

**Appendix A2 – Services to be Provided  
Russian American Community Services  
Elderly Nutrition Program (ENP), Home-Delivered Meals  
Effective July 1, 2016-June 30, 2017**

**I. Purpose**

The purpose of this grant is to assist older homebound individuals living in San Francisco and identified by Grantee as its target population to live independently, by promoting better health through improved nutrition, and reduced isolation through accessible and appropriate meals services.

**II. Definitions-**

Grantee	<b>Russian American Community Services</b>
ADL	Activities of Daily Living: the basic tasks of everyday life including eating, bathing, dressing, toileting, and transferring (i.e., getting in and out of a bed or chair).
CARBON	Human Service Agency's Contracts Administration Reporting and Billing On-line (CARBON) system
CDA	California Department of Aging
DAAS	Department of Adult and Aging Services
Disability	<p>A condition attributable to mental or physical impairment, or a combination of mental and physical impairments including hearing and visual impairments, that results 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, self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.</p> <p><i>Physical disability or mobile limitation</i> includes wheelchair users, cane or walker users, limited reach ranges, limited hand movement, etc. <i>Chronic illness</i> includes HIV, lung disorders, heart disease/stroke, immune system disorders, diabetes, neurological disorders, etc. <i>Sensory disability</i> includes deaf, hard of hearing, blind, low vision, Aphasia, stuttering, etc. <i>Mental disability</i> includes psychiatric disabilities, depression, anxiety, obsessive-compulsive disorder, phobias, schizophrenia, bi-polar disorder, borderline personality disorder, etc. <i>Cognitive disability</i> includes Down's syndrome, traumatic brain injury, learning disabilities, etc.</p>
Frail	A functionally impaired older individual who is either: (a) unable to perform at least two ADL or IADL without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) having a cognitive or other mental impairment that requires substantial supervision because the older individual behaves in a manner that poses a serious health or safety hazard to the individual or to others.
HSA	Human Services Agency of the City and County of San Francisco

HACCP	Hazard Analysis of Critical Control Points. A prevention-based food safety system focusing on time and temperature control at different crucial food service system points
Home-Delivered Meals	Home-delivered meals are provided to individuals who are homebound by reason of illness, incapacitating disability, isolation, lack of support network and have no safe, healthy alternative for meals, and consist of the procurement, preparation, service and delivery of meals, as well as nutrition education and nutrition counseling. This service requires an annual comprehensive assessment and quarterly re-evaluation. Service recipients must have a home visit reassessment by their service providers at least every other quarter.
IADL	Instrumental Activities of Daily Living: activities related to independent living and include preparing meals, managing money, shopping for groceries or personal items, performing light or heavy housework, and using a telephone
Menu Analysis	A detailed nutritional analysis approved by a registered dietitian: (a) When utilizing computerized menu analysis, meals shall be analyzed on a weekly basis for a minimum of 2 weeks of the 5-week cycle menu. (b) Each average meal (a weekly average) shall meet no less than one-third of the DRI for males 51+ for all calculated nutrients.  (c) At a minimum, values must be determined for calories, protein, fat, fiber, calcium, iron, zinc, magnesium, vitamin A, vitamin C, vitamin D, vitamin E, niacin, riboflavin, thiamine, folic acid, and vitamin B12.
Elderly Nutrition Program (ENP) Menu Requirements	Meals shall comply with the current Dietary Guidelines for Americans, published by the U.S. Department of Health and Human Services and the U.S. Department of Agriculture; and shall provide to each participating older individual: (a) A minimum of one-third of the Dietary Reference Intakes (DRIs) as established by the Food and Nutrition Board, Institute of Medicine, National Academy of Sciences, if the project provides one meal per day; (b) At least two-thirds of the DRIs for the provision of 2 meals per day; (c) At least 100% of the DRIs if the project provides 3 meals per day; and (d) Fractions of meals or snacks may not be counted even when such snacks cumulatively equal one-third of the DRIs.
Nutrition Education	The service provider dietitian, consulting dietitian or OOA Nutritionist shall approve the nutrition education plans, activities, and materials. Handouts material may be used as the sole nutrition education component for the home-delivered meal participants. Nutrition education services shall be based on the needs of the participants as determined by annual needs assessment and evaluation of service impact. Nutrition education activities shall be provided on a quarterly basis and documented. One service unit is defined as one nutrition education unit provided to one participant.
OOA	Office on the Aging
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.

Low-Income	100% of poverty level. This is only to be used by consumers to self-identify their income status, not to be used as a means test to qualify for the program.
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. Source: California Code of Regulation Sec. 7130.
Nutrition Counseling	Provision of medical nutrition counseling by a Registered Dietitian to HDM consumers who are receiving special diets.
Registered Dietitian	Registered Dietitian. 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.
Title 22 Regulations	Refers to Barclay’s official California Code of Regulations. Title 22 Social Security, Division 1.8. California Department of Aging. Chapter 4 (1) Title III Programs – program and service provider requirements. Article 5. Title III C- Elderly Nutrition Program. <a href="http://www.aging.ca.gov/ProgramsProviders/AAA/Nutrition/Code_of_Regulations/">http://www.aging.ca.gov/ProgramsProviders/AAA/Nutrition/Code_of_Regulations/</a>

**III. Target Population**

The target population is resident of San Francisco County, aged 60 and above. OOA specifically targets individuals who have the greatest economic and social need such as living on low-income, are minorities, possessing non- or limited-English skills, or are lesbian/gay/bisexual/transgender.

**IV. Eligibility for Services**

To participate in Home-Delivered Meals, an individual must meet the following criteria:

1. A senior, age 60 or above, who is frail and homebound by reason of illness, disability, isolation, lack of support network and have no safe, healthy alternative for meals.
2. A spouse ,domestic partner of a person in subsection (IV)(1) above, regardless of age or condition, if an assessment concludes that it is in the best interest of the homebound older individual.
3. An individual with a disability who resides at home with older individuals if an assessment concludes that it is in the best interest of the homebound older individual who participates in the program.
4. Priority shall be given to older individuals in (IV)(1) above.

**V. Services to be Provided**

- A. Develop and maintain current home-delivered meal policies and procedures with the approval of OOA Nutritionist to meet the nutrition, food service, eligibility assessment and dietary counseling standards that ensure the provision of quality meals, adequate access to sound nutrition information enabling participants to reduce incidence of chronic diseases and maintain independent living.
  
- B. Provide home-delivered meal services, which include:
  - 1. Enroll the number of unduplicated consumers annually as indicated in Table A, and at various locations as indicated in the DAAS-OOA approved Site Chart.
  - 2. Provide the total number of ENP meals annually as indicated in Table A. The meals will be delivered to neighborhoods as indicated on the DAAS-OOA approved Site Chart. Each meal shall meet the CDA and OOA menu requirements.
  - 3. Conduct annual comprehensive assessment and quarterly eligibility re-evaluation of each participant according to the OOA standards as specified in its policy manual. The comprehensive assessment and at least one re-evaluation must be completed at the home of the participant.
  - 4. Provide at least one set of nutrition education material to consumers on a quarterly basis. The total units of nutrition education will be as indicated on the OOA approved Site Chart. The service units will be reported in CA-GetCare by the 5<sup>th</sup> working day of the month for the preceding month.
  - 5. Conduct nutrition risk screening annually for each participant and enter data in to CA-GetCare within one month of obtaining the participant's nutrition risk status.
  - 6. A suggested donation per meal requested of each participant must be approved by the Grantee's Board of Directors and OOA in advance.
  
- C. Ensure Central kitchen (or caterer kitchen) and the home-delivered meal routes meet the Standards described in the most recent California Retail Food Code (CRFC).
  
- D. Ensure a Registered Dietitian or an individual with a valid food safety certification oversees the safety and sanitation components of the program. A HACCP safety and sanitation monitoring must be conducted on site and documented at least three times a year by a R.D at each production kitchen and for each delivery route at least three times a year. Grantee with four or more delivery routes will conduct a HDM route monitoring at least once a month. Follow-up and in-service training shall be provided, as needed, to bring the program into compliance. The HACCP monitoring reports shall be sent to OOA by the specified due dates.
  
- E. Ensure that the cycle menu and a nutrient analysis is approved by a Registered Dietitian and submitted to OOA for review approval in accordance to OOA's nutrition standards. Menu substitutions must be approved by a R.D. and documented.
  
- F. Conduct consumer satisfaction survey yearly for each funded program and provide results to OOA Nutritionist by April 30 of each fiscal year. The survey tool will be provided by OOA.
  
- G. The Grantee will comply with the City's food service waste reduction ordinance (File #06094), and use either reusable, biodegradable, compostable and/or recyclable food service supplies.
  
- H. Ensure adequate and culturally competent staffing (paid and/or volunteer) to administer the program and deliver quality services to meet the needs of the consumers and to meet all the nutrition program standards.

- I. The Grantee will attend the mandatory quarterly in-service training coordinated and provided by the OOA. and share the information with their staff and volunteers.
- J. The Grantee will have to be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules.  
The Grantee will complete the California Department of Aging (CDA) Security Awareness Training annually during the term of the grant.  
<https://www.aging.ca.gov/docs/Resources/SecurityAwarenessTrng.pps>

**VI. Service Objectives**

- A. Grantee will serve the total number of 160 unduplicated consumers
- B. Grantee will serve the total number of 31,946 authorized meals
- C. Grantee will provide the total number of nutrition compliance units as indicated in Appendix B.

**VII. Outcome Objectives**

- A. To provide quality meals that attains a high satisfaction level from participants. At least 85% will be satisfied with the meal quality.
- B. To provide quality services that attains a high satisfaction level from participants. At least 85% of participants are satisfied with the service delivery by staff and/or volunteers.
- C. To provide a nutritious meal that contributes to the participant's nutritional well-being. At least 75% of the participants indicate that they benefited from participating in the nutrition program by improving their food security or overall health.
- D. To provide access to sound nutrition information that increases participants' nutrition knowledge and awareness. At least 65% of the participants who receive nutrition education indicate that they have learned to make healthier food choice and/or learned to improve safe food handling practices.

**VIII. Monitoring Activities**

- A. Nutrition Program Monitoring: Program monitoring will include review of kitchen facility and congregate meal sites in accordance with CRFC and California Department of Aging nutrition standards, project income policies, nutrition education policies, 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; consumer data entry on CA-GetCare; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards related to nutrition program operation, current organizational chart in the food service department, grievance policies and procedures, hours of operation are current according to the site chart; employee resume and credentials, job description, and whether progress notes are maintained according to the OOA Nutrition standards.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

## IX. Reporting Requirements

- A. Grantee will enter into CA-GetCare the consumer data including the Intake Form, and the Nutrition Risk Screening form by the due date as specified by the OOA. At least 85% of enrolled clients should receive annual nutrition risk screening and 95% or more will receive ADL/IADL annual screening.
- B. Grantee will enter into CA-GetCare all the client level service units in the Service Recording Tool by the 5<sup>th</sup> working day of the month for the preceding month.
- C. Grantee will provide a monthly report of number of meals served as described in Section VI – Service Objectives. Grantee will enter the following monthly metrics in the CARBON database by the 15<sup>th</sup> of the following month: Number of meals served and number of nutrition compliance units provided.
- D. Grantee will enter the annual Outcome Objective metrics in the CARBON database by the 15<sup>th</sup> of the month following the end of the program year.
- The percentage of participants surveyed that have indicated excellent or good in rating the quality of meals they received.
  - The percentage of participants surveyed that have indicated excellent or good in rating the service delivery by staff and/or volunteers.
  - The percentage of participants surveyed who indicated that they benefited from participating in the nutrition program by improving their food security or overall health.
  - The percentage of participants who received nutrition education indicate that they have learned to make healthier food choices and/or learned to improve safe food handling practices.
- E. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31 each grant year. This report must be submitted to the CARBON system. Additional reports may be required at other points in the fiscal year if necessary to meet state requirements.
- F. Grantee will develop and maintain an updated Site Chart approved by OOA. A copy of the updated Site Chart will be kept in OOA's contractor program file F. Grantee will provide other reports as requested.
- G. Apart from the on-line reporting via CA-GetCare, and reports requested to be sent via e-mail to the Nutritionist and/or Contract Manager, all other reports should be sent to the following addresses:

Rocio Duenas  
Contracts Manager/HSA  
P.O. Box 7988  
San Francisco, CA 94120  
Rocio.Duenas@sfgov.org

Tiffany Kearney, RD  
Nutritionist/OOA  
1650 Mission Street, 5<sup>th</sup> Floor  
San Francisco, CA 94103  
Tiffany.Kearney@sfgov.org

	A	B	C	D	E
1	<b>BUDGET FORMS</b>			Appendix B2, pg. 1	
2				Document Date: 6/3/2016	
3	<b>HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES</b>				
4	<b>BUDGET PROPOSAL FORMS</b>				
5	Grantee's Name: Russian American Comm. Services			Grant Term	
6	(Check One)    New            Renewal <input checked="" type="checkbox"/> Modification _____				
7	Effective Date of Mod: 7/1/16		No. of Mod: 7/1/16 to 6/30/17		
8	Program: HDM-ENP	HDM-ENP		TOTAL	Average cost/meal
9	<b>Annual #Meals Contracted</b>	31,946		31,946	
10	Program Term	7/1/16 to 6/30/17		7/1/16 to 6/30/17	
11	<b>DAAS Expenditures</b>				
12	Salaries & Benefits	\$110,961		\$110,961	\$3.47
13	Operating Expense	\$96,040		\$96,040	\$3.01
14	<b>Subtotal</b>	<b>\$207,001</b>		<b>\$207,001</b>	<b>\$6.48</b>
15	Indirect Percentage (max 10%)	0%		0%	
16	Indirect Cost (Line 14 X Line 13)	\$0		\$0	\$0.00
17	Capital Expenditure	\$0		\$0	\$0.00
18	<b>TOTAL DAAS EXPENDITURES</b>	<b>\$207,001</b>		<b>\$207,001</b>	<b>\$6.48</b>
19					
20	<b>Non-DAAS Expenditures</b>				
21	Salaries & Benefits	\$25,118		\$25,118	\$0.79
22	Operating Expense	\$42,823		\$42,823	\$1.34
23	Capital Expenditure	\$0		\$0	\$0.00
24	<b>TOTAL Non-DAAS EXPENDITURES</b>	<b>\$67,941</b>		<b>\$67,941</b>	<b>\$2.13</b>
25					
26	<b>TOTAL DAAS &amp; Non-DAAS EXPENDITURES</b>	<b>\$274,942</b>		<b>\$274,942</b>	<b>\$8.61</b>
27					
28	<b>HSA-DAAS Revenues</b>				
29	Meals	\$207,001		\$207,001	
30					
31					
32					
33					
34	<b>TOTAL HSA-DAAS REVENUES</b>	<b>\$207,001</b>		<b>\$207,001</b>	
35	<b>PER MEAL COST, HSA-DAAS</b>	<b>\$6.48</b>		<b>\$6.48</b>	
36	<b>Non-DAAS Revenues</b>				
37	Project Income	34,960		\$34,960	\$1.09
38	Agency Cash - Fundraising	\$16,600		\$16,600	\$0.52
39	Agency In-Kind Volunteer	\$16,381		\$16,381	\$0.51
40					
41					
42					
43	<b>TOTAL NON HSA-DAAS REVENUES</b>	<b>\$67,941</b>		<b>\$67,941</b>	
44	<b>PER MEAL COST, NON HSA-DAAS</b>	<b>\$2.13</b>		<b>\$2.13</b>	
45	<b>TOTAL REVENUES</b>	<b>\$274,942</b>		<b>\$274,942</b>	
46	<b>PER MEAL COST, TOTAL</b>	<b>\$8.61</b>		<b>\$8.61</b>	
47	Full Time Equivalent (FTE)				
49	Prepared by: Nick Buick	Phone No.: 415-595-4644			
50	HSA-CO Review Signature: _____	Date: _____			
51	<b>HSA #1 (11/14/13)</b>				

	A	B	C	D	E	F	G	H
1	Grantee's Name: Russian American Comm. Services						Appendix B2, page 2	
2	Program Name:						Date: 6/3/16	
3	HDM-ENP							
4								
5	<b>Salaries &amp; Benefits Detail</b>							
6								
7	<b>H.S.A-DAAS</b>		<b>Agency Totals</b>		<b>For DAAS Nutrition</b>		<b>7/1/16 to 6/30/17</b>	<b>TOTAL</b>
8	<b>POSITION TITLE and NAME</b>		<b>Annual Full Time Salary for FTE</b>	<b>Total % FTE</b>	<b>% Nutr Prog (b)</b>	<b>Adjusted Nutr FTE</b>	<b>Budgeted Salary</b>	<b>Budgeted Salary 7/1/16 to 6/30/17</b>
9	Executive Director		\$82,272	100.00%	5.94%	5.94%	\$4,887	\$4,887
10	Cook I		\$39,520	100.00%	48.06%	48.06%	\$18,993	\$18,993
11	Cook II		\$33,280	100.00%	32.78%	32.78%	\$10,909	\$10,909
12	Cook III (relief)		\$28,080	62.50%	48.06%	30.04%	\$8,435	\$8,435
13	Kitchen aide		\$28,080	93.75%	32.78%	30.73%	\$8,629	\$8,629
14	Driver 1		\$30,160	81.25%	51.00%	41.44%	\$12,498	\$12,498
15	Driver 2		\$32,240	87.50%	51.00%	44.63%	\$14,387	\$14,387
16	Driver 3		\$29,120	62.50%	51.00%	31.88%	\$9,282	\$9,282
17	c2 coordinator		\$33,280	62.50%	32.78%	20.49%	\$6,818	\$6,818
18								
19								
20								
21	<b>TOTALS</b>		<b>\$ 336,032</b>	<b>750%</b>	<b>347%</b>	<b>280%</b>	<b>\$94,838</b>	<b>\$94,838</b>
22								
23	<b>FRINGE BENEFIT RATE</b>		17.00%					
24	<b>EMPLOYEE FRINGE BENEFITS</b>		\$ 57,125				\$16,122	\$16,122
25								
26								
27	<b>TOTAL DAAS SALARIES &amp; BENEFITS</b>		<b>\$ 393,157</b>				<b>\$110,961</b>	<b>\$110,961</b>
28								
29								
30	<b>Non - DAAS</b>		<b>Agency Totals</b>		<b>For DAAS Meal</b>			<b>TOTAL</b>
31	<b>POSITION TITLE and NAME</b>		<b>Annual Full Time Salary for FTE</b>	<b>Total % FTE (a)</b>	<b>% Nutr Prog (b)</b>	<b>Adjusted Nutr FTE</b>	<b>Budgeted Salary</b>	<b>Budgeted Salary 7/1/16 to 6/30/17</b>
32	Meal site & kitchen volunteers		\$27,040	100%	16%	16%	\$4,381	\$4,381
33	Executive Director		\$82,272	100%	20%	20%	\$16,454	\$16,454
34	Driver 4 (substitute)		\$29,120	10%	51%	5%	\$1,485	\$1,485
35								
36								
37								
38	<b>TOTAL NON-DAAS</b>		<b>\$ 138,432</b>				<b>\$22,321</b>	<b>\$22,321</b>
39								
40	<b>FRINGE BENEFIT RATE</b>		17%					
41	<b>EMPLOYEE FRINGE BENEFITS</b>		\$ 23,533				\$2,797	\$2,797
42								
43								
44	<b>TOTAL Non-DAAS SALARIES &amp; BENEFITS</b>		<b>\$ 161,965</b>				<b>\$25,118</b>	<b>\$25,118</b>
45								
46	<b>TOTAL DAAS &amp; Non-DAAS SALARIES &amp; BENEFITS</b>		<b>\$ 555,123</b>				<b>\$136,078</b>	<b>\$136,078</b>



	A	B	C	D	E	F	G	H	I
1	Grantee's Name: Russian American							Appendix B2, page 3	
2	Program Name:							Date: 6/3/16	
3	HDM-ENP								
4	<b>Operating Expense Detail</b>								
7	<b>H.S.A-DAAS</b>		Annual #Meals Contracted:		31,946		<b>TOTAL</b>		
8	<b>Expenditure Category</b>		Term:		7/1/16 to 6/30/17		7/1/16 to 6/30/17		
9	Rental of Property								
10	Utilities(Elec, Water, Gas, Phone, Scavenger)								
11	Office Supplies, Postage								
12	Building Maintenance Supplies and Repair								
13	FOOD COSTS								
14	Raw Food	per meal	\$ 2.38		\$76,031			\$76,031	
15	Cong Food Svc Supplie	per meal	\$ 0.25		\$7,987			\$7,987	
16	HDM Food Svc Supplie:	per meal							
17	Catered Meals	per meal							
18	CONSULTANT/SUBCONTRACTOR Descriptive Title								
19	Registered Dietitian								
20									
21	OTHER COSTS:								
22	Insurance								
23	Staff Training & Travel								
24	Rental of Equipment								
25	Small equipment & Supplies								
26	Auto - Fuel & Insurance								
27	Repair/Maintenance								
28									
29									
30	<b>TOTAL DAAS OPERATING EXPENSE</b>				<b>\$96,040</b>			<b>\$96,040</b>	
32	<b>Non-DAAS</b>								
33	<b>Expenditure Category</b>		Program		<b>TOTAL</b>				
34	Rental of Property								
35	Utilities(Elec, Water, Gas, Phone, Scavenger)								
36	Office Supplies, Postage								
37	Building Maintenance Supplies and Repair								
38	FOOD COSTS								
39	Raw Food	per meal	\$ 0.35		\$11,181			\$11,181	
40	Cong Food Svc Supplie	per meal							
41	HDM Food Svc Supplie:	per meal							
42	Catered Meals	per meal							
43	CONSULTANT/SUBCONTRACTOR Descriptive Title								
44	Registered Dietitian								
45									
46	OTHER COSTS:								
47	Insurance								
48	Staff Training & Travel								
49	Rental of Equipment								
50	Small equipment & Supplies								
51	Auto - Fuel & Insurance								
52	Repair/Maintenance								
53									
54									
55	<b>TOTAL Non-DAAS OPERATING EXPENSE</b>				<b>\$42,823</b>			<b>\$42,823</b>	
56									
57	<b>TOTAL DAAS &amp; Non-DAAS OPERATING EXPENSE</b>				<b>\$138,863</b>			<b>\$138,863</b>	

**Nutrition Compliance/Quality Assurance Services:**

**Cost Per Service Unit:**

**Proposed Service Units:**

**Nutrition Education:**

Annual #sessions (or presentation) a year or # Times a year handouts will be delivered to seniors in HDM

Year 1	Total Year 1	HSA-DAAS	Non-H.S.A

**Nutrition Counseling:**

Annual #hours to be provided

Annual #sessions to be provided


**HCCP Kitchen Monitoring** (1 unit = 1 session completed)

**Site/Route Monitoring** (1 unit = 1 session completed):

**Menu Planning & Analysis** (1 unit = 1 set menu completed)

**HDM Assessment** (1 units = annual intake assessment & reassessment completed)

150	225	225	0

**OTHER Nutrition Compliance:**

In-service training to staff/volunteers (1 unit = 1 hour)

Attend Mandatory OOA Quarterly Meeting (1 unit = 1 hour)

0			

**NOTES:**

Cells with formulas are protected to avoid accidental changes. To unprotect, go to "Review" then "Unprotect sheet". No password needed. Enter service units for THE year, as appropriate & if required for your program.

**Budget Narrative:**

**HUMAN SERVICES AGENCY BUDGET SUMMARY  
 BY PROGRAM**

Contractor Name : Russian American Comm Service Center

Term

July 1, 2016 to June 30, 2017

(Check One) New  Renewal  Modification

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

9 Program: Nutrition Compliance for ENP- HDM

**REVENUE Cost Allocation:**

10 Budget Reference Page No.(s)	Year 1	H.S.A.-DAAS	Non-HSA-DAAS	Total Revenue
11 Program Term	7/1/16-6/30/17			
12 Expenditures				
13 Nutrition Education				
14 Salaries & Benefits	\$0	\$0	\$0	\$0
15 Operating Expense	\$0	\$0	\$0	\$0
16 Subtotal Direct	\$0	\$0	\$0	\$0
17 Indirect Percentage				
18 Indirect Expense	\$0	\$0	\$0	\$0
19 Total Nutrition Education	\$0	\$0	\$0	\$0
20 Nutrition Counseling				
21 Salaries & Benefits	\$0	\$0	\$0	\$0
22 Operating Expense	\$0	\$0	\$0	\$0
23 Subtotal Direct	\$0	\$0	\$0	\$0
24 Indirect Percentage				
25 Indirect Expense	\$0	\$0	\$0	\$0
26 Total Nutrition Counseling	\$0	\$0	\$0	\$0
27 HCCP Kitchen Monitoring				
28 Salaries & Benefits	\$0	\$0	\$0	\$0
29 Operating Expense	\$0	\$0	\$0	\$0
30 Subtotal Direct	\$0	\$0	\$0	\$0
31 Indirect Percentage				
32 Indirect Expense	\$0	\$0	\$0	\$0
33 Total HCCP Kitchen Monitoring	\$0	\$0	\$0	\$0
34 Site/Route Monitoring				
35 Salaries & Benefits	\$0	\$0	\$0	\$0
36 Operating Expense	\$0	\$0	\$0	\$0
37 Subtotal Direct	\$0	\$0	\$0	\$0
38 Indirect Percentage				
39 Indirect Expense	\$0	\$0	\$0	\$0
40 Total Site/Route Monitoring	\$0	\$0	\$0	\$0
41 Menu Planning				
42 Salaries & Benefits	\$0	\$0	\$0	\$0
43 Operating Expense	\$0	\$0	\$0	\$0
44 Subtotal Direct	\$0	\$0	\$0	\$0
45 Indirect Percentage				
46 Indirect Expense	\$0	\$0	\$0	\$0
47 Total Menu Planning	\$0	\$0	\$0	\$0
48 HDM Assessments				
49 Salaries & Benefits	\$33,750	\$33,750	\$0	\$33,750
50 Operating Expense	\$0	\$0	\$0	\$0
51 Subtotal Direct	\$33,750	\$33,750	\$0	\$33,750
52 Indirect Percentage				
53 Indirect Expense	\$0	\$0	\$0	\$0
54 Total HDM Assessments	\$33,750	\$33,750	\$0	\$33,750
55 Other Nutrition Compliance				
56 Salaries & Benefits	\$0	\$0	\$0	\$0
57 Operating Expense	\$0	\$0	\$0	\$0
58 Subtotal Direct	\$0	\$0	\$0	\$0
59 Indirect Percentage				
60 Indirect Expense	\$0	\$0	\$0	\$0
61 Total Other Nutrition Compliance	\$0	\$0	\$0	\$0
62 GRAND Total Expenditures	\$33,750	\$33,750	\$0	\$33,750
63 HSA Revenues	\$33,750	\$33,750		\$33,750
64				
65				
66 TOTAL HSA REVENUES	\$33,750	\$33,750		\$33,750
67 Other Non-H.S.A.-DAAS Revenues				
68				
69				
70				
71 TOTAL OTHER REVENUES				
72 Full Time Equivalent (FTE)	0.75			
74 Prepared by:	Telephone No.:		Date	
75 HSA-CO Review Signature:				
76 HSA #1	5/19/2016			



**Appendix A1 – Services to be Provided  
Self-Help for the Elderly  
Elderly Nutrition Program (ENP), Home-Delivered Meals  
Effective July 1, 2016-June 30, 2017**

**I. Purpose**

The purpose of this grant is to assist older homebound individuals living in San Francisco and identified by Grantee as its target population to live independently, by promoting better health through improved nutrition, and reduced isolation through accessible and appropriate meals services.

**II. Definitions**

Grantee	<b>Self-Help for the Elderly</b>
ADL	Activities of Daily Living: the basic tasks of everyday life including eating, bathing, dressing, toileting, and transferring (i.e., getting in and out of a bed or chair).
CARBON	Human Service Agency’s Contracts Administration Reporting and Billing On-line (CARBON) system
CDA	California Department of Aging
DAAS	Department of Adult and Aging Services
Disability	<p>A condition attributable to mental or physical impairment, or a combination of mental and physical impairments including hearing and visual impairments, that results 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, self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.</p> <p><i>Physical disability or mobile limitation</i> includes wheelchair users, cane or walker users, limited reach ranges, limited hand movement, etc. <i>Chronic illness</i> includes HIV, lung disorders, heart disease/stroke, immune system disorders, diabetes, neurological disorders, etc. <i>Sensory disability</i> includes deaf, hard of hearing, blind, low vision, Aphasia, stuttering, etc. <i>Mental disability</i> includes psychiatric disabilities, depression, anxiety, obsessive-compulsive disorder, phobias, schizophrenia, bi-polar disorder, borderline personality disorder, etc. <i>Cognitive disability</i> includes Down’s syndrome, traumatic brain injury, learning disabilities, etc.</p>
Frail	A functionally impaired older individual who is either: (a) unable to perform at least two ADL or IADL without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) having a cognitive or other mental impairment that requires substantial supervision because the older individual behaves in a manner that poses a serious health or safety hazard to the individual or to others.
HSA	Human Services Agency of the City and County of San Francisco

HACCP	Hazard Analysis of Critical Control Points. A prevention-based food safety system focusing on time and temperature control at different crucial food service system points
Home-Delivered Meals	Home-delivered meals are provided to individuals who are homebound by reason of illness, incapacitating disability, isolation, lack of support network and have no safe, healthy alternative for meals, and consist of the procurement, preparation, service and delivery of meals, as well as nutrition education and nutrition counseling. This service requires an annual comprehensive assessment and quarterly re-evaluation. Service recipients must have a home visit reassessment by their service providers at least every other quarter.
IADL	Instrumental Activities of Daily Living: activities related to independent living and include preparing meals, managing money, shopping for groceries or personal items, performing light or heavy housework, and using a telephone
Menu Analysis	A detailed nutritional analysis approved by a registered dietitian: (a) When utilizing computerized menu analysis, meals shall be analyzed on a weekly basis for a minimum of 2 weeks of the 5-week cycle menu. (b) Each average meal (a weekly average) shall meet no less than one-third of the DRI for males 51+ for all calculated nutrients.  (c) At a minimum, values must be determined for calories, protein, fat, fiber, calcium, iron, zinc, magnesium, vitamin A, vitamin C, vitamin D, vitamin E, niacin, riboflavin, thiamine, folic acid, and vitamin B12.
Elderly Nutrition Program (ENP) Menu Requirements	Meals shall comply with the current Dietary Guidelines for Americans, published by the U.S. Department of Health and Human Services and the U.S. Department of Agriculture; and shall provide to each participating older individual: (a) A minimum of one-third of the Dietary Reference Intakes (DRIs) as established by the Food and Nutrition Board, Institute of Medicine, National Academy of Sciences, if the project provides one meal per day; (b) At least two-thirds of the DRIs for the provision of 2 meals per day; (c) At least 100% of the DRIs if the project provides 3 meals per day; and (d) Fractions of meals or snacks may not be counted even when such snacks cumulatively equal one-third of the DRIs.
Nutrition Education	The service provider dietitian, consulting dietitian or OOA Nutritionist shall approve the nutrition education plans, activities, and materials. Handouts material may be used as the sole nutrition education component for the home-delivered meal participants. Nutrition education services shall be based on the needs of the participants as determined by annual needs assessment and evaluation of service impact. Nutrition education activities shall be provided on a quarterly basis and documented. One service unit is defined as one nutrition education unit provided to one participant.
OOA	Office on the Aging
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.

Low-Income	100% of poverty level. This is only to be used by consumers to self-identify their income status, not to be used as a means test to qualify for the program.
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. Source: California Code of Regulation Sec. 7130.
Nutrition Counseling	Provision of medical nutrition counseling by a Registered Dietitian to HDM consumers who are receiving special diets.
Registered Dietitian	Registered Dietitian. 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.
Title 22 Regulations	Refers to Barclay’s official California Code of Regulations. Title 22 Social Security, Division 1.8. California Department of Aging. Chapter 4 (1) Title III Programs – program and service provider requirements. Article 5. Title III C- Elderly Nutrition Program. <a href="http://www.aging.ca.gov/ProgramsProviders/AAA/Nutrition/Code_of_Regulations/">http://www.aging.ca.gov/ProgramsProviders/AAA/Nutrition/Code_of_Regulations/</a>

**III. Target Population**

The target population is resident of San Francisco County, aged 60 and above. OOA specifically targets individuals who have the greatest economic and social need such as living on low-income, are minorities, possessing non- or limited-English skills, or are lesbian/gay/bisexual/transgender.

**IV. Eligibility for Services**

To participate in Home-Delivered Meals, an individual must meet the following criteria:

1. A senior, age 60 or above, who is frail and homebound by reason of illness, disability, isolation, lack of support network and have no safe, healthy alternative for meals.
2. A spouse ,domestic partner of a person in subsection (IV)(1) above, regardless of age or condition, if an assessment concludes that it is in the best interest of the homebound older individual.
3. An individual with a disability who resides at home with older individuals if an assessment concludes that it is in the best interest of the homebound older individual who participates in the program.
4. Priority shall be given to older individuals in (IV)(1) above.

**V. Services to be Provided**

- A. Develop and maintain current home-delivered meal policies and procedures with the approval of OOA Nutritionist to meet the nutrition, food service, eligibility assessment and dietary counseling standards that ensure the provision of quality meals, adequate access to sound nutrition information enabling participants to reduce incidence of chronic diseases and maintain independent living.
- B. Provide home-delivered meal services, which include:
  - 1. Enroll the number of unduplicated consumers annually as indicated in Table A, and at various locations as indicated in the DAAS-OOA approved Site Chart.
  - 2. Provide the total number of ENP meals annually as indicated in Table A. The meals will be delivered to neighborhoods as indicated on the DAAS-OOA approved Site Chart. Each meal shall meet the CDA and OOA menu requirements.
  - 3. Conduct annual comprehensive assessment and quarterly eligibility re-evaluation of each participant according to the OOA standards as specified in its policy manual. The comprehensive assessment and at least one re-evaluation must be completed at the home of the participant.
  - 4. Provide at least one set of nutrition education material to consumers on a quarterly basis. The total units of nutrition education will be as indicated on the OOA approved Site Chart. The service units will be reported in CA-GetCare by the 5<sup>th</sup> working day of the month for the preceding month.
  - 5. Conduct nutrition risk screening annually for each participant and enter data in to CA-GetCare within one month of obtaining the participant's nutrition risk status.
  - 6. A suggested donation per meal requested of each participant must be approved by the Grantee's Board of Directors and OOA in advance.
- C. Ensure Central kitchen (or caterer kitchen) and the home-delivered meal routes meet the Standards described in the most recent California Retail Food Code (CRFC).
- D. Ensure a Registered Dietitian or an individual with a valid food safety certification oversees the safety and sanitation components of the program. A HACCP safety and sanitation monitoring must be conducted on site and documented at least three times a year by a R.D at each production kitchen and for each delivery route at least three times a year. Grantee with four or more delivery routes will conduct a HDM route monitoring at least once a month. Follow-up and in-service training shall be provided, as needed, to bring the program into compliance. The HACCP monitoring reports shall be sent to OOA by the specified due dates.
- E. Ensure that the cycle menu and a nutrient analysis is approved by a Registered Dietitian and submitted to OOA for review approval in accordance to OOA's nutrition standards. Menu substitutions must be approved by a R.D. and documented.
- F. Conduct consumer satisfaction survey yearly for each funded program and provide results to OOA Nutritionist by April 30 of each fiscal year. The survey tool will be provided by OOA.
- G. The Grantee will comply with the City's food service waste reduction ordinance (File #06094), and use either reusable, biodegradable, compostable and/or recyclable food service supplies.
- H. Ensure adequate and culturally competent staffing (paid and/or volunteer) to administer the program and deliver quality services to meet the needs of the consumers and to meet all the nutrition program standards.



- I. The Grantee will attend the mandatory quarterly in-service training coordinated and provided by the OOA. and share the information with their staff and volunteers.
- J. The Grantee will have to be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules.
- K. The Grantee will complete the California Department of Aging (CDA) Security Awareness Training annually during the term of the grant.  
[www.aging.ca.gov/Resources/Docs/SecurityAwarenessTrng.pps](http://www.aging.ca.gov/Resources/Docs/SecurityAwarenessTrng.pps)

**VI. Service Objectives**

- A. Grantee will serve the total number of 350 unduplicated consumers
- B. Grantee will serve the total number of 65,054 authorized meals
- C. Grantee will provide the total number of nutrition compliance units as indicated in Appendix B.

**VII. Outcome Objectives**

- A. To provide quality meals that attains a high satisfaction level from participants. At least 85% will be satisfied with the meal quality.
- B. To provide quality services that attains a high satisfaction level from participants. At least 85% of participants are satisfied with the service delivery by staff and/or volunteers.
- C. To provide a nutritious meal that contributes to the participant's nutritional well-being. At least 75% of the participants indicate that they benefited from participating in the nutrition program by improving their food security or overall health.
- D. To provide access to sound nutrition information that increases participants' nutrition knowledge and awareness. At least 65% of the participants who receive nutrition education indicate that they have learned to make healthier food choice and/or learned to improve safe food handling practices.

**VIII. Monitoring Activities**

- A. Nutrition Program Monitoring: Program monitoring will include review of kitchen facility and congregate meal sites in accordance with CRFC and California Department of Aging nutrition standards, project income policies, nutrition education policies, 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; consumer data entry on CA-GetCare; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards related to nutrition program operation, current organizational chart in the food service department, grievance policies and procedures, hours of operation are current according to the site chart; employee resume and credentials, job description, and whether progress notes are maintained according to the OOA Nutrition standards.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

## IX. Reporting Requirements

- A. Grantee will enter into CA-GetCare the consumer data including the Intake Form, and the Nutrition Risk Screening form by the due date as specified by the OOA. At least 85% of enrolled clients should receive annual nutrition risk screening and 95% or more will receive ADL/IADL annual screening.
- B. Grantee will enter into CA-GetCare all the client level service units in the Service Recording Tool by the 5<sup>th</sup> working day of the month for the preceding month.
- C. Grantee will provide a monthly report of number of meals served as described in Section VI – Service Objectives. Grantee will enter the following monthly metrics in the CARBON database by the 15<sup>th</sup> of the following month: Number of meals served and number of nutrition compliance units provided.
- D. Grantee will enter the annual Outcome Objective metrics in the CARBON database by the 15<sup>th</sup> of the month following the end of the program year.
- The percentage of participants surveyed that have indicated excellent or good in rating the quality of meals they received.
  - The percentage of participants surveyed that have indicated excellent or good in rating the service delivery by staff and/or volunteers.
  - The percentage of participants surveyed who indicated that they benefited from participating in the nutrition program by improving their food security or overall health.
  - The percentage of participants who received nutrition education indicate that they have learned to make healthier food choices and/or learned to improve safe food handling practices.
- E. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31 each grant year. This report must be submitted to the CARBON system. Additional reports may be required at other points in the fiscal year if necessary to meet state requirements.
- F. Grantee will develop and maintain an updated Site Chart approved by OOA. A copy of the updated Site Chart will be kept in OOA's contractor program file. F. Grantee will provide other reports as requested.
- G. Apart from the on-line reporting via CA-GetCare, and reports requested to be sent via e-mail to the Nutritionist and/or Contract Manager, all other reports should be sent to the following addresses:

Tahir Shaikh  
Contracts Manager/HSA  
P.O. Box 7988  
San Francisco, CA 94120  
Tahir.Shaikh@sfgov.org

Linda Lau, RD  
Lead Nutritionist/OOA  
1650 Mission Street, 5<sup>th</sup> Floor  
San Francisco, CA 94103  
Linda.Lau@sfgov.org

	A	B	C	D
1	<b>BUDGET FORMS</b>			Appendix B2, pg. 1
2	Document Date:			6/7/2016
3	<b>HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT S</b>			
4	<b>BUDGET PROPOSAL FORMS</b>			
5	Grantee's Name: SELF-HELP FOR THE ELDERLY			Grant Term
6	(Check One) New    Renewal <input checked="" type="checkbox"/> Modification _____			
7	Effective Date of Mod: 7/1/13		No. of Mod:	7/1/16 to 6/30/17
8	Program: Enter 1 Prog ONLY (e.g. Cong-ENP, HDM-ENP, Cong-YAD, or HDM-YAD)	HDM-ENP		TOTAL
9	<b>Annual #Meals Contracted</b>	65,054		65,054
10	Program Term	7/1/16 to 6/30/17		7/1/16 to 6/30/17
11	<b>DAAS Expenditures</b>			
12	Salaries & Benefits	\$146,630		\$146,630
13	Operating Expense	\$247,243		\$247,243
14	<b>Subtotal</b>	<b>\$393,873</b>		<b>\$393,873</b>
15	Indirect Percentage (max 10%)	10%		10%
16	Indirect Cost (Line 14 X Line 13)	\$39,388		\$39,388
17	Capital Expenditure	\$0		\$0
18	<b>TOTAL DAAS EXPENDITURES</b>	<b>\$433,261</b>		<b>\$433,261</b>
19				
20	<b>Non-DAAS Expenditures</b>			
21	Salaries & Benefits	\$86,697		\$86,697
22	Operating Expense	\$67,145		\$67,145
23	Indirect Cost	\$26,252		\$26,252
24	Capital Expenditure	\$0		\$0
25	<b>TOTAL Non-DAAS EXPENDITURES</b>	<b>\$180,094</b>		<b>\$180,094</b>
26				
27	<b>TOTAL DAAS &amp; Non-DAAS EXPENDITURES</b>	<b>\$613,355</b>		<b>\$613,355</b>
28				
29	<b>HSA-DAAS Revenues</b>			
30	Meals	\$433,261		\$433,261
31				
32				
33				
34				
35	<b>TOTAL HSA-DAAS REVENUES</b>	<b>\$433,261</b>		<b>\$433,261</b>
36	PER MEAL COST, HSA-DAAS	\$6.66		\$6.66
37	<b>Non-DAAS Revenues</b>			
38	Project Income	79,200		\$79,200
39	Agency Cash - Fundraising	\$100,894		\$100,894
40	Agency In-Kind Volunteer			
41	Nutrition Compliance/Quality Assurance			
42				
43				
44	<b>TOTAL NON HSA-DAAS REVENUES</b>	<b>\$180,094</b>		<b>\$180,094</b>
45	PER MEAL COST, NON HSA-DAAS	\$2.77		\$2.77
46	<b>TOTAL REVENUES</b>	<b>\$613,355</b>		<b>\$613,355</b>
47	PER MEAL COST, TOTAL	\$9.43		\$9.43
48	Full Time Equivalent (FTE)			
50	Prepared by: Leny & Kelly	Phone No.:	415-677-7682	
51	HSA-CO Review Signature: _____	Date:	_____	
52	HSA #1 (11/14/13)			

	A	B	C	D	E	F	G	H	I	J	K
1	Grantee's Name: SELF-HELP FOR THE ELDERLY										Appendix B2, page 2
2	Program Name:										Date: 6/7/16
3	HDM-ENP										
4											
5											
6											
7											
8	<b>H.S.A-DAAS</b>										
		Agency Totals		For DAAS Nutrition		7/1/16 to 6/30/17					TOTAL
9	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary			7/1/16 to 6/30/17
10	HDM Supervisor-W Wan	\$32,240	100%	75%	75%	\$24,180					\$24,180
11	HDM Driver-F Ho	\$29,640	88%	100%	88%	\$25,935					\$25,935
12	HDM Driver-P Hue	\$29,640	50%	100%	50%	\$14,820					\$14,820
13	HDM Driver-A Hui	\$29,640	50%	100%	50%	\$14,820					\$14,820
14	HDM Driver-Q Li	\$29,640	50%	100%	50%	\$14,820					\$14,820
15	HDM Workers-Y Liang	\$28,080	50%	100%	50%	\$14,040					\$14,040
16											
17											
18											
19											
20											
21	TOTALS	\$ 178,880	388%	500%	288%	\$108,615					\$108,615
22											
23	FRINGE BENEFIT RATE	35.00%									
24	EMPLOYEE FRINGE BENEFITS	\$ 62,608				\$38,015					\$38,015
25											
26											
27	TOTAL DAAS SALARIES & BENEFITS	\$ 241,488				\$146,630					\$146,630
28											
29											
30	<b>Non - DAAS</b>										
		Agency Totals		For DAAS Meal							TOTAL
31	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary			7/1/13 to 6/30/16
32	HDM Workers-M Wu	\$28,080	50%	100%	50%	\$14,040					\$14,040
33	HDM Workers-L Ye	\$28,080	50%	100%	50%	\$14,040					\$14,040
34	HDM Workers-X Zhu	\$28,080	50%	100%	50%	\$14,040					\$14,040
35	Transp Manager,F Wong	\$47,840	100%	100%	25%	\$11,960					\$11,960
36	Transp Dispatcher, A Wong	\$40,560	100%	100%	25%	\$10,140					\$10,140
37											
38											
39											
40											
41											
42											
43											
44											
45	TOTAL NON-DAAS	\$ 172,640				\$64,220					\$64,220
46											
47	FRINGE BENEFIT RATE	35%									
48	EMPLOYEE FRINGE BENEFITS	\$ 60,424				\$22,477					\$22,477
49											
50											
51	TOTAL Non-DAAS SALARIES & BENEFITS	\$ 233,064				\$86,697					\$86,697
52											
53	TOTAL DAAS & Non-DAAS SALARIES & BENEFITS	\$ 474,552				\$233,327					\$233,327

	A	B	C	D	E	F	G	H	I	J	K
1	Grantee's Name: SELF-HELP FOF										Appendix B2, page 3
2	Program Name:										Date: 6/7/16
3	HDM-ENP										
4	<b>Operating Expense Detail</b>										
7	<b>H.S.A-DAAS</b>	Annual #Meals Contracted:	65,054							<b>TOTAL</b>	
8	<b>Expenditure Category</b>	Term	7/1/16 to 6/30/17							7/1/16 to 6/30/17	
9	Rental of Property										
10	Utilities(Elec, Water, Gas, Phone, Scavenger)										
11	Office Supplies, Postage				\$118					\$118	
12	Building Maintenance Supplies and Repair										
13	<b>FOOD COSTS</b>										
14	Raw Food	per meal									
15	Cong Food Svc Supplies	per meal									
16	HDM Food Svc Supplies	per meal									
17	Catered Meals	per meal \$ 3.80			\$247,125					\$247,125	
18	<b>CONSULTANT/SUBCONTRACTOR Descriptive Title</b>										
19	Registered Dietitian										
20											
21	<b>OTHER COSTS:</b>										
22	Insurance										
23	Staff Training & Travel										
24	Rental of Equipment										
25	Small equipment & Supplies										
26	Auto - Fuel & Insurance										
27	Repair/Maintenance										
28											
29											
30	<b>TOTAL DAAS OPERATING EXPENSE</b>				\$247,243					\$247,243	
32	<b>Non-DAAS</b>										<b>TOTAL</b>
33	<b>Expenditure Category</b>	Program									
34	Rental of Property										
35	Utilities(Elec, Water, Gas, Phone, Scavenger)				\$1,800					\$1,800	
36	Office Supplies, Postage				\$82					\$82	
37	Building Maintenance Supplies and Repair				\$200					\$200	
38	<b>FOOD COSTS</b>										
39	Raw Food	per meal \$ 0.20			\$13,011					\$13,011	
40	Cong Food Svc Supplies	per meal \$ 0.20			\$13,011					\$13,011	
41	HDM Food Svc Supplies	per meal									
42	Catered Meals	per meal \$ 0.03			\$2,040					\$2,040	
43	<b>CONSULTANT/SUBCONTRACTOR Descriptive Title</b>										
44	Registered Dietitian										
45											
46	<b>OTHER COSTS:</b>										
47	Insurance				\$5,000					\$5,000	
48	Staff Training & Travel				\$1,100					\$1,100	
49	Rental of Equipment										
50	Software & Website										
51	Others										
52	Auto - Fuel & Insurance				\$20,501					\$20,501	
53	Repair/Maintenance				\$10,000					\$10,000	
54	Recruitment Expenses				\$400					\$400	
55											
56	<b>TOTAL Non-DAAS OPERATING EXPENSE</b>				\$67,145					\$67,145	
57											
58	<b>TOTAL DAAS &amp; Non-DAAS OPERATING EXPENSE</b>				\$314,388					\$314,388	

**Nutrition Compliance/Quality Assurance Services:**

**Cost Per Service Unit:**

**Proposed Service Units:**

**Self-Help for the Elderly**

**Nutrition Education:**

Annual #sessions (or presentation) a year or # Times a year handouts will be delivered to seniors in HDM

	Year 1	Total Year 1	HSA-DAAS	Non-H.S.A
	4	\$ 168.00	\$ 165.00	\$ 3.00

**Nutrition Counseling:**

Annual #hours to be provided

Annual #sessions to be provided


**HCCP Kitchen Monitoring** (1 unit = 1 session completed)

2	\$ 671.72	\$ 659.73	\$ 12.00
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**Site/Route Monitoring** (1 unit = 1 session completed):

19	\$ 336.01	\$ 330.01	\$ 6.00
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**Menu Planning & Analysis** (1 unit = 1 set menu completed)

2	\$ 783.98	\$ 769.84	\$ 14.00
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**HDM Assessment** (1 units = annual intake assessment & reassessment completed)

315	\$ 226.12	\$ 222.08	\$ 4.04
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**OTHER Nutrition Compliance:**

In-service training to staff/volunteers (1 unit = 1 hour)

4	\$ 84.14	\$ 82.64	\$ 1.50
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Attend Mandatory OOA Quarterly Meeting (1 unit = 1 hour)

4			
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**NOTES:**

Cells with formulas are protected to avoid accidental changes. To unprotect, go to "Review" then "Unprotect sheet". No password needed. Enter service units for THE year, as appropriate & if required for your program.

**Budget Narrative:**

	A	B	C	D	E
1	Appendix B3, Page 1				
2	Document Date: 6/7/2016				
3	<b>HUMAN SERVICES AGENCY BUDGET SUMMARY</b>				
4	<b>BY PROGRAM</b>				
5	Contractor Name			Term	
6	Self-Help for the Elderly			July 1, 2016 to June 30, 2017	
7	(Check One)    New    Renewal <input checked="" type="checkbox"/> Modification <input type="checkbox"/>				
8	If modification, Effective Date of Mod.		No. of Mod.		
9	Program: Nutrition Compliance for ENP- Indicate HDM or Congregate	HDM Nutrition Compliance	REVENUE Cost Allocation:		
10	Budget Reference Page No.(s)	Year 1	H.S.A.-DAAS	Non-HSA-DAAS	Total Revenue
11	Program Term	7/1/16-6/30/17			
12	<b>Expenditures</b>				
13	<b>Nutrition Education</b>				
14	Salaries & Benefits	\$572	\$572		\$572
15	Operating Expense	\$28	\$28		\$28
16	Subtotal Direct	\$600	\$600		\$600
17	Indirect Percentage	12.0%	10.0%		
18	Indirect Expense	\$72	\$60	\$12	\$72
19	<b>Total Nutrition Education</b>	<b>\$672</b>	<b>\$660</b>	<b>\$12</b>	<b>\$672</b>
20	<b>Nutrition Counseling</b>				
21	Salaries & Benefits				
22	Operating Expense				
23	Subtotal Direct				
24	Indirect Percentage				
25	Indirect Expense				
26	<b>Total Nutrition Counseling</b>				
27	<b>HCCP Kitchen Monitoring</b>				
28	Salaries & Benefits	\$1,073	\$1,073		\$1,073
29	Operating Expense	\$127	\$127		\$127
30	Subtotal Direct	\$1,200	\$1,200		\$1,200
31	Indirect Percentage	12.0%	10.0%		
32	Indirect Expense	\$144	\$120	\$24	\$144
33	<b>Total HCCP Kitchen Monitoring</b>	<b>\$1,343</b>	<b>\$1,319</b>	<b>\$24</b>	<b>\$1,343</b>
34	<b>Site/Route Monitoring</b>				
35	Salaries & Benefits	\$5,699	\$5,699		\$5,699
36	Operating Expense	\$1	\$1		\$1
37	Subtotal Direct	\$5,700	\$5,700		\$5,700
38	Indirect Percentage	12.0%	10.0%		
39	Indirect Expense	\$684	\$570	\$114	\$684
40	<b>Total Site/Route Monitoring</b>	<b>\$6,384</b>	<b>\$6,270</b>	<b>\$114</b>	<b>\$6,384</b>
41	<b>Menu Planning</b>				
42	Salaries & Benefits	\$1,364	\$1,364		\$1,364
43	Operating Expense	\$36	\$36		\$36
44	Subtotal Direct	\$1,400	\$1,400		\$1,400
45	Indirect Percentage	12%	10%		
46	Indirect Expense	\$168	\$140	\$28	\$168
47	<b>Total Menu Planning</b>	<b>\$1,568</b>	<b>\$1,540</b>	<b>\$28</b>	<b>\$1,568</b>
48	<b>HDM Assessments</b>				
49	Salaries & Benefits	\$63,503	\$63,503		\$63,503
50	Operating Expense	\$92	\$92		\$92
51	Subtotal Direct	\$63,595	\$63,595		\$63,595
52	Indirect Percentage	12%	10%		
53	Indirect Expense	\$7,631	\$6,360	\$1,272	\$7,631
54	<b>Total HDM Assessments</b>	<b>\$71,227</b>	<b>\$69,955</b>	<b>\$1,272</b>	<b>\$71,226</b>
55	<b>Other Nutrition Compliance</b>				
56	Salaries & Benefits	\$293	\$293		\$293
57	Operating Expense	\$8	\$8		\$8
58	Subtotal Direct	\$301	\$301		\$301
59	Indirect Percentage	12%	10%		
60	Indirect Expense	\$36	\$30	\$6	\$36
61	<b>Total Other Nutrition Compliance</b>	<b>\$337</b>	<b>\$331</b>	<b>\$6</b>	<b>\$337</b>
62	<b>GRAND Total Expenditures</b>	<b>\$81,531</b>	<b>\$80,075</b>	<b>\$1,456</b>	<b>\$81,531</b>
63	<b>HSA Revenues</b>		\$80,075		\$80,075
64					
65					
66	<b>TOTAL HSA REVENUES</b>		<b>\$80,075</b>		<b>\$80,075</b>
67	Other Non-H.S.A.-DAAS Revenues			\$1,456	\$1,456
68					
69					
70					
71	<b>TOTAL OTHER REVENUES</b>			<b>\$1,456</b>	<b>\$1,456</b>
72	Full Time Equivalent (FTE)				
74	Prepared by:	Kelly Chew	Telephone No.:	415-677-7606	Date 6/7/2016
75	HSA-CO Review Signature: _____				
76	HSA #1 <span style="float: right;">5/19/2016</span>				





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Self-Help for the Elderly  
 Program Name: HDM Nutrition Compliance  
 (Same as Line 9 on HSA #1)

**Nutrition Education Operating Expense Detail**

Expenditure Category	TERM	REVENUE Cost Allocation:		TOTAL REVENUE
		7/1/16-6/30/17	H.S.A.-DAAS	
Rental of Property				
Utilities(Elec, Water, Gas, Phone, Scavenger)				
Office Supplies, Postage				
Building Maintenance Supplies and Repair				
Printing and Reproduction		\$28	\$28	\$28
Insurance				
Staff Training				
Staff Travel				
Small Equipment (over \$500 but under \$5,000/item)				
Rental of Equipment				
SUBCONTRACTORS Descriptive Title				
OTHER				
TOTAL OPERATING EXPENSE		\$28	\$28	\$28

HSA #3



Self-Help for the Elderly

Program Name: **HDM Nutrition Compliance**  
 (Same as Line 9 on HSA #1)

**HCCP Kitchen Monitoring Operating Expense Detail**

Expenditure Category	TERM	REVENUE Cost Allocation:		TOTAL REVENUE
		7/1/16-6/30/17	H.S.A.-DAAS	
Rental of Property				
Utilities(Elec, Water, Gas, Phone, Scavenger)				
Office Supplies, Postage				
Building Maintenance Supplies and Repair				
Printing and Reproduction				
Insurance				
Staff Training				
Staff Travel				
Small Equipment (over \$500 but under \$5,000/item)		\$127	\$127	\$127
Rental of Equipment				
SUBCONTRACTORS Descriptive Title				
OTHER				
TOTAL OPERATING EXPENSE		\$127	\$127	\$127

HSA #3





Self-Help for the Elderly  
 Program Name:  
 (Same as Line 9 on HSA #1)

HDM Nutrition Compliance

**Menu Planning Operating Expense Detail**

Expenditure Category	TERM 7/1/16-6/30/17	REVENUE Cost Allocation:		TOTAL
		H.S.A.-DAAS	Non-HSA-DAAS	REVENUE
Rental of Property				
Utilities(Elec, Water, Gas, Phone, Scavenger)				
Office Supplies, Postage	\$36	\$36		\$36
Building Maintenance Supplies and Repair				
Printing and Reproduction				
Insurance				
Staff Training				
Staff Travel				
Small Equipment (over \$500 but under \$5,000/item)				
Rental of Equipment				
SUBCONTRACTORS Descriptive Title				
OTHER				
TOTAL OPERATING EXPENSE	\$36	\$36	\$0	\$36

HSA #3

Self-Help for the Elderly  
 Program Name:  
 (Same as Line 9 on HSA #1)

Annual & Quarterly HDM Intake & Assessment Salaries & Benefits Detail

7/1/16-6/30/17

POSITION TITLE	Agency Totals		For HSA Program		For DHS Program	REVENUE Cost Allocation:		Total Revenue
	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	H.S.A. - DAAS	Non-HSA- DAAS	
HDM outreach worker - T Chek	\$34,424	100%	100%	50%	\$17,212	\$17,212		\$17,212
HDM Manager - F. Wong	\$47,840	100%	100%	25%	\$11,769	\$11,769		\$11,769
Dispatcher - A. Wong	\$40,560	100%	100%	30%	\$12,168	\$12,168		\$12,168
Director - K. Chew	\$77,000	100%	100%	10%	\$7,700	\$7,700		\$7,700
				0%				
				0%				
				0%				
TOTALS	\$199,824	4.00	4.00	1.15	\$48,849	\$48,849	\$0	\$48,849
FRINGE BENEFIT RATE								
EMPLOYEE FRINGE BENEFITS	\$59,947				\$14,655	\$14,655	\$0	\$14,655
TOTAL SALARIES & BENEFITS	\$259,771				\$63,503	\$63,503	\$0	\$63,503

HSA #2

Self-Help for the Elderly  
 Program Name:  
 (Same as Line 9 on HSA #1)

HDM Nutrition Compliance

**HDM Assessment Operating Expense Detail**

<u>Expenditure Category</u>	TERM	REVENUE Cost Allocation:		TOTAL
		H.S.A.-DAAS	Non-HSA-DAAS	REVENUE
Rental of Property	7/1/16-6/30/17			
Utilities(Elec, Water, Gas, Phone, Scavenger)				
Office Supplies, Postage		\$92		\$92
Building Maintenance Supplies and Repair				
Printing and Reproduction				
Insurance				
Staff Training				
Staff Travel				
Small Equipment (over \$500 but under \$5,000/item)				
Rental of Equipment				
SUBCONTRACTORS Descriptive Title				
OTHER				
<b>TOTAL OPERATING EXPENSE</b>		<b>\$92</b>	<b>\$0</b>	<b>\$92</b>
<b>HSA #3</b>				



Self-Help for the Elderly  
 Program Name:  
 (Same as Line 9 on HSA #1)

HDM Nutrition Compliance

**Other Nutrition Compliance Salaries & Benefits Detail**

7/1/16-6/30/17

POSITION TITLE	Agency Totals		For HSA Program		For HSA Program	REVENUE Cost Allocation:		Total Revenue
	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	H.S.A.-DAAS	Non-HSA-DAAS	
<b>In-Service Training:</b>				0%	\$0			\$0
HDM Coordinator - S. Ngan	\$37,440	100%	10%	1%	\$233	\$233		\$233
<b>Attend OOA Quarterly Nutrition Meeting:</b>								
								\$0
<b>TOTALS</b>		1.00	0.10	0.01	\$233	\$233	\$0	\$233
<b>FRINGE BENEFIT RATE</b>	29%							
<b>EMPLOYEE FRINGE BENEFITS</b>					\$68	\$68	\$0	\$68
<b>TOTAL SALARIES &amp; BENEFITS</b>	\$0				\$301	\$301	\$0	\$301
<b>HSA #2</b>								

**APPENDIX A-1 - SERVICES TO BE PROVIDED**  
**Bayview Hunters Point Multipurpose Senior Services, Inc.**

**Congregate Meals for Adults with Disabilities (AWD)**  
**Effective July 1, 2016 – June 30, 2017**

**I. PURPOSE**

The purpose of this contract is to:

- A. Increase availability and accessibility of nutritious prepared meals to target populations by supplementing the food budgets of adults with disabilities living on limited incomes and supplementing the nutritional value of their food intake to improve their physical well-being.
- B. Assist the program participants in maintaining independence, quality of life, and self-sufficiency and in developing a sense of self-esteem and self-reliance by offering them a nutritious prepared meal daily.

**II. DEFINITIONS**

Grantee	Bayview Hunters Point Multipurpose Senior Services, Inc.
CARBON	Human Service Agency's Contracts Administration Reporting and Billing On-line system
DAAS	Department of Adult and Aging Services
Disability	<p>A condition attributable to mental or physical impairment, or a combination of mental and physical impairments including hearing and visual impairments, that results 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, self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.</p> <p>Physical disability or mobile limitation includes wheelchair users, cane or walker users, limited reach ranges, limited hand movement, etc. Chronic illness includes HIV, lung disorders, heart disease/stroke, immune system disorders, diabetes, neurological disorders, etc. Sensory disability includes deaf, hard of hearing, blind, low vision, Aphasia, stuttering, etc. Mental disability includes psychiatric disabilities, depression, anxiety, obsessive-compulsive disorder, phobias, schizophrenia, bi-polar disorder, borderline personality disorder, etc. Cognitive disability includes Down's syndrome, traumatic brain injury, learning disabilities, etc.</p>
HSA	Human Services Agency of the City and County of San Francisco
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.
OOA	Office on Aging
AWD	Adults with Disabilities are adults of ages 18-59 with disability.

### III. TARGET POPULATION

Individuals between the ages of 18 and 59 who have a mental and/or physical disability.

### IV. SERVICES TO BE PROVIDED

- A. Provide congregate meals service which include:
  - Enroll the number of unduplicated consumers annually as indicated in Table A, and at various locations as indicated in the DAAS-OOA approved Site Chart.
  - Provide the total number of AWD meals annually as indicated in Table A. The meals will be delivered to neighborhoods as indicated on the DAAS-OOA approved Site Chart. Each meal shall meet the OOA menu requirements.
- B. A suggested donation per meal requested of each participant must be approved by the Grantee's Board of Directors and OOA in advance.
- C. Grantee must maintain all consumer data in a confidential manner.
- D. Meals must be served at an approved congregate site as indicated on the OOA approved Site Chart.
- E. Meals provided must be nutritionally balanced and meet generally accepted nutritional standards in accordance with the Dietary Guidelines for Americans, published by the USDA and the US Department of Health and Human Services.
- F. Contractor must follow the most recent standards set forth in the California Retail Food Code (CRFC) for the procurement, preparation, service, and delivery of meals.
- G. A Registered Dietitian or an individual with a valid food safety certification must oversee the safety and sanitation component of the meal program.
- H. Conduct consumer satisfaction survey yearly for each funded program and provide results to OOA Nutritionist by April 30 of each fiscal year. The survey tool will be provided by OOA.
- I. The Grantee will attend the mandatory in-service training coordinated and provided by the OOA and share the information with their staff and volunteers.
- J. The Grantee must be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules. See Appendix F and Exhibit E.
- K. The Grantee will complete the California Department of Aging (CDA) Security Awareness Training annually during the term of the grant.  
<https://www.aging.ca.gov/docs/Resources/SecurityAwarenessTrng.pps>

### V. SERVICE OBJECTIVES

- A. Grantee will serve 212 unduplicated consumers.
- B. Grantee will serve 12,703 of authorized meals for the fiscal year.

## VI. OUTCOME OBJECTIVES

- A. To provide quality meals that attains a high satisfaction level from participants. At least 85% will be satisfied with the meal quality.
- B. To provide quality services that attains a high satisfaction level from participants. At least 85% of participants are satisfied with the service delivery by staff and/or volunteers.
- C. To provide a nutritious meal that contributes to the participant's nutritional well-being. At least 75% of the participants indicate that they benefited from participating in the nutrition program in reduced food insecurity or improved overall health.

## VII. MONITORING ACTIVITIES

- A. Nutrition Program Monitoring: Program monitoring will include review of kitchen facility in accordance with CRFC and OOA nutrition standards for NSAD, 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; consumer data entry on CA-GetCare; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards related to nutrition program operation, current organizational chart in the food service department, grievance policies and procedures, hours of operation are current according to the site chart; employee resume and credentials, job description, and whether progress notes are maintained according to the OOA Nutrition standards.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

## VIII. REPORTING REQUIREMENTS

- A. Grantee will enter into CA-GetCare all the units of service in the Service Recording Tool by the 5<sup>th</sup> working day of the month for the preceding month.
- B. Grantee will develop and maintain an updated Site Chart approved by OOA. A copy of the updated Site Chart will be kept in OOA's contractor program file.
- C. Grantee will provide a monthly report of number of meals served as described in Section V – Service Objectives. Grantee will enter the number of meals provided in CARBON database by the 15<sup>th</sup> of the following month.
- D. Grantee will enter the annual Outcome Objective metrics in the CARBON database by the 15<sup>th</sup> of the month following the end of the program year.
  - The percentage of participants surveyed that have indicated excellent or good in rating the quality of meals they received.
  - The percentage of participants surveyed that have indicated excellent or good in rating the service delivery by staff and/or volunteers.

- The percentage of participants surveyed who indicated that they benefited from participating in the nutrition program by improving their food security or overall health.
- E. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31 each grant year. This report must be submitted to the CARBON system. Additional reports may be required at other points in the fiscal year if necessary to meet state requirements
- F. Grantee will provide other reports as requested. Apart from the on-line reporting via CA-GetCare, and reports requested to be sent via e-mail to the Nutritionist and/or Contract Manager, Monthly and Annual Reports will be entered into CARBON system. For assistance with reporting requirements or submission of reports, contact:

Elena Baranoff (Worker GB #24)  
Senior Contract Manager/HSA  
P.O. Box 7988  
San Francisco, CA 94120

[Elena.Baranoff@sfgov.org](mailto:Elena.Baranoff@sfgov.org)

Sarah Chan  
Nutritionist/OOA  
1650 Mission Street, 5<sup>th</sup> Floor  
San Francisco, CA 94103

[Sarah.Chan@sfgov.org](mailto:Sarah.Chan@sfgov.org)

**HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES  
 BUDGET PROPOSAL FORMS**

Grantee's Name: **Bayview Hunter's Point Multipurpose Senior Services** Grant Term **7/1/16-6/30/17**

<b>Program: AWD Congregate Meals</b>			<b>TOTAL</b>	Average cost/meal
<b>Annual #Meals Contracted</b>	12,703		<b>12,703</b>	
Program Term	Year 1		Total	

<b>DAAS Expenditures</b>				
Salaries & Benefits	\$37,600		\$37,600	\$2.96
Operating Expense	\$47,635		\$47,635	\$3.75
<b>Subtotal</b>	<b>\$85,235</b>		<b>\$85,235</b>	<b>\$6.71</b>
Indirect Percentage (%)				
Indirect Cost (Line 14 X Line 13)				
Capital Expenditure				
<b>TOTAL DAAS EXPENDITURES</b>	<b>\$85,235</b>		<b>\$85,235</b>	<b>\$6.71</b>

<b>Non-DAAS Expenditures</b>				
Salaries & Benefits	\$6,500		\$6,500	\$0.51
Operating Expense				
Capital Expenditure				
<b>TOTAL Non-DAAS EXPENDITURES</b>	<b>\$6,500</b>		<b>\$6,500</b>	<b>\$0.51</b>

<b>TOTAL DAAS &amp; Non-DAAS EXPENDITURES</b>	<b>\$91,735</b>		<b>\$91,735</b>	<b>\$7.22</b>
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<b>HSA-DAAS Revenues</b>				
<i>Meals Funding</i>	\$85,235		\$85,235	
<b>TOTAL HSA-DAAS REVENUES</b>	<b>\$85,235</b>		<b>\$85,235</b>	
<i>Per MEAL COST, HSA-DAAS</i>	<i>\$6.71</i>		<i>\$6.71</i>	

<b>Non-DAAS Revenues</b>				
Project Income				
Agency Cash - Fundraising				
Agency In-Kind Volunteer	\$6,500		\$6,500	\$0.51
<b>TOTAL NON HSA-DAAS REVENUES</b>	<b>\$6,500</b>		<b>\$6,500</b>	
<b>PER MEAL COST, NON HSA-DAAS</b>	<b>\$0.51</b>		<b>\$0.51</b>	<b>\$0.51</b>

<b>TOTAL REVENUES</b>	<b>\$91,735</b>		<b>\$91,735</b>	
<b>PER MEAL COST, TOTAL</b>	<b>\$7.22</b>		<b>\$7.22</b>	

Full Time Equivalent (FTE) \_\_\_\_\_  
 Prepared by: Justin Cheung Phone No.: (415)826-4774 Date: 6/10/16  
 HSA-CO Review Signature: \_\_\_\_\_  
 HSA #1 (10/20/15)

**Salaries & Benefits Detail**

H.S.A-DAAS  POSITION TITLE and NAME	Agency Totals		For DAAS Nutrition		7/1/16 to 6/30/17		TOTAL
	Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary		7/1/16 to 6/30/17
Chef - Loggins	\$47,840	100%	20%	20%	\$9,568		\$9,568
Chef Assistant - Thomas	\$36,721	100%	15%	15%	\$5,508		\$5,508
Program Director - Bill	\$47,133	100%	0%	0%	\$0		\$0
Site Mgmt - Dr. Davis	\$31,200	100%	10%	10%	\$3,120		\$3,120
Site Mgmt - WASC	\$31,200	100%	10%	10%	\$3,120		\$3,120
Kitchen Assist - WASC	\$31,200	100%	10%	10%	\$3,120		\$3,120
Kitchen Assist - Dr. Davis	\$31,200	100%	10%	10%	\$3,120		\$3,120
Driver - Porter	\$31,200	100%	8%	8%	\$2,523		\$2,523
<b>TOTALS</b>	<b>\$ 287,694</b>	<b>8.00</b>	<b>0.83</b>	<b>0.83</b>	<b>\$30,080</b>		<b>\$30,080</b>

FRINGE BENEFIT RATE	25.00%						
EMPLOYEE FRINGE BENEFITS	\$ 71,924				\$7,520		\$7,520

<b>TOTAL DAAS SALARIES &amp; BENEFITS</b>	<b>\$ 359,618</b>				<b>\$37,600</b>		<b>\$37,600</b>
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Non - DAAS  POSITION TITLE and NAME	Agency Totals		For DAAS Meal				TOTAL
	Annual Full Time Salary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary		7/1/16 to 6/30/17
Meal site & kitchen volunteers	\$ 27,040	100%	24%	24.00%	\$6,500		\$6,500
<b>TOTAL NON-DAAS</b>	<b>\$ 27,040</b>				<b>\$6,500</b>		<b>\$6,500</b>

FRINGE BENEFIT RATE	0%						
EMPLOYEE FRINGE BENEFITS	\$0				\$0		

<b>TOTAL Non-DAAS SALARIES &amp; BENEFITS</b>	<b>\$27,040</b>				<b>\$6,500</b>		<b>\$6,500</b>
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<b>TOTAL DAAS &amp; Non-DAAS SALARIES &amp; BENEFITS</b>	<b>\$ 386,658</b>				<b>\$44,100</b>		<b>\$44,100</b>
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Grantee's Name: Bayview Hunter's Point Multipurpose Senior  
 Program Name: AWD Congregate Meals

Appendix B-1, Page 3  
 Document Date: 6/10/16

**Operating Expense Detail**

<b>H.S.A-DAAS</b>		Annual #Meals Contracted:	12,703	<b>TOTAL</b>
<u>Expenditure Category</u>		Term:	7/1/16-6/30/17	7/1/16 to 6/30/17
Rental of Property				
Utilities(Elec, Water, Gas, Phone, Scavenger)				
Office Supplies, Postage				
Building Maintenance Supplies and Repair				
<b>FOOD COSTS</b>				
Raw Food	<i>per meal</i> \$ 3.25		\$41,284	\$ 41,284
Cong Food Svc Supplie:	<i>per meal</i> \$ 0.50		\$6,351	\$ 6,351
HDM Food Svc Supplie	<i>per meal</i>			
Catered Meals	<i>per meal</i>			
<b>CONSULTANT/SUBCONTRACTOR Descriptive Title</b>				
Registered Dietitian				
<b>OTHER COSTS:</b>				
Insurance				
Staff Training & Travel				
Rental of Equipment				
Small equipment & Supplies				
Auto - Fuel & Insurance				
Repair/Maintenance				
<b>TOTAL DAAS OPERATING EXPENSE</b>			<b>\$47,635</b>	<b>\$ 47,635</b>
<b>Non-DAAS</b>				<b>TOTAL</b>
<u>Expenditure Category</u>		Program		
Rental of Property				
Utilities(Elec, Water, Gas, Phone, Scavenger)				
Office Supplies, Postage				
Building Maintenance Supplies and Repair				
<b>FOOD COSTS</b>				
Raw Food	<i>per meal</i>			
Cong Food Svc Supplie:	<i>per meal</i>			
HDM Food Svc Supplie	<i>per meal</i>			
Catered Meals	<i>per meal</i>			
<b>CONSULTANT/SUBCONTRACTOR Descriptive Title</b>				
Registered Dietitian				
<b>OTHER COSTS:</b>				
Insurance				
Staff Training & Travel				
Rental of Equipment				
Rental of Equipment				
Small equipment & Supplies				
Auto - Fuel & Insurance				
Repair/Maintenance				
<b>TOTAL Non-DAAS OPERATING EXPENSE</b>			<b>\$0</b>	<b>\$0</b>
<b>TOTAL DAAS &amp; Non-DAAS OPERATING EXPENSE</b>			<b>\$47,635</b>	<b>\$ 47,635</b>



**APPENDIX A1 - SERVICES TO BE PROVIDED**  
**Centro Latino de San Francisco**  
**Congregate Meals for Adults with Disabilities (AWD)**  
**Effective July 1, 2016 – June 30, 2017**

**I. Purpose**

The purpose of this contract is to:

- A. To increase availability and accessibility of nutritious prepared meals to target populations by supplementing the food budgets of adults with disabilities living on limited incomes and supplementing the nutritional value of their food intake to improve their physical well-being.
- B. Assist the program participants in maintaining the independence, quality of life, and self-sufficiency and in developing a sense of self-esteem and self-reliance by offering them a nutritious prepared meal daily.

**II. Definitions**

Grantee	Centro Latino de San Francisco
CARBON	Human Service Agency's Contracts Administration Reporting and Billing On-line (CARBON) system
DAAS	Department of Adult and Aging Services
Disability	<p>A condition attributable to mental or physical impairment, or a combination of mental and physical impairments including hearing and visual impairments, that results 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, self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.</p> <p><i>Physical disability or mobile limitation</i> includes wheelchair users, cane or walker users, limited reach ranges, limited hand movement, etc. <i>Chronic illness</i> includes HIV, lung disorders, heart disease/stroke, immune system disorders, diabetes, neurological disorders, etc. <i>Sensory disability</i> includes deaf, hard of hearing, blind, low vision, Aphasia, stuttering, etc. <i>Mental disability</i> includes psychiatric disabilities, depression, anxiety, obsessive-compulsive disorder, phobias, schizophrenia, bi-polar disorder, borderline personality disorder, etc. <i>Cognitive disability</i> includes Down's syndrome, traumatic brain injury, learning disabilities, etc.</p>
HSA	Human Services Agency of the City and County of San Francisco
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.
OOA	Office on Aging
AWD	Adults with Disabilities are adults age 18-59 with disability.

**III. Target Populations**

Individuals between the age of 18 and 59 who have a mental and/or physical disability.

#### **IV. Services to be Provided**

- A. Provide congregate meals service which include:
  - Enroll the number of unduplicated consumers annually as indicated in Table A, and at various locations as indicated in the DAAS-OOA approved Site Chart.
  - Provide the total number of ENP meals annually as indicated in Table A. The meals will be delivered to neighborhoods as indicated on the DAAS-OOA approved Site Chart. Each meal shall meet the OOA menu requirements.
- B. A suggested donation per meal requested of each participant must be approved by the Grantee's Board of Directors and OOA in advance.
- C. Grantee must maintain all consumer data in a confidential manner.
- D. Meals must be served at an approved congregate site as indicated on the OOA approved Site Chart.
- E. Meals provided must be nutritionally balanced and meet generally accepted nutritional standards in accordance with the Dietary Guidelines for Americans, published by the USDA and the US Department of Health and Human Services.
- F. Contractor must follow the most recent standards set forth in the California Retail Food Code (CRFC) for the procurement, preparation, service and delivery of meals.
- G. A Registered Dietitian or an individual with a valid food safety certification must oversee the safety and sanitation component of the meal program.
- H. Conduct consumer satisfaction survey yearly for each funded program and provide results to OOA Nutritionist by April 30 of each fiscal year. The survey tool will be provided by OOA.
- I. The Grantee will attend the mandatory in-service training coordinated and provided by the OOA and share the information with their staff and volunteers.
- J. The Grantee will have to be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules. See Appendix F and Exhibit E.
- K. The Grantee will complete the California Department of Aging (CDA) Security Awareness Training annually during the term of the grant.  
<https://www.aging.ca.gov/docs/Resources/SecurityAwarenessTrng.pps>

#### **V. Service Objectives**

- A. Grantee will serve 157 unduplicated consumers
- B. Grantee will serve 4,869 meals

#### **VI. Outcome Objectives**

- A. To provide quality meals that attains a high satisfaction level from participants. At least 85% will be satisfied with the meal quality.
- B. To provide quality services that attains a high satisfaction level from participants. At least 85% of participants are satisfied with the service delivery by staff and/or volunteers.
- C. To provide a nutritious meal that contributes to the participant's nutritional well-being. At least 75% of the participants indicate that they benefited from participating in the nutrition program in reducing food insecurity or improving overall health.

## VII. Monitoring Activities

- A. Nutrition Program Monitoring: Program monitoring will include review of kitchen facility in accordance with CRFC and OOA nutrition standards for NSAD, 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; consumer data entry on CA-GetCare; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards related to nutrition program operation, current organizational chart in the food service department, grievance policies and procedures, hours of operation are current according to the site chart; employee resume and credentials, job description, and whether progress notes are maintained according to the OOA Nutrition standards.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

## VIII. Reporting Requirements

- A. Grantee will enter into CA-GetCare all the units of service in the Service Recording Tool by the 5<sup>th</sup> working day of the month for the preceding month.
- B. Grantee will develop and maintain an updated Site Chart approved by OOA. A copy of the updated Site Chart will be kept in OOA's contractor program file.
- C. Grantee will provide a monthly report of number of meals served as described in Section V – Service Objectives. Grantee will enter the number of meals provided in CARBON database by the 15<sup>th</sup> of the following month.
- D. Grantee will enter the annual Outcome Objective metrics in the CARBON database by the 15<sup>th</sup> of the month following the end of the program year.
- The percentage of participants surveyed that have indicated excellent or good in rating the quality of meals they received.
  - The percentage of participants surveyed that have indicated excellent or good in rating the service delivery by staff and/or volunteers.
  - The percentage of participants surveyed who indicated that they benefited from participating in the nutrition program by improving their food security or overall health.
- E. Grantee will provide other reports as requested. Apart from the on-line reporting via CaGetCare, and reports requested to be sent via e-mail to the Nutritionist and/or Contract Manager, Monthly and Annual Reports will be entered into CARBON system. For assistance with reporting requirements or submission of reports, contact:

Tahir Shaikh  
Contracts Manager/HSA  
P.O. Box 7988  
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Sarah Chan  
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San Francisco, CA 94103  
[Sarah.Chan@sfgov.org](mailto:Sarah.Chan@sfgov.org)

	A	B	C	D	E
1	<b>BUDGET FORMS</b>				Appendix B4, pg. 1
2					Document Date: 6/2/2016
3	<b>HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES</b>				
4	<b>BUDGET PROPOSAL FORMS</b>				
5	Grantee's Name: Centro Latino de San Francisco, Inc.				Grant Term
6	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>				
7	Effective Date of Mod: 7/1/16		No. of Mod:		7/1/16 to 6/30/17
8	Program: CONGREGATE-AWD				TOTAL
9	<b>Annual #Meals Contracted</b>	4,869			4,869
10	Program Term	7/1/16 to 6/30/17			7/1/16 to 6/30/17
11	<b>DAAS Expenditures</b>				
12	Salaries & Benefits	\$20,860			\$20,860
13	Operating Expense	\$9,617			\$9,617
14	<b>Subtotal</b>	<b>\$30,477</b>			<b>\$30,477</b>
15	Indirect Percentage (max 10%)	0%			0%
16	Indirect Cost (Line 14 X Line 13)	\$0			\$0
17	Capital Expenditure	\$0			\$0
18	<b>TOTAL DAAS EXPENDITURES</b>	<b>\$30,477</b>			<b>\$30,477</b>
19					
20	<b>Non-DAAS Expenditures</b>				
21	Salaries & Benefits	\$6,052			\$6,052
22	Operating Expense	\$7,768			\$7,768
23	Capital Expenditure	\$0			\$0
24	<b>TOTAL Non-DAAS EXPENDITURES</b>	<b>\$13,820</b>			<b>\$13,820</b>
25					
26	<b>TOTAL DAAS &amp; Non-DAAS EXPENDITURES</b>	<b>\$44,297</b>			<b>\$44,297</b>
27					
28	<b>HSA-DAAS Revenues</b>				
29	Meals	\$30,477			\$30,477
30					
31					
32					
33					
34	<b>TOTAL HSA-DAAS REVENUES</b>	<b>\$30,477</b>			<b>\$30,477</b>
35	PER MEAL COST, HSA-DAAS	\$6.26			\$6.26
36	<b>Non-DAAS Revenues</b>				
37	Project Income	2,725			\$2,725
38	Agency Cash - Fundraising	\$5,043			\$5,043
39	Agency In-Kind Volunteer	\$6,052			\$6,052
40	Nutrition Compliance/Quality Assurance				
41					
42					
43	<b>TOTAL NON HSA-DAAS REVENUES</b>	<b>\$13,820</b>			<b>\$13,820</b>
44	PER MEAL COST, NON HSA-DAAS	\$2.84			\$2.84
45	<b>TOTAL REVENUES</b>	<b>\$44,297</b>			<b>\$44,297</b>
46	PER MEAL COST, TOTAL	\$9.10			\$9.10
47	Full Time Equivalent (FTE)				
49	Prepared by: Gloria Bonilla	Phone No.: 415-286-0883			
50	HSA-CO Review Signature: _____	Date: _____			
51	<b>HSA #1 (11/14/13)</b>				

	A	B	C	D	E	F	G	H	I	J	K	L
1	Grantee's Name: Centro Latino de San Francisco, Inc.										Appendix B4, page 2	
2	Program Name: Cong. - AWD										Date: 6/2/16	
3												
4												
5	<b>Salaries &amp; Benefits Detail</b>											
6												
7												
8	<b>H.S.A-DAAS</b>											
		Agency Totals		For DAAS Nutrition		7/1/16 to 6/30/17						TOTAL
9	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary				7/1/16 to 6/30/17
10	Executive Director, Bonilla, Gloria	\$78,208	95%	3%	3%	\$1,984						\$1,984
11	Nutritionist/Activities Facilitator, Alvarez, Flor	\$43,680	75%	1%	1%	\$2,085						\$2,085
12	Site Manager / Food Prep, Monge, Maria	\$29,120	100%	6%	6%	\$1,805						\$1,805
13	Cook I, Crespin, Dora	\$41,600	100%	6%	6%	\$2,376						\$2,376
14	Accountant/HR, Riano, Olivia	\$58,240	38%	8%	3%	\$1,819						\$1,819
15	Social Worker, Rivera, Sylvia	\$41,600	88%	3%	3%	\$1,051						\$1,051
16	Janitor, Castaneda, Domingo	\$28,080	63%	12%	7%	\$2,046						\$2,046
17	Programs Coordinator, Poveda, Olga	\$41,600	50%	6%	3%	\$1,241						\$1,241
18	Cook I Asst, Ramirez, Olga	\$29,120	75%	3%	2%	\$546						\$546
19	Data entry clerk- VC- Martinez, Oscar	\$28,080	23%	20%	5%	\$1,310						\$1,310
20	Food Service and Act. Instr. Romero, Omar	\$24,000	100%	6%	7.2%	\$1,720						\$1,720
21	<b>TOTALS</b>	<b>\$ 443,328</b>				<b>\$17,983</b>						<b>\$17,983</b>
22												
23	FRINGE BENEFIT RATE	16%										
24	EMPLOYEE FRINGE BENEFITS	\$ 70,932				\$2,877						\$2,877
25												
26												
27	<b>TOTAL DAAS SALARIES &amp; BENEFITS</b>	<b>\$ 514,260</b>				<b>\$20,860</b>						<b>\$20,860</b>
28												
29												
30	<b>Non - DAAS</b>											
		Agency Totals		For DAAS Meal								TOTAL
31	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary				7/1/13 to 6/30/16
32	Ipolito Bamaca	\$ 27,040	36%	2%	1%	\$190						\$190
33	Maria Hernandez	\$ 27,040	49%	30%	15%	\$3,960						\$3,960
34	Luz Dominguez	\$ 27,040	29%	8%	2%	\$634						\$634
35	Sylvia Lopez	\$ 27,040	29%	8%	2%	\$634						\$634
36	Maria Beltran	\$ 27,040	29%	8%	2%	\$634						\$634
37												
38												
39												
40												
41												
42												
43												
44												
45												
46												
47												
48												
49	<b>TOTAL NON-DAAS</b>	<b>\$ 135,200</b>				<b>\$6,052</b>						<b>\$6,052</b>
50												
51	FRINGE BENEFIT RATE	0%										
52	EMPLOYEE FRINGE BENEFITS	\$ -				\$0						\$0
53												
54												
55	<b>TOTAL Non-DAAS SALARIES &amp; BENEFITS</b>	<b>\$ 135,200</b>				<b>\$6,052</b>						<b>\$6,052</b>
56												
57	<b>TOTAL DAAS &amp; Non-DAAS SALARIES &amp; BENEFITS</b>	<b>\$ 649,460</b>				<b>\$26,912</b>						<b>\$26,912</b>

	A	B	C	D	E	F	G	H	I	J	K	
1	Grantee's Name: Centro Latino de San Francisco, Inc.											Appendix B4, page 3
2	Program Name: Congr. AWD											Date: 6/2/16
3												
4												
5												
6	<b>Operating Expense Detail</b>											
7	<b>H.S.A-DAAS</b>	Annual #Meals Contracted:	4,869	0	0						<b>TOTAL</b>	
8	<b>Expenditure Category</b>	Term	7/1/16 to 6/30/17								7/1/16 to 6/30/17	
9	Rental of Property											
10	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$1,150								\$1,150	
11	Office Supplies, Postage		\$46								\$46	
12	Building Maintenance Supplies and Repair		\$186								\$186	
13	<b>FOOD COSTS</b>											
14	Raw Food	per meal \$ 1.00	\$4,866								\$4,866	
15	Cong Food Svc Supplies	per meal \$ 0.20	\$974								\$974	
16	HDM Food Svc Supplies	per meal										
17	Catered Meals	per meal										
18	<b>CONSULTANT/SUBCONTRACTOR Descriptive Title</b>											
19	Registered Dietitian											
20												
21	<b>OTHER COSTS:</b>											
22	Accounting and Auditing		\$631								\$631	
23	Stipends		\$540								\$540	
24	Insurance (liability)		\$674								\$674	
25	Vehicle Costs		\$528								\$528	
26	Staff Development		\$22								\$22	
27												
28												
29												
30	<b>TOTAL DAAS OPERATING EXPENSE</b>		<b>\$9,617</b>								<b>\$9,617</b>	
31												
32	<b>Non-DAAS</b>										<b>TOTAL</b>	
33	<b>Expenditure Category</b>	Program										
34	Rental of Property											
35	Utilities(Elec, Water, Gas, Phone, Scavenger)											
36	Office Supplies, Postage											
37	Building Maintenance Supplies and Repair											
38	<b>FOOD COSTS</b>											
39	Raw Food	per meal \$ 0.56	\$2,725								\$2,725	
40	Cong Food Svc Supplies	per meal										
41	HDM Food Svc Supplies	per meal										
42	Catered Meals	per meal										
43	<b>CONSULTANT/SUBCONTRACTOR Descriptive Title</b>											
44	Registered Dietitian											
45												
46	<b>OTHER COSTS:</b>											
47	Facility Rental (In-Kind)		\$5,043								\$5,043	
48												
49												
50												
51												
52												
53												
54												
55												
56	<b>TOTAL Non-DAAS OPERATING EXPENSE</b>		<b>\$7,768</b>								<b>\$7,768</b>	
57												
58	<b>TOTAL DAAS &amp; Non-DAAS OPERATING EXPENSE</b>		<b>\$17,385</b>								<b>\$17,385</b>	

**APPENDIX A-1 - SERVICES TO BE PROVIDED**  
**Episcopal Community Services**  
**Congregate Meals for Adults with Disabilities (AWD)**  
**Effective July 1, 2016 – June 30, 2017**

**I. Purpose**

The purpose of this contract is to:

- A. To increase availability and accessibility of nutritious prepared meals to target populations by supplementing the food budgets of adults with disabilities living on limited incomes and supplementing the nutritional value of their food intake to improve their physical well-being.
- B. Assist the program participants in maintaining the independence, quality of life, and self-sufficiency and in developing a sense of self-esteem and self-reliance by offering them a nutritious prepared meal daily.

**II. Definitions**

Grantee	<b>Episcopal Community Services</b>
CARBON	Human Service Agency's Contracts Administration Reporting and Billing On-line (CARBON) system
DAAS	Department of Adult and Aging Services
Disability	A condition attributable to mental or physical impairment, or a combination of mental and physical impairments including hearing and visual impairments, that results 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, self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.  <i>Physical disability or mobile limitation</i> includes wheelchair users, cane or walker users, limited reach ranges, limited hand movement, etc. <i>Chronic illness</i> includes HIV, lung disorders, heart disease/stroke, immune system disorders, diabetes, neurological disorders, etc. <i>Sensory disability</i> includes deaf, hard of hearing, blind, low vision, Aphasia, stuttering, etc. <i>Mental disability</i> includes psychiatric disabilities, depression, anxiety, obsessive-compulsive disorder, phobias, schizophrenia, bi-polar disorder, borderline personality disorder, etc. <i>Cognitive disability</i> includes Down's syndrome, traumatic brain injury, learning disabilities, etc.
HSA	Human Services Agency of the City and County of San Francisco
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.
OOA	Office on Aging
AWD	Adults with Disabilities are adults age 18-59 with disability.

### **III. Target Populations**

Individuals between the age of 18 and 59 who have a mental and/or physical disability.

### **IV. Services to be Provided**

- A. Provide congregate meals service which include:
  - Enroll the number of unduplicated consumers annually as indicated in Table A, and at various locations as indicated in the DAAS-OOA approved Site Chart.
  - Provide the total number of ENP meals annually as indicated in Table A. The meals will be delivered to neighborhoods as indicated on the DAAS-OOA approved Site Chart. Each meal shall meet the OOA menu requirements.
- B. A suggested donation per meal requested of each participant must be approved by the Grantee's Board of Directors and OOA in advance.
- C. Grantee must maintain all consumer data in a confidential manner.
- D. Meals must be served at an approved congregate site as indicated on the OOA approved Site Chart.
- E. Meals provided must be nutritionally balanced and meet generally accepted nutritional standards in accordance with the Dietary Guidelines for Americans, published by the USDA and the US Department of Health and Human Services.
- F. Contractor must follow the most recent standards set forth in the California Retail Food Code (CRFC) for the procurement, preparation, service and delivery of meals.
- G. A Registered Dietitian or an individual with a valid food safety certification must oversee the safety and sanitation component of the meal program.
- H. Conduct consumer satisfaction survey yearly for each funded program and provide results to OOA Nutritionist by April 30 of each fiscal year. The survey tool will be provided by OOA.
- I. The Grantee will attend the mandatory in-service training coordinated and provided by the OOA and share the information with their staff and volunteers.
- J. The Grantee will have to be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules. See Appendix F and Exhibit E.

### **V. Service Objectives**

- A. Grantee will serve 121 unduplicated consumers
- B. Grantee will serve 3,754 of authorized meals for each fiscal year



## VI. Outcome Objectives

- A. To provide quality meals that attains a high satisfaction level from participants. At least 85% will be satisfied with the meal quality.
- B. To provide quality services that attains a high satisfaction level from participants. At least 85% of participants are satisfied with the service delivery by staff and/or volunteers.
- C. To provide a nutritious meal that contributes to the participant's nutritional well-being. At least 75% of the participants indicate that they benefited from participating in the nutrition program in reducing food insecurity or improving overall health.

## VII. Monitoring Activities

- A. Nutrition Program Monitoring: Program monitoring will include review of kitchen facility in accordance with CRFC and OOA nutrition standards for NSAD, 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; consumer data entry on CA-GetCare; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards related to nutrition program operation, current organizational chart in the food service department, grievance policies and procedures, hours of operation are current according to the site chart; employee resume and credentials, job description, and whether progress notes are maintained according to the OOA Nutrition standards.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

## VIII. Reporting Requirements

- A. Grantee will enter into CA-GetCare all the units of service in the Service Recording Tool by the 5<sup>th</sup> working day of the month for the preceding month.
- B. Grantee will develop and maintain an updated Site Chart approved by OOA. A copy of the updated Site Chart will be kept in OOA's contractor program file.
- C. Grantee will provide a monthly report of number of meals served as described in Section V – Service Objectives. Grantee will enter the number of meals provided in CARBON database by the 15<sup>th</sup> of the following month.
- D. Grantee will enter the annual Outcome Objective metrics in the CARBON database by the 15<sup>th</sup> of the month following the end of the program year.
  - The percentage of participants surveyed that have indicated excellent or good in rating the quality of meals they received.
  - The percentage of participants surveyed that have indicated excellent or good in rating the service delivery by staff and/or volunteers.

- The percentage of participants surveyed who indicated that they benefited from participating in the nutrition program by improving their food security or overall health.
- E. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31 each grant year. This report must be submitted to the CARBON system. Additional reports may be required at other points in the fiscal year if necessary to meet state requirements
- F. Grantee will provide other reports as requested. Apart from the on-line reporting via CaGetCare, and reports requested to be sent via e-mail to the Nutritionist and/or Contract Manager, Monthly and Annual Reports will be entered into CARBON system. For assistance with reporting requirements or submission of reports, contact:

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	A	B	C	D	E
1	<b>BUDGET FORMS</b>			Appendix B-1, pg. 1	
2				Document Date: <b>5/23/2016</b>	
3	<b>HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES</b>				
4	<b>BUDGET PROPOSAL FORMS</b>				
5	Grantee's Name: <b>EPISCOPAL COMMUNITY SERVICES</b>			Grant Term	
6				<b>7/1/16 to 6/30/17</b>	
7	<b>Program: Cong-AWD</b>	<b>Cong-AWD</b>		<b>TOTAL</b>	Average cost/meal
8	<b>Annual #Meals Contracted</b>	<b>3,754</b>		<b>3,754</b>	
9	Program Term	7/1/16 to 6/30/17		7/1/16 to 6/30/17	
10	<b>DAAS Expenditures</b>				
11	Salaries & Benefits	\$19,437		\$19,437	
12	Operating Expense	\$1,813		\$1,813	
13	<b>Subtotal</b>	<b>\$21,250</b>		<b>\$21,250</b>	
14	Indirect Percentage (%)	10%		10%	
15	Indirect Cost (Line 14 X Line 13)	\$2,125		\$2,125	
16	Capital Expenditure	\$0		\$0	
17	<b>TOTAL DAAS EXPENDITURES</b>	<b>\$23,375</b>		<b>\$23,375</b>	<b>\$6.23</b>
18					
19	<b>Non-DAAS Expenditures</b>				
20	Salaries & Benefits	\$10,594		\$10,594	\$2.82
21	Operating Expense	\$12,139		\$12,139	\$3.23
22	Indirect Cost	\$2,273		\$2,273	\$0.61
23	<b>TOTAL Non-DAAS EXPENDITURES</b>	<b>\$25,006</b>		<b>\$25,006</b>	<b>\$6.66</b>
24					
25	<b>EXPENDITURES</b>	<b>\$48,381</b>		<b>\$48,381</b>	<b>\$12.89</b>
26					
27	<b>HSA-DAAS Revenues</b>				
28	Meals	\$23,375		\$23,375	
29					
30	<b>TOTAL HSA-DAAS REVENUES</b>	<b>\$23,375</b>		<b>\$23,375</b>	
31	Per MEAL COST, HSA-DAAS	\$6.23		\$6.23	
32	PER MEAL (w-NCQA) COST, HSA-DAAS	\$6.23		\$6.23	
33	<b>Non-DAAS Revenues</b>				
34	Project Income	\$0		\$0	\$0.00
35	Agency Cash - Fundraising	\$17,695		\$17,695	\$4.71
36	In-Kind Volunteers	\$7,311		\$7,311	\$1.95
37					
38	<b>TOTAL NON HAS-DAAS REVENUES</b>	<b>\$25,006</b>		<b>\$25,006</b>	
39	PER MEAL COST, NON HSA-DAAS	\$ 6.66		\$6.66	\$6.66
40	<b>TOTAL REVENUES</b>	<b>\$48,381</b>		<b>\$48,381</b>	
41	PER MEAL COST, TOTAL	\$12.89		\$12.89	
42	Full Time Equivalent (FTE)				
43					
44	<b>Prepared by: Eric Larra</b>	<b>Phone No.: 415-487-3300 X1211</b>		<b>5/23/2016</b>	
45	HSA-CO Review Signature: _____				
46	<b>HSA #1 (9/23/15)</b>				

	A	B	C	D	E	F	G	H
1	<b>Grantee's Name: EPISCOPAL COMMUNITY SERVICES</b>						Appendix B-1, page 2	
2	<b>Program Name:</b>						Date: 5/23/16	
3	<b>Cong-AWD</b>							
4								
5	<b>Salaries &amp; Benefits Detail</b>							
6								
7								
8	<b>H.S.A-DAAS</b>	<b>Agency Totals</b>		<b>For DAAS Nutrition</b>		<b>7/1/16 to 6/30/17</b>		<b>TOTAL</b>
10	<b>POSITION TITLE and NAME</b>	<b>Annual Full Time Salary for FTE</b>	<b>Total % FTE</b>	<b>% Nutr Prog (b)</b>	<b>Adjusted Nutr FTE</b>	<b>ENP Budgeted Salary</b>		<b>7/1/16 to 6/30/17</b>
11	Director	\$94,660	100%	15%	15%	\$1,511		\$1,511
12	CHEFS Kitchens Manager	\$71,480	100%	20%	20%	\$1,521		\$1,521
13	Chef Instructor	\$46,135	80%	100%	80%	\$3,927		\$3,927
14	Associate Chef Instructor	\$37,192	100%	50%	50%	\$1,979		\$1,979
15	Database/Compliance Specialist	\$47,112	100%	25%	25%	\$1,253		\$1,253
16	Congregate Meals ENP/AWD Mgr.	\$60,586	100%	50%	50%	\$3,223		\$3,223
17								
18								
19	<b>TOTALS</b>	<b>\$ 357,165</b>	<b>5.80</b>	<b>2.10</b>	<b>1.90</b>	<b>\$13,414</b>		<b>\$13,414</b>
20								
21	<b>FRINGE BENEFIT RATE</b>	44.90%						
22	<b>EMPLOYEE FRINGE BENEFITS</b>					\$6,023		\$6,023
23								
24								
25	<b>TOTAL DAAS SALARIES &amp; BENEFITS</b>					<b>\$19,437</b>		<b>\$19,437</b>
26								
27								
28	<b>Non - DAAS</b>	<b>Agency Totals</b>		<b>For DAAS Meal</b>				<b>TOTAL</b>
29	<b>POSITION TITLE and NAME</b>	<b>Annual Full Time Salary for FTE</b>	<b>Total % FTE (a)</b>	<b>% Nutr Prog (b)</b>	<b>Adjusted Nutr FTE</b>	<b>Budgeted Salary</b>		<b>7/1/16 to 6/30/17</b>
30	Food Service Volunteer - In Kind	\$27,040	100%	11%	11%	\$3,061		\$3,061
31	Food Service Volunteer - In Kind	\$27,040	100%	10%	10%	\$2,767		\$2,767
32	Food Service Volunteer - In Kind	\$27,040	100%	4%	4%	\$353		\$353
33	Food Service Volunteer - In Kind	\$27,040	100%	4%	4%	\$1,130		\$1,130
34								
35	<b>TOTAL NON-DAAS</b>	<b>\$ 108,160</b>	<b>4.00</b>	<b>0.29</b>	<b>0.29</b>	<b>\$7,311</b>		<b>\$7,311</b>
36								
37	<b>FRINGE BENEFIT RATE</b>	45%						
38	<b>EMPLOYEE FRINGE BENEFITS</b>	\$ 48,672				\$3,283		\$3,283
39								
40								
41	<b>TOTAL Non-DAAS SALARIES &amp; BENEFITS</b>	<b>\$ 156,832</b>				<b>\$10,594</b>		<b>\$10,594</b>
42								
43	<b>TOTAL DAAS &amp; Non-DAAS SALARIES &amp; BENEFITS</b>	<b>\$ 156,832</b>				<b>\$30,031</b>		<b>\$30,031</b>

	A	B	C	D	E	F	G	H	I
1	<b>Grantee's Name: EPISCOPAL COMMUNITY SERVICES</b>							Appendix B-1, page 3	
2	<b>Program Name:</b>							Date: <b>05/23/16</b>	
3	<b>Cong-AWD</b>								
4	<b>Operating Expense Detail</b>								
6									
7	<b>H.S.A-DAAS</b>	Annual #Meals Contracted:		<u>3,754</u>					<b>TOTAL</b>
8	<u>Expenditure Category</u>			<u>7/1/16 to 6/30/17</u>					<u>7/1/16 to 6/30/17</u>
9	Rental of Property								
10	Utilities(Elec, Water, Gas, Phone, Scavenger)								
11	Office Supplies, Postage								
12	Building Maintenance Supplies and Repair								
13	<b>FOOD COSTS</b>								
14	Raw Food	<i>per meal</i>	\$ 0.46		\$1,774				\$1,774
15	Cong Food Svc Supplie:	<i>per meal</i>	\$ 0.01		\$39				
16	HDM Food Svc Supplie:	<i>per meal</i>							
17	Catered Meals	<i>per meal</i>							
18	<b>CONSULTANT/SUBCONTRACTOR Descriptive Title</b>								
19									
20									
21	<b>OTHER COSTS:</b>								
22	Insurance								
23	Staff Recruitment/Training & Travel								
24	Program/Client Supplies								
25	Office Supplies								
26	Auto - Fuel & Insurance								
27	Equipment Repairs/Maintenance								
28	Program Facilities Allocation								
29									
30	<b>TOTAL DAAS OPERATING EXPENSE</b>				<b>\$1,813</b>				<b>\$1,774</b>
31									
32									<b>TOTAL</b>
33	<b>Non-DAAS</b>								
34	<u>Expenditure Category</u>	<u>Program</u>							
35	Rental of Property								
36	Utilities(Elec, Water, Gas, Phone, Scavenger)			\$ 3,102					\$3,102
37	Program/Client Supplies			\$430					\$430
38	Building Maintenance Supplies and Repair								
39	Raw Food	<i>per meal</i>	\$ 2.13		\$8,015				\$8,015
40	Cong Food Svc Supplie:	<i>per meal</i>							
41	HDM Food Svc Supplie:	<i>per meal</i>							
42	Catered Meals	<i>per meal</i>							
43	<b>CONSULTANT/SUBCONTRACTOR Descriptive Title</b>								
44	Registered Dietitian								
45									
46	<b>OTHER COSTS:</b>								
47	Insurance								
48	Staff Training & Travel			\$45					\$45
49	Staff Recruitment/Training & Travel			\$26					\$26
50	Rental of Equipment								
51	Small equipment & Supplies								
52	Auto - Fuel & Insurance								
53	Repair/Maintenance			\$521					\$521
54									
55									
56	<b>TOTAL Non-DAAS OPERATING EXPENSE</b>				<b>\$12,139</b>				<b>\$12,139</b>
57									
58	<b>TOTAL DAAS &amp; Non-DAAS OPERATING EXPENSE</b>				<b>\$13,952</b>				<b>\$13,913</b>

**APPENDIX A-2 SERVICES TO BE PROVIDED**  
**Project Open Hand**  
**Congregate Meals for Adults with Disabilities (AWD)**  
**Effective July 1, 2016 – June 30, 2017**

**I. Purpose**

The purpose of this contract is to:

- A. To increase availability and accessibility of nutritious prepared meals to target populations by supplementing the food budgets of adults with disabilities living on limited incomes and supplementing the nutritional value of their food intake to improve their physical well-being.
- B. Assist the program participants in maintaining the independence, quality of life, and self-sufficiency and in developing a sense of self-esteem and self-reliance by offering them a nutritious prepared meal daily.

**II. Definitions**

Grantee	<b>Project Open Hand</b>
CARBON	Human Service Agency's Contracts Administration Reporting and Billing On-line (CARBON) system
DAAS	Department of Adult and Aging Services
Disability	A condition attributable to mental or physical impairment, or a combination of mental and physical impairments including hearing and visual impairments, that results 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, self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.  <i>Physical disability or mobile limitation</i> includes wheelchair users, cane or walker users, limited reach ranges, limited hand movement, etc. <i>Chronic illness</i> includes HIV, lung disorders, heart disease/stroke, immune system disorders, diabetes, neurological disorders, etc. <i>Sensory disability</i> includes deaf, hard of hearing, blind, low vision, Aphasia, stuttering, etc. <i>Mental disability</i> includes psychiatric disabilities, depression, anxiety, obsessive-compulsive disorder, phobias, schizophrenia, bi-polar disorder, borderline personality disorder, etc. <i>Cognitive disability</i> includes Down's syndrome, traumatic brain injury, learning disabilities, etc.
HSA	Human Services Agency of the City and County of San Francisco
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.
OOA	Office on Aging
AWD	Adults with Disabilities are adults age 18-59 with disability.

### **III. Target Populations**

Individuals between the age of 18 and 59 who have a mental and/or physical disability.

### **IV. Services to be Provided**

- A. Provide congregate meals service which include:
- Enroll the number of unduplicated consumers annually as indicated in Table A, and at various locations as indicated in the DAAS-OOA approved Site Chart.
  - Provide the total number of ENP meals annually as indicated in Table A. The meals will be delivered to neighborhoods as indicated on the DAAS-OOA approved Site Chart. Each meal shall meet the OOA menu requirements.
- B. A suggested donation per meal requested of each participant must be approved by the Grantee's Board of Directors and OOA in advance.
- C. Grantee must maintain all consumer data in a confidential manner.
- D. Meals must be served at an approved congregate site as indicated on the OOA approved Site Chart.
- E. Meals provided must be nutritionally balanced and meet generally accepted nutritional standards in accordance with the Dietary Guidelines for Americans, published by the USDA and the US Department of Health and Human Services.
- F. Contractor must follow the most recent standards set forth in the California Retail Food Code (CRFC) for the procurement, preparation, service and delivery of meals.
- G. A Registered Dietitian or an individual with a valid food safety certification must oversee the safety and sanitation component of the meal program.
- H. Conduct consumer satisfaction survey yearly for each funded program and provide results to OOA Nutritionist by April 30 of each fiscal year. The survey tool will be provided by OOA.
- I. The Grantee will attend the mandatory in-service training coordinated and provided by the OOA and share the information with their staff and volunteers.
- J. The Grantee will have to be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules. See Appendix F and Exhibit E.

### **V. Service Objectives**

- A. Grantee will serve 170 unduplicated consumers
- B. Grantee will serve 18,968 of authorized meals for each fiscal year

## VI. Outcome Objectives

- A. To provide quality meals that attains a high satisfaction level from participants. At least 85% will be satisfied with the meal quality.
- B. To provide quality services that attains a high satisfaction level from participants. At least 85% of participants are satisfied with the service delivery by staff and/or volunteers.
- C. To provide a nutritious meal that contributes to the participant's nutritional well-being. At least 75% of the participants indicate that they benefited from participating in the nutrition program in reducing food insecurity or improving overall health.

## VI. Monitoring Activities

- A. Nutrition Program Monitoring: Program monitoring will include review of kitchen facility in accordance with CRFC and OOA nutrition standards for NSAD, 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; consumer data entry on CA-GetCare; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards related to nutrition program operation, current organizational chart in the food service department, grievance policies and procedures, hours of operation are current according to the site chart; employee resume and credentials, job description, and whether progress notes are maintained according to the OOA Nutrition standards.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

## VII. Reporting Requirements

- A. Grantee will enter into CA-GetCare all the units of service in the Service Recording Tool by the 5<sup>th</sup> working day of the month for the preceding month.
- B. Grantee will develop and maintain an updated Site Chart approved by OOA. A copy of the updated Site Chart will be kept in OOA's contractor program file.
- C. Grantee will provide a monthly report of number of meals served as described in Section V – Service Objectives. Grantee will enter the number of meals provided in CARBON database by the 15<sup>th</sup> of the following month.
- D. Grantee will enter the annual Outcome Objective metrics in the CARBON database by the 15<sup>th</sup> of the month following the end of the program year.
  - The percentage of participants surveyed that have indicated excellent or good in rating the quality of meals they received.



- The percentage of participants surveyed that have indicated excellent or good in rating the service delivery by staff and/or volunteers.
  - The percentage of participants surveyed who indicated that they benefited from participating in the nutrition program by improving their food security or overall health.
- E. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31 each grant year. This report must be submitted to the CARBON system. Additional reports may be required at other points in the fiscal year if necessary to meet state requirements
- F. Grantee will provide other reports as requested. Apart from the on-line reporting via CaGetCare, and reports requested to be sent via e-mail to the Nutritionist and/or Contract Manager, Monthly and Annual Reports will be entered into CARBON system. For assistance with reporting requirements or submission of reports, contact:

Justin Chan  
Contracts Manager/HSA  
P.O. Box 7988  
San Francisco, CA 94120  
[Justin.Chan@sfgov.org](mailto:Justin.Chan@sfgov.org)

Tiffany Kearney, RD  
Nutritionist/OOA  
1650 Mission Street, 5<sup>th</sup> Floor  
San Francisco, CA 94103  
[Tiffany.Kearney@sfgov.org](mailto:Tiffany.Kearney@sfgov.org)

	A	B	C	D	E
1	<b>BUDGET FORMS</b>			Appendix B-2, pg. 1	
2				5/23/2016	
3	<b>HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES</b>				
4	<b>BUDGET PROPOSAL FORMS</b>				
5	Project Open Hand			Grant Term	
6					
7	Program: Cong-ENP, HDM-ENP, Cong-AWD, HDM-AWD	Cong-AWD		TOTAL	Average cost/meal
8	Annual #Meals Contracted	18,968		18,968	
9	Program Term	Year 1		Total	
10	<b>DAAS Expenditures</b>				
11	Salaries & Benefits	\$62,462		\$62,462	\$3.29
12	Operating Expense	\$56,657		\$56,657	\$2.99
13	<b>Subtotal</b>	\$119,119		\$119,119	\$6.28
14	Indirect Percentage (%)	0%		0%	
15	Indirect Cost (Line 14 X Line 13)	\$0		\$0	\$0.00
16	Capital Expenditure	\$0		\$0	\$0.00
17	<b>TOTAL EXPENDITURES</b>	<b>\$119,119</b>		<b>\$119,119</b>	<b>\$6.28</b>
18					
19	<b>Non-DAAS Expenditures</b>				
20	Salaries & Benefits	\$61,630		\$61,630	\$3.25
21	Operating Expense	\$24,726		\$24,726	\$1.30
22	<b>Subtotal</b>	\$86,356		\$86,356	\$4.55
23	Indirect Percentage	0%		0%	
24	Indirect Cost (Line 23 X Line 22)	\$0		\$0	\$0.00
25	Capital Expenditure	\$0		\$0	\$0.00
26	<b>TOTAL NON-DAAS EXPENDITURES</b>	<b>\$86,356</b>		<b>\$86,356</b>	<b>\$4.55</b>
27					
28	<b>HSA-DAAS Revenues</b>				
29	Meals Funding	\$119,119		\$119,119	
30					
31					
32					
33					
34	<b>TOTAL HSA-DAAS REVENUES</b>	<b>\$119,119</b>		<b>\$119,119</b>	
35	Per MEAL COST, HSA-DAAS	\$6.28		\$6.28	
36	<b>Non-DAAS Revenues</b>				
37	Project Income	15,174		\$15,174	\$0.80
38	Agency Cash - Fundraising	\$9,552		\$9,552	\$0.50
39	Agency In-Kind Volunteer	\$61,630		\$61,630	\$3.25
40					
41					
42					
43	<b>TOTAL NON HSA-DAAS REVENUES</b>	<b>\$86,356</b>		<b>\$86,356</b>	
44	<b>PER MEAL COST, NON HSA-DAAS</b>	<b>\$ 4.55</b>		<b>\$ 4.55</b>	<b>\$4.55</b>
45	<b>TOTAL DAAS &amp; NON-DAAS REVENUES</b>	<b>\$205,475</b>		<b>\$205,475</b>	
46	<b>PER MEAL COST, TOTAL</b>	<b>\$10.83</b>		<b>\$10.83</b>	
47	Full Time Equivalent (FTE)				
48					
49	Prepared by:	Phone No.:		Date:	
50	HSA-CO Review Signature:	_____			
51	<b>HSA #1 (10/20/15)</b>				

	A	B	C	D	E	F	G	H	
1	Project Open Hand							Appendix B-2, page 2	
2	Program Name:							Date:	5/23/16
3	<b>Cong-AWD</b>								
4									
5									
6									
7									
8		<b>Salaries &amp; Benefits Detail</b>							
9	POSITION TITLE and NAME	Agency Totals		For DAAS Nutrition		Year 1		TOTAL	
10		Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary		Total	
10	Porter - J. Navas	\$24,336	100%	38%	8%	\$2,034		\$2,034	
11	Porter - G. Pryor	\$26,000	100%	38%	8%	\$2,174		\$2,174	
12	Porter - R. Quan	\$26,832	100%	38%	8%	\$2,243		\$2,243	
13	Porter - F. Viray	\$25,480	100%	38%	8%	\$2,130		\$2,130	
14	Operations Clerk - C. Lopez	\$30,576	100%	40%	9%	\$2,691		\$2,691	
15	Driver - O. Baltodano	\$27,040	100%	50%	11%	\$2,974		\$2,974	
16	Driver - A. Kessel	\$27,040	100%	50%	11%	\$2,974		\$2,974	
17	Volunteer Coord. - Open	\$45,000	100%	100%	22%	\$9,900		\$9,900	
18	Volunteer Mgr. - S. Rosas	\$60,000	100%	45%	10%	\$5,940		\$5,940	
19	Purchasing Mgr - C. Miles	\$60,000	100%	40%	9%	\$5,280		\$5,280	
20	Distribution Mgr. - S. Yowell	\$50,000	100%	50%	11%	\$5,500		\$5,500	
21	Staff Accountant - K. Pat Ryan	\$41,600	100%	45%	10%	\$4,118		\$4,118	
22	<b>TOTALS</b>	<b>\$ 443,904</b>	<b>1200%</b>	<b>534%</b>	<b>117%</b>	<b>\$47,959</b>		<b>\$47,959</b>	
23									
24	FRINGE BENEFIT RATE	30.24%							
25	EMPLOYEE FRINGE BENEFITS	\$ 134,237				\$14,503		\$14,503	
26									
27	<b>TOTAL DAAS SALARIES &amp; BENEFITS</b>	<b>\$ 578,141</b>				<b>\$62,462</b>		<b>\$62,462</b>	
28									
29	<b>Non - DAAS</b>	Agency Totals		For DAAS Meal				TOTAL	
30	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary		Total	
31	Volunteers	\$ 27,040	100%	175%	175%	\$47,320		\$47,320	
32									
33									
34									
35									
36									
37	<b>TOTAL NON-DAAS</b>	<b>\$ 27,040</b>	<b>100%</b>	<b>175%</b>	<b>175%</b>	<b>\$47,320</b>		<b>\$47,320</b>	
38									
39	FRINGE BENEFIT RATE	30.24%							
40	EMPLOYEE FRINGE BENEFITS	\$ 8,177				\$14,310		\$14,310	
41									
42									
43	<b>TOTAL Non-DAAS SALARIES &amp; BENEFITS</b>	<b>\$ 35,217</b>				<b>\$61,630</b>		<b>\$61,630</b>	
44									
45	<b>TOTAL DAAS &amp; Non-DAAS SALARIES &amp; BENEFITS</b>	<b>\$ 613,357</b>				<b>\$124,092</b>		<b>\$ 124,092</b>	
46									

	A	B	C	D	E	F	G	H	I
1	Project Open Hand								Appendix B-2, page 3
2	Program Name:								5/23/16
3	<b>Cong-AWD</b>								
4									
5									
6		Annual #Meals Contracted:			18,968				<b>TOTAL</b>
7	<u>Expenditure Category</u>			Term	Year 1				<b>Total</b>
8	Rental of Property				\$5,400				\$5,400
9	Utilities(Elec, Water, Gas, Phone, Scavenger)				\$3,120				\$3,120
10	Office Supplies, Postage				\$2,424				\$2,424
11	Building Maintenance Supplies and Repair								
12	<b>FOOD COSTS</b>								
13	Raw Food	per meal	\$ 2.16		\$40,971				\$40,971
14	Cong Food Svc Supplies	per meal	\$ 0.25		\$4,742				\$4,742
15	HDM Food Svc Supplies	per meal							
16	Catered Meals	per meal							
17	CONSULTANT/SUBCONTRACTOR	Descriptive Title							
18									
19									
20	<b>OTHER COSTS:</b>								
21	Insurance								
22	Staff Training & Travel								
23	Rental of Equipment								
24	Small Equipment (over \$500 but under \$5,000/item)								
25	Auto - Fuel & Insurance								
26	Repair/Maintenance								
27									
28									
29	<b>TOTAL DAAS OPERATING EXPENSE</b>				<b>\$56,657</b>				<b>\$56,657</b>
30									
31	<b>Non-DAAS</b>								<b>TOTAL</b>
32	<u>Expenditure Category</u>			Program					
33	Rental of Property								
34	Utilities(Elec, Water, Gas, Phone, Scavenger)								
35	Office Supplies, Postage				\$6,226				\$6,226
36	Building Maintenance Supplies and Repair				\$500				\$500
37	<b>FOOD COSTS</b>								
38	Raw Food	per meal							
39	Cong Food Svc Supplies	per meal							
40	HDM Food Svc Supplies	per meal							
41	Catered Meals	per meal							
42	CONSULTANT/SUBCONTRACTOR	Descriptive Title							
43	Registered Dietitian								
44									
45	<b>OTHER COSTS:</b>								
46	Insurance								
47	Staff Training & Travel				\$9,000				\$9,000
48	Rental of Equipment								
49	Small Equipment (over \$500 but under \$5,000/item)				\$8,000				\$8,000
50	Auto - Fuel & Insurance				\$1,000				\$1,000
51	Repair/Maintenance								
52									
53									
54									
55	<b>TOTAL Non-DAAS OPERATING EXPENSE</b>				<b>\$24,726</b>				<b>\$24,726</b>
56									
57	<b>TOTAL DAAS &amp; Non-DAAS OPERATING EXPENSE</b>				<b>\$81,383</b>				<b>\$81,383</b>

**APPENDIX A3 – SERVICES TO BE PROVIDED**  
**Russian American Community Services**  
**Congregate Meals for Adults with Disabilities (AWD)**  
**Effective July 1, 2016 – June 30, 2017**

**I. Purpose**

The purpose of this contract is to:

- A. To increase availability and accessibility of nutritious prepared meals to target populations by supplementing the food budgets of adults with disabilities living on limited incomes and supplementing the nutritional value of their food intake to improve their physical well-being.
- B. Assist the program participants in maintaining the independence, quality of life, and self-sufficiency and in developing a sense of self-esteem and self-reliance by offering them a nutritious prepared meal daily.

**II. Definitions**

Grantee	<b>Russian American Community Services</b>
CARBON	Human Service Agency’s Contracts Administration Reporting and Billing On-line (CARBON) system
DAAS	Department of Adult and Aging Services
Disability	A condition attributable to mental or physical impairment, or a combination of mental and physical impairments including hearing and visual impairments, that results 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, self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.  <i>Physical disability or mobile limitation</i> includes wheelchair users, cane or walker users, limited reach ranges, limited hand movement, etc. <i>Chronic illness</i> includes HIV, lung disorders, heart disease/stroke, immune system disorders, diabetes, neurological disorders, etc. <i>Sensory disability</i> includes deaf, hard of hearing, blind, low vision, Aphasia, stuttering, etc. <i>Mental disability</i> includes psychiatric disabilities, depression, anxiety, obsessive-compulsive disorder, phobias, schizophrenia, bi-polar disorder, borderline personality disorder, etc. <i>Cognitive disability</i> includes Down’s syndrome, traumatic brain injury, learning disabilities, etc.
HSA	Human Services Agency of the City and County of San Francisco
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.
OOA	Office on Aging
AWD	Adults with Disabilities are adults age 18-59 with disability.

### **III. Target Populations**

Individuals between the age of 18 and 59 who have a mental and/or physical disability.

### **IV. Services to be Provided**

- A. Provide congregate meals service which include:
  - Enroll the number of unduplicated consumers annually as indicated in Table A, and at various locations as indicated in the DAAS-OOA approved Site Chart.
  - Provide the total number of ENP meals annually as indicated in Table A. The meals will be delivered to neighborhoods as indicated on the DAAS-OOA approved Site Chart. Each meal shall meet the OOA menu requirements.
- B. A suggested donation per meal requested of each participant must be approved by the Grantee's Board of Directors and OOA in advance.
- C. Grantee must maintain all consumer data in a confidential manner.
- D. Meals must be served at an approved congregate site as indicated on the OOA approved Site Chart.
- E. Meals provided must be nutritionally balanced and meet generally accepted nutritional standards in accordance with the Dietary Guidelines for Americans, published by the USDA and the US Department of Health and Human Services.
- F. Contractor must follow the most recent standards set forth in the California Retail Food Code (CRFC) for the procurement, preparation, service and delivery of meals.
- G. A Registered Dietitian or an individual with a valid food safety certification must oversee the safety and sanitation component of the meal program.
- H. Conduct consumer satisfaction survey yearly for each funded program and provide results to OOA Nutritionist by April 30 of each fiscal year. The survey tool will be provided by OOA.
- I. The Grantee will attend the mandatory in-service training coordinated and provided by the OOA and share the information with their staff and volunteers.
- J. The Grantee will have to be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules. See Appendix F and Exhibit E.

### **V. Service Objectives**

- A. Grantee will serve 10 unduplicated consumers
- B. Grantee will serve 850 of authorized meals for each fiscal year

## VI. Outcome Objectives

- A. To provide quality meals that attains a high satisfaction level from participants. At least 85% will be satisfied with the meal quality.
- B. To provide quality services that attains a high satisfaction level from participants. At least 85% of participants are satisfied with the service delivery by staff and/or volunteers.
- C. To provide a nutritious meal that contributes to the participant's nutritional well-being. At least 75% of the participants indicate that they benefited from participating in the nutrition program in reducing food insecurity or improving overall health.

## VII. Monitoring Activities

- A. Nutrition Program Monitoring: Program monitoring will include review of kitchen facility in accordance with CRFC and OOA nutrition standards for NSAD, 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; consumer data entry on CA-GetCare; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards related to nutrition program operation, current organizational chart in the food service department, grievance policies and procedures, hours of operation are current according to the site chart; employee resume and credentials, job description, and whether progress notes are maintained according to the OOA Nutrition standards.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

## VIII. Reporting Requirements

- A. Grantee will enter into CA-GetCare all the units of service in the Service Recording Tool by the 5<sup>th</sup> working day of the month for the preceding month.
- B. Grantee will develop and maintain an updated Site Chart approved by OOA. A copy of the updated Site Chart will be kept in OOA's contractor program file.
- C. Grantee will provide a monthly report of number of meals served as described in Section V – Service Objectives. Grantee will enter the number of meals provided in CARBON database by the 15<sup>th</sup> of the following month.
- D. Grantee will enter the annual Outcome Objective metrics in the CARBON database by the 15<sup>th</sup> of the month following the end of the program year.
  - The percentage of participants surveyed that have indicated excellent or good in rating the quality of meals they received.
  - The percentage of participants surveyed that have indicated excellent or good in rating the service delivery by staff and/or volunteers.

- The percentage of participants surveyed who indicated that they benefited from participating in the nutrition program by improving their food security or overall health.
- E. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31 each grant year. This report must be submitted to the CARBON system. Additional reports may be required at other points in the fiscal year if necessary to meet state requirements
- F. Grantee will provide other reports as requested. Apart from the on-line reporting via CaGetCare, and reports requested to be sent via e-mail to the Nutritionist and/or Contract Manager, Monthly and Annual Reports will be entered into CARBON system. For assistance with reporting requirements or submission of reports, contact:

Rocio Duenas  
Contracts Manager/HSA  
P.O. Box 7988  
San Francisco, CA 94120  
Rocio.Duenas@sfgov.org

Tiffany Kearney, RD  
Nutritionist/OOA  
1650 Mission Street, 5<sup>th</sup> Floor  
San Francisco, CA 94103  
Tiffany.Kearney@sfgov.org



	A	B	C	D	E
1	<b>BUDGET FORMS</b>			Appendix B3, pg. 1	
2				Document Date: 6/3/2016	
3	<b>HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SER</b>				
4	<b>BUDGET PROPOSAL FORMS</b>				
5	Grantee's Name: Russian American Comm. Services			Grant Term	
6	(Check One) New      Renewal <input checked="" type="checkbox"/> Modification _____				
7	Effective Date of Mod: 7/1/16		No. of Mod:	7/1/16 to 6/30/17	
8	Program: Cong-AWD	Cong-AWD		TOTAL	Average cost/meal
9	<b>Annual #Meals Contracted</b>	850		850	
10	Program Term	7/1/16 to 6/30/17		7/1/16 to 6/30/17	
11	<b>DAAS Expenditures</b>				
12	Salaries & Benefits	\$3,044		\$3,044	\$3.58
13	Operating Expense	\$2,253		\$2,253	\$2.65
14	<b>Subtotal</b>	<b>\$5,297</b>		<b>\$5,297</b>	<b>\$6.23</b>
15	Indirect Percentage (max 10%)	0%		0%	
16	Indirect Cost (Line 14 X Line 13)	\$0		\$0	\$0.00
17	Capital Expenditure	\$0		\$0	\$0.00
18	<b>TOTAL DAAS EXPENDITURES</b>	<b>\$5,297</b>		<b>\$5,297</b>	<b>\$6.23</b>
19					
20	<b>Non-DAAS Expenditures</b>				
21	Salaries & Benefits	\$0		\$0	\$0.00
22	Operating Expense	\$230		\$230	\$0.27
23	Capital Expenditure	\$0		\$0	\$0.00
24	<b>TOTAL Non-DAAS EXPENDITURES</b>	<b>\$230</b>		<b>\$230</b>	<b>\$0.27</b>
25					
26	<b>TOTAL DAAS &amp; Non-DAAS EXPENDITURES</b>	<b>\$5,527</b>		<b>\$5,527</b>	<b>\$6.50</b>
27					
28	<b>HSA-DAAS Revenues</b>				
29	Meals	\$5,297		\$5,297	
30					
31					
32					
33					
34	<b>TOTAL HSA-DAAS REVENUES</b>	<b>\$5,297</b>		<b>\$5,297</b>	
35	<b>PER MEAL COST, HSA-DAAS</b>	<b>\$6.23</b>		<b>\$6.23</b>	
36	<b>Non-DAAS Revenues</b>				
37	Project Income				
38	Agency Cash - Fundraising	\$230		\$230	\$0.27
39	Agency In-Kind Volunteer				
40	Nutrition Compliance/Quality Assurance				
41					
42					
43	<b>TOTAL NON HSA-DAAS REVENUES</b>	<b>\$230</b>		<b>\$230</b>	
44	<b>PER MEAL COST, NON HSA-DAAS</b>	<b>\$0.27</b>		<b>\$0.27</b>	
45	<b>TOTAL REVENUES</b>	<b>\$5,527</b>		<b>\$5,527</b>	
46	<b>PER MEAL COST, TOTAL</b>	<b>\$6.50</b>		<b>\$6.50</b>	
47	Full Time Equivalent (FTE)				
49	Prepared by: Nick Buick	Phone No.:	415-387-5336		
50	HSA-CO Review Signature: _____	Date:	_____		
51	HSA #1 (11/14/13)				

	A	B	C	D	E	F	G	H
1	Grantee's Name: Russian American Comm. Services					Appendix B3, page 2		
2	Program Name:					Date: 6/3/16		
3	Cong-AWD							
4								
5	<b>Salaries &amp; Benefits Detail</b>							
6								
7								
8	<b>H.S.A-DAAS</b>	Agency Totals		For DAAS Nutrition		7/1/16 to 6/30/17	TOTAL	
9	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary	7/1/16 to 6/30/17
10	Cook III (relief)	\$28,080	62.50%	14.83%	9.27%	\$2,603		\$2,603
11								
12								
13								
14								
15								
16								
17								
18	TOTALS	\$ 28,080	63%	15%	9%	\$2,603		\$2,603
19								
20	FRINGE BENEFIT RATE	17.00%						
21	EMPLOYEE FRINGE BENEFITS	\$ 4,774				\$441		\$441
22								
23								
24	TOTAL DAAS SALARIES & BENEFITS	\$ 32,854				\$3,044		\$3,044
25								
26								
27	<b>Non - DAAS</b>	Agency Totals		For DAAS Meal			TOTAL	
28	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary	7/1/16 to 6/30/17
29								
30								
31								
32								
33								
34								
35								
36								
37								
38								
39								
40								
41								
42	TOTAL NON-DAAS					\$0	\$0	\$0
43								
44	FRINGE BENEFIT RATE	17%						
45	EMPLOYEE FRINGE BENEFITS	\$ -				\$0	\$0	\$0
46								
47								
48	TOTAL Non-DAAS SALARIES & BENEFITS	\$ -				\$0	\$0	\$0
49								
50	TOTAL DAAS & Non-DAAS SALARIES & BENEFITS	\$ 32,854				\$3,044	\$0	\$3,044

	A	B	C	D	E	F	G	H	I
1	Grantee's Name: Russian Americar							Appendix B3, page 3	
2	Program Name:							Date: 6/3/16	
3	Cong-AWD								
4	<b>Operating Expense Detail</b>								
7	<b>H.S.A-DAAS</b>	Annual #Meals Contracted:		850		<b>TOTAL</b>			
8	<u>Expenditure Category</u>	Term:		7/1/16 to 6/30/17		7/1/16 to 6/30/17			
9	Rental of Property								
10	Utilities(Elec, Water, Gas, Phone, Scavenger)								
11	Office Supplies, Postage								
12	Building Maintenance Supplies and Repair								
13	FOOD COSTS								
14	Raw Food	<i>per meal</i>	\$ 2.53	\$2,151		\$2,151			
15	Cong Food Svc Supplie:	<i>per meal</i>	\$ 0.12	\$102		\$102			
16	HDM Food Svc Supplies:	<i>per meal</i>							
17	Catered Meals	<i>per meal</i>							
18	CONSULTANT/SUBCONTRACTOR Descriptive Title								
19	Registered Dietitian								
20									
21	OTHER COSTS:								
22	Insurance								
23	Staff Training & Travel								
24	Rental of Equipment								
25	Small equipment & Supplies								
26	Auto - Fuel & Insurance								
27	Repair/Maintenance								
28									
29									
30	<b>TOTAL DAAS OPERATING EXPENSE</b>			<b>\$2,253</b>		<b>\$2,253</b>			
32	<b>Non-DAAS</b>							<b>TOTAL</b>	
33	<u>Expenditure Category</u>	Program							
34	Rental of Property								
35	Utilities(Elec, Water, Gas, Phone, Scavenger)								
36	Office Supplies, Postage								
37	Building Maintenance Supplies and Repair								
38	FOOD COSTS								
39	Raw Food	<i>per meal</i>	\$ 0.20	\$170		\$170			
40	Cong Food Svc Supplie:	<i>per meal</i>	\$ 0.07	\$60		\$60			
41	HDM Food Svc Supplies:	<i>per meal</i>							
42	Catered Meals	<i>per meal</i>							
43	CONSULTANT/SUBCONTRACTOR Descriptive Title								
44	Registered Dietitian								
45									
46	OTHER COSTS:								
47	Insurance								
48	Staff Training & Travel								
49	Rental of Equipment								
50	Small equipment & Supplies								
51	Auto - Fuel & Insurance								
52	Repair/Maintenance								
53									
54									
55	<b>TOTAL Non-DAAS OPERATING EXPENSE</b>			<b>\$230</b>		<b>\$230</b>			
56									
57	<b>TOTAL DAAS &amp; Non-DAAS OPERATING EXPENSE</b>			<b>\$2,482 #</b>		<b>\$2,482</b>			

**APPENDIX A2- SERVICES TO BE PROVIDED**  
**Self-Help for the Elderly**  
**Congregate Meals for Adults with Disabilities (AWD)**  
**Effective July 1, 2016 – June 30, 2017**

**I. PURPOSE**

The purpose of this contract is to:

- A. Increase availability and accessibility of nutritious prepared meals to target populations by supplementing the food budgets of adults with disabilities living on limited incomes and supplementing the nutritional value of their food intake to improve their physical well-being.
- B. Assist the program participants in maintaining independence, quality of life, and self-sufficiency, and in developing a sense of self-esteem and self-reliance by offering them a nutritious prepared meal daily.

**II. DEFINITIONS**

Grantee	<b>Self-Help for the Elderly</b>
CARBON	Human Service Agency’s Contracts Administration Reporting and Billing On-line system
DAAS	Department of Adult and Aging Services
Disability	A condition attributable to mental or physical impairment, or a combination of mental and physical impairments including hearing and visual impairments, that results 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, self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.  <i>Physical disability or mobile limitation</i> includes wheelchair users, cane or walker users, limited reach ranges, limited hand movement, etc. <i>Chronic illness</i> includes HIV, lung disorders, heart disease/stroke, immune system disorders, diabetes, neurological disorders, etc. <i>Sensory disability</i> includes deaf, hard of hearing, blind, low vision, Aphasia, stuttering, etc. <i>Mental disability</i> includes psychiatric disabilities, depression, anxiety, obsessive-compulsive disorder, phobias, schizophrenia, bi-polar disorder, borderline personality disorder, etc. <i>Cognitive disability</i> includes Down’s syndrome, traumatic brain injury, learning disabilities, etc.
HSA	Human Services Agency of the City and County of San Francisco
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.
OOA	Office on Aging
AWD	Adults with Disabilities are adults aged 18-59 with disability.

### III. TARGET POPULATIONS

Individuals between the ages of 18 and 59 who have a mental and/or physical disability.

### IV. SERVICES TO BE PROVIDED

- A. Provide congregate meals service which include:
- Enroll the number of unduplicated consumers annually as indicated in Table A, and at various locations as indicated in the DAAS-OOA approved Site Chart.
  - Provide the total number of AWD meals annually as indicated in Table A. The meals will be delivered to neighborhoods as indicated on the DAAS-OOA approved Site Chart. Each meal shall meet the OOA menu requirements.
- B. A suggested donation per meal requested of each participant must be approved by the Grantee's Board of Directors and OOA in advance.
- C. Grantee must maintain all consumer data in a confidential manner.
- D. Meals must be served at an approved congregate site as indicated on the OOA approved Site Chart.
- E. Meals provided must be nutritionally balanced and meet generally accepted nutritional standards in accordance with the Dietary Guidelines for Americans, published by the USDA and the US Department of Health and Human Services.
- F. Contractor must follow the most recent standards set forth in the California Retail Food Code (CRFC) for the procurement, preparation, service and delivery of meals.
- G. A Registered Dietitian or an individual with a valid food safety certification must oversee the safety and sanitation component of the meal program.
- H. Conduct consumer satisfaction survey yearly for each funded program and provide results to OOA Nutritionist by April 30 of each fiscal year. The survey tool will be provided by OOA.
- I. The Grantee will attend the mandatory in-service training coordinated and provided by the OOA and share the information with their staff and volunteers.
- J. The Grantee will have to be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules. See Appendix F and Exhibit E.

### V. SERVICE OBJECTIVES

- A. Grantee will serve 32 unduplicated consumers
- B. Grantee will serve 2,693 of authorized meals for each fiscal year.

## VI. OUTCOME OBJECTIVES

- A. To provide quality meals that attains a high satisfaction level from participants. At least 85% will be satisfied with the meal quality.
- B. To provide quality services that attains a high satisfaction level from participants. At least 85% of participants are satisfied with the service delivery by staff and/or volunteers.
- C. To provide a nutritious meal that contributes to the participant's nutritional well-being. At least 75% of the participants indicate that they benefited from participating in the nutrition program in reduced food insecurity or improved overall health.

## VII. MONITORING ACTIVITIES

- A. Nutrition Program Monitoring: Program monitoring will include review of kitchen facility in accordance with CRFC and OOA nutrition standards for NSAD, 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; consumer data entry on CA-GetCare; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards related to nutrition program operation, current organizational chart in the food service department, grievance policies and procedures, hours of operation are current according to the site chart; employee resume and credentials, job description, and whether progress notes are maintained according to the OOA Nutrition standards.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

## VIII. REPORTING REQUIREMENTS

- A. Grantee will enter into CA-GetCare all the units of service in the Service Recording Tool by the 5<sup>th</sup> working day of the month for the preceding month.
- B. Grantee will develop and maintain an updated Site Chart approved by OOA. A copy of the updated Site Chart will be kept in OOA's contractor program file.
- C. Grantee will provide a monthly report of number of meals served as described in Section V – Service Objectives. Grantee will enter the number of meals provided in CARBON database by the 15<sup>th</sup> of the following month.
- D. Grantee will enter the annual Outcome Objective metrics in the CARBON database by the 15<sup>th</sup> of the month following the end of the program year.
  - The percentage of participants surveyed that have indicated excellent or good in rating the quality of meals they received.

- The percentage of participants surveyed that have indicated excellent or good in rating the service delivery by staff and/or volunteers.
  - The percentage of participants surveyed who indicated that they benefited from participating in the nutrition program by improving their food security or overall health.
- E. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31 each grant year. This report must be submitted to the CARBON system. Additional reports may be required at other points in the fiscal year if necessary to meet state requirements
- F. Grantee will provide other reports as requested. Apart from the on-line reporting via CA-GetCare, and reports requested to be sent via e-mail to the Nutritionist and/or Contract Manager, Monthly and Annual Reports will be entered into CARBON system. For assistance with reporting requirements or submission of reports, contact:

Tahir Shaikh  
Contracts Manager/HSA  
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San Francisco, CA 94120  
Tahir.Shaikh@sfgov.org

Linda Lau, RD  
Lead Nutritionist/OOA  
1650 Mission Street, 5<sup>th</sup> Floor  
San Francisco, CA 94103  
Linda.Lau@sfgov.org

	A	B	C	D
1	Appendix B4, pg. 1			
2	Document Date: 6/3/20			
3	<b>HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES</b>			
4	<b>BUDGET PROPOSAL FORMS</b>			
5	Grantee's Name: <b>SELF-HELP FOR THE ELDERLY</b>			Grant Term
6	(Check One) New <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Modification <input type="checkbox"/>			
7	Effective Date of Mod:	No. of Mod:	7/1/16 to 6/30/17	
8	<b>Program:</b> AWD Congregate Meals			TOTAL
9	<b>Annual #Meals Contracted</b>	2,693		2,693
10	Program Term	7/1/16 to 6/30/17		7/1/16 to 6/30/17
11	<b>DAAS Expenditures</b>			
12	Salaries & Benefits	\$6,459		\$6,459
13	Operating Expense	\$8,661		\$8,661
14	<b>Subtotal</b>	<b>\$15,120</b>		<b>\$15,120</b>
15	Indirect Percentage (max 10%)	10%		10%
16	Indirect Cost (Line 14 X Line 13)	\$1,512		\$1,512
17	Capital Expenditure			
18	<b>TOTAL DAAS EXPENDITURES</b>	<b>\$16,632</b>		<b>\$16,632</b>
19				
20	<b>Non-DAAS Expenditures</b>			
21	Salaries & Benefits			
22	Operating Expense	\$2,796		\$2,796
23	Indirect Cost	\$614		\$614
24	Capital Expenditure			
25	<b>TOTAL Non-DAAS EXPENDITURES</b>	<b>\$3,410</b>		<b>\$3,410</b>
26				
27	<b>TOTAL DAAS &amp; Non-DAAS EXPENDITURES</b>	<b>\$20,042</b>		<b>\$20,042</b>
28				
29	<b>HSA-DAAS Revenues</b>			
30	<i>Meals</i>	\$16,632		\$16,632
31				
32				
33				
34				
35	<b>TOTAL HSA-DAAS REVENUES</b>	<b>\$16,632</b>		<b>\$16,632</b>
36	<i>PER MEAL COST, HSA-DAAS</i>	<i>\$6.18</i>		<i>\$6.18</i>
37	<b>Non-DAAS Revenues</b>			
38	Project Income	\$2,154		\$2,154
39	Agency Cash - Fundraising	\$1,256		\$1,256
40	Agency In-Kind Volunteer			
41	Nutrition Compliance/Quality Assurance			
42				
43				
44	<b>TOTAL NON HSA-DAAS REVENUES</b>	<b>\$3,410</b>		<b>\$3,410</b>
45	<i>PER MEAL COST, NON HSA-DAAS</i>	<i>\$1.27</i>		<i>\$1.27</i>
46	<b>TOTAL REVENUES</b>	<b>\$20,042</b>		<b>\$20,042</b>
47	<i>PER MEAL COST, TOTAL</i>	<i>\$7.44</i>		<i>\$7.44</i>
48	Full Time Equivalent (FTE)			
50	Prepared by: Leny & Kelly	Phone No.:	415-677-7682	
51	HSA-CO Review Signature: _____	Date:	_____	
52	HSA #1 (11/14/13)			



	A	B	C	D	E	F	G	H	I	J
1	Grantee's Name: SELF-HELP FOR THE ELDERLY									
2	Program: AWD Congregate Meals									
3										
4										
5	<b>Salaries &amp; Benefits Detail</b>									
6										
7										
8	<b>H.S.A-DAAS</b>	Agency Totals		For DAAS Nutrition		7/1/16 to 6/30/17				TOTAL
9	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary	7/1/16 to 6/30/17		
10	Meal Site Worker (On Call)	\$28,080	75%	27%	20%	\$5,617		\$5,617		
11										
12										
13										
14										
15										
16										
17										
18	TOTALS	\$ 28,080	75%	27%	20%	\$5,617		\$5,617		
19										
20	FRINGE BENEFIT RATE	15.00%								
21	EMPLOYEE FRINGE BENEFITS	\$ 4,212				\$842		\$842		
22										
23										
24	TOTAL DAAS SALARIES & BENEFITS	\$ 32,292				\$6,459		\$6,459		
25										
26										
27	<b>Non - DAAS</b>	Agency Totals		For DAAS Meal						TOTAL
28	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary	7/1/13 to 6/30/16		
29										
30										
31										
32										
33										
34										
35										
36										
37										
38										
39										
40	TOTAL NON-DAAS									
41										
42	FRINGE BENEFIT RATE									
43	EMPLOYEE FRINGE BENEFITS	\$0								
44										
45										
46	TOTAL Non-DAAS SALARIES & BENEFITS	\$0								
47										
48	TOTAL DAAS & Non-DAAS SALARIES & BENEFITS	\$ 32,292				\$6,459		\$6,459		

	A	B	C	D	E	F	G	H	I
1	Grantee's Name: SELF-HELP FOR THE ELDERLY								Appendix B4, pg. 3
2	Program: AWD Congregate Meals								Document Date: 6/3/2016
3									
4	<b>Operating Expense Detail</b>								
5									
6									
7	<b>H.S.A-DAAS</b>	Annual #Meals Contracted:	2,693						<b>TOTAL</b>
8	<u>Expenditure Category</u>	Term:	7/1/16 to 6/30/17						7/1/16 to 6/30/17
9	Rental of Property								
10	Utilities(Elec, Water, Gas, Phone, Scavenger)								
11	Office Supplies, Postage								
12	Building Maintenance Supplies and Repair								
13	<b>FOOD COSTS</b>								
14	Raw Food	per meal							
15	Cong Food Svc Supplies	per meal							
16	HDM Food Svc Supplies	per meal							
17	Catered Meals	per meal \$ 3.22			\$8,661			\$8,661	
18	CONSULTANT/SUBCONTRACTOR Descriptive Title								
19	Registered Dietitian								
20									
21	OTHER COSTS:								
22	Insurance								
23	Staff Training & Travel								
24	Rental of Equipment								
25	Small equipment & Supplies								
26	Auto - Fuel & Insurance								
27	Repair/Maintenance								
28									
29									
30	<b>TOTAL DAAS OPERATING EXPENSE</b>				<b>\$8,661</b>			<b>\$8,661</b>	
31									
32	<b>Non-DAAS</b>							<b>TOTAL</b>	
33	<u>Expenditure Category</u>	Program							
34	Rental of Property								
35	Utilities(Elec, Water, Gas, Phone, Scavenger)								
36	Office Supplies, Postage								
37	Building Maintenance Supplies and Repair								
38	<b>FOOD COSTS</b>								
39	Raw Food	per meal \$ 0.20			\$539			\$539	
40	Cong Food Svc Supplies	per meal \$ 0.15			\$404			\$404	
41	HDM Food Svc Supplies	per meal							
42	Catered Meals	per meal \$ 0.61			\$1,653			\$1,653	
43	CONSULTANT/SUBCONTRACTOR Descriptive Title								
44	Registered Dietitian								
45									
46	OTHER COSTS:								
47	Insurance				\$200			\$200	
48	Staff Training & Travel								
49	Rental of Equipment								
50	Rental of Equipment								
51	Small equipment & Supplies								
52	Auto - Fuel & Insurance								
53	Repair/Maintenance								
54									
55									
56	<b>TOTAL Non-DAAS OPERATING EXPENSE</b>				<b>\$2,796</b>			<b>\$2,796</b>	
57									
58	<b>TOTAL DAAS &amp; Non-DAAS OPERATING EXPENSE</b>				<b>\$11,457</b>			<b>\$11,457</b>	

**APPENDIX A - SERVICES TO BE PROVIDED**  
**Institute on Aging**  
**Home-Delivered Meals for Adults with Disabilities (HDM-AWD)**  
**Effective July 1, 2016 – June 30, 2017**

**I. Purpose**

The purpose of this grant is to conduct intake and comprehensive assessment for AWD consumers requesting for HDM, to determine their eligibility for this program, to refer the consumer to the appropriate meal service provider, and to provide referral to other services as needed to enable these consumers to continue to remain living in their home, avoid institutionalization, and maintain the optimum level of functioning in the most independent setting.

**II. Definitions**

Grantee	Institute on Aging
CARBON	Human Service Agency's Contracts Administration Reporting and Billing On-line (CARBON) system
DAAS	Department of Adult and Aging Services
Disability	A condition attributable to mental or physical impairment, or a combination of mental and physical impairments including hearing and visual impairments, that results 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, self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.  <i>Physical disability or mobile limitation</i> includes wheelchair users, cane or walker users, limited reach ranges, limited hand movement, etc. <i>Chronic illness</i> includes HIV, lung disorders, heart disease/stroke, immune system disorders, diabetes, neurological disorders, etc. <i>Sensory disability</i> includes deaf, hard of hearing, blind, low vision, Aphasia, stuttering, etc. <i>Mental disability</i> includes psychiatric disabilities, depression, anxiety, obsessive-compulsive disorder, phobias, schizophrenia, bi-polar disorder, borderline personality disorder, etc. <i>Cognitive disability</i> includes Down's syndrome, traumatic brain injury, learning disabilities, etc.
HSA	Human Services Agency of the City and County of San Francisco
HACCP	Hazard Analysis of Critical Control Points. A prevention-based food safety system focusing on time and temperature control at different crucial food service system points.
Home-Delivered Meals	Meals are provided to individuals with incapacitating disability, isolation, lack of support network and have no safe, healthy alternative for meals, and consist of the procurement, preparation, service and delivery of meals. This service requires an annual comprehensive assessment by the DAAS approved service provider.
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.
OOA	Office on Aging

### III. Target Population

Individuals between the age of 18 and 59 who have a mental and/or physical impairment, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care (especially grocery shopping, meal preparation, and/or no access to safe, healthy alternative for meals), receptive and expressive language, learning, mobility, self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.

### IV. Services to be Provided

- A. Grantee will develop and maintain current policies and procedures with the approval of DAAS-OOA to meet the needs of the consumers and program standards.
- B. Grantee will provide intake and assessment services by qualified social worker(s) possessing either a BSW or MSW. Intake and assessment services include:
  1. **Initial Intake:** Intake and screening of calls from referring agencies or individual for HDM for non-senior adults with disabilities. During the intake process, when HDM is not yet available, the intake staff will refer the case to other social service supports as needed.
  2. **Comprehensive Assessment:** Collection of information about a consumer with multiple needs (social, environmental, physical and mental) and determination of the initial and/or on-going eligibility of receiving home-delivered meals. The initial assessment shall be conducted at the client's home before meal services are provided. Initial and on-going eligibility shall be evaluated according to the OOA standards as specified in its policy manual. The assessment form shall be approved by the OOA.
  3. **Other Related Service:** Referring and assigning appropriate consumers to the participating HDM service providers, maintaining and prioritizing a waiting list according to OOA requirements and coordinating regular meetings with the participating HDM service providers. Grantee shall meet with HDM providers on a quarterly basis and follow-up on participants, discuss any issues, and provide technical assistance as needed.
- C. Grantee must maintain all consumer data in a confidential manner.
- D. Conduct consumer satisfaction survey yearly and provide results to OOA Program Analyst by March 15<sup>th</sup>. The survey tool will be provided by OOA.
- E. The Grantee will attend the mandatory in-service training coordinated and provided by the OOA and share the information with their staff and volunteers.
- F. The Grantee will have to be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules.

### V. Service Objectives

On an annual basis:

- A. Grantee will enroll the annual number of 450 unduplicated consumers for home-delivered meals services.

- B. Grantee will provide nutrition compliance units as indicated in Appendix B.

**VI. Outcome Objectives**

- A. To provide quality services that attains a high satisfaction level from participants. At least 85% of participants are satisfied with the service delivery by staff and/or volunteers.

**VII. Monitoring Activities**

- A. Nutrition Program Monitoring: Program monitoring will include review of kitchen facility in accordance with CRFD and OOA nutrition standards for NSAD, 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; consumer data entry on CA-GetCare; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards related to nutrition program operation, current organizational chart in the food service department, grievance policies and procedures, hours of operation are current according to the site chart; employee resume and credentials, job description, and whether progress notes are maintained according to the OOA Nutrition standards.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

**VII. Reporting Requirements**

- A. Grantee will enter into CA-GetCare all the units of service in the Service Recording Tool by the 5<sup>th</sup> working day of the month for the preceding month.
- B. Grantee will provide a monthly report of number of meals served as described in Section V – Service Objectives. Grantee will enter the number of meals provided in CARBON database by the 15<sup>th</sup> of the following month.
- C. Grantee will enter the annual Outcome Objective metrics in the CARBON database by the 15<sup>th</sup> of the month following the end of the program year.
- The percentage of participants surveyed that have indicated excellent or good in rating the service delivery by staff and/or volunteers.
- D. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31 each grant year. This report must be submitted to the CARBON system. Additional reports may be required at other points in the fiscal year if necessary to meet state requirements.
- E. Grantee will provide other reports as requested. Apart from the on-line reporting via CA-GetCare, and reports requested to be sent via e-mail to the Nutritionist and/or Contract Manager, Monthly and Annual Reports will be entered into CARBON system. For assistance with reporting requirements or submission of reports, contact:

Victoria Chan  
Contract Manager/HSA  
P.O. Box 7988  
San Francisco, CA 94120  
[victoria.chan@sfgov.org](mailto:victoria.chan@sfgov.org)

Sarah Chan  
Nutritionist/OOA  
1650 Mission Street, 5<sup>th</sup> Floor  
San Francisco, CA 94103  
[sarah.chan@sfgov.org](mailto:sarah.chan@sfgov.org)

**HUMAN SERVICES AGENCY BUDGET SUMMARY  
BY PROGRAM**

	A	B	C	D	E
1					
2					
3					
4					
5	Contractor Name			Term	
6	Institute on Aging			July 1, 2016 to June 30, 2017	
7	(Check One) New ___ Renewal <input checked="" type="checkbox"/> Modification ___				
8	If modification, Effective Date of Mod. No. of Mod.				
9	Program: AWD-HDM Intake and Assessment		REVENUE Cost Allocation:		
10	Budget Reference Page No.(s)	Year 1	H.S.A.-DAAS	Non-HSA-DAAS	Total Revenue
11	Program Term	7/1/16-6/30/17			
12	<b>Expenditures</b>				
13	<b>Nutrition Education</b>				
14	Salaries & Benefits	\$0	\$0	\$0	\$0
15	Operating Expense	\$0	\$0	\$0	\$0
16	Subtotal Direct	\$0	\$0	\$0	\$0
17	Indirect Percentage				
18	Indirect Expense	\$0	\$0	\$0	\$0
19	<b>Total Nutrition Education</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
20	<b>Nutrition Counseling</b>				
21	Salaries & Benefits	\$0	\$0	\$0	\$0
22	Operating Expense	\$0	\$0	\$0	\$0
23	Subtotal Direct	\$0	\$0	\$0	\$0
24	Indirect Percentage				
25	Indirect Expense	\$0	\$0	\$0	\$0
26	<b>Total Nutrition Counseling</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
27	<b>HCCP Kitchen Monitoring</b>				
28	Salaries & Benefits	\$0	\$0	\$0	\$0
29	Operating Expense	\$0	\$0	\$0	\$0
30	Subtotal Direct	\$0	\$0	\$0	\$0
31	Indirect Percentage				
32	Indirect Expense	\$0	\$0	\$0	\$0
33	<b>Total HCCP Kitchen Monitoring</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
34	<b>Site/Route Monitoring</b>				
35	Salaries & Benefits	\$0	\$0	\$0	\$0
36	Operating Expense	\$0	\$0	\$0	\$0
37	Subtotal Direct	\$0	\$0	\$0	\$0
38	Indirect Percentage				
39	Indirect Expense	\$0	\$0	\$0	\$0
40	<b>Total Site/Route Monitoring</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
41	<b>Menu Planning</b>				
42	Salaries & Benefits	\$0	\$0	\$0	\$0
43	Operating Expense	\$0	\$0	\$0	\$0
44	Subtotal Direct	\$0	\$0	\$0	\$0
45	Indirect Percentage				
46	Indirect Expense	\$0	\$0	\$0	\$0
47	<b>Total Menu Planning</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
48	<b>HDM Assessments</b>				
49	Salaries & Benefits	\$108,625	\$108,625	\$0	\$108,625
50	Operating Expense	\$45,908	\$45,908	\$0	\$45,908
51	Subtotal Direct	\$154,532	\$154,532	\$0	\$154,532
52	Indirect Percentage: 10%	10%	10%		10.00%
53	Indirect Expense	\$15,453	\$15,453	\$0	\$15,453
54	<b>Total HDM Assessments</b>	<b>\$169,986</b>	<b>\$169,986</b>	<b>\$0</b>	<b>\$169,986</b>
55	<b>Other Nutrition Compliance</b>				
56	Salaries & Benefits	\$4,000	\$4,000	\$0	\$4,000
57	Operating Expense	\$0	\$0	\$0	\$0
58	Subtotal Direct	\$4,000	\$4,000	\$0	\$4,000
59	Indirect Percentage	10%	10%		10%
60	Indirect Expense	\$400	\$400	\$0	\$400
61	<b>Total Other Nutrition Compliance</b>	<b>\$4,400</b>	<b>\$4,400</b>	<b>\$0</b>	<b>\$4,400</b>
62	Data Plan	\$880	\$880		\$880
63	<b>GRAND Total Expenditures</b>	<b>\$175,266</b>	<b>\$175,266</b>	<b>\$0</b>	<b>\$175,266</b>
64	HSA Revenues	\$175,266	\$175,266		\$175,266
65					
66					
67	<b>TOTAL HSA REVENUES</b>	<b>\$175,266</b>	<b>\$175,266</b>		<b>\$175,266</b>
68	Other Non-H.S.A.-DAAS Revenues			\$0	\$0
69					
70					
71					
72	<b>TOTAL OTHER REVENUES</b>			<b>\$0</b>	<b>\$0</b>
73	Full Time Equivalent (FTE)				
75	Prepared by:	Telephone No.:		Date	
76	HSA-CO Review Signature:				
77	HSA #1	5/19/2016			





Program: AWD-HDM Intake and Assessment  
 (Same as Line 9 on HSA #1)

**HDM Assessment Operating Expense Detail**

Expenditure Category	TERM 7/1/16-6/30/17	REVENUE Cost Allocation:		TOTAL
		H.S.A.-DAAS	Non-HSA-DAAS	REVENUE
Rental of Property	\$6,125	\$6,125		\$6,125
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$622	\$622		\$622
Office Supplies, Postage	\$750	\$750		\$750
Building Maintenance Supplies and Repair				
Printing and Reproduction				
Insurance	\$1,228	\$1,228		\$1,228
Staff Training	\$383	\$383		\$383
Staff Travel	\$3,300	\$3,300		\$3,300
Small Equipment (over \$500 but under \$5,000/item)				
Rental of Equipment				
SUBCONTRACTORS Descriptive Title				
Social Services Staffing, Inc.	\$33,500	\$33,500		\$33,500
OTHER				
				\$0
TOTAL OPERATING EXPENSE	\$45,908	\$45,908	\$0	\$45,908
HSA #3				5/19/2016

Program: AWD-HDM Intake and Assessment  
 (Same as Line 9 on HSA #1)

**HDM Assessment Operating Expense Detail**

<u>Expenditure Category</u>	<u>TERM</u> 7/1/16-6/30/17	<u>REVENUE Cost Allocation:</u>		<u>TOTAL</u>
		<u>H.S.A.-DAAS</u>	<u>Non-HSA-DAAS</u>	<u>REVENUE</u>
Rental of Property	\$6,125	\$6,125		\$6,125
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$622	\$622		\$622
Office Supplies, Postage	\$750	\$750		\$750
Building Maintenance Supplies and Repair				
Printing and Reproduction				
Insurance	\$1,228	\$1,228		\$1,228
Staff Training	\$383	\$383		\$383
Staff Travel	\$3,300	\$3,300		\$3,300
Small Equipment (over \$500 but under \$5,000/item)				
Rental of Equipment				
 SUBCONTRACTORS Descriptive Title				
Social Services Staffing, Inc.	\$33,500	\$33,500		\$33,500
 OTHER				
				\$0
 TOTAL OPERATING EXPENSE	\$45,908	\$45,908	\$0	\$45,908
 HSA #3				5/19/2016

**APPENDIX A1 - SERVICES TO BE PROVIDED**  
**Meals on Wheels San Francisco**  
**Home-Delivered Meals for Adults with Disabilities (HDM- AWD)**  
**Effective July 1, 2016 – June 30, 2017**

**I. Purpose**

The purpose of this contract is to:

- A. To increase availability and accessibility of nutritious prepared meals to target populations by supplementing the food budgets of adults with disabilities living on limited incomes and supplementing the nutritional value of their food intake to improve their physical well-being.
- B. Assist the program participants in maintaining the independence, quality of life, and self-sufficiency and in developing a sense of self-esteem and self-reliance by offering them a nutritious prepared meal daily.

**II. Definitions**

Grantee	Meals on Wheels of San Francisco
CARBON	Human Service Agency’s Contracts Administration Reporting and Billing On-line (CARBON) system
DAAS	Department of Adult and Aging Services
Disability	<p>A condition attributable to mental or physical impairment, or a combination of mental and physical impairments including hearing and visual impairments, that results 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, self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.</p> <p><i>Physical disability or mobile limitation</i> includes wheelchair users, cane or walker users, limited reach ranges, limited hand movement, etc. <i>Chronic illness</i> includes HIV, lung disorders, heart disease/stroke, immune system disorders, diabetes, neurological disorders, etc. <i>Sensory disability</i> includes deaf, hard of hearing, blind, low vision, Aphasia, stuttering, etc. <i>Mental disability</i> includes psychiatric disabilities, depression, anxiety, obsessive-compulsive disorder, phobias, schizophrenia, bi-polar disorder, borderline personality disorder, etc. <i>Cognitive disability</i> includes Down’s syndrome, traumatic brain injury, learning disabilities, etc.</p>
HSA	Human Services Agency of the City and County of San Francisco
HACCP	Hazard Analysis of Critical Control Points. A prevention-based food safety system focusing on time and temperature control at different crucial food service system points
Home-Delivered Meals	Meals are provided to individuals with incapacitating disability, isolation, lack of support network and have no safe, healthy alternative for meals, and consist of the procurement, preparation, service and delivery of meals. This service requires an annual comprehensive assessment by the DAAS approved service provider.

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.
OOA	Office on Aging
AWD	Adults with Disabilities are adults age 18-59 with disability.

### III. Target Populations

Individuals between the age of 18 and 59 who has a mental and/or physical impairment, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care (especially grocery shopping and meal preparation and have no safe, healthy alternative for meals), receptive and expressive language, learning, mobility, self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.

### IV. Services to be Provided

- A. Provide home-delivered meals service which include:
1. Enroll the number of unduplicated consumers annually as indicated in Table A, and at various locations as indicated in the DAAS-OOA approved Site Chart.
  2. Provide the total number of AWD meals annually as indicated in Table A. The meals will be delivered to neighborhoods as indicated on the DAAS-OOA approved Site Chart. Each meal shall meet the OOA menu requirements.
- B. A suggested donation per meal requested of each participant must be approved by the Grantee's Board of Directors and OOA in advance.
- C. Grantee must work closely with the Intake/Assessment agency to coordinate services and establish a policy to report/communicate with the Intake/Assessment agency of the enrolled clients' condition changes that may affect the clients' eligibility to continue on the program.
- D. Grantee must maintain all consumer data in a confidential manner.
- E. Seven meals a week shall be provided to each consumer and delivered for no less than once a week. Meals offered may be hot, chilled or frozen, regular or modified meals. Determination for the appropriate type of meal to offer for the client will be based on assessment and documentation of the client's ability to handle the meal, equipment available for storing and reheating the meal, the client's preferences and medical need, and the nutrition provider's ability to offer the meals.
- F. Meals provided must be nutritionally balanced and meet generally accepted nutritional standards in accordance with the Dietary Guidelines for Americans, published by the USDA and the US Department of Health and Human Services.
- G. Each meal shall provide a caloric range of 600 to 800 kilocalories. The meal pattern for each meal shall consist at a minimum the following: 3 oz. cooked edible portion of meat, fish, poultry, eggs, cheese, or the protein equivalent; 2 servings of fruits or vegetables; 1 serving of whole grain or enriched bread, or bread alternatives; 8 oz. milk or the calcium equivalent to 1/3 of the RDAs.

- H. Contractor must follow the most recent standards set forth in the California Retail Food Code (CRFC) for the procurement, preparation, service and delivery of meals. To ensure food safety and meal quality, hot meals shall be delivered within 2-hours after the meal is completed or reheated.
- I. A Registered Dietitian or an individual with a valid food safety certification must oversee the safety and sanitation component of the home-delivered meal program.
- J. Special diet if available, including diabetic, low sodium and mechanic soft diets may be provided to clients who need dietary interventions.
- K. Grantee will develop and provide each client a welcome packet that includes at minimum, the following information: Your agency's meal delivery schedule, sample menu, donation policy and collection procedures, procedures to change meal delivery request, to voice complaints or request for assistance.
- L. Conduct consumer satisfaction survey yearly for each funded program and provide results to OOA Nutritionist by April 30 of each fiscal year. The survey tool will be provided by OOA.
- M. The Grantee will attend the mandatory in-service training coordinated and provided by the OOA, and share the information with their staff and volunteers.
- N. The Grantee will have to be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules. See Appendix F and Exhibit E.

**V. Service Objectives**

- A. Grantee will serve 245 unduplicated consumers.
- B. Grantee serves 123,490 authorized meals.

**VI. Outcome Objectives**

- A. To provide quality meals that attains a high satisfaction level from participants. At least 85% will be satisfied with the meal quality.
- B. To provide quality services that attains a high satisfaction level from participants. At least 85% of participants are satisfied with the service delivery by staff and/or volunteers.
- C. To provide a nutritious meal that contributes to the participant's nutritional well-being. At least 75% of the participants indicate that they benefited from participating in the nutrition program by improving their food security or overall health.

**VII. Monitoring Activities**

- A. Nutrition Program Monitoring: Program monitoring will include review of kitchen facility in accordance with CRFD and OOA nutrition standards for NSAD, 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; consumer data entry on CA-GetCare; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards related to nutrition program operation, current organizational chart in the food service department, grievance policies and procedures, hours of operation are current according to the site chart; employee resume and credentials, job description, and whether progress notes are maintained according to the OOA Nutrition standards.

- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

## VIII. Reporting Requirements

- A. Grantee will enter into CA-GetCare all the units of service in the Service Recording Tool by the 5<sup>th</sup> working day of the month for the preceding month.
- B. Grantee will develop and maintain an updated Site Chart approved by OOA. A copy of the updated Site Chart will be kept in OOA's contractor program file.
- C. Grantee will provide a monthly report of number of meals served as described in Section V – Service Objectives. Grantee will enter the number of meals provided in CARBON database by the 15<sup>th</sup> of the following month.
- D. Grantee will enter the annual Outcome Objective metrics in the CARBON database by the 15<sup>th</sup> of the month following the end of the program year.
- The percentage of participants surveyed that have indicated excellent or good in rating the quality of meals they received.
  - The percentage of participants surveyed that have indicated excellent or good in rating the service delivery by staff and/or volunteers.
  - The percentage of participants surveyed who indicated that they benefited from participating in the nutrition program by improving their food security or overall health.
- E. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31 each grant year. This report must be submitted to the CARBON system. Additional reports may be required at other points in the fiscal year if necessary to meet state requirements.
- F. Grantee will provide other reports as requested. Apart from the on-line reporting via CaGetCare, and reports requested to be sent via e-mail to the Nutritionist and/or Contract Manager, Monthly and Annual Reports will be entered into CARBON system. For assistance with reporting requirements or submission of reports, contact:

Tahir Shaikh  
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San Francisco, CA 94103  
[Sarah.Chan@sfgov.org](mailto:Sarah.Chan@sfgov.org)

	A	B	C	D	E
1	<b>BUDGET FORMS</b>				Appendix B3, pg. 1
2					Document Date: 6/2/2016
3	<b>HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES</b>				
4	<input checked="" type="checkbox"/> <b>BUDGET PROPOSAL FORMS</b>				
5	Grantee's Name: Meals on Wheels of San Francisco				Grant Term
6	(Check One) New      Renewal ___      Modification ___				
7	Effective Date of Mod: 7/1/13		No. of Mod:		7/1/16 to 6/30/17
8	Program: Enter 1 Prog ONLY (e.g. Cong-ENP, HDM-ENP, Cong-YAD, or HDM-YAD)	HDM AWD			TOTAL
9	<b>Annual #Meals Contracted</b>	123,490			123,490
10	Program Term	7/1/16 to 6/30/17			7/1/16 to 6/30/17
11	<b>DAAS Expenditures</b>				
12	Salaries & Benefits	\$144,497			\$144,497
13	Operating Expense	\$344,973			\$344,973
14	<b>Subtotal</b>	\$489,470			\$489,470
15	Indirect Percentage (max 10%)	10%			10%
16	Indirect Cost (Line 14 X Line 13)	48,947			\$48,947
17	Capital Expenditure	\$0			\$0
18	<b>TOTAL DAAS EXPENDITURES</b>	<b>\$538,417</b>			<b>\$538,417</b>
19					
20	<b>Non-DAAS Expenditures</b>				
21	Salaries & Benefits	\$46,962			\$46,962
22	Operating Expense	\$87,175			\$87,175
23	Capital Expenditure	\$0			\$0
24	<b>TOTAL Non-DAAS EXPENDITURES</b>	<b>\$134,137</b>			<b>\$134,137</b>
25					
26	<b>TOTAL DAAS &amp; Non-DAAS EXPENDITURES</b>	<b>\$672,554</b>			<b>\$672,554</b>
27					
28	<b>HSA-DAAS Revenues</b>				
29	Meals	\$538,417			\$538,417
30					
31					
32					
33					
34	<b>TOTAL HSA-DAAS REVENUES</b>	<b>\$538,417</b>			<b>\$538,417</b>
35	PER MEAL COST, HSA-DAAS	\$4.36			\$4.36
36	<b>Non-DAAS Revenues</b>				
37	Project Income				
38	Agency Cash - Fundraising	\$134,137			\$134,137
39	Agency In-Kind Volunteer				
40	Nutrition Compliance/Quality Assurance				
41					
42					
43	<b>TOTAL NON HSA-DAAS REVENUES</b>	<b>\$134,137</b>			<b>\$134,137</b>
44	PER MEAL COST, NON HSA-DAAS	\$1.09			\$1.09
45	<b>TOTAL REVENUES</b>	<b>\$672,554</b>			<b>\$672,554</b>
46	PER MEAL COST, TOTAL	\$5.45			\$5.45
47	Full Time Equivalent (FTE)				
48					
49	Prepared by:	Phone No.:			
50	HSA-CO Review Signature:	Date:			
51	HSA #1 (11/14/13)				

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Grantee's Name: Meals on Wheels of San Francisco												Appendix B3, page 2	
2	Program Name:												Date: 6/2/16	
3	HDM AWD													
4														
5														
6														
7														
8	<b>Salaries &amp; Benefits Detail</b>													
9	<b>H.S.A-DAAS</b>													
		Agency Totals			For DAAS Nutrition			7/1/16 to 6/30/17					TOTAL	
	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE	Actual Hours for AWD	Charge to DAAS	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary			7/1/16 to 6/30/17	
10	Drivers	\$37,270	See the driver's salary detail					\$88,911					\$88,911	
11	Chief Govt Officer	\$128,543	100%	8.4%	100.0%	8.4%	8.4%	\$10,798					\$10,798	
12	HDM Director	\$108,150	100%	8.4%	75.1%	6.3%	6.3%	\$6,822					\$6,822	
13	HDM Program Manger													
14	HDM Dispatch Manger													
15	HDM Client Relations and Office Manager													
16	HDM Client Relations													
17	HDM Assistant													
18	Facility Director													
19	Maintenance Worker													
20														
21	TOTALS	\$ 273,963	200%			14.7%	15%	\$106,530					\$106,530	
22														
23	FRINGE BENEFIT RATE		35.64%											
24	EMPLOYEE FRINGE BENEFITS	\$ 97,641						\$37,967					\$37,967	
25														
26														
27	TOTAL DAAS SALARIES & BENEFITS	\$ 371,604						\$144,497					\$144,497	
28														
29														
30	<b>Non - DAAS</b>													
		Agency Totals			For DAAS Meal								TOTAL	
	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE (a)	Actual Hours for AWD	Charge to DAAS	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary			7/1/13 to 6/30/16	
32	Drivers	\$37,270						\$0					\$0	
33	Chief Govt Officer	\$128,543	100%	8.4%	0%	0.0%	0.0%	\$0					\$0	
34	HDM Director	\$108,150	100%	8.4%	25%	2.1%	2.1%	\$2,263					\$2,263	
35	HDM Program Manger	\$2,872	100%	8.4%	100%	8.4%	8.4%	\$6,121					\$6,121	
36	HDM Dispatch Manger	\$63,308	100%	8.4%	100%	8.4%	8.4%	\$5,318					\$5,318	
37	HDM Client Relations and Office Manager	\$55,652	100%	8.4%	100%	8.4%	8.4%	\$4,675					\$4,675	
38	HDM Client Relations	\$48,547	100%	8.4%	100%	8.4%	8.4%	\$4,078					\$4,078	
39	HDM Assistant	\$32,909	100%	8.4%	100%	8.4%	8.4%	\$2,764					\$2,764	
40	Facility Director	\$74,984	100%	8.4%	100%	8.4%	8.4%	\$6,299					\$6,299	
41	Maintenance Worker	\$36,956	100%	8.4%	100%	8.4%	8.4%	\$3,104					\$3,104	
42													\$0	
43	TOTAL NON-DAAS	\$ 659,191						\$34,622					\$34,622	
44														
45	FRINGE BENEFIT RATE													
46	EMPLOYEE FRINGE BENEFITS	\$ 12,339	35.64%					\$12,339					\$12,339	
47														
48														
49	TOTAL Non-DAAS SALARIES & BENEFITS	\$ 659,192						\$46,962					\$46,962	
50														
51	TOTAL DAAS & Non-DAAS SALARIES & BENEFITS	\$ 1,030,795						\$191,459					\$191,459	
52	<b>NOTE: Green highlighted cells have formulas that link data to Budget Summary page</b>													
53	Cells with formulas are protected to avoid accidental changes. To unprotect, go to "Tools" then "Unprotect sheet". No password needed.													
54														





	A	B	C	D	E	F	G	H	I	J	K
1	Grantee's Name: Meals on Wheels										Appendix B3, page 3
2	Program Name:										Date: 6/2/16
3	HDM AWD										
4	<b>Operating Expense Detail</b>										
7	<b>H.S.A-DAAS</b>	Annual #Meals Contracted:	123,490	0	0						<b>TOTAL</b>
8	<b>Expenditure Category</b>	Term	7/1/16 to 6/30/17								7/1/16 to 6/30/17
9	Rental of Property										
10	Utilities(Elec, Water, Gas, Phone, Scavenger)										
11	Office Supplies, Postage										
12	Building Maintenance Supplies and Repair										
13	<b>FOOD COSTS</b>										
14	Raw Food	per meal									
15	Cong Food Svc Supplies	per meal									
16	HDM Food Svc Supplies	per meal									
17	Catered Meals	per meal \$ 2.82		344,973							\$344,973
18	<b>CONSULTANT/SUBCONTRACTOR Descriptive Title</b>										
19	Registered Dietitian										
20											
21	<b>OTHER COSTS:</b>										
22	Insurance										
23	Staff Training & Travel										
24	Rental of Equipment										
25	Small equipment & Supplies										
26	Auto - Fuel & Insurance										
27	Repair/Maintenance										
28											
29											
30	<b>TOTAL DAAS OPERATING EXPENSE</b>			<b>344,973</b>							<b>\$344,973</b>
32	<b>Non-DAAS</b>										<b>TOTAL</b>
33	<b>Expenditure Category</b>	Program									
34	Rental of Property										
35	Utilities(Elec, Water, Gas, Phone, Scavenger)		10,540								\$10,540
36	Office Supplies, Postage		2,301								\$2,301
37	Building Maintenance Supplies and Repair		4,952								\$4,952
38	<b>FOOD COSTS</b>										
39	Raw Food	per meal									
40	Cong Food Svc Supplies	per meal									
41	HDM Food Svc Supplies	per meal \$ 0.40		52,587							\$52,587
42	Catered Meals	per meal									
43	<b>CONSULTANT/SUBCONTRACTOR Descriptive Title</b>										
44	Registered Dietitian										
45											
46	<b>OTHER COSTS:</b>										
47	Insurance										
48	Staff Training & Travel										
49	Rental of Equipment										
50	Rental of Equipment										
51	Small equipment & Supplies										
52	Auto - Fuel & Insurance		15,161								\$15,161
53	Repair/Maintenance										
54	Outside services		1,634								\$1,634
55											
56	<b>TOTAL Non-DAAS OPERATING EXPENSE</b>			<b>87,175</b>							<b>\$87,175</b>
57											
58	<b>TOTAL DAAS &amp; Non-DAAS OPERATING EXPENSE</b>			<b>432,148</b>							<b>\$432,148</b>

**APPENDIX A4 – SERVICES TO BE PROVIDED**  
**Russian American Community Services**  
**Home-Delivered Meals for Adults with Disabilities (HDM- AWD)**  
**Effective July 1, 2016 – June 30, 2017**

**I. Purpose**

The purpose of this contract is to:

- A. To increase availability and accessibility of nutritious prepared meals to target populations by supplementing the food budgets of adults with disabilities living on limited incomes and supplementing the nutritional value of their food intake to improve their physical well-being.
- B. Assist the program participants in maintaining the independence, quality of life, and self-sufficiency and in developing a sense of self-esteem and self-reliance by offering them a nutritious prepared meal daily.

**II. Definitions**

Grantee	<b>Russian American Community Services</b>
CARBON	Human Service Agency’s Contracts Administration Reporting and Billing On-line (CARBON) system
DAAS	Department of Adult and Aging Services
Disability	A condition attributable to mental or physical impairment, or a combination of mental and physical impairments including hearing and visual impairments, that results 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, self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.  <i>Physical disability or mobile limitation</i> includes wheelchair users, cane or walker users, limited reach ranges, limited hand movement, etc. <i>Chronic illness</i> includes HIV, lung disorders, heart disease/stroke, immune system disorders, diabetes, neurological disorders, etc. <i>Sensory disability</i> includes deaf, hard of hearing, blind, low vision, Aphasia, stuttering, etc. <i>Mental disability</i> includes psychiatric disabilities, depression, anxiety, obsessive-compulsive disorder, phobias, schizophrenia, bi-polar disorder, borderline personality disorder, etc. <i>Cognitive disability</i> includes Down’s syndrome, traumatic brain injury, learning disabilities, etc.
HSA	Human Services Agency of the City and County of San Francisco
HACCP	Hazard Analysis of Critical Control Points. A prevention-based food safety system focusing on time and temperature control at different crucial food service system points
Home-Delivered Meals	Meals are provided to individuals with incapacitating disability, isolation, lack of support network and have no safe, healthy alternative for meals, and consist of the procurement, preparation, service and delivery of meals. This service requires an annual comprehensive assessment by the DAAS

	approved service provider.
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.
OOA	Office on Aging
AWD	Adults with Disabilities are adults age 18-59 with disability.

**III. Target Populations**

Individuals between the age of 18 and 59 who has a mental and/or physical impairment, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care (especially grocery shopping and meal preparation and have no safe, healthy alternative for meals), receptive and expressive language, learning, mobility, self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.

**IV. Services to be Provided**

- A. Provide home-delivered meals service which include:
  - 1. Enroll the number of unduplicated consumers annually as indicated in Table A, and at various locations as indicated in the DAAS-OOA approved Site Chart.
  - 2. Provide the total number of AWD meals annually as indicated in Table A. The meals will be delivered to neighborhoods as indicated on the DAAS-OOA approved Site Chart. Each meal shall meet the OOA menu requirements.
- B. A suggested donation per meal requested of each participant must be approved by the Grantee's Board of Directors and OOA in advance.
- C. Grantee must work closely with the Intake/Assessment agency to coordinate services and establish a policy to report/communicate with the Intake/Assessment agency of the enrolled clients' condition changes that may affect the clients' eligibility to continue on the program..
- D. Grantee must maintain all consumer data in a confidential manner.
- E. Seven meals a week shall be provided to each consumer and delivered for no less than once a week. Meals offered may be hot, chilled or frozen, regular or modified meals. Determination for the appropriate type of meal to offer for the client will be based on assessment and documentation of the client's ability to handle the meal, equipment available for storing and reheating the meal, the client's preferences and medical need, and the nutrition provider's ability to offer the meals.
- F. Meals provided must be nutritionally balanced and meet generally accepted nutritional standards in accordance with the Dietary Guidelines for Americans, published by the USDA and the US Department of Health and Human Services.
- G. Each meal shall provide a caloric range of 600 to 800 kilocalories. The meal pattern for each meal shall consist at a minimum the following: 3 oz cooked edible portion of meat, fish, poultry, eggs, cheese, or the protein equivalent; 2 servings of fruits or vegetables; 1 serving of whole grain or enriched bread, or bread alternatives; 8 oz milk or the calcium

equivalent to 1/3 of the RDAs.

- H. Contractor must follow the most recent standards set forth in the California Retail Food Code (CRFC) for the procurement, preparation, service and delivery of meals. To ensure food safety and meal quality, hot meals shall be delivered within 2-hours after the meal is completed or reheated.
- I. A Registered Dietitian or an individual with a valid food safety certification must oversee the safety and sanitation component of the home-delivered meal program.
- J. Special diet if available, including diabetic, low sodium and mechanic soft diets may be provided to clients who need dietary interventions.
- K. Grantee will develop and provide each client a welcome packet that includes at minimum, the following information: Your agency's meal delivery schedule, sample menu, donation policy and collection procedures, procedures to change meal delivery request, to voice complaints or request for assistance.
- L. Conduct consumer satisfaction survey yearly for each funded program and provide results to OOA Nutritionist by April 30 of each fiscal year. The survey tool will be provided by OOA.
- M. The Grantee will attend the mandatory in-service training coordinated and provided by the OOA, and share the information with their staff and volunteers.
- N. The Grantee will have to be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules. See Appendix F and Exhibit E.

**V. Service Objectives**

- A. Grantee will serve 100 unduplicated consumers.
- B. Grantee serve 30,514 authorized meals.

**VI. Outcome Objectives**

- A. To provide quality meals that attains a high satisfaction level from participants. At least 85% will be satisfied with the meal quality.
- B. To provide quality services that attains a high satisfaction level from participants. At least 85% of participants are satisfied with the service delivery by staff and/or volunteers.
- C. To provide a nutritious meal that contributes to the participant's nutritional well-being. At least 75% of the participants indicate that they benefited from participating in the nutrition program by improving their food security or overall health.

**VII. Monitoring Activities**

- A. Nutrition Program Monitoring: Program monitoring will include review of kitchen facility in accordance with CRFD and OOA nutrition standards for NSAD, 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; consumer data entry on CA-GetCare; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards related to nutrition program operation, current organizational chart in the food service department, grievance policies and procedures, hours of operation are current according to the site chart; employee resume and credentials, job description, and whether progress notes are maintained according to the OOA Nutrition standards.

- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

### VIII. Reporting Requirements

- A. Grantee will enter into CA-GetCare all the units of service in the Service Recording Tool by the 5<sup>th</sup> working day of the month for the preceding month.
- B. Grantee will develop and maintain an updated Site Chart approved by OOA. A copy of the updated Site Chart will be kept in OOA's contractor program file.
- C. Grantee will provide a monthly report of number of meals served as described in Section V – Service Objectives. Grantee will enter the number of meals provided in CARBON database by the 15<sup>th</sup> of the following month.
- D. Grantee will enter the annual Outcome Objective metrics in the CARBON database by the 15<sup>th</sup> of the month following the end of the program year.
- The percentage of participants surveyed that have indicated excellent or good in rating the quality of meals they received.
  - The percentage of participants surveyed that have indicated excellent or good in rating the service delivery by staff and/or volunteers.
  - The percentage of participants surveyed who indicated that they benefited from participating in the nutrition program by improving their food security or overall health.
- E. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31 each grant year. This report must be submitted to the CARBON system. Additional reports may be required at other points in the fiscal year if necessary to meet state requirements.
- F. Grantee will provide other reports as requested. Apart from the on-line reporting via CaGetCare, and reports requested to be sent via e-mail to the Nutritionist and/or Contract Manager, Monthly and Annual Reports will be entered into CARBON system. For assistance with reporting requirements or submission of reports, contact:

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	A	B	C	D	E
1	<b>BUDGET FORMS</b>			Appendix B4, pg. 1	Average cost/meal
2				Document Date: 6/3/2016	
3	<b>HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERV</b>				
4	<b>BUDGET PROPOSAL FORMS</b>				
5	Grantee's Name: Russian American Comm. Services			Grant Term	
6	(Check One) New      Renewal <input checked="" type="checkbox"/> Modification _____				
7	Effective Date of Mod: 7/1/16		No. of Mod:	7/1/16 to 6/30/17	
8	Program: HDM-AWD	HDM-AWD		TOTAL	
9	<b>Annual #Meals Contracted</b>	30,514		30,514	
10	Program Term	7/1/16 to 6/30/17		7/1/16 to 6/30/17	
11	<b>DAAS Expenditures</b>				
12	Salaries & Benefits	\$87,191		\$87,191	\$2.86
13	Operating Expense	\$99,733		\$99,733	\$3.27
14	<b>Subtotal</b>	<b>\$186,924</b>		<b>\$186,924</b>	<b>\$6.13</b>
15	Indirect Percentage (max 10%)	0%		0%	
16	Indirect Cost (Line 14 X Line 13)	\$0		\$0	\$0.00
17	Capital Expenditure	\$0		\$0	\$0.00
18	<b>TOTAL DAAS EXPENDITURES</b>	<b>\$186,924</b>		<b>\$186,924</b>	<b>\$6.13</b>
19					
20	<b>Non-DAAS Expenditures</b>				
21	Salaries & Benefits	\$14,020		\$14,020	\$0.46
22	Operating Expense	\$17,857		\$17,857	\$0.59
23	Capital Expenditure	\$0		\$0	\$0.00
24	<b>TOTAL Non-DAAS EXPENDITURES</b>	<b>\$31,877</b>		<b>\$31,877</b>	<b>\$1.04</b>
25					
26	<b>TOTAL DAAS &amp; Non-DAAS EXPENDITURES</b>	<b>\$218,801</b>		<b>\$218,801</b>	<b>\$7.17</b>
27					
28	<b>HSA-DAAS Revenues</b>				
29	Meals	\$186,924		\$186,924	
30					
31					
32					
33					
34	<b>TOTAL HSA-DAAS REVENUES</b>	<b>\$186,924</b>		<b>\$186,924</b>	
35	<b>PER MEAL COST, HSA-DAAS</b>	<b>\$6.13</b>		<b>\$6.13</b>	
36	<b>Non-DAAS Revenues</b>				
37	Project Income	\$0		\$0	\$0.00
38	Agency Cash - Fundraising	\$15,483		\$15,483	\$0.51
39	Agency In-Kind Volunteer	\$16,394		\$16,394	\$0.54
40	Nutrition Compliance/Quality Assurance			\$0	
41				\$0	
42				\$0	
43	<b>TOTAL NON HSA-DAAS REVENUES</b>	<b>\$31,877</b>		<b>\$31,877</b>	
44	<b>PER MEAL COST, NON HSA-DAAS</b>	<b>\$1.04</b>		<b>\$1.04</b>	
45	<b>TOTAL REVENUES</b>	<b>\$218,801</b>		<b>\$218,801</b>	
46	<b>PER MEAL COST, TOTAL</b>	<b>\$7.17</b>		<b>\$7.17</b>	
47	Full Time Equivalent (FTE)				
49	Prepared by: Nick Buick	Phone No.:	415-387-5336		
50	HSA-CO Review Signature: _____	Date:	_____		
51	<b>HSA #1 (11/14/13)</b>				

	A	B	C	D	E	F	G	H
1	Grantee's Name: Russian American Comm. Services						Appendix B4, page 2	
2	Program Name:						Date: 6/3/16	
3	<b>HDM-AWD</b>							
4								
5	<b>Salaries &amp; Benefits Detail</b>							
6								
7								
8	<b>H.S.A-DAAS</b>	Agency Totals		For DAAS Nutrition		7/1/16 to 6/30/17		TOTAL
9	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary		7/1/16 to 6/30/17
10	Executive Director	\$82,272	100.00%	15.94%	15.94%	\$13,114		\$13,114
11	Cook II	\$33,280	100.00%	31.31%	31.31%	\$10,420		\$10,420
12	Kitchen aide	\$28,080	93.75%	31.31%	29.35%	\$8,242		\$8,242
13	Driver 1	\$30,160	81.25%	49.00%	39.81%	\$12,007		\$12,007
14	Driver 2	\$32,240	87.50%	49.00%	42.88%	\$13,823		\$13,823
15	Driver 3	\$29,120	62.50%	49.00%	30.63%	\$8,918		\$8,918
16	Driver 4 (substitute)	\$29,120	10.00%	51.00%	5.10%	\$1,485		\$1,485
17	c2 coordinator	\$33,280	62.50%	31.31%	19.57%	\$6,512		\$6,512
18								
19								
20								
21								
22	<b>TOTALS</b>	<b>\$ 297,552</b>	<b>598%</b>	<b>292%</b>	<b>199%</b>	<b>\$74,522</b>		<b>\$74,522</b>
23								
24	FRINGE BENEFIT RATE	17%						
25	EMPLOYEE FRINGE BENEFITS	\$ 50,584				\$12,669		\$12,669
26								
27								
28	<b>TOTAL DAAS SALARIES &amp; BENEFITS</b>	<b>\$ 348,136</b>				<b>\$87,191</b>		<b>\$87,191</b>
29								
30								
31	<b>Non - DAAS</b>	Agency Totals		For DAAS Meal				TOTAL
32	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary		7/1/16 to 6/30/17
33	Meal site & kitchen volunteers	\$27,040	100%	16%	16%	\$4,394		\$4,394
34	Executive Director	\$82,272	100%	10%	10%	\$8,227		\$8,227
35								
36								
37								
38								
39								
40	<b>TOTAL NON-DAAS</b>	<b>\$ 109,312</b>	<b>2.00</b>	<b>0.26</b>	<b>0.26</b>	<b>\$12,621</b>		<b>\$12,621</b>
41								
42	FRINGE BENEFIT RATE	17%						
43	EMPLOYEE FRINGE BENEFITS	\$ 18,583				\$1,399		\$1,399
44								
45								
46	<b>TOTAL Non-DAAS SALARIES &amp; BENEFITS</b>	<b>\$ 127,895</b>				<b>\$14,020</b>		<b>\$14,020</b>
47								
48	<b>TOTAL DAAS &amp; Non-DAAS SALARIES &amp; BENEFITS</b>	<b>\$ 476,031</b>				<b>\$101,211</b>		<b>\$101,211</b>



	A	B	C	D	E	F	G	H	I
	Grantee's Name: Russian American Comm. Services								
1	Program Name: <b>HDM-AWD</b>								Date: 6/3/16
2									
3									
4									
5									
6	<b>Operating Expense Detail</b>								
7	<b>H.S.A-DAAS</b>	Annual #Meals Contracted:	30,514					<b>TOTAL</b>	
8	<u>Expenditure Category</u>	Term:	7/1/16 to 6/30/17					7/1/16 to 6/30/17	
9	Rental of Property								
10	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$3,000						\$3,000
11	Office Supplies, Postage		\$1,500						\$1,500
12	Building Maintenance Supplies and Repair		\$1,500						\$1,500
13	<b>FOOD COSTS</b>								
14	Raw Food	<i>per meal</i>							
15	Cong Food Svc Supplies	<i>per meal</i>							
16	HDM Food Svc Supplies	<i>per meal</i> \$ 0.28	\$8,544						\$8,544
17	Catered Meals	<i>per meal</i> \$ 2.35	\$71,708						\$71,708
18	<b>CONSULTANT/SUBCONTRACTOR Descriptive Title</b>								
19	Registered Dietitian								
20									
21	<b>OTHER COSTS:</b>								
22	Insurance		\$3,000						\$3,000
23	Staff Training & Travel								
24	Rental of Equipment		\$2,400						\$2,400
25	Small equipment & Supplies		\$1,081						\$1,081
26	Auto - Fuel & Insurance		\$7,000						\$7,000
27	Repair/Maintenance								
28									
29									
30	<b>TOTAL DAAS OPERATING EXPENSE</b>		<b>\$99,733</b>						<b>\$99,733</b>
31									
32	<b>Non-DAAS</b>							<b>TOTAL</b>	
33	<u>Expenditure Category</u>	Program							
34	Rental of Property		\$12,000						\$12,000
35	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$1,000						\$1,000
36	Office Supplies, Postage		\$500						\$500
37	Building Maintenance Supplies and Repair								
38	<b>FOOD COSTS</b>								
39	Raw Food	<i>per meal</i>							
40	Cong Food Svc Supplies	<i>per meal</i>							
41	HDM Food Svc Supplies	<i>per meal</i>							
42	Catered Meals	<i>per meal</i>							
43	<b>CONSULTANT/SUBCONTRACTOR Descriptive Title</b>								
44	Registered Dietitian								
45									
46	<b>OTHER COSTS:</b>								
47	Insurance		\$1,000						\$1,000
48	Staff Training & Travel								
49	Rental of Equipment		\$300						\$300
50	Small equipment & Supplies								
51	Auto - Fuel & Insurance		\$3,057						\$3,057
52	Repair/Maintenance								
53									
54									
55	<b>TOTAL Non-DAAS OPERATING EXPENSE</b>		<b>\$17,857</b>						<b>\$17,857</b>
56									
57	<b>TOTAL DAAS &amp; Non-DAAS OPERATING EXPENSE</b>		<b>\$117,590</b>						<b>\$117,590</b>

**APPENDIX A3 - SERVICES TO BE PROVIDED**  
**Self-Help for the Elderly**  
**Home-Delivered Meals for Adults with Disabilities (HDM- AWD)**  
**Effective July 1, 2016 – June 30, 2017**

**I. Purpose**

The purpose of this contract is to:

- A. To increase availability and accessibility of nutritious prepared meals to target populations by supplementing the food budgets of adults with disabilities living on limited incomes and supplementing the nutritional value of their food intake to improve their physical well-being.
- B. Assist the program participants in maintaining the independence, quality of life, and self-sufficiency and in developing a sense of self-esteem and self-reliance by offering them a nutritious prepared meal daily.

**II. Definitions**

Grantee	<b>Self-Help for the Elderly</b>
CARBON	Human Service Agency’s Contracts Administration Reporting and Billing On-line (CARBON) system
DAAS	Department of Adult and Aging Services
Disability	A condition attributable to mental or physical impairment, or a combination of mental and physical impairments including hearing and visual impairments, that results 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, self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.  <i>Physical disability or mobile limitation</i> includes wheelchair users, cane or walker users, limited reach ranges, limited hand movement, etc. <i>Chronic illness</i> includes HIV, lung disorders, heart disease/stroke, immune system disorders, diabetes, neurological disorders, etc. <i>Sensory disability</i> includes deaf, hard of hearing, blind, low vision, Aphasia, stuttering, etc. <i>Mental disability</i> includes psychiatric disabilities, depression, anxiety, obsessive-compulsive disorder, phobias, schizophrenia, bi-polar disorder, borderline personality disorder, etc. <i>Cognitive disability</i> includes Down’s syndrome, traumatic brain injury, learning disabilities, etc.
HSA	Human Services Agency of the City and County of San Francisco
HACCP	Hazard Analysis of Critical Control Points. A prevention-based food safety system focusing on time and temperature control at different crucial food service system points
Home-Delivered Meals	Meals are provided to individuals with incapacitating disability, isolation, lack of support network and have no safe, healthy alternative for meals, and consist of the procurement, preparation, service and delivery of meals. This service requires an annual comprehensive assessment by the DAAS approved service provider.

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.
OOA	Office on Aging
AWD	Adults with Disabilities are adults age 18-59 with disability.

### III. Target Populations

Individuals between the age of 18 and 59 who has a mental and/or physical impairment, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care (especially grocery shopping and meal preparation and have no safe, healthy alternative for meals), receptive and expressive language, learning, mobility, self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.

### IV. Services to be Provided

- A. Provide home-delivered meals service which include:
1. Enroll the number of unduplicated consumers annually as indicated in Table A, and at various locations as indicated in the DAAS-OOA approved Site Chart.
  2. Provide the total number of AWD meals annually as indicated in Table A. The meals will be delivered to neighborhoods as indicated on the DAAS-OOA approved Site Chart. Each meal shall meet the OOA menu requirements.
- B. A suggested donation per meal requested of each participant must be approved by the Grantee's Board of Directors and OOA in advance.
- C. Grantee must work closely with the Intake/Assessment agency to coordinate services and establish a policy to report/communicate with the Intake/Assessment agency of the enrolled clients' condition changes that may affect the clients' eligibility to continue on the program..
- D. Grantee must maintain all consumer data in a confidential manner.
- E. Seven meals a week shall be provided to each consumer and delivered for no less than once a week. Meals offered may be hot, chilled or frozen, regular or modified meals. Determination for the appropriate type of meal to offer for the client will be based on assessment and documentation of the client's ability to handle the meal, equipment available for storing and reheating the meal, the client's preferences and medical need, and the nutrition provider's ability to offer the meals.
- F. Meals provided must be nutritionally balanced and meet generally accepted nutritional standards in accordance with the Dietary Guidelines for Americans, published by the USDA and the US Department of Health and Human Services.
- G. Each meal shall provide a caloric range of 600 to 800 kilocalories. The meal pattern for each meal shall consist at a minimum the following: 3 oz. cooked edible portion of meat, fish, poultry, eggs, cheese, or the protein equivalent; 2 servings of fruits or vegetables; 1 serving of whole grain or enriched bread, or bread alternatives; 8 oz. milk or the calcium equivalent to 1/3 of the RDAs.

- H. Contractor must follow the most recent standards set forth in the California Retail Food Code (CRFC) for the procurement, preparation, service and delivery of meals. To ensure food safety and meal quality, hot meals shall be delivered within 2-hours after the meal is completed or reheated.
- I. A Registered Dietitian or an individual with a valid food safety certification must oversee the safety and sanitation component of the home-delivered meal program.
- J. Special diet if available, including diabetic, low sodium and mechanic soft diets may be provided to clients who need dietary interventions.
- K. Grantee will develop and provide each client a welcome packet that includes at minimum, the following information: Your agency's meal delivery schedule, sample menu, donation policy and collection procedures, procedures to change meal delivery request, to voice complaints or request for assistance.
- L. Conduct consumer satisfaction survey yearly for each funded program and provide results to OOA Nutritionist by April 30 of each fiscal year. The survey tool will be provided by OOA.
- M. The Grantee will attend the mandatory in-service training coordinated and provided by the OOA, and share the information with their staff and volunteers.
- N. The Grantee will have to be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules. See Appendix F and Exhibit E.

**V. Service Objectives**

- A. Grantee will serve 147 unduplicated consumers.
- B. Grantee serve 44,884 authorized meals.

**VI. Outcome Objectives**

- A. To provide quality meals that attains a high satisfaction level from participants. At least 85% will be satisfied with the meal quality.
- B. To provide quality services that attains a high satisfaction level from participants. At least 85% of participants are satisfied with the service delivery by staff and/or volunteers.
- C. To provide a nutritious meal that contributes to the participant's nutritional well-being. At least 75% of the participants indicate that they benefited from participating in the nutrition program by improving their food security or overall health.

**VII. Monitoring Activities**

- A. Nutrition Program Monitoring: Program monitoring will include review of kitchen facility in accordance with CRFD and OOA nutrition standards for NSAD, 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; consumer data entry on CA-GetCare; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards related to nutrition program operation, current organizational chart in the food service department, grievance policies and procedures, hours of operation are current according to the site chart; employee resume and credentials, job description, and whether progress notes are maintained according to the OOA Nutrition standards.

- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

### VIII. Reporting Requirements

- A. Grantee will enter into CA-GetCare all the units of service in the Service Recording Tool by the 5<sup>th</sup> working day of the month for the preceding month.
- B. Grantee will develop and maintain an updated Site Chart approved by OOA. A copy of the updated Site Chart will be kept in OOA's contractor program file.
- C. Grantee will provide a monthly report of number of meals served as described in Section V – Service Objectives. Grantee will enter the number of meals provided in CARBON database by the 15<sup>th</sup> of the following month.
- D. Grantee will enter the annual Outcome Objective metrics in the CARBON database by the 15<sup>th</sup> of the month following the end of the program year.
- The percentage of participants surveyed that have indicated excellent or good in rating the quality of meals they received.
  - The percentage of participants surveyed that have indicated excellent or good in rating the service delivery by staff and/or volunteers.
  - The percentage of participants surveyed who indicated that they benefited from participating in the nutrition program by improving their food security or overall health.
- E. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31 each grant year. This report must be submitted to the CARBON system. Additional reports may be required at other points in the fiscal year if necessary to meet state requirements.
- F. Grantee will provide other reports as requested. Apart from the on-line reporting via CaGetCare, and reports requested to be sent via e-mail to the Nutritionist and/or Contract Manager, Monthly and Annual Reports will be entered into CARBON system. For assistance with reporting requirements or submission of reports, contact:

Tahir Shaikh  
Contracts Manager/HSA  
P.O. Box 7988  
San Francisco, CA 94120  
Tahir.Shaikh@sfgov.org

Linda Lau, RD  
Lead Nutritionist/OOA  
1650 Mission Street, 5<sup>th</sup> Floor  
San Francisco, CA 94103  
Linda.Lau@sfgov.org

	A	B	C	D
1	<b>BUDGET FORMS</b>			Appendix B5, pg. 1
2	Document Date:			6/7/2016
3	<b>HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SER</b>			
4	<b>BUDGET PROPOSAL FORMS</b>			
5	Grantee's Name: SELF-HELP FOR THE ELDERLY			Grant Term
6	(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>			
7	Effective Date of Mod: 7/1/13		No. of Mod:	7/1/16 to 6/30/17
8	Program: Enter 1 Prog ONLY (e.g. Cong-ENP, HDM-ENP, Cong-YAD, or HDM-YAD)	AWD HDM Meal		TOTAL
9	<b>Annual #Meals Contracted</b>	44,884		44,884
10	Program Term	7/1/16 to 6/30/17		7/1/16 to 6/30/17
11	<b>DAAS Expenditures</b>			
12	Salaries & Benefits	\$94,515		\$94,515
13	Operating Expense	\$155,262		\$155,262
14	<b>Subtotal</b>	<b>\$249,777</b>		<b>\$249,777</b>
15	Indirect Percentage (max 10%)	10%		\$0
16	Indirect Cost (Line 14 X Line 13)	\$24,977.70		\$24,978
17	Capital Expenditure	\$0		\$0
18	<b>TOTAL DAAS EXPENDITURES</b>	<b>\$274,755</b>		<b>\$274,755</b>
19				
20	<b>Non-DAAS Expenditures</b>			
21	Salaries & Benefits	\$0		\$0
22	Operating Expense	\$24,562		\$24,562
23	Indirect Cost	\$7,937		
24	Capital Expenditure	\$0		\$0
25	<b>TOTAL Non-DAAS EXPENDITURES</b>	<b>\$32,499</b>		<b>\$24,562</b>
26				
27	<b>TOTAL DAAS &amp; Non-DAAS EXPENDITURES</b>	<b>\$307,254</b>		<b>\$299,317</b>
28				
29	<b>HSA-DAAS Revenues</b>			
30	Meals	\$274,755		\$274,755
31				
32				
33				
34				
35	<b>TOTAL HSA-DAAS REVENUES</b>	<b>\$274,755</b>		<b>\$274,755</b>
36	PER MEAL COST, HSA-DAAS	\$6.12		\$6.12
37	<b>Non-DAAS Revenues</b>			
38	Project Income	\$0		\$0
39	Agency Cash - Fundraising	\$32,499		\$32,499
40	Agency In-Kind Volunteer	\$0		
41	Nutrition Compliance/Quality Assurance			
42				
43				
44	<b>TOTAL NON HSA-DAAS REVENUES</b>	<b>\$32,499</b>		<b>\$32,499</b>
45	PER MEAL COST, NON HSA-DAAS	\$0.72		\$0.72
46	<b>TOTAL REVENUES</b>	<b>\$307,254</b>		<b>\$307,254</b>
47	PER MEAL COST, TOTAL	\$6.85		\$6.85
48	Full Time Equivalent (FTE)			
50	Prepared by: Leny & Kelly	Phone No.:	415-677-7682	
51	HSA-CO Review Signature: _____	Date:	_____	
52	HSA #1 (11/14/13)			

	A	B	C	D	E	F	G	H	I	J
1	Grantee's Name: SELF-HELP FOR THE ELDERLY								Appendix B5, page 2	
2	Program Name:								Date: 6/7/16	
3	AWD HDM Meal									
4										
5	<b>Salaries &amp; Benefits Detail</b>									
6										
7										
8	<b>H.S.A-DAAS</b>		Agency Totals		For DAAS Nutrition		7/1/16 to 6/30/17		TOTAL	
9	POSITION TITLE and NAME		Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary	7/1/16 to 6/30/17	
10	Driver, L Chim		\$36,400	100%	100%	100%	\$36,400		\$36,400	
11	HDM Worker-On Call		\$28,080	100%	100%	100%	\$28,080		\$28,080	
12	HDM Coordinator, S Ngan		\$37,440	100%	100%	25%	\$9,360		\$9,360	
13										
14										
15										
16										
17										
18	TOTALS		\$ 101,920	300%	200%	125%	\$73,840		\$73,840	
19										
20	FRINGE BENEFIT RATE		28.00%							
21	EMPLOYEE FRINGE BENEFITS		\$ 28,538				\$20,675		\$20,675	
22										
23										
24	TOTAL DAAS SALARIES & BENEFITS		\$ 130,458				\$94,515		\$94,515	
25										
26										
27	<b>Non - DAAS</b>		Agency Totals		For DAAS Meal				TOTAL	
28	POSITION TITLE and NAME		Annual Full Time Salary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary	7/1/13 to 6/30/16	
29										
30										
31										
32										
33										
34										
35										
36										
37										
38	TOTAL NON-DAAS									
39										
40	FRINGE BENEFIT RATE									
41	EMPLOYEE FRINGE BENEFITS		\$ -							
42										
43										
44	TOTAL Non-DAAS SALARIES & BENEFITS		\$ -							
45										
46	TOTAL DAAS & Non-DAAS SALARIES & BENEFITS		\$ 130,458				\$94,515	\$0	\$94,515	

	A	B	C	D	E	F	G	H	I	J	K
1	Grantee's Name: SELF-HELP FOF										Appendix B, page 3
2	Program Name:										Date: 6/7/16
3	AWD HDM Meal										
4	<b>Operating Expense Detail</b>										
5											
7	<b>H.S.A-DAAS</b>	Annual #Meals Contracted:	44,884								<b>TOTAL</b>
8	Expenditure Category	Term	7/1/16 to 6/30/17								7/1/16 to 6/30/17
9	Rental of Property										
10	Utilities(Elec, Water, Gas, Phone, Scavenger)										
11	Office Supplies, Postage										
12	Building Maintenance Supplies and Repair										
13	<b>FOOD COSTS</b>										
14	Raw Food	per meal									
15	Cong Food Svc Supplies	per meal									
16	HDM Food Svc Supplies	per meal									
17	Catered Meals	per meal \$ 3.46			\$155,262					\$155,262	
18	CONSULTANT/SUBCONTRACTOR Descriptive Title										
19	Registered Dietitian										
20											
21	<b>OTHER COSTS:</b>										
22	Insurance										
23	Staff Training & Travel										
24	Rental of Equipment										
25	Small equipment & Supplies										
26	Auto - Fuel & Insurance										
27	Repair/Maintenance										
28											
29											
30	<b>TOTAL DAAS OPERATING EXPENSE</b>				\$155,262						\$155,262
32	<b>Non-DAAS</b>										
33	Expenditure Category	Program									<b>TOTAL</b>
34	Rental of Property										
35	Utilities(Elec, Water, Gas, Phone, Scavenger)				\$500						\$500
36	Office Supplies, Postage										
37	Building Maintenance Supplies and Repair				\$164						\$164
38	<b>FOOD COSTS</b>										
39	Raw Food	per meal \$ 0.20			\$8,977						\$8,977
40	Cong Food Svc Supplies	per meal \$ -			\$0						
41	HDM Food Svc Supplies	per meal \$ 0.05			\$2,244						\$2,244
42	Catered Meals	per meal \$ 0.04			\$1,616						\$1,616
43	CONSULTANT/SUBCONTRACTOR Descriptive Title										
44	Registered Dietitian										
45											
46	<b>OTHER COSTS:</b>										
47	Insurance				\$200						\$200
48	Staff Training & Travel										
49	Rental of Equipment										
50	Rental of Equipment										
51	Small equipment & Supplies										
52	Auto - Fuel & Insurance				\$7,461						\$7,461
53	Repair/Maintenance				\$3,000						\$3,000
54	Bank Charges				\$400						\$400
55											
56	<b>TOTAL Non-DAAS OPERATING EXPENSE</b>				\$24,562						\$24,562
57											
58	<b>TOTAL DAAS &amp; Non-DAAS OPERATING EXPENSE</b>				\$179,824						\$179,824



**Appendix A2 – Services to be Provided**  
**Meals on Wheels of San Francisco**  
**Emergency Home-Delivered Meals**  
 Effective July 1, 2016-June 30, 2017

**I. Purpose**

The purpose of this grant is to assist frail homebound older individuals and younger persons with disabilities living in San Francisco and identified by Grantee as its target population to live independently, by promoting better health through improved nutrition, and reduced isolation through accessible and appropriate meals services.

**II. Definitions-**

Grantee	Meals on Wheels of San Francisco
ADL	Activities of Daily Living: the basic tasks of everyday life including eating, bathing, dressing, toileting, and transferring (i.e., getting in and out of a bed or chair).
Emergency Home-Delivered Meals	Emergency Home-delivered meals are provided to individuals who are homebound by reason of illness, incapacitating disability, isolation, and lack of support network and have no safe, healthy alternative for meals, and consist of the procurement, preparation, service and delivery of meals. This service requires referral from the citywide Home-Delivered Meals Clearinghouse by DAAS staff.
DAAS	Department of Adult and Aging Services
Frail	A functionally impaired individual who is either: (a) unable to perform at least two ADL or IADL without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) having a cognitive or other mental impairment that requires substantial supervision because the older individual behaves in a manner that poses a serious health or safety hazard to the individual or to others.
HSA	Human Services Agency
IADL	Instrumental Activities of Daily Living: activities related to independent living and include preparing meals, managing money, shopping for groceries or personal items, performing light or heavy housework, and using a telephone
Transitional Care	Short-term (4 to 6 weeks) Coaching and Care Coordination services focused on consumers discharged from an acute hospital
Menu Requirements	Meals shall comply with the current Dietary Guidelines

for Americans, published by the U.S. Department of Health and Human Services and the U.S. Department of Agriculture; and shall provide to each participating older individual: (a) A minimum of one-third of the Recommended Dietary Allowances (RDAs) as established in the current Dietary Reference Intakes (DRIs) by the Food and Nutrition Board, Institute of Medicine, National Academy of Sciences, if the project provides one meal per day; (b) At least two-thirds of the RDAs for the provision of 2 meals per day; (c) At least 100% of the RDAs if the project provides 3 meals per day; and (d) Fractions of meals or snacks may not be counted even when such snacks accumulatively equal one-third of the RDAs.

### **III. Target Population**

The target population is residents of City and County of San Francisco, aged 18 and above, who are frail and homebound by reason of illness, disability, isolation, lack of support network, have no safe and healthy alternative for meals, are on the citywide waiting list for a home-delivered meal, and are assessed as needing emergency or Transitional Care (TC) home-delivered meals by DAAS staff. Eligibility includes:

- a) Referred as an emergency referral from a public agency, e.g., San Francisco Police Department, San Francisco Fire Department or San Francisco Adult Protective Services; and for TC referrals, from an acute hospital or Skilled Nursing Facility (SNF); or
- b) Meets **all** of the following criteria:
  - lives alone or with a disabled partner
  - homebound
  - has one or more medical problems or is terminal ill and has a caregiver who needs respite or just discharged from a hospital or nursing home
  - has no support system

### **IV. Services to be Provided**

- A. Provide home-delivered meal services, which include:
  1. Provide Western -American-style meals as regular or modified, hot, chilled or frozen meals seven days a week, at 2-meals per consumer a day. The type of meal provided will be based on assessment of the consumer's needs.
  2. Meal service shall be provided within 5 days from DAAS emergency meals referrals or within 48 hours from DAAS Transitional Care referrals.
  3. For FY 2016-17, a total of 27,998 meals will be provided.
  4. A suggested donation per meal is requested of each participant.
  5. Emergency meals will not exceed 60 days per participant.
- B. Ensure Central kitchen (or caterer kitchen) and the home-delivered meal routes meet the Standards described in the most recent California Retail Food Code (CRFD).
- C. Ensure a Registered Dietitian or an individual with a valid food safety certification oversees the safety and sanitation components of the program. A safety and sanitation monitoring must be conducted on site at least quarterly at each production kitchen and congregate site.
- D. The Grantee will comply with the City's food service waste reduction ordinance (File#06094), and use reusable, biodegradable, compostable and/or recyclable food service supplies.

- E. Ensure adequate and culturally competent staffing (paid and/or volunteer) to administer the program and deliver quality services to meet the needs of the consumers and to meet all the nutrition program standards.
- F. For TC referrals from DAAS Intake staff to MOWSF, the following procedure will be followed:
  - a. DAAS will provide the estimated date and time of the patient's discharge from a hospital. MOWSF will expedite delivery of two meals per day to the patient's home, at the earliest possible time after client returns home, or prior to his or her discharge, if someone is available at home to receive the home delivered meals. For referrals made by 12 noon, delivery will begin the next day. Service start date shall be within 48 hours after the estimated date and time of the patient's discharge from a hospital.
  - b. Driver will ring doorbell/knock at the client's residence. If the client (or someone on their behalf) is home, the driver will give the meals directly to them. If the client is not at home, the meals will not be left and a delivery may be rescheduled. If the patient requests assistance, the driver will bring the meals inside and/or put the meals in the refrigerator or freezer (if applicable and per request). If the client (or someone on their behalf) does not answer the door, MOWSF will provide a courtesy call to the client. If the client does not answer the call, MOWSF will contact DAAS to report outcome. DAAS will provide a safety follow-up and determine if MOWSF will deliver the following day.

#### V. Outcome Objectives

- A. To provide quality meals that attains a high satisfaction level from participants. At least 85% will be satisfied with the meal quality.
- B. To provide quality services that attains a high satisfaction level from participants. At least 85% of participants are satisfied with the service delivery by staff and/or volunteers.
- C. To provide a nutritious meal that contributes to the participant's nutritional well-being. At least 65% of the participants indicate that they benefited from participating in the nutrition program in overall health.

#### VI. Monitoring Activities

- A. Emergency Home-Delivered Meal Program Monitoring: Program monitoring will include review of kitchen facility and home-delivered meal route in accordance with CRFD, maintenance of service unit logs, back up documentation for the units of service and all reporting, progress of service and outcome objectives, agency and organization policies and procedures relating to emergency home-delivered meal program operation, current organizational chart in the food service department, grievance policies and procedures, employee resume and credentials, job description, and whether progress notes are maintained according to the Emergency Home-Delivered Meals standards.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

## VII. Reporting Requirements

- A. Grantee will enter into CA-GetCare service start date and all the units of service in the Service Recording Tool by the 5<sup>th</sup> working day of the month for the preceding month.
- B. Grantee will provide a monthly report of number of meals served as described in Section IV – Services to be Provided. Grantee will include the CAGetCare Variance Report with the total number of meals provided in CARBON database by the 15<sup>th</sup> of the following month.
- C. Grantee will enter the annual Outcome Objective metrics in the CARBON database by the 15<sup>th</sup> of the month following the end of the program year.
  - The percentage of participants surveyed that have indicated excellent or good in rating the quality of meals they received.
  - The percentage of participants surveyed that have indicated excellent or good in rating the service delivery by staff and/or volunteers.
  - The percentage of participants surveyed who indicated that they benefited from participating in the nutrition program by improving their food security or overall health.
- D. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31 each grant year. This report must be submitted into the CARBON system. Additional reports may be required at other points in the fiscal year if necessary to meet state requirements.
- E. Grantee will provide other reports as requested. Apart from the on-line reporting via CaGetCare, and reports requested to be sent via e-mail to the Nutritionist and/or Contract Manager, Monthly and Annual Reports will be entered into CARBON system. For assistance with reporting requirements or submission of reports, contact:

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Contracts Manager/HSA  
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	A	B	C	D	E	F
1	<b>BUDGET FORMS</b>					Appendix B2, pg. 1
2						Document Date: 6/2/2016
3	<b>HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES</b>					
4	<b>BUDGET PROPOSAL FORMS</b>					
5	Grantee's Name: Meals on Wheels of San Francisco				Grant Term	
6	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>					
7	Effective Date of Mod: 7/1/13		No. of Mod:		7/1/16 to 6/30/17	
8	Program: Enter 1 Prog ONLY (e.g. Cong-ENP, HDM-ENP, Cong-YAD, or HDM-YAD)	HDM-ER			TOTAL	
9	Annual #Meals Contracted	27,998			27,998	
10	Program Term	7/1/16 to 6/30/17			7/1/16 to 6/30/17	
11	<b>DAAS Expenditures</b>					
12	Salaries & Benefits	\$29,576			\$29,576	\$1.06
13	Operating Expense	\$78,215			\$78,215	\$2.79
14	<b>Subtotal</b>	<b>\$107,791</b>			<b>\$107,791</b>	<b>\$3.85</b>
15	Indirect Percentage (max 10%)	0%			0%	
16	Indirect Cost (Line 14 X Line 13)	\$0			\$0	\$0.00
17	Capital Expenditure	\$0			\$0	\$0.00
18	<b>TOTAL DAAS EXPENDITURES</b>	<b>\$107,791</b>			<b>\$107,791</b>	<b>\$3.85</b>
19						
20	<b>Non-DAAS Expenditures</b>					
21	Salaries & Benefits	\$13,730			\$13,730	\$0.49
22	Operating Expense	\$19,063			\$19,063	\$0.68
23	Capital Expenditure	\$0			\$0	\$0.00
24	<b>TOTAL Non-DAAS EXPENDITURES</b>	<b>\$32,793</b>			<b>\$32,793</b>	<b>\$1.17</b>
25						
26	<b>TOTAL DAAS &amp; Non-DAAS EXPENDITURES</b>	<b>\$140,583</b>			<b>\$140,583</b>	<b>\$5.02</b>
27						
28	<b>HSA-DAAS Revenues</b>					
29	Meals	\$107,791			\$107,791	
30						
31						
32						
33						
34	<b>TOTAL HSA-DAAS REVENUES</b>	<b>\$107,791</b>			<b>\$107,791</b>	
35	PER MEAL COST, HSA-DAAS	\$3.85			\$3.85	
36	<b>Non-DAAS Revenues</b>					
37	Project Income	\$0			\$0	
38	Agency Cash - Fundraising	\$32,793			\$32,793	
39	Agency In-Kind Volunteer					
40	Nutrition Compliance/Quality Assurance					
41						
42						
43	<b>TOTAL NON HSA-DAAS REVENUES</b>	<b>\$32,793</b>			<b>\$32,793</b>	
44	PER MEAL COST, NON HSA-DAAS	\$1.17			\$1.17	
45	<b>TOTAL REVENUES</b>	<b>\$140,583</b>			<b>\$140,583</b>	
46	PER MEAL COST, TOTAL	\$5.02			\$5.02	
47	Full Time Equivalent (FTE)					
49	Prepared by:	Phone No.:				
50	HSA-CO Review Signature:	_____			Date:	_____
51	<b>HSA #1 (11/14/13)</b>					

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Grantee's Name: Meals on Wheels of San Francisco												Appendix B2, page 2	
2	Program Name:												Date: 6/2/16	
3	HDM-ER													
4														
5	<b>Salaries &amp; Benefits Detail</b>													
6														
7														
8	<b>H.S.A-DAAS</b>													
9	<b>Salaries &amp; Benefits Detail</b>													
10	POSITION TITLE and NAME	Agency Totals							For DAAS Nutrition		7/1/16 to 6/30/17			TOTAL
11		Annual Full Time Salary for FTE	Total % FTE	Actual hours for ER Program	Charge to DAAS	% Nutr Prog (b)	Adjusted Nutr FTE			Budgeted Salary	Budgeted Salary	Budgeted Salary		7/1/16 to 6/30/17
12	Drivers	\$ 37,270	See the Drivers' salary detail							\$20,111				\$20,111
13	Chief Govt Officer	\$ 128,543	100%	1.90%	0%	0%	0.0%			\$0				\$0
14	HDM Director	\$ 108,150	100%	1.90%	82%	2%	1.6%			\$1,694				\$1,694
15	HDM Program Manger	\$ 72,872	100%	1.90%	0%	0%	0.0%			\$0				\$0
16	HDM Dispatch Manger	\$ 63,308	100%	1.90%	0%	0%	0.0%			\$0				\$0
17	HDM Client Relations and Office Manager	\$ 55,652	100%	1.90%	0%	0%	0.0%			\$0				\$0
18	HDM Client Relations	\$ 48,547	100%	1.90%	0%	0%	0.0%			\$0				\$0
19	HDM Assistant	\$ 32,909	100%	1.90%	0%	0%	0.0%			\$0				\$0
20	Facility Director	\$ 74,984	100%	1.90%	0%	0%	0.0%			\$0				\$0
21	Maintenance Worker	\$ 36,956	100%	1.90%	0%	0%	0.0%			\$0				\$0
22	TOTALS	\$ 659,191	900%			2%	1.6%			\$21,805				\$21,805
23	FRINGE BENEFIT RATE	35.64%												
24	EMPLOYEE FRINGE BENEFITS	\$ 234,936								\$7,771				\$7,771
25														
26	TOTAL DAAS SALARIES & BENEFITS	\$ 894,127								\$29,576				\$29,576
27														
28														
29	<b>Non - DAAS</b>													
30	POSITION TITLE and NAME	Agency Totals							For DAAS Meal					TOTAL
31		Annual Full Time Salary for FTE	Total % FTE (a)	Actual hours for ER Program	Charge to Non-DAAS	% Nutr Prog (b)	Adjusted Nutr FTE			Budgeted Salary	Budgeted Salary	Budgeted Salary		7/1/13 to 6/30/16
32	Drivers	\$ 37,270								\$0				\$0
33	Chief Govt Officer	\$ 128,543	100%	1.90%	100%	1.9%	1.9%			\$2,442				\$2,442
34	HDM Director	\$ 108,150	100%	1.90%	18%	0.3%	0.3%			\$361				\$361
35	HDM Program Manger	\$ 72,872	100%	1.90%	100%	1.9%	1.9%			\$1,385				\$1,385
36	HDM Dispatch Manger	\$ 63,308	100%	1.90%	100%	1.9%	1.9%			\$1,203				\$1,203
37	HDM Client Relations and Office Manager	\$ 55,652	100%	1.90%	100%	1.9%	1.9%			\$1,057				\$1,057
38	HDM Client Relations	\$ 48,547	100%	1.90%	100%	1.9%	1.9%			\$922				\$922
39	HDM Assistant	\$ 32,909	100%	1.90%	100%	1.9%	1.9%			\$625				\$625
40	Facility Director	\$ 74,984	100%	1.90%	100%	1.9%	1.9%			\$1,425				\$1,425
41	Maintenance Worker	\$ 36,956	100%	1.90%	100%	1.9%	1.9%			\$702				\$702
42	TOTAL NON-DAAS	\$ 659,191								\$10,122				\$10,122
43	FRINGE BENEFIT RATE	35.64%												
44	EMPLOYEE FRINGE BENEFITS	\$ 234,936								\$3,608				\$3,608
45														
46														
47	TOTAL Non-DAAS SALARIES & BENEFITS	\$ 894,127								\$13,730				\$13,730
48														
49	TOTAL DAAS & Non-DAAS SALARIES & BENEFITS	\$ 1,788,254								\$43,306				\$43,306