



**SAN FRANCISCO
HUMAN SERVICES AGENCY**

MEMORANDUM

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
94120-7988
www.SFHSA.org

TO: DISABILITY AND AGING SERVICES COMMISSION

THROUGH: KELLY DEARMAN, EXECUTIVE DIRECTOR

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

DATE: NOVEMBER 3, 2021

SUBJECT: GRANT MODIFICATION: CENTRO LATINO DE
SAN FRANCISCO (NON-PROFIT) FOR
PROVISION OF NUTRITION SERVICES FOR
OLDER ADULTS AND ADULTS WITH
DISABILITIES (see table below)

DS
EE

	<u>Current</u>	<u>Modification</u>	<u>Revised</u>	<u>Contingency</u>	<u>Total</u>
GRANT TERM:	07/01/21- 06/30/25	07/01/21- 6/30/25	07/01/21- 06/30/25		
GRANT AMOUNT:	\$3,970,448	\$581,592	\$4,552,040	\$455,204	\$5,007,244
Funding Source	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:	\$4,415,866		\$136,174	\$455,204	\$5,007,244
PERCENTAGE:	97%		3%		100%



London Breed
Mayor

Trent Rhorer
Executive Director

The Department of Disability and Aging Services (DAS) requests authorization to modify the existing grant agreements with Centro Latino de San Francisco for the provision of nutrition services to older adults and adults with disabilities for the time period beginning July 1, 2021 and ending June 30, 2025 in the additional amount of \$581,592, plus a 10% contingency for a total not to exceed amount of \$5,007,244.

Service	Current Amount FY 21/22 FY 22/23 FY 23/24 FY 24/25	Modification FY 21/22 FY 22/23 FY 23/24 FY 24/25	Revised FY 21/22 FY 22/23 FY 23/24 FY 24/25	Grand Total	10% Contingency	Total Not to Exceed
Congregate Nutrition Services for Older Adults	\$697,236 \$532,559 \$532,559 \$532,559	\$79,351 \$79,351 \$79,351 \$79,351	\$776,587 \$611,910 \$611,910 \$611,910	\$2,612,317	\$261,232	\$2,873,549
Congregate Nutrition Services for Adults with Disabilities	\$162,054 \$101,931 \$101,931 \$101,931	\$33,938 \$33,938 \$33,938 \$33,938	\$195,992 \$135,869 \$135,869 \$135,869	\$603,599	\$60,360	\$663,959
Home-Delivered Meal (HDM) Nutrition Services for Older Adults	\$401,903 \$268,595 \$268,595 \$268,595	\$32,109 \$32,109 \$32,109 \$32,109	\$434,012 \$300,704 \$300,704 \$300,704	\$1,336,124	\$133,612	\$1,469,736
Total	\$1,261,193 \$903,085 \$903,085 \$903,085	\$145,398 \$145,398 \$145,398 \$145,398	\$1,406,591 \$1,048,483 \$1,048,483 \$1,048,483	\$4,552,040	\$455,204	\$5,007,244

Background

DAS is a state-designated Area Agency on Aging (AAA) under the federal Older Americans Act (OAA) of 1965 as amended. As an area agency on aging, DAS coordinates and supports nutrition and wellness services in the City and County of San Francisco for older adults and adults with disabilities designed to promote physical health and wellbeing which includes congregate and home delivered nutrition services. Through partnerships with multiple community based organizations, DAS offers a broad array of services to meet the nutrition needs of the City's diverse population of older adults and adults with disabilities.

Access to a sufficient quantity of affordable, wholesome food is vital and a significant factor in maintaining good health. Older adults and adults with disabilities are more likely to experience food insecurity, which is closely connected to malnutrition, poor health status, and negative health events. The

provision of culturally appropriate nutrition support in the community, whether through congregate and home-delivered nutrition services or supplemental grocery programs, helps older adults and adults with disabilities in obtaining affordable, healthy food and meals. Nutrition programs also serve as an important connection to other home and community-based services for older adults and adults with disabilities.

Services to be Provided

Centro Latino de San Francisco provides the following nutrition services:

1. Congregate nutrition services for older adults
2. Congregate nutrition services for adults with disabilities
3. Home-delivered nutrition services for older adults

These programs offer nutritious and culturally appropriate meals that adhere to the current Dietary Guidelines for Americans (DGA), provide a minimum of one-third of the Dietary Reference Intakes (DRIs), and meet state and local food safety and sanitation requirements.

In addition to providing healthy meals, Centro Latino de San Francisco provides a range of services including nutrition risk screening, food security screening and nutrition education. They also provide an important link to other supportive in-home and community-based supports.

Modification

The purpose of this modification is to add on-going funding to provide more culturally appropriate nutrition support in the community and help address service gaps and emergent needs. Centro Latino de San Francisco will use added funding to offer annually 3,900 supplement grocery bags and 9,098 breakfast meals that are culturally appropriate to consumers who are enrolled in their nutrition programs, screened as food insecure and determined to need additional food or meal support.

Selection

Grantee was selected through RFP #920 issued in March 2021.

Funding

This grant will be funded through Federal, County General and Dignity Funds.

ATTACHMENTS

Congregate Nutrition Services for Older Adults

Appendix A1- Scope of Services

Appendix B1- Program Budget

Congregate Nutrition Services for Adults with Disabilities

Appendix A1- Scope of Services

Appendix B1- Program Budget

Home-Delivered Meal (HDM) Nutrition Services for Older Adults

Appendix A1- Scope of Services

Appendix B1- Program Budget

Appendix A1 - Services to be Provided
Centro Latino de San Francisco
 Congregate Nutrition Services for Older Adults

July 1, 2021 – June 30, 2025

Modification: November 3, 2021

I. Purpose

The purpose of this grant is to provide congregate nutrition services for older adults living in the City and County of San Francisco. Congregate nutrition services include the provision of nutritious meals, nutrition education, and nutrition risk screening. Congregate nutrition services support individuals to live independently in their own homes and communities, help ensure health and well-being through improved nutrition and reduced isolation, and serve as an access point for other home and community-based services.

II. Definitions

Grantee	Centro Latino de San Francisco
Adult with a Disability	A person 18-59 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 units, run reports, etc.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Congregate Nutrition Services	The procurement, preparation, transporting and serving of meals that meet nutrition requirements to eligible consumers in a group setting. Congregate nutrition services also include nutrition education, health promotion, and nutrition risk screening.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)

DAS	Department of Disability and Aging Services.
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
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. (CCR Title 22 Sec. 7630)
ENP	Elderly Nutrition Program - Title III C1 and C2. A program that provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and is provided in accordance with the provision of CCR Title 22, Chapter 4, Article 5, Sec. 7630.
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 individuals or others. (CCR Title 22 Sec. 7119)

HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)
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 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for enrollment and/or participation is not means tested. Consumers self-report income status.
Menu Planning and Analysis	The development of a menu cycle that adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)
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. (CCR Title 22 Sec. 7130)
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.

Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (CCR Title 22 Sec. 7630)
Nutrition Education	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term “senior”.
Registered Dietitian (RD) Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.

Senior	A person who is 60 years of age or older; used interchangeably with the term “older adult”.
SF-HSA	Human Services Agency of the City and County of San Francisco.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> 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 (<i>Chapter 104, Sections 104.1 through 104.9</i>).
Supplemental Grocery Service	The procurement, preparation, and distribution of groceries to consumers who are screened as food insecure.
Unduplicated Consumer (UDC)	An individual who participates in congregate nutrition services and the grantee reflects consumer participation in CA-GetCare through enrollment.

III. Target Population

The target population is older adults living in the City and County of San Francisco with the greatest economic and social need and with particular attention to the following individuals:

1. Low income
2. Limited or no English speaking proficiency
3. Minority populations
4. Frail
5. LGBTQ+

IV. Eligibility for Services

1. A person who is 60 years of age or older (older adult).
2. The spouse or domestic partner of an older adult, regardless of age.
3. A person with a disability, under the age of sixty (60) who resides in housing facilities occupied primarily by older adults at which congregate nutrition services are provided.
4. A disabled individual who resides at home with and accompanies an older adult who participates in the program.

V. Location and Time of Services

The grantee will provide congregate nutrition services in the City and County of San Francisco. The grantee, with approval from DAS OCP, will determine the location(s) and time(s) for the provision of congregate nutrition services.

VI. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA, and DAS OCP.
2. Grantee will provide congregate nutrition services for older adults. The provision of services will include the following:
 - i. Enrollment of consumers in the program and the provision of congregate meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
 - ii. Provision of congregate meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs.
 - iii. Annual nutrition screenings for each consumer and documentation of individual responses in CA-GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
3. Grantee will offer a supplemental grocery service for consumers enrolled in congregate nutrition services for older adults who are screened as food insecure and have the capacity to store and prepare food and meals safely. The grantee will plan, purchase, and distribute supplement groceries at the meal site. The supplemental groceries will include culturally appropriate foods and be consistent with the current DGA. The grantee will develop a monthly schedule for distribution and post the schedule at the meal site where the distribution takes place. The grantee will keep record of the food items purchased and distributed and will document at the client level when a consumers receives a supplemental grocery bag. The contents of a supplemental grocery bag should be the same for all consumers participating in the program unless the grantee is able to make accommodations for specific diet practices such as a vegetarianism. If such accommodations are made, the grantee must document accordingly.
4. Grantee will post at each meal site a notice that informs consumers about the suggested voluntary contribution for a meal and a guest fee for individuals who are not eligible to enroll as a consumer in congregate nutrition services. The grantee's board of directors must approve the suggested contribution and guest fee per meal.

The grantee will ensure its policy and procedures for the suggested meal contribution and guest fee comply with DAS OCP policy memoranda.

5. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
 - i. Submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding menu analysis. The registered dietitian (RD) on staff or consultant RD must participate in menu planning and complete the corresponding nutrient analysis. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
 - ii. Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
 - iii. Provide nutrition education to consumers enrolled and participating in services at least quarterly. The total units of nutrition education will be, at minimum, as shown on the DAS OCP approved site chart. The grantee will report in CA-GetCare the number of nutrition education units provided in the applicable month. One unit of nutrition education is one consumer observing the nutrition education presentation.
 - iv. Conduct and document an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four times during the fiscal year. The RD on staff or consultant RD must conduct and document the results of the HACCP safety and sanitation monitoring. HACCP monitoring must also include, but is not limited to the review of quarterly congregate site monitoring reports.
 - v. Conduct and document an on-site HACCP safety and sanitation monitoring of each congregate meal site at least once per quarter and a minimum of four times during the fiscal year. The RD on staff, consultant RD, or a qualified staff member must conduct and document the results of the HACCP safety and sanitation monitoring for each site.
 - vi. Provide orientation and training to all new staff, paid and volunteers, to perform their assigned responsibilities and tasks as described in the CCR Title 22 Regulations Sec. 7636.5. Training, at a minimum, shall include:
 - (1) Food safety, prevention of foodborne illness, and HACCP principles.
 - (2) Accident prevention, instruction on fire safety, first aid, choking, earthquake preparedness, and other emergency procedures.
 - vii. Provide a minimum of four (4) hours annually of in-service trainings for nutrition program staff (e.g. food service and delivery workers) as described in the CCR-Title 22 Regulations Sec. 7636.5 and DAS OCP policy memoranda. The grantee will also document, schedule, and conduct in-service trainings in a timely manner when there are monitoring findings. A registered dietitian (RD) must review and approve an annual in-service training plan and the training curriculum for nutrition program staff.
6. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15 each grant year or on a mutually agreed upon date between DAS OCP and

the grantee. At minimum, the completed number of surveys per meal site shall be a sample size of the average number of meals served daily.

7. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the nutrition program. The grantee will ensure the manager on staff possess a food safety manager certification and has the required qualifications as described in the CCR Title 22 Regulations Sec. 7636.3 and DAS OCP policy memoranda.
8. Grantee will ensure there is a sufficient number of qualified staff, paid and volunteer, with the appropriate education, experience, and cultural competency to carry out the requirements of the program and deliver quality services to meet the needs of the consumers.
9. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed.
10. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services

VII. Service Objectives

1. Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	1416	1075	1075	1075
Number of Lunch/Dinner Meals	89664	68081	68081	68081
Modifications				
Number of Breakfast Meals	3186	3186	3186	3186
Supplement Grocery Bags	2730	2730	2730	2730

VIII. Outcome Objectives

1. Consumers report increased consumption of fruits, vegetables, and/or whole grains. Target: 75%.
2. Consumers feel less worried about getting enough food to meet their needs. Target: 85%.
3. Consumers rate the quality of meals they received as excellent or good. Target: 85%.

4. Consumers feel a greater sense of connection to their community. Target: 85%.
5. Consumers feel safe and welcomed by program staff. Target: 85%.

Based on a consumer survey and a sample size equal to or greater than the average number of daily meals served by the grantee.

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 OCP approved congregate intake form, which includes the annual nutrition risk screening, and the food security screening into the CA-GetCare database in accordance to DAS OCP policy memorandum.
2. Grantee will enter into the CA-GetCare Service Unit section all service objectives 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
 - Number of meals prepared and served
 - Number of supplement grocery bags provided
 - Number nutrition compliance units provided
4. Grantee will submit HACCP monitoring reports of the production kitchen and congregate sites to DAS OCP once per quarter. Quarterly reports due Oct. 15; Jan. 15; April 15; and June 15.
5. Grantee will enter the annual outcome objective metrics identified in Section VIII of the Appendix A in the CARBON database by the 15th of the month following the end of the program year.
6. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SF-HSA no later than July 31 each grant year. The grantee must submit the report in the CARBON system.
7. Grantee shall develop and deliver bi-annual summary reports of SOGI data collected in the year as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are July 10 and January 10.
8. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
9. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of this training.
10. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
11. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
12. Grantee will assure that services delivered are consistent with professional standards for this service.

13. Pursuant to California Department of Aging Requirement, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
14. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies “Focal Points” which are designed to help older adults and adults with disabilities connect to services throughout the City. These Focal Points are:

Designated Community Focal Points		
Name	Address	Phone
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
Bayview Senior Connections	5600 3rd St, San Francisco, 94124	415-647-5353
OMI Senior Center (CCCYO)	65 Beverly St, San Francisco, 94132	415-335-5558
Richmond Senior Center (GGSS)	6221 Geary Blvd, San Francisco, 94121	415-404-2938
30th Street Senior Center (On Lok)	225 30th St, San Francisco, 94131	415-550-2221
Openhouse	1800 Market St, San Francisco, 94102	415-347-8509
SF Senior Center (SFSC)	481 O’Farrell St, San Francisco, 94102	415-202-2983
Aquatic Park Senior Center (SFSC)	890 Beach St, San Francisco, 94109	415-202-2983
South Sunset Senior Center (SHE)	2601 40th Ave , San Francisco, 94116	415-566-2845
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585
Geen Mun Activity Center (SHE)	777 Stockton St, San Francisco, 94108	415-438-9804
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990
DAS Benefits and Resources Hub	2 Gough St, San Francisco, 94103	415-355-6700

15. For assistance with reporting and contract requirements, please contact:

Sarah Chan
 Nutritionist
 DAS OCP
 email: Sarah.Chan@sfgov.org

and

Tahir Shaikh
 Contract Manager
 HSA OCM
 email: Tahir.Shaikh@sfgov.org

X. Monitoring Activities

1. Nutrition 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; evidence of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation,

which includes a review of a written policies and procedures manual of all DAS 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; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.

2. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, 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 the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Name

Centro Latino de San Francisco

(Check One) New Renewal Modification X

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

Program: Congregate meals for (X) older adults or () adults with disabilities

Program Term	Original Budget FY 21/22	Modification	Revised Budget	Original Budget FY 22/23	Modification	Revised Budget	Original Budget FY 23/24	Modification	Revised Budget	FY 24/25	Modification	Revised Budget	Total	Average cost/meal
Budget Reference Page No.(s)														
Annual # Meals Contracted	89,664			68,081			68,081			68,081			293,907	
DAS Expenditures														
Salaries & Benefits	\$431,065	\$27,199	\$458,264	\$327,305	\$27,199	\$354,504	\$327,305	\$27,199	\$354,504	\$327,305	\$27,199	\$354,504	\$1,521,776	\$5.18
Operating Expenses	\$190,877	\$10,936	\$201,813	\$144,930	\$10,936	\$155,866	\$144,930	\$10,936	\$155,866	\$144,930	\$10,936	\$155,866	\$669,411	\$2.28
Subtotal	\$621,942	\$38,135	\$660,077	\$472,235	\$38,135	\$510,370	\$472,235	\$38,135	\$510,370	\$472,235	\$38,135	\$510,370	\$2,191,187	\$7.46
Indirect Percentage (%)	10.00%			10.00%			10.00%			10.00%			\$0	
Indirect Cost	\$62,194		\$62,194	\$47,224		\$47,224	\$47,224		\$47,224	\$47,224		\$47,224	\$203,866	\$0.69
NCQA Expenditures	\$13,100	\$700	\$13,800	\$13,100	\$700	\$13,800	\$13,100	\$700	\$13,800	\$13,100	\$700	\$13,800	\$55,200	\$0.19
Grocery/Breakfast Modification		\$40,516	\$40,516		\$40,516	\$40,516		\$40,516	\$40,516		\$40,516	\$40,516	\$162,064	
Total DAS Expenditures	\$697,236	\$79,351	\$776,587	\$532,559	\$79,351	\$611,910	\$532,559	\$79,351	\$611,910	\$532,559	\$79,351	\$611,910	\$2,612,317	\$8.89
Federal (97.036 and 93.778)	\$20,917	\$2,381	\$23,298	\$69,233	\$2,381	\$71,614	\$69,233	\$2,381	\$71,614	\$69,233	\$2,381	\$71,614	\$283,869	\$0.97
State				\$15,977		\$15,977	\$15,977		\$15,977	\$15,977		\$15,977	\$63,908	\$0.22
Local	\$676,319	\$76,970	\$753,289	\$447,349	\$76,970	\$524,319	\$447,349	\$76,970	\$524,319	\$447,349	\$76,970	\$524,319	\$1,864,540	\$6.34
Total DAS Expenditures	\$697,236	\$79,351	\$776,587	\$532,559	\$79,351	\$611,910	\$532,559	\$79,351	\$611,910	\$532,559	\$79,351	\$611,910	\$2,612,317	\$8.89
Non DAS Expenditures														
Salaries & Benefits	\$77,433		\$77,433	\$58,795		\$58,795	\$58,795		\$58,795	\$58,795		\$58,795	\$253,817	\$0.86
Operating Expenses	\$81,025		\$81,025	\$61,521		\$61,521	\$61,521		\$61,521	\$61,521		\$61,521	\$265,589	\$0.90
Total Non DAS Expenditures	\$158,458		\$158,458	\$120,316		\$120,316	\$120,316		\$120,316	\$120,316		\$120,316	\$519,406	\$1.77
TOTAL DAS AND NON DAS EXPEDITURES	\$855,694	\$79,351	\$935,045	\$652,875	\$79,351	\$732,226	\$652,875	\$79,351	\$732,226	\$652,875	\$79,351	\$732,226	\$3,131,723	\$10.66
DAS Revenues														
Meals- General Fund	\$684,136	\$38,135	\$722,271	\$519,459	\$38,135	\$557,594	\$519,459	\$38,135	\$557,594	\$519,459	\$38,135	\$557,594	\$2,242,513	\$7.63
NCQA Fund	\$13,100	\$700	\$13,800	\$13,100	\$700	\$13,800	\$13,100	\$700	\$13,800	\$13,100	\$700	\$13,800	\$52,400	\$0.18
Grocery/Breakfast Modification		\$40,516	\$40,516		\$40,516	\$40,516		\$40,516	\$40,516		\$40,516	\$40,516	\$162,064	\$0.55
Total DAS Revenue	\$697,236	\$79,351	\$776,587	\$532,559	\$79,351	\$611,910	\$532,559	\$79,351	\$611,910	\$532,559	\$79,351	\$611,910	\$2,612,317	\$8.89
PER MEAL COST, DAS	\$7.63	\$0.43	\$8.06	\$7.63	\$0.56	\$8.19	\$7.63	\$0.56	\$8.19	\$7.63	\$0.56	\$8.19	\$8.16	
PER MEAL COST (with NCQA), DAS	\$7.78	\$0.43	\$8.21	\$7.82	\$0.57	\$8.39	\$7.82	\$0.57	\$8.39	\$7.82	\$0.57	\$8.39	\$8.34	
Non DAS Revenues														
Project Income	\$35,424			\$26,897			\$26,897			\$26,897			\$116,115	\$0.40
Agency Cash- Fundraising													\$0	\$0.00
Agency In-kind Volunteer	\$123,034			\$93,419			\$93,419			\$93,419			\$403,291	\$1.37
Total Non DAS Revenue	\$158,458			\$120,316			\$120,316			\$120,316			\$519,406	\$1.77
PER MEAL COST, Non DAS	\$1.77			\$1.77			\$1.77			\$1.77			\$1.77	
PER MEAL COST (with NCQA), Non DAS	\$1.77			\$1.77			\$1.77			\$1.77			\$1.77	
TOTAL DAS AND NON DAS REVENUE	\$855,694	\$79,351	\$935,045	\$652,875	\$79,351	\$732,226	\$652,875	\$79,351	\$732,226	\$652,875	\$79,351	\$732,226	\$3,131,723	\$10.66
PER MEAL COST, Total	\$9.40			\$9.40			\$9.40			\$9.40			\$9.93	
PER MEAL COST (with NCQA), Total	\$9.55			\$9.59			\$9.59			\$9.59			\$10.11	
Full Time Equivalent (FTE)	4.64			4.64			4.64			4.64			18.58	

Prepared by: Victor de la Rocha, Controller (469) 247-7836

Document Date: 10/20/21

HSA-CO Review Signature:

HSA #1

10/25/2016

Program: Congregate meals for (X) older adults or () adults with disabilities
(Same as Line 11 on HSA #1)

Appendix B1, Page 2
Document Date: 10/20/21

Changes from previous version:
 a. All comment fields have been updated to mirror CARBON
 b. Changed cell format for entire column from percentage to whole
 2. Column D
 b. Added note to header that the cells are capped at 100%
 c. Set format validation to cap entries to no greater than 1 (or, 10)

Salaries & Benefits Detail

DAS Salaries & Benefits		Agency Totals		HSA Program		Original Budget FY 21/22			Original Budget FY 22/23			Original Budget FY 23/24			FY 24/25			Total		
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Modification	Revised Budget	Budgeted Salary	Modification	Revised Budget	Budgeted Salary	Modification	Revised Budget	Budgeted Salary	Modification	Revised Budget	Budgeted Salary		
Nutrition Sites & Programs Manager		\$54,080	0.23	100.00%	0.23	\$12,438		\$12,438	\$9,444	\$0	\$9,444	\$9,444	\$0	\$9,444	\$9,444	\$0	\$9,444	\$9,444	\$40,770	
Nutritionist		\$52,000	0.51	100.00%	0.51	\$26,290		\$26,290	\$19,962	\$0	\$19,962	\$19,962	\$0	\$19,962	\$19,962	\$0	\$19,962	\$19,962	\$86,175	
Head Cook		\$45,780	0.52	100.00%	0.52	\$23,738		\$23,738	\$18,024	\$0	\$18,024	\$18,024	\$0	\$18,024	\$18,024	\$0	\$18,024	\$18,024	\$77,810	
Cook		\$41,600	0.34	100.00%	0.34	\$14,065		\$14,065	\$10,679	\$0	\$10,679	\$10,679	\$0	\$10,679	\$10,679	\$0	\$10,679	\$10,679	\$46,193	
Site Manager Star Hotel/Cook		\$43,880	0.50	100.00%	0.50	\$21,952		\$21,952	\$16,668	\$0	\$16,668	\$16,668	\$0	\$16,668	\$16,668	\$0	\$16,668	\$16,668	\$71,956	
Cook		\$41,600	0.59	100.00%	0.59	\$24,399	\$1,763	\$26,162	\$18,526	\$1,763	\$20,289	\$18,526	\$1,763	\$20,289	\$18,526	\$1,763	\$20,289	\$18,526	\$1,763	\$20,289
Meal Server		\$47,840	0.23	100.00%	0.23	\$11,223	\$18,245	\$29,468	\$8,522	\$18,245	\$26,767	\$8,522	\$18,245	\$26,767	\$8,522	\$18,245	\$26,767	\$8,522	\$18,245	\$109,768
Food Prep & Meal Server		\$37,440	0.44	100.00%	0.44	\$16,469		\$16,469	\$12,505	\$0	\$12,505	\$12,505	\$0	\$12,505	\$12,505	\$0	\$12,505	\$12,505	\$53,983	
Food Prep		\$39,520	0.26	100.00%	0.26	\$10,430	\$2,791	\$13,221	\$7,919	\$2,791	\$10,710	\$7,919	\$2,791	\$10,710	\$7,919	\$2,791	\$10,710	\$7,919	\$2,791	\$45,352
Janitor		\$39,520	0.22	100.00%	0.22	\$8,796		\$8,796	\$6,679	\$0	\$6,679	\$6,679	\$0	\$6,679	\$6,679	\$0	\$6,679	\$6,679	\$0	\$6,679
Dishwasher/Janitor		\$39,520	0.47	100.00%	0.47	\$18,520		\$18,520	\$14,062	\$0	\$14,062	\$14,062	\$0	\$14,062	\$14,062	\$0	\$14,062	\$14,062	\$0	\$14,062
Driver & Food Purchaser		\$39,520	0.11	100.00%	0.11	\$4,165		\$4,165	\$3,162	\$0	\$3,162	\$3,162	\$0	\$3,162	\$3,162	\$0	\$3,162	\$3,162	\$0	\$3,162
Site Manager MNC		\$39,520	0.30	100.00%	0.30	\$11,982		\$11,982	\$9,098	\$0	\$9,098	\$9,098	\$0	\$9,098	\$9,098	\$0	\$9,098	\$9,098	\$0	\$9,098
Site Manager VC & Food prep		\$37,440	0.71	100.00%	0.71	\$26,624		\$26,624	\$20,215	\$0	\$20,215	\$20,215	\$0	\$20,215	\$20,215	\$0	\$20,215	\$20,215	\$0	\$20,215
Site Manager Ed Lee & Food Purchaser		\$39,520	0.81	100.00%	0.81	\$31,952		\$31,952	\$24,261	\$0	\$24,261	\$24,261	\$0	\$24,261	\$24,261	\$0	\$24,261	\$24,261	\$0	\$24,261
Site Manager L Mayores & Activities Facilitator		\$37,440	0.19	100.00%	0.19	\$7,006		\$7,006	\$5,320	\$0	\$5,320	\$5,320	\$0	\$5,320	\$5,320	\$0	\$5,320	\$5,320	\$0	\$5,320
Site Manager VA & Assis. Social Worker		\$43,880	0.80	100.00%	0.80	\$34,736		\$34,736	\$26,375	\$0	\$26,375	\$26,375	\$0	\$26,375	\$26,375	\$0	\$26,375	\$26,375	\$0	\$26,375
Social Worker/Resource Specialist		\$62,400	0.29	100.00%	0.29	\$18,181		\$18,181	\$13,805	\$0	\$13,805	\$13,805	\$0	\$13,805	\$13,805	\$0	\$13,805	\$13,805	\$0	\$13,805
Social Worker/Activities Facilitator		\$62,400	0.59	100.00%	0.59	\$36,598		\$36,598	\$27,789	\$0	\$27,789	\$27,789	\$0	\$27,789	\$27,789	\$0	\$27,789	\$27,789	\$0	\$27,789
Executive Director		\$90,350	0.22	100.00%	0.22	\$19,895		\$19,895	\$15,106	\$0	\$15,106	\$15,106	\$0	\$15,106	\$15,106	\$0	\$15,106	\$15,106	\$0	\$15,106
Totals		\$335,790	2.95	600.00%	2.89	\$379,459		\$22,799	\$402,258	\$288,121	\$22,799	\$310,920	\$288,121	\$22,799	\$310,920	\$288,121	\$22,799	\$310,920	\$288,121	\$1,335,018
Fringe Benefits Rate			14%																	
Employee Fringe Benefits		\$45,967				\$51,606	\$4,400	\$56,006	\$39,184	\$4,400	\$43,584	\$39,184	\$4,400	\$43,584	\$39,184	\$4,400	\$43,584	\$39,184	\$4,400	\$43,584
Total DAS Salaries and Benefits		\$381,457				\$431,065	\$27,199	\$458,264	\$327,305	\$27,199	\$354,504	\$327,305	\$27,199	\$354,504	\$327,305	\$27,199	\$354,504	\$327,305	\$27,199	\$354,504
Total DAS Salaries and Benefits		\$381,457				\$431,065	\$27,199	\$458,264	\$327,305	\$27,199	\$354,504	\$327,305	\$27,199	\$354,504	\$327,305	\$27,199	\$354,504	\$327,305	\$27,199	\$354,504
Total DAS and Non DAS Salaries and Benefits		\$646,146				\$508,498	\$27,199	\$535,697	\$386,100	\$27,199	\$413,299	\$386,100	\$27,199	\$413,299	\$386,100	\$27,199	\$413,299	\$386,100	\$27,199	\$413,299

HSA #2 10/29/2016

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Operating Expense Detail													
Annual # Meals Contracted	Original Budget FY 21/22	CODB Modification	Revised Budget	Original Budget FY 22/23	Modification	Revised Budget	Original Budget FY 23/24	Modification	Revised Budget	FY 24/25	Modification	Revised Budget	Total
	89,664			68,081			68,081			68,081			293,907
DAS Operating Expenses													
<i>Expenditure Category</i>													
Rental of Property	\$0		\$0	\$0		\$0	\$0		\$0		\$0	\$0	\$0
Utilities (Elec, Water, Gas, Phone, Garbage)	\$6,415	\$10,936	\$17,351	\$4,870	\$10,936	\$15,806	\$4,870	\$10,936	\$15,806	\$4,870	\$10,936	\$15,806	\$64,769
Office Supplies, Postage	\$7,215		\$7,215	\$5,478		\$5,478	\$5,478		\$5,478		\$5,478	\$5,478	\$23,650
Insurance	\$6,053		\$6,053	\$4,596		\$4,596	\$4,596		\$4,596		\$4,596	\$4,596	\$19,841
Food Cost													
Raw Food <i>per meal \$1.50</i>	\$134,496		\$134,496	\$102,122		\$102,122	\$102,122		\$102,122	\$102,122		\$102,122	\$440,862
Cong Food Svc Supplies <i>per meal \$0.24</i>	\$21,519		\$21,519	\$16,339		\$16,339	\$16,339		\$16,339	\$16,339		\$16,339	\$70,536
Catered Meals <i>per meal \$0.00</i>	\$0		\$0	\$0		\$0	\$0		\$0	\$0		\$0	\$0
Other													
Grocery/Breakfast													
Stipends	\$1,565		\$1,565	\$1,188		\$1,188	\$1,188		\$1,188	\$1,188		\$1,188	\$5,130
Auto - Fuel, Insurance & Misc.	\$13,613		\$13,613	\$10,337		\$10,337	\$10,337		\$10,337	\$10,337		\$10,337	\$44,623
Total DAS Operating Expenses	\$190,877	\$10,936	\$201,813	\$144,930	\$10,936	\$155,866	\$144,930	\$10,936	\$155,866	\$144,930	\$10,936	\$155,866	\$669,411
Non DAS Operating Expenses													
<i>Expenditure Category</i>													
Rental of Property	\$45,601			\$34,624			\$34,624			\$34,624			\$149,474
Food Cost													
Raw Food <i>per meal \$0.34</i>	\$30,538			\$23,187			\$23,187			\$23,187			\$100,099
Cong Food Svc Supplies <i>per meal \$0.05</i>	\$4,886			\$3,710			\$3,710			\$3,710			\$16,016
Catered Meals <i>per meal \$0.00</i>	\$0			\$0			\$0			\$0			\$0
Total Non DAS Operating Expenses	\$81,025		\$81,025	\$61,521		\$61,521	\$61,521		\$61,521	\$61,521		\$61,521	\$265,589
Total DAS and Non DAS Operating Expenses	\$271,902		\$282,838	\$206,451		\$217,387	\$206,451		\$217,387	\$206,451		\$217,387	\$935,000
HSA #3													10/25/2016

Program: Congregate meals for (X) older adults or () adults with disabilities (Same as Line 11 on HSA #1)											Appendix B1, Page 4 Document Date: 10/20/21
NCQA Expenditure Detail											
DAS NCQA Expenditure	Unit price	Unit	Original Budget FY 21/22	Modification	Original Budget FY 22/23	Modification	Original Budget FY 23/24	Modification	FY 24/25	Modification	Total
Menu planning and nutrition analysis	\$700.00 /set	1.00	\$700		\$700		\$700		\$700		\$2,800
Kitchen and food service monitoring	\$600.00	2.00	\$1,200		\$1,200		\$1,200		\$1,200		\$4,800
Congregate site monitoring	\$300.00	24.00	\$7,200		\$7,200		\$7,200		\$7,200		\$28,800
Nutrition education	\$150.00	24.00	\$3,600		\$3,600		\$3,600		\$3,600		\$14,400
Other TA	\$100.00 /hour	11.00	\$400	\$700	\$400	\$700	\$400	\$700	\$400	\$700	\$4,400
Total DAS NCQA Expenditure			\$13,100	\$700	\$13,100	\$700	\$13,100	\$700	\$13,100	\$700	\$55,200
Non DAS NCQA Expenditure	Unit price	Unit	Original Budget FY 21/22		Original Budget FY 22/23		Original Budget FY 23/24		FY 24/25		Total
Menu planning and nutrition analysis	\$0.00 /set	1.00	\$0		\$0		\$0		\$0		\$0
Kitchen and food service monitoring	\$0.00	2.00	\$0		\$0		\$0		\$0		\$0
Congregate site monitoring	\$0.00	24.00	\$0		\$0		\$0		\$0		\$0
Nutrition education	\$0.00	24.00	\$0		\$0		\$0		\$0		\$0
Nutrition counseling (optional)	/hour	11.00									
Total Non DAS NCQA Expenditure			\$0		\$0		\$0		\$0		\$0
Total DAS and Non DAS NCQA Expenditure			\$13,100	\$700	\$13,100	\$700	\$13,100	\$700	\$13,100	\$700	\$55,200
HSA #4											10/25/2016

Program: Congregate meals for (X) older adults or () adults with disabilities
 (Same as Line 11 on HSA #1) Appendix B1, Page 5
 Document Date: 10/20/21

Grocery/Breakfast Expenditure Detail

DAS Grocery/Breakfast Expenditure	Unit price	Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Grocery	\$9.88 /bag	2730.00	\$26,972	\$26,972	\$26,972	\$26,972	\$107,888
Breakfast	\$4.25 /meal	3186.00	\$13,545	\$13,545	\$13,545	\$13,545	\$54,180
Total DAS Expenditure			\$40,516	\$40,516	\$40,516	\$40,516	\$162,064

Salaries & Benefits Detail

DAS Salaries & Benefits		Agency Totals		HSA Program		FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Position Title	Name	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
Cook		\$44,720	1.00	22.23%	0.22	\$9,942	\$9,942	\$9,942	\$9,942	\$9,942
Driver		\$39,520	1.00	25.16%	0.25	\$9,942	\$9,942	\$9,942	\$9,942	\$9,942
Total						\$19,884	\$19,884	\$19,884	\$19,884	\$79,536
Fringe Benefits Rate		19%								
Employee Fringe Benefits		\$7,627				\$3,838	\$3,838	\$3,838	\$3,838	\$15,352
Total DAS Salaries and Benefits		\$47,147				\$23,722	\$23,722	\$23,722	\$23,722	\$94,888

Operating Expense Detail

items	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Food /Grocery Cost	\$12,342	\$12,342	\$12,342	\$12,342	\$49,368
Supplies	\$1,885	\$1,885	\$1,885	\$1,885	\$7,540
Total Operation	\$14,227	\$14,227	\$14,227	\$14,227	\$56,908

Subtotal	\$37,949	\$37,949	\$37,949	\$37,949	\$151,796
Indirect(7%)	\$2,567	\$2,567	\$2,567	\$2,567	\$10,268
Grant Total	\$40,516	\$40,516	\$40,516	\$40,516	\$162,064

Appendix A1 - Services to be Provided
Centro Latino de San Francisco
 Congregate Nutrition Services for Adults with Disabilities

July 1, 2021 – June 30, 2025

Modification: November 3, 2021

I. Purpose

The purpose of this grant is to provide congregate nutrition services for adults with disabilities living in the City and County of San Francisco. Congregate nutrition services include the provision of nutritious meals, nutrition education, and nutrition risk screening. Congregate nutrition services support individuals to live independently in their own homes and communities, help ensure health and well-being through improved nutrition and reduced isolation, and serve as an access point for other home and community-based services.

II. Definitions

Grantee	Centro Latino de San Francisco
Adult with a Disability	A person 18-59 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 units, run reports, etc.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Congregate Nutrition Services	The procurement, preparation, transporting and serving of meals that meet nutrition requirements to eligible consumers in a group setting. Congregate nutrition services also include nutrition education, health promotion, and nutrition risk screening
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)

DAS	Department of Disability and Aging Services.
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
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. (CCR Title 22 Sec. 7630)
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 individuals or others. (CCR Title 22 Sec. 7119)
HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)

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 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for enrollment and/or participation is not means tested. Consumers self-report income status.
Menu Planning and Analysis	The development of a menu cycle that adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)
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. (CCR Title 22 Sec. 7130)
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (CCR Title 22 Sec. 7630)

Nutrition Education	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
Registered Dietitian (RD) Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
SF-HSA	Human Services Agency of the City and County of San Francisco.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> 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 (<i>Chapter 104, Sections 104.1 through 104.9</i>).

Supplemental Grocery Service	The procurement, preparation, and distribution of groceries to consumers who are screened as food insecure.
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III. Target Population

The target population is adults with disabilities living in the City and County of San Francisco with the greatest economic and social need and with particular attention to the following individuals:

1. Low income
2. Limited or no English speaking proficiency
3. Minority populations
4. Frail
5. LGBTQ+

IV. Eligibility for Services

1. A person who is an adult with a disability.
2. A spouse or domestic partner accompanying an eligible adult with a disability at the meal program regardless of age. A spouse or domestic partner is as defined by law and/or as in chapter 12B of the San Francisco Administrative Code.

V. Location and Time of Services

The grantee will provide congregate nutrition services in the City and County of San Francisco. The grantee, with approval from DAS OCP, will determine the location(s) and time(s) for the provision of congregate nutrition services.

VI. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA, and DAS OCP.
2. Grantee will provide congregate nutrition services for adults with disabilities. The provision of services will include the following:
 - i. Enrollment of consumers in the program and the provision of congregate meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
 - ii. Provision of congregate meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day,

the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs.

- iii. Annual nutrition screenings for each consumer and documentation of individual responses in CA-GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
3. Grantee will offer a supplemental grocery service for consumers enrolled in congregate nutrition services for those who are screened as food insecure and have the capacity to store and prepare food and meals safely. The grantee will plan, purchase, and distribute supplement groceries at the meal site. The supplemental groceries will include culturally appropriate foods and be consistent with the current DGA. The grantee will develop a monthly schedule for distribution and post the schedule at the meal site where the distribution takes place. The grantee will keep record of the food items purchased and distributed and will document at the client level when a consumers receives a supplemental grocery bag. The contents of a supplemental grocery bag should be the same for all consumers participating in the program unless the grantee is able to make accommodations for specific diet practices such as a vegetarianism. If such accommodations are made, the grantee must document accordingly.
4. Grantee will post at each meal site a notice that informs consumers about the suggested voluntary contribution for a meal and a guest fee for individuals who are not eligible to enroll as a consumer in congregate nutrition services. The grantee's board of directors must approve the suggested contribution and guest fee per meal. The grantee will ensure its policy and procedures for the suggested meal contribution and guest fee comply with DAS OCP policy memoranda.
5. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
 - i. Submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding menu analysis. The registered dietitian (RD) on staff or consultant RD must participate in menu planning and complete the corresponding nutrient analysis. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
 - ii. Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
 - iii. Provide nutrition education to consumers enrolled and participating in services at least quarterly. The total units of nutrition education will be, at minimum, as shown on the DAS OCP approved site chart. The grantee will report in CA-GetCare the number of nutrition education units provided in the applicable month. One unit of nutrition education is one consumer observing the nutrition education presentation.

- iv. Conduct and document an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four times during the fiscal year. The RD on staff or consultant RD must conduct and document the results of the HACCP safety and sanitation monitoring. HACCP monitoring must also include, but is not limited to the review of quarterly congregate site monitoring reports.
 - v. Conduct and document an on-site HACCP safety and sanitation monitoring of each congregate meal site at least once per quarter and a minimum of four times during the fiscal year. The RD on staff, consultant RD, or a qualified staff member must conduct and document the results of the HACCP safety and sanitation monitoring for each site.
 - vi. Provide orientation and training to all new staff, paid and volunteers, to perform their assigned responsibilities and tasks as described in the CCR Title 22 Regulations Sec. 7636.5. Training, at a minimum, shall include:
 - (1) Food safety, prevention of foodborne illness, and HACCP principles.
 - (2) Accident prevention, instruction on fire safety, first aid, choking, earthquake preparedness, and other emergency procedures.
 - vii. Provide a minimum of four (4) hours annually of in-service trainings for nutrition program staff (e.g. food service and delivery workers) as described in the CCR-Title 22 Regulations Sec. 7636.5 and DAS OCP policy memoranda. The grantee will also document, schedule, and conduct in-service trainings in a timely manner when there are monitoring findings. A registered dietitian (RD) must review and approve an annual in-service training plan and the training curriculum for nutrition program staff.
6. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15 each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At minimum, the completed number of surveys per meal site shall be a sample size of the average number of meals served daily.
 7. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the nutrition program. The grantee will ensure the manager on staff possess a food safety manager certification and has the required qualifications as described in the CCR Title 22 Regulations Sec. 7636.3 and DAS OCP policy memoranda.
 8. Grantee will ensure there is a sufficient number of qualified staff, paid and volunteer, with the appropriate education, experience, and cultural competency to carry out the requirements of the program and deliver quality services to meet the needs of the consumers.
 9. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed.
 10. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest

requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services

VII. Service Objectives

1. Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	271	170	170	170
Number of Lunch/Dinner Meals	21239	13359	13359	13359
Modifications				
Number of Breakfast Meals	3182	3182	3182	3182
Supplement Grocery Bags	1170	1170	1170	1170

VIII. Outcome Objectives

1. Consumers report increased consumption of fruits, vegetables, and/or whole grains. Target: 75%.
2. Consumers feel less worried about getting enough food to meet their needs. Target: 85%.
3. Consumers rate the quality of meals they received as excellent or good. Target: 85%.
4. Consumers feel a greater sense of connection to their community. Target: 85%.
5. Consumers feel safe and welcomed by program staff. Target: 85%.

Based on a consumer survey and a sample size equal to or greater than the average number of daily meals served by the grantee.

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 OCP approved congregate intake form, which includes the annual nutrition risk screening and the food security screening, into the CA-GetCare database in accordance to DAS OCP policy memorandum.
2. Grantee will enter into the CA-GetCare Service Unit section all service objectives 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
 - Number of meals prepared and served

- Number of supplement grocery bags provided
 - Number nutrition compliance units provided
4. Grantee will submit HACCP monitoring reports of the production kitchen and congregate sites to DAS OCP once per quarter. Quarterly reports due Oct. 15; Jan. 15; April 15; and June 15.
 5. Grantee will enter the annual outcome objective metrics identified in Section VIII of the Appendix A in the CARBON database by the 15th of the month following the end of the program year.
 6. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SF-HSA no later than July 31 each grant year. The grantee must submit the report in the CARBON system.
 7. Grantee shall develop and deliver bi-annual summary reports of SOGI data collected in the year as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are July 10 and January 10.
 8. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
 9. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of this training.
 10. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
 11. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
 12. Grantee will assure that services delivered are consistent with professional standards for this service.
 13. Pursuant to California Department of Aging Requirement, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
 14. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies “Focal Points” which are designed to help older adults and adults with disabilities connect to services throughout the City. These Focal Points are:

Designated Community Focal Points		
Name	Address	Phone
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
Bayview Senior Connections	5600 3rd St, San Francisco, 94124	415-647-5353
OMI Senior Center (CCCYO)	65 Beverly St, San Francisco, 94132	415-335-5558
Richmond Senior Center (GGSS)	6221 Geary Blvd, San Francisco, 94121	415-404-2938
30th Street Senior Center (On Lok)	225 30th St, San Francisco, 94131	415-550-2221
Openhouse	1800 Market St, San Francisco, 94102	415-347-8509
SF Senior Center (SFSC)	481 O'Farrell St, San Francisco, 94102	415-202-2983
Aquatic Park Senior Center (SFSC)	890 Beach St, San Francisco, 94109	415-202-2983
South Sunset Senior Center (SHE)	2601 40th Ave , San Francisco, 94116	415-566-2845
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585
Geen Mun Activity Center (SHE)	777 Stockton St, San Francisco, 94108	415-438-9804
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990
DAS Benefits and Resources Hub	2 Gough St, San Francisco, 94103	415-355-6700

15. For assistance with reporting and contract requirements, please contact:

Sarah Chan
 Nutritionist
 DAS OCP
 email: Sarah.Chan@sfgov.org

and

Tahir Shaikh
 Contract Manager
 HSA OCM
 email: Tahir.Shaikh@sfgov.org

X. Monitoring Activities

1. Nutrition 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; evidence of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS 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; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units

of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.

2. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, 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 the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Name														Average cost/meal
Centro Latino de San Francisco														
(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/> X														
If modification, Effective Date of Mod. _____ No. of Mod. _____														
Program: Congregate meals for () older adults or (X) adults with disabilities														
Budget Reference Page No.(s)														
Program Term	Original Budget FY 21/22	Modification	Revised Budget	Original Budget FY 22/23	Modification	Revised Budget	Original Budget FY 23/24	Modification	Revised Budget	Original Budget FY 24/25	Modification	Revised Budget	Total	Average cost/meal
Annual # Meals Contracted	21,239			13,359			13,359			13,359			61,316	
DAS Expenditures														
Salaries & Benefits	\$102,426	\$6,315	\$108,741	\$64,425	\$6,315	\$70,740	\$64,425	\$6,315	\$70,740	\$64,425	\$6,315	\$70,740	\$320,961	\$5.23
Operating Expenses	\$44,896	\$2,540	\$47,436	\$28,240	\$2,540	\$30,780	\$28,240	\$2,540	\$30,780	\$28,240	\$2,540	\$30,780	\$139,776	\$2.28
Subtotal	\$147,322	\$8,855	\$156,177	\$92,665	\$8,855	\$101,520	\$92,665	\$8,855	\$101,520	\$92,665	\$8,855	\$101,520	\$460,737	\$7.51
Indirect Percentage (%)	10.00%			10.00%			10.00%			10.00%				10.00%
Indirect Cost	\$14,732		\$14,732	\$9,266		\$9,266	\$9,266		\$9,266	\$9,266		\$9,266	\$42,530	\$0.69
Grocery/Breakfast Modification		\$25,083	\$25,083		\$25,083	\$25,083		\$25,083	\$25,083		\$25,083	\$25,083	\$100,332	
Total DAS Expenditures	\$162,054	\$33,938	\$195,992	\$101,931	\$33,938	\$135,869	\$101,931	\$33,938	\$135,869	\$101,931	\$33,938	\$135,869	\$603,599	\$9.84
Federal (97.036)	\$4,862	\$1,018	\$5,880	\$3,058	\$1,018	\$4,076	\$3,058	\$1,018	\$4,076	\$3,058	\$1,018	\$4,076	\$18,108	
State														
Local	\$157,192	\$32,920	\$190,112	\$98,873	\$32,920	\$131,793	\$98,873	\$32,920	\$131,793	\$98,873	\$32,920	\$131,793	\$585,491	
Total DAS Expenditures	\$162,054	\$33,938	\$195,992	\$101,931	\$33,938	\$135,869	\$101,931	\$33,938	\$135,869	\$101,931	\$33,938	\$135,869	\$603,599	
Non DAS Expenditures														
Salaries & Benefits	\$18,375		\$18,375	\$11,557		\$11,557	\$11,557		\$11,557			\$11,557	\$53,046	\$0.87
Operating Expenses	\$11,807		\$11,807	\$7,427		\$7,427	\$7,427		\$7,427			\$7,427	\$34,088	\$0.56
Total Non DAS Expenditures	\$30,182		\$30,182	\$18,984		\$18,984	\$18,984		\$18,984			\$18,984	\$87,133	\$1.42
TOTAL DAS AND NON DAS EXPEDITURES	\$192,236	\$33,938	\$226,174	\$120,915	\$33,938	\$154,853	\$120,915	\$33,938	\$154,853	\$120,915	\$33,938	\$154,853	\$690,732	\$11.27
DAS Revenues														
Meals- General Fund	\$162,054	\$8,855	\$170,909	\$101,931	\$8,855	\$110,786	\$101,931	\$8,855	\$110,786	\$101,931	\$8,855	\$110,786	\$467,847	\$7.63
Grocery/Breakfast Modification		\$25,083			\$25,083			\$25,083			\$25,083		\$100,332	
Total DAS Revenue	\$162,054	\$33,938	\$195,992	\$101,931	\$33,938	\$135,869	\$101,931	\$33,938	\$135,869	\$101,931	\$33,938	\$135,869	\$568,179	\$9.27
PER MEAL COST, DAS	\$7.63	\$0.42	\$8.05	\$7.63	\$0.66	\$8.29	\$7.63	\$0.66	\$8.29	\$7.63	\$0.66	\$8.29	\$7.63	
PER MEAL COST (with NCQA), DAS	\$7.63	\$0.42	\$8.05	\$7.63	\$0.66	\$8.29	\$7.63	\$0.66	\$8.29	\$7.63	\$0.66	\$8.29	\$7.63	
Non DAS Revenues														
Project Income	\$6,779			\$4,263			\$4,263			\$4,263			\$19,568	\$0.32
Agency Cash- Fundraising														
Agency In-kind Volunteer	\$23,403			\$14,720			\$14,720			\$14,720			\$67,563	\$1.10
Total Non DAS Revenue	\$30,182		\$30,182	\$18,984		\$18,984	\$18,984		\$18,984			\$18,984	\$87,134	\$1.42
PER MEAL COST, Non DAS	\$1.42			\$1.42			\$1.42			\$1.42			\$1.42	
PER MEAL COST (with NCQA), Non DAS	\$1.42			\$1.42			\$1.42			\$1.42			\$1.42	
TOTAL DAS AND NON DAS REVENUE	\$192,236	\$33,938	\$226,174	\$120,915	\$33,938	\$154,853	\$120,915	\$33,938	\$154,853	\$120,915	\$33,938	\$154,853	\$690,732	\$11.27
PER MEAL COST, Total	\$9.05			\$9.05			\$9.05			\$9.05			\$9.05	
PER MEAL COST (with NCQA), Total	\$9.05			\$9.05			\$9.05			\$9.05			\$9.05	
Full Time Equivalent (FTE)	1.10			1.10			1.10			1.10			4.42	
Prepared by:	Victor de la Rocha, Controller (469) 247-7836												Date: 04/12/21	
HSA-CO Review Signature:														
HSA #1														10/25/2016

Program: Congregate meals for () older adults or (X) adults with disabilities
 (Same as Line 11 on HSA #1)

Appendix B1, Page 2
 Document Date: 06/09/21

Salaries & Benefits Detail

DAS Salaries & Benefits		Agency Totals		HSA Program		Original Budget FY 21/22			Original Budget FY 22/23			Original Budget FY 23/24			Original Budget FY 24/25			Total			
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Modification	Revised Budget	Budgeted Salary	Modification	Revised Budget	Budgeted Salary	Modification	Revised Budget	Budgeted Salary	Modification	Revised Budget	Budgeted Salary			
Nutrition Sites & Programs Manager		\$54,080	0.05	100.00%	0.05	\$2,889		\$2,889	\$1,817		\$1,817	\$1,817		\$1,817	\$1,817		\$1,817	\$1,817	\$8,340		
Nutritionist		\$52,000	0.12	100.00%	0.12	\$6,227		\$6,227	\$3,917		\$3,917	\$3,917		\$3,917	\$3,917		\$3,917	\$3,917	\$17,978		
Head Cook		\$45,760	0.12	100.00%	0.12	\$5,623		\$5,623	\$3,537		\$3,537	\$3,537		\$3,537	\$3,537		\$3,537	\$3,537	\$16,234		
Cook		\$41,600	0.08	100.00%	0.08	\$3,332		\$3,332	\$2,096		\$2,096	\$2,096		\$2,096	\$2,096		\$2,096	\$2,096	\$9,620		
Site Manager Star Hotel/Cook		\$43,680	0.12	100.00%	0.12	\$5,200		\$5,200	\$3,271		\$3,271	\$3,271		\$3,271	\$3,271		\$3,271	\$3,271	\$15,012		
Cook		\$41,600	0.14	100.00%	0.14	\$5,779	\$409	\$6,188	\$3,635	\$409	\$4,044	\$3,635	\$409	\$4,044	\$3,635	\$409	\$4,044	\$3,635	\$4,044	\$18,320	
Meal Server		\$47,840	0.06	100.00%	0.06	\$2,659	\$4,236	\$6,895	\$1,672	\$4,236	\$5,908	\$1,672	\$4,236	\$5,908	\$1,672	\$4,236	\$5,908	\$1,672	\$4,236	\$24,620	
Food Prep & Meal Server		\$37,440	0.10	100.00%	0.10	\$3,901		\$3,901	\$2,454		\$2,454	\$2,454		\$2,454	\$2,454		\$2,454	\$2,454	\$11,262		
Food Prep		\$39,520	0.06	100.00%	0.06	\$2,471	\$648	\$3,119	\$1,554	\$648	\$2,202	\$1,554	\$648	\$2,202	\$1,554	\$648	\$2,202	\$1,554	\$648	\$9,728	
Janitor		\$39,520	0.05	100.00%	0.05	\$2,084		\$2,084	\$1,311		\$1,311	\$1,311		\$1,311	\$1,311		\$1,311	\$1,311	\$6,016		
Dishwasher/Janitor		\$39,520	0.11	100.00%	0.11	\$4,387		\$4,387	\$2,759		\$2,759	\$2,759		\$2,759	\$2,759		\$2,759	\$2,759	\$12,665		
Driver & Food Purchaser		\$39,520	0.02	100.00%	0.02	\$987		\$987	\$621		\$621	\$621		\$621	\$621		\$621	\$621	\$2,849		
Site Manager MNC		\$39,520	0.07	100.00%	0.07	\$2,838		\$2,838	\$1,785		\$1,785	\$1,785		\$1,785	\$1,785		\$1,785	\$1,785	\$8,193		
Site Manager VC & Food prep		\$37,440	0.17	100.00%	0.17	\$6,307		\$6,307	\$3,967		\$3,967	\$3,967		\$3,967	\$3,967		\$3,967	\$3,967	\$18,208		
Site Manager Ed Lee & Food Purchaser		\$39,520	0.19	100.00%	0.19	\$7,568		\$7,568	\$4,760		\$4,760	\$4,760		\$4,760	\$4,760		\$4,760	\$4,760	\$21,848		
Site Manager L Mayores & Activities Facilitator		\$37,440	0.04	100.00%	0.04	\$1,660		\$1,660	\$1,044		\$1,044	\$1,044		\$1,044	\$1,044		\$1,044	\$1,044	\$4,792		
Site Manager VA & Assis. Social Worker		\$43,680	0.19	100.00%	0.19	\$8,228		\$8,228	\$5,175		\$5,175	\$5,175		\$5,175	\$5,175		\$5,175	\$5,175	\$23,754		
Social Worker/Resource Specialist		\$62,400	0.07	100.00%	0.07	\$4,307		\$4,307	\$2,709		\$2,709	\$2,709		\$2,709	\$2,709		\$2,709	\$2,709	\$12,434		
Social Worker/Activities Facilitator		\$62,400	0.14	100.00%	0.14	\$8,669		\$8,669	\$5,453		\$5,453	\$5,453		\$5,453	\$5,453		\$5,453	\$5,453	\$25,027		
Executive Director		\$90,350	0.06	100.00%	0.06	\$5,048		\$5,048	\$3,175		\$3,175	\$3,175		\$3,175	\$3,175		\$3,175	\$3,175	\$14,573		
Totals		\$335,790	0.69	600.00%	0.69	\$90,164	\$5,293	\$95,457	\$56,712	\$5,293	\$62,005	\$56,712	\$5,293	\$62,005	\$56,712	\$5,293	\$62,005	\$56,712	\$5,293	\$62,005	\$281,472
Fringe Benefits Rate			14%																		
Employee Fringe Benefits		\$45,667				\$12,262	\$1,022	\$13,284	\$7,713	\$1,022	\$8,735	\$7,713	\$1,022	\$8,735	\$7,713	\$1,022	\$8,735	\$7,713	\$1,022	\$8,735	\$39,489
Total DAS Salaries and Benefits		\$381,457				\$102,426	\$6,315	\$108,741	\$64,425	\$6,315	\$70,740	\$64,425	\$6,315	\$70,740	\$64,425	\$6,315	\$70,740	\$64,425	\$6,315	\$70,740	\$320,961
Non DAS Salaries & Benefits		Agency Totals		HSA Program		Original Budget FY 21/22			Original Budget FY 22/23			Original Budget FY 23/24			Original Budget FY 24/25			Total			
Position Title	Name	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		Budgeted Salary	
Food Packer/Meal Server	Olga Mejia	\$38,834	0.05	100.00%	0.05	\$2,039		\$2,039	\$1,282		\$1,282	\$1,282		\$1,282	\$1,282		\$1,282	\$1,282		\$5,885	
Food Packer/Meal Server	Enrique Escalona	\$38,834	0.05	100.00%	0.05	\$2,039		\$2,039	\$1,282		\$1,282	\$1,282		\$1,282	\$1,282		\$1,282	\$1,282		\$5,885	
Food Packer/Meal Server	Nelson Martinez	\$38,834	0.14	100.00%	0.14	\$5,437		\$5,437	\$3,420		\$3,420	\$3,420		\$3,420	\$3,420		\$3,420	\$3,420		\$15,697	
Food Packer/Meal Server (Saturdays)	Crisostomo Dunn	\$38,834	0.01	100.00%	0.01	\$544		\$544	\$342		\$342	\$342		\$342	\$342		\$342	\$342		\$1,570	
Food Packer/Site Manager	Sofia Matus	\$38,834	0.09	100.00%	0.09	\$3,398		\$3,398	\$2,137		\$2,137	\$2,137		\$2,137	\$2,137		\$2,137	\$2,137		\$9,809	
Meal Delivery	Felix Preciado	\$38,834	0.07	100.00%	0.07	\$2,718		\$2,718	\$1,710		\$1,710	\$1,710		\$1,710	\$1,710		\$1,710	\$1,710		\$7,848	
Totals		\$233,002	0.42	600.00%	0.42	\$16,175		\$16,175	\$10,173		\$10,173	\$10,173		\$10,173	\$10,173		\$10,173	\$10,173		\$46,694	
Fringe Benefits Rate			13.60%																		
Employee Fringe Benefits		\$31,688				\$2,200		\$2,200	\$1,384		\$1,384	\$1,384		\$1,384	\$1,384		\$1,384	\$1,384		\$6,352	
Total Non DAS Salaries and Benefits		\$264,690				\$18,375		\$18,375	\$11,557		\$11,557	\$11,557		\$11,557	\$11,557		\$11,557	\$11,557		\$53,046	
Total DAS and Non DAS Salaries and Benefits		\$646,146				\$120,801		\$120,801	\$75,982		\$75,982	\$75,982		\$75,982	\$75,982		\$75,982	\$75,982		\$374,007	

Program: Congregate meals for () older adults or (X) adults with disabilities
(Same as Line 11 on HSA #1)

Operating Expense Detail

Annual # Meals Contracted	Original Budget FY 21/22	Modification	Revised Budget	Original Budget FY 22/23	Modification	Revised Budget	Original Budget FY 23/24	Modification	Revised Budget	Original Budget FY 24/25	Modification	Revised Budget	Total
	21,239			13,359			13,359			13,359			61,316
DAS Operating Expenses													
<i>Expenditure Category</i>													
Utilities (Elec, Water, Gas, Phone, Garbage)	\$1,200	\$2,540	\$3,740	\$755	\$2,540	\$3,295	\$755	\$2,540	\$3,295	\$755	\$2,540	\$3,295	\$13,625
Office Supplies, Postage	\$1,709		\$1,709	\$1,076		\$1,076	\$1,076		\$1,076	\$1,076		\$1,076	\$4,937
Insurance	\$1,435		\$1,435	\$903		\$903	\$903		\$903	\$903		\$903	\$4,144
<i>Food Cost</i>													
Raw Food <i>per meal \$1.50</i>	\$31,859		\$31,859	\$20,039		\$20,039	\$20,039		\$20,039	\$20,039		\$20,039	\$91,976
Cong Food Svc Supplies <i>per meal \$0.24</i>	\$5,097		\$5,097	\$3,206		\$3,206	\$3,206		\$3,206	\$3,206		\$3,206	\$14,715
Catered Meals <i>per meal</i>													
<i>Other</i>													
Stipends	\$371		\$371	\$233		\$233	\$233		\$233	\$233		\$233	\$1,071
Auto - Fuel, Insurance & Misc.	\$3,225		\$3,225	\$2,028		\$2,028	\$2,028		\$2,028	\$2,028		\$2,028	\$9,310
Total DAS Operating Expenses	\$44,896	\$2,540	\$47,436	\$28,240	\$2,540	\$30,780	\$28,240	\$2,540	\$30,780	\$28,240	\$2,540	\$30,780	\$139,776
Non DAS Operating Expenses													
<i>Expenditure Category</i>													
Rental of Property	\$5,028			\$3,163			\$3,163			\$3,163			\$14,516
<i>Food Cost</i>													
Raw Food <i>per meal \$0.28</i>	\$5,844			\$3,676			\$3,676			\$3,676			\$16,872
Cong Food Svc Supplies <i>per meal \$0.04</i>	\$935			\$588			\$588			\$588			\$2,699
Total Non DAS Operating Expenses	\$11,807			\$7,427			\$7,427			\$7,427			\$34,087
Total DAS and Non DAS Operating Expenses	\$56,703	\$2,540	\$59,243	\$35,667			\$35,667			\$35,667			\$163,703
HSA #3													10/25/2016

Program: Congregate meals for (X) older adults or () adults with disabilities Appendix B1, Page 4
 (Same as Line 11 on HSA #1) Document Date: 06/09/21

Grocery/Breakfast Expenditure Detail

DAS Grocery/Breakfast Expenditure	Unit price	Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Grocery	\$9.88 /bag	1170.00	\$11,560	\$11,560	\$11,560	\$11,560	\$46,240
Breakfast	\$4.25 /meal	3182.00	\$13,524	\$13,524	\$13,524	\$13,524	\$54,096
Total DAS Expenditure			\$25,083	\$25,083	\$25,083	\$25,083	\$100,332

Salaries & Benefits Detail

DAS Salaries & Benefits		Agency Totals		HSA Program		FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Position Title	Name	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
Cook		\$44,720	1.00	13.26%	0.13	\$5,928	\$5,928	\$5,928	\$5,928	\$23,712
Driver		\$39,520	1.00	5.13%	0.05	\$2,028	\$2,028	\$2,028	\$2,028	\$8,112
Total						\$7,956	\$7,956	\$7,956	\$7,956	\$31,824
Fringe Benefits Rate		19%								
Employee Fringe Benefits		\$7,627				\$1,536	\$1,536	\$1,536	\$1,536	\$6,144
Total DAS Salaries and Benefits		\$47,147				\$9,492	\$9,492	\$9,492	\$9,492	\$37,968

Operating Expense Detail

Items	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Food /Grocery Cost	\$11,994	\$11,994	\$11,994	\$11,994	\$47,976
Supplies	\$1,317	\$1,317	\$1,317	\$1,317	\$5,268
Total Operation	\$13,311	\$13,311	\$13,311	\$13,311	\$53,244
subtotal	\$22,803	\$22,803	\$22,803	\$22,803	\$91,212
Indirect(10%)	\$2,280	\$2,280	\$2,280	\$2,280	\$9,120
Grant Total	\$25,083	\$25,083	\$25,083	\$25,083	\$100,332

Appendix A1– Services to be Provided
Centro Latino de San Francisco
Home-Delivered Nutrition Services for Older Adults

July 1, 2021 - June 30, 2025

Modification: November 3, 2021

I. Purpose

The purpose of this grant is to provide home-delivered nutrition services for older adults living in the City and County of San Francisco. Home-delivered nutrition services include the provision of nutritious meals, nutrition education, and nutrition risk screening. Home-delivered nutrition services support individuals to live independently in their own homes and communities, help ensure health and well-being through improved nutrition and reduced isolation, and serve as an access point for other home and community-based services.

II. Definitions

Grantee	Centro Latino de San Francisco
Adult with a Disability	A person 18-59 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 units, run reports, etc.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.

<p>DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist</p>	<p>A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov/vi/home/documents/DetermineNutritionChecklist.pdf</p>
<p>DGA/ Dietary Guidelines for Americans</p>	<p>Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).</p>
<p>DRI/ Dietary Reference Intakes</p>	<p>Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.</p>
<p>Disability</p>	<p>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. (CCR Title 22 Sec. 7630)</p>
<p>ENP</p>	<p>Elderly Nutrition Program - Title III C1 and C2. A program that provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and is provided in accordance with the provision of CCR Title 22, Chapter 4, Article 5, Sec. 7630.</p>
<p>Frail</p>	<p>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 individuals or others. (CCR Title 22 Sec. 7119)</p>
<p>HACCP</p>	<p>Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)</p>

Home-Delivered Nutrition Services/HDM Nutrition Services	The procurement, preparation, transporting and delivery of meals that meet nutrition requirements to eligible consumers who are homebound by reason of illness, disability, or are otherwise isolated, and have no safe, healthy alternative for meals. Home-delivered nutrition services also include initial assessments, annual assessments, and reassessments of consumer edibility, nutrition education, health promotion, and nutrition risk screening.
HDM Nutrition Services Assessment (Initial and Annual)	An assessment conducted by a qualified staff member in the home of an individual within two weeks of beginning meal service and annually thereafter that documents the need for service and the type of meal appropriate for the participant in their living environment. The assessment covers physiological, socioeconomic, and psychological factors including acute or chronic disease, syndromes or conditions, family/support system and functional ability including activities of daily living (ADL) and instrumental activities of daily living (IADL) which contribute to an individual's need for meals and other related services. (CCR Title 22 Sec. 7638.3)
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 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for program enrollment and participation is not means tested. Consumers self-report income status.
Menu Planning and Nutrient Analysis	The development of a menu cycle that adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)

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. (CCR Title 22 Sec. 7130)
Modified Diet	A menu approved by a registered dietitian (RD) that meets the current DGA and adjusts the typical home-delivered meal components to control the intake of certain foods, food textures, and/or nutrients to meet the dietary needs of individuals. Examples include, but are not limited to, low sodium diet, diabetic diet, and mechanical soft diets.
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (CCR Title 22 Sec. 7630)
Nutrition Education	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)

Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term “senior”.
Reassessment	A reassessment conducted quarterly by qualified staff that documents the need for service. Such reassessment shall be done in the home of the participant at least every six months. (CCR Title 22 Sec. 7638.3) Initial and annual assessments count towards the quarterly reassessment requirement.
Registered Dietitian (RD) Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years of age or older, used interchangeably with the term “older adult”.
SF-HSA	Human Services Agency of the City and County of San Francisco.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> 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 (<i>Chapter 104, Sections 104.1 through 104.9</i>).

Unduplicated Consumer (UDC)	An individual who receives home-delivered nutrition services and the grantee reflects their participation in CA-GetCare through program enrollment.
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III. Target Population

The target population is older adults living in the City and County of San Francisco who are frail and homebound due to illness or disability, or are otherwise isolated, lack a support network, and have no safe, healthy alternative for meals, and with particular attention to the following individuals:

1. Low income
2. Limited or no English speaking proficiency
3. Minority populations
4. Frail
5. LGBTQ+

IV. Eligibility for Services

To participate in home-delivered nutrition services, an individual must meet one of the following criteria:

1. An older adult living in the City and County of San Francisco who is homebound due to illness or disability, or is otherwise isolated.
2. A spouse or domestic partner of an older adult enrolled in the program if an assessment by the grantee's social worker or assessment staff concludes that it is in the best interest of the enrolled older adult.
3. An individual with a disability who resides at home with an enrolled older adult, if an assessment by the grantee's social worker or assessment staff concludes that it is in the best interest of the enrolled older adult.

Grantee shall give priority to an eligible older adult.

V. Location and Time of Services

The grantee will provide home-delivered nutrition services in the City and County of San Francisco. The grantee, with approval from DAS OCP, will determine the service and delivery times for the provision of home-delivered nutrition services.

VI. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA, and DAS OCP. Policies and procedures shall also include consumer assessment and reassessment guidelines.
2. Grantee will provide home-delivered nutrition services for older adults and individuals who are determined eligible by the grantee. The provision of services will include the following:

- i. Enrollment of consumers in home-delivered nutrition services and the delivery of meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
 - ii. Provision of home-delivered meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs. Meals offered may be hot, chilled, or frozen, and be regular or modified meals as approved by DAS OCP.
 - iii. Annual nutrition screenings for each consumer and documentation of individual responses in CA-GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
3. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
- i. Submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding menu analysis. The registered dietitian (RD) on staff or consultant RD must participate in menu planning and complete the corresponding nutrient analysis. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
 - ii. Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
 - iii. Provide nutrition education to consumers enrolled and participating in services at least quarterly. The total units of nutrition education will be, at minimum, as shown on the DAS OCP approved site chart. The grantee will report in CA-GetCare the number of nutrition education units provided in the applicable month. One unit of nutrition education is one set of nutrition education material given to each consumer.
 - iv. Conduct end-of-route home-delivered meal temperature checks every other week per route to ensure the meals maintain temperatures that meet food safety standards during the timeframe of the route. The grantee will document, and keep on file the temperatures for quarterly review by the registered dietitian.
 - v. Monitor the food safety and sanitation of the HDM routes including but not limited to the packing, transporting, and delivery of meals. A qualified staff member, trained by a food safety manager or RD, may monitor routes, and document and submit the results to the agency within two weeks of the monitoring. The grantee will monitor each HDM route, at minimum, two (2) times per year.

- vi. Conduct and document an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four times during the fiscal year. The RD on staff or consultant RD must conduct and document the results of the HACCP safety and sanitation monitoring. HACCP monitoring must also include, but is not limited to the review of HDM route temperature checks and monitoring reports.
 - vii. Provide orientation and training to all new staff, paid and volunteers, to perform their assigned responsibilities and tasks as described in the CCR Title 22 Regulations Sec. 7636.5. Training, at a minimum, shall include:
 - (1) Food safety, prevention of foodborne illness, and HACCP principles.
 - (2) Accident prevention, instruction on fire safety, first aid, choking, earthquake preparedness, and other emergency procedures.
 - viii. Provide a minimum of four (4) hours annually of in-service trainings for nutrition program staff (e.g. food service and delivery workers) as described in the CCR-Title 22 Regulations Sec. 7636.5 and DAS OCP policy memoranda. The grantee will also document, schedule, and conduct in-service trainings in a timely manner when there are monitoring findings. A registered dietitian (RD) must review and approve an annual in-service training plan and the training curriculum for nutrition program staff.
 - ix. Conduct initial in-home assessments by qualified staff to evaluate a consumer's eligibility for program enrollment within two weeks of starting meal service. During the assessment, the grantee will provide participants with a welcome packet and program information as described in DAS OCP policy memoranda. The welcome packet will include at minimum, the following information: a meal delivery schedule, sample menu, written instructions for handling and reheating meals, voluntary contribution policy and collection procedures, directions on how to request a change in meal delivery, grievance policy, and information on how to request assistance, if needed. The welcome packet at minimum must be available in the language of the majority of the program participants.
 - x. Conduct in-home assessments annually to evaluate a consumer's eligibility for continued program enrollment. Qualified staff must complete the annual assessment, document the need for service, and evaluate function and ability as described in DAS OCP policy memoranda.
 - xi. Conduct quarterly reassessments to determine a consumer's eligibility for continued program enrollment. The grantee shall conduct quarterly reassessments as described in DAS OCP policy memoranda. The grantee must conduct at least one quarterly assessment in the home of the consumer. A trained HDM program driver or volunteer may complete a quarterly reassessment in person or by phone.
4. Grantee will ensure the suggested voluntary contribution per meal complies with DAS OCP policy memoranda including an approval by the grantee's board of directors.
 5. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15 each grant year or on a mutually agreed upon date between OCP and the

grantee. At minimum, the completed number of surveys shall be a sample size of at least forty percent (40%) of the enrolled unduplicated consumer.

6. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the nutrition program. The grantee will ensure the manager on staff possesses a food safety manager certification and has the required qualifications as described in CCR Title 22 Sec. 7636.3 and DAS OCP policy memoranda.
7. Grantee will ensure there is a sufficient number of qualified staff, paid and/or volunteer, with the appropriate education, experience, and cultural competency to carry out the requirements of the program and deliver quality services to meet the needs of the consumers.
8. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed.
9. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services

VII. Service Objectives

1. Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	158	123	123	123
Number of Lunch/Dinner Meals	41975	29576	29576	29576
Modifications				
Number of Breakfast Meals	2730	2730	2730	2730

VIII. Outcome Objectives

1. Consumers report increased consumption of fruits, vegetables, and/or whole grains. Target: 75%.
2. Consumers feel less worried about getting enough food to meet their needs. Target: 85%.
3. Consumers rate the quality of meals they received as excellent or good. Target: 85%.

Based on a consumer survey and a sample size of at least forty percent (40%) 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 OCP approved HDM intake form, which includes the annual nutrition risk screening and the food security screening, into the CA-GetCare database in accordance to DAS OCP policy memorandum.
2. Grantee will enter into the CA-GetCare Service Unit section all service objectives 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
 - Number of meals prepared and delivered
 - Number nutrition compliance units provided
4. Grantee will submit HACCP monitoring reports of the production kitchen and congregate sites to DAS OCP once per quarter. Quarterly reports due Oct. 15; Jan. 15; April 15; and June 15.
5. Grantee will enter the annual outcome objective metrics identified in Section VIII of the Appendix A in the CARBON database by the 15th of the month following the end of the program year.
6. 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 each grant year. Grantee must submit the report in the CARBON system.
7. Grantee shall develop and deliver bi-annual summary reports of SOGI data collected in the year as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are July 10 and January 10.
8. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
9. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of this training.
10. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
11. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
12. Grantee will assure that services delivered are consistent with professional standards for this service.
13. Pursuant to California Department of Aging Requirement, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
14. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies “Focal Points” which are designed to help older adults connect to services throughout the City. These Focal Points are:

Designated Community Focal Points		
Name	Address	Phone
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
Bayview Senior Connections	5600 3rd St, San Francisco, 94124	415-647-5353
OMI Senior Center (CCCYO)	65 Beverly St, San Francisco, 94132	415-335-5558
Richmond Senior Center (GGSS)	6221 Geary Blvd, San Francisco, 94121	415-404-2938
30th Street Senior Center (On Lok)	225 30th St, San Francisco, 94131	415-550-2221
Openhouse	1800 Market St, San Francisco, 94102	415-347-8509
SF Senior Center (SFSC)	481 O'Farrell St, San Francisco, 94102	415-202-2983
Aquatic Park Senior Center (SFSC)	890 Beach St, San Francisco, 94109	415-202-2983
South Sunset Senior Center (SHE)	2601 40th Ave, San Francisco, 94116	415-566-2845
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585
Geen Mun Activity Center (SHE)	777 Stockton St, San Francisco, 94108	415-438-9804
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990
DAS Benefits and Resources Hub	2 Gough St, San Francisco, 94103	415-355-6700

15. For assistance with reporting and contract requirements, please contact:

Sarah Chan
 Nutritionist
 DAS OCP
 email: Sarah.Chan@sfgov.org

and

Tahir Shaikh
 Contract Manager
 HSA OCM
 email: Tahir.Shaikh@sfgov.org

X. Monitoring Activities

1. Nutrition 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; evidence of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS 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; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of

service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.

2. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, 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 the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Name Centro Latino de San Francisco														
(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>														
If modification, Effective Date of Mod. No. of Mod.														
Program: Home-delivered meals for (X) older adults, () adults with disabilities or () emergency														
Budget Reference Page No.(s)														
Program Term	Original Budget FY 21/22	Modification	Revised Budget	Original Budget FY 22/23	Modification	Revised Budget	Original Budget FY 23/24	Modification	Revised Budget	Original Budget FY 24/25	Modification	Revised Budget	FY 21/25	Average cost/meal
Annual # Meals Contracted	41,975			29,576			29,576			29,576			130,703	
DAS Expenditures														
Salaries & Benefits	\$203,625	\$18,168	\$221,693	\$140,778	\$18,168	\$158,946	\$140,778	\$18,168	\$158,946	\$140,778	\$18,168	\$158,946	\$698,531	\$5.34
Operating Expenses	\$96,406	\$2,338	\$98,744	\$70,556	\$2,338	\$72,894	\$70,556	\$2,338	\$72,894	\$70,556	\$2,338	\$72,894	\$317,427	\$2.43
Subtotal	\$299,931	\$20,506	\$320,437	\$211,334	\$20,506	\$231,840	\$211,334	\$20,506	\$231,840	\$211,334	\$20,506	\$231,840	\$1,015,957	\$7.77
Indirect Percentage (%)	10.00%			10.00%			10.00%			10.00%			10.00%	
Indirect Cost	\$29,993		\$29,993	\$21,133		\$21,133	\$21,133		\$21,133	\$21,133		\$21,133	\$93,392	\$0.71
Capital/Subcontractor Expenditures	\$27,591		\$27,591										\$27,591	\$0.21
NCQA Expenditures	\$44,388		\$44,388	\$36,128		\$36,128	\$36,128		\$36,128	\$36,128		\$36,128	\$152,772	\$1.17
Breakfast Modification		\$11,603	\$11,603		\$11,603	\$11,603		\$11,603	\$11,603		\$11,603	\$11,603	\$46,412	
Total DAS Expenditures	\$401,903	\$32,109	\$434,012	\$268,595	\$32,109	\$300,704	\$268,595	\$32,109	\$300,704	\$268,595	\$32,109	\$300,704	\$1,336,124	\$10.22
Federal (97.036 and 93.778)	\$52,247	\$963	\$13,020	\$34,917	\$963	\$35,880	\$34,917	\$963	\$35,880	\$34,917	\$963	\$35,880	\$120,660	
State	\$12,057		\$8,058	\$8,058		\$8,058	\$8,058		\$8,058	\$8,058		\$8,058	\$24,174	
Local	\$337,599	\$31,146	\$420,992	\$225,620	\$31,146	\$256,766	\$225,620	\$31,146	\$256,766	\$225,620	\$31,146	\$256,766	\$1,191,290	
Total DAS Expenditures	\$401,903	\$32,109	\$434,012	\$268,595	\$32,109	\$300,704	\$268,595	\$32,109	\$300,704	\$268,595	\$32,109	\$300,704	\$1,336,124	
Non DAS Expenditures														
Salaries & Benefits	\$35,436		\$24,513	\$24,513		\$24,513	\$24,513		\$24,513	\$24,513		\$24,513	\$108,975	\$0.83
Operating Expenses	\$34,184		\$23,823	\$23,823		\$23,823	\$23,823		\$23,823	\$23,823		\$23,823	\$105,653	\$0.81
Total Non DAS Expenditures	\$69,620		\$48,336	\$48,336		\$48,336	\$48,336		\$48,336	\$48,336		\$48,336	\$214,628	\$1.64
TOTAL DAS AND NON DAS EXPEDITURES	\$471,623	\$32,109	\$503,632	\$316,931	\$32,109	\$349,040	\$316,931	\$32,109	\$349,040	\$316,931	\$32,109	\$349,040	\$1,550,752	\$11.86
DAS Revenues														
Meals- General Fund	\$329,924	\$20,506	\$350,430	\$232,467	\$20,506	\$252,973	\$232,467	\$20,506	\$252,973	\$232,467	\$20,506	\$252,973	\$1,109,349	\$8.49
OTO - New Vehicle	\$27,591		\$27,591										\$27,591	\$0.21
NCQA Fund	\$44,388		\$44,388	\$36,128		\$36,128	\$36,128		\$36,128	\$36,128		\$36,128	\$152,772	\$1.17
Breakfast Modification		\$11,603	\$11,603		\$11,603	\$11,603		\$11,603	\$11,603		\$11,603	\$11,603	\$46,412	
Total DAS Revenue	\$401,903	\$32,109	\$434,012	\$268,595	\$32,109	\$300,704	\$268,595	\$32,109	\$300,704	\$268,595	\$32,109	\$300,704	\$1,336,124	\$10.22
PER MEAL COST, DAS	\$7.86	\$0.49	\$8.35	\$7.86	\$0.69	\$8.55	\$7.86	\$0.69	\$8.55	\$7.86	\$0.69	\$8.55	\$8.49	
PER MEAL COST (with NCQA), DAS	\$8.92	\$0.49	\$9.41	\$9.08	\$0.69	\$9.77	\$9.08	\$0.69	\$9.77	\$9.08	\$0.69	\$9.77	\$9.66	
Non DAS Revenues														
Project Income	\$13,746		\$9,686	\$9,686		\$9,686	\$9,686		\$9,686	\$9,686		\$9,686	\$42,804	\$0.33
Agency Cash- Fundraising														
Agency In-kind Volunteer	\$55,874		\$38,650	\$38,650		\$38,650	\$38,650		\$38,650	\$38,650		\$38,650	\$171,824	\$1.31
Total Non DAS Revenue	\$69,620		\$48,336	\$48,336		\$48,336	\$48,336		\$48,336	\$48,336		\$48,336	\$214,628	\$1.64
PER MEAL COST, Non DAS	\$1.66		\$1.63	\$1.63		\$1.63	\$1.63		\$1.63	\$1.63		\$1.63	\$1.64	
PER MEAL COST (with NCQA), Non DAS	\$1.66		\$1.63	\$1.63		\$1.63	\$1.63		\$1.63	\$1.63		\$1.63	\$1.64	
TOTAL DAS AND NON DAS REVENUE	\$471,623	\$32,109	\$503,632	\$316,931	\$32,109	\$349,040	\$316,931	\$32,109	\$349,040	\$316,931	\$32,109	\$349,040	\$1,550,752	\$11.86
PER MEAL COST, Total	\$9.52		\$9.49	\$9.49		\$9.49	\$9.49		\$9.49	\$9.49		\$9.49	\$10.13	
PER MEAL COST (with NCQA), Total	\$10.58		\$10.71	\$10.71		\$10.71	\$10.71		\$10.71	\$10.71		\$10.71	\$11.30	
Full Time Equivalent (FTE)	1.30		1.30	1.30		1.30	1.30		1.30	1.30		1.30	5.20	
Prepared by:	Victor de la Rocha, Controller (489) 247-7836												Document Date: 10/20/21	
HSA-CO Review Signature:														
HSA #1														

Salaries & Benefits Detail

DAS Salaries & Benefits		Agency Totals		HSA Program		Original Budget FY 21/22			Original Budget FY 22/23			Original Budget FY 23/24			Original Budget FY 24/25			Total			
		Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Modification	Revised Budget	Budgeted Salary	Modification	Revised Budget	Budgeted Salary	Modification	Revised Budget	Budgeted Salary	Modification	Revised Budget	Budgeted Salary	FY 21/25		
Position Title	Name																				
Nutrition Sites & Programs Manager		\$54,080	0.11	100.00%	0.11	\$5,710		\$5,710	\$3,950		\$3,950	\$3,950		\$3,950	\$3,950		\$3,950	\$3,950	\$17,560		
Nutritionist		\$52,000	0.24	100.00%	0.24	\$12,307		\$12,307	\$8,513		\$8,513	\$8,513		\$8,513	\$8,513		\$8,513	\$8,513	\$37,845		
Head Cook		\$45,760	0.24	100.00%	0.24	\$11,112		\$11,112	\$7,686		\$7,686	\$7,686		\$7,686	\$7,686		\$7,686	\$7,686	\$34,170		
Cook		\$41,600	0.16	100.00%	0.16	\$6,584		\$6,584	\$4,554		\$4,554	\$4,554		\$4,554	\$4,554		\$4,554	\$4,554	\$20,246		
Site Manager Star Hotel/Cook		\$43,680	0.24	100.00%	0.24	\$10,277		\$10,277	\$7,109		\$7,109	\$7,109		\$7,109	\$7,109		\$7,109	\$7,109	\$31,603		
Cook		\$41,600	0.27	100.00%	0.27	\$11,422	\$948	\$12,370	\$7,901	\$948	\$8,849	\$7,901	\$948	\$8,849	\$7,901	\$948	\$8,849	\$948	\$8,849	\$38,916	
Meal Server		\$47,840	0.11	100.00%	0.11	\$5,254	\$9,811	\$15,065	\$3,634	\$9,811	\$13,445	\$3,634	\$9,811	\$13,445	\$3,634	\$9,811	\$13,445	\$3,634	\$13,445	\$55,401	
Food Prep & Meal Server		\$37,440	0.21	100.00%	0.21	\$7,710		\$7,710	\$5,333		\$5,333	\$5,333		\$5,333	\$5,333		\$5,333	\$5,333	\$23,709		
Food Prep		\$39,520	0.12	100.00%	0.12	\$4,883	\$1,501	\$6,384	\$3,378	\$1,501	\$4,879	\$3,378	\$1,501	\$4,879	\$3,378	\$1,501	\$4,879	\$3,378	\$1,501	\$21,020	
Janitor		\$39,520	0.10	100.00%	0.10	\$4,118		\$4,118	\$2,848		\$2,848	\$2,848		\$2,848	\$2,848		\$2,848	\$2,848		\$12,663	
Dishwasher/Janitor		\$39,520	0.22	100.00%	0.22	\$8,670		\$8,670	\$5,997		\$5,997	\$5,997		\$5,997	\$5,997		\$5,997	\$5,997		\$26,661	
Driver HDM		\$39,520	0.21	100.00%	0.21	\$29,640		\$29,640	\$20,502		\$20,502	\$20,502		\$20,502	\$20,502		\$20,502	\$20,502		\$91,146	
Driver HDM		\$39,520	0.05	100.00%	0.05	\$6,643		\$6,643	\$4,595		\$4,595	\$4,595		\$4,595	\$4,595		\$4,595	\$4,595		\$20,428	
Driver HDM		\$39,520	0.17	100.00%	0.17	\$24,465		\$24,465	\$16,922		\$16,922	\$16,922		\$16,922	\$16,922		\$16,922	\$16,922		\$75,231	
Driver & Food Purchaser		\$39,520	0.05	100.00%	0.05	\$1,950		\$1,950	\$1,349		\$1,349	\$1,349		\$1,349	\$1,349		\$1,349	\$1,349		\$5,996	
Social Worker/Resource Specialist		\$62,400	0.10	100.00%	0.10	\$334		\$334	\$231		\$231	\$231		\$231	\$231		\$231	\$231		\$1,027	
Social Worker/Activities Facilitator		\$62,400	0.27	100.00%	0.27	\$17,133		\$17,133	\$11,851		\$11,851	\$11,851		\$11,851	\$11,851		\$11,851	\$11,851		\$52,686	
Executive Director		\$90,350	0.12	100.00%	0.12	\$10,947		\$10,947	\$7,572		\$7,572	\$7,572		\$7,572	\$7,572		\$7,572	\$7,572		\$33,663	
Totals		\$215,150	0.50	300.00%	0.40	\$179,159		\$179,159	\$123,924		\$123,924	\$123,924		\$123,924	\$123,924		\$123,924	\$123,924		\$599,971	
Fringe Benefits Rate			14%																		
Employee Fringe Benefits		\$29,260				\$24,366	\$5,908	\$30,274	\$16,854	\$5,908	\$22,762	\$16,854	\$5,908	\$22,762	\$16,854	\$5,908	\$22,762	\$16,854	\$5,908	\$98,560	
Total DAS Salaries and Benefits		\$244,410				\$203,525	\$18,168	\$221,693	\$140,778	\$18,168	\$158,946	\$140,778	\$18,168	\$158,946	\$140,778	\$18,168	\$158,946	\$140,778	\$18,168	\$158,946	\$698,531
Non DAS Salaries & Benefits																					
Non DAS Salaries & Benefits		Agency Totals		HSA Program		Original Budget FY 21/22			Original Budget FY 22/23			Original Budget FY 23/24			Original Budget FY 24/25			Total			
		Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Modification	Revised Budget	Budgeted Salary	Modification	Revised Budget	Budgeted Salary	Modification	Revised Budget	Budgeted Salary	Modification	Revised Budget	Budgeted Salary	FY 21/25		
Position Title	Name																				
Food Packer/Meal Server		\$38,834	0.10	100.00%	0.10	\$3,932		\$3,932	\$2,720		\$2,720	\$2,720		\$2,720	\$2,720		\$2,720	\$2,720		\$12,092	
Food Packer/Meal Server		\$38,834	0.10	100.00%	0.10	\$3,932		\$3,932	\$2,720		\$2,720	\$2,720		\$2,720	\$2,720		\$2,720	\$2,720		\$12,092	
Food Packer/Meal Server		\$38,834	0.27	100.00%	0.27	\$10,485		\$10,485	\$7,252		\$7,252	\$7,252		\$7,252	\$7,252		\$7,252	\$7,252		\$32,241	
Food Packer/Meal Server (Saturdays)		\$38,834	0.03	100.00%	0.03	\$1,049		\$1,049	\$726		\$726	\$726		\$726	\$726		\$726	\$726		\$3,227	
Food Packer/Meal Server		\$38,834	0.17	100.00%	0.17	\$6,553		\$6,553	\$4,533		\$4,533	\$4,533		\$4,533	\$4,533		\$4,533	\$4,533		\$20,152	
Meal Delivery		\$38,834	0.14	100.00%	0.14	\$5,243		\$5,243	\$3,627		\$3,627	\$3,627		\$3,627	\$3,627		\$3,627	\$3,627		\$16,124	
Totals		\$233,002	0.80	600.00%	0.80	\$31,194		\$31,194	\$21,578		\$21,578	\$21,578		\$21,578	\$21,578		\$21,578	\$21,578		\$95,928	
Fringe Benefits Rate			13.60%																		
Employee Fringe Benefits		\$31,688				\$4,242		\$4,242	\$2,935		\$2,935	\$2,935		\$2,935	\$2,935		\$2,935	\$2,935		\$13,047	
Total Non DAS Salaries and Benefits		\$264,690				\$35,436		\$35,436	\$24,513		\$24,513	\$24,513		\$24,513	\$24,513		\$24,513	\$24,513		\$108,975	
Total DAS and Non DAS Salaries and Benefits		\$509,099				\$238,961		\$238,961	\$165,291		\$165,291	\$165,291		\$165,291	\$165,291		\$165,291	\$165,291		\$734,834	

HSA #2 10/25/2016

Operating Expense Detail												Total		
Annual # Meals Contracted	Original Budget FY 21/22	Modification	Revised Budget	Original Budget FY 22/23	Modification	Revised Budget	Original Budget FY 23/24	Modification	Revised Budget	Original Budget FY 24/25	Modification	Revised Budget	FY 21/25	
	41,975			29,576			29,576			29,576			130,703	
DAS Operating Expenses														
<u>Expenditure Category</u>														
Rental of Property														
Utilities (Elec, Water, Gas, Phone, Garbage)	\$6,007	\$2,338	\$8,345	\$7,085	\$2,338	\$9,423	\$7,085	\$2,338	\$9,423	\$7,085	\$2,338	\$9,423	\$36,614	
Office Supplies, Postage	\$3,378		\$3,378	\$2,337		\$2,337	\$2,337		\$2,337	\$2,337		\$2,337	\$10,388	
Insurance	\$2,834		\$2,834	\$1,960		\$1,960	\$1,960		\$1,960	\$1,960		\$1,960	\$8,715	
<u>Food Cost</u>														
Raw Food <i>per meal \$1.50</i>	\$62,963		\$62,963	\$44,364		\$44,364	\$44,364		\$44,364	\$44,364		\$44,364	\$196,055	
Cong Food Svc Supplies <i>per meal \$0.24</i>	\$10,074		\$10,074	\$7,098		\$7,098	\$7,098		\$7,098	\$7,098		\$7,098	\$31,368	
Catered Meals <i>per meal</i>														
<u>Other</u>														
Stipends	\$4,777		\$4,777	\$3,304		\$3,304	\$3,304		\$3,304	\$3,304		\$3,304	\$14,690	
Auto - Fuel, Insurance & Misc.	\$6,373		\$6,373	\$4,408		\$4,408	\$4,408		\$4,408	\$4,408		\$4,408	\$19,598	
Total DAS Operating Expenses	\$96,406	\$2,338	\$98,744	\$70,556	\$2,338	\$72,894	\$70,556	\$2,338	\$72,894	\$70,556	\$2,338	\$72,894	\$317,427	
Non DAS Operating Expenses														
<u>Expenditure Category</u>														
Rental of Property	\$20,438			\$14,137			\$14,137			\$14,137			\$62,849	
<u>Food Cost</u>														
Raw Food <i>per meal \$0.28</i>	\$11,850			\$8,350			\$8,350			\$8,350			\$36,900	
Cong Food Svc Supplies <i>per meal \$0.05</i>	\$1,896			\$1,336			\$1,336			\$1,336			\$5,904	
Total Non DAS Operating Expenses	\$34,184			\$23,823			\$23,823			\$23,823			\$105,653	
Total DAS and Non DAS Operating Expenses	\$130,590			\$94,379			\$94,379			\$94,379			\$413,727	
HSA #3													10/25/2016	

Program: Home-delivered meals for (X) older adults, () adults with disabilities or () emergency
 (Same as Line 11 on HSA #1)

Capital & Subcontractor Expenditure Detail

DAS Capital Expenditure					Total
<u>Equipment (Qty)</u>	Original Budget FY 21/22	Original Budget FY 22/23	Original Budget FY 23/24	Original Budget FY 24/25	FY 21/25
New Delivery Vehicle	\$27,591				\$27,591
Total Equipment Cost	\$27,591				\$27,591
Total DAS Capital & Subcontractor Expenditure					
	\$27,591				\$27,591
Non DAS Capital Expenditure					
<hr/>					
Total Non DAS Capital & Subcontractor Expenditure					
Total DAS and Non DAS Capital & Subcontractor Expenditure					
	\$27,591				\$27,591
HSA #4					10/25/2016

Program: Home-delivered meals for (X) older adults, () adults with disabilities or () emergency
 (Same as Line 11 on HSA #1) Appendix B1, Page 5
 Document Date: 10/20/21

NCQA Expenditure Detail

											Total
DAS NCQA Expenditure	Unit price	Unit	Original Budget FY 21/22	Modification	Original Budget FY 22/23	Modification	Original Budget FY 23/24	Modification	Original Budget FY 24/25	Modification	FY 21/25
Menu planning and nutrition analysis	\$700.00 /set	1.00	\$700		\$700		\$700		\$700		\$2,800
Kitchen and food service monitoring	\$600.00	2.00	\$1,200		\$1,200		\$1,200		\$1,200		\$4,800
HDM route monitoring	\$350.00	12.00	\$4,200		\$4,200		\$4,200		\$4,200		\$16,800
Nutrition education	\$150.00	4.00	\$600		\$600		\$600		\$600		\$2,400
Other TA	\$100.00 /hour	4.00	\$400		\$400		\$400		\$400		\$1,600
HDM Route Assessment	\$236.00	158.00	\$37,288		\$29,028		\$29,028		\$29,028		\$124,372
Total DAS NCQA Expenditure			\$44,388		\$36,128		\$36,128		\$36,128		\$152,772
Non DAS NCQA Expenditure	Unit price	Unit	FY 21/22		FY 22/23		FY 23/24		FY 24/25		FY 21/25
Menu planning and nutrition analysis	/set	1.00									
Kitchen and food service monitoring		2.00									
Congregate site monitoring		12.00									
Nutrition education		4.00									
Nutrition counseling (optional)	/hour	4.00									
In-service training	/training	158.00									
Total Non DAS NCQA Expenditure											
Total DAS and Non DAS NCQA Expenditure			\$44,388		\$36,128		\$36,128		\$36,128		\$152,772
HSA #4											10/25/2016

Program: Congregate meals for (X) older adults or () adults with disabilities
 (Same as Line 11 on HSA #1) Appendi B1, Page 6
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Breakfast Expenditure Detail

DAS Grocery/Breakfast Expenditure	Unit price	Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Breakfast	\$4.25 /meal	2730.00	\$11,603	\$11,603	\$11,603	\$11,603	\$46,412
Total DAS Expenditure			\$11,603	\$11,603	\$11,603	\$11,603	\$46,412

Salaries & Benefits Detail

DAS Salaries & Benefits		Agency Totals		HSA Program		FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Position Title	Name	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
Cook		\$44,720	1.00	8.97%	0.09	\$4,012	\$4,012	\$4,012	\$4,012	\$16,048
Total		\$44,720				\$4,012	\$4,012	\$4,012	\$4,012	\$16,048
Fringe Benefits Rate		19%								
Employee Fringe Benefits		\$8,631				\$774	\$774	\$774	\$774	\$3,096
Total DAS Salaries and Benefits		\$8,631				\$4,786	\$4,786	\$4,786	\$4,786	\$19,144

Operating Expense Detail

Items	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Food Cost	\$4,887	\$4,887	\$4,887	\$4,887	\$19,548
Supplies	\$764	\$764	\$764	\$764	\$3,056
Total Operation	\$5,651	\$5,651	\$5,651	\$5,651	\$22,604
subtotal	\$10,437	\$10,437	\$10,437	\$10,437	\$41,748
Indirect (11%)	\$1,166	\$1,166	\$1,166	\$1,166	\$4,664
Grant Total	\$11,603	\$11,603	\$11,603	\$11,603	\$46,412