200	$7,200	$0	$7,200
21	Food Bank Coordinator - L. Fernandez	$44,990	0.45	85%	0.38	$0	$17,209	$17,209	$0	$17,209
22	Care Navigator - A. Sutch	$44,990	1.00	35%	0.35	$0	$15,747	$15,747	$0	$15,747
23	Deputy Director - M. Bryan	$125,000	1.00	10%	0.10	$0	$12,500	$12,500	$0	$12,500
24										
25										
26										
27										
28	TOTALS					$145,850	$60,390	$206,240	$145,850	$352,090
29										
30	FRINGE BENEFIT RATE	19%				2.92	1.07	3.99	2.92	
31	EMPLOYEE FRINGE BENEFITS					$27,712	$11,474	$39,186	$27,712	$66,898
32										
33										
34	TOTAL SALARIES & BENEFITS	-				$173,562	$71,864	$245,426	$173,562	$418,988
35	HSA #2									10/25/2016

Program: Animal Bonding Services for LGBTQ+ Older Adults and Adults with Disabilities
(Same as Line 9 on HSA #1)

Operating Expense Detail

Expenditure Category	TERM	7/1/18-6/30/19	OTO 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
Rental of Property		$6,507		$6,507	$6,507	$13,014
Utilities(Elec, Water, Gas, Phone, Garbage)		$600	$1,336	$1,936	$600	$2,536
Office Supplies, Postage		$800	$400	$1,200	$800	$2,000
Building Maintenance Supplies and Repair		$850	$400	$1,250	$850	$2,100
Printing and Reproduction		$200		$200	$200	$400
Insurance		$850		$850	$850	$1,700
Staff Training		$200		$200	$200	$400
Staff Travel-(Local & Out of Town)		$550	$550	$1,100	$550	$1,650
Rental of Equipment						
Electronic Client Database (Salesforce License)			$1,300	$1,300		$1,300
OTHER (Program Supplies - CLF)						
Vet Care		$25,450	$6,000	$31,450	$25,450	$56,900
Pet Food / Litter (bulk purchase)		$27,530	$5,600	$33,130	$27,530	$60,660
Pet Supplies		$9,640		$9,640	$9,640	$19,280
Other Client Services (i.e.: boarding)		$1,690		$1,690	$1,690	$3,380
Total Program Supplies		$64,310	$11,600	$75,910	$64,310	$140,220
TOTAL OPERATING EXPENSE		$74,867	$15,586	$90,453	$74,867	$165,320

HSA #3   10/25/2016

Appendix F SITE CHART

AGENCY: Shanti Project - Animal Bonding   HSA/DAAS/OFFICE ON THE AGING

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.) **Name of Site**	Shanti Project/PAWS			
Address and Zip	3170 23rd Street, San Francisco, CA 94110			
Phone Number Fax Number	415.674.4770 415.979.9269			
Neighborhood Person in Charge Site Manager	Mission Kaushik Roy Katherine D'Amato			
Programs Offered	Isolation Prevention, Animal Bonding, Shanti/PAWS Model volunteer training			
Days Open	_x_ Mon _x_ Tues _x_ Wed _x_ Thurs _x_ Fri _x_ Sat ___ Sun			
Hours Open	M-F 10am-6pm Sat – 10am-12:30pm			
Hours of scheduled programming	M-F 10am-6pm			
Hours of meal service	N/A			
Annual number of meals at site	N/A			
Annual # nutrition education units	N/A			
Average number of meals per day	N/A			
Total number of service days in FY				
Days closed	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	___ Yes ___ No	___ Yes ___ No	___ Yes ___ No