



London Breed, Mayor

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

Trent Rhorer, Executive Director

MEMORANDUM

TO: AGING & ADULT SERVICES COMMISSION

THROUGH: SHIREEN MCSPADDEN, EXECUTIVE DIRECTOR

FROM: CINDY KAUFFMAN, DEPUTY DIRECTOR
 JOHN TSUTAKAWA, DIRECTOR OF CONTRACTS *JCT*

DATE: DECEMBER 5, 2018

SUBJECT: **GRANT MODIFICATIONS: MULTIPLE GRANTEES FOR NUTRITION SERVICES FOR SENIORS AND ADULTS WITH DISABILITIES (SEE TABLE BELOW)**

GRANT Term:	<u>Original Term</u> 7/1/17- 6/30/20	<u>Modification Term</u> 7/1/18-6/30/20			
GRANT AMOUNT:	<u>Current</u> \$43,482,218	<u>Modification</u> \$4,687,720	<u>Revised</u> \$48,169,938	<u>Contingency</u> \$4,816,993	<u>Total</u> \$52,986,931
ANNUAL MOD AMOUNT:	<u>FY 18/19</u> \$2,052,981	<u>FY 19/20</u> \$1,798,867			
Funding Source	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
Mod Funding:	\$4,072,024		\$615,696	\$468,772	\$5,156,492
Percentage:	87%		13%	10%	100%

The Department of Aging and Adult Services (DAAS) requests authorization to modify various grant agreements with multiple non-profit providers for the provision of nutrition services to seniors and adults with disabilities for the period of July 1, 2018 to June 30, 2020. The total of the modification will be \$4,687,720 plus a 10% contingency for total revised grant amounts not to exceed \$52,986,931. All modifications requiring commission approval are detailed in Table A below (on page 4).

Background

Adequate nutrition is critical to the health, functioning, and increased quality of life for San Francisco’s aging population. The Elderly Nutrition Program (ENP), authorized through Title III, under the Older Americans Act, is intended to improve the dietary intake of participants and to offer participants opportunities to create informal support networks. The legislative intent is to make community-based services available to older adults (aged 60+) who may be at risk of losing their independence. DAAS has provided ENP services since 1975. The ENP managed by DAAS is the largest elderly community nutrition services program in San Francisco. In addition to ENP services, DAAS provides congregate

and Home-Delivered Meals (HDM) to adults with disabilities (AWD) aged 18-59. A majority of the congregate sites serve both older adult and AWD consumers.

In response to the food needs of older adults' and adults with disabilities, recommendations about diverse nutrition and food security, and the City's goal of ending hunger by 2020, the San Francisco Food Security Task Force presented an updated needs assessment report to the Board of Supervisors and Mayor in June 2017. As a result of the Task Force's recommendations, the Board and Mayor provided DAAS with a total of \$2,441,000 in ongoing and one-time-only (OTO) funding for the period 7/1/2018-6/30/2020. Additionally, there is \$600,000 from the Dignity Fund to expand home-delivered meals for adults with disabilities, \$615,696 from federal funds, \$167,044 from General Fund, and \$88,721 from reallocated funds.

The total modification for 7/1/2018-6/30/2020 is \$3,912,460. The revised total of \$4,687,720 on page 1 includes \$835,872 the SFMFB's Food Assistance program for fiscal years 20/21 and 21/22. The revised total does not include \$60,613 of the total modification that is applied through contingency and previously approved by the commission.

Office on the Aging (OOA) used the following principles and guidelines for allocation of ongoing funds: restoring service units to previously approved FY16/17 contract levels, allocating funds to over-served contracts in order to meet current demand, allocating funds to address needs identified through DAAS' needs assessment and equity analysis processes, and to address any recent program changes experienced by contractors. OTO funding allocations were based on special needs and Board of Supervisors' allocations for specific districts.

Services to be Provided

Grantees will continue to provide hot meals at congregate meal sites located in various neighborhoods, and deliver hot, chilled, and frozen meals to the homes of eligible individuals throughout the City. Grantees will also provide nutrition compliance services to meet the Title III-C requirements. Details of each affected agency's current and revised funding amounts are listed in the following table. The ENP meals service provision is regulated by California Retail Food Code (CRFC), Occupational Safety and Health Administration (OSHA) Code, and requirements stipulated in California Code of Regulations Title 22 Division 1.8 and Older Americans Act. The target populations for Congregate Meals are eligible seniors age 60 and above and adults with disabilities age 18-59. The target populations for Home-Delivered Meals (HDM) are eligible residents of San Francisco age 60 and above and adults with disabilities age 18-59. With the add-back funds from the Board of Supervisors and the Mayor's budget office, DAAS expanded the following services:

- **Congregate meals for Older Adults:** Provides mostly lunch but also breakfast and dinner for older adults (age 60 and above) at congregate meal sites scattered across the City. The meals providers collectively cover multiple cultural cuisines and serve food daily; a smaller number of sites are open on weekends. Congregate meal services not only afford consumers optimal nutritional intake, but also provide a space for older adults and adults with disabilities to socialize and be active during the day. Per state-mandated requirements, DAAS meals providers must also receive regular kitchen monitoring, and offer a number of nutrition education sessions for the program participants each year. These services are delivered either by the provider itself,

through an in-kind partnership with City College of San Francisco's Adult Education Program, through an independent nutritionist contractor, or through the citywide nutrition education contractors. For the 2-year add-backs, we will serve an additional 761 unduplicated consumers and 45,623 meals.

- **Congregate meals for Adults with Disabilities (AWD):** Congregate meal sites in focused areas specializing in meals serving adults with disabilities aged 18-59. Of the eleven providers who serve congregated meals to seniors, seven of them provide congregated meals to both older adults and adults with disabilities. For the 2-year add-backs, we will serve an additional 212 unduplicated consumers and 12,632 meals.
- **HDM service to Older Adults:** Older Adults aged 60 and above who are non-ambulatory and meet the HDM eligibility requirements are eligible to receive home-delivered meals. Eligibility assessments and follow-ups for consumers are provided by each service provider. The department contracts with nine contractors to provide hot, chilled, and/or frozen meals throughout the City and offer eight different ethnic cuisines/diets: American, Chinese, Japanese, Latino, Russian, and modified diets (mechanical-soft, diabetic, low sodium). DAAS increased funding to this program in order to reduce the waiting list and meet the high program demands. For the 2-year add-backs, we will serve an additional 248 unduplicated consumers and 174,028 meals.
- **HDM service to Adults with Disabilities (AWD):** Adults with disabilities who are non-ambulatory and meet the HDM eligibility requirements are eligible to receive home-delivered meals. Eligibility assessments and follow-ups for consumers of any AWD HDM provider are centrally performed by one grantee. DAAS increased funding to this program in order to reduce the waiting list and to meet the high program demands. For the 2-year add-backs, we will serve an additional 258 unduplicated consumers and 115,660 meals.
- **Home Delivered Grocery Program (HDG):** HDG is provided to eligible older adults and adults with disabilities who are in need of additional food resources, need access to healthy supplemental food sources. This program assists consumers in maintaining their independence, quality of life, and self-sufficiency and in developing a sense of self-esteem and self-reliance by offering them the opportunity to prepare or direct the preparation of their own meals. The SF-Marin Food Bank collaborates with community-based organizations (CBOs) that advocate for, and provide services to limited mobility individuals to ensure that appropriate community food assistance interventions are in place to improve the well-being of the target populations. With the 2-years add-backs, we will serve an additional average of 991 unduplicated consumers and 21,790 food bags annually.
- **Food Assistance (Food Pantry) Program:** This program provides weekly supplemental food to eligible older adults and adults with disabilities and increase availability and accessibility of surplus produce and other food products to target populations and underserved areas; assist the consumers in maintaining their independence, quality of life, and self-sufficiency, and in developing a sense of self-esteem and self-reliance by offering them the opportunity to participate in all aspects of program operations. The SF-Marin Food Bank collaborates with community-based organizations (CBOs) to implement this program in areas throughout the City.

With the 2-years add-backs, we will serve an additional average of 507 unduplicated consumers and 31,661 food bags annually.

Explanation of Funding

The modifications in Table A are modifications requiring commission approval. The SF Marin Food Bank Food Assistance Program is receiving an additional addback for FY20-21 and FY21-22 in the amount of \$417,936 annually. **The figure listed in the Total Modification Column includes the amounts for FY20-21 and FY21-22.

Table A:

ENP Congregate Meals

Agency	Current FY17-20 Amount	FY18-19 Modification Amount	FY19-20 Modification Amount	Total Modification Amount	Revised FY 17-20 Amount	FY 17-20 Total Not-To-Exceed with 10% Contingency
Centro Latino de San Francisco	\$1,369,127	\$86,470	\$33,416	\$119,886	\$1,489,013	\$1,637,914
Episcopal Community Services	\$623,147	\$29,151	\$29,151	\$58,302	\$681,449	\$749,594
Glide Foundation	\$572,757	\$20,940	\$20,940	\$41,880	\$614,637	\$676,101
Russian American Community Services	\$739,144	\$8,676	\$7,776	\$16,452	\$755,596	\$831,156
Total ENP-Cong	\$3,304,175	\$145,237	\$91,283	\$236,520	\$3,540,695	\$3,894,765

AWD Congregate Meals

Agency	Current FY17-20 Amount	FY18-19 Modification Amount	FY19-20 Modification Amount	Total Modification Amount	Revised FY 17-20 Amount	FY 17-20 Total Not-To-Exceed with 10% Contingency
Centro Latino de San Francisco	\$238,595	\$37,660	\$45,612	\$83,272	\$321,867	\$354,053
Russian American Community Services	\$18,548	\$3,160	\$3,160	\$6,320	\$24,868	\$27,355
Total AWD-Cong	\$257,143	\$40,820	\$48,772	\$89,592	\$346,735	\$381,408

ENP Home-Delivered Meals

Agency	Current FY17-20 Amount	FY18-19 Modification Amount	FY19-20 Modification Amount	Total Modification Amount	Revised FY 17-20 Amount	FY 17-20 Total Not-To-Exceed with 10% Contingency
Centro Latino De San Francisco	\$698,679	\$11,136	\$11,136	\$22,272	\$720,951	\$793,046

Kimochi, Inc.	\$872,380	\$76,588	\$39,088	\$115,676	\$988,056	\$1,086,862
Meals on Wheels	\$18,812,903	\$506,889	\$384,321	\$891,210	\$19,704,113	\$21,674,524
On Lok Day Services	\$2,140,190	\$172,081	\$169,581	\$341,662	\$2,481,852	\$2,730,037
Self Help for the Elderly	\$1,585,974	\$79,912	\$34,368	\$114,280	\$1,700,254	\$1,870,279
Total ENP-HDM	\$24,110,126	\$846,606	\$638,494	\$1,485,100	\$25,595,226	\$28,154,748

AWD Home-Delivered Meals

Agency	Current FY17-20 Amount	FY18-19 Modification Amount	FY19-20 Modification Amount	Total Modification Amount	Revised FY 17-20 Amount	FY 17-20 Total Not-To-Exceed with 10% Contingency
Institute on Aging	\$925,370	\$37,318	\$37,318	\$74,636	\$1,000,006	\$1,100,007
Meals on Wheels	\$3,318,254	\$192,404	\$192,404	\$384,808	\$3,703,062	\$4,073,368
Project Open Hand	\$297,810	\$107,596	\$107,596	\$215,192	\$513,002	\$564,302
Total AWD-HDM	\$4,541,434	\$337,318	\$337,318	\$674,636	\$5,216,070	\$5,737,677

Home-Delivered Groceries

Agency	Current FY17-20 Amount	FY18-19 Modification Amount	FY19-20 Modification Amount	Total Modification Amount	Revised FY 17-20 Amount	FY 17-20 Total Not-To-Exceed with 10% Contingency
Community Living Campaign	\$589,850	\$11,641	\$20,747	\$32,388	\$622,238	\$684,462
Golden Gate Senior Services	\$467,630	\$15,490	\$15,490	\$30,980	\$498,610	\$548,471
SF Marin Food Bank (HDG)	\$1,376,184	\$265,249	\$228,827	\$494,076	\$1,870,260	\$2,057,286
SF Marin Food Bank (Food Assistance)**	\$8,835,676	\$390,620	\$417,936	\$1,644,428**	\$10,480,104	\$11,528,114
Total HDG	\$11,269,340	\$683,000	\$683,000	\$2,201,872	\$13,471,212	\$14,818,333
Grand Total of all Addbacks for Commission Approval	\$43,482,218	\$2,052,981	\$1,798,867	\$4,687,720	\$48,169,938	\$52,986,931

Grantee Performance

- Fiscal Monitoring

All providers were fiscally monitored for fiscal year 2017-18. The Human Services Agency did not find any significant findings during its annual fiscal monitoring.

- Program Monitoring

All service providers were monitored during the months of March to June of 2018 with no significant findings. All providers are in compliance.

Selection

Grantees were selected through RFP #715 issued in January 2017.

Funding

The modification of these grants will be funded through County and Federal funds.

Attachments

ENP Congregate Meals

Centro Latino de San Francisco

Appendix A8 – Services to be Provided – ENP Congregate Meals

Appendix B8 – Budget – ENP Congregate Meals

Episcopal Community Services

Appendix A – Services to be Provided – ENP Congregate Meals

Appendix B – Budget – ENP Congregate Meals

Glide Foundation

Appendix A – Services to be Provided – ENP Congregate Meals

Appendix B – Budget – ENP Congregate Meals

Russian American Community Services

Appendix A – Services to be Provided – ENP Congregate Meals

Appendix B4 – Budget – ENP Congregate Meals

AWD Congregate Meals

Centro Latino de San Francisco

Appendix A9 – Services to be Provided – AWD Congregate Meals

Appendix B9 – Budget – AWD Congregate Meals

Russian American Community Services

Appendix A2 – Services to be Provided – AWD Congregate Meals

Appendix B6 – Budget – AWD Congregate Meals

ENP Home-Delivered Meals

Centro Latino de San Francisco

Appendix A10 – Services to be Provided – ENP Home-Delivered Meals

Appendix B10 – Budget – ENP Home-Delivered Meals

Kimochi

- Appendix A1 – Services to be Provided – ENP Home-Delivered Meals
- Appendix B – Budget – ENP Home-Delivered Meals
- Appendix B – Budget – Nutrition Compliance for ENP-HDM

Meals on Wheels of San Francisco

- Appendix A1 – Services to be Provided – ENP Home-Delivered Meals
- Appendix B – Budget – ENP Home-Delivered Meals
- Appendix B – Budget – Nutrition Compliance for ENP-HDM

On Lok Day Services

- Appendix A1 – Services to be Provided – ENP Home-Delivered Meals
- Appendix B – Budget – ENP Home-Delivered Meals
- Appendix B – Budget – Nutrition Compliance for ENP-HDM

Self Help for the Elderly

- Appendix A1 – Services to be Provided – ENP Home-Delivered Meals
- Appendix B8 – Budget – ENP Home-Delivered Meals

AWD Home-Delivered Meals

Institute on Aging

- Appendix A1 – Services to be Provided – AWD Home-Delivered Meals
- Appendix B1 – Budget – AWD Home-Delivered Meals

Meals on Wheels of San Francisco

- Appendix A3 – Services to be Provided – AWD Home-Delivered Meals
- Appendix B – Budget – AWD Home-Delivered Meals

Project Open Hand

- Appendix A3 – Services to be Provided – AWD Home-Delivered Meals
- Appendix B3 – Budget – AWD Home-Delivered Meals

Home-Delivered Groceries

Community Living Campaign

- Appendix A – Services to be Provided – Home-Delivered Groceries
- Appendix B – Budget – Home-Delivered Groceries

Golden Gate Senior Services

- Appendix A – Services to be Provided – Home-Delivered Groceries
- Appendix B – Budget – Home-Delivered Groceries

SF-Marin Food Bank (HDG)

- Appendix A – Services to be Provided – Home-Delivered Groceries
- Appendix B1 – Budget – Home-Delivered Groceries
- Appendix B – Meals on Wheels subcontractor detail

SF-Marin Food Bank (Food Assistance Program)

- Appendix A2 – Services to be Provided – Food Assistance Program
- Appendix B2 – Budget – Food Assistance Program

**Appendix A8 - Services to be Provided
Centro Latino de San Francisco**

**Elderly Nutrition Program (ENP) Congregate Meals
July 1, 2017 – June 30, 2020**

I. Purpose

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

II. Definitions

CARBON	Contracts Administration, Reporting, and Billing On-line system
CDA	California Department of Aging
CRFC	California Retail Food Code establishes uniform health and sanitation standards for retail food facilities for regulation by the State Department of Public Health, and requires local health agencies to enforce these provisions.
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.
Congregate Meals	Congregate meals are provided in a group setting and consist of the procurement, preparation, transporting and serving of meals, as well as nutrition education that meet the needs of the service population.
DAAS	Department of Aging and Adult Services
ENP	Elderly Nutrition Program (ENP), a program which provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and which shall be provided in accordance with Title 22 regulations.
Elderly Nutrition Program (ENP) Menu Requirements	Meals shall comply with the current Dietary Guidelines for Americans(DGA), published by the U.S. Department of Health and Human Services and the U.S. Department of Agriculture; and shall provide (a) A minimum of one-third of the Dietary Reference Intakes (DRI) as established by the Food and Nutrition Board, Institute of Medicine, National Academy of Sciences, if the grantee 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 grantee 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.

Grantee	Centro Latino de 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, monitoring and documenting practices and taking corrective actions when failure to meet critical limits is detected.
HSA	Human Services Agency of the City and County of San Francisco
LGBTQ+	An acronym/term used to refer to persons who self-identify as non -heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Low-Income	For Elderly Nutrition Programs, this is at or below 100% of federal 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.
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 Dietary Reference Intakes (DRI) for all calculated nutrients. (c) At a minimum, values must be determined for calories, protein, fat, saturated fat, fiber, calcium, magnesium, sodium, potassium, vitamin A, vitamin C, vitamin D, and vitamin B12.
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 individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses, about options and methods for improving their nutritional status, performed by a Registered Dietitian in accordance with Sections 2585 and

	2586, Business and Professions Code.
Nutrition Education	Providing nutrition program consumers current facts and information which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. The nutrition education for congregate sites is defined as demonstrations, audiovisual presentations, lectures, or small group discussions. Nutrition education plan and services shall be approved by a Registered Dietitian. Dietetic students, interns, or technicians may provide nutrition education under the close supervision of a RD. Nutrition education services shall be based on the needs of the consumers as determined by annual consumer satisfaction survey and/or results from DETERMINE Your Nutritional Health tool. The nutrition education activities shall be provided on quarterly basis and documented.
Nutrition Screening	The completion of a nutrition screening checklist by eligible consumers to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994.
Older Adult	Person who is 60 years or older, used interchangeably with Senior.
OOA	Office on the Aging
Registered Dietitian (RD) Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration. A Registered Dietitian (R.D.) shall be covered by professional liability insurance either individually (if a consultant) or through Grantee.
Senior	Person who is 60 years or older, used interchangeably with Older Adult.
SOGI	Sexual Orientation and Gender Identity; Ordinance No. 159-16 amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (Chapter 104, Sections 104.1 through 104.9).
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.
http://www.aging.ca.gov/ProgramsProviders/AAA/Nutrition/Code_of_Regulations/

III. Target Population

The target population is residents of San Francisco County, age 60 and older. OOA 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 LGBTQ.

IV. Eligibility for Services

To participate in Congregate Meal Program, an individual must meet either one of the following criteria:

- A senior, defined as an individual age 60 or older
- Spouse or domestic partner of a senior enrolled in the program
- An individual under the age of 60, with a disability who resides in housing facilities occupied primarily by older adults at which the congregate meal program is located
- A disabled individual who resides at home with and accompanies a senior who participates in the program. A volunteer under the age of 60 who helps in the meal program if doing so will not deprive a senior of a meal

V. Services to be Provided

A. Develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by Title 22 Regulations, CDA, and OOA Policies to ensure the provision of quality meals, adequate access to socialization activities and sound nutrition information enabling consumers to reduce incidences of chronic diseases and maintain independent living.

B. Provide congregate 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 allocated to each meal site as shown on the DAAS-OOA approved Site Chart. Each meal should meet the ENP menu requirements.
3. Provide at least one session per quarter of nutrition education to consumers. The total units of nutrition education will be, at minimum, as shown on the DAAS-OOA approved Site Chart. The service units will be reported in CA-GetCare in the month that the service is provided. One unit of nutrition education is defined as one nutrition presentation to one consumer.
4. A nutrition screening using the “Determine Your Nutritional Health” checklist is conducted annually for each consumer and documented in CA-GetCare within one month of obtaining the consumer’s nutrition risk screening.
5. The donation rate per meal requested of each consumer must be approved by the Grantee’s Board of Directors and in compliance with OOA policy memoranda.
6. Service Units:

Table A	FY 2017-18	FY 2018-19	FY 2019-20
# Unduplicated Consumers	1,258	1,588	1,473
# Meals	59,299	74,893	69,491

C. Ensure central kitchen (or caterer kitchen) and all congregate meal sites 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 for the production kitchen must be conducted on site and documented by a RD based on the number of monitoring approved in the Grantee's budget. 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 on a timely basis and no later than once per quarter.
- 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 as defined by OOA policy memoranda. The survey tool will be provided by OOA on an annual basis.
- G. 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.
- 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 quarterly in-service training coordinated and provided by the OOA and share the information with their staff and volunteers.
- J. The Grantee will 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.

VI. Service Objectives

- A. Grantee will serve the total number of unduplicated consumers as indicated in Table A in Section V.
- B. Grantee will provide the total number of meals as indicated in Table A.
- C. Grantee will provide nutrition education to consumers in a group setting, a minimum of one nutrition education session per quarter at each site.
- D. Grantee will provide nutrition compliance units as indicated in Appendix B.

VII. Outcome Objectives

- A. At least 85% of consumers will report being satisfied with the meal quality as defined as "Excellent or Good" in the DAAS annual consumer satisfaction survey, with a minimum sample size of the Grantee's average number of meals served at each congregate meal site.
- B. At least 75% of the consumers will report that the meal service helps maintain their independence based on the DAAS annual consumer satisfaction survey, with a minimum sample size of the Grantee's average number of meals served at each congregate meal site.
- C. At least 65% of consumers will report an increase in the consumption of fruits and vegetables as evidenced by reported change from previous baseline data in the Nutrition Risk Screening Tool or other appropriate evaluation data.
- D. At least 65% of consumers with a high nutrition risk score as defined by the "Determine Your Nutritional Health" checklist will be connected to additional and appropriate resources.

- E. At least 65% of consumers that are identified as "lonely" as evidenced by the DAAS adopted loneliness screening tool will be connected to additional and appropriate resources.

VIII. Monitoring Activities

- A. Nutrition Program Monitoring: Program monitoring will include review of kitchen facility and congregate meal sites in accordance with CRFC, CDA nutrition service standards, and DAAS policies. This includes project income policies, nutrition education policies, consumer eligibility and targeted mandates, documentation for the units of service and all reporting, and progress of service and outcome objectives; how consumer 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, verification that hours of operation are reflected with in most recent approved site chart; employee resume and credentials, job description, and whether progress notes are maintained according to the OOA nutrition program 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 data obtained from consumers using the intake form for Congregate Meals, which includes the annual Nutrition Risk Screening, the loneliness screening, and the food security questions for all enrolled consumers by the due date as specified by OOA policy and in accordance to OOA Nutrition program guidelines.
- B. Grantee will enter into CA-GetCare all consumer level service units in the Service Recording Tool and data for monthly service reporting by the 5th 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.
- D. Grantee will enter the following monthly metrics in the CARBON database by the 15th of the following month: Number of meals served and number of nutrition compliance units provided.
- E. Grantee will enter the annual Outcome Objective metrics identified in Section VII of the appendix A in the CARBON database by the 15th of the month following the end of the program year.
- F. 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 (or as amended) 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.
- G. Grantee will develop and maintain its OOA approved Site Chart. The site chart may be updated with the approval of OOA. A copy of the updated Site Chart will be kept in OOA's contractor program.

- H. Grantee shall develop and deliver an annual summary report of SOGI data collected in the year as requested by HSA. The due date for submitting the annual summary report is July 10th.
- I. 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:

David Kashani
Contracts Manager/HSA
P.O. Box 7988
San Francisco, CA 94120

Lauren Muckley
Nutritionist/OOA
1650 Mission Street, 5th Floor
San Francisco, CA 94103

	A	B	C	D	E	F	G	H	I	J
1	BUDGET FORMS									Appendix B8, pg. 1
2	HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES									Document Date: 11/9/2018
3	BUDGET SUMMARY									
4	Grantee's Name: Centro Latino de San Francisco, Inc.									
5	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>									Grant Term
6	Effective Date of Mod: 7/01/18									
7	No. of Mod: 3	cong- ENP 7/1/17 to 6/30/18			cong- ENP 7/1/18 to 6/30/19			cong- ENP 7/1/19 to 6/30/20		7/1/17 to 6/30/20
8	Program: Congregate-ENP	Original	Original	Modification	Revised	Original	Modification	Revised	TOTAL	Average cost/meal
9	Annual #Meals Contracted	59299	64752	10141	74893	64752	4739	69491	203683	
10	Program Term	7/1/17 to 6/30/18		7/1/18 to 6/30/19		7/1/19 to 6/30/20		7/1/17 to 6/30/20		
11	Expenditures									
12	Salaries & Benefits	\$288,659	\$324,635	\$39,209	\$363,844	\$324,635	\$19,194	\$343,829	\$996,333	\$4.89
13	Operating Expense	\$119,216	\$128,387	\$32,017	\$160,404	\$128,387	\$14,222	\$142,609	\$422,230	\$2.07
14	Subtotal	\$407,875	\$453,023	\$71,226	\$524,249	\$453,023	\$33,416	\$486,439	\$1,418,562	\$6.96
15	Indirect Percentage (max 10%)									
16	Indirect Cost (Line 14 X Line 13)									
17	Capital Expenditure	\$55,206		\$15,244	\$15,244				\$70,450	
18										
19	TOTAL DAAS EXPENDITURES	\$463,081	\$453,023	\$86,470	\$539,493	\$453,023	\$33,416	\$486,439	\$1,489,012	\$6.98
20										
21	Non-DAAS Expenditures									
22	Salaries & Benefits	\$33,785	\$33,785	\$0	\$33,785	\$33,785	\$0	\$33,785	\$101,355	\$0.50
23	Operating Expense	\$89,553	\$93,578	\$14,362	\$107,940	\$93,578	\$9,878	\$103,457	\$300,950	\$1.48
24	Capital Expenditure	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00
25	TOTAL Non-DAAS EXPENDITURES	\$123,338	\$127,363	\$14,362	\$141,726	\$127,363	\$9,878	\$137,242	\$402,305	\$1.98
26										
27	TOTAL DAAS & Non-DAAS EXPENDITURES	\$586,419	\$580,386	\$100,832	\$681,218	\$580,386	\$43,294	\$623,680	\$1,891,317	\$8.94
28										
29	HSA-DAAS Revenues									
30	Meals	\$399,679	\$436,427	\$0	\$436,427	\$436,427	\$0	\$436,427	\$1,272,533	
31	OTO	\$55,206	\$0	\$15,244	\$15,244	\$0	\$0	\$0	\$70,450	
32	CODB	\$8,196	\$16,596	\$0	\$16,596	\$16,596	\$0	\$16,596	\$41,388	
33	18-19 Addback	\$0	\$0	\$71,226	\$71,226	\$0	\$0	\$0	\$71,226	
34	19-20 Addback	\$0	\$0	\$0	\$0	\$0	\$33,416	\$33,416	\$33,416	
35	TOTAL HSA-DAAS REVENUES	\$463,081	\$453,023	\$86,470	\$539,493	\$453,023	\$33,416	\$486,439	\$1,489,013	\$1,489,013.00
36	PER MEAL COST, HSA-DAAS	\$6.88	\$7.00	\$7.02	\$7.00	\$7.00	\$7.05	\$7.00	\$6.96	
37	Non-DAAS Revenues									
38	Project Income	\$43,773	\$47,799	\$14,362	\$62,161	\$47,799	\$9,878	\$57,678	\$163,612	\$0.80
39	Agency Cash - Fundraising	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00
40	Agency In-Kind Volunteer	\$33,785	\$33,785	\$0	\$33,785	\$33,785	\$0	\$33,785	\$101,355	\$0.50
41	Facility Rental In-Kind	\$45,780	\$45,780	\$0	\$45,780	\$45,780	\$0	\$45,780	\$137,340	\$0.67
42										
43										
44										
45	TOTAL NON HSA-DAAS REVENUES	\$123,338	\$127,364	\$14,362	\$141,726	\$127,364	\$9,878	\$137,243	\$402,307	
46	PER MEAL COST, NON HSA-DAAS	\$2.08	\$1.97		\$1.89	\$1.97		\$1.97	\$1.98	
47	TOTAL REVENUES	\$586,419	\$580,387	\$100,832	\$681,219	\$580,387	\$43,294	\$623,682	\$1,891,320	
48	PER MEAL COST, TOTAL	\$9.89	\$8.96	\$9.94	\$9.10	\$8.96	\$9.14	\$8.97	\$9.29	
49	Full Time Equivalent (FTE)									
51	Prepared by: Gloria Bonilla								Phone No.: 415-286-0883	
52	HSA-CO Review Signature:								Date:	
53	HSA #1 (11/14/13)									

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Grantee's Name: Centro Latino de San Francisco, Inc.												Appendix BB, page 2	
2	Program Name: Congregate-ENP												Date:	
3	cong-ENP 7/1/17 to 6/30/18												11/9/2018	
4	Salaries & Benefits Detail													
5	H.S.A-DAAS													
6		Agency Totals			For DAAS Horizon			7/1/17 to 6/30/18		7/1/18 to 6/30/19		7/1/19 to 6/30/20		TOTAL
7		Annual Full Time Salary for FTE	Total % FTE	% Hvr Prog (b)	Adjusted Hvr FTE	Original Budgeted Salary	Original Budgeted Salary	Modification	Revised Budgeted Salary	Original Budgeted Salary	Modification	Revised Budgeted Salary	7/1/17 to 6/30/20	
8	9	POSITION TITLE and NAME												
9	10	Executive Director Bonilla, Gloria	\$78,208	95%	51%	48%	\$39,719	\$39,719	\$39,719	\$39,719		\$39,719	\$119,167	
10	11	Nutritionist/Activities Facilitator Alvarez, Flor	\$47,840	80%	43%	34%	\$18,205	\$16,205	\$4,274	\$20,479	\$16,205	\$1,317	\$17,522	\$54,206
11	12	Programs Comp.Coordinator Bandera, Carlos	\$43,680	81%	30%	24%	\$7,797	\$13,163		\$13,163	\$13,163		\$13,163	\$34,123
12	13	Accountant/HR Riano, Olivia	\$62,400	38%	10%	4%	\$5,516	\$5,516	\$984	\$6,500	\$5,516	\$303	\$5,819	\$17,835
13	14	Administrative Assistant / STAR Site Manager Javier Barahona	\$37,440	75%	12%	9%	\$9,823	\$4,398		\$4,398	\$4,398		\$4,398	\$18,615
14	15	Head Cook Crespin, Dora	\$47,840	40%	21%	9%	\$10,181	\$10,181		\$10,181	\$10,181		\$10,181	\$30,543
15	16	Head Cook SUB Perez, Maria	\$35,360	70%	67%	47%	\$17,223	\$23,530		\$23,530	\$23,530		\$23,530	\$64,283
16	17	Head Cook Assl. Cesar Le Tzee	\$31,200	25%	0%	0%	\$4,372	\$0		\$0	\$0		\$0	\$4,372
17	18	Asst. Head Cook Figueroa, Alejandro	\$31,200	63%	2%	2%	\$16,594	\$750		\$750	\$750		\$750	\$18,094
18	19	STAR Site Manager/Food Server Rodriguez, Ana	\$31,200	94%	60%	57%	\$9,371	\$18,825		\$18,825	\$18,825		\$18,825	\$47,021
19	20	VC Site Manager/food prep worker Jannet Urquijo	\$31,200	49%	0%	0%	\$5,809	\$0		\$0	\$0		\$0	\$5,809
20	21	VC Site Manager/food prep worker Palacios, Zolla	\$31,200	26%	45%	12%	\$12,180	\$13,948		\$13,948	\$13,948		\$13,948	\$40,086
21	22	MNC Site Manager Oscar Martinez	\$31,200	37%	35%	13%	\$6,975	\$6,975	\$3,848	\$10,823	\$6,975	\$1,188	\$8,161	\$25,959
22	23	MNC Food Server/Prep. Leonor De Torres Rosales	\$31,200	30%	59%	18%	\$9,450	\$14,164	\$4,205	\$18,369	\$14,164	\$1,286	\$15,450	\$43,279
23	24	Los Mayores Site Mangr. & Asst. Instr. Omar Romero	\$34,320	100%	39%	39%	\$9,828	\$13,457		\$13,457	\$13,457		\$13,457	\$36,742
24	25	Driver I VA/Custodian/Food Purchaser Javier Michelf Karen Perez/Maria Herrera	\$31,200	55%	51%	28%	\$6,270	\$6,270	\$9,704	\$16,064	\$6,270	\$3,019	\$9,289	\$31,823
25	26	Janitor/Dishwasher Castaneda, Domingo	\$31,200	82%	82%	51%	\$17,919	\$17,919	\$1,407	\$19,326	\$17,919	\$434	\$18,353	\$55,598
26	27	Social Worker I Rivera, Sylvia	\$43,680	88%	15%	13%	\$6,392	\$6,392		\$6,392	\$6,392		\$6,392	\$19,176
27	28	Driver II HDM/Food Purchaser Olivar, Joaquin	\$31,200	76%	37%	28%	\$3,856	\$7,733	\$3,877	\$11,610	\$7,733	\$1,105	\$8,828	\$24,394
28	29	ESL Citizenship Instructor/Coordinator Sarti, Maria	\$46,800	88%	5%	4%	\$2,182	\$2,182		\$2,182	\$2,182		\$2,182	\$6,546
29	30	Driver I Rodriguez, Procarro	\$34,320	50%	18%	9%	\$5,352	\$6,220		\$6,220	\$6,220		\$6,220	\$17,802
30	31	Social Services Asst. (Comm. S. & HDN) Ana Quijano	\$34,320	37%	3%	1%	\$2,450	\$1,194		\$1,194	\$1,194		\$1,194	\$4,838
31	32	Social Worker Asst/Act. Facilitator Acosta, Allie	\$34,320	19%	3%	1%	\$5,112	\$1,053		\$1,053	\$1,053		\$1,053	\$7,218
32	33	IT Bookman/ VA Site Coordinator/Asst Navejas, Rigoberto	\$33,280	50%	65%	33%	\$8,320	\$16,640	\$5,123	\$21,763	\$16,640	\$2,488	\$19,128	\$49,211
33	34	Food Server/ Asst Head Cook Zelaya, Mercado Cruz	\$31,200	50%	37%	19%	\$7,800	\$11,589		\$11,589	\$11,589	\$820	\$12,409	\$31,798
34	35	Food Prep FSU/Star and VA-ITBCC-Galdamez, Gloria	\$33,280	75%	33%	25%	\$0	\$11,050		\$11,050	\$11,050		\$11,050	\$22,100
35	36	Star Site Mgr/ Food Prep Worker Garcia, Maria	\$31,200	50%	6%	3%	\$0	\$1,945		\$1,945	\$1,945	\$1,012	\$2,957	\$4,902
36	37	Associate Director / Facilities Mgr. Torres, Yvan	\$41,600	100%	16%	16%	\$0	\$6,451		\$6,451	\$6,451	\$3,335	\$9,786	\$16,237
37	38	TOTALS	\$1,063,088	1723%	826%	545%	\$246,716	\$277,467	\$33,512	\$310,979	\$277,467	\$16,405	\$293,872	\$851,567
38	39	FRINGE BENEFIT RATE	17.00%											
39	40	EMPLOYEE FRINGE BENEFITS	\$180,725				\$41,843	\$47,168	\$5,697	\$52,865	\$47,168	\$2,789	\$49,657	\$144,766
40	41	TOTAL DAAS SALARIES & BENEFITS	\$1,243,813				\$288,559	\$324,635	\$39,209	\$363,844	\$324,635	\$19,194	\$343,829	\$996,333
41	42	Non - DAAS												
42	43		Agency Totals			For DAAS Meal							TOTAL	
43	44	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE (a)	% Hvr Prog (b)	Adjusted Hvr FTE	Revised Budgeted Salary	Original Budgeted Salary	Modification	Revised Budgeted Salary	Original Budgeted Salary	Modification	Revised Budgeted Salary	7/1/17 to 6/30/20
44	45	Volunteer - Food Service Ippillo Bamaez	\$31,200	36%	79%	28%	\$8,759	\$8,759	\$0	\$8,759	\$8,759	\$0	\$8,759	\$26,277
45	46	Volunteer- Food Service Ana Ruiz	\$31,200	12%	87%	10%	\$3,168	\$3,168	\$0	\$3,168	\$3,168	\$0	\$3,168	\$9,504
46	47	Volunteer- Food Service Luz Dominguez	\$31,200	29%	80%	23%	\$7,286	\$7,286	\$0	\$7,286	\$7,286	\$0	\$7,286	\$21,858
47	48	Food Service Runner Zolla Rodriguez	\$31,200	29%	80%	23%	\$7,286	\$7,286	\$0	\$7,286	\$7,286	\$0	\$7,286	\$21,858
48	49	Volunteer - Food Service Maria Bellran	\$31,200	29%	80%	23%	\$7,286	\$7,286	\$0	\$7,286	\$7,286	\$0	\$7,286	\$21,858
49	50													
50	51													
51	52													
52	53													
53	54													
54	55													
55	56													
56	57													
57	58	TOTAL NON-DAAS	\$158,000				\$33,785	\$33,785	\$0	\$33,785	\$33,785	\$0	\$33,785	\$101,355
58	59	FRINGE BENEFIT RATE												
59	60	EMPLOYEE FRINGE BENEFITS	\$0				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60	61	TOTAL Non-DAAS SALARIES & BENEFITS	\$158,000				\$33,785	\$33,785	\$0	\$33,785	\$33,785	\$0	\$33,785	\$101,355
61	62	TOTAL DAAS & Non-DAAS SALARIES & BENEFITS	\$1,399,813				\$322,444	\$358,420	\$39,209	\$397,629	\$358,420	\$19,194	\$377,614	\$1,097,688

	A	B	C	D	E	F	G	H	I	J	K	L
1	Grantee's Name: Centro Latino de San Francisco, Inc.								Appendix B8, page 3			
2	Program Name: Congregate-ENP								Date: 11/9/2018			
3	cong- ENP 7/1/17 to 6/30/18											
4												
5	Operating Expense Detail											
6	Expenditure Category	Term:			7/1/17 to 6/30/18	7/1/18 to 6/30/19			7/1/19 to 6/30/20			7/1/17 to 6/30/20
7	H.S.A-DAAS	Annual #Meals Contracted:			Original	Original	Modification	Revised	Original	Modification	Revised	TOTAL
8	Rental of Property				59299	64752	10141	74893	64752	4739	69491	203683
9	Utilities(Elec, Water, Gas, Phone, Scavenger)				\$12,590	\$15,334	\$3,770	\$19,104	\$15,334	\$3,072	\$18,406	\$50,100
10	Office Supplies, Postage				\$1,053	\$1,373		\$1,373	\$1,373		\$1,373	\$3,799
11	Building Improvements				\$4,739	\$3,997	\$1,000	\$4,997	\$3,997	\$229	\$4,226	\$13,962
12	Building Maintenance Supplies and Repair				\$6,240	\$6,240	\$2,496	\$8,736	\$6,240	\$933	\$7,173	\$22,149
13	FOOD COSTS					\$0		\$0			\$0	
14	Raw Food	per meal \$ 0.82			\$48,625	\$53,096	\$8,316	\$61,412	\$53,096	\$3,886	\$56,982	\$167,020
15	Cong Food Svc Supplies	per meal \$ 0.12			\$7,296	\$7,967	\$1,246	\$9,215	\$7,967	\$583	\$8,550	\$25,061
16	HDM Food Svc Supplies	per meal										
17	Catered Meals	per meal										
18	CONSULTANT/SUBCONTRACTOR											
19	Consultant				\$7,210	\$3,250	\$3,960	\$7,210	\$3,250	\$1,220	\$4,470	\$18,890
20												
21	OTHER COSTS:											
22	Payroll Services				\$1,331	\$1,631	\$200	\$1,831	\$1,831		\$1,831	\$4,793
23	Accounting / Audit Fees				\$6,797	\$6,797		\$6,797	\$6,797		\$6,797	\$20,391
24	Stipends				\$3,938	\$3,938	\$1,800	\$5,738	\$3,938	\$489	\$4,427	\$14,103
25	Fuel				\$1,528	\$1,899	\$1,160	\$3,049	\$1,899	\$767	\$2,666	\$7,243
26	Insurance(Liability)				\$5,359	\$6,359	\$1,250	\$7,609	\$6,359	\$500	\$6,859	\$19,827
27	Insurance(Vehicle)				\$6,589	\$7,589	\$5,452	\$13,041	\$7,589	\$1,843	\$9,432	\$29,062
28	Vehicle Repairs				\$2,192	\$4,190	\$950	\$5,140	\$4,190	\$800	\$4,990	\$12,122
29	Printing				\$2,783	\$2,781	\$425	\$3,206	\$2,781	\$100	\$2,881	\$8,870
30	Staff Dev				\$946	\$1,946		\$1,946	\$1,946		\$1,946	\$4,838
31												
32	TOTAL DAAS OPERATING EXPENSE				\$119,216	\$128,387	\$32,017	\$160,404	\$128,387	\$14,222	\$142,609	\$422,230
34	Non-DAAS											TOTAL
35	Expenditure Category	Program										
36	Rental of Property											
37	Utilities(Elec, Water, Gas, Phone, Scavenger)											
38	Office Supplies, Postage											
39	Building Maintenance Supplies and Repair											
40	FOOD COSTS											
41	Raw Food	per meal \$ 0.83			\$43,774	\$47,799	\$14,362	\$62,161	\$47,799	\$9,878	\$57,678	\$163,613
42	Cong Food Svc Supplies	per meal										
43	HDM Food Svc Supplies	per meal										
44	Catered Meals	per meal										
45	CONSULTANT/SUBCONTRACTOR Descriptive Title											
46	Registered Dietitian											
47												
48	OTHER COSTS:											
49	Facility Rental In-Kind				\$45,779	\$45,779	\$0	\$45,779	\$45,779	\$0	\$45,779	\$137,337
50												
51												
52												
53												
54												
55												
56												
57	TOTAL Non-DAAS OPERATING EXPENSE				\$89,553	\$93,578	\$14,362	\$107,940	\$93,578	\$9,878	\$103,457	\$300,950
58												
59	TOTAL DAAS & Non-DAAS OPERATING EXPENSE				\$208,769	\$221,966	\$46,379	\$268,345	\$221,966	\$24,100	\$246,066	\$723,180

	A	B	C	D	E	F	G
1	Grantee's Name: Centro Latino de San Francisco, Inc.				Appendix B8, Page		
2	Program Name:				Document Date:		11/9/18
3	cong- ENP 7/1/17 to 6/30/18						
4							
5	Capital Expenditure Detail						
6	(Equipment and Remodeling Cost)						
7							TOTAL
8	H.S.A-DAAS		7/1/17 to 6/30/18	7/1/18 to 6/30/19	7/1/19 to 6/30/20		
9	No.	ITEM/DESCRIPTION					
10		OTO - Installation of one master valve for the	13,200				13,200
11		operation of the elevator at the Los Mayores Site					0
12							0
13		OTO - Purchase of a low mileage 4 door vehicle	5,256				5,256
14		with a lift. 4/6/2018.					0
15		OTO (new site MCCC)	33,000				33,000
16		OTO (new site Star Hotel)	3,750				3,750
17		OTO (Kitchen Equip/Smallwares)		15,244			15,244
18	TOTAL DAAS-OOA EQUIPMENT & REMODELING COST		55,206	15,244	0		70,450
19							
20	Non-DAAS						
21	No.	ITEM/DESCRIPTION					0
22							0
23							0
24							0
25							0
26							0
27	TOTAL NON DAAS-OOA EQUIPMENT & REMODELING COST		0	0	0		0
28							
29	TOTAL DAAS & NON-DAAS CAPITAL EXPENDITURE		55,206	15,244	0		70,450
30	(Equipment and Remodeling Cost)						
31	HSA #4						
32							
33	Allocation Methodology: (If you have multiple programs, describe how you allocate among shared program costs.)						
34	Indicate DAAS and non-DAAS-OOA funding above.						
35	NOTE: Green highlighted cells have formulas that link data to Budget Summary page.						
36	Equipment is defined as \$5000 or more a unit						
37							
38							
39							
40							

Appendix A - Services to be Provided
Episcopal Community Services
Elderly Nutrition Program (ENP) Congregate Meals
July 1, 2017 – June 30, 2020

I. Purpose

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

II. Definitions

Grantee	Episcopal Community Services
CARBON	Contracts Administration, Reporting, and Billing On-line system
CDA	California Department of Aging
CRFC	California Retail Food Code establishes uniform health and sanitation standards for retail food facilities for regulation by the State Department of Public Health, and requires local health agencies to enforce these provisions.
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.
Congregate Meals	Congregate meals are provided in a group setting and consist of the procurement, preparation, transporting and serving of meals, as well as nutrition education that meet the needs of the service population.
DAAS	Department of Aging and Adult Services
ENP	Elderly Nutrition Program (ENP), a program which provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and which shall be provided in accordance with Title 22 regulations.
Elderly Nutrition Program (ENP) Menu Requirements	Meals shall comply with the current Dietary Guidelines for Americans(DGA), published by the U.S. Department of Health and Human Services and the U.S. Department of Agriculture; and shall provide (a) A minimum of one-third of the Dietary Reference Intakes (DRI) as established by the Food and Nutrition Board, Institute of Medicine, National Academy of Sciences, if the grantee 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 grantee 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.
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, monitoring and documenting practices and taking corrective actions when failure to meet critical limits is detected.
HSA	Human Services Agency of the City and County of San Francisco
LGBTQ+	An acronym/term used to refer to persons who self-identify as non -heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Low-Income	For Elderly Nutrition Programs, this is at or below 100% of federal 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.
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 Dietary Reference Intakes (DRI) for all calculated nutrients. (c) At a minimum, values must be determined for calories, protein, fat, saturated fat, fiber, calcium, magnesium, sodium, potassium, vitamin A, vitamin C, vitamin D, and vitamin B12.
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 individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses, about options and methods for improving their nutritional status, performed by a Registered Dietitian in accordance with Sections 2585 and 2586, Business and Professions Code.

Nutrition Education	Providing nutrition program consumers current facts and information which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. The nutrition education for congregate sites is defined as demonstrations, audiovisual presentations, lectures, or small group discussions. Nutrition education plan and services shall be approved by a Registered Dietitian. Dietetic students, interns, or technicians may provide nutrition education under the close supervision of a RD. Nutrition education services shall be based on the needs of the consumer as determined by annual consumer satisfaction survey and/or results from DETERMINE Your Nutritional Health tool. The nutrition education activities shall be provided on quarterly basis and documented.
Nutrition Screening	The completion of a nutrition screening checklist by eligible consumers to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994.
Older Adult	Person who is 60 years or older, used interchangeably with Senior.
OOA	Office on the Aging
Registered Dietitian (RD)	Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration. A Registered Dietitian (R.D.) shall be covered by professional liability insurance either individually (if a consultant) or through Grantee.
Registered Dietitian Nutritionist (RDN)	
Senior	Person who is 60 years or older, used interchangeably with Older Adult.
SOGI	Sexual Orientation and Gender Identity; Ordinance No. 159-16 amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (Chapter 104, Sections 104.1 through 104.9).
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.

III. Target Population

The target population is residents of San Francisco County, age 60 and older. OOA 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 LGBTQ.

IV. Eligibility for Services

To participate in Congregate Meal Program, an individual must meet either one of the following criteria:

- A senior, defined as an individual age 60 or older
- Spouse or domestic partner of a senior enrolled in the program
- An individual under the age of 60, with a disability who resides in housing facilities occupied primarily by older adults at which the congregate meal program is located
- A disabled individual who resides at home with and accompanies a senior who participates in the program. A volunteer under the age of 60 who helps in the meal program if doing so will not deprive a senior of a meal

V. Services to be Provided

A. Develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by Title 22 Regulations, CDA, and OOA Policies to ensure the provision of quality meals, adequate access to socialization activities and sound nutrition information enabling consumers to reduce incidences of chronic diseases and maintain independent living.

B. Provide congregate 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 allocated to each meal site as shown on the DAAS-OOA approved Site Chart. Each meal should meet the ENP menu requirements.
3. Provide at least one session per quarter of nutrition education to consumers. The total units of nutrition education will be, at minimum, as shown on the DAAS-OOA approved Site Chart. The service units will be reported in CA-GetCare in the month that the service is provided. One unit of nutrition education is defined as one nutrition presentation to one consumer.
4. A nutrition screening using the “Determine Your Nutritional Health” checklist is conducted annually for each consumer and documented in CA-GetCare within one month of obtaining the consumer’s nutrition risk screening.
5. The donation rate per meal requested of each consumer must be approved by the Grantee’s Board of Directors and in compliance with OOA policy memoranda.
6. Service Units:

Table A	FY 2017-18	FY 2018-19	FY 2019-20
# Unduplicated Consumers	802	823	823
# Meals	28,255	31,552	31,552

C. Ensure central kitchen (or caterer kitchen) and all congregate meal sites 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 for the production kitchen must be conducted on site and

documented by a RD based on the approved Grantee's budget. 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 on a timely basis and no later than once per quarter.

- 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 as defined by OOA policy memoranda. The survey tool will be provided by OOA on an annual basis.
- G. 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.
- 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 quarterly in-service training coordinated and provided by the OOA and share the information with their staff and volunteers.
- J. The Grantee will 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.

VI. Service Objectives

- A. Grantee will serve the total number of unduplicated consumers as indicated in Table A in Section V.
- B. Grantee will provide the total number of meals as indicated in Table A.
- C. Grantee will provide nutrition education to consumers in a group setting, a minimum of one nutrition education session per quarter at each site.
- D. Grantee will provide nutrition compliance units as indicated in Appendix B.

VII. Outcome Objectives

- A. At least 85% of consumers will report being satisfied with the meal quality as defined as "Excellent or Good" in the DAAS annual consumer satisfaction survey, with a minimum sample size of the Grantee's average number of meals served at each congregate meal site.
- B. At least 75% of the consumers will report that the meal service helps maintain their independence based on the DAAS annual consumer satisfaction survey, with a minimum sample size of the Grantee's average number of meals served at each congregate meal site.
- C. At least 65% of consumers will report an increase in the consumption of fruits and vegetables as evidenced by reported change from previous baseline data in the Nutrition Risk Screening Tool or other appropriate evaluation data.
- D. At least 65% of consumers with a high nutrition risk score as defined by the "Determine Your Nutritional Health" checklist will be connected to additional and appropriate resources.
- E. At least 65% of consumers that are identified as "lonely" as evidenced by the DAAS adopted loneliness screening tool will be connected to additional and appropriate resources.

VIII. Monitoring Activities

- A. Nutrition Program Monitoring: Program monitoring will include review of kitchen facility and congregate meal sites in accordance with CRFC, CDA nutrition service standards, and DAAS policies. This includes project income policies, nutrition education policies, consumer eligibility and targeted mandates, documentation for the units of service and all reporting, and progress of service and outcome objectives; how consumer 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, verification that hours of operation are reflected in most recent approved site chart; employee resume and credentials, job description, and whether progress notes are maintained according to the OOA nutrition program 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 data obtained from consumers using the intake form for Congregate Meals, which includes the annual Nutrition Risk Screening, the loneliness screening, and the food security questions for all enrolled consumers by the due date as specified by OOA policy and in accordance to OOA Nutrition program guidelines.
- B. Grantee will enter into CA-GetCare all consumer level service units in the Service Recording Tool and data for monthly service reporting by the 5th 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.
- D. Grantee will enter the following monthly metrics in the CARBON database by the 15th of the following month: Number of meals served and number of nutrition compliance units provided.
- E. Grantee will enter the annual Outcome Objective metrics identified in Section VII of the appendix A in the CARBON database by the 15th of the month following the end of the program year.
- F. 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 (or as amended) 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.
- G. Grantee will develop and maintain its OOA approved Site Chart. The site chart may be updated with the approval of OOA. A copy of the updated Site Chart will be kept in OOA's contractor program.
- H. Grantee shall develop and deliver an annual summary report of SOGI data collected in the year as requested by HSA. The due date for submitting the annual summary report is July 10th.
- I. 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:

Rocio Duenas
Contract Manager/HSA
P.O. Box 7988
San Francisco, CA 94120

Lauren Muckley, RD
Nutritionist/OOA
1650 Mission Street, 5th Floor
San Francisco, CA 94103

	A	B	C	D	E	F	G	H	I	J
1	BUDGET FORMS								Appendix B, pg. 1	
2									Document Date: 10/16/2018	
3	HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES									
4										
5	Grantee's Name: EPISCOPAL COMMUNITY SERVICES								Grant Term	
6			REVISION		REVISED		REVISION		REVISED	
7	Program: Cong-ENP, HDM-ENP, Cong-AWD, HDM-AWD	Cong-ENP	Cong-ENP	Cong-ENP	Cong-ENP	Cong-ENP	Cong-ENP	Cong-ENP	TOTAL	Average cost/meal
8	Annual #Meals Contracted	28,255	27,492	4,060	31,552	27,492	4,060	31,552	91,359	
9	Program Term	7/1/17-6/30/18	7/1/18 to 6/30/19	7/1/18 to 6/30/19	7/1/18 to 6/30/19	7/1/19 to 6/30/20	7/1/19 to 6/30/20	7/1/19 to 6/30/20	7/1/17 to 6/30/20	
10	DAAS Expenditures									
11	Salaries & Benefits	\$150,718	\$150,102	(\$5,561)	\$144,541	\$150,102	(\$5,561)	\$144,541	\$439,800	\$4.81
12	Operating Expense	\$29,465	\$29,465	\$32,061	\$61,526	\$29,465	\$32,061	\$61,526	\$152,517	\$1.67
13	Subtotal	\$180,183	\$179,567	\$26,500	\$206,067	\$179,567	\$26,500	\$206,067	\$592,317	\$6.48
14	Indirect Percentage (%)	10%	10%	10%	10%	10%	10%	10%		
15	Indirect Cost (Line 14 X Line 13)	\$18,020	\$17,958	\$2,651	\$20,609	\$17,958	\$2,651	\$20,609	\$59,238	\$0.65
16	Capital Expenditure-OTO Equipment	\$29,894	\$0	\$0	\$0	\$0	\$0	\$0	\$29,894	\$0.33
17	TOTAL DAAS EXPENDITURES	\$228,097	\$197,525	\$29,151	\$226,676	\$197,525	\$29,151	\$226,676	\$681,449	\$7.46
18										
19	Non-DAAS Expenditures									
20	Salaries & Benefits	\$104,560	\$104,560	\$17,875	\$122,435	\$104,560	\$17,875	\$122,435	\$349,430	\$3.82
21	Operating Expense	\$60,493	\$58,852	(\$30,384)	\$28,468	\$58,852	(\$30,384)	\$28,468	\$117,429	\$1.29
22	Indirect Cost	\$16,884	\$16,720	(\$1,251)	\$15,469	\$16,720	(\$1,251)	\$15,469	\$47,822	\$0.52
23	TOTAL Non-DAAS EXPENDITURES	\$181,937	\$180,132	(\$13,760)	\$166,372	\$180,132	(\$13,760)	\$166,372	\$514,681	\$5.63
24										
25	TOTAL DAAS & Non-DAAS EXPENDITURES	\$410,034	\$377,657	\$15,391	\$393,048	\$377,667	\$15,391	\$393,048	\$1,196,130	\$13.09
26										
27	HSA-DAAS Revenues									
28	Meals	\$198,203	\$197,525	\$29,151	\$226,676	\$197,525	\$29,151	\$226,676	\$651,555	
29	Nutrition Compliance/Quality Assurance (NCQA)									
30	OTO Equipment (for Food Safety & Nutrition Requirements)	\$29,894							\$29,894	
31										
32										
33	TOTAL HSA-DAAS REVENUES	\$228,097	\$197,525	\$29,151	\$226,676	\$197,525	\$29,151	\$226,676	\$681,449	
34	Per MEAL COST, HSA-DAAS	\$7.01	\$7.18		\$7.18	\$7.18		\$7.18	\$7.13	
35	PER MEAL (w-NCQA) COST, HSA-DAAS	\$7.01	\$7.18		\$7.18	\$7.18		\$7.18		
36	Non-DAAS Revenues									
37	Project Income	700	700	\$300	\$1,000	\$700	\$300	1,000	\$2,700	\$0.03
38	Agency Cash - Fundraising	\$72,889	\$71,084	(\$28,162)	\$42,922	\$71,084	(\$28,162)	\$42,922	\$158,733	\$1.74
39	In Kind Volunteers/ECS Staff	\$108,348	\$108,348	\$14,102	122,450	\$108,348	\$14,102	122,450	\$353,248	\$3.87
40										
41										
42										
43	TOTAL NON HSA-DAAS REVENUES	\$181,937	\$180,132	(\$13,760)	166,372	\$180,132	(\$13,760)	166,372	\$514,681	
44	Per MEAL COST, Non-HSA-DAAS	\$6.44	\$6.55		\$5.27	\$6.55		\$5.27		\$5.63
45	TOTAL REVENUES	\$380,140	\$377,657		\$393,048	\$377,657		\$393,048	\$1,196,130	
46	PER MEAL COST, TOTAL	\$13.45	\$13.74		\$12.46	\$13.74		\$12.46		
47	Full Time Equivalent (FTE)									
48										
49	Prepared by: Evelyn L. Lam	Phone No.: 415-487-3300 X1214							10/16/2018	
50	HSA-CO Review Signature: _____									
51	HSA #1 (9/23/15)									

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Grantee's Name: EPISCOPAL COMMUNITY SERVICES											Appendix B, page 2	
2	Program Name:											Date: 10/16/18	
3	Cong-ENP												
4													
5													
6													
7													
8	H.S.A-DAAS												
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19	TOTALS												
20													
21	FRINGE BENEFIT RATE												
22	EMPLOYEE FRINGE BENEFITS												
23													
24													
25	TOTAL DAAS SALARIES & BENEFITS												
26													
27													
28	Non - DAAS												
29													
30													
31													
32													
33													
34													
35													
36													
37													
38													
39													
40													
41													
42													
43													
44													
45													
46													
47	TOTAL NON-DAAS												
48													
49	FRINGE BENEFIT RATE												
50	EMPLOYEE FRINGE BENEFITS												
51													
52													
53	TOTAL Non-DAAS SALARIES & BENEFITS												
54													
55	TOTAL DAAS & Non-DAAS SALARIES & BENEFITS												

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
1	Grantee's Name: EPISCOPAL COMMUNITY SERVICES																Appendix B, page 3			
2	Program Name:																Date: 10/16/18			
3	Cong-ENP																			
4	Operating Expense Detail																			
5																				
7																				
8	H.S.A-DAAS	Annual #Meals Contracted:	28,255		27,492		REVISION	4,060		REVISED	31,552		27,492		REVISION	4,060		REVISED	31,552	TOTAL
9	Expenditure Category		7/1/17-6/30/18		7/1/18 to 6/30/19		7/1/18 to 6/30/19		7/1/18 to 6/30/19		7/1/19 to 6/30/20		7/1/19 to 6/30/20		7/1/19 to 6/30/20		7/1/19 to 6/30/20		7/1/17 to 6/30/20	
10	Rental of Property																			
11	Utilities(Elec, Water, Gas, Phone, Scavenger)																			
12	Office Supplies, Postage																			
13	Building Maintenance Supplies and Repair																			
14	FOOD COSTS																			
15	Raw Food	per meal \$ 1.94	\$29,182		\$29,190		\$32,020		\$61,210		\$29,190		\$32,020		\$61,210		\$151,602		\$151,602	
16	Cong Food Svc Supplies	per meal \$ 0.01	\$283		\$275		\$41		\$316		\$275		\$41		\$316		\$915		\$915	
17	HDM Food Svc Supplies	per meal																		
18	Catered Meals	per meal																		
19	CONSULTANT/SUBCONTRACTOR Descriptive Title																			
20																				
21																				
22	OTHER COSTS:																			
23	Insurance																			
24	Staff Recruitment/Training & Travel																			
25	Program/Client Supplies																			
26	Office Supplies																			
27	Auto - Fuel & Insurance																			
28	Equipment Repairs & Maintenance																			
29	Program Facilities Allocation																			
30																				
31	TOTAL DAAS OPERATING EXPENSE		\$29,466		\$29,466		\$32,061		\$61,526		\$29,466		\$32,061		\$61,526		\$152,517		\$152,517	
33	Non-DAAS																			
34	Expenditure Category																			
35	Rental of Property																			
36	Utilities(Elec, Water, Gas, Phone, Scavenger)																			
37	Program/Client Supplies		\$4,230		\$4,230				\$4,230		\$4,230				\$4,230		\$12,690		\$12,690	
38	Building Maintenance Supplies and Repair																			
39	FOOD COSTS																			
40	Raw Food	per meal \$ 0.19	\$31,284		\$29,643		(\$23,648)		\$5,995		\$29,643		(\$23,648)		\$5,995		\$43,274		\$43,274	
41	Cong Food Svc Supplies	per meal																		
42	HDM Food Svc Supplies	per meal																		
43	Catered Meals	per meal																		
44	CONSULTANT/SUBCONTRACTOR Descriptive Title																			
45	Registered Dietitian																			
46																				
47	OTHER COSTS:																			
48	Insurance		\$630		\$630		\$2,700		\$3,330		\$630		\$2,700		\$3,330		\$7,290		\$7,290	
49	Staff Training & Travel		\$360		\$360		\$450		\$810		\$360		\$450		\$810		\$1,980		\$1,980	
50	Staff Recruitment		\$180		\$180		(\$72)		\$108		\$180		(\$72)		\$108		\$396		\$396	
51	Printing & Reproduction		\$504		\$504		\$126		\$630		\$504		\$126		\$630		\$1,764		\$1,764	
52	Furniture/IT Equipment						\$1,395		\$1,395				\$1,395		\$1,395		\$2,790		\$2,790	
53	Equipment Repairs & Maintenance		\$810		\$810		\$900		\$1,710		\$810		\$900		\$1,710		\$4,230		\$4,230	
54	Program Facilities Allocation		\$22,495		\$22,495		(\$12,235)		\$10,260		\$22,495		(\$12,235)		\$10,260		\$43,015		\$43,015	
55																				
56																				
57	TOTAL Non-DAAS OPERATING EXPENSE		\$60,493		\$58,862		(\$30,384)		\$28,468		\$58,862		(\$30,384)		\$28,468		\$117,429		\$117,429	
58																				
59	TOTAL DAAS & Non-DAAS OPERATING EXPENSE		\$89,958		\$88,317		\$1,677		\$89,994		\$88,317		\$1,677		\$89,994		\$269,946		\$269,946	
60																				
63	HSA #3																			

	A	B	C	D	E	G
1	Grantee's Name: EPISCOPAL COMMUNITY SERVICES				Appendix B, Page 4	
2	Program Name:				Document Date:	10/16/18
3	Cong-ENP					
4						
5	Capital Expenditure Detail					
6	(Equipment and Remodeling Cost)					
7						TOTAL
8	H.S.A-DAAS		7/1/17-6/30/18	7/1/18 to 6/30/19	7/1/19 to 6/30/20	7/1/17 to 6/30/20
9	No.	ITEM/DESCRIPTION				
10		One Time Only - Equipment for Food Safety &	29,894			29,894
11						
12						
13						
14						
15						
16						
17						
18	TOTAL DAAS-OOA EQUIPMENT & REMODELING COST		29,894	0	0	29,894
19						
20	Non-DAAS					
21	No.	ITEM/DESCRIPTION				0
22						0
23						0
24						0
25						0
26						0
27	TOTAL NON DAAS-OOA EQUIPMENT & REMODELING COST		0	0	0	0
28						
29	TOTAL DAAS & NON-DAAS CAPITAL EXPENDITURE		29,894	0	0	29,894
30	(Equipment and Remodeling Cost)					
31	HSA #4					
32						
33	Allocation Methodology: (If you have multiple programs, describe how you allocate among shared program costs.)					
34	Indicate DAAS and non-DAAS-OOA funding above.					
35	NOTE: Green highlighted cells have formulas that link data to Budget Summary page					
36	Equipment is defined as \$5000 or more a unit					
37						
38						
39						
40						

Appendix A - Services to be Provided
Russian American Community Services
Elderly Nutrition Program (ENP) Congregate Meals
July 1, 2017 – June 30, 2020

I. Purpose

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

II. Definitions

Grantee	Russian American Community Services
CARBON	Contracts Administration, Reporting, and Billing On-line system
CDA	California Department of Aging
CRFC	California Retail Food Code establishes uniform health and sanitation standards for retail food facilities for regulation by the State Department of Public Health, and requires local health agencies to enforce these provisions.
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.
Congregate Meals	Congregate meals are provided in a group setting and consist of the procurement, preparation, transporting and serving of meals, as well as nutrition education that meet the needs of the service population.
DAAS	Department of Aging and Adult Services
ENP	Elderly Nutrition Program (ENP), a program which provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and which shall be provided in accordance with Title 22 regulations.
Elderly Nutrition Program (ENP) Menu Requirements	Meals shall comply with the current Dietary Guidelines for Americans(DGA), published by the U.S. Department of Health and Human Services and the U.S. Department of Agriculture; and shall provide (a) A minimum of one-third of the Dietary Reference Intakes (DRI) as established by the Food and Nutrition Board, Institute of Medicine, National Academy of Sciences, if the grantee 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 grantee 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.

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, monitoring and documenting practices and taking corrective actions when failure to meet critical limits is detected.
HSA	Human Services Agency of the City and County of San Francisco
LGBTQ+	An acronym/term used to refer to persons who self-identify as non - heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Low-Income	For Elderly Nutrition Programs, this is at or below 100% of federal 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.
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 Dietary Reference Intakes (DRI) for all calculated nutrients. (c) At a minimum, values must be determined for calories, protein, fat, saturated fat, fiber, calcium, magnesium, sodium, potassium, vitamin A, vitamin C, vitamin D, and vitamin B12.
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 individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses, about options and methods for improving their nutritional status, performed by a Registered Dietitian in accordance with Sections 2585 and 2586, Business and Professions Code.

Nutrition Education	Providing nutrition program consumers current facts and information which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. The nutrition education for congregate sites is defined as demonstrations, audiovisual presentations, lectures, or small group discussions. Nutrition education plan and services shall be approved by a Registered Dietitian. Dietetic students, interns, or technicians may provide nutrition education under the close supervision of a RD. Nutrition education services shall be based on the needs of the consumers as determined by annual consumer satisfaction survey and/or results from DETERMINE Your Nutritional Health tool. The nutrition education activities shall be provided on quarterly basis and documented.
Nutrition Screening	The completion of a nutrition screening checklist by eligible consumers to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994.
Older Adult	Person who is 60 years or older, used interchangeably with Senior.
OOA	Office on the Aging
Registered Dietitian (RD) Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration. A Registered Dietitian (R.D.) shall be covered by professional liability insurance either individually (if a consultant) or through Grantee.
Senior	Person who is 60 years or older, used interchangeably with Older Adult.
SOGI	Sexual Orientation and Gender Identity; Ordinance No. 159-16 amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (Chapter 104, Sections 104.1 through 104.9).
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. http://www.aging.ca.gov/ProgramsProviders/AAA/Nutrition/Code_of_Regulations/

III. Target Population

The target population is residents of San Francisco County, age 60 and older. OOA 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 LGBTQ.

IV. Eligibility for Services

To participate in Congregate Meal Program, an individual must meet either one of the following criteria:

- A senior, defined as an individual age 60 or older
- Spouse or domestic partner of a senior enrolled in the program
- An individual under the age of 60, with a disability who resides in housing facilities occupied primarily by older adults at which the congregate meal program is located
- A disabled individual who resides at home with and accompanies a senior who participates in the program. A volunteer under the age of 60 who helps in the meal program if doing so will not deprive a senior of a meal

V. Services to be Provided

- A. Develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by Title 22 Regulations, CDA, and OOA Policies to ensure the provision of quality meals, adequate access to socialization activities and sound nutrition information enabling consumers to reduce incidences of chronic diseases and maintain independent living.
- B. Provide congregate 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 allocated to each meal site as shown on the DAAS-OOA approved Site Chart. Each meal should meet the ENP menu requirements.
 3. Provide at least one session per quarter of nutrition education to consumers. The total units of nutrition education will be, at minimum, as shown on the DAAS-OOA approved Site Chart. The service units will be reported in CA-GetCare in the month that the service is provided. One unit of nutrition education is defined as one nutrition presentation to one consumer.
 4. A nutrition screening using the "Determine Your Nutritional Health" checklist is conducted annually for each consumer and documented in CA-GetCare within one month of obtaining the consumer's nutrition risk screening.
 5. The donation rate per meal requested of each consumer must be approved by the Grantee's Board of Directors and in compliance with OOA policy memoranda.

6. Service Units:

Table A	FY 17-18	FY 18-19	FY 19-20
#Unduplicated Consumers	493	509	509
#Meals	33,574	34,651	34,651

- C. Ensure central kitchen (or caterer kitchen) and all congregate meal sites 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 for the production kitchen must be conducted on site and documented by a RD based on the number of monitoring approved in the Grantee's budget. 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 on a timely basis and no later than once per quarter.
- 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 as defined by OOA policy memoranda. The survey tool will be provided by OOA on an annual basis.
- G. 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.
- 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 quarterly in-service training coordinated and provided by the OOA and share the information with their staff and volunteers.
- J. The Grantee will 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.

VI. Service Objectives

- A. Grantee will serve the total number of unduplicated consumers as indicated in Table A in Section V.
- B. Grantee will provide the total number of meals as indicated in Table A.
- C. Grantee will provide nutrition education to consumers in a group setting, a minimum of one nutrition education session per quarter at each site.
- D. Grantee will provide nutrition compliance units as indicated in Appendix B.

VII. Outcome Objectives

- A. At least 85% of consumers will report being satisfied with the meal quality as defined as “Excellent or Good” in the DAAS annual consumer satisfaction survey, with a minimum sample size of the Grantee’s average number of meals served at each congregate meal site.
- B. At least 75% of the consumers will report that the meal service helps maintain their independence based on the DAAS annual consumer satisfaction survey, with a minimum sample size of the Grantee’s average number of meals served at each congregate meal site.
- C. At least 65% of consumers will report an increase in the consumption of fruits and vegetables as evidenced by reported change from previous baseline data in the Nutrition Risk Screening Tool or other appropriate evaluation data.
- D. At least 65% of consumers with a high nutrition risk score as defined by the “Determine Your Nutritional Health” checklist will be connected to additional and appropriate resources.
- E. At least 65% of consumers that are identified as “lonely” as evidenced by the DAAS adopted loneliness screening tool will be connected to additional and appropriate resources.

VIII. Monitoring Activities

- A. Nutrition Program Monitoring: Program monitoring will include review of kitchen facility and congregate meal sites in accordance with CRFC, CDA nutrition service standards, and DAAS policies. This includes project income policies, nutrition education policies, consumer eligibility and targeted mandates, documentation for the units of service and all reporting, and progress of service and outcome objectives; how consumer 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, verification that hours of operation are reflected with in most recent approved site chart; employee resume and credentials, job description, and whether progress notes are maintained according to the OOA nutrition program 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 data obtained from consumers using the intake form for Congregate Meals, which includes the annual Nutrition Risk Screening, the loneliness screening, and the food security questions for all enrolled consumers by the due date as specified by OOA policy and in accordance to OOA Nutrition program guidelines.
- B. Grantee will enter into CA-GetCare all consumer level service units in the Service Recording Tool and data for monthly service reporting by the 5th 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.
- D. Grantee will enter the following monthly metrics in the CARBON database by the 15th of the following month: Number of meals served and number of nutrition compliance units provided.
- E. Grantee will enter the annual Outcome Objective metrics identified in Section VII of the appendix A in the CARBON database by the 15th of the month following the end of the program year.
- F. 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 (or as amended) 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.
- G. Grantee will develop and maintain its OOA approved Site Chart. The site chart may be updated with the approval of OOA. A copy of the updated Site Chart will be kept in OOA's contractor program.
- H. Grantee shall develop and deliver an annual summary report of SOGI data collected in the year as requested by HSA. The due date for submitting the annual summary report is July 10th.
- I. 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:

Ella Lee
Contract Manager/HSA
P.O. Box 7988
San Francisco, CA 94120
Ella.Lee@sfgov.org

Lauren Muckley, RD
Nutritionist/OOA
1650 Mission Street, 5th Floor
San Francisco, CA 94103
Lauren.Muckley@sfgov.org

HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES

Grantee's Name: Russian American Community Services

Grant Term: 7/1/2017 to 6/30/2020

(Check One) New Renewal Modification

Effective Date of Mod: No. of Mod:

Program: Cong-ENP									cost/meal
Annual #Meals Contracted	33,574	33,574	1,077	34,651	33,574	1,077	34,651	102,876	
Program Term	7/1/17 to 6/30/18	7/1/18 to 6/30/19	Modification	Revised	7/1/19 to 6/30/20	Modification	Revised	7/1/17-6/30/20	
DAAS Expenditures									
Salaries & Benefits	\$152,387	\$152,387		\$152,387	\$152,387		\$152,387	\$457,161	\$4.44
Operating Expense	\$84,644	\$90,017	\$7,776	\$97,793	\$90,017	\$7,776	\$97,793	\$280,230	\$2.72
Subtotal	\$237,031	\$242,404	\$7,776	\$250,180	\$242,404	\$7,776	\$250,180	\$737,391	\$7.17
Indirect Percentage (max 10%)									
check Gen.Guidance regarding									
Capital Expenditure	\$6,277	\$5,514	\$900	\$6,414	\$5,514		\$5,514	\$18,205	\$0.18
TOTAL DAAS EXPENDITURES	\$243,308	\$247,918	\$8,676	\$256,594	\$247,918	\$7,776	\$255,694	\$755,596	\$7.34
Non-DAAS Expenditures									
Salaries & Benefits	\$23,173	\$23,173		\$23,173	\$23,173		\$23,173	\$69,519	\$0.68
Operating Expense	\$97,789	\$98,527		\$98,527	\$98,527		\$98,527	\$294,843	\$2.87
Capital Expenditure									
TOTAL Non-DAAS EXPENDITURES	\$120,962	\$121,700		\$121,700	\$121,700		\$121,700	\$364,362	\$3.54
TOTAL DAAS & Non-DAAS EXPENDITURES	\$364,270	\$369,618	\$8,676	\$378,294	\$369,618	\$7,776	\$377,394	\$1,119,958	\$10.89
HSA-DAAS Revenues									
Meals	\$237,031	\$242,404	\$7,776	\$250,180	\$242,404	\$7,776	\$250,180	\$737,391	
Equipment	\$6,277	\$5,514	\$900	\$6,414	\$5,514		\$5,514	\$18,205	
TOTAL HSA-DAAS REVENUES	\$243,308	\$247,918	\$8,676	\$256,594	\$247,918	\$7,776	\$255,694	\$755,596	
PER MEAL COST, HSA-DAAS	\$7.06	\$7.22		\$7.22	\$7.22		\$7.22	\$7.17	
Per MEAL & COMPLIANCE COST	\$7.06	\$7.22		\$7.22	\$7.22		\$7.22	\$7.17	
Non-DAAS Revenues									
Project Income	\$37,770	\$37,770		\$37,770	\$37,770		\$37,770	\$113,310	\$1.10
Agency Cash - Fundraising	\$6,435	\$12,757		\$12,757	\$12,757		\$12,757	\$31,949	\$0.31
Agency In-Kind Volunteer	\$23,173	\$23,173		\$23,173	\$23,173		\$23,173	\$69,519	\$0.68
Nutrition Compliance Revenues									
Other In Kind	\$53,584	\$48,000		\$48,000	\$48,000		\$48,000	\$149,584	
TOTAL NON HSA-DAAS REVENUES	\$120,962	\$121,700		\$121,700	\$121,700		\$121,700	\$364,362	
PER MEAL COST, NON HSA-DAAS	\$3.60	\$3.62		\$3.51	\$3.62		\$3.51	\$3.54	
TOTAL REVENUES	\$364,270	\$369,618	\$8,676	\$378,294	\$369,618	\$7,776	\$377,394	\$1,119,958	
PER MEAL COST, TOTAL	\$10.85	\$11.01		\$10.92	\$11.01		\$10.89	\$10.89	

Full Time Equivalent (FTE)

Prepared by: Eric Ha, Nick Bulck Phone No.: 415.387.5336 Phone No.: 415.387.5336 Date: 10/22/2018

HSA-CO Review Signature: _____ Date: _____

HSA #1

Salaries & Benefits Detail

HSA - DAAS	Agency Totals		For DAAS Nutrition		DAAS Program							
	Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	7/1/17 to 6/30/18	7/1/18 to 6/30/19	Modification	Revised	7/1/19 to 6/30/20	Modification	Revised	7/1/17-6/30/20
Executive Director	\$88,000	100%	25.00%	0.25	\$22,000	\$22,000		\$22,000	\$22,000		\$22,000	\$66,000
Site hostess	\$31,320	100%	50.00%	0.50	\$15,660	\$15,660		\$15,660	\$15,660		\$15,660	\$46,980
Site manager	\$37,584	100%	50.00%	0.50	\$18,792	\$18,792		\$18,792	\$18,792		\$18,792	\$56,376
Cook I	\$41,990	100%	50.00%	0.50	\$20,995	\$20,995		\$20,995	\$20,995		\$20,995	\$62,985
Cook II	\$35,692	100%	50.00%	0.50	\$17,846	\$17,846		\$17,846	\$17,846		\$17,846	\$53,538
Cook III (relief)	\$33,592	50%	50.00%	0.25	\$8,398	\$8,398		\$8,398	\$8,398		\$8,398	\$25,194
Kitchen aide	\$31,320	94%	70.00%	0.66	\$20,554	\$20,554		\$20,554	\$20,554		\$20,554	\$61,662
Substitute Labor	\$30,000	100%	20.00%	0.20	\$6,000	\$6,000		\$6,000	\$6,000		\$6,000	\$18,000
Total	\$329,498	744%	365%	3.36	\$130,245	\$130,245		\$130,245	\$130,245		\$130,245	\$390,735
FRINGE BENEFIT RATE	17.0%											
EMPLOYEE FRINGE BENEFITS	\$56,015				22,142	22,142		\$22,142	\$22,142		\$22,142	\$66,426
TOTAL DAAS SALARIES & BENEFITS	\$385,513				\$152,387	\$152,387		\$152,387	\$152,387		\$152,387	\$467,161
Non - DAAS												
Position Title and Name	Annual Full Time Salary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE	7/1/17 to 6/30/18	7/1/18 to 6/30/19	Modification	Revised	7/1/19 to 6/30/20	Modification	Revised	7/1/17-6/30/20
Kitchen volunteers	\$27,040	100%	100%	0.86	\$23,173	\$23,173		\$23,173	\$23,173		\$23,173	\$69,519
Total	\$27,040	100%	100%	0.86	\$23,173	\$23,173		\$23,173	\$23,173		\$23,173	\$69,519
FRINGE BENEFIT RATE												
EMPLOYEE FRINGE BENEFITS	\$ -											
TOTAL Non-DAAS SALARIES & BENEFITS	\$ 27,040				\$23,173	\$23,173		\$23,173	\$23,173		\$23,173	\$69,519
TOTAL DAAS & Non-DAAS SALARIES & BENEFITS	\$ 412,553				\$175,560	\$175,560		\$175,560	\$175,560		\$175,560	\$526,680
HSA #2	#REF!											

Operating Expense Detail

Annual #Meals Contracted: Term:	33,574 7/1/17 to 6/30/18	33,574 7/1/18 to 6/30/19	1,077 Modification	34,651 Revised	33,574 7/1/19 to 6/30/20	1,077 Modification	34,651 Revised	102,876 7/1/17-6/30/20
HSA - DAAS								
EXPENDITURE CATEGORY								
Rental of Property								
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$8,350	\$12,935	\$715	\$13,650	\$12,935	\$715	\$13,650	\$35,650
Office Supplies, Postage	\$3,700	\$3,700		\$3,700	\$3,700		\$3,700	\$11,100
Building Maintenance Supplies and Repair	\$3,000	\$3,000		\$3,000	\$3,000		\$3,000	\$9,000
FOOD COSTS								
Raw Food <i>per meal \$ 1.70</i>	\$52,040	\$52,040	\$6,867	\$58,907	\$52,040	\$6,867	\$58,907	\$169,854
Cong Food Svc Supplies <i>per meal \$ 0.18</i>	\$6,043	\$6,043	\$194	\$6,237	\$6,043	\$194	\$6,237	\$18,517
HDM Food Svc Supplies <i>per meal \$ -</i>								
Catered Meals <i>per meal \$ -</i>								
CONSULTANT (Descriptive Title)								
Registered Dietitian								
OTHER COST								
Insurance	\$4,052	\$5,000		\$5,000	\$5,000		\$5,000	\$14,052
Staff Training & Travel	\$2,426	\$2,426		\$2,426	\$2,426		\$2,426	\$7,278
Rental of Equipment	\$833	\$1,573		\$1,573	\$1,573		\$1,573	\$3,979
Small equipment & Supplies	\$4,200	\$3,300		\$3,300	\$3,300		\$3,300	\$10,800
Auto - Fuel & Insurance								
Repair/Maintenance								
Activity supplies								
TOTAL DAAS OPERATING EXPENSE	\$84,644	\$90,017	\$7,776	\$97,793	\$90,017	\$7,776	\$97,793	\$280,230
Non - DAAS								
EXPENDITURE CATEGORY								
Rental of Property	\$48,000	\$48,000		\$48,000	\$48,000		\$48,000	\$144,000
Utilities(Elec, Water, Gas, Phone, Scavenger)								
Office Supplies, Postage								
Building Maintenance Supplies and Repair	\$3,457	\$4,195		\$4,195	\$4,195		\$4,195	\$11,847
FOOD COSTS								
Raw Food <i>per meal \$ 1.34</i>	\$46,332	\$46,332		\$46,332	\$46,332		\$46,332	\$138,996
Cong Food Svc Supplies <i>per meal \$ -</i>								
HDM Food Svc Supplies <i>per meal \$ -</i>								
Catered Meals <i>per meal \$ -</i>								
CONSULTANT (Descriptive Title)								
Registered Dietitian								
Other Cost								
Insurance								
Staff Training & Travel								
Rental of Equipment								
Rental of Equipment								
Small equipment & Supplies								
Auto - Fuel & Insurance								
Repair/Maintenance								
TOTAL Non-DAAS OPERATING EXPENSE	\$97,789	\$98,527		\$98,527	\$98,527		\$98,527	\$294,843
TOTAL DAAS & Non-DAAS OPERATING EXPENSE	\$182,433	\$188,544	\$7,776	\$196,320	\$188,544	\$7,776	\$196,320	\$575,073

HSA #3 #REF!

	A	B	C	D	E	F	G	H	I	J
1	Grantee's Name: RUSSIAN AMERICAN COMMUNITY SERVICES									Appendix B, Page 4
2	Program: Congregate-AWD									Document Date: 11/5/2018
3										
4	Capital Expenditure Detail									
5	(Equipment and Remodeling Cost)									
6										
7										
8	H.S.A-DAAS		7/1/17 to 6/30/18	7/1/18 to 6/30/19	Modification	Revised	7/1/19 to 6/30/20	Modification	Revised	7/1/17-6/30/20
9	No.	ITEM/DESCRIPTION								
10		Building Repairs	\$6,277	\$5,514		\$5,514	\$5,514		\$5,514	\$17,305
11		12" Meat Slicer and Cover, Hotel Pans, Mixer Blade for meat, Cutting boards			\$900	\$900				\$900
12										
13										
14										
15										
16										
17										
18	TOTAL DAAS-OOA EQUIPMENT & REMODELING COST		\$6,277	\$5,514	\$900	\$6,414	\$5,514		\$5,514	\$18,205
19										
20	Non-DAAS									
21	No.	ITEM/DESCRIPTION								
22										
23										
24										
25										
26										
27	TOTAL NON DAAS-OOA EQUIPMENT & REMODELING COST									
28										
29	TOTAL DAAS & NON-DAAS CAPITAL EXPENDITURE		\$6,277	\$5,514	\$900	\$6,414	\$5,514		\$5,514	\$18,205
30	(Equipment and Remodeling Cost)									
31	HSA #4	#REF!								
32										
33	Allocation Methodology: (If you have multiple programs, describe how you allocate among shared program costs.)									
34	Indicate DAAS and non-DAAS-OOA funding above.									
35	NOTE: Green highlighted cells have formulas that link data to Budget Summary page									
36	Equipment is defined as \$5000 or more a unit									
37	NOTE: Cells with formulas are protected to avoid accidental changes. To unprotect, go to Toolbar, "Review", select "Unprotect sheet". No password needed.									
38										
39										
40										

Appendix A - Services to be Provided
Glide Foundation
Elderly Nutrition Program (ENP) Congregate Meals
July 1, 2017 – June 30, 2020

I. Purpose

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

II. Definitions

Grantee	Glide Foundation
CARBON	Contracts Administration, Reporting, and Billing On-line system
CDA	California Department of Aging
CRFC	California Retail Food Code establishes uniform health and sanitation standards for retail food facilities for regulation by the State Department of Public Health, and requires local health agencies to enforce these provisions.
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.
Congregate Meals	Congregate meals are provided in a group setting and consist of the procurement, preparation, transporting and serving of meals, as well as nutrition education that meet the needs of the service population.
DAAS	Department of Aging and Adult Services
ENP	Elderly Nutrition Program (ENP), a program which provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and which shall be provided in accordance with Title 22 regulations.
Elderly Nutrition Program (ENP) Menu Requirements	Meals shall comply with the current Dietary Guidelines for Americans(DGA), published by the U.S. Department of Health and Human Services and the U.S. Department of Agriculture; and shall provide (a) A minimum of one-third of the Dietary Reference Intakes (DRI) as established by the Food and Nutrition Board, Institute of Medicine, National Academy of Sciences, if the grantee 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 grantee 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.
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, monitoring and documenting practices and taking corrective actions when failure to meet critical limits is detected.
HSA	Human Services Agency of the City and County of San Francisco
LGBTQ+	An acronym/term used to refer to persons who self-identify as non -heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Low-Income	For Elderly Nutrition Programs, this is at or below 100% of federal 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.
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 Dietary Reference Intakes (DRI) for all calculated nutrients. (c) At a minimum, values must be determined for calories, protein, fat, saturated fat, fiber, calcium, magnesium, sodium, potassium, vitamin A, vitamin C, vitamin D, and vitamin B12.
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 individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses, about options and methods for improving their nutritional status, performed by a Registered Dietitian in accordance with Sections 2585 and 2586, Business and Professions Code.

Nutrition Education	Providing nutrition program consumers current facts and information which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. The nutrition education for congregate sites is defined as demonstrations, audiovisual presentations, lectures, or small group discussions. Nutrition education plan and services shall be approved by a Registered Dietitian. Dietetic students, interns, or technicians may provide nutrition education under the close supervision of a RD. Nutrition education services shall be based on the needs of the consumers as determined by annual consumer satisfaction survey and/or results from DETERMINE Your Nutritional Health tool. The nutrition education activities shall be provided on quarterly basis and documented.
Nutrition Screening	The completion of a nutrition screening checklist by eligible consumers to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994.
Older Adult	Person who is 60 years or older, used interchangeably with Senior.
OOA	Office on the Aging
Registered Dietitian (RD) Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration. A Registered Dietitian (R.D.) shall be covered by professional liability insurance either individually (if a consultant) or through Grantee.
Senior	Person who is 60 years or older, used interchangeably with Older Adult.
SOGI	Sexual Orientation and Gender Identity; Ordinance No. 159-16 amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (Chapter 104, Sections 104.1 through 104.9).
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.

III. Target Population

The target population is residents of San Francisco County, age 60 and older. OOA 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 LGBTQ+.

IV. Eligibility for Services

To participate in Congregate Meal Program, an individual must meet either one of the following criteria:

- A senior, defined as an individual age 60 or older
- Spouse or domestic partner of a senior enrolled in the program
- An individual under the age of 60, with a disability who resides in housing facilities occupied primarily by older adults at which the congregate meal program is located
- A disabled individual who resides at home with and accompanies a senior who participates in the program. A volunteer under the age of 60 who helps in the meal program if doing so will not deprive a senior of a meal

V. Services to be Provided

A. Develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by Title 22 Regulations, CDA, and OOA Policies to ensure the provision of quality meals, adequate access to socialization activities and sound nutrition information enabling consumers to reduce incidences of chronic diseases and maintain independent living.

B. Provide congregate 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 allocated to each meal site as shown on the DAAS-OOA approved Site Chart. Each meal should meet the ENP menu requirements.
3. Provide at least one session per quarter of nutrition education to consumers. The total units of nutrition education will be, at minimum, as shown on the DAAS-OOA approved Site Chart. The service units will be reported in CA-GetCare in the month that the service is provided. One unit of nutrition education is defined as one nutrition presentation to one consumer.
4. A nutrition screening using the “Determine Your Nutritional Health” checklist is conducted annually for each consumer and documented in CA-GetCare within one month of obtaining the consumer’s nutrition risk screening.
5. The donation rate per meal requested of each consumer must be approved by the Grantee’s Board of Directors and in compliance with OOA policy memoranda.
6. Service Units:

Table A	FY 2017-18	FY 2018-19	FY 2019-20
#Unduplicated Consumers	950	900	900
#Meals	57,186	56,686	56,686

C. Ensure central kitchen (or caterer kitchen) and all congregate meal sites 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 for the production kitchen must be conducted on site and documented by a RD based on the number of monitoring approved in the Grantee's budget. 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 on a timely basis and no later than once per quarter.
- 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 as defined by OOA policy memoranda. The survey tool will be provided by OOA on an annual basis.
- G. 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.
- 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 quarterly in-service training coordinated and provided by the OOA and share the information with their staff and volunteers.
- J. The Grantee will 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.

VI. Service Objectives

- A. Grantee will serve the total number of unduplicated consumers as indicated in Table A in Section V.
- B. Grantee will provide the total number of meals as indicated in Table A.
- C. Grantee will provide nutrition education to consumers in a group setting, a minimum of one nutrition education session per quarter at each site.
- D. Grantee will provide nutrition compliance units as indicated in Appendix B.

VII. Outcome Objectives

- A. At least 85% of consumers will report being satisfied with the meal quality as defined as "Excellent or Good" in the DAAS annual consumer satisfaction survey, with a minimum sample size of the Grantee's average number of meals served at each congregate meal site.
- B. At least 75% of the consumers will report that the meal service helps maintain their independence based on the DAAS annual consumer satisfaction survey, with a minimum sample size of the Grantee's average number of meals served at each congregate meal site.
- C. At least 65% of consumers will report an increase in the consumption of fruits and vegetables as evidenced by reported change from previous baseline data in the Nutrition Risk Screening Tool or other appropriate evaluation data.
- D. At least 65% of consumers with a high nutrition risk score as defined by the "Determine Your Nutritional Health" checklist will be connected to additional and appropriate resources.

- E. At least 65% of consumers that are identified as "lonely" as evidenced by the DAAS adopted loneliness screening tool will be connected to additional and appropriate resources.

VIII. Monitoring Activities

- A. Nutrition Program Monitoring: Program monitoring will include review of kitchen facility and congregate meal sites in accordance with CRFC, CDA nutrition service standards, and DAAS policies. This includes project income policies, nutrition education policies, consumer eligibility and targeted mandates, documentation for the units of service and all reporting, and progress of service and outcome objectives; how consumer 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, verification that hours of operation are reflected with in most recent approved site chart; employee resume and credentials, job description, and whether progress notes are maintained according to the OOA nutrition program 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 data obtained from consumers using the intake form for Congregate Meals, which includes the annual Nutrition Risk Screening, the loneliness screening, and the food security questions for all enrolled consumers by the due date as specified by OOA policy and in accordance to OOA Nutrition program guidelines.
- B. Grantee will enter into CA-GetCare all consumer level service units in the Service Recording Tool and data for monthly service reporting by the 5th 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.
- D. Grantee will enter the following monthly metrics in the CARBON database by the 15th of the following month: Number of meals served and number of nutrition compliance units provided.
- E. Grantee will enter the annual Outcome Objective metrics identified in Section VII of the appendix A in the CARBON database by the 15th of the month following the end of the program year.
- F. 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 (or as amended) 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.
- G. Grantee will develop and maintain its OOA approved Site Chart. The site chart may be updated with the approval of OOA. A copy of the updated Site Chart will be kept in OOA's contractor program.

- H. Grantee shall develop and deliver an annual summary report of SOGI data collected in the year as requested by HSA. The due date for submitting the annual summary report is July 10th.
- I. 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:

Rocio Duenas
Contract Manager/HSA
P.O. Box 7988
San Francisco, CA 94120

Linda Lau, RD, MPH
Lead Nutritionist/OOA
1650 Mission Street, 5th Floor
San Francisco, CA 94103

	A	B	C	D	E	F	G	H	I	J
1	BUDGET FORMS									Appendix B, pg. 1
2										11/1/2018
3	HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES									
4	BUDGET PROPOSAL FORMS									
5	Grantee's Name: Glide Foundation									Grant Term
6	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>									
7	Effective Date of Mod: _____ No. of Mod: _____									7/1/17 to 6/30/20
8	Program: Enter 1 Prog ONLY (e.g. Cong-ENP, HDM-ENP, Cong-AWD, or HDM-AWD)	REVISED	Cong-ENP	FY18-19 Change	FY18-19 Cong-ENP- REVISED	Cong-ENP	FY19-20 Change	FY19-20 Cong-ENP REVISED	TOTAL	Average cost/meal
9	Annual #Meals Contracted	57,186	53,686	6,000	59,686	53,686	6,000	59,686	176,558	
10	Program Term	7/1/17 to 6/30/18	7/1/18 to 6/30/19		7/1/18 to 6/30/19	7/1/19 to 6/30/20		7/1/19 to 6/30/20	7/1/17 to 6/30/20	
11	DAAS Expenditures									
12	Salaries & Benefits	\$52,041	\$55,109	\$7,516	\$62,625	\$55,109	\$7,516	\$62,625	\$177,291	\$1.00
13	Operating Expense	\$127,569	\$115,430	\$11,520	\$126,950	\$115,430	\$11,520	\$126,950	\$381,469	\$2.16
14	Subtotal	\$179,610	\$170,539	\$19,036	\$189,575	\$170,539	\$19,036	\$189,575	\$558,760	\$3.16
15	Indirect Percentage (max 10%)	10%	10%		10%	10%		10%		
16	Indirect Cost (Line 15 X Line 14, check Gen.Guidance regarding indirect exclusion)	\$17,961	\$17,054	\$1,904	\$18,958	\$17,054	\$1,904	\$18,958	\$55,877	\$0.32
17	Capital Expenditure									
18	TOTAL DAAS EXPENDITURES	\$197,571	\$187,593	\$20,940	\$208,533	\$187,593	\$20,940	\$208,533	\$614,637	\$3.49
19										
20	Non-DAAS Expenditures									
21	Salaries & Benefits	\$88,942	\$88,942		\$88,942	\$88,942		\$88,942	\$266,826	\$1.51
22	Operating Expense	\$41,374	\$40,079		\$40,079	\$40,079		\$40,079	\$121,531	\$0.69
23	Capital Expenditure									
24	TOTAL Non-DAAS EXPENDITURES	\$130,316	\$129,021		\$129,021	\$129,021		\$129,021	\$388,358	\$2.20
25										
26	TOTAL DAAS & Non-DAAS EXPENDITURES	\$327,887	\$316,614		\$337,554	\$316,614	\$20,940	\$337,554	\$1,002,995	\$5.69
27										
28	HSA-DAAS Revenues									
29	Meals	\$180,925	\$187,593	\$20,940	\$208,533	\$187,593	\$20,940	\$208,533	\$597,991	
30										
31	COBB	\$3,293								
32	OTO Equipment (Gen. Funds)	\$1,558								
33	OTO Meals	\$11,795							\$11,795	
34										
35										
36	TOTAL HSA-DAAS REVENUES	\$197,571	\$187,593	\$20,940	\$208,533	\$187,593	\$20,940	\$208,533	\$614,637	
37	PER MEAL COST, HSA-DAAS	\$3.45	\$3.49		\$3.49	\$3.49		\$3.49	\$3.48	
38	Non-DAAS Revenues									
39	Project Income									
40	Agency Cash - Fundraising	\$70,781	\$70,781		\$70,781	\$70,781		\$70,781	\$212,343	\$1.20
41	Agency In-Kind Volunteer	\$58,240	\$58,240		\$58,240	\$58,240		\$58,240	\$174,720	\$0.99
42	Nutrition Compliance Revenues									
43										
44	TOTAL NON HSA-DAAS REVENUES	\$129,021	\$129,021		\$129,021	\$129,021		\$129,021	\$387,063	
45	PER MEAL COST, NON HSA-DAAS	\$2.26	\$2.40		\$2.16	\$2.40		\$2.16	\$2.19	
46	TOTAL REVENUES	\$326,592	\$316,614		\$337,554	\$316,614		\$337,554	\$1,001,700	
47	PER MEAL COST, TOTAL	\$5.71	\$5.90			\$5.90		\$5.66	\$5.67	
48	Full Time Equivalent (FTE)									
50	Prepared by: Ira Daniel	Phone No.:							10/26/2018	
51	HSA-CO Review Signature: _____	Date: _____							Date: _____	
52	HSA #1	Form Rev. 12/22/16								

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Grantee's Name: Glide Foundation												Appendix B, page 2	
2	Program Name:												Date: 6/5/2018	
3	Cong-ENP													
4	Salaries & Benefits Detail													
5														
6														
7														
8	H.S.A-DAAS		Agency Totals		For DAAS Nutrition		Modification		7/1/17 to 6/30/18	7/1/18 to 6/30/19	7/1/18 to 6/30/19	7/1/19 to 6/30/20	7/1/19 to 6/30/20	7/1/17 to 6/30/20
9	POSITION TITLE and NAME		Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	TOTAL Budgeted Salary
10	George Gundry - Director		\$130,000	100%	2%	2%	4%	4%	\$7,800	\$7,800	\$7,800	\$7,800	\$7,800	\$23,400
11	Joselyn Barrera - Culinary Mana		\$65,000	100%	2%	2%	4%	4%	\$3,900	\$4,700	\$5,350	\$4,700	\$5,350	\$14,600
12	Cho Wing Chung - Chef		\$36,110	100%	2%	2%	4%	4%	\$2,967	\$2,903	\$3,397	\$2,903	\$3,397	\$9,760
13	James Sampagna - Shift Leader		\$43,682	100%	2%	2%	4%	4%	\$3,421	\$3,421	\$3,951	\$3,421	\$3,951	\$11,323
14	Alexis Santiago - Shift Leader		\$35,153	100%	2%	2%	4%	4%	\$2,772	\$2,909	\$3,409	\$2,909	\$3,409	\$9,591
15	Leon Thomas III - Steward		\$46,594	100%	2%	2%	4%	4%	\$2,796	\$3,520	\$4,120	\$3,520	\$4,120	\$11,035
16	Dishwashers - 2		\$62,402	100%	9%	9%	2%	2%	\$6,864	\$7,664	\$8,264	\$7,664	\$8,264	\$23,393
17	Program Navigator- TBA-2		\$80,000	100%	9%	9%	1%	1%	\$7,950	\$7,950	\$9,450	\$7,950	\$9,450	\$26,850
18	Tina Huang-Program Assistant		\$43,702	100%	2%	2%	3%	3%	\$2,187	\$2,187	\$3,185	\$2,187	\$3,185	\$8,557
19	TOTALS		\$ 542,643	900%	30%	30%	26%	26%	\$40,657	\$43,054	\$48,926	\$43,054	\$48,926	\$138,508
20	FRINGE BENEFIT RATE		28.0%											
21	EMPLOYEE FRINGE BENEFITS		\$ 151,940						\$11,384	\$12,055	\$13,699	\$12,055	\$13,699	\$38,782
22	TOTAL DAAS SALARIES & BENEFITS		\$ 694,583						\$52,041	\$55,109	\$62,625	\$55,109	\$62,625	\$177,291
23														
24														
25	Non - DAAS		Agency Totals		For DAAS Meal		For DAAS Meal							TOTAL
26	POSITION TITLE and NAME		Annual Full Time Salary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
27	Program Director		\$ 130,000	100%	2%	2.00%	2%	0.04%	\$2,600	\$2,600	\$2,600	\$2,600	\$2,600	\$7,800
28	Data & Contracts Coordinator		\$ 52,896	100%	2%	2.00%	2%	0.04%	\$1,058	\$1,058	\$1,058	\$1,058	\$1,058	\$3,174
29	Security Monitor		\$ 32,802	100%	5%	5.00%	5%	0.25%	\$1,640	\$1,640	\$1,640	\$1,640	\$1,640	\$4,920
30	Meals Volunteers		\$ 29,120	1500%	13%	200.00%	13%	26.67%	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$174,720
31	Assistant Manager		\$ 65,000	100%	2%	2.00%	2%	0.04%	\$1,300	\$1,300	\$1,300	\$1,300	\$1,300	\$3,900
32	Senior Director of Programs		\$ 155,000	100%	2%	2.00%	2%	0.04%	\$3,100	\$3,100	\$3,100	\$3,100	\$3,100	\$9,300
33	Senior Manager of Programs		\$ 77,400	100%	2%	2.00%	2%	0.04%	\$1,548	\$1,548	\$1,548	\$1,548	\$1,548	\$4,644
34	TOTAL NON-DAAS		\$ 542,218	2100%	28%	215%	28%	27%	\$69,486	\$69,486	\$69,486	\$69,486	\$69,486	\$208,458
35	FRINGE BENEFIT RATE		28.0%											
36	EMPLOYEE FRINGE BENEFITS		\$ 151,821						\$19,456	\$19,456	\$19,456	\$19,456	\$19,456	\$58,368
37	TOTAL Non-DAAS SALARIES & BENEFITS		\$ 694,039						\$88,942	\$88,942	\$88,942	\$88,942	\$88,942	\$266,826
38	TOTAL DAAS & Non-DAAS SALARIES & BENEFITS		\$ 1,388,622						\$140,983	\$144,051	\$151,567	\$144,051	\$151,567	\$444,117
39	HSA #2		#REF!											

	A	B	C	D	E	F	G	H	I	J
1	Grantee's Name: Glide Foundation									Appendix B, page 3
2	Program Name:									Date: 6/5/2018
3	Cong-ENP									
4	Operating Expense Detail									
5										
7	H.S.A-DAAS	Annual #Meals Contracted:	57,186	53,686	59,686	53,686	59,686	59,686	TOTAL	
8	Expenditure Category	Term:	7/1/17 to 6/30/18	7/1/18 to 6/30/19	7/1/18 to 6/30/19	7/1/19 to 6/30/20	7/1/17 to 6/30/20	7/1/17 to 6/30/20	7/1/17 to 6/30/20	
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 \$ 1.79	\$106,224	\$96,098	\$106,838	\$96,098	\$106,838	\$106,838	\$319,900	
15	Cong Food Svc Supplies	per meal \$ 0.13	\$7,434	\$6,979	\$7,759	\$6,979	\$7,759	\$7,759	\$22,953	
16	HDM Food Svc Supplies	per meal \$ -								
17	Catered Meals	per meal \$ -								
18	CONSULTANT/SUBCONTRACTOR Descriptive Title									
19	Registered Dietitian									
20										
21	OTHER COSTS:									
22	small food service equipment (OTO)		\$1,558						\$1,558	
23	Insurance									
24	Staff Training & Travel									
25	Rental of Equipment									
26	Garbage		\$750	\$750	\$750	\$750	\$750	\$750	\$2,250	
27	Information Technology		\$500	\$500	\$500	\$500	\$500	\$500	\$1,500	
28	Repair/Maintenance		\$1,827	\$1,827	\$1,827	\$1,827	\$1,827	\$1,827	\$5,481	
29	Food Storage		\$1,042	\$1,042	\$1,042	\$1,042	\$1,042	\$1,042	\$3,126	
30	Occupancy		\$8,234	\$8,234	\$8,234	\$8,234	\$8,234	\$8,234	\$24,702	
31	TOTAL DAAS OPERATING EXPENSE		\$127,569	\$115,430	\$126,950	\$115,430	\$126,950	\$126,950	\$381,469	
33	Non-DAAS									
34	TOTAL									
35	Rental of Property									
36	Utilities(Elec, Water, Gas, Phone, Scavenger)									
37	Office Supplies, Postage									
38	Building Maintenance Supplies and Repair									
39	FOOD COSTS									
40	Raw Food	per meal \$ 0.37	\$21,159	\$19,864		\$19,864			\$60,886	
41	Cong Food Svc Supplies	per meal \$ -								
42	HDM Food Svc Supplies	per meal \$ -								
43	Catered Meals	per meal \$ -								
44	CONSULTANT/SUBCONTRACTOR Descriptive Title									
45	Registered Dietitian									
46										
47	OTHER COSTS:									
48	Insurance									
49	Staff Training & Travel									
50	Rental of Equipment									
51	Equipment		\$1,370	\$1,370		\$1,370			\$4,110	
52	Garbage		\$1,200	\$1,200		\$1,200			\$3,600	
53	Information Technology		\$2,000	\$2,000		\$2,000			\$6,000	
54	Occupancy		\$15,645	\$15,645		\$15,645			\$46,935	
55										
57	TOTAL Non-DAAS OPERATING EXPENSE		\$41,374	\$40,079		\$40,079			\$121,531	
59	TOTAL DAAS & Non-DAAS OPERATING EXPENSE		\$168,943	\$155,509		\$155,509			\$503,001	
64	HSA #3	#REF!								

APPENDIX A9 - SERVICES TO BE PROVIDED
Centro Latino de San Francisco

Congregate Meals for Adults with Disabilities (AWD)
Effective July 1, 2017 – June 30, 2020

I. PURPOSE

The purpose of this grant is to assist adults 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 meal services.

II. DEFINITIONS

AWD	Person 18-59 years of age living with a disability.
CARBON	Contracts Administration, Reporting, and Billing On Line System.
CRFC	California Retail Food Code establishes uniform health and sanitation standards for retail food facilities for regulation by the State Department of Public Health, and requires local health agencies to enforce these provisions.
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.
Congregate Meals	Congregate meals are provided in a group setting and consist of the procurement, preparation, transporting and serving of meals, as well as nutrition education that meet the needs of the service population.
DAAS	Department of Aging and Adult 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.
Grantee	Centro Latino de 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, monitoring and documenting practices and taking corrective actions when failure to meet critical limits is detected.
HSA	Human Services Agency of the City and County of San Francisco
LGBTQ+	An acronym/term used to refer to persons who self-identify as non - heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Low-Income	Having income at or below 300% of the federal poverty line defined by the federal Bureau of the Census and published annually by the U.S.

Department of Health and Human Services. This is only to be used by consumers to self-identify their income status, not to be used as a means test to qualify for the program.

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 Dietary Reference Intakes (DRI) for all calculated nutrients. (c) At a minimum, values must be determined for calories, protein, fat, saturated fat, fiber, calcium, magnesium, sodium, potassium, vitamin A, vitamin C, vitamin D, and vitamin B12.
Menu Requirements	Meals shall comply with the current Dietary Guidelines for Americans(DGA), published by the U.S. Department of Health and Human Services and the U.S. Department of Agriculture; and shall provide (a) A minimum of one-third of the DRIs as established by the Food and Nutrition Board, Institute of Medicine, National Academy of Sciences, if the grantee 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 grantee 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.
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 individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses, about options and methods for improving their nutritional status, performed by a Registered Dietitian in accordance with Sections 2585 and 2586, Business and Professions Code.
Nutrition Education	Providing nutrition program consumers current facts and information which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. The nutrition education for congregate sites is defined as demonstrations, audiovisual presentations, lectures, or small group discussions. Nutrition education plan and services shall be approved by a Registered Dietitian.. Dietetic students, interns, or technicians may provide nutrition education under the close supervision of a RD. Nutrition education services shall be based on the needs of the consumers as determined by annual consumer satisfaction survey and/or results from DETERMINE Your Nutritional Health tool.

	The nutrition education activities shall be provided on quarterly basis and documented.
Nutrition Screening	The completion of a nutrition screening checklist by eligible consumers to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994.
Registered Dietitian (RD)	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.
SOGI	Sexual Orientation and Gender Identity; Ordinance No. 159-16 amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (Chapter 104, Sections 104.1 through 104.9).

III. Target Population

The target population is residents of San Francisco County, between the age of 18 and 59 who have a disability as defined in Section II, Definitions. OOA 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 LGBTQ.

IV. Eligibility for Services

To participate in an AWD Congregate Meal Program, the consumer must be between the age of 18 and 59 and have a disability as defined in Section II, Definitions.

V. Services to be Provided

- A. Develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by the most recent California Retail Food Code and OOA Policy to ensure the provision of quality meals and sound nutrition information enabling consumers to reduce incidences of chronic diseases and maintain independent living.
- B. Provide congregate 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 AWD meals annually as indicated in Table A. The meals will be allocated to each meal site as shown on the DAAS-OOA approved Site Chart. Each meal should meet the AWD menu requirements.
 3. Provide at least one session per quarter of nutrition education to consumers. The total units of nutrition education will be, at minimum, as shown on the DAAS-OOA approved Site Chart. The service units will be reported in the month that the service is provided.
 4. A nutrition screening using the "Determine Your Health" checklist is conducted annually for each consumer and documented in CA-GetCare within one month of obtaining the consumer's nutrition risk screening.
 5. The donation rate per meal requested of each consumer must be approved by the Grantee's Board of Directors and in compliance with OOA policy memoranda.

6. Service Units:

Table A	FY 2017-18	FY 2018-19	FY 2019-20
# Unduplicated Consumers	196	288	308
# Meals	11,705	17,230	18,396

- C. Ensure central kitchen (or caterer kitchen) and all congregate meal sites 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 for the production kitchen must be conducted on site and documented by a RD based on the number of monitoring approved in the Grantee’s budget. 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 on a timely basis and no later than once per quarter.
- 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 as defined by OOA policy memoranda. The survey tool will be provided by OOA on an annual basis.
- G. 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.
- 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 quarterly in-service training coordinated and provided by the OOA and share the information with their staff and volunteers.
- J. The Grantee will 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.

VI. Service Objectives

- A. Grantee will serve the total number of unduplicated consumers as indicated in Table A, in Section V.
- B. Grantee will provide the total number of meals as indicated in Table A, in Section V.
- C. Grantee will provide nutrition education to consumers in a group setting, a minimum of one nutrition education session per quarter
- D. Grantee will provide nutrition compliance units as indicated in Appendix B.

VII. Outcome Objectives

- A. At least 85% of consumers will report being satisfied with the meal quality as defined as “Excellent or Good” in the DAAS annual consumer satisfaction survey, with a minimum sample size of the Grantee’s average number of meals served at each congregate meal site.
- B. At least 75% of the consumers will report that the meal service helps maintain their independence based on the DAAS annual consumer satisfaction survey, with a minimum

sample size of the Grantee's average number of meals served at each congregate meal site.

- C. At least 65% of consumers will report an increase in the consumption of fruits and vegetables as evidenced by a reported change from previous baseline data in the Nutrition Risk Screening Tool or other appropriate evaluation data.
- D. At least 65% of consumers with a high nutrition risk score as defined by the "Determine Your Nutritional Health" checklist will be connected to additional and appropriate resources.
- E. At least 65% of consumers that are identified as "lonely" as evidenced by the DAAS adopted loneliness screening tool will be connected to additional and appropriate resources.

VIII. Monitoring Activities

- A. Nutrition Program Monitoring: Program monitoring will include review of kitchen facility and congregate meal sites in accordance with CRFC, CDA nutrition service standards, and DAAS policies. This includes project income policies, nutrition education policies, consumer eligibility and targeted mandates, documentation for the units of service and all reporting, and progress of service and outcome objectives; how consumer 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, verification that hours of operation are reflected with in most recent approved site chart; employee resume and credentials, job description, and whether progress notes are maintained according to the OOA nutrition program 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 data obtained from consumers using the congregate program intake form, which includes the annual Nutrition Risk Screening, the loneliness screening, and the food security questions for all enrolled consumers by the due date as specified by OOA policy and in accordance to OOA Nutrition program guidelines.
- B. Grantee will enter into CA-GetCare all consumer level service units in the Service Recording Tool and data for monthly service reporting by the 5th 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.

- D. Grantee will enter the following monthly metrics in the CARBON database by the 15th of the following month: Number of meals served and number of nutrition compliance units provided.
- E. Grantee will enter the annual Outcome Objective metrics identified in Section VII of this Appendix A in the CARBON database by the 15th of the month following the end of the program year.
- F. 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
- G. Grantee will develop and maintain its OOA approved Site Chart. The site chart may be updated with the approval of OOA. A copy of the updated Site Chart will be kept in OOA's contractor program.
- H. Grantee shall develop and deliver an annual summary report of SOGI data collected in the year as requested by HSA. The due date for submitting the annual summary report is July 10th.
- I. 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

David Kashani
Contract Manager/HSA
P.O. Box 7988
San Francisco, CA 94120

Lauren Muckley, RD
Nutritionist/OOA
1650 Mission Street, 5th Floor
San Francisco, CA 94103

	A	B	C	D	E	F	G	H	I	J
1	BUDGET FORMS									Appendix B9, pg. 1
2										Document Date: 11/9/2018
3	HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES									
4	BUDGET SUMMARY									
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"/>									7/1/17 to 6/30/20
7	Effective Date of Mod: 7/1/17 No. of Mod: Cong- AWD									
8	Program: CONGREGATE-AWD	Original	Original	Modification	Revised	Original	Modification	Revised	TOTAL	Average cost/meal
9	Annual #Meals Contracted	11,705	11,705	5,525	17,230	11,705	6,691	18,396	47,331	
10	Program Term	7/1/17 to 6/30/18		7/1/18 to 6/30/19		7/1/19 to 6/30/20		7/1/17 to 6/30/20		
11	DAAS Expenditures									
12	Salaries & Benefits	\$68,257	\$68,257	\$21,880	\$90,137	\$68,257	\$29,194	\$97,451	\$255,845	\$5.41
13	Operating Expense	\$10,635	\$11,595	\$15,780	\$27,375	11595	\$16,418	\$28,013	\$66,022	\$1.39
14	Subtotal	\$78,891	\$79,852	\$37,660	\$117,512	\$79,852	\$45,612	\$125,464	\$321,867	\$6.80
15	Indirect Percentage (max 10%)									
16	Indirect Cost (Line 14 X Line 13)									
17	OTO									
18	TOTAL DAAS EXPENDITURES	\$78,891	\$79,852	\$37,660	\$117,512	\$79,852	\$45,612	\$125,464	\$321,867	\$6.80
19										
20	Non-DAAS Expenditures									
21	Salaries & Benefits	\$6,052	\$6,052	\$0	\$6,052	\$6,052	\$0	\$6,052	\$18,156	\$0.38
22	Operating Expense	\$12,424	\$12,424	\$3,484	\$15,908	\$12,424	\$4,219	\$18,643	\$44,975	\$0.95
23	Capital Expenditure									
24	TOTAL Non-DAAS EXPENDITURES	\$18,476	\$18,476	\$3,484	\$21,960	\$18,476	\$4,219	\$22,695	\$63,131	\$1.33
25										
26	TOTAL DAAS & Non-DAAS EXPENDITURES	\$97,367	\$98,328	\$41,144	\$139,472	\$98,328	\$49,831	\$148,159	\$384,998	\$8.13
27										
28	HSA-DAAS Revenues									
29	Meals	\$77,953	\$77,953	\$0	\$77,953	\$77,953	\$0	\$77,953	\$233,859	
30	CODB	\$938	\$1,899	\$0	\$1,899	\$1,899	\$0	\$1,899	\$4,736	
31	18/19 Addback			\$37,660	\$37,660		\$0	\$0	\$37,660	
32	19/20 Addback						\$45,612	\$45,612	\$45,612	
33										
34	TOTAL HSA-DAAS REVENUES	\$78,891	\$79,852	\$37,660	\$117,512	\$79,852	\$45,612	\$125,464	\$321,867	
35	PER MEAL COST, HSA-DAAS	\$6.74	\$6.82	\$6.82	\$6.82	\$6.82	\$6.82	\$6.82	\$6.82	\$6.80
36	Non-DAAS Revenues									
37	Project Income	7,381	7,381	\$3,484	10,865	7,381	\$4,219	11,600	\$29,846	\$0.63
38	Agency Cash - Facility rental	\$5,043	\$5,043	\$0	\$5,043	\$5,043	\$0	\$5,043	\$15,129	\$0.32
39	Agency In-Kind Volunteer	\$6,052	\$6,052	\$0	\$6,052	\$6,052	\$0	\$6,052	\$18,156	\$0.38
40										
41										
42	TOTAL NON HSA-DAAS REVENUES	\$18,476	\$18,476	\$3,484	\$21,960	\$18,476	\$4,219	\$22,695	\$63,131	
43	PER MEAL COST, NON HSA-DAAS	\$1.58			\$1.27			\$1.23	\$1.33	
44	TOTAL REVENUES	\$97,367	\$98,328	\$41,144	\$139,472	\$98,328	\$49,831	\$148,159	\$384,998	-\$0.32
45	PER MEAL COST, TOTAL	\$8.32			\$8.09			\$8.05	\$8.13	
46	Full Time Equivalent (FTE)									
48	Prepared by: Gloria Bonilla	Phone No.: 415-266-0883								
49	HSA-CO Review Signature:	\$1	\$0	(\$0)	(\$0)	(\$0)	\$0	Date:	9/12/2017	
50	HSA #1 (11/14/13)									

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Grantee's Name: Centro Latino de San Francisco, Inc.												Appendix B9, page 2	
2	Program Name: Cong. - AWD												Date: 11/9/18	
3	Cong. - AWD													
4	Salaries & Benefits Detail													
5														
6														
7														
8	H.S.A-DAAS	Agency Totals				For DAAS Nutrition		7/1/17 to 6/30/18		7/1/18 to 6/30/19		7/1/19 to 6/30/20		7/1/17 to 6/30/20
9	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	Original	Original	Addback	Revised	Original	Addback	Revised	TOTAL	
10	Executive Director Bonilla, Gloria	\$78,208	95%	11%	10%	\$8,501	\$8,501		\$8,501	\$8,501		\$8,501	\$25,504	
11	Nutritionist/Activities Facilitator: Alvarez, Flor	\$47,840	80%	6%	4%	\$5,621	\$2,690		\$2,690	\$2,690		\$2,690	\$11,001	
12	Programs Comp. Coordinator Poveda, Olga	\$43,680	81%	5%	4%	\$2,392	\$2,392		\$2,392	\$2,392		\$2,392	\$7,175	
13	Accountant/HR Riano, Olivia	\$62,400	36%	3%	3%	\$1,931	\$1,931	\$155	\$2,086	\$1,931	\$155	\$2,086	\$6,102	
14	Head Cook Crespin, Dora	\$47,840	75%	10%	7%	\$4,654	\$4,654		\$4,654	\$4,654		\$4,654	\$13,961	
15	Head Cook Perez, Maria	\$31,200	25%	13%	3%	\$998	\$4,048		\$4,048	\$4,048		\$4,048	\$9,094	
16	Star Hotel Site Manager - Javier Barahona	\$33,280	50%	7%	3%	\$11,663	\$2,303		\$2,303	\$2,303		\$2,303	\$16,269	
17	Star Hotel Server / Food Prep. - Ana Rodriguez	\$31,200	94%	23%	22%	\$9,750	\$7,252		\$7,252	\$7,252		\$7,252	\$24,254	
18	VC Site Manager/food prep worker Jannet Urquijo	\$31,200	49%	15%	7%	\$4,621	\$4,621		\$4,621	\$4,621		\$4,621	\$13,864	
19	Data Entry Clerk Oscar Martinez	\$31,200	37%	4%	2%	\$1,267	\$1,267		\$1,267	\$1,267		\$1,267	\$3,800	
20	Los Mayores Site Managr. & Asst. inslr. - Omar Romero	\$34,320	100%	6%	6%	\$1,908	\$1,908		\$1,908	\$1,908		\$1,908	\$5,723	
21	Janitor/Dishwasher Castaneda, Domingo	\$31,200	82%	17%	14%	\$998	\$5,310		\$5,310	\$5,310		\$5,310	\$11,616	
22	Social Worker I Rivera, Sylvia	\$43,680	88%	3%	2%	\$1,161	\$1,161		\$1,161	\$1,161		\$1,161	\$3,482	
23	Social Services Asst. [Comm. S. & HDM Ana Quiceno	\$34,320	37%	4%	1%	\$1,236	\$1,236		\$1,236	\$1,236		\$1,236	\$3,707	
24	Server (TBH) - Star Hotel	\$31,200	31%	0%	0%	\$0	\$0		\$0	\$0		\$0	\$0	
25	Driver, Procoro Ramirez	\$34,320	50%	6%	3%	\$2,145	\$2,145		\$2,145	\$2,145		\$2,145	\$6,435	
26	Star Site Manager and Food Prep Worker, Garcia, Maria	\$15,717	50%	47%	24%	\$0	\$7,425		\$7,425	\$7,425		\$7,425	\$14,850	
27	Associate Director/Facilities Mgr., Torres, Yvan	\$41,600	100%	6%	6%	\$0	\$0	\$2,517	\$2,517	\$0	\$4,222	\$4,222	\$6,739	
28	Driver I VA/Custodian/Food Purchaser (Javier Michel/Karen/Maria Herrera)	\$26,208	80%	10%	8%	\$0	\$0	\$2,490	\$2,490	\$0	\$2,490	\$2,490	\$4,980	
29	IT Bookman /VA Site Coordinator/Asst. Navejas, Rigoberto	\$37,440	100%	5%	5%	\$0	\$0	\$1,997	\$1,997	\$0	\$3,147	\$3,147	\$5,144	
30	Food Server Star/Asst. Head Cook Cruz Mercado, Zelaya	\$37,440	31%	16%	5%	\$0	\$0	\$5,994	\$5,994	\$0	\$9,445	\$9,445	\$15,439	
31	Food Prep.FSW /STAR &VA/ITBCC, Gloria Gladamez	\$23,400	75%	24%	18%	\$0	\$0	\$5,708	\$5,708	\$0	\$5,708	\$5,708	\$11,416	
32														
33	TOTALS	\$ 828,893				\$58,842	\$58,843	\$18,861	\$77,704	\$58,842	\$25,167	\$84,009	\$220,555	
34														
35	FRINGE BENEFIT RATE		16.00%											
36	EMPLOYEE FRINGE BENEFITS	\$ 132,623				\$9,415	\$9,415	\$3,019	\$12,434	\$9,415	\$4,027	\$13,442	\$35,290	
37														
38														
39	TOTAL DAAS SALARIES & BENEFITS	\$ 961,516				\$68,257	\$68,257	\$21,880	\$90,137	\$68,257	\$29,194	\$97,451	\$255,845	
40														
41														
42	Non - DAAS	Agency Totals				For DAAS Meal								TOTAL
43	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE	Revised	Original	Addback	Revised	Original	Addback	Revised	7/1/17 to 6/30/18	
44	Volunteer Ipolito Bamaca	\$ 31,200	36%	1%	0%	\$190	\$190	\$0	\$190	\$190	\$0	\$190	\$570	
45	Volunteer Maria Hernandez	\$ 31,200	49%	13%	6%	\$3,960	\$3,960	\$0	\$3,960	\$3,960	\$0	\$3,960	\$11,880	
46	Volunteer Luz Dominguez	\$ 31,200	29%	2%	1%	\$634	\$634	\$0	\$634	\$634	\$0	\$634	\$1,902	
47	Volunteer Sylvia Lopez	\$ 31,200	29%	2%	1%	\$634	\$634	\$0	\$634	\$634	\$0	\$634	\$1,902	
48	Volunteer Maria Beltran	\$ 31,200	29%	2%	1%	\$634	\$634	\$0	\$634	\$634	\$0	\$634	\$1,902	
49														
50														
51	TOTAL NON-DAAS	\$ 156,000				\$6,052	\$6,052	\$0	\$6,052	\$6,052	\$0	\$6,052	\$18,156	
52														
53	FRINGE BENEFIT RATE													
54	EMPLOYEE FRINGE BENEFITS	\$				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
55														
56														
57	TOTAL Non-DAAS SALARIES & BENEFITS	\$ 156,000				\$6,052	\$6,052	\$0	\$6,052	\$6,052	\$0	\$6,052	\$18,156	
58														
59	TOTAL DAAS & Non-DAAS SALARIES & BENEFITS	\$ 1,117,516				\$74,309	\$74,309	\$21,880	\$96,189	\$74,309	\$29,194	\$103,503	\$274,001.08	

	A	B	C	D	E	F	G	H	I	J	K	L	
1	Grantee's Name: Centro Centro Latino de San Francisco, Inc.					Appendix B9, page 3							
2	Program Name: Congr. AWD				Date: \$42,990			Date: 11/9/18					
3	Cong- AWD												
4	Operating Expense Detail												
5													
6													
7	H.S.A-DAAS	Annual #Meals Contracted:	11,705	11,705	5,525	17,230	11,705	6,691	18,396	TOTAL			
8	Expenditure Category	Term:	7/1/17 to 6/30/18	7/1/18 to 6/30/19			7/1/19 to 6/30/20			7/1/17 to 6/30/20			
9	Rental of Property												
10	Utilities(Elec, Water, Gas, Phone, Scavenger)			\$960	\$3,137	\$4,097	\$960	\$3,137	\$4,097			\$8,194	
11	Office Supplies, Postage												
12	Building Improvements			\$0	\$1,227	\$1,227	\$0	\$806	\$806			\$2,033	
13	Building Maintenance Supplies and Repair												
14	FOOD COSTS												
15	Raw Food	per meal \$ 0.82	\$9,598	\$9,598	\$4,531	\$14,129	\$9,598	\$5,487	\$15,085			\$38,811	
16	Cong Food Svc Supplies	per meal \$ 0.09	\$1,037	\$1,037	\$490	\$1,527	\$1,037	\$593	\$1,630			\$4,194	
17	HDM Food Svc Supplies	per meal											
18	Catered Meals	per meal											
19	CONSULTANT/SUBCONTRACTOR	Descriptive Title											
20	Registered Dietitian												
21													
22	OTHER COSTS:												
23	Accounting and Auditing			\$0	\$500	\$500	\$0	\$600	\$500			\$1,000	
24	Other Expenses			\$0	\$800	\$800	\$0	\$800	\$800			\$1,600	
25	Stipends			\$0	\$1,745	\$1,745	\$0	\$1,745	\$1,745			\$3,490	
26	Insurance (liability)			\$0	\$650	\$650	\$0	\$650	\$650			\$1,300	
27	Vehicle Costs			\$0	\$800	\$800	\$0	\$800	\$800			\$1,600	
28	Staff Development			\$0	\$1,500	\$1,500	\$0	\$1,500	\$1,500			\$3,000	
29	Printing & Copying			\$0	\$400	\$400	\$0	\$400	\$400			\$800	
30													
31													
32	TOTAL DAAS OPERATING EXPENSE		\$10,635	\$11,595	\$15,780	\$27,375	\$11,595	\$16,418	\$28,013			\$66,022	
34	Non-DAAS											TOTAL	
35	Expenditure Category												
36	Rental of Property												
37	Utilities(Elec, Water, Gas, Phone, Scavenger)												
38	Office Supplies, Postage												
39	Building Maintenance Supplies and Repair												
40	FOOD COSTS												
41	Raw Food	per meal \$ 0.63	\$7,381	\$7,381	\$3,484	\$10,865	\$7,381	\$4,219	\$11,600			\$29,846	
42	Cong Food Svc Supplies	per meal											
43	HDM Food Svc Supplies	per meal											
44	Catered Meals	per meal											
45	CONSULTANT/SUBCONTRACTOR	Descriptive Title											
46	Registered Dietitian												
47													
48	OTHER COSTS:												
49	Facility Rental (In-Kind)		\$5,043	\$5,043	\$0	\$5,043	\$5,043	\$0	\$5,043			\$15,129	
50													
51													
52													
53													
54													
55													
56	TOTAL Non-DAAS OPERATING EXPENSE		\$12,424	\$12,424	\$3,484	\$15,908	\$12,424	\$4,219	\$16,643			\$44,975	
57													
58	TOTAL DAAS & Non-DAAS OPERATING EXPENSE		\$23,059	\$24,019	\$19,264	\$43,283	\$24,019	\$20,637	\$44,656			\$110,997	

Appendix A-2 - Services to be Provided
Russian American Community Services
Congregate Meals for Adults with Disabilities (AWD)
Effective July 1, 2017 – June 30, 2020

I. PURPOSE

The purpose of this grant is to assist adults 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 meal services.

II. DEFINITIONS

Grantee	Russian American Community Services
AWD	Person 18-59 years of age living with a disability.
CARBON	Contracts Administration, Reporting, and Billing On Line System.
CRFC	California Retail Food Code establishes uniform health and sanitation standards for retail food facilities for regulation by the State Department of Public Health, and requires local health agencies to enforce these provisions.
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.
Congregate Meals	Congregate meals are provided in a group setting and consist of the procurement, preparation, transporting and serving of meals, as well as nutrition education that meet the needs of the service population.
DAAS	Department of Aging and Adult 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.
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, monitoring and documenting practices and taking corrective actions when failure to meet critical limits is detected.
HSA	Human Services Agency of the City and County of San Francisco

LGBTQ+	An acronym/term used to refer to persons who self-identify as non - heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Low-Income	Having income at or below 300% of the federal poverty line defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. This is only to be used by consumers to self-identify their income status, not to be used as a means test to qualify for the program.
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 Dietary Reference Intakes (DRI) for all calculated nutrients. (c) At a minimum, values must be determined for calories, protein, fat, saturated fat, fiber, calcium, magnesium, sodium, potassium, vitamin A, vitamin C, vitamin D, and vitamin B12.
Menu Requirements	Meals shall comply with the current Dietary Guidelines for Americans(DGA), published by the U.S. Department of Health and Human Services and the U.S. Department of Agriculture; and shall provide (a) A minimum of one-third of the DRIs as established by the Food and Nutrition Board, Institute of Medicine, National Academy of Sciences, if the grantee 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 grantee 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.
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 individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses, about options and methods for improving their nutritional status, performed by a Registered Dietitian in accordance with Sections 2585 and 2586, Business and Professions Code.

Nutrition Education	Providing nutrition program consumers current facts and information which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. The nutrition education for congregate sites is defined as demonstrations, audiovisual presentations, lectures, or small group discussions. Nutrition education plan and services shall be approved by a Registered Dietitian.. Dietetic students, interns, or technicians may provide nutrition education under the close supervision of a RD. Nutrition educations services shall be based on the needs of the consumers as determined by annual consumer satisfaction survey and/or results from DETERMINE Your Nutritional Health tool. The nutrition education activities shall be provided on quarterly basis and documented.
Nutrition Screening	The completion of a nutrition screening checklist by eligible consumers to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994.
Registered Dietitian (RD)	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.
SOGI	Sexual Orientation and Gender Identity; Ordinance No. 159-16 amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (Chapter 104, Sections 104.1 through 104.9).

III. Target Population

The target population is residents of San Francisco County, between the age of 18 and 59 who have a disability as defined in Section II, Definitions. OOA 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 LGBTQ.

IV. Eligibility for Services

To participate in an AWD Congregate Meal Program, the consumer must be between the age of 18 and 59 and have a disability as defined in Section II, Definitions.

V. Services to be Provided.

- A. Develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by the most recent California Retail Food Code and OOA Policy to ensure the provision of quality meals and sound nutrition information enabling consumers to reduce incidences of chronic diseases and maintain independent living.

B. Provide congregate 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 AWD meals annually as indicated in Table A. The meals will be allocated to each meal site as shown on the DAAS-OOA approved Site Chart. Each meal should meet the AWD menu requirements.
3. Provide at least one session per quarter of nutrition education to consumers. The total units of nutrition education will be, at minimum, as shown on the DAAS-OOA approved Site Chart. The service units will be reported in the month that the service is provided.
4. A nutrition screening using the “Determine Your Health” checklist is conducted annually for each consumer and documented in CA-GetCare within one month of obtaining the consumer’s nutrition risk screening.
5. The donation rate per meal requested of each consumer must be approved by the Grantee’s Board of Directors and in compliance with OOA policy memoranda.
6. Service Units:

Table A	FY 17-18	FY 18-19	FY 19-20
#Unduplicated Consumers	16	19	19
#Meals	1,086	1,300	1,300

- C. Ensure central kitchen (or caterer kitchen) and all congregate meal sites 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 for the production kitchen must be conducted on site and documented by a RD based on the number of monitoring approved in the Grantee’s budget. 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 on a timely basis and no later than once per quarter.
- 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 as defined by OOA policy memoranda. The survey tool will be provided by OOA on an annual basis.
- G. 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.

- 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 quarterly in-service training coordinated and provided by the OOA and share the information with their staff and volunteers.
- J. The Grantee will 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.

VI. Service Objectives

- A. Grantee will serve the total number of unduplicated consumers as indicated in Table A, in Section V.
- B. Grantee will provide the total number of meals as indicated in Table A, in Section V.
- C. Grantee will provide nutrition education to consumers in a group setting, a minimum of one nutrition education session per quarter
- D. Grantee will provide nutrition compliance units as indicated in Appendix B.

VII. Outcome Objectives

- A. At least 85% of consumers will report being satisfied with the meal quality as defined as “Excellent or Good” in the DAAS annual consumer satisfaction survey, with a minimum sample size of the Grantee’s average number of meals served at each congregate meal site.
- B. At least 75% of the consumers will report that the meal service helps maintain their independence based on the DAAS annual consumer satisfaction survey, with a minimum sample size of the Grantee’s average number of meals served at each congregate meal site.
- C. At least 65% of consumers will report an increase in the consumption of fruits and vegetables as evidenced by a reported change from previous baseline data in the Nutrition Risk Screening Tool or other appropriate evaluation data.
- D. At least 65% of consumers with a high nutrition risk score as defined by the “Determine Your Nutritional Health” checklist will be connected to additional and appropriate resources.
- E. At least 65% of consumers that are identified as “lonely” as evidenced by the DAAS adopted loneliness screening tool will be connected to additional and appropriate resources.

VIII. Monitoring Activities

- A. Nutrition Program Monitoring: Program monitoring will include review of kitchen facility and congregate meal sites in accordance with CRFC, CDA nutrition service standards, and DAAS policies. This includes project income policies, nutrition education policies, consumer

eligibility and targeted mandates, documentation for the units of service and all reporting, and progress of service and outcome objectives; how consumer 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, verification that hours of operation are reflected with in most recent approved site chart; employee resume and credentials, job description, and whether progress notes are maintained according to the OOA nutrition program 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 data obtained from consumers using the Congregate program intake form, which includes the annual Nutrition Risk Screening, the loneliness screening, and the food security questions for all enrolled consumers by the due date as specified by OOA policy and in accordance to OOA Nutrition program guidelines.
- B. Grantee will enter into CA-GetCare all consumer level service units in the Service Recording Tool and data for monthly service reporting by the 5th 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.
- D. Grantee will enter the following monthly metrics in the CARBON database by the 15th of the following month: Number of meals served and number of nutrition compliance units provided.
- E. Grantee will enter the annual Outcome Objective metrics identified in Section VII of this Appendix A in the CARBON database by the 15th of the month following the end of the program year.
- F. 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
- G. Grantee will develop and maintain its OOA approved Site Chart. The site chart may be updated with the approval of OOA. A copy of the updated Site Chart will be kept in OOA's contractor program.

- H. Grantee shall develop and deliver an annual summary report of SOGI data collected in the year as requested by HSA. The due date for submitting the annual summary report is July 10th.
- I. 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

Ella Lee
Contract Manager/HSA
P.O. Box 7988
San Francisco, CA 94120
Ella.Lee@sfgov.org

Lauren Muckley, RD
Nutritionist/OOA
1650 Mission Street, 5th Floor
San Francisco, CA 94103
Lauren.Muckley@sfgov.org

HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES

Grantee's Name: RUSSIAN AMERICAN COMMUNITY SERVICES

Grant Term: 7/1/2017 to 6/30/2020

(Check One) New Renewal Modification 02

Effective Date of Mod: _____ No. of Mod: _____

Program:									cos/me
Annual #Meals Contracted	1,086	836	464	1,300	836	464	1,300	3,686	
Program Term	7/1/17 to 6/30/18	7/1/18 to 6/30/19	Modification	Revised	7/1/19 to 6/30/20	Modification	Revised	7/1/17 to 6/30/20	
DAAS Expenditures									
Salaries & Benefits	\$4,126	\$3,274		\$3,274	\$3,274		\$3,274	\$10,674	\$2.90
Operating Expense	\$3,044	\$2,415	\$3,160	\$5,575	\$2,415	\$3,160	\$5,575	\$14,194	\$3.85
Subtotal	\$7,170	\$5,689	\$3,160	\$8,849	\$5,689	\$3,160	\$8,849	\$24,868	\$6.75
Indirect Percentage (max 10%)									
check Gen.Guidance regarding									
Capital Expenditure									
TOTAL DAAS EXPENDITURES	\$7,170	\$5,689	\$3,160	\$8,849	\$5,689	\$3,160	\$8,849	\$24,868	\$6.75
Non-DAAS Expenditures									
Salaries & Benefits	\$351	\$351		\$351	\$351		\$351	\$1,053	\$0.29
Operating Expense									
Capital Expenditure									
TOTAL Non-DAAS EXPENDITURES	\$351	\$351		\$351	\$351		\$351	\$1,053	\$0.29
TOTAL DAAS & Non-DAAS EXPENDITURES	\$7,521	\$6,040	\$3,160	\$9,200	\$6,040	\$3,160	\$9,200	\$25,921	\$7.03
HSA-DAAS Revenues									
Meals	\$7,170	\$5,689	\$3,160	\$8,849	\$5,689	\$3,160	\$8,849	\$24,868	
TOTAL HSA-DAAS REVENUES	\$7,170	\$5,689	\$3,160	\$8,849	\$5,689	\$3,160	\$8,849	\$24,868	
PER MEAL COST, HSA-DAAS	\$6.60	\$6.81		\$6.81	\$6.81		\$6.81	\$6.75	
Per MEAL & COMPLIANCE COST	\$6.60	\$6.81		\$6.81	\$6.81		\$6.81	\$6.75	
Non-DAAS Revenues									
Project Income									
Agency Cash - Fundraising									
Agency In-Kind Volunteer	\$351	\$351		\$351	\$351		\$351	\$1,053	\$0.29
Nutrition Compliance Revenues									
TOTAL NON HSA-DAAS REVENUES	\$351	\$351		\$351	\$351		\$351	\$1,053	
PER MEAL COST, NON HSA-DAAS	\$0.32	\$0.42		\$0.27	\$0.42		\$0.27	\$0.29	
TOTAL REVENUES	\$7,521	\$6,040	\$3,160	\$9,200	\$6,040	\$3,160	\$9,200	\$25,921	
PER MEAL COST, TOTAL	\$6.93	\$7.22		\$7.08	\$7.22		\$7.08	\$7.03	

Full Time Equivalent (FTE) _____
 Prepared by: Eric Ha, Nick Buick Phone No.: 415.387.5336 Phone No.: 415.387.5336 Date: 10/22/2018
 HSA-CO Review Signature: _____ Date: _____

Salaries & Benefits Detail

H.S.A-DAAS	Agency Totals		For DAAS Nutrition		DAAS Program							
	Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	7/1/17 to 6/30/18	7/1/18 to 6/30/19	Modification	Revised	7/1/19 to 6/30/20	Modification	Revised	7/1/17 to 6/30/20
Substitute Labor	\$30,000	100.00%	9.33%	0.09	\$3,525	\$2,800		\$2,800	\$2,800		\$2,800	\$9,125
Total	\$ 30,000	100.00%	9%	0.09	\$3,525	\$2,800		\$2,800	\$2,800		\$2,800	\$9,125
FRINGE BENEFIT RATE	16.93%											
EMPLOYEE FRINGE BENEFITS	\$ 5,079				\$601	\$474		\$474	\$474		\$474	\$1,549
TOTAL DAAS SALARIES & BENEFITS	\$ 35,079				\$4,126	\$3,274		\$3,274	\$3,274		\$3,274	\$10,674
Non - DAAS												
Non - DAAS	Agency Totals		For DAAS Nutrition		DAAS Program							
	Annual Full Time Salary for FTE	Total % FTE (e)	% Nutr Prog (b)	Adjusted Nutr FTE	7/1/17 to 6/30/18	7/1/18 to 6/30/19	Modification	Revised	7/1/19 to 6/30/20	Modification	Revised	7/1/17 to 6/30/20
Substitute Labor	\$30,000	1.00%	100%	0.01	\$300	\$300		\$300	\$300		\$300	\$900
Total	\$ 30,000	1.00%	100%	0.01	\$300	\$300		\$300	\$300		\$300	\$900
FRINGE BENEFIT RATE	17.00%											
EMPLOYEE FRINGE BENEFITS	\$ 5,100				\$51	\$51		\$51	\$51		\$51	\$153
TOTAL Non-DAAS SALARIES & BENEFITS	\$ 35,100				\$351	\$351		\$351	\$351		\$351	\$1,053
TOTAL DAAS & Non-DAAS SALARIES & BENEFITS	\$ 70,179				\$4,477	\$3,625		\$3,625	\$3,625		\$3,625	\$11,727

HSA #2 #REF!
 NOTE: Green highlighted cells have formulas that link data to Budget Summary page
 Cells with formulas are protected to avoid accidental changes. To unprotect, go to "Tools" then "Unprotect sheet". No password needed.

Operating Expense Detail

Annual #Meals Contracted: Term:	1,086	836	464	1,300	836	464	1,300	\$3,686
	7/1/17 to 6/30/18	7/1/18 to 6/30/19	Modification	Revised	7/1/19 to 6/30/20	Modification	Revised	7/1/17 to 6/30/20
HSA - DAAS								
EXPENDITURE CATEGORY								
Rental of Property								
Utilities(Elec, Water, Gas, Phone, Scavenger)			\$1,820	\$1,820		\$1,820	\$1,820	\$3,640
Office Supplies, Postage								
Building Maintenance Supplies and Repair								
FOOD COSTS								
Raw Food <i>per meal</i> \$ 2.76	\$2,894	\$2,310	\$1,282	\$3,592	\$2,310	\$1,282	\$3,592	\$10,078
Cong Food Svc Supplies <i>per meal</i> \$ 0.13	\$150	\$105	\$58	\$163	\$105	\$58	\$163	\$476
HDM Food Svc Supplies <i>per meal</i> \$ -								
Catered Meals <i>per meal</i> \$ -								
CONSULTANT (Descriptive Title)								
Registered Dietitian								
OTHER COSTS								
Insurance								
Staff Training & Travel								
Rental of Equipment								
Small equipment & Supplies								
Auto - Fuel & Insurance								
Repair/Maintenance								
TOTAL DAAS OPERATING EXPENSE	\$3,044	\$2,415	\$3,160	\$5,675	\$2,415	\$3,160	\$5,675	\$14,194
Non - DAAS								
EXPENDITURE CATEGORY								
Rental of Property								
Utilities(Elec, Water, Gas, Phone, Scavenger)								
Office Supplies, Postage								
Building Maintenance Supplies and Repair								
FOOD COSTS								
Raw Food <i>per meal</i> \$ -								
Cong Food Svc Supplies <i>per meal</i> \$ -								
HDM Food Svc Supplies <i>per meal</i> \$ -								
Catered Meals <i>per meal</i> \$ -								
CONSULTANT (Descriptive Title)								
Registered Dietitian								
OTHER COSTS								
Insurance								
Staff Training & Travel								
Prepared by: Eric Ha, Nick Buick								
Rental of Equipment								
Small equipment & Supplies								
Auto - Fuel & Insurance								
Repair/Maintenance								
TOTAL Non-DAAS OPERATING EXPENSE								
TOTAL DAAS & Non-DAAS OPERATING EXPENSE	\$3,044	\$2,415	\$3,160	\$5,675	\$2,415	\$3,160	\$5,675	\$14,194

HSA #3 #REF!

NOTE: Green highlighted cells have formulas that link data to Budget Summary page

Allocation Methodology: If you have multiple programs, describe how you allocate among shared program costs, such as insurance, utilities, etc.

**Appendix A10 – Services to be Provided
 Centro Latino de San Francisco
 Elderly Nutrition Program (ENP), Home-Delivered Meals
 Effective July 1, 2017-June 30, 2020**

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

ADL	Activities of Daily Living: the basic tasks of everyday life including eating, bathing, dressing, toileting, transferring in and out bed / chair, and walking
CARBON	Contracts Administration, Reporting and Billing On-line system
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.
CDA	California Department of Aging
CRFC	California Retail Food Code establishes uniform health and sanitation standards for retail food facilities for regulation by the State Department of Public Health, and requires local health agencies to enforce these provisions.
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.
ENP	Elderly Nutrition Program (ENP), a program which provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and which shall be provided in accordance with Title 22 regulations.
Elderly Nutrition Program (ENP) Menu Requirements	Meals shall comply with the current Dietary Guidelines for Americans (DGA), 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 grantee 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 grantee 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.
Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without

	substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others.
Grantee	Centro Latino de San Francisco
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, monitoring and documenting practices and taking corrective actions when failure to meet critical limits is detected.
Home-Delivered Meals (HDM)	Home-delivered meals are provided to consumers who are frail and homebound by reason of illness, disability, isolation, lack of support network and have no safe, healthy alternative for meals. HDM programs 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 of the HDM consumer. The HDM consumer must also 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, shopping for personal items, medication management, managing money, using the telephone, doing heavy housework, doing light housework, and transportation ability (transportation ability refers to the individual's ability to make use of available transportation without assistance).
Low-Income	For ENP programs, at or below 100% of federal 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.
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 all calculated nutrients. (c) At a minimum, values must be determined for calories, protein, fat, saturated fat, fiber, calcium, magnesium, sodium, vitamin A, vitamin C, vitamin D, and vitamin B12.
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 individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses, about options and methods for improving their nutritional status, performed by a Registered Dietitian in accordance with Sections 2585 and 2586, Business and Professions Code.
Nutrition Education	Providing nutrition program consumers current facts and information which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. The nutrition education for the HDM consumer may be written nutrition education material in a variety of forms, including but not limited to information sheets, brochures, and booklets. Nutrition education plan and services shall be approved by a Registered Dietitian. The nutrition education provided shall be based on the needs of the consumers as determined by annual the consumer satisfaction survey and/or results from DETERMINE Your Nutritional Health tool. Nutrition education shall be provided on a quarterly basis and documented.
Nutrition Screening	The completion of a nutrition screening checklist by eligible consumers to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994.
OOA	Office on the Aging
Older Adult	Person who is 60 years or older, used interchangeably with Senior.
Registered Dietitian (RD) – Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist. An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration. A Registered Dietitian (R.D.) shall be covered by professional liability insurance either individually (if a consultant) or through Grantee.
Senior	Person who is 60 years or older, used interchangeably with Older Adult.
SOGI	Sexual Orientation and Gender Identity; Ordinance No. 159-16 amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (Chapter 104, Sections 104.1 through 104.9).
LGBTQ+	An acronym/term used to refer to persons who self-identify as non - heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
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. http://www.aging.ca.gov/ProgramsProviders/AAA/Nutrition/Code_of_Regulations/

III. Target Population

The target population is resident of San Francisco County, age 60 and older. OOA 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 LGBTQ.

IV. Eligibility for Services

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

- A senior, age 60 or above, who is frail and homebound by reason of illness, disability, isolation, lack of support network and has no safe, healthy alternative for meals.
- Spouse or domestic partner of an eligible senior regardless of age or condition, if an assessment by the HDM provider's social worker or assessment staff concludes that it is in the best interest of the eligible senior.
- An individual with a disability who resides at home with the eligible senior, if an assessment by the HDM provider's social worker or assessment staff concludes that it is in the best interest of the eligible senior.
- Priority shall be given to the eligible senior.

V. Services to be Provided

- A. Develop and maintain HDM program policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by Title 22 Regulations, CDA, and OOA Policies and include nutrition education methods for HDM consumers. The HDM program policy and procedures shall also include initial, annual, and quarterly reassessment guidelines. Policy and procedures shall ensure the provision of quality meals, adequate access to sound nutrition information enabling consumers 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 in the various neighborhood and/or districts 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 and/or districts as indicated on the DAAS-OOA approved Site Chart. Each meal shall meet the CDA and OOA menu requirements. Meals offered may be hot, chilled or frozen, regular or modified meals as approved by DAAS-OOA, and as determined appropriate for the population served.
 3. Conduct annual in-home comprehensive assessment and quarterly reassessments of each consumer to evaluate the consumer's eligibility for enrollment in the HDM program. The assessment shall be conducted according to the OOA Policy Memoranda. At least one quarterly assessment per year must be completed in the home of the consumer.
 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 in the month that the service is provided.
 5. A nutrition screening using the "Determine Your Health" checklist is conducted annually for each consumer and documented in CA-GetCare within one month of obtaining the consumer's nutrition risk screening.
 6. A suggested donation per meal requested of each participant must be approved by the Grantee's Board of Directors and OOA in advance.
 7. Service units:

Table A	FY 2017-18	FY 2018-19	FY 2019-20
# Unduplicated Consumers	158	158	158
# Meals	34,012	36,143	36,143

- 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 for the production kitchen must be conducted on site and documented by a R.D. based on the number of monitoring approved in the Grantee's budget. Grantee with four or more delivery routes will conduct a HDM route monitoring at least once a month. In-service training to address any monitoring findings and/or to reinforce best practices will be scheduled and conducted in a timely manner to bring the program into compliance. The HACCP monitoring reports for the production kitchen and HDM routes shall be sent to OOA on a timely basis and no later than once per quarter.
- 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 as defined by OOA policy memoranda. 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 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 quarterly in-service training coordinated and provided by the OOA, and share the information with their staff and volunteers.
- J. The Grantee will 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.
- L. Grantee will develop and provide each consumer with a welcome packet that includes at minimum, the following information: the agency's meal delivery schedule, sample menu, donation policy and collection procedures, procedures to change meal delivery request, grievance policy, and how to request assistance, if needed.

VI. Service Objectives

- A. Grantee will serve the total number of unduplicated consumers as indicated in Table A in Section V.
- B. Grantee will provide the total number of meals as indicated in Table A, Section V.
- C. Grantee will provide nutrition compliance units as indicated in Appendix B.

VII. Outcome Objectives

- A. At least 85% of consumers will report being satisfied with the meal quality as defined as "Excellent or Good" in the DAAS annual consumer satisfaction survey, with a minimum sample size of the Grantee's average number of meals served at each congregate meal site.

- B. At least 75% of the consumers will report that the meal service helps maintain their independence based on the DAAS annual consumer satisfaction survey, with a minimum sample size of the Grantee's average number of meals served daily.
- C. At least 65% of consumers will report an increase in the consumption of fruits and vegetables as evidenced by a reported change from previous baseline data in the Nutrition Risk Screening Tool or other appropriate evaluation data.
- D. At least 65% of consumers with a high nutrition risk score as defined by the "Determine Your Nutritional Health" checklist will be connected to additional and appropriate resources.
- E. At least 65% of consumers that are identified as "lonely" as evidenced by the DAAS adopted loneliness screening tool will be connected to additional and appropriate resources.

VIII. Monitoring Activities

- A. Nutrition Program Monitoring: Program monitoring will include review of kitchen facility and HDM routes in accordance with CRFC, CDA nutrition service standards, and DAAS policies. This includes project income policies, nutrition education policies, consumer eligibility and targeted mandates, documentation of the units of service and all reporting, and progress of service and outcome objectives; how consumer 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 the nutrition program operation, current organizational chart in the nutrition service department, grievance policies and procedures, verification that hours of operation are reflected in most recent approved 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 obtained from consumers using the HDM intake form, which includes the annual Nutrition Risk Screening, the loneliness screening, and the food security questions for all enrolled consumers by the due date as specified by OOA policy and in accordance to OOA Nutrition program guidelines.
- B. Grantee will enter into CA-GetCare all the consumer level service units in the Service Recording Tool and data for monthly service reporting by the 5th 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.

- D. Grantee will enter the following monthly metrics in the CARBON database by the 15th of the following month: Number of meals served and number of nutrition compliance units provided.
- E. Grantee will enter the annual Outcome Objective metrics identified in Section VII of this appendix A in the CARBON database by the 15th of the month following the end of the program year.
- F. 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 (or as amended) 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.
- G. Grantee will develop and maintain its OOA approved Site Chart. The site chart may be updated with the approval of OOA. A copy of the updated Site Chart will be kept in OOA's contractor program.
- H. Grantee shall develop and deliver an annual summary report of SOGI data collected in the year as requested by HSA. The due date for submitting the annual summary report is July 10th.
- I. 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:

David Kashani
Contracts Manager/HSA
P.O. Box 7988
San Francisco, CA 94120

Lauren Muckley, RD
Nutritionist/OOA
1650 Mission Street, 5th Floor
San Francisco, CA 94103

	A	B	C	D	E	F	G	H	I	J
1	BUDGET FORMS								Appendix B10, pg. 1	
2									11/9/2018	
3	HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES									
4	BUDGET PROPOSAL FORMS									
5	Grantee's Name: Centro Latino de San Francisco, Inc.								Grant Term	
6	(Check One) New Renewal ___ Modification <input checked="" type="checkbox"/>									
7	Effective Date of Mod: 1/29/2018 No. of Mod:								7/1/17 to 6/30/20	
8	Program: Enter 1 Prog ONLY (e.g. Cong-ENP, HDM-ENP, Cong-YAD, or HDM-YAD)	Original	Original	AddBack	Revised	Original	AddBack	Revised	TOTAL	Average cost/meal
9	Annual #Meals Contracted	34,012	34,503	1,640	36,143	34,503	1,640	36,143	106,298	
10	Program Term	7/1/17 to 6/30/18	7/1/18 to 6/30/19	7/1/18 to 6/30/19	7/1/18 to 6/30/19	7/1/18 to 6/30/19	7/1/18 to 6/30/19	7/1/19 to 6/30/20	7/1/17 to 6/30/20	
11	DAAS Expenditures									
12	Salaries & Benefits	\$142,203	\$149,803	\$0	\$149,803	\$149,803	\$0	\$149,803	\$441,809	\$4.16
13	Operating Expense	\$79,213	\$84,835	\$11,136	\$95,971	\$84,835	\$11,136	\$95,971	\$271,155	\$2.55
14	Subtotal	\$221,416	\$234,638	\$11,136	\$245,774	\$234,638	\$11,136	\$245,774	\$712,964	\$6.71
15	Indirect Percentage (max 10%)									
16	Indirect Cost (Line 14 X Line 13)									
17	Capital Expenditure	\$7,987		\$0	\$0		\$0	\$0	\$7,987	\$0.08
18	TOTAL DAAS EXPENDITURES	\$229,403	\$234,638	\$11,136	\$245,774	\$234,638	\$11,136	\$245,774	\$720,951	\$6.78
19										
20	Meal Rate: \$	6.74	6.80	6.79	6.80	6.80	6.79	6.80	6.78	
21	Non-DAAS Expenditures									
22	Salaries & Benefits	\$14,969	\$14,969	\$0	\$14,969	\$14,969	\$0	\$14,969	\$44,907	\$0.42
23	Operating Expense	\$31,223	\$31,223	\$506	\$31,729	\$31,223	\$506	\$31,729	\$94,681	\$0.89
24	Capital Expenditure	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00
25	TOTAL Non-DAAS EXPENDITURES	\$46,192	\$46,192	\$506	\$46,698	\$46,192	\$506	\$46,698	\$139,588	\$1.31
26										
27	TOTAL DAAS & Non-DAAS EXPENDITURES	\$275,595	\$280,830	\$11,642	\$292,472	\$280,830	\$11,642	\$292,472	\$860,539	\$8.10
28										
29	HSA-DAAS Revenues									
30	Meals	\$221,416	\$234,638		\$234,638	\$234,638		\$234,638	\$690,692	
31	OTO	\$7,987			\$0			\$0	\$7,987	
32	Add-Back			\$11,136	\$11,136		\$11,136	\$11,136	\$22,272	
33										
34										
35	TOTAL HSA-DAAS REVENUES	\$229,403	\$234,638	\$11,136	\$245,774	\$234,638	\$11,136	\$245,774	\$720,951	
36	PER MEAL COST, HSA-DAAS	\$6.51	\$6.80	(0.00)	6.80	6.80	(0.00)	\$6.80	\$6.78	
37	Per MEAL & COMPLIANCE COST	\$6.74	\$6.80	(0.00)	6.80	6.80	(0.00)	\$6.80	\$6.78	
38	Non-DAAS Revenues									
39	Project Income	\$10,700	\$10,700	\$506	\$11,206	\$10,700	\$506	\$11,206	\$33,112	\$0.31
40	Facility In-Kind	\$20,523	\$20,523	\$0	\$20,523	\$20,523	\$0	\$20,523	\$61,569	\$0.58
41	Volunteer	\$14,969	\$14,969	\$0	\$14,969	\$14,969	\$0	\$14,969	\$44,907	\$0.42
42										
43										
44										
45	TOTAL NON HSA-DAAS REVENUES	\$46,192	\$46,192	\$506.00	\$46,698	\$46,192	\$506.00	\$46,698	\$139,588	
46	PER MEAL COST, NON HSA-DAAS	\$1.36	\$1.34	\$0.31	\$1.29	\$1.34	\$0.31	\$1.29	\$1.31	
47	TOTAL REVENUES	\$275,595	\$280,830	\$11,642	\$292,472	\$280,830	\$11,642	\$292,472	\$860,539	
48	PER MEAL COST, TOTAL	\$8.10	\$8.14	\$7.10	\$8.09	\$8.14	\$7.10	\$8.09	\$8.10	
49	Full Time Equivalent (FTE)									
51	Prepared by:	Phone No.:			Phone No.:					
52	HSA-CO Review Signature:							Date:		
53	HSA #1 (11/14/13)									

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1	Grantee's Name: Centro Latino de San Francisco, Inc.						Appendix B10, page 2								
2	Program Name: HDM						Date: 11/9/18								
3	#REF!														
4															
5															
6	Salaries & Benefits Detail														
7															
8	H.S.A-DAAS														
9		Agency Totals		For DAAS Nutrition		7/1/17 to 6/30/18	7/1/18 to 6/30/19		7/1/19 to 6/30/20		TOTAL				
10	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary	Addback	Modified Budgeted Salary	Budgeted Salary	Addback	Modified Budgeted Salary	7/1/17 to 6/30/20		
11	Executive Director Bonilla, Gloria	\$78,208	95%	9%	8%	\$6,480	\$6,480		\$6,480	\$6,480		\$6,480	\$19,440		
12	Nutritionist/Activities Facilitator Alvarez, Flor	\$47,840	80%	19%	15%	\$6,324	\$7,410		\$7,410	\$7,410		\$7,410	\$21,144		
13	Programs Comp.Coordinator Poveda, Olga	\$43,680	81%	9%	7%	\$3,036	\$3,036		\$3,036	\$3,036		\$3,036	\$9,108		
14	Accountant/HR Riano, Olivia	\$62,400	38%	20%	7%	\$4,256	\$4,677		\$4,677	\$4,677		\$4,677	\$13,610		
15	Administrative Asst/Star Site Mgr. Barahona, Javier	\$37,440	75%	7%	5%	\$4,719	\$1,828		\$1,828	\$1,828		\$1,828	\$8,375		
16	Head Cook Crespin, Dora	\$47,840	40%	47%	19%	\$4,117	\$9,085		\$9,085	\$9,085		\$9,085	\$22,287		
17	Head Cook SUB Perez, Maria	\$35,360	70%	36%	25%	\$8,001	\$8,828		\$8,828	\$8,828		\$8,828	\$25,657		
18	Asst. Head Cook SUB Ut Tzec, Cesar	\$31,200	25%	0%	0%	\$2,469	\$0		\$0	\$0		\$0	\$2,469		
19	Food Server Star Asst Head Cook MNC Site Manager/Food Server Rodriguez, Ana	\$31,200	63%	26%	16%	\$9,674	\$5,061		\$5,061	\$5,061		\$5,061	\$19,796		
20	VC Site Manager/food prep worker Uriquijo, Yannet	\$31,200	94%	22%	21%	\$8,194	\$6,598		\$6,598	\$6,598		\$6,598	\$21,390		
21	VC Site Manager/food prep worker Palacios, Zoila	\$31,200	49%	28%	14%	\$4,241	\$4,241		\$4,241	\$4,241		\$4,241	\$12,723		
22	Los Mayores Site Mangr. & Asst. Insr. Omar Romero	\$31,200	26%	62%	16%	\$2,001	\$5,056		\$5,056	\$5,056		\$5,056	\$12,113		
23	Custodian, Driver II Javier Michel	\$34,320	100%	12%	12%	\$4,255	\$4,255		\$4,255	\$4,255		\$4,255	\$12,765		
24	Janitor/Dishwasher Castaneda, Domingo	\$31,200	55%	22%	12%	\$7,983	\$3,754		\$3,754	\$3,754		\$3,754	\$15,491		
25	Social Worker I Rivera, Sylvia	\$31,200	82%	21%	17%	\$6,615	\$5,316		\$5,316	\$5,316		\$5,316	\$17,247		
26	Driver II HDM Valdivazo, Raul	\$43,680	88%	20%	18%	\$6,526	\$7,766		\$7,766	\$7,766		\$7,766	\$22,058		
27	Driver II HDM/Food Purchaser Olivar, Joaquin	\$31,200	69%	102%	70%	\$16,501	\$21,911		\$21,911	\$21,911		\$21,911	\$60,323		
28	Driver I Rodriguez, Procorro	\$31,200	76%	86%	66%	\$16,155	\$20,454		\$20,454	\$20,454		\$20,454	\$57,063		
29	Social Services Asst. [Comm. S. & HDM]	\$34,320	50%	25%	13%	\$4,296	\$4,296		\$4,296	\$4,296		\$4,296	\$12,888		
30	Assoc Director, Facilities Mgr Torres, Yvan	\$34,320	38%	0%	0%	\$0	\$0		\$0	\$0		\$0	\$0		
31		\$41,600	100%	6%	6%	\$0	\$2,517		\$2,517	\$2,517		\$2,517	\$5,034		
32															
33	TOTALS	\$ 621,808				\$125,843	\$132,569	\$0	\$132,569	\$132,569	\$0	\$132,569	\$390,981		
34															
35	FRINGE BENEFIT RATE	13.00%													
36	EMPLOYEE FRINGE BENEFITS	\$ 106,835				\$16,360	\$17,234	\$0	\$17,234	\$17,234	\$0	\$17,234	\$50,828		
37															
38	TOTAL DAAS SALARIES & BENEFITS	\$ 928,643				\$142,203	\$149,803	\$0	\$149,803	\$149,803	\$0	\$149,803	\$441,809		
39															
40															
41															
42	Non - DAAS														
43		Agency Totals		For DAAS Meal									TOTAL		
44	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary	AddBack	Modified Budgeted Salary	Budgeted Salary	AddBack	Modified Budgeted Salary	7/1/17 to 6/30/18		
45	Volunteer Ipolito Bamaca	\$ 27,040	36%	7%	3%	\$713	\$713		\$713	\$713		\$713	\$2,139		
46	Volunteer Zoila Palacios	\$ 27,040	49%	8%	4%	\$1,056	\$1,056		\$1,056	\$1,056		\$1,056	\$3,168		
47	Volunteer Feliciano Preciado	\$ 27,040	49%	100%	49%	\$13,200	\$13,200		\$13,200	\$13,200		\$13,200	\$39,600		
48													\$0		
49													\$0		
50													\$0		
51													\$0		
52													\$0		
53													\$0		
54													\$0		
55	TOTAL NON-DAAS	\$ 81,120				\$14,969	\$14,969	\$0	\$14,969	\$14,969	\$0	\$14,969	\$44,907		
56															
57	FRINGE BENEFIT RATE														
58	EMPLOYEE FRINGE BENEFITS	\$ -				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
59															
60	TOTAL NON-DAAS SALARIES & BENEFITS	\$ 81,120				\$14,969	\$14,969	\$0	\$14,969	\$14,969	\$0	\$14,969	\$44,907		
61															
62	TOTAL DAAS & Non-DAAS SALARIES & BENEFITS	\$ 1,009,763				\$157,172	\$164,772	\$0	\$164,772	\$164,772	\$0	\$164,772	\$486,716		
63															

	A	B	C	D	E	F	G	H	I	J	K	L	
1	Grantee's Name: Centro Latino de S										Appendix B10, page 3		
2	Program Name: Home Delivery Meals										11/9/18		
3	#REF!												
4													
5													
6	Operating Expense Detail												
7	H.S.A-DAAS	Annual #Meals Contracted:	34,012				36,143				36,143		TOTAL
8		Term	7/1/17 to 6/30/18		7/1/18 to 6/30/19		7/1/19 to 6/30/20				7/1/17 to 6/30/20		
9	Expenditure Category		Original Cost	Original Cost	Addback	Modified Cost	Costs	Addback	Modified Cost	Totals			
10	Rental of Property												
11	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$10,265	\$10,868		\$10,868	\$10,868		\$10,868		\$32,001		
12	Office Supplies, Postage		\$494	\$494		\$494	\$494		\$494		\$1,482		
13	Building Maintenance Supplies and Repair		\$1,352	\$1,352		\$1,352	\$1,352		\$1,352		\$4,056		
14	FOOD COSTS												
15	Raw Food	per meal \$ 1.20	\$34,012	\$34,507	\$9,000	\$43,507	\$34,507	\$9,000	\$43,507		\$121,026		
16	Cong Food Svc Supplies	per meal											
17	HDM Food Svc Supplies	per meal \$ 0.25	\$6,802	\$6,901	\$2,136	\$9,037	\$6,901	\$2,136	\$9,037		\$24,876		
18	Catered Meals	per meal											
19	CONSULTANT/SUBCONTRACTOR Descriptive Title												
20	Consultants		\$980	\$1,580		\$1,580	\$1,580		\$1,580		\$4,140		
21	Small food service equipment		\$0	\$2,061		\$2,061	\$2,061		\$2,061		\$4,122		
22	OTHER COSTS:												
23	Payroll		\$733	\$733		\$733	\$733		\$733		\$2,199		
24	Accounting / Audit Fees		\$1,738	\$1,738		\$1,738	\$1,738		\$1,738		\$5,214		
25	Stipends		\$2,160	\$2,160		\$2,160	\$2,160		\$2,160		\$6,480		
26	Insurance (Liability)		\$2,801	\$2,801		\$2,801	\$2,801		\$2,801		\$8,403		
27	Insurance (Vehicle)		\$9,001	\$9,001		\$9,001	\$9,001		\$9,001		\$27,003		
28	Vehicle Repairs		\$2,463	\$2,955		\$2,955	\$2,955		\$2,955		\$8,373		
29	Fuel		\$3,550	\$4,822		\$4,822	\$4,822		\$4,822		\$13,194		
30	Bldg IMPROVEMENTS		\$1,566	\$1,566		\$1,566	\$1,566		\$1,566		\$4,698		
31	Printing		\$696	\$696		\$696	\$696		\$696		\$2,088		
32	Staff Development		\$600	\$600		\$600	\$600		\$600		\$1,800		
33	TOTAL DAAS OPERATING EXPENSE		\$79,213	\$84,835	\$11,136	\$95,971	\$84,835	\$11,136	\$95,971		\$271,155		
35	Non-DAAS											TOTAL	
36	Expenditure Category	Program											
37	Rental of Property												
38	Utilities(Elec, Water, Gas, Phone, Scavenger)												
39	Office Supplies, Postage												
40	Building Maintenance Supplies and Repair												
41	FOOD COSTS												
42	Raw Food	per meal \$ 0.31	\$10,700	\$10,700	\$506	\$11,206	\$10,700	\$506	\$11,206		\$33,112		
43	Cong Food Svc Supplies	per meal											
44	HDM Food Svc Supplies	per meal											
45	Catered Meals	per meal											
46	CONSULTANT/SUBCONTRACTOR Descriptive Title												
47	Registered Dietitian												
48													
49	OTHER COSTS:												
50	Facility Rental (In-kind)		\$20,523	\$20,523		\$20,523	\$20,523		\$20,523		\$61,569		
51													
52													
53													
54													
55													
56													
57													
58	TOTAL Non-DAAS OPERATING EXPENSE		\$31,223	\$31,223	\$506	\$31,729	\$31,223	\$506	\$31,729		\$94,681		
59													
60	TOTAL DAAS & Non-DAAS OPERATING EXPENSE		\$110,436	\$116,058	\$11,642	\$127,700	\$116,058	\$11,642	\$127,700		\$365,836		

	A	B	C	D	E	F	G
1	Grantee's Name: Centro Latino de San Francisco, Inc.				Appendix B6, Page 4		
2	Program Name:				Document Date:		11/9/18
3	#REF!						
4							
5	Capital Expenditure Detail						
6	(Equipment and Remodeling Cost)						
7							TOTAL
8	H.S.A-DAAS		7/1/17 to 6/30/18	7/1/18 to 6/30/19	7/1/19 to 6/30/20	7/1/17 to 6/30/20	
9	No.	ITEM/DESCRIPTION					
10	OTO	Commercial True Refrigerator 1 door for chilled meals	\$2,880.00				\$2,880.00
11	CODB	Convection oven full pan 208V (1) + Stand for E32 MOFFAT oven (1) + wiring and installation of convection oven	\$5,107.00				\$5,107.00
12							
13							
14	TOTAL DAAS-OOA EQUIPMENT & REMODELING COST		\$7,987.00	\$0.00	\$0.00		\$7,987.00
15							
16	Non-DAAS						
17	No.						
18		ITEM/DESCRIPTION					0
19							0
20							0
21							0
22							0
23	TOTAL NON DAAS-OOA EQUIPMENT & REMODELING COST						0
24			0	0	0		0
25	TOTAL DAAS & NON-DAAS CAPITAL EXPENDITURE						
26	(Equipment and Remodeling Cost)		7,987	0	0		0
27	HSA #4						
28							
29	Allocation Methodology: (If you have multiple programs, describe how you allocate among shared program costs.)						
30	Indicate DAAS and non-DAAS-OOA funding above.						
31	NOTE: Green highlighted cells have formulas that link data to Budget Summary page						
32							
33	Equipment is defined as \$5000 or more a unit						
34							
35							
36							

Appendix A1 – Services to be Provided

Kimochi, Inc.

Elderly Nutrition Program (ENP), Home-Delivered Meals

Effective July 1, 2017-June 30, 2020

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	Kimochi, Inc.
ADL	Activities of Daily Living: the basic tasks of everyday life including eating, bathing, dressing, toileting, transferring in and out bed / chair, and walking
CARBON	Contracts Administration, Reporting and Billing On-line system
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.
CDA	California Department of Aging
CRFC	California Retail Food Code establishes uniform health and sanitation standards for retail food facilities for regulation by the State Department of Public Health, and requires local health agencies to enforce these provisions.
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.
ENP	Elderly Nutrition Program (ENP), a program which provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and which shall be provided in accordance with Title 22 regulations.

Elderly Nutrition Program (ENP) Menu Requirements	Meals shall comply with the current Dietary Guidelines for Americans (DGA), 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 grantee 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 grantee 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.
Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others.
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, monitoring and documenting practices and taking corrective actions when failure to meet critical limits is detected.
Home-Delivered Meals (HDM)	Home-delivered meals are provided to consumers who are frail and homebound by reason of illness, disability, isolation, lack of support network and have no safe, healthy alternative for meals. HDM programs 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 of the HDM consumer. The HDM consumer must also 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, shopping for personal items, medication management, managing money, using the telephone, doing heavy housework, doing light housework, and transportation ability (transportation ability refers to the individual's ability to make use of available transportation without assistance).
Low-Income	For ENP programs, at or below 100% of federal 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.

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 all calculated nutrients. (c) At a minimum, values must be determined for calories, protein, fat, saturated fat, fiber, calcium, magnesium, sodium, vitamin A, vitamin C, vitamin D, and vitamin B12.
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 individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses, about options and methods for improving their nutritional status, performed by a Registered Dietitian in accordance with Sections 2585 and 2586, Business and Professions Code.
Nutrition Education	Providing nutrition program consumers current facts and information which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. The nutrition education for the HDM consumer may be written nutrition education material in a variety of forms, including but not limited to information sheets, brochures, and booklets. Nutrition education plan and services shall be approved by a Registered Dietitian. The nutrition education provided shall be based on the needs of the consumers as determined by annual the consumer satisfaction survey and/or results from DETERMINE Your Nutritional Health tool. Nutrition education shall be provided on a quarterly basis and documented.
Nutrition Screening	The completion of a nutrition screening checklist by eligible consumers to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994.
OOA	Office on the Aging
Older Adult	Person who is 60 years or older, used interchangeably with Senior.

Registered Dietitian (RD) – Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist. An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration. A Registered Dietitian (R.D.) shall be covered by professional liability insurance either individually (if a consultant) or through Grantee.
Senior	Person who is 60 years or older, used interchangeably with Older Adult.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9</i>).
LGBTQ+	An acronym/term used to refer to persons who self-identify as non - heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
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. http://www.aging.ca.gov/ProgramsProviders/AAA/Nutrition/Code_of_Regulations/

III. Target Population

The target population is resident of San Francisco County, age 60 and older. OOA 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 LGBTQ+.

IV. Eligibility for Services

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

- A senior, age 60 or above, who is frail and homebound by reason of illness, disability, isolation, lack of support network and has no safe, healthy alternative for meals.
- Spouse or domestic partner of an eligible senior regardless of age or condition, if an assessment by the HDM provider’s social worker or assessment staff concludes that it is in the best interest of the eligible senior.
- An individual with a disability who resides at home with the eligible senior, if an assessment by the HDM provider’s social worker or assessment staff concludes that it is in the best interest of the eligible senior.

- Priority shall be given to the eligible senior.

V. Services to be Provided

A. Develop and maintain HDM program policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by Title 22 Regulations, CDA, and OOA Policies and include nutrition education methods for HDM consumers. The HDM program policy and procedures shall also include initial, annual, and quarterly reassessment guidelines. Policy and procedures shall ensure the provision of quality meals, adequate access to sound nutrition information enabling consumers 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 in the various neighborhood and/or districts 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 and/or districts as indicated on the DAAS-OOA approved Site Chart. Each meal shall meet the CDA and OOA menu requirements. Meals offered may be hot, chilled or frozen, regular or modified meals as approved by DAAS-OOA, and as determined appropriate for the population served.
3. Conduct annual in-home comprehensive assessment and quarterly reassessments of each consumer to evaluate the consumer’s eligibility for enrollment in the HDM program. The assessment shall be conducted according to the OOA Policy Memoranda. At least one quarterly assessment per year must be completed in the home of the consumer.
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 in the month that the service is provided.
5. A nutrition screening using the “Determine Your Health” checklist is conducted annually for each consumer and documented in CA-GetCare within one month of obtaining the consumer’s nutrition risk screening.
6. A suggested donation per meal requested of each participant must be approved by the Grantee’s Board of Directors and OOA in advance.
7. Service units:

Table A	FY 17-18	FY 18-19	FY 19-20
#Unduplicated Consumers	138	158	158
#Meals	32,919	37,719	37,719

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 for the production kitchen must be conducted on site and documented by a R.D. based on the number of monitoring approved in the Grantee's budget. Grantee with four or more delivery routes will conduct a HDM route monitoring at least once a month. In-service training to address any monitoring findings and/or to reinforce best practices will be scheduled and conducted in a timely manner to bring the program into compliance. The HACCP monitoring reports for the production kitchen and HDM routes shall be sent to OOA on a timely basis and no later than once per quarter.
- 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 as defined by OOA policy memoranda. 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 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 quarterly in-service training coordinated and provided by the OOA, and share the information with their staff and volunteers.
- J. The Grantee will 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.
- L. Grantee will develop and provide each consumer with a welcome packet that includes at minimum, the following information: the agency's meal delivery schedule, sample menu, donation policy and collection procedures, procedures to change meal delivery request, grievance policy, and how to request assistance, if needed.

VI. Service Objectives

- A. Grantee will serve the total number of unduplicated consumers as indicated in Table A in Section V.
- B. Grantee will provide the total number of meals as indicated in Table A, Section V.
- C. Grantee will provide nutrition compliance units as indicated in Appendix B.

VII. Outcome Objectives

- A. At least 85% of consumers will report being satisfied with the meal quality as defined as “Excellent or Good” in the DAAS annual consumer satisfaction survey, with a minimum sample size of the Grantee’s average number of meals served at each congregate meal site.
- B. At least 75% of the consumers will report that the meal service helps maintain their independence based on the DAAS annual consumer satisfaction survey, with a minimum sample size of the Grantee’s average number of meals served daily.
- C. At least 65% of consumers will report an increase in the consumption of fruits and vegetables as evidenced by a reported change from previous baseline data in the Nutrition Risk Screening Tool or other appropriate evaluation data.
- D. At least 65% of consumers with a high nutrition risk score as defined by the “Determine Your Nutritional Health” checklist will be connected to additional and appropriate resources.
- E. At least 65% of consumers that are identified as “lonely” as evidenced by the DAAS adopted loneliness screening tool will be connected to additional and appropriate resources.

VIII. Monitoring Activities

- A. Nutrition Program Monitoring: Program monitoring will include review of kitchen facility and HDM routes in accordance with CRFC, CDA nutrition service standards, and DAAS policies. This includes project income policies, nutrition education policies, consumer eligibility and targeted mandates, documentation of the units of service and all reporting, and progress of service and outcome objectives; how consumer 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 the nutrition program operation, current organizational chart in the nutrition service department, grievance policies and procedures, verification that hours of operation are reflected in most recent approved 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 obtained from consumers using the HDM intake form, which includes the annual Nutrition Risk Screening, the loneliness screening, and the food security questions for all enrolled consumers by the due date as specified by OOA policy and in accordance to OOA Nutrition program guidelines.

- B. Grantee will enter into CA-GetCare all the consumer level service units in the Service Recording Tool and data for monthly service reporting by the 5th 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.
- D. Grantee will enter the following monthly metrics in the CARBON database by the 15th of the following month: Number of meals served and number of nutrition compliance units provided.
- E. Grantee will enter the annual Outcome Objective metrics identified in Section VII of this appendix A in the CARBON database by the 15th of the month following the end of the program year.
- F. 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 (or as amended) 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.
- G. Grantee will develop and maintain its OOA approved Site Chart. The site chart may be updated with the approval of OOA. A copy of the updated Site Chart will be kept in OOA's contractor program.
- H. Grantee shall develop and deliver an annual summary report of SOGI data collected in the year as requested by HSA. The due date for submitting the annual summary report is July 10th.
- I. 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:

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

Sarah Chan
Nutritionist/OOA
1650 Mission Street, 5th Floor
San Francisco, CA 94103
Sarah.Chan@sfgov.org

	A	B	C	D	E	F	G	H	I	J
1	BUDGET FORMS									Appendix B, pg. 1
2										Document Date: 11/8/2018
3	HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES									
4	BUDGET PROPOSAL FORMS									
5	Grantee's Name: Kimochi, Inc.									Grant Term
6	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>									
7	Effective Date of Mod: 7/01/18 No. of Mod:									
8	Program: ENP Home Delivered Meals									Average cost/ln
9	Annual #Meals Contracted	32,919	32,919	4,800	37,719	32,919	4,800	37,719	108,367	
10	Program Term	7/1/17 - 6/30/18	7/1/18 - 6/30/19	Modification	Revised	7/1/19 - 6/30/20	Modification	Revised	7/1/17 - 6/30/20	
11	DAAS Expenditures									
12	Salaries & Benefits	\$97,753	\$97,753	\$28,042	\$125,795	\$97,753	\$28,042	\$125,795	\$349,343	\$3.22
13	Operating Expense	\$112,347	\$118,108	\$6,326	\$124,434	\$118,108	\$6,326	\$124,434	\$361,215	\$3.33
14	Subtotal	\$210,100	\$215,861	\$34,368	\$250,229	\$215,861	\$34,368	\$250,229	\$710,558	\$6.56
15	Indirect Percentage (%)	10%	9%		8%	9%		8%	9%	
16	Indirect Cost (Line 14 X Line 13)	\$20,358	\$20,358	\$0	\$20,358	\$20,358	\$0	\$20,358	\$61,074	\$0.56
17	Capital/Subcontractor Expenditure	\$54,000	\$0	\$37,500	\$37,500	\$0	\$0	\$0	\$91,500	\$0.84
18	TOTAL DAAS EXPENDITURES	\$284,458	\$236,219	\$71,868	\$308,087	\$236,219	\$34,368	\$270,587	\$863,132	\$7.97
19										
20	Non-DAAS Expenditures									
21	Salaries & Benefits	\$40,599	\$40,599	\$2,846	\$43,445	\$40,599	\$2,846	\$43,445	\$127,489	\$1.18
22	Operating Expense	\$75,818	\$75,818	\$15,055	\$90,873	\$75,818	\$15,055	\$90,873	\$257,564	\$2.38
23	Indirect Cost								\$0	
24	TOTAL Non-DAAS EXPENDITURES	\$116,417	\$116,417	\$17,901	\$134,318	\$116,417	\$17,901	\$134,318	\$386,053	\$3.55
25										
26	TOTAL DAAS & Non-DAAS EXPENDITURES	\$400,875	\$352,636	\$89,769	\$442,405	\$352,636	\$52,269	\$404,905	\$1,248,186	\$11.52
27										
28	HSA-DAAS Revenues									
29	Meals	\$230,104	\$235,700	\$34,368	\$270,088	\$235,700	\$34,368	\$270,088	\$770,240	
30	OTO-Eqpt.	\$54,000		\$37,500	\$37,500				\$91,500	
31	OTO-rounding	\$354	\$519		\$519	\$519		\$519	\$1,392	
32	TOTAL HSA-DAAS REVENUES	\$284,458	\$236,219	\$71,868	\$308,087	\$236,219	\$34,368	\$270,587	\$863,132	
33	Per MEAL COST, HSA-DAAS	\$6.99	\$7.16		\$7.16	\$7.16		\$7.16	\$7.11	
34										
35	Non-DAAS Revenues									
36	Project Income	\$72,818	\$72,818	\$10,618	\$83,436	\$72,818	\$10,618	\$83,436	\$239,690	\$2.21
37	Agency In-Kind Volunteer	\$40,599	\$40,599	\$2,846	\$43,445	\$40,599	\$2,846	\$43,445	\$127,489	\$1.18
38	Agency In-Kind Food	\$3,000	\$3,000	\$437	\$3,437	\$3,000	\$437	\$3,437	\$9,874	\$0.09
39	Agency Funds			\$4,000	\$4,000		\$4,000	\$4,000	\$8,000	\$0.07
40										
41										
42										
43										
44	TOTAL NON HSA-DAAS REVENUES	\$116,417	\$116,417	\$17,901	\$134,318	\$116,417	\$17,901	\$134,318	\$386,053	\$3.55
45	Per MEAL COST, NON HSA-DAAS	\$2.87	\$2.87		\$3.09	\$2.87		\$3.09	\$3.02	
46										
47	TOTAL REVENUES	\$400,875	\$352,636	\$89,769	\$442,405	\$352,636	\$52,269	\$404,905	\$1,248,186	
48										
49	Full Time Equivalent (FTE)									
51	Prepared by: Rod Valdepenas									11/8/2018
52	HSA-CO Review Signature:									
53	HSA #1 (10/20/15)									

Salarles & Benefits Detail

	A	B	C	D	E	F	G	H	I	J	K	L	M	
1	Granlee's Name: Kimochi, Inc.													
2	Program: ENP Home Delivered Meals													
3														
4														
5														
6														
7														
8	H.S.A-DAAS	Agency Totals				For DAAS Nutrition				DAAS Program				
9	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	7/1/17 - 6/30/18	7/1/18 - 6/30/19	Modification	Revised	7/1/19 - 6/30/20	Modification	Revised	7/1/17 - 6/30/20	
10	Potwasher 1	\$33,280	75%	38%	0.29	\$9,541	\$9,541	\$0	\$9,541	\$9,541	\$0	\$9,541	\$28,623	
11	Senior Center Coordinator	\$38,480	100%	1%	0.01	\$234	\$234	\$0	\$234	\$234	\$0	\$234	\$702	
12	Asst. Cook 2	\$35,360	75%	35%	0.26	\$9,282	\$9,282	\$0	\$9,282	\$9,282	\$0	\$9,282	\$27,846	
13	Asst. Cook 1	\$31,200	75%	35%	0.26	\$8,190	\$8,190	\$0	\$8,190	\$8,190	\$0	\$8,190	\$24,570	
14	Driver PTC 1	\$39,520	100%	13%	0.13	\$4,940	\$4,940	\$0	\$4,940	\$4,940	\$0	\$4,940	\$14,820	
15	Driver PTC 2	\$39,520	100%	13%	0.13	\$4,940	\$4,940	\$0	\$4,940	\$4,940	\$0	\$4,940	\$14,820	
16	Driver HD 1	\$34,320	75%	100%	0.75	\$25,740	\$25,740	\$0	\$25,740	\$25,740	\$0	\$25,740	\$77,220	
17	Driver PTC sub	\$29,120	25%	100%	0.25	\$7,280	\$7,280	\$0	\$7,280	\$7,280	\$0	\$7,280	\$21,840	
18	Transportation Coord.	\$47,840	100%	10%	0.10	\$4,784	\$4,784	\$0	\$4,784	\$4,784	\$0	\$4,784	\$14,352	
19	Driver HD 2	\$34,320	75%	89%	0.67	\$0	\$0	\$22,894	\$22,894	\$0	\$22,894	\$22,894	\$45,788	
20													\$0	
21													\$0	
22													\$0	
23	TOTAL DAAS	\$362,960	800%	433%	2.83	\$74,931	\$74,931	\$22,894	\$97,825	\$74,931	\$22,894	\$97,825	\$270,581	
24														
25	FRINGE BENEFIT RATE	28.59%												
26	EMPLOYEE FRINGE BENEFITS	\$ 103,778				\$22,822	\$22,822	\$5,148	\$27,970	\$22,822	\$5,148	\$27,970	\$78,762	
27														
28	Total DAAS SALARIES & BENEFITS	\$ 466,738				\$97,753	\$97,753	\$28,042	\$125,795	\$97,753	\$28,042	\$126,795	\$349,343	
29														
30														
31	Non - DAAS	Agency Totals				For DAAS Meal								
32	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE	7/1/17 - 6/30/18	7/1/18 - 6/30/19	Modification	Revised	7/1/19 - 6/30/20	Modification	Revised	7/1/17 - 6/30/20	
33	Agency in-Kind Volunteer					\$40,599	\$40,599		\$40,599	\$40,599		\$40,599	\$121,797	
34	Driver HD 2	\$34,320	75%	11%	0.08			\$2,846	\$2,846		\$2,846	\$2,846	\$5,692	
35												\$0	\$0	
36												\$0	\$0	
37												\$0	\$0	
38												\$0	\$0	
39	TOTAL NON-DAAS	\$34,320				\$40,599	\$40,599	\$2,846	\$43,445	\$40,599	\$2,846	\$43,445	\$127,489	
40														
41	FRINGE BENEFIT RATE													
42	EMPLOYEE FRINGE BENEFITS	\$ -				\$0			\$0			\$0	\$0	
43														
44														
45	TOTAL Non-DAAS SALARIES & BENEFITS	\$ 34,320				\$40,599	\$ 40,599	\$ 2,846	\$43,445	\$40,599	\$2,846	\$43,445	\$127,489	
46														
47	TOTAL DAAS & Non-DAAS SALARIES & BENEFITS	\$ 501,058				\$138,352	\$138,352	\$30,888	\$169,240	\$138,352	\$30,888	\$169,240	\$476,832	

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
1	Grantee's Name: Kimochi, Inc.															Appendix B, pg. 3	
2	Program: ENP Home Delivered Meals															Document Date: 11/8/2018	
3																	
4																	
5	Operating Expense Detail																
6																	
7																	
8	Annual #Meals Contracted:		32,919	32,919	4,800	37,719	32,919	4,800	37,719	108,357							
9	Term:		7/1/17 - 6/30/18	7/1/18 - 6/30/19	Modification	Revised	7/1/19 - 6/30/20	Modification	Revised	7/1/17 - 6/30/20							
10	H.S.A-DAAS																
11	EXPENDITURE CATEGORY																
12	Auto - Fuel		\$5,000	\$5,000		\$5,000	\$5,000		\$5,000	\$15,000							
13	Auto - Insurance		\$13,500	\$13,500		\$13,500	\$13,500		\$13,500	\$40,500							
14	Auto - Maintenance		\$4,000	\$4,000		\$4,000	\$4,000		\$4,000	\$12,000							
15	Computer/IT/Website		\$3,200	\$3,200		\$3,200	\$3,200		\$3,200	\$9,600							
16	Data Plan		\$0	\$0		\$0	\$0		\$0	\$0							
17	Dues/Subscriptions		\$0	\$0		\$0	\$0		\$0	\$0							
18	Insurance - D&O/Other		\$0	\$0		\$0	\$0		\$0	\$0							
19	Insurance - General		\$500	\$500		\$500	\$500		\$500	\$1,500							
20	Repairs Maintenance		\$0	\$0		\$0	\$0		\$0	\$0							
21	Outside Services		\$1,400	\$1,400		\$1,400	\$1,400		\$1,400	\$4,200							
22	Postage		\$0	\$0		\$0	\$0		\$0	\$0							
23	Printing		\$0	\$0		\$0	\$0		\$0	\$0							
24	Prof Services - Acctg		\$1,200	\$1,200		\$1,200	\$1,200		\$1,200	\$3,600							
25	Rent - Property		\$13,150	\$13,150		\$13,150	\$13,150		\$13,150	\$39,450							
26	Rent - Parking		\$15,500	\$15,500		\$15,500	\$15,500		\$15,500	\$46,500							
27	Supplies/Materials		\$4,332	\$4,332		\$4,332	\$4,332		\$4,332	\$12,996							
28	Telephone		\$3,000	\$3,000		\$3,000	\$3,000		\$3,000	\$9,000							
29	Utilities		\$9,944	\$9,944		\$9,944	\$9,944		\$9,944	\$29,832							
30	Rent - Others		\$0	\$0		\$0	\$0		\$0	\$0							
31																	
32	FOOD COSTS																
33	Raw Food	per meal \$1.32	\$37,621	\$43,382	\$6,326	\$49,708	\$43,382	\$6,326	\$49,708	\$137,037							
34	Cong Food Svc Supplies		\$0			\$0	\$0		\$0	\$0							
35	HDM Food Svc Supplies		\$0			\$0	\$0		\$0	\$0							
36	TOTAL DAAS OPERATING EXPENSE		\$112,347	\$118,108	\$6,326	\$124,434	\$118,108	\$6,326	\$124,434	\$361,215							
37																	
38	Non-DAAS																
39	EXPENDITURE CATEGORY																
40	Raw Food	per meal \$2.21	\$72,818	\$72,818	\$10,618	\$83,436	\$72,818	\$10,618	\$83,436	\$239,690							
41	Auto - Fuel				\$4,000	\$4,000	\$0	\$4,000	\$4,000	\$8,000							
42	Agency In-Kind Food	per meal \$0.09	\$3,000	\$3,000	\$437	\$3,437	\$3,000	\$437	\$3,437	\$9,874							
43	TOTAL Non-DAAS OPERATING EXPENSE		\$75,818	\$75,818	\$15,055	\$90,873	\$75,818	\$15,055	\$90,873	\$257,564							
44																	
45	TOTAL DAAS & Non-DAAS OPERATING EXPENSE		\$188,165	\$193,926	\$21,381	\$215,307	\$193,926	\$21,381	\$215,307	\$618,779							

	A	B	C	D	E	F	G	H	I	J
1	Grantee's Name: Kimochi, Inc.									Appendix B, Pg 4
2	Program: ENP Home Delivered Meals									Document Date: 11/8/2018
3										
4										
5	Capital Expenditure Detail									
6	(Suncontractor, Equipment and Remodeling Cost)									
7										
8										
9	H.S.A-DAAS		7/1/17 - 6/30/18	7/1/18 - 6/30/19	Modification	Revised	7/1/19 - 6/30/20	Modification	Revised	7/1/17 - 6/30/20
10	No.	ITEM/DESCRIPTION								
11		Meals Van	\$54,000		\$35,000	\$35,000			\$0	\$89,000
12		HDM Bags/other foodservice			\$2,500	\$2,500			\$0	\$2,500
13									\$0	\$0
14									\$0	\$0
15									\$0	\$0
16									\$0	\$0
17									\$0	\$0
18									\$0	\$0
19	TOTAL DAAS-OOA SUBCONTRACTOR, EQUIPMENT & REMODELING COST		\$54,000	\$0	\$37,500	\$37,500	\$0	\$0	\$0	\$91,500
20										
21	Non-DAAS									
22	No.	ITEM/DESCRIPTION								
23						\$0			\$0	\$0
24						\$0			\$0	\$0
25						\$0			\$0	\$0
26						\$0			\$0	\$0
27						\$0			\$0	\$0
28	TOTAL NON DAAS-OOA SUBCONTRACTOR, EQUIPMENT & REMODELING COST		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
29										
30	TOTAL DAAS & NON-DAAS SUBCONTRACTOR, EQUIPMENT, CAPITAL EXPENDITURE		\$54,000	\$0	\$37,500	\$37,500	\$0	\$0	\$0	\$91,500
31	(Equipment and Remodeling Cost)									
32	HSA #4									

Annual & Quarterly HDM Intake and Assessment Salaries & Benefits Detail

POSITION TITLE	7/1/17-6/30/18		7/1/18-6/30/19		7/1/19-6/30/20		7/1/17-6/30/20											
	Agency Totals	For HSA Program	For HSA Program	For HSA Program	For HSA Program	For HSA Program	REVENUE Cost Allocation		REVENUE Cost Allocation		Total Revenue							
	Annual Full Time Salary for FTE	Total % FTE	Adjusted FTE	Budgeted Salary	H.S.A.-DAAS	Non-HSA-DAAS	Budgeted Salary	H.S.A.-DAAS Budget	H.S.A.-DAAS Revised	H.S.A.-DAAS Modification	H.S.A.-DAAS Budget	Budgeted Salary	H.S.A.-DAAS Budget	H.S.A.-DAAS Revised	H.S.A.-DAAS Modification	Non-HSA-DAAS	Total Revenue	
Home Delivery Coordinator	\$43,680	100%	61.55%	0.62	\$23,692	\$23,692	\$26,885	\$23,692	\$3,193	\$26,885	\$23,692	\$26,885	\$23,692	\$3,193	\$26,885	\$26,885	\$77,462	
TOTALS	\$43,680	100%	62%	0.62	\$23,692	\$23,692	\$26,885	\$23,692	\$3,193	\$26,885	\$23,692	\$26,885	\$23,692	\$3,193	\$26,885	\$26,885	\$77,462	
FRINGE BENEFIT RATE																		
EMPLOYEE FRINGE BENEFITS																		
TOTAL SALARIES & BENEFITS	\$43,680				\$23,692	\$23,692	\$26,885	\$23,692	\$3,193	\$26,885	\$23,692	\$26,885	\$23,692	\$3,193	\$26,885	\$26,885	\$77,462	
TOTAL SALARIES & BENEFITS for H.S.A Program x3yrs	\$77,462																	

HDM Assessment Operating Expense Detail

EXPENDITURE CATEGORY	Year 1 7/1/17-6/30/18		Year 2 7/1/18-6/30/19		Year 3 7/1/19-6/30/20		REVENUE Cost Allocation:		TOTAL REVENUE	
	H.S.A.-DAAS	Non-H.S.A.-DAAS	H.S.A.-DAAS	Non-H.S.A.-DAAS	H.S.A.-DAAS	Non-H.S.A.-DAAS	H.S.A.-DAAS Modification	H.S.A.-DAAS Revised	H.S.A.-DAAS Modified	Non-H.S.A.-DAAS Revised
Rental of Property	\$4,754		\$7,086		\$7,086		\$1,527	\$7,086	\$1,527	\$7,086
Utilities/Elec. Water, Gas, Phone, Sewer/par)	\$1,025		\$1,025		\$1,025		\$1,025	\$1,025	\$1,025	\$1,025
Office Supplies, Postage	\$1,025		\$1,025		\$1,025		\$1,025	\$1,025	\$1,025	\$1,025
Building Maintenance Supplies and Repair	\$1,116		\$1,116		\$1,116		\$1,116	\$1,116	\$1,116	\$1,116
Printing and Reproduction	\$1,024		\$1,024		\$1,024		\$1,024	\$1,024	\$1,024	\$1,024
Insurance										
Staff Training										
Staff Travel										
Small Equipment (over \$500 but under \$5,000)										
Rental of Equipment										
SUBCONTRACTORS (Descriptive Title)										
a.										
b.										
c.										
d.										
e.										
OTHER										
z.										
y.										
x.										
w.										
v.										
TOTAL OPERATING EXPENSE	\$8,944		\$11,286		\$11,286		\$1,527	\$11,286	\$1,527	\$11,286
TOTAL OPERATING EXPENSE X3/YS	\$31,516									\$31,516

Nutrition Compliance/Quality Assurance Services:

Cost Per Service Unit:

Proposed Service Units:

	Year 1	Total Year 1	HSA-DAAS	Non-H.S.A	Year 2	Total Year 2	HSA-DAAS	Non-H.S.A	Year 3	Total Year 3	HSA-DAAS	Non-H.S.A
	# of units/sessions				# of units/sessions				# of units/sessions			
Nutrition Education:												
Annual #sessions (or presentation) a year or # Times a year handouts will be delivered to seniors in HDM	4	\$ 120	\$ 120	\$ -	4	\$ 123	\$ 123	\$ -	4	\$ 123	\$ 123	\$ -
Nutrition Counseling:												
Annual #hours to be provided		#DIV/0!	#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!
Annual #sessions to be provided		#DIV/0!	#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!
HACCP Kitchen Monitoring (1 unit = 1 session completed)	1.5	\$ 807	\$ 807	\$ -	1.5	\$ 827	\$ 827	\$ -	1.5	\$ 827	\$ 827	\$ -
Site/Route Monitoring (1 unit = 1 session completed):	9	\$ 308	\$ 308	\$ -	9	\$ 315	\$ 315	\$ -	9	\$ 315	\$ 315	\$ -
Menu Planning & Analysis (1 unit = 1 set menu completed)	1.0	\$ 769	\$ 769	\$ -	1.0	\$ 788	\$ 788	\$ -	1.0	\$ 788	\$ 788	\$ -
HDM Assessment (1 units = annual intake assessment & reassessment completed)	138	\$ 236	\$ 236	\$ -	158	\$ 242	\$ 242	\$ -	158	\$ 242	\$ 242	\$ -
OTHER Nutrition Compliance:												
Inservice Training/Nut meeting (1 unit =1 hour)	1	\$ -	\$ -	\$ -	1	\$ -	\$ -	\$ -	1	\$ -	\$ -	\$ -
Attend Mandatory OOA Quarterly Meeting (1 unit = 1 hour)												

NOTES:

37,864

43,530

43,530

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:

Appendix A1 – Services to be Provided
Meals on Wheels of San Francisco
Elderly Nutrition Program (ENP), Home-Delivered Meals
Effective July 1, 2017-June 30, 2020

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	Meals on Wheels of San Francisco
ADL	Activities of Daily Living: the basic tasks of everyday life including eating, bathing, dressing, toileting, transferring in and out bed / chair, and walking
CARBON	Contracts Administration, Reporting and Billing On-line system
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.
CDA	California Department of Aging
CRFC	California Retail Food Code establishes uniform health and sanitation standards for retail food facilities for regulation by the State Department of Public Health, and requires local health agencies to enforce these provisions.
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.
ENP	Elderly Nutrition Program (ENP), a program which provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and which shall be provided in accordance with Title 22 regulations.

Elderly Nutrition Program (ENP) Menu Requirements	Meals shall comply with the current Dietary Guidelines for Americans (DGA), 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 grantee 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 grantee 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.
Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others.
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, monitoring and documenting practices and taking corrective actions when failure to meet critical limits is detected.
Home-Delivered Meals (HDM)	Home-delivered meals are provided to consumers who are frail and homebound by reason of illness, disability, isolation, lack of support network and have no safe, healthy alternative for meals. HDM programs 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 of the HDM consumer. The HDM consumer must also 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, shopping for personal items, medication management, managing money, using the telephone, doing heavy housework, doing light housework, and transportation ability (transportation ability refers to the individual's ability to make use of available transportation without assistance).
Low-Income	For ENP programs, at or below 100% of federal 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.

Menu Analysis	<p>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 all calculated nutrients.</p> <p>(c) At a minimum, values must be determined for calories, protein, fat, saturated fat, fiber, calcium, magnesium, sodium, vitamin A, vitamin C, vitamin D, and vitamin B12.</p>
Minority	<p>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.</p>
Nutrition Counseling	<p>Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses, about options and methods for improving their nutritional status, performed by a Registered Dietitian in accordance with Sections 2585 and 2586, Business and Professions Code.</p>
Nutrition Education	<p>Providing nutrition program consumers current facts and information which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. The nutrition education for the HDM consumer may be written nutrition education material in a variety of forms, including but not limited to information sheets, brochures, and booklets. Nutrition education plan and services shall be approved by a Registered Dietitian. The nutrition education provided shall be based on the needs of the consumers as determined by the annual consumer satisfaction survey and/or results from DETERMINE Your Nutritional Health tool. Nutrition education shall be provided on a quarterly basis and documented.</p>
Nutrition Screening	<p>The completion of a nutrition screening checklist by eligible consumers to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994.</p>

OOA	Office on the Aging
Older Adult	Person who is 60 years or older, used interchangeably with Senior.
Registered Dietitian (RD) – Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist. An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration. A Registered Dietitian (R.D.) shall be covered by professional liability insurance either individually (if a consultant) or through Grantee.
Senior	Person who is 60 years or older, used interchangeably with Older Adult.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9</i>).
LGBTQ+	An acronym/term used to refer to persons who self-identify as non - heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
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. http://www.aging.ca.gov/ProgramsProviders/AAA/Nutrition/Code_of_Regulations/

III. Target Population

The target population is resident of San Francisco County, age 60 and older. OOA 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 LGBTQ+.

IV. Eligibility for Services

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

- A senior, age 60 or above, who is frail and homebound by reason of illness, disability, isolation, lack of support network and has no safe, healthy alternative for meals.

- Spouse or domestic partner of an eligible senior regardless of age or condition, if an assessment by the HDM provider's social worker or assessment staff concludes that it is in the best interest of the eligible senior.
- An individual with a disability who resides at home with the eligible senior, if an assessment by the HDM provider's social worker or assessment staff concludes that it is in the best interest of the eligible senior.
- Priority shall be given to the eligible senior.

V. Services to be Provided

- A. Develop and maintain HDM program policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by Title 22 Regulations, CDA, and OOA Policies and include nutrition education methods for HDM consumers. The HDM program policy and procedures shall also include initial, annual, and quarterly reassessment guidelines. Policy and procedures shall ensure the provision of quality meals, adequate access to sound nutrition information enabling consumers 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 in the various neighborhood and/or districts 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 and/or districts as indicated on the DAAS-OOA approved Site Chart. Each meal shall meet the CDA and OOA menu requirements. Meals offered may be hot, chilled or frozen, regular or modified meals as approved by DAAS-OOA, and as determined appropriate for the population served.
 3. Conduct annual in-home comprehensive assessment and quarterly reassessments of each consumer to evaluate the consumer's eligibility for enrollment in the HDM program. The assessment shall be conducted according to the OOA Policy Memoranda. At least one quarterly assessment per year must be completed in the home of the consumer.
 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 in the month that the service is provided.
 5. A nutrition screening using the "Determine Your Health" checklist is conducted annually for each consumer and documented in CA-GetCare within one month of obtaining the consumer's nutrition risk screening.
 6. A suggested donation per meal requested of each participant must be approved by the Grantee's Board of Directors and OOA in advance.
 7. Service units:

Table A	FY 17-18	FY 18-19	FY 19-20
#Unduplicated Consumers	3,450	3,534	3,534
#Meals	1,543,244	1,581,419	1,581,419

- 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 for the production kitchen must be conducted on site and documented by a R.D. based on the number of monitoring approved in the Grantee's budget. Grantee with four or more delivery routes will conduct a HDM route monitoring at least once a month. In-service training to address any monitoring findings and/or to reinforce best practices will be scheduled and conducted in a timely manner to bring the program into compliance. The HACCP monitoring reports for the production kitchen and HDM routes shall be sent to OOA on a timely basis and no later than once per quarter.
- 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 as defined by OOA policy memoranda. 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 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 quarterly in-service training coordinated and provided by the OOA, and share the information with their staff and volunteers.
- J. The Grantee will 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.
- L. Grantee will develop and provide each consumer with a welcome packet that includes at minimum, the following information: the agency's meal delivery schedule, sample menu, donation policy and collection procedures, procedures to change meal delivery request, grievance policy, and how to request assistance, if needed.

VI. Service Objectives

- A. Grantee will serve the total number of unduplicated consumers as indicated in Table A in Section V.
- B. Grantee will provide the total number of meals as indicated in Table A, Section V.
- C. Grantee will provide nutrition compliance units as indicated in Appendix B.

VII. Outcome Objectives

- A. At least 85% of consumers will report being satisfied with the meal quality as defined as "Excellent or Good" in the DAAS annual consumer satisfaction survey, with a minimum sample size of the Grantee's average number of meals served at each congregate meal site.
- B. At least 75% of the consumers will report that the meal service helps maintain their independence based on the DAAS annual consumer satisfaction survey, with a minimum sample size of the Grantee's average number of meals served daily.
- C. At least 65% of consumers will report an increase in the consumption of fruits and vegetables as evidenced by a reported change from previous baseline data in the Nutrition Risk Screening Tool or other appropriate evaluation data.
- D. At least 65% of consumers with a high nutrition risk score as defined by the "Determine Your Nutritional Health" checklist will be connected to additional and appropriate resources.
- E. At least 65% of consumers that are identified as "lonely" as evidenced by the DAAS adopted loneliness screening tool will be connected to additional and appropriate resources.

VIII. Monitoring Activities

- A. Nutrition Program Monitoring: Program monitoring will include review of kitchen facility and HDM routes in accordance with CRFC, CDA nutrition service standards, and DAAS policies. This includes project income policies, nutrition education policies, consumer eligibility and targeted mandates, documentation of the units of service and all reporting, and progress of service and outcome objectives; how consumer 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 the nutrition program operation, current organizational chart in the nutrition service department, grievance policies and procedures, verification that hours of operation are reflected in most recent approved 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 obtained from consumers using the HDM intake form, which includes the annual Nutrition Risk Screening, the loneliness screening, and the food security questions for all enrolled consumers by the due date as specified by OOA policy and in accordance to OOA Nutrition program guidelines.
- B. Grantee will enter into CA-GetCare all the consumer level service units in the Service Recording Tool and data for monthly service reporting by the 5th 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.
- D. Grantee will enter the following monthly metrics in the CARBON database by the 15th of the following month: Number of meals served and number of nutrition compliance units provided.
- E. Grantee will enter the annual Outcome Objective metrics identified in Section VII of this appendix A in the CARBON database by the 15th of the month following the end of the program year.
- F. 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 (or as amended) 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.
- G. Grantee will develop and maintain its OOA approved Site Chart. The site chart may be updated with the approval of OOA. A copy of the updated Site Chart will be kept in OOA's contractor program.
- H. Grantee shall develop and deliver an annual summary report of SOGI data collected in the year as requested by HSA. The due date for submitting the annual summary report is July 10th.
- I. 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:

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

Sarah Chan
Nutritionist/OOA
1650 Mission Street, 5th Floor
San Francisco, CA 94103
Sarah.Chan@sfgov.org

	A	B	C	D	E	F	G	H	I	J
1	BUDGET FORMS									Appendix B, pg. 1
2										Document Date: 11/14/2018
3	HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES									
4	BUDGET PROPOSAL FORMS									
5	Grantee's Name: Meals on Wheels San Francisco									Grant Term
6	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>									
7	Effective Date of Mod: 7/1/18 No. of Mod: 1									
8	Program: ENP HDM									e
9	Annual #Meals Contracted	1,543,244	1,537,586	43,833	1,581,419	1,537,586	43,833	1,581,419	4,706,081	
10	Program Term	7/1/17 to 6/30/18	7/1/18 to 6/30/19	Modification	Revised	7/1/19 to 6/30/20	Modification	revised	7/1/17 to 6/30/20	
11	DAAS Expenditures									
12	Salaries & Benefits	\$1,456,225	\$1,476,994	\$42,104	\$1,519,098	\$1,476,994	\$42,104	\$1,519,098	\$4,494,422	\$0.96
13	Operating Expense	\$4,115,022	\$4,196,700	\$119,638	\$4,316,338	\$4,196,700	\$119,638	\$4,316,338	\$12,747,697	\$2.73
14	Subtotal	\$5,571,247	\$5,673,694	\$161,742	\$5,835,436	\$5,673,694	\$161,742	\$5,835,436	\$17,242,119	\$3.69
15	Indirect Percentage (max 10%)									
16	Gen.Guidance regarding indirect									
17	Capital Expenditure	\$67,600		\$51,000	\$51,000				\$118,600	\$0.03
18	TOTAL DAAS EXPENDITURES	\$5,638,847	\$5,673,694	\$212,742	\$5,886,436	\$5,673,694	\$161,742	\$5,835,436	\$17,360,719	\$3.72
19										
20	Non-DAAS Expenditures									
21	Salaries & Benefits	\$1,187,873	\$1,187,873	\$33,861	\$1,221,734	\$1,187,873	\$33,861	\$1,221,734	\$3,631,341	\$0.77
22	Operating Expense	\$2,577,351	\$2,577,351	\$73,475	\$2,650,826	\$2,577,351	\$73,475	\$2,650,826	\$7,879,003	\$1.69
23	Indirect Expense	\$765,386	\$765,386	\$22,363	\$787,749	\$765,386	\$22,363	\$787,749	\$2,340,884	\$0.50
24	Capital Expenditure									
25	TOTAL Non-DAAS EXPENDITURES	\$4,530,610	\$4,530,610	\$129,699	\$4,660,309	\$4,530,610	\$129,699	\$4,660,309	\$13,851,228	\$2.95
26										
27	TOTAL DAAS & Non-DAAS EXPENDITURES	\$10,169,457	\$10,204,304	\$342,441	\$10,546,745	\$10,204,304	\$291,441	\$10,495,745	\$31,211,947	\$6.67
28										
29	HSA-DAAS Revenues									
30	Meals, Local Funds	\$3,621,326	\$3,606,424	(\$56,448)	\$3,549,976	\$3,606,424	(\$56,448)	\$3,549,976	\$10,721,278	
31	Meals: Federal funds	\$525,465	\$700,621	\$140,250	\$840,871	\$700,621	\$140,250	\$840,871	\$2,207,207	
32	Meals: State funds	\$253,312	\$195,505	(\$74,126)	\$121,379	\$195,505	(\$74,126)	\$121,379	\$496,070	
33	Meals: NSIP funds	\$1,171,144	\$1,171,144	\$152,066	\$1,323,210	\$1,171,144	\$152,066	\$1,323,210	\$3,817,564	
34	OTO Equipment	\$67,600		\$51,000	\$51,000				\$118,600	
35										
36	TOTAL HSA-DAAS REVENUES	\$5,638,847	\$5,673,694	\$212,742	\$5,886,436	\$5,673,694	\$161,742	\$5,835,436	\$17,360,719	
37	PER MEAL COST, HSA-DAAS	\$3.61	\$3.69		\$3.69	\$3.69		\$3.69	\$3.66	
38	Per MEAL & COMPLIANCE COST	\$3.61	\$3.69		\$3.69	\$3.69		\$3.69	\$3.66	
39										
40	Non-DAAS Revenues									
41	Project Income	\$238,979	\$238,979	\$6,784	\$245,763	\$238,979	\$6,784	\$245,763	\$730,506	\$0.16
42	Agency Cash - Fundraising	\$3,418,195	\$3,418,195	\$98,016	\$3,516,211	\$3,418,195	\$98,016	\$3,516,211	\$10,450,617	\$2.22
43	Agency In-Kind Volunteer	\$873,436	\$873,436	\$24,898	\$898,334	\$873,436	\$24,898	\$898,334	\$2,670,105	\$0.57
44										
45										
46	TOTAL NON HSA-DAAS REVENUES	\$4,530,610	\$4,530,610	\$129,699	\$4,660,309	\$4,530,610	\$129,699	\$4,660,309	\$13,851,228	
47	PER MEAL COST, NON HSA-DAAS	\$2.94	\$2.95		\$2.95	\$2.95		\$2.95	\$2.94	
48										
49	TOTAL REVENUES	\$10,169,457	\$10,204,304		\$10,546,745	\$10,204,304		\$10,495,745	\$31,211,947	
50	PER MEAL COST, TOTAL	\$6.59	\$6.64		\$6.67	\$6.64		\$6.64	\$6.63	
51	Full Time Equivalent (FTE)									
53	Prepared by: Patrick Schmalz	Phone No.: 415-343-1270			Date: 11/14/18					
54	HSA-CO Review Signature:				Date:					
55	HSA #1	Form Rev. 12/22/16								

Salaries & Benefits Detail

	A	B	C	D	E	F	G	H	I	J	K	L	M	
1	Grantee's Name: Meals on Wheels San Francisco													
2	Program: ENP HDM													
3														
4														
5														
6														
7														
8	H.S.A-DAAS	Agency Totals				For DAAS Nutrition				DAAS Program				
9	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	7/1/17 to 6/30/18	7/1/18 to 6/30/19	Modification	Revised	7/1/19 to 6/30/20	Modification	revised	7/1/17 to 6/30/20	
10	Drivers (33)	\$1,267,168	3200%	89%	0.54	\$588,650	\$597,045	\$17,020	\$614,065	\$597,045	\$17,020	\$614,065	\$1,816,780	
11	Programs Mgr, Mark Liddle	\$76,982	100%	50%	0.50	\$37,260	\$37,781	\$1,077	\$38,858	\$37,781	\$1,077	\$38,858	\$114,986	
12	Ops Mgr, Gustavo Lopez	\$84,100	100%	50%	0.50	\$40,694	\$41,275	\$1,177	\$42,452	\$41,275	\$1,177	\$42,452	\$125,598	
13	Wait List Mgr, Crystal Booth	\$66,851	100%	50%	0.50	\$32,349	\$32,810	\$935	\$33,745	\$32,810	\$935	\$33,745	\$99,839	
14	Office Mgr, Harviann Brantley	\$61,285	100%	40%	0.40	\$23,427	\$23,761	\$677	\$24,438	\$23,761	\$677	\$24,438	\$72,303	
15	Support Lead, Philip Duarte	\$47,286	100%	50%	0.50	\$22,881	\$23,208	\$662	\$23,870	\$23,208	\$662	\$23,870	\$70,621	
16	Support Lead, Ivoga Suesue	\$61,902	100%	50%	0.50	\$29,954	\$30,381	\$866	\$31,247	\$30,381	\$866	\$31,247	\$92,448	
17	Chief Prog Off, David Linnell	\$152,831	100%	45%	0.45	\$66,554	\$67,503	\$1,924	\$69,427	\$67,503	\$1,924	\$69,427	\$205,408	
18	Chief Gov Off, Anne Quaintance	\$148,303	100%	37%	0.37	\$53,106	\$53,663	\$1,535	\$55,398	\$53,663	\$1,535	\$55,398	\$163,902	
19	Fleet & Facilities Dir, John Sheehan	\$89,435	100%	30%	0.30	\$25,533	\$25,897	\$738	\$26,635	\$25,897	\$738	\$26,635	\$78,803	
20	Maintenance, Derek Cook	\$47,852	100%	30%	0.30	\$13,661	\$13,856	\$395	\$14,251	\$13,856	\$395	\$14,251	\$42,163	
21	Volunteer Mgr, Kathleen Stirling	\$67,925	100%	42%	0.42	\$27,390	\$27,781	\$792	\$28,573	\$27,781	\$792	\$28,573	\$84,536	
22	Volunteer Mgr, TBD	\$67,925	100%	42%	0.42	\$27,390	\$27,781	\$792	\$28,573	\$27,781	\$792	\$28,573	\$84,536	
23	Volunteer Director, Meredith Terrell	\$96,227	100%	42%	0.42	\$38,803	\$39,356	\$1,122	\$40,478	\$39,356	\$1,122	\$40,478	\$119,759	
24	HR Manager, Ronald Ayotte	\$84,906	100%	23%	0.23	\$18,490	\$18,754	\$535	\$19,289	\$18,754	\$535	\$19,289	\$57,068	
25	HR Associate, David C Smith	\$47,095	100%	23%	0.23	\$10,256	\$10,402	\$297	\$10,699	\$10,402	\$297	\$10,699	\$31,654	
26	Communications Director, Karl Robit	\$130,189	100%	8%	0.08	\$9,450	\$9,585	\$273	\$9,858	\$9,585	\$273	\$9,858	\$29,165	
27	Digital Marketing Manager, Kate Cod	\$67,735	100%	8%	0.08	\$4,916	\$4,987	\$142	\$5,129	\$4,987	\$142	\$5,129	\$15,173	
28	CEO, Ashley McCumber	\$212,175	100%											
29	TOTALS	\$ 2,878,172	5000%	710%	6.75	\$1,070,754	\$1,086,025	\$30,959	\$1,116,984	\$1,086,025	\$30,959	\$1,116,984	\$3,304,723	
30														
31	FRINGE BENEFIT RATE	36.0%												
32	EMPLOYEE FRINGE BENEFITS	\$ 1,036,142				\$385,471	\$390,969	\$11,145	\$402,114	\$390,969	\$11,145	\$402,114	\$1,189,699	
33														
34	TOTAL DAAS SALARIES & BENEFITS	\$ 3,914,314				\$1,456,225	\$1,476,994	\$42,104	\$1,519,098	\$1,476,994	\$42,104	\$1,519,098	\$4,494,422	
35														
36														
37	Non - DAAS	Agency Totals				For DAAS Meal								
38	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE	7/1/17 to 6/30/18	7/1/18 to 6/30/19	Modification	Revised	7/1/19 to 6/30/20	Modification	revised	7/1/17 to 6/30/20	
39	Drivers (33)	\$ 1,267,168	3200%	89%	46%	\$469,320	\$469,320	\$13,379	\$482,699	\$469,320	\$13,379	\$482,699	\$1,434,719	
40	Programs Mgr, Mark Liddle	\$ 76,982	100%	33%	33%	\$24,728	\$24,728	\$705	\$25,433	\$24,728	\$705	\$25,433	\$75,594	
41	Ops Mgr, Gustavo Lopez	\$ 84,100	100%	33%	33%	\$27,014	\$27,014	\$770	\$27,784	\$27,014	\$770	\$27,784	\$82,582	
42	Wait List Mgr, Crystal Booth	\$ 66,851	100%	33%	33%	\$21,473	\$21,473	\$612	\$22,085	\$21,473	\$612	\$22,085	\$65,643	
43	Office Mgr, Harviann Brantley	\$ 81,285	100%	26%	26%	\$15,552	\$15,552	\$443	\$15,995	\$15,552	\$443	\$15,995	\$47,542	
44	Support Lead, Philip Duarte	\$ 47,286	100%	33%	33%	\$15,189	\$15,189	\$433	\$15,622	\$15,189	\$433	\$15,622	\$46,433	
45	Support Lead, Ivoga Suesue	\$ 61,902	100%	33%	33%	\$19,883	\$19,883	\$567	\$20,450	\$19,883	\$567	\$20,450	\$60,783	
46	Chief Prog Off, David Linnell	\$ 152,831	100%	30%	30%	\$44,180	\$44,180	\$1,259	\$45,439	\$44,180	\$1,259	\$45,439	\$135,058	
47	Chief Gov Off, Anne Quaintance	\$ 148,303	100%	24%	24%	\$35,252	\$35,252	\$1,005	\$36,257	\$35,252	\$1,005	\$36,257	\$107,766	
48	Fleet & Facilities Dir, John Sheehan	\$ 89,435	100%	19%	19%	\$16,949	\$16,949	\$483	\$17,432	\$16,949	\$483	\$17,432	\$51,813	
49	Maintenance, Derek Cook	\$ 47,852	100%	19%	19%	\$9,069	\$9,069	\$259	\$9,328	\$9,069	\$259	\$9,328	\$27,725	
50	Volunteer Mgr, Kathleen Stirling	\$ 67,925	100%	28%	28%	\$18,182	\$18,182	\$518	\$18,700	\$18,182	\$518	\$18,700	\$55,582	
51	Volunteer Mgr, TBD	\$ 67,925	100%	28%	28%	\$18,182	\$18,182	\$518	\$18,700	\$18,182	\$518	\$18,700	\$55,582	
52	Volunteer Director, Meredith Terrell	\$ 96,227	100%	28%	28%	\$25,757	\$25,757	\$734	\$26,491	\$25,757	\$734	\$26,491	\$78,739	
53	HR Manager, Ronald Ayotte	\$ 84,906	100%	15%	15%	\$12,274	\$12,274	\$350	\$12,624	\$12,274	\$350	\$12,624	\$37,522	
54	HR Associate, David C Smith	\$ 47,095	100%	15%	15%	\$6,808	\$6,808	\$194	\$7,002	\$6,808	\$194	\$7,002	\$20,812	
55	Communications Director, Karl Robit	\$ 130,189	100%	5%	5%	\$6,273	\$6,273	\$179	\$6,452	\$6,273	\$179	\$6,452	\$19,177	
56	Digital Marketing Manager, Kate Cod	\$ 67,735	100%	5%	5%	\$3,264	\$3,264	\$93	\$3,357	\$3,264	\$93	\$3,357	\$9,978	
57	CEO, Ashley McCumber	\$ 212,175	100%	41%	41%	\$84,087	\$84,087	\$2,397	\$86,484	\$84,087	\$2,397	\$86,484	\$257,055	
58	TOTAL NON-DAAS	\$ 2,878,172	5000%	536%	493%	\$873,436	\$873,436	\$24,898	\$898,334	\$873,436	\$24,898	\$898,334	\$2,670,105	
59														
60	FRINGE BENEFIT RATE	36.0%												
61	EMPLOYEE FRINGE BENEFITS	\$ 1,036,142				\$314,437	\$314,437	\$8,963	\$323,400	\$314,437	\$8,963	\$323,400	\$961,237	
62														
63	TOTAL Non-DAAS SALARIES & BENEFITS	\$ 3,914,314				\$1,187,873	\$1,187,873	\$33,861	\$1,221,734	\$1,187,873	\$33,861	\$1,221,734	\$3,831,341	
64														
65	TOTAL DAAS & Non-DAAS SALARIES & BENEFITS	\$ 7,828,628				\$2,644,098	\$2,664,867	\$75,965	\$2,740,832	\$2,664,867	\$75,965	\$2,740,832	\$8,125,763	
66	HSA #2	Form Rev. 12/22/16												

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Grantee's Name: Meals on Wheels San Francisco															
2	Program: ENP HDM															
3																
4																
5	Operating Expense Detail															
6																
7																
8	Annual #Meals Contracted:	1,543,244	1,537,586	43,833	1,581,419	1,537,586	43,833	1,581,419	4,706,081							
9	Term:	7/1/17 to 6/30/18	7/1/18 to 6/30/19	Modification	Revised	7/1/19 to 6/30/20	Modification	revised	7/1/17 to 6/30/20							
10	H.S.A-DAAS															
11	EXPENDITURE CATEGORY															
12	Rental of Property															
13	Utilities(Elec, Water, Gas, Phone, Scavenger)															
14	Office Supplies, Postage															
15	Building Maintenance Supplies and Repair															
16																
17	FOOD COSTS															
18	Raw Food	per meal \$ -														
19	Cong Food Svc Supplies	per meal \$ -														
20	HDM Food Svc Supplies	per meal \$ -														
21	Catered Meals	per meal \$ 2.73														
22		\$4,115,022	\$4,196,700	\$119,638	\$4,316,338	\$4,196,700	\$119,638	\$4,316,338	\$12,747,697							
23	CONSULTANT (Descriptive Title)															
24	Registered Dietitian															
25																
26	OTHER COSTS:															
27	Insurance															
28	Staff Training & Travel															
29	Rental of Equipment															
30	Small equipment & Supplies															
31	Delivery Cost															
32	Kitchen Costs															
33	Fees, dues, advertising															
34	Outside Services															
35	Grant, Volunteer and Client Costs															
36	Other Operating															
37	Fundraising															
38	TOTAL DAAS OPERATING EXPENSE	\$4,115,022	\$4,196,700	\$119,638	\$4,316,338	\$4,196,700	\$119,638	\$4,316,338	\$12,747,697							
39																
40	Non-DAAS															
41	EXPENDITURE CATEGORY															
42	Rental of Property															
43	Utilities(Elec, Water, Gas, Phone, Scavenger)															
44	Office Supplies, Postage															
45	Building Maintenance Supplies and Repair															
46																
47	FOOD COSTS															
48	Raw Food	per meal \$ -														
49	Cong Food Svc Supplies	per meal \$ -														
50	HDM Food Svc Supplies	per meal \$ -														
51	Catered Meals	per meal \$ 0.35														
52		\$545,142	\$545,142	\$15,541	\$560,683	\$545,142	\$15,541	\$560,683	\$1,666,508							
53	CONSULTANT (Descriptive Title)															
54	Registered Dietitian															
55																
56	OTHER COSTS:															
57	Insurance															
58	Staff Training & Travel															
59	Rental of Equipment															
60	Small equipment & Supplies															
61	Delivery Cost															
62	Kitchen Costs															
63	Fees, dues, advertising															
64	Outside Services															
65	Grant, Volunteer and Client Costs															
66	Other Operating															
67	Fundraising															
68	TOTAL Non-DAAS OPERATING EXPENSE	\$2,577,351	\$2,577,351	\$73,475	\$2,650,826	\$2,577,351	\$73,475	\$2,650,826	\$7,879,003							
69																
70	TOTAL DAAS & Non-DAAS OPERATING EXPENSE	\$6,692,373	\$6,774,051	\$193,113	\$6,967,164	\$6,774,051	\$193,113	\$6,967,164	\$20,626,700							
71																
72																
73	HSA #3															
	Form Rev. 12/22/16															

	A	B	C	D	E	F	G	H	I	J
1	Grantee's Name: Meals on Wheels San Francisco									Appendix B, Page 5
2	Program: ENP HDM									Document Date: 11/14/2018
3										
4										
5	Capital Expenditure Detail									
6	(Equipment and Remodeling Cost)									
7										
8										
9	H.S.A-DAAS		7/1/17 to 6/30/18	7/1/18 to 6/30/19	Modification	Revised	7/1/19 to 6/30/20	Modification	revised	7/1/17 to 6/30/20
10	No.	ITEM/DESCRIPTION								
11	1	Refrigerated Delivery Van	\$50,900							\$50,900
12	1	Refrigerator Conversion	\$13,700							\$13,700
13	30	Insulated Deliver Bags	\$3,000							\$3,000
14	1	Vehicle			\$51,000	\$51,000				\$51,000
15										
16										
17										
18										
19	TOTAL DAAS-OOA EQUIPMENT & REMODELING COST		\$67,600		\$51,000	\$51,000				\$118,600
20										
21	Non-DAAS									
22	No.	ITEM/DESCRIPTION								
23										
24										
25										
26										
27										
28	TOTAL NON DAAS-OOA EQUIPMENT & REMODELING COST									
29										
30	TOTAL DAAS & NON-DAAS CAPITAL EXPENDITURE		\$67,600		\$51,000	\$51,000				\$118,600
31	(Equipment and Remodeling Cost)									
32	HSA #4 Form Rev. 12/22/16									

Nutrition Education Salaries & Benefits Detail

7/1/18-6/30/18 For HSA Program REVENUE Cost Allocation:

7/1/18-6/30/18 For HSA Program REVENUE Cost Allocation:

7/1/18-6/30/18 For HSA Program REVENUE Cost Allocation:

7/1/18-6/30/18 For HSA Program REVENUE Cost Allocation:

7/1/18-6/30/18 For HSA Program REVENUE Cost Allocation:

7/1/18-6/30/18 For HSA Program REVENUE Cost Allocation:

7/1/18-6/30/18 For HSA Program REVENUE Cost Allocation:

7/1/18-6/30/18 For HSA Program REVENUE Cost Allocation:

7/1/18-6/30/18 For HSA Program REVENUE Cost Allocation:

7/1/18-6/30/18 For HSA Program REVENUE Cost Allocation:

7/1/18-6/30/18 For HSA Program REVENUE Cost Allocation:

7/1/18-6/30/18 For HSA Program REVENUE Cost Allocation:

7/1/18-6/30/18 For HSA Program REVENUE Cost Allocation:

7/1/18-6/30/18 For HSA Program REVENUE Cost Allocation:

7/1/18-6/30/18 For HSA Program REVENUE Cost Allocation:

7/1/18-6/30/18 For HSA Program REVENUE Cost Allocation:

7/1/18-6/30/18 For HSA Program REVENUE Cost Allocation:

7/1/18-6/30/18 For HSA Program REVENUE Cost Allocation:

7/1/18-6/30/18 For HSA Program REVENUE Cost Allocation:

7/1/18-6/30/18 For HSA Program REVENUE Cost Allocation:

7/1/18-6/30/18 For HSA Program REVENUE Cost Allocation:

7/1/18-6/30/18 For HSA Program REVENUE Cost Allocation:

7/1/18-6/30/18 For HSA Program REVENUE Cost Allocation:

7/1/18-6/30/18 For HSA Program REVENUE Cost Allocation:

7/1/18-6/30/18 For HSA Program REVENUE Cost Allocation:

7/1/18-6/30/18 For HSA Program REVENUE Cost Allocation:

7/1/18-6/30/18 For HSA Program REVENUE Cost Allocation:

7/1/18-6/30/18 For HSA Program REVENUE Cost Allocation:

7/1/18-6/30/18 For HSA Program REVENUE Cost Allocation:

7/1/18-6/30/18 For HSA Program REVENUE Cost Allocation:

7/1/18-6/30/18 For HSA Program REVENUE Cost Allocation:

7/1/18-6/30/18 For HSA Program REVENUE Cost Allocation:

7/1/18-6/30/18 For HSA Program REVENUE Cost Allocation:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S		
																			Annual Full Time Salary for FTE	Adjusted FTE
1	Meals on Wheels San Francisco	2	Program: Nutrition Compliance for ENP-HDM																	
3																				
4																				
5																				
6																				
7																				
8	TERM:																			
9	#REF!																			
10																				
11																				
12	13 Director of Nutrition	\$94,823	100%	0.37	\$4,880	\$172	\$4,688	\$35,009	\$176	\$1,061	\$1,237	\$33,772	\$35,009	\$176	\$1,061	\$1,237	\$33,772	\$35,009	\$1,743	\$2,646
13	14 Registered Dietician	\$62,488	100%	0.37	\$3,203	\$113	\$3,090	\$23,075	\$116	\$699	\$815	\$22,260	\$23,075	\$116	\$699	\$815	\$22,260	\$23,075	\$1,743	\$2,646
14	15 Registered Dietician	\$62,468	100%	0.37	\$3,196	\$113	\$3,083	\$23,025	\$116	\$699	\$815	\$22,210	\$23,025	\$116	\$699	\$815	\$22,210	\$23,025	\$1,743	\$2,646
15	16 Chief Program Officer	\$139,725	2%	0.01	\$107	\$4	\$103	\$773	\$4	\$24	\$28	\$745	\$773	\$4	\$24	\$28	\$745	\$773	\$60	\$90
16	17 Chief Executive Officer	\$135,585	1%	0.00	\$52	\$2	\$50	\$373	\$2	\$12	\$14	\$359	\$373	\$2	\$12	\$14	\$359	\$373	\$90	\$120
17	18 Facility Director	\$81,765	2%	0.01	\$53	\$2	\$51	\$450	\$2	\$12	\$14	\$436	\$450	\$2	\$12	\$14	\$436	\$450	\$90	\$120
18	19 Maintenance Worker	\$43,748	2%	0.01	\$34	\$1	\$33	\$239	\$1	\$6	\$7	\$232	\$239	\$1	\$6	\$7	\$232	\$239	\$15	\$20
19	20 HR Manager	\$77,625	1%	0.00	\$22	\$1	\$21	\$162	\$1	\$6	\$7	\$155	\$162	\$1	\$6	\$7	\$155	\$162	\$15	\$20
20	21 Communications Director	\$119,025	1%	0.00	\$34	\$1	\$33	\$246	\$1	\$6	\$7	\$239	\$246	\$1	\$6	\$7	\$239	\$246	\$15	\$20
21	22 Digital Marketing Manager	\$61,926	1%	0.00	\$18	\$1	\$17	\$127	\$1	\$6	\$7	\$120	\$127	\$1	\$6	\$7	\$120	\$127	\$15	\$20
22																				
23																				
24																				
25																				
26																				
27																				
28																				
29																				
30	TOTALS	\$1,091,254	307%	1.13	\$11,650	\$410	\$11,240	\$83,915	\$420	\$2,531	\$2,851	\$80,964	\$83,915	\$420	\$2,531	\$2,851	\$80,964	\$83,915	\$6,312	\$8,312
31																				
32	FRINGE BENEFIT RATE	39%																		
33	EMPLOYEE FRINGE BENEFITS	\$392,840			\$4,194	\$149	\$4,045	\$30,208	\$152	\$910	\$1,062	\$29,146	\$30,208	\$152	\$910	\$1,062	\$29,146	\$30,208	\$2,273	\$3,046
34																				
35																				
36	TOTAL SALARIES & BENEFITS	\$1,484,094			\$15,844	\$559	\$15,285	\$114,123	\$572	\$3,441	\$4,013	\$110,110	\$114,123	\$572	\$3,441	\$4,013	\$110,110	\$114,123	\$8,585	\$11,358
37	H.S.A. Program x3/ys	#REF!																		
38	HSA #2																			

Nutrition Counseling Salaries & Benefits Detail

1 Meals on Wheels San Francisco
2 Program: Nutrition Compliance for ENP-HDM
3
4
5
6
7
8 TERM:
9 #REF!

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
Agency Totals																		
For HSA Program:																		
For HSA Program REVENUE Cost Allocation:																		
For HSA Program REVENUE Cost Allocation:																		
POSITION TITLE	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Year 1	H.S.A.-D.A.A.S.	Non H.S.A.-D.A.A.S.	Year 2 Revised	H.S.A.-D.A.A.S. Budget	Modification	Revised	Year 3 Revised	H.S.A.-D.A.A.S. Budget	Modification	Revised	Revised Non-H.S.A.-D.A.A.S.	Total H.S.A.-D.A.A.S.	Total H.S.A.-D.A.A.S.
13 Director of Nutrition	\$94,823	100%	53%	0.53	\$48,596	\$17,932	\$30,664	\$49,812	\$18,381	\$0	\$18,381	\$49,812	\$18,381	\$0	\$18,381	\$31,431	\$54,594	\$54,594
14 Registered Dietician	\$62,486	100%	53%	0.53	\$32,025	\$11,817	\$20,208	\$32,826	\$12,113	\$0	\$12,113	\$32,826	\$12,113	\$0	\$12,113	\$20,713	\$36,643	\$36,643
15 Registered Dietician	\$62,369	100%	53%	0.53	\$31,964	\$11,795	\$20,169	\$32,763	\$12,090	\$0	\$12,090	\$32,763	\$12,090	\$0	\$12,090	\$20,673	\$35,975	\$35,975
16 Chief Program Officer	\$135,725	2%	53%	0.01	\$1,074	\$397	\$677	\$1,101	\$407	\$0	\$407	\$1,101	\$407	\$0	\$407	\$694	\$1,211	\$1,211
17 Chief Government Officer	\$135,685	1%	53%	0.00	\$521	\$183	\$328	\$534	\$187	\$0	\$187	\$534	\$187	\$0	\$187	\$337	\$684	\$684
18 Chief Executive Officer	\$212,175	1%	53%	0.00	\$609	\$209	\$609	\$624	\$238	\$0	\$238	\$624	\$238	\$0	\$238	\$924	\$0	\$0
19 Facility Director	\$61,765	2%	53%	0.01	\$629	\$232	\$397	\$644	\$238	\$0	\$238	\$644	\$238	\$0	\$238	\$406	\$406	\$406
20 Maintenance Worker	\$43,748	2%	53%	0.01	\$336	\$124	\$213	\$345	\$127	\$0	\$127	\$345	\$127	\$0	\$127	\$218	\$378	\$378
21 HR Manager	\$77,625	1%	52%	0.00	\$223	\$82	\$140	\$228	\$84	\$0	\$84	\$228	\$84	\$0	\$84	\$144	\$250	\$250
22 Communications Director	\$119,025	1%	53%	0.00	\$342	\$126	\$216	\$350	\$129	\$0	\$129	\$350	\$129	\$0	\$129	\$221	\$384	\$384
23 Digital Marketing Manager	\$61,926	1%	52%	0.00	\$178	\$66	\$112	\$182	\$68	\$0	\$68	\$182	\$68	\$0	\$68	\$114	\$202	\$202
24				0.00														
25				0.00														
26				0.00														
27				0.00														
28				0.00														
29				0.00														
30 TOTALS	\$1,091,254	307%	578%	1.62	\$116,497	\$42,764	\$73,733	\$119,409	\$43,834	\$0	\$43,834	\$119,409	\$43,834	\$0	\$43,834	\$75,575	\$130,432	\$130,432
31																		
32 FRINGE BENEFIT RATE	38%																	
33 EMPLOYEE FRINGE BENEFITS	\$392,840				\$41,939	\$15,395	\$26,544	\$42,986	\$15,780	\$0	\$15,780	\$42,986	\$15,780	\$0	\$15,780	\$27,206	\$46,955	\$46,955
34																		
35																		
36 TOTAL SALARIES & BENEFITS	\$1,484,094				\$158,436	\$58,159	\$100,277	\$162,395	\$59,614	\$0	\$59,614	\$162,395	\$59,614	\$0	\$59,614	\$102,781	\$177,387	\$177,387
37 HSA #4																		#REF!

Nutrition Counseling Operating Expense Detail

EXPENDITURE CATEGORY	Year 1 7/1/17-6/30/18		Year 2 Revised 7/1/18-6/30/19		Year 3 Revised 7/1/19-6/30/20		Revenue Cost Allocation H.S.A.-DAAS Budget		Revenue Cost Allocation H.S.A.-DAAS Budget		Revenue Cost Allocation H.S.A.-DAAS Budget		Revenue Cost Allocation H.S.A.-DAAS Budget		Total H.S.A.
	H.S.A.-D.A.A.S	Non H.S.A.-D.A.A.S	H.S.A.-D.A.A.S	Non H.S.A.-D.A.A.S	H.S.A.-D.A.A.S	Non H.S.A.-D.A.A.S	Revised	Modification	Revised	Modification	Revised	Modification	Revised	Modification	
12 Rental of Property	\$2,600	\$2,068	\$2,665	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
14 Utilities(Elec, Water, Gas, Phone, Scavenger)	\$1,955	\$1,555	\$2,004	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
15 Office Supplies, Postage	\$3,739	\$2,974	\$3,833	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
16 Building Maintenance, Supplies and Repair															
17 Printing and Reproduction	\$2,896	\$2,272	\$2,927	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
18 Insurance	\$659	\$525	\$676	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
19 Staff Training	\$1,487	\$1,183	\$1,524	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
20 Staff Travel	\$1,444	\$1,149	\$1,481	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
21 Small Equipment (under \$5,000/item)															
22 Rental of Equipment															
23 SUBCONTRACTORS (Descriptive Title)															
23 a															
26 b															
26 c															
27 c															
28 d															
28 e															
30															
31 OTHER															
32 Outside Services	\$5,269	\$4,191	\$5,400	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
33 Grant, Volunteer and Client Costs	\$13,821	\$10,996	\$14,167	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
34 Telephone	\$1,275	\$1,015	\$1,307	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
35 Fees, Dues, Advertising	\$1,528	\$1,217	\$1,567	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
36 Other Operating Costs	\$2,624	\$1,962	\$3,714	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
37															
38 TOTAL OPERATING EXPENSE	\$40,258	\$31,107	\$41,265	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
39 TOTAL OPERATING EXPENSE x9/ys	\$122,790														
40 HSA #5															

HACCP Kitchen Monitoring Salaries & Benefits Detail

1 Meals on Wheels San Francisco
 2 Program: Nutrition Compliance for ENP-HDM

8 TERM:
 9 #REF!

A	B	C	D	E	F	G	H	7/1/18-6/30/19				7/1/19-6/30/20				Total Revenue		
								For HSA Program				For HSA Program						
	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Year 1	H.S.A.-D.A.A.S	Non H.S.A.-D.A.A.S	Year 2 Revised	H.S.A.-D.A.A.S Budget	Modification	Revised	Revised Non-H.S.A.-D.A.A.S	Year 3 Revised	H.S.A.-D.A.A.S Budget	Modification	Revised	Revised Non-H.S.A.-D.A.A.S	
13	Director of Nutrition	100%	21%	0.21	\$19,439	\$259	\$19,180	\$19,925	\$265	\$0	\$265	\$19,660	\$19,925	\$265	\$0	\$265	\$19,660	\$19,925
14	Registered Dietician	100%	21%	0.21	\$12,810	\$170	\$12,640	\$13,130	\$174	\$0	\$174	\$12,986	\$13,130	\$174	\$0	\$174	\$12,986	\$13,130
15	Registered Dietician	100%	21%	0.21	\$12,786	\$170	\$12,616	\$13,105	\$174	\$0	\$174	\$12,931	\$13,105	\$174	\$0	\$174	\$12,931	\$13,105
16	Chief Program Officer	2%	21%	0.00	\$430	\$6	\$424	\$440	\$6	\$0	\$6	\$434	\$440	\$6	\$0	\$6	\$434	\$440
17	Chief Government Officer	1%	21%	0.00	\$208	\$3	\$205	\$214	\$3	\$0	\$3	\$211	\$214	\$3	\$0	\$3	\$211	\$214
18	Chief Executive Officer	1%	21%	0.00	\$244	\$3	\$241	\$248	\$3	\$0	\$3	\$251	\$248	\$3	\$0	\$3	\$251	\$248
19	Facility Director	2%	21%	0.00	\$251	\$3	\$248	\$258	\$3	\$0	\$3	\$265	\$258	\$3	\$0	\$3	\$265	\$258
20	Maintenance Worker	2%	21%	0.00	\$135	\$2	\$133	\$138	\$2	\$0	\$2	\$136	\$138	\$2	\$0	\$2	\$136	\$138
21	HR Manager	1%	21%	0.00	\$89	\$1	\$88	\$91	\$1	\$0	\$1	\$90	\$91	\$1	\$0	\$1	\$90	\$91
22	Communications Director	1%	21%	0.00	\$137	\$2	\$135	\$140	\$2	\$0	\$2	\$138	\$140	\$2	\$0	\$2	\$138	\$140
23	Digital Marketing Manager	1%	21%	0.00	\$71	\$1	\$70	\$73	\$1	\$0	\$1	\$72	\$73	\$1	\$0	\$1	\$72	\$73
24				0.00														
25				0.00														
26				0.00														
27				0.00														
28				0.00														
29				0.00														
30	TOTALS	3.07	231%	0.65	\$46,600	\$517	\$45,983	\$47,764	\$531	\$0	\$531	\$47,133	\$47,764	\$531	\$0	\$531	\$47,133	\$47,764
31	FRINGE BENEFIT RATE																	
32	EMPLOYEE FRINGE BENEFITS																	
33					\$16,775	\$222	\$16,553	\$17,194	\$227	\$0	\$227	\$16,967	\$17,194	\$227	\$0	\$227	\$16,967	\$17,194
34																		
35	TOTAL SALARIES & BENEFITS				\$63,375	\$839	\$62,536	\$64,958	\$859	\$0	\$859	\$64,100	\$64,958	\$859	\$0	\$859	\$64,100	\$64,958
36	H.S.A. Program x3yrs																	
37	#REF!																	
38	HSA #6																	

Site or Route Monitoring Salaries & Benefits Detail

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
																			Annual Full Time Salary for FTE
1	Meals on Wheels San Francisco																		
2	Program: Nutrition Compliance for ENP-HCM																		
3																			
4																			
5																			
6																			
7																			
8	TERM:																		
9	#REF!																		
10																			
11																			
12	POSITION TITLE																		
13	Director of Nutrition	\$94,823	0.05	5%	100%	\$4,860	\$1,035	\$3,825	\$4,981	\$1,061	\$0	\$1,061	\$0	\$0	\$0	\$1,061	\$0	\$0	\$3,157
14	Registered Dietitian	\$62,488	0.05	5%	100%	\$3,203	\$692	\$2,511	\$3,283	\$699	\$0	\$699	\$0	\$0	\$0	\$699	\$0	\$0	\$2,584
15	Registered Dietician	\$62,369	0.00	0%	100%	\$3,198	\$680	\$2,518	\$3,276	\$697	\$0	\$697	\$0	\$0	\$0	\$697	\$0	\$0	\$2,579
16	Chief Program Officer	\$139,725	0.00	0%	2%	\$107	\$23	\$85	\$110	\$23	\$0	\$23	\$0	\$0	\$0	\$23	\$0	\$0	\$87
17	Chief Government Officer	\$135,585	0.00	0%	1%	\$52	\$11	\$41	\$53	\$12	\$0	\$12	\$0	\$0	\$0	\$12	\$0	\$0	\$41
18	Chief Executive Officer	\$212,175	0.00	0%	5%	\$61	\$13	\$61	\$64	\$14	\$0	\$14	\$0	\$0	\$0	\$14	\$0	\$0	\$62
19	Facility Director	\$81,765	0.00	0%	2%	\$63	\$13	\$49	\$64	\$14	\$0	\$14	\$0	\$0	\$0	\$14	\$0	\$0	\$50
20	Maintenance Worker	\$43,748	0.00	0%	5%	\$34	\$7	\$26	\$34	\$7	\$0	\$7	\$0	\$0	\$0	\$7	\$0	\$0	\$27
21	HR Manager	\$77,625	0.00	0%	1%	\$22	\$5	\$17	\$23	\$5	\$0	\$5	\$0	\$0	\$0	\$5	\$0	\$0	\$18
22	Communications Director	\$119,025	0.00	0%	5%	\$34	\$7	\$27	\$35	\$7	\$0	\$7	\$0	\$0	\$0	\$7	\$0	\$0	\$28
23	Digital Marketing Manager	\$61,926	0.00	0%	1%	\$18	\$4	\$14	\$18	\$4	\$0	\$4	\$0	\$0	\$0	\$4	\$0	\$0	\$14
24																			
25																			
26																			
27																			
28																			
29																			
30	TOTALS	\$1,091,254	0.16	56%	307%	\$11,650	\$2,466	\$9,182	\$11,939	\$2,529	\$0	\$2,529	\$0	\$0	\$0	\$2,529	\$0	\$0	\$9,410
31	FRINGE BENEFIT RATE	35%																	
32	EMPLOYEE FRINGE BENEFITS	\$382,840				\$4,194	\$889	\$3,305	\$4,298	\$910	\$0	\$910	\$0	\$0	\$0	\$910	\$0	\$0	\$3,388
33																			
34																			
35	TOTAL SALARIES & BENEFITS	\$1,484,094				\$15,844	\$3,357	\$12,487	\$16,237	\$3,439	\$0	\$3,439	\$0	\$0	\$0	\$3,439	\$0	\$0	\$12,798
36	HSA Program x3yrs	#REF!																	
37																			
38	HSA #8																		

Menu Planning Salaries & Benefits Detail

1. Meals on Wheels San Francisco
2. Program: Nutrition Compliance for ENP-HCM

TERM:
#REF!

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
																			Agency Totals
13	Director of Nutrition	\$84,823	100%	0.21	\$19,439	\$287	\$19,152	\$19,130	\$294	\$0	\$294	\$19,631	\$19,625	\$294	\$0	\$294	\$19,631	\$19,631	\$875
14	Registered Dietician	\$62,488	100%	0.21	\$12,810	\$189	\$12,621	\$12,621	\$194	\$0	\$194	\$12,935	\$13,130	\$194	\$0	\$194	\$12,935	\$12,935	\$577
15	Registered Dietician	\$62,358	100%	0.21	\$12,786	\$189	\$12,597	\$12,597	\$194	\$0	\$194	\$12,911	\$13,105	\$194	\$0	\$194	\$12,911	\$12,911	\$577
16	Chief Program Officer	\$195,725	2%	0.00	\$430	\$6	\$424	\$424	\$6	\$0	\$6	\$430	\$440	\$6	\$0	\$6	\$436	\$436	\$18
17	Chief Government Officer	\$135,585	1%	0.00	\$208	\$3	\$205	\$205	\$3	\$0	\$3	\$211	\$214	\$3	\$0	\$3	\$214	\$214	\$9
18	Facility Director	\$81,765	2%	0.00	\$244	\$4	\$240	\$240	\$4	\$0	\$4	\$244	\$250	\$4	\$0	\$4	\$254	\$254	\$12
19	Maintenance Worker	\$43,748	2%	0.00	\$135	\$2	\$133	\$133	\$2	\$0	\$2	\$135	\$138	\$2	\$0	\$2	\$138	\$138	\$6
20	HR Manager	\$77,625	1%	0.00	\$89	\$1	\$88	\$88	\$1	\$0	\$1	\$90	\$91	\$1	\$0	\$1	\$91	\$91	\$3
21	Communications Director	\$119,025	1%	0.00	\$137	\$2	\$135	\$135	\$2	\$0	\$2	\$138	\$140	\$2	\$0	\$2	\$140	\$140	\$6
22	Digital Marketing Manager	\$61,926	1%	0.00	\$71	\$1	\$70	\$70	\$1	\$0	\$1	\$72	\$73	\$1	\$0	\$1	\$73	\$73	\$3
23				0.00															\$0
24				0.00															\$0
25				0.00															\$0
26				0.00															\$0
27				0.00															\$0
28				0.00															\$0
29				0.00															\$0
30	TOTALS	\$1,091,284	307%	231%	\$46,600	\$684	\$45,916	\$45,916	\$701	\$0	\$701	\$47,063	\$47,764	\$701	\$0	\$701	\$47,063	\$47,063	\$2,065
31		35%																	\$0
32	FRINGE BENEFIT RATE	\$382,840			\$16,776	\$247	\$16,529	\$16,529	\$252	\$0	\$252	\$16,942	\$17,194	\$252	\$0	\$252	\$16,942	\$16,942	\$751
33	EMPLOYEE FRINGE BENEFITS																		\$0
34																			\$0
35																			\$0
36	TOTAL SALARIES & BENEFITS	\$1,484,054			\$63,376	\$931	\$62,445	\$62,445	\$953	\$0	\$953	\$64,005	\$64,958	\$953	\$0	\$953	\$64,005	\$64,005	\$2,837
37	H.S.A. Program x3yrs	#REF!																	\$0
38	HSA #10																		\$0

Annual & Quarterly HDM Intake and Assessment Salaries & Benefits Detail

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S										
																			7/1/17-6/30/18			7/1/18-6/30/19			7/1/19-6/30/20			Total Revenue
																			Annual Full Time Salary for FTE	Total % FTE	Adjusted FTE	Year 1	H.S.A.-D.A.A.S.	Non H.S.A.-D.A.A.S.	Year 2 Revised	H.S.A.-D.A.A.S.	Revised Non-H.S.A.-D.A.A.S.	
1	Meals on Wheels San Francisco																											
2	Program: Nutrition Compliance for ENP-HDM																											
3																												
4																												
5																												
6																												
7																												
8	TERM:																											
9	#REF!																											
10																												
11	Agency Totals																											
12	POSITION TITLE																											
13	Director of Social Workers	\$109,138	100%	1.00	\$105,475	\$41,559	\$64,916	\$109,138	\$42,600	\$66,538	\$109,138	\$109,138	\$42,600	\$66,538	\$109,138	\$109,138	\$42,600	\$66,538	\$109,138									
14	Social Worker	\$51,108	100%	1.00	\$49,861	\$19,482	\$30,398	\$51,108	\$19,948	\$31,160	\$51,108	\$51,108	\$19,948	\$31,160	\$51,108	\$51,108	\$19,948	\$31,160	\$51,108									
15	Social Worker	\$55,545	100%	1.00	\$55,166	\$21,522	\$33,654	\$55,545	\$22,071	\$34,474	\$55,545	\$55,545	\$22,071	\$34,474	\$55,545	\$55,545	\$22,071	\$34,474	\$55,545									
16	Social Worker	\$51,108	100%	1.00	\$49,861	\$19,482	\$30,398	\$51,108	\$19,948	\$31,160	\$51,108	\$51,108	\$19,948	\$31,160	\$51,108	\$51,108	\$19,948	\$31,160	\$51,108									
17	Social Worker	\$55,545	100%	1.00	\$55,166	\$21,522	\$33,654	\$55,545	\$22,071	\$34,474	\$55,545	\$55,545	\$22,071	\$34,474	\$55,545	\$55,545	\$22,071	\$34,474	\$55,545									
18	Social Worker	\$57,130	100%	1.00	\$55,737	\$21,755	\$33,982	\$57,130	\$22,300	\$34,830	\$57,130	\$57,130	\$22,300	\$34,830	\$57,130	\$57,130	\$22,300	\$34,830	\$57,130									
19	Social Worker	\$53,282	100%	1.00	\$51,983	\$20,290	\$31,693	\$53,282	\$20,787	\$32,495	\$53,282	\$53,282	\$20,787	\$32,495	\$53,282	\$53,282	\$20,787	\$32,495	\$53,282									
20	Social Worker	\$54,370	100%	1.00	\$53,044	\$20,703	\$32,341	\$54,370	\$21,221	\$33,149	\$54,370	\$54,370	\$21,221	\$33,149	\$54,370	\$54,370	\$21,221	\$33,149	\$54,370									
21	Social Worker	\$70,681	100%	1.00	\$68,227	\$21,946	\$46,281	\$70,681	\$27,588	\$43,093	\$70,681	\$70,681	\$27,588	\$43,093	\$70,681	\$70,681	\$27,588	\$43,093	\$70,681									
22	Social Worker	\$50,516	100%	1.00	\$49,294	\$26,915	\$22,381	\$50,516	\$19,717	\$30,799	\$50,516	\$50,516	\$19,717	\$30,799	\$50,516	\$50,516	\$19,717	\$30,799	\$50,516									
23	Social Worker	\$31,379	100%	1.00	\$30,614	\$11,949	\$18,665	\$31,379	\$12,248	\$19,131	\$31,379	\$31,379	\$12,248	\$19,131	\$31,379	\$31,379	\$12,248	\$19,131	\$31,379									
24	Social Worker	\$53,653	100%	1.00	\$52,354	\$20,435	\$31,919	\$53,653	\$20,948	\$32,715	\$53,653	\$53,653	\$20,948	\$32,715	\$53,653	\$53,653	\$20,948	\$32,715	\$53,653									
25	Social Worker	\$50,000	100%	1.00				\$50,000	\$50,000	\$0	\$50,000	\$50,000	\$50,000	\$0	\$50,000	\$50,000	\$50,000	\$0	\$50,000									
26	Social Worker	\$50,000	100%	1.00				\$50,000	\$50,000	\$0	\$50,000	\$50,000	\$50,000	\$0	\$50,000	\$50,000	\$50,000	\$0	\$50,000									
27	Social Worker	\$10,552	100%	1.00				\$10,552	\$10,552	\$0	\$10,552	\$10,552	\$10,552	\$0	\$10,552	\$10,552	\$10,552	\$0	\$10,552									
28	Social Worker	\$199,725	11%	1.00	\$9,309	\$3,633	\$5,676	\$199,725	\$7,754	\$9,996	\$199,725	\$199,725	\$7,754	\$9,996	\$199,725	\$199,725	\$7,754	\$9,996	\$199,725									
29	Chief Program Officer	\$135,585	5%	1.00	\$4,517	\$1,763	\$2,754	\$135,585	\$1,807	\$4,365	\$135,585	\$135,585	\$1,807	\$4,365	\$135,585	\$135,585	\$1,807	\$4,365	\$135,585									
30	Chief Executive Officer	\$81,765	11%	1.00	\$5,448	\$2,126	\$3,322	\$81,765	\$3,410	\$8,265	\$81,765	\$81,765	\$3,410	\$8,265	\$81,765	\$81,765	\$3,410	\$8,265	\$81,765									
31	Maintenance Worker	\$43,748	11%	1.00	\$2,915	\$1,137	\$1,778	\$43,748	\$4,620	\$2,817	\$43,748	\$43,748	\$4,620	\$2,817	\$43,748	\$43,748	\$4,620	\$2,817	\$43,748									
32	Facility Director	\$77,625	4%	1.00	\$1,941	\$758	\$1,183	\$77,625	\$3,077	\$1,201	\$77,625	\$77,625	\$3,077	\$1,201	\$77,625	\$77,625	\$3,077	\$1,201	\$77,625									
33	HR Manager	\$119,025	4%	1.00	\$2,977	\$1,182	\$1,815	\$119,025	\$4,717	\$2,875	\$119,025	\$119,025	\$4,717	\$2,875	\$119,025	\$119,025	\$4,717	\$2,875	\$119,025									
34	Communications Director	\$61,926	4%	1.00	\$1,549	\$605	\$944	\$61,926	\$620	\$1,495	\$61,926	\$61,926	\$620	\$1,495	\$61,926	\$61,926	\$620	\$1,495	\$61,926									
35	Digital Marketing Manager	\$1,785,223	1753%	2500%	\$788,691	\$297,960	\$470,731	\$1,785,223	\$305,416	\$495,244	\$1,785,223	\$1,785,223	\$305,416	\$495,244	\$1,785,223	\$1,785,223	\$305,416	\$495,244	\$1,785,223									
36	TOTALS				\$2,767,729	\$107,266	\$169,463	\$2,767,729	\$109,947	\$178,283	\$2,767,729	\$2,767,729	\$109,947	\$178,283	\$2,767,729	\$2,767,729	\$109,947	\$178,283	\$2,767,729									
37	FRINGE BENEFIT RATE		36%																									
38	EMPLOYEE FRINGE BENEFITS	\$642,662			\$278,729	\$107,266	\$169,463	\$642,662	\$169,998	\$178,283	\$642,662	\$642,662	\$169,998	\$178,283	\$642,662	\$642,662	\$169,998	\$178,283	\$642,662									
39		\$2,427,865			\$1,045,420	\$405,226	\$640,194	\$2,427,865	\$542,228	\$673,827	\$2,427,865	\$2,427,865	\$542,228	\$673,827	\$2,427,865	\$2,427,865	\$542,228	\$673,827	\$2,427,865									
40	#REF!																											
41	TOTAL SALARIES & BENEFITS	\$2,427,865			\$1,045,420	\$405,226	\$640,194	\$2,427,865	\$542,228	\$673,827	\$2,427,865	\$2,427,865	\$542,228	\$673,827	\$2,427,865	\$2,427,865	\$542,228	\$673,827	\$2,427,865									
42	H.S.A. Program x3yrs																											
43	HSA #12																											
44																												
45																												
46																												
47																												

HDM Assessment Operating Expense Detail

EXPENDITURE CATEGORY	Year 1 Revenue Cost Allocation		Year 2 Revenue Cost Allocation		Year 3 Revised		Revised Non-H.S.A.-DAAS	Revised	Modification	H.S.A.-DAAS Budget	Revised Non-H.S.A.-DAAS	Total H.S.A.
	H.S.A.-D.A.A.S	Non H.S.A.-D.A.A.S	H.S.A.-DAAS Budget	Modification	Revised	Modification						
13 Rental of Property	\$11,269	\$5,912	\$4,468	\$2,439	\$0	\$0	\$16,305	\$6,304	\$1,838	\$0	\$17,566	\$0
14 Utilities(Elec, Water, Gas, Phone, Scavenger)	\$8,470	\$5,195	\$3,357	\$1,824	\$1,824	\$1,824	\$12,253	\$4,739	\$1,392	\$1,392	\$7,614	\$17,566
15 Office Supplies, Postage	\$16,203	\$9,937	\$6,422	\$3,908	\$9,930	\$9,930	\$23,443	\$9,065	\$2,643	\$0	\$14,378	\$23,281
16 Building Maintenance Supplies and Repair	\$12,373	\$7,588	\$4,904	\$2,073	\$7,582	\$7,582	\$17,902	\$6,922	\$2,018	\$0	\$10,980	\$12,289
17 Printing and Reproduction	\$6,444	\$3,952	\$2,554	\$1,395	\$3,949	\$6,264	\$9,324	\$3,605	\$1,051	\$3,605	\$5,719	\$10,046
18 Insurance	\$2,854	\$1,750	\$1,132	\$618	\$1,750	\$2,773	\$4,130	\$466	\$466	\$1,598	\$2,532	\$4,452
19 Staff Training	\$6,261	\$3,840	\$2,482	\$1,356	\$3,838	\$6,084	\$9,058	\$3,804	\$1,022	\$3,804	\$5,554	\$9,753
20 Staff Travel												
21 Small Equipment (under \$5,000/item)												
22 Rental of Equipment												
23												
24 SUBCONTRACTORS (Descriptive Title)												
25 a												
25 b												
25 c												
25 d												
25 e												
25 f												
26												
27												
28												
29												
30												
31 OTHER												
32 Outside Services	\$2,832	\$8,829	\$9,050	\$4,843	\$13,993	\$22,193	\$33,036	\$12,775	\$3,725	\$9,050	\$20,261	\$35,597
33 Grant, Volunteer and Client Costs	\$59,890	\$23,159	\$23,736	\$12,865	\$36,703	\$56,212	\$86,652	\$33,507	\$9,769	\$23,736	\$53,145	\$93,389
34 Telephone	\$6,524	\$2,136	\$2,190	\$1,196	\$3,386	\$5,754	\$7,993	\$901	\$901	\$2,190	\$4,802	\$9,613
35 Fees, Dues, Advertising	\$6,629	\$2,584	\$2,828	\$1,435	\$4,063	\$6,442	\$9,590	\$3,709	\$1,081	\$2,628	\$5,881	\$10,336
36 Other Operating Costs	\$13,622	\$5,117	\$5,244	\$2,864	\$8,108	\$16,651	\$22,601	\$7,400	\$2,156	\$5,244	\$15,201	\$29,825
37												
38 TOTAL OPERATING EXPENSE	\$174,371	\$65,595	\$68,167	\$37,231	\$105,398	\$170,949	\$252,287	\$96,219	\$28,052	\$89,157	\$156,085	\$269,122
39 TOTAL OPERATING EXPENSE x3yrs	\$531,824											
40												
41 HSA #13												

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1	Meals on Wheels San Francisco																								
2	Program: Nutrition Compliance for ENP-HDM																								
3																									
4																									
5																									
6																									
7																									
8	TERM:																								
9	#REF!																								
10																									
11																									
12	Expenditure Category																								
13	Rental of Property																								
14	Utilities(Elec, Water, Gas, Phone, Scavenger)																								
15	Office Supplies, Postage																								
16	Building Maintenance Supplies and Repair																								
17	Printing and Reproduction																								
18	Insurance																								
19	Staff Training																								
20	Staff Travel																								
21	Small Equipment (under \$5,000/item)																								
22	Rental of Equipment																								
23																									
24	SUBCONTRACTORS (Descriptive Title)																								
25	a																								
26	b																								
27	c																								
28	d																								
29	e																								
30																									
31	OTHER																								
32	Fundraising Expense Nutrition																								
33	Fundraising Expense Assessments																								
34	k																								
35	w																								
36	v																								
37																									
38	TOTAL OPERATING EXPENSE																								
39	TOTAL OPERATING EXPENSE x0yrs																								
40																									
41	HSA #15																								

Other Nutrition Compliance Operating Expense Detail

Meals on Wheels San Francisco

Nutrition Compliance/Quality Assurance Services:

Cost Per Service Unit:

Proposed Service Units:

	Year 1				Year 2				Year 3				Yr 1 to Yr 2 Cost Increase	Yr 2 to Yr 3 Cost Increase
	# of units/ sessions	Year 1	H.S.A.- D.A.A.S	Non H.S.A.- D.A.A.S	# of units/ sessions	Year 2 Revised	Revised	Revised Non-H.S.A.- DAAS	# of units/ sessions	Year 3 Revised	Revised	Revised Non-H.S.A.- DAAS		
Nutrition Education:														
Annual #sessions (or presentation) a year or # Times a year handouts will be delivered to seniors in HDM	4.0	\$ 4,355	\$ 154	\$ 4,201	28.0	\$ 4,481	\$ 158	\$ 4,324	28.0	\$ 4,481	\$ 158	\$ 4,324	0.00%	0.00%
Nutrition Counseling:														
Annual #hours to be provided	722.0	\$ 303	\$ 103	\$ 200	722.0	\$ 310	\$ 105	\$ 205	722.0	\$ 310	\$ 105	\$ 205	0.00%	0.00%
Annual #sessions to be provided	1,444.0	\$ 151	\$ 51	\$ 100	1,444.0	\$ 155	\$ 53	\$ 103	1,444.0	\$ 155	\$ 53	\$ 103	0.00%	0.00%
HACCP Kitchen Monitoring (1 unit = 1 session completed)	4.0	\$ 17,420	\$ 231	\$ 17,189	4.0	\$ 17,855	\$ 236	\$ 17,619	4.0	\$ 17,855	\$ 236	\$ 17,619		
Site/Route Monitoring (1 unit = 1 session completed):	12.0	\$ 1,452	\$ 308	\$ 1,144	12.0	\$ 1,488	\$ 315	\$ 1,173	12.0	\$ 1,488	\$ 315	\$ 1,173		
Menu Planning & Analysis (1 unit = 1 set menu completed)	2.0	\$ 34,840	\$ 512	\$ 34,328	2.0	\$ 35,710	\$ 524	\$ 35,186	2.0	\$ 35,710	\$ 524	\$ 35,186		
HDM Assessment (1 units = annual intake assessment & reassessment completed)	2,300.0	\$ 583	\$ 226	\$ 358	3,557.0	\$ 492	\$ 231	\$ 261	3,247.0	\$ 511	\$ 231	\$ 279	0.00%	0.00%
OTHER Nutrition Compliance:	8.0	\$ 14,863	\$ -	\$ 14,863	8.0	\$ 14,863	\$ -	\$ 14,863	8.0	\$ 14,863	\$ -	\$ 14,863	0.00%	0.00%
In-service training to staff/volunteers (1 unit =1 hour)	4.0				4.0				4.0					
Attend Mandatory OOA Quarterly Meeting (1 unit = 1 hour)	4.0				4.0				4.0					

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:

Appendix A1 – Services to be Provided
On Lok Day Services
Elderly Nutrition Program (ENP), Home-Delivered Meals
Effective July 1, 2017-June 30, 2020

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- [updated]

Grantee	On Lok Day Services
ADL	Activities of Daily Living: the basic tasks of everyday life including eating, bathing, dressing, toileting, transferring in and out bed / chair, and walking
CARBON	Contracts Administration, Reporting and Billing Online system
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.
CDA	California Department of Aging
CRFC	California Retail Food Code establishes uniform health and sanitation standards for retail food facilities for regulation by the State Department of Public Health, and requires local health agencies to enforce these provisions.
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.
ENP	Elderly Nutrition Program (ENP), a program which provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and which shall be provided in accordance with Title 22 regulations.

Elderly Nutrition Program (ENP) Menu Requirements	Meals shall comply with the current Dietary Guidelines for Americans (DGA), 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 grantee 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 grantee 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.
Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others.
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, monitoring and documenting practices and taking corrective actions when failure to meet critical limits is detected.
Home-Delivered Meals (HDM)	Home-delivered meals are provided to consumers who are frail and homebound by reason of illness, disability, isolation, lack of support network and have no safe, healthy alternative for meals. HDM programs 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 of the HDM consumer. The HDM consumer must also 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, shopping for personal items, medication management, managing money, using the telephone, doing heavy housework, doing light housework, and transportation ability (transportation ability refers to the individual's ability to make use of available transportation without assistance).
Low-Income	For ENP programs, at or below 100% of federal 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.

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 all calculated nutrients. (c) At a minimum, values must be determined for calories, protein, fat, saturated fat, fiber, calcium, magnesium, sodium, vitamin A, vitamin C, vitamin D, and vitamin B12.
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 individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses, about options and methods for improving their nutritional status, performed by a Registered Dietitian in accordance with Sections 2585 and 2586, Business and Professions Code.
Nutrition Education	Providing nutrition program consumers current facts and information which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. The nutrition education for the HDM consumer may be written nutrition education material in a variety of forms, including but not limited to information sheets, brochures, and booklets. Nutrition education plan and services shall be approved by a Registered Dietitian. The nutrition education provided shall be based on the needs of the consumers as determined by the annual consumer satisfaction survey and/or results from DETERMINE Your Nutritional Health tool. Nutrition education shall be provided on a quarterly basis and documented.
Nutrition Screening	The completion of a nutrition screening checklist by eligible consumers to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994.
OOA	Office on the Aging

Older Adult	Person who is 60 years or older, used interchangeably with Senior.
Registered Dietitian (RD) – Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist. An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration. A Registered Dietitian (R.D.) shall be covered by professional liability insurance either individually (if a consultant) or through Grantee.
Senior	Person who is 60 years or older, used interchangeably with Older Adult.
SOGI	Sexual Orientation and Gender Identity; Ordinance No. 159-16 amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (Chapter 104, Sections 104.1 through 104.9).
LGBTQ+	An acronym/term used to refer to persons who self-identify as non - heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
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. http://www.aging.ca.gov/ProgramsProviders/AAA/Nutrition/Code_of_Regulations/

III. Target Population

The target population is resident of San Francisco County, age 60 and older. OOA 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 LGBTQ+.

IV. Eligibility for Services

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

- A senior, age 60 or above, who is frail and homebound by reason of illness, disability, isolation, lack of support network and has no safe, healthy alternative for meals.
- Spouse or domestic partner of an eligible senior regardless of age or condition, if an assessment by the HDM provider’s social worker or assessment staff concludes that it is in the best interest of the eligible senior.

- An individual with a disability who resides at home with the eligible senior, if an assessment by the HDM provider’s social worker or assessment staff concludes that it is in the best interest of the eligible senior.
- Priority shall be given to the eligible senior.

V. Services to be Provided

A. Develop and maintain HDM program policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by Title 22 Regulations, CDA, and OOA Policies and include nutrition education methods for HDM consumers. The HDM program policy and procedures shall also include initial, annual, and quarterly reassessment guidelines. Policy and procedures shall ensure the provision of quality meals, adequate access to sound nutrition information enabling consumers 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 in the various neighborhood and/or districts 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 and/or districts as indicated on the DAAS-OOA approved Site Chart. Each meal shall meet the CDA and OOA menu requirements. Meals offered may be hot, chilled or frozen, regular or modified meals as approved by DAAS-OOA, and as determined appropriate for the population served.
3. Conduct annual in-home comprehensive assessment and quarterly reassessments of each consumer to evaluate the consumer’s eligibility for enrollment in the HDM program. The assessment shall be conducted according to the OOA Policy Memoranda. At least one quarterly assessment per year must be completed in the home of the consumer.
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 in the month that the service is provided.
5. A nutrition screening using the “Determine Your Health” checklist is conducted annually for each consumer and documented in CA-GetCare within one month of obtaining the consumer’s nutrition risk screening.
6. A suggested donation per meal requested of each participant must be approved by the Grantee’s Board of Directors and OOA in advance.
7. Service units:

Table A	FY 2017-18	FY 2018-19	FY 2019-20
#Unduplicated Consumers	390	390	390

#Nutrition Education	2,640	2,640	2,640
#Meals	130,000	164,840	164,840

- 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 for the production kitchen must be conducted on site and documented by a R.D. based on the number of monitoring approved in the Grantee's budget. Grantee with four or more delivery routes will conduct a HDM route monitoring at least once a month. In-service training to address any monitoring findings and/or to reinforce best practices will be scheduled and conducted in a timely manner to bring the program into compliance. The HACCP monitoring reports for the production kitchen and HDM routes shall be sent to OOA on a timely basis and no later than once per quarter.
- 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 as defined by OOA policy memoranda. 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 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 quarterly in-service training coordinated and provided by the OOA, and share the information with their staff and volunteers.
- J. The Grantee will 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.
- L. Grantee will develop and provide each consumer with a welcome packet that includes at minimum, the following information: the agency's meal delivery schedule, sample menu, donation policy and collection procedures, procedures to change meal delivery request, grievance policy, and how to request assistance, if needed.

VI. Service Objectives

- A. Grantee will serve the total number of unduplicated consumers as indicated in Table A in Section V.
- B. Grantee will provide the total number of meals as indicated in Table A, Section V.
- C. Grantee will provide nutrition compliance units as indicated in Appendix B.

VII. Outcome Objectives

- A. At least 85% of consumers will report being satisfied with the meal quality as defined as “Excellent or Good” in the DAAS annual consumer satisfaction survey, with a minimum sample size of the Grantee’s average number of meals served at each congregate meal site.
- B. At least 75% of the consumers will report that the meal service helps maintain their independence based on the DAAS annual consumer satisfaction survey, with a minimum sample size of the Grantee’s average number of meals served daily.
- C. At least 65% of consumers will report an increase in the consumption of fruits and vegetables as evidenced by a reported change from previous baseline data in the Nutrition Risk Screening Tool or other appropriate evaluation data.
- D. At least 65% of consumers with a high nutrition risk score as defined by the “Determine Your Nutritional Health” checklist will be connected to additional and appropriate resources.
- E. At least 65% of consumers that are identified as “lonely” as evidenced by the DAAS adopted loneliness screening tool will be connected to additional and appropriate resources.

VIII. Monitoring Activities

- A. Nutrition Program Monitoring: Program monitoring will include review of kitchen facility and HDM routes in accordance with CRFC, CDA nutrition service standards, and DAAS policies. This includes project income policies, nutrition education policies, consumer eligibility and targeted mandates, documentation of the units of service and all reporting, and progress of service and outcome objectives; how consumer 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 the nutrition program operation, current organizational chart in the nutrition service department, grievance policies and procedures, verification that hours of operation are reflected in most recent approved 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 obtained from consumers using the HDM intake form, which includes the annual Nutrition Risk Screening, the loneliness screening, and the food security questions for all enrolled consumers by the due date as specified by OOA policy and in accordance to OOA Nutrition program guidelines.
- B. Grantee will enter into CA-GetCare all the consumer level service units in the Service Recording Tool and data for monthly service reporting by the 5th 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.
- D. Grantee will enter the following monthly metrics in the CARBON database by the 15th of the following month: Number of meals served and number of nutrition compliance units provided.
- E. Grantee will enter the annual Outcome Objective metrics identified in Section VII of this appendix A in the CARBON database by the 15th of the month following the end of the program year.
- F. 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 (or as amended) 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.
- G. Grantee will develop and maintain its OOA approved Site Chart. The site chart may be updated with the approval of OOA. A copy of the updated Site Chart will be kept in OOA's contractor program.
- H. Grantee shall develop and deliver an annual summary report of SOGI data collected in the year as requested by HSA. The due date for submitting the annual summary report is July 10th.
- I. 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:

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

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

	A	B	C	D	E	F	G	H	I	J
1	BUDGET FORMS									Appendix B, pg. 1
2										Document Date: 11/5/2018
3	HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES									
4	BUDGET PROPOSAL FORMS									
5										
6	Grantee's Name: On Lok Day Services									Grant Term
7	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>									
8	Effective Date of Mod: 7/1/2017									7/1/17 to 6/30/20
9	Program: HDM-ENP									cost/me
10	Annual #Meals Contracted	130,000	132,099	32,741	164,840	132,099	32,741	164,840	459,680	
11	Program Term	7/1/17 to 6/30/18	7/1/18 to 6/30/19	Modification	Revised	7/1/19 to 6/30/20	Modification	Revised	7/1/17 to 6/30/20	
12	DAAS Expenditures									
13	Salaries & Benefits	\$170,569	\$173,828		\$173,828	\$173,828		\$173,828	\$518,225	\$1.13
14	Operating Expense	\$375,196	\$393,578	\$140,576	\$534,154	\$393,578	\$140,576	\$534,154	\$1,443,503	\$3.14
15	Subtotal	\$545,765	\$567,406	\$140,576	\$707,982	\$567,406	\$140,576	\$707,982	\$1,961,728	\$4.27
16	Indirect Percentage (max 10%)	9%	9%		9%	9%		9%		
17	Indirect Cost (Line 15 X Line 14, check Gen.Guidance regarding indirect exclusion)	\$49,118	\$51,067	\$12,651	\$63,718	\$51,067	\$12,651	\$63,718	\$176,554	\$0.38
18	Capital Expenditure	\$32,770		\$2,500	\$2,500				\$35,270	\$0.08
19	TOTAL DAAS EXPENDITURES	\$627,653	\$618,472	\$155,728	\$774,200	\$618,472	\$153,228	\$771,700	\$2,173,552	\$4.73
20										
21	Non-DAAS Expenditures									
22	Salaries & Benefits	\$79,606	\$83,853		\$83,853	\$83,853		\$83,853	\$247,312	\$0.54
23	Operating Expense	\$271,198	\$261,091	(\$11,347)	\$249,744	\$261,091	(\$11,347)	\$249,744	\$770,686	\$1.68
24	Capital Expenditure									
25	TOTAL Non-DAAS EXPENDITURES	\$350,804	\$344,944	(\$11,347)	\$333,597	\$344,944	(\$11,347)	\$333,597	\$1,017,998	\$2.21
26										
27	TOTAL DAAS & Non-DAAS EXPENDITURES	\$978,457	\$963,416	\$144,381	\$1,107,797	\$963,416	\$141,881	\$1,105,297	\$3,191,550	\$6.94
28										
29	HSA-DAAS Revenues									
30	Meals	\$581,021	\$590,401	\$153,228	\$743,629	\$590,401	\$153,228	\$743,629	\$2,068,279	
31	COOB	\$13,862	\$28,071		\$28,071	\$28,071		\$28,071	\$70,004	
32	OTO Capital/Equipment	\$32,770		\$2,500	\$2,500				\$35,270	
33										
34										
35	TOTAL HSA-DAAS REVENUES	\$627,653	\$618,472	\$155,728	\$774,200	\$618,472	\$153,228	\$771,700	\$2,173,553	
36	PER MEAL COST, HSA-DAAS	\$4.68	\$4.68		\$4.68	\$4.68		\$4.68	\$4.65	
37	Per MEAL & OTO COST	\$4.83	\$4.68		\$4.70	\$4.68		\$4.68	\$4.73	
38										
39	Non-DAAS Revenues									
40	Project Income	\$91,000	\$178,334	\$44,200	\$222,534	\$178,334	\$44,200	\$222,534	\$536,068	\$1.17
41	Agency Cash - Fundraising	\$259,804	\$166,611	(\$55,548)	\$111,063	\$166,611	(\$55,548)	\$111,063	\$481,930	\$1.05
42	Agency In-Kind Volunteer									
43	Nutrition Compliance Revenues									
44										
45	TOTAL NON HSA-DAAS REVENUES	\$350,804	\$344,945	(\$11,348)	\$333,597	\$344,944	(\$11,347)	\$333,597	\$1,017,998	
46	PER MEAL COST, NON HSA-DAAS	\$2.70	\$2.61		\$2.02	\$2.61		\$2.02	\$2.21	
47										
48	TOTAL REVENUES	\$978,457	\$963,417	\$144,380	\$1,107,797	\$963,416	\$141,881	\$1,105,297	\$3,191,551	
49	PER MEAL COST, TOTAL	\$7.53	\$7.29		\$6.72	\$7.29		\$6.71	\$6.94	
50	Full Time Equivalent (FTE)	4.90	4.76		4.90	4.76		4.90	14.70	
52	Prepared by: Valorie Villela	Phone No.: 415-220-2211						Document Date: 11/5/2018		
53	HSA-CO Review Signature: _____							Date: _____		
54	HSA #1	Form Rev. 12/22/16								

Salaries & Benefits Detail

A	B	C	D	E	F	G	H	I	J	K	L	M	
													Annual Full Time Salary for FTE
1	Granee's Name: On Lok Day Services												
2	Program: HDM-ENP												
3													
4													
5													
6													
7													
8	H.S.A-DAAS												
9	DAAS Program												
10	ACCOUNTANT	\$50,003	100%	21%	0.21	\$10,151	\$10,345	\$10,345	\$10,345	\$10,345	\$10,345	\$10,345	
11	ADMINISTRATIVE SECRETARY	\$60,008	100%	6%	0.06	\$3,360	\$3,425	\$3,425	\$3,425	\$3,425	\$3,425	\$3,425	
12	ASSISTANT DIRECTOR OF OPERATIONS	\$76,877	100%	9%	0.09	\$6,986	\$7,129	\$7,129	\$7,129	\$7,129	\$7,129	\$7,129	
13	DIRECTOR	\$149,344	100%	6%	0.06	\$8,363	\$8,523	\$8,523	\$8,523	\$8,523	\$8,523	\$8,523	
14	NUTRITION OPERATIONS MANAGER	\$55,016	100%	8%	0.08	\$4,314	\$4,396	\$4,396	\$4,396	\$4,396	\$4,396	\$4,396	
15	NUTRITION PROGRAM COORDINATOR	\$37,710	100%	39%	0.39	\$14,519	\$14,796	\$14,796	\$14,796	\$14,796	\$14,796	\$14,796	
16	HOSPITALITY COORDINATOR	\$43,680	100%	14%	0.14	\$6,115	\$6,232	\$6,232	\$6,232	\$6,232	\$6,232	\$6,232	
17	DRIVERS (5)	\$35,958	350%	58%	2.03	\$71,782	\$73,154	\$73,154	\$73,154	\$73,154	\$73,154	\$73,154	
18	ON CALL DRIVERS (2)	\$35,123	26%	28%	0.15	\$5,209	\$5,308	\$5,308	\$5,308	\$5,308	\$5,308	\$5,308	
19	NUTRITION PROGRAM ASSOCIATE	\$34,320	50%	15%	0.07	\$2,448	\$2,495	\$2,495	\$2,495	\$2,495	\$2,495	\$2,495	
20	TOTALS	\$578,039	1126%	234%	3.29	\$133,257	\$135,803	\$135,803	\$135,803	\$135,803	\$135,803	\$135,803	
21	FRINGE BENEFIT RATE	28.0%											
22	EMPLOYEE FRINGE BENEFITS	\$161,851				\$37,312	\$38,025	\$38,025	\$38,025	\$38,025	\$38,025	\$38,025	
23	TOTAL DAAS SALARIES & BENEFITS	\$739,890				\$170,569	\$173,828	\$173,828	\$173,828	\$173,828	\$173,828	\$173,828	
24	Non - DAAS												
25	Agency Totals	Annual Full Time Salary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE	7/1/17 to 6/30/18	7/1/18 to 6/30/19	7/1/19 to 6/30/20	Modification	Revised	7/1/17 to 6/30/20	Modification	Revised
26	ACCOUNTANT	\$50,003	100%	9%	0.09	\$4,350	\$4,591	\$4,591	\$4,591	\$4,591	\$4,591	\$4,591	\$4,591
27	ADMINISTRATIVE SECRETARY	\$60,008	100%	3%	0.03	\$1,440	\$1,520	\$1,520	\$1,520	\$1,520	\$1,520	\$1,520	\$1,520
28	ASSISTANT DIRECTOR OF OPERATIONS	\$76,877	100%	4%	0.04	\$2,998	\$3,164	\$3,164	\$3,164	\$3,164	\$3,164	\$3,164	\$3,164
29	DIRECTOR	\$149,344	100%	3%	0.03	\$3,584	\$3,783	\$3,783	\$3,783	\$3,783	\$3,783	\$3,783	\$3,783
30	NUTRITION OPERATIONS MANAGER	\$55,016	100%	4%	0.04	\$1,849	\$1,951	\$1,951	\$1,951	\$1,951	\$1,951	\$1,951	\$1,951
31	NUTRITION PROGRAM COORDINATOR	\$37,710	100%	17%	0.17	\$6,222	\$6,567	\$6,567	\$6,567	\$6,567	\$6,567	\$6,567	\$6,567
32	HOSPITALITY COORDINATOR	\$43,680	100%	6%	0.06	\$2,621	\$2,766	\$2,766	\$2,766	\$2,766	\$2,766	\$2,766	\$2,766
33	DRIVERS (5)	\$35,958	350%	26%	0.90	\$30,764	\$32,469	\$32,469	\$32,469	\$32,469	\$32,469	\$32,469	\$32,469
34	ON CALL DRIVERS (2)	\$35,123	26%	25%	0.07	\$2,232	\$2,356	\$2,356	\$2,356	\$2,356	\$2,356	\$2,356	\$2,356
35	NUTRITION PROGRAM ASSOCIATE	\$34,320	50%	37%	0.18	\$6,132	\$6,343	\$6,343	\$6,343	\$6,343	\$6,343	\$6,343	\$6,343
36	TOTAL NON-DAAS	\$578,039	1126%	134%	1.61	\$62,192	\$65,510	\$65,510	\$65,510	\$65,510	\$65,510	\$65,510	\$65,510
37	FRINGE BENEFIT RATE	28.0%											
38	EMPLOYEE FRINGE BENEFITS	\$161,851				\$17,414	\$18,343	\$18,343	\$18,343	\$18,343	\$18,343	\$18,343	\$18,343
39	TOTAL Non-DAAS SALARIES & BENEFITS	\$739,890				\$79,606	\$83,853	\$83,853	\$83,853	\$83,853	\$83,853	\$83,853	\$83,853
40	TOTAL DAAS & Non-DAAS SALARIES & BENEFITS*	\$1,479,779				\$250,175	\$257,681	\$257,681	\$257,681	\$257,681	\$257,681	\$257,681	\$257,681
41	HSA #												

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Grantee's Name: On Lok Day Services															Appendix B, page 3
2	Program: HDM-ENP															Document Date: 11/5/2018
3																
4																
5																
6	Operating Expense Detail															
7																
8	Annual #Meals Contracted:	130,000	132,099	32,741	164,840	132,099	32,741	164,840	\$469,680							
9	Term:	7/1/17 to 6/30/18	7/1/18 to 6/30/19	Modification	Revised	7/1/19 to 6/30/20	Modification	Revised	7/1/17 to 6/30/20							
10	H.S.A-DAAS															
11	EXPENDITURE CATEGORY															
12	Rental of Property															
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$13,525	\$13,525		\$13,525	\$13,525		\$13,525	\$40,576							
14	Office Supplies, Postage	\$2,938	\$2,938		\$2,938	\$2,938		\$2,938	\$8,815							
15	Building Maintenance Supplies and Repair	\$29,488	\$29,488		\$29,488	\$29,488		\$29,488	\$88,465							
16																
17	FOOD COSTS															
18	Raw Food per meal \$ -															
19	Cong Food Svc Supplies per meal \$ -															
20	HDM Food Svc Supplies per meal \$ -															
21	Catered Meals per meal \$ 2.80	\$302,732	\$321,114	\$140,576	\$461,690	\$321,114	\$140,576	\$461,690	\$1,228,113							
22																
23	CONSULTANT (Descriptive Title)															
24	Registered Dietitian	\$10,539	\$10,539		\$10,539	\$10,539		\$10,539	\$31,617							
25	Consultant-Translator															
26																
27	OTHER COSTS:															
28	Insurance	\$4,182	\$4,182		\$4,182	\$4,182		\$4,182	\$12,546							
29	Staff Training & Travel															
30	Rental of Equipment															
31	Small equipment & Supplies															
32	Auto - Fuel/Parking & Insurance	\$11,791	\$11,791		\$11,791	\$11,791		\$11,791	\$35,372							
33	Repair/Maintenance															
34	Payroll Processing															
35	Equipment															
36	TOTAL DAAS OPERATING EXPENSE	\$375,196	\$393,578	\$140,576	\$534,154	\$393,578	\$140,576	\$534,154	\$1,443,603							
37																
38	Non-DAAS															
39	EXPENDITURE CATEGORY															
40	Rental of Property															
41	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$10,910	\$10,910		\$10,910	\$10,910		\$10,910	\$32,729							
42	Office Supplies, Postage	\$2,370	\$2,370		\$2,370	\$2,370		\$2,370	\$7,110							
43	Building Maintenance Supplies and Repair	\$23,786	\$23,786		\$23,786	\$23,786		\$23,786	\$71,358							
44																
45	FOOD COSTS															
46	Raw Food per meal \$ -															
47	Cong Food Svc Supplies per meal \$ -															
48	HDM Food Svc Supplies per meal \$ -															
49	Catered Meals per meal \$ 1.15	\$210,378	\$200,281	(\$11,347)	\$188,933	\$200,281	(\$11,347)	\$188,933	\$588,244							
50																
51	CONSULTANT (Descriptive Title)															
52	Registered Dietitian	\$8,501	\$8,501		\$8,501	\$8,501		\$8,501	\$25,503							
53	Consultant-Translator	\$105	\$105		\$105	\$105		\$105	\$315							
54	Catholic Charities															
55																
56	OTHER COSTS:															
57	Insurance	\$3,373	\$3,373		\$3,373	\$3,373		\$3,373	\$10,120							
58	Staff Training & Travel	\$200	\$200		\$200	\$200		\$200	\$599							
59	Rental of Equipment	\$1,000	\$1,000		\$1,000	\$1,000		\$1,000	\$3,000							
60	Small equipment & Supplies	\$266	\$266		\$266	\$266		\$266	\$797							
61	Auto - Fuel/Parking & Insurance	\$9,511	\$9,511		\$9,511	\$9,511		\$9,511	\$28,532							
62	Repair/Maintenance	\$188	\$188		\$188	\$188		\$188	\$564							
63	Payroll Processing	\$601	\$601		\$601	\$601		\$601	\$1,803							
64	Equipment	\$10							\$10							
65																
66	TOTAL Non-DAAS OPERATING EXPENSE	\$271,198	\$261,091	(\$11,347)	\$249,744	\$261,091	(\$11,347)	\$249,744	\$770,888							
67																
68	TOTAL DAAS & Non-DAAS OPERATING EXPENSE	\$646,394	\$654,669	\$129,229	\$783,898	\$654,669	\$129,229	\$783,898	\$2,214,189							
69																
70																
71																
72																
73	HSA #3	Form Rev. 12/22/16														

	A	B	C	D	E	F	G	H	I	J
1	Granlee's Name: On Lok Day Services									Appendix B, Page 4
2	Program: HDM-ENP									Document Date: 11/5/2018
3										
4										
5	Capital Expenditure Detail									
6	(Equipment and Remodeling Cost)									
7										
8										
9	H.S.A-DAAS		7/1/17 to 6/30/18	7/1/18 to 6/30/19	Modification	Revised	7/1/19 to 6/30/20	Modification	Revised	7/1/17 to 6/30/20
10	No.	ITEM/DESCRIPTION								
11	1	2018 Ford Transit Connect Van XL	\$23,967							\$23,967
12		Meal transport bags and inserts	\$8,803							\$8,803
13		Equipments			\$2,500	\$2,500				\$2,500
14										
15										
16										
17										
18										
19	TOTAL DAAS-OOA EQUIPMENT & REMODELING COST		\$32,770		\$2,500	\$2,500				\$37,770
20										
21	Non-DAAS									
22	No.	ITEM/DESCRIPTION								
23										
24										
25										
26										
27										
28	TOTAL NON DAAS-OOA EQUIPMENT & REMODELING COST									
29										
30	TOTAL DAAS & NON-DAAS CAPITAL EXPENDITURE		\$32,770		\$2,500	\$2,500				\$37,770
31	(Equipment and Remodeling Cost)									
32	HSA #4 Form Rev. 12/22/16									
33										
34	Allocation Methodology: (If you have multiple programs, describe how you allocate among shared program costs.)									
35	Indicate DAAS and non-DAAS-OOA funding above.									
36	NOTE: Green highlighted cells have formulas that link data to Budget Summary page									
37	Equipment is defined as \$5000 or more a unit									
38	NOTE: Cells with formulas are protected to avoid accidental changes. To unprotect, go to Toolbar, "Review", select "Unprotect sheet". No password needed.									
39										
40										
41										

HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM

Contractor Name:		Term													
On Lok Day Services		July 1, 2017 to June 30, 2020													
(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>															
If modification, Effective Date of Mod. 7/1/2018		No. of Mod.													
Program: Nutr Compliance for ENP-HDM		REVENUE Cost Allocation:				REVENUE Cost Allocation:				REVENUE Cost Allocation:				Total	
Budget Reference Page No. (s)	Year 1	H.S.A.-DAAS	Non-HSA-DAAS	Year 2	H.S.A.-DAAS	Modification	Revised H.S.A.-DAAS	Non-HSA-DAAS	Year 3	H.S.A.-DAAS	Modification	Revised H.S.A.-DAAS	Non-HSA-DAAS	Total	
11	7/1/17-6/30/18			7/1/18-6/30/19					7/1/19-6/30/20					7/1/17-6/30/20	
12	Expenditures														
13	Nutrition Education														
14	Salaries & Benefits														
15		\$840	\$598	\$242	\$865	\$598	\$0	\$598	\$267	\$865	\$598	\$0	\$598	\$267	\$2,570
16		\$840	\$598	\$242	\$865	\$598	\$0	\$598	\$267	\$865	\$598	\$0	\$598	\$267	\$2,570
17		8.4%	9.0%	6.2%	6.2%	9.0%	0%	9.0%	6.2%	9.0%	0%	9.0%			
18		\$54	\$54	\$54	\$54	\$54	\$0	\$54	\$54	\$54	\$54	\$0	\$54	\$54	\$162
19		\$884	\$652	\$242	\$919	\$652	\$0	\$652	\$267	\$919	\$652	\$0	\$652	\$267	\$2,732
20	Nutrition Counseling														
21	Salaries & Benefits														
22		\$16,100	\$11,946	\$4,154	\$30,100	\$11,946	\$14,087	\$28,033	\$4,067	\$30,100	\$11,946	\$14,087	\$26,033	\$4,067	\$76,300
23		\$16,100	\$11,946	\$4,154	\$30,100	\$11,946	\$14,087	\$28,033	\$4,067	\$30,100	\$11,946	\$14,087	\$26,033	\$4,067	\$76,300
24		6.7%	9.0%	7.8%	9.0%	0%	9.0%	7.8%	9.0%	0%	9.0%				
25		\$1,075	\$1,075	\$2,343	\$1,075	\$1,268	\$2,343	\$2,343	\$1,075	\$1,075	\$1,268	\$2,343	\$2,343	\$5,781	
26		\$17,175	\$13,021	\$4,184	\$32,443	\$13,021	\$15,355	\$28,376	\$4,067	\$32,443	\$13,021	\$15,355	\$28,376	\$4,067	\$82,091
27	HACCP Kitchen Monitoring														
28	Salaries & Benefits														
29		\$1,260	\$1,135	\$125	\$1,297	\$1,169	\$0	\$1,169	\$128	\$1,297	\$1,169	\$0	\$1,169	\$128	\$3,854
30		\$1,260	\$1,135	\$125	\$1,297	\$1,169	\$0	\$1,169	\$128	\$1,297	\$1,169	\$0	\$1,169	\$128	\$3,854
31		8.2%	9.0%	8.1%	9.0%	0%	9.0%	8.1%	9.0%	0%	9.0%				
32		\$103	\$103	\$105	\$105	\$105	\$0	\$105	\$105	\$105	\$105	\$0	\$105	\$105	\$313
33		\$1,363	\$1,238	\$125	\$1,402	\$1,274	\$0	\$1,274	\$128	\$1,402	\$1,274	\$0	\$1,274	\$128	\$4,167
34	Site/Route Monitoring														
35	Salaries & Benefits														
36		\$775	\$710	\$65	\$997	\$710	\$287	\$997	\$0	\$997	\$710	\$287	\$997	\$0	\$2,769
37		\$1,925	\$1,925	\$0	\$2,695	\$1,925	\$630	\$2,695	\$140	\$2,695	\$1,925	\$630	\$2,695	\$140	\$7,315
38		\$2,700	\$2,635	\$65	\$3,692	\$2,636	\$916	\$3,692	\$140	\$3,692	\$2,636	\$916	\$3,692	\$140	\$10,084
39		8.8%	9.0%	8.7%	9.0%	0%	9.0%	8.7%	9.0%	0%	9.0%				
40		\$238	\$238	\$320	\$238	\$82	\$320	\$320	\$82	\$320	\$238	\$82	\$320	\$82	\$878
41		\$2,938	\$2,873	\$65	\$4,012	\$2,874	\$998	\$3,872	\$140	\$4,012	\$2,874	\$998	\$3,872	\$140	\$10,902
42	Menu Planning														
43	Salaries & Benefits														
44		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
45		\$1,400	\$917	\$483	\$1,442	\$945	\$0	\$945	\$497	\$1,442	\$945	\$0	\$945	\$497	\$4,284
46		\$1,400	\$917	\$483	\$1,442	\$945	\$0	\$945	\$497	\$1,442	\$945	\$0	\$945	\$497	\$4,284
47		5.9%	9.0%	5.9%	9.0%	0%	9.0%	5.9%	9.0%	0%	9.0%				
48		\$83	\$83	\$85	\$85	\$85	\$0	\$85	\$85	\$85	\$85	\$0	\$85	\$85	\$253
49		\$1,483	\$1,000	\$483	\$1,527	\$1,030	\$0	\$1,030	\$497	\$1,527	\$1,030	\$0	\$1,030	\$497	\$4,537
48	HDM Assessments														
49	Salaries & Benefits														
50		\$67,946	\$65,532	\$2,414	\$68,842	\$67,226	\$0	\$67,226	\$1,617	\$68,842	\$67,226	\$0	\$67,226	\$1,617	\$205,630
51		\$67,946	\$65,532	\$2,414	\$68,842	\$67,226	\$0	\$67,226	\$1,617	\$68,842	\$67,226	\$0	\$67,226	\$1,617	\$205,630
52		8.7%	9.0%	8.8%	9.0%	0%	9.0%	8.8%	9.0%	0%	9.0%				
53		\$5,898	\$5,898	\$6,050	\$6,050	\$6,050	\$0	\$6,050	\$6,050	\$6,050	\$6,050	\$0	\$6,050	\$6,050	\$17,998
54		\$73,844	\$71,430	\$2,414	\$74,892	\$73,276	\$0	\$73,276	\$1,617	\$74,892	\$73,276	\$0	\$73,276	\$1,617	\$223,628
55	Other Nutrition Compliance														
56	Salaries & Benefits														
57		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
58		\$700	\$344	\$356	\$700	\$344	\$0	\$344	\$356	\$700	\$344	\$0	\$344	\$356	\$2,100
59		\$700	\$344	\$356	\$700	\$344	\$0	\$344	\$356	\$700	\$344	\$0	\$344	\$356	\$2,100
60		4.4%	9.0%	4.4%	9.0%	0%	9.0%	4.4%	9.0%	0%	9.0%				
61		\$31	\$31	\$31	\$31	\$31	\$0	\$31	\$31	\$31	\$31	\$0	\$31	\$31	\$93
62		\$731	\$375	\$356	\$731	\$375	\$0	\$375	\$356	\$731	\$375	\$0	\$375	\$356	\$2,193
63	GRAND Total Expenditures														
64		\$98,428	\$90,589	\$7,839	\$115,026	\$92,502	\$16,353	\$108,855	\$7,072	\$115,026	\$92,502	\$16,353	\$108,855	\$7,072	\$330,280
63	HSA Revenues														
64	General Funds														
65		\$88,723	\$88,723	\$88,723	\$88,723	\$0	\$88,723	\$88,723	\$88,723	\$88,723	\$88,723	\$0	\$88,723	\$88,723	\$266,169
66		\$1,866	\$1,866	\$3,779	\$3,779	\$0	\$3,779	\$3,779	\$3,779	\$3,779	\$3,779	\$0	\$3,779	\$3,779	\$9,424
67		\$16,353	\$16,353	\$16,353	\$16,353	\$16,353	\$16,353	\$16,353	\$16,353	\$16,353	\$16,353	\$16,353	\$16,353	\$16,353	\$32,706
68		\$90,589	\$90,589	\$0	\$108,855	\$92,502	\$16,353	\$108,855	\$0	\$108,855	\$92,502	\$16,353	\$108,855	\$0	\$308,289
69		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
70		\$7,839	\$7,839	\$7,839	\$7,839	\$7,072	\$7,072	\$7,072	\$7,072	\$7,072	\$7,072	\$7,072	\$7,072	\$7,072	\$21,983
71		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
72		\$7,839	\$0	\$7,839	\$7,072	\$0	\$0	\$7,072	\$7,072	\$7,072	\$0	\$0	\$0	\$7,072	\$21,983
73		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
75	Prepared by: Valoria Villela - Director Telephone No.: (415) 550-2211 Date: 11/06/18														
76	HSA-CD Review Signature:														
77	HSA #1 11/06/18														

1 On Lok Day Services
2 Program: Nutr Compliance for ENP-HDM
3
4
5
6 TERM:
7 July 1, 2017 to June 30, 2020
8

Nutrition Education Operating Expense Detail

Expenditure Category	Year 1 7/1/17-6/30/18		Year 2 7/1/18-6/30/19		Year 3 7/1/19-6/30/20		TOTAL REVENUE 7/1/17-6/30/20	
	H.S.A.-DAAS	Non-HSA-DAAS	H.S.A.-DAAS	Non-HSA-DAAS	H.S.A.-DAAS	Non-HSA-DAAS	H.S.A.-DAAS	Non-HSA-DAAS
11 Rental of Property	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
12 Utilities(Elec, Water, Gas, Phone, Scavenger)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
13 Office Supplies, Postage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
14 Building Maintenance Supplies and Repair	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
15 Printing and Reproduction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
16 Insurance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
17 Staff Training	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
18 Staff Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
19 Small Equipment (under \$5,000/item)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
20 Rental of Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
21								
22 SUBCONTRACTORS Descriptive Title								
23 Registered Dietician	\$940	\$242	\$865	\$267	\$865	\$267	\$598	\$267
24	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
25	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
26	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
27	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
28 OTHER	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
29	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
30	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
31	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
32	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
33	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
34								
35 TOTAL OPERATING EXPENSE	\$940	\$242	\$865	\$267	\$865	\$267	\$598	\$267
36 TOTAL OPERATING EXPENSE x3yrs	\$2,570							\$2,570
37 HSA #3								1/0/1900

Nutrition Counseling Operating Expense Detail

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC		
																													Year 1	Year 2
		7/1/17-6/30/18						7/1/18-6/30/19										7/1/19-6/30/20												7/1/17-6/30/20
10	Expenditure Category	\$0						\$0										\$0											\$0	
11	Rental of Property	\$0						\$0										\$0											\$0	
12	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$0						\$0										\$0											\$0	
13	Office Supplies, Postage	\$0						\$0										\$0											\$0	
14	Building Maintenance Supplies and Repair	\$0						\$0										\$0											\$0	
15	Printing and Reproduction	\$0						\$0										\$0											\$0	
16	Insurance	\$0						\$0										\$0											\$0	
17	Staff Training	\$0						\$0										\$0											\$0	
18	Staff Travel	\$0						\$0										\$0											\$0	
19	Small Equipment (under \$5,000/item)	\$0						\$0										\$0											\$0	
20	Rental of Equipment	\$0						\$0										\$0											\$0	
21																														
22	SUBCONTRACTORS Descriptive Title																													
23	Registered Dietician	\$16,100	\$11,946	\$4,154				\$30,100	\$11,946	\$14,087	\$26,033	\$4,067	\$30,100	\$11,946	\$14,087	\$26,033	\$4,067	\$30,100	\$11,946	\$14,087	\$26,033	\$4,067	\$30,100	\$11,946	\$14,087	\$26,033	\$4,067	\$30,100	\$76,300	
24		\$0	\$0	\$0				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
25		\$0	\$0	\$0				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
26		\$0	\$0	\$0				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
27		\$0	\$0	\$0				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
28	OTHER																													
29		\$0	\$0	\$0				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
30		\$0	\$0	\$0				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
31		\$0	\$0	\$0				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
32		\$0	\$0	\$0				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
33		\$0	\$0	\$0				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
34		\$0	\$0	\$0				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
35	TOTAL OPERATING EXPENSE	\$16,100	\$11,946	\$4,154				\$30,100	\$11,946	\$14,087	\$26,033	\$4,067	\$30,100	\$11,946	\$14,087	\$26,033	\$4,067	\$30,100	\$11,946	\$14,087	\$26,033	\$4,067	\$30,100	\$11,946	\$14,087	\$26,033	\$4,067	\$30,100	\$76,300	
36	TOTAL OPERATING EXPENSE x3yrs	\$76,300																												
37	HSA #5																													

HACCP Kitchen Monitoring Operating Expense Detail

1 On Lok Day Services
 2 Program: Nutr Compliance for ENP-HDM
 3
 4
 5
 6 TERM:
 7 July 1, 2017 to June 30, 2020
 8

Expenditure Category	Year 1 7/1/17-6/30/18		Year 2 7/1/18-6/30/19		Year 3 7/1/19-6/30/20		TOTAL REVENUE 7/1/17-6/30/20	
	H.S.A.-DAAS	Non-HSA-DAAS	H.S.A.-DAAS	Non-HSA-DAAS	H.S.A.-DAAS	Non-HSA-DAAS	H.S.A.-DAAS	Non-HSA-DAAS
11 Rental of Property	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
12 Utilities(Elec, Water, Gas, Phone, Scavenger)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
13 Office Supplies, Postage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
14 Building Maintenance Supplies and Repair	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
15 Printing and Reproduction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
16 Insurance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
17 Staff Training	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
18 Staff Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
19 Small Equipment (under \$5,000/item)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
20 Rental of Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
21								
22 SUBCONTRACTORS Descriptive Title								
23 Registered Dietician	\$1,260	\$125	\$1,297	\$128	\$1,297	\$128	\$1,169	\$128
24	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
25	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
26	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
27	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
28 OTHER	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
29	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
30	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
31	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
32	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
33	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
34								
35 TOTAL OPERATING EXPENSE	\$1,260	\$125	\$1,297	\$128	\$1,297	\$128	\$1,169	\$128
36 TOTAL OPERATING EXPENSE x3yrs	\$3,854							
37								
38 HSA #7								

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	On Lok Day Services																	Appendix B, Page 8 Document Date: 11/06/18
2	Program: Nutr Compliance for ENP-HDM																	
3																		
4																		
5																		
6	TERM:																	
7	July 1, 2017 to June 30, 2020																	
8	Site or Route Monitoring Salaries & Benefits Detail																	7/1/17-6/30/20
9																		
10	POSITION TITLE		Total % FTE	Adjusted % FTE	For HSA Program		Non-HSA- DAAS											
11	Nutrition Operations Manager	\$60,008	50%	3%	\$606	\$555	\$51	\$779	\$224	\$555	\$779	\$224	\$779	\$224	\$555	\$779	\$0	\$2,164
12					\$0			\$0					\$0					\$0
13					\$0			\$0					\$0					\$0
14					\$0			\$0					\$0					\$0
15					\$0			\$0					\$0					\$0
16					\$0			\$0					\$0					\$0
17					\$0			\$0					\$0					\$0
18					\$0			\$0					\$0					\$0
19					\$0			\$0					\$0					\$0
20					\$0			\$0					\$0					\$0
21					\$0			\$0					\$0					\$0
22					\$0			\$0					\$0					\$0
23					\$0			\$0					\$0					\$0
24					\$0			\$0					\$0					\$0
25					\$0			\$0					\$0					\$0
26					\$0			\$0					\$0					\$0
27	TOTALS	\$60,008	50%	3%	\$606	\$555	\$51	\$779	\$224	\$555	\$779	\$224	\$779	\$224	\$555	\$779	\$0	\$2,164
28																		
29	FRINGE BENEFIT RATE		28%		\$169	\$155	\$14	\$218	\$63	\$155	\$218	\$63	\$218	\$63	\$155	\$218	\$0	\$605
30	EMPLOYEE FRINGE BENEFITS	\$16,802																
31					\$775	\$710	\$65	\$997	\$287	\$710	\$997	\$287	\$997	\$287	\$710	\$997	\$0	\$2,769
32																		
33																		
34	TOTAL SALARIES & BENEFITS	\$76,810			\$775	\$710	\$65	\$997	\$287	\$710	\$997	\$287	\$997	\$287	\$710	\$997	\$0	\$2,769
35	for HSA Program x3yrs																	
36	HSA #																	1/0/1900

Site or Route Monitoring Operating Expense Detail

Line Item	Year 1												Year 2												Year 3												REVENUE Cost Allocation:												REVENUE																							
	7/1/17-6/30/18				7/1/18-6/30/19				7/1/19-6/30/20				H.S.A.-DAAS				Non-HSA-DAAS				H.S.A.-DAAS				Non-HSA-DAAS				7/1/17-6/30/20																																											
1	On Lok Day Services																																																																							
2	Program: Nutr Compliance for ENP-HDM																																																																							
3																																																																								
4																																																																								
5																																																																								
6	TERM:																																																																							
7	July 1, 2017 to June 30, 2020																																																																							
8																																																																								
9																																																																								
10	Expenditure Category																																																																							
11	Rental of Property																																																																							
12	Utilities(Elec, Water, Gas, Phone, Scavenger)																																																																							
13	Office Supplies, Postage																																																																							
14	Building Maintenance Supplies and Repair																																																																							
15	Printing and Reproduction																																																																							
16	Insurance																																																																							
17	Staff Training																																																																							
18	Staff Travel																																																																							
19	Small Equipment (under \$5,000/item)																																																																							
20	Rental of Equipment																																																																							
21																																																																								
22	SUBCONTRACTORS Descriptive Title																																																																							
23	Registered Dietician																																																																							
24																																																																								
25																																																																								
26																																																																								
27																																																																								
28	OTHER																																																																							
29																																																																								
30																																																																								
31																																																																								
32																																																																								
33																																																																								
34																																																																								
35	TOTAL OPERATING EXPENSE												\$1,925												\$2,695												\$1,925												\$2,695												\$1,925											
36	TOTAL OPERATING EXPENSE x3yrs												\$7,315												\$2,695												\$1,925												\$2,695												\$7,315											
37																																																																								
38	HSA #9																																																																							

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	On Lok Day Services																				
2	Program: Nutr Compliance for ENP-HDM																				
3																					
4																					
5																					
6																					
7	TERM:																				
8	July 1, 2017 to June 30, 2020																				
9																					
10																					
11	Expenditure Category																				
12	Rental of Property		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
13	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
14	Office Supplies, Postage		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
15	Building Maintenance Supplies and Repair		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
16	Printing and Reproduction		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
17	Insurance		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
18	Staff Training		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
19	Staff Travel		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
20	Small Equipment (under \$5,000/item)		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
21	Rental of Equipment		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
22																					
23	SUBCONTRACTORS Descriptive Title																				
24	Registered Dietician		\$1,400		\$917		\$483		\$1,442		\$945		\$497		\$1,442		\$945		\$497		\$4,284
25			\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
26			\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
27			\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
28			\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
29	OTHER		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
30			\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
31			\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
32			\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
33			\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
34			\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
35			\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
36	TOTAL OPERATING EXPENSE		\$1,400		\$917		\$483		\$1,442		\$945		\$497		\$1,442		\$945		\$497		\$4,284
37	TOTAL OPERATING EXPENSE x3yrs		\$4,284																		
38																					
39	HSA #11																				1/0/1900

Menu Planning Operating Expense Detail

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Document Date: 11/06/18

Annual & Quarterly HDM Intake and Assessment Salaries & Benefits Detail

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	On Lok Day Services													
2	Program: Nutr Compliance for ENP-HDM													
3														
4														
5														
6	TERM:													
7	July 1, 2017 to June 30, 2020													
8														
9		Agency Totals	For HSA Program	Adjusted FTE	Budgeted Salary	H.S.A.-DAAS	Non-HSA-DAAS	Budgeted Salary	H.S.A.-DAAS	Non-HSA-DAAS	Budgeted Salary	H.S.A.-DAAS	Non-HSA-DAAS	Total Revenue
10	POSITION TITLE	Annual Full Time Salary for FTE	Total % FTE	% FTE										
11	Client Services Specialist	\$45,760	68%	100%	\$30,407	\$30,407		\$31,107	\$31,107		\$31,107	\$31,107		\$92,621
12	Nutrition Operations Manager	\$60,008	100%	38%	\$22,676	\$20,790	\$1,886	\$22,676	\$21,413	\$1,263	\$22,676	\$21,413	\$1,263	\$68,028
13				0%	\$0			\$0			\$0			\$0
14				0%	\$0			\$0			\$0			\$0
15				0%	\$0			\$0			\$0			\$0
16				0%	\$0			\$0			\$0			\$0
17				0%	\$0			\$0			\$0			\$0
18				0%	\$0			\$0			\$0			\$0
19				0%	\$0			\$0			\$0			\$0
20				0%	\$0			\$0			\$0			\$0
21				0%	\$0			\$0			\$0			\$0
22				0%	\$0			\$0			\$0			\$0
23				0%	\$0			\$0			\$0			\$0
24				0%	\$0			\$0			\$0			\$0
25				0%	\$0			\$0			\$0			\$0
26				0%	\$0			\$0			\$0			\$0
27				0%	\$0			\$0			\$0			\$0
28	TOTALS	\$105,768	168%	138%	\$53,083	\$51,197	\$1,886	\$53,783	\$52,520	\$1,263	\$53,783	\$52,520	\$1,263	\$160,649
29														
30	FRINGE BENEFIT RATE	28%												
31	EMPLOYEE FRINGE BENEFITS	\$29,615			\$14,863	\$14,335	\$528	\$15,059	\$14,706	\$354	\$15,059	\$14,706	\$354	\$44,983
32														
33														
34	TOTAL SALARIES & BENEFITS	\$135,383			\$67,946	\$65,532	\$2,414	\$68,842	\$67,226	\$1,617	\$68,842	\$67,226	\$1,617	\$205,632
35	H.S.A. Program x3yrs	\$205,630												
36	HSA #12													1/0/1900

1 On Lok Day Services
2 Program: Nutr Compliance for ENP-HDM
3
4
5
6
7 TERM:
8 July 1, 2017 to June 30, 2020
9

Other Nutrition Compliance Operating Expense Detail

Expenditure Category	Year 1 7/1/17-6/30/18		Year 2 7/1/18-6/30/19		Year 3 7/1/19-6/30/20		REVENUE Cost Allocation:		TOTAL REVENUE 7/1/17-6/30/20
	H.S.A.-DAAS	Non-HSA-DAAS	H.S.A.-DAAS	Non-HSA-DAAS	H.S.A.-DAAS	Non-HSA-DAAS	H.S.A.-DAAS	Non-HSA-DAAS	
12 Rental of Property	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
13 Utilities(Elec, Water, Gas, Phone, Scavenger)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
14 Office Supplies, Postage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
15 Building Maintenance Supplies and Repair	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
16 Printing and Reproduction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
17 Insurance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
18 Staff Training	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
19 Staff Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
20 Small Equipment (over \$500 but under \$5,000/item)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
21 Rental of Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
22	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
23 SUBCONTRACTORS Descriptive Title	\$700	\$356	\$700	\$356	\$700	\$356	\$344	\$356	\$2,100
24 Registered Dietician	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
25	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
26	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
27	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
28	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
29 OTHER	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
30	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
31	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
32	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
33	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
34	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
35	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
36 TOTAL OPERATING EXPENSE	\$700	\$356	\$700	\$356	\$700	\$356	\$344	\$356	\$2,100
37 TOTAL OPERATING EXPENSE x3yrs	\$2,100								
38									
39 HSA #15									1/0/1900

On Lok Day Services

Nutrition Compliance/Quality Assurance Services:

Cost Per Service Unit:

Proposed Service Units:

	Year 1	Total Year 1	HSA-DAAS	Non-H.S.A	Year 2	Total Year 2	HSA-DAAS	Non-H.S.A	Year 3	Total Year 3	HSA-DAAS	Non-H.S.A
	# of units/ sessions				# of units/ sessions				# of units/ sessions			
Nurition Education:												
Annual #sessions (or presentation) a year or # Times a year handouts will be delivered to seniors in HDM	4.0	\$ 223.50	\$ 163.00	\$ 60.50	4.0	\$ 229.75	\$ 163.00	\$ 66.75	4.0	\$ 229.75	\$ 163.00	\$ 66.75
Nutrition Counseling:												
Annual #hours to be provided	115.0	\$ 149.35	\$ 113.23	\$ 36.12	215.0	\$ 150.90	\$ 131.98	\$ 18.92	215.0	\$ 150.90	\$ 60.56	\$ 18.92
Annual #sessions to be provided		#DIV/0!	#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!
HACCP Kitchen Monitoring (1 unit = 1 session completed)	1.5	\$ 908.67	\$ 825.33	\$ 83.33	1.5	\$ 934.67	\$ 849.33	\$ 85.33	1.5	\$ 934.67	\$ 849.33	\$ 85.33
Site/Route Monitoring (1 unit = 1 session completed):	12.0	\$ 244.83	\$ 239.42	\$ 5.42	16.0	\$ 250.75	\$ 242.00	\$ 8.75	16.0	\$ 250.75	\$ 179.62	\$ 8.75
Menu Planning & Analysis (1 unit = 1 set menu completed)	1.0	\$ 1,483.00	\$ 1,000.00	\$ 483.00	1.0	\$ 1,527.00	\$ 1,030.00	\$ 497.00	1.0	\$ 1,527.00	\$ 1,030.00	\$ 497.00
HDM Assessment (1 units = annual intake assessment & reassessment completed)	335.0	\$ 220.43	\$ 213.22	\$ 7.21	335.0	\$ 223.56	\$ 218.74	\$ 4.83	335.0	\$ 223.56	\$ 218.73	\$ 4.83
OTHER Nutrition Compliance:												
In-service training to staff/volunteers (1 unit =1 hour)	5.0	\$ 146.20	\$ 75.00	\$ 71.20	5.0	\$ 146.20	\$ 75.00	\$ 71.20	5.0	\$ 146.20	\$ 75.00	\$ 71.20
Attend Mandatory OOA Quarterly Meeting (1 unit = 1 hour)	5.0	\$ 146.20	\$ 75.00	\$ 71.20	5.0	\$ 146.20	\$ 75.00	\$ 71.20	5.0	\$ 146.20	\$ 75.00	\$ 71.20

Appendix A1 – Services to be Provided
Self-Help for the Elderly
Elderly Nutrition Program (ENP), Home-Delivered Meals
Effective July 1, 2017-June 30, 2020

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	Self-Help for the Elderly
ADL	Activities of Daily Living; the basic tasks of everyday life including eating, bathing, dressing, toileting, transferring in and out bed / chair, and walking
CARBON	Contracts Administration, Reporting and Billing On-linesystem
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.
CDA	California Department of Aging
CRFC	California Retail Food Code establishes uniform health and sanitation standards for retail food facilities for regulation by the State Department of Public Health, and requires local health agencies to enforce these provisions.
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.
ENP	Elderly Nutrition Program (ENP), a program which provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and which shall be provided in accordance with Title 22 regulations.
Elderly Nutrition Program (ENP) Menu Requirements	Meals shall comply with the current Dietary Guidelines for Americans (DGA), 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 grantee 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 grantee 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.
Frail	An individual determined to be functionally impaired in one or both of the

	<p>following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others.</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, monitoring and documenting practices and taking corrective actions when failure to meet critical limits is detected.
Home-Delivered Meals (HDM)	Home-delivered meals are provided to consumers who are frail and homebound by reason of illness, disability, isolation, lack of support network and have no safe, healthy alternative for meals. HDM programs 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 of the HDM consumer. The HDM consumer must also 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, shopping for personal items, medication management, managing money, using the telephone, doing heavy housework, doing light housework, and transportation ability (transportation ability refers to the individual's ability to make use of available transportation without assistance).
Low-Income	For ENP programs, at or below 100% of federal 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.
Menu Analysis	<p>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 all calculated nutrients.</p> <p>(c) At a minimum, values must be determined for calories, protein, fat, saturated fat, fiber, calcium, magnesium, sodium, vitamin A, vitamin C, vitamin D, and vitamin B12.</p>
Minority	<p>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.</p>

Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses, about options and methods for improving their nutritional status, performed by a Registered Dietitian in accordance with Sections 2585 and 2586, Business and Professions Code.
Nutrition Education	Providing nutrition program consumers current facts and information which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. The nutrition education for the HDM consumer may be written nutrition education material in a variety of forms, including but not limited to information sheets, brochures, and booklets. Nutrition education plan and services shall be approved by a Registered Dietitian. The nutrition education provided shall be based on the needs of the consumers as determined by annual the consumer satisfaction survey and/or results from DETERMINE Your Nutritional Health tool. Nutrition education shall be provided on a quarterly basis and documented.
Nutrition Screening	The completion of a nutrition screening checklist by eligible consumers to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994.
OOA	Office on the Aging
Older Adult	Person who is 60 years or older, used interchangeably with Senior.
Registered Dietitian (RD) – Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist. An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration. A Registered Dietitian (R.D.) shall be covered by professional liability insurance either individually (if a consultant) or through Grantee.
Senior	Person who is 60 years or older, used interchangeably with Older Adult.
SOGI	Sexual Orientation and Gender Identity; Ordinance No. 159-16 amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (Chapter 104, Sections 104.1 through 104.9).
LGBTQ+	An acronym/term used to refer to persons who self-identify as non - heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
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. http://www.aging.ca.gov/ProgramsProviders/AAA/Nutrition/Code_of_Regulations/

III. Target Population

The target population is resident of San Francisco County, age 60 and older. OOA 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 LGBTQ+.

IV. Eligibility for Services

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

- A senior, age 60 or above, who is frail and homebound by reason of illness, disability, isolation, lack of support network and has no safe, healthy alternative for meals.
- Spouse or domestic partner of an eligible senior regardless of age or condition, if an assessment by the HDM provider's social worker or assessment staff concludes that it is in the best interest of the eligible senior.
- An individual with a disability who resides at home with the eligible senior, if an assessment by the HDM provider's social worker or assessment staff concludes that it is in the best interest of the eligible senior.
- Priority shall be given to the eligible senior.

V. Services to be Provided

- A. Develop and maintain HDM program policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by Title 22 Regulations, CDA, and OOA Policies and include nutrition education methods for HDM consumers. The HDM program policy and procedures shall also include initial, annual, and quarterly reassessment guidelines. Policy and procedures shall ensure the provision of quality meals, adequate access to sound nutrition information enabling consumers 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 in the various neighborhood and/or districts 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 and/or districts as indicated on the DAAS-OOA approved Site Chart. Each meal shall meet the CDA and OOA menu requirements. Meals offered may be hot, chilled or frozen, regular or modified meals as approved by DAAS-OOA, and as determined appropriate for the population served.
 3. Conduct annual in-home comprehensive assessment and quarterly reassessments of each consumer to evaluate the consumer's eligibility for enrollment in the HDM program. The assessment shall be conducted according to the OOA Policy Memoranda. At least one quarterly assessment per year must be completed in the home of the consumer.
 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 in the month that the service is provided.
 5. A nutrition screening using the "Determine Your Health" checklist is conducted annually for each consumer and documented in CA-GetCare within one month of obtaining the consumer's nutrition risk screening.
 6. A suggested donation per meal requested of each participant must be approved by the Grantee's Board of Directors and OOA in advance.
 7. Service units:

Table A	FY 2017-18	FY 2018-19	FY 2019-20
#Unduplicated Consumers	299	328	328
#Meals	70,750	77,113	77,113

- 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 for the production kitchen must be conducted on site and documented by a R.D. based on the number of monitoring approved in the Grantee's budget. Grantee with four or more delivery routes will conduct a HDM route monitoring at least once a month. In-service training to address any monitoring findings and/or to reinforce best practices will be scheduled and conducted in a timely manner to bring the program into compliance. The HACCP monitoring reports for the production kitchen and HDM routes shall be sent to OOA on a timely basis and no later than once per quarter.
- 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 as defined by OOA policy memoranda. 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 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 quarterly in-service training coordinated and provided by the OOA, and share the information with their staff and volunteers.
- J. The Grantee will 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.
- L. Grantee will develop and provide each consumer with a welcome packet that includes at minimum, the following information: the agency's meal delivery schedule, sample menu, donation policy and collection procedures, procedures to change meal delivery request, grievance policy, and how to request assistance, if needed.

VI. Service Objectives

- A. Grantee will serve the total number of unduplicated consumers as indicated in Table A in Section V.
- B. Grantee will provide the total number of meals as indicated in Table A, Section V.
- C. Grantee will provide nutrition compliance units as indicated in Appendix B.

VII. Outcome Objectives

- A. At least 85% of consumers will report being satisfied with the meal quality as defined as "Excellent or Good" in the DAAS annual consumer satisfaction survey, with a minimum

sample size of the Grantee's average number of meals served at each congregate meal site.

- B. At least 75% of the consumers will report that the meal service helps maintain their independence based on the DAAS annual consumer satisfaction survey, with a minimum sample size of the Grantee's average number of meals served daily.
- C. At least 65% of consumers will report an increase in the consumption of fruits and vegetables as evidenced by a reported change from previous baseline data in the Nutrition Risk Screening Tool or other appropriate evaluation data.
- D. At least 65% of consumers with a high nutrition risk score as defined by the "Determine Your Nutritional Health" checklist will be connected to additional and appropriate resources.
- E. At least 65% of consumers that are identified as "lonely" as evidenced by the DAAS adopted loneliness screening tool will be connected to additional and appropriate resources.

VIII. Monitoring Activities

- A. Nutrition Program Monitoring: Program monitoring will include review of kitchen facility and HDM routes in accordance with CRFC, CDA nutrition service standards, and DAAS policies. This includes project income policies, nutrition education policies, consumer eligibility and targeted mandates, documentation of the units of service and all reporting, and progress of service and outcome objectives; how consumer 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 the nutrition program operation, current organizational chart in the nutrition service department, grievance policies and procedures, verification that hours of operation are reflected in most recent approved 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 obtained from consumers using the HDM intake form, which includes the annual Nutrition Risk Screening, the loneliness screening, and the food security questions for all enrolled consumers by the due date as specified by OOA policy and in accordance to OOA Nutrition program guidelines.
- B. Grantee will enter into CA-GetCare all the consumer level service units in the Service Recording Tool and data for monthly service reporting by the 5th 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.

- D. Grantee will enter the following monthly metrics in the CARBON database by the 15th of the following month: Number of meals served and number of nutrition compliance units provided.
- E. Grantee will enter the annual Outcome Objective metrics identified in Section VII of this appendix A in the CARBON database by the 15th of the month following the end of the program year.
- F. 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 (or as amended) 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.
- G. Grantee will develop and maintain its OOA approved Site Chart. The site chart may be updated with the approval of OOA. A copy of the updated Site Chart will be kept in OOA's contractor program.
- H. Grantee shall develop and deliver an annual summary report of SOGI data collected in the year as requested by HSA. The due date for submitting the annual summary report is July 10th.
- I. 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 Shikh
Contract Manager/HSA
P.O. Box 7988
San Francisco, CA 94120
Tahir.Shikh@sfgov.org

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

	A	E	I	J	K	O	P	Q	R	S	
1	BUDGET FORMS										
2	Appendix B8, pg. 1 11/8/2018										
3	HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES										
4	Grantee's Name: SELF-HELP FOR THE ELDERLY										
5	Grant Term										
6	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification X <input checked="" type="checkbox"/>										
7	Effective Date of Mod: 7/1/2017	No. of Mod:	7/1/17 to 6/30/20								
8	Program: Enter 1 Prog ONLY (e.g. Cong-ENP, HDM-ENP, Cong-AWD, or HDM-AWD)	Budget	70,791	73,913	77,113	73,913	4,800	78,713	TOTAL	Average cost/meal	
9	Annual #Meals Contracted	7/1/17 to 6/30/18	70,791	73,913	77,113	73,913	4,800	78,713	226,617		
10	Program Term	7/1/17 to 6/30/18	70,791	73,913	77,113	73,913	4,800	78,713	226,617		
11	DAAS Expenditures										
12	Salaries & Benefits	\$274,361	\$294,550	\$301,641	\$294,550	\$13,140	\$307,690	\$883,692	\$9.90		
13	Operating Expense	\$173,618	\$186,555	\$200,293	\$186,555	\$18,104	\$204,659	\$578,570	\$2.55		
14	Subtotal	\$447,979	\$481,105	\$501,934	\$481,105	\$31,244	\$512,349	\$1,462,262	\$6.45		
15	Indirect Percentage (max 10%)										
16	Indirect Cost (Line 15 X Line 14, check Gen. Guidance regarding indirect exclusion)	\$44,784	\$48,111	\$50,194	\$48,111	\$3,124	\$51,235	\$146,213	\$0.65		
17	Capital Expenditure	\$34,779	\$34,779	\$57,000	\$34,779	\$57,000	\$57,000	\$91,779	\$0.40		
18	TOTAL DAAS EXPENDITURES	\$527,542	\$529,216	\$609,128	\$529,216	\$99,912	\$629,128	\$804,498	\$3.55		
19											
20	Non-DAAS Expenditures										
21	Salaries & Benefits	\$88,998	\$101,400	\$101,400	\$101,400		\$101,400	\$291,798	\$1.29		
22	Operating Expense	\$171,470	\$162,633	\$169,019	\$162,633	\$6,386	\$172,212	\$512,700	\$2.26		
23	Capital Expenditure										
24	TOTAL NON-DAAS EXPENDITURES	\$260,468	\$264,033	\$270,419	\$264,033	\$6,386	\$273,612	\$804,498	\$3.55		
25											
26	TOTAL DAAS & Non-DAAS EXPENDITURES	\$788,009	\$793,249	\$879,547	\$793,249	\$86,298	\$873,948	\$2,504,752	\$11.05		
27											
28	HSA-DAAS Revenues										
29	Meals	\$494,542	\$529,216	\$552,128	\$529,216	\$22,912	\$563,584	\$1,610,254	\$0.71		
30	Add-Back-Vehicle	\$30,000	\$30,000	\$57,000	\$30,000		\$57,000	\$60,000	\$0.46		
31	OTO (Local Gen. funds)	\$3,000	\$3,000	\$609,128	\$3,000		\$609,128	\$1,700,254	\$0.46		
32	TOTAL HSA-DAAS REVENUES	\$527,542	\$529,216	\$609,128	\$529,216	\$79,912	\$563,584	\$1,700,254	\$0.46		
33	PER MEAL COST, HSA-DAAS	\$6.99	\$7.16	\$7.16	\$7.16	\$7.16	\$7.16	\$7.16	\$7.16		
34											
35	Non-DAAS Revenues										
36	Project Income	\$81,545	\$81,545	\$39,328	\$81,545	(\$42,217)	\$40,144	\$161,016	\$0.71		
37	Agency Cash - Fundraising	\$178,923	\$182,488	\$231,091	\$182,488	\$48,603	\$233,468	\$643,482	\$2.84		
38	Agency In-Kind Volunteer	\$34,860	\$34,860	\$34,860	\$34,860		\$34,860	\$104,580	\$0.46		
39	Nutrition Compliance Revenues										
40											
41	TOTAL NON HSA-DAAS REVENUES	\$295,328	\$298,893	\$305,278	\$298,893	\$6,386	\$308,471	\$909,078	\$4.07		
42	PER MEAL COST, NON HSA-DAAS	\$4.17	\$4.04	\$3.96	\$4.04	\$2.00	\$3.92	\$4.07	\$4.07		
43	TOTAL REVENUES	\$822,870	\$828,109	\$914,406	\$828,109	\$86,298	\$872,055	\$2,609,332	\$11.51		
44	PER MEAL COST, TOTAL										
45	Full Time Equivalent (FTE)										
47	Prepared by: Leny Nair	Date: 11/8/18									
48	HSA-CO Review Signature:										
49	HSA #1										

		A	B	C	D	E	F	J	N	O	P	T	U	V	W	X
		Appendix B8, pg. 2 11/6/2018														
		TOTAL														
		Salaries & Benefits Detail														
1. Grantee's Name: SELF-HELP FOR THE ELDERLY	2. Program Name: HDM-ENP	Agency Totals		7/1/17 to 6/30/18		7/1/18 to 6/30/19		7/1/18 to 6/30/19		7/1/19 to 6/30/20		7/1/19 to 6/30/20		7/1/17 to 6/30/20		TOTAL
		Annual Full Time Salary for FTE	% FTE	Total % FTE	Adjusted % FTE	Budget Salary	Revised Budget Salary	Modification	Budget Salary	Revised Budget Salary	Modification	Budget Salary	Revised Budget Salary	Modification	Budget Salary	
9	11 Nutrition Director/KC	\$86,000	100%	100%	1.4%	\$18,000	\$18,000	\$12,075	\$5,000	\$17,075	\$12,075	\$5,000	\$17,075	\$12,075	\$5,000	\$1,268
10	HDM Transp Manager/FC	\$52,980	100%	32%	32%	\$3,750	\$3,750	\$18,618	\$18,618	\$18,618	\$18,618	\$3,221	\$21,840	\$18,618	\$3,221	\$52,150
11	Outreach Worker/TC	\$35,982	75%	50%	50%	\$13,062	\$13,062	\$13,718	\$12,673	\$13,718	\$13,718	\$12,673	\$13,718	\$13,718	\$12,673	\$44,217
12	HDM Supervisor/WW	\$53,600	50%	75%	38%	\$11,695	\$11,695	\$12,673	\$12,673	\$12,673	\$12,673	\$12,673	\$12,673	\$12,673	\$12,673	\$40,501
13	HDM Driver/PLP	\$33,800	50%	75%	38%	\$32,240	\$32,240	\$21,158	\$21,158	\$21,158	\$21,158	\$21,158	\$21,158	\$21,158	\$21,158	\$37,245
14	HDM Driver/AH	\$31,200	100%	75%	66%	\$21,840	\$21,840	\$23,400	\$23,400	\$23,400	\$23,400	\$23,400	\$23,400	\$23,400	\$23,400	\$40,400
15	HDM Driver/GJ	\$32,240	100%	43%	43%	\$5,655	\$5,655	\$13,863	\$13,863	\$13,863	\$13,863	\$13,863	\$13,863	\$13,863	\$13,863	\$52,109
16	HDM Driver/YW	\$32,240	77%	75%	58%	\$14,929	\$14,929	\$15,959	\$2,000	\$15,959	\$15,959	\$2,000	\$17,959	\$15,959	\$2,000	\$68,540
17	HDM Driver/TBH	\$32,240	50%	75%	38%	\$11,310	\$11,310	\$10,990	\$2,000	\$10,990	\$10,990	\$2,000	\$12,990	\$10,990	\$2,000	\$33,381
18	HDM Worker/LY	\$31,200	50%	75%	38%	\$10,920	\$10,920	\$11,700	\$2,000	\$11,700	\$11,700	\$2,000	\$13,700	\$11,700	\$2,000	\$49,673
19	HDM Worker/WW	\$31,200	50%	75%	38%	\$10,920	\$10,920	\$11,700	\$2,000	\$11,700	\$11,700	\$2,000	\$13,700	\$11,700	\$2,000	\$36,320
20	HDM Worker/YL	\$31,200	50%	75%	38%	\$10,920	\$10,920	\$11,700	\$1,145	\$11,700	\$11,700	\$1,145	\$12,845	\$11,700	\$1,145	\$35,465
21	HDM Worker/ZX	\$31,200	50%	75%	38%	\$10,920	\$10,920	\$11,700	\$2,000	\$11,700	\$11,700	\$2,000	\$13,700	\$11,700	\$2,000	\$34,320
22	HDM Worker/LX	\$31,200	100%	54%	54%	\$23,400	\$23,400	\$17,000	\$7,400	\$17,000	\$17,000	\$7,400	\$24,400	\$17,000	\$7,400	\$57,400
23	26 Assistant Director/RC	\$70,000	100%	95%	11%	\$7,636	\$7,636	\$7,636	(\$7,145)	\$491	\$7,636	\$7,636	\$7,636	\$7,636	\$7,636	\$15,763
24	TOTALS	\$ 673,002	1290%	1075%	690%	\$211,200	\$211,200	\$227,667	\$5,000	\$232,667	\$227,667	\$5,000	\$237,667	\$227,667	\$5,000	\$582,662
25	FRINGE BENEFIT RATE	\$ 29,44%				\$63,081	\$63,081	\$66,883	\$2,091	\$68,974	\$66,883	\$2,091	\$68,974	\$66,883	\$2,091	\$201,030
26	EMPLOYEE FRINGE BENEFITS	\$ 198,132				\$63,081	\$63,081	\$66,883	\$2,091	\$68,974	\$66,883	\$2,091	\$68,974	\$66,883	\$2,091	\$201,030
27	TOTAL DAAS SALARIES & BENEFITS	\$ 871,134				\$274,281	\$274,281	\$294,550	\$7,091	\$301,641	\$294,550	\$7,091	\$301,641	\$294,550	\$7,091	\$783,692
28	Non - DAAS															
29	Agency Totals															
30	Annual Full Time Salary for FTE	\$ 31,200	75%	75%	56%	\$16,380	\$16,380	\$17,550	\$1,170	\$17,550	\$17,550	\$1,170	\$18,720	\$17,550	\$1,170	\$51,480
31	On Call HDM Worker	\$ 31,200	25%	75%	19%	\$5,460	\$5,460	\$5,850	\$390	\$5,850	\$5,850	\$390	\$6,240	\$5,850	\$390	\$17,160
32	On Call HDM Worker	\$ 31,200	25%	75%	19%	\$5,460	\$5,460	\$5,850	\$390	\$5,850	\$5,850	\$390	\$6,240	\$5,850	\$390	\$17,160
33	On Call HDM Worker	\$ 31,200	50%	75%	38%	\$10,920	\$10,920	\$11,700	\$780	\$11,700	\$11,700	\$780	\$12,480	\$11,700	\$780	\$34,320
34	On Call HDM Worker	\$ 31,200	50%	75%	38%	\$10,920	\$10,920	\$11,700	\$780	\$11,700	\$11,700	\$780	\$12,480	\$11,700	\$780	\$34,320
35	On Call HDM Worker	\$ 31,200	35%	75%	25%	\$7,636	\$7,636	\$7,636	\$0	\$7,636	\$7,636	\$0	\$7,636	\$7,636	\$0	\$23,208
36	TOTAL NON-DAAS	\$ 218,400	333%	525%	250%	\$65,520	\$65,520	\$78,000	\$12,480	\$78,000	\$78,000	\$12,480	\$90,480	\$78,000	\$12,480	\$221,520
37	FRINGE BENEFIT RATE	\$ 30.0%				\$23,478	\$23,478	\$23,400	\$78	\$23,478	\$23,400	\$78	\$23,478	\$23,400	\$78	\$70,278
38	EMPLOYEE FRINGE BENEFITS	\$ 65,520				\$23,478	\$23,478	\$23,400	\$78	\$23,478	\$23,400	\$78	\$23,478	\$23,400	\$78	\$70,278
39	TOTAL NON-DAAS SALARIES & BENEFITS	\$ 283,920				\$88,998	\$88,998	\$101,400	\$11,458	\$101,400	\$101,400	\$11,458	\$112,858	\$101,400	\$11,458	\$291,798
40	TOTAL DAAS & Non-DAAS SALARIES & BENEFITS	\$ 1,155,054				\$363,279	\$363,279	\$395,950	\$18,149	\$403,141	\$395,950	\$18,149	\$414,599	\$395,950	\$18,149	\$1,075,490
41	HSA #2															
42	NOTE: Green highlighted cells have formulas that link data to Budget Summary page															
43	NOTE: Cells with formulas are protected to avoid accidental changes. To unprotect, go to "Tools" then "Unprotect sheet". No password needed.															

Line	A	B	C	D	H	L	M	N	R	S	T	U	Operating Expense Detail	
													Last Budget	Revised Budget
1	Grantee's Name: SELF-HELP FOF												70,791	73,913
2	Program Name:												7/1/17 to 6/30/18	7/1/18 to 6/30/19
3	HDM-ENP												7/1/18 to 6/30/19	7/1/18 to 6/30/19
4	Annual #Meals Contracted:												3,200	77,113
5	Term:												7/1/18 to 6/30/19	7/1/18 to 6/30/19
6	Expenditure Category												7/1/18 to 6/30/19	7/1/18 to 6/30/19
7	Rental of Property												\$2	\$375
8	Utilities(Elec, Water, Gas, Phone, Scavenger)												\$519	\$373
9	Office Supplies, Postage												\$2	\$375
10	Building Maintenance Supplies and Repair												\$512	\$1,208
11	FOOD COSTS												\$512	\$1,208
12	Raw Food												\$512	\$1,208
13	Cong Food Svc Supplies												\$960	\$3,225
14	HDM Food Svc Supplies												\$960	\$3,225
15	Catered Meals												\$167,783	\$167,783
16	CONSULTANT/SUBCONTRACTOR Descriptive Title												\$167,783	\$167,783
17	Registered Dietitian												\$167,783	\$167,783
18	OTHER COSTS:												\$167,783	\$167,783
19	Insurance												\$167,783	\$167,783
20	Staff Training & Travel												\$167,783	\$167,783
21	Rental of Equipment												\$167,783	\$167,783
22	Small equipment & Supplies												\$167,783	\$167,783
23	Auto - Fuel & Insurance												\$167,783	\$167,783
24	Repair/Maintenance												\$167,783	\$167,783
25	TOTAL DAAS OPERATING EXPENSE												\$186,555	\$200,293
26	Non-DAAS												\$186,555	\$186,555
27	Expenditure Category												\$186,555	\$186,555
28	Rental of Property												\$300	\$300
29	Utilities(Elec, Water, Gas, Phone, Scavenger)												\$300	\$300
30	Office Supplies, Postage												\$300	\$300
31	Building Maintenance Supplies and Repair												\$300	\$300
32	FOOD COSTS												\$300	\$300
33	Raw Food												\$300	\$300
34	Cong Food Svc Supplies												\$300	\$300
35	HDM Food Svc Supplies												\$300	\$300
36	Catered Meals												\$300	\$300
37	CONSULTANT/SUBCONTRACTOR Descriptive Title												\$300	\$300
38	Registered Dietitian												\$300	\$300
39	OTHER COSTS:												\$300	\$300
40	Insurance												\$300	\$300
41	Staff Training & Travel												\$300	\$300
42	Communications (Phone & Internet)												\$300	\$300
43	Rental of Equipment												\$300	\$300
44	Small equipment & Supplies												\$300	\$300
45	Auto - Fuel & Insurance												\$300	\$300
46	Repair/Maintenance-Vehicle												\$300	\$300
47	Recruitment												\$300	\$300
48	TOTAL DAAS & Non-DAAS OPERATING EXPENSE												\$349,186	\$369,312
49	TOTAL DAAS & Non-DAAS OPERATING EXPENSE												\$349,186	\$369,312
50	HSA #3												\$349,186	\$369,312
51	Form Rev. 12/22/16												\$349,186	\$369,312
52	NOTE: Green highlighted cells have formulas that link data to Budget Summary page												\$349,186	\$369,312
53	Allocation Methodology: If you have multiple programs, describe how you allocate among shared program costs, such as insurance, utilities, etc.												\$349,186	\$369,312

	A	B	C	D	E	F
1	Grantee's Name: SELF-HELP FOR THE ELDERLY				Appendix B8, Page4	
2	Program Name:				Document Date: 11/8/18	
3	HDM-ENP					
4						
5	Capital Expenditure Detail					
6	(Equipment and Remodeling Cost)					
7	TOTAL					
8	H.S.A-DAAS		7/1/17 to 6/30/18	7/1/18 to 6/30/19	7/1/19 to 6/30/20	7/1/17 to 6/30/20
9	No.	ITEM/DESCRIPTION				
10	1	2017 Toyota Prius V	31,750			31,750
11	2	Commercial Car Camera-BackVue DR750S	3,029			
12	3	Temperature Controlled Vehicle		57,000		57,000
13						
14						
15						
16						
17						
18	TOTAL DAAS-OOA EQUIPMENT & REMODELING COST		34,779	57,000		91,779
19						
20	Non-DAAS					
21	No.	ITEM/DESCRIPTION				
22						
23						
24						
25						
26						
27	TOTAL NON DAAS-OOA EQUIPMENT & REMODELING COST					
28						
29	TOTAL DAAS & NON-DAAS CAPITAL EXPENDITURE		34,779	57,000		91,779
30	(Equipment and Remodeling Cost)					
31	HSA #4 Form Rev. 12/22/16					
32						
33	Allocation Methodology: (If you have multiple programs, describe how you allocate among shared program costs.)					
34	Indicate DAAS and non-DAAS-OOA funding above.					
35	NOTE: Green highlighted cells have formulas that link data to Budget Summary page					
36	Equipment is defined as \$5000 or more a unit					
37	NOTE: Cells with formulas are protected to avoid accidental changes. To unprotect, go to Toolbar, "Review", select "Unprotect sheet". No pas					
38						
39						
40						

**APPENDIX A1 - SERVICES TO BE PROVIDED
INSTITUTE ON AGING**

**Home-Delivered Meals for Adults with Disabilities Assessment (HDM-AWD)
Effective July 1, 2017 – June 30, 2020**

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

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).
AWD	Person 18-59 years of age living with a disability.
CARBON	Contracts Administration, Reporting, and Billing Online System.
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.
DAAS	Department of Aging and Adult 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.
Frail	An individual determined to be functionally impaired in one or both of the following areas : (a) unable to perform at least two ADL (Activities of Daily Living), including bathing, toileting, dressing, feeding, breathing, transferring and mobility and associated tasks, or IADL (Instrumental Activities of Daily Living) 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.
Grantee	Institute On Aging
HSA	Human Services Agency of the City and County of San Francisco
Home-Delivered Meals (HDM)	Home-delivered meals are provided to consumers who are frail and homebound by reason of illness, disability, isolation, lack of support network and have no safe, healthy alternative for meals. HDM programs 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 of the

	HDM consumer. The HDM consumer must also have a home visit reassessment by their service providers at least every other quarter. Home Delivered Meals are provided to consumers who have substantial mental and/or physical impairments and lack a support network or resources that result is no safe, healthy alternative for meals. HDM programs consist of the procurement, preparation, service and delivery of meals, as well as nutrition education and counseling. This service requires quarterly reevaluation of the HDM consumer by the grantee and an annual comprehensive assessment by a DAAS approved service provider.
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
LGBTQ+	An acronym/term used to refer to persons who self-identify as non - heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Low-Income	At or below 300% of federal 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 therapy counseling and referral to other appropriate service to consumers who are receiving special diets, or who are screened to be at high nutrition risk by DETERMINE Your Nutritional Health tool. This service is provided by a Registered Dietitian.
Nutrition Education	The service provider dietitian, consulting dietitian or OOA Nutritionist shall approve the nutrition education plans, and materials. The nutrition education for the HDM consumer may be written nutrition education material in a variety of forms, including but not limited to information sheets, brochures, and booklets. The nutrition education provided shall be based on the needs of the consumers as determined by annual the consumer satisfaction survey and/or results from DETERMINE Your Nutritional Health tool. Nutrition education shall be provided on a quarterly basis and documented. One set of materials is defined as one nutrition education unit provided to one consumer.
OOA	Office on the Aging
Registered Dietitian (RD) – Registered Dietitian	Registered Dietitian or Registered Dietitian Nutritionist. An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration. A Registered Dietitian (R.D.) shall be covered by

Nutritionist (RDN)	professional liability insurance either individually (if a consultant) or through Grantee.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9</i>).

III. TARGET POPULATION

The target population is residents of San Francisco County, between the ages of 18-59 who have a disability as defined in Section II, Definitions. OOA 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 LGBTQ+.

IV. ELIGIBILITY FOR SERVICES

To participate in Home-Delivered Meals, the consumer must meet the following criteria: A consumer, between the age of 18-59 who has substantial mental and/or physical impairments and lack a support network or resources that result in no safe, healthy alternative for meals. Substantial impairments include one or more of the following:

- Self-Care: ADL and IADL, especially grocery shopping and meal preparation and that the consumers lacks the ability to obtain safe, healthy meals.
- Capacity for independent living and self-direction
- Cognitive functioning and emotional adjustment

V. 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 individuals 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. **Reassessment:** At least every six (6) months, reassessment shall be conducted in the participant's home to ensure that the consumer continues to meet program eligibility requirements. Reassessments shall be documented.
 4. **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. Grantee will refer consumers screened at high nutrition risks to nutrition counseling and/or nutrition education services.

- 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 15th. The survey tool will be provided by OOA.
- E. The Grantee will attend the in-service training coordinated and provided by the OOA and share relevant 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.
- G. The Grantee will complete the California Department of Aging (CDA) Security Awareness Training annually during the term of the grant.

VI. SERVICE OBJECTIVES

On an annual basis:

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

VII. OUTCOME OBJECTIVES

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. REPORTING REQUIREMENTS

- A. Grantee will enter into CA-GetCare all the units of service in the Service Recording Tool by the 5th working day of the month for the preceding month.
- 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 15th of the following month.
- C. Grantee will enter the annual Outcome Objective metrics in the CARBON database by the 15th 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 shall develop and deliver an annual summary report of SOGI data collected in the year as requested by HSA. The due date for submitting the annual summary report is July 10th.

- 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:

David Kashani/HSA
P.O. Box 7988
San Francisco, CA 94120
David.kashani@sfgov.org

Sarah Chan/OOA
1650 Mission Street, 5th Floor
San Francisco, CA 94103
sarah.chan@sfgov.org

VIII. MONITORING ACTIVITIES

- A. Nutrition Program Monitoring: Program monitoring will include review of kitchen facility in accordance with CRFC and OOA nutrition standards, 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.

**HUMAN SERVICES AGENCY BUDGET SUMMARY
 BY PROGRAM**

Contractor Name: Institute on Aging Term: July 1, 2017 to June 30, 2020

(Check One) New Renewal Modification

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

Program: Nutrition Compliance for ENP- Indicate HDM or Congregate

REVENUE Cost Allocation:

REVENUE Cost Allocation:

REVENUE Cost Allocation:

Budget Reference Page No.(s)	Year 1	H.S.A.-DAAS	Non-HSA-DAAS	Original Year 2	H.S.A.-DAAS	Modification	Revised Year 2	on-HSA-DAAS	Original Year 3	H.S.A.-DAAS	Modification	Revised Year 3	on-HSA-DAAS	Total Revenue
11 Program Term	7/1/17-6/30/18			7/1/16-6/30/19					7/1/19-6/30/20					7/1/17 to 6/30/20
12 Expenditures														
13 Nutrition Education														
14 Salaries & Benefits														
15 Operating Expense														
16 Subtotal Direct														
17 Indirect Percentage														
18 Indirect Expense														
19 Total Nutrition Education														
20 Nutrition Counseling														
21 Salaries & Benefits														
22 Operating Expense														
23 Subtotal Direct														
24 Indirect Percentage														
25 Indirect Expense														
26 Total Nutrition Counseling														
27 HACCP Kitchen Monitoring														
28 Salaries & Benefits														
29 Operating Expense														
30 Subtotal Direct														
31 Indirect Percentage														
32 Indirect Expense														
33 Total HACCP Kitchen Monitoring														
34 Site/Route Monitoring														
35 Salaries & Benefits														
36 Operating Expense														
37 Subtotal Direct														
38 Indirect Percentage														
39 Indirect Expense														
40 Total Site/Route Monitoring														
41 Menu Planning														
42 Salaries & Benefits														
43 Operating Expense														
44 Subtotal Direct														
45 Indirect Percentage														
46 Indirect Expense														
47 Total Menu Planning														
48 HDM Assessments														
49 Salaries & Benefits	\$238,481	\$238,481		\$245,636	\$245,636	\$6,628	\$252,164		\$245,636	\$245,636	\$6,932	\$252,568		\$743,213
50 Operating Expense	\$35,064	\$35,064		\$34,806	\$34,806	\$27,397	\$62,203		\$34,806	\$34,806	\$26,993	\$61,799		\$159,066
51 Subtotal Direct	\$273,545	\$273,545		\$280,442	\$280,442	\$33,925	\$314,367		\$280,442	\$280,442	\$33,925	\$314,367		\$902,279
52 Indirect Percentage	10.0%	10.0%		10.0%	10.0%	10.0%	10.0%		10.0%	10.0%	10.0%	10.0%		10%
53 Indirect Expense	\$27,355	\$27,355		\$28,043	\$28,043	\$3,393	\$31,436		\$28,043	\$28,043	\$3,393	\$31,436		\$90,227
54 Pass-Through Expense														
55 Total HDM Assessments	\$300,900	\$300,900		\$308,485	\$308,485	\$37,318	\$345,803		\$308,485	\$308,485	\$37,318	\$345,803		\$992,606
56 Other Nutrition Compliance														
57 Salaries & Benefits	\$2,273	\$2,273		\$2,273	\$2,273		\$2,273		\$2,273	\$2,273		\$2,273		\$6,819
58 Operating Expense														
59 Subtotal Direct	\$2,273	\$2,273		\$2,273	\$2,273		\$2,273		\$2,273	\$2,273		\$2,273		\$6,819
60 Indirect Percentage	10.0%	10.0%		10.0%	10.0%	10.0%	10.0%		10.0%	10.0%	10.0%	10%		10%
61 Indirect Expense	\$227	\$227		\$227	\$227		\$227		\$227	\$227		\$227		\$681
62 Total Other Nutrition Compliance	\$2,500	\$2,500		\$2,500	\$2,500		\$2,500		\$2,500	\$2,500		\$2,500		\$7,500
63 GRAND Total Expenditures	\$303,400	\$303,400		\$310,985	\$310,985	\$37,318	\$348,303		\$310,985	\$310,985	\$37,318	\$348,303		\$1,000,006
64 HSA Revenues														
65														
66														
67 TOTAL HSA REVENUES	\$303,400						\$348,303					\$348,303		\$1,000,006
68 Other Non-H.S.A.-DAAS Revenue														
69														
70														
71														
72 TOTAL OTHER REVENUES														
73 Full Time Equivalent (FTE)														

75 Prepared by: Laura Liesem Telephone No. 415.750-8761 Date _____
 76 HSA-CO Review Signature: _____
 77 HSA #1 _____ Document Date: 1/31/2018

Other Nutrition Compliance Salaries & Benefits Detail

Program: Nutrition Compliance for ENP- Indicate HDM or Congregate
 (Same as Line 9 on HSA #1)

TERM:
 July 1, 2017 to June 30, 2020

Line	POSITION TITLE	Agency Totals		For HSA Program		REVENUE Cost Allocation:			REVENUE Cost Allocation:			Total Revenue	
		Annual Full Time Salary for FTE	Total % FTE	Budgeted Salary	Adjusted FTE	H.S.A.-DAAS	Non-HSA-DAAS	Modification	Revised	H.S.A.-DAAS	Non-HSA-DAAS	Modification	Revised
13	Lead Assessment Coordinator	\$67,739	100%	\$728	0.011	\$728			\$728			\$728	\$2,184
14	Director of Community Programs	\$85,500	100%	\$1,090	0.013	\$1,090			\$1,090			\$1,090	\$3,271
30	TOTALS	\$153,239	200%	\$1,818	2%	\$1,818			\$1,818			\$1,818	\$5,455
32	FRINGE BENEFIT RATE	25%											
33	EMPLOYEE FRINGE BENEFITS	\$38,310		\$455		\$455			\$455			\$455	\$1,364
36	TOTAL SALARIES & BENEFITS	\$191,549		\$2,273		\$2,273			\$2,273			\$2,273	\$6,818
37	TOTAL SALARIES & BENEFITS for H.S.A Program x3yrs	\$6,818											

HDM Assessment Operating Expense Detail

4. Program: Nutrition Compliance for ENP- Indicate HDM or Congregate
 5. (Same as Line 9 on HSA #1)

9. TERM: 7/1/17-6/30/18
 10. July 1, 2017 to June 30, 2020

Line	Expenditure Category	Year 1 7/1/17-6/30/18		Year 2 7/1/18-6/30/19		Year 3 7/1/19-6/30/20		REVENUE Cost Allocation:		REVENUE Cost Allocation:		TOTAL REVENUE	
		H.S.A.-DAAS	Non-HSA-DAAS	H.S.A.-DAAS	Non-HSA-DAAS	H.S.A.-DAAS	Non-HSA-DAAS	Modification	Revised	Modification	Revised	H.S.A.-DAAS	Non-HSA-DAAS
13	Occupancy	\$16,299	\$725	\$16,789	\$747	\$16,789	\$747	\$1,011	\$17,800	\$1,011	\$16,789		\$51,888
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$725	\$2,220	\$747	\$2,000	\$747	\$2,000	\$22	\$769	\$22	\$747		\$2,241
15	Office Supplies, Postage	\$2,220		\$2,000		\$2,000		\$280	\$2,280	\$280	\$2,000		\$6,500
16	Building Maintenance Supplies and Repair												
17	Printing and Reproduction												
18	Insurance	\$1,500		\$1,700		\$1,700		\$200	\$1,900	\$200	\$1,700		\$5,100
19	Staff Training	\$350		\$750		\$750		\$500	\$750	\$500	\$750		\$1,850
20	Staff Travel	\$6,500		\$7,000		\$7,000		\$26,171	\$26,171	\$26,171	\$7,000		\$21,000
21	Temp support												
22	Small Equipment (under \$5,000/item)	\$4,000		\$2,350		\$2,350		(\$1,191)	\$1,159	(\$1,191)	\$2,350		\$2,342
23	Rental of Equipment												
24													
25													
26	SUBCONTRACTORS Descriptive Title												
27													
28													
29													
30													
31													
32	OTHER												
33	Procura License (Director & Lead AC)	\$2,150		\$2,150		\$2,150			\$2,150		\$2,150		\$6,450
34	AWD-HDM Equipment Plan	\$1,320		\$1,320		\$1,320			\$1,320		\$1,320		\$3,960
35													
36													
37													
38													
39	TOTAL OPERATING EXPENSE	\$35,064		\$34,806		\$34,806		\$27,397	\$62,203	\$27,397	\$34,806		\$159,066
40	TOTAL OPERATING EXPENSE x3yrs	\$159,066		\$159,066		\$159,066		\$105,591	\$186,609	\$105,591	\$159,066		\$481,328
41													
42	HSA #13												

Annual & Quarterly HDM Intake and Assessment Salaries & Benefits Detail

Program: Nutrition Compliance for ENP- Indicate HDM or Congregate
 (Same as Line 9 on HSA #1)

8. TERM: 7/1/2017 to June 30, 2020

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	H.S.A.-DAAS	Non-HSA-DAAS	Budgeted Salary	H.S.A.-DAAS	Non-HSA-DAAS	Revised	H.S.A.-DAAS	Non-HSA-DAAS	Revised	H.S.A.-DAAS	Non-HSA-DAAS	Total Revenue	
12	POSITION TITLE																	
13	Lead Assessment Coordinator	\$67,739	100%	100%	\$57,188	\$57,188		\$58,904	\$58,904		\$65,766	\$58,904		\$8,835	\$58,904		\$190,692	
14	Assessment Coordinator 1	\$54,075	100%	100%	\$50,000	\$50,000		\$51,500	\$51,500		\$52,500	\$51,500		\$2,575	\$51,500		\$156,575	
15	Assessment Coordinator 2	\$54,075	60%	100%	\$30,000	\$30,000		\$30,900	\$30,900		\$31,350	\$30,900		\$1,391	\$30,900		\$93,641	
16	Director of Community Programs	\$85,500	100%	41%	\$33,077	\$33,077		\$34,069	\$34,069		\$34,069	\$34,069		\$1,022	\$34,069		\$102,238	
17	IOA Connect Intake Specialist	\$42,000	100%	17%	\$6,720	\$6,720		\$6,922	\$6,922		\$6,922	\$6,922		\$207	\$6,922		\$20,771	
18	Regional Director	\$108,000	100%	5%	\$10,800	\$10,800		\$11,124	\$11,124		\$11,124	\$11,124		(\$5,395)	\$11,124		\$27,653	
19	Vice President of Community Living Serv	\$150,000	100%		\$3,000	\$3,000		\$3,090	\$3,090		(\$3,090)	\$3,090		(\$3,090)	\$3,090		\$3,000	
20																		
21																		
22																		
23																		
24																		
25																		
26																		
27																		
28																		
29																		
30	TOTALS	\$661,389	660%	363%	\$190,785	\$190,785		\$196,509	\$196,509		\$201,731	\$196,509		\$5,545	\$196,509		\$594,569	
31	FRINGE BENEFIT RATE	25%																
32	EMPLOYEE FRINGE BENEFITS	\$140,347			\$47,696	\$47,696		\$48,127	\$48,127		\$50,433	\$48,127		\$1,386	\$48,127		\$148,643	
33	TOTAL SALARIES & BENEFITS	\$701,736			\$238,481	\$238,481		\$245,636	\$245,636		\$252,164	\$245,636		\$6,932	\$245,636		\$743,213	
34	TOTAL SALARIES & BENEFITS for H.S.A	\$743,212																
35	Program x3y3s																	
36	HSA #12																	

Nutrition Compliance/Quality Assurance Services:

Cost Per Service Unit:

Proposed Service Units:

	Year 1	Total Year 1	HSA-DAAS	Non-H.S.A	Year 2	Total Year 2	HSA-DAAS	Non-H.S.A	Year 3	Total Year 3	HSA-DAAS	Non-H.S.A
	# of units/ sessions				# of units/ sessions				# of units/ sessions			
Nutrition Education:												
Annual #sessions (or presentation) a year or # Times a year handouts will be delivered to seniors in HDM		N/A	N/A	N/A		N/A	N/A	N/A		N/A	N/A	N/A
Nutrition Counseling:												
Annual #hours to be provided		N/A	N/A	N/A		N/A	N/A	N/A		N/A	N/A	N/A
Annual #sessions to be provided		N/A	N/A	N/A		N/A	N/A	N/A		N/A	N/A	N/A
HACCP Kitchen Monitoring (1 unit = 1 session completed)		N/A	N/A	N/A		N/A	N/A	N/A		N/A	N/A	N/A
Site/Route Monitoring (1 unit = 1 session completed):		N/A	N/A	N/A		N/A	N/A	N/A		N/A	N/A	N/A
Menu Planning & Analysis (1 unit = 1 set menu completed)		N/A	N/A	N/A		N/A	N/A	N/A		N/A	N/A	N/A
HDM Assessment (1 units = annual intake assessment & reassessment completed)	779	\$ 386	\$ 386	\$ -	873	396	396		873	396	396	
OTHER Nutrition Compliance:	50.0	\$ 50	\$ 50	\$ -	50.0	\$ 50	\$ 50	\$ -	50.0	\$ 50	\$ 50	\$ -
In-service training to staff/volunteers (1 unit =1 hour)	38.0			\$ -	38.0				38.0			
Attend Mandatory OOA Quarterly Meeting (1 unit = 1 hour)	12.0			\$ -	12.0				12.0			

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: 300,899.8

Appendix A3 – Services to be Provided
Meals on Wheels of San Francisco
Home-Delivered Meals for Adults with Disabilities (HDM-AWD)
Effective July 1, 2017-June 30, 2020

I. Purpose

The purpose of this grant is to assist adults 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).
AWD	Person 18-59 years of age living with a disability.
CARBON	Contracts Administration Reporting and Billing On-line system
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.
CRFC	California Retail Food Code establishes uniform health and sanitation standards for retail food facilities for regulation by the State Department of Public Health, and requires local health agencies to enforce these provisions.
DAAS	Department of Aging and Adult 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.

Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others.
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 (HDM)	Home-delivered meals are provided to consumers who are frail and homebound by reason of illness, disability, isolation, lack of support network and have no safe, healthy alternative for meals. HDM programs 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 of the HDM consumer. The HDM consumer must also have a home visit reassessment by their service providers at least every other quarter. Home Delivered Meals are provided to consumers who have substantial mental and/or physical impairments and lack a support network or resources that result is no safe, healthy alternative for meals. HDM programs consist of the procurement, preparation, service and delivery of meals, as well as nutrition education and counseling. This service requires quarterly reevaluation of the HDM consumer by the grantee and an annual comprehensive assessment by a DAAS approved service provider.
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
LGBTQ+	An acronym/term used to refer to persons who self-identify as non - heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Low-Income	At or below 300% of federal 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.

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 Dietary Reference Intakes (DRI) (c) At a minimum, values must be determined for calories, protein, fat, saturated fat, fiber, calcium, magnesium, sodium, potassium, vitamin A, vitamin C, vitamin D, and vitamin B12.
Menu Requirements	Meals shall comply with the current Dietary Guidelines for Americans (DGA), 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 grantee 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 grantee 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.
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 therapy counseling and referral to other appropriate service to consumers who are receiving special diets, or who are screened to be at high nutrition risk by DETERMINE Your Nutritional Health tool. This service is provided by a Registered Dietitian.

Nutrition Education	The service provider dietitian, consulting dietitian or OOA Nutritionist shall approve the nutrition education plans, and materials. The nutrition education for the HDM consumer may be written nutrition education material in a variety of forms, including but not limited to information sheets, brochures, and booklets. The nutrition education provided shall be based on the needs of the consumers as determined by the annual consumer satisfaction survey and/or results from DETERMINE Your Nutritional Health tool. Nutrition education shall be provided on a quarterly basis and documented. One set of materials is defined as one nutrition education unit provided to one consumer.
OOA	Office on the Aging
Registered Dietitian (RD) – Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist. An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration. A Registered Dietitian (R.D.) shall be covered by professional liability insurance either individually (if a consultant) or through Grantee.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9</i>).

III. Target Population

The target population is residents of San Francisco County, between the ages of 18-59 who have a disability as defined in Section II, Definitions. OOA 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 LGBTQ+.

IV. Eligibility for Services

To participate in Home-Delivered Meals, the consumer must meet the following criteria: A consumer, between the age of 18-59 who has *substantial* mental and/or physical impairments and lack a support network or resources that result in no safe, healthy alternative for meals. Substantial impairments include one or more of the following:

- Self-Care: ADL and IADL, especially grocery shopping and meal preparation and that the consumer lacks the ability to obtain safe, healthy meals.
- Capacity for independent living and self-direction
- Cognitive functioning and emotional adjustment

V. Services to be Provided

A. Develop and maintain HDM program policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by the most recent California Retail Food Code and OOA Policies and include nutrition education for HDM consumers. . Policy and procedures shall ensure the provision of quality meals, adequate access to sound nutrition information enabling consumers 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 in the various neighborhood and/or districts 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 and/or districts as indicated on the DAAS-OOA approved Site Chart. Each meal shall meet the OOA menu requirements. Meals offered may be hot, chilled or frozen, regular or modified meals as approved by DAAS-OOA, and as determined appropriate for the population served.
3. Documenting, tracking and reporting consumers' condition changes to citywide HDM Assessment contractor that would affect the consumer's eligibility to continue receiving HDM services.
4. Meet with the citywide HDM-AWD assessment contractor at least on a quarterly basis to review services, utilization, and condition change documentation. Grantee must also establish a policy & procedure to communicate with the HDM-AWD assessment provider, as needed, to discuss any issues that may arise pertaining to the HDM-AWD consumer or the service provided.
5. 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 in the month that the service is provided.
6. A suggested donation per meal requested of each participant must be approved by the Grantee's Board of Directors and OOA in advance.
7. Service units:

Table A	FY 17-18	FY 18-19	FY 19-20
#Unduplicated Consumers	490	557	557
#Meals	240,525	279,043	279,043

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 for the production kitchen must be conducted on site and documented by a R.D. based on the number of monitoring approved in the Grantee's budget. Grantee with four or more delivery routes will conduct a HDM route monitoring at least once a month. In-service training to address any monitoring findings and/or to reinforce best practices will be scheduled and conducted in a timely manner to bring the program into compliance. The HACCP monitoring reports for the production kitchen and HDM routes shall be sent to OOA on a timely basis and no later than once per quarter.

- 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 as defined by OOA policy memoranda. 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 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 quarterly in-service training coordinated and provided by the OOA, and share the information with their staff and volunteers.
- J. The Grantee will 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.
- L. Grantee will develop and provide each consumer with a welcome packet that includes at minimum, the following information: the agency's meal delivery schedule, sample menu, donation policy and collection procedures, procedures to change meal delivery request, grievance policy, and how to request assistance, if needed.

VI. Service Objectives

- A. Grantee will serve the total number of unduplicated consumers as indicated in Table A in Section V.
- B. Grantee will provide the total number of meals as indicated in Table A, Section V.

VII. Outcome Objectives

- A. At least 85% of consumers will report being satisfied with the meal quality as defined as "Excellent or Good" in the DAAS annual consumer satisfaction survey, with a minimum sample size of the Grantee's average number of meals served at each congregate meal site.

- B. At least 75% of the consumers will report that the meal service helps maintain their independence based on the DAAS annual consumer satisfaction survey, with a minimum sample size of the Grantee's average number of meals served daily.
- C. At least 65% of consumers will report an increase in the consumption of fruits and vegetables as evidenced by a reported change from previous baseline data in the Nutrition Risk Screening Tool or other appropriate evaluation data.
- D. At least 65% of consumers with a high nutrition risk score as defined by the "Determine Your Nutritional Health" checklist will be connected to additional and appropriate resources.
- E. At least 65% of consumers that are identified as "lonely" as evidenced by the DAAS adopted loneliness screening tool will be connected to additional and appropriate resources.

VIII. Monitoring Activities

- A. Nutrition Program Monitoring: Program monitoring will include review of kitchen facility and HDM routes in accordance with CRFC and DAAS policies and nutrition standards. This includes project income policies, nutrition education policies, consumer eligibility and targeted mandates, documentation of the units of service and all reporting, and progress of service and outcome objectives; how consumer 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 the nutrition program operation, current organizational chart in the nutrition service department, grievance policies and procedures, verification that hours of operation are reflected in most recent approved 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 any updates in the consumer's demographic data obtained from consumers when conducting a quarterly assessment or any other time a consumer may provide new information.
- B. Grantee will enter into CA-GetCare all the consumer level service units in the Service Recording Tool and data for monthly service reporting by the 5th 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.

- D. Grantee will enter the following monthly metrics in the CARBON database by the 15th of the following month: Number of meals served and number of nutrition compliance units provided.
- E. Grantee will enter the annual Outcome Objective metrics identified in Section VII of this appendix A in the CARBON database by the 15th of the month following the end of the program year.
- F. 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 (or as amended) 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.
- G. Grantee will develop and maintain its OOA approved Site Chart. The site chart may be updated with the approval of OOA. A copy of the updated Site Chart will be kept in OOA's contractor program.
- H. Grantee shall develop and deliver an annual summary report of SOGI data collected in the year as requested by HSA. The due date for submitting the annual summary report is July 10th.
- I. 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:

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

Sarah Chan
Nutritionist/OOA
1650 Mission Street, 5th Floor
San Francisco, CA 94103
Sarah.Chan@sfgov.org

	A	B	C	D	E	F	G	H	I	J
1	BUDGET FORMS									Appendix B, pg. 1
2										Document Date: 11/12/2018
3	HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES									
4	BUDGET PROPOSAL FORMS									
5	Grantee's Name: Meals on Wheels San Francisco									Grant Term
6	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>									
7	Effective Date of Mod: 7/1/18 No. of Mod: 1									7/1/17 to 6/30/20
8	Program: AWD Home Delivered Meals									
9	Annual #Meals Contracted	240,525	237,843	41,200	279,043	237,843	41,200	279,043	798,611	
10	Program Term	7/1/17 to 6/30/18	7/1/18 to 6/30/19	Modification	Revised	7/1/19 to 6/30/20	Modification	Revised	7/1/17 to 6/30/20	
11	DAAS Expenditures									
12	Salaries & Benefits	\$281,469	\$283,318	\$49,077	\$332,395	\$283,318	\$49,077	\$332,395	\$946,259	\$1.19
13	Operating Expense	\$815,327	\$827,411	\$143,327	\$970,738	\$827,411	\$143,327	\$970,738	\$2,756,803	\$3.48
14	Subtotal	\$1,096,796	\$1,110,729	\$192,404	\$1,303,133	\$1,110,729	\$192,404	\$1,303,133	\$3,703,062	\$4.67
15	Indirect Percentage (max 10%)									
16	Gen. Guidance regarding indirect									
17	Capital Expenditure									
18	TOTAL DAAS EXPENDITURES	\$1,096,796	\$1,110,729	\$192,404	\$1,303,133	\$1,110,729	\$192,404	\$1,303,133	\$3,703,062	\$4.67
19										
20	Non-DAAS Expenditures									
21	Salaries & Benefits	\$184,752	\$136,779	\$23,693	\$160,472	\$136,779	\$23,693	\$160,472	\$505,696	\$0.58
22	Operating Expense	\$265,125	\$266,776	\$46,212	\$312,988	\$266,776	\$46,212	\$312,988	\$891,101	\$1.12
23	Indirect Expense	\$119,332	\$119,534	\$20,806	\$140,340	\$119,534	\$20,806	\$140,340	\$400,012	\$0.50
24	Capital Expenditure									
25	TOTAL Non-DAAS EXPENDITURES	\$569,209	\$523,089	\$90,711	\$613,800	\$523,089	\$90,711	\$613,800	\$1,796,809	\$2.20
26										
27	TOTAL DAAS & Non-DAAS EXPENDITURES	\$1,666,005	\$1,633,818	\$283,115	\$1,916,933	\$1,633,818	\$283,115	\$1,916,933	\$5,499,871	\$6.87
28										
29	HSA-DAAS Revenues									
30	Meals	\$1,096,796	\$1,110,729	\$192,404	\$1,303,133	\$1,110,729	\$192,404	\$1,303,133	\$3,703,062	
31										
32										
33										
34										
35	TOTAL HSA-DAAS REVENUES	\$1,096,796	\$1,110,729	\$192,404	\$1,303,133	\$1,110,729	\$192,404	\$1,303,133	\$3,703,062	
36	PER MEAL COST, HSA-DAAS	\$4.56	\$4.67		\$4.67	\$4.67		\$4.67	\$4.64	
37	Per MEAL & COMPLIANCE COST	\$4.56	\$4.67		\$4.67	\$4.67		\$4.67	\$4.64	
38										
39	Non-DAAS Revenues									
40	Project Income									
41	Agency Cash - Fundraising	\$433,362	\$422,516	\$73,290	\$495,806	\$422,516	\$73,290	\$495,806	\$1,424,974	\$1.78
42	Agency In-Kind Volunteer	\$135,847	\$100,573	\$17,421	\$117,994	\$100,573	\$17,421	\$117,994	\$371,835	\$0.42
43	Nutrition Compliance Revenues									
44										
45	TOTAL NON HSA-DAAS REVENUES	\$569,209	\$523,089	\$90,711	\$613,800	\$523,089	\$90,711	\$613,800	\$1,796,809	
46	PER MEAL COST, NON HSA-DAAS	\$2.37	\$2.20		\$2.20	\$2.20		\$2.20	\$2.25	
47										
48	TOTAL REVENUES	\$1,666,005	\$1,633,818		\$1,916,933	\$1,633,818		\$1,916,933	\$5,499,871	
49	PER MEAL COST, TOTAL	\$6.93	\$6.87		\$6.87	\$6.87		\$6.87	\$6.89	
50	Full Time Equivalent (FTE)									
52	Prepared by: Patrick Schmalz	Phone No.: 415-343-1270			Date: 11/12/18					
53	HSA-CO Review Signature:				Date: 11/12/2018					
54	HSA #1	Form Rev. 12/22/16								

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Grantee's Name: Meals on Wheels San Francisco												Appendix B, page 2
2	Program: AWD Home Delivered Meals												Document Date: 11/12/2018
3													
4													
5													
6													
7													
8	Salaries & Benefits Detail												
9	H.S.A-DAAS	Agency Totals			For DAAS Nutrition		DAAS Program						
10	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	7/1/17 to 6/30/18	7/1/18 to 6/30/19	Modification	Revised	7/1/19 to 6/30/20	Modification	Revised	7/1/17 to 6/30/20
11	Drivers (33)	\$1,267,168	3300%	16%	0.67	\$113,779	\$114,525	\$19,838	\$134,363	\$114,525	\$19,838	\$134,363	\$382,505
12	Programs Mgr, Mark Liddle	\$76,982	100%	11%	0.11	\$7,201	\$7,248	\$1,256	\$8,504	\$7,248	\$1,256	\$8,504	\$24,209
13	Ops Mgr, Gustavo Lopez	\$84,100	100%	11%	0.11	\$7,866	\$7,918	\$1,372	\$9,290	\$7,918	\$1,372	\$9,290	\$26,446
14	Wait List Mgr, Crystal Booth	\$66,851	100%	11%	0.11	\$6,252	\$6,294	\$1,090	\$7,384	\$6,294	\$1,090	\$7,384	\$21,020
15	Office Mgr, Harviann Brantley	\$51,285	100%	9%	0.09	\$4,526	\$4,556	\$789	\$5,345	\$4,556	\$789	\$5,345	\$15,216
16	Support Lead, Philip Duarte	\$47,286	100%	11%	0.11	\$4,424	\$4,453	\$771	\$5,224	\$4,453	\$771	\$5,224	\$14,872
17	Support Lead, Ivoga Suesua	\$61,902	100%	11%	0.11	\$5,790	\$5,828	\$1,010	\$6,838	\$5,828	\$1,010	\$6,838	\$19,466
18	Chief Prog Off, David Linnell	\$152,831	100%	10%	0.10	\$12,857	\$12,942	\$2,242	\$15,184	\$12,942	\$2,242	\$15,184	\$43,225
19	Chief Gov Off, Anne Quaintance	\$148,303	100%	8%	0.08	\$10,263	\$10,330	\$1,789	\$12,119	\$10,330	\$1,789	\$12,119	\$34,501
20	Fleet & Facilities Dir, John Sheehan	\$89,435	100%	7%	0.07	\$4,931	\$4,963	\$860	\$5,823	\$4,963	\$860	\$5,823	\$16,577
21	Maintenance, Derek Cook	\$47,852	100%	7%	0.07	\$2,638	\$2,655	\$460	\$3,115	\$2,655	\$460	\$3,115	\$8,868
22	Volunteer Mgr, Kathleen Stirling	\$67,925	100%	9%	0.09	\$5,295	\$5,330	\$923	\$6,253	\$5,330	\$923	\$6,253	\$17,801
23	Volunteer Mgr, TBD	\$67,925	100%	9%	0.09	\$5,295	\$5,330	\$923	\$6,253	\$5,330	\$923	\$6,253	\$17,801
24	Volunteer Director, Meredith Terrell	\$96,227	100%	9%	0.09	\$7,500	\$7,550	\$1,308	\$8,858	\$7,550	\$1,308	\$8,858	\$25,216
25	HR Manager, Ronald Ayotte	\$84,908	100%	5%	0.05	\$3,576	\$3,600	\$624	\$4,224	\$3,600	\$624	\$4,224	\$12,024
26	HR Associate, David C Smith	\$47,095	100%	5%	0.05	\$1,983	\$1,997	\$346	\$2,343	\$1,997	\$346	\$2,343	\$6,669
27	Communications Director, Karl Robill	\$130,189	100%	2%	0.02	\$1,833	\$1,844	\$319	\$2,163	\$1,844	\$319	\$2,163	\$6,159
28	Digital Marketing Manager, Kate Cod	\$67,735	100%	2%	0.02	\$952	\$959	\$166	\$1,125	\$959	\$166	\$1,125	\$3,202
29	CEO, Ashley McCumber	\$212,175	100%										
30	TOTALS	\$ 2,878,172	5100%	138%	1.36	\$206,961	\$208,322	\$36,086	\$244,408	\$208,322	\$36,086	\$244,408	\$695,777
31	FRINGE BENEFIT RATE	36.0%											
32	EMPLOYEE FRINGE BENEFITS	\$ 1,036,142				\$74,508	\$74,996	\$12,991	\$87,987	\$74,996	\$12,991	\$87,987	\$250,482
33	TOTAL DAAS SALARIES & BENEFITS	\$ 3,914,314				\$281,469	\$283,318	\$49,077	\$332,395	\$283,318	\$49,077	\$332,395	\$946,259
34													
35													
36													
37	Non - DAAS	Agency Totals			For DAAS Meal		TOTAL						
38	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE	7/1/17 to 6/30/18	7/1/18 to 6/30/19	Modification	Revised	7/1/19 to 6/30/20	Modification	Revised	7/1/17 to 6/30/20
39	Drivers (33)	\$ 1,267,168	3300%	16%	0.33	\$90,860	\$55,293	\$9,578	\$64,871	\$55,293	\$9,578	\$64,871	\$220,602
40	Programs Mgr, Mark Liddle	\$ 76,982	100%	4%	0.04	\$2,463	\$2,479	\$429	\$2,908	\$2,479	\$429	\$2,908	\$8,279
41	Ops Mgr, Gustavo Lopez	\$ 84,100	100%	4%	0.04	\$2,691	\$2,708	\$469	\$3,177	\$2,708	\$469	\$3,177	\$9,045
42	Wait List Mgr, Crystal Booth	\$ 66,851	100%	4%	0.04	\$2,139	\$2,153	\$373	\$2,526	\$2,153	\$373	\$2,526	\$7,191
43	Office Mgr, Harviann Brantley	\$ 51,285	100%	3%	0.03	\$1,549	\$1,559	\$270	\$1,829	\$1,559	\$270	\$1,829	\$5,207
44	Support Lead, Philip Duarte	\$ 47,286	100%	4%	0.04	\$1,512	\$1,523	\$264	\$1,787	\$1,523	\$264	\$1,787	\$5,086
45	Support Lead, Ivoga Suesua	\$ 61,902	100%	4%	0.04	\$1,979	\$1,993	\$345	\$2,338	\$1,993	\$345	\$2,338	\$6,655
46	Chief Prog Off, David Linnell	\$ 152,831	100%	3%	0.03	\$4,399	\$4,427	\$767	\$5,194	\$4,427	\$767	\$5,194	\$14,787
47	Chief Gov Off, Anne Quaintance	\$ 148,303	100%	3%	0.03	\$3,511	\$3,534	\$612	\$4,146	\$3,534	\$612	\$4,146	\$11,803
48	Fleet & Facilities Dir, John Sheehan	\$ 89,435	100%	2%	0.02	\$1,688	\$1,698	\$294	\$1,992	\$1,698	\$294	\$1,992	\$5,672
49	Maintenance, Derek Cook	\$ 47,852	100%	2%	0.02	\$903	\$908	\$157	\$1,065	\$908	\$157	\$1,065	\$3,033
50	Volunteer Mgr, Kathleen Stirling	\$ 67,925	100%	3%	0.03	\$1,810	\$1,822	\$316	\$2,138	\$1,822	\$316	\$2,138	\$6,086
51	Volunteer Mgr, TBD	\$ 67,925	100%	3%	0.03	\$1,810	\$1,822	\$316	\$2,138	\$1,822	\$316	\$2,138	\$6,086
52	Volunteer Director, Meredith Terrell	\$ 96,227	100%	3%	0.03	\$2,566	\$2,582	\$447	\$3,029	\$2,582	\$447	\$3,029	\$8,624
53	HR Manager, Ronald Ayotte	\$ 84,908	100%	2%	0.02	\$1,223	\$1,231	\$213	\$1,444	\$1,231	\$213	\$1,444	\$4,111
54	HR Associate, David C Smith	\$ 47,095	100%	2%	0.02	\$678	\$682	\$118	\$800	\$682	\$118	\$800	\$2,278
55	Communications Director, Karl Robill	\$ 130,189	100%	1%	0.01	\$626	\$630	\$109	\$739	\$630	\$109	\$739	\$2,104
56	Digital Marketing Manager, Kate Cod	\$ 67,735	100%	1%	0.01	\$328	\$328	\$57	\$385	\$328	\$57	\$385	\$1,096
57	CEO, Ashley McCumber	\$ 212,175	100%	7%	0.07	\$13,115	\$13,201	\$2,287	\$15,488	\$13,201	\$2,287	\$15,488	\$44,091
58	TOTAL NON-DAAS	\$ 2,878,172	5100%	69%	0.87	\$135,848	\$100,573	\$17,421	\$117,994	\$100,573	\$17,421	\$117,994	\$371,836
59													
60	FRINGE BENEFIT RATE	36.0%											
61	EMPLOYEE FRINGE BENEFITS	\$ 1,036,142				\$48,904	\$36,206	\$6,272	\$42,478	\$36,206	\$6,272	\$42,478	\$133,860
62	TOTAL Non-DAAS SALARIES & BENEFITS	\$ 3,914,314				\$184,752	\$136,779	\$23,693	\$160,472	\$136,779	\$23,693	\$160,472	\$505,696
63													
64													
65	TOTAL DAAS & Non-DAAS SALARIES & BENEFITS	\$ 7,826,628				\$466,221	\$420,097	\$72,770	\$492,867	\$420,097	\$72,770	\$492,867	\$1,451,955
66	HSA #2	Form Rev. 12/22/16											

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Grantee's Name: Meals on Wheels San Francisco															Appendix B, page 3
2	Program: AWD Home Delivered Meals															Document Date: 11/12/2018
3																
4																
5																
6	Operating Expense Detail															
7																
8	Annual #Meals Contracted:	240,525	237,843	41,200	\$279,043	237,843	41,200	\$279,043	\$798,611							
9	Term:	7/1/17 to 6/30/18	7/1/18 to 6/30/19	Modification	Revised	7/1/19 to 6/30/20	Modification	Revised	7/1/17 to 6/30/20							
10	H.S.A-DAAS															
11	EXPENDITURE CATEGORY															
12	Rental of Property															
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$17,643	\$8,935	\$10,483	\$19,418	\$8,935	\$10,483	\$19,418	\$58,479							
14	Office Supplies, Postage	\$8,191	\$6,718	\$7,882	\$14,600	\$6,718	\$7,882	\$14,600	\$37,391							
15	Building Maintenance Supplies and Repair	\$12,602	\$12,850	\$15,076	\$27,926	\$12,850	\$15,076	\$27,926	\$68,454							
16																
17	FOOD COSTS															
18	Raw Food per meal \$ -															
19	Cong Food Svc Supplies per meal \$ -															
20	HDM Food Svc Supplies per meal \$ -															
21	Catered Meals per meal \$ 3.01	\$709,497	\$730,189	\$109,866	\$840,075	\$730,189	\$109,866	\$840,075	\$2,389,647							
22																
23	CONSULTANT (Descriptive Title)															
24	Registered Dietitian															
25																
26	OTHER COSTS:															
27	Insurance	\$5,047	\$5,146		\$5,146	\$5,146		\$5,146	\$15,339							
28	Staff Training & Travel	\$3,793	\$3,868		\$3,868	\$3,868		\$3,868	\$11,529							
29	Rental of Equipment															
30	Small equipment & Supplies	\$2,554	\$2,604		\$2,604	\$2,604		\$2,604	\$7,762							
31	Delivery Cost	\$38,472	\$39,228		\$39,228	\$39,228		\$39,228	\$116,928							
32	Kitchen Costs	\$17,528	\$17,873		\$17,873	\$17,873		\$17,873	\$53,274							
33	Fees, dues, advertising															
34	Outside Services															
35	Grant, Volunteer and Client Costs															
36	Other Operating															
37	Fundraising															
38	TOTAL DAAS OPERATING EXPENSE	\$815,327	\$827,411	\$143,327	\$970,738	\$827,411	\$143,327	\$970,738	\$2,766,803							
39																
40	Non-DAAS															
41	EXPENDITURE CATEGORY															
42	Rental of Property															
43	Utilities(Elec, Water, Gas, Phone, Scavenger)															
44	Office Supplies, Postage															
45	Building Maintenance Supplies and Repair															
46																
47	FOOD COSTS															
48	Raw Food per meal \$ -															
49	Cong Food Svc Supplies per meal \$ -															
50	HDM Food Svc Supplies per meal \$ -															
51	Catered Meals per meal															
52																
53	CONSULTANT (Descriptive Title)															
54	Registered Dietitian															
55																
56	OTHER COSTS:															
57	Insurance															
58	Staff Training & Travel															
59	Rental of Equipment															
60	Small equipment & Supplies															
61	Delivery Cost															
62	Kitchen Costs	\$2,719	\$2,736	\$474	\$3,210	\$2,736	\$474	\$3,210	\$9,139							
63	Fees, dues, advertising	\$2,952	\$2,970	\$514	\$3,484	\$2,970	\$514	\$3,484	\$9,920							
64	Outside Services	\$10,170	\$10,233	\$1,773	\$12,006	\$10,233	\$1,773	\$12,006	\$34,182							
65	Grant, Volunteer and Client Costs	\$26,675	\$26,841	\$4,649	\$31,490	\$26,841	\$4,649	\$31,490	\$89,655							
66	Other Operating	\$8,591	\$8,645	\$1,498	\$10,143	\$8,645	\$1,498	\$10,143	\$28,877							
67	Fundraising	\$214,018	\$215,351	\$37,304	\$252,655	\$215,351	\$37,304	\$252,655	\$719,328							
68	TOTAL Non-DAAS OPERATING EXPENSE	\$265,125	\$266,776	\$46,212	\$312,988	\$266,776	\$46,212	\$312,988	\$891,101							
69																
70	TOTAL DAAS & Non-DAAS OPERATING EXPENSE	\$1,080,452	\$1,094,187	\$189,539	\$1,283,726	\$1,094,187	\$189,539	\$1,283,726	\$3,647,904							
71																
72																
73	HSA #3	Form Rev. 12/22/16														

**Appendix A-3 – Services to be Provided
Project Open Hand
Home-Delivered Meals for Adults with Disabilities (HDM-AWD)
July 1, 2017-June 30, 2020**

I. Purpose

The purpose of this grant is to assist adults 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	Project Open Hand
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).
AWD	Person 18-59 years of age living with a disability.
CARBON	Human Service Agency's Contracts Administration Reporting and Billing On-line (CARBON) system
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.
CRFC	California Retail Food Code establishes uniform health and sanitation standards for retail food facilities for regulation by the State Department of Public Health, and requires local health agencies to enforce these provisions.
DAAS	Department of Aging and Adult 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.
Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others.
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 (HDM)	Home-delivered meals are provided to consumers who are frail and homebound by reason of illness, disability, isolation, lack of support network and have no safe, healthy alternative for meals. HDM programs 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 of the HDM consumer. The HDM consumer must also have a home visit reassessment by their service providers at least every other quarter. Home Delivered Meals are provided to consumers who have substantial mental and/or physical impairments and lack a support network or resources that result is no safe, healthy alternative for meals. HDM programs consist of the procurement, preparation, service and delivery of meals, as well as nutrition education and counseling. This service requires quarterly reevaluation of the HDM consumer by the grantee and an annual comprehensive assessment by a DAAS approved service provider.
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
LGBTQ+	An acronym/term used to refer to persons who self-identify as non - heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Low-Income	At or below 300% of federal 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.
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 Dietary Reference Intakes (DRI) (c) At a minimum, values must be determined for calories, protein, fat, saturated fat, fiber, calcium, magnesium, sodium, potassium, vitamin A, vitamin C, vitamin D, and vitamin B12.
Menu Requirements	Meals shall comply with the current Dietary Guidelines for Americans (DGA), 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 grantee 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 grantee 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.
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 therapy counseling and referral to other appropriate service to consumers who are receiving special diets, or who are screened to be at high nutrition risk by DETERMINE Your Nutritional Health tool. This service is provided by a Registered Dietitian.
Nutrition Education	The service provider dietitian, consulting dietitian or OOA Nutritionist shall approve the nutrition education plans, and materials. The nutrition education for the HDM consumer may be written nutrition education material in a variety of forms, including but not limited to information sheets, brochures, and booklets. The nutrition education provided shall be based on the needs of the consumers as determined by annual the consumer satisfaction survey and/or results from DETERMINE Your Nutritional Health tool. Nutrition education shall be provided on a quarterly basis and documented. One set of materials is defined as one nutrition education unit provided to one consumer.
OOA	Office on the Aging
Registered Dietitian (RD) – Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist. An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration. A Registered Dietitian (R.D.) shall be covered by professional liability insurance either individually (if a consultant) or through Grantee.
SOGI	Sexual Orientation and Gender Identity; Ordinance No. 159-16 amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (Chapter 104, Sections 104.1 through 104.9).

III. Target Population

The target population is residents of San Francisco County, between the ages of 18-59 who have a disability as defined in Section II, Definitions. OOA 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 LGBTQ.

IV. Eligibility for Services

To participate in Home-Delivered Meals, the consumer must meet the following criteria: A consumer, between the age of 18-59 who has *substantial* mental and/or physical impairments and lack a support network or resources that result is no safe, healthy alternative for meals.

Substantial impairments include one or more of the following:

- Self-Care: ADL and IADL, especially grocery shopping and meal preparation and that the consumers lacks the ability to obtain safe, healthy meals.
- Capacity for independent living and self-direction
- Cognitive functioning and emotional adjustment

V. Services to be Provided

A. Develop and maintain HDM program policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by the most recent California Retail Food Code and OOA Policies and include nutrition education for HDM consumers. . Policy and procedures shall ensure the provision of quality meals, adequate access to sound nutrition information enabling consumers 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 in the various neighborhood and/or districts 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 and/or districts as indicated on the DAAS-OOA approved Site Chart. Each meal shall meet the OOA menu requirements. Meals offered may be hot, chilled or frozen, regular or modified meals as approved by DAAS-OOA, and as determined appropriate for the population served.
3. Documenting, tracking and reporting consumers' condition changes to citywide HDM Assessment contractor that would affect the consumer's eligibility to continue receiving HDM services.
4. Meet with the citywide HDM-AWD assessment contractor at least on a quarterly basis to review services, utilization, and condition change documentation. Grantee must also establish a policy & procedure to communicate with the HDM-AWD assessment provider, as needed, to discuss any issues that may arise pertaining to the HDM-AWD consumer or the service provided.
5. 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 in the month that the service is provided.
6. A suggested donation per meal requested of each participant must be approved by the Grantee's Board of Directors and OOA in advance.
7. Service units:

Table A	FY 2017-18	FY 2018-19	FY 2019-20
# Unduplicated Consumers	42	108	108
# Meals	15,343	31,973	31,973

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 for the production kitchen must be conducted on site and documented by a R.D. based on the number of monitoring approved in the Grantee's budget. Grantee with four or more delivery routes will conduct a HDM route monitoring at least once a month. In-service training to address any monitoring findings and/or to reinforce best practices will be scheduled and conducted in a timely manner to bring the program into compliance. The HACCP monitoring reports for the production kitchen and HDM routes shall be sent to OOA on a timely basis and no later than once per quarter.

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 as defined by OOA policy memoranda. 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 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 quarterly in-service training coordinated and provided by the OOA, and share the information with their staff and volunteers.
- J. The Grantee will 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.
- L. Grantee will develop and provide each consumer with a welcome packet that includes at minimum, the following information: the agency's meal delivery schedule, sample menu, donation policy and collection procedures, procedures to change meal delivery request, grievance policy, and how to request assistance, if needed.

VI. Service Objectives

- A. Grantee will serve the total number of unduplicated consumers as indicated in Table A in Section V.
- B. Grantee will provide the total number of meals as indicated in Table A, Section V.

VII. Outcome Objectives

- A. At least 85% of consumers will report being satisfied with the meal quality as defined as "Excellent or Good" in the DAAS annual consumer satisfaction survey, with a minimum sample size of the Grantee's average number of meals served at each congregate meal site.
- B. At least 75% of the consumers will report that the meal service helps maintain their independence based on the DAAS annual consumer satisfaction survey, with a minimum sample size of the Grantee's average number of meals served daily.
- C. At least 65% of consumers will report an increase in the consumption of fruits and vegetables as evidenced by a reported change from previous baseline data in the Nutrition Risk Screening Tool or other appropriate evaluation data.
- D. At least 65% of consumers with a high nutrition risk score as defined by the "Determine Your Nutritional Health" checklist will be connected to additional and appropriate resources.
- E. At least 65% of consumers that are identified as "lonely" as evidenced by the DAAS adopted loneliness screening tool will be connected to additional and appropriate resources.

VIII. Monitoring Activities

- A. Nutrition Program Monitoring: Program monitoring will include review of kitchen facility and HDM routes in accordance with CRFC and DAAS policies and nutrition standards. This includes project income policies, nutrition education policies, consumer eligibility and targeted mandates, documentation of the units of service and all reporting, and progress of service and outcome objectives; how consumer 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 the nutrition program operation, current organizational chart in the nutrition service department, grievance policies and procedures, verification that hours of operation are reflected in most recent approved 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 any updates in the consumer's demographic data obtained from consumers when conducting a quarterly assessment or any other time a consumer may provide new information.
- B. Grantee will enter into CA-GetCare all the consumer level service units in the Service Recording Tool and data for monthly service reporting by the 5th 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.
- D. Grantee will enter the following monthly metrics in the CARBON database by the 15th of the following month: Number of meals served and number of nutrition compliance units provided.
- E. Grantee will enter the annual Outcome Objective metrics identified in Section VII of this appendix A in the CARBON database by the 15th of the month following the end of the program year.
- F. 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 (or as amended) 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.
- G. Grantee will develop and maintain its OOA approved Site Chart. The site chart may be updated with the approval of OOA. A copy of the updated Site Chart will be kept in OOA's contractor program.
- H. Grantee shall develop and deliver an annual summary report of SOGI data collected in the year as requested by HSA. The due date for submitting the annual summary report is July 10th.
- I. 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:

Rocio Duenas	Lauren Muckley
Contracts Manager/HSA	Nutritionist/OOA
P.O. Box 7988	1650 Mission Street, 5 th Floor
San Francisco, CA 94120	San Francisco, CA 94103

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

Grantee's Name: Project Open Hand								Grant Term	
(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>									
Effective Date of Mod: No. of Mod:								7/1/17 to 6/30/20	
Program: Enter 1 Prog ONLY (e.g. Cong-ENP, HDM-ENP, Cong-AWD, or HDM-AWD)									
	HDM-AWD	HDM-AWD	Adj Year 2		HDM-AWD	Adj Year 3		TOTAL	Average cost/meal
Annual #Meals Contracted	15,343	15,343	16,630	31,973	15,343	16,630	31,973	79,289	
Program Term	7/1/17 to 6/30/18	7/1/18 to 6/30/19	7/1/18 to 6/30/19	7/1/18 to 6/30/19	7/1/19 to 6/30/20	7/1/19 to 6/30/20	7/1/19 to 6/30/20	7/1/17 to 6/30/20	
DAAS Expenditures									
Salaries & Benefits	\$57,520	\$57,520	\$82,044	\$119,564	\$57,520	\$82,044	\$119,564	\$296,648	\$3.74
Operating Expense	\$41,750	\$41,750	\$45,552	\$87,302	\$41,750	\$45,552	\$87,302	\$216,355	\$2.73
Subtotal	\$99,270	\$99,270	\$107,596	\$206,866	\$99,270	\$107,596	\$206,866	\$513,002	\$6.47
Indirect Percentage (max 10%)									
Indirect Cost (Line 15 X Line 14, check Gen.Guidance regarding indirect exclusion)									
Capital Expenditure									
TOTAL DAAS EXPENDITURES	\$99,270	\$99,270	\$107,596	\$206,866	\$99,270	\$107,596	\$206,866	\$513,002	\$6.47
Non-DAAS Expenditures									
Salaries & Benefits	\$11,955	\$11,955		\$11,955	\$11,955		\$11,955	\$35,866	\$0.45
Operating Expense	\$76,074	\$76,074		\$76,074	\$76,074		\$76,074	\$228,222	\$2.88
Capital Expenditure									
TOTAL Non-DAAS EXPENDITURES	\$88,029	\$88,029		\$88,029	\$88,029		\$88,029	\$264,088	\$3.33
TOTAL DAAS & Non-DAAS EXPENDITURES	\$187,299	\$187,299		\$294,896	\$187,299		\$294,895	\$777,090	\$9.80
HSA-DAAS Revenues									
Meals	\$99,270	\$99,270	\$107,596	\$206,865	\$99,270	\$107,596	\$206,865	\$612,271	
TOTAL HSA-DAAS REVENUES	\$99,270	\$99,270		\$206,865	\$99,270		\$206,865	\$504,675	
PER MEAL COST, HSA-DAAS	\$6.47	\$6.47	\$6.47	\$6.47	\$6.47	\$6.47	\$6.47	\$6.37	\$6.37
Per MEAL & COMPLIANCE COST	\$6.47	\$6.47	\$6.47	\$6.47	\$6.47	\$6.47	\$6.47	\$6.37	\$6.37
Non-DAAS Revenues									
Project Income									
Agency Cash - Fundraising	\$810	\$810		\$810	\$810		\$810	\$3,240	\$0.04
Agency Property	\$75,264	\$75,264		\$75,264	\$75,264		\$75,264	\$301,056	\$3.80
Agency In-Kind Volunteer	\$11,955	\$11,955		\$11,955	\$11,955		\$11,955	\$47,821	\$0.60
Nutrition Compliance Revenues									
TOTAL NON HSA-DAAS REVENUES	\$88,029	\$88,029		\$88,029	\$88,029		\$88,029	\$352,117	
PER MEAL COST, NON HSA-DAAS	\$5.74	\$5.74		\$5.74	\$5.74		\$5.74	\$4.44	\$4.44
TOTAL REVENUES	\$187,299	\$187,299		\$294,894	\$187,299		\$294,894	\$856,792	
PER MEAL COST, TOTAL	\$12.21	\$12.21		\$9.22	\$12.21		\$9.22	\$10.81	\$10.81
Full Time Equivalent (FTE)									
Prepared by: Darin Raffaelli			Phone No.: 415-447-2481			Date: 10/19/18			
HSA-CO Review Signature:			Form Rev. 12/22/16			Date:			
HSA #1									

Salaries & Benefits Detail

TOTAL

H.S.A-DAAS

POSITION TITLE and NAME	Original				Adj Year 2				Adj Year 3				TOTAL		
	Agency Totals		For DAAS Nutrition		7/1/17 to 6/30/18		For DAAS Nutrition		7/1/18 to 6/30/19		For DAAS Nutrition			7/1/19 to 6/30/20	
	Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary			
Kitchen Office Administrator - Santa Ana, Robert	\$46,342	100%	2.00%	2.00%	\$927	3.23%	3.23%	\$1,495	3.23%	3.23%	\$1,495	\$3,917			
Catering Cook I - Martinez, Alma	\$33,426	100%	2.00%	2.00%	\$669	3.00%	3.00%	\$1,003	3.00%	3.00%	\$1,003	\$2,674			
Chef de Cuisine - Walker, Lea	\$65,500	100%	2.00%	2.00%	\$1,310	3.00%	3.00%	\$1,965	3.00%	3.00%	\$1,965	\$5,240			
Cook I - Mario Gomez	\$32,469	100%	2.00%	2.00%	\$649	3.00%	3.00%	\$974	3.00%	3.00%	\$974	\$2,598			
Cook I - Pensabene, Jaime	\$34,445	100%	2.00%	2.00%	\$689	3.00%	3.00%	\$1,033	3.00%	3.00%	\$1,033	\$2,756			
Cook II - Open	\$34,778	100%	2.00%	2.00%	\$696	3.00%	3.00%	\$1,043	3.00%	3.00%	\$1,043	\$2,782			
Cook I - Hamilton, Andrea	\$33,779	100%	2.00%	2.00%	\$676	3.00%	3.00%	\$1,013	3.00%	3.00%	\$1,013	\$2,702			
Cook II - Guinto, Fernando	\$34,778	100%	2.00%	2.00%	\$696	3.00%	3.00%	\$1,043	3.00%	3.00%	\$1,043	\$2,782			
Cook II - Ky, Bau	\$44,429	100%	2.00%	2.00%	\$889	3.00%	3.00%	\$1,333	3.00%	3.00%	\$1,333	\$3,554			
Cook I - Breece, David	\$32,469	100%	2.00%	2.00%	\$649	3.00%	3.00%	\$974	3.00%	3.00%	\$974	\$2,598			
Delivery Driver - Madrilejos, Paul	\$33,426	100%	3.00%	3.00%	\$1,003	3.00%	3.00%	\$1,003	3.00%	3.00%	\$1,003	\$3,008			
Delivery Driver - Brown, Steven	\$34,112	100%	3.00%	3.00%	\$1,023	3.00%	3.00%	\$1,023	3.00%	3.00%	\$1,023	\$3,070			
Delivery Driver - Flores Diaz, Narciso	\$33,425	100%	3.00%	3.00%	\$1,003	3.00%	3.00%	\$1,003	3.00%	3.00%	\$1,003	\$3,008			
Delivery Driver - Kessel, Alfred	\$36,774	100%	3.00%	3.00%	\$1,103	3.00%	3.00%	\$1,103	3.00%	3.00%	\$1,103	\$3,310			
Delivery Driver - Colorado, Diederick	\$33,426	100%	7.41%	7.41%	\$2,477	100.00%	100.00%	\$33,426	100.00%	100.00%	\$33,426	\$69,329			
Distribution Manager - Smith, Leslie	\$70,000	100%	2.00%	2.00%	\$1,400	3.00%	3.00%	\$2,100	3.00%	3.00%	\$2,100	\$5,600			
Exec Chef - Barrow, Adrian	\$85,000	100%	2.00%	2.00%	\$1,700	3.00%	3.00%	\$2,550	3.00%	3.00%	\$2,550	\$6,800			
HR Administrator - Pealer, Matthew	\$52,000	100%	2.00%	2.00%	\$1,040	3.00%	3.00%	\$1,560	3.00%	3.00%	\$1,560	\$4,160			
Kitchen Manager - Miles, Cassandra	\$63,860	100%	2.00%	2.00%	\$1,277	3.00%	3.00%	\$1,916	3.00%	3.00%	\$1,916	\$5,109			
Lead Driver - Ballodano, Otto	\$34,674	100%	3.00%	3.00%	\$1,040	3.00%	3.00%	\$1,040	3.00%	3.00%	\$1,040	\$3,121			
Purchasing Supervisor - Dennis, Keith	\$55,000	100%	2.00%	2.00%	\$1,100	3.00%	3.00%	\$1,650	3.00%	3.00%	\$1,650	\$4,400			
Operations Coordinator II - Lopez, Carlos	\$36,774	100%	2.00%	2.00%	\$735	3.00%	3.00%	\$1,103	3.00%	3.00%	\$1,103	\$2,942			
Operations Coordinator II - Pryor, Gregory	\$36,774	100%	2.00%	2.00%	\$735	3.00%	3.00%	\$1,103	3.00%	3.00%	\$1,103	\$2,942			
Operations Coordinator II - Murillo, William	\$36,774	100%	2.00%	2.00%	\$735	3.00%	3.00%	\$1,103	3.00%	3.00%	\$1,103	\$2,942			
PM Production Coordinator - Open	\$37,877	100%	2.00%	2.00%	\$758	3.00%	3.00%	\$1,136	3.00%	3.00%	\$1,136	\$3,030			
Porter I - Guinto, Jomer	\$32,469	100%	2.00%	2.00%	\$649	3.00%	3.00%	\$974	3.00%	3.00%	\$974	\$2,598			
Porter I - Guinto, Ramon	\$34,445	100%	2.00%	2.00%	\$689	3.00%	3.00%	\$1,033	3.00%	3.00%	\$1,033	\$2,756			
Porter I - Hackett, Robert	\$33,779	100%	2.00%	2.00%	\$676	3.00%	3.00%	\$1,013	3.00%	3.00%	\$1,013	\$2,702			
Porter I - Open	\$28,111	100%	2.00%	2.00%	\$562	3.00%	3.00%	\$843	3.00%	3.00%	\$843	\$2,249			
Porter I - Viray, Francisco	\$34,445	100%	2.50%	2.50%	\$661	3.00%	3.00%	\$1,033	3.00%	3.00%	\$1,033	\$2,928			
Porter I - Wong, David	\$33,114	100%	2.50%	2.50%	\$628	3.00%	3.00%	\$993	3.00%	3.00%	\$993	\$2,615			
Programs VP - Ayala, Ana	\$110,000	100%	3.00%	3.00%	\$3,300	3.00%	3.00%	\$3,300	3.00%	3.00%	\$3,300	\$9,900			
SLP Coordinator - Aguilar, Miriam	\$54,891	100%	6.25%	6.25%	\$3,430	9.06%	9.06%	\$4,971	9.06%	9.06%	\$4,971	\$13,372			
SLP Manager - Molina, Erika	\$75,000	100%	3.00%	3.00%	\$2,250	3.00%	3.00%	\$2,250	3.00%	3.00%	\$2,250	\$6,750			
Sous Chef - Sousa, Antonio	\$43,285	100%	2.00%	2.00%	\$866	3.00%	3.00%	\$1,299	3.00%	3.00%	\$1,299	\$3,483			
Staff Accountant - Ryan, Kelly	\$53,789	100%	2.00%	2.00%	\$1,076	3.00%	3.00%	\$1,614	3.00%	3.00%	\$1,614	\$4,303			
Vol Services Coordinator - Orozco, Alicia	\$46,030	100%	2.00%	2.00%	\$921	3.00%	3.00%	\$1,381	3.00%	3.00%	\$1,381	\$3,682			
TOTALS	\$ 1,651,668	3700%	92%	92%	\$41,086	214%	214%	\$65,403	214%	214%	\$65,403	\$211,892			

FRINGE BENEFIT RATE	40.0%											
EMPLOYEE FRINGE BENEFITS	\$ 660,667				\$ 16,434			\$ 34,161			\$ 34,161	\$ 84,756

TOTAL DAAS SALARIES & BENEFITS	\$ 2,312,336				\$57,520			\$119,564			\$119,564	\$296,648
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Non - DAAS

POSITION TITLE and NAME	Agency Totals		For DAAS Meal		7/1/17 to 6/30/18		7/1/18 to 6/30/19		7/1/19 to 6/30/20		TOTAL
	Annual Full Time Salary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary			
Volunteers	\$11,955	100%	13%	13.00%	\$11,955		\$11,955		\$11,955		\$35,866
TOTAL NON-DAAS	\$ 11,955	100%	13%	13%	\$11,955		\$11,955		\$11,955		\$35,866
FRINGE BENEFIT RATE											
EMPLOYEE FRINGE BENEFITS	\$ -				\$ -		\$ -		\$ -		\$ -
TOTAL Non-DAAS SALARIES & BENEFITS	\$ 11,955				\$11,955		\$11,955		\$11,955		\$35,866
TOTAL DAAS & Non-DAAS SALARIES & BENEFITS	\$ 2,324,291				\$69,476		\$131,519		\$131,519		\$332,514

HSA #2

Grantee's Name: Project Open Ha
 Program Name:
 HDM-AWD

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 Document Date: 11/5/18

H.S.A-DAAS Expenditure Category	Adj Year 2				Adj Year 3			TOTAL	
	15,343 7/1/17 to 6/30/18	15,343 7/1/18 to 6/30/19	16,630 7/1/18 to 6/30/19	31,973 7/1/18 to 6/30/19	15,343 7/1/19 to 6/30/20	16,630	31,973		7/1/17 to 6/30/20
Rental of Property									
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$6,964	\$6,964	7,548	\$14,512	\$6,964	7,548	\$14,512	\$35,988	
Office Supplies, Postage	\$194	\$194	210	\$404	\$194	210	\$404	\$1,002	
Building Maintenance Supplies and Repair	\$104	\$104	113	\$218	\$104	113	\$218	\$540	
FOOD COSTS									
Raw Food	per meal \$ 1.53	\$23,475	\$23,475	\$25,444	\$48,919	\$23,475	\$25,444	\$48,919	\$121,312
Cong Food Svc Supplies	per meal								
HDM Food Svc Supplies	per meal \$ 0.18	\$2,762	\$2,762	\$2,993	\$5,755	\$2,762	\$2,993	\$5,755	\$14,272
Catered Meals	per meal \$								
CONSULTANT/SUBCONTRACTOR Descriptive Title									
OTHER COSTS:									
Vehicle Parking			\$300	\$300		\$300	\$300	\$600	
Staff Training & Travel									
Rental of Equipment									
Small equipment & Supplies									
Auto - Fuel & Insurance	\$8,252	\$8,252	\$8,944	\$17,195	\$8,252	\$8,944	\$17,195	\$42,642	
Repair/Maintenance									
TOTAL DAAS OPERATING EXPENSE	\$41,750	\$41,750	\$45,552	\$87,303	\$41,750	\$45,552	\$87,303	\$216,356	
Non-DAAS									
Expenditure Category									
Rental of Property	\$75,264	\$75,264			\$75,264			\$225,792	
Utilities(Elec, Water, Gas, Phone, Scavenger)									
Office Supplies, Postage									
Building Maintenance Supplies and Repair									
FOOD COSTS									
Raw Food	per meal \$	-							
Cong Food Svc Supplies	per meal \$	-							
HDM Food Svc Supplies	per meal \$	-							
Catered Meals	per meal \$	-							
CONSULTANT/SUBCONTRACTOR Descriptive Title									
Registered Dietitian									
OTHER COSTS:									
Insurance									
Staff Training & Travel	\$810	\$810			\$810			\$2,430	
Rental of Equipment									
Small equipment & Supplies									
Auto - Fuel & Insurance									
Repair/Maintenance									
TOTAL Non-DAAS OPERATING EXPENSE	\$76,074	\$76,074			\$76,074			\$228,222	
TOTAL DAAS & Non-DAAS OPERATING EXPENSE	\$117,824	\$117,824			\$117,824			\$444,578	

HSA #3

NOTE: Green highlighted cells have formulas that link data to Budget Summary page

Allocation Methodology: If you have multiple programs, describe how you allocate among shared program costs, such as insurance, utilities, etc.

**APPENDIX A – SERVICES TO BE PROVIDED
COMMUNITY LIVING CAMPAIGN**

**Home-Delivered Groceries: Food Networking Program
July 1, 2017 to June 30, 2020
Modified: December 5, 2018**

I. PURPOSE

The purpose of this grant is to:

- Provide home delivered groceries to eligible target populations in need of additional food resources, ensuring access to healthy supplemental food sources and enhancing the nutritional value of their food intake;
- Assist program participants in maintaining their independence, quality of life, and self-sufficiency and in developing a sense of self-esteem and self-reliance by offering them the opportunity to prepare or direct the preparation of their own meals;
- Increase availability of and accessibility to fresh, seasonal produce and other healthy food products to target populations.

II. DEFINITIONS

Grantee	Community Living Campaign (CLC)
Activity Scheduling	Service units are captured by the number of scheduled activity hours sponsored or organized by the Grantee. Activities may include educational presentations, workshops, trainings, cultural events, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes that help consumers maintain/enhance their level of functioning.
Adult with Disability	Person 18-59 years of age living with a disability.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
CARBON	Contracts Administration Reporting and Billing Online system
DAAS	Department of Aging and Adult 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.
Enhanced Outreach	Service units are captured by providing more formal outreach efforts and enhanced services to support the outreach efforts. Examples of this may include working with a community collaborative group, designing and implementing an outreach plan for an underserved area, problem-solving certain barriers to service, e.g. safety issues, transportation

		needs, etc.
Frail		An individual who has functional impairment as evidenced by either: (a) an inability to perform at least two activities of daily living (ADL) including: bathing, toileting, dressing, feeding, breathing, transferring and/or mobility and associated tasks, without substantial human assistance including verbal reminding, physical cueing, and/or supervision or (b) a cognitive or other mental impairment that requires substantial supervision due to behaviors that pose a serious health or safety hazard to the individual or others.
LGBTQ+		An acronym/term used to refer to persons who self-identify as non - heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Low Income		At or below 200% of Federal poverty level.
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.
OOA		Office on the Aging
San Francisco-Marin Food Bank (SFMFB)		A non-profit organization that organizes and receives food product donations from manufacturers, growers and other sources, and distributes them to non-profit partner organizations. SFMFB will partner with Grantee to implement the Food Networking Program.
Senior		Person who is 60 years or older, used interchangeably with Older Adult.
Social Services/Other		Service units are captured by providing one-to-one assistance for individuals to enable them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, and emotional support by phone or in person.
SOGI		Sexual Orientation and Gender Identity; Ordinance No. 159-16 amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (Chapter 104, Sections 104.1 through 104.9).

III. TARGET POPULATION

This grant will serve seniors (age 60 and over) or persons with a disability (age 18-59) who reside in the City and County of San Francisco with one or more of the following target priorities and who meet program eligibility standards:

1. Low-income
2. Non or limited English speaking
3. Minority
4. Frail
5. LGBTQ+

IV. ELIGIBILITY FOR FOOD NETWORKING PROGRAM

The program participant is a senior or adult with a disability and meets all the following criteria:

- A. Resident of San Francisco and lives in the neighborhoods served by the HDG provider, or other neighborhoods that HSA-DAAS has identified with significant documented needs;
- B. Has a frailty that prevents them from standing in the food pantry lines;
- C. Is low-income;
- D. Has a demonstrated need for supplemental groceries due to food insecurity:
 - Not receiving two (2) home-delivered meals a day. (Consumers receiving one (1) home-delivered meal a day are eligible);
 - Not dually enrolled in a food pantry program; and
- E. Is able to prepare food at home or has a caregiver who can prepare food.

Eligibility screening will be performed by the Grantee. Participants must show proof of residency for the service area, proof of age, and disability or need.

V. SERVICES TO BE PROVIDED

- A. Grantee will partner with San Francisco-Marin Food Bank to deliver on a weekly basis, fresh seasonal produce and groceries to the designated food pantry sites in San Francisco, and will continue to do so if resources and conditions permit. Grantee will provide DAAS a signed Memorandum of Understanding between the food pantry site and San Francisco-Marin Food Bank to clarify the responsibilities of all parties.
- B. Resources and conditions permitting, Grantee will ensure that nutritious foods are provided to the target populations.
- C. Grantee will ensure adequate and culturally competent staffing (paid and/or volunteer) to administer the program, and be responsible for hiring program coordinator(s) who will be responsible for coordinating program implementation, client eligibility screening, referral and services.
- D. Grantee will coordinate with the subcontractor on the distribution of home delivered grocery bags to program participants on a weekly basis. On average each bag contains approximately a market value of at least \$30 of foods, featuring fresh and seasonal produce, protein items, other fresh, canned and dry goods will be added when availability allows.
- E. Grantee will propose the allocation of target services to the neighborhoods to DAAS. Final service distribution will be approved in negotiation with DAAS.
- F. The Grantee will enroll the program participants in CA-GetCare to meet DAAS-OOA program reporting requirements, including administering the food security, program utilization, and SOGI survey questions.
- G. The Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules.

- H. The Grantee will complete the California Department of Aging (CDA) Security Awareness Training annually during the term of the grant.
- I. Grantee will connect the program participants to appropriate community services and make referrals as needed to help reduce isolation and enable the participant to live independently in the community.
- J. Grantee will organize and implement activities and/or social services to connect the participants to other neighbors, services, and/or organizations in the community.

VI. SERVICE OBJECTIVES

Grantee will provide the following services:

Service Units	FY17-18	FY18-19	FY19-20
Number of Unduplicated clients	195	242	265
Annual # Food Bags Delivered	8570	10650	12086
Annual # Intake/ Assessments/Reassessments	195	242	265
Annual # Hours of Social Services	500	580	600
Annual # Hours of Enhanced Outreach	60	60	60
Annual # of Hours Scheduled Activity	200	200	200

VII. OUTCOME OBJECTIVES

Based on DAAS Annual Consumer Satisfaction Surveys with sample size of at least 25% of enrolled clients:

- A. At least 75% of the participants will indicate that they feel healthier as result of participating in the program.
- B. At least 85% of clients will report being satisfied (rate as “Excellent or Good”) with the food quality.
- C. At least 75% of clients will report that HDG service helps maintain their independence.
- D. At least 75% of participants will report being less worried about getting enough food since participating in the program.

VIII. REPORTING REQUIREMENTS

Grantee will provide various reports during the term of the grant agreement.

- A. Grantee will enter the consumers’ data into CA-GetCare for the Food Networking Program.
- B. The grantee will enter into the CA-GetCare Service Unit section all the units of service by the 5th working day of the month for the preceding month.
- C. When CA-GetCare reports are available online, Grantee will upload the CA-GetCare Program Variance report (which shows monthly service units provided) into CARBON system by the 15th of the month for the preceding month).
- D. Grantee shall provide monthly service unit data to SFMFB.
- E. Grantee shall provide an annual consumer satisfaction survey to DAAS and a copy to SFMFB by March 15.
- F. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VI & VII (Service Objectives and Outcome Objectives). This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year on an annual basis.

- G. Grantee shall develop and deliver an annual summary report of SOGI data collected in the year as requested by HSA. The due date for submitting the annual summary report is July 10th.

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

Sarah Chan, OOA Nutritionist, email: Sarah.Chan@sfgov.org

Steve Kim, Contract Manager, email: Steve.Kim@sfgov.org

IX. MONITORING ACTIVITIES

- A. Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; program operation, which includes a review of a written policies and procedures manual of all OOA funded programs, written project income policies if applicable, grievance procedure posted in the center/office, a board of director list and whether services are provided appropriately according to Sections VI and VII, sign-in sheets/ documentation that shows reported units of service are based on scheduled activities. DAAS staff will be responsible for monitoring the program performance and outcome objectives of the Grantee on an annual basis, and will act as a liaison between the Grantee and San Francisco-Marin Food Bank.
- B. Fiscal and Compliance 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.

BUDGET FORMS

Document Date: 12/5/2018
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**HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES
BUDGET PROPOSAL FORMS**

Grantee's Name: Community Living Campaign
(Check One) New Renewal Modification
Effective Date of Mod: 12/1/18 No. of Mod: 3

Grant Term

7/1/17 to 6/30/20

Home Delivered Grocery Networks	8,220	Revision 3/20/18 7/1/17 to 6/30/18	350	Revision 4/12/18 7/1/17 to 6/30/18	8,570	Original 7/1/18 to 6/30/19	9,600	Modification 7/1/18 to 6/30/19	1,050	REVISSED 7/1/18 to 6/30/19	10,650	Original 7/1/19 to 6/30/20	9,600	Modification 7/1/19 to 6/30/20	2,486	REVISSED 7/1/19 to 6/30/20	12,086	TOTAL	Average cost/bag
Annual #Bags Contracted																		31,306	
Program Term	7/1/17 to 6/30/18		7/1/17 to 6/30/18		7/1/17 to 6/30/18	7/1/18 to 6/30/19	7/1/18 to 6/30/19	7/1/18 to 6/30/19	7/1/18 to 6/30/19	7/1/18 to 6/30/19	7/1/18 to 6/30/19	7/1/19 to 6/30/20	7/1/19 to 6/30/20	7/1/19 to 6/30/20	7/1/19 to 6/30/20	7/1/19 to 6/30/20	7/1/19 to 6/30/20	7/1/17 to 6/30/20	
DAAS Expenditures																			
Salaries & Benefits	\$66,688	\$8,001	\$94,688	\$94,688	\$94,688	\$96,688	\$96,688	\$3,732	\$3,732	\$100,420	\$100,420	\$96,688	\$96,688	\$7,038	\$103,726	\$103,726	\$298,834	\$9.55	
Operating Expense	\$70,763	\$4,378	\$75,140	\$75,140	\$75,140	\$74,855	\$74,855	\$6,390	\$6,390	\$81,245	\$81,245	\$74,855	\$74,855	\$11,002	\$85,858	\$85,858	\$242,243	\$7.74	
Subtotal	\$157,450	\$12,378	\$169,828	\$169,828	\$169,828	\$171,543	\$171,543	\$10,122	\$10,122	\$181,666	\$181,666	\$171,543	\$171,543	\$18,041	\$189,584	\$189,584	\$541,078	\$17.28	
Indirect Percentage (max 15% for Gen. Guidance regarding indirect exclusion)	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%			
Indirect Cost (Line 15 X Line 14, check Gen. Guidance regarding indirect exclusion)	\$23,617	\$1,857	\$25,474	\$25,474	\$25,474	\$25,731	\$25,731	\$1,518	\$1,518	\$27,250	\$27,250	\$25,731	\$25,731	\$2,706	\$28,438	\$28,438	\$81,161	\$2.59	
Capital Expenditure																			
TOTAL DAAS EXPENDITURES	\$181,067	\$14,235	\$195,302	\$195,302	\$195,302	\$197,274	\$197,274	\$11,640	\$11,640	\$208,915	\$208,915	\$197,274	\$197,274	\$20,746	\$218,021	\$218,021	\$622,239	\$19.88	
Non-DAAS Expenditures																			
Salaries & Benefits	\$58,656		\$58,656	\$58,656	\$58,656	\$58,656	\$58,656			\$58,656	\$58,656	\$58,656	\$58,656		\$58,656	\$58,656	\$175,968	\$5.62	
Operating Expense	\$9,498		\$9,498	\$9,498	\$9,498	\$9,498	\$9,498			\$9,498	\$9,498	\$9,498	\$9,498		\$9,498	\$9,498	\$28,494	\$0.91	
Capital Expenditure																			
TOTAL Non-DAAS EXPENDITURES	\$68,154		\$68,154	\$68,154	\$68,154	\$68,154	\$68,154			\$68,154	\$68,154	\$68,154	\$68,154		\$68,154	\$68,154	\$204,462	\$6.83	
TOTAL DAAS & Non-DAAS EXPENDITURES	\$249,221	\$14,235	\$263,456	\$263,456	\$263,456	\$265,428	\$265,428			\$277,069	\$277,069	\$265,428	\$265,428		\$286,175	\$286,175	\$826,701	\$26.41	
HSA-DAAS Revenues																			
Home Delivered Grocery Networks	\$181,067	\$14,235	\$195,302	\$195,302	\$195,302	\$209,537	\$209,537			\$208,915	\$208,915	\$208,915	\$208,915		\$218,021	\$218,021	\$1,235,992		
TOTAL HSA-DAAS REVENUES	\$181,067	\$14,235	\$195,302	\$195,302	\$195,302	\$209,537	\$209,537			\$208,915	\$208,915	\$208,915	\$208,915		\$218,021	\$218,021	\$817,540		
PER BAG COST, HSA-DAAS	\$22.03	\$40.67	\$22.79	\$22.79	\$22.79	\$19.62	\$19.62			\$19.62	\$19.62	\$18.04	\$18.04		\$18.04	\$18.04	\$26.11		
PER BAG & COMPLIANCE COST	\$22.03	\$40.67	\$22.79	\$22.79	\$22.79	\$19.62	\$19.62			\$19.62	\$19.62	\$18.04	\$18.04		\$18.04	\$18.04	\$26.11		
Non-DAAS Revenues																			
Project Income																			
Agency Cash - Fundraising	\$9,498		\$9,498	\$9,498	\$9,498	\$9,498	\$9,498			\$9,498	\$9,498	\$9,498	\$9,498		\$9,498	\$9,498	\$28,494	\$0.81	
Agency In-Kind Volunteer	\$58,656		\$58,656	\$58,656	\$58,656	\$58,656	\$58,656			\$58,656	\$58,656	\$58,656	\$58,656		\$58,656	\$58,656	\$175,968	\$5.62	
Nutrition Compliance Revenues																			
TOTAL NON HSA-DAAS REVENUES	\$68,154		\$68,154	\$68,154	\$68,154	\$68,154	\$68,154			\$68,154	\$68,154	\$68,154	\$68,154		\$68,154	\$68,154	\$204,462		
PER BAG COST, NON HSA-DAAS	\$8.29		\$7.95	\$7.95	\$7.95	\$6.40	\$6.40			\$6.40	\$6.40	\$5.64	\$5.64		\$5.64	\$5.64	\$6.53		
TOTAL REVENUES	\$249,221	\$14,235	\$263,456	\$263,456	\$263,456	\$277,069	\$277,069			\$277,069	\$277,069	\$265,428	\$265,428		\$286,175	\$286,175	\$1,022,002		
PER BAG COST, TOTAL	\$30.32	\$40.67	\$30.74	\$30.74	\$30.74	\$26.02	\$26.02			\$26.02	\$26.02	\$23.68	\$23.68		\$23.68	\$23.68	\$32.65		
Full Time Equivalent (FTE)	2.51		128,006.00	128,006.00	128,006.00	2.51	2.51			2.51	2.51	2.51	2.51		2.51	2.51			

Phone No.: 415-308-1976

Date:

Form Rev. 12/22/16

Prepared by: Kate Kuckro
HSA-CO Review Signature:
HSA #1

Salaries & Benefits Detail

POSITION TITLE and NAME	Revision 3/20/18		Revision 4/12/18		Original		Modification		REVISD		Original		Modification		REVISD		TOTAL
	7/1/17 to 6/30/18	7/1/17 to 6/30/18	7/1/17 to 6/30/18	7/1/17 to 6/30/18	7/1/18 to 6/30/18	7/1/18 to 6/30/18	7/1/18 to 6/30/18	7/1/18 to 6/30/18	7/1/18 to 6/30/18	7/1/18 to 6/30/18	7/1/18 to 6/30/18	7/1/19 to 6/30/20	7/1/19 to 6/30/20	7/1/19 to 6/30/20	7/1/19 to 6/30/20	7/1/17 to 6/30/20	
Agency Totals	For DAAS Nutrition	% Nutr Prog (b)	% Nutr FTE	Adjusted Nur FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	
Annual Full Time Salary for FTE	Total % FTE	Total % FTE	Total % FTE	Total % FTE	Total % FTE	Total % FTE	Total % FTE	Total % FTE	Total % FTE	Total % FTE	Total % FTE	Total % FTE	Total % FTE	Total % FTE	Total % FTE	Total % FTE	
Marie Jobling, Executive Director	\$75,000	100%	5%	5%	\$3,750	\$3,750	\$3,750	\$3,750	\$3,750	\$3,750	\$3,750	\$3,750	\$3,750	\$3,750	\$3,750	\$3,750	\$11,250
Kate Kuckro, Deputy Director	\$71,000	100%	7%	7%	\$4,970	\$5,970	\$5,970	\$5,970	\$5,970	\$5,970	\$5,970	\$5,970	\$5,970	\$5,970	\$5,970	\$5,970	\$17,910
Deb Glen, Community Connector	\$48,880	58%	100%	58%	\$28,200	\$6,000	\$34,200	\$1,500	\$36,700	\$35,200	\$3,000	\$38,200	\$3,000	\$38,200	\$3,000	\$38,200	\$109,100
Karen Holt, Community Connector	\$48,880	14%	100%	14%	\$7,050	\$6,000	\$7,050	\$1,300	\$7,050	\$7,050	\$2,700	\$7,050	\$2,700	\$7,050	\$2,700	\$7,050	\$21,150
Connector	\$48,880	52%	100%	52%	\$25,380	\$6,000	\$31,380	\$1,300	\$33,680	\$32,380	\$2,700	\$35,080	\$2,700	\$35,080	\$2,700	\$35,080	\$100,140
TOTALS	\$ 292,640	324%	307%	131%	\$69,350	\$13,000	\$82,350	\$2,800	\$87,150	\$84,350	\$5,700	\$90,050	\$5,700	\$90,050	\$5,700	\$90,050	\$259,550
FRINGE BENEFIT RATE	25.0%																
EMPLOYEE FRINGE BENEFITS	\$ 73,160				\$17,338	(\$5,000)	\$12,338	\$932	\$13,270	\$12,338	\$1,338	\$13,676	\$1,338	\$13,676	\$1,338	\$13,676	\$39,284
TOTAL DAAS SALARIES & BENEFITS	\$ 365,800				\$86,688	\$8,001	\$94,688	\$3,732	\$100,420	\$96,688	\$7,038	\$103,726	\$7,038	\$103,726	\$7,038	\$103,726	\$298,834
Non - DAAS																	
POSITION TITLE and NAME	Agency Totals	For DAAS HDG	% Nutr Prog (b)	Adjusted Nur FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	
Neighborhood Volunteers - In Kind	\$48,880	120%	100%	120%	\$58,656	\$58,656	\$58,656	\$58,656	\$58,656	\$58,656	\$58,656	\$58,656	\$58,656	\$58,656	\$58,656	\$58,656	\$175,968
TOTAL NON-DAAS	\$ 48,880	120%	100%	120%	\$58,656	\$58,656	\$58,656	\$58,656	\$58,656	\$58,656	\$58,656	\$58,656	\$58,656	\$58,656	\$58,656	\$58,656	\$175,968
FRINGE BENEFIT RATE																	
EMPLOYEE FRINGE BENEFITS	\$ -																
TOTAL Non-DAAS SALARIES & BENEFITS	\$ 48,880				\$58,656	\$58,656	\$58,656	\$58,656	\$58,656	\$58,656	\$58,656	\$58,656	\$58,656	\$58,656	\$58,656	\$58,656	\$175,968
TOTAL DAAS & Non-DAAS SALARIES & BENEFITS	\$ 414,680				\$145,344	\$8,001	\$153,344	\$153,344	\$153,344	\$155,344	\$155,344	\$152,382	\$152,382	\$152,382	\$152,382	\$152,382	\$474,802

Grantee's Name: Community Living Campaign
 Program Name: Home Delivered Grocery Networks

Document Date: 12/5/2018
 Appendix B, page 3

Operating Expense Detail

Expenditure Category	Revision 3/20/18				Revision 4/12/18				Original	Modification	REVISSED	REVISSED	TOTAL
	7/1/17 to 6/30/18	7/1/17 to 6/30/18	7/1/17 to 6/30/18	7/1/17 to 6/30/18	7/1/18 to 6/30/18	7/1/18 to 6/30/18	7/1/18 to 6/30/18	7/1/18 to 6/30/18					
H.S.A-DAAS	8,220	350	9,570	9,600	1,050	10,650	9,600	2,486	12,086				
Annual #Bags Contracted:													
Term:	7/1/17 to 6/30/18	7/1/17 to 6/30/18	7/1/17 to 6/30/18	7/1/18 to 6/30/18	7/1/18 to 6/30/18	7/1/18 to 6/30/18	7/1/18 to 6/30/18	7/1/19 to 6/30/20	7/1/19 to 6/30/20				
Rental of Property	\$6,000	\$4,000	\$10,000	\$10,000		\$10,000	\$10,000	\$10,000	\$10,000		\$10,000	\$30,000	
Utilities(Elec, Water, Gas, Phone, Recology)	\$6,608	(\$5,000)	\$1,608	\$2,000		\$2,000	\$2,000	\$2,000	\$2,000		\$2,000	\$5,608	
Office Supplies, Postage	\$690		\$690	\$690		\$690	\$690	\$690	\$690		\$690	\$2,070	
Printing & Reproduction	\$100		\$100	\$100		\$100	\$100	\$100	\$100		\$100	\$300	
FOOD COSTS													
Raw Food													
per meal \$													
Cong Food Svc Supplies													
per meal \$													
HDM Food Svc Supplies													
per meal \$													
Catered Meals													
per meal \$													
INDEPENDENT CONTRACTORS:													
Program Support, Reporting	\$3,000	(\$2,500)	\$500	\$1,000		\$1,000	\$1,000	\$1,000	\$1,000		\$1,000	\$2,500	
Connectors, Heavy Lifter/Drivers	\$21,802	\$28,978	\$50,780	\$49,603	\$6,220	\$55,823	\$49,603	\$10,120	\$59,723		\$59,723	\$166,325	
Drivers and Heavy Lifters (original, now incl. above)	\$22,600	(\$22,600)											
OTHER COSTS:													
Transportation (Gas Cards, Van Rental)	\$6,800	\$1,500	\$8,300	\$8,300		\$8,300	\$8,300	\$8,300	\$8,300		\$8,300	\$24,900	
Program Supplies	\$3,163	\$3,163	\$3,163	\$3,163	\$170	\$3,333	\$3,163	\$882	\$4,045		\$4,045	\$10,540	
TOTAL DAAS OPERATING EXPENSE	\$70,763	\$4,378	\$75,140	\$74,855	\$6,390	\$81,245	\$74,855	\$11,002	\$85,858		\$85,858	\$242,243	
Non-DAAS													
Expenditure Category													
Rental of Property													
Utilities(Elec, Water, Gas, Phone, Scavenger)													
Office Supplies, Postage													
Building Maintenance Supplies and Repair													
FOOD COSTS													
Raw Food													
per meal \$													
Cong Food Svc Supplies													
per meal \$													
HDM Food Svc Supplies													
per meal \$													
Catered Meals													
per meal \$													
INDEPENDENT CONTRACTORS													
Community Connectors	\$8,198		\$8,198	\$8,198		\$8,198	\$8,198	\$8,198	\$8,198		\$8,198	\$24,594	
OTHER COSTS:													
Translation Services	\$400		\$400	\$400		\$400	\$400	\$400	\$400		\$400	\$1,200	
Volunteer Training & Appreciation	\$900		\$900	\$900		\$900	\$900	\$900	\$900		\$900	\$2,700	
TOTAL Non-DAAS OPERATING EXPENSE	\$9,498		\$9,498	\$9,498		\$9,498	\$9,498	\$9,498	\$9,498		\$9,498	\$28,494	
TOTAL DAAS & Non-DAAS OPERATING EXPENSE	\$80,261	\$4,378	\$84,638	\$84,353	\$6,390	\$90,743	\$84,353	\$11,002	\$95,356		\$95,356	\$270,737	
HSA #3													

Form Rev. 12/22/16

Appendix A – Scope of Services
Golden Gate Senior Services
Home-Delivered Groceries Food Networking Program
July 1, 2016 – June 30, 2020

I. PURPOSE

The purpose of this grant is to:

- Provide home delivered groceries to eligible target populations in need of additional food resources, ensuring access to healthy supplemental food sources and enhancing the nutritional value of their food intake;
- Assist program participants in maintaining their independence, quality of life, and self-sufficiency and in developing a sense of self-esteem and self-reliance by offering them the opportunity to prepare or direct the preparation of their own meals;
- Increase availability of and accessibility to fresh, seasonal produce and other healthy food products to target populations.

II. DEFINITIONS

Grantee	Golden Gate Senior Services/Richmond Senior Center
Subcontractor	Richmond Neighborhood Center (RNC)
Activity Scheduling	Service units are captured by the number of scheduled activity hours sponsored or organized by the Grantee. Activities may include educational presentations, workshops, trainings, cultural events, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes that help consumers maintain/enhance their level of functioning.
Adult with Disability	Person 18-59 years of age living with a disability.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
CARBON	Contracts Administration Reporting and Billing Online system
DAAS	Department of Aging and Adult 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.
Enhanced Outreach	Service units are captured by providing more formal outreach efforts and enhanced services to support the outreach efforts. Examples of this may include working with a community collaborative group, designing and implementing an outreach plan for an underserved area, problem-solving certain barriers to service, e.g. safety issues, transportation needs, etc.
Frail	An individual who has functional impairment as evidenced by either: (a) an inability to perform at least two activities of daily living (ADL) including: bathing, toileting, dressing, feeding, breathing, transferring and/or mobility and associated tasks, without substantial human assistance including verbal reminding, physical cueing, and/or supervision or (b) a cognitive or other mental impairment that requires substantial supervision due to behaviors that pose a serious health or safety hazard to the individual or others.
LGBTQ+	An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Low Income	At or below 200% of Federal poverty level.
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.
OOA	Office on the Aging
San Francisco-Marin Food Bank (SFMFB)	A non-profit organization that organizes and receives food product donations from manufacturers, growers and other sources, and distributes them to non-profit partner organizations. SFMFB will partner with Grantee to implement the Food Networking Program.

Senior	Person who is 60 years or older, used interchangeably with Older Adult.
Social Services/Other	Service units are captured by providing one-to-one assistance for individuals to enable them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, and emotional support by phone or in person.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9</i>).

III. TARGET POPULATION

This grant will serve seniors (age 60 and over) or persons with disabilities (age 18-59) who reside in the City and County of San Francisco with one or more of the following target priorities and who meet program eligibility standards:

1. Low-income
2. Non or limited English speaking
3. Minority
4. Frail
5. LGBTQ+

IV. ELIGIBILITY FOR SERVICES

The program participant is a senior or adult with disabilities and meets all the following criteria:

- A. Resident of San Francisco and lives in the neighborhoods served by the HDG provider, or other neighborhoods that HSA-DAAS has identified with significant documented needs;
- B. Has a frailty that prevents them from standing in the food pantry lines
- C. Is low-income
- D. Has a demonstrated need for supplemental groceries due to food insecurity
 - Not receiving 2 home-delivered meals a day. (Consumers receiving one home-delivered meal a day are eligible)
 - Not dually enrolled in a food pantry program; and
- E. Is able to prepare food at home or has a caregiver who can prepare food.

Eligibility screening will be performed by the Grantee. Participants must show proof of residency for the service area, proof of age, and disability or need.

V. SERVICES TO BE PROVIDED

- A. Grantee will partner with the subcontractor and San Francisco-Marín Food Bank to deliver on a weekly basis, fresh seasonal produce and groceries to the designated food pantry sites in San Francisco, and will continue to do so if resources and conditions permit. Grantee will provide DAAS a signed Memorandum of Understanding between the food pantry site and San Francisco Food Bank to clarify the responsibilities of all parties.
- B. Resources and conditions permitting, Grantee will ensure that nutritious foods are provided to the target populations.
- C. Grantee will ensure adequate and culturally competent staffing (paid and/or volunteer) to administer the program, and be responsible for hiring program coordinator(s) who will be responsible for coordinating program implementation, client eligibility screening, referral and services.
- D. Grantee will coordinate with the Subcontractor on the distribution of home delivered grocery bags to program participants on a weekly basis. On average each bag contains approximately a market value of at least \$30 of foods, featuring fresh and seasonal produce, protein items, other fresh, canned and dry goods will be added when availability allows.
- E. Grantee will propose the allocation of target services to the neighborhoods to DAAS. Final service distribution will be approved in negotiation with DAAS.
- F. The Grantee will enroll the program participants in CAGetCare to meet DAAS-OOA program reporting requirements, including administering the food security, program utilization, and SOGI survey questions.
- G. The Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules.
- H. The Grantee will complete the California Department of Aging (CDA) Security Awareness Training annually during the term of the grant.
- I. Grantee will connect the program participants to appropriate community services and make referrals as needed to help reduce isolation and enable the participant to live independently in the community.
- J. Grantee will organize and implement activities and/or social services to connect the participants to other neighbors, services, and/or organizations in the community.

VI. SERVICE OBJECTIVES

Grantee will provide the following services:

Service Units:	FY 17-18	FY 18-19	FY 19-20
Number of Unduplicated clients	140	161	161
Annual # Food Bags Delivered	6,299	7,150	7,150
Annual #Intakes/Assessments/Reassessment	130	161	161
Annual #Hours of Social Service	2,405	2,405	2,405
Annual # Hours of Enhanced Outreach	150	200	200
Annual # of Hours Scheduled Activity	156	208	208
Annual #Hours of Volunteers	4,180	4,180	4,180
Annual # of Volunteer Trainings	42	42	42
Annual # of volunteers(*)	97	97	97

*Volunteer Recruitment and Development

The HDG program model relies heavily on the volunteers that take the time to become trained and assigned to work with specific HDG recipients. Conduct outreach to draw volunteers that will undergo formal and informal training and will commit to be a committed volunteer for at least a six (6) month period. Unit: One volunteer (recruited, trained, with 6 – month commitment)

VII. OUTCOME OBJECTIVES

Based on DAAS Annual Consumer Satisfaction Surveys with sample size of at least 25% of enrolled clients:

- A. 75% of the participants will indicate that they feel healthier as result of participating in the program.
- B. 85% of clients will report being satisfied (rate as “Excellent or Good”) with the food quality.
- C. 75% of clients will report that HDG service helps maintain their independence.
- D. 75% of participants will report being less worried about getting enough food since participating in the program.

VIII. REPORTING REQUIREMENTS

Grantee will provide various reports during the term of the grant agreement.

- A. Grantee will enter the consumers’ data into CA-GetCare for the Food Networking Program.
- B. The grantee will enter into the CA-GetCare Service Unit section all the units of service by the 5th working day of the month for the preceding month.

- C. When CA-GetCare reports are available online, Grantee will upload the CA-GetCare Program Variance report (which shows monthly service units provided) into CARBON system by the 15th of the month for the preceding month.
- D. Grantee shall provide monthly service unit data to SFMFB.
- E. Grantee shall provide an annual consumer satisfaction survey to DAAS and copy to SFMFB by March 15.
- F. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VI & VII (Service Objectives and Outcome Objectives). This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year on an annual basis.
- G. Grantee shall develop and deliver an annual summary report of SOGI data collected in the year as requested by HSA. The due date for submitting the annual summary report is July 10th.

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

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

Sarah Chan
 Nutritionist/OOA
 1650 Mission Street, 5th Floor
 San Francisco, CA 94103
Sarah.Chan@sfgov.org

IX. MONITORING ACTIVITIES

- A. Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; program operation, which includes a review of a written policies and procedures manual of all OOA funded programs, written project income policies if applicable, grievance procedure posted in the center/office, a board of director list and whether services are provided appropriately according to Sections VI and VII, sign-in sheets/ documentation that shows reported units of service are based on scheduled activities. DAAS staff will be responsible for monitoring the program performance and outcome objectives of the Grantee on an annual basis, and will act as a liaison between the Grantee and San Francisco Food Bank.
- B. Fiscal and Compliance 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.

A	B	C	D	E	F	G	H	I	J
1	BUDGET FORMS								
2	Appendix B, pg. 1								
3	Document Date: 11/11/2018								
4	HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES								
5	BUDGET PROPOSAL FORMS								
6	Grantee's Name: Golden Gate Senior Services								
7	(Check One) New Renewal Modification No. of Mod: 2								
8	Effective Date of Mod: 7/01/18								
9	Program: Home Delivered Groceries								
10	Annual #Meals Contracted	6,299	6,500	650	7,150	6,760	390	7,150	20,599
11	Program Term	7/1/17 to 6/30/18	7/1/18 to 6/30/19	Modification	Revised	7/1/19 to 6/30/20	Modification	Revised	7/1/17 to 6/30/20
12	DAAS Expenditures								
13	Salaries & Benefits	\$53,369	\$56,546		\$56,546	\$68,812		\$68,812	\$8,19
14	Operating Expense	\$15,807	\$10,980		\$10,980	\$8,714		\$8,714	\$35,501
15	Subtotal	\$69,176	\$67,526		\$67,526	\$67,526		\$67,526	\$204,228
16	Indirect Percentage	14%	15%		15%	15%		15%	\$9,91
17	Indirect Cost (Line 14 X Line 13)	\$9,644	\$10,129		\$10,129	\$10,129		\$10,129	\$29,902
18	Subcontractor	\$76,500	\$78,500	\$15,490	\$93,990	\$78,500	\$15,490	\$93,990	\$264,480
19	TOTAL DAAS EXPENDITURES	\$155,320	\$156,155	\$15,490	\$171,645	\$156,155	\$15,490	\$171,645	\$498,610
20	Non-DAAS Expenditures								
21	Salaries & Benefits	\$3,555	\$3,071		\$3,071	\$3,071		\$3,071	\$9,697
22	Operating Expense	\$11,170	\$11,170		\$11,170	\$11,170		\$11,170	\$33,510
23	Capital Expenditure	\$79,458	\$79,458	(\$6,712)	\$72,746	\$79,458	(\$6,712)	\$72,746	\$224,950
24	TOTAL Non-DAAS EXPENDITURES	\$94,183	\$93,699	(\$6,712)	\$86,987	\$93,699	(\$6,712)	\$86,987	\$268,157
25									\$13,02
26	TOTAL DAAS & Non-DAAS EXPENDITURES	\$249,503	\$249,854	\$8,778	\$258,632	\$249,854	\$8,778	\$258,632	\$766,767
27									\$37,22
28	HSA-DAAS Revenues								
29	Meals	\$155,320	\$156,155	\$15,490	\$171,645	\$156,155	\$15,490	\$171,645	\$498,610
30									
31									
32									
33									
34	TOTAL HSA-DAAS REVENUES	\$155,320	\$156,155	\$15,490	\$171,645	\$156,155	\$15,490	\$171,645	\$467,630
35	PER MEAL COST, HSA-DAAS	\$24.66	\$24.02		\$21.84	\$23.10		\$21.84	\$22.70
36									
37	Non-DAAS Revenues								
38	Project Income								
39	Agency Cash - Fundraising	\$16,851	\$9,783	(\$126)	\$9,655	\$9,783	(\$128)	\$9,655	\$36,161
40	Agency In-Kind Volunteer	\$77,332	\$83,916	(\$6,584)	\$77,332	\$83,916	(\$6,584)	\$77,332	\$231,996
41									\$11,26
42									
43									
44	TOTAL NON HSA-DAAS REVENUES	\$94,183	\$93,699	(\$6,712)	\$86,987	\$93,699	(\$6,712)	\$86,987	\$268,157
45	PER MEAL COST, NON HSA-DAAS	\$14.95	\$14.42		\$12.17	\$13.86		\$12.17	\$13.02
46									
47	TOTAL REVENUES	\$249,503	\$249,854	\$243,142	\$243,142	\$249,854	\$243,142	\$243,142	\$735,787
48	PER MEAL COST, TOTAL	\$39.61	\$38.44	\$34.01	\$34.01	\$39.96	\$34.01	\$34.01	\$35.72
49									
51	Prepared by: Kaleida Walling								
52	HSA-CO Review Signature:								
53	HSA #1 (11/14/13)								
	Phone No.: 415-405-4660								
	Date:								

Salaries & Benefits Detail

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Grantee's Name: Golden Gate Senior Services	Annual Full Time Salary for FTE	% Nutr Prog (b)	Adjusted Nutr FTE	7/1/17 to 6/30/18	Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	7/1/18 to 6/30/19	Modification	Revised Salary	Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	7/1/19 to 6/30/20	Modification	Revised Salary	Total
2	Program: Home Delivered Groceries	\$80,000	100.00%	0.09	\$7,200	\$87,516	100.00%	15.04%	0.16	\$14,039		\$14,039	\$87,516	100.00%	15.00%	0.15	\$13,127		\$13,127	\$54,365
3		\$59,000	100.00%	0.55	\$31,797															\$31,797
4		\$64,002	71.50%	0.09	\$6,040															\$6,040
5						\$74,000	75.00%	41.53%	0.31	\$23,051		\$23,051	\$74,000	100.00%	35.00%	0.35	\$25,900		\$25,900	\$48,951
6						\$89,600	50.00%	13.48%	0.07	\$6,040		\$6,040	\$89,600	50.00%	13.48%	0.07	\$6,040		\$6,040	\$12,080
7						\$44,720	75.00%	15.51%	0.12	\$5,200		\$5,200	\$44,720	75.00%	15.51%	0.12	\$5,200		\$5,200	\$10,400
8	H.S.A-DAAS																			
9	POSITION TITLE and NAME																			
10	RSC Director	\$202,002	272%	0.73	\$45,037	\$295,836	300%	71%	0.66	\$48,330		\$48,330	\$295,836	325%	79%	0.68	\$50,287		\$50,287	\$143,634
11	Director Service Coordinator																			
12	Director Service Coordinator																			
13	Program Director																			
14	Executive Director																			
15	Activity Liaison																			
16																				
17																				
18																				
19																				
20	TOTAL DAAS																			
21																				
22	FRINGE BENEFIT RATE	18.50%				17.00%							17.00%							
23	BENEFITS	\$37,370			\$8,332	\$50,282				\$8,216		\$8,216	\$50,282						\$8,545	\$25,093
24																				
25	TOTAL DAAS SALARIES & BENEFITS	\$239,372			\$53,369	\$346,128				\$56,646		\$56,646	\$346,128						\$58,812	\$168,727
26																				
27																				
28	Non - DAAS																			
29	POSITION TITLE and NAME																			
30	Project Integration Director	\$60,000	100.00%	0.05	\$3,000	\$87,516	100.00%	3.00%	0.03	\$2,625		\$2,625	\$87,516	100.00%	3.00%	0.03	\$2,625		\$2,625	\$8,250
31	RSC Director																			
32	TOTAL NON-DAAS	\$60,000	100.00%	0.05	\$3,000	\$87,516	100.00%	3.00%	0.03	\$2,625		\$2,625	\$87,516	100.00%	3.00%	0.03	\$2,625		\$2,625	\$8,250
33																				
34		18.50%				17.00%							17.00%							
35	FRINGE BENEFIT RATE	\$11,100			\$555	\$14,878				\$446		\$446	\$14,878						\$446	\$1,447
36	BENEFITS																			
37																				
38																				
39	TOTAL NON-DAAS SALARIES & BENEFITS	\$71,100			\$3,555	\$102,394				\$3,071		\$3,071	\$102,394						\$3,071	\$9,697
40																				
41	TOTAL DAAS & Non-DAAS SALARIES & BENEFITS	\$310,472			\$56,924	\$448,522				\$59,617		\$59,617	\$448,522						\$61,437	\$178,424

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Grantee's Name: Golden Gate Senior Services														O
2	Program: Home Delivered Groceries														O
3															
4															
5	Operating Expense Detail														
6															
7															
8	Annual #Grocery Bags Contracted:	6,299	6,500	650	7,150	6,760	390	7,150	20,599						
9		7/1/17 to 6/30/18	7/1/18 to 6/30/19	Modification	Revised	7/1/19 to 6/30/20	Modification	Revised	7/1/17 to 6/30/20						
10	H.S.A-DAAS														
11	EXPENDITURE CATEGORY														
12	Office Supplies, Postage	\$5,603	\$3,580		\$3,580	\$2,000		\$2,000	\$11,183						
13	Printing & Reproduction	\$2,220	\$1,000		\$1,000	\$1,714		\$1,714	\$4,934						
14	Rental of Property														
15	Staff/Vol training/recognition	\$2,000	\$1,000		\$1,000	\$2,000		\$2,000	\$5,000						
16	Transportation/Travel	\$1,000	\$3,000		\$3,000	\$1,000		\$1,000	\$5,000						
17	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$1,484	\$1,400		\$1,400	\$1,500		\$1,500	\$4,384						
18															
19															
20	CONSULTANTS (Descriptive Title)														
21	RDNC Volunteer & Pantry Services														
22															
23	OTHER COSTS:														
24	Translation Services	\$500	\$1,000		\$1,000	\$500		\$500	\$2,000						
25	Small equipment & Supplies														
26	Auto - Fuel & Insurance														
27	Repair/Maintenance														
28	RDNC Fingerprint system	\$2,000							\$2,000						
29	IT Web Support	\$1,000							\$1,000						
30	TOTAL DAAS OPERATING EXPENSE	\$15,807	\$10,980		\$10,980	\$8,714		\$8,714	\$35,501						
31															
32	Non-DAAS														
33	EXPENDITURE CATEGORY														
34	Rental of Property														
35	Utilities(Elec, Water, Gas, Phone, Scavenger)														
36	Office Supplies, Postage														
37	Building Maintenance Supplies and Repair														
38															
39	FOOD COSTS														
40	Raw Food														
41	Cong Food Svc Supplies														
42	HDM Food Svc Supplies														
43	Catered Meals														
44															
45	CONSULTANT (Descriptive Title)														
46															
47															
48	OTHER COSTS:														
49	Volunteer Social Support	\$4,586	\$4,586		\$4,586	\$4,586		\$4,586	\$13,758						
50	Community Liaison	\$6,584	\$6,584		\$6,584	\$6,584		\$6,584	\$19,752						
51															
52	TOTAL Non-DAAS OPERATING EXPENSE	\$11,170	\$11,170		\$11,170	\$11,170		\$11,170	\$33,510						
53															
54	TOTAL DAAS & Non-DAAS OPERATING EXPE	\$26,977	\$22,150		\$22,150	\$19,884		\$19,884	\$69,011						

	A	B	C	D	E	F	G	H	I	J
1	Grantee's Name: Golden Gate Senior Services									Appendix B, pg. 4
2	Program: Home Delivered Groceries									Document Date: 11/11/2018
3										
4										
5	Capital Expenditure Detail									
6	(Subcontractor, Equipment and Remodeling Cost)									
7										
8										
9	H.S.A-DAAS		7/1/17 to 6/30/18	7/1/18 to 6/30/19	Modification	Revised	7/1/19 to 6/30/20	Modification	Revised	7/1/17 to 6/30/20
10	No.	ITEM/DESCRIPTION								
11		Subcontractor Salary	\$70,899	\$72,746	\$10,325	\$83,071	\$74,740	\$8,331	\$83,071	\$237,041
12		Subcontractor Operating Cost	\$5,601	\$5,754	\$5,165	\$10,919	\$3,760	\$7,159	\$10,919	\$27,439
13										
14										
15										
16										
17										
18										
19	TOTAL DAAS-OOA SUBCONTRACTOR, EQUIPMENT & REMODELING COST		\$76,500	\$78,500	\$15,490	\$93,990	\$78,500	\$15,490	\$93,990	\$264,480
20										
21	Non-DAAS									
22	No.	ITEM/DESCRIPTION								
23		Subcontractor Non-DAAS Salaries	\$6,712	\$6,712	(\$6,712)		\$6,712	(\$6,712)		\$6,712
24		Subcontractor Non-DAAS Operating	\$72,746	\$72,746		\$72,746	\$72,746		\$72,746	\$218,238
25										
26										
27										
28	TOTAL NON DAAS-OOA SUBCONTRACTOR, EQUIPMENT & REMODELING COST		\$79,458	\$79,458	(\$6,712)	\$72,746	\$79,458	(\$6,712)	\$72,746	\$224,950
29										
30	TOTAL DAAS & NON-DAAS SUBCONTRACTOR, EQUIPMENT, CAPITAL EXPENDITURE		\$155,958	\$157,958	\$8,778	\$166,736	\$157,958	\$8,778	\$166,736	\$489,430
31	(Equipment and Remodeling Cost)									
32	HSA #4									
33										
34	Allocation Methodology: (If you have multiple programs, describe how you allocate among shared program costs.)									
35	Indicate DAAS and non-DAAS-OOA funding above.									
36	NOTE: Green highlighted cells have formulas that link data to Budget Summary page									
37	Equipment is defined as \$5000 or more a unit									
38										
39										
40										
41										

Appendix B, pg. 5
Document Date: 11/11/2018

Salaries & Benefits Detail

POSITION TITLE and NAME	Agency Totals		For DAAS Nutrition			Agency Totals			For DAAS Nutrition			Agency Totals			For DAAS Nutrition			Agency Totals			
	Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	7/1/17 to 6/30/18	Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	7/1/19 to 6/30/20	Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	7/1/19 to 6/30/20	Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	7/1/17 to 6/30/20	
H.S.A-DAAS	\$53,000	100.00%	25.24%	0.25	\$13,377	\$37,960	100.00%	35.79%	0.36	\$13,587	\$37,440	5.61%	100.00%	0.05	\$2,100	\$37,440	5.61%	100.00%	0.05	\$2,100	\$37,440
Neighborhood Services Program	\$42,000	100.00%	45.00%	0.45	\$18,900	\$37,440	100.00%	100.00%	0.14	\$5,328	\$37,440	100.00%	11.45%	0.11	\$2,703	\$37,440	100.00%	11.45%	0.11	\$2,703	\$37,440
Food Programs/Enrichment Coordinator	\$37,440	63.70%	100.00%	0.64	\$23,848	\$37,440	100.00%	100.00%	0.63	\$36,612	\$37,440	100.00%	90.00%	0.90	\$37,440	\$37,440	100.00%	90.00%	0.90	\$37,440	\$37,440
HOG Coordinator	\$43,680	4.90%	100.00%	0.05	\$2,140	\$37,440	100.00%	100.00%	0.14	\$4,891	\$37,440	100.00%	14.23%	0.14	\$5,328	\$37,440	100.00%	14.23%	0.14	\$5,328	\$37,440
Community Support Svcs. Director	\$47,000	3.00%	100.00%	0.05	\$2,350	\$47,000	100.00%	100.00%	0.14	\$5,328	\$47,000	100.00%	100.00%	0.14	\$5,328	\$47,000	100.00%	100.00%	0.14	\$5,328	\$47,000
Neighborhood Food Security Manager	\$53,000	100.00%	100.00%	1.00	\$26,500	\$53,000	100.00%	100.00%	1.51	\$64,783	\$53,000	100.00%	40.9%	1.36	\$56,569	\$53,000	100.00%	40.9%	1.36	\$56,569	\$53,000
HOG Driver 2	\$175,120	269%	270%	1.39	\$58,296	\$288,985	345%	409%	1.51	\$64,783	\$288,985	345%	409%	1.51	\$64,783	\$288,985	345%	409%	1.51	\$64,783	\$288,985
HOG Driver 3	\$175,120	269%	270%	1.39	\$58,296	\$288,985	345%	409%	1.51	\$64,783	\$288,985	345%	409%	1.51	\$64,783	\$288,985	345%	409%	1.51	\$64,783	\$288,985
TOTAL DAAS	\$1,765,120	269%	270%	1.39	\$58,296	\$288,985	345%	409%	1.51	\$64,783	\$288,985	345%	409%	1.51	\$64,783	\$288,985	345%	409%	1.51	\$64,783	\$288,985
FRINGE BENEFIT RATE	21.69%					12.28%					12.28%					12.28%					
EMPLOYEE FRINGE BENEFITS	\$38,196				\$12,633	\$35,461				\$7,953	\$1,129	\$1,129			\$9,082	\$30,851				\$9,171	\$9,082
TOTAL DAAS SALARIES & BENEFITS	\$214,306				\$70,899	\$324,346				\$72,746	\$10,925	\$83,071			\$82,053	\$31,980				\$91,222	\$91,222
Non - DAAS																					
Director of Neighborhood Svcs.	\$72,000	100.00%	5.00%	0.05	\$3,600	\$72,000	100.00%	100.00%	0.14	\$5,328	\$72,000	100.00%	100.00%	0.14	\$5,328	\$72,000	100.00%	100.00%	0.14	\$5,328	\$72,000
Translation Asst.	\$35,360	33.00%	15.17%	0.05	\$1,770	\$35,360	33.00%	15.17%	0.05	\$1,770	\$35,360	33.00%	15.17%	0.05	\$1,770	\$35,360	33.00%	15.17%	0.05	\$1,770	\$35,360
TOTAL NON-DAAS	\$107,360	133.00%	20.17%	0.10	\$5,370	\$107,360	133.00%	20.17%	0.10	\$5,370	\$107,360	133.00%	20.17%	0.10	\$5,370	\$107,360	133.00%	20.17%	0.10	\$5,370	\$107,360
FRINGE BENEFIT RATE	24.99%					24.99%					24.99%					24.99%					
EMPLOYEE FRINGE BENEFITS	\$26,829				\$1,342	\$26,829				\$1,342	\$1,342				\$1,342	\$1,342				\$1,342	\$1,342
TOTAL NON-DAAS SALARIES & BENEFITS	\$134,189				\$6,712	\$134,189				\$6,712	\$134,189				\$6,712	\$134,189				\$6,712	\$134,189
TOTAL DAAS & Non-DAAS SALARIES & BENEFITS	\$348,495				\$77,611	\$426,106				\$79,458	\$145,307				\$87,964	\$145,307				\$97,934	\$145,307

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O			
1	Grantee's Name: Golden Gate Senior Services													Appendix B, pg. 6			
2	Program: Home Delivered Groceries													Document Date: 11/11/2018			
3																	
4																	
5																	
6																	
7																	
8																	
9	Annual #Grocery Bags Contracted:	6,299	7/1/17 to 6/30/18	6,500	7/1/18 to 6/30/19	650	Modification	7,150	Revised	6,760	7/1/19 to 6/30/20	390	Modification	7,150	Revised	20,599	7/1/17 to 6/30/20
10	H.S.A-DAAS																
11	EXPENDITURE CATEGORY																
12	Office Supplies, Postage	\$3,300		\$450				\$450				\$450		\$450		\$4,200	
13	Printing & Reproduction			\$600				\$600				\$600		\$600		\$1,200	
14	Rental of Equipment			\$700				\$700				\$700		\$700		\$1,400	
15	Transportation/Travel			\$777				\$1,800		\$1,241		\$559		\$1,800		\$4,841	
16	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$1,241				\$1,023		\$1,800		\$1,241		\$559		\$1,800		\$4,841	
17																	
18	CONSULTANT (Descriptive Title)																
19	Translation Costs					\$100		\$100				\$100		\$100		\$200	
20																	
21	OTHER COSTS:																
22	Zip Car					\$1,718		\$1,718		\$1,459		\$259		\$1,718		\$3,436	
23	Staff/Vol training/recognition	\$400		\$2,422		\$2,324		\$2,422		\$400		\$2,022		\$2,422		\$5,244	
24	Administration			\$805		\$2,324		\$2,324		\$660		\$145		\$2,324		\$4,648	
25	ID Solutions Background Checks	\$660		\$805		\$5,165		\$10,919		\$3,760		\$7,159		\$805		\$2,279	
26	TOTAL DAAS OPERATING EXPENSE	\$5,601		\$5,754		\$5,165		\$10,919		\$3,760		\$7,159		\$10,919		\$27,439	
27																	
28	Non-DAAS																
29	EXPENDITURE CATEGORY																
30	Rental of Property																
31	Utilities(Elec, Water, Gas, Phone, Scavenger)																
32	Office Supplies, Postage																
33	Building Maintenance Supplies and Repair																
34																	
35	FOOD COSTS																
36	Raw Food																
37	Cong Food Svc Supplies																
38	HDM Food Svc Supplies																
39	Catered Meals																
40																	
41	CONSULTANT (Descriptive Title)																
42																	
43																	
44	OTHER COSTS:																
45	Volunteer Delivery & Social Support Team	\$72,746		\$72,746				\$72,746		\$72,746				\$72,746		\$218,238	
46																	
47																	
48																	
49	TOTAL Non-DAAS OPERATING EXPENSE	\$72,746		\$72,746				\$72,746		\$72,746				\$72,746		\$218,238	
50																	
51	TOTAL DAAS & Non-DAAS OPERATING EXPENSE	\$78,347		\$78,500		\$5,165		\$83,665		\$76,506		\$7,159		\$83,665		\$245,677	

**APPENDIX A – SERVICES TO BE PROVIDED
San Francisco-Marín Food Bank**

**Home Delivered Groceries Oversight Program
July 1, 2017 to June 30, 2020**

I. PURPOSE

The purpose of this grant is to:

- Provide home delivered groceries to eligible target populations in need of additional food resources, ensuring access to healthy supplemental food sources and enhancing the nutritional value of their food intake;
- Assist program participants in maintaining their independence, quality of life, and self-sufficiency and in developing a sense of self-esteem and self-reliance by offering them the opportunity to prepare or direct the preparation of their own meals;
- Increase availability of and accessibility to fresh, seasonal produce and other healthy food products to target populations; and
- Collaborate with community-based organizations (CBOs) that advocate for, and provide services to limited mobility individuals to ensure that appropriate community food assistance interventions are in place to improve the well being of the target populations.

II. DEFINITIONS

Grantee	San Francisco-Marín Food Bank (SFMFB)
Adult with Disability	Person 18-59 years of age living with a disability.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/ assessment/enrollment, record service units, run reports, etc.
CARBON	Contracts Administration Reporting and Billing Online system
DAAS	Department of Aging and Adult Services, a division of the Human Services Agency
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.
Enhanced Outreach	Service units are captured by providing more formal outreach efforts and enhanced services to support the outreach efforts. Examples of this may include working with a community collaborative group, designing and implementing an outreach plan for an underserved area, problem-solving certain barriers to service, e.g. safety issues, transportation needs, etc.

Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others
LGBTQ+	An acronym/term used to refer to persons who self-identify as non - heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Low Income	At or below 200% of Federal poverty level.
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.
OOA	Office on the Aging, a division of DAAS
Senior	Person who is 60 years or older, used interchangeably with Older Adult.
Social Services/ Other	Service units are captured by providing one-to-one assistance for individuals to enable them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, and emotional support by phone or in person.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9</i>).

III. TARGET POPULATION

This grant will serve seniors (age 60 and over) or persons with disabilities (age 18-59) who reside in the City and County of San Francisco with one or more of the following target priorities and who meet program eligibility standards:

1. Low-income
2. Non or limited English speaking
3. Minority
4. Frail
5. LGBTQ+

IV. ELIGIBILITY

The program participant is a senior or adult with disabilities and meets all the following criteria:

- A. Resident of San Francisco and lives in the neighborhoods served by the HDG provider, or other neighborhoods that HSA-DAAS has identified with significant documented needs;
- B. Has a frailty that prevents them from standing in the food pantry lines
- C. Is low-income
- D. Has a demonstrated need for supplemental groceries due to food insecurity
 - Not receiving two (2) home-delivered meals a day. (Consumers receiving one (1) home-delivered meal a day are eligible)
 - Not dually enrolled in a food pantry program; and
- E. Is able to prepare food at home or has a caregiver who can prepare food.

Eligibility screening will be done by the Grantee and/or other referral agencies (e.g. DAAS Integrated Intake, HDG partners, other CBOs). Participants must show proof of residency for the service area, proof of age, and disability or need.

V. SERVICES TO BE PROVIDED

- A. The Grantee will partner and establish signed MOUs with community-based organizations and/or government agencies to outreach and provide HDG services to target population.
- B. The Grantee will provide coordination with food bag contractor and community HDG partners to supply food bags on a weekly basis (approximately 48 weeks annually) to HDG Partners with the annual number of food bags indicated in Table A.
- C. The Grantee and/or its authorized HDG partners will conduct client screening, intake, eligibility verification, and enter the enrollment information in CA-GetCare.
- D. The Grantee will enroll the program participants in CA-GetCare to meet DAAS-OOA program reporting requirements, including administering the food security, program utilization, and SOGI survey questions.
- E. The Grantee will develop and maintain HDG program policies and procedures with OOA approval to meet the program standards.
- F. The Grantee and/or HDG partners will administer an annual consumer satisfaction survey to statistically significant sample of the program participants using a survey tool approved by DAAS in order to document the effectiveness of the program, and share the results with Grantee. Grantee will share the annual consumer satisfaction survey results with DAAS by June each year.
- G. The Grantee and its HDG partners shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable and to take all reasonable efforts to implement HIPAA requirements.
- H. The Grantee will complete the California Department of Aging (CDA) Security Awareness Training annually during the term of the grant.
- I. The Grantee must provide training, at least annually, to all staff and volunteers who handle personal, sensitive or confidential information. The staff/volunteer must complete the Security Awareness Training module located at www.aging.ca.gov within 30 days of starting on the job. The training shall be documented, be on file and available for DAAS upon request. Training may be provided on an individual basis or in groups. A sign-in sheet is acceptable documentation for group training in lieu of individual certificates. If internet access is not available, a hardcopy of the training module may be provided to staff/volunteers for their completion. Grantee may substitute CDA's Security Awareness Training program with its own Security Training provided such training meets or exceeds CDA's training requirements.

VI. SERVICE OBJECTIVES

On annual basis:

- A. The Grantee will coordinate HDG services with HDG partners.

- B. The Grantee will coordinate the number of HDG Food bags to the number of consumers as indicated in Table A.

Table A	FY17-18	FY18-19	FY19-20
Annual Total #Unduplicated Consumers	2,003	2,992	3,641
# of Food bags delivered	84,701	116,326	141,570
Annual #Hours of Social Service	-	724	508
Annual # Hours of Enhanced Outreach	-	2342	1080

- C. The grantee will coordinate four (4) quarterly HDG meetings with HDG service providers.

VII. OUTCOME OBJECTIVES

Based on DAAS Annual Consumer Satisfaction Surveys with sample size of at least 25% of enrolled clients:

- A. At least 75% of the participants will indicate that they feel healthier as result of participating in the program.
- B. At least 85% of participants will report being satisfied (rate as “Excellent or Good”) with the food quality.
- C. At least 75% of participants will report that the service helps maintain their independence.
- D. At least 75% of participants will report being less worried about getting enough food since participating in the program.

VIII. REPORTING REQUIREMENTS

- A. Grantee and/or its authorized HDG partner will be responsible for enrolling participants in CA-GetCare on a regular basis.
- B. Grantee will be responsible for reporting the monthly service units provided in CA-GetCare on a monthly basis.
- C. Grantee shall provide an annual consumer satisfaction survey to DAAS by March 15.
- D. Grantee shall develop and deliver an annual summary report of SOGI data collected in the year as requested by HSA. The due date for submitting the annual summary report is July 10th.
- E. Monthly and Annual Reports and invoices will be entered into the Contracts Administration Reporting and Billing On-line (CARBON) system. For assistance with reporting requirements or submission of reports, contact:

Sarah Chan
 OOA Nutritionist
 Department of Aging and Adult Services
sarah.chan@sfgov.org

Esperanza Zapien
 Contract Manager,
 Human Services Agency
Esperanza.Zapien@sfgov.org

IX. MONITORING ACTIVITIES

Program Monitoring:

- A. The DAAS Nutritionist is responsible for monitoring the program performance and outcome objectives on an annual basis.
- B. The DAAS Nutritionist will act as a liaison among HSA, the Grantee, and Subcontractors.
- C. Grantee will collect and coordinate on a monthly basis service numbers from Subcontractors and report to HSA as requested.

Fiscal and Compliance Monitoring:

- A. The HSA Contract Manager is responsible for monitoring the fiscal activities and grant compliance on an annual basis.
- B. Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, audited financial statement, fiscal policy manual, and supporting documentation for selected invoices.
- C. 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.
- D. Grantee will forward to HSA Contract Manager a copy of the biennial Feeding America (FA) monitoring report.

	A	B	C	D	E	F	G	H	I
1	BUDGET FORMS								Appendix B-1, pg.
2									11/8/2018
3	HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES								
4	BUDGET PROPOSAL FORMS								
5	Grantee's Name: SF-Marin Food Bank								Grant Term
6	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>								
7	Effective Date of Mod: No. of Mod:								7/1/17 to 6/30/20
8	Program: Enter 1 Prog ONLY (e.g. Cong-ENP, HDM-ENP, Cong-AWD, or HDM-AWD)	Home Delivered Groceries Oversight	Home Delivered Groceries Oversight			Home Delivered Groceries Oversight			TOTAL
9	Annual #Bags Contracted	84,701	103,657	12,669	116,326	110,659	30,911	141,570	342,597
11	Program Term	7/1/17 to 6/30/18	7/1/18 to 6/30/19			7/1/19 to 6/30/20			7/1/17 to 6/30/20
12	DAAS Expenditures	Original Budget	Original Budget	Add-Back	Revised Budget	Original Budget	Add-Back	Revised Budget	Total Budget.
13	Salaries & Benefits	\$246,376	\$221,625	\$125,102	\$346,727	\$221,625	\$72,540	\$294,165	\$887,268
14	Operating Expense	\$169,752	\$206,108	\$118,151	\$324,259	\$206,108	\$145,667	\$351,775	\$845,786
15	Subtotal	\$416,128	\$427,733	\$243,253	\$670,986	\$427,733	\$218,207	\$645,940	\$1,733,054
16	Indirect Percentage (max 15%)	14%	14%	14%	14%	14%	14%	14%	
17	Indirect Cost (Line 15 X Line 14,) Indirect costs excludes subcontractor costs	\$35,730	\$34,430	\$21,995	\$56,426	\$34,430	\$10,620	\$45,050	\$137,206
18	Capital Expenditure								
19	TOTAL DAAS EXPENDITURES	\$451,858	\$462,163	\$265,249	\$727,412	\$462,163	\$228,827	\$690,990	\$1,870,260
21	Non-DAAS Expenditures								
22	Salaries & Benefits	\$413,962	\$514,908	\$35,564	\$550,472	\$554,870	\$125,399	\$680,269	\$1,644,703
23	Operating Expense	\$3,225,075	\$3,946,844	\$482,385	\$4,429,229	\$4,213,452	\$1,176,967	\$5,390,419	\$13,044,723
24	Capital Expenditure								
25	TOTAL Non-DAAS EXPENDITURES	\$3,639,037	\$4,481,752	\$517,949	\$4,979,701	\$4,768,322	\$1,302,366	\$6,070,688	\$14,689,426
27	TOTAL DAAS & Non-DAAS EXPENDITURES	\$4,090,895	\$4,923,915	\$783,197	\$5,707,113	\$5,230,485	\$1,531,194	\$6,761,679	\$16,559,687
29	HSA-DAAS Revenues								
30	Bags	\$451,858	\$462,163	\$265,249	\$727,412	\$462,163	\$228,827	\$690,990	\$1,870,260
31	Nutrition Compliance (if your agency is requesting funds)								
32									
33									
34									
35	TOTAL HSA-DAAS REVENUES	\$451,858	\$462,163	\$265,249	\$727,412	\$462,163	\$228,827	\$690,990	\$1,870,260
36	Non-DAAS Revenues								
37	Project Income								-
38	Agency Cash - Fundraising								-
39	Agency In-Kind Food	\$3,225,075	\$3,946,844	\$482,385	\$4,429,229	\$4,213,452	\$1,176,967	\$5,390,419	\$13,044,723
40	Agency In-Kind Volunteer	\$413,962	\$514,908	\$35,564	\$550,472	\$554,870	\$125,399	\$680,269	\$1,644,703
41	Nutrition Compliance Revenues								-
42									-
43	TOTAL NON HSA-DAAS REVENUES	\$3,639,037	\$4,481,752	\$517,949	\$4,979,701	\$4,768,322	\$1,302,366	\$6,070,688	\$14,689,426
44	TOTAL REVENUES	\$4,090,895	\$4,923,915	\$783,197	\$5,707,113	\$5,230,485	\$1,531,194	\$6,761,679	\$16,559,687
45	Full Time Equivalent (FTE)								
47	Prepared by: Sean Brooks	Phone No.: 415-282-1900						Date: 11/8/18	
48	HSA-CO Review Signature:							Date:	
49	HSA #1	Form Rev. 12/22/16							

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	BUDGET FORMS						Appendix B-1, pg. 1				Appendix B-1, page 2			
2	Program Name:											11/8/18		
3	Home Delivered Groceries Oversight											Date:		
4														
5	Salaries & Benefits Detail													
6														
7														
8	TOTAL													
9	H.S.A-DAAS													
		Agency Totals			For DAAS Nutrition		7/1/17 to 6/30/18	7/1/18 to 6/30/19		7/1/19 to 6/30/20			7/1/17 to 6/30/20	
	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Original Budget	Add-Back	Revised Budget	Original Budget	Add-Back	Revised Budget	Total Budgeted Salary	
10	Director of Programs	\$96,556	100%	30%	30%	\$28,967	\$29,691	\$9,897	\$39,588	\$29,691		\$29,691	\$98,245	
11	Program Manager	\$69,290	100%	100%	100%	\$67,600	\$69,290		\$69,290	\$69,290		\$69,290	\$206,180	
12	Program Associate	\$43,076	100%	100%	100%	\$19,952		\$43,076	\$43,076		\$43,076	\$43,076	\$106,103	
13	Program Associate	\$42,026	100%	100%	100%	\$41,000	\$27,069	\$14,956	\$42,026	\$27,069	\$14,956	\$42,026	\$125,051	
14	Program Coordinator	\$51,250	100%	100%	100%	\$39,583	\$51,250		\$51,250	\$51,250		\$51,250	\$142,083	
15	Program Coordinators	\$53,000	100%	61%	61%			\$32,153	\$32,153				\$32,153	
16														
17														
18	TOTALS	\$ 355,198	600%	491%	491%	\$197,101	\$177,300	\$100,082	\$277,362	\$177,300	\$58,032	\$235,332	\$709,816	
19														
20	FRINGE BENEFIT RATE	25.0%												
21	EMPLOYEE FRINGE BENEFITS	\$ 88,799				\$49,275	\$44,325	\$25,020	\$69,345	\$44,325	\$14,508	\$58,833	\$177,453	
22														
23														
24	TOTAL DAAS SALARIES & BENEFITS	\$ 443,997				\$246,376	\$221,625	\$125,102	\$346,727	\$221,625	\$72,540	\$294,185	\$887,268	
25														
26														
27	Non - DAAS													
		Agency Totals			For DAAS Meal								TOTAL	
	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Original Budget	Add-Back	Revised Budget	Original Budget	Add-Back	Revised Budget	Budgeted Salary	
28	Warehouse Volunteers	\$ 29,120	100%	Var.	Var.	\$ 80,006	\$ 97,911	\$ 11,967	\$ 109,878	\$ 104,525	\$ 29,198	\$ 133,723	\$323,607	
29	HDG Delivery Volunteers	\$ 29,120	100%	Var.	Var.	\$333,956	\$416,997	\$23,597	\$440,594	\$450,345	\$96,201	\$546,546	\$1,321,096	
30														
31														
32														
33														
34														
35														
36														
37														
38														
39														
40														
41														
42														
43														
44	TOTAL NON-DAAS	\$ 58,240	200%			\$413,962	\$514,908	\$35,564	\$550,472	\$554,870	\$125,399	\$680,269	\$1,644,703	
45														
46	FRINGE BENEFIT RATE													
47	EMPLOYEE FRINGE BENEFITS													
48														
49														
50	TOTAL Non-DAAS SALARIES & BENEFITS	\$ 58,240				\$413,962	\$514,908	\$35,564	\$550,472	\$554,870	\$125,399	\$680,269	\$1,644,703	
51														
52	TOTAL DAAS & Non-DAAS SALARIES & BENEFITS	\$ 502,237				\$660,338	\$736,533	\$160,666	\$897,200	\$776,495	\$197,939	\$974,434	\$2,531,972	
53	HSA #2	Form Rev. 12/22/16												

	A	B	C	D	E	F	G	H	I	J	K	L
1	Grantee's Name: SF-Marin Food Bank											Appendix B-1, page 3
2	Program Name:											Date:
3	Home Delivered Groceries Oversight											11/8/18
4												
5												
6												
7	H.S.A-DAAS	Meals:	1,544,946			1,890,704			2,018,420			TOTAL
8	Expenditure Category	Term:	7/1/17 to 6/30/18	7/1/18 to 6/30/19			7/1/19 to 6/30/20			7/1/17 to 6/30/20		
9			Original Budget	Add-Back	Revised Budget	Original Budget	Add-Back	Revised Budget				
10	Rental of Property											
11	Utilities(Elec, Water, Gas, Phone, Scavenger)											
12	Office Supplies, Postage											
13	Building Maintenance Supplies and Repair											
14	FOOD COSTS											
15	Raw Food	per meal	\$ -									
16	Cong Food Svc Supplies	per meal	\$ -									
17	HDM Food Svc Supplies	per meal	\$ -									
18	Catered Meals	per meal	\$ -									
19	SUBCONTRACTOR Descriptive Title											
20	MOW Pass-thru		\$116,405	\$129,514	\$37,138	\$166,652	\$129,514	\$103,862	\$233,376	\$516,433		
21	SHE Pass-thru		\$16,874	\$17,290		\$17,290	\$17,290		\$17,290	\$51,454		
22	RACS Pass-thru		\$27,640	\$35,000	(\$5,880)	\$29,120	\$35,000	(\$11,795)	\$23,205	\$79,965		
23	Other Subcontractor/Food Bank Deliveries				\$54,886	\$54,886		\$50,280	\$50,280	\$105,165		
24												
25	OTHER COSTS:											
26	Reusable Bags (10,000 @ \$1.20 each)			\$12,000		\$12,000	\$12,000		\$12,000	\$24,000		
27	Staff/Volunteer Training (1X/yr)		\$900	\$1,500	\$4,050	\$5,550	\$1,500	\$1,500	\$3,000	\$9,450		
28	Volunteer Background Checks (80/yr x \$43)		\$1,694	\$3,440		\$3,440	\$3,440		\$3,440	\$8,574		
29	Food Safety/Volunteer Supplies		\$3,125	\$3,500	\$3,000	\$6,500	\$3,500		\$3,500	\$13,125		
30	Volunteer Identification		\$400	\$1,000		\$1,000	\$1,000		\$1,000	\$2,400		
31	Printing		\$500	\$500	\$1,000	\$1,500	\$500		\$500	\$2,500		
32	Mlg & Training Supplies		\$280	\$280	\$3,220	\$3,500	\$280	\$720	\$1,000	\$4,780		
33	HDG designated telephone number		\$934	\$1,084	(\$684)	\$400	\$1,084	\$600	\$1,684	\$3,018		
34	Translation Services		\$1,000	\$1,000	\$500	\$1,500	\$1,000	\$500	\$1,500	\$4,000		
35	Pantry & HDG Partner and volunteer enhancements - small equipment, bags, shelving, bins,				\$20,922	\$20,922				\$20,922		
36	TOTAL DAAS OPERATING EXPENSE		\$169,752	\$206,108	\$118,161	\$324,259	\$206,108	\$145,667	\$351,775	\$845,786		
37												
38	Non-DAAS											
39	TOTAL											
40	Expenditure Category											
41	Rental of Property											
42	Utilities(Elec, Water, Gas, Phone, Scavenger)											
43	Office Supplies, Postage											
44	Building Maintenance Supplies and Repair											
45	FOOD COSTS											
46	Raw Food	per meal	\$ -									
47	Cong Food Svc Supplies	per meal	\$ -									
48	HDM Food Svc Supplies	per meal	\$ -									
49	Catered Meals	per meal	\$ -									
50	Donated Food (22.8 lbs per bag x \$1.67/lb)		\$3,225,075	\$3,946,844	\$482,385	\$4,429,229	\$4,213,452	\$1,176,967	\$5,390,419	\$13,044,722		
51	CONSULTANT/SUBCONTRACTOR Descriptive Title											
52	Registered Dietitian											
53	OTHER COSTS:											
54	Insurance											
55	Staff Training & Travel											
56	Rental of Equipment											
57	Rental of Equipment											
58	Small equipment & Supplies											
59	Auto - Fuel & Insurance											
60	Repair/Maintenance											
61												
62												
63	TOTAL Non-DAAS OPERATING EXPENSE		\$3,225,075	\$3,946,844	\$482,385	\$4,429,229	\$4,213,452	\$1,176,967	\$5,390,419	\$13,044,722		
64												
65	TOTAL DAAS & Non-DAAS OPERATING EXPENSE		\$3,394,827	\$4,152,952	\$600,536	\$4,753,488	\$4,419,560	\$1,322,634	\$5,742,194	\$13,890,508		
66												
70	HSA #3	Form Rev. 12/22/16										

	A	B	C	D	E	F	G	H	I	J
1	BUDGET FORMS									Appendix B, pg. 1
2										11/19/2018
3	HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES									
4	BUDGET PROPOSAL FORMS									
5	Grantee's Name: Meals on Wheels San Francisco									Grant Term
6	<input type="checkbox"/>									
7										7/1/17 to 6/30/20
8	Home Delivered Groceries	Budget (2017-18)	Budget (2018-19)	Modification	Revised (2018-19)	Budget (2019-20)	Modification	Revised (2019-20)	TOTAL	Average cost/bag
9	Annual #Bags Contracted	14,880	16,952	3,471	20,423	16,952	11,648	28,600	63,903	
10	Program Term									
11	DAAS Expenditures									
12	Salaries & Benefits	\$77,261	\$85,963	\$27,192	\$113,155	\$85,963	\$76,046	\$162,009	\$352,425	\$5.52
13	Operating Expense	\$27,371	\$30,454	\$6,191	\$36,644	\$30,454	\$17,313	\$47,766	\$111,782	\$1.75
14	Subtotal	\$104,631	\$116,417	\$33,383	\$149,800	\$116,417	\$93,359	\$209,776	\$464,207	\$7.26
15	Indirect Cost Percentage	11.25%	11.25%	11.25%	11.25%	11.25%	11.25%	11.25%		
16	Indirect Costs	\$11,774	\$13,097	\$3,756	\$16,852	\$13,097	\$10,503	\$23,600	\$52,226	\$0.82
17										
18	TOTAL DAAS EXPENDITURES	\$116,405	\$129,514	\$37,139	\$166,652	\$129,514	\$103,862	\$233,376	\$516,433	\$8.08
19	Non-DAAS Expenditures									
21	Salaries & Benefits									
22	Operating Expense									
23	Capital Expenditure									
24	TOTAL Non-DAAS EXPENDITURES									
25	TOTAL DAAS & Non-DAAS EXPENDITURES									
26		\$116,405	\$129,514	\$37,139	\$166,652	\$129,514	\$103,862	\$233,376	\$516,433	\$8.08
27	HSA-DAAS Revenues									
29	Bags	\$116,405	\$129,514	\$37,139	\$166,652	\$129,514	\$103,862	\$233,376		
30										
31										
32										
33										
34	TOTAL HSA-DAAS REVENUES	\$116,405	\$129,514	\$37,139	\$166,652	\$129,514	\$103,862	\$233,376	\$516,433	
35	PER BAG COST, HSA-DAAS	\$7.82	\$7.64	\$10.70	\$8.16	\$7.64	\$8.92	\$8.16	\$8.08	
36	Non-DAAS Revenues									
37										
38	Agency Cash - Fundraising									
39	Agency In-Kind Volunteer									
40										
41										
42	TOTAL NON HSA-DAAS REVENUES									
43	PER BAG COST, NON HSA-DAAS									
44	TOTAL REVENUES	\$116,405	\$129,514	\$37,139	\$166,652	\$129,514	\$103,862	\$233,376	\$516,433	
45	PER BAG COST, TOTAL	\$7.82	\$7.64	\$10.70	\$8.16	\$7.64	\$8.92	\$8.16	\$8.08	
46	Full Time Equivalent (FTE)									
48	Prepared by: Patrick Schmalz	Phone No.: 415.343.1270								
49	HSA-CO Review Signature:	Date: 11/19/2018								
50	HSA #1	Form Rev. 12/22/16								

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Grantee's Name: Meals on Wheels San Francisco												Appendix B, page 2	
2	Program Name:												Date: 11/19/18	
3	Home Delivered Groceries													
4														
5														
6														
7	Salaries & Benefits Detail												TOTAL	
8	H.S.A-DAAS													
9	POSITION TITLE and NAME	Agency Totals Annual Full Time Salary for FTE	Total % FTE	For DAAS Nutrition % Nutr Prog (b)	Adjusted Nutr FTE	14,880 Budget (2017-18)	16,952 Budget (2018 19)	3,471 Modification	20,423 Revised (2018-19)	16,952 Budget (2019 20)	11,648 Modification	26,600 Revised (2019 20)	Budgeted Salary	
10	Driver	\$41,600	20%	100%	20%			\$8,320	\$8,320		\$23,268	\$23,268	\$31,588	
11	Director of Volunteers	\$87,975	22%	100%	22%	\$14,952	\$16,636	\$2,651	\$19,287	\$16,636	\$7,415	\$24,051	\$58,289	
12	Manager of Volunteers	\$62,100	23%	100%	23%	\$11,214	\$12,477	\$1,989	\$14,465	\$12,477	\$5,561	\$18,038	\$43,717	
13	Manager of Volunteers	\$62,100	23%	100%	23%	\$11,214	\$12,477	\$1,989	\$14,465	\$12,477	\$5,561	\$18,038	\$43,717	
14	Safety Lead	\$64,000	3%	100%	3%			\$1,600	\$1,600		\$4,475	\$4,475	\$6,075	
15	Chief Government Officer	\$135,585	3%	100%	3%	\$2,880	\$3,205	\$511	\$3,716	\$3,205	\$1,428	\$4,633	\$11,229	
16	Chief Program Officer	\$139,725	3%	100%	3%	\$2,968	\$3,303	\$526	\$3,829	\$3,303	\$1,472	\$4,775	\$11,572	
17	Facility Director	\$81,765	3%	100%	3%	\$1,737	\$1,933	\$308	\$2,241	\$1,933	\$861	\$2,794	\$6,772	
18	Maintenance Worker	\$43,748	3%	100%	3%	\$929	\$1,034	\$165	\$1,199	\$1,034	\$461	\$1,495	\$3,623	
19	HR Manager	\$77,625	3%	100%	3%	\$1,649	\$1,835	\$292	\$2,127	\$1,835	\$818	\$2,653	\$6,429	
20	HR Associate	\$43,056	3%	100%	3%	\$915	\$1,018	\$162	\$1,180	\$1,018	\$454	\$1,471	\$3,566	
21	Communications Director	\$119,025	3%	100%	3%	\$2,529	\$2,813	\$448	\$3,262	\$2,813	\$1,254	\$4,067	\$9,858	
22	Digital Marketing Manager	\$61,926	3%	100%	3%	\$1,316	\$1,464	\$233	\$1,697	\$1,464	\$652	\$2,116	\$5,129	
23	CEO	\$212,175	3%	100%	3%	\$4,507	\$5,015	\$799	\$5,814	\$5,015	\$2,235	\$7,251	\$17,573	
24	TOTALS	\$ 1,190,805	96%	1200%	74%	\$56,809	\$63,208	\$19,994	\$83,202	\$63,208	\$55,916	\$119,124	\$259,136	
25														
26	FRINGE BENEFIT RATE	36.0%												
27	EMPLOYEE FRINGE BENEFITS	\$ 428,690				\$20,451	\$22,755	\$7,198	\$29,953	\$22,755	\$20,130	\$42,885	\$93,289	
28														
29														
30	TOTAL DAAS SALARIES & BENEFITS	\$ 1,619,495				\$77,261	\$85,963	\$27,192	\$113,155	\$85,963	\$76,046	\$162,009	\$352,425	
31														
32														
33	Non - DAAS													
34	POSITION TITLE and NAME	Agency Totals Annual Full Time Salary for FTE	Total % FTE (a)	For DAAS Meal % Nutr Prog (b)	Adjusted Nutr FTE								TOTAL	
35														
36														
37														
38														
39														
40														
41														
42														
43														
44														
45														
46														
47														
48														
49														
50														
51														
52	TOTAL NON-DAAS	\$ -												
53														
54	FRINGE BENEFIT RATE													
55	EMPLOYEE FRINGE BENEFITS	\$ -												
56														
57														
58	TOTAL Non-DAAS SALARIES & BENEFITS	\$ -												
59														
60	TOTAL DAAS & Non-DAAS SALARIES & BENEFITS	\$ 1,619,495				\$77,236	\$85,963	\$27,192	\$113,155	\$85,963	\$76,046	\$162,009	\$352,425	
61	HSA #2													

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	A	B	C	D	E	F	G	H	I	J	K	L
1	Grantee's Name: Meals on Wheel											Appendix B, page 3
2	Program Name:											Date: 11/19/18
3	Home Delivered Groceries											
4												
5												
6												
7	H.S.A-DAAS	Annual #Meals Contracted:	14,880	16,952	3,471	20,423	16,952	11,648	28,600			TOTAL
8	Expenditure Category	Term:	Budget (2017-18)	Budget (2018-19)	Modification	Revised (2018-19)	Budget (2019-20)	Modification	Revised (2019-20)			
9	Rental of Property											
10	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$579	\$644	\$177	\$821	\$644	\$495	\$1,139			\$2,539
11	Office Supplies, Postage		\$434	\$483	\$133	\$616	\$483	\$371	\$855			\$1,905
12	Building Maintenance Supplies and Repair		\$832	\$925	\$254	\$1,180	\$925	\$711	\$1,636			\$3,648
13	FOOD COSTS											
14	Raw Food	per meal \$	-									
15	Cong Food Svc Supplies	per meal \$	-									
16	HDM Food Svc Supplies	per meal \$	-									
17	Catered Meals	per meal \$	-									
18	CONSULTANT/SUBCONTRACTOR Descriptive Title											
19	Registered Dietitian											
20												
21	OTHER COSTS:											
22	Insurance		\$635	\$707	\$194	\$901	\$707	\$543	\$1,250			\$2,786
23	Staff Training & Travel		\$477	\$531	\$146	\$676	\$531	\$408	\$938			\$2,092
24	Rental of Equipment											
25	Small equipment & Supplies		\$322	\$358	\$98	\$456	\$358	\$275	\$633			\$1,412
26	Fees, dues, advertising		\$340	\$378	\$104	\$482	\$378	\$291	\$669			\$1,491
27	Outside Services		\$1,172	\$1,304	\$358	\$1,662	\$1,304	\$1,002	\$2,305			\$5,138
28	Volunteer Supplies		\$4,710	\$5,241	\$1,440	\$6,681	\$5,241	\$4,027	\$9,267			\$20,658
29	Volunteer Equipment		\$2,608	\$2,901	\$797	\$3,699	\$2,901	\$2,229	\$5,131			\$11,437
30	Volunteer Training		\$8,102	\$9,014	\$301	\$9,315	\$9,014	\$841	\$9,855			\$27,272
31	Volunteer Appreciation		\$6,149	\$6,842	\$1,880	\$8,721	\$6,842	\$5,257	\$12,098			\$26,969
32	Other Operating		\$1,011	\$1,125	\$309	\$1,434	\$1,125	\$864	\$1,990			\$4,435
33	TOTAL DAAS OPERATING EXPENSE		\$27,371	\$30,454	\$6,191	\$36,644	\$30,454	\$17,313	\$47,766			\$111,782
35	Non-DAAS											TOTAL
36	Expenditure Category											
37	Rental of Property											
38	Utilities(Elec, Water, Gas, Phone, Scavenger)											
39	Office Supplies, Postage											
40	Building Maintenance Supplies and Repair											
41	FOOD COSTS											
42	Raw Food	per meal \$	-									
43	Cong Food Svc Supplies	per meal \$	-									
44	HDM Food Svc Supplies	per meal \$	-									
45	Catered Meals	per meal \$	-									
46	CONSULTANT/SUBCONTRACTOR Descriptive Title											
47	Registered Dietitian											
48												
49	OTHER COSTS:											
50	Insurance											
51	Staff Training & Travel											
52	Rental of Equipment											
53	Rental of Equipment											
54	Small equipment & Supplies											
55	Auto - Fuel & Insurance											
56	Repair/Maintenance											
57												
59	TOTAL Non-DAAS OPERATING EXPENSE											
61	TOTAL DAAS & Non-DAAS OPERATING EXPENSE		\$27,371	\$30,454	\$6,191	\$36,644	\$30,454	\$17,313	\$47,766			\$111,782
66	HSA #3	Form Rev. 12/22/16										

**APPENDIX A-2 – SERVICES TO BE PROVIDED
SAN FRANCISCO-MARIN FOOD BANK**

**July 1, 2017 – June 30, 2022
Food Assistance Program**

I. PURPOSE

The purpose of this grant is to:

- A. Increase availability and accessibility of surplus produce and other food products to target populations and underserved areas.
- B. Supplement the food budgets of the target population living on low incomes and supplement the nutritional value of their food intake.
- C. Reduce food waste by collecting and distributing surplus and unmarketable, yet edible food, and provide opportunities for sponsors and volunteers to glean through excess foodstuffs that are donated.
- D. Assist the program participants in maintaining their independence, quality of life, and self-sufficiency, and in developing a sense of self-esteem and self-reliance by offering them the opportunity to participate in all aspects of program operations.
- E. Provide volunteer opportunities for older individuals to sort and distribute food items, and gain an increased sense of purpose and satisfaction in helping others.
- F. Collaborate with and provide technical assistance to the CBOs that advocate for and provide services to low-income seniors and adults with disabilities to ensure appropriate community food assistance intervention is in place to improve the wellbeing of the individuals.

II. DEFINITION

Adult with Disability	Person 18-59 years of age living with a disability.
City	City and County of San Francisco, a municipal corporation.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
CARBON	Contracts Administration, Reporting, and Billing On Line System.
CBO	Community-Based Organization
DAAS	Department of Aging and Adult Services.
Food Pantry Program	The San Francisco-Marin Food Bank’s Food Pantry Program is a network of weekly and biweekly distributions of a mix of supplemental groceries (featuring fresh, seasonal produce) throughout San Francisco at senior centers and residential facilities for low-income older adults as well as community and faith-based organizations serving the public.
Grantee	San Francisco-Marin Food Bank (SFMFB)
GFS	Groceries for Seniors, DAAS funded CBOs to provide weekly grocery distribution to older adults at various community site

Glean	The act of collecting excess fresh foods from farms, gardens, farmers markets, grocers, restaurants, state/county fairs, or any other sources in order to provide it to those in need.
HDG	Home Delivered Groceries
HSA	Human Services Agency
Low income	At or below 200% of Federal poverty level
Older Adult	Person who is 60 years or older, used interchangeably with Senior.
OOA	Office on Aging, a division of DAAS
Senior	An individual aged 60 or above, used interchangeably with Older Adult.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9</i>).
SRO	Single Room Occupancy residential buildings

III. TARGET POPULATION

The target population is low income residents of San Francisco County, seniors and adults between the ages of 18-59 who have a disability as defined in Section II, Definitions. OOA 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 LGBTQ+.

IV. SERVICES TO BE PROVIDED

A. Grantee shall provide, at minimum, an annual number of Grocery Bags to the target population, as indicated in Table A below. Means of distribution include Home-Delivered Grocery community partners and authorized community-based food distribution centers in areas that optimally target large populations of low income individuals. The sites selected for this contract period are listed on the Site Chart as approved by DAAS-OOA.

Where space permits, the target population can be enrolled through DAAS-funded Food Assistance programs (HDG, SRO Food Outreach, etc.) or at eligible pantries (participants of the Food Bank's extensive Pantry Enrollment System and/or sites indicated on the DAAS-approved Site Chart).

Table A

	FY17-18	FY18/19	FY19/20	FY20/21	FY21/22
Annual Total #Unduplicated Consumers	4,886	6,403	6,490	6,490	6,490
Home Delivered Grocery Bags/Year	84,701	116,326	141,570	141,570	141,570
Pantry Bags/Year	128,845	151,583	129,957	129,957	129,957
Total Bags/year	213,546	267,909	271,527	271,527	271,527

- B. The Grantee and/or its authorized CBO partners will conduct client intake and enrollment and enter the information in CA-GetCare. The Grantee will enter the monthly service units provided in CA-GetCare.
- C. The annual total number of grocery bags will be coordinated and provided to the number of individuals as indicated in Table A.
- D. The weekly grocery bags shall, at minimum, include sufficient supplies for seven (7) meals for a single person household. The bi-weekly grocery bags shall, at minimum, include sufficient supplies for fourteen (14) meals for a single person household.
- E. The grocery bags feature fresh and seasonal produce, which include, but are not limited to: oranges, potatoes, onions, carrots, broccoli, cauliflower, cabbage, eggplant, squash, lettuce, melons, apples, pears, kiwi, peaches, plums, and nectarines. The grocery bags will also include protein (such as eggs, poultry, nut butter, tuna, and dried beans) and grains (such as bread, pasta, rice, and oatmeal). Other fresh, frozen, canned, and dry goods will be added when availability allows, including dairy (such as yogurt or cottage cheese). Additionally for the SRO-HDG program, non-perishable protein products will be used given the lack of refrigeration capacity among the participants.
- F. Grantee and its authorized CBO partners shall ensure that nutritionally balanced and culturally appropriate foods are provided to the target populations. Grantee shall develop written guidelines to clarify the grocery bag compositions for the different target population.
- G. Grantee shall provide appropriate technical assistance to partner CBOs, including training of volunteers, to ensure their maximum efficiency and effectiveness as grocery distribution centers.
- H. Grantee will outreach food suppliers to increase donations of culturally appropriate foods in its general food supply.
- I. Grantee will monitor distribution sites at least once a year and share the reports with DAAS and provide technical support no less than annually.
- J. Grantee will deliver food approximately forty-eight (48) weeks annually to DAAS authorized CBOs and pantry sites.
- K. Grantee shall communicate with participating CBOs regarding programmatic issues.
- L. Grantee shall provide quarterly nutrition educational materials to clients at the DAAS-OOA-approved distribution sites covering at least four (4) topics in food, nutrition, or health.
- M. Participating CBOs may refer participants who are not ambulatory for Home Delivered Groceries programs.
- N. In consultation with and with the final authorization of DAAS, Grantee shall recruit community-based organizations to serve as dedicated program distribution sites. DAAS and Grantee reserve the right to substitute CBO distribution sites as needed to maintain the program.

- O. Grantee and/or authorized CBO partners will administer an annual consumer satisfaction survey to statistically significant sample of the program participants using a survey tool approved by DAAS-OOA in order to document the effectiveness of the program, and share the results with partners. Grantee will provide results to DAAS-OOA by April of each year.
- P. In collaboration with CBO partners, Grantee will be responsible for collecting participant intake/enrollment information, enrolling participants in CA-GetCare, and reporting the monthly service units provided.

V. SERVICE OBJECTIVES

On an annual basis, Grantee will:

- A. Serve the number of unduplicated consumers as indicated in Table A.
- B. Provide the number of Grocery Bags annually as indicated in Table A.

VI. OUTCOME OBJECTIVES

Based on the DAAS annual consumer satisfaction survey with sample size of at least 25% of enrolled clients:

- A. At least 85% of program participants will be satisfied (rate as “Excellent or Good”) with the food quality.
- B. At least 85% of the program participants are satisfied with the service provided by staff and/or volunteers.
- C. At least 75% of the program participants indicate that they feel healthier as result of participating in the program.
- D. At least 75% of clients will report that the service helps maintain their independence.

VII. REPORTING REQUIREMENTS

- A. Grantee shall provide DAAS-OOA a copy of the signed Memorandum of Understanding between their DAAS-OOA-approved distribution site and CBO partners.
- B. Grantee will provide a **monthly** report of activities, referencing the tasks as described in Sections V & VI - Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
- C. Grantee will be responsible for enrolling participants, and reporting the monthly service units provided in CA-GetCare on a monthly basis.
- D. Grantee shall develop and deliver an annual summary report of SOGI data collected in the year as requested by HSA. The due date for submitting the annual summary report is July 10th.
- E. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Sections V & VI - Service & Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year on an annual basis:
 - The percentage of participants surveyed that have indicated excellent or good in rating the quality of groceries/food 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 that have indicated they feel healthier as result of participating in the program.
 - The percentage of participants will report that the service helps maintain their independence.
- E. Grantee will provide ad hoc reports as required by the Department.
- F. Monthly and Annual Reports and invoices will be entered into the Contracts Administration Reporting and Billing On-line (CARBON) system

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

Sarah Chan
 Nutritionist/OOA
sarah.chan@sfgov.org

Department of Aging and Adult Services

Annyse Acevedo
 Senior Contract Manager/HSA
Annyse.Acevedo@sfgov.org

Human Services Agency

VIII. MONITORING ACTIVITIES

Program Monitoring:

- A. The DAAS-OOA Nutritionist is responsible for monitoring the program performance and outcome objectives on an annual basis.
- B. The DAAS-OOA Nutritionist will act as a liaison between DAAS and the Grantee.
- C. The DAAS-OOA Nutritionist will provide technical assistance to Grantee as needed to meet program requirements.

Fiscal and Compliance Monitoring:

- A. The HSA Contract Manager is responsible for monitoring the fiscal activities and grant compliance on an annual basis.
- B. 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.
- C. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES

Line	Account	Description	7/1/17 to 6/30/18		7/1/18 to 6/30/19		7/1/19 to 6/30/20		7/1/20 to 6/30/21		7/1/21 to 6/30/22		Grnt. Term 7/1/17 to 6/30/22
			Budget - ORIGINAL	Revised Budget	Budget - ORIGINAL	Revised Budget	Budget - ORIGINAL	Revised Budget	Budget - ORIGINAL	Revised Budget	Budget - ORIGINAL	Revised Budget	
			Food Assistance	Food Assistance	Food Assistance	Food Assistance	Food Assistance	Food Assistance	Food Assistance	Food Assistance	Food Assistance	Food Assistance	
4	Grant's Name: SF-Meals Food Bank												
5	Check One) New	Renewal											
6	Effective Date of Mod: 11/1/18	No. of Mod: 2											
7	Modification: X												
8	Program: Food Assistance Program												
9	10 Annual #Bgs of Food Contrasted - HOC		110,659	110,659	110,659	110,659	110,659	110,659	110,659	110,659	110,659	110,659	
10	11 Annual #Bgs of Food Contrasted - Pantry		105,608	105,608	105,608	105,608	105,608	105,608	105,608	105,608	105,608	105,608	
11	12 Annual #Bgs of Food Contrasted - Total		216,267	216,267	216,267	216,267	216,267	216,267	216,267	216,267	216,267	216,267	
12	Program Term:												
13	DAAS Expenditures												
14	Salaries & Benefits		552,570	552,570	552,570	552,570	552,570	552,570	552,570	552,570	552,570	552,570	
15	Travel		118,376	118,376	118,376	118,376	118,376	118,376	118,376	118,376	118,376	118,376	
16	Supplies		1,872,258	1,872,258	1,872,258	1,872,258	1,872,258	1,872,258	1,872,258	1,872,258	1,872,258	1,872,258	
17	Contracted Services		136	136	136	136	136	136	136	136	136	136	
18	Interest Percentage (max 15%)		34,971	34,971	34,971	34,971	34,971	34,971	34,971	34,971	34,971	34,971	
19	Interest Cont (Line 4 X Line 18)		34,971	34,971	34,971	34,971	34,971	34,971	34,971	34,971	34,971	34,971	
20	Capital Expenditure		\$399,500	\$399,500	\$399,500	\$399,500	\$399,500	\$399,500	\$399,500	\$399,500	\$399,500	\$399,500	
21	TOTAL DAAS EXPENDITURES		\$1,899,574	\$1,899,574	\$1,899,574	\$1,899,574	\$1,899,574	\$1,899,574	\$1,899,574	\$1,899,574	\$1,899,574	\$1,899,574	
22	Non-DAAS Expenditures												
23	Operating Expense		11,151,182	11,151,182	11,151,182	11,151,182	11,151,182	11,151,182	11,151,182	11,151,182	11,151,182	11,151,182	
24	Capital Expenditure		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
25	TOTAL NON-DAAS EXPENDITURES		\$11,151,182	\$11,151,182	\$11,151,182	\$11,151,182	\$11,151,182	\$11,151,182	\$11,151,182	\$11,151,182	\$11,151,182	\$11,151,182	
26	TOTAL DAAS & Non-DAAS EXPENDITURES		\$12,900,756	\$12,900,756	\$12,900,756	\$12,900,756	\$12,900,756	\$12,900,756	\$12,900,756	\$12,900,756	\$12,900,756	\$12,900,756	
27	HER-DAAS Revenues												
28	State		\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	
29	Federal		\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	
30	Local		\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	
31	Grants for Special Needs (36.97% base distribution)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
32	TOTAL HER-DAAS REVENUES		\$3,800,000	\$3,800,000	\$3,800,000	\$3,800,000	\$3,800,000	\$3,800,000	\$3,800,000	\$3,800,000	\$3,800,000	\$3,800,000	
33	HER-BAG COST: HER-DAAS		\$7.65	\$7.65	\$7.65	\$7.65	\$7.65	\$7.65	\$7.65	\$7.65	\$7.65	\$7.65	
34	Non-DAAS Revenues												
35	Agency In-kind		\$1,174,038	\$1,174,038	\$1,174,038	\$1,174,038	\$1,174,038	\$1,174,038	\$1,174,038	\$1,174,038	\$1,174,038	\$1,174,038	
36	Agency In-kind Food		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
37	TOTAL NON-DAAS REVENUES		\$1,174,038	\$1,174,038	\$1,174,038	\$1,174,038	\$1,174,038	\$1,174,038	\$1,174,038	\$1,174,038	\$1,174,038	\$1,174,038	
38	HER-BAG COST: NON-DAAS		\$7.65	\$7.65	\$7.65	\$7.65	\$7.65	\$7.65	\$7.65	\$7.65	\$7.65	\$7.65	
39	TOTAL HER-DAAS & NON-DAAS REVENUES		\$4,974,038	\$4,974,038	\$4,974,038	\$4,974,038	\$4,974,038	\$4,974,038	\$4,974,038	\$4,974,038	\$4,974,038	\$4,974,038	
40	PER BAG COST, TOTAL		\$7.65	\$7.65	\$7.65	\$7.65	\$7.65	\$7.65	\$7.65	\$7.65	\$7.65	\$7.65	
41	HER-DAAS Revenues												
42	State		\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	
43	Federal		\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	
44	Local		\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	
45	Grants for Special Needs (36.97% base distribution)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
46	TOTAL HER-DAAS REVENUES		\$3,800,000	\$3,800,000	\$3,800,000	\$3,800,000	\$3,800,000	\$3,800,000	\$3,800,000	\$3,800,000	\$3,800,000	\$3,800,000	
47	HER-BAG COST: HER-DAAS		\$7.65	\$7.65	\$7.65	\$7.65	\$7.65	\$7.65	\$7.65	\$7.65	\$7.65	\$7.65	
48	Non-DAAS Revenues												
49	Agency In-kind		\$1,174,038	\$1,174,038	\$1,174,038	\$1,174,038	\$1,174,038	\$1,174,038	\$1,174,038	\$1,174,038	\$1,174,038	\$1,174,038	
50	Agency In-kind Food		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
51	TOTAL NON-DAAS REVENUES		\$1,174,038	\$1,174,038	\$1,174,038	\$1,174,038	\$1,174,038	\$1,174,038	\$1,174,038	\$1,174,038	\$1,174,038	\$1,174,038	
52	HER-BAG COST: NON-DAAS		\$7.65	\$7.65	\$7.65	\$7.65	\$7.65	\$7.65	\$7.65	\$7.65	\$7.65	\$7.65	
53	TOTAL HER-DAAS & NON-DAAS REVENUES		\$4,974,038	\$4,974,038	\$4,974,038	\$4,974,038	\$4,974,038	\$4,974,038	\$4,974,038	\$4,974,038	\$4,974,038	\$4,974,038	
54	PER BAG COST, TOTAL		\$7.65	\$7.65	\$7.65	\$7.65	\$7.65	\$7.65	\$7.65	\$7.65	\$7.65	\$7.65	
55	HER-DAAS Revenues												
56	State		\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	
57	Federal		\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	
58	Local		\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	
59	Grants for Special Needs (36.97% base distribution)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
60	TOTAL HER-DAAS REVENUES		\$3,800,000	\$3,800,000	\$3,800,000	\$3,800,000	\$3,800,000	\$3,800,000	\$3,800,000	\$3,800,000	\$3,800,000	\$3,800,000	
61	HER-BAG COST: HER-DAAS		\$7.65	\$7.65	\$7.65	\$7.65	\$7.65	\$7.65	\$7.65	\$7.65	\$7.65	\$7.65	
62	Non-DAAS Revenues												
63	Agency In-kind		\$1,174,038	\$1,174,038	\$1,174,038	\$1,174,038	\$1,174,038	\$1,174,038	\$1,174,038	\$1,174,038	\$1,174,038	\$1,174,038	
64	Agency In-kind Food		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
65	TOTAL NON-DAAS REVENUES		\$1,174,038	\$1,174,038	\$1,174,038	\$1,174,038	\$1,174,038	\$1,174,038	\$1,174,038	\$1,174,038	\$1,174,038	\$1,174,038	
66	HER-BAG COST: NON-DAAS		\$7.65	\$7.65	\$7.65	\$7.65	\$7.65	\$7.65	\$7.65	\$7.65	\$7.65	\$7.65	
67	TOTAL HER-DAAS & NON-DAAS REVENUES		\$4,974,038	\$4,974,038	\$4,974,038	\$4,974,038	\$4,974,038	\$4,974,038	\$4,974,038	\$4,974,038	\$4,974,038	\$4,974,038	
68	PER BAG COST, TOTAL		\$7.65	\$7.65	\$7.65	\$7.65	\$7.65	\$7.65	\$7.65	\$7.65	\$7.65	\$7.65	

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
	Operating Expense Detail																					
	Bags																					
	11/4/2018	11/4/2018	11/4/2018	11/4/2018	11/4/2018	11/4/2018	11/4/2018	11/4/2018	11/4/2018	11/4/2018	11/4/2018	11/4/2018	11/4/2018	11/4/2018	11/4/2018	11/4/2018	11/4/2018	11/4/2018	11/4/2018	11/4/2018	11/4/2018	11/4/2018
	Original Budget	Add-Back 11/17	7/1/17 to 6/30/18 Revised Budget	7/1/18 to 6/30/19 Original Budget	Add-Back 11/18	7/1/18 to 6/30/19 Revised Budget	7/1/19 to 6/30/20 Original Budget	Add-Back 11/18	7/1/19 to 6/30/20 Revised Budget	7/1/20 to 6/30/21 Original Budget	Add-Back 11/18	7/1/20 to 6/30/21 Revised Budget	7/1/21 to 6/30/22 Original Budget	Add-Back 11/18	7/1/21 to 6/30/22 Revised Budget	7/1/22 to 6/30/23 Original Budget	Add-Back 11/18	7/1/22 to 6/30/23 Revised Budget	7/1/23 to 6/30/24 Original Budget	Add-Back 11/18	7/1/23 to 6/30/24 Revised Budget	TOTAL
1	114,296	99,260	213,546	216,267	51,642	267,909	216,267	55,260	271,527	216,267	55,260	271,527	216,267	55,260	271,527	216,267	55,260	271,527	216,267	55,260	271,527	TOTAL
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	A	B	C	D	E	F
1	Grantee's Name: SF-Marin Food Bank					
2						
3						
4	Program: Food Assistance Program					
5	(Same as Line 9 on HSA #1)					
6						
7						
8						
9						
			Capital Expenditure Detail			
			(Equipment and Remodeling Cost)			
						TOTAL
10	EQUIPMENT	TERM	7/1/17 to 6/30/18	7/1/18 to 6/30/19	7/1/19 to 6/30/20	7/1/17 to 6/30/22
11	No.	ITEM/DESCRIPTION				
12	1	Electric Pallet Jack	26,000			26,000
13	1	Deep Reach Lift	48,500			48,500
14	1	Class B Refrigerated Truck	135,000			135,000
15						0
16						
17						
18						
19						
20	TOTAL EQUIPMENT COST		209,500		0	209,500
21						
22	REMODELING					
23	Description:					
24						
25						
26						
27						
28						
29	TOTAL REMODELING COST					
30						
31	TOTAL CAPITAL EXPENDITURE		209,500		0	209,500
32	(Equipment and Remodeling Cost)					
33	HSA #4					