



**SAN FRANCISCO  
HUMAN SERVICES AGENCY**

Department of Benefits  
and Family Support

Department of Disability  
and Aging Services

Office of Early Care  
and Education

P.O. Box 7988  
San Francisco, CA  
94120-7988  
[www.SFHSA.org](http://www.SFHSA.org)

**MEMORANDUM**

**TO:** DISABILITY AND AGING SERVICES COMMISSION

**THROUGH:** KELLY DEARMAN, EXECUTIVE DIRECTOR

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

**DATE:** JUNE 1, 2022

**SUBJECT:** GRANT MODIFICATION: **COMMUNITY LIVING  
CAMPAIGN (NON-PROFIT) FOR PROVISION OF HOME  
DELIVERED GROCERY PROGRAM FOR OLDER  
ADULTS AND ADULTS WITH DISABILITIES**

DS  
JG

	<u>Current</u>	<u>Modification</u>	<u>Total</u>
<b>GRANT TERM:</b>	07/01/2021- 06/30/2025	1/1/2022- 6/30/2025	07/01/2021- 06/30/2025

	<u>Current</u>	<u>Modification</u>	<u>Revised</u>	<u>Contingency</u>	<u>Total</u>
<b>GRANT AMOUNT:</b>	\$886,780	\$135,704	\$1,022,484	\$102,248	\$1,124,732

	<u>FY21/22</u>	<u>FY22/23</u>	<u>FY23/24</u>	<u>FY24/25</u>
<b>ANNUAL AMOUNT:</b>	\$261,396	\$253,696	\$253,696	\$253,696

<b>Funding Source</b>	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
<b>FUNDING:</b>	\$1,022,484			\$102,248	\$1,124,732
<b>PERCENTAGE:</b>	100%				100%



**London Breed**  
Mayor

**Trent Rhorer**  
Executive Director

The Department of Disability and Aging Services (DAS) requests authorization to modify the existing grant with Community Living Campaign (CLC) for the period of January 1, 2022 to June 30, 2025, in the additional amount of \$135,704 plus a 10% contingency for a revised total amount not to exceed \$1,124,732. The purpose of this modification is to add funding for an increase in staffing hours. The additional staffing hours will support CLC’s home-delivered grocery program as it continues to evolve and adapt to the needs of the consumers.

### **Background**

The San Francisco Department of Disability and Aging Services (DAS) funds a broad array of nutrition and wellness services at the community level for older adults and adults with disabilities living in the City and County of San Francisco which promote health and wellbeing by providing nutritious foods, meals, and supporting healthy lifestyles. These services include the provision of home delivered grocery programs.

Older adults and adults with disabilities living in San Francisco are at risk for compromised nutritional status and food insecurity for a variety of reasons including limited income. Low-income older adults and adults with disabilities can have limited access to fresh, seasonal produce and other healthy food products, which further puts them at risk. Food security and health are closely connected, and sound nutrition is an important factor in maintaining good health. Not having enough food or having to choose food with low nutritional value because of cost can have a negative impact on an individual's health and well-being.

Home delivered grocery programs serve low-income older adults and adults with disabilities who need additional food resources and have capacity to store food and prepare meals but are unable to visit local food pantries or transport food home. The provision of a home-delivery grocery program mitigates the risk of food insecurity and promotes the consumption of healthful foods by delivering groceries directly to the home of eligible individuals. The program also provides access to other home and community-based services, which can help support safe and independent living in the community.

### **Services to be Provided**

The grantee will deliver 11,295 home-delivered grocery bags to 260 unduplicated consumers and provide a total of 603 hours of supportive services through outreach, social services, and scheduled activities.

### **Selection**

Grantee was selected through Request for Proposals #938, which was competitively bid in May 2021.

### **Funding**

Funding for this contract is provided through County General Funds.

**ATTACHMENTS**

Appendix A-1, Scope of Services

Appendix B-1, Budget

**APPENDIX A-1 – SERVICES TO BE PROVIDED**  
**Community Living Campaign**  
**Home-Delivered Grocery Program**

**July 1, 2021 to June 30, 2025**

**I. Purpose**

The purpose of this grant is to provide a home-delivered grocery (HDG) program for older adults and adults with disabilities living in the City and County of San Francisco. A HDG program facilitates the delivery of supplemental groceries to the home of eligible individuals. The program mitigates the risk of food insecurity, promotes the consumption of healthful foods, and provides access to additional nutrition and wellness services that enhance the wellbeing and safety of older adults and adults with disabilities living in the community.

**II. Definitions**

Grantee	Community Living Campaign
Activity Scheduling	An optional component of a HDG program that offers scheduled activities for consumers enrolled in the program. Activities may include educational presentations, workshops, trainings, cultural events, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes that help consumers maintain/enhance their level of functioning. One service unit of activity scheduling is one hour of a scheduled activity, sponsored by the grantee.
Adult with a Disability	A person 18-59 years of age living with a disability
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
CARBON	Contracts Administration, Reporting and Billing On Line System.
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.
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 HDG services participants. <a href="http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf">http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf</a>

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)
Food Assistance Program	A DAS nutrition program that offers supplemental groceries consisting of nutritious foods to older adults and adults with disabilities. The supplemental groceries consist of food adequate to provide seven (7) meals for a single person household. The distribution of supplemental groceries is weekly or every other week and occurs at food pantry sites and through community-based organizations.
Food Pantry	Distribution locations throughout the City that provide supplemental groceries consisting of nutritious foods for low-income older adults and adults with disabilities in need of additional nutrition resources.
Food Security Screening	A screening used to determine if an individual is experiencing food insecurity. It consists of two components: (1) a 2- item questionnaire that is a validated shortened version of the USDA's Household Food Security Survey Module designed to assess an individual's food security and (2) food program utilization questionnaire.
Home-Delivered Groceries Program/ HDG Program	The procurement, preparation, transporting, and delivery of groceries to eligible consumers. Home-delivered grocery services also include initial and annual consumer edibility review, outreach, and nutrition and food security screening.
HDG Volunteer	An adult volunteer screened and trained by the grantee to deliver groceries to an older adult and/or adult with disability enrolled in HDG services.
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 200% of the federal poverty line defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services.
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)

OCM	Office of Contract Management, Human Services Agency.
OCP	Office of Community Partnerships, a unit within the Department of Disability and Aging Services
Older Adult	Person who is 60 years of age or older; used interchangeably with “senior”.
Outreach	A required component of the HDG program. One unit of outreach is one hour dedicated to conducting formal outreach efforts and/or providing services to engage consumers. Examples of this may include working with a community collaborative group, designing and implementing an outreach plan for an underserved area, problem-solving certain barriers to service, e.g. safety issues, transportation needs, etc.
Proxy	A person designated by the consumer enrolled in HDG services who picks-up the supplemental bag of groceries from the grantee on the consumer’s behalf and delivers it to them.
Senior	Person who is 60 years or older, used interchangeably with “older adult”.
SF-HSA	Human Services Agency of the City and County of San Francisco
Social Services	An optional component of a HDG program that provides consumers with one-to- one assistance to address concerns and/or resolve problems. Assistance may include information and referral, form/application completion, home visits, medical escort services, and emotional support by phone or in person. One service unit of social services is the provision of one hour of one-to-one assistance by the grantee.
Socially Isolated	Having few social relationships and few people to interact with regularly.
SOGI	Sexual Orientation and Gender Identity; Ordinance No. 159-16 amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (Chapter 104, Sections 104.1 through 104.9).
Unduplicated Consumer (UDC)	An individual who participates in the HDG program 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 resident of San Francisco, and
2. A person who is an older adult or an adult with a disability, and
3. A person who reports having an income at or below 200% of the federal poverty line, and
4. A person who reports having a condition that prevents the individual from standing in a food pantry line, and
5. A person who has demonstrated need for supplemental groceries due to food insecurity and is not receiving two (2) home-delivered meals from a DAS funded nutrition partner, and
6. A person who has capacity or help to store and handle delivered groceries, and
7. A person who is able to prepare food at home or has a caregiver who can prepare food.

#### **V. Location and Time of Services**

The grantee will provide a home-delivered grocery program in the City and County of San Francisco. The grantee determines the service and delivery times for the home-delivered program with prior approval from DAS OCP.

#### **VI. Description of Services and Program Requirements**

1. Grantee will develop and maintain HDG program policies and procedures that are in compliance with and meet the standards set forth by California Retail Food Code (CRFC), and DAS OCP.
2. Grantee will form an agreement with the DAS Food Assistance Program grantee, currently the San Francisco Marin Food Bank (SF-MFB) to obtain groceries for eligible consumers and distribute them to those consumers by providing home-delivered grocery services. The delivery of groceries will be weekly or twice a month by trained staff, paid or volunteer. The frequency of delivery will be determined in partnership with the SF-MFB, DAS OCP, and the grantee.
3. Grantee will operate all aspects of home-delivered grocery services (i.e. food handling, packing, and distribution) in accordance with standards set forth by California Retail Food Code (CRFC) and local regulations (i.e. Environmental Health Division of the San Francisco Department of Public Health), and DAS OCP Policy Memorandum.
4. Grantee will track and record the provision of home-delivered groceries, which includes administering a DAS OCP approved intake form and inputting consumer data in CA-GetCare.
5. Grantee will conduct annual screenings for consumers enrolled in home-delivered grocery services including but not limited to a nutrition screening using the DETERMINE checklist and a food security screening, and document individual responses in CA-GetCare within one month of obtaining the responses.
6. Grantee will confirm and document consumers' eligibility upon enrollment and annually thereafter.

7. Grantee will have qualified staff who conducts the management and administrative functions for home-delivered grocery services including the training and coordination of delivery staff and volunteers. Training will include cultural competency, food safety, and elder abuse awareness.
8. Grantee will ensure there is a sufficient number of qualified staff, paid and/or volunteer, with the appropriate education, experience, and cultural competency to carry out the requirements of the program and deliver quality services to meet the needs of the consumers.
9. Grantee will conduct program outreach and marketing for the HDG program to the target population. Outreach strategies may include activities such as disseminating materials at community meetings and other group settings or special events/fairs, announcements in bulletins, electronic bulletins, and other mass media.
10. Grantee will arrange for the availability of home delivered groceries to participants during a major disaster where feasible and appropriate.
11. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS-OCP. The grantee will share the survey results with DAS OCP by March 15 each grant year or on a mutually agreed upon date between OCP and the grantee. At minimum, the completed number of surveys shall be a sample size of at least forty percent (40%) of the unduplicated consumer enrollment at the time the grantee administers the survey.
12. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers.
13. Grantee will organize and implement social services and scheduled activities to connect the participants to other neighbors, services, and/or organizations in the community if included as a deliverable under service objectives.

## VII. Service Objectives

On an annual basis, the grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A	
Number of Unduplicated consumers	260
Number of HDG Bags Delivered	11,295
Number of Outreach Hours	60
Number of Social Service Hours	483
Number of Scheduled Activity Hours	60

## VIII. Outcome Objectives

1. Consumers report feeling less worried about getting enough food to meet their needs. Target: 85%.
2. Consumers report feeling healthier. Target:85%
3. Consumers report increased consumption of fruits, vegetables, and/or whole grains. Target: 75%.
4. Consumers rate the quality of services they received as excellent or good. Target: 80%



Based on a consumer survey and a sample size of at least forty percent (40%) of the unduplicated consumer enrollment at the time the survey is administered.

**IX. Reporting and Other Requirements**

1. Grantee will enroll eligible consumers annually into the program funded through this grant agreement by entering the consumer data obtained from consumers using the DAS approved HDG intake form, which includes 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 all the Service Objectives in section VII
4. Grantee will enter the annual outcome objective metrics identified in Section VIII of the Appendix A in the CARBON database by the 15<sup>th</sup> of the month following the end of the program year.
5. 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.
6. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS and OCP.
7. Grantee program staff and HDG volunteers will complete the California Department of Aging (CDA) Security Awareness Training on an annual basis. The grantee will maintain evidence of staff/HDG volunteer completion of this training.
8. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
9. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
10. Grantee will assure that services delivered are consistent with professional standards for this service.
11. 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.
12. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies “Focal Points” which are designed to help older adults connect to

services throughout the City. These Focal Points are:

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

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

Tiffany Kearney  
Lead Nutrition and Program Analyst  
DAS OCP  
email: [Tiffany.Kearney@sfgov.org](mailto:Tiffany.Kearney@sfgov.org)

and

Tara Alvarez  
Contract Manager  
HSA OCM  
email: [Tara.Alvarez@sfgov.org](mailto:Tara.Alvarez@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 and volunteers regarding the Elder Abuse Reporting; evidence of provision of the California Department of Aging (CDA) Security Awareness training to staff and HDG volunteers; 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**

<b>Grantee's Name:</b>	Community Living Campaign
------------------------	---------------------------

Document Date: 6/22/21

Item title

**Changes as of May 2022**

	FY22	FY23-25	
Co-Executive Director (Marie)	\$150	\$150	increase in all years to include more outreach & operations time
Co-Executive Director (Kate)	\$250	\$250	increase in all years to include more outreach & operations time
Project Coordinator 1 (Deb)	\$11,000	\$11,000	increase in all years to better match actuals, due to COVID related changes in volunteers, increased participant needs
Project Coordinator 2 (Chester)	\$5,000	\$5,000	increase in all years to better match actuals, due to COVID related changes in volunteers, increased participant needs
Project Coordinator 3 (Karen)	\$900	\$0	increase to match actual in FY22. Retired as of 5/1/22. Following years show projection for Elaine as new Park Merced coordinator.
Deputy Director (Medina)	(\$5,500)	(\$5,500)	decrease - shifted responsibilities to other programs in all years
Other Hourly 1 (Beverly)	\$0	(\$6,750)	line item removed in FY23-25 with Beverly's passing.
Other Hourly 2 (Aggregate)	\$0	\$11,750	increase in FY23-25 to cover increased participant needs & shifts in COVID-related changes in volunteers. Also covering calls that Beverly used to make.
Other Hourly 3 (Aggregate)	\$12,000	\$7,384	increase to cover staff training, some additional reporting responsibilities, increased participant needs & shifts in COVID-related changes in volunteers. (With more for DEIB-related staff training in FY22)
Rental of Property	\$2,500	\$0	increase to better match actual FY22. Some utilities covered in rental payments
Utilities (Elec, Water, Gas, Phone, Garbage)	(\$2,700)	\$0	reduced to better match actual FY22. Some utilities covered in rental payments
Office Supplies, Postage	\$100	\$0	increase to better match actual FY22
Program Supplies	\$1,077	\$0	increase to better match actual FY22, includes some COVID-related expenses, tech needs
Drivers and Heavy Lifters	\$5,700	\$0	increases to better match actual FY22.

**HUMAN SERVICES AGENCY BUDGET SUMMARY  
BY PROGRAM**

Community Living Campaign

(Check One) New  Renewal  Modification

If modification, Effective Date of Mod. 5/4/222 No. of Mod. 1

**Program: Home-Delivered Grocery Networks**

Budget Reference Page No.(s)	FY 21/22	FY 21/22 1/1/22 - 6/30/22	FY 21/22 Total	FY 22/23	FY 22/23 7/1/22 - 6/30/23	FY 22/23 Total	FY 23/24	FY 23/24 7/1/23 - 6/30/24	FY 23/24 Total	FY 24/25	FY 24/25 7/1/24 - 6/30/25	FY 24/25 Total	Total
Program Term	Original	Modification	Total	Original	Modification	Total	Original	Modification	Total	Original	Modification	Total	Total
<b>Annual # Bags Contracted</b>	11,295			11,295			11,295			11,295			45,180
<b>DAS Expenditures</b>													
Salaries & Benefits	\$159,224	\$27,846	\$187,070	\$159,224	\$27,827	\$187,051	\$159,224	\$27,827	\$187,051	\$159,224	\$27,827	\$187,051	\$748,223
Operating Expenses	\$33,554	\$6,677	\$40,231	\$33,554		\$33,554	\$33,554		\$33,554	\$33,554		\$33,554	\$140,893
<b>Subtotal</b>	\$192,778	\$34,523	\$227,301	\$192,778	\$27,827	\$220,605	\$192,778	\$27,827	\$220,605	\$192,778	\$27,827	\$220,605	\$889,116
Indirect Percentage (%)	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%
Indirect Cost	\$28,917	\$5,178	\$34,095	\$28,917	\$4,174	\$33,091	\$28,917	\$4,174	\$33,091	\$28,917	\$4,174	\$33,091	\$133,368
Capital/Subcontractor Expenditures													
<b>Total DAS Expenditures</b>	<b>\$221,695</b>	<b>\$39,701</b>	<b>\$261,396</b>	<b>\$221,695</b>	<b>\$32,001</b>	<b>\$253,696</b>	<b>\$221,695</b>	<b>\$32,001</b>	<b>\$253,696</b>	<b>\$221,695</b>	<b>\$32,001</b>	<b>\$253,696</b>	<b>\$1,022,484</b>
<b>Non DAS Expenditures</b>													
Salaries & Benefits	\$45,550	\$41,382	\$86,932	\$45,550	\$37,212	\$82,762	\$45,550	\$37,212	\$82,762	\$45,550	\$37,212	\$82,762	\$335,218
Operating Expenses	\$10,544		\$10,544	\$10,544		\$10,544	\$10,544		\$10,544	\$10,544		\$10,544	\$42,176
Capital/Subcontractor Expenditures													
<b>Total Non DAS Expenditures</b>	<b>\$56,094</b>	<b>\$41,382</b>	<b>\$97,476</b>	<b>\$56,094</b>	<b>\$37,212</b>	<b>\$93,306</b>	<b>\$56,094</b>	<b>\$37,212</b>	<b>\$93,306</b>	<b>\$56,094</b>	<b>\$37,212</b>	<b>\$93,306</b>	<b>\$377,394</b>
<b>TOTAL DAS AND NON DAS EXPEDITURES</b>	<b>\$277,789</b>	<b>\$81,083</b>	<b>\$358,872</b>	<b>\$277,789</b>	<b>\$69,213</b>	<b>\$347,002</b>	<b>\$277,789</b>	<b>\$69,213</b>	<b>\$347,002</b>	<b>\$277,789</b>	<b>\$69,213</b>	<b>\$347,002</b>	<b>\$1,399,878</b>
<b>DAS Revenues</b>													
General Fund	\$221,695	\$32,851	\$254,546	\$221,695	\$25,151	\$246,846	\$221,695	\$25,151	\$246,846	\$221,695	\$25,151	\$246,846	\$995,084
CODB		\$6,850	\$6,850		\$6,850	\$6,850		\$6,850	\$6,850		\$6,850	\$6,850	\$27,400
<b>Total DAS Revenue</b>	<b>\$221,695</b>	<b>\$39,701</b>	<b>\$261,396</b>	<b>\$221,695</b>	<b>\$32,001</b>	<b>\$253,696</b>	<b>\$221,695</b>	<b>\$32,001</b>	<b>\$253,696</b>	<b>\$221,695</b>	<b>\$32,001</b>	<b>\$253,696</b>	<b>\$1,022,484</b>
PER BAG COST, DAS	\$19.63			\$20			\$20			\$20			\$23
<b>Non DAS Revenues</b>													
Project Income													
Agency Cash- Fundraising	\$77,460	\$41,382	\$118,842	\$77,460	\$37,212	\$114,672	\$77,460	\$37,212	\$114,672	\$77,460	\$37,212	\$114,672	\$462,858
Agency In-kind Volunteer	\$20,600		\$20,600	\$20,600		\$20,600	\$20,600		\$20,600	\$20,600		\$20,600	\$82,400
<b>Total Non DAS Revenue</b>	<b>\$98,060</b>	<b>\$41,382</b>	<b>\$139,442</b>	<b>\$98,060</b>	<b>\$37,212</b>	<b>\$135,272</b>	<b>\$98,060</b>	<b>\$37,212</b>	<b>\$135,272</b>	<b>\$98,060</b>	<b>\$37,212</b>	<b>\$135,272</b>	<b>\$545,258</b>
PER MEAL COST, Non DAS	\$9			\$9			\$9			\$9			\$12
<b>TOTAL DAS AND NON DAS REVENUE</b>	<b>\$319,755</b>	<b>\$81,083</b>	<b>\$400,838</b>	<b>\$319,755</b>	<b>\$69,213</b>	<b>\$388,968</b>	<b>\$319,755</b>	<b>\$69,213</b>	<b>\$388,968</b>	<b>\$319,755</b>	<b>\$69,213</b>	<b>\$388,968</b>	<b>\$1,567,742</b>
PER MEAL COST, Total	\$28			\$28			\$28			\$28			\$35
Full Time Equivalent (FTE)	3.50			3.50			3.50			3.50			3.50

Prepared by: Kate Kuckro

5/5/2022

Program: Home-Delivered Grocery Networks  
(Same as Line 11 on HSA #1)

Appendix B-1 Page 2  
Document Date: 6/22/21

**Salaries & Benefits Detail**

12.82																	
DAS Salaries & Benefits	Agency Totals		HSA Program		Original	1/1/22 - 6/30/22 Modification	Total	Original	7/1/22 - 6/30/23 Modification	Total	Original	7/1/23 - 6/30/24 Modification	Total	Original	7/1/24 - 6/30/25 Modification	Total	Total
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE													
Co-Executive Director	\$100,000	1.00	1.7%	0.017	\$1,500	\$150	\$1,650	\$1,500	\$150	\$1,650	\$1,500	\$150	\$1,650	\$1,500	\$150	\$1,650	\$6,600
Co-Executive Director	\$100,000	1.00	2.8%	0.028	\$2,500	\$250	\$2,750	\$2,500	\$250	\$2,750	\$2,500	\$250	\$2,750	\$2,500	\$250	\$2,750	\$11,000
Project Coordinator 1	\$56,160	0.95	69.2%	0.657	\$27,848	\$11,000	\$38,848	\$27,848	\$11,000	\$38,848	\$27,848	\$11,000	\$38,848	\$27,848	\$11,000	\$38,848	\$155,392
Project Coordinator 2	\$56,160	0.65	48.7%	0.316	\$22,340	\$5,000	\$27,340	\$22,340	\$5,000	\$27,340	\$22,340	\$5,000	\$27,340	\$22,340	\$5,000	\$27,340	\$109,360
Project Coordinator 3	\$56,160	0.08	7.9%	0.006	\$3,510	\$900	\$4,410	\$3,510	\$900	\$4,410	\$3,510	\$900	\$4,410	\$3,510	\$900	\$4,410	\$14,940
Deputy Director	\$80,000	1.00			\$5,500	(\$5,500)	\$5,500	\$5,500	(\$5,500)	\$5,500	\$5,500	(\$5,500)	\$5,500	\$5,500	(\$5,500)	\$5,500	
Program Support Analyst	\$62,400	1.00	8.3%	0.083	\$5,201		\$5,201	\$5,201		\$5,201	\$5,201		\$5,201	\$5,201		\$5,201	\$20,804
Finance	\$80,000	1.00	1.9%	0.019	\$1,500		\$1,500	\$1,500	\$500	\$2,000	\$1,500	\$500	\$2,000	\$1,500	\$500	\$2,000	\$7,500
Other Hourly 1	\$56,160	0.40	12.0%	0.048	\$6,750		\$6,750	\$6,750	(\$6,750)		\$6,750	(\$6,750)		\$6,750	(\$6,750)		\$6,750
Other Hourly 2	\$50,960	0.90	47.0%	0.423	\$23,950		\$23,950	\$23,950	\$11,750	\$35,700	\$23,950	\$11,750	\$35,700	\$23,950	\$11,750	\$35,700	\$131,050
Other Hourly 3	\$50,960	1.00	93.2%	0.932	\$35,490	\$12,000	\$47,490	\$35,490	\$7,384	\$42,874	\$35,490	\$7,384	\$42,874	\$35,490	\$7,384	\$42,874	\$176,112
<b>Totals</b>	<b>\$748,960</b>	<b>8.98</b>		<b>2.53</b>	<b>\$136,089</b>	<b>\$23,800</b>	<b>\$159,889</b>	<b>\$136,089</b>	<b>\$23,784</b>	<b>\$159,873</b>	<b>\$136,089</b>	<b>\$23,784</b>	<b>\$159,873</b>	<b>\$136,089</b>	<b>\$23,784</b>	<b>\$159,873</b>	<b>\$639,508</b>
Fringe Benefits Rate	17.00%																
Employee Fringe Benefits	\$127,323				\$23,135	\$4,046	\$27,181	\$23,135	\$4,043	\$27,178	\$23,135	\$4,043	\$27,178	\$23,135	\$4,043	\$27,178	\$108,715
<b>Total DAS Salaries and Benefits</b>	<b>\$876,283</b>				<b>\$159,224</b>	<b>\$27,846</b>	<b>\$187,070</b>	<b>\$159,224</b>	<b>\$27,827</b>	<b>\$187,051</b>	<b>\$159,224</b>	<b>\$27,827</b>	<b>\$187,051</b>	<b>\$159,224</b>	<b>\$27,827</b>	<b>\$187,051</b>	<b>\$748,223</b>
Non DAS Salaries & Benefits	Agency Totals		HSA Program		Original	6/30/22 Modification	Total	Original	6/30/23 Modification	Total	Original	6/30/24 Modification	Total	Original	6/30/25 Modification	Total	Total
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by Non-DAS (Max 100%)	Adjusted FTE													
Co-Executive Director	\$100,000	1.00	1.5%	0.015	\$1,355	\$100	\$1,455	\$1,355	\$100	\$1,455	\$1,355	\$100	\$1,455	\$1,355	\$100	\$1,455	\$5,820
Co-Executive Director	\$100,000	1.00	6.7%	0.067	\$2,115	\$4,615	\$6,730	\$2,115	\$4,615	\$6,730	\$2,115	\$4,615	\$6,730	\$2,115	\$4,615	\$6,730	\$26,920
Project Coordinator 1	\$56,160	0.95	25.8%	0.245	\$11,032	\$3,472	\$14,504	\$11,032	\$3,472	\$14,504	\$11,032	\$3,472	\$14,504	\$11,032	\$3,472	\$14,504	\$58,016
Project Coordinator 2	\$56,160	0.65	16.3%	0.106	\$6,820	\$2,344	\$9,164	\$6,820	\$2,344	\$9,164	\$6,820	\$2,344	\$9,164	\$6,820	\$2,344	\$9,164	\$36,656
Project Coordinator 3	\$56,160	0.08															
Director of Operations	\$80,000	1.00															
Program Support Analyst	\$62,400	1.00															
Finance	\$78,000	1.00	1.7%	0.017		\$1,350	\$1,350		\$1,350	\$1,350		\$1,350	\$1,350		\$1,350	\$1,350	\$5,400
Other Hourly 1	\$56,160	0.40	28.0%	0.112	\$12,150	\$3,564	\$15,714	\$12,150		\$12,150	\$12,150		\$12,150	\$12,150		\$12,150	\$52,164
Other Hourly 2	\$56,160	0.90	39.0%	0.351	\$2,730	\$19,184	\$21,914	\$2,730	\$19,184	\$21,914	\$2,730	\$19,184	\$21,914	\$2,730	\$19,184	\$21,914	\$87,656
Other Hourly 3	\$56,160	1.00	6.2%	0.062	\$2,730	\$740	\$3,470	\$2,730	\$740	\$3,470	\$2,730	\$740	\$3,470	\$2,730	\$740	\$3,470	\$13,880
<b>Totals</b>	<b>\$757,360</b>	<b>8.98</b>		<b>0.98</b>	<b>\$38,932</b>	<b>\$35,369</b>	<b>\$74,301</b>	<b>\$38,932</b>	<b>\$31,805</b>	<b>\$70,737</b>	<b>\$38,932</b>	<b>\$31,805</b>	<b>\$70,737</b>	<b>\$38,932</b>	<b>\$31,805</b>	<b>\$70,737</b>	<b>\$286,512</b>
Fringe Benefits Rate	17.00%																
Employee Fringe Benefits	\$128,751				\$6,618	\$6,013	\$12,631	\$6,618	\$5,407	\$12,025	\$6,618	\$5,407	\$12,025	\$6,618	\$5,407	\$12,025	\$48,706
<b>Total Non DAS Salaries and Benefits</b>	<b>\$886,111</b>				<b>\$45,550</b>	<b>\$41,382</b>	<b>\$86,932</b>	<b>\$45,550</b>	<b>\$37,212</b>	<b>\$82,762</b>	<b>\$45,550</b>	<b>\$37,212</b>	<b>\$82,762</b>	<b>\$45,550</b>	<b>\$37,212</b>	<b>\$82,762</b>	<b>\$335,218</b>
<b>Total DAS and Non DAS Salaries and Benefits</b>	<b>\$1,762,394</b>				<b>\$204,774</b>	<b>\$69,228</b>	<b>\$274,002</b>	<b>\$204,774</b>	<b>\$65,039</b>	<b>\$269,813</b>	<b>\$204,774</b>	<b>\$65,039</b>	<b>\$269,813</b>	<b>\$204,774</b>	<b>\$65,039</b>	<b>\$269,813</b>	<b>\$1,083,441</b>
HSA #2																	

10/25/2016

Program: Home-Delivered Grocery Networks												Appendix B-1 Page 3	
(Same as Line 11 on HSA #1)												Document Date: 6/22/21	
Operating Expense Detail													
	Original	1/1/22 - 6/30/22 Modification	Total	Original	7/1/22 - 6/30/23 Modification	Total	Original	7/1/23 - 6/30/24 Modification	Total	Original	7/1/24 - 6/30/25 Modification	Total	Total
Annual # Meals Contracted	11,295			11,295			11,295			11,295			45,180
<b>DAS Operating Expenses</b>													
<u>Expenditure Category</u>													
Rental of Property	\$6,000	\$2,500	\$8,500	\$6,000		\$6,000	\$6,000		\$6,000	\$6,000		\$6,000	\$26,500
Utilities (Elec, Water, Gas, Phone, Garbage)	\$4,608	(\$2,700)	\$1,908	\$4,608		\$4,608	\$4,608		\$4,608	\$4,608		\$4,608	\$15,732
Office Supplies, Postage	\$690	\$100	\$790	\$690		\$690	\$690		\$690	\$690		\$690	\$2,860
Building Maintenance Supplies and Repair													
Printing and Reproduction	\$200		\$200	\$200		\$200	\$200		\$200	\$200		\$200	\$800
Insurance													
Staff Training													
Transportation/Staff Travel	\$7,600		\$7,600	\$7,600		\$7,600	\$7,600		\$7,600	\$7,600		\$7,600	\$30,400
Rental of Equipment													
<u>Other</u>													
Program Supplies	\$1,456	\$1,077	\$2,533	\$1,456		\$1,456	\$1,456		\$1,456	\$1,456		\$1,456	\$6,901
Drivers and Heavy Lifters	\$13,000	\$5,700	\$18,700	\$13,000		\$13,000	\$13,000		\$13,000	\$13,000		\$13,000	\$57,700
<b>Total DAS Operating Expenses</b>	<b>\$33,554</b>	<b>\$6,677</b>	<b>\$40,231</b>	<b>\$33,554</b>		<b>\$33,554</b>	<b>\$33,554</b>		<b>\$33,554</b>	<b>\$33,554</b>		<b>\$33,554</b>	<b>\$140,893</b>
<b>Non DAS Operating Expenses</b>													
<u>Other</u>													
Program Supplies	\$1,544		\$1,544	\$1,544		\$1,544	\$1,544		\$1,544	\$1,544		\$1,544	\$6,176
Drivers and Heavy Lifters	\$9,000		\$9,000	\$9,000		\$9,000	\$9,000		\$9,000	\$9,000		\$9,000	\$36,000
<b>Total Non DAS Operating Expenses</b>	<b>\$10,544</b>		<b>\$10,544</b>	<b>\$10,544</b>		<b>\$10,544</b>	<b>\$10,544</b>		<b>\$10,544</b>	<b>\$10,544</b>		<b>\$10,544</b>	<b>\$42,176</b>
<b>Total DAS and Non DAS Operating Expenses</b>	<b>\$44,098</b>	<b>\$6,677</b>	<b>\$50,775</b>	<b>\$44,098</b>		<b>\$44,098</b>	<b>\$44,098</b>		<b>\$44,098</b>	<b>\$44,098</b>		<b>\$44,098</b>	<b>\$183,069</b>
<b>HSA #3</b>												<b>10/25/2016</b>	