



**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: MARCH 2, 2022

SUBJECT: NEW GRANT: **MULTIPLE PROVIDERS** (NON-PROFIT) TO
PROVIDE CONGREGATE NUTRITION SERVICES FOR OLDER
ADULTS AND ADULTS WITH DISABILITIES

GRANT TERM: 3/01/2022 – 6/30/2025

GRANT AMOUNT: See table below

FUNDING SOURCE:	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:	\$880,925			\$88,092	\$969,017
PERCENTAGE:	100%				100%

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Mayor

Trent Rhorer
Executive Director

The Department of Disability and Aging Services (DAS) requests authorization to enter into new grant agreements with multiple providers for the period of March 1, 2022 through June 30, 2025, in an amount of \$880,925, plus a 10% contingency for a total amount not to exceed \$969,017. The purpose of the grants is to provide congregate nutrition services in Supervisorial District 11 of the City and County of San Francisco for older adults and adults with disabilities.

Grant Amount

Agency	Annual amount for FY 21/22	Annual amount for FY 22/23, FY 23/24 and FY 24/25	Grant amount	Contingency	Not to Exceed
Self-Help for the Elderly	\$75,313	\$125,000	\$450,313	\$45,031	\$495,344
Southwest Community Corporation	\$55,705	\$124,969	\$430,612	\$43,061	\$473,673
Total	\$131,018	\$249,969	\$880,925	\$88,092	\$969,017

Background

The Department of Disability and Aging Services (DAS) coordinates and funds a broad array of nutrition support programming in the community for older adults and adults with disabilities living in San Francisco. These programs promote health and wellbeing by providing wholesome foods, meals, nutrition education, and nutrition counseling. Sound nutrition and access to a sufficient quantity of affordable, nourishing food is vital and a significant factor in maintaining good health.

Older adults and adults with disabilities living in San Francisco were at risk for food insecurity prior to the coronavirus pandemic in 2020. The pandemic further exacerbated food insecurity for many older adults and adults with disabilities living in the City. The pandemic also underscored the importance of advancing a key priority for the department which is to expand geographic access.

Services to be Provided

Grantees will provide congregate nutrition services at two locations in Supervisorial District 11. One is at Self-Help for the Elderly, Geneva Community Center, 5050 Mission Street, Unit C, San Francisco, CA 94112. The second one is at Southwest Community Corporation, 446 Randolph Street, San Francisco, CA 94132.

The services provided by each of the grantees will include nutritious meals, nutrition education, and nutrition risk screening. The meals provided by the grantees may be breakfast, lunch, or dinner meals. The meals will meet nutritional standards by incorporating the Dietary Guidelines for Americans and provide a minimum of one-third of the Dietary Reference Intakes (DRIs). The meals will be prepared in accordance with nutrition and food service standards set forth by California Retail Food Code (CRFC), Title 22 Regulations, California Department of Aging, and DAS OCP.

Nutrition Compliance and Quality Assurance (NCQA) is a required component of congregate nutrition services. NCQA includes quarterly monitoring of a grantee's food service production and meal service to ensure compliance with state and local food safety and sanitation requirements. NCQA also includes nutrition education, in-service training, and the option of nutrition counseling.

Selection

Grantees were selected through RFP #959 issued December 2, 2021.

Funding

Funding for these grants are provided through the local Fund.

ATTACHMENTS

Self-Help for the Elderly:

Appendix A- Services to be Provided

Appendix B- Program Budget

Appendix F- Site Chart

Southwest Community Corporation:

Appendix A- Services to be Provided

Appendix B- Program Budget

Appendix F- Site Chart

Appendix A - Services to be Provided
Self Help for the Elderly
 Congregate Nutrition Services for Older Adults

March 1, 2022 – June 30, 2025

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	Self Help for the Elderly
Adult with a Disability	A person 18-59 years of age living with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
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.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
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)
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.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low-Income	Having income at or below 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)
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.
OCNP	Older Californians Nutrition Program (previously known as Elderly Nutrition Program, ENP) - 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.
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.
Socially Isolated	Having few social relationships and few people to interact with regularly.

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 participates in congregate nutrition services and their participation is reflected in CA-GetCare by the grantee.

III. Target Population

The target population is older adults living in the City and County of San Francisco. Services shall be designed to engage one or more of the following target populations, which have been identified as demonstrating the greatest economic and social need:

1. Persons with low income
2. Persons who are socially isolated
3. Persons with limited English-speaking proficiency
4. Persons from communities of color
5. Persons who identify as LGBTQ+
6. Persons at risk of institutionalization

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 OCNP, 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 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.
4. 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.
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 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.
 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 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.
 7. 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.
 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)	120	120	120	120
Number of Meals	4,760	14,100	14,100	14,100

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 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:
Tiffany Kearney, RD, Lead Nutritionist & Program Analyst
DAS OCP
Tiffany.Kearney@sfgov.org

and

Tahir Shaikh, Contract Manager
HSA OCM
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.

The Budget Narrative should provide detailed information and calculations supporting the amount allocated for each budget line item. Please detail all mathematical computations for each line item. Show how the total dollar amount was derived, e.g., the annual salary for each position multiplied by the FTE, the number of square feet of office space to be utilized multiplied by the rate per square foot, the cost per month for insurance multiplied by the number of months in the contract term, etc. For the Salaries and Benefits section, list the position, a brief sentence of the position's responsibilities, the full-time equivalent (FTE), the percentage of FTE allocated to the activity, the salary per month, the salary per annum, and the mathematical computation used to arrive at the total dollar amount.

Salaries and Benefits, Operating Expense and Capital Expenditure are direct costs and must be clearly and easily attributable to a specific program.

The Cost Allocation Plan is required. Respondents must follow the City's cost allocation guidelines for nonprofit contractors, which largely follow those described by Generally Accepted Accounting Principles (GAAP) and in Federal OMB Circular A-122. The plan should include how indirect costs were calculated.

Indirect rates are not allowable on subcontractor indirect expenditures, capital expenditures, aid payments, other direct voucher payments, or any stipend, subsidy or expense paid on behalf of a client (i.e, security deposit, rental payment assistance, transportation vouchers, etc.). These examples are not intended to be a comprehensive list. If an organization is uncertain whether indirect costs can be applied to a particular expense, it should consult with the HSA Contract Manager.

If applicable, attach a separate detailed Subcontracting budget using the standard HSA format if there is a Subcontractor arrangement made under the terms of the contract. Provide a brief explanation of the subcontracting arrangement, as well as a budget breakdown. Please note, the total subcontractor budget amount should appear on the Operating Expense Detail sheet under the Subcontractor section.

No contract funds should be used for anyone that is lobbying.

Project income is donation from participants for services rendered. Project income must be used to enhance the programs from which it was derived. Nutrition program donations are to be expended for food costs first, then other nutrition program operating costs.

Volunteers: For food service volunteers use San Francisco's minimum wage \$14 per hour (effective July 2017) to calculate their market value. For professionals, use the market rate for calculation.

Budget Summary page, Nutrition Compliance (row 30): Enter total amount requested in the Nutrition Compliance budget submitted by your agency. Leave blank if your agency is planning to meet Nutrition Compliance through DAAS contracted nutrition consultant and explain this in the budget narrative.

Cells with red color triangle (top right corner) has notes/instructions. Hover over the cell with your mouse to read the notes

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Name
SELF-HELP FOR THE ELDERLY

(Check One) New Renewal Modification

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

Program: Congregate Nutrition Services for Older Adults in D11

Budget Reference Page No.(s)						
Program Term	03/01/2022 - 06/30/2022	07/01/2022 - 06/30/2023	07/01/2023 - 06/30/2024	07/01/2024 - 06/30/2025	Total	Average cost/meal
Annual # Meals Contracted	4,760	14,100	14,100	14,100	47,060	
DAS Expenditures						
Salaries & Benefits	\$11,368	\$32,899	\$32,899	\$32,899	\$110,065	\$2
Operating Expenses	\$27,577	\$80,737	\$80,737	\$80,737	\$269,788	\$6
Subtotal	\$38,945	\$113,636	\$113,636	\$113,636	\$379,853	\$8
Indirect Percentage (%)	10.00%	10.00%	10.00%	10.00%	10.00%	
Indirect Cost	\$3,895	\$11,364	\$11,364	\$11,364	\$37,987	\$1
Capital/Subcontractor Expenditures	\$32,473				\$32,473	\$1
NCQA Expenditures						
Total DAS Expenditures	\$75,313	\$125,000	\$125,000	\$125,000	\$450,313	\$10
Non DAS Expenditures						
Salaries & Benefits	\$8,129	\$10,915	\$10,915	\$10,915	\$40,874	\$1
Operating Expenses	\$4,824	\$12,229	\$12,229	\$12,229	\$41,511	\$1
Capital/Subcontractor Expenditures						
NCQA Expenditures						
Total Non DAS Expenditures	\$12,953	\$23,144	\$23,144	\$23,144	\$82,385	\$2
TOTAL DAS AND NON DAS EXPEDITURES	\$88,266	\$148,144	\$148,144	\$148,144	\$532,698	\$11
DAS Revenues						
Meals- General Fund	\$75,313	\$125,000	\$125,000	\$125,000	\$450,313	\$10
Meals- State Fund						
Meals- Federal Fund						
Total DAS Revenue	\$75,313	\$125,000	\$125,000	\$125,000	\$450,313	\$10
PER MEAL COST, DAS	\$9.00	\$8.87	\$8.87	\$8.87	\$8.88	
PER MEAL COST (with NCQA), DAS	\$15.82	\$8.87	\$8.87	\$8.87	\$9.57	
Non DAS Revenues						
Project Income	\$2,000	\$5,640	\$5,640	\$5,640	\$18,920	\$0
Agency Cash- Fundraising	\$10,953	\$17,504	\$17,504	\$17,504	\$63,465	\$1
Agency In-kind Volunteer						
NCQA Revenue						
Total Non DAS Revenue	\$12,953	\$23,144	\$23,144	\$23,144	\$82,385	\$2
PER MEAL COST, Non DAS	\$3	\$2	\$2	\$2	\$2	
PER MEAL COST (with NCQA), Non DAS	\$3	\$2	\$2	\$2	\$2	

TOTAL DAS AND NON DAS REVENUE	\$88,266	\$148,144	\$148,144	\$148,144	\$532,698	\$11
<i>PER MEAL COST, Total</i>	\$12	\$11	\$11	\$11	\$11	\$11
<i>PER MEAL COST (with NCQA), Total</i>	\$19	\$11	\$11	\$11	\$11	\$11
Full Time Equivalent (FTE)	7.00	7.00	7.00	7.00	28.00	
Prepared by:	Leny Nair		(415) 677-7682		Date: 02/16/2022	
HSA-CO Review Signature:	_____					
HSA #1						10/25/2016

Program: Congregate Nutrition Services for Older Adults in D11
 (Same as Line 11 on HSA #1)

Appendix B, Page 2
 Document Date: 2/16/2022

Salaries & Benefits Detail

DAS Salaries & Benefits	Agency Totals		DAS Program		03/01/2022 - 06/30/2022	07/01/2022 - 06/30/2023	07/01/2023 - 06/30/2024	07/01/2024 - 06/30/2025	Total
	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
Center Coordinator	\$39,520	1.00	25.00%	0.25	\$3,293	\$9,880	\$9,880	\$9,880	\$32,933
Meal Site Worker	\$36,067	1.00	25.00%	0.25	\$3,006	\$9,016	\$9,016	\$9,016	\$30,054
Center Supevisor	\$49,920	1.00	5.00%	0.05	\$832	\$2,496	\$2,496	\$2,496	\$8,320
Nutrition Manager	\$73,465	1.00	5.00%	0.05	\$1,530	\$3,673	\$3,673	\$3,673	\$12,549
Totals	\$198,972	4.00	60.00%	0.60	\$8,661	\$25,065	\$25,065	\$25,065	\$83,856
Fringe Benefits Rate	31%								
Employee Fringe Benefits	\$62,189				\$2,707	\$7,834	\$7,834	\$7,834	\$26,209
Total DAS Salaries and Benefits	\$261,161				\$11,368	\$32,899	\$32,899	\$32,899	\$110,065
Non DAS Salaries & Benefits	Agency Totals		DAS Program		03/01/2022 - 06/30/2022	07/01/2022 - 06/30/2023	07/01/2023 - 06/30/2024	07/01/2024 - 06/30/2025	Total
	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
Director of Nutrition & Senior Center	\$94,468	1.00	15.00%	0.15	\$4,723	\$4,723	\$4,723	\$4,723	\$18,892
Nutrition Manager	\$73,465	1.00	5.00%	0.05	\$1,530	\$3,673	\$3,673	\$3,673	\$12,549
Office Manager	\$62,400	1.00							
Totals	\$230,333	3.00	20.00%	0.20	\$6,253	\$8,396	\$8,396	\$8,396	\$31,441
Fringe Benefits Rate	30.00%								
Employee Fringe Benefits	\$69,100				\$1,876	\$2,519	\$2,519	\$2,519	\$9,433
Total Non DAS Salaries and Benefits	\$299,433				\$8,129	\$10,915	\$10,915	\$10,915	\$40,874
Total DAS and Non DAS Salaries and Benefits	\$560,594				\$19,497	\$43,814	\$43,814	\$43,814	\$150,939
HSA #2									10/25/2016

Program: Congregate Nutrition Services for Older Adults in D11

Appendix B, Page 3

(Same as Line 11 on HSA #1)

Document Date: 2/16/2022

Operating Expense Detail

	03/01/2022 - 06/30/2022	07/01/2022 - 06/30/2023	07/01/2023 - 06/30/2024	07/01/2024 - 06/30/2025	Total
Annual # Meals Contracted	4,760	14,100	14,100	14,100	47,060
DAS Operating Expenses					
<u>Expenditure Category</u>					
Rental of Property	\$500	\$1,500	\$1,500	\$1,500	\$5,000
Utilities (Elec, Water, Gas, Phone, Garbage)	\$60	\$668	\$668	\$668	\$2,064
Office Supplies, Postage					
Building Maintenance Supplies and Repair	\$333	\$1,000	\$1,000	\$1,000	\$3,333
Printing and Reproduction					
Insurance	\$133	\$400	\$400	\$400	\$1,333
Staff Training					
Staff Travel-(Local & Out of Town)	\$500				\$500
Rental of Equipment					
<u>Food Cost</u>					
Raw Food <i>per meal</i> \$0.25	\$1,190	\$3,525	\$3,525	\$3,525	\$11,765
Cong Food Svc Supplies <i>per meal</i> \$0.22	\$1,061	\$3,144	\$3,144	\$3,144	\$10,493
Catered Meals <i>per meal</i> \$5.00	\$23,800	\$70,500	\$70,500	\$70,500	\$235,300
<u>Consultant</u>					
Consultant A					
<u>Other</u>					
Total DAS Operating Expenses	\$27,577	\$80,737	\$80,737	\$80,737	\$269,788
	03/01/2022 - 06/30/2022	07/01/2022 - 06/30/2023	07/01/2023 - 06/30/2024	07/01/2024 - 06/30/2025	Total
Non DAS Operating Expenses					
<u>Expenditure Category</u>					
Rental of Property	\$2,167	\$6,500	\$6,500	\$6,500	\$21,667
Utilities (Elec, Water, Gas, Phone, Garbage)	\$957	\$1,629	\$1,629	\$1,629	\$5,844
Office Supplies, Postage	\$200	\$200	\$200	\$200	\$800
Building Maintenance Supplies and Repair	\$250	\$1,000	\$1,000	\$1,000	\$3,250
Printing and Reproduction					
Insurance	\$250	\$500	\$500	\$500	\$1,750
Staff Training					
Staff Travel-(Local & Out of Town)	\$200	\$300	\$300	\$300	\$1,100
Rental of Equipment					
<u>Food Cost</u>					
Raw Food <i>per meal</i>					
Cong Food Svc Supplies <i>per meal</i>					
Catered Meals <i>per meal</i>					

<u>Consultant</u>					
Consultant A					
<u>Other</u>					
Recruitment Costs	\$300	\$300	\$300	\$300	\$1,200
Vehicle Expenses	\$500	\$1,500	\$1,500	\$1,500	\$5,000
Taxes & Licenses		\$300	\$300	\$300	\$900
Total Non DAS Operating Expenses	\$4,824	\$12,229	\$12,229	\$12,229	\$41,511
Total DAS and Non DAS Operating Expenses	\$32,401	\$92,966	\$92,966	\$92,966	\$311,299
HSA #3					10/25/2016

Program: Congregate Nutrition Services for Older Adults in D11
 (Same as Line 11 on HSA #1)

Appendix B, Page 4
 Document Date: 2/16/2022

Capital & Subcontractor Expenditure Detail

DAS Capital Expenditure

Equipment (Qty)	03/01/2022 - 06/30/2022	07/01/2022 - 06/30/2023	07/01/2023 - 06/30/2024	07/01/2024 - 06/30/2025	Total
window film for shade/privacy/security of the storefront side-1 @ \$1,500	\$1,500				\$1,500
Sound System 1 @ \$2,350	\$2,350				\$2,350
TV and Wall Mount -1 @ \$1,000	\$1,000				\$1,000
Folding table - 14	\$2,100				\$2,100
Folding chair -80 @ \$ 50	\$4,000				\$4,000
Recep & Office Desks/chairs-2 @ \$1500	\$3,000				\$3,000
Internet Setup (wiring, cabling,) -1 @ \$3,583	\$3,583				\$3,583
Signage & Glass filming -1 @ \$2,300	\$2,300				\$2,300
Microwave- 1 @ \$300	\$300				\$300
All-in-one printer -1 @ \$400	\$400				\$400
Security Cameras -1 @ \$4,000	\$4,000				\$4,000
Laptop -1 @ \$2,000	\$2,000				\$2,000
Tea Urn - 2 @ \$150	\$300				\$300
Trash bins with dolly -2 @180	\$360				\$360
Kitchen Work Table-2 @ \$450	\$900				\$900
Utensils Storage Ccontainers -2 @ \$35	\$70				\$70
Bulletin Board - 4@\$80	\$320				\$320
Phone System - 1 @ \$90	\$90				\$90
Storage Shelves-3 @ \$ 600	\$1,800				\$1,800
File Cabinets -2 @\$350	\$700				\$700
Utility carts -4 @ \$350	\$1,400				\$1,400
Total Equipment Cost	\$32,473				\$32,473

Remodeling

	03/01/2022 - 06/30/2022	07/01/2022 - 06/30/2023	07/01/2023 - 06/30/2024	07/01/2024 - 06/30/2025	Total
Total Remodeling Cost					

Subcontractor

	03/01/2022 - 06/30/2022	07/01/2022 - 06/30/2023	07/01/2023 - 06/30/2024	07/01/2024 - 06/30/2025	Total
Total Subcontractor Cost					

Total DAS Capital & Subcontractor Expenditure **\$32,473**

Non DAS Capital Expenditure

Equipment (Qty)	03/01/2022 - 06/30/2022	07/01/2022 - 06/30/2023	07/01/2023 - 06/30/2024	07/01/2024 - 06/30/2025	Total
Total Equipment Cost					

Remodeling

	03/01/2022 - 06/30/2022	07/01/2022 - 06/30/2023	07/01/2023 - 06/30/2024	07/01/2024 - 06/30/2025	Total
Total Remodeling Cost					

Subcontractor					
Total Subcontractor Cost					
Total Non DAS Capital & Subcontractor Expenditure					
Total DAS and Non DAS Capital & Subcontractor Expenditure		\$32,473			\$32,473
HSA #4					10/25/2016

Department of Disability and Aging Services (DAS) Description for Nutrition Compliance-Quality Assurance (NCQA) Units of Service		
NCQA Service Unit	Frequency Guideline	Description
Menu Planning & Nutrient Analysis	2 x per year or as otherwise approved by DAS	<p>Menu planning is the development of a menu cycle that adheres to the nutrition requirements of meals as well as DAS OCP and CDA menu standards as amended. A RD conducts the nutrient analysis and the analysis will demonstrate adherence to the menu standards and nutrition requirements of meals.</p> <p>Menu planning should be culturally responsive and in accordance with the most current DAS OCP and CDA menu guidelines. The menu cycle will be a minimum of five weeks unless otherwise approved by DAS OCP. The menu cycle and nutrient analysis must be submitted to OCP for approval at least one month prior to use. The purpose of the nutrient analysis is to determine if daily meals and weekly menus comply with the nutrition requirements. Each meal provided through congregate and home-delivered meal programs shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (22 CCR Section 7638.5) The nutrient analysis will evaluate at least two weeks in a menu cycle and include, at minimum, the target nutrients outlined in the most current DAS OCP policy memorandum for nutrition program standards. (OCP PM 42) The target nutrients include calories, protein, fat, saturated fat, trans fat, sodium, fiber, vitamin A, vitamin C, vitamin B12, calcium, magnesium, potassium, vitamin D.</p> <p>1 unit = a menu cycle with a nutrient analysis</p>
HACCP Kitchen & Food Service Monitoring for Congregate Meal Programs	4 x per year, quarterly	<p>A registered dietitian (RD) conducts and documents an on-site HACCP safety and sanitation monitoring of the production/central kitchen, ensures that the kitchen has a current health inspection from the Environmental Health Division of the San Francisco Department of Public Health, and is in compliance with the most recent CRFC. The HACCP safety and sanitation monitoring will address food safety throughout the food service process from procurement, preparation, transporting and serving of meals. The RD also reviews food service documentation including, but not limited to, the quarterly congregate site monitoring reports, quarterly nutrition education documentation, monthly menus, substitutions logs, and in-service training for nutrition staff (paid or volunteer). The RD will document and submit a report to the agency and OCP within two weeks of the monitoring visit. Meal programs with more than one production kitchen will have additional monitoring units as approved by DAS. The RD will also provide technical assistance and in-service training as needed to ensure ongoing compliance and as corrective action to findings.</p> <p>1 unit = 1 monitoring session completed</p>
HACCP Kitchen & Food Service Monitoring for HDM Programs	4 x per year, quarterly	<p>A registered dietitian (RD) conducts and documents an on-site HACCP safety and sanitation monitoring of the production/central kitchen, ensures that the kitchen has a current health inspection from the Environmental Health Division of the San Francisco Department of Public Health, and is in compliance with the most recent CRFC. The HACCP safety and sanitation monitoring will address food safety throughout the food service process from procurement, preparation, transporting and delivery of meals. The RD also reviews food service documentation including, but not limited to, HDM route monitoring reports, HDM temperature checks, quarterly nutrition education documentation, monthly menus, substitutions logs, and in-service training for nutrition staff (paid or volunteer). The RD will document and submit a report to the agency and OCP within two weeks of the monitoring visit. Meal programs with more than one production kitchen will have additional monitoring units as approved by DAS. The RD will also provide technical assistance and in-service training as needed to ensure ongoing compliance and as corrective action to findings.</p> <p>1 unit = 1 monitoring session completed</p>
Congregate Site Monitoring	4 x per year per site, quarterly	<p>Observation of meal service at a congregate meal site and review of onsite meal and food service records in accordance with OCP policy memoranda. Staff will document the results of the monitoring and submit a report to the agency and OCP within two weeks of the monitoring visit. Site monitoring will be conducted by a qualified staff member, who at minimum is trained by either a food safety manager or RD.</p> <p>Site monitoring also includes the provision of technical assistance and in-service training as needed to ensure ongoing compliance and as corrective action to findings.</p> <p>1 unit = 1 monitoring session completed</p>
HDM Route Monitoring	2x per year per route	<p>Review HDM system including but not limited to the packing, transporting, and delivery of meals. Staff will document the results of the monitoring and submit report to the agency within two weeks of the monitoring. HDM route monitorings will be conducted by a qualified staff member, who at minimum is trained by either a food safety manager or RD.</p> <p>Route monitoring also includes the provision of technical assistance and in-service training as needed to ensure ongoing compliance and as corrective action to findings.</p> <p>1 unit = 1 HDM route monitoring session completed</p>
Nutrition Education for Congregate Meal Programs	4 x per year, quarterly	<p>Informing recipients of congregate meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. A yearly written nutrition education plan developed by an RD shall be implemented, monitored, and kept on file by the grantee and submitted to DAS for review. (22 CCR Sec. 7630 & 7638.11)</p> <p>Prepare a minimum of four nutrition education lesson plans and implement at each congregate meal site on a quarterly basis. Nutrition education may include, but is not limited to, informing consumers about current facts and information which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. Nutrition education for congregate sites is defined as demonstrations, audiovisual presentations, lectures, or small group discussions. Dietetic students, interns, or technicians may provide nutrition education when an RD has provided input, reviewed, and approved the content of nutrition education prior to the presentation. A nutrition presentation will be at minimum 30 minutes per session.</p> <p>1 unit = 1 session</p>
Nutrition Education for Home Delivered Meal Programs	4 x per year, quarterly	<p>Informing recipients of home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. A yearly written nutrition education plan developed by an RD shall be implemented, monitored, and kept on file by the grantee and submitted to DAS for review. (22 CCR Sec. 7630 & 7638.11)</p> <p>Develop and distribute nutrition education materials for HDM clients on a quarterly basis. Nutrition education may include, but is not limited to, informing consumers about current facts and information which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. For HDM meal providers who also have a congregate meal program, materials provided to congregate meal clients may also be distributed to HDM clients to meet the requirement.</p> <p>1 unit = 1 set material per distribution</p>
Nutrition Counseling (optional)	Variable/as needed	<p>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. (22 CCR Sec. 7630)</p> <p>1 unit = 1 hour</p>
In-service Training for Nutrition Program Staff, including Food Service and Delivery Workers	4 x per year, quarterly	<p>A yearly written in-service training plan for nutrition program staff and volunteers shall be developed, implemented, monitored, and kept on file by the grantee and submitted to DAS for review. The RD shall review and approve the yearly plan and the nutrition in-service training content prior to the presentation. A minimum of four (4) hours of training shall be provide annually by the grantee for both congregate and home-delivered meal programs.</p>

Department of Disability and Aging Services (DAS) Description for Nutrition Compliance-Quality Assurance (NCQA) Units of Service		
NCQA Service Unit	Frequency Guideline	Description
		1 unit = 1 hour in-service training provided
HDM Assessment for ENP/C2 Nutrition Program (Initial and Annual)	Within 2-weeks of consumer receiving a meal and annually thereafter	An assessment conducted by a qualified staff member within two weeks of receiving a meal 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. (22 CCR Sec. 7638.3)
		1 unit = 1 HDM assessment
Annual Assessment for HDM Program for Adults with Disabilities (optional*) <i>*A nutrition provider may opt out of conducting annual assessments for consumers participating in their HDM program for adults with disabilities. In this case, DAS will assign the NCQA annual assessment service for all of the consumers participating in the agency's HDM program for adults with disabilities to another organization.</i>	Annually	An assessment conducted annually by a qualified staff member 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.
		1 unit = 1 annual assessment

Program: Congregate Nutrition Services for Older Adults in D11

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Document Date: 2/16/2022

(Same as Line 11 on HSA #1)

NCQA Expenditure Detail

DAS NCQA Expenditure	Unit price	Unit	03/01/2022 - 06/30/2022	07/01/2022 - 06/30/2023	07/01/2023 - 06/30/2024	07/01/2024 - 06/30/2025	Total
Menu planning and nutrition analysis	/set						
Kitchen and food service monitoring							
Congregate site monitoring							
Nutrition education							
Nutrition counseling (optional)	/hour						
In-service training	/training						
Total DAS NCQA Expenditure							
Non DAS NCQA Expenditure	Unit price	Unit	03/01/2022 - 06/30/2022	07/01/2022 - 06/30/2023	07/01/2023 - 06/30/2024	07/01/2024 - 06/30/2025	Total
Menu planning and nutrition analysis	/set						
Kitchen and food service monitoring							
Congregate site monitoring							
Nutrition education							
Nutrition counseling (optional)	/hour						
In-service training	/training						
Total Non DAS NCQA Expenditure							
Total DAS and Non DAS NCQA Expenditure							
HSA #4							10/25/2016

ANNUAL SITE CHART - Nutrition Support for Older Adults and Adults with Disabilities Existing and New Program Models				OFFICE OF COMMUNITY PARTNERSHIPS			
AGENCY: Self-Help for the Elderly							
MAILING ADDRESS: 731 Sansome St. Ste 100 S.F. CA 94111							
DIRECTOR: Alex Tan				EMAIL: alex@selfhelpelderly.org		PHONE NO.: 415-677-7602	
PROGRAM MANAGER: Tiffany Wong				EMAIL: tiffanyw@selfhelpelderly.org		PHONE NO.: 415-677-7603	

									Total ALL Sites	
Congregate Program Type (ENP or Adults with Disabilities program)	ENP									
Name of Site	Geneva Community Center									
Address and Zip	5050 Mission St. Unit C SF, CA 94112									
Phone Number	415-347-7194									
Alternate Phone Number										
Neighborhood	Excelsior/Outer Mission									
Supervisory District No.	11									
Bus Line #	8, 14, 43, 54									
Site Manager/Coordinator	Joyce Kwok									
Site Hours Open	9am - 5pm									
Additional Programming Offered at the Site	Activities, I&A, Social Connections									
Hours of Scheduled Programming (for OCP-funded programs)	9am - 5pm									
Days Open for Meal Service	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thurs <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	
Hours of Meal Service	pm - 4:30 pm									
Type of Meal (hot, cold)	Hot & Frozen									
Vegetarian meal option available	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Cuisine Type (American, American-Latinx, Chinese, Japanese, Kosher, Russian, etc.)	Chinese									
# Unduplicated Consumers	120								120	
Number of Meals	4,760								4,760	
# Service Days	76									
Average # meals per day	63								63	
Nutrition Education Sessions	2									
# of participant per Nutrition Education Session	63								125	
Days Closed (list holidays closed)										
ADA Accessible	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		

ANNUAL SITE CHART - Nutrition Support for Older Adults and Adults with Disabilities Existing and New Program Models										OFFICE OF COMMUNITY PARTNERSHIPS	
Appendix F											
AGENCY: Self-Help for the Elderly											
MAILING ADDRESS: 731 Sansome St. Ste 100 S.F. CA 94111											
DIRECTOR: Alex Tan					EMAIL: alex@selfhelpelderly.org			PHONE NO.: 415-677-7602			
PROGRAM MANAGER: Tiffany Wong					EMAIL: tiffanyw@selfhelpelderly.org			PHONE NO.: 415-677-7603			
Congregate Program Type (ENP or Adults with Disabilities program)	ENP									Total ALL Sites	
Name of Site	Geneva Community Center										
Address and Zip	5050 Mission St. Unit C SF, CA 94112										
Phone Number	415-347-7194										
Alternate Phone Number											
Neighborhood	Excelsior/Outer Mission										
Supervisorial District No.	11										
Bus Line #	8, 14, 43, 54										
Site Manager/Coordinator	Joyce Kwok										
Site Hours Open	9am - 5pm										
Additional Programming Offered at the Site	Activities, I&A, Social Connections										
Hours of Scheduled Programming (for OCP-funded programs)	9am - 5pm										
Days Open for Meal Service	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thurs <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun		
Hours of Meal Service	3:30 pm - 4:30 pm										
Type of Meal (hot, cold)	Hot & Frozen										
Vegetarian meal option available	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Cuisine Type (American, American-Latinx, Chinese, Japanese, Kosher, Russian, etc.)	Chinese										
# Unduplicated Consumers	120										
Number of Meals	14,100										
# Service Days	268										
Average # meals per day	53										
Nutrition Education Sessions	4										
# of participant per Nutrition Education Session	53										
Days Closed (list holidays closed)	King, Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Indigenous Peoples Day, Veterans										
ADA Accessible	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
										120	
										14,100	
										53	
										4	
										212	

**Appendix A - Services to be Provided
Southwest Community Corporation**

Congregate Nutrition Services for Older Adults and Adults with Disabilities

March 1, 2022 – June 30, 2025

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	Southwest Community Corporation
Adult with a Disability	A person 18-59 years of age living with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
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.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
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)
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.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low-Income	Having income at or below 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)
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.
OCNP	Older Californians Nutrition Program (previously known as Elderly Nutrition Program, ENP) - 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.
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.
Socially Isolated	Having few social relationships and few people to interact with regularly.

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 participates in congregate nutrition services and their participation is reflected in CA-GetCare by the grantee.

III. Target Population

The target population is older adults and adults with disabilities living in the City and County of San Francisco. Services shall be designed to engage one or more of the following target populations, which have been identified as demonstrating the greatest economic and social need:

1. Persons with low income
2. Persons who are socially isolated
3. Persons with limited English-speaking proficiency
4. Persons from communities of color
5. Persons who identify as LGBTQ+
6. Persons at risk of institutionalization

IV. Eligibility for Services

1. A person who is 60 years of age or older (older adult).
2. A person who is an adult with a disability.
3. A spouse or domestic partner accompanying an eligible older adult or 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 OCNP, 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 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.
4. 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.
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 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.
 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 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.
 7. 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.
 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)	100	100	100	100
Number of Meals	4,333	13,000	13,000	13,000

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 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:

Tiffany Kearney, RD, Lead Nutritionist & Program Analyst
DAS OCP

Tiffany.Kearney@sfgov.org

and

Patrick Garcia, Contract Manager

HSA OCM

Patrick.Garcia@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.

The Budget Narrative should provide detailed information and calculations supporting the amount allocated for each budget line item. Please detail all mathematical computations for each line item. Show how the total dollar amount was derived, e.g., the annual salary for each position multiplied by the FTE, the number of square feet of office space to be utilized multiplied by the rate per square foot, the cost per month for insurance multiplied by the number of months in the contract term, etc. For the Salaries and Benefits section, list the position, a brief sentence of the position's responsibilities, the full-time equivalent (FTE), the percentage of FTE allocated to the activity, the salary per month, the salary per annum, and the mathematical computation used to arrive at the total dollar amount.

Salaries and Benefits, Operating Expense and Capital Expenditure are direct costs and must be clearly and easily attributable to a specific program.

The Cost Allocation Plan is required. Respondents must follow the City's cost allocation guidelines for nonprofit contractors, which largely follow those described by Generally Accepted Accounting Principles (GAAP) and in Federal OMB Circular A-122. The plan should include how indirect costs were calculated.

Indirect rates are not allowable on subcontractor indirect expenditures, capital expenditures, aid payments, other direct voucher payments, or any stipend, subsidy or expense paid on behalf of a client (i.e, security deposit, rental payment assistance, transportation vouchers, etc.). These examples are not intended to be a comprehensive list. If an organization is uncertain whether indirect costs can be applied to a particular expense, it should consult with the HSA Contract Manager.

If applicable, attach a separate detailed Subcontracting budget using the standard HSA format if there is a Subcontractor arrangement made under the terms of the contract. Provide a brief explanation of the subcontracting arrangement, as well as a budget breakdown. Please note, the total subcontractor budget amount should appear on the Operating Expense Detail sheet under the Subcontractor section.

No contract funds should be used for anyone that is lobbying.

Project income is donation from participants for services rendered. Project income must be used to enhance the programs from which it was derived. Nutrition program donations are to be expended for food costs first, then other nutrition program operating costs.

Volunteers: For food service volunteers use San Francisco's minimum wage \$14 per hour (effective July 2017) to calculate their market value. For professionals, use the market rate for calculation.

Budget Summary page, Nutrition Compliance (row 30): Enter total amount requested in the Nutrition Compliance budget submitted by your agency. Leave blank if your agency is planning to meet Nutrition Compliance through DAAS contracted nutrition consultant and explain this in the budget narrative.

Cells with red color triangle (top right corner) has notes/instructions. Hover over the cell with your mouse to read the notes

**HUMAN SERVICES AGENCY - DEPARTMENT OF DISABILITY AND AGING SERVICES
BUDGET NARRATIVE**

Grantee's Name: Southwest Community Corporation	#REF!
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Document Date: March 2022

Item title

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Name Southwest Community Corporation						
(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>						
If modification, Effective Date of Mod. No. of Mod.						
Program: Congregate nutrition services for older adults and adults with disabilities						
Budget Reference Page No.(s)					Total	
Program Term	03/01/2022 - 06/30/2022	07/01/2022 - 06/30/2023	07/01/2023 - 06/30/2024	07/01/2024 - 06/30/2025	03/01/2022-6/30/2025	Average cost/meal
Annual # Meals Contracted	4,333	13,000	13,000	13,000	43,333	
DAS Expenditures						
Salaries & Benefits	\$22,916	\$68,750	\$68,750	\$68,750	\$229,166	\$5
Operating Expenses	\$12,679	\$38,040	\$38,040	\$38,040	\$126,799	\$3
Subtotal	\$35,595	\$106,790	\$106,790	\$106,790	\$355,965	\$8
Indirect Percentage (%)	10%	10%	10%	10%	10%	
Indirect Cost	\$3,560	\$10,679	\$10,679	\$10,679	\$35,597	\$1
Capital/Subcontractor Expenditures	\$13,500				\$13,500	\$0
NCQA Expenditures	\$3,050	\$7,500	\$7,500	\$7,500	\$25,550	\$1
Total DAS Expenditures	\$55,705	\$124,969	\$124,969	\$124,969	\$430,612	\$10
Non DAS Expenditures						
Salaries & Benefits	\$19,791	\$59,375	\$59,375	\$59,375	\$197,916	\$5
Operating Expenses	\$9,750	\$29,250	\$29,250	\$29,250	\$97,500	\$2
Capital/Subcontractor Expenditures						
NCQA Expenditures						
Total Non DAS Expenditures	\$29,541	\$88,625	\$88,625	\$88,625	\$295,416	\$7
TOTAL DAS AND NON DAS EXPEDITURES	\$85,247	\$213,594	\$213,594	\$213,594	\$726,029	\$17
DAS Revenues						
Meals- General Fund	\$55,705	\$124,969	\$124,969	\$124,969	\$430,612	\$10
Meals- State Fund						
Meals- Federal Fund						
Total DAS Revenue	\$55,705	\$124,969	\$124,969	\$124,969	\$430,612	\$10
PER MEAL COST, DAS	\$9.04	\$9.04	\$9.04	\$9.04	\$9.04	
PER MEAL COST (with NCQA), DAS	\$9.74	\$9.61	\$9.61	\$9.61	\$9.63	
Non DAS Revenues						
Project Income	\$4,333	\$13,000	\$13,000	\$13,000	\$43,333	\$1
Agency Cash- Fundraising	\$22,708	\$68,125	\$68,125	\$68,125	\$227,083	\$5
Agency In-kind Volunteer	\$2,500	\$7,500	\$7,500	\$7,500	\$25,000	\$1
Total Non DAS Revenue	\$29,541	\$88,625	\$88,625	\$88,625	\$295,416	\$7
PER MEAL COST, Non DAS	\$6.82	\$6.82	\$6.82	\$6.82	\$6.82	
PER MEAL COST (with NCQA), Non DAS	\$6.82	\$6.82	\$6.82	\$6.82	\$6.82	
TOTAL DAS AND NON DAS REVENUE	\$85,246	\$213,594	\$213,594	\$213,594	\$726,028	\$17
PER MEAL COST, Total	\$16	\$16	\$16	\$16	\$16	
PER MEAL COST (with NCQA), Total	\$17	\$16	\$16	\$16	\$16	

Full Time Equivalent (FTE)	5.00	5.00	5.00	5.00	20.00
Prepared by:					Date: 5/10/18
HSA-CO Review Signature:	_____				
HSA #1					10/25/2016

Salaries & Benefits Detail

DAS Salaries & Benefits	Agency Totals		DAS Program		03/01/2022 - 06/30/2022	Agency Totals		DAS Program		07/01/2022 - 06/30/2023	07/01/2023 - 06/30/2024	07/01/2024 - 06/30/2025	03/01/2022-6/30/2025
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Position Title													
Chef	\$60,000	1.00	100.00%	0.50	\$10,000	\$60,000	1.00	75.00%	0.50	\$30,000	\$30,000	\$30,000	\$100,000
Assistant Chef	\$50,000	1.00	100.00%	0.50	\$8,333	\$50,000	1.00	75.00%	0.50	\$25,000	\$25,000	\$25,000	\$83,333
Totals	\$110,000	2.00	200.00%	1.00	\$18,333	\$110,000	2.00	150.00%	1.00	\$55,000	\$55,000	\$55,000	\$183,333
Fringe Benefits Rate	25%					25%							
Employee Fringe Benefits	\$27,500				\$4,583	\$27,500				\$13,750	\$13,750	\$13,750	\$45,833
Total DAS Salaries and Benefits	\$137,500				\$22,916	\$137,500				\$68,750	\$68,750	\$68,750	\$229,166
Non DAS Salaries & Benefits	Agency Totals		DAS Program		03/01/2022 - 06/30/2022	Agency Totals		DAS Program		07/01/2022 - 06/30/2023	07/01/2023 - 06/30/2024	07/01/2024 - 06/30/2025	03/01/2022-6/30/2025
Position Title	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Kitchen Assistant	\$40,000	1.00	50.00%	0.50	\$6,667	\$40,000	1.00	50.00%	0.50	\$20,000	\$20,000	\$20,000	\$66,667
Chef	\$60,000	1.00	100.00%	0.25	\$5,000	\$60,000	1.00	75.00%	0.25	\$15,000	\$15,000	\$15,000	\$50,000
Assistant Chef	\$50,000	1.00	100.00%	0.25	\$4,167	\$50,000	1.00	75.00%	0.25	\$12,500	\$12,500	\$12,500	\$41,667
Totals	\$150,000	3.00	250.00%	1.00	\$15,833	\$150,000	3.00	200.00%	1.00	\$47,500	\$47,500	\$47,500	\$158,333
Fringe Benefits Rate	25%					25%							
Employee Fringe Benefits	\$37,500				\$3,958	\$37,500				\$11,875	\$11,875	\$11,875	\$39,583
Total Non DAS Salaries and Benefits	\$187,500				\$19,791	\$187,500				\$59,375	\$59,375	\$59,375	\$197,916
Total DAS and Non DAS Salaries and Benefits	\$325,000				\$42,708	\$325,000				\$128,125	\$128,125	\$128,125	\$427,083
HSA #2													

Program: Congregate nutrition services for older adults and adults with disabilities
 (Same as Line 11 on HSA #1)

Appendix B, Page 3
 Document Date: March 2022

Operating Expense Detail

	03/01/2022 - 06/30/2022	07/01/2022 - 06/30/2023	07/01/2023 - 06/30/2024	07/01/2024 - 06/30/2025	03/01/2022-6/30/2025
Annual # Meals Contracted	4,333	13,000	13,000	13,000	43,333
DAS Operating Expenses					
<u>Expenditure Category</u>					
Rental of Property					
Utilities (Elec, Water, Gas, Phone, Garbage)					
Office Supplies, Postage	\$280	\$840	\$840	\$840	\$2,800
Building Maintenance Supplies and Repair	\$300	\$900	\$900	\$900	\$3,000
Printing and Reproduction	\$250	\$750	\$750	\$750	\$2,500
Insurance	\$1,200	\$3,600	\$3,600	\$3,600	\$12,000
Staff Training	\$500	\$1,500	\$1,500	\$1,500	\$5,000
Staff Travel-(Local & Out of Town)	\$400	\$1,200	\$1,200	\$1,200	\$4,000
Rental of Equipment					
<u>Food Cost</u>					
Raw Food <i>per meal \$2.00</i>	\$8,666	\$26,000	\$26,000	\$26,000	\$86,666
Cong Food Svc Supplies <i>per meal \$0.25</i>	\$1,083	\$3,250	\$3,250	\$3,250	\$10,833
Catered Meals <i>per meal</i>					
<u>Consultant</u>					
Consultant A					
<u>Other</u>					
Total DAS Operating Expenses	\$12,679	\$38,040	\$38,040	\$38,040	\$126,799
	03/01/2022 - 06/30/2022	07/01/2022 - 06/30/2023	07/01/2023 - 06/30/2024	07/01/2024 - 06/30/2025	03/01/2022-6/30/2025
Non DAS Operating Expenses					
<u>Expenditure Category</u>					
Rental of Property					
Utilities (Elec, Water, Gas, Phone, Garbage)					
Office Supplies, Postage					
Building Maintenance Supplies and Repair					
Printing and Reproduction					
Insurance					
Staff Training					
Staff Travel-(Local & Out of Town)					
Rental of Equipment					
<u>Food Cost</u>					
Raw Food <i>per meal \$1.50</i>	\$6,500	\$19,500	\$19,500	\$19,500	\$65,000
Cong Food Svc Supplies <i>per meal \$0.75</i>	\$3,250	\$9,750	\$9,750	\$9,750	\$32,500
Catered Meals <i>per meal</i>					
<u>Consultant</u>					
Consultant A					

<u>Other</u>					
Total Non DAS Operating Expenses	\$9,750	\$29,250	\$29,250	\$29,250	\$97,500
Total DAS and Non DAS Operating Expenses	\$22,429	\$67,290	\$67,290	\$67,290	\$224,299
HSA #3					10/25/2016

Program: Congregate nutrition services for older adults and adults with disabilities
 (Same as Line 11 on HSA #1)

Appendix B, Page 4
 Document Date: March 2022

Capital & Subcontractor Expenditure Detail

DAS Capital Expenditure

Equipment (Qty)	03/01/2022 - 06/30/2022	07/01/2022 - 06/30/2023	07/01/2023 - 06/30/2024	07/01/2024 - 06/30/2025	03/01/2022-6/30/2025
Dishwasher	\$10,000				\$10,000
Meat Slicer	\$1,000				\$1,000
Total Equipment Cost	\$11,000				\$11,000
Remodeling					
Installation of Dishwasher	\$2,500				\$2,500
Total Remodeling Cost	\$2,500				\$2,500
Subcontractor					
Total Subcontractor Cost					
Total DAS Capital & Subcontractor Expenditure	\$13,500				\$13,500

Non DAS Capital Expenditure

Equipment (Qty)	03/01/2022 - 06/30/2022	07/01/2022 - 06/30/2023	07/01/2023 - 06/30/2024	07/01/2024 - 06/30/2025	03/01/2022-6/30/2025
Total Equipment Cost					
Remodeling					
Total Remodeling Cost					
Subcontractor					
Total Subcontractor Cost					
Total Non DAS Capital & Subcontractor Expenditure					
Total DAS and Non DAS Capital & Subcontractor Expenditure	\$13,500				\$13,500

HSA #4

10/25/2016

Department of Disability and Aging Services (DAS) Description for Nutrition Compliance-Quality Assurance (NCQA) Units of Service		
NCQA Service Unit	Frequency Guideline	Description
Menu Planning & Nutrient Analysis	2 x per year or as otherwise approved by DAS	<p>Menu planning is the development of a menu cycle that adheres to the nutrition requirements of meals as well as DAS OCP and CDA menu standards as amended. A RD conducts the nutrient analysis and the analysis will demonstrate adherence to the menu standards and nutrition requirements of meals.</p> <p>Menu planning should be culturally responsive and in accordance with the most current DAS OCP and CDA menu guidelines. The menu cycle will be a minimum of five weeks unless otherwise approved by DAS OCP. The menu cycle and nutrient analysis must be submitted to OCP for approval at least one month prior to use. The purpose of the nutrient analysis is to determine if daily meals and weekly menus comply with the nutrition requirements. Each meal provided through congregate and home-delivered meal programs shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (22 CCR Section 7638.5) The nutrient analysis will evaluate at least two weeks in a menu cycle and include, at minimum, the target nutrients outlined in the most current DAS OCP policy memorandum for nutrition program standards. (OCP PM 42) The target nutrients include calories, protein, fat, saturated fat, trans fat, sodium, fiber, vitamin A, vitamin C, vitamin B12, calcium, magnesium, potassium, vitamin D.</p> <p>1 unit = a menu cycle with a nutrient analysis</p>
HACCP Kitchen & Food Service Monitoring for Congregate Meal Programs	4 x per year, quarterly	<p>A registered dietitian (RD) conducts and documents an on-site HACCP safety and sanitation monitoring of the production/central kitchen, ensures that the kitchen has a current health inspection from the Environmental Health Division of the San Francisco Department of Public Health, and is in compliance with the most recent CRFC. The HACCP safety and sanitation monitoring will address food safety throughout the food service process from procurement, preparation, transporting and serving of meals. The RD also reviews food service documentation including, but not limited to, the quarterly congregate site monitoring reports, quarterly nutrition education documentation, monthly menus, substitutions logs, and in-service training for nutrition staff (paid or volunteer). The RD will document and submit a report to the agency and OCP within two weeks of the monitoring visit. Meal programs with more than one production kitchen will have additional monitoring units as approved by DAS. The RD will also provide technical assistance and in-service training as needed to ensure ongoing compliance and as corrective action to findings.</p> <p>1 unit = 1 monitoring session completed</p>
HACCP Kitchen & Food Service Monitoring for HDM Programs	4 x per year, quarterly	<p>A registered dietitian (RD) conducts and documents an on-site HACCP safety and sanitation monitoring of the production/central kitchen, ensures that the kitchen has a current health inspection from the Environmental Health Division of the San Francisco Department of Public Health, and is in compliance with the most recent CRFC. The HACCP safety and sanitation monitoring will address food safety throughout the food service process from procurement, preparation, transporting and delivery of meals. The RD also reviews food service documentation including, but not limited to, HDM route monitoring reports, HDM temperature checks, quarterly nutrition education documentation, monthly menus, substitutions logs, and in-service training for nutrition staff (paid or volunteer). The RD will document and submit a report to the agency and OCP within two weeks of the monitoring visit. Meal programs with more than one production kitchen will have additional monitoring units as approved by DAS. The RD will also provide technical assistance and in-service training as needed to ensure ongoing compliance and as corrective action to findings.</p> <p>1 unit = 1 monitoring session completed</p>
Congregate Site Monitoring	4 x per year per site, quarterly	<p>Observation of meal service at a congregate meal site and review of onsite meal and food service records in accordance with OCP policy memoranda. Staff will document the results of the monitoring and submit a report to the agency and OCP within two weeks of the monitoring visit. Site monitoring will be conducted by a qualified staff member, who at minimum is trained by either a food safety manager or RD.</p> <p>Site monitoring also includes the provision of technical assistance and in-service training as needed to ensure ongoing compliance and as corrective action to findings.</p> <p>1 unit = 1 monitoring session completed</p>
HDM Route Monitoring	2x per year per route	<p>Review HDM system including but not limited to the packing, transporting, and delivery of meals. Staff will document the results of the monitoring and submit report to the agency within two weeks of the monitoring. HDM route monitorings will be conducted by a qualified staff member, who at minimum is trained by either a food safety manager or RD.</p> <p>Route monitoring also includes the provision of technical assistance and in-service training as needed to ensure ongoing compliance and as corrective action to findings.</p> <p>1 unit = 1 HDM route monitoring session completed</p>
Nutrition Education for Congregate Meal Programs	4 x per year, quarterly	<p>Informing recipients of congregate meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. A yearly written nutrition education plan developed by an RD shall be implemented, monitored, and kept on file by the grantee and submitted to DAS for review. (22 CCR Sec. 7630 & 7638.11)</p> <p>Prepare a minimum of four nutrition education lesson plans and implement at each congregate meal site on a quarterly basis. Nutrition education may include, but is not limited to, informing consumers about current facts and information which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. Nutrition education for congregate sites is defined as demonstrations, audiovisual presentations, lectures, or small group discussions. Dietetic students, interns, or technicians may provide nutrition education when an RD has provided input, reviewed, and approved the content of nutrition education prior to the presentation. A nutrition presentation will be at minimum 30 minutes per session.</p> <p>1 unit = 1 session</p>
Nutrition Education for Home Delivered Meal Programs	4 x per year, quarterly	<p>Informing recipients of home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. A yearly written nutrition education plan developed by an RD shall be implemented, monitored, and kept on file by the grantee and submitted to DAS for review. (22 CCR Sec. 7630 & 7638.11)</p> <p>Develop and distribute nutrition education materials for HDM clients on a quarterly basis. Nutrition education may include, but is not limited to, informing consumers about current facts and information which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. For HDM meal providers who also have a congregate meal program, materials provided to congregate meal clients may also be distributed to HDM clients to meet the requirement.</p> <p>1 unit = 1 set material per distribution</p>
Nutrition Counseling (optional)	Variable/as needed	<p>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. (22 CCR Sec. 7630)</p> <p>1 unit = 1 hour</p>
In-service Training for Nutrition Program Staff, including Food Service and Delivery Workers	4 x per year, quarterly	<p>A yearly written in-service training plan for nutrition program staff and volunteers shall be developed, implemented, monitored, and kept on file by the grantee and submitted to DAS for review. The RD shall review and approve the yearly plan and the nutrition in-service training content prior to the presentation. A minimum of four (4) hours of training shall be provide annually by the grantee for both congregate and home-delivered meal programs.</p>

Department of Disability and Aging Services (DAS) Description for Nutrition Compliance-Quality Assurance (NCQA) Units of Service		
NCQA Service Unit	Frequency Guideline	Description
		1 unit = 1 hour in-service training provided
HDM Assessment for ENP/C2 Nutrition Program (Initial and Annual)	Within 2-weeks of consumer receiving a meal and annually thereafter	An assessment conducted by a qualified staff member within two weeks of receiving a meal 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. (22 CCR Sec. 7638.3)
		1 unit = 1 HDM assessment
Annual Assessment for HDM Program for Adults with Disabilities (optional*) <i>*A nutrition provider may opt out of conducting annual assessments for consumers participating in their HDM program for adults with disabilities. In this case, DAS will assign the NCQA annual assessment service for all of the consumers participating in the agency's HDM program for adults with disabilities to another organization.</i>	Annually	An assessment conducted annually by a qualified staff member 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.
		1 unit = 1 annual assessment

Program: Congregate nutrition services for older adults and adults with disabilities
 (Same as Line 11 on HSA #1)

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 Document Date: March 2022

NCQA Expenditure Detail

DAS NCQA Expenditure	Unit price	Unit	03/01/2022 - 06/30/2022	Unit price	Unit	07/01/2022 - 06/30/2023	07/01/2023 - 06/30/2024	07/01/2024 - 06/30/2025	03/01/2022-6/30/2025
Menu planning and nutrition analysis	\$700.00 /set			\$700.00 /set	2.00	\$1,400	\$1,400	\$1,400	\$4,200
Kitchen and food service monitoring	\$650.00	2.00	\$1,300	\$650.00	4.00	\$2,600	\$2,600	\$2,600	\$9,100
Congregate site monitoring	\$600.00	2.00	\$1,200	\$600.00	4.00	\$2,400	\$2,400	\$2,400	\$8,400
Nutrition education	\$175.00	2.00	\$350	\$175.00	4.00	\$700	\$700	\$700	\$2,450
Nutrition counseling (optional)	/hour			/hour					
In-service training	\$100.00 /training	2.00	\$200	\$100.00 /training	4.00	\$400	\$400	\$400	\$1,400
Total DAS NCQA Expenditure			\$3,050			\$7,500	\$7,500	\$7,500	\$25,550

Non DAS NCQA Expenditure	Unit price	Unit	03/01/2022 - 06/30/2022	Unit price	Unit	07/01/2022 - 06/30/2023	07/01/2023 - 06/30/2024	07/01/2024 - 06/30/2025	03/01/2022-6/30/2025
Menu planning and nutrition analysis	/set			/set					
Kitchen and food service monitoring									
Congregate site monitoring									
Nutrition education									
Nutrition counseling (optional)	/hour			/hour					
In-service training	/training			/training					
Total Non DAS NCQA Expenditure									

Total DAS and Non DAS NCQA Expenditure			\$3,050			\$7,500	\$7,500	\$7,500	\$25,550
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HSA #4 10/25/2016

ANNUAL SITE CHART - Nutrition Support for Older Adults and Adults with Disabilities Existing and New Program Models OFFICE OF COMMUNITY PARTNERSHIPS

AGENCY: Southwest Community Corporation

MAILING ADDRESS: 446 Randolph Street, San Francisco, CA 94132

DIRECTOR: Felisia Thibodeaux

EMAIL: fthibodeaux@itbookmancenter.org

PHONE NO.: 415-586-8020 x110

PROGRAM MANAGER: Evelyn Mack

EMAIL: emack@itbookmancenter.org

PHONE NO.: 415-586-8020

Congregate Nutrition Program									Total ALL Sites
Name of Site	OCNP & AWD IT Bookman Center								
Address and Zip	446 Randolph Street SF, CA 94132								
Phone Number	4155868020								
Alternate Phone Number	4158770236								
Neighborhood	Lakeview/OMI								
Supervisory District No.	District 11								
Bus Line #	M								
Site Manager/Coordinator	Angelica Mena								
Site Hours Open	9am - 5pm								
Additional Programming Offered at the Site	Senior recreation, physical activity, games, choir, music, arts & craft, wellness HUB; OCNP Lunch provided by POH								
Hours of Scheduled Programming (for OCP-funded programs)	10 am - 4:30pm								
Days Open for Meal Service	X Mon X Tues X Wed X Thurs X Fri Sat Sun	__ Mon __ Tues __ Wed __ Thurs __ Fri __ Sat Sun	__ Mon __ Tues __ Wed __ Thurs __ Fri __ Sat Sun	__ Mon __ Tues __ Wed __ Thurs __ Fri __ Sat Sun	__ Mon __ Tues __ Wed __ Thurs __ Fri __ Sat Sun	__ Mon __ Tues __ Wed __ Thurs __ Fri __ Sat Sun	__ Mon __ Tues __ Wed __ Thurs __ Fri __ Sat Sun	__ Mon __ Tues __ Wed __ Thurs __ Fri __ Sat Sun	
Hours of Meal Service	3:30PM-4:30PM								
Type of Meal (hot, cold)	HOT								
Vegetarian meal option available	X Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	
Cuisine Type (American, American-Latinx, Chinese, Japanese, Kosher, Russian, etc.)	Soul Food, Asian Flare, Latin Flair, Seafood								
# Unduplicated Consumers	100								100
Number of Meals	4,333								4,333
# Service Days	86								
Average # meals per day	50								50
Nutrition Education Sessions	1								1
# of participant per Nutrition Education Session	50								50
Days Closed (list holidays closed)	New Years, MLK, Presidents, Memorial, Juneteenth, July4, Labor, Veterans, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas, New Years Eve								
ADA Accessible	X Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	

ANNUAL SITE CHART - Nutrition Support for Older Adults and Adults with Disabilities Existing and New Program Models										OFFICE OF COMMUNITY PARTNERSHIPS
AGENCY: Southwest Community Corporation										
MAILING ADDRESS: 446 Randolph Street, San Francisco, CA 94132										
DIRECTOR: Felisia Thibodeaux					EMAIL: fthibodeaux@itbookmancenter.org			PHONE NO.: 415-586-8020 x110		
PROGRAM MANAGER: Evelyn Mack					EMAIL: emack@itbookmancenter.org			PHONE NO.: 415-586-8020		
Congregate Nutrition Program	OCNP & AWD									Total ALL Sites
Name of Site	IT Bookman Center									
Address and Zip	446 Randolph Street SF, CA 94132									
Phone Number	4155868020									
Alternate Phone Number	4158770236									
Neighborhood	Lakeview/OMI									
Supervisory District No.	District 11									
Bus Line #	M									
Site Manager/Coordinator	Angelica Mena									
Site Hours Open	9am - 5pm									
Additional Programming Offered at the Site	Senior recreation, physical activity, games, choir, music, arts & craft, wellness HUB; OCNP Lunch provided by POH									
Hours of Scheduled Programming (for OCP-funded programs)	10 am - 4:30pm									
Days Open for Meal Service	X Mon X Tues X Wed X Thurs X Fri Sat Sun	___ Mon ___ Tues ___ Wed ___ Thurs ___ Fri ___ Sat Sun	___ Mon ___ Tues ___ Wed ___ Thurs ___ Fri ___ Sat Sun	___ Mon ___ Tues ___ Wed ___ Thurs ___ Fri ___ Sat Sun	___ Mon ___ Tues ___ Wed ___ Thurs ___ Fri ___ Sat Sun	___ Mon ___ Tues ___ Wed ___ Thurs ___ Fri ___ Sat Sun	___ Mon ___ Tues ___ Wed ___ Thurs ___ Fri ___ Sat Sun	___ Mon ___ Tues ___ Wed ___ Thurs ___ Fri ___ Sat Sun	___ Mon ___ Tues ___ Wed ___ Thurs ___ Fri ___ Sat Sun	
Hours of Meal Service	3:30PM-4:30PM									
Type of Meal (hot, cold)	HOT									
Vegetarian meal option available	X Yes No	___ Yes ___ No	___ Yes ___ No	___ Yes ___ No	___ Yes ___ No	___ Yes ___ No	___ Yes ___ No	___ Yes ___ No	___ Yes ___ No	
Cuisine Type (American, American-Latinx, Chinese, Japanese, Kosher, Russian, etc.)	Soul Food, Asian Flare, Latin Flair, Seafood									
# Unduplicated Consumers	100									100
Number of Meals	13,000									13,000
# Service Days	260									
Average # meals per day	50									50
Nutrition Education Sessions	4									4
# of participant per Nutrition Education Session	50									200
Days Closed (list holidays closed)	New Years, MLK, Presidents, Memorial, Juneteenth, July4, Labor, Veterans, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas, New Years Eve									
ADA Accessible	X Yes No	___ Yes ___ No	___ Yes ___ No	___ Yes ___ No	___ Yes ___ No	___ Yes ___ No	___ Yes ___ No	___ Yes ___ No	___ Yes ___ No	

ANNUAL SITE CHART - Nutrition Support for Older Adults and Adults with Disabilities Existing and New Program Models										OFFICE OF COMMUNITY PARTNERSHIPS
AGENCY: Southwest Community Corporation										
MAILING ADDRESS: 446 Randolph Street, San Francisco, CA 94132										
DIRECTOR: Felisia Thibodeaux					EMAIL: fthibodeaux@itbookmancenter.org			PHONE NO.: 415-586-8020 x110		
PROGRAM MANAGER: Evelyn Mack					EMAIL: emack@itbookmancenter.org			PHONE NO.: 415-586-8020		
Congregate Nutrition Program	OCNP & AWD									Total ALL Sites
Name of Site	IT Bookman Center									
Address and Zip	446 Randolph Street SF, CA 94132									
Phone Number	4155868020									
Alternate Phone Number	4158770236									
Neighborhood	Lakeview/OMI									
Supervisory District No.	District 11									
Bus Line #	M									
Site Manager/Coordinator	Angelica Mena									
Site Hours Open	9am - 5pm									
Additional Programming Offered at the Site	Senior recreation, physical activity, games, choir, music, arts & craft, wellness HUB; OCNP Lunch provided by POH									
Hours of Scheduled Programming (for OCP-funded programs)	10 am - 4:30pm									
Days Open for Meal Service	X Mon X Wed X Fri Sun	X Tues X Thurs Sat	__ Mon __ Wed __ Fri Sun	__ Tues __ Thurs Sat	__ Mon __ Wed __ Fri Sun	__ Tues __ Thurs Sat	__ Mon __ Wed __ Fri Sun	__ Tues __ Thurs Sat	__ Mon __ Wed __ Fri Sun	
Hours of Meal Service	3:30PM-4:30PM									
Type of Meal (hot, cold)	HOT									
Vegetarian meal option available	X Yes	No	Yes	No	Yes	No	Yes	No	Yes	
Cuisine Type (American, American-Latinx, Chinese, Japanese, Kosher, Russian, etc.)	Soul Food, Asian Flare, Latin Flair, Seafood									
# Unduplicated Consumers	100									100
Number of Meals	13,000									13,000
# Service Days	260									
Average # meals per day	50									50
Nutrition Education Sessions	4									4
# of participant per Nutrition Education Session	50									200
Days Closed (list holidays closed)	New Years, MLK, Presidents, Memorial, Juneteenth, July4, Labor, Veterans, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas, New Years Eve									
ADA Accessible	X Yes	No	Yes	No	Yes	No	Yes	No	Yes	

ANNUAL SITE CHART - Nutrition Support for Older Adults and Adults with Disabilities Existing and New Program Models										OFFICE OF COMMUNITY PARTNERSHIPS		
Appendix F												
AGENCY: Southwest Community Corporation												
MAILING ADDRESS: 446 Randolph Street, San Francisco, CA 94132												
DIRECTOR: Felisia Thibodeaux					EMAIL: fthibodeaux@itbookmancenter.org			PHONE NO.: 415-586-8020 x110				
PROGRAM MANAGER: Evelyn Mack					EMAIL: emack@itbookmancenter.org			PHONE NO.: 415-586-8020				
Congregate Nutrition Program										Total ALL Sites		
Name of Site	OCNP & AWD IT Bookman Center											
Address and Zip	446 Randolph Street SF, CA 94132											
Phone Number	4155868020											
Alternate Phone Number	4158770236											
Neighborhood	Lakeview/OMI											
Supervisory District No.	District 11											
Bus Line #	M											
Site Manager/Coordinator	Angelica Mena											
Site Hours Open	9am - 5pm											
Additional Programming Offered at the Site	Senior recreation, physical activity, games, choir, music, arts & craft, wellness HUB; OCNP Lunch provided by POH											
Hours of Scheduled Programming (for OCP-funded programs)	10 am - 4:30pm											
Days Open for Meal Service	X Mon X Tues		___ Mon ___ Tues		___ Mon ___ Tues		___ Mon ___ Tues		___ Mon ___ Tues		___ Mon ___ Tues	
	X Wed X Thurs		___ Wed ___ Thurs		___ Wed ___ Thurs		___ Wed ___ Thurs		___ Wed ___ Thurs		___ Wed ___ Thurs	
	X Fri Sat		___ Fri ___ Sat		___ Fri ___ Sat		___ Fri ___ Sat		___ Fri ___ Sat		___ Fri ___ Sat	
	Sun		___ Sun		___ Sun		___ Sun		___ Sun		___ Sun	
Hours of Meal Service	3:30PM-4:30PM											
Type of Meal (hot, cold)	HOT											
Vegetarian meal option available	X Yes No		___ Yes ___ No		___ Yes ___ No		___ Yes ___ No		___ Yes ___ No		___ Yes ___ No	
Cuisine Type (American, American-Latinx, Chinese, Japanese, Kosher, Russian, etc.)	Soul Food, Asian Flare, Latin Flair, Seafood											
# Unduplicated Consumers	100									100		
Number of Meals	13,000									13,000		
# Service Days	260											
Average # meals per day	50									50		
Nutrition Education Sessions	4									4		
# of participant per Nutrition Education Session	50									200		
Days Closed (list holidays closed)	New Years, MLK, Presidents, Memorial, Juneteenth, July4, Labor, Veterans, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas, New Years Eve											
ADA Accessible	X Yes No		___ Yes ___ No		___ Yes ___ No		___ Yes ___ No		___ Yes ___ No		___ Yes ___ No	