



SAN FRANCISCO HUMAN SERVICES AGENCY

Department of Benefits and Family Support

Department of Disability and Aging Services

Office of Early Care and Education

P.O. Box 7988
San Francisco, CA
94120-7988
www.SFHSA.org

MEMORANDUM

TO:	DISABILITY AND AGING SERVICES COMMISSION
THROUGH:	KELLY DEARMAN, EXECUTIVE DIRECTOR
FROM:	CINDY KAUFFMAN, DEPUTY DIRECTOR ESPERANZA ZAPIEN, DIRECTOR OF CONTRACTS
DATE:	DECEMBER 7, 2022
SUBJECT:	GRANT MODIFICATION: MULTIPLE GRANTEES (NON-PROFIT) FOR PROVISION OF NUTRITION SERVICES
GRANT TERM:	Please see tables on pages 3-12
GRANT AMOUNT:	Please see tables on pages 3-12

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The Department of Disability and Aging Services (DAS) requests authorization to modify the existing grant agreements with multiple providers during the period of July 1, 2022 through June 30, 2025, in the additional amount of \$11,877,916 plus a 10% contingency for a revised total amount not to exceed \$99,401,811. The purpose of these modifications is to provide additional funding to DAS nutrition grantees that will allow them to continue to keep stride with the increased need for nutrition support in the community successfully.



London Breed
Mayor

Trent Rhorer
Executive Director

Background

DAS is a state-designated Area Agency on Aging (AAA) under the federal Older Americans Act (OAA) of 1965 as amended. As an Area Agency on Aging, DAS provides a community-based system of services that support the health and well-being of older adults and adults with disabilities living in the City and County of San Francisco including nutrition services.

Nutrition is a central part of health. Consistent and equitable access to healthy, safe, and affordable food is essential for optimal health and well-being. Older adults and people with disabilities are at higher risk for nutrition insecurity, which contributes to malnutrition, poor health status, and negative health outcomes.

The Coronavirus pandemic highlighted the prevalence of nutrition insecurity among older adults and adults with disabilities living in the City and the need for more nutrition support in the community. It also underscored the vital role community based nutrition programming has in supporting the health and well-being of DAS consumers. The provision of nutrition services, whether through a congregate setting, take-away meals, or home-delivered meals, assists older



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adults and adults with disabilities in gaining access to affordable, nutritious meals as well as other important supportive services.

The federal, state and local governments have recognized the need to provide additional resources to support community-based nutrition partners and the valuable services they provide. As a result, DAS has received additional funding from these sources to allocate to nutrition partners who are continuing to providing services above their baseline service levels, have capacity to expand services to address unmet needs, require additional funding to keep pace with inflation, and/or have unmet infrastructure needs.

Like fiscal year 2021, some of the additional funding DAS has received is only available this fiscal year. As a result, the amount of funding allocated to nutrition partners' grants may vary between the grant years. DAS has based the allocation of ongoing funding and one-time only funding on each of the nutrition partners current service level projections and projections for fiscal years 2024 and 2025 as well as the priorities set forth in DAS's Area Plan and the 2022 Dignity Fund Community Needs Assessment.

Services to be Provided

Grantees will provide culturally responsive congregate, and/or home-delivered meal nutrition services. Each of the grantees will offer nutritious meals, nutrition education, and nutrition risk screening. The meals offered by the grantees will adhere to nutritional standards by incorporating the Dietary Guidelines for Americans, provide a minimum of one-third of the Dietary Reference Intakes (DRIs). The meals will be prepared in accordance with nutrition and food service standards set forth by California Retail Food Code (CRFC), Title 22 Regulations, California Department of Aging, and DAS Office of Community Partnerships (OCP).

- **Congregate Nutrition Services:**

Currently, grantees are providing take-away meals and most are offering meals at a congregate dining site. Grantees may provide breakfast, lunch, and/or dinner meals. Grantees screen participants for food security and nutrition risk. Grantees provide nutrition education and access to nutrition counseling and other DAS services. Congregate nutrition service programming also gives participants the opportunity to contribute to the meal cost.

Nutrition Compliance and Quality Assurance (NCQA): NCQA is a required component of congregate nutrition services. NCQA includes quarterly monitoring of a grantee's food service production and meal service to ensure compliance with state and local food safety and



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sanitation requirements. NCQA also includes nutrition education, in-service training, and nutrition counseling.

- **Home-Delivered Meal (HDM) Nutrition Services:**

Grantees deliver meals to eligible individuals living in San Francisco. HDM nutrition services also include an initial home-delivered meal assessment, an annual comprehensive assessment, and quarterly re-assessments of the participant. Meals may be hot, chilled or frozen. The type of meal and quantity delivered to participants depends on their unique needs as determined by the assessments. Grantees provide nutrition education and access to nutrition counseling and other DAS services. HDM nutrition service programming also gives participants the opportunity to contribute to the meal cost.

Nutrition Compliance and Quality Assurance (NCQA): NCQA is a required component of HDM nutrition services. NCQA includes quarterly monitoring of a grantee’s food service production and meal delivery to ensure compliance with state and local food safety and sanitation requirements. NCQA also includes nutrition education, in-service training, home-delivered meal assessments, and nutrition counseling.

- **Choosing Healthy Appetizing Meal Plan Solutions for Seniors (CHAMPSS):**

Grantee will provide congregate nutrition services and congregate meals in a restaurant setting through the CHAMPSS program model. Grantee will ensure the provision of nutritious meals, nutrition education, and nutrition risk screening. The meals provided by the restaurant partners will meet nutritional standards by incorporating the Dietary Guidelines for Americans and provide a minimum of one-third of the Dietary Reference Intakes (DRIs). The meals will be prepared in accordance with nutrition and food service standards set forth by California Retail Food Code (CRFC), Title 22 Regulations, California Department of Aging, and DAS OCP.

Modification

Please refer to the Appendix A and budgets for each of the grantees for more details.



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Bayview Senior Center - Congregate Nutrition Services for Older Adults

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Total
Current	\$2,047,772	\$813,404	\$588,404	\$588,404	\$4,037,984
Modification		\$783,235	\$437,870	\$437,870	\$1,658,975
Revised	\$2,047,772	\$1,596,639	\$1,026,274	\$1,026,274	\$5,696,959
Funding %					
Local					89%
State					1%
Federal					10%
10% contingency					\$569,696
Not-to-Exceed					\$6,266,655

Bayview Senior Center - Congregate Nutrition Services for Adults with Disabilities

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Total
Current	\$205,392	\$89,922	\$89,922	\$89,922	\$475,158
Modification		\$109,104	\$109,104	\$109,104	\$327,312
Revised	\$205,392	\$199,026	\$199,026	\$199,026	\$802,470
Funding %					
Local					100%
10% contingency					\$80,247
Not-to-Exceed					\$882,717

Centro Latino de San Francisco - Congregate Nutrition Services for Older Adults

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Total
Current	\$807,751	\$607,445	\$607,445	\$607,445	\$2,630,086
Modification		\$246,956	\$118,405	\$118,405	\$483,766
Revised	\$807,751	\$854,401	\$725,850	\$725,850	\$3,113,852
Funding %					
Local					97%
Federal					3%
10% contingency					\$311,385
Not-to-Exceed					\$3,425,237



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Centro Latino de San Francisco - Congregate Nutrition Services for Adults with Disabilities

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Total
Current	\$195,548	\$133,974	\$133,974	\$133,974	\$597,470
Modification		\$80,363	\$80,363	\$80,363	\$241,089
Revised	\$195,548	\$214,337	\$214,337	\$214,337	\$838,559
Funding %					
Local					100%
10% contingency					\$83,856
Not-to-Exceed					\$922,415

Centro Latino de San Francisco - Home-Delivered Meal Nutrition Services for Older Adults

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Total
Current	\$419,286	\$296,904	\$296,904	\$296,904	\$1,309,998
Modification		\$186,119	\$100,088	\$100,088	\$386,295
Revised	\$419,286	\$483,023	\$396,992	\$396,992	\$1,696,293
Funding %					
Local					95%
State					1%
Federal					4%
10% contingency					\$169,629
Not-to-Exceed					\$1,865,922

Glide Foundation - Congregate Nutrition Services for Older Adults

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Total
Current	\$270,211	\$178,725	\$178,725	\$178,725	\$806,386
Modification		\$132,498	\$94,284	\$94,284	\$321,066
Revised	\$270,211	\$311,223	\$273,009	\$273,009	\$1,127,452
Funding %					
Local					96%
State					3%
Federal					1%
10% contingency					\$112,745
Not-to-Exceed					\$1,240,197



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Jewish Family and Children Services - Home-Delivered Meal Nutrition Services for Older Adults

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Total
Current	\$121,375	\$116,855	\$116,855	\$116,855	\$471,940
Modification		\$56,396	\$4,675	\$4,675	\$65,746
Revised	\$121,375	\$173,251	\$121,530	\$121,530	\$537,686
Funding %					
Local					92%
State					8%
				10% contingency	\$53,769
				Not-to-Exceed	\$591,455

Meals on Wheels - Home-Delivered Meal Nutrition Services for Older Adults

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Total
Current	\$8,627,755	\$7,376,998	\$7,376,998	\$7,376,998	\$30,758,749
Modification		\$1,063,599	\$295,080	\$295,080	\$1,653,759
Revised	\$8,627,755	\$8,440,597	\$7,672,078	\$7,672,078	\$32,412,508
Funding %					
Local					88%
State					5%
Federal					7%
				10% contingency	\$3,241,251
				Not-to-Exceed	\$35,653,759

Meals on Wheels – Emergency Home-Delivered Meal Nutrition Services

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Total
Current	\$205,582	\$176,674	\$176,674	\$176,674	\$735,604
Modification		\$15,039	\$15,039	\$15,039	\$45,117
Revised	\$205,582	\$191,713	\$191,713	\$191,713	\$780,721
Funding %					
Local					100%
				10% contingency	\$78,072
				Not-to-Exceed	\$858,793



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On Lok Day Services – Home-Delivered Meal Nutrition Services for Older Adults

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Total
Current	\$1,342,152	\$1,183,863	\$1,183,863	\$1,183,863	\$4,893,741
Modification		\$375,872	\$315,872	\$315,872	\$1,007,616
Revised	\$1,342,152	\$1,559,735	\$1,499,735	\$1,499,735	\$5,901,357
Funding %					
Local					99%
State					1%
				10% contingency	\$590,136
				Not-to-Exceed	\$6,491,493

Project Open Hand - Congregate Nutrition Services for Older Adults

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Total
Current	\$2,530,008 ¹ \$339,862 ² ----- \$2,869,870 ³	\$1,929,351 ¹ \$272,427 ² ----- \$2,201,778 ³	\$1,929,351 ¹ \$272,427 ² ----- \$2,201,778 ³	\$1,929,351 ¹ \$272,427 ² ----- \$2,201,778 ³	\$8,318,061 ¹ \$1,157,143 ² ----- \$9,475,204 ³
Modification		\$479,370 ¹ \$67,078 ² ----- \$546,448 ³	\$333,840 ¹ \$10,890 ² ----- \$344,730 ³	\$333,840 ¹ \$10,890 ² ----- \$344,730 ³	\$1,147,050 ¹ \$88,858 ² ----- \$1,235,908 ³
Revised	\$2,530,008 ¹ \$339,862 ² ----- \$2,869,870 ³	\$2,408,721 ¹ \$339,505 ² ----- \$2,748,226 ³	\$2,263,191 ¹ \$283,317 ² ----- \$2,546,508 ³	\$2,263,191 ¹ \$283,317 ² ----- \$2,546,508 ³	\$9,465,111 ¹ \$1,246,001 ² ----- \$10,711,112 ³
Funding %					
Local					86%
State					6%
Federal					8%
				10% contingency	\$1,071,111
				Not-to-Exceed	\$11,782,223

¹ Congregate Nutrition Services for Older Adults, Lunch

² Congregate Nutrition Services for Older Adults, Breakfast

³ Sum of Congregate Nutrition Services for Older Adults, Lunch and Breakfast



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Russian American Community Services - Congregate Nutrition Services for Older Adults

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Total
Current	\$438,791	\$345,190	\$345,190	\$345,190	\$1,474,361
Modification		\$133,584	\$124,464	\$124,464	\$382,512
Revised	\$438,791	\$478,774	\$469,654	\$469,654	\$1,856,873
Funding %					
Local					98%
State					1%
Federal					1%
10% contingency					\$185,687
Not-to-Exceed					\$2,042,560

Russian American Community Services - Congregate Nutrition Services for Adults with Disabilities

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Total
Current	\$25,030	\$11,261	\$11,261	\$11,261	\$58,813
Modification		\$8,372	\$8,372	\$8,372	\$25,116
Revised	\$25,030	\$19,633	\$19,633	\$19,633	\$83,929
Funding %					
Local					100%
10% contingency					\$8,393
Not-to-Exceed					\$92,322

Russian American Community Services - Home-Delivered Meal Nutrition Services for Older Adults

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Total
Current	\$387,494	\$335,472	\$335,472	\$335,472	\$1,393,910
Modification		\$99,776	\$61,896	\$61,896	\$223,568
Revised	\$387,494	\$435,248	\$397,368	\$397,368	\$1,617,478
Funding %					
Local					98%
State					2%
10% contingency					\$161,748
Not-to-Exceed					\$1,779,226



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Self-Help for the Elderly - Congregate Nutrition Services for Older Adults

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Total
Current	\$3,443,961	\$2,142,137	\$2,142,137	\$2,142,137	\$9,870,372
Modification		\$389,867	\$270,432	\$270,432	\$930,731
Revised	\$3,443,961	\$2,532,004	\$2,412,569	\$2,412,569	\$10,801,103
Funding %					
Local					82%
Federal					18%
				10% contingency	\$1,080,110
				Not-to-Exceed	\$11,881,213

Self-Help for the Elderly - Home-Delivered Meal Nutrition Services for Older Adults

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Total
Current	\$2,473,499	\$1,568,909	\$1,394,609	\$1,394,609	\$6,831,626
Modification		\$1,168,373	\$333,974	\$333,974	\$1,836,321
Revised	\$2,473,499	\$2,737,282	\$1,728,583	\$1,728,583	\$8,667,947
Funding %					
Local					86%
State					2%
Federal					12%
				10% contingency	\$866,795
				Not-to-Exceed	\$9,534,742

Self-Help for the Elderly - Congregate Nutrition Services at Geneva Community Center

	FY 21-22*	FY 22-23	FY 23-24	FY 24-25	Total
Current	\$82,360	\$125,000	\$125,000	\$125,000	\$457,360
Modification		\$142,747	\$1,714	\$1,714	\$146,175
Revised	\$82,360	\$267,747	\$126,714	\$126,714	\$603,535
Funding %					
Local					76%
Federal					24%
				10% contingency	\$60,354
				Not-to-Exceed	\$663,889

* Grant starts on March 1, 2022



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Self-Help for the Elderly - Choosing Healthy Appetizing Meal Plan Solutions for Seniors (CHAMPSS)

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Total
Current	\$504,427	\$424,253	\$424,253	\$424,253	\$1,777,186
Modification		\$113,258	\$113,258	\$113,258	\$339,774
Revised	\$504,427	\$537,511	\$537,511	\$537,511	\$2,116,960
Funding % Local					100%
				10% contingency	\$211,696
				Not-to-Exceed	\$2,328,656

Southwest Community Corporation - Congregate Nutrition Services

	FY 21-22*	FY 22-23	FY 23-24	FY 24-25	Total
Current		\$95,603 ² \$29,366 ³	\$95,603 ² \$29,366 ³	\$95,603 ² \$29,366 ³	
	\$56,511 ¹	----- \$124,969 ⁴	----- \$124,969 ⁴	----- \$124,969 ⁴	----- \$431,418
Modification		\$180,584 ² \$41,828 ³	\$130,501 ² \$41,828 ³	\$130,501 ² \$41,828 ³	\$441,586 ² \$125,484 ³
		----- \$222,412 ⁴	----- \$172,329 ⁴	----- \$172,329 ⁴	----- \$567,070 ⁴
Revised		\$276,187 ² \$71,194 ³	\$226,104 ² \$71,194 ³	\$226,104 ² \$71,194 ³	
	\$56,511 ¹	----- \$347,381 ⁴	----- \$297,298 ⁴	----- \$297,298 ⁴	----- \$998,488
Funding % Local					95%
State					5%
				10% contingency	\$99,849
				Not-to-Exceed	\$1,098,337

¹ Congregate Nutrition Services for Older Adults and Adults with Disabilities

² Congregate Nutrition Services for Older Adults

³ Congregate Nutrition Services for Adults with Disabilities

⁴ Sum of Congregate Nutrition Services for Older Adults and Congregate Nutrition Services for Adults with Disabilities

* Grant starts on March 1, 2022



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Total

	Modification	Revised	Contingency	Not-to-Exceed
Bayview Senior Center - Congregate Nutrition Services for Older Adults	\$1,658,975	\$5,696,959	\$569,696	\$6,266,655
Bayview Senior Center - Congregate Nutrition Services for Adults with Disabilities	\$327,312	\$802,470	\$80,247	\$882,717
Centro Latino de San Francisco - Congregate Nutrition Services for Older Adults	\$483,766	\$3,113,852	\$311,385	\$3,425,237
Centro Latino de San Francisco - Congregate Nutrition Services for Adults with Disabilities	\$241,089	\$838,559	\$83,856	\$922,415
Centro Latino de San Francisco - Home-Delivered Meal Nutrition Services for Older Adults	\$386,295	\$1,696,293	\$169,629	\$1,865,922
Glide Foundation - Congregate Nutrition Services for Older Adults	\$321,066	\$1,127,452	\$112,745	\$1,240,197
Jewish Family and Children Services - Home-Delivered Meal Nutrition Services for Older Adults	\$65,746	\$537,686	\$53,769	\$591,455
Meals on Wheels - Home-Delivered Meal Nutrition Services for Older Adults	\$1,653,759	\$32,412,508	\$3,241,251	\$35,653,759



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	Modification	Revised	Contingency	Not-to-Exceed
Meals on Wheels – Emergency Home- Delivered Meal Nutrition Services	\$45,117	\$780,721	\$78,072	\$858,793
On Lok Day Services – Home-Delivered Meal Nutrition Services for Older Adults	\$1,007,616	\$5,901,357	\$590,136	\$6,491,493
Project Open Hand - Congregate Nutrition Services for Older Adults	\$1,235,908	\$10,711,112	\$1,071,111	\$11,782,223
Russian American Community Services - Congregate Nutrition Services for Older Adults	\$382,512	\$1,856,873	\$185,687	\$2,042,560
Russian American Community Services - Congregate Nutrition Services for Adults with Disabilities	\$25,116	\$83,929	\$8,393	\$92,322
Russian American Community Services - Home-Delivered Meal Nutrition Services for Older Adults	\$223,568	\$1,617,478	\$161,748	\$1,779,226
Self-Help for the Elderly - Congregate Nutrition Services for Older Adults	\$930,731	\$10,801,103	\$1,080,110	\$11,881,213
Self-Help for the Elderly - Home- Delivered Meal Nutrition Services for Older Adults	\$1,836,321	\$8,667,947	\$866,795	\$9,534,742
Self-Help for the Elderly - Congregate Nutrition Services at Geneva Community Center	\$146,175	\$603,535	\$60,354	\$663,889



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	Modification	Revised	Contingency	Not-to-Exceed
Self-Help for the Elderly - Choosing Healthy Appetizing Meal Plan Solutions for Seniors (CHAMPSS)	\$339,774	\$2,116,960	\$211,696	\$2,328,656
Southwest Community Corporation - Congregate Nutrition Services	\$567,070	\$998,488	\$99,849	\$1,098,337
Total	\$11,877,916	\$90,365,282	\$9,036,529	\$99,401,811

Selection

Grantees were selected through RFP #920 issued in March 2021 except for the following grants:

Self-Help for the Elderly was selected for the Choosing Healthy Appetizing Meal Plan Solutions for Seniors (CHAMPSS) through RFP #943 issued in March 2021.

Self-Help for the Elderly was selected for the Congregate Nutrition Services at Geneva Community Center through RFP #959 issued in December 2021.

Southwest Community Corporation was selected for the Congregate Nutrition Services through RFP #959 issued in December 2021.

Funding

Funding for the Nutrition Services grants is provided through a combination of federal and state funds, and city and county general funds and Dignity Fund. In particular, the modification in this memo includes 15% federal funds, 11% state funds, 67% local Dignity Fund, and 7% local general fund.

ATTACHMENTS

Bayview Senior Center - Congregate Nutrition Services for Older Adults

- Appendix A-2, Scope of Services
- Appendix B-2, Budget

Bayview Senior Center - Congregate Nutrition Services for Adults with Disabilities

- Appendix A-1, Scope of Services
- Appendix B-1, Budget



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Centro Latino de San Francisco - Congregate Nutrition Services for Older Adults

- Appendix A-1, Scope of Services
- Appendix B-1, Budget

Centro Latino de San Francisco - Congregate Nutrition Services for Adults with Disabilities

- Appendix A-1, Scope of Services
- Appendix B-1, Budget

Centro Latino de San Francisco - Home-Delivered Meal Nutrition Services for Older Adults

- Appendix A-1, Scope of Services
- Appendix B-1, Budget

Glide Foundation - Congregate Nutrition Services for Older Adults

- Appendix A-1, Scope of Services
- Appendix B-1, Budget

Jewish Family and Children Services - Home-Delivered Meal Nutrition Services for Older Adults

- Appendix A-2, Scope of Services
- Appendix B-2, Budget

Meals on Wheels - Home-Delivered Meal Nutrition Services for Older Adults

- Appendix A-2, Scope of Services
- Appendix B-2, Budget

Meals on Wheels – Emergency Home-Delivered Meal Nutrition Services

- Appendix A-1, Scope of Services
- Appendix B-1, Budget

On Lok Day Services – Home-Delivered Meal Nutrition Services for Older Adults

- Appendix A-1, Scope of Services
- Appendix B-1, Budget

Project Open Hand - Congregate Nutrition Services for Older Adults

- Appendix A-2, Scope of Services
- Appendix B-2, Budget, Congregate Nutrition Services for Older Adults, Lunch
- Appendix B-3, Budget, Congregate Nutrition Services for Older Adults, Breakfast

Russian American Community Services - Congregate Nutrition Services for Older Adults

- Appendix A-1, Scope of Services
- Appendix B-1, Budget



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Russian American Community Services - Congregate Nutrition Services for Adults with Disabilities

- Appendix A-2, Scope of Services
- Appendix B-2, Budget

Russian American Community Services - Home-Delivered Meal Nutrition Services for Older Adults

- Appendix A-1, Scope of Services
- Appendix B-1, Budget

Self-Help for the Elderly - Congregate Nutrition Services for Older Adults

- Appendix A-2, Scope of Services
- Appendix B-2, Budget

Self-Help for the Elderly - Home-Delivered Meal Nutrition Services for Older Adults

- Appendix A-2, Scope of Services
- Appendix B-2, Budget

Self-Help for the Elderly - Congregate Nutrition Services at Geneva Community Center

- Appendix A-2, Scope of Services
- Appendix B-2, Budget

Self-Help for the Elderly - Choosing Healthy Appetizing Meal Plan Solutions for Seniors (CHAMPSS)

- Appendix A-2, Scope of Services
- Appendix B-2, Budget

Southwest Community Corporation - Congregate Nutrition Services

- Appendix A-2, Scope of Services, Congregate Nutrition Services for Older Adults
- Appendix A-3, Scope of Services, Congregate Nutrition Services for Adults with Disabilities
- Appendix B-1, Budget, Congregate Nutrition Services,
- Appendix B-2, Budget, Congregate Nutrition Services for Older Adults, July 2022 – June 2025
- Appendix B-3, Budget, Congregate Nutrition Services for Adults with Disabilities, July 2022 – June 2025

Summary of Site List

Appendix A-2 - Services to be Provided
Bayview Hunters Point Multipurpose Senior Services
 Congregate Nutrition Services for Older Adults

July 1, 2021 – June 30, 2025

I. Purpose

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

II. Definitions

Grantee	Bayview Hunters Point Multipurpose Senior Services
Adult with a Disability	A person 18-59 years of age living with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging

CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
Congregate Nutrition Services	The procurement, preparation, transporting and serving of meals that meet nutrition requirements to eligible consumers in a group setting. Congregate nutrition services also include nutrition education, health promotion, and nutrition risk screening.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)

HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)
LGBTQ+	An acronym/term used to refer to persons who self-identify as non -heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for enrollment and/or participation is not means tested. Consumers self-report income status.
Menu Planning and Analysis	The development of a menu cycle that adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (CCR Title 22 Sec. 7630)

Nutrition Education Session	An intervention targeting participants and caregivers that uses information dissemination, instruction, or training with the intent to support food, nutrition, and physical activity choices and behaviors (related to nutritional status) in order to maintain or improve health and address nutrition-related conditions. Content is consistent with the DGA; accurate, culturally sensitive, regionally appropriate, and considers personal preferences; and overseen by a registered dietitian. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
OCNP	Older Californians Nutrition Program (previously known as Elderly Nutrition Program, ENP) - Title III C1 and C2. A program that provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and is provided in accordance with the provision of CCR Title 22, Chapter 4, Article 5, Sec. 7630.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term “senior”.

Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years of age or older; used interchangeably with the term “older adult”.
SF-HSA	Human Services Agency of the City and County of San Francisco.
Socially Isolated	Having few social relationships and few people to interact with regularly.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9</i>).
Unduplicated Consumer (UDC)	An individual who participates in congregate nutrition services and their participation is reflected in CA-GetCare by the grantee.

III. Target Populations

This program is designed to serve all ethnicities and populations, with focused expertise to promote unique cultural needs, which have been identified as demonstrating the greatest economic and social need:

- Persons with low income
- Persons who are socially isolated
- Persons with limited English- speaking proficiency
- Persons from communities of color
- Persons who identify as LGBTQ+
- Persons at risk of institutionalization

IV. Eligibility for Services

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

V. Location and Time of Services

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

VI. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA OCNP, and DAS OCP.
2. Grantee will provide congregate nutrition services for older adults. The provision of services will include the following:
 - i. Enrollment of consumers in the program and the provision of congregate meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
 - ii. Provision of congregate meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs.
 - iii. Annual nutrition screenings for each consumer and documentation of individual responses in CA-GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
3. Grantee will post at each meal site a notice that informs consumers about the suggested voluntary contribution for a meal and a guest fee for individuals who are not eligible to enroll as a consumer in congregate nutrition services. The grantee's board of directors must approve the suggested contribution and guest fee per meal.

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

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

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

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

VII. Service Objectives

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

Table A	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	1,700	1,200	1,200	1,200
Modification 1	+400	0	0	0
Revised	2,100	1,200	1,200	1,200
Modification 2		+630	+216	+216
Revised		1,830	1,416	1,416
Number of Meals (UOS)	163,081	62,655	62,655	62,655
Modification 1	+68,500	+24,563	0	0
Revised	231,581	87,218	62,655	62,655
Modification 2		+79,385	+47,801	+47,801
Revised		166,603	110,456	110,456

VIII. Outcome Objectives

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

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

IX. Reporting and Other Requirements

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

11. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
12. Grantee will assure that services delivered are consistent with professional standards for this service.
13. Pursuant to California Department of Aging Requirement, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
14. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies “Focal Points” which are designed to help older adults and adults with disabilities connect to services throughout the City. These Focal Points are:

Name	Address	Phone
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-647-5353
OMI Senior Center	65 Beverly St, San Francisco, 94132	415-334-5558
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415.404.2938
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Downtown SF Senior Center	481 O’Farrell St, San Francisco, 94102	415-202-2982
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
South Sunset Activity Center	2601 40th Ave, San Francisco, 94116	415-566-2845
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990
Independent Living Resource Center San Francisco	825 Howard Street, San Francisco, 94103	415 543-6222
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700

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

Leah Walton
 Nutritionist
 DAS OCP
 email: leah.walton@sfgov.org

and

Steve Kim
 Contract Manager
 HSA OCM
 email: steve.kim@sfgov.org

I. Monitoring Activities

1. Nutrition Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.

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

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Bayview Hunters Point Multipurpose Senior Services

(Please enter agency name here)

(Check One) New Renewal Modification x

If modification, Effective Date of Mod. 12/1/2022 No. of Mod. # 2

Program:ENP

Budget Reference Page No.(s)	Actual	Current	Modification	Revised	Current	Modification	Revised	Current	Modification	Revised	Total
Program Term	FY 21/22	FY 22/23	FY 22/23	FY 22/23	FY 23/24	FY 23/24	FY 23/24	FY 24/25	FY 24/25	FY 24/25	
Annual # Meals Contracted	231,581	87,218	79,385	166,603	62,655	47,801	110,456	62,655	47,801	110,456	619,096
DAS Expenditures											
Salaries & Benefits	\$799,896	\$385,568	\$282,456	\$668,024	\$278,046	\$174,206	\$452,252	\$278,046	\$174,206	\$452,252	2,372,424
Operating Expenses	\$1,042,882	\$340,853	\$378,812	\$719,665	\$243,829	\$223,856	\$467,685	\$243,829	\$223,856	\$467,685	2,697,917
Subtotal	\$1,842,778	\$726,421	\$661,268	\$1,387,689	\$521,875	\$398,062	\$919,937	\$521,875	\$398,062	\$919,937	5,070,341
Indirect Percentage (%)	10.00%	10%	10%	10%	10%	10%	10%	10%	10%	10%	
Indirect Cost	\$184,277	\$72,641	\$66,127	\$138,768	\$52,187	\$39,807	\$91,995	\$52,187	\$39,807	\$91,995	507,035
Capital/Subcontractor Expenditures	\$6,375		\$55,840	\$55,840							
NCQA Expenditures	\$14,342	\$14,342		\$14,342	\$14,342		\$14,342	\$14,342		\$14,342	57,368
Total DAS Expenditures	\$2,047,772	\$813,404	\$783,235	\$1,596,639	\$588,404	\$437,870	\$1,026,274	\$588,404	\$437,870	\$1,026,274	\$5,696,959
Non DAS Expenditures											
Salaries & Benefits	\$86,325	\$54,148		\$54,148	\$54,148		\$54,148			\$54,148	\$248,769
Operating Expenses	\$16,308	\$21,786		\$21,786	\$21,786		\$21,786			\$21,786	\$97,186
Capital/Subcontractor Expenditures											
NCQA Expenditures											
Total Non DAS Expenditures	\$102,633	\$75,934		\$75,934	\$75,934		\$75,934	\$75,934		\$75,934	\$345,955
TOTAL DAS AND NON DAS EXPEDITURES	\$2,150,405	\$889,338	\$783,235	\$1,672,573	\$664,339	\$437,870	\$1,102,208	\$664,339	\$437,871	\$1,102,208	\$3,387,228
DAS Revenues											
Meals- General Fund	\$2,033,430	\$799,063	\$783,235	\$1,582,297	\$574,064	\$437,871	\$1,011,932	\$574,062	\$437,870	\$1,011,932	\$5,639,590
Meals- State Fund											
Meals- Federal Fund											
NCQA Fund	\$14,342			\$14,342			\$14,342	\$14,342		\$14,342	\$57,368
Total DAS Revenue	\$2,047,772	\$813,404	\$783,235	\$1,596,639	\$588,404	\$437,870	\$1,026,274	\$588,404	\$437,870	\$1,026,274	\$5,696,958
PER MEAL COST, DAS	\$8.75			\$9.16	\$8.50	\$8.50	\$9.16	\$8.50	\$8.50	\$9.16	\$9.10
PER MEAL COST (with NCQA), DAS	\$8.84			\$9.58	\$8.72		\$9.29	\$8.72		\$9.29	\$9.00
Non DAS Revenues											
Project Income	\$18,922	\$10,922		\$10,922	\$10,922		\$10,922	\$10,922		\$10,922	\$51,688
Agency Cash- Fundraising	\$10,619	\$11,426		\$11,426	\$11,426		\$11,426	\$11,426		\$11,426	\$60,417
Agency In-kind Volunteer	\$56,784	\$47,320		\$47,320	\$47,320		\$47,320	\$47,320		\$47,320	\$198,744
Food Bank Donation	\$16,308	\$6,266		\$6,266	\$6,266		\$6,266	\$6,266		\$6,266	\$35,106
Total Non DAS Revenue	\$102,633	\$75,934		\$75,934	\$75,934		\$75,934	\$75,934		\$75,934	\$345,955
PER MEAL COST, Non DAS	\$0			\$0	\$1		\$1	\$1		\$1	\$1
PER MEAL COST (with NCQA), Non DAS	\$0			\$0	\$1		\$1	\$1		\$1	\$1
TOTAL DAS AND NON DAS REVENUE	\$2,150,405	\$889,339		\$1,672,573	\$622,848		\$1,102,208	\$622,848		\$1,102,208	\$3,387,228
PER MEAL COST, Total	\$9			\$9	\$10		\$10	\$10		\$10	\$10
PER MEAL COST (with NCQA), Total	\$9			\$10	\$10		\$10	\$10		\$10	\$10
Full Time Equivalent (FTE)											
Prepared by:											
HSA-CO Review Signature:											
HSA #1											

Salaries & Benefits Detail

DAS Salaries & Benefits		Agency Totals		HSA Program			FY 21/22	FY 22/23	FY 22/23	FY 22/23	FY23/24	FY23/24	FY 23/24	FY24/25	FY24/25	FY 24/25	Total	
Position Title	Name	Annual Full Time Salary for FTE	Annual Full Time Salary for FTE FY22-23	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Adjusted FTE FY 22-23	Actual	Current	Modification	Revised	Current	Modification	Revised	Current	Modification	Revised	Budgeted Salary
Executive Chef	Charles Adams	\$87,552	\$94,896	1.00	80.00%	0.80	0.75	\$72,143	\$38,278	\$32,894	\$71,172	\$38,278	\$32,894	\$71,172	\$38,278	\$32,894	\$71,172	\$285,659
Food Service Coordinator	Jacquelyn Brown	\$58,240	\$63,120	1.00	80.00%	0.80	0.75	\$47,990	\$19,657	\$27,683	\$47,340	\$19,657	\$27,683	\$47,340	\$19,657	\$27,683	\$47,340	\$190,010
Cook	Esperanza Dominguez	\$52,000		1.00	80.00%	0.80		\$42,848										\$42,848
Kitchen Assistant/Maintenance	Darinell Collier	\$45,760	\$51,446	1.00	80.00%	0.80	0.75	\$37,706	\$37,706	\$878	\$38,584	\$37,706	\$878	\$38,584	\$37,706	\$878	\$38,584	\$153,458
WASC Site Manager	Kevin Herring	\$45,760	\$41,954	1.00	80.00%	0.80	0.75	\$37,706	\$36,608	(\$5,142)	\$31,466	\$36,608	(\$5,142)	\$31,466	\$37,706	(\$5,142)	\$32,564	\$133,202
Cook	David Malone	\$47,840	\$48,162	1.00	80.00%	0.80	0.29	\$39,420		\$14,064	\$14,064							\$53,484
Food Service Assistant	Josseline Galevez	\$36,400	\$40,500	0.75	80.00%	0.60	0.60	\$22,495	\$15,763	\$8,537	\$24,300							\$46,795
Food Service Assistant	Tiffany King	\$41,600	\$45,973	1.00	80.00%	0.80	0.75	\$34,278	\$15,763	\$18,716	\$34,479		\$34,479	\$34,479		\$34,479	\$34,479	\$137,715
Rosa Parks Site Manager	Faye Lumsey	\$37,440	\$41,595	0.44	80.00%	0.35	0.50	\$13,497	\$13,497	\$7,300	\$20,797	\$13,497	\$7,300	\$20,797	\$13,497	\$7,300	\$20,797	\$75,888
Dr Davis Site Manager	Shantel Lumsey	\$39,520	\$43,784	1.00	80.00%	0.80	0.75	\$32,564	\$32,519	\$319	\$32,838	\$16,756	\$319	\$17,075	\$16,756	\$319	\$17,075	\$99,552
Food Service Assistant	Alvin Mcniel	\$39,520	\$45,973	1.00	80.00%	0.80	0.75	\$32,564	\$15,763	\$18,717	\$34,480							\$67,044
Driver	Toney Befford	\$36,400	\$40,500	1.00	80.00%	0.80		\$29,994										\$29,994
Driver	Antoine Porter	\$44,440	\$50,352	1.00	80.00%	0.80	0.75	\$36,619	\$36,619	\$1,145	\$37,764	\$37,717		\$37,717	\$36,619		\$36,619	\$148,719
Kitchen Assistant/ Maintenance	Gary Carter	\$36,400	\$38,311	0.50	80.00%	0.40	0.74	\$14,560		\$28,338	\$28,338							\$28,338
Cook	Allen Young	\$54,080	\$65,676	1.00	80.00%	0.80	0.75	\$45,544	\$33,320	\$15,937	\$49,257	\$33,320	\$15,937	\$49,257	\$33,320	\$15,937	\$49,257	\$193,315
Kitchen Assistant/ Maintenance	Javier Gonzalez	\$52,000	\$38,314	1.80	80.00%	1.44	0.75	\$30,387	\$1,098	\$27,638	\$28,736							
Food Service Assistants	Veleda/Renee	\$36,400	\$40,500	1.50	80.00%	1.20	0.50	\$44,990		\$20,250	\$20,250							\$65,240
Totals		\$791,352	\$791,056	16.99	1360.00%	13.59	10.13	\$615,305	\$296,591	\$217,274	\$513,865	\$213,882	\$134,005	\$347,887	\$213,882	\$134,005	\$347,887	\$1,824,944
Fringe Benefits Rate		30.00%																
Employee Fringe Benefits		\$237,406						\$184,591	\$88,977	\$65,182	\$154,159	\$64,164	\$40,201	\$104,365	\$64,164	\$40,201	\$104,365	\$547,480
Total DAS Salaries and Benefits		\$1,028,758						\$799,896	\$385,568	\$282,456	\$666,024	\$278,046	\$174,206	\$452,252	\$278,046	\$174,206	\$452,252	\$2,372,424
Non DAS Salaries & Benefits		Agency Totals		HSA Program			FY 21/22	FY 22/23	FY 22/23	FY 22/23	FY23/24	FY23/24	FY 23/24	FY24/25	FY24/25	FY 24/25	Total	
Position Title	Name	Annual Full Time Salary for FTE	Annual Full Time Salary for FTE FY22-23	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	
driver	Toney	\$36,400		0.60	80.00%	0.48	\$17,472										\$17,472	
Date entry	Kenya	\$52,520		0.13	80.00%	0.10	\$5,252			\$5,252			\$5,252			\$5,252	\$21,008	
Volunteers		\$36,400		1.50	80.00%	1.20	\$43,680			\$36,400			\$36,400			\$36,400	\$152,880	
Executive Chef	Charles Adams																	
Totals		\$125,320		2.23	240.00%	1.78	\$66,404			\$41,652			\$41,652			\$41,652	\$191,360	
Fringe Benefits Rate		30.00%																
Employee Fringe Benefits		\$37,596					\$19,921			\$12,496			\$12,496			\$12,496	\$57,409	
Total Non DAS Salaries and Benefits		\$162,916					\$86,325			\$54,148			\$54,148			\$54,148	\$248,769	
Total DAS and Non DAS Salaries and Benefits		\$1,191,674					\$886,221			\$722,172			\$506,400			\$506,400	\$1,761,990	

Program:ENP
(Same as Line 11 on HSA #1)

Capital & Subcontractor Expenditure Detail

DAS Capital Expenditure	Actual	Current	Modification	Revised			
<u>Equipment (Qty)</u>	FY21/22	FY 22/23	FY 22/23	FY 22/23	FY 23/24	FY 24/25	Total
Food Sealer	\$6,375						\$6,375
Ford Transit connect			\$38,000	\$38,000			\$38,000
Multiple Mobile Carts			\$1,425	\$1,425			\$1,425
Smallwares & Serving Equipment			\$4,153	\$4,153			\$4,153
Steam tables			\$2,300	\$2,300			\$2,300
Steel Work Tables			\$1,960	\$1,960			\$1,960
Cabinets			\$8,002	\$8,002			\$8,002
Total Equipment Cost	\$6,375		\$55,840	\$55,840			\$62,215
Remodeling							
	FY21/22	FY 22/23	FY 22/23	FY 22/23	FY 23/24	FY 24/25	Total
Total Remodeling Cost							
Subcontractor							
	FY21/22	FY 22/23	FY 22/23	FY 22/23	FY 23/24	FY 24/25	Total
Total Subcontractor Cost							
Total DAS Capital & Subcontractor Expenditure	\$6,375		\$55,840	\$55,840			\$62,215
Non DAS Capital Expenditure							
<u>Equipment (Qty)</u>							Total
Total Equipment Cost							
Remodeling							Total
Total Remodeling Cost							
Subcontractor							Total
Total Subcontractor Cost							
Total Non DAS Capital & Subcontractor Expenditure							
Total DAS and Non DAS Capital & Subcontractor Expenditure	\$6,375		\$55,840	\$55,840			\$62,215
HSA #4							12/7/2022

Program:ENP

(Same as Line 11 on HSA #1)

NCQA Expenditure Detail

DAS NCQA Expenditure	Unit price	Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Menu planning and nutrition analysis	\$739.00 /set	2.00	\$1,478	\$1,478	\$1,478	\$1,478	\$5,912
Kitchen and food service monitoring	\$688.00	8.00	\$5,504	\$5,504	\$5,504	\$5,504	\$22,016
Congregate site monitoring	\$264.00	16.00	\$4,224	\$4,224	\$4,224	\$4,224	\$16,896
Nutrition education	\$112.00	16.00	\$1,792	\$1,792	\$1,792	\$1,792	\$7,168
Nutrition counseling (optional)	/hour						
In-service training	\$112.00 /training	12.00	\$1,344	\$1,344	\$1,344	\$1,344	\$5,376
Total DAS NCQA Expenditure			\$14,342	\$14,342	\$14,342	\$14,342	\$57,368

Non DAS NCQA Expenditure	Unit price	Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Menu planning and nutrition analysis	/set	2.00					
Kitchen and food service monitoring		8.00					
Congregate site monitoring		16.00					
Nutrition education							
Nutrition counseling (optional)	/hour						
In-service training	/training	12.00					
Total Non DAS NCQA Expenditure							

Total DAS and Non DAS NCQA Expenditure			\$14,342	\$14,342	\$14,342	\$14,342	\$57,368
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HSA #4**12/7/2022**

Appendix A-1 - Services to be Provided
Bayview Hunters Point Multipurpose Senior Services
 Congregate Nutrition Services for Adults with Disabilities

July 1, 2021 – June 30, 2025

I. Purpose

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

II. Definitions

Grantee	Bayview Hunters Point Multipurpose Senior Services
Adult with a Disability	A person 18-59 years of age living with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging

CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
Congregate Nutrition Services	The procurement, preparation, transporting and serving of meals that meet nutrition requirements to eligible consumers in a group setting. Congregate nutrition services also include nutrition education, health promotion, and nutrition risk screening
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov/vi/home/documents/DetermineNutritionChecklist.pdf
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)

HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)
LGBTQ+	An acronym/term used to refer to persons who self-identify as non -heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for enrollment and/or participation is not means tested. Consumers self-report income status.
Menu Planning and Analysis	The development of a menu cycle that adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (CCR Title 22 Sec. 7630)

Nutrition Education Session	An intervention targeting participants and caregivers that uses information dissemination, instruction, or training with the intent to support food, nutrition, and physical activity choices and behaviors (related to nutritional status) in order to maintain or improve health and address nutrition-related conditions. Content is consistent with the DGA; accurate, culturally sensitive, regionally appropriate, and considers personal preferences; and overseen by a registered dietitian. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
SF-HSA	Human Services Agency of the City and County of San Francisco.
Socially Isolated	Having few social relationships and few people to interact with regularly.

SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9</i>).
Unduplicated Consumer (UDC)	An individual who participates in congregate nutrition services and their participation is reflected in CA-GetCare by the grantee.

III. Target Populations

This program is designed to serve all ethnicities and populations, with focused expertise to promote unique cultural needs which have been identified as demonstrating the greatest economic and social need:

- Persons with low income
- Persons who are socially isolated
- Persons with limited English- speaking proficiency
- Persons from communities of color
- Persons who identify as LGBTQ+
- Persons at risk of institutionalization

IV. Eligibility for Services

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

V. Location and Time of Services

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

VI. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA, and DAS OCP.
2. Grantee will provide congregate nutrition services for adults with disabilities. The provision of services will include the following:

- i. Enrollment of consumers in the program and the provision of congregate meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
 - ii. Provision of congregate meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs.
 - iii. Annual nutrition screenings for each consumer and documentation of individual responses in CA-GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
3. Grantee will post at each meal site a notice that informs consumers about the suggested voluntary contribution for a meal and a guest fee for individuals who are not eligible to enroll as a consumer in congregate nutrition services. The grantee's board of directors must approve the suggested contribution and guest fee per meal. The grantee will ensure its policy and procedures for the suggested meal contribution and guest fee comply with DAS OCP policy memoranda.
4. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
 - i. Submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding menu analysis. The registered dietitian (RD) on staff or consultant RD must participate in menu planning and complete the corresponding nutrient analysis. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
 - ii. Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
 - iii. Provide a nutrition education session at least once per quarter and a minimum of four (4) times during the fiscal year to consumers participating in services. The grantee may deliver a session in person or via video, audio, online, or the distribution of hardcopy materials. The grantee must report nutrition education sessions in CA-GetCare and include the estimated number of participants.
 - iv. Conduct and document an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four (4) times during the fiscal year. The RD on staff or consultant RD must conduct and document the results of the HACCP safety and sanitation monitoring. HACCP monitoring must also include, but is not limited to the review of quarterly congregate site monitoring reports.

- v. Conduct and document an on-site HACCP safety and sanitation monitoring of each congregate meal site at least once per quarter and a minimum of four (4) times during the fiscal year. The RD on staff, consultant RD, or a qualified staff member must conduct and document the results of the HACCP safety and sanitation monitoring for each site.
 - vi. Provide orientation and training to all new staff, paid and volunteers, to perform their assigned responsibilities and tasks as described in the CCR Title 22 Regulations Sec. 7636.5. Training, at a minimum, shall include:
 - (1) Food safety, prevention of foodborne illness, and HACCP principles.
 - (2) Accident prevention, instruction on fire safety, first aid, choking, earthquake preparedness, and other emergency procedures.
 - vii. Provide in-service training for nutrition program staff (e.g. food service and delivery workers) at least once per quarter and a minimum four (4) times during the fiscal year as described in the CCR-Title 22 Regulations Sec. 7636.5 and DAS OCP policy memoranda. The grantee will also document, schedule, and conduct in-service trainings in a timely manner when there are monitoring findings. A registered dietitian (RD) must review and approve an annual in-service training plan and the training curriculum for nutrition program staff.
5. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15 each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At minimum, the completed number of surveys per meal site shall be a sample size of the average number of meals served daily.
 6. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the nutrition program. The grantee will ensure the manager on staff possess a food safety manager certification and has the required qualifications as described in the CCR Title 22 Regulations Sec. 7636.3 and DAS OCP policy memoranda.
 7. Grantee will ensure there is a sufficient number of qualified staff, paid and volunteer, with the appropriate education, experience, and cultural competency to carry out the requirements of the program and deliver quality services to meet the needs of the consumers.
 8. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed.
 9. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services

VII. Service Objectives

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

Table A	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	240	150	150	150
Modification 1 Revised	0 240	0 150	0 150	0 150
Modification 2 Revised		+35 185	+35 185	+35 185
Number of Meals (UOS)	22,397	9,972	9,972	9,972
Modification 1 Revised	+1,000 23,397	0 9,972	0 9,972	0 9,972
Modification 2 Revised		+12,095 22,067	+12,095 22,067	+12,095 22,067

VIII. Outcome Objectives

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

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

IX. Reporting and Other Requirements

1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers using the DAS OCP approved congregate intake form, which includes the annual nutrition risk screening and the food security screening, into the CA-GetCare database in accordance to DAS OCP policy memorandum.
2. Grantee will enter into the CA-GetCare Service Unit section all service objectives by the 5th working day of the month for the preceding month.

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

Name	Address	Phone
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-647-5353
OMI Senior Center	65 Beverly St, San Francisco, 94132	415-334-5558
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415.404.2938
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Downtown SF Senior Center	481 O'Farrell St, San Francisco, 94102	415-202-2982

Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
South Sunset Activity Center	2601 40th Ave, San Francisco, 94116	415-566-2845
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990
Independent Living Resource Center San Francisco	825 Howard Street, San Francisco, 94103	415 543-6222
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700

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

Leah Walton
Nutritionist
DAS OCP
email: leah.walton@sfgov.org

and

Steve Kim
Contract Manager
HSA OCM
email: steve.kim@sfgov.org

I. Monitoring Activities

1. **Nutrition Program Monitoring:** Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.

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

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Bayview Hunters Point Multipurpose Senior Services

(Please enter agency name here)

(Check One) New Renewal Modification _x_

If modification, Effective Date of Mod. 12/1/2022 No. of Mod.# 1

Program: AWD

Budget Reference Page No.(s)	Actual	Current	Modification	Revised	Current	Modification	Revised	Current	Modification	Revised	Total	cost/meal
Program Term	FY 21/22	FY 22/23	FY 22/23	FY 22/23	FY 23/24	FY 23/24	FY 23/24	FY 24/25	FY 24/25	FY 24/25		
Annual # Meals Contracted	22,397	9,972	12,095	22,067	9,972	12,095	22,067	9,972	12,095	22,067	88,598	
DAS Expenditures												
Salaries & Benefits	\$106,377	\$46,196	\$42,900	\$89,096	\$46,196	\$42,900	\$89,096	\$46,196	\$42,900	\$89,096	\$373,665	\$4.22
Operating Expenses	\$86,327	\$38,634	\$60,028	\$98,662	\$38,634	\$60,028	\$98,662	\$38,634	\$60,028	\$98,662	\$382,313	\$4.32
Subtotal	\$192,704	\$84,830	\$102,928	\$187,758	\$84,830	\$102,928	\$187,758	\$84,830	\$102,928	\$187,758	\$755,978	\$8.53
Indirect Percentage (%)	6%	6%	6%	6%	6%	6%	6%	6%	6%	6%		
Indirect Cost	\$11,563	\$5,092	\$6,176	\$11,268	\$5,092	\$6,176	\$11,268	\$5,092	\$6,176	\$11,268	\$45,367	\$0.51
Capital/Subcontractor Expenditures	\$1,125										\$1,125	\$0.01
NCQA Expenditures												
Total DAS Expenditures	\$205,392	\$89,922	\$109,104	\$199,026	\$89,922	\$109,104	\$199,026	\$89,922	\$109,104	\$199,026	\$802,470	\$9.06
Non DAS Expenditures												
Salaries & Benefits	\$11,869	\$6,144		\$6,144	\$6,144		\$6,144	\$6,144		\$6,144	\$30,301	\$0.34
Operating Expenses	\$4,374	\$3,131		\$3,131	\$3,131		\$3,131	\$3,131		\$3,131	\$13,767	\$0.16
Capital/Subcontractor Expenditures												
NCQA Expenditures												
Total Non DAS Expenditures	\$16,243	\$9,275		\$9,275	\$9,275		\$9,275	\$9,275		\$9,275	\$44,068	\$0.50
TOTAL DAS AND NON DAS EXPENDITURES	\$221,635	\$99,195	\$109,104	\$208,301	\$99,195	\$109,104	\$208,301	\$99,195	\$109,104	\$208,301	\$846,538	\$9.55
DAS Revenues												
Meals- General Fund	\$205,392	\$89,922	\$109,104	\$199,026	\$89,922	\$109,104	\$199,026	\$89,922	\$109,104	\$199,026	\$802,470	\$ 9.06
Meals- State Fund												\$ -
Meals- Federal Fund												\$ -
												\$ -
												\$ -
												\$ -
Total DAS Revenue	\$205,392	\$89,922	\$109,104	\$199,026	\$89,920	\$109,104	\$199,026	\$89,920	\$109,104	\$199,026	\$802,470	\$ 9.06
PER MEAL COST, DAS	\$9	\$9	\$9	\$9	\$9	\$9	\$9	\$9	\$9	\$9	\$36	
PER MEAL COST (with NCQA), DAS	\$9	\$9	\$9	\$9	\$9	\$9	\$9	\$9	\$9	\$9	\$36	
Non DAS Revenues												
Project Income	\$2,102	\$1,102		\$1,102	\$1,102		\$1,102	\$1,102		\$1,102	\$5,408	\$ 0.06
Agency Cash- Fundraising	\$4,093	\$1,971		\$1,971	\$1,971		\$1,971	\$1,971		\$1,971	\$10,006	\$ 0.11
Agency In-kind Volunteer	\$7,808	\$5,205		\$5,205	\$5,205		\$5,205	\$5,205		\$5,205	\$23,423	\$ 0.26
Food Bank Donation	\$2,240	\$997		\$997	\$997		\$997	\$997		\$997	\$5,231	\$ 0.06
												\$ -
												\$ -
NCQA Revenue												\$ -
Total Non DAS Revenue	\$16,243	\$9,275		\$9,275	\$9,275		\$9,275	\$9,275		\$9,275	\$44,068	\$ 0.50
PER MEAL COST, Non DAS												
PER MEAL COST (with NCQA), Non DAS												
TOTAL DAS AND NON DAS REVENUE	\$221,635	\$99,197	\$109,104	\$208,301	\$94,034	\$109,104	\$208,301	\$99,195	\$109,104	\$208,301	\$846,538	\$ 9.55
PER MEAL COST, Total	\$9	\$9	\$9	\$9	\$9	\$9	\$9	\$9	\$9	\$9	\$37	
PER MEAL COST (with NCQA), Total	\$9	\$9	\$9	\$9	\$9	\$9	\$9	\$9	\$9	\$9	\$37	
Full Time Equivalent (FTE)	17.41	17.41			17.41			17.41				

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

12/7/2022

Program: AWD
(Same as Line 11 on HSA #1)

Salaries & Benefits Detail

DAS Salaries & Benefits		Agency Totals			HSA Program			FY 21/22	FY 22/23	FY 22/23	FY 22/23	FY 23/24	FY 23-24	FY 23/24	FY 24/25	FY24/25	FY 24/25	Total			
Position Title	Name	Annual Full Time Salary for FTE	Annual Full Time Salary for FTE FY 22-23	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Adjusted FTE FY 22-23	Actual Salary	Budgeted Salary	Modification	Revised Salary	Budgeted Salary	Modification	Revised Salary	Budgeted Salary	Modification	Revised Salary	Budgeted Salary			
Executive Chef	Charles Adams	\$87,552	\$94,896	1.00	11.00%	0.11	0.10	\$9,920	\$9,920		\$9,920	\$9,920		\$9,920	\$9,920		\$9,920	\$9,920	\$39,680		
Food Service Coordinator	Jacqelyn Brown	\$58,240	\$63,120	1.00	11.00%	0.11	0.10	\$6,598		\$6,221	\$6,221		\$6,221	\$6,221		\$6,221	\$6,221	\$6,221	\$6,221	\$25,261	
Cook	Esperanza Domingure	\$52,000		1.00	11.00%	0.11		\$6,292												\$6,292	
Kitchen Assistant/Maintenance	Darinell Collier	\$45,760	\$51,446	1.00	11.00%	0.11	0.10	\$5,185	\$5,185		\$5,185	\$5,185		\$5,185	\$5,185		\$5,185	\$5,185	\$20,740		
WASC Site Manager	Kevin Herring	\$45,760	\$41,954	1.00	11.00%	0.11	0.10	\$5,185	\$5,185	(\$990)	\$4,195	\$5,185	(\$990)	\$4,195	\$5,185	(\$990)	\$4,195	\$5,185	(\$990)	\$4,195	\$17,770
Cook	David Malone	\$47,840	\$48,162	1.00	11.00%	0.11		\$5,420												\$5,420	
Food Service Assistant	Josseline Galevez	\$36,400	\$40,500	0.75	11.00%	0.08	0.10	\$3,093		\$4,050	\$4,050		\$4,050	\$4,050		\$4,050	\$4,050	\$4,050	\$4,050	\$15,243	
Food Service Assistant	Tiffany King	\$41,600	\$45,973	1.00	11.00%	0.11	0.10	\$5,136		\$4,597	\$4,597		\$4,597	\$4,597		\$4,597	\$4,597	\$4,597	\$4,597	\$18,927	
Rosa Parks Site Manager	Faye Lumsey	\$37,440	\$41,595	0.44	11.00%	0.05	0.05	\$1,856	\$1,856	\$223	\$2,079	\$1,856	\$223	\$2,079	\$1,856	\$223	\$2,079	\$1,856	\$223	\$2,079	\$8,093
Dr Davis Site Manager	Shantel Lumsey	\$39,520	\$43,784	1.00	11.00%	0.11	0.10	\$4,477	\$2,304	\$2,074	\$4,378	\$2,304	\$2,074	\$4,378	\$2,304	\$2,074	\$4,378	\$2,304	\$2,074	\$4,378	\$17,611
Food Service Assistant	Alvin Mchiel	\$39,520	\$45,973	1.00	11.00%	0.11	0.10	\$4,948		\$4,597	\$4,597		\$4,597	\$4,597		\$4,597	\$4,597	\$4,597	\$4,597	\$18,739	
Driver	Toney Befford	\$36,400	\$40,500	1.00	11.00%	0.11		\$4,124												\$4,124	
Driver	Antoine Porter	\$44,440	\$50,352	1.00	11.00%	0.11	0.10	\$5,535	\$5,035		\$5,035	\$5,035		\$5,035	\$5,035		\$5,035	\$5,035	\$5,035	\$20,640	
Kitchen Assistant/ Maintenance	Gary Carter	\$36,400	\$38,311	0.50	11.00%	0.06	0.10	\$2,002		\$3,831	\$3,831		\$3,831	\$3,831		\$3,831	\$3,831	\$3,831	\$3,831	\$13,495	
Kitchen Assistant/ Maintenance	Javier Gonzale		\$38,314				0.10			\$3,831	\$3,831		\$3,831	\$3,831		\$3,831	\$3,831	\$3,831	\$3,831	\$11,493	
Cook	Allen Young	\$54,080	\$65,676	1.00	11.00%	0.11	0.10	\$6,051	\$6,051	\$516	\$6,567	\$6,051	\$516	\$6,567	\$6,051	\$516	\$6,567	\$6,051	\$516	\$6,567	\$25,752
Food Service Assistants	Veleda/Renee	\$36,400	\$40,500	1.50	11.00%	0.17	0.10	\$6,006		\$4,050	\$4,050		\$4,050	\$4,050		\$4,050	\$4,050	\$4,050	\$4,050	\$18,156	
Totals		\$739,352	\$791,056	15.19	176.00%	1.67	0.09	\$81,828	\$35,536	\$33,000	\$68,536	\$35,536	\$33,000	\$68,536	\$35,536	\$33,000	\$68,536	\$35,536	\$33,000	\$68,536	\$287,436
Fringe Benefits Rate		30.00%																			
Employee Fringe Benefits		\$221,806						\$24,549	\$10,660	\$9,900	\$20,560	\$10,660	\$9,900	\$20,560	\$10,660	\$9,900	\$20,560	\$10,660	\$9,900	\$20,560	\$86,229
Total DAS Salaries and Benefits		\$961,158						\$106,377	\$46,196	\$42,900	\$89,096	\$46,196	\$42,900	\$89,096	\$46,196	\$42,900	\$89,096	\$46,196	\$42,900	\$89,096	\$373,665
Non DAS Salaries & Benefits		Agency Totals			HSA Program			FY 21/22			FY 22/23			FY 23/24					FY 24/25	Total	
Position Title	Name	Annual Full Time Salary for FTE		Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE		Budgeted Salary	Budgeted Salary		Budgeted Salary	Budgeted Salary		Budgeted Salary	Budgeted Salary		Budgeted Salary	Budgeted Salary		Budgeted Salary	
driver	Toney	\$36,400		0.60	11.00%	0.07		\$2,402												\$2,402	
Date entry	Kenya	\$52,520		0.13	11.00%	0.01		\$722	\$722		\$722	\$722		\$722	\$722		\$722	\$722		\$722	\$2,888
Volunteers		\$36,400		1.50	11.00%	0.17		\$6,006	\$4,004		\$4,004	\$4,004		\$4,004	\$4,004		\$4,004	\$4,004		\$4,004	\$18,018
Totals		\$125,320		2.23	33.00%	0.24		\$9,130	\$4,726		\$4,726	\$4,726		\$4,726	\$4,726		\$4,726	\$4,726		\$4,726	\$23,308
Fringe Benefits Rate		30.00%																			
Employee Fringe Benefits		\$37,596						\$2,739	\$1,418		\$1,418	\$1,418		\$1,418	\$1,418		\$1,418	\$1,418		\$1,418	\$6,993
Total Non DAS Salaries and Benefits		\$162,916						\$11,869	\$6,144		\$6,144	\$6,144		\$6,144	\$6,144		\$6,144	\$6,144		\$6,144	\$30,301
Total DAS and Non DAS Salaries and Benefits		\$1,124,074						\$118,246	\$52,340		\$95,240	\$52,340		\$95,240	\$52,340		\$95,240	\$52,340		\$95,240	\$403,966

HSA #2

Operating Expense Detail											Total
Actual FY 21/22	Current FY 22/23	Modification FY 22/23	Revised FY 22/23	Current FY 23/24	Modification FY 23/24	Revised FY 23/24	Current FY 24/25	Modification FY 24/25	Revised FY 24/25		
Annual # Meals Contracted											89,598
DAS Operating Expenses											
Expenditure Category											
Rental of Property	\$648	\$648		\$648	\$648		\$648	\$648		\$648	\$2,592
Utilities (Elec, Water, Gas, Phone, Garbage)	\$3,874	\$2,174	\$2,256	\$4,430	\$2,174	\$2,256	\$4,430	\$2,174	\$2,256	\$4,430	\$17,164
Office Supplies, Postage	\$330	\$330		\$330	\$330		\$330	\$330		\$330	\$1,320
Building Maintenance Supplies and Repair	\$1,769	\$1,276	\$2,000	\$3,276	\$1,276	\$2,000	\$3,276	\$1,276	\$2,000	\$3,276	\$11,597
Printing and Reproduction											
Insurance	\$1,313	\$515	\$515	\$1,030	\$515	\$515	\$1,030	\$515	\$515	\$1,030	\$4,403
Staff Training											
Staff Travel-(Local & Out of Town)											
Rental of Equipment											
Food Cost											
Raw Food	per meal \$3.00	\$3.05		new rate \$3.45	\$3.45		\$3.45	\$3.45		\$3.45	\$299,754
Cong Food Svc Supplies	per meal \$0.20	\$0.25		new rate \$0.50	\$0.50		\$0.50	\$0.50		\$0.50	\$38,951
Catered Meals	per meal										
Consultant											
Consultant A											
Other											
DMV Registration	\$259	\$259		\$259	\$259		\$259	\$259		\$259	\$1,036
Gas and Car Rental	\$924	\$524	\$1,000	\$1,524	\$524	\$1,000	\$1,524	\$524	\$1,000	\$1,524	\$5,496
Total DAS Operating Expenses											\$382,313
Non DAS Operating Expenses											
Expenditure Category											
Rental of Property											
Utilities (Elec, Water, Gas, Phone, Garbage)											
Office Supplies, Postage											
Building Maintenance Supplies and Repair	\$660	\$660		\$660	\$660		\$660	\$660		\$660	\$2,640
Printing and Reproduction											
Insurance											
Staff Training	\$550	\$550		\$550	\$550		\$550	\$550		\$550	\$2,200
Staff Travel-(Local & Out of Town)											
Rental of Equipment											
Food Cost											
Raw Food	per meal \$0.10	\$0.10		\$0.10	\$0.10		\$0.10	\$0.10		\$0.10	\$5,231
Cong Food Svc Supplies	per meal										
Catered Meals	per meal										
Consultant											
Consultant A											
Other											
Small Equipment and supplies	\$528	\$528		\$528	\$528		\$528	\$528		\$528	\$2,112
Car Repair	\$396	\$396		\$396	\$396		\$396	\$396		\$396	\$1,584
Total Non DAS Operating Expenses											\$13,767
Total DAS and Non DAS Operating Expenses											\$396,080
HSA #3											

Program: AWD
(Same as Line 11 on HSA #1)

Capital & Subcontractor Expenditure Detail

DAS Capital Expenditure

<u>Equipment (Qty)</u>	FY21/22	FY 22/23	FY 23/24	FY 24/25	Total
Food Sealer	\$1,125				\$1,125
Total Equipment Cost					
<u>Remodeling</u>		FY 22/23	FY 23/24	FY 24/25	Total
Total Remodeling Cost					
<u>Subcontractor</u>		FY 22/23	FY 23/24	FY 24/25	Total
Total Subcontractor Cost					
Total DAS Capital & Subcontractor Expenditure	\$1,125				\$1,125

Non DAS Capital Expenditure

<u>Equipment (Qty)</u>					Total
Total Equipment Cost					
<u>Remodeling</u>					Total
Total Remodeling Cost					
<u>Subcontractor</u>					Total
Total Subcontractor Cost					
Total Non DAS Capital & Subcontractor Expenditure					

Total DAS and Non DAS Capital & Subcontractor Expenditure					
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Program: AWD

(Same as Line 11 on HSA #1)

NCQA Expenditure Detail

DAS NCQA Expenditure	Unit price	Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Menu planning and nutrition analysis	\$739.00 /set	0.24	\$179	\$179	\$179	\$179	\$716
Kitchen and food service monitoring	\$688.00	0.97	\$665	\$665	\$665	\$665	\$2,660
Congregate site monitoring	\$264.00	3.87	\$1,021	\$1,021	\$1,021	\$1,021	\$4,084
Nutrition education	\$112.00	4.84	\$542	\$542	\$542	\$542	\$2,168
Nutrition counseling (optional)	/hour						
In-service training	\$112.00 /training	1.45	\$162	\$162	\$162	\$162	\$648
Total DAS NCQA Expenditure			\$2,569	\$2,569	\$2,569	\$2,569	\$10,276

Non DAS NCQA Expenditure	Unit price	Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Menu planning and nutrition analysis	/set	0.24					
Kitchen and food service monitoring		0.97					
Congregate site monitoring		3.87					
Nutrition education		4.84					
Nutrition counseling (optional)	/hour						
In-service training	/training	1.45					
Total Non DAS NCQA Expenditure							

Total DAS and Non DAS NCQA Expenditure			\$2,569	\$2,569	\$2,569	\$2,569	\$10,276
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HSA #4**12/7/2022**

Appendix A-1 - Services to be Provided
Centro Latino de San Francisco
 Congregate Nutrition Services for Older Adults

July 1, 2021 – June 30, 2025
 Modification: December 7, 2022

I. Purpose

The purpose of this grant is to provide congregate nutrition services for older adults living in the City and County of San Francisco. Congregate nutrition services include the provision of nutritious meals, nutrition education, and nutrition risk screening.

Congregate nutrition services support individuals to live independently in their own homes and communities, help ensure health and well-being through improved nutrition and reduced isolation, and serve as an access point for other home and community-based services.

II. Definitions

Grantee	Centro Latino de San Francisco
Adult with a Disability	A person 18-59 years of age living with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging

CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
Congregate Nutrition Services	The procurement, preparation, transporting and serving of meals that meet nutrition requirements to eligible consumers in a group setting. Congregate nutrition services also include nutrition education, health promotion, and nutrition risk screening.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov/vi/home/documents/DetermineNutritionChecklist.pdf
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.

Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)
LGBTQ+	An acronym/term used to refer to persons who self-identify as non -heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for enrollment and/or participation is not means tested. Consumers self-report income status.
Menu Planning and Analysis	The development of a menu cycle that adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.

Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (CCR Title 22 Sec. 7630)
Nutrition Education Session	An intervention targeting participants and caregivers that uses information dissemination, instruction, or training with the intent to support food, nutrition, and physical activity choices and behaviors (related to nutritional status) in order to maintain or improve health and address nutrition-related conditions. Content is consistent with the DGA; accurate, culturally sensitive, regionally appropriate, and considers personal preferences; and overseen by a registered dietitian. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.

OCNP	Older Californians Nutrition Program (previously known as Elderly Nutrition Program, ENP) - Title III C1 and C2. A program that provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and is provided in accordance with the provision of CCR Title 22, Chapter 4, Article 5, Sec. 7630.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term “senior”.
Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years of age or older; used interchangeably with the term “older adult”.
SF-HSA	Human Services Agency of the City and County of San Francisco.
Socially Isolated	Having few social relationships and few people to interact with regularly.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9</i>).
Unduplicated Consumer (UDC)	An individual who participates in congregate nutrition services and their participation is reflected in CA-GetCare by the grantee.

III. Target Populations

This program is designed to serve all ethnicities and populations, with focused expertise to promote unique cultural needs, which have been identified as demonstrating the greatest economic and social need:

- Persons with low income
- Persons who are socially isolated
- Persons with limited English- speaking proficiency
- Persons from communities of color
- Persons who identify as LGBTQ+

- Persons at risk of institutionalization

IV. Eligibility for Services

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

V. Location and Time of Services

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

VI. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA OCNP, and DAS OCP.
2. Grantee will provide congregate nutrition services for older adults. The provision of services will include the following:
 - i. Enrollment of consumers in the program and the provision of congregate meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
 - ii. Provision of congregate meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs.
 - iii. Annual nutrition screenings for each consumer and documentation of individual responses in CA-GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
3. Grantee will post at each meal site a notice that informs consumers about the suggested voluntary contribution for a meal and a guest fee for individuals who are

not eligible to enroll as a consumer in congregate nutrition services. The grantee's board of directors must approve the suggested contribution and guest fee per meal. The grantee will ensure its policy and procedures for the suggested meal contribution and guest fee comply with DAS OCP policy memoranda.

4. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
 - i. Submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding menu analysis. The registered dietitian (RD) on staff or consultant RD must participate in menu planning and complete the corresponding nutrient analysis. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
 - ii. Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
 - iii. Provide a nutrition education session at least once per quarter and a minimum of four (4) times during the fiscal year to consumers participating in services. The grantee may deliver a session in person or via video, audio, online, or the distribution of hardcopy materials. The grantee must report nutrition education sessions in CA-GetCare and include the estimated number of participants.
 - iv. Conduct and document an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four (4) times during the fiscal year. The RD on staff or consultant RD must conduct and document the results of the HACCP safety and sanitation monitoring. HACCP monitoring must also include, but is not limited to the review of quarterly congregate site monitoring reports.
 - v. Conduct and document an on-site HACCP safety and sanitation monitoring of each congregate meal site at least once per quarter and a minimum of four (4) times during the fiscal year. The RD on staff, consultant RD, or a qualified staff member must conduct and document the results of the HACCP safety and sanitation monitoring for each site.
 - vi. Provide orientation and training to all new staff, paid and volunteers, to perform their assigned responsibilities and tasks as described in the CCR Title 22 Regulations Sec. 7636.5. Training, at a minimum, shall include:
 - (1) Food safety, prevention of foodborne illness, and HACCP principles.
 - (2) Accident prevention, instruction on fire safety, first aid, choking, earthquake preparedness, and other emergency procedures.
 - vii. Provide in-service training for nutrition program staff (e.g. food service and delivery workers) at least once per quarter and a minimum four (4) times during the fiscal year as described in the CCR-Title 22 Regulations Sec. 7636.5 and DAS OCP policy memoranda. The grantee will also document, schedule, and conduct in-service trainings in a timely manner when there are monitoring findings. A registered dietitian (RD) must review and approve an annual in-service training plan and the training curriculum for nutrition program staff.

5. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15 each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At minimum, the completed number of surveys per meal site shall be a sample size of the average number of meals served daily.
6. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the nutrition program. The grantee will ensure the manager on staff possess a food safety manager certification and has the required qualifications as described in the CCR Title 22 Regulations Sec. 7636.3 and DAS OCP policy memoranda.
7. Grantee will ensure there is a sufficient number of qualified staff, paid and volunteer, with the appropriate education, experience, and cultural competency to carry out the requirements of the program and deliver quality services to meet the needs of the consumers.
8. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed.
9. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services

VII. Service Objectives

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

Table A	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	1,416	1,075	1,075	1,075
Modification 1 & 2	0	0	0	0
Modification 3	0	+125	+125	+125
Revised UDC	1,416	1,200	1,200	1,200
Number of Lunch/Dinner Meals	89,664	68,081	68,081	68,081
Modification 1	0	0	0	0
Modification 2	+3,070	0	0	0
Modification 3	0	+23,313	+11,657	+11,657
Revised Number of Lunch/Dinner Meals	92,734	91,394	79,738	79,738
Number of Breakfast Meals	0	0	0	0

Modification 1	+3,186	+3,186	+3,186	+3,186
Modification 2	0	0	0	0
Modification 3	0	0	0	0
Revised Number of Breakfast Meals	3,186	3,186	3,186	3,186
Number of Supplemental Bags of Groceries	0	0	0	0
Modification 1	+2,730	+2,730	+2,730	+2,730
Modification 2	0	0	0	0
Modification 3	0	0	0	0
Revised Number of Supplemental Bags of Groceries	2,730	2,730	2,730	2,730

VIII. Outcome Objectives

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

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

IX. Reporting and Other Requirements

1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers using the DAS OCP approved congregate intake form, which includes the annual nutrition risk screening, and the food security screening into the CA-GetCare database in accordance to DAS OCP policy memorandum.
2. Grantee will enter into the CA-GetCare Service Unit section all service objectives by the 5th working day of the month for the preceding month.
3. Grantee will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
 - Number of unduplicated consumers served
 - Number of meals prepared and served
 - Number nutrition compliance units provided
4. Grantee will submit HACCP monitoring reports of the production kitchen and congregate sites to DAS OCP once per quarter. Quarterly reports due Oct. 15; Jan. 15; April 15; and June 15.
5. Grantee will enter the annual outcome objective metrics identified in Section VIII of the Appendix A in the CARBON database by the 15th of the month following the end of the program year.

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

Name	Address	Phone
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-647-5353
OMI Senior Center	65 Beverly St, San Francisco, 94132	415-334-5558
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415.404.2938
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Downtown SF Senior Center	481 O’Farrell St, San Francisco, 94102	415-202-2982
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
South Sunset Activity Center	2601 40th Ave, San Francisco, 94116	415-566-2845
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990

Independent Living Resource Center San Francisco	825 Howard Street, San Francisco, 94103	415 543-6222
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700

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

Tiffany Dang
Nutritionist
DAS OCP
email: Tiffany.Dang@sfgov.org

and

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

X. Monitoring Activities

1. Nutrition Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.
2. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review

of the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Name
Centro Latino de San Francisco

(Check One) New Renewal Modification X
If modification, Effective Date of Mod. No. of Mod.

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

Budget Reference Page No.(s)	Revised Budget	Budget FY 22/23	Modification (additional funding)	Revised Budget 22/23	Budget FY 23/24	Modification (additional funding)	Revised Budget 23/24	Budget FY 24/25	Modification (additional funding)	Revised Budget 24/25	Total	Average cost/meal
Annual # Meals Contracted	92,734	68,081	23,313	91,394	68,081	11,657	79,738	68,081	11,657	79,738	343,604	
DAS Expenditures												
Salaries & Benefits	\$476,034	\$354,504	\$70,910	\$425,414	\$354,504	\$41,090	\$395,593	\$354,504	\$41,090	\$395,593	\$1,692,634	\$4.93
Operating Expenses	\$204,137	\$151,401	\$116,184	\$267,585	\$151,401	\$51,358	\$202,759	\$151,401	\$51,358	\$202,759	\$877,240	\$2.55
Subtotal	\$680,171	\$505,905	\$187,094	\$692,999	\$505,905	\$92,447	\$598,352	\$505,905	\$92,447	\$598,352	\$2,569,874	\$7.48
Indirect Percentage (%)												11%
Indirect Cost	\$62,195	\$47,224	\$25,958	\$73,182	\$47,224	\$25,958	\$73,182	\$47,224	\$25,958	\$73,182	\$281,741	\$0.82
Capital/Subcontractor Expenditures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00
Capital/Subcontractor Expenditures	\$11,069	\$0	\$33,904	\$33,904	\$0	\$0	\$0	\$0	\$0	\$0	\$44,973	\$0.16
NCQA Expenditures	\$13,800	\$13,800	\$13,800	\$13,800	\$13,800	\$13,800	\$13,800	\$13,800	\$13,800	\$13,800	\$55,200	\$0.16
Grocery/Breakfast Modification	\$40,516	\$40,516	\$40,516	\$40,516	\$40,516	\$40,516	\$40,516	\$40,516	\$40,516	\$40,516	\$162,064	\$0.48
Total DAS Expenditures	\$807,751	\$607,445	\$246,956	\$854,401	\$607,445	\$118,405	\$725,850	\$607,445	\$118,405	\$725,850	\$3,113,852	\$9.06
Federal (97.036 and 93.778)	\$24,233	\$18,223	\$7,409	\$25,632	\$18,223	\$3,552	\$21,776	\$18,223	\$3,552	\$21,776	\$93,417	\$0.30
State	\$783,518	\$589,222	\$239,547	\$828,769	\$589,222	\$114,853	\$704,074	\$589,222	\$114,853	\$704,074	\$3,020,435	\$9.06
Local	\$807,751	\$607,445	\$246,956	\$854,401	\$607,445	\$118,405	\$725,850	\$607,445	\$118,405	\$725,850	\$3,113,852	\$9.06
Total DAS Expenditures												
Non DAS Expenditures												
Salaries & Benefits	\$77,433	\$58,795	(\$28,720)	\$30,074	\$58,795	\$30,074	\$30,074	\$58,795	\$30,074	\$30,074	\$167,656	\$0.49
Operating Expenses	\$81,025	\$61,521	(\$38,498)	\$23,023	\$61,521	\$23,023	\$23,023	\$61,521	\$23,023	\$23,023	\$150,094	\$0.44
Total Non DAS Expenditures	\$158,458	\$120,316	(\$67,218)	\$53,097	\$120,316	\$53,097	\$53,097	\$120,316	\$53,097	\$53,097	\$519,405	\$1.51
TOTAL DAS AND NON DAS EXPEDITURES	\$966,209	\$727,761	\$179,738	\$907,498	\$727,761	\$118,405	\$778,948	\$727,760	\$118,405	\$778,948	\$3,633,257	\$10.57
PER MEAL COST, DAS	\$8.12	\$8.12		\$8.38	\$8.12		\$8.42	\$8.12		\$8.42		\$8.43
PER MEAL COST (with NCQA), DAS	\$8.27	\$8.32		\$8.38	\$8.32		\$8.42	\$8.32		\$8.42		\$8.59
Non DAS Revenues												
Project Income			(\$3,874)	\$23,023		(\$3,874)	\$23,023		(\$3,874)	\$23,023	\$104,493	\$0.30
Agency Cash-Fundraising											\$0	\$0.00
Agency In-kind Volunteer			(\$63,345)	\$30,074		(\$63,345)	\$30,074		(\$63,345)	\$30,074	\$213,256	\$0.62
Total Non DAS Revenue			(\$67,219)	\$53,097		(\$67,219)	\$53,097		(\$67,219)	\$53,097	\$317,749	\$0.92
PER MEAL COST, Non DAS											\$0.92	
PER MEAL COST (with NCQA), Non DAS											\$0.92	
TOTAL DAS AND NON DAS REVENUE	\$1,009,931	\$732,226	\$175,273	\$907,498	\$732,226	\$46,723	\$778,948	\$732,226	\$46,722	\$778,948	\$3,475,326	\$10.11
PER MEAL COST, Total											\$9.35	
PER MEAL COST (with NCQA), Total											\$9.51	

Full Time Equivalent (FTE) 18.58
Prepared by: Victor de la Rocha, Controller (469) 247-7836

Document Date: 11/21/22

HSA-CO Review Signature:

HSA #1

10/25/2016

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

Appendix B-1, Page 2
Document Date: 11/21/22

Salaries & Benefits Detail

DAS Salaries & Benefits		Agency Totals				HSA Program			FY 21/22	BUDDGET FY 2/23	Original Budget FY 2	FY 24/25	Total				
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	Modification (additional funding)	Annual Full Time Salary for FTE FY22-25	% FTE funded by HSA (Max 100%)	Adjusted FTE	Revised Budget	Revised Budget	Modification (additional funding)	Revised Budget	Revised Budget	Modification (additional funding)	Revised Budget	Revised Budget	Budgeted Salary	
Nutrition Sites & Programs Manager		\$4,080	0.23		\$8,240	100.00%	0.23	\$12,920	\$9,444	\$16,389	\$25,833	\$9,444	\$16,389	\$25,833	\$9,444	\$25,833	\$90,419
Nutritionist		\$52,000	0.51	(\$2,000.00)	\$0	100.00%	0.51	\$27,309	\$19,962	(\$19,962)	\$0	\$19,962	(\$19,962)	\$0	\$19,962	\$0	\$27,309
Head Cook		\$45,760	0.52	\$2,080.00	\$47,840	100.00%	0.52	\$24,658	\$18,024	\$11,158	\$29,182	\$18,024	\$11,158	\$29,182	\$18,024	\$11,158	\$112,204
Cook		\$41,600	0.34	\$2,080.00	\$43,680	100.00%	0.34	\$14,610	\$10,679	\$12,505	\$23,184	\$10,679	\$12,505	\$23,184	\$10,679	\$12,505	\$84,162
Site Manager Star Hotel/Cook		\$43,680	0.50	\$4,160.00	\$47,840	100.00%	0.50	\$22,803	\$16,668	\$8,796	\$25,464	\$16,668	\$8,796	\$25,464	\$16,668	\$8,796	\$99,195
Cook		\$41,600	0.59	\$0.00	\$41,600	100.00%	0.59	\$27,176	\$20,289	\$6,335	\$26,624	\$20,289	\$6,335	\$26,624	\$20,289	\$6,335	\$107,048
Meal Server		\$47,840	0.23	(\$6,240.00)	\$41,600	100.00%	0.23	\$30,611	\$26,767	(\$1,807)	\$24,960	\$26,767	(\$1,807)	\$24,960	\$26,767	(\$1,807)	\$105,491
Food Prep & Meal Server		\$37,440	0.44	\$0.00	\$37,440	100.00%	0.44	\$17,108	\$12,505	\$2,175	\$14,680	\$12,505	(\$8,254)	\$4,251	\$12,505	\$4,251	\$40,290
Cook				\$43,680.00	\$43,680	100.00%				\$7,651	\$7,651		\$7,651	\$7,651		\$7,651	\$22,953
Food Prep		\$39,520	0.26	\$0.00	\$39,520	100.00%	0.26	\$13,734	\$10,710	\$9,354	\$20,064	\$10,710	\$9,354	\$20,064	\$10,710	\$9,354	\$73,026
Janitor		\$39,520	0.22	\$0.00	\$39,520	100.00%	0.22	\$9,137	\$6,679	(\$1,354)	\$5,325	\$6,679	(\$1,354)	\$5,325	\$6,679	(\$1,354)	\$25,112
Dishwasher/Janitor		\$39,520	0.47	\$2,080.00	\$41,600	100.00%	0.47	\$19,238	\$14,062	\$10,577	\$24,639	\$14,062	\$10,577	\$24,639	\$14,062	\$10,577	\$93,155
Driver & Vehicle Servicer				\$41,600.00	\$41,600	100.00%				\$18,096	\$18,096		\$18,096	\$18,096		\$18,096	\$54,288
Driver & Food Purchaser		\$39,520	0.11	\$4,160.00	\$43,680	100.00%	0.11	\$4,327	\$3,162	\$3,334	\$6,496	\$3,162	\$3,334	\$6,496	\$3,162	\$3,334	\$23,815
Driver & Maintenance				\$41,600.00	\$41,600	100.00%				\$19,822	\$19,822		\$19,822	\$19,822		\$19,822	\$59,644
Site Manager MNC		\$39,520	0.30	\$1,040.00	\$40,560	100.00%	0.30	\$12,447	\$9,098	\$10,675	\$19,773	\$9,098	\$10,675	\$19,773	\$9,098	\$10,675	\$71,766
Site Manager VC & Food prep		\$37,440	0.71	\$14,560.00	\$52,000	100.00%	0.71	\$27,656	\$20,215	(\$15,956)	\$4,259	\$20,215	(\$15,956)	\$4,259	\$20,215	(\$15,956)	\$4,259
Site Manager Ed Lee & Food Purchaser		\$39,520	0.81	\$2,080.00	\$41,600	100.00%	0.81	\$33,191	\$24,261	(\$4,293)	\$19,969	\$24,261	(\$4,293)	\$19,969	\$24,261	(\$4,293)	\$19,969
Site Manager L Mayores & Activities Facilitator		\$37,440	0.19	\$2,080.00	\$39,520	100.00%	0.19	\$7,278	\$5,320	\$725	\$6,045	\$5,320	\$725	\$6,045	\$5,320	\$725	\$6,045
Site Manager VA & Assis. Social Worker		\$43,680	0.80	(\$2,080.00)	\$41,600	100.00%	0.80	\$36,083	\$26,375	(\$21,050)	\$5,325	\$26,375	(\$21,050)	\$5,325	\$26,375	(\$21,050)	\$5,325
Social Worker/Resource Specialist		\$62,400	0.29	(\$6,240.00)	\$56,160	100.00%	0.29	\$18,896	\$13,805	(\$6,623)	\$7,182	\$13,805	(\$6,623)	\$7,182	\$13,805	(\$6,623)	\$7,182
Social Worker/Activities Facilitator		\$62,400	0.59	(\$14,560.00)	\$47,840	100.00%	0.59	\$38,017	\$27,789	(\$13,697)	\$14,092	\$27,789	(\$13,697)	\$14,092	\$27,789	(\$13,697)	\$14,092
Executive Director		\$90,350	0.22	(\$1,149.71)	\$83,200	100.00%	0.22	\$20,666	\$15,106	\$5,352	\$20,458	\$15,106	\$5,352	\$20,458	\$15,106	\$5,352	\$82,040
Totals		\$335,790	2.89	\$77,090.29	\$1,011,920.00	600.00%	2.89	\$417,855	\$310,920	\$58,203	\$369,122	\$310,920	\$32,328	\$343,248	\$310,920	\$32,328	\$343,248
Fringe Benefits Rate			14%	15%													
Employee Fringe Benefits		\$45,667						\$58,179	\$43,584	\$8,876	\$56,291	\$43,584	\$4,930	\$52,345	\$43,584	\$4,930	\$52,345
Total DAS Salaries and Benefits		\$381,457						\$476,034	\$354,504	\$67,079	\$425,414	\$354,504	\$37,259	\$395,593	\$354,504	\$37,259	\$395,593
Non DAS Salaries & Benefits																	
Position Title	Name	Annual Full Time Salary for FTE	Total FTE			% FTE funded by HSA (Max 100%)	Adjusted FTE			Modification (additional funding)	Revised Budget		Modification (additional funding)	Revised Budget		Modification (additional funding)	Revised Budget
Food Packer/Meal Server		\$38,834	0.22			100.00%	0.22			\$6,524	\$6,524			\$6,524			\$6,524
Food Packer/Meal Server		\$38,834	0.22			100.00%	0.22			(\$6,524)	\$0		(\$6,524)	\$0			\$0
Food Packer/Meal Server		\$38,834	0.59			100.00%	0.59			(\$17,397)	\$0		(\$17,397)	\$0			\$0
Food Packer/Meal Server (Saturdays)		\$38,834	0.06			100.00%	0.06			(\$1,740)	\$0		(\$1,740)	\$0			\$0
Food Packer/Site Manager		\$38,834	0.37			100.00%	0.37			\$10,873	\$10,873			\$10,873			\$10,873
Meal Delivery		\$38,834	0.30			100.00%	0.30			\$8,698	\$8,698			\$8,698			\$8,698
Totals		\$233,002	1.76			600.00%	1.76			(\$25,661)	\$26,095		(\$25,661)	\$26,095		(\$25,661)	\$26,095
Fringe Benefits Rate			14%	15%													
Employee Fringe Benefits		\$31,688								(\$3,060)	\$3,979		(\$3,060)	\$3,979		(\$3,060)	\$3,979
Total Non DAS Salaries and Benefits		\$264,690								(\$28,720)	\$30,074		(\$28,720)	\$30,074		(\$28,720)	\$30,074
Total DAS and Non DAS Salaries and Benefits		\$646,146						\$562,896	\$413,299	\$42,189	\$455,488	\$413,299	\$12,369	\$425,668	\$413,299	\$12,369	\$425,668

HSA #2

10/25/2016

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

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 Document Date: 11/21/22

Operating Expense Detail

Annual # Meals Contracted	Revised Budget	Revised Budget	(additional funding)	Revised Budget 22/23	Revised Budget	(additional funding)	Revised Budget 23/24	Revised Budget	(additional funding)	Revised Budget 24/25	Total
			23,313	91,394		11,657	79,738		11,657	79,738	250,870
DAS Operating Expenses	\$0	\$0		\$0	\$0		\$0		\$0	\$0	\$0
Expenditure Category	\$0	\$0		\$0	\$0		\$0		\$0	\$0	\$0
Rental of Property	\$0	\$0		\$0	\$0		\$0		\$0	\$0	\$0
Utilities (Elec, Water, Gas, Phone, Garbage)	\$12,886	\$11,341	\$5,741	\$17,082	\$11,341	\$412	\$10,929	\$11,341	\$412	\$10,929	\$50,281
Office Supplies, Postage	\$7,215	\$5,478	\$3,763	\$1,715	\$5,478	\$3,763	\$1,715	\$5,478	\$3,763	\$1,715	\$10,623
Building Maintenance Supplies and Repair	\$0	\$0	\$15,428	\$15,428	\$0	\$5,790	\$5,790	\$0	\$5,790	\$5,790	\$0
Printing and Reproduction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Insurance	\$6,053	\$4,596	\$4,940	\$9,536	\$4,596	\$4,940	\$9,536	\$4,596	\$4,940	\$9,536	\$33,204
Staff Training	\$0	\$0	\$1,250	\$1,250	\$0	\$1,250	\$1,250	\$0	\$1,250	\$1,250	\$3,750
Staff Travel-(Local & Out of Town)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Rental of Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Food Cost	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Raw Food <i>per meal</i> <u>FY 22-25</u>	<u>\$1.50</u>	<u>\$1.83</u>									
Raw Food	\$134,496	\$102,122	\$42,663	\$166,039	\$115,432	\$21,332	\$131,331	\$102,122	\$21,332	\$131,331	\$530,824
Cong Food Svc Supplies <i>per meal</i>	<u>\$0.24</u>	<u>\$0.50</u>									
Cong Food Svc Supplies	\$21,519	\$16,339	\$11,657	\$34,443	\$19,667	\$5,829	\$24,051	\$16,339	\$5,829	\$24,051	\$98,885
Catered Meals <i>per meal</i>	<u>\$0.00</u>	<u>\$0.00</u>									
Catered Meals	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Consultant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Consultant - A	\$0	\$0	\$3,400	\$3,400	\$3,400	\$0	\$3,400	\$0	\$0	\$3,400	\$10,200
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grocery/Breakfast	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Stipends	\$1,565	\$1,188	\$6,612	\$7,800	\$7,800	\$0	\$7,800	\$1,188	\$0	\$7,800	\$24,588
Auto - Fuel, Insurance & Misc.	\$13,613	\$10,337	\$555	\$10,892	\$10,337	\$3,381	\$6,956	\$10,337	\$3,381	\$6,956	\$35,141
Total DAS Operating Expenses	\$204,137	\$151,401	\$116,184	\$267,585	\$151,401	\$51,358	\$202,759	\$151,401	\$51,358	\$202,759	\$877,240
Non DAS Operating Expenses											
Expenditure Category											
Rental of Property			(\$34,624)	\$0		(\$34,624)	\$0		(\$34,624)	\$0	-\$34,624
Food Cost											
Raw Food <i>per meal</i> <u>FY 22-25</u>	<u>\$0.34</u>	<u>\$0.78</u>									
Raw Food			\$18,188	\$18,188	\$18,188	\$18,188	\$18,188	\$18,188	\$18,188	\$18,188	\$54,564
Cong Food Svc Supplies <i>per meal</i>	<u>\$0.05</u>	<u>\$0.21</u>									
Cong Food Svc Supplies			\$4,835	\$4,835	\$4,835	\$4,835	\$4,835	\$4,835	\$4,835	\$4,835	\$14,505
Catered Meals <i>per meal</i>	<u>\$0.00</u>	<u>\$0.00</u>									
Catered Meals											\$0
Total Non DAS Operating Expenses	\$81,025	\$61,521	(\$38,498)	\$23,023	\$61,521	(\$38,498)	\$23,023	\$61,521	(\$38,498)	\$23,023	\$150,094
Total DAS and Non DAS Operating Expenses	\$285,162	\$212,922	\$77,686	\$290,608	\$212,922	\$12,859	\$225,782	\$212,922	\$12,859	\$225,782	\$955,094
HSA #3											10/25/2016

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

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 Document Date: 11/21/22

Capital & Subcontractor Expenditure Detail

DAS Capital Expenditure

Equipment (Qty)	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
					\$0
					\$0
					\$0
					\$0
Total Equipment Cost	\$0	\$0	\$0	\$0	\$0

Remodeling	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
		\$33,904			\$33,904
					\$0
					\$0
					\$0
Total Remodeling Cost	\$0	\$33,904	\$0	\$0	\$33,904

Subcontractor	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
					\$0
					\$0
					\$0
					\$0
Total Subcontractor Cost	\$0	\$0	\$0	\$0	\$0

Total DAS Capital & Subcontractor Expenditure	\$0	\$33,904	\$0	\$0	\$33,904
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Non DAS Capital Expenditure

Equipment (Qty)	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
					\$0
					\$0
					\$0
					\$0
Total Equipment Cost	\$0	\$0	\$0	\$0	\$0

Remodeling	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
					\$0
					\$0
					\$0
					\$0
Total Remodeling Cost	\$0	\$0	\$0	\$0	\$0

Subcontractor	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
					\$0
					\$0
					\$0
					\$0
Total Subcontractor Cost	\$0	\$0	\$0	\$0	\$0

Total Non DAS Capital & Subcontractor Expenditure	\$0	\$0	\$0	\$0	\$0
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Total DAS and Non DAS Capital & Subcontractor Expenditure	\$11,069	\$33,904	\$0	\$0	\$44,973
HSA #4					10/25/2016

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

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 Document Date: 11/21/22

NCQA Expenditure Detail

DAS NCQA Expenditure	Unit price	Unit	FY 21/22	Modification	Original Budget FY 22/23	Modification	Original Budget FY 23/24	Modification	FY 24/25	Modification	Total
Menu planning and nutrition analysis	\$700.00 /set	1.00	\$700		\$700		\$700		\$700		\$2,800
Kitchen and food service monitoring	\$600.00	2.00	\$1,200		\$1,200		\$1,200		\$1,200		\$4,800
Congregate site monitoring	\$300.00	24.00	\$7,200		\$7,200		\$7,200		\$7,200		\$28,800
Nutrition education	\$150.00	24.00	\$3,600		\$3,600		\$3,600		\$3,600		\$14,400
Other TA	\$100.00 /hour	11.00	\$400	\$700	\$400	\$700	\$400	\$700	\$400	\$700	\$4,400
Total DAS NCQA Expenditure			\$13,100	\$700	\$13,100	\$700	\$13,100	\$700	\$13,100	\$700	\$55,200
Non DAS NCQA Expenditure	Unit price	Unit	FY 21/22		Original Budget FY 22/23		Original Budget FY 23/24		FY 24/25		Total
Menu planning and nutrition analysis	\$0.00 /set	1.00	\$0		\$0		\$0		\$0		\$0
Kitchen and food service monitoring	\$0.00	2.00	\$0		\$0		\$0		\$0		\$0
Congregate site monitoring	\$0.00	24.00	\$0		\$0		\$0		\$0		\$0
Nutrition education	\$0.00	24.00	\$0		\$0		\$0		\$0		\$0
Nutrition counseling (optional)		/hour	11.00								
Total Non DAS NCQA Expenditure			\$0		\$0		\$0		\$0		\$0
Total DAS and Non DAS NCQA Expenditure			\$13,100	\$700	\$13,100	\$700	\$13,100	\$700	\$13,100	\$700	\$55,200
HSA #4											10/25/2016

0

(Same as Line 11 on HSA #1)

0

Grocery/Breakfast Expenditure Detail

DAS	Unit price	Unit	1/0/00	1/0/00	1/0/00	1/0/00	1/0/00
Grocery	\$9.88 /bag	2730.00	\$26,972	\$26,972	\$26,972	\$26,972	\$107,888
Breakfast	\$4.25 /meal	3186.00	\$13,545	\$13,545	\$13,545	\$13,545	\$54,180
Total DAS Expenditure			\$40,516	\$40,516	\$40,516	\$40,516	\$162,064

Salaries & Benefits Detail

DAS Salaries & Benefits		Agency Totals		HSA Program		FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Position Title	Name	Annual	Total FTE	% FTE	Adjusted	Budgeted	Budgeted	Budgeted	Budgeted	Budgeted Salary
Cook		\$44,720	1.00	22.23%	0.22	\$9,942	\$9,942	\$9,942	\$9,942	\$39,768
Driver		\$39,520	1.00	25.16%	0.25	\$9,942	\$9,942	\$9,942	\$9,942	\$39,768
Total						\$19,884	\$19,884	\$19,884	\$19,884	\$79,536
Fringe Benefits Rate		19%								
Employee Fringe Benefits		\$7,627				\$3,838	\$3,838	\$3,838	\$3,838	\$15,352
Total DAS Salaries and		\$47,147				\$23,722	\$23,722	\$23,722	\$23,722	\$94,888

Operating Expense Detail

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

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

Appendix A-1 - Services to be Provided
Centro Latino de San Francisco
 Congregate Nutrition Services for Adults with Disabilities

July 1, 2021 – June 30, 2025

I. Purpose

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

II. Definitions

Grantee	Centro Latino de San Francisco
Adult with a Disability	A person 18-59 years of age living with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging

CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
Congregate Nutrition Services	The procurement, preparation, transporting and serving of meals that meet nutrition requirements to eligible consumers in a group setting. Congregate nutrition services also include nutrition education, health promotion, and nutrition risk screening
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.

Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)
LGBTQ+	An acronym/term used to refer to persons who self-identify as non -heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for enrollment and/or participation is not means tested. Consumers self-report income status.
Menu Planning and Analysis	The development of a menu cycle that adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.

Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (CCR Title 22 Sec. 7630)
Nutrition Education Session	An intervention targeting participants and caregivers that uses information dissemination, instruction, or training with the intent to support food, nutrition, and physical activity choices and behaviors (related to nutritional status) in order to maintain or improve health and address nutrition-related conditions. Content is consistent with the DGA; accurate, culturally sensitive, regionally appropriate, and considers personal preferences; and overseen by a registered dietitian. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.

SF-HSA	Human Services Agency of the City and County of San Francisco.
Socially Isolated	Having few social relationships and few people to interact with regularly.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9</i>).
Unduplicated Consumer (UDC)	An individual who participates in congregate nutrition services and their participation is reflected in CA-GetCare by the grantee.

III. Target Populations

This program is designed to serve all ethnicities and populations, with focused expertise to promote unique cultural needs which have been identified as demonstrating the greatest economic and social need:

- Persons with low income
- Persons who are socially isolated
- Persons with limited English- speaking proficiency
- Persons from communities of color
- Persons who identify as LGBTQ+
- Persons at risk of institutionalization

IV. Eligibility for Services

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

V. Location and Time of Services

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

VI. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA, and DAS OCP.
2. Grantee will provide congregate nutrition services for adults with disabilities. The provision of services will include the following:
 - i. Enrollment of consumers in the program and the provision of congregate meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
 - ii. Provision of congregate meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs.
 - iii. Annual nutrition screenings for each consumer and documentation of individual responses in CA-GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
3. Grantee will post at each meal site a notice that informs consumers about the suggested voluntary contribution for a meal and a guest fee for individuals who are not eligible to enroll as a consumer in congregate nutrition services. The grantee's board of directors must approve the suggested contribution and guest fee per meal. The grantee will ensure its policy and procedures for the suggested meal contribution and guest fee comply with DAS OCP policy memoranda.
4. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
 - i. Submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding menu analysis. The registered dietitian (RD) on staff or consultant RD must participate in menu planning and complete the corresponding nutrient analysis. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
 - ii. Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
 - iii. Provide a nutrition education session at least once per quarter and a minimum of four (4) times during the fiscal year to consumers participating in services. The grantee may deliver a session in person or via video, audio, online, or the distribution of hardcopy materials. The grantee must report nutrition education sessions in CA-GetCare and include the estimated number of participants.

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

contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services

VII. Service Objectives

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

Table A	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	271	170	170	170
Modification 1	0	0	0	0
Modification 2	0	+20	+20	+20
Revised UDC	271	190	190	190
Number of Lunch/Dinner Meals	21,239	13,359	13,359	13,359
Modification 1	0	0	0	0
Modification 2	0	+9,203	+9,203	+9,203
Revised Number of Lunch/Dinner Meals	21,239	22,562	22,562	22,562
Number of Breakfast Meals	0	0	0	0
Modification 1	+3,182	+3,182	+3,182	+3,182
Modification 2	0	0	0	0
Revised Number of Breakfast Meals	3,182	3,182	3,182	3,182
Number of Supplemental Bags of Groceries	0	0	0	0
Modification 1	+1,170	+1,170	+1,170	+1,170
Modification 2	0	0	0	0
Revised Number of Supplemental Bags of Groceries	1,170	1,170	1,170	1,170

VIII. Outcome Objectives

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

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

IX. Reporting and Other Requirements

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

Name	Address	Phone
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-647-5353
OMI Senior Center	65 Beverly St, San Francisco, 94132	415-334-5558
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415.404.2938
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Downtown SF Senior Center	481 O'Farrell St, San Francisco, 94102	415-202-2982
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
South Sunset Activity Center	2601 40th Ave, San Francisco, 94116	415-566-2845
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990
Independent Living Resource Center San Francisco	825 Howard Street, San Francisco, 94103	415 543-6222
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700

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

Tiffany Dang
 Nutritionist
 DAS OCP
 email: Tiffany.Dang@sfgov.org

and

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

I. Monitoring Activities

1. Nutrition Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and

targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.

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

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Name
Centro Latino de San Francisco

(Check One) New Renewal Modification
If modification, Effective Date of Mod. _____ No. of Mod. _____

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

Budget Reference Page No.(s)	Budget FY 21/22	Budget FY 22/23	Modification (additional funding)	Revised Budget FY22/23	Budget FY 23/24	Modification (additional funding)	Revised Budget FY23/24	Budget FY 24/25	Modification (additional funding)	Revised Budget FY24/25	Total FY 21/25	Average cost/meal
Annual # Meals Contracted	21,239	13,359	9,203	22,562	13,359	9,203	22,562		9,203	22,562	88,925	
DAS Expenditures												
Salaries & Benefits	\$108,439	\$70,438	\$39,782	\$110,220	\$70,438	\$39,782	\$110,220	\$70,438	\$39,782	\$110,220	\$439,099	\$4.94
Operating Expenses	\$45,843	\$29,187	\$33,259	\$62,446	\$29,187	\$33,259	\$62,446	\$29,187	\$33,259	\$62,446	\$233,181	\$2.62
Subtotal	\$154,282	\$99,625	\$73,041	\$172,666	\$99,625	\$73,041	\$172,666	\$99,625	\$73,041	\$172,666	\$672,280	\$7.56
Indirect Percentage (%)											10%	
Indirect Cost	\$14,733	\$9,266	\$7,322	\$16,588	\$9,266	\$7,322	\$16,588	\$9,266	\$7,322	\$16,588	\$64,497	\$0.73
Capital/Subcontractor Expenditures	\$1,450			\$0			\$0			\$0	\$1,450	\$0.02
NCQA Expenditures				\$0			\$0			\$0	\$0	\$0.00
Grocery/Breakfast Modification	\$25,083	\$25,083		\$25,083	\$25,083		\$25,083	\$25,083		\$25,083	\$100,332	
Total DAS Expenditures	\$195,548	\$133,974	\$80,363	\$214,337	\$133,974	\$80,363	\$214,337	\$133,974	\$80,363	\$214,337	\$838,559	\$9.43
Federal (97.036)	\$5,868	\$4,019	\$2,411	\$6,430	\$4,019	\$2,411	\$6,430	\$4,019	\$2,411	\$6,430	\$25,158	\$0.28
State												
Local	\$189,680	\$129,955	\$77,952	\$207,907	\$129,955	\$77,952	\$207,907	\$129,955	\$77,952	\$207,907	\$813,401	
Total DAS Expenditures	\$195,548	\$133,974	\$80,363	\$214,337	\$133,974	\$80,363	\$214,337	\$133,974	\$80,363	\$214,337	\$838,559	
Non DAS Expenditures												
Salaries & Benefits	\$18,375	\$11,557	(\$5,646)	\$5,911		(\$5,646)	\$5,911		(\$5,646)	\$5,911	\$36,108	\$0.41
Operating Expenses	\$11,807	\$7,427	(\$6,587)	\$840	\$7,427	(\$6,587)	\$840	\$7,427	(\$6,587)	\$840	\$14,327	\$0.16
Total Non DAS Expenditures	\$30,182	\$18,984	(\$12,233)	\$6,751	\$18,984	(\$12,233)	\$6,751	\$18,984	(\$12,233)	\$6,751	\$50,435	\$0.57
TOTAL DAS AND NON DAS EXPEDITURES	\$225,730	\$152,958	\$68,130	\$221,088	\$152,958	\$68,130	\$221,088	\$152,958	\$68,130	\$221,088	\$888,994	\$10.00
<i>PER MEAL COST, DAS</i>	\$8.02	\$8.15	\$8.73	\$8.39	\$8.15	\$8.73	\$8.39	\$8.15	\$8.73	\$8.39	\$8.30	
<i>PER MEAL COST (with NCQA), DAS</i>	\$8.02	\$8.15	\$8.73	\$8.39	\$8.15	\$8.73	\$8.15	\$8.15	\$8.73	\$8.15	\$8.30	
Non DAS Revenues												
Project Income			(\$3,423)	\$840		(\$3,423)	\$840		(\$3,423)	\$840	\$9,299	\$0.10
Agency Cash- Fundraising											\$0	\$0.00
Agency In-kind Volunteer			(\$8,809)	\$5,911		(\$8,809)	\$5,911		(\$8,809)	\$5,911	\$41,136	\$0.46
Total Non DAS Revenue	\$30,182		(\$12,233)	\$6,751		(\$12,233)	\$6,751		(\$12,233)	\$6,751	\$50,435	\$0.57
<i>PER MEAL COST, Non DAS</i>											\$0.57	
<i>PER MEAL COST (with NCQA), Non DAS</i>											\$0.57	
TOTAL DAS AND NON DAS REVENUE	\$225,729	\$154,853	\$66,235	\$221,088	\$154,853	\$66,235	\$221,088	\$154,853	\$66,235	\$221,088	\$888,993	\$10.00
<i>PER MEAL COST, Total</i>											\$8.87	
<i>PER MEAL COST (with NCQA), Total</i>											\$8.87	
Full Time Equivalent (FTE)											4.42	

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

Date: 11/21/2022

HSA-CO Review Signature:

HSA #1

10/25/2016

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

Salaries & Benefits Detail

DAS Salaries & Benefits		Agency Totals		HSA Program			FY 21/22	FY 22/23		FY 23/24		FY 24/25		FY 21/25						
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	Modification (additional funding)	Annual Full Time Salary for FTE FY 22-25	% FTE funded by HSA (Max 100%)	Adjusted FTE	Revised Budget	Revised Budget	Modification (additional Funding)	Revised Budget FY22/23	Budgeted Salary	Modification	Revised Budget	Modification (additional Funding)	Revised Budget FY23/24	Revised Budget	Modification (additional Funding)	Revised Budget FY24/25	Budgeted Salary
Nutrition Sites & Programs Manager		\$54,080	0.05	\$4,160	\$58,240	100.00%	0.05	\$2,889	\$1,817	\$4,493	\$6,309.90	\$1,817	\$0	\$1,817	\$4,493	\$6,309.90	\$1,817	\$4,493	\$6,309.90	\$21,819
Nutritionist		\$52,000	0.12	(\$52,000)	\$0.00	100.00%	0.12	\$6,227	\$3,917	(\$3,917)		\$3,917	\$0	\$3,917	(\$3,917)		\$3,917	(\$3,917)		\$6,227
Head Cook		\$45,760	0.12	\$2,080	\$47,840	100.00%	0.12	\$5,623	\$3,537	\$4,178	\$7,714.80	\$3,537	\$0	\$3,537	\$4,178	\$7,714.80	\$3,537	\$4,178	\$7,714.80	\$26,767
Cook		\$41,600	0.08	\$2,080	\$43,680	100.00%	0.08	\$3,332	\$2,096	\$3,700	\$5,796.00	\$2,096	\$0	\$2,096	\$3,700	\$5,796.00	\$2,096	\$3,700	\$5,796.00	\$20,720
Site Manager Star Hotel/Cook		\$43,680	0.12	\$4,160	\$47,840	100.00%	0.12	\$5,200	\$3,271	\$1,875	\$5,145.95	\$3,271	\$0	\$3,271	\$1,875	\$5,145.95	\$3,271	\$1,875	\$5,145.95	\$20,638
Cook		\$41,600	0.14	\$0	\$41,600	100.00%	0.14	\$6,188	\$4,044	\$2,196	\$6,240.00	\$3,635	\$409	\$4,044	\$2,196	\$6,240.00	\$4,044	\$2,196	\$6,240.00	\$24,906
Meal Server		\$47,840	0.06	(\$6,240)	\$41,600	100.00%	0.06	\$6,895	\$5,908	(\$1,748)	\$4,160.00	\$1,672	\$4,238	\$5,908	(\$1,748)	\$4,160.00	\$5,908	(\$1,748)	\$4,160.00	\$19,375
Food Prep & Meal Server		\$37,440	0.10	\$0	\$37,440	100.00%	0.10	\$3,901	\$2,454	\$1,218	\$3,672.00	\$2,454	\$0	\$2,454	\$1,218	\$3,672.00	\$2,454	\$1,218	\$3,672.00	\$14,917
Cook		\$43,680	\$43,680	\$43,680					\$1,913	\$1,912.80				\$1,913	\$1,912.80		\$1,913	\$1,912.80		\$5,738
Food Prep		\$39,520	0.06	\$0	\$39,520	100.00%	0.06	\$3,119	\$2,202	\$2,814	\$5,016.00	\$1,554	\$648	\$2,202	\$2,814	\$5,016.00	\$2,202	\$2,814	\$5,016.00	\$18,167
Janitor		\$39,520	0.05	\$0	\$39,520	100.00%	0.05	\$2,084	\$1,311	\$576	\$1,887.00	\$1,311	\$0	\$1,311	\$576	\$1,887.00	\$1,311	\$576	\$1,887.00	\$7,745
Dishwasher/Janitor		\$39,520	0.11	\$2,080	\$41,600	100.00%	0.11	\$4,387	\$2,759	\$2,406	\$5,165.40	\$2,759	\$0	\$2,759	\$2,406	\$5,165.40	\$2,759	\$2,406	\$5,165.40	\$19,883
Driver & Vehicle Servicer		\$41,600	\$41,600	\$41,600					\$3,432	\$3,432.00				\$3,432	\$3,432.00		\$3,432	\$3,432.00		\$10,286
Driver & Food Purchaser		\$39,520	0.02	\$4,160	\$43,680	100.00%	0.02	\$987	\$621	\$1,003	\$1,624.05	\$621	\$0	\$621	\$1,003	\$1,624.05	\$621	\$1,003	\$1,624.05	\$3,859
Driver & Maintenance		\$41,600	\$41,600	\$41,600					\$4,646	\$4,645.80				\$4,646	\$4,645.80		\$4,646	\$4,645.80		\$13,037
Site Manager MNC		\$39,520	0.07	\$1,040	\$40,560	100.00%	0.07	\$2,838	\$1,785	\$1,166	\$2,951.54	\$1,785	\$0	\$1,785	\$1,166	\$2,951.54	\$1,785	\$1,166	\$2,951.54	\$11,693
Site Manager VC & Food prep		\$37,440	0.17	\$14,560	\$52,000	100.00%	0.17	\$6,307	\$3,967	\$7,499	\$11,466.00	\$3,967	\$0	\$3,967	\$7,499	\$11,466.00	\$3,967	\$7,499	\$11,466.00	\$40,705
Site Manager Ed Lee & Food Purchaser		\$39,520	0.19	\$2,080	\$41,600	100.00%	0.19	\$7,568	\$4,760	(\$80)	\$4,680.00	\$4,760	\$0	\$4,760	(\$80)	\$4,680.00	\$4,760	(\$80)	\$4,680.00	\$21,608
Site Manager L. Mayores & Activities Facilitator		\$37,440	0.04	\$2,080	\$39,520	100.00%	0.04	\$1,660	\$1,044	\$373	\$1,416.90	\$1,044	\$0	\$1,044	\$373	\$1,416.90	\$1,044	\$373	\$1,416.90	\$5,911
Site Manager VA & Assis. Social Worker		\$43,680	0.19	(\$2,080)	\$41,600	100.00%	0.19	\$8,228	\$5,175	(\$3,927)	\$1,248.00	\$5,175	\$0	\$5,175	(\$3,927)	\$1,248.00	\$5,175	(\$3,927)	\$1,248.00	\$11,972
Social Worker/Resource Specialist		\$62,400	0.07	(\$5,240)	\$59,160	100.00%	0.07	\$4,307	\$2,709	\$417	\$2,291.83	\$2,709	\$0	\$2,709	\$417	\$2,291.83	\$2,709	\$417	\$2,291.83	\$11,182
Social Worker/Activities Facilitator		\$62,400	0.14	(\$14,560)	\$47,840	100.00%	0.14	\$9,689	\$5,453	(\$3,386)	\$4,065.00	\$5,453	\$0	\$5,453	(\$3,386)	\$4,065.00	\$5,453	(\$3,386)	\$4,065.00	\$20,864
Executive Director		\$90,350	0.06	(\$7,150)	\$83,200	100.00%	0.06	\$5,048	\$3,175	\$1,620	\$4,794.90	\$3,175	\$0	\$3,175	\$1,620	\$4,794.90	\$3,175	\$1,620	\$4,794.90	\$19,433
Totals		\$335,790	0.69	\$676,130	\$1,011,920.00	600.00%	0.69	\$95,457	\$62,005	\$33,630	\$95,636	\$56,712	\$5,293	\$62,005	\$33,630	\$95,636	\$62,005	\$33,630	\$95,636	\$382,366
Fringe Benefits Rate			14%	15.25%																
Employee Fringe Benefits		\$45,667						\$12,982	\$8,433	\$5,129	\$14,584	\$7,713	\$720	\$8,433	\$5,129	\$14,584	\$8,433	\$5,129	\$14,584	\$56,734
Total DAS Salaries and Benefits		\$381,457						\$108,439	\$70,438	\$39,782	\$110,220	\$64,425	\$6,013	\$70,438	\$39,782	\$110,220	\$70,438	\$39,782	\$110,220	\$439,099

Non DAS Salaries & Benefits		Agency Totals		HSA Program			Original Budget FY 22/23		Original Budget 23/24		Original Budget FY 24/25		FY 21/25
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Modification	Revised Budget 22/23	Budgeted Salary	Modification	Revised Budget 23/24	Modification	Revised Budget 24/25	Budgeted Salary
Food Packer/Meal Server	Olga Mejia	\$38,834	0.05	100.00%	0.05	(\$1,282)	\$0	\$1,282	(\$1,282)	\$0	(\$1,282)	\$0	\$2,039
Food Packer/Meal Server	Enrique Escalona	\$38,834	0.05	100.00%	0.05	\$0	\$1,282	\$1,282	\$0	\$1,282	\$0	\$1,282	\$5,885
Food Packer/Meal Server	Nelson Martinez	\$38,834	0.14	100.00%	0.14	(\$3,420)	\$0	\$3,420	(\$3,420)	\$0	(\$3,420)	\$0	\$5,437
Food Packer/Meal Server (Saturdays)	Crisostomo Duran	\$38,834	0.01	100.00%	0.01	(\$342)	\$0	\$342	(\$342)	\$0	(\$342)	\$0	\$544
Food Packer/Site Manager	Sofia Matus	\$38,834	0.09	100.00%	0.09	\$0	\$2,137	\$2,137	\$0	\$2,137	\$0	\$2,137	\$9,809
Meal Delivery	Felix Preciado	\$38,834	0.07	100.00%	0.07	\$0	\$1,710	\$1,710	\$0	\$1,710	\$0	\$1,710	\$7,848
Totals		\$233,002	0.42	600.00%	0.42	(\$5,044)	\$5,129	\$10,173	(\$5,044)	\$5,129	(\$5,044)	\$5,129	\$31,562
Fringe Benefits Rate			13.60%	15.25%									
Employee Fringe Benefits		\$31,688				(\$602)	\$782	\$1,384	(\$602)	\$782	(\$602)	\$782	\$4,547
Total Non DAS Salaries and Benefits		\$264,690					\$5,811	\$11,657		\$5,811		\$5,811	\$36,109
Total DAS and Non DAS Salaries and Benefits		\$646,146					\$116,132	\$75,982		\$116,132		\$116,132	\$469,196

HSA #2

10/25/2016

Operating Expense Detail													
Annual # Meals Contracted	Revised Budget	Revised Budget	Modification (additional)	Revised Budget	Revised Budget	Modification (additional)	Revised Budget	Original Budget	Modification	Revised Budget	Modification (additional)	Revised Budget	FY 21/25
			9,203	22,562		9,203	22,562	FY 24/25			9,203	22,562	67,686
DAS Operating Expenses													
<i>Expenditure Category</i>													
Rental of Property													\$0
Utilities (Elec, Water, Gas, Phone, Garbage)	\$2,147	\$1,702		\$0	\$1,702		\$0	\$755	\$947	\$1,702		\$0	\$2,147
Office Supplies, Postage	\$1,709	\$1,076		\$1,149	\$1,076		\$1,149	\$1,076		\$1,076		\$1,149	\$5,156
Building Maintenance Supplies and Repair	\$0	\$0		\$3,940	\$0		\$3,940	\$0		\$0		\$3,940	\$11,820
Printing and Reproduction	\$0	\$0		\$0	\$0		\$0	\$0		\$0		\$0	\$0
Insurance	\$1,435	\$903		\$0	\$903		\$0	\$903		\$903		\$0	\$1,435
Staff Training	\$0	\$0		\$0	\$0		\$0	\$0		\$0		\$0	\$0
Staff Travel-(Local & Out of Town)	\$0	\$0		\$0	\$0		\$0	\$0		\$0		\$0	\$0
Rental of Equipment	\$0	\$0		\$0	\$0		\$0	\$0		\$0		\$0	\$0
Food Cost													
Raw Food <i>per meal</i>	\$1.50	\$1.83		\$31,859	\$20,039	\$16,841	\$44,343	\$20,039	\$16,841	\$44,343	\$20,039	\$16,841	\$164,888
Cong Food Svc Supplies <i>per meal</i>	\$0.24	\$0.50		\$5,097	\$3,206	\$4,602	\$9,828	\$3,206	\$4,602	\$9,828	\$3,206	\$4,602	\$34,581
Catered Meals <i>per meal</i>	\$0.00	\$0.00		\$0	\$0		\$0	\$0		\$0		\$0	\$0
Other	\$0	\$0		\$0	\$0		\$0	\$0		\$0		\$0	\$0
Stipends	\$371	\$233		\$0	\$233		\$0	\$233		\$233		\$0	\$371
Auto - Fuel, Insurance & Misc.	\$3,225	\$2,028		\$3,186	\$2,028		\$3,186	\$2,028		\$2,028		\$3,186	\$12,783
Total DAS Operating Expenses	\$45,843	\$29,187		\$33,259	\$62,446		\$33,259	\$62,446	\$28,240	\$947		\$29,187	\$33,259
Non DAS Operating Expenses													
<i>Expenditure Category</i>													
Rental of Property				(\$3,163)	\$0		(\$3,163)	\$0	\$3,163		(\$3,163)	\$0	\$5,028
Food Cost													
Raw Food <i>per meal</i>	\$0.28			(\$3,012)	\$664		(\$3,012)	\$664	\$3,676		(\$3,012)	\$664	\$7,636
Cong Food Svc Supplies <i>per meal</i>	\$0.04			(\$412)	\$176		(\$412)	\$176	\$588		(\$412)	\$176	\$1,463
Total Non DAS Operating Expenses				(\$6,587)	\$840		(\$6,587)	\$840	\$7,427		(\$6,587)	\$840	\$14,327
Total DAS and Non DAS Operating Expenses	\$59,243			\$27,619	\$63,286		\$27,619	\$63,286	\$35,667			\$27,619	\$63,286
HSA #3													10/25/2016

0

(Same as Line 11 on HSA #1)

Capital & Subcontractor Expenditure Detail

DAS Capital Expenditure

Total

<u>Equipment (Qty)</u>	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 21/25
Walk-In refrigerator insulation panels	\$1,450				\$1,450
					\$0
Total Equipment Cost	\$1,450	\$0	\$0	\$0	\$1,450

Total DAS Capital & Subcontractor Expenditure	\$1,450	\$0	\$0	\$0	\$1,450
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Non DAS Capital Expenditure

Total Non DAS Capital & Subcontractor Expenditure	\$0	\$0	\$0	\$0	\$0
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Total DAS and Non DAS Capital & Subcontractor Expenditure	\$1,450	\$0	\$0	\$0	\$1,450
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HSA #4 **1/0/1900**

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 (Same as Line 11 on HSA #1) Appendix B-1, Page 5
 Document Date: 06/09/21

Grocery/Breakfast Expenditure Detail

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

Salaries & Benefits Detail

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

Operating Expense Detail

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

Appendix A-1– Services to be Provided
Centro Latino de San Francisco
Home-Delivered Nutrition Services for Older Adults

July 1, 2021 - June 30, 2025
Modification: December 7, 2022

I. Purpose

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

II. Definitions

Grantee	Centro Latino de San Francisco
Adult with a Disability	A person 18-59 years of age living with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging

CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov/vi/home/documents/DetermineNutritionChecklist.pdf
DGA/ Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)

Home-Delivered Nutrition Services/HDM Nutrition Services	The procurement, preparation, transporting and delivery of meals that meet nutrition requirements to eligible consumers who are homebound by reason of illness, disability, or are otherwise isolated, and have no safe, healthy alternative for meals. Home-delivered nutrition services also include initial assessments, annual assessments, and reassessments of consumer eligibility, nutrition education, health promotion, and nutrition risk screening.
HDM Nutrition Services Assessment (Initial and Annual)	An assessment conducted by a qualified staff member in the home of an individual within two weeks of beginning meal service and annually thereafter that documents the need for service and the type of meal appropriate for the participant in their living environment. The assessment covers physiological, socioeconomic, and psychological factors including acute or chronic disease, syndromes or conditions, family/support system and functional ability including activities of daily living (ADL) and instrumental activities of daily living (IADL) which contribute to an individual's need for meals and other related services. (CCR Title 22 Sec. 7638.3)
LGBTQ+	An acronym/term used to refer to persons who self-identify as non -heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for program enrollment and participation is not means tested. Consumers self-report income status.
Menu Planning and Nutrient Analysis	The development of a menu cycle that adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)

Modified Diet	A menu approved by a registered dietitian (RD) that meets the current DGA and adjusts the typical home-delivered meal components to control the intake of certain foods, food textures, and/or nutrients to meet the dietary needs of individuals. Examples include, but are not limited to, low sodium diet, diabetic diet, and mechanical soft diets.
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (CCR Title 22 Sec. 7630)
Nutrition Education Session	An intervention targeting participants and caregivers that uses information dissemination, instruction, or training with the intent to support food, nutrition, and physical activity choices and behaviors (related to nutritional status) in order to maintain or improve health and address nutrition-related conditions. Content is consistent with the DGA; accurate, culturally sensitive, regionally appropriate, and considers personal preferences; and overseen by a registered dietitian. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)

Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
OCNP	Older Californians Nutrition Program (previously known as Elderly Nutrition Program, ENP) - Title III C1 and C2. A program that provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and is provided in accordance with the provision of CCR Title 22, Chapter 4, Article 5, Sec. 7630.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term “senior”.
Reassessment	A reassessment conducted quarterly by qualified staff that documents the need for service. Such reassessment shall be done in the home of the participant at least every six months. (CCR Title 22 Sec. 7638.3) Initial and annual assessments count towards the quarterly reassessment requirement.
Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years of age or older, used interchangeably with the term “older adult”.
SF-HSA	Human Services Agency of the City and County of San Francisco.
Socially Isolated	Having few social relationships and few people to interact with regularly.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9</i>).

Unduplicated Consumer (UDC)	An individual who receives home-delivered nutrition services and their participation is reflected in CA-GetCare by the grantee.
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III. Target Populations

This program is designed to serve all ethnicities and populations, with focused expertise to promote unique cultural needs which have been identified as demonstrating the greatest economic and social need:

- Persons with low income
- Persons who are socially isolated
- Persons with limited English- Speaking proficiency
- Persons from communities of color
- Persons who identify as LGBTQ+
- Persons at risk of institutionalization

IV. Eligibility for Services

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

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

Grantee shall give priority to an eligible older adult.

V. Location and Time of Services

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

VI. Description of Services and Program Requirements

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

- i. Enrollment of consumers in home-delivered nutrition services and the delivery of meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
 - ii. Provision of home-delivered meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs. Meals offered may be hot, chilled, or frozen, and be regular or modified meals as approved by DAS OCP.
 - iii. Annual nutrition screenings for each consumer and documentation of individual responses in CA-GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
3. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
- i. Submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding menu analysis. The registered dietitian (RD) on staff or consultant RD must participate in menu planning and complete the corresponding nutrient analysis. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
 - ii. Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
 - iii. Provide a nutrition education session at least once per quarter and a minimum of four (4) times during the fiscal year to consumers participating in services. The grantee may deliver a session in person or via video, audio, online, or the distribution of hardcopy materials. The grantee must report nutrition education sessions in CA-GetCare and include the estimated number of participants.
 - iv. Conduct end-of-route home-delivered meal temperature checks every other week per route to ensure the meals maintain temperatures that meet food safety standards during the timeframe of the route. The grantee will document, and keep on file the temperatures for quarterly review by the registered dietitian.
 - v. Monitor the food safety and sanitation of the HDM routes including but not limited to the packing, transporting, and delivery of meals. A qualified staff member, trained by a food safety manager or RD, may monitor routes, and document and submit the results to the agency within two weeks of the monitoring. The grantee will monitor each HDM route, at minimum, two (2) times per year.

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

- grantee. At minimum, the completed number of surveys shall be a sample size of at least forty percent (40%) of the enrolled unduplicated consumer.
6. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the nutrition program. The grantee will ensure the manager on staff possesses a food safety manager certification and has the required qualifications as described in CCR Title 22 Sec. 7636.3 and DAS OCP policy memoranda.
 7. Grantee will ensure there is a sufficient number of qualified staff, paid and/or volunteer, with the appropriate education, experience, and cultural competency to carry out the requirements of the program and deliver quality services to meet the needs of the consumers.
 8. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed.
 9. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services

VII. Service Objectives

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

Table A	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	158	123	123	123
Modification 1	0	0	0	0
Modification 2	0	+17	+17	+17
Revised UDC	158	140	140	140
Number of Lunch/Dinner Meals	41,975	29,576	29,576	29,576
Modification 1	-2,977	0	0	0
Modification 2	0	+17,250	+10,000	+10,000
Revised Number of Lunch/Dinner Meals	38,998	46,826	39,576	39,576
Number of Breakfast Meals	0	0	0	0
Modification 1	+2,730	+2,730	+2,730	+2,730
Modification 2	0	0	0	0
Revised Number of Breakfast Meals	2,730	2,730	2,730	2,730

VIII. Outcome Objectives

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

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

IX. Reporting and Other Requirements

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

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

Name	Address	Phone
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-647-5353
OMI Senior Center	65 Beverly St, San Francisco, 94132	415-334-5558
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415.404.2938
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Downtown SF Senior Center	481 O’Farrell St, San Francisco, 94102	415-202-2982
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
South Sunset Activity Center	2601 40th Ave, San Francisco, 94116	415-566-2845
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990
Independent Living Resource Center San Francisco	825 Howard Street, San Francisco, 94103	415 543-6222
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700

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

Tiffany Dang
 Nutritionist
 DAS OCP
 email: Tiffany.Dang@sfgov.org

and

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

X. Monitoring Activities

1. Nutrition Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP-funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.
2. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Name
Centro Latino de San Francisco

(Check One) New Renewal Modification X
If modification, Effective Date of Mod. No. of Mod.

Program: Home-delivered meals for (X) older adults, () adults with disabilities or () emergency

Program Term	Budget FY 21/22	Budget FY 22/23	Modification (additional funding)	Revised Budget 22/23	Budget 23/24	Modification (additional funding)	Revised Budget 23/24	Budget FY 24/25	Modification (additional funding)	Revised Budget 24/25	FY 21/25	Total	Average cost/meal
Annual # Meals Contracted	38,998	29,576	17,250	46,826	29,576	10,000	39,576	29,576	10,000	39,576	164,976		
DAS Expenditures													
Salaries & Benefits	\$199,941	\$154,705	\$76,433	\$231,138	\$154,705	\$61,305	\$216,010	\$154,705	\$61,305	\$216,010	\$863,099	\$5.23	
Operating Expenses	\$92,136	\$73,335	\$78,411	\$151,746	\$73,335	\$32,495	\$105,830	\$73,335	\$32,495	\$105,830	\$455,542	\$2.76	
Subtotal	\$292,077	\$228,040	\$154,844	\$382,884	\$228,040	\$93,800	\$321,840	\$228,040	\$93,800	\$321,840	\$1,318,641	\$7.99	
Indirect Percentage (%)											10.00%		
Indirect Cost	\$29,993	\$21,133	\$2,277	\$23,410	\$21,133	\$2,276	\$23,409	\$21,133	\$2,276	\$23,409	\$100,221	\$0.61	
Capital/Subcontractor Expenditures	\$41,225	\$0	\$24,986	\$24,986	\$0	\$0	\$0	\$0	\$0	\$0	\$66,211	\$0.40	
NCQA Expenditures	\$44,388	\$36,128	\$4,012	\$40,140	\$36,128	\$4,012	\$40,140	\$36,128	\$4,012	\$40,140	\$164,808	\$1.00	
Breakfast Modification	\$11,603	\$11,603		\$11,603	\$11,603		\$11,603	\$11,603		\$11,603	\$46,412		
Total DAS Expenditures	\$419,286	\$296,904	\$186,119	\$483,023	\$296,904	\$100,088	\$396,992	\$296,904	\$100,088	\$396,992	\$1,696,293	\$10.28	
Federal (97.036 and 93.778)	\$12,578	\$35,766	\$5,584	\$14,491	\$35,766	\$3,003	\$38,769	\$35,766	\$3,003	\$38,769	\$50,889		
State	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,058	\$0	\$0			
Local	\$406,708	\$253,080	\$180,535	\$468,532	\$253,080	\$97,085	\$350,165	\$253,080	\$97,085	\$350,165	\$1,645,404		
Total DAS Expenditures	\$419,286	\$296,904	\$186,119	\$483,023	\$296,904	\$100,088	\$396,992	\$296,904	\$100,088	\$396,992	\$1,696,293		
Non DAS Expenditures													
Salaries & Benefits			(\$11,974)	\$12,539		(\$11,974)	\$12,539		(\$11,974)	\$12,539	\$73,054	\$0.44	
Operating Expenses			(\$14,223)	\$9,600		(\$14,223)	\$9,600		(\$14,223)	\$9,600	\$62,984	\$0.38	
Total Non DAS Expenditures	\$69,620		(\$26,197)	\$22,139		(\$26,197)	\$22,139		(\$26,197)	\$22,139	\$136,038	\$0.82	
TOTAL DAS AND NON DAS EXPENDITURES	\$531,941	\$349,040	\$156,122	\$505,162	\$349,040		\$419,131	\$349,040		\$419,131	\$1,832,331	\$11.11	
DAS Revenues													
Meals- General Fund	\$335,704	\$249,173	\$145,245	\$394,418	\$249,173	\$84,200	\$333,373	\$249,173	\$84,200	\$333,373	\$1,396,868	\$8.47	
OTO - New Vehicle	\$27,591	\$0	\$24,986	\$24,986	\$0	\$0	\$0	\$0	\$0	\$0	\$52,577	\$0.32	
NCQA Fund	\$44,388	\$36,128	\$4,012	\$40,140	\$36,128	\$4,012	\$40,140	\$36,128	\$4,012	\$40,140	\$164,808	\$1.00	
CODB			\$11,876	\$11,876		\$11,876	\$11,876		\$11,876	\$11,876	\$35,628		
Breakfast Modification	\$11,603	\$11,603		\$11,603	\$11,603		\$11,603	\$11,603		\$11,603	\$46,412		
Total DAS Revenue	\$419,286	\$296,904	\$186,119	\$483,023	\$296,904	\$100,088	\$396,992	\$296,904	\$100,088	\$396,992	\$1,696,292	\$10.28	
PER MEAL COST, DAS	\$8.00	\$8.42		\$8.68	\$8.81		\$8.72	\$8.42		\$8.72	\$8.68		
PER MEAL COST (with NCQA), DAS	\$9.06	\$9.64		\$9.53	\$9.64		\$9.74	\$9.64		\$9.74	\$9.68		
Non DAS Revenues													
Project Income				\$9,600			\$9,600			\$9,600	\$42,546	\$0.26	
Agency Cash- Fundraising											\$0	\$0.00	
Agency In-kind Volunteer				\$12,539			\$12,539			\$12,539	\$93,492	\$0.57	
Total Non DAS Revenue				\$22,139			\$22,139			\$22,139	\$136,038	\$0.82	
PER MEAL COST, Non DAS											\$0.82		
PER MEAL COST (with NCQA), Non DAS											\$0.82		
TOTAL DAS AND NON DAS REVENUE	\$531,941	\$349,040		\$505,162	\$360,643		\$419,131	\$349,040		\$419,131	\$1,832,329	\$11.11	
PER MEAL COST, Total											\$9.50		
PER MEAL COST (with NCQA), Total											\$10.50		
Full Time Equivalent (FTE)											5.20		
Prepared by:	Victor de la Rocha, Controller (469) 247-7836										Document Date: 11/21/21		
HSA-CO Review Signature:													
HSA #1													

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

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 Document Date: 11/21/21

Salaries & Benefits Detail

DAS Salaries & Benefits		Agency Totals		HSA Program			Budget FY 21/22	Budget FY 22/23		Budget FY 23/24		Budget FY 24/25		Total				
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	Modification (additional funding)	Annual Full Time Salary for FTE FY 22-25	% FTE funded by HSA (Max 100%)	Adjusted FTE	Revised Budget	Revised Budget	Modification (additional funding)	Revised Budget 22/23	Revised Budget	Modification (additional funding)	Revised Budget 23/24	Revised Budget 24/25	Budgeted Salary		
Nutrition Sites & Programs Manager		\$54,080	0.11	\$4,160	\$58,240	100.00%	0.11	\$5,250	\$3,490	\$5,489	\$8,979	\$3,490	\$5,489	\$8,979	\$3,490	\$5,489	\$8,979	\$32,188
Nutritionist		\$52,000	0.24	-\$52,000	\$0	100.00%	0.24	\$11,316	\$7,522	(\$7,522)	\$0	\$7,522	(\$7,522)	\$0	\$7,522	(\$7,522)	\$0	\$11,316
Head Cook		\$45,760	0.24	\$2,080	\$47,840	100.00%	0.24	\$10,217	\$6,791	\$4,152	\$10,943	\$6,791	\$4,152	\$10,943	\$6,791	\$4,152	\$10,943	\$43,047
Cook		\$41,600	0.16	\$2,080	\$43,680	100.00%	0.16	\$6,054	\$4,024	\$4,748	\$8,772	\$4,024	\$4,748	\$8,772	\$4,024	\$4,748	\$8,772	\$32,370
Site Manager Star Hotel/Cook		\$43,680	0.24	\$4,160	\$47,840	100.00%	0.24	\$9,449	\$6,281	\$2,071	\$8,352	\$6,281	\$2,071	\$8,352	\$6,281	\$2,071	\$8,352	\$34,506
Cook		\$41,600	0.27	\$0	\$41,600	100.00%	0.27	\$12,370	\$6,904	\$1,832	\$8,736	\$6,904	\$1,832	\$8,736	\$6,904	\$1,832	\$8,736	\$38,578
Meal Server		\$47,840	0.11	-\$6,240	\$41,600	100.00%	0.11	\$15,065	\$2,421	\$7,463	\$9,884	\$2,421	\$7,463	\$9,884	\$2,421	\$7,463	\$9,884	\$44,717
Food Prep & Meal Server		\$37,440	0.21	\$0	\$37,440	100.00%	0.21	\$7,089	\$4,712	\$14,376	\$19,088	\$4,712	\$14,376	\$19,088	\$4,712	\$14,376	\$19,088	\$38,411
Cook				\$43,680	\$43,680					\$3,188	\$3,188		\$3,188	\$3,188		\$3,188	\$3,188	\$9,564
Food Prep		\$39,520	0.12	\$0	\$39,520	100.00%	0.12	\$6,384	\$2,863	\$11,577	\$14,440	\$2,863	\$11,577	\$14,440	\$2,863	\$11,577	\$14,440	\$49,704
Janitor		\$39,520	0.10	\$0	\$39,520	100.00%	0.10	\$3,786	\$2,517	\$151	\$2,668	\$2,517	\$151	\$2,668	\$2,517	\$151	\$2,668	\$11,790
Dishwasher/Janitor		\$39,520	0.22	\$2,080	\$41,600	100.00%	0.22	\$7,972	\$5,299	\$1,933	\$7,232	\$5,299	\$1,933	\$7,232	\$5,299	\$1,933	\$7,232	\$29,667
Driver HDM		\$39,520	0.21	\$2,080	\$41,600	100.00%	0.21	\$27,253	\$18,115	(\$5,271)	\$12,844	\$18,115	(\$5,271)	\$12,844	\$18,115	(\$5,271)	\$12,844	\$65,785
Driver HDM		\$39,520	0.05	\$4,160	\$43,680	100.00%	0.17	\$6,108	\$4,060	(\$1,353)	\$2,707	\$4,060	(\$1,353)	\$2,707	\$4,060	(\$1,353)	\$2,707	\$14,229
Driver HDM		\$39,520	0.17	\$2,080	\$41,600	100.00%	0.62	\$22,495	\$14,952	(\$8,448)	\$6,504	\$14,952	(\$8,603)	\$6,349	\$14,952	(\$8,603)	\$6,349	\$41,697
Site manager MNC				\$40,560	\$40,560					\$6,956	\$6,956		\$6,956	\$6,956		\$6,956	\$6,956	\$20,868
Site Manager VC & Food Prep				\$52,000	\$52,000					\$17,035	\$17,035		\$17,035	\$17,035		\$17,035	\$17,035	\$51,105
Driver & Food Purchaser		\$39,520	0.05	\$2,080	\$41,600	100.00%	0.05	\$1,793	\$1,192	\$5,360	\$6,552	\$1,192	\$5,360	\$6,552	\$1,192	\$5,360	\$6,552	\$21,449
Site Manager L. Mayores & Activities Facilitator				\$39,520	\$39,520					\$1,924	\$1,924		\$1,924	\$1,924		\$1,924	\$1,924	\$5,772
Site Manager VA				\$41,600	\$41,600					\$1,747	\$1,747		\$1,747	\$1,747		\$1,747	\$1,747	\$5,241
Social Worker/Resource Specialist		\$62,400	0.10	-\$6,240	\$56,160	100.00%	0.01	\$307	\$204	\$25,422	\$25,626	\$204	\$25,422	\$25,626	\$204	\$25,422	\$25,626	\$77,185
Social Worker/Activities Facilitator		\$62,400	0.27	-\$14,560	\$47,840	100.00%	0.27	\$15,753	\$10,471	(\$808)	\$9,663	\$10,471	(\$808)	\$9,663	\$10,471	(\$808)	\$9,663	\$44,742
Executive Director		\$90,350	0.12	-\$7,150	\$83,200	100.00%	0.12	\$10,065	\$6,690	\$22	\$6,713	\$6,690	\$23	\$6,690	\$23	\$6,713	\$30,204	
Totals		\$215,150	0.50		\$1,011,920.00	300.00%	0.40	\$178,728	\$108,509	\$92,045	\$200,554	\$108,509	\$78,918	\$187,427	\$108,509	\$78,918	\$187,427	\$754,136
Fringe Benefits Rate		14%	15%															
Employee Fringe Benefits		\$29,260						\$21,213	\$14,758	\$15,827	\$30,584	\$14,758	\$13,825	\$28,583	\$14,758	\$13,825	\$28,583	\$108,963
Total DAS Salaries and Benefits		\$244,410						\$199,941	\$123,267	\$107,872	\$231,138	\$123,267	\$92,743	\$216,010	\$123,267	\$92,743	\$216,010	\$863,099
Non DAS Salaries & Benefits		Agency Totals		HSA Program			Budget FY 21/22	Budget FY 22/23		Budget FY 23/24		Budget FY 24/25		Total				
Position Title	Name	Annual Full Time Salary for FTE	Total FTE		% FTE funded by HSA (Max 100%)	Adjusted FTE		Modification (additional funding)	Revised Budget 22/23	Modification (additional funding)	Revised Budget 23/24	Modification (additional funding)	Revised Budget 23/24	Budgeted Salary				
Food Packer/Meal Server		\$38,834	0.10		100.00%	0.10		(\$2,720)	\$0	(\$2,720)	\$0	(\$2,720)	\$0	\$3,932				
Food Packer/Meal Server		\$38,834	0.10		100.00%	0.10		\$0	\$2,720	\$0	\$2,720	\$0	\$2,720	\$12,092				
Food Packer/Meal Server		\$38,834	0.27		100.00%	0.27		(\$7,252)	\$0	(\$7,252)	\$0	(\$7,252)	\$0	\$10,485				
Food Packer/Meal Server (Saturdays)		\$38,834	0.03		100.00%	0.03		(\$726)	\$0	(\$726)	\$0	(\$726)	\$0	\$1,049				
Food Packer/Site Manager		\$38,834	0.17		100.00%	0.17		\$0	\$4,533	\$0	\$4,533	\$0	\$4,533	\$20,152				
Meal Delivery		\$38,834	0.14		100.00%	0.14		\$0	\$3,627	\$0	\$3,627	\$0	\$3,627	\$16,124				
Totals		\$233,002	0.80		600.00%	0.80		(\$10,698)	\$10,880	(\$10,698)	\$10,880	(\$10,698)	\$10,880	\$63,834				
Fringe Benefits Rate		13.60%	15%															
Employee Fringe Benefits		\$31,688						(\$1,276)	\$1,659	(\$1,276)	\$1,659	(\$1,276)	\$1,659	\$9,220				
Total Non DAS Salaries and Benefits		\$264,690						(\$11,974)	\$12,539	(\$11,974)	\$12,539	(\$11,974)	\$12,539	\$73,054				
Total DAS and Non DAS Salaries and Benefits		\$509,099						\$78,386	\$243,677		\$63,258	\$228,549	\$63,258	\$228,549	\$953,663			
HSA #2														10/26/2016				

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

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 Document Date: 11/21/21

Operating Expense Detail																	Total		
	Original Budget FY 21/22	Modification	Revised Budget 38,998	Original Budget FY 22/23	Modification	Revised Budget 17,250	Modification	Revised Budget 22/23 46,626	Original Budget FY 23/24	Modification	Revised Budget 10,000	Modification	Revised Budget 23/24 38,576	Original Budget FY 24/25	Modification	Revised Budget 10,000	Modification	Revised Budget 24/25 39,576	FY 21/25 164,976
DAS Operating Expenses																			
Expenditure Category																			
Rental of Property			\$0																\$0
Utilities (Elec, Water, Gas, Phone, Garbage)	\$8,786	(8032)	\$8,154	\$7,085	(6432)	\$6,453	\$5,169	\$11,622	\$7,085	(8632)	\$6,453	\$2,088	\$8,541	\$7,085	(8032)	\$6,453	\$2,088	\$8,541	\$38,858
Office Supplies, Postage	\$3,378	(8299)	\$3,199	\$2,337		\$2,337	\$41	\$2,378	\$2,337		\$2,337	\$41	\$2,378	\$2,337		\$2,337	\$41	\$2,378	\$10,273
Building Maintenance Supplies and Repair	\$0	\$0	\$0	\$0	\$0	\$0	\$21,098	\$21,098	\$0	\$0	\$0	\$7,899	\$7,899	\$0	\$0	\$0	\$7,899	\$7,899	\$38,696
Printing and Reproduction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Insurance	\$2,834	(8208)	\$2,628	\$1,960		\$1,960	\$2,546	\$4,506	\$1,960		\$1,960	\$2,546	\$4,506	\$1,960		\$1,960	\$2,546	\$4,506	\$18,144
Staff Training	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Staff Travel (Local & Out of Town)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Rental of Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
																			\$0
Food Cost																			
FY 22-25																			
Raw Food per meal	\$1.90	\$1.43	\$12,963	(54,490)	\$18,497	\$44,364	\$18,740	\$63,104	\$44,364	(35,506)	\$38,768	\$44,364	\$44,364	\$18,300	\$38,768	\$44,364	\$18,300	\$38,768	\$199,137
Cons Food Svc Supplies per meal	\$0.24	\$0.50	\$10,674	(8714)	\$9,360	\$7,098	\$5,215	\$12,313	\$7,098	(87)	\$7,098	\$7,098	\$7,098	\$5,000	\$7,098	\$7,098	\$5,000	\$7,098	\$35,698
Catered Meals per meal	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
																			\$0
Consultant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Consultant - A	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
																			\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Stipends	\$4,777	(8338)	\$4,439	\$3,304		\$3,304	(8304)	\$3,000	\$3,304		\$3,304	(8304)	\$3,000	\$3,304		\$3,304	(8304)	\$3,000	\$13,459
Auto - Fuel, Insurance & Misc.	\$8,373	(8452)	\$5,921	\$4,408		\$4,408	\$29,318	\$33,726	\$4,408		\$4,408	\$29,318	\$33,726	\$4,408		\$4,408	\$29,318	\$33,726	\$107,099
																			\$0
																			\$0
																			\$0
Total DAS Operating Expenses	\$99,185	(87,241)	\$92,136	\$70,556	(8432)	\$68,924	\$81,822	\$151,746	\$70,556	(8432)	\$69,924	\$35,906	\$105,830	\$70,556	(8332)	\$69,924	\$35,906	\$105,830	\$455,542
Non DAS Operating Expenses																			
Expenditure Category																			
Rental of Property	\$20,438			\$14,137															\$0
																			\$0
Food Cost																			
FY 22-25																			
Raw Food per meal	\$0.28	\$0.78	\$11,850	\$8,350		\$8,350	(8780)	\$7,584	\$8,350		\$8,350	(8780)	\$7,584	\$8,350		\$8,350	(8780)	\$7,584	\$34,692
Cons Food Svc Supplies per meal	\$0.00	\$0.21	\$1,896	\$1,336		\$1,336	\$680	\$2,016	\$1,336		\$1,336	\$680	\$2,016	\$1,336		\$1,336	\$680	\$2,016	\$7,944
																			\$0
Total Non DAS Operating Expenses	\$24,184			\$23,823			(\$14,223)	\$9,600	\$23,823			(\$14,223)	\$9,600	\$23,823			(\$14,223)	\$9,600	\$62,984
Total DAS and Non DAS Operating Expenses	\$133,369			\$94,379			\$66,967	\$161,346	\$94,379			\$21,051	\$115,430	\$94,379			\$21,051	\$115,430	\$525,675
HSA #1																			10262011

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

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Capital & Subcontractor Expenditure Detail

DAS Capital Expenditure					Total
<u>Equipment (Qty)</u>	Original Budget FY 21/22	Original Budget FY 22/23	Original Budget FY 23/24	Original Budget FY 24/25	FY 21/25
New Delivery Vehicle	\$41,225	\$24,986			\$66,211
					\$0
Total Equipment Cost	\$41,225	\$24,986	\$0	\$0	\$66,211
Total DAS Capital & Subcontractor Expenditure	\$41,225	\$24,986	\$0	\$0	\$66,211
Non DAS Capital Expenditure					
Total Non DAS Capital & Subcontractor Expenditure	\$0	\$0	\$0	\$0	\$0
Total DAS and Non DAS Capital & Subcontractor Expenditure	\$41,225	\$24,986	\$0	\$0	\$66,211
HSA #4					10/25/2016

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

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 Document Date: 11/21/21

NCQA Expenditure Detail

Total

DAS NCQA Expenditure	Unit price	Unit	Original Budget FY 21/22	Modification	Original Budget FY 22/23	Modification	Revised Budget	Original Budget FY 23/24	Modification	Revised Budget	Original Budget FY 24/25	Modification	Revised Budget	FY 21/25
Menu planning and nutrition analysis	\$700.00 /set	1.00	\$700		\$700			\$700			\$700			\$2,800
Kitchen and food service monitoring	\$600.00	2.00	\$1,200		\$1,200			\$1,200			\$1,200			\$4,800
HDM route monitoring	\$350.00	12.00	\$4,200		\$4,200			\$4,200			\$4,200			\$16,800
Nutrition education	\$150.00	4.00	\$600		\$600			\$600			\$600			\$2,400
Other TA	\$100.00 /hour	4.00	\$400		\$400			\$400			\$400			\$1,600
HDM Route Assessment	\$298.00	158.00	\$37,298		\$29,028	\$4,012	\$40,140	\$29,028	\$4,012	\$40,140	\$29,028	\$4,012	\$40,140	\$157,708
Total DAS NCQA Expenditure			\$44,388		\$36,128	\$4,012	\$40,140	\$36,128	\$4,012	\$40,140	\$36,128	\$4,012	\$40,140	\$164,808
Non DAS NCQA Expenditure														
Menu planning and nutrition analysis	\$0.00 /set	1.00	\$0		\$0			\$0			\$0			\$0
Kitchen and food service monitoring	\$0.00	2.00	\$0		\$0			\$0			\$0			\$0
Congregate site monitoring	\$0.00	12.00	\$0		\$0			\$0			\$0			\$0
Nutrition education	\$0.00	4.00	\$0		\$0			\$0			\$0			\$0
Nutrition counseling (optional)	/hour	4.00	\$0		\$0			\$0			\$0			\$0
In-service training	\$0.00 /training	158.00	\$0		\$0			\$0			\$0			\$0
Total Non DAS NCQA Expenditure			\$0		\$0			\$0			\$0			\$0
Total DAS and Non DAS NCQA Expenditure			\$44,388		\$36,128		\$40,140	\$36,128		\$40,140	\$36,128		\$40,140	\$164,808

HSA #4

10/25/2016

0 (Same as Line 11 on HSA #1) Appendi B-1, Page 6
0

Breakfast Expenditure Detail

DAS	Unit price	Unit	1/0/00	1/0/00	1/0/00	1/0/00	1/0/00
Breakfast	\$4.25 /meal	2730.00	\$11,603	\$11,603	\$11,603	\$11,603	\$46,412
Total DAS Expenditure			\$11,603	\$11,603	\$11,603	\$11,603	\$46,412

Salaries & Benefits Detail

DAS Salaries & Benefits		Agency Totals		HSA Program		FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Position Title	Name	Annual	Total FTE	% FTE funded	Adjusted	Budgeted	Budgeted	Budgeted	Budgeted	Budgeted Salary
Cook		\$44,720	1.00	8.97%	0.09	\$4,012	\$4,012	\$4,012	\$4,012	\$16,048
						\$0	\$0	\$0	\$0	\$0
Total		\$44,720				\$4,012	\$4,012	\$4,012	\$4,012	\$16,048
Fringe Benefits Rate		19%								
Employee Fringe Benefits		\$8,631				\$774	\$774	\$774	\$774	\$3,096
Total DAS Salaries and Benefits		\$8,631				\$4,786	\$4,786	\$4,786	\$4,786	\$19,144

Operating Expense Detail

Items	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Food Cost	\$4,887	\$4,887	\$4,887	\$4,887	\$19,548
Supplies	\$764	\$764	\$764	\$764	\$3,056
Total Operation	\$5,651	\$5,651	\$5,651	\$5,651	\$22,604

subtotal	\$10,437	\$10,437	\$10,437	\$10,437	\$41,748
Indirect (11%)	\$1,166	\$1,166	\$1,166	\$1,166	\$4,664
Grant Total	\$11,603	\$11,603	\$11,603	\$11,603	\$46,412

Appendix A-1 - Services to be Provided
Glide Foundation
 Congregate Nutrition Services for Older Adults

July 1, 2021 – June 30, 2025

I. Purpose

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

II. Definitions

Grantee	Glide Foundation
Adult with a Disability	A person 18-59 years of age living with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.

City	City and County of San Francisco, a municipal corporation.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
Congregate Nutrition Services	The procurement, preparation, transporting and serving of meals that meet nutrition requirements to eligible consumers in a group setting. Congregate nutrition services also include nutrition education, health promotion, and nutrition risk screening.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)

HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)
LGBTQ+	An acronym/term used to refer to persons who self-identify as non -heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for enrollment and/or participation is not means tested. Consumers self-report income status.
Menu Planning and Analysis	The development of a menu cycle that adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (CCR Title 22 Sec. 7630)

Nutrition Education Session	An intervention targeting participants and caregivers that uses information dissemination, instruction, or training with the intent to support food, nutrition, and physical activity choices and behaviors (related to nutritional status) in order to maintain or improve health and address nutrition-related conditions. Content is consistent with the DGA; accurate, culturally sensitive, regionally appropriate, and considers personal preferences; and overseen by a registered dietitian. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
OCNP	Older Californians Nutrition Program (previously known as Elderly Nutrition Program, ENP) - Title III C1 and C2. A program that provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and is provided in accordance with the provision of CCR Title 22, Chapter 4, Article 5, Sec. 7630.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term “senior”.

Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years of age or older; used interchangeably with the term “older adult”.
SF-HSA	Human Services Agency of the City and County of San Francisco.
Socially Isolated	Having few social relationships and few people to interact with regularly.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9</i>).
Unduplicated Consumer (UDC)	An individual who participates in congregate nutrition services and their participation is reflected in CA-GetCare by the grantee.

III. Target Populations

This program is designed to serve all ethnicities and populations, with focused expertise to promote unique cultural needs, which have been identified as demonstrating the greatest economic and social need:

- Persons with low income
- Persons who are socially isolated
- Persons with limited English- speaking proficiency
- Persons from communities of color
- Persons who identify as LGBTQ+
- Persons at risk of institutionalization

IV. Eligibility for Services

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

V. Location and Time of Services

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

VI. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA OCNP, and DAS OCP.
2. Grantee will provide congregate nutrition services for older adults. The provision of services will include the following:
 - i. Enrollment of consumers in the program and the provision of congregate meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
 - ii. Provision of congregate meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs.
 - iii. Annual nutrition screenings for each consumer and documentation of individual responses in CA-GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
3. Grantee will post at each meal site a notice that informs consumers about the suggested voluntary contribution for a meal and a guest fee for individuals who are not eligible to enroll as a consumer in congregate nutrition services. The grantee's board of directors must approve the suggested contribution and guest fee per meal.

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

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

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

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

VII. Service Objectives

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

Table A	FY 21/22	FY 22/23	Modification	Revised FY 22/23	FY 23/24	Modification	Revised FY 23/24	FY 24/25	Modification	Revised FY 24/25
Number of Unduplicated Consumers (UDC)	425	200	150	350	200	150	350	200	150	350
Number of Meals	52,000	33,146	16,854	50,000	33,146	16,854	50,000	33,146	16,854	50,000

VIII. Outcome Objectives

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

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

IX. Reporting and Other Requirements

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

11. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
12. Grantee will assure that services delivered are consistent with professional standards for this service.
13. Pursuant to California Department of Aging Requirement, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
14. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies “Focal Points” which are designed to help older adults and adults with disabilities connect to services throughout the City. These Focal Points are:

Name	Address	Phone
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-647-5353
OMI Senior Center	65 Beverly St, San Francisco, 94132	415-334-5558
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415.404.2938
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Downtown SF Senior Center	481 O’Farrell St, San Francisco, 94102	415-202-2982
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
South Sunset Activity Center	2601 40th Ave, San Francisco, 94116	415-566-2845
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990
Independent Living Resource Center San Francisco	825 Howard Street, San Francisco, 94103	415 543-6222
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700

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

Tiffany Dang
 Nutritionist
 DAS OCP
 email: Tiffany.Dang@sfgov.org

and

Rocio Duenas
 Contract Manager

HSA OCM
email: Rocio.Duenas@sfgov.org

X. Monitoring Activities

1. Nutrition Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.

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

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Name Glide Foundation														Average cost/meal
(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/> X If modification, Effective Date of Mod. No. of Mod.														
Program: Congregate meals for (X) older adults or () adults with disabilities														
Budget Reference Page No.(s)														
Program Term	FY 21/22 - Current	FY 22/23 - Current	FY 22/23 - CODB 4%	FY 22/23 - Mod	FY 22/23 - REVISED	FY 23/24 - Current	FY 23/24 - CODB 4%	FY 23/24 - Mod	FY 23/24 - REVISED	FY 24/25 - Current	FY 24/25 - CODB 4%	FY 24/25 - Mod	FY 24/25 - REVISED	Total - REVISED
Annual # Meals Contracted	52,000	33,146		16,854	50,000	33,146		16,854	50,000	33,146		16,854	50,000	202,000
DAS Expenditures														
Salaries & Benefits	\$99,682	\$65,176	\$6,499		\$71,676	\$65,176	\$6,499		\$71,676	\$65,176	\$6,499		\$71,676	\$314,710
Operating Expenses	\$139,391	\$90,727		\$79,213	\$169,940	\$90,727		\$79,213	\$169,940	\$90,727		\$79,213	\$169,940	\$649,211
Subtotal	\$239,073	\$155,904	\$6,499	\$79,213	\$241,616	\$155,904	\$6,499	\$79,213	\$241,616	\$155,904	\$6,499	\$79,213	\$241,616	\$963,921
Indirect Percentage (%)	10.00%	10%		10.00%	10.00%	10%		10.00%	10.00%	10%		10.00%	10.00%	10.00%
Indirect Cost	\$23,907	\$15,591	\$650	\$7,922	\$24,162	\$15,591	\$650	\$7,922	\$24,162	\$15,591	\$650	\$7,922	\$24,162	\$96,393
Capital/Subcontractor Expenditures				\$38,214	\$38,214									\$38,214
NCOA Expenditures	\$7,231	\$7,231			\$7,231	\$7,231			\$7,231	\$7,231			\$7,231	\$28,924
Total DAS Expenditures	\$270,211	\$178,725	\$7,149	\$125,349	\$311,223	\$178,725	\$7,149	\$87,135	\$273,009	\$178,725	\$7,149	\$87,135	\$273,009	\$1,127,452
Non DAS Expenditures														
Salaries & Benefits	\$67,332	\$64,114			\$64,114	\$64,114			\$64,114	\$64,114			\$64,114	\$259,674
Operating Expenses	\$18,170	\$18,170			\$18,170	\$18,170			\$18,170	\$18,170			\$18,170	\$72,680
Capital/Subcontractor Expenditures														
NCOA Expenditures														
Total Non DAS Expenditures	\$85,502	\$82,284			\$82,284	\$82,284			\$82,284	\$82,284			\$82,284	\$332,354
TOTAL DAS AND NON DAS EXPEDITURES	\$355,713	\$261,009	\$7,149	\$125,349	\$393,507	\$261,009	\$7,149	\$87,135	\$355,293	\$261,009	\$7,149	\$87,135	\$355,293	\$1,459,806
DAS Revenues														
Meals- General Fund	\$262,980	\$171,495	\$7,149	\$87,134	\$265,778	\$171,494	\$7,149	\$87,135	\$265,778	\$171,494	\$7,149	\$87,135	\$265,778	\$1,060,314
Meals- State Fund														
Meals- Federal Fund														
CDA Infrastructure				\$38,214	\$38,214									
NCOA Fund	\$7,231	\$7,231			\$7,231	\$7,231			\$7,231	\$7,231			\$7,231	\$28,924
Total DAS Revenue	\$270,211	\$178,725	\$7,149	\$125,348	\$311,223	\$178,725	\$7,149	\$87,135	\$273,009	\$178,725	\$7,149	\$87,135	\$273,009	\$1,127,452
PER MEAL COST, DAS	\$5.06	\$5.17			\$5.32	\$5.17			\$5.32	\$5.17			\$5.32	\$5.44
PER MEAL COST (with NCOA), DAS	\$5.20	\$5.39			\$5.46	\$5.39			\$5.46	\$5.39			\$5.46	\$5.58
Non DAS Revenues														
Project Income														
Agency Cash- Fundraising	\$80,010	\$50,900			\$50,900	\$50,900			\$50,900	\$50,900			\$50,900	\$232,710
Agency In-kind Volunteer	\$16,380	\$16,380			\$16,380	\$16,380			\$16,380	\$16,380			\$16,380	\$65,520
NCOA Revenue														
Total Non DAS Revenue	\$96,390	\$67,280			\$67,280	\$67,280			\$67,280	\$67,280			\$67,280	\$298,230
PER MEAL COST, Non DAS	\$1.85	\$2.03			\$1.35	\$2.03			\$1.35	\$2.03			\$1.35	\$1.48
PER MEAL COST (with NCOA), Non DAS	\$1.85	\$2.03			\$1.35	\$2.03			\$1.35	\$2.03			\$1.35	\$1.48
TOTAL DAS AND NON DAS REVENUE	\$366,601	\$246,005			\$378,503	\$246,005			\$340,289	\$246,005			\$340,289	\$1,425,682
PER MEAL COST, Total	\$6.91	\$7.20			\$6.67	\$7.20			\$6.67	\$7.20			\$6.67	\$6.92
PER MEAL COST (with NCOA), Total	\$7.05	\$7.42			\$6.81	\$7.42			\$6.81	\$7.42			\$6.81	\$7.06
Full Time Equivalent (FTE)	15.00				15.00				15.00				15.00	60.00
Prepared by:													Date: 5/10/18	
HSA-CO Review Signature:														
HSA #1													10/25/2016	

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

Salaries & Benefits Detail

DAS Salaries & Benefits	Agency Totals		HSA Program		Revised Adjusted FTE	FY 21/22 - Current	FY 22/23 Current	FY 22/23 - CODB 4%	FY 22/23 - REVISED	FY 23/24 Current	FY 23/24 - CODB 4%	FY 23/24 - REVISED	FY 24/25 Current	FY 24/25 - CODB 4%	FY 24/25 - REVISED	Total - REVISED
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	FY 21/22 Adjusted FTE		Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Chef	\$42,035	100%	13.00%	0.10	0.15	\$8,064	\$6,199	\$106	\$6,305	\$6,199	\$106	\$6,305	\$6,199	\$106	\$6,305	\$26,979
Purchasing Agent	\$75,657	100%	13.00%	0.10	0.03	\$12,223	\$9,650	(\$7,380)	\$2,270	\$9,650	(\$7,380)	\$2,270	\$9,650	(\$7,380)	\$2,270	\$19,033
Program Navigator	\$59,842	100%	55.00%	0.55	0.58	\$30,740	\$22,828	\$11,914	\$34,742	\$22,828	\$11,914	\$34,742	\$22,828	\$11,914	\$34,742	\$134,966
Program Navigator	\$52,811	100%	55.00%	0.55		\$21,484										\$21,484
Shift lead	\$59,361	100%			0.11	\$2,827	\$6,451	\$79	\$6,530	\$6,451	\$79	\$6,530	\$6,451	\$79	\$6,530	\$22,417
Shift Lead	\$55,897	100%			0.11	\$2,538	\$5,791	\$358	\$6,149	\$5,791	\$358	\$6,149	\$5,791	\$358	\$6,149	\$20,985
Totals	\$345,603	6.00	136.00%	1.30	0.98	\$77,876	\$50,919	\$5,077	\$55,996	\$50,919	\$5,077	\$55,996	\$50,919	\$5,077	\$55,996	\$245,864
Fringe Benefits Rate	28.00%															
Employee Fringe Benefits	\$96,769					\$21,806	\$14,257	\$1,422	\$15,679	\$14,257	\$1,422	\$15,679	\$14,257	\$1,422	\$15,679	\$68,843
Total DAS Salaries and Benefits	\$442,372					\$99,682	\$65,176	\$6,499	\$71,676	\$65,176	\$6,499	\$71,676	\$65,176	\$6,499	\$71,676	\$314,710
Non DAS Salaries & Benefits	Agency Totals		HSA Program			FY 21/22	FY 22/23 Current		FY 22/23	Y 23/24 Current		FY 23/24	FY 24/25 Current		FY24/25	Total - REVISED
Position Title	Annual Full Time Salary for FTE	Total FTE	% FTE not funded by HAS	Adjusted FTE		Budgeted Salary	Budgeted Salary		Budgeted Salary	Budgeted Salary		Budgeted Salary	Budgeted Salary		Budgeted Salary	Budgeted Salary
Program Director	\$161,589	1.00	10.00%	0.10		\$16,159	\$16,159		\$16,159	\$16,159		\$16,159	\$16,159		\$16,159	\$64,636
Program Manager	\$85,000	1.00	10.00%	0.10		\$8,500	\$8,500		\$8,500	\$8,500		\$8,500	\$8,500		\$8,500	\$34,000
Chef	\$41,327	1.00	5.00%	0.05		\$2,066	\$2,066		\$2,066	\$2,066		\$2,066	\$2,066		\$2,066	\$8,264
Shift Lead	\$53,839	1.00	10.00%	0.10		\$5,384	\$5,384		\$5,384	\$5,384		\$5,384	\$5,384		\$5,384	\$21,536
Shift Lead	\$47,240	1.00	10.00%	0.10		\$4,724	\$4,724		\$4,724	\$4,724		\$4,724	\$4,724		\$4,724	\$18,896
Purchasing Agent	\$61,273	1.00	5.00%	0.05		\$3,064	\$3,064		\$3,064	\$3,064		\$3,064	\$3,064		\$3,064	\$12,256
Dishwasher (2)	\$75,305	1.00	10.00%	0.10		\$7,531	\$7,531		\$7,531	\$7,531		\$7,531	\$7,531		\$7,531	\$30,124
Program Navigator	\$53,217	1.00	5.00%	0.05		\$2,661	\$2,661		\$2,661	\$2,661		\$2,661	\$2,661		\$2,661	\$10,644
Program Navigator	\$50,282	1.00	5.00%	0.05		\$2,514										\$2,514
Totals	\$629,072	9.00	70.00%	0.70		\$52,603	\$50,089		\$50,089	\$50,089		\$50,089	\$50,089		\$50,089	\$202,870
Fringe Benefits Rate	28.00%															
Employee Fringe Benefits	\$176,140					\$14,729	\$14,025		\$14,025	\$14,025		\$14,025	\$14,025		\$14,025	\$56,804
Benefits	\$805,212					\$67,332	\$64,114		\$64,114	\$64,114		\$64,114	\$64,114		\$64,114	\$259,674
and Benefits	\$1,247,584					\$157,686	\$119,964		\$119,964	\$119,964		\$119,964	\$119,964		\$119,964	\$517,578

HSA #2

10/25/2016

Program: Congregate meals for (X) older adults or () adults with disabilities										Appendix B-1, Page 3	
(Same as Line 11 on HSA #1)										Document Date: November 2022	
Operating Expense Detail											
	FY 21/22 - Original	FY 22/23 - Original	FY 22/23 - Mod	FY 22/23 - REVISED	FY 23/24 - Original	FY 23/24 - Mod	FY 23/24 - REVISED	FY 24/25 - Original	FY 24/25 - Mod	FY 24/25 - REVISED	Total - REVISED
Annual # Meals Contracted	52,000	33,146	16,854	50,000	33,146			33,146			151,438
DAS Operating Expenses											
<u>Expenditure Category</u>											
Rental of Property	\$4,026	\$2,673		\$2,673	\$2,673			\$2,673		\$2,673	\$12,045
Utilities (Elec, Water, Gas, Phone, Garbage)	\$437	\$290		\$290	\$290			\$290		\$290	\$1,307
Office Supplies, Postage	\$469	\$311		\$311	\$311			\$311		\$311	\$1,402
Building Maintenance Supplies and Repair	\$9,015	\$5,985		\$5,985	\$5,985			\$5,985		\$5,985	\$26,970
Printing and Reproduction											
Insurance											
Staff Training											
Staff Travel-(Local & Out of Town)											
Rental of Equipment	\$2,587	\$1,717		\$1,717	\$1,717			\$1,717		\$1,717	\$7,738
Occupancy	\$60,604	\$40,233		\$40,233	\$40,233			\$40,233		\$40,233	\$181,303
Small equipment & Supplies	\$401	\$266		\$266	\$266			\$266		\$266	\$1,199
Information Technology	\$8,658	\$5,231		\$5,231	\$5,231			\$5,231		\$5,231	\$24,351
Food storage/Refrigeration	\$798	\$530		\$530	\$530			\$530		\$530	\$2,388
Garbage & Recycling	\$3,516	\$2,334		\$2,334	\$2,334			\$2,334		\$2,334	\$10,518
<u>Food Cost</u>											
Raw Food <i>per meal ##### #</i>	\$39,520	\$25,191	\$60,429	\$85,620	\$25,191	\$60,429	\$85,620	\$25,191	\$60,429	\$85,620	\$296,380
Cong Food Svc Supplies <i>per meal ##### #</i>	\$9,360	\$5,966	\$18,784	\$24,750	\$5,966	\$18,784	\$24,750	\$5,966	\$18,784	\$24,750	\$83,610
Catered Meals <i>per meal</i>											
Total DAS Operating Expenses	\$139,391	\$90,727	\$79,213	\$169,940	\$90,727	\$79,213	\$169,940	\$90,727	\$79,213	\$169,940	\$649,211
Non DAS Operating Expenses											
<u>Expenditure Category</u>											
Rental of Property											
Utilities (Elec, Water, Gas, Phone, Garbage)	\$92	\$92			\$92			\$92			\$368
Office Supplies, Postage	\$99	\$99			\$99			\$99			\$396
Building Maintenance Supplies and Repair	\$1,894	\$1,894			\$1,894			\$1,894			\$7,576
Printing and Reproduction											
Insurance											
Staff Training											
Staff Travel-(Local & Out of Town)											
Occupancy	\$12,732	\$12,732			\$12,732			\$12,732			\$50,928
Rental of Equipment	\$543	\$543			\$543			\$543			\$2,172
Small equipment & Supplies	\$84	\$84			\$84			\$84			\$336
Information Technology	\$1,819	\$1,819			\$1,819			\$1,819			\$7,276
Food storage/Refrigeration	\$168	\$168			\$168			\$168			\$672
Garbage & Recycling	\$739	\$739			\$739			\$739			\$2,956
<u>Food Cost</u>											
Raw Food <i>per meal</i>											
Cong Food Svc Supplies <i>per meal</i>											
Catered Meals <i>per meal</i>											
Total Non DAS Operating Expenses	\$18,170	\$18,170		\$18,170	\$18,170		\$18,170	\$18,170		\$18,170	\$72,680
Total DAS and Non DAS Operating Expenses	\$157,561	\$108,897		\$188,110	\$108,897		\$188,110	\$108,897		\$188,110	\$484,252
HSA #3											10/25/2016

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

Appendix B-1, Page 4
 Document Date: November 2022

Capital & Subcontractor Expenditure Detail

DAS Capital Expenditure

Equipment (Qty)	Original	FY 22/23- Original	FY 22/23 - REVISED	Original	Original	Total - REVISED
Reach-in Refrigerator (2)			\$12,214			\$12,214
Cabinet (hot, holding) (8)			\$16,000			\$16,000
Stock Pot Range (2)			\$6,000			\$6,000
Portable Generator (1)			\$4,000			\$4,000
Total Equipment Cost			\$38,214			\$38,214

Remodeling	Original	FY 22/23- Original	FY 22/23 - REVISED	Original	Original	Total - REVISED
Total Remodeling Cost						

Subcontractor	Original	FY 22/23- Original	FY 22/23 - REVISED	Original	Original	Total - REVISED
Total Subcontractor Cost						

Total DAS Capital & Subcontractor Expenditure			\$38,214			\$38,214
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Non DAS Capital Expenditure

Equipment (Qty)	Original	FY 22/23- Original	FY 22/23 - REVISED	Original	Original	Total - REVISED
Total Equipment Cost						

Remodeling	Original	FY 22/23- Original	FY 22/23 - REVISED	Original	Original	Total - REVISED
Total Remodeling Cost						

Subcontractor	Original	FY 22/23- Original	FY 22/23 - REVISED	Original	Original	Total - REVISED
Total Subcontractor Cost						

Total Non DAS Capital & Subcontractor Expenditure						
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Total DAS and Non DAS Capital & Subcontractor Expenditure			\$38,214			\$38,214
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HSA #4						10/25/2016
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Program: Congregate meals for (X) older adults or () adults with disabilities
 (Same as Line 11 on HSA #1)

NCQA Expenditure Detail

DAS NCQA Expenditure	Unit price	Unit	FY 21/22 - Original	FY 22/23- Original	FY 23/24 - Original	FY 24/25 - Original	Total - REVISED
Menu planning and nutrition analysis	717.5 /set	2.00	\$1,435	\$1,435	\$1,435	\$1,435	\$5,740
Kitchen and food service monitoring	584	4.00	\$2,336	\$2,336	\$2,336	\$2,336	\$9,344
Congregate site monitoring	378.25	4.00	\$1,513	\$1,513	\$1,513	\$1,513	\$6,052
Nutrition education	229	4.00	\$916	\$916	\$916	\$916	\$3,664
Nutrition counseling (optional)	/hour						
In-service training	257.75 /training	4.00	\$1,031	\$1,031	\$1,031	\$1,031	\$4,124
Total DAS NCQA Expenditure			\$7,231	\$7,231	\$7,231	\$7,231	\$28,924

Non DAS NCQA Expenditure	Unit price	Unit	FY 21/22 - Original	FY 22/23- Original	FY 23/24 - Original	FY 24/25 - Original	Total - REVISED
Menu planning and nutrition analysis	/set	2.00					
Kitchen and food service monitoring		4.00					
Congregate site monitoring		4.00					
Nutrition education		4.00					
Nutrition counseling (optional)	/hour						
In-service training	/training	4.00					
Total Non DAS NCQA Expenditure							

Total DAS and Non DAS NCQA Expenditure			\$7,231	\$7,231	\$7,231	\$7,231	\$28,924
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HSA #4 **10/25/2016**

Appendix A-2– Services to be Provided
Jewish Family and Children’s Services
Home-Delivered Nutrition Services for Older Adults

July 1, 2021 - June 30, 2025

Amended December 2022

I. Purpose

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

II. Definitions

Grantee	Jewish Family and Children’s Services
Adult with a Disability	A person 18-59 years of age living with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging

CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf
DGA/ Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)

Home-Delivered Nutrition Services/HDM Nutrition Services	The procurement, preparation, transporting and delivery of meals that meet nutrition requirements to eligible consumers who are homebound by reason of illness, disability, or are otherwise isolated, and have no safe, healthy alternative for meals. Home-delivered nutrition services also include initial assessments, annual assessments, and reassessments of consumer eligibility, nutrition education, health promotion, and nutrition risk screening.
HDM Nutrition Services Assessment (Initial and Annual)	An assessment conducted by a qualified staff member in the home of an individual within two weeks of beginning meal service and annually thereafter that documents the need for service and the type of meal appropriate for the participant in their living environment. The assessment covers physiological, socioeconomic, and psychological factors including acute or chronic disease, syndromes or conditions, family/support system and functional ability including activities of daily living (ADL) and instrumental activities of daily living (IADL) which contribute to an individual's need for meals and other related services. (CCR Title 22 Sec. 7638.3)
LGBTQ+	An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for program enrollment and participation is not means tested. Consumers self-report income status.
Menu Planning and Nutrient Analysis	The development of a menu cycle that adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)

Modified Diet	A menu approved by a registered dietitian (RD) that meets the current DGA and adjusts the typical home-delivered meal components to control the intake of certain foods, food textures, and/or nutrients to meet the dietary needs of individuals. Examples include, but are not limited to, low sodium diet, diabetic diet, and mechanical soft diets.
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (CCR Title 22 Sec. 7630)
Nutrition Education Session	An intervention targeting participants and caregivers that uses information dissemination, instruction, or training with the intent to support food, nutrition, and physical activity choices and behaviors (related to nutritional status) in order to maintain or improve health and address nutrition-related conditions. Content is consistent with the DGA; accurate, culturally sensitive, regionally appropriate, and considers personal preferences; and overseen by a registered dietitian. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)

Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
OCNP	Older Californians Nutrition Program (previously known as Elderly Nutrition Program, ENP) - Title III C1 and C2. A program that provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and is provided in accordance with the provision of CCR Title 22, Chapter 4, Article 5, Sec. 7630.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term “senior”.
Reassessment	A reassessment conducted quarterly by qualified staff that documents the need for service. Such reassessment shall be done in the home of the participant at least every six months. (CCR Title 22 Sec. 7638.3) Initial and annual assessments count towards the quarterly reassessment requirement.
Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years of age or older, used interchangeably with the term “older adult”.
SF-HSA	Human Services Agency of the City and County of San Francisco.
Socially Isolated	Having few social relationships and few people to interact with regularly.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9</i>).

Unduplicated Consumer (UDC)	An individual who receives home-delivered nutrition services and their participation is reflected in CA-GetCare by the grantee.
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III. Target Populations

This program is designed to serve all ethnicities and populations, with focused expertise to promote unique cultural needs which have been identified as demonstrating the greatest economic and social need:

- Persons with low income
- Persons who are socially isolated
- Persons with limited English- Speaking proficiency
- Persons from communities of color
- Persons who identify as LGBTQ+
- Persons at risk of institutionalization

IV. Eligibility for Services

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

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

Grantee shall give priority to an eligible older adult.

V. Location and Time of Services

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

VI. Description of Services and Program Requirements

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

- i. Enrollment of consumers in home-delivered nutrition services and the delivery of meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
 - ii. Provision of home-delivered meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs. Meals offered may be hot, chilled, or frozen, and be regular or modified meals as approved by DAS OCP.
 - iii. Annual nutrition screenings for each consumer and documentation of individual responses in CA-GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
3. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
- i. Submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding menu analysis. The registered dietitian (RD) on staff or consultant RD must participate in menu planning and complete the corresponding nutrient analysis. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
 - ii. Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
 - iii. Provide a nutrition education session at least once per quarter and a minimum of four (4) times during the fiscal year to consumers participating in services. The grantee may deliver a session in person or via video, audio, online, or the distribution of hardcopy materials. The grantee must report nutrition education sessions in CA-GetCare and include the estimated number of participants.
 - iv. Conduct end-of-route home-delivered meal temperature checks every other week per route to ensure the meals maintain temperatures that meet food safety standards during the timeframe of the route. The grantee will document, and keep on file the temperatures for quarterly review by the registered dietitian.
 - v. Monitor the food safety and sanitation of the HDM routes including but not limited to the packing, transporting, and delivery of meals. A qualified staff member, trained by a food safety manager or RD, may monitor routes, and document and submit the results to the agency within two weeks of the monitoring. The grantee will monitor each HDM route, at minimum, two (2) times per year.

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

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

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

VII. Service Objectives

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

Table A	FY 21/22	FY 22/23	Modification	Revised FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	62	62	0	62	62	62
Number of Meals	11,025	10,500	1,053	11,553	10,500	10,500

VIII. Outcome Objectives

1. Consumers report increased consumption of fruits, vegetables, and/or whole grains. Target: 75%.
2. Consumers feel less worried about getting enough food to meet their needs. Target: 85%.

3. Consumers rate the quality of meals they received as excellent or good. Target: 85%.

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

IX. Reporting and Other Requirements

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

14. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies “Focal Points” which are designed to help older adults connect to services throughout the City. These Focal Points are:

Name	Address	Phone
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-647-5353
OMI Senior Center	65 Beverly St, San Francisco, 94132	415-334-5558
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415.404.2938
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Downtown SF Senior Center	481 O’Farrell St, San Francisco, 94102	415-202-2982
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
South Sunset Activity Center	2601 40th Ave, San Francisco, 94116	415-566-2845
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990
Independent Living Resource Center San Francisco	825 Howard Street, San Francisco, 94103	415 543-6222
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700

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

Tiffany Dang
 Nutritionist
 DAS OCP
 email: Tiffany.Dang@sfgov.org

and

Tim Vo
 Contract Manager
 HSA OCM
 email: Tim.Vo@sfgov.org

X. Monitoring Activities

1. Nutrition Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly

service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP-funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.

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

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Name

Jewish Family & Children's Services

(Check One) New Renewal Modification

If modification, Effective Date of Mod. 12/7/2022 No. of Mod. 2

Program: Home-delivered meals for older adults

Budget Reference Page No.(s)											
Program Term	FY 21/22	FY 22/23			FY 23/24			FY 24/25			Total
	Revised	Budget	Modification	Revised	Budget	Modification	Revised	Budget	Modification	Revised	
Annual # Meals Contracted	11,025	10,500	1,053	11,553	10,500		10,500	10,500		10,500	43,578
DAS Expenditures											
Salaries & Benefits											
Operating Expenses	\$96,793	\$92,184	\$14,388	\$106,572	\$92,184	\$4,675	\$96,859	\$92,184	\$4,675	\$96,859	\$397,083
Subtotal	\$96,793	\$92,184	\$14,388	\$106,572	\$92,184	\$4,675	\$96,859	\$92,184	\$4,675	\$96,859	\$397,083
Indirect Percentage (%)	5.00%	5.35%		5.35%	5.35%		5.35%	5.35%		5.35%	5.30%
Indirect Cost	\$4,840	\$4,929		\$4,929	\$4,929		\$4,929	\$4,929		\$4,929	\$19,627
Capital/Subcontractor Expenditures			\$42,008	\$42,008							\$42,008
NCQA Expenditures	\$19,742	\$19,742		\$19,742	\$19,742		\$19,742	\$19,742		\$19,742	\$78,968
Total DAS Expenditures	\$121,375	\$116,855	\$56,396	\$173,251	\$116,855	\$4,675	\$121,530	\$116,855	\$4,675	\$121,530	\$537,686
Non DAS Expenditures											
Salaries & Benefits	\$90,113	\$90,113		\$90,113	\$90,113		\$90,113	\$90,113		\$90,113	\$360,452
Operating Expenses	\$76,928	\$76,377	\$5,778	\$82,155	\$76,377	\$4,675	\$81,052	\$76,377	\$4,675	\$81,052	\$321,187
Capital/Subcontractor Expenditures											
NCQA Expenditures	\$50	\$50		\$50	\$50		\$50	\$50		\$50	\$200
Total Non DAS Expenditures	\$167,091	\$166,540	\$5,778	\$172,318	\$166,540	\$4,675	\$171,215	\$166,540	\$4,675	\$171,215	\$681,839
TOTAL DAS AND NON DAS EXPEDITURES	\$288,466	\$283,395		\$345,569	\$283,395		\$292,745	\$283,395	\$9,350	\$292,745	\$1,219,525
DAS Revenues											
Meals- General Fund	\$114,667	\$110,147		\$110,147	\$110,147		\$110,147	\$110,147		\$110,147	\$445,108
Meals- State Fund											
Meals- Federal Fund											
CODB	\$6,708	\$6,708	\$4,675	\$11,383	\$6,708	\$4,675	\$11,383	\$6,708	\$4,675	\$11,383	\$40,857
OTO			\$9,713	\$9,713							\$9,713
Infrastructure OTO			\$42,008	\$42,008							\$42,008
Total DAS Revenue	\$121,375	\$116,855	\$56,396	\$173,251	\$116,855	\$4,675	\$121,530	\$116,855	\$4,675	\$121,530	\$537,686
PER MEAL COST, DAS	\$9.22	\$9.25	\$0.40	\$9.65	\$9.25	\$0.44	\$9.69	\$9.25	\$0.44	\$9.69	\$10.53
PER MEAL COST (with NCQA), DAS	\$11.01	\$11.13	\$0.23	\$11.36	\$11.13	\$0.44	\$11.57	\$11.13	\$0.44	\$11.57	\$12.34
Non DAS Revenues											
Project Income	\$45,000	\$45,000		\$45,000	\$45,000		\$45,000	\$45,000		\$45,000	\$180,000

Agency Cash- Fundraising	\$35,797	\$35,246	\$5,778	\$41,024	\$35,246	\$4,675	\$39,921	\$35,246	\$4,675	\$39,921	\$156,663
Agency In-kind Contribution	\$7,574	\$7,574		\$7,574	\$7,574		\$7,574	\$7,574		\$7,574	\$30,296
Agency Grants-Foundation	\$78,720	\$78,720		\$78,720	\$78,720		\$78,720	\$78,720		\$78,720	\$314,880
Total Non DAS Revenue	\$167,091	\$166,540		\$172,318	\$166,540		\$171,215	\$166,540	\$4,675	\$171,215	\$681,839
<i>PER MEAL COST (with NCQA), Non DAS</i>	\$15.16	\$15.86		\$14.91	\$15.86		\$16.31	\$15.86		\$16.31	\$15.65
TOTAL DAS AND NON DAS REVENUE	\$288,466	\$283,395	\$62,174	\$345,569	\$283,395	\$9,350	\$292,745	\$283,395	\$9,350	\$292,745	\$1,219,525
<i>PER MEAL COST (with NCQA), Total</i>	\$26	\$27		\$26	\$27		\$28	\$27		\$28	\$28
Full Time Equivalent (FTE)	1.64	1.64		1.64	1.64		1.64	1.64		1.64	6.56
Prepared by:	Norman Santos										Date:06/01/2021
HSA-CO Review Signature:	_____										
HSA #1											10/25/2016

Program: Home-delivered meals for older adults
(Same as Line 11 on HSA #1)

Salaries & Benefits Detail

DAS Salaries & Benefits	Agency Totals		HSA Program		FY 21/22	FY 22/23			FY 23/24			FY 24/25			Total
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Revised Salary	Budgeted Salary	Modification	Revised Salary	Budgeted Salary	Modification	Revised Salary	Budgeted Salary	Modification	Revised Salary	
Position Title															
Totals															
Fringe Benefits Rate															
Employee Fringe Benefits															
Total DAS Salaries and Benefits															
Non DAS Salaries & Benefits															
Non DAS Salaries & Benefits	Agency Totals		HSA Program		FY 21/22	FY 22/23			FY 23/24			FY 24/25			Total
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Revised Salary	Budgeted Salary	Modification	Revised Salary	Budgeted Salary	Modification	Revised Salary	Budgeted Salary	Modification	Revised Salary	
Position Title															
Director of SAH	\$130,320	0.03	100.00%	0.03	\$3,475	\$3,475		\$3,475	\$3,475		\$3,475	\$3,475		\$3,475	\$13,900
Director Nutrition Programs	\$57,385	0.60	60.00%	0.60	\$34,431	\$34,431		\$34,431	\$34,431		\$34,431	\$34,431		\$34,431	\$137,724
Driver	\$35,802	0.27	100.00%	0.27	\$9,547	\$9,547		\$9,547	\$9,547		\$9,547	\$9,547		\$9,547	\$38,188
KMOW Driver	\$31,337	0.21	100.00%	0.21	\$6,685	\$6,685		\$6,685	\$6,685		\$6,685	\$6,685		\$6,685	\$26,740
KMOW Backup Driver	\$31,337	0.53	100.00%	0.53	\$16,713	\$16,713		\$16,713	\$16,713		\$16,713	\$16,713		\$16,713	\$66,852
Totals	\$286,180	1.64	460.00%	1.64	\$70,851	\$70,851		\$70,851	\$70,851		\$70,851	\$70,851		\$70,851	\$283,404
Fringe Benefits Rate		27%													
Employee Fringe Benefits	\$77,804				\$19,262	\$19,262		\$19,262	\$19,262		\$19,262	\$19,262		\$19,262	\$77,048
Total Non DAS Salaries and Benefits	\$363,984				\$90,113	\$90,113		\$90,113	\$90,113		\$90,113	\$90,113		\$90,113	\$360,452
Total DAS and Non DAS Salaries and Benefits	\$363,984				\$90,113	\$90,113		\$90,113	\$90,113		\$90,113	\$90,113		\$90,113	\$360,452

HSA #2

10/25/2016

Program: Home-delivered meals for older adults
(Same as Line 11 on HSA #1)

Operating Expense Detail

Annual # Meals Contracted	FY 21/22			FY 22/23			FY 23/24			FY 24/25			Total	
	Revised	Budget	Modification	Revised	Budget	Modification	Revised	Budget	Modification	Revised				
11,025	10,500	1,050	11,550	10,500	10,500	10,500	10,500	10,500	10,500	10,500	43,575			
DAS Operating Expenses														
<u>Expenditure Category</u>														
Rental of Property														
Utilities (Elec, Water, Gas, Phone, Garbage)														
Office Supplies, Postage														
Building Maintenance Supplies and Repair														
Printing and Reproduction														
Insurance														
Staff Training														
Staff Travel-(Local & Out of Town)														
Rental of Equipment														
Food Cost														
Raw Food <i>per meal</i>														
HDM Food Svc Supplies <i>per meal</i>														
Catered Meals <i>per meal \$8.78</i>	\$9.23	\$9.22		\$96,793	\$92,184	\$14,388	\$106,572	\$92,184	\$4,675	\$96,859	\$92,184	\$4,675	\$96,859	\$397,083
Total DAS Operating Expenses				\$96,793	\$92,184	\$14,388	\$106,572	\$92,184	\$4,675	\$96,859	\$92,184	\$4,675	\$96,859	\$397,083
Non DAS Operating Expenses														
<u>Expenditure Category</u>														
Rental of Property	\$9,595	\$9,595	\$2,119	\$11,714	\$9,595	\$2,119	\$11,714	\$9,595	\$2,119	\$11,714	\$9,595	\$2,119	\$11,714	\$44,737
Utilities (Elec, Water, Gas, Phone, Garbage)	\$4,430	\$4,430	\$762	\$5,192	\$4,430	\$762	\$5,192	\$4,430	\$762	\$5,192	\$4,430	\$762	\$5,192	\$20,006
Office Supplies, Postage	\$6,881	\$6,881	\$717	\$7,598	\$6,881	\$717	\$7,598	\$6,881	\$717	\$7,598	\$6,881	\$717	\$7,598	\$29,675
Building Maintenance Supplies and Repair	\$2,973	\$2,973	\$512	\$3,485	\$2,973	\$512	\$3,485	\$2,973	\$512	\$3,485	\$2,973	\$512	\$3,485	\$13,428
Printing and Reproduction	\$299	\$299	\$51	\$350	\$299	\$51	\$350	\$299	\$51	\$350	\$299	\$51	\$350	\$1,349
Insurance	\$2,984	\$2,984	\$514	\$3,498	\$2,984	\$514	\$3,498	\$2,984	\$514	\$3,498	\$2,984	\$514	\$3,498	\$13,478
Staff Training	\$150	\$150		\$150	\$150		\$150	\$150		\$150	\$150		\$150	\$600
Staff Travel-(Local & Out of Town)	\$534	\$534		\$534	\$534		\$534	\$534		\$534	\$534		\$534	\$2,136
Rental of Equipment														
Food Cost														
Raw Food <i>per meal</i>														
HDM Food Svc Supplies <i>per meal</i>														
Catered Meals <i>per meal \$1.05</i>				\$11,576	\$11,025	\$1,103	\$12,128	\$11,025		\$11,025	\$11,025		\$11,025	\$45,754
Total Non DAS Operating Expenses				\$76,928	\$76,377	\$5,778	\$82,155	\$76,377	\$4,675	\$81,052	\$76,377	\$4,675	\$81,052	\$321,187
Total DAS and Non DAS Operating Expenses				\$173,721	\$168,561	\$20,166	\$188,727	\$168,561	\$9,350	\$177,911	\$168,561	\$9,350	\$177,911	\$718,270
HSA #3												10/25/2016		

Program: Home-delivered meals for older adults
 (Same as Line 11 on HSA #1)

Appendix B-2, Page 14
 Document Date: December 2021

Capital & Subcontractor Expenditure Detail

DAS Capital Expenditure

<u>Equipment (Qty)</u>	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Food Slicer		\$2,533			\$2,533
Insulated Delivery Bags		\$290			\$290
Delivery vehicle		\$39,185			\$39,185
Total Equipment Cost		\$42,008			\$42,008

<u>Remodeling</u>	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Total Remodeling Cost					

<u>Subcontractor</u>	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Total Subcontractor Cost					

Total DAS Capital & Subcontractor Expenditure		\$42,008			\$42,008
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Non DAS Capital Expenditure					
<u>Equipment (Qty)</u>	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Total Equipment Cost					
<u>Remodeling</u>	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Total Remodeling Cost					
<u>Subcontractor</u>	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Total Subcontractor Cost					
Total Non DAS Capital & Subcontractor Expenditure					
Total DAS and Non DAS Capital & Subcontractor Expenditure		\$42,008			\$42,008
HSA #4					10/25/2016

Program: Home-delivered meals for older adults
(Same as Line 11 on HSA #1)

NCQA Expenditure Detail

	Unit price	Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
DAS NCQA Expenditure	Budget	Budget					
Menu planning and nutrition analysis	\$700.00 /set	2.00	\$1,400	\$1,400	\$1,400	\$1,400	\$5,600
Kitchen and food service monitoring	\$600.00 visit	4.00	\$2,400	\$2,400	\$2,400	\$2,400	\$9,600
HDM Route Monitoring - Nutritionist	\$350.00 /route	4.00	\$1,400	\$1,400	\$1,400	\$1,400	\$5,600
HDM Route Monitoring - Program Director	\$195.00 /route	2.00	\$390	\$390	\$390	\$390	\$1,560
Meal Temperature Testing	\$8.61 /meal	78.00	\$672	\$672	\$672	\$672	\$2,688
Nutrition education	\$150.00 /session	4.00	\$600	\$600	\$600	\$600	\$2,400
Nutrition counseling (optional)	/hour						
In-service training	\$100.00 /training	4.00	\$400	\$400	\$400	\$400	\$1,600
HDM Assessment for ENP/C2 nutrition program (Initial and annual)	\$195.00 /assessment	64.00	\$12,480	\$12,480	\$12,480	\$12,480	\$49,920
Annual Assessment for the HDM program for Adults with Disabilities (optional)	/annual assessment						
Total DAS NCQA Expenditure			\$19,742	\$19,742	\$19,742	\$19,742	\$78,968
Non DAS NCQA Expenditure	Unit price	Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Menu planning and nutrition analysis	/set						
Kitchen and food service monitoring							
HDM Route Monitoring	/route						
Meal Temperature Testing	\$0.64 /meal	78.00	\$50	\$50	\$50	\$50	\$200
Nutrition education							
Nutrition counseling (optional)	/hour						
In-service training	/training						
HDM Assessment for ENP/C2 nutrition program (Initial and annual)	/assessment						
Annual Assessment for HDM program for Adults with Disabilities (optional)	/annual assessment						
Total Non DAS NCQA Expenditure			\$50	\$50	\$50	\$50	\$200

Total DAS and Non DAS NCQA Expenditure	\$19,792	\$19,792	\$19,792	\$19,792	\$79,168
HSA #4					10/25/2016

Appendix A-2 – Services to be Provided
Meals on Wheels of San Francisco
Home-Delivered Nutrition Services for Adults with Disabilities

July 1, 2021 - June 30, 2025

I. Purpose

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

II. Definitions

Grantee	Meals on Wheels of San Francisco
Adult with a Disability	A person 18-59 years of age living with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging

CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf
DGA/ Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)

Home-Delivered Nutrition Services/HDM Nutrition Services	The procurement, preparation, transporting and delivery of meals that meet nutrition requirements to eligible consumers who are homebound by reason of illness, disability, or are otherwise isolated, and have no safe, healthy alternative for meals. Home-delivered nutrition services also include initial assessments, annual assessments, and reassessments of consumer eligibility, nutrition education, health promotion, and nutrition risk screening.
HDM Nutrition Services Assessment (Initial and Annual)	An assessment conducted by a qualified staff member in the home of an individual before the beginning meal service and annually thereafter that documents the need for service and the type of meal appropriate for the participant in their living environment. The assessment covers physiological, socioeconomic, and psychological factors including acute or chronic disease, syndromes or conditions, family/support system and functional ability including activities of daily living (ADL) and instrumental activities of daily living (IADL) which contribute to an individual's need for meals and other related services. (CCR Title 22 Sec. 7638.3)
LGBTQ+	An acronym/term used to refer to persons who self-identify as non -heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for program enrollment and participation is not means tested. Consumers self-report income status.
Menu Planning and Nutrient Analysis	The development of a menu cycle that adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)

Modified Diet	A menu approved by a registered dietitian (RD) that meets the current DGA and adjusts the typical home-delivered meal components to control the intake of certain foods, food textures, and/or nutrients to meet the dietary needs of individuals. Examples include, but are not limited to, low sodium diet, diabetic diet, and mechanical soft diets.
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (CCR Title 22 Sec. 7630)
Nutrition Education Session	An intervention targeting participants and caregivers that uses information dissemination, instruction, or training with the intent to support food, nutrition, and physical activity choices and behaviors (related to nutritional status) in order to maintain or improve health and address nutrition-related conditions. Content is consistent with the DGA; accurate, culturally sensitive, regionally appropriate, and considers personal preferences; and overseen by a registered dietitian. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)

Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
Reassessment	A reassessment conducted quarterly by qualified staff that documents the need for service. Such reassessment shall be done in the home of the participant at least every six months. (CCR Title 22 Sec. 7638.3) Initial and annual assessments count towards the quarterly reassessment requirement.
Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
SF-HSA	Human Services Agency of the City and County of San Francisco.
Socially Isolated	Having few social relationships and few people to interact with regularly.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9</i>).
Unduplicated Consumer (UDC)	An individual who participates in home-delivered nutrition services and their participation is reflected in CA-GetCare by the grantee.

III. Target Populations

This program is designed to serve all ethnicities and populations, with focused expertise to promote unique cultural needs which have been identified as demonstrating the greatest economic and social need:

- Persons with low income
- Persons who are socially isolated
- Persons with limited English- speaking proficiency

- Persons from communities of color
- Persons who identify as LGBTQ+
- Persons at risk of institutionalization

IV. Eligibility for Services

A person 18-59 years of age living with a disability in the City and County of San Francisco and is homebound by reason of illness, disability, or isolation.

V. Location and Time of Services

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

VI. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA, and DAS OCP. Policies and procedures shall also include consumer reassessment guidelines.
2. Grantee will provide home-delivered nutrition services for adults with disabilities. The provision of services will include the following:
 - i. Enrollment of consumers in home-delivered nutrition services and the delivery of meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
 - ii. Provision of home-delivered meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs. Meals offered may be hot, chilled, or frozen, and be regular or modified meals as approved by DAS OCP.
 - iii. Annual nutrition screenings for each consumer and documentation of individual responses in CA-GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
3. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
 - i. Submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required

corresponding menu analysis. The registered dietitian (RD) on staff or consultant RD must participate in menu planning and complete the corresponding nutrient analysis. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.

- ii. Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
- iii. Provide a nutrition education session at least once per quarter and a minimum of four (4) times during the fiscal year to consumers participating in services. The grantee may deliver a session in person or via video, audio, online, or the distribution of hardcopy materials. The grantee must report nutrition education sessions in CA-GetCare and include the estimated number of participants.
- iv. Conduct end-of-route home-delivered meal temperature checks every other week per route to ensure the meals maintain temperatures that meet food safety standards during the timeframe of the route. The grantee will document, and keep on file the temperatures for quarterly review by the registered dietitian.
- v. Monitor the food safety and sanitation of the HDM routes including but not limited to the packing, transporting, and delivery of meals. A qualified staff member, trained by a food safety manager or RD, may monitor routes, and document and submit the results to the agency within two weeks of the monitoring. The grantee will monitor each HDM route, at minimum, two (2) times per year.
- vi. Conduct and document an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four times during the fiscal year. The RD on staff or consultant RD must conduct and document the results of the HACCP safety and sanitation monitoring. HACCP monitoring must also include, but is not limited to the review of HDM route temperature checks and monitoring reports.
- vii. Provide orientation and training to all new staff, paid and volunteers, to perform their assigned responsibilities and tasks as described in the CCR Title 22 Regulations Sec. 7636.5. Training, at a minimum, shall include:
 - (1) Food safety, prevention of foodborne illness, and HACCP principles.
 - (2) Accident prevention, instruction on fire safety, first aid, choking, earthquake preparedness, and other emergency procedures.
- viii. Provide in-service training for nutrition program staff (e.g. food service and delivery workers) at least once per quarter and a minimum four (4) times during the fiscal year as described in the CCR-Title 22 Regulations Sec. 7636.5 and DAS OCP policy memoranda. The grantee will also document, schedule, and conduct in-service trainings in a timely manner

when there are monitoring findings. A registered dietitian (RD) must review and approve an annual in-service training plan and the training curriculum for nutrition program staff.

- ix. Conduct quarterly meetings with the agency designated by DAS OCP to conduct initial and annual assessments for consumers enrolled in home-delivered nutrition services to review services, utilization, and condition change documentation. Grantee must establish a policy and procedure to communicate with the designated assessment agency, as needed, to discuss any issues.
 - x. Conduct quarterly reassessments to determine a consumer's eligibility for continued program enrollment. The grantee shall conduct quarterly reassessments as described in DAS OCP policy memoranda. The grantee must conduct at least one quarterly assessment in the home of the consumer. A trained HDM program driver or volunteer may complete a quarterly reassessment in person or by phone.
4. Grantee will provide consumers with a welcome packet and program information as described in DAS OCP policy memoranda. The welcome packet will include at minimum, the following information: a meal delivery schedule, sample menu, written instructions for handling and reheating meals, voluntary contribution policy and collection procedures, directions on how to request a change in meal delivery, grievance policy, and information on how to request assistance, if needed. The welcome packet at minimum must be available in the language of the majority of the program participants.
 5. Grantee will ensure the suggested voluntary contribution per meal complies with DAS OCP policy memoranda including an approval by the grantee's board of directors.
 6. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15 each grant year or on a mutually agreed upon date between OCP and the grantee. At minimum, the completed number of surveys shall be a sample size of at least forty percent (40%) of the enrolled unduplicated consumer.
 7. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the nutrition program. The grantee will ensure the manager on staff possesses a food safety manager certification and has the required qualifications as described in CCR Title 22 Sec. 7636.3 and DAS OCP policy memoranda.
 8. Grantee will ensure there is a sufficient number of qualified staff, paid and/or volunteer, with the appropriate education, experience, and cultural competency to carry out the requirements of the program and deliver quality services to meet the needs of the consumers.
 9. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed.

10. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services

VII. Service Objectives

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

Table A	FY 21/22	Modification	Revised FY 21/22	FY 22/23	Modification	Revised FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	3,600	0	3,600	3,200	0	3,200	3,200	3,200
Number of Meals	1,620,000	-43,804	1,576,196	1,446,658	+42,204	1,488,862	1,446,658	1,446,658

VIII. Outcome Objectives

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

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

IX. Reporting and Other Requirements

1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers using the DAS OCP approved HDM intake form, which includes the annual nutrition risk screening and the food security screening, into the CA-GetCare database in accordance to DAS OCP policy memorandum.
2. Grantee will enter into the CA-GetCare Service Unit section all service objectives by the 5th working day of the month for the preceding month.
3. Grantee will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
 - Number of unduplicated consumers served
 - Number of meals prepared and delivered

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

Name	Address	Phone
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-647-5353
OMI Senior Center	65 Beverly St, San Francisco, 94132	415-334-5558
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415.404.2938
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225

Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Downtown SF Senior Center	481 O'Farrell St, San Francisco, 94102	415-202-2982
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
South Sunset Activity Center	2601 40th Ave, San Francisco, 94116	415-566-2845
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990
Independent Living Resource Center San Francisco	825 Howard Street, San Francisco, 94103	415 543-6222
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700

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

Tiffany Kearney
Program Analyst and Lead Nutritionist
DAS OCP
email: Tiffany.Kearney@sfgov.org

and

Ella Lee
Contract Manager
HSA OCM
email: Ella.Lee@sfgov.org

X. Monitoring Activities

1. Nutrition Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP-funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of

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

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

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Meals on Wheel San Francisco
(Please enter agency name here)

(Check One) New Renewal Modification
If modification, Effective Date of Mod. No. of Mod.

Program: Home-delivered meals for older adults

Program Term	FY 21/22	FY 22/23			FY 23/24			FY 24/25			Total	Average cost/meal
	Revised	Budget	Modification	Revised	Budget	Modification	Revised	Budget	Modification	Revised		
Annual # Meals Contracted	1,576,196	1,446,658	42,204	1,488,862	1,446,658		1,446,658	1,446,658		1,446,658	5,958,374	
# Great Plates transition meals	43,544											
DAS Expenditures												
Salaries & Benefits	\$3,555,728	\$3,216,746	\$409,806	\$3,626,552	\$3,216,746	\$149,251	\$3,365,997	\$3,216,746	\$149,251	\$3,365,997	\$13,914,274	\$2.34
Operating Expenses	\$3,592,660	\$3,147,610	\$400,793	\$3,548,403	\$3,147,610	\$145,829	\$3,293,439	\$3,147,610	\$145,829	\$3,293,439	\$13,727,941	\$2.30
Subtotal	\$7,148,388	\$6,364,356	\$810,599	\$7,174,955	\$6,364,356	\$295,080	\$6,659,436	\$6,364,356	\$295,080	\$6,659,436	\$27,642,215	\$4.64
Indirect Percentage (%)												
Indirect Cost												
Capital/Subcontractor Expenditures	\$384,369		\$253,000	\$253,000							\$637,369	\$0.11
NCQA Expenditures	\$1,094,998	\$1,012,642		\$1,012,642	\$1,012,642		\$1,012,642	\$1,012,642		\$1,012,642	\$4,132,924	\$0.69
Total DAS Expenditures	\$8,627,755	\$7,376,998	\$1,063,599	\$8,440,597	\$7,376,998	\$295,080	\$7,672,078	\$7,376,998	\$295,080	\$7,672,078	\$32,412,508	\$5.44
Non DAS Expenditures												
Salaries & Benefits	\$618,438	\$1,026,136	(\$373,683)	\$652,453	\$1,026,136	(\$93,408)	\$932,728	\$1,026,136	(\$93,408)	\$932,728	\$3,136,347	\$0.53
Operating Expenses	\$1,322,425	\$1,313,748	(\$400,793)	\$912,955	\$1,178,940	(\$145,829)	\$1,033,111	\$1,178,940	(\$145,829)	\$1,033,111	\$4,301,602	\$0.72
Capital/Subcontractor Expenditures												
NCQA Expenditures	\$919,952	\$806,566		\$806,566	\$806,566		\$806,566	\$806,566		\$806,566	\$3,339,650	\$0.56
Total Non DAS Expenditures	\$2,860,815	\$3,146,450	(\$774,476)	\$2,371,974	\$3,011,642	(\$239,237)	\$2,772,405	\$3,011,642	(\$239,237)	\$2,772,405	\$10,777,599	\$1.81
TOTAL DAS AND NON DAS EXPEDITURES	\$11,488,570	\$10,523,448	\$289,123	\$10,812,571	\$10,388,640	\$55,843	\$10,444,483	\$10,388,640	\$55,843	\$10,444,483	\$43,190,107	\$7.25
DAS Revenues												
Meals- General Fund	\$5,210,895	\$4,813,844		\$4,813,844	\$4,813,844		\$4,813,844	\$4,813,844		\$4,813,844	\$19,652,427	\$3.30
Meals- State Fund	\$485,156	\$432,203		\$432,203	\$432,203		\$432,203	\$432,203		\$432,203	\$1,781,765	\$0.30
Meals- Federal Fund	\$1,903,747	\$1,695,959		\$1,695,959	\$1,695,959		\$1,695,959	\$1,695,959		\$1,695,959	\$6,991,624	\$1.17
MCO	\$11,868	\$11,868		\$11,868	\$11,868		\$11,868	\$11,868		\$11,868	\$47,472	\$0.01
CODB	\$423,124	\$423,124	\$295,080	\$718,204	\$423,124	\$295,080	\$718,204	\$423,124	\$295,080	\$718,204	\$2,577,736	\$0.43
OTO	\$592,965		\$515,519	\$515,519							\$1,108,484	\$0.19
CDA Infrastructure			\$253,000	\$253,000								
Total DAS Revenue	\$8,627,755	\$7,376,998	\$1,063,599	\$8,440,597	\$7,376,998	\$295,080	\$7,672,078	\$7,376,998	\$295,080	\$7,672,078	\$32,412,508	\$5.44
PER MEAL COST, DAS	\$4.40	\$4.39		\$4.81	\$4.39		\$4.60	\$4.39		\$4.60	\$4.75	
PER MEAL COST (with NCQA), DAS	\$5.10	\$5.09		\$5.49	\$5.09		\$5.30	\$5.09		\$5.30	\$5.44	
PER GREAT PLATE TRANSITION MEALS COSTS	\$4.54											

Non DAS Revenues												
Project Income	\$100,722	\$100,722		\$100,722	\$100,722		\$100,722	\$100,722		\$100,722	\$402,888	\$0.07
Agency Cash- Fundraising	\$2,748,093	\$3,033,728	(\$774,476)	\$2,259,252	\$2,898,920	(\$239,237)	\$2,659,683	\$2,898,920	(\$239,237)	\$2,659,683	\$10,326,711	\$1.73
Agency In-kind Volunteer	\$12,000	\$12,000		\$12,000	\$12,000		\$12,000	\$12,000		\$12,000	\$48,000	\$0.01
Total Non DAS Revenue	\$2,860,815	\$3,146,450	(\$774,476)	\$2,371,974	\$3,011,642	(\$239,237)	\$2,772,405	\$3,011,642	(\$239,237)	\$2,772,405	\$10,777,599	\$1.81
<i>PER MEAL COST (with NCQA), Non DAS</i>	\$1.82	\$2.17		\$1.59	\$2.08		\$1.92	\$2.08		\$1.92	\$1.81	
TOTAL DAS AND NON DAS REVENUE	\$11,488,570	\$10,523,448	\$289,123	\$10,812,571	\$10,388,640	\$55,843	\$10,444,483	\$10,388,640	\$55,843	\$10,444,483	\$43,190,107	\$7.25
<i>PER MEAL COST (with NCQA), Total</i>	\$6.92			\$7.08			\$7.22			\$7.22	\$7.25	
Full Time Equivalent (FTE)	188.00			188.00			188.00			188.00	752.00	
Prepared by: Patrick Schmalz											Date: 11/21/22	
HSA-CO Review Signature:	_____											
HSA #1											10/25/2016	

Program: Home-delivered meals for older adults
(Same as Line 11 on HSA #1)

Salaries & Benefits Detail

Position Title	Agency Totals		HSA Program		FY 21/22		Agency Totals		HSA Program		FY 22/23			Agency Totals		HSA Program		FY 23/24			FY 24/25			Total			
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Revised Salary	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Modification	Revised Salary	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Modification	Revised Salary	Budgeted Salary	Modification	Revised Salary	Budgeted Salary		Modification	Revised Salary	
Drivers (28)	\$46,823	28.00	60.79%	17.02	\$797,014	\$49,398	28.00	58.84%	16.47	\$721,836	\$91,962	\$813,798	\$49,398	28.00	52.19%	14.61	\$721,836	\$33,493	\$755,329	\$721,836	\$33,493	\$755,329	\$721,836	\$33,493	\$755,329	\$3,121,470	
HDM Supervisor/Lead/ Driver (PM)	\$66,950	1.00	63.36%	0.63	\$42,420	\$70,632	1.00	61.32%	0.61	\$38,419	\$4,894	\$43,313	\$70,632	1.00	54.39%	0.54	\$38,419	\$1,782	\$40,201	\$38,419	\$1,782	\$40,201	\$38,419	\$1,782	\$40,201	\$166,135	
Customer Service Lead	\$68,855	1.00	63.36%	0.63	\$43,627	\$72,642	1.00	61.32%	0.61	\$39,512	\$5,034	\$44,546	\$72,642	1.00	54.39%	0.54	\$39,512	\$1,833	\$41,345	\$39,512	\$1,833	\$41,345	\$39,512	\$1,833	\$41,345	\$170,863	
HDM Supervisor/Driver Lead/AM	\$58,423	1.00	63.36%	0.63	\$37,017	\$61,636	1.00	61.32%	0.61	\$33,526	\$4,271	\$37,797	\$61,636	1.00	54.39%	0.54	\$33,526	\$1,556	\$35,082	\$33,526	\$1,556	\$35,082	\$33,526	\$1,556	\$35,082	\$144,978	
Senior HDM Driver Manager	\$87,560	1.00	63.36%	0.63	\$55,478	\$92,376	1.00	61.32%	0.61	\$50,246	\$6,401	\$56,647	\$92,376	1.00	54.39%	0.54	\$50,246	\$2,331	\$52,577	\$50,246	\$2,331	\$52,577	\$50,246	\$2,331	\$52,577	\$217,279	
Senior HDM Client Waitlist & Comm	\$84,542	1.00	66.83%	0.67	\$56,499	\$89,192	1.00	61.32%	0.61	\$48,514	\$6,180	\$54,694	\$89,192	1.00	54.39%	0.54	\$48,514	\$2,251	\$50,765	\$48,514	\$2,251	\$50,765	\$48,514	\$2,251	\$50,765	\$212,723	
Senior HDM Operations Manager 20	\$87,560	1.00	63.36%	0.63	\$55,478	\$92,376	1.00	61.32%	0.61	\$50,246	\$6,401	\$56,647	\$92,376	1.00	54.39%	0.54	\$50,246	\$2,331	\$52,577	\$50,246	\$2,331	\$52,577	\$50,246	\$2,331	\$52,577	\$217,279	
Client Support Specialist	\$49,276	1.00	63.36%	0.63	\$31,222	\$51,986	1.00	61.32%	0.61	\$28,277	\$3,602	\$31,879	\$51,986	1.00	54.39%	0.54	\$28,277	\$1,312	\$29,589	\$28,277	\$1,312	\$29,589	\$28,277	\$1,312	\$29,589	\$122,279	
HDM Safety Board Lead	\$53,560	1.00	58.77%	0.59	\$31,479	\$56,506	1.00	56.88%	0.57	\$28,510	\$3,632	\$32,142	\$56,506	1.00	50.45%	0.50	\$28,510	\$1,323	\$29,833	\$28,510	\$1,323	\$29,833	\$28,510	\$1,323	\$29,833	\$123,287	
HDM Lead Intake Coordinator	\$58,460	1.00	63.36%	0.63	\$37,041	\$61,675	1.00	61.32%	0.61	\$33,547	\$4,273	\$37,820	\$61,675	1.00	54.39%	0.54	\$33,547	\$1,556	\$35,103	\$33,547	\$1,556	\$35,103	\$33,547	\$1,556	\$35,103	\$145,067	
Chief Prog Off	\$155,752	1.00	37.35%	0.37	\$58,181	\$164,318	1.00	36.15%	0.36	\$52,693	\$6,713	\$59,406	\$164,318	1.00	32.07%	0.32	\$52,693	\$2,445	\$55,138	\$52,693	\$2,445	\$55,138	\$52,693	\$2,445	\$55,138	\$227,863	
SalesForce Administrator	\$110,624	1.00	53.54%	0.54	\$59,229	\$116,708	1.00	51.82%	0.52	\$53,642	\$6,834	\$60,476	\$116,708	1.00	45.96%	0.46	\$53,642	\$2,489	\$56,131	\$53,642	\$2,489	\$56,131	\$53,642	\$2,489	\$56,131	\$231,967	
SalesForce Analyst	\$63,865	1.00	53.54%	0.54	\$34,194	\$67,378	1.00	51.82%	0.52	\$30,969	\$3,945	\$34,914	\$67,378	1.00	45.96%	0.46	\$30,969	\$1,437	\$32,406	\$30,969	\$1,437	\$32,406	\$30,969	\$1,437	\$32,406	\$133,920	
Chief Food & Operations Officer: Sp	\$167,553	1.00	47.52%	0.48	\$79,618	\$176,768	1.00	45.99%	0.46	\$72,108	\$9,186	\$81,294	\$176,768	1.00	40.79%	0.41	\$72,108	\$3,345	\$75,453	\$72,108	\$3,345	\$75,453	\$72,108	\$3,345	\$75,453	\$311,818	
Food Safety/Compliance Manager	\$87,550	1.00	51.12%	0.51	\$44,753	\$92,365	1.00	49.47%	0.49	\$40,532	\$5,163	\$45,695	\$92,365	1.00	43.88%	0.44	\$40,532	\$1,880	\$42,412	\$40,532	\$1,880	\$42,412	\$40,532	\$1,880	\$42,412	\$175,272	
Assistant Food Service Director	\$101,700	1.00	51.12%	0.51	\$51,986	\$107,294	1.00	49.47%	0.49	\$47,082	\$5,999	\$53,081	\$107,294	1.00	43.88%	0.44	\$47,082	\$2,185	\$49,267	\$47,082	\$2,185	\$49,267	\$47,082	\$2,185	\$49,267	\$203,601	
Chef	\$99,386	1.00	51.12%	0.51	\$50,803	\$104,852	1.00	49.47%	0.49	\$46,011	\$5,862	\$51,873	\$104,852	1.00	43.88%	0.44	\$46,011	\$2,135	\$48,146	\$46,011	\$2,135	\$48,146	\$46,011	\$2,135	\$48,146	\$198,968	
Food Service Director	\$108,150	1.00	51.12%	0.51	\$55,283	\$114,098	1.00	49.47%	0.49	\$50,069	\$6,378	\$56,447	\$114,098	1.00	43.88%	0.44	\$50,069	\$2,323	\$52,392	\$50,069	\$2,323	\$52,392	\$50,069	\$2,323	\$52,392	\$216,514	
Procurement/Purchasing Manager	\$108,150	1.00	51.12%	0.51	\$55,283	\$114,098	1.00	49.47%	0.49	\$50,069	\$6,378	\$56,447	\$114,098	1.00	43.88%	0.44	\$50,069	\$2,323	\$52,392	\$50,069	\$2,323	\$52,392	\$50,069	\$2,323	\$52,392	\$216,514	
Warehouse Manager	\$66,650	1.00	41.51%	0.42	\$23,513	\$59,766	1.00	40.17%	0.40	\$21,295	\$2,713	\$24,008	\$59,766	1.00	35.63%	0.36	\$21,295	\$988	\$22,283	\$21,295	\$988	\$22,283	\$21,295	\$988	\$22,283	\$92,087	
Kitchen Staff (37)	\$42,572	37.00	46.62%	17.25	\$734,343	\$44,913	37.00	45.12%	16.69	\$665,077	\$84,731	\$749,808	\$44,913	37.00	40.02%	14.81	\$665,077	\$30,860	\$695,937	\$665,077	\$30,860	\$695,937	\$665,077	\$30,860	\$695,937	\$2,876,025	
Maintenance Associate	\$39,634	1.00	41.51%	0.42	\$16,450	\$41,814	1.00	40.17%	0.40	\$14,899	\$1,898	\$16,797	\$41,814	1.00	35.63%	0.36	\$14,899	\$691	\$15,590	\$14,899	\$691	\$15,590	\$14,899	\$691	\$15,590	\$64,427	
Fleet & Facilities Manager	\$82,400	1.00	41.51%	0.42	\$34,200	\$86,932	1.00	40.17%	0.40	\$30,974	\$3,947	\$34,921	\$86,932	1.00	35.63%	0.36	\$30,974	\$1,438	\$32,412	\$30,974	\$1,438	\$32,412	\$30,974	\$1,438	\$32,412	\$133,945	
Maintenance Associate	\$39,634	1.00	41.51%	0.42	\$16,450	\$41,814	1.00	40.17%	0.40	\$14,899	\$1,898	\$16,797	\$41,814	1.00	35.63%	0.36	\$14,899	\$691	\$15,590	\$14,899	\$691	\$15,590	\$14,899	\$691	\$15,590	\$64,427	
Sr. Administrative Assistant	\$66,950	1.00	41.51%	0.42	\$27,788	\$70,632	1.00	40.17%	0.40	\$25,167	\$3,206	\$28,373	\$70,632	1.00	35.63%	0.36	\$25,167	\$1,167	\$26,334	\$25,167	\$1,167	\$26,334	\$25,167	\$1,167	\$26,334	\$108,829	
Maintenance Technician Supervisor	\$72,100	1.00	41.51%	0.42	\$29,925	\$76,066	1.00	40.17%	0.40	\$27,103	\$3,453	\$30,556	\$76,066	1.00	35.63%	0.36	\$27,103	\$1,257	\$28,360	\$27,103	\$1,257	\$28,360	\$27,103	\$1,257	\$28,360	\$117,201	
Director of Fleet & Facilities	\$118,775	1.00	41.51%	0.42	\$49,298	\$125,308	1.00	40.17%	0.40	\$44,648	\$5,688	\$50,336	\$125,308	1.00	35.63%	0.36	\$44,648	\$2,072	\$46,720	\$44,648	\$2,072	\$46,720	\$44,648	\$2,072	\$46,720	\$193,074	
Volunteer Program Manager	\$66,886	1.00	10.89%	0.11	\$7,281	\$70,565	1.00	10.54%	0.11	\$6,595	\$840	\$7,435	\$70,565	1.00	9.35%	0.09	\$6,595	\$306	\$6,901	\$6,595	\$306	\$6,901	\$6,595	\$306	\$6,901	\$28,518	
Volunteer Program Manager	\$63,865	1.00				\$67,378	1.00				\$67,378	1.00															
Volunteer Program Manager	\$64,890	1.00				\$68,459	1.00				\$68,459	1.00															
Director of Volunteer Programs & Co	\$100,114	1.00	15.08%	0.15	\$15,096	\$105,620	1.00	14.59%	0.15	\$13,672	\$1,742	\$15,414	\$105,620	1.00	12.94%	0.13	\$13,672	\$634	\$14,306	\$13,672	\$634	\$14,306	\$13,672	\$634	\$14,306	\$59,122	
Totals	\$2,479,209	94.00	1440.58%	47.60	\$2,630,949	\$2,615,565	94.00	1390.88%	46.04	\$2,380,137	\$303,224	\$2,683,361	\$2,615,565	94.00	1233.71%	40.84	\$2,380,137	\$110,434	\$2,490,571	\$2,380,137	\$110,434	\$2,490,571	\$2,380,137	\$110,434	\$2,490,571	\$10,295,452	
Fringe Benefits Rate	35%					35%				35%							35%										
Employee Fringe Benefits	\$871,442				\$924,779	\$919,361				\$836,609	\$106,582	\$943,191	\$919,361				\$836,609	\$38,817	\$875,426	\$836,609	\$38,817	\$875,426	\$836,609	\$38,817	\$875,426	\$3,618,822	
Total DAS Salaries and Benefits	\$3,350,651				\$3,555,728	\$3,534,926				\$3,216,746	\$409,806	\$3,626,552	\$3,534,926				\$3,216,746	\$149,251	\$3,365,997	\$3,216,746	\$149,251	\$3,365,997	\$3,216,746	\$149,251	\$3,365,997	\$13,914,274	

Position Title	Agency Totals		HSA Program		FY 21/22		Agency Totals		HSA Program		FY 22/23			Agency Totals		HSA Program		FY 23/24			FY 24/25			Total		
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Revised Salary	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Modification	Revised Salary	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Modification	Revised Salary	Budgeted Salary	Modification	Revised Salary	Budgeted Salary		Modification	Revised Salary
Drivers (28)	\$46,823	28.00			\$49,398	28.00				\$49,398		\$49,398	\$49,398	28.00			\$49,398		\$49,398	\$49,398		\$49,398	\$49,398		\$49,398	\$13,282
HDM Supervisor/Lead/ Driver (PM)	\$66,950	1.00	9.65%	0.10	\$6,463	\$70,632	1.00	9.65%	0.10	\$13,153	(\$6,334)	\$6,819	\$70,632	1.00	18.62%	0.19	\$13,153	(\$13,153)	\$11,745	\$13,153	(\$13,153)	\$11,745	\$13,153	(\$13,153)	\$11,745	\$13,282

Totals	\$2,479,209	94.00	350.31%	7.72	\$457,594	\$2,615,565	94.00	350.31%	7.72	\$759,257	(\$276,495)	\$482,762	\$2,615,565	94.00	548.58%	12.07	\$759,257	(\$69,114)	\$690,143	\$759,257	(\$69,114)	\$690,143	\$2,320,642
Fringe Benefits Rate	35%					35%				35%			35%				35%			35%			
Employee Fringe Benefits	\$871,442				\$160,844	\$919,361				\$266,879	(\$97,188)	\$169,691	\$919,361				\$266,879	(\$24,294)	\$242,585	\$266,879	(\$24,294)	\$242,585	\$815,705
Total Non DAS Salaries and Benefits	\$3,350,651				\$618,438	\$3,534,926				\$1,026,136	(\$373,683)	\$652,453	\$3,534,926				\$1,026,136	(\$93,408)	\$932,728	\$1,026,136	(\$93,408)	\$932,728	\$3,136,347
Total DAS and Non DAS Salaries and Benefits	\$6,701,302				\$4,174,166	\$7,069,852				\$4,242,882	\$36,123	\$4,279,005	\$7,069,852				\$4,242,882	\$55,843	\$4,298,725	\$4,242,882	\$55,843	\$4,298,725	\$17,050,621
HSA #2																							10/25/2016

Program: Home-delivered meals for older adults
(Same as Line 11 on HSA #1)

Operating Expense Detail

	FY 21/22	FY 22/23			FY 23/24			FY 24/25			Total
	Revised	Budget	Modification	Revised	Budget	Modification	Revised	Budget	Modification	Revised	
Annual # meals Contracted	1,576,196	1,446,658	42,204	1,488,862	1,446,658		1,446,658	1,446,658		1,446,658	5,958,374
# Great Plates transition meals	43,544										
DAS Operating Expenses											
<u>Expenditure Category</u>											
Rental of Property	\$1,456	\$1,184	\$151	\$1,335	\$1,184	\$55	\$1,239	\$1,184	\$55	\$1,239	\$5,269
Utilities (Elec, Water, Gas, Phone, Garbage)	\$102,419	\$83,280	\$10,609	\$93,889	\$83,280	\$3,864	\$87,144	\$83,280	\$3,864	\$87,144	\$370,596
Office Supplies, Postage	\$131,900	\$106,988	\$13,418	\$120,406	\$106,988	\$4,742	\$111,730	\$106,988	\$4,742	\$111,730	\$475,766
Building Maintenance Supplies and Repair	\$124,002	\$100,828	\$12,846	\$113,674	\$100,828	\$4,679	\$105,507	\$100,828	\$4,679	\$105,507	\$448,690
Printing and Reproduction	\$4,951	\$4,026	\$513	\$4,539	\$4,026	\$187	\$4,213	\$4,026	\$187	\$4,213	\$17,916
Insurance	\$45,190	\$36,746	\$4,681	\$41,427	\$36,746	\$1,705	\$38,451	\$36,746	\$1,705	\$38,451	\$163,519
Staff Training	\$7,006	\$5,697	\$726	\$6,423	\$5,697	\$264	\$5,961	\$5,697	\$264	\$5,961	\$25,351
Staff Travel-(Local & Out of Town)	\$4,369	\$3,552	\$453	\$4,005	\$3,552	\$165	\$3,717	\$3,552	\$165	\$3,717	\$15,808
Rental of Equipment	\$2,330	\$1,895	\$241	\$2,136	\$1,895	\$88	\$1,983	\$1,895	\$88	\$1,983	\$8,432
Food Cost											
Raw Food <i>per meal</i>	FY 21/22 \$1.76	FY 22/23 \$1.93	FY 23/25 \$1.84	\$2,855,903	\$2,548,795	\$324,716	\$2,873,511	\$2,548,795	\$118,264	\$2,667,059	\$11,063,532
HDM Food Svc Supplies <i>per meal</i>											
Catered Meals <i>per meal</i>											
Consultant											
Consultants-Temp Employees	\$94,897	\$77,163	\$9,830	\$86,993	\$77,163	\$3,580	\$80,743	\$77,163	\$3,580	\$80,743	\$343,376
Consultants-IT Operations	\$53,418	\$43,435	\$5,534	\$48,969	\$43,435	\$2,016	\$45,451	\$43,435	\$2,016	\$45,451	\$193,289
Consultants-Audit	\$25,411	\$20,662	\$2,633	\$23,295	\$20,662	\$959	\$21,621	\$20,662	\$959	\$21,621	\$91,948
Consultants-Payroll Service	\$10,354	\$8,419	\$1,072	\$9,491	\$8,419	\$391	\$8,810	\$8,419	\$391	\$8,810	\$37,465
Consultants-Legal	\$14,564	\$11,842	\$1,509	\$13,351	\$11,842	\$550	\$12,392	\$11,842	\$550	\$12,392	\$52,699
Consultants-Other	\$5,243	\$4,263	\$543	\$4,806	\$4,263	\$198	\$4,461	\$4,263	\$198	\$4,461	\$18,971
Other											
Delivery Costs	\$75,235	\$61,175	\$7,794	\$68,969	\$61,175	\$2,839	\$64,014	\$61,175	\$2,839	\$64,014	\$272,232
Volunteer and Client Costs	\$34,012	\$27,660	\$3,524	\$31,184	\$27,660	\$1,283	\$28,943	\$27,660	\$1,283	\$28,943	\$123,082
Total DAS Operating Expenses	\$3,592,660	\$3,147,610	\$400,793	\$3,548,403	\$3,147,610	\$145,829	\$3,293,439	\$3,147,610	\$145,829	\$3,293,439	\$13,727,941
Non DAS Operating Expenses											
<u>Expenditure Category</u>											
Rental of Property	\$990	\$884	(\$151)	\$733	\$884	(\$55)	\$829	\$884	(\$55)	\$829	\$3,381
Utilities (Elec, Water, Gas, Phone, Garbage)	\$50,485	\$45,083	(\$10,609)	\$34,474	\$45,083	(\$3,864)	\$41,219	\$45,083	(\$3,864)	\$41,219	\$167,397
Office Supplies, Postage	\$90,186	\$80,536	(\$13,418)	\$67,118	\$80,536	(\$4,742)	\$75,794	\$80,536	(\$4,742)	\$75,794	\$308,892
Building Maintenance Supplies and Repair	\$85,030	\$75,932	(\$12,846)	\$63,086	\$75,932	(\$4,679)	\$71,253	\$75,932	(\$4,679)	\$71,253	\$290,622
Printing and Reproduction	\$3,366	\$3,006	(\$513)	\$2,493	\$3,006	(\$187)	\$2,819	\$3,006	(\$187)	\$2,819	\$11,497
Insurance	\$30,720	\$27,433	(\$4,681)	\$22,752	\$27,433	(\$1,705)	\$25,728	\$27,433	(\$1,705)	\$25,728	\$104,928
Staff Training	\$4,763	\$4,253	(\$726)	\$3,527	\$4,253	(\$264)	\$3,989	\$4,253	(\$264)	\$3,989	\$16,268
Staff Travel-(Local & Out of Town)	\$2,970	\$2,652	(\$453)	\$2,199	\$2,652	(\$165)	\$2,487	\$2,652	(\$165)	\$2,487	\$10,143
Rental of Equipment	\$1,584	\$1,415	(\$241)	\$1,174	\$1,415	(\$88)	\$1,327	\$1,415	(\$88)	\$1,327	\$5,412
Food Cost											
Raw Food <i>per meal</i>	FY 21/22 \$0.52	FY 22/23 \$0.37	FY 23/25 \$0.44	\$839,461	\$882,461	(\$324,716)	\$557,745	\$747,653	(\$118,264)	\$629,389	\$2,655,984
HDM Food Svc Supplies <i>per meal</i>											

Catered Meals	<i>per meal</i>										
Consultant											
Consultants-Temp Employees	\$64,510	\$57,607	(\$9,830)	\$47,777	\$57,607	(\$3,580)	\$54,027	\$57,607	(\$3,580)	\$54,027	\$220,341
Consultants-IT Operations	\$36,314	\$32,428	(\$5,534)	\$26,894	\$32,428	(\$2,016)	\$30,412	\$32,428	(\$2,016)	\$30,412	\$124,032
Consultants-Audit	\$17,274	\$15,426	(\$2,633)	\$12,793	\$15,426	(\$959)	\$14,467	\$15,426	(\$959)	\$14,467	\$59,001
Consultants-Payroll Service	\$7,038	\$6,285	(\$1,072)	\$5,213	\$6,285	(\$391)	\$5,894	\$6,285	(\$391)	\$5,894	\$24,039
Consultants-Legal	\$9,900	\$8,841	(\$1,509)	\$7,332	\$8,841	(\$550)	\$8,291	\$8,841	(\$550)	\$8,291	\$33,814
Consultants-Other	\$3,564	\$3,183	(\$543)	\$2,640	\$3,183	(\$198)	\$2,985	\$3,183	(\$198)	\$2,985	\$12,174
Other											
Delivery Costs	\$51,144	\$45,672	(\$7,794)	\$37,878	\$45,672	(\$2,839)	\$42,833	\$45,672	(\$2,839)	\$42,833	\$174,688
Volunteer and Client Costs	\$23,126	\$20,651	(\$3,524)	\$17,127	\$20,651	(\$1,283)	\$19,368	\$20,651	(\$1,283)	\$19,368	\$78,989
Total Non DAS Operating Expenses	\$1,322,425	\$1,313,748	(\$400,793)	\$912,955	\$1,178,940	(\$145,829)	\$1,033,111	\$1,178,940	(\$145,829)	\$1,033,111	\$4,301,602
Total DAS and Non DAS Operating Expenses	\$4,915,085	\$4,461,358		\$4,461,358	\$4,326,550		\$4,326,550	\$4,326,550		\$4,326,550	\$18,029,543
HSA #3											10/25/2016

Program: Home-delivered meals for older adults
(Same as Line 11 on HSA #1)

Capital & Subcontractor Expenditure Detail

DAS Capital Expenditure

	FY 21/22	FY 22/23			FY 23/24			FY 24/25			Total
<u>Equipment (Qty)</u>	Revised	Budget	Modification	Revised	Budget	Modification	Revised	Budget	Modification	Revised	
22 cooler bags at \$4 each	\$88										\$88
6 hard sided coolers at \$30 each	\$180										\$180
Meal label printer	\$37,900		\$40,000	\$40,000							\$77,900
44 microwaves at \$87.68 each (new price)	\$3,850										\$3,850
40 refrigerators at \$161.80 each (new price)	\$6,490										\$6,490
3 EV delivery vans with refrigeration			\$213,000	\$213,000							\$213,000
Total Equipment Cost	\$48,508		\$253,000	\$253,000							\$301,508
<u>Remodeling</u>											
Total Remodeling Cost											
<u>Other</u>											
Gas and food cost increases for 819,173 meals at \$	\$335,861										\$335,861
Total Subcontractor Cost	\$335,861										\$335,861
Total DAS Capital & Subcontractor Expenditure	\$384,369		\$253,000	\$253,000							\$637,369

Non DAS Capital Expenditure

	FY 21/22	FY 22/23			FY 23/24			FY 24/25			Total
<u>Equipment (Qty)</u>	Revised	Budget	Modification	Revised	Budget	Modification	Revised	Budget	Modification	Revised	
Total Equipment Cost											
<u>Remodeling</u>											

Total Remodeling Cost											
Other											
Total Subcontractor Cost											
Total Non DAS Capital & Subcontractor Expenditure											
Total DAS and Non DAS Capital & Subcontractor Expenditure	\$384,369		\$253,000	\$253,000							\$637,369
HSA #4											10/25/2016

Program: Home-delivered meals for older adults
(Same as Line 11 on HSA #1)

NCQA Expenditure Detail

DAS NCQA Expenditure	FY 21/22 Unit price		FY 21/22 Unit	FY 21/22 Revised	FY 22/25 Unit price			FY 22/25 Unit			FY 22/23			FY 23/24			FY 24/25			Total
	Revised		Revised	Revised	Budget	Modification	Revised	Budget	Modification	Revised	Budget	Modification	Revised	Budget	Modification	Revised	Budget	Modification	Revised	Total
Menu planning and nutrition analysis	\$622.67	/set	2.00	\$1,245	\$656.50		\$656.50	2.00		2.00	\$1,313		\$1,313	\$1,313		\$1,313	\$1,313		\$1,313	\$5,184
Kitchen and food service monitoring	\$692.22		4.00	\$2,769	\$730.00		\$730.00	4.00		4.00	\$2,920		\$2,920	\$2,920		\$2,920	\$2,920		\$2,920	\$11,529
HDM Route Monitoring	\$213.43	/route	84.00	\$17,928	\$225.10		\$225.10	84.00		84.00	\$18,908		\$18,908	\$18,908		\$18,908	\$18,908		\$18,908	\$74,652
Nutrition education	\$188.44		4.00	\$754	\$198.75		\$198.75	4.00		4.00	\$795		\$795	\$795		\$795	\$795		\$795	\$3,139
Nutrition counseling (optional)	\$124.85	/hour	1550.00	\$193,518	\$131.67		\$131.67	1350.00		1350.00	\$177,757		\$177,757	\$177,757		\$177,757	\$177,757		\$177,757	\$726,789
In-service training		/training																		
HDM Assessment for ENP/C2 nutrition program (Initial and annual)	\$274.62	/assessment	3200.00	\$878,784	\$289.62		\$289.62	2800.00		2800.00	\$810,949		\$810,949	\$810,949		\$810,949	\$810,949		\$810,949	\$3,311,631
Annual Assessment for the HDM program for Adults with Disabilities (optional)		/annual assessment																		
Total DAS NCQA Expenditure				\$1,094,998							\$1,012,642		\$1,012,642	\$1,012,642		\$1,012,642	\$1,012,642		\$1,012,642	\$4,132,924
Non DAS NCQA Expenditure																				
Menu planning and nutrition analysis	\$482.00	/set	2.00	\$964	\$482.00		\$482.00	2.00		2.00	\$964		\$964	\$964		\$964	\$964		\$964	\$3,856
Kitchen and food service monitoring	\$542.75		4.00	\$2,171	\$542.75		\$542.75	4.00		4.00	\$2,171		\$2,171	\$2,171		\$2,171	\$2,171		\$2,171	\$8,684
HDM Route Monitoring	\$167.19	/route	84.00	\$14,044	\$167.19		\$167.19	84.00		84.00	\$14,044		\$14,044	\$14,044		\$14,044	\$14,044		\$14,044	\$56,176
Nutrition education	\$144.33		4.00	\$577	\$144.33		\$144.33	4.00		4.00	\$577		\$577	\$577		\$577	\$577		\$577	\$2,308
Nutrition counseling (optional)	\$97.86	/hour	1550.00	\$151,676	\$97.86		\$97.86	1350.00		1350.00	\$132,105		\$132,105	\$132,105		\$132,105	\$132,105		\$132,105	\$547,991
In-service training		/training																		
HDM Assessment for ENP/C2 nutrition program (Initial and annual)	\$234.54	/assessment	3200.00	\$750,520	\$234.54		\$234.54	2800.00		2800.00	\$656,705		\$656,705	\$656,705		\$656,705	\$656,705		\$656,705	\$2,720,635
Annual Assessment for HDM program for Adults with Disabilities (optional)		/annual assessment																		
Total Non DAS NCQA Expenditure				\$919,952							\$806,566		\$806,566	\$806,566		\$806,566	\$806,566		\$806,566	\$3,339,650
Total DAS and Non DAS NCQA Expenditure				\$2,014,950							\$1,819,208		\$1,819,208	\$1,819,208		\$1,819,208	\$1,819,208		\$1,819,208	\$7,472,574
HSA #4																				10/25/2016

Appendix A-1 – Services to be Provided
Meals on Wheels of San Francisco
 Emergency Home-Delivered Nutrition Services

July 1, 2021 - June 30, 2025

I. Purpose

The purpose of this grant is to provide emergency home-delivered nutrition services for older adults and adults with disabilities living in the City and County of San Francisco who have an urgent or temporary need for nutrition support in the community. Emergency home-delivered nutrition services provide nutritious meals to consumers within two to five days of a request and the provision of meals does not exceed sixty days.

II. Definitions

Grantee	Meals on Wheels of San Francisco
Adult with a Disability	A person 18-59 years of age living with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.

City	City and County of San Francisco, a municipal corporation
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DAS Benefits and Resources Hub	A unit within DAS that is equipped to receive calls from the community and provide information, referrals, and assistance for older adults and adults with disabilities, caregivers, and community-based organizations. (https://www.sfhsa.org/services/access-empowerment/das-benefits-and-resources-hub)
DGA/ Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
Emergency Home-Delivered Nutrition Services	The procurement, preparation, transporting and delivery of meals that meet nutrition requirements to eligible consumers who have an urgent or temporary need for nutrition support, and are homebound by reason of illness, disability, or are otherwise isolated, and have no safe, healthy alternative for meals. Emergency home-delivered nutrition services provide meals to consumers within two to five days of a request and the provision of meals does not exceed sixty days.

HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)
Home-Delivered Nutrition Services/HDM Nutrition Services	The procurement, preparation, transporting and delivery of meals that meet nutrition requirements to eligible consumers who are homebound by reason of illness, disability, or are otherwise isolated, and have no safe, healthy alternative for meals. Home-delivered nutrition services also include initial assessments, annual assessments, and reassessments of consumer eligibility, nutrition education, health promotion, and nutrition risk screening.
LGBTQ+	An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for program enrollment and participation is not means tested. Consumers self-report income status.
Menu Planning and Nutrient Analysis	The development of a menu cycle that adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)
Modified Diet	A menu approved by a registered dietitian (RD) that meets the current DGA and adjusts the typical home-delivered meal components to control the intake of certain foods, food textures, and/or nutrients to meet the dietary needs of individuals. Examples include, but are not limited to, low sodium diet, diabetic diet, and mechanical soft diets.

NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
OCNP	Older Californians Nutrition Program (previously known as Elderly Nutrition Program, ENP) - Title III C1 and C2. A program that provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and is provided in accordance with the provision of CCR Title 22, Chapter 4, Article 5, Sec. 7630.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term "senior".
Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years of age or older, used interchangeably with the term "older adult".
SF-HSA	Human Services Agency of the City and County of San Francisco.

Socially Isolated	Having few social relationships and few people to interact with regularly.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9</i>).
Unduplicated Consumer (UDC)	An individual who receives home-delivered nutrition services and their participation is reflected in CA-GetCare by the grantee.

III. Target Population

This program is designed to serve all ethnicities and populations, with focused expertise to promote unique cultural needs which have been identified as demonstrating the greatest economic and social need:

- Persons with low income
- Persons who are socially isolated
- Persons with limited English- speaking proficiency
- Persons from communities of color
- Persons who identify as LGBTQ+
- Persons at risk of institutionalization

IV. Eligibility for Services

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

1. A resident of San Francisco, and
2. An older adult or an adult with a disability, and
3. Approved by DAS through the DAS Benefits and Resource Hub

V. Location and Time of Services

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

VI. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA, and DAS OCP.

2. Grantee will provide emergency home-delivered nutrition services for older adults and adults with disabilities who are determined eligible for program enrollment. The provision of services will include the following:
 - i. Enrollment of consumers in emergency home-delivered nutrition services and the delivery of meals to those consumers as indicated in Table A below. Grantee will provide emergency home-delivered nutrition services to consumers citywide.
 - ii. Provision of emergency home-delivered meals within two (2) to five (5) days of receiving an authorization from the DAS Benefits and Resource Hub. The provision of emergency home-delivered meals will not exceed sixty (60) days.
 - iii. Provision of emergency home-delivered meals that meet nutritional standards by adhering to the current DGA and offering two meals per day, seven days per week. The meals must contain at least two-thirds of the DRIs and each meal must individually meet one-third of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Grantee will provide hot, chilled, and frozen meals based on an assessment of the needs of the consumer conducted initially by DAS Benefits and Resource Hub. Meals offered will be regular or modified meals as approved by DAS OCP.

3. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
 - i. Submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding menu analysis. The registered dietitian (RD) on staff or consultant RD must participate in menu planning and complete the corresponding nutrient analysis. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
 - ii. Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
 - iii. Conduct end-of-route home-delivered meal temperature checks every other week per route to ensure the meals maintain temperatures that meet food safety standards during the timeframe of the route. The grantee will document, and keep on file the temperatures for quarterly review by the registered dietitian.
 - iv. Monitor the food safety and sanitation of the HDM routes including but not limited to the packing, transporting, and delivery of meals. A qualified staff member, trained by a food safety manager or RD, may monitor routes, and document and submit the results to the agency within two weeks of the monitoring. The grantee will monitor each HDM route, at minimum, two (2) times per year.

- v. Conduct and document an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four times during the fiscal year. The RD on staff or consultant RD must conduct and document the results of the HACCP safety and sanitation monitoring. HACCP monitoring must also include, but is not limited to the review of HDM route temperature checks and monitoring reports.
 - vi. Provide orientation and training to all new staff, paid and volunteers, to perform their assigned responsibilities and tasks as described in the CCR Title 22 Regulations Sec. 7636.5. Training, at a minimum, shall include:
 - (1) Food safety, prevention of foodborne illness, and HACCP principles.
 - (2) Accident prevention, instruction on fire safety, first aid, choking, earthquake preparedness, and other emergency procedures.
 - vii. Provide in-service training for nutrition program staff (e.g. food service and delivery workers) at least once per quarter and a minimum four (4) times during the fiscal year as described in the CCR-Title 22 Regulations Sec. 7636.5 and DAS OCP policy memoranda. The grantee will also document, schedule, and conduct in-service trainings in a timely manner when there are monitoring findings. A registered dietitian (RD) must review and approve an annual in-service training plan and the training curriculum for nutrition program staff.
4. Grantee will provide consumers with a welcome packet and program information as described in DAS OCP policy memoranda. The welcome packet will include at minimum, the following information: a meal delivery schedule, sample menu, written instructions for handling and reheating meals, voluntary contribution policy and collection procedures, directions on how to request a change in meal delivery, grievance policy, and information on how to request assistance, if needed. The welcome packet at minimum must be available in the language of the majority of the program participants.
 5. Grantee will ensure the suggested voluntary contribution per meal complies with DAS OCP policy memoranda including an approval by the grantee's board of directors.
 6. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15 each grant year or on a mutually agreed upon date between OCP and the grantee. At minimum, the completed number of surveys shall be a sample size of at least forty percent (40%) of the enrolled unduplicated consumer.
 7. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the nutrition program. The grantee will ensure the manager on staff possesses a food safety manager certification and has the required qualifications as described in CCR Title 22 Sec. 7636.3 and DAS OCP policy memoranda.

8. Grantee will ensure there is a sufficient number of qualified staff, paid and/or volunteer, with the appropriate education, experience, and cultural competency to carry out the requirements of the program and deliver quality services to meet the needs of the consumers.
9. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed.
10. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services

VII. Service Objectives

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

Table A	FY 21/22	Modifications 1-3	Revised FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	325	0	325	325	325	325
Number of ER Meals	36,681	-6,885	29,796	36,681	36,681	36,681
Number of Breakfast Meals	5,475	+6,272	11,747			

VIII. Outcome Objectives

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

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

IX. Reporting and Other Requirements

1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers using the DAS OCP approved HDM intake form, which includes the annual nutrition risk

screening and the food security screening, into the CA-GetCare database in accordance to DAS OCP policy memorandum.

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

Name	Address	Phone
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-647-5353
OMI Senior Center	65 Beverly St, San Francisco, 94132	415-334-5558
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415.404.2938
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Downtown SF Senior Center	481 O'Farrell St, San Francisco, 94102	415-202-2982
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
South Sunset Activity Center	2601 40th Ave, San Francisco, 94116	415-566-2845
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990
Independent Living Resource Center San Francisco	825 Howard Street, San Francisco, 94103	415 543-6222
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700

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

Tiffany Kearney
Program Analyst and Lead Nutritionist
DAS OCP
email: Tiffany.Kearney@sfgov.org

and

Ella Lee
Contract Manager
HSA OCM
email: Ella.Lee@sfgov.org

X. Monitoring Activities

1. Nutrition Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence of

provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP-funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.

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

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Meals on Wheel San Francisco
(Please enter agency name here)

(Check One) New Renewal Modification
If modification, Effective Date of Mod. No. of Mod.

Program: Home-delivered meals for emergency

Budget Reference Page No.(s)												
Program Term	FY 21/22	FY 22/23			FY 23/24			FY 24/25			Total	cost/meal
	Revised	Budget	Modification	Revised	Budget	Modification	Revised	Budget	Modification	Revised		
Annual # Meals Contracted	29,796	36,681		36,681	36,681		36,681	36,681		36,681	139,839	
DAS Expenditures												
Salaries & Benefits	\$73,953	\$95,728	\$8,135	\$103,863	\$95,728	\$8,135	\$103,863	\$95,728	\$8,135	\$103,863	\$385,542	\$2.76
Operating Expenses	\$69,602	\$80,946	\$6,904	\$87,850	\$80,946	\$6,904	\$87,850	\$80,946	\$6,904	\$87,850	\$333,152	\$2.38
Subtotal	\$143,555	\$176,674	\$15,039	\$191,713	\$176,674	\$15,039	\$191,713	\$176,674	\$15,039	\$191,713	\$718,694	\$5.14
Indirect Percentage (%)												
Indirect Cost												
Capital/Subcontractor Expenditures												
NCQA Expenditures												
11,740 COVID Breakfast at \$5.28 each (FY21/22)	\$62,027										\$62,027	
Total DAS Expenditures	\$205,582	\$176,674	\$15,039	\$191,713	\$176,674	\$15,039	\$191,713	\$176,674	\$15,039	\$191,713	\$780,721	\$5.58
Non DAS Expenditures												
Salaries & Benefits	\$8,241	\$23,778	(\$15,085)	\$8,693	\$23,778	(\$15,085)	\$8,693	\$23,778	(\$15,085)	\$8,693	\$34,320	\$0.25
Operating Expenses	\$25,669	\$29,627		\$29,627	\$29,627		\$29,627	\$29,627		\$29,627	\$114,550	\$0.82
Capital/Subcontractor Expenditures												
NCQA Expenditures												
Total Non DAS Expenditures	\$33,910	\$53,405	(\$15,085)	\$38,320	\$53,405	(\$15,085)	\$38,320	\$53,405	(\$15,085)	\$38,320	\$148,870	\$1.06
TOTAL DAS AND NON DAS EXPEDITURES	\$239,492	\$230,079	(\$46)	\$230,033	\$230,079	(\$46)	\$230,033	\$230,079	(\$46)	\$230,033	\$929,591	\$6.65
DAS Revenues												
Meals- General Fund	\$133,413	\$166,532		\$166,532	\$166,532		\$166,532	\$166,532		\$166,532	\$633,009	\$4.53
Meals- State Fund												
Meals- Federal Fund												
OTO: COVID	\$62,027										\$62,027	\$0.44
Ongoing Mayor's Funding			\$7,972	\$7,972		\$7,972	\$7,972		\$7,972	\$7,972		
CODB	\$10,142	\$10,142	\$7,067	\$17,209	\$10,142	\$7,067	\$17,209	\$10,142	\$7,067	\$17,209	\$61,769	\$0.44
Total DAS Revenue	\$205,582	\$176,674	\$15,039	\$191,713	\$176,674	\$15,039	\$191,713	\$176,674	\$15,039	\$191,713	\$780,721	\$5.58
PER MEAL COST, DAS	\$4.81	\$4.81		\$5.22	\$4.81		\$5.22	\$4.81		\$5.22	\$5.13	
PER MEAL COST (with NCQA), DAS	\$4.81	\$4.81		\$5.22	\$4.81		\$5.22	\$4.81		\$5.22	\$5.13	

Non DAS Revenues												
Project Income												
Agency Cash- Fundraising	\$33,910	\$53,405	(\$15,085)	\$38,320	\$53,405	(\$15,085)	\$38,320	\$53,405	(\$15,085)	\$38,320	\$148,870	\$1.06
Agency In-kind Volunteer												
Total Non DAS Revenue	\$33,910	\$53,405	(\$15,085)	\$38,320	\$53,405	(\$15,085)	\$38,320	\$53,405	(\$15,085)	\$38,320	\$148,870	\$1.06
<i>PER MEAL COST (with NCQA), Non DAS</i>	\$1.14	\$1.46		\$1.04	\$1.46		\$1.04	\$1.46		\$1.04	\$1.06	
TOTAL DAS AND NON DAS REVENUE	\$239,492	\$230,079	(\$46)	\$230,033	\$230,079	(\$46)	\$230,033	\$230,079	(\$46)	\$230,033	\$929,591	\$6.65
<i>PER MEAL COST (with NCQA), Total</i>	\$5.95	\$6.27		\$6.26	\$6.27		\$6.26	\$6.27		\$6.26	\$6.19	
Full Time Equivalent (FTE)	188.00			188.00			188.00			188.00	752.00	
Prepared by: Patrick Schmalz											Date: 11/21/22	
HSA-CO Review Signature:	_____											
HSA #1											10/25/2016	

Program: Home-delivered meals for emergency
(Same as Line 11 on HSA #1)

Salaries & Benefits Detail																												
Position Title	Agency Totals				HSA Program				FY 21/22				Agency Totals			HSA Program			FY 22/23			FY 23/24			FY 24/25			Total
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Revised Salary	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Modification	Revised Salary	Budgeted Salary	Modification	Revised Salary	Budgeted Salary	Modification	Revised Salary	Budgeted Salary	Modification	Revised Salary	Budgeted Salary	Modification	Revised Salary	Budgeted Salary			
Drivers (28)	\$46,823	28.00	1.27%	0.36	\$16,524	\$49,398	28.00	1.68%	0.47	\$21,391	\$1,818	\$23,209	\$21,391	\$1,818	\$23,209	\$21,391	\$1,818	\$23,209	\$21,391	\$1,818	\$23,209	\$21,391	\$1,818	\$23,209	\$21,391	\$86,151		
HDM Supervisor/Lead/ Driver (PM)	\$66,950	1.00	0.73%	0.01	\$483	\$70,632	1.00	0.96%	0.01	\$625	\$53	\$678	\$625	\$53	\$678	\$625	\$53	\$678	\$625	\$53	\$678	\$625	\$53	\$678	\$625	\$2,517		
Customer Service Lead	\$68,855	1.00	0.73%	0.01	\$497	\$72,642	1.00	0.96%	0.01	\$643	\$55	\$698	\$643	\$55	\$698	\$643	\$55	\$698	\$643	\$55	\$698	\$643	\$55	\$698	\$643	\$2,591		
HDM Supervisor/Driver Lead/AM	\$58,423	1.00	0.73%	0.01	\$422	\$61,636	1.00	0.96%	0.01	\$545	\$46	\$591	\$545	\$46	\$591	\$545	\$46	\$591	\$545	\$46	\$591	\$545	\$46	\$591	\$545	\$2,195		
Senior HDM Driver Manager	\$87,560	1.00	0.73%	0.01	\$632	\$92,376	1.00	0.96%	0.01	\$817	\$69	\$886	\$817	\$69	\$886	\$817	\$69	\$886	\$817	\$69	\$886	\$817	\$69	\$886	\$817	\$3,290		
Senior HDM Client Waitlist & Comm	\$84,542	1.00	0.73%	0.01	\$610	\$89,192	1.00	0.96%	0.01	\$789	\$67	\$856	\$789	\$67	\$856	\$789	\$67	\$856	\$789	\$67	\$856	\$789	\$67	\$856	\$789	\$3,178		
Senior HDM Operations Manager 20	\$87,560	1.00	0.73%	0.01	\$632	\$92,376	1.00	0.96%	0.01	\$817	\$69	\$886	\$817	\$69	\$886	\$817	\$69	\$886	\$817	\$69	\$886	\$817	\$69	\$886	\$817	\$3,290		
Client Support Specialist	\$49,276	1.00	0.73%	0.01	\$355	\$51,986	1.00	0.96%	0.01	\$460	\$39	\$499	\$460	\$39	\$499	\$460	\$39	\$499	\$460	\$39	\$499	\$460	\$39	\$499	\$460	\$1,852		
HDM Safety Board Lead	\$53,560	1.00	0.73%	0.01	\$386	\$56,506	1.00	0.96%	0.01	\$500	\$43	\$543	\$500	\$43	\$543	\$500	\$43	\$543	\$500	\$43	\$543	\$500	\$43	\$543	\$500	\$2,015		
HDM Lead Intake Coordinator	\$58,460	1.00	0.73%	0.01	\$422	\$61,675	1.00	0.96%	0.01	\$546	\$46	\$592	\$546	\$46	\$592	\$546	\$46	\$592	\$546	\$46	\$592	\$546	\$46	\$592	\$546	\$2,198		
Chief Prog Off	\$155,752	1.00	0.73%	0.01	\$1,124	\$164,318	1.00	0.96%	0.01	\$1,454	\$124	\$1,578	\$1,454	\$124	\$1,578	\$1,454	\$124	\$1,578	\$1,454	\$124	\$1,578	\$1,454	\$124	\$1,578	\$1,454	\$5,858		
SalesForce Administrator	\$110,624	1.00	1.32%	0.01	\$1,451	\$116,708	1.00	1.75%	0.02	\$1,878	\$160	\$2,038	\$1,878	\$160	\$2,038	\$1,878	\$160	\$2,038	\$1,878	\$160	\$2,038	\$1,878	\$160	\$2,038	\$1,878	\$7,565		
SalesForce Analyst	\$63,865	1.00	1.32%	0.01	\$837	\$67,378	1.00	1.75%	0.02	\$1,084	\$92	\$1,176	\$1,084	\$92	\$1,176	\$1,084	\$92	\$1,176	\$1,084	\$92	\$1,176	\$1,084	\$92	\$1,176	\$1,084	\$4,365		
Chief Food & Operations Officer: Sp	\$167,553	1.00	1.04%	0.01	\$1,731	\$176,768	1.00	1.37%	0.01	\$2,240	\$190	\$2,430	\$2,240	\$190	\$2,430	\$2,240	\$190	\$2,430	\$2,240	\$190	\$2,430	\$2,240	\$190	\$2,430	\$2,240	\$9,021		
Food Safety/Compliance Manager	\$87,550	1.00	1.30%	0.01	\$1,127	\$92,365	1.00	1.71%	0.02	\$1,458	\$124	\$1,582	\$1,458	\$124	\$1,582	\$1,458	\$124	\$1,582	\$1,458	\$124	\$1,582	\$1,458	\$124	\$1,582	\$1,458	\$5,873		
Assistant Food Service Director	\$101,700	1.00	1.30%	0.01	\$1,308	\$107,294	1.00	1.71%	0.02	\$1,694	\$144	\$1,838	\$1,694	\$144	\$1,838	\$1,694	\$144	\$1,838	\$1,694	\$144	\$1,838	\$1,694	\$144	\$1,838	\$1,694	\$6,822		
Chef	\$99,386	1.00	1.30%	0.01	\$1,278	\$104,852	1.00	1.71%	0.02	\$1,655	\$141	\$1,796	\$1,655	\$141	\$1,796	\$1,655	\$141	\$1,796	\$1,655	\$141	\$1,796	\$1,655	\$141	\$1,796	\$1,655	\$6,666		
Food Service Director	\$108,150	1.00	1.30%	0.01	\$1,391	\$114,098	1.00	1.71%	0.02	\$1,801	\$153	\$1,954	\$1,801	\$153	\$1,954	\$1,801	\$153	\$1,954	\$1,801	\$153	\$1,954	\$1,801	\$153	\$1,954	\$1,801	\$7,253		
Procurement/Purchasing Manager	\$108,150	1.00	1.30%	0.01	\$1,391	\$114,098	1.00	1.71%	0.02	\$1,801	\$153	\$1,954	\$1,801	\$153	\$1,954	\$1,801	\$153	\$1,954	\$1,801	\$153	\$1,954	\$1,801	\$153	\$1,954	\$1,801	\$7,253		
Warehouse Manager	\$56,650	1.00	1.12%	0.01	\$632	\$59,766	1.00	1.48%	0.01	\$817	\$69	\$886	\$817	\$69	\$886	\$817	\$69	\$886	\$817	\$69	\$886	\$817	\$69	\$886	\$817	\$3,290		
Kitchen Staff (37)	\$42,572	37.00	0.94%	0.35	\$14,627	\$44,913	37.00	1.24%	0.46	\$18,934	\$1,609	\$20,543	\$18,934	\$1,609	\$20,543	\$18,934	\$1,609	\$20,543	\$18,934	\$1,609	\$20,543	\$18,934	\$1,609	\$20,543	\$18,934	\$76,256		
Maintenance Associate	\$39,634	1.00	1.12%	0.01	\$441	\$41,814	1.00	1.48%	0.01	\$572	\$49	\$621	\$572	\$49	\$621	\$572	\$49	\$621	\$572	\$49	\$621	\$572	\$49	\$621	\$572	\$2,304		
Fleet & Facilities Manager	\$82,400	1.00	1.12%	0.01	\$918	\$86,932	1.00	1.48%	0.01	\$1,189	\$101	\$1,290	\$1,189	\$101	\$1,290	\$1,189	\$101	\$1,290	\$1,189	\$101	\$1,290	\$1,189	\$101	\$1,290	\$1,189	\$4,788		
Maintenance Associate	\$39,634	1.00	1.12%	0.01	\$441	\$41,814	1.00	1.48%	0.01	\$572	\$49	\$621	\$572	\$49	\$621	\$572	\$49	\$621	\$572	\$49	\$621	\$572	\$49	\$621	\$572	\$2,304		
Sr. Administrative Assistant	\$66,950	1.00	1.12%	0.01	\$746	\$70,632	1.00	1.48%	0.01	\$966	\$82	\$1,048	\$966	\$82	\$1,048	\$966	\$82	\$1,048	\$966	\$82	\$1,048	\$966	\$82	\$1,048	\$966	\$3,890		
Maintenance Technician Supervisor	\$72,100	1.00	1.12%	0.01	\$803	\$76,066	1.00	1.48%	0.01	\$1,040	\$88	\$1,128	\$1,040	\$88	\$1,128	\$1,040	\$88	\$1,128	\$1,040	\$88	\$1,128	\$1,040	\$88	\$1,128	\$1,040	\$4,187		
Director of Fleet & Facilities	\$118,775	1.00	1.12%	0.01	\$1,324	\$125,308	1.00	1.48%	0.01	\$1,714	\$146	\$1,860	\$1,714	\$146	\$1,860	\$1,714	\$146	\$1,860	\$1,714	\$146	\$1,860	\$1,714	\$146	\$1,860	\$1,714	\$6,904		
Volunteer Program Manager	\$66,886	1.00	1.32%	0.01	\$876	\$70,565	1.00	1.74%	0.02	\$1,133	\$96	\$1,229	\$1,133	\$96	\$1,229	\$1,133	\$96	\$1,229	\$1,133	\$96	\$1,229	\$1,133	\$96	\$1,229	\$1,133	\$4,563		
Volunteer Program Manager	\$63,865	1.00				\$67,378	1.00																					
Volunteer Program Manager	\$64,890	1.00				\$68,459	1.00																					
Director of Volunteer Programs & Co	\$100,114	1.00	1.32%	0.01	\$1,310	\$105,620	1.00	1.74%	0.02	\$1,696	\$144	\$1,840	\$1,696	\$144	\$1,840	\$1,696	\$144	\$1,840	\$1,696	\$144	\$1,840	\$1,696	\$144	\$1,840	\$1,696	\$6,830		
Totals	\$2,479,209	94.00	30.16%	0.98	\$54,719	\$2,615,565	94.00	39.82%	1.30	\$70,831	\$6,019	\$76,850	\$70,831	\$6,019	\$76,850	\$70,831	\$6,019	\$76,850	\$70,831	\$6,019	\$76,850	\$70,831	\$6,019	\$76,850	\$70,831	\$285,269		
Fringe Benefits Rate	35%					35%				35%			35%			35%												
Employee Fringe Benefits	\$871,442				\$19,234	\$919,371				\$24,897	\$2,116	\$27,013	\$24,897	\$2,116	\$27,013	\$24,897	\$2,116	\$27,013	\$24,897	\$2,116	\$27,013	\$24,897	\$2,116	\$27,013	\$24,897	\$100,273		
Total DAS Salaries and Benefits	\$3,350,651				\$73,953	\$3,534,936				\$95,728	\$8,135	\$103,863	\$95,728	\$8,135	\$103,863	\$95,728	\$8,135	\$103,863	\$95,728	\$8,135	\$103,863	\$95,728	\$8,135	\$103,863	\$95,728	\$385,542		
Non DAS Salaries & Benefits																												
Position Title	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Revised Salary	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Modification	Revised Salary	Budgeted Salary	Modification	Revised Salary	Budgeted Salary	Modification	Revised Salary	Budgeted Salary									
Drivers (28)	\$46,823	28.00				\$49,398	28.00																					
HDM Supervisor/Lead/ Driver (PM)	\$66,950	1.00	0.77%	0.01	\$514	\$70,632	1.00	0.77%	0.01	\$772	(\$230)	\$542	\$772	(\$230)	\$542	\$772	(\$230)	\$542	\$772									
Customer Service Lead	\$68,855	1.00	0.77%	0.01	\$528	\$72,642	1.00	0.77%	0.01	\$794	(\$237)	\$557	\$794	(\$237)	\$557	\$794	(\$237)	\$557	\$794									
HDM Supervisor/Driver Lead/AM	\$58,423	1.00	0.77%	0.01	\$449	\$61,636	1.00	0.77%	0.01	\$673	(\$200)	\$473	\$673	(\$200)	\$473	\$673	(\$200)	\$473	\$673									
Senior HDM Driver Manager	\$87,560	1.00	0.77%	0.01	\$672	\$92,376	1.00	0.77%	0.01	\$1,009	(\$300)	\$709	\$1,009	(\$300)	\$709	\$1,009	(\$300)	\$709	\$1,009									
Senior HDM Client Waitlist & Comm	\$84,542	1.00	0.77%	0.01	\$649	\$89,192	1.00	0.77%	0.01	\$975	(\$291)	\$684	\$975	(\$291)	\$684	\$975	(\$291)	\$684	\$975									
Senior HDM Operations Manager 20	\$87,560	1.00	0.77%	0.01	\$672	\$92,376	1.00	0.77%	0.01	\$1,009	(\$300)	\$709	\$1,009	(\$300)	\$709	\$1,009	(\$300)	\$709	\$1,009									
Client Support Specialist	\$49,276	1.00	0.77%	0.01	\$378	\$51,986	1.00	0.77%	0.01	\$568	(\$169)	\$399	\$568	(\$169)	\$399	\$568	(\$169)	\$399	\$568									
HDM Safety Board Lead	\$53,560	1.00	0.77%	0.01	\$411	\$56,506	1.00	0.77%	0.01	\$617	(\$184)	\$433	\$617	(\$184)	\$433	\$617	(\$184)	\$433	\$617									
HDM Lead Intake Coordinator	\$58,460	1.00	0.77%	0.01	\$448	\$61,675	1.00	0.77%	0.01	\$674	(\$201)	\$473	\$674	(\$201)	\$473	\$67												

Fleet & Facilities Manager	\$82,400	1.00			\$86,932	1.00			\$392	(\$392)		\$392	(\$392)		\$392	(\$392)			
Maintenance Associate	\$39,634	1.00			\$41,814	1.00			\$189	(\$189)		\$189	(\$189)		\$189	(\$189)			
Sr. Administrative Assistant	\$66,950	1.00			\$70,632	1.00			\$319	(\$319)		\$319	(\$319)		\$319	(\$319)			
Maintenance Technician Supervisor	\$72,100	1.00			\$76,066	1.00			\$343	(\$343)		\$343	(\$343)		\$343	(\$343)			
Director of Fleet & Facilities	\$118,775	1.00			\$125,308	1.00			\$566	(\$566)		\$566	(\$566)		\$566	(\$566)			
Volunteer Program Manager	\$66,886	1.00			\$70,565	1.00			\$373	(\$373)		\$373	(\$373)		\$373	(\$373)			
Volunteer Program Manager	\$63,865	1.00			\$67,378	1.00													
Volunteer Program Manager	\$64,890	1.00	0.28%	0.00	\$182	\$68,459	1.00	0.28%	0.00	\$182	\$10	\$192	\$182	\$10	\$192	\$182	\$10	\$192	\$758
Director of Volunteer Programs & Co	\$100,114	1.00			\$105,620	1.00			\$558	(\$558)		\$558	(\$558)		\$558	(\$558)			
Totals	\$2,479,209	94.00	7.95%	0.08	\$6,098	\$2,615,565	94.00	7.95%	0.08	\$17,594	(\$11,162)	\$6,432	\$17,594	(\$11,162)	\$6,432	\$17,594	(\$11,162)	\$6,432	\$25,394
Fringe Benefits Rate	35.15%				35.15%				35%			35%			35%				
Employee Fringe Benefits	\$871,442				\$2,143	\$919,371			\$6,184	(\$3,923)	\$2,261	\$6,184	(\$3,923)	\$2,261	\$6,184	(\$3,923)	\$2,261	\$8,926	
Total Non DAS Salaries and Benefits	\$3,350,651				\$8,241	\$3,534,936			\$23,778	(\$15,085)	\$8,693	\$23,778	(\$15,085)	\$8,693	\$23,778	(\$15,085)	\$8,693	\$34,320	
Total DAS and Non DAS Salaries and Benefits	\$6,701,302				\$82,194	\$7,069,872			\$119,506	(\$6,950)	\$112,556	\$119,506	(\$6,950)	\$112,556	\$119,506	(\$6,950)	\$112,556	\$419,862	
HSA #2																		10/25/2016	

Program: Home-delivered meals for emergency
(Same as Line 11 on HSA #1)

Operating Expense Detail

	Annual # Meals Contracted	FY 21/22	FY 22/23		FY 23/24			FY 24/25			Total	
		Revised	Budget	Modification	Revised	Budget	Modification	Revised	Budget	Modification	Revised	
	29,796		36,681		36,681		36,681		36,681		36,681	139,839
DAS Operating Expenses												
<u>Expenditure Category</u>												
Rental of Property		\$37	\$34	\$3	\$37	\$34	\$3	\$37	\$34	\$3	\$37	\$148
Utilities (Elec, Water, Gas, Phone, Garbage)		\$4,112	\$3,820	\$325	\$4,145	\$3,820	\$325	\$4,145	\$3,820	\$325	\$4,145	\$16,547
Office Supplies, Postage		\$3,200	\$3,031	\$280	\$3,311	\$3,031	\$280	\$3,311	\$3,031	\$280	\$3,311	\$13,133
Building Maintenance Supplies and Repair		\$2,010	\$1,866	\$159	\$2,025	\$1,866	\$159	\$2,025	\$1,866	\$159	\$2,025	\$8,085
Printing and Reproduction		\$124	\$115	\$10	\$125	\$115	\$10	\$125	\$115	\$10	\$125	\$499
Insurance		\$1,131	\$1,050	\$89	\$1,139	\$1,050	\$89	\$1,139	\$1,050	\$89	\$1,139	\$4,548
Staff Training		\$175	\$162	\$14	\$176	\$162	\$14	\$176	\$162	\$14	\$176	\$703
Staff Travel-(Local & Out of Town)		\$109	\$101	\$9	\$110	\$101	\$9	\$110	\$101	\$9	\$110	\$439
Rental of Equipment		\$59	\$54	\$5	\$59	\$54	\$5	\$59	\$54	\$5	\$59	\$236
Food Cost												
			FY 21/22	FY 22/25								
Raw Food	<i>per meal</i>		\$1.71	\$1.88	\$50,805	\$63,434	\$5,392	\$68,826	\$63,434	\$5,392	\$68,826	\$257,283
HDM Food Svc Supplies	<i>per meal</i>											
Catered Meals	<i>per meal</i>											
Consultant												
Consultants-Temp Employees		\$2,375	\$2,205	\$187	\$2,392	\$2,205	\$187	\$2,392	\$2,205	\$187	\$2,392	\$9,551
Consultants-IT Operations		\$1,337	\$1,242	\$106	\$1,348	\$1,242	\$106	\$1,348	\$1,242	\$106	\$1,348	\$5,381
Consultants-Audit		\$636	\$590	\$50	\$640	\$590	\$50	\$640	\$590	\$50	\$640	\$2,556
Consultants-Payroll Service		\$260	\$241	\$20	\$261	\$241	\$20	\$261	\$241	\$20	\$261	\$1,043
Consultants-Legal		\$365	\$339	\$29	\$368	\$339	\$29	\$368	\$339	\$29	\$368	\$1,469
Consultants-Other		\$131	\$122	\$10	\$132	\$122	\$10	\$132	\$122	\$10	\$132	\$527
Other												
Delivery Costs		\$1,884	\$1,749	\$149	\$1,898	\$1,749	\$149	\$1,898	\$1,749	\$149	\$1,898	\$7,578
Volunteer and Client Costs		\$852	\$791	\$67	\$858	\$791	\$67	\$858	\$791	\$67	\$858	\$3,426
Total DAS Operating Expenses		\$69,602	\$80,946	\$6,904	\$87,850	\$80,946	\$6,904	\$87,850	\$80,946	\$6,904	\$87,850	\$333,152
Non DAS Operating Expenses												
<u>Expenditure Category</u>												
Rental of Property		\$17	\$17		\$17	\$17		\$17	\$17		\$17	\$68
Utilities (Elec, Water, Gas, Phone, Garbage)												
Office Supplies, Postage		\$1,600	\$1,600		\$1,600	\$1,600		\$1,600	\$1,600		\$1,600	\$6,400
Building Maintenance Supplies and Repair		\$2,445	\$2,445		\$2,445	\$2,445		\$2,445	\$2,445		\$2,445	\$9,780
Printing and Reproduction		\$59	\$59		\$59	\$59		\$59	\$59		\$59	\$236
Insurance		\$537	\$537		\$537	\$537		\$537	\$537		\$537	\$2,148
Staff Training		\$84	\$84		\$84	\$84		\$84	\$84		\$84	\$336
Staff Travel-(Local & Out of Town)		\$52	\$52		\$52	\$52		\$52	\$52		\$52	\$208
Rental of Equipment		\$28	\$28		\$28	\$28		\$28	\$28		\$28	\$112
Food Cost												
			FY 21/22	FY 22/25								
Raw Food	<i>per meal</i>		\$0.57	\$0.57	\$17,130	\$21,088		\$21,088	\$21,088		\$21,088	\$80,394
HDM Food Svc Supplies	<i>per meal</i>											
Catered Meals	<i>per meal</i>											

Consultant											
Consultants-Temp Employees	\$1,127	\$1,127		\$1,127	\$1,127		\$1,127	\$1,127	\$1,127	\$4,508	
Consultants-IT Operations	\$634	\$634		\$634	\$634		\$634	\$634	\$634	\$2,536	
Consultants-Audit	\$302	\$302		\$302	\$302		\$302	\$302	\$302	\$1,208	
Consultants-Payroll Service	\$122	\$122		\$122	\$122		\$122	\$122	\$122	\$488	
Consultants-Legal	\$173	\$173		\$173	\$173		\$173	\$173	\$173	\$692	
Consultants-Other	\$62	\$62		\$62	\$62		\$62	\$62	\$62	\$248	
Other											
Delivery Costs	\$893	\$893		\$893	\$893		\$893	\$893	\$893	\$3,572	
Volunteer and Client Costs	\$404	\$404		\$404	\$404		\$404	\$404	\$404	\$1,616	
Total Non DAS Operating Expenses	\$25,669	\$29,627		\$29,627	\$29,627		\$29,627	\$29,627	\$29,627	\$114,550	
Total DAS and Non DAS Operating Expenses	\$95,271	\$110,573	\$6,904	\$117,477	\$110,573	\$6,904	\$117,477	\$110,573	\$6,904	\$117,477	\$447,702
HSA #3											10/25/2016

Appendix A-1 – Services to be Provided
On Lok Day Services
Home-Delivered Nutrition Services for Older Adults
July 1, 2021 - June 30, 2025

I. Purpose

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

II. Definitions

Grantee	On Lok Day Services
Adult with a Disability	A person 18-59 years of age living with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation

Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov/vi/home/documents/DetermineNutritionChecklist.pdf
DGA/ Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)

Home-Delivered Nutrition Services/HDM Nutrition Services	The procurement, preparation, transporting and delivery of meals that meet nutrition requirements to eligible consumers who are homebound by reason of illness, disability, or are otherwise isolated, and have no safe, healthy alternative for meals. Home-delivered nutrition services also include initial assessments, annual assessments, and reassessments of consumer eligibility, nutrition education, health promotion, and nutrition risk screening.
HDM Nutrition Services Assessment (Initial and Annual)	An assessment conducted by a qualified staff member in the home of an individual within two weeks of beginning meal service and annually thereafter that documents the need for service and the type of meal appropriate for the participant in their living environment. The assessment covers physiological, socioeconomic, and psychological factors including acute or chronic disease, syndromes or conditions, family/support system and functional ability including activities of daily living (ADL) and instrumental activities of daily living (IADL) which contribute to an individual's need for meals and other related services. (CCR Title 22 Sec. 7638.3)
LGBTQ+	An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for program enrollment and participation is not means tested. Consumers self-report income status.
Menu Planning and Nutrient Analysis	The development of a menu cycle that adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)

Modified Diet	A menu approved by a registered dietitian (RD) that meets the current DGA and adjusts the typical home-delivered meal components to control the intake of certain foods, food textures, and/or nutrients to meet the dietary needs of individuals. Examples include, but are not limited to, low sodium diet, diabetic diet, and mechanical soft diets.
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (CCR Title 22 Sec. 7630)
Nutrition Education Session	An intervention targeting participants and caregivers that uses information dissemination, instruction, or training with the intent to support food, nutrition, and physical activity choices and behaviors (related to nutritional status) in order to maintain or improve health and address nutrition-related conditions. Content is consistent with the DGA; accurate, culturally sensitive, regionally appropriate, and considers personal preferences; and overseen by a registered dietitian. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)

Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
OCNP	Older Californians Nutrition Program (previously known as Elderly Nutrition Program, ENP) - Title III C1 and C2. A program that provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and is provided in accordance with the provision of CCR Title 22, Chapter 4, Article 5, Sec. 7630.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term “senior”.
Reassessment	A reassessment conducted quarterly by qualified staff that documents the need for service. Such reassessment shall be done in the home of the participant at least every six months. (CCR Title 22 Sec. 7638.3) Initial and annual assessments count towards the quarterly reassessment requirement.
Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years of age or older, used interchangeably with the term “older adult”.
SF-HSA	Human Services Agency of the City and County of San Francisco.
Socially Isolated	Having few social relationships and few people to interact with regularly.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9</i>).

Unduplicated Consumer (UDC)	An individual who receives home-delivered nutrition services and their participation is reflected in CA-GetCare by the grantee.
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III. Target Populations

This program is designed to serve all ethnicities and populations, with focused expertise to promote unique cultural needs which have been identified as demonstrating the greatest economic and social need:

- Persons with low income
- Persons who are socially isolated
- Persons with limited English- Speaking proficiency
- Persons from communities of color
- Persons who identify as LGBTQ+
- Persons at risk of institutionalization

IV. Eligibility for Services

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

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

Grantee shall give priority to an eligible older adult.

V. Location and Time of Services

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

VI. Description of Services and Program Requirements

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

- i. Enrollment of consumers in home-delivered nutrition services and the delivery of meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
 - ii. Provision of home-delivered meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs. Meals offered may be hot, chilled, or frozen, and be regular or modified meals as approved by DAS OCP.
 - iii. Annual nutrition screenings for each consumer and documentation of individual responses in CA-GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
3. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
 - i. Submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding menu analysis. The registered dietitian (RD) on staff or consultant RD must participate in menu planning and complete the corresponding nutrient analysis. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
 - ii. Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
 - iii. Provide a nutrition education session at least once per quarter and a minimum of four (4) times during the fiscal year to consumers participating in services. The grantee may deliver a session in person or via video, audio, online, or the distribution of hardcopy materials. The grantee must report nutrition education sessions in CA-GetCare and include the estimated number of participants.
 - iv. Conduct end-of-route home-delivered meal temperature checks every other week per route to ensure the meals maintain temperatures that meet food safety standards during the timeframe of the route. The grantee will document, and keep on file the temperatures for quarterly review by the registered dietitian.
 - v. Monitor the food safety and sanitation of the HDM routes including but not limited to the packing, transporting, and delivery of meals. A qualified staff member, trained by a food safety manager or RD, may monitor routes, and document and submit the results to the agency within two weeks of the monitoring. The grantee will monitor each HDM route, at minimum, two (2) times per year.

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

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

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

VII. Service Objectives

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

Table A	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	450	405	405	405
Revision 1	0	0	0	0
Revised	450	405	405	405
Modification 1		+45	+45	+45
Revised		450	450	450
Number of Meals (UOS)	228,556	190,146	190,146	190,146
Revision 1	-325	0	0	0
Revised	228,231	190,146	190,146	190,146
Modification 1		+21,629	+21,629	+21,629
Revised	228,231	211,775	211,775	211,775

VIII. Outcome Objectives

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

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

IX. Reporting and Other Requirements

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

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

Name	Address	Phone
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-647-5353
OMI Senior Center	65 Beverly St, San Francisco, 94132	415-334-5558
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415-404-2938
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Downtown SF Senior Center	481 O’Farrell St, San Francisco, 94102	415-202-2982
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
South Sunset Activity Center	2601 40th Ave, San Francisco, 94116	415-566-2845
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990
Independent Living Resource Center San Francisco	825 Howard Street, San Francisco, 94103	415 543-6222
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700

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

Tiffany Kearney	Patrick Garcia
Program Analyst and Lead Nutritionist	Contract Manager
DAS OCP	HSA Contracts
Tiffany.Kearney@SFgov.org	Patrick.Garcia@SFgov.org

X. Monitoring Activities

1. Nutrition Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written

policies and procedures manual of all DAS OCP-funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.

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

HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM

Name											Term	
On Lok Day Services											7/1/21 - 6/30/25	
(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>												
If modification, Effective Date of Mod. 12/1/22											No. of Mod. 1	
Program: Home-delivered meals for older adults												
Budget Reference Page No. (s)												
Program Term	7/1/21 - 6/30/22	7/1/22 - 6/30/23	12/1/22 - 6/30/23	7/1/22 - 6/30/23	7/1/23 - 6/30/24	7/1/23 - 6/30/24	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/21 - 6/30/25	Average cost/meal
Annual # Meals Contracted	228,231	190,146	21,629	211,775	190,146	21,629	211,775	190,146	21,629	211,775	798,994	
DAS Expenditures												
Salaries & Benefits	\$338,166	\$318,076	\$47,063	\$365,139	\$318,076	\$47,063	\$365,139	\$318,076	\$47,063	\$365,139	\$1,433,583	\$1.79
Operating Expenses	\$773,118	\$618,245	\$268,014	\$886,259	\$618,245	\$268,014	\$886,259	\$618,245	\$268,014	\$886,259	\$3,431,895	\$4.30
Subtotal	\$1,111,284	\$936,321	\$315,077	\$1,251,398	\$936,321	\$315,077	\$1,251,398	\$936,321	\$315,077	\$1,251,398	\$4,865,478	\$6.09
Indirect Percentage (%)	9%	9%		10%	9%		10%	9%		10%	10%	
Indirect Cost	\$100,017	\$84,269	\$40,871	\$125,140	\$84,269	\$40,871	\$125,140	\$84,269	\$40,871	\$125,140	\$475,437	\$0.60
Capital/Subcontractor Expenditures			\$60,000	\$60,000							\$60,000	
NCQA Expenditures	\$130,851	\$163,273	(\$40,076)	\$123,197	\$163,273	(\$40,076)	\$123,197	\$163,273	(\$40,076)	\$123,197	\$500,442	\$0.63
Total DAS Expenditures	\$1,342,152	\$1,183,863	\$375,872	\$1,559,735	\$1,183,863	\$315,872	\$1,499,735	\$1,183,863	\$315,872	\$1,499,735	\$5,901,357	\$7.39
Non DAS Expenditures												
Salaries & Benefits	\$88,147	\$83,287	\$8,465	\$91,752	\$83,287	\$8,465	\$91,752	\$83,287	\$8,465	\$91,752	\$363,403	\$0.45
Operating Expenses	\$372,394	\$363,806	(\$175,183)	\$188,623	\$363,806	(\$175,183)	\$188,623	\$363,806	(\$175,183)	\$188,623	\$938,263	\$1.17
Capital/Subcontractor Expenditures												
NCQA Expenditures	\$599	\$599		\$599	\$599		\$599	\$599		\$599	\$2,395	\$0.00
Total Non DAS Expenditures	461,140	447,692	(166,718)	280,974	447,692	(166,718)	280,974	447,692	(166,718)	280,974	1,304,061	\$1.63
TOTAL DAS AND NON DAS EXPEDITURES	\$1,803,292	\$1,631,555	\$209,154	\$1,840,709	\$1,631,555	\$149,154	\$1,780,709	\$1,631,555	\$149,154	\$1,780,709	\$7,205,418	\$9.02
DAS Revenues												
Meals- General Fund	\$1,143,342	\$952,631		\$952,631	\$952,631		\$952,631	\$952,631		\$952,631	\$4,001,235	\$5.01
CODB	\$67,959	\$67,959	\$47,355	\$115,314	\$67,959	\$47,355	\$115,314	\$67,959	\$47,355	\$115,314	\$413,901	\$0.52
NCQA	\$130,851	\$163,273	(\$40,076)	\$123,197	\$163,273	(\$40,076)	\$123,197	\$163,273	(\$40,076)	\$123,197	\$500,442	\$0.63
Additional Ongoing Funding			\$308,593	\$308,593		\$308,593	\$308,593		\$308,593	\$308,593	\$925,779	\$1.16
Infrastructure Funding (22/23 OTO)			\$60,000	\$60,000							\$60,000	\$0.08
Total DAS Revenue	\$1,342,152	\$1,183,863	\$375,872	\$1,559,735	\$1,183,863	\$315,872	\$1,499,735	\$1,183,863	\$315,872	\$1,499,735	\$5,901,357	\$7.39
PER MEAL COST, DAS	\$5.30	\$5.36	\$1.14	\$6.50	\$5.36	\$1.14	\$6.50	\$5.36	\$1.14	\$6.50	\$6.76	
PER MEAL COST (with NCQA), DAS	\$5.88	\$6.22	\$1.14	\$7.36	\$6.22	\$0.86	\$7.08	\$6.22	\$0.86	\$7.08	\$7.39	
Non DAS Revenues												
Project Income	93,708	77,960		77,960	77,960		77,960	77,960		77,960	\$327,588	\$0.41
Agency Cash- Fundraising	366,810	369,133		369,133	369,133		369,133	369,133		369,133	\$1,474,208	\$1.85
Agency In-kind Volunteer												
NCQA Revenue	599	599		599	599		599	599		599	\$2,396	\$0.00
Total Non DAS Revenue	\$461,117	\$447,692		\$447,692	\$447,692		\$447,692	\$447,692		\$447,692	\$1,804,192	\$2.26
PER MEAL COST, Non DAS	\$2.02	\$2.35	(\$0.24)	\$2.11	\$2.35	(\$0.24)	\$2.11	\$2.35	(\$0.24)	\$2.11	\$2.26	
PER MEAL COST (with NCQA), Non DAS	\$2.02	\$2.35	(\$0.24)	\$2.11	\$2.35	(\$0.24)	\$2.11	\$2.35	(\$0.24)	\$2.11	\$2.26	
TOTAL DAS AND NON DAS REVENUE	\$1,803,269	\$1,631,555	\$375,872	\$2,007,427	\$1,631,555	\$315,872	\$1,947,427	\$1,631,555	\$315,872	\$1,947,427	\$7,705,549	\$9.64
PER MEAL COST, Total	\$7.32	\$7.71	\$0.90	\$8.61	\$7.71	\$0.90	\$8.61	\$7.71	\$0.90	\$8.61	\$9.02	
PER MEAL COST (with NCQA), Total	\$7.90	\$8.57	\$0.90	\$9.47	\$8.57	\$0.62	\$9.19	\$8.57	\$0.62	\$9.19	\$9.65	
Full Time Equivalent (FTE)	6.69	6.44	0.27	6.71	6.44	0.27	6.71	6.44	0.27	6.71	26.83	
Prepared by: Meko Ma												
HSA-CO Review Signature:												
HSA #1												

Program: Home-delivered meals for older adults

Salaries & Benefits Detail

Position Title	Agency Totals		HSA Program		7/1/21 - 6/30/22		Agency Totals		HSA Program		7/1/22 - 6/30/23		7/1/22 - 6/30/23		Agency Totals		HSA Program		7/1/23 - 6/30/24		7/1/23 - 6/30/24		7/1/24 - 6/30/25		7/1/24 - 6/30/25		7/1/24 - 6/30/25		7/1/24 - 6/30/25		(Total)			
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	
																																		7/1/22 - 6/30/23
ACCOUNTANT	\$63,993	29%	79%	0.23	\$14,718	\$63,993	29%	79%	0.23	\$14,718	\$63,993	29%	79%	0.23	\$14,718	\$63,993	29%	79%	0.23	\$14,718	\$63,993	29%	79%	0.23	\$14,718	\$63,993	29%	79%	0.23	\$14,718	\$63,993	29%	79%	\$58,872
ADMINISTRATIVE SECRETARY	\$60,780	8%	75%	0.06	\$3,647	\$60,780	8%	75%	0.06	\$3,647	\$60,780	8%	75%	0.06	\$3,647	\$60,780	8%	75%	0.06	\$3,647	\$60,780	8%	75%	0.06	\$3,647	\$60,780	8%	75%	0.06	\$3,647	\$60,780	8%	75%	\$14,588
ASSISTANT DIRECTOR OF OPERATIONS	\$97,337	8%	80%	0.06	\$6,230	\$97,337	8%	80%	0.06	\$6,230	\$97,337	8%	80%	0.06	\$6,230	\$97,337	8%	80%	0.06	\$6,230	\$97,337	8%	80%	0.06	\$6,230	\$97,337	8%	80%	0.06	\$6,230	\$97,337	8%	80%	\$24,920
DIRECTOR	\$137,917	6%	83%	0.05	\$6,896	\$137,917	6%	83%	0.05	\$6,896	\$137,917	6%	83%	0.05	\$6,896	\$137,917	6%	83%	0.05	\$6,896	\$137,917	6%	83%	0.05	\$6,896	\$137,917	6%	83%	0.05	\$6,896	\$137,917	6%	83%	\$27,584
SR. CTR PROGRAM MANAGER-NUTRITION	\$93,600	6%	78%	0.05	\$4,408	\$93,600	14%	78%	0.11	\$4,408	\$5,713	\$10,121	\$93,600	14%	78%	0.11	\$4,408	\$5,713	\$10,121	\$93,600	14%	78%	0.11	\$4,408	\$5,713	\$10,121	\$93,600	14%	78%	0.11	\$4,408	\$5,713	\$10,121	\$34,771
NUTRITION OPERATIONS MANAGER	\$78,476	25%	80%	0.20	\$15,695	\$78,476				\$15,695	\$78,476				\$15,695	\$78,476				\$15,695	\$78,476				\$15,695	\$78,476				\$15,695	\$78,476			\$15,695
NUTRITION PROGRAM COORDINATOR	\$56,281	55%	80%	0.44	\$24,764	\$56,281	55%	80%	0.44	\$24,764	\$24,764	\$56,281	55%	80%	0.44	\$24,764	\$24,764	\$56,281	55%	80%	0.44	\$24,764	\$24,764	\$56,281	55%	80%	0.44	\$24,764	\$24,764	\$56,281	55%	80%	\$24,764	\$99,056
HOSPITALITY COORDINATOR	\$49,875	20%	80%	0.16	\$7,980	\$49,875	20%	80%	0.16	\$7,980	\$7,980	\$49,875	20%	80%	0.16	\$7,980	\$7,980	\$49,875	20%	80%	0.16	\$7,980	\$7,980	\$49,875	20%	80%	0.16	\$7,980	\$7,980	\$49,875	20%	80%	\$7,980	\$31,920
DRIVERS #1	\$37,470	79%	80%	0.63	\$23,606	\$37,470	80%	80%	0.40	\$23,606	(\$3,488)	\$20,118	\$47,362	49%	80%	0.40	\$23,606	(\$4,898)	\$18,708	\$23,606	(\$4,898)	\$18,708	\$23,606	(\$4,898)	\$18,708	\$23,606	(\$4,898)	\$18,708	\$23,606	(\$4,898)	\$18,708	\$23,606	\$81,140	
DRIVERS #2	\$37,320	49%	80%	0.39	\$14,695	\$47,362	49%	80%	0.40	\$14,695	\$4,013	\$18,708	\$43,056	49%	80%	0.40	\$14,695	\$2,312	\$17,007	\$14,695	\$2,312	\$17,007	\$14,695	\$2,312	\$17,007	\$14,695	\$2,312	\$17,007	\$14,695	\$2,312	\$17,007	\$67,417		
DRIVERS #3	\$42,891	49%	80%	0.39	\$16,888	\$43,056	49%	80%	0.40	\$16,888	\$119	\$17,007	\$43,056	49%	80%	0.40	\$16,888	\$119	\$17,007	\$16,888	\$119	\$17,007	\$16,888	\$119	\$17,007	\$16,888	\$119	\$17,007	\$16,888	\$119	\$17,007	\$67,909		
DRIVERS #4	\$38,478	49%	80%	0.39	\$15,151	\$43,056	49%	80%	0.40	\$15,151	\$1,856	\$17,007	\$42,182	49%	80%	0.40	\$15,151	\$1,511	\$16,662	\$15,151	\$1,511	\$16,662	\$15,151	\$1,511	\$16,662	\$15,151	\$1,511	\$16,662	\$15,151	\$1,511	\$16,662	\$65,482		
DRIVERS #5	\$36,720	49%	80%	0.39	\$14,459	\$42,182	49%	80%	0.40	\$14,459	\$2,203	\$16,662	\$40,294	50%	80%	0.40	\$14,459	\$5,659	\$20,118	\$14,459	\$5,659	\$20,118	\$14,459	\$5,659	\$20,118	\$14,459	\$5,659	\$20,118	\$14,459	\$5,659	\$20,118	\$71,357		
DRIVERS #6	\$36,571	83%	76%	0.63	\$23,040	\$47,819	100%	80%	0.80	\$23,040	\$15,215	\$38,255	\$47,819	100%	80%	0.80	\$23,040	\$15,215	\$38,255	\$23,040	\$15,215	\$38,255	\$23,040	\$15,215	\$38,255	\$23,040	\$15,215	\$38,255	\$23,040	\$15,215	\$38,255	\$137,605		
DRIVERS #7	\$42,270	42%	75%	0.32	\$13,315	\$40,019	100%	80%	0.80	\$13,315	\$18,700	\$32,015	\$40,019	100%	80%	0.80	\$13,315	\$18,700	\$32,015	\$13,315	\$18,700	\$32,015	\$13,315	\$18,700	\$32,015	\$13,315	\$18,700	\$32,015	\$13,315	\$18,700	\$32,015	\$109,360		
ON CALL DRIVERS (1)	\$35,464	32%	79%	0.25	\$8,937	\$43,493	4%	80%	0.03	\$8,937	(\$7,563)	\$1,374	\$43,493	4%	80%	0.03	\$8,937	(\$7,563)	\$1,374	\$8,937	(\$7,563)	\$1,374	\$8,937	(\$7,563)	\$1,374	\$8,937	(\$7,563)	\$1,374	\$8,937	(\$7,563)	\$1,374	\$13,059		
NUTRITION SERVICE COORDINATOR	\$54,203	10%	80%	0.08	\$4,336	\$54,203	10%	80%	0.08	\$4,336	\$4,336	\$54,203	10%	80%	0.08	\$4,336	\$4,336	\$54,203	10%	80%	0.08	\$4,336	\$4,336	\$54,203	10%	80%	0.08	\$4,336	\$4,336	\$54,203	10%	80%	\$17,344	
DELIVERY SUPERVISOR	\$81,120	70%	80%	0.56	\$45,427	\$81,120	70%	80%	0.56	\$45,427	\$45,427	\$81,120	70%	80%	0.56	\$45,427	\$45,427	\$81,120	70%	80%	0.56	\$45,427	\$45,427	\$81,120	70%	80%	0.56	\$45,427	\$45,427	\$81,120	70%	80%	\$181,708	
Totals	\$1,080,766	6.69	1427%	5.29	\$284,192	\$1,130,864	6.71	1356%	5.36	\$248,497	\$36,768	\$285,265	\$1,130,864	6.71	1356%	5.36	\$248,497	\$36,768	\$285,265	\$248,497	\$36,768	\$285,265	\$248,497	\$36,768	\$285,265	\$248,497	\$36,768	\$285,265	\$248,497	\$36,768	\$285,265	\$1,119,987		
Fringe Benefits Rate		28%				28%				28%			28%				28%			28%				28%										
Employee Fringe Benefits	\$302,614				\$73,974	\$316,642				\$69,579	\$10,295	\$79,874	\$316,642				\$69,579	\$10,295	\$79,874	\$69,579	\$10,295	\$79,874	\$69,579	\$10,295	\$79,874	\$69,579	\$10,295	\$79,874	\$69,579	\$10,295	\$79,874	\$313,598		
Total DAS Salaries and Benefits	\$1,383,380				\$338,166	\$1,447,506				\$318,076	\$47,063	\$365,139	\$1,447,506				\$318,076	\$47,063	\$365,139	\$318,076	\$47,063	\$365,139	\$318,076	\$47,063	\$365,139	\$318,076	\$47,063	\$365,139	\$318,076	\$47,063	\$365,139	\$1,433,583		

Position Title	Agency Totals		HSA Program		7/1/21 - 6/30/22		Agency Totals		HSA Program		7/1/22 - 6/30/23		7/1/22 - 6/30/23		Agency Totals		HSA Program		7/1/23 - 6/30/24		7/1/23 - 6/30/24		7/1/24 - 6/30/25		7/1/24 - 6/30/25		7/1/24 - 6/30/25		(Total)			
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by On-Lok (Max 100%)	Adjusted FTE	Budgeted Salary	Annual Full Time Salary for FTE	Total FTE	% FTE funded by On-Lok (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Annual Full Time Salary for FTE	Total FTE	% FTE funded by On-Lok (Max 100%)	Adjusted 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	Budgeted Salary	Budgeted Salary	Budgeted Salary	
																																7/1/22 - 6/30/23
ACCOUNTANT	\$63,993	29%	21%	0.06	\$3,840	\$63,993	29%	21%	0.06	\$3,840	\$3,840	\$63,993	29%	21%	0.06	\$3,840	\$3,840	\$63,993	29%	21%	0.06	\$3,840	\$3,840	\$63,993	29%	21%	0.06	\$3,840	\$3,840	\$63,993	\$15,360	
ADMINISTRATIVE SECRETARY	\$60,780	8%	25%	0.02	\$1,216	\$60,780	8%	25%	0.02	\$1,216	\$1,216	\$60,780	8%	25%	0.02	\$1,216	\$1,216	\$60,780	8%	25%	0.02	\$1,216	\$1,216	\$60,780	8%	25%	0.02	\$1,216	\$1,216	\$60,780	\$4,863	
ASSISTANT DIRECTOR OF OPERATIONS	\$97,337	8%	20%	0.02	\$1,557	\$97,337	8%	20%	0.02	\$1,557	\$1,557	\$97,337	8%	20%	0.02	\$1,557	\$1,557	\$97,337	8%	20%	0.02	\$1,557	\$1,557	\$97,337	8%	20%	0.02	\$1,557	\$1,557	\$97,337	\$6,228	
DIRECTOR	\$137,917	6%	17%	0.01	\$1,379	\$137,917	6%	17%	0.01	\$1,379	\$1,379	\$137,917	6%	17%	0.01	\$1,379	\$1,379	\$137,917	6%	17%	0.01	\$1,379	\$1,379	\$137,917	6%	17%	0.01	\$1,379	\$1,379	\$137,917	\$5,516	
SR. CTR PROGRAM MANAGER-NUTRITION	\$93,600	6%	22%	0.01	\$1,208	\$93,600	14%	22%	0.03	\$1,102	\$1,672	\$2,774	\$93,600	14%	22%	0.03	\$1,102	\$1,672	\$2,774	\$1,102	\$1,672	\$2,774	\$1,102	\$1,672	\$2,774	\$1,102	\$1,672	\$2,774	\$1,102	\$1,672	\$2,774	\$9,530
NUTRITION OPERATIONS MANAGER	\$78,476	25%	20%	0.05	\$3,924	\$78,476				\$3,924	\$78,476				\$3,924	\$78,476				\$3,924	\$78,476				\$3,924	\$78,476				\$3,924	\$3,924	
NUTRITION PROGRAM COORDINATOR	\$56,281	55%	20%	0.11	\$6,191	\$56,281	55%	20%	0.11	\$6,191	\$6,191	\$56,281	55%	20%	0.11	\$6,191	\$6,191	\$56,281	55%	20%	0.11	\$6,191	\$6,191	\$56,281	55%	20%	0.11	\$6,191	\$6,191	\$56,281	\$24,764	
HOSPITALITY COORDINATOR	\$49,875	20%	20%	0.04	\$1,995	\$49,875	20%	20%	0.04	\$1,995	\$1,995	\$49,875	20%	2																		

Capital & Subcontractor Expenditure Detail

DAS Capital Expenditure	(Modification)			(Modification)			(Modification)			(Total)	
Equipment (Qty)	7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/22 - 6/30/23	7/1/22 - 6/30/23	7/1/23 - 6/30/24	7/1/23 - 6/30/24	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/21 - 6/30/25
Delivery Vehicle (Qty 2)			\$60,000	\$60,000							\$60,000
Total Equipment Cost			\$60,000	\$60,000							\$60,000
Remodeling	7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/22 - 6/30/23	7/1/22 - 6/30/23	7/1/23 - 6/30/24	7/1/23 - 6/30/24	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/21 - 6/30/25
Total Remodeling Cost											
Subcontractor	7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/22 - 6/30/23	7/1/22 - 6/30/23	7/1/23 - 6/30/24	7/1/23 - 6/30/24	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/21 - 6/30/25
Total Subcontractor Cost											
Total DAS Capital & Subcontractor Expenditure			\$60,000	\$60,000							\$60,000
Non DAS Capital Expenditure											
Equipment (Qty)	7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/22 - 6/30/23	7/1/22 - 6/30/23	7/1/23 - 6/30/24	7/1/23 - 6/30/24	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/21 - 6/30/25
Total Equipment Cost											
Remodeling	7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/22 - 6/30/23	7/1/22 - 6/30/23	7/1/23 - 6/30/24	7/1/23 - 6/30/24	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/21 - 6/30/25
Total Remodeling Cost											
Subcontractor	7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/22 - 6/30/23	7/1/22 - 6/30/23	7/1/23 - 6/30/24	7/1/23 - 6/30/24	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/21 - 6/30/25
Total Subcontractor Cost											
Total Non DAS Capital & Subcontractor Expenditure											
Total DAS and Non DAS Capital & Subcontractor Expenditure			\$60,000	\$60,000							\$60,000

HSA #4

Program: Home-delivered meals for older adults															Appendix B-1, Page 5										
															NCQA Expenditure Detail										
															(Modification)					(Modification)					(Total)
DAS NCQA Expenditure	Unit price	Unit	7/1/21 - 6/30/22	Unit price	Unit	7/1/22 - 6/30/23	12/1/22 - 6/30/23	7/1/22 - 6/30/23	Unit price	Unit	7/1/23 - 6/30/24	7/1/23 - 6/30/24	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/21 - 6/30/25								
Menu planning and nutrition analysis	\$ 1,061 /set	1.00	\$1,061	\$ 1,061 /set	1.00	\$1,061		\$1,061	\$ 1,061 /set	1.00	\$1,061		\$1,061	\$1,061		\$1,061	\$4,244								
Kitchen and food service monitoring	\$ 875	4.00	\$3,500	\$ 875	4.00	\$3,500		\$3,500	\$ 875	4.00	\$3,500		\$3,500	\$3,500		\$3,500	\$14,000								
HDM Route Monitoring	\$ 250 /route	18.00	\$4,500	\$ 250 /route	18.00	\$4,500		\$4,500	\$ 250 /route	18.00	\$4,500		\$4,500	\$4,500		\$4,500	\$18,000								
Nutrition education	\$ 168	4.00	\$672	\$ 168	4.00	\$672		\$672	\$ 168	4.00	\$672		\$672	\$672		\$672	\$2,688								
Nutrition counseling (optional)	\$ 152 /hour	35.00	\$5,320	\$ 152 /hour	1.00	\$51,528	(\$51,376)	\$152	\$ 152 /hour	1.00	\$51,528	(\$51,376)	\$152	\$51,528	(\$51,376)	\$152	\$5,776								
In-service training	\$ 78 /training	4.00	\$312	\$ 78 /training	4.00	\$312		\$312	\$ 78 /training	4.00	\$312		\$312	\$312		\$312	\$1,248								
HDM Assessment for ENPIC2 nutrition program (Initial and annual)	\$ 226 /assessment	511.00	\$115,486	\$ 226 /assessment	500.00	\$101,700		\$11,300	\$ 226 /assessment	500.00	\$101,700		\$11,300	\$101,700		\$11,300	\$454,486								
Annual Assessment for the HDM program for Adults with Disabilities (optional)	/annual assessment			/annual assessment					/annual assessment																
Total DAS NCQA Expenditure			\$130,851			\$163,273	(\$40,076)	\$123,197			\$163,273	(\$40,076)	\$123,197	\$163,273	(\$40,076)	\$123,197	\$500,442								
															(Modification)					(Modification)					(Total)
Non DAS NCQA Expenditure	Unit price	Unit	7/1/21 - 6/30/22	Unit price	Unit	7/1/22 - 6/30/23	12/1/22 - 6/30/23	7/1/22 - 6/30/23	Unit price	Unit	7/1/23 - 6/30/24	7/1/23 - 6/30/24	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/21 - 6/30/25								
Menu planning and nutrition analysis	\$4.54 /set	1.00	\$ 5	\$4.54 /set	1.00	\$ 5		\$ 5	\$4.54 /set	1.00	\$ 5		\$ 5	\$ 5		\$ 5	\$ 18								
Kitchen and food service monitoring	\$2.85	4.00	\$ 11	\$2.85	4.00	\$ 11		\$ 11	\$2.85	4.00	\$ 11		\$ 11	\$ 11		\$ 11	\$ 46								
HDM Route Monitoring	\$0.83 /route	18.00	\$ 15	\$0.83 /route	18.00	\$ 15		\$ 15	\$0.83 /route	18.00	\$ 15		\$ 15	\$ 15		\$ 15	\$ 60								
Nutrition education	\$3.25	4.00	\$ 13	\$3.25	4.00	\$ 13		\$ 13	\$3.25	4.00	\$ 13		\$ 13	\$ 13		\$ 13	\$ 52								
Nutrition counseling (optional)	\$12.65 /hour	35.00	\$ 443	\$442.75 /hour	1.00	\$ 443		\$ 443	\$442.75 /hour	1.00	\$ 443		\$ 443	\$ 443		\$ 443	\$ 1,771								
In-service training	\$0.25 /training	4.00	\$ 1	\$0.25 /training	4.00	\$ 1		\$ 1	\$0.25 /training	4.00	\$ 1		\$ 1	\$ 1		\$ 1	\$ 4								
HDM Assessment for ENPIC2 nutrition program (Initial and annual)	\$0.22 /assessment	511.00	\$ 111	\$0.22 /assessment	500.00	\$ 111		\$ 111	\$0.22 /assessment	500.00	\$ 111		\$ 111	\$ 111		\$ 111	\$ 445								
Annual Assessment for HDM program for Adults with Disabilities (optional)	/annual assessment		\$ -	/annual assessment		\$ -		\$ -	/annual assessment		\$ -		\$ -	\$ -		\$ -	\$ -								
Total Non DAS NCQA Expenditure			\$599			\$599		\$599			\$599		\$599	\$599		\$599	\$2,395								
Total DAS and Non DAS NCQA Expenditure			\$131,450			\$163,872	(\$40,076)	\$123,796			\$163,872	(\$40,076)	\$123,796	\$163,872	(\$40,076)	\$123,796	\$502,837								
HSA #4																									

Appendix A-2 - Services to be Provided
Project Open Hand
 Congregate Nutrition Services for Older Adults

July 1, 2021 – June 30, 2025

I. Purpose

The purpose of this grant is to provide congregate nutrition services for older adults living in the City and County of San Francisco. Congregate nutrition services include the provision of nutritious meals, nutrition education, and nutrition risk screening.

Congregate nutrition services support individuals to live independently in their own homes and communities, help ensure health and well-being through improved nutrition and reduced isolation, and serve as an access point for other home and community-based services.

II. Definitions

Grantee	Project Open Hand
Adult with a Disability	A person 18-59 years of age living with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging

CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
Congregate Nutrition Services	The procurement, preparation, transporting and serving of meals that meet nutrition requirements to eligible consumers in a group setting. Congregate nutrition services also include nutrition education, health promotion, and nutrition risk screening.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)

HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)
LGBTQ+	An acronym/term used to refer to persons who self-identify as non -heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for enrollment and/or participation is not means tested. Consumers self-report income status.
Menu Planning and Analysis	The development of a menu cycle that adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (CCR Title 22 Sec. 7630)

Nutrition Education Session	An intervention targeting participants and caregivers that uses information dissemination, instruction, or training with the intent to support food, nutrition, and physical activity choices and behaviors (related to nutritional status) in order to maintain or improve health and address nutrition-related conditions. Content is consistent with the DGA; accurate, culturally sensitive, regionally appropriate, and considers personal preferences; and overseen by a registered dietitian. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
OCNP	Older Californians Nutrition Program (previously known as Elderly Nutrition Program, ENP) - Title III C1 and C2. A program that provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and is provided in accordance with the provision of CCR Title 22, Chapter 4, Article 5, Sec. 7630.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term “senior”.

Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years of age or older; used interchangeably with the term “older adult”.
SF-HSA	Human Services Agency of the City and County of San Francisco.
Socially Isolated	Having few social relationships and few people to interact with regularly.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9</i>).
Unduplicated Consumer (UDC)	An individual who participates in congregate nutrition services and their participation is reflected in CA-GetCare by the grantee.

III. Target Populations

This program is designed to serve all ethnicities and populations, with focused expertise to promote unique cultural needs, which have been identified as demonstrating the greatest economic and social need:

- Persons with low income
- Persons who are socially isolated
- Persons with limited English- speaking proficiency
- Persons from communities of color
- Persons who identify as LGBTQ+
- Persons at risk of institutionalization

IV. Eligibility for Services

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

V. Location and Time of Services

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

VI. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA OCNP, and DAS OCP.
2. Grantee will provide congregate nutrition services for older adults. The provision of services will include the following:
 - i. Enrollment of consumers in the program and the provision of congregate meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
 - ii. Provision of congregate meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs.
 - iii. Annual nutrition screenings for each consumer and documentation of individual responses in CA-GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
3. Grantee will post at each meal site a notice that informs consumers about the suggested voluntary contribution for a meal and a guest fee for individuals who are not eligible to enroll as a consumer in congregate nutrition services. The grantee's board of directors must approve the suggested contribution and guest fee per meal.

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

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

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

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

VII. Service Objectives

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

Table A - Breakfast	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	150	150	150	150
Modification 2		+28	0	0
Revised		178	150	150
Number of Meals (UOS)	54,750	43,223	43,223	43,223
Modification 2		+9,048	0	0
Revised		52,271	43,223	43,223

Table B – Lunch/Dinner	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	4,440	4,043	4,043	4,043
Modification 1	0	0	0	0
Revised	4,440	4,043	4,043	4,043
Modification 2		0	0	0
Revised		4,043	4,043	4,043
Number of Meals (UOS)	218,640	199,117	199,117	199,117
Modification 1	+18,475	0	0	0
Revised	237,115	199,117	199,117	199,117
Modification 2	+9,150			
Revised	246,265			
Modification 3		+32,794	+26,847	+26,847
Revised		231,911	225,964	225,964

VIII. Outcome Objectives

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

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

IX. Reporting and Other Requirements

1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers using the DAS OCP approved congregate intake form, which includes the annual nutrition risk screening, and the food security screening into the CA-GetCare database in accordance to DAS OCP policy memorandum.
2. Grantee will enter into the CA-GetCare Service Unit section all service objectives by the 5th working day of the month for the preceding month.
3. Grantee will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
 - Number of unduplicated consumers served
 - Number of meals prepared and served
 - Number nutrition compliance units provided

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

Name	Address	Phone
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-647-5353
OMI Senior Center	65 Beverly St, San Francisco, 94132	415-334-5558
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415.404.2938
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Downtown SF Senior Center	481 O’Farrell St, San Francisco, 94102	415-202-2982
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585

Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
South Sunset Activity Center	2601 40th Ave, San Francisco, 94116	415-566-2845
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990
Independent Living Resource Center San Francisco	825 Howard Street, San Francisco, 94103	415 543-6222
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700

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

Leah Walton
Nutritionist
DAS OCP
email: leah.walton@sfgov.org

and

Tara Alvarez
Contract Manager
HSA OCM
email: tara.alvarez@sfgov.org

I. **Monitoring Activities**

1. **Nutrition Program Monitoring:** Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.
2. **Fiscal Compliance and Contract Monitoring:** Fiscal monitoring will include review of the Grantee's organizational budget, general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial

statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Name	CDA Capital:	88,678									
PROJECT OPEN HAND	CODB:	77,181		CODB:	77,181		CODB:	77,181			
	Add'l Meals:	313,511		Add'l Meals:	256,659		Add'l Meals:	256,659			
(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>		479,370			333,840			333,840			
If modification, Effective Date of Mod. 12/7/2022	No. of Mod. 1										

Budget Reference Page No.(s)	FY 21/22	FY 22/23	Modification	Total	FY 23/24	Modification	Total	FY 24/25	Modification	Total	Total
Program: Congregate meals for (X) older adults or () adults with disabilities											
Annual # Meals Contracted	246,265	199,117	32,794	231,911	199,117	26,847	225,964	199,117	26,847	225,964	930,104
DAS Expenditures											
Salaries & Benefits	\$1,392,274	\$1,242,071	\$232,255	\$1,474,326	\$1,242,071	\$235,947	\$1,478,018	\$1,242,070	\$235,947	\$1,478,017	\$5,822,635
Operating Expenses	\$736,055	\$487,752	\$122,919	\$610,671	\$487,752	\$67,544	\$555,296	\$487,752	\$67,544	\$555,296	\$2,457,317
Subtotal	\$2,128,329	\$1,729,823	\$355,174	\$2,084,997	\$1,729,823	\$303,491	\$2,033,314	\$1,729,822	\$303,491	\$2,033,313	\$8,279,952
Indirect Percentage (%)		10.00%	10.00%		10.00%	10.00%		10.00%	10.00%		10.00%
Indirect Cost	\$212,833	\$172,982	\$35,518	\$208,500	\$172,982	\$30,349	\$203,331	\$172,983	\$30,349	\$203,332	\$827,996
Capital & Subcontractor Detail	\$18,400		\$88,678	\$88,678							\$107,078
One Time Only Expenses	\$143,900										\$143,900
NCQA Expenditures	\$26,546	\$26,546		\$26,546	\$26,546		\$26,546	\$26,546		\$26,546	\$106,184
Total DAS Expenditures	\$2,630,008	\$1,929,351	\$479,370	\$2,408,721	\$1,929,351	\$333,840	\$2,263,191	\$1,929,351	\$333,840	\$2,263,191	\$9,465,111
Non DAS Expenditures											
Salaries & Benefits	\$454,877	\$657,729	(\$231,785)	\$425,944	\$657,729	(\$231,785)	\$425,944	\$657,729	(\$231,785)	\$425,944	\$1,732,711
Operating Expenses	\$424,655	\$579,899	(\$20,946)	\$558,953	\$565,853		\$565,853	\$567,871	(\$67,544)	\$500,327	\$2,049,789
One Time Only Expenses											
NCQA Expenditures	\$5,934	\$5,934		\$5,934	\$5,934		\$5,934	\$5,934		\$5,934	\$23,736
Total Non DAS Expenditures	\$885,467	\$1,243,562	(\$252,731)	\$990,832	\$1,229,516	(\$231,785)	\$997,732	\$1,231,534	(\$299,328)	\$932,206	\$3,806,236
TOTAL DAS AND NON DAS EXPEDITURES	\$3,415,475	\$3,172,913	\$226,639	\$3,399,553	\$3,158,867	\$102,055	\$3,260,922	\$3,160,885	\$34,511	\$3,195,396	\$13,271,346
DAS Revenues											
Meals- General Fund	\$2,503,462	\$1,902,805		\$1,902,805	\$1,902,805		\$1,902,805	\$1,902,805		\$1,902,805	\$8,211,877
Meals- State Fund											
Meals- Federal Fund											
CODB			\$77,181	\$77,181		\$77,181	\$77,181		\$77,181	\$77,181	\$231,543
Additional Funding			\$402,189	\$402,189		\$256,659	\$256,659		\$256,659	\$256,659	\$915,507
NCQA Fund	\$26,546	\$26,546		\$26,546	\$26,546		\$26,546	\$26,546		\$26,546	\$106,184
Total DAS Revenue	\$2,530,008	\$1,929,351	\$479,370	\$2,408,721	\$1,929,351	\$333,840	\$2,263,191	\$1,929,351	\$333,840	\$2,263,191	\$9,465,111
PER MEAL COST, DAS	\$9.51	\$9.56		\$9.89			\$9.90			\$9.90	\$9.91
PER MEAL COST (with NCQA), DAS	\$10.27	\$9.69		\$10.39			\$10.02			\$10.02	\$10.18
Non DAS Revenues											
Project Income	\$43,728	\$39,823		\$39,823	\$39,823		\$39,823	\$39,823		\$39,823	\$163,198
Agency Cash- Fundraising	\$245,432	\$774,316	(\$252,731)	\$521,586	\$760,271	(\$231,785)	\$528,486	\$762,288	(\$299,328)	\$462,960	\$1,758,464
Agency In-kind Volunteer	\$97,952	\$97,952		\$97,952	\$97,952		\$97,952	\$97,952		\$97,952	\$391,810
Agency Property	\$325,536	\$325,536		\$325,536	\$325,536		\$325,536	\$325,536		\$325,536	\$1,302,144
NCQA Revenue	\$5,934	\$5,934		\$5,934	\$5,934		\$5,934	\$5,934		\$5,934	\$11,868
Total Non DAS Revenue	\$718,583	\$1,243,562	(\$252,731)	\$984,898	\$1,229,516	(\$231,785)	\$997,732	\$1,231,534	(\$299,328)	\$932,206	\$3,627,484
PER MEAL COST, Non DAS	\$2.89			\$4.25			\$4.39			\$4.10	\$3.89
PER MEAL COST (with NCQA), Non DAS	\$2.92			\$4.25			\$4.39			\$4.13	\$3.90
TOTAL DAS AND NON DAS REVENUE	\$3,248,591	\$3,172,913	\$226,639	\$3,393,619	\$3,158,867	\$102,055	\$3,258,924	\$3,160,885	\$34,511	\$3,195,397	\$13,092,595
PER MEAL COST, Total	\$12.40			\$14.14			\$14.29			\$14.00	\$13.80
PER MEAL COST (with NCQA), Total	\$13.19			\$14.64			\$14.41			\$14.15	\$14.08
Full Time Equivalent (FTE)											177.96
Prepared by: Darin Raffaelli, Project Open Hand											Date: 6/21/22
HSA-CO Review Signature:											
HSA #1											10/25/2016

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

July 0.35 0.25 0.07 \$0.00

Appendix B-2, Page 2 Document Date: November 2022

Salaries & Benefits Detail

Table with columns: Position Title, Name, Agency Totals, FY 21/22, HSA Program, FY 22/23, FY 22/23, FY 22/23, FY 23/24, FY 23/24, FY 24/25, FY 24/25, Total. Rows include various roles like Program Staff, Kitchen Staff, and Distribution Staff.

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

Appendix B-2, Page 3
 Document Date: November 2022

	Operating Expense Detail											
	FY 21/22	FY 22/23	Modification FY 22/23	Total FY 22/23	FY 23/24	Modification FY 23/24	Total FY 23/24	FY 24/25	Modification FY 24/25	Total FY 24/25	Total	
Annual # Meals Contracted	246,265	199,117	32,794	231,911	199,117	26,847	225,964	199,117	26,847	225,964	815,991	
DAS Operating Expenses												
Expenditure Category												
Rental of Property (see table at right)	\$ 7,200	\$ 7,200	\$ 7,200	\$ 7,200	\$ 7,200	\$ 7,200	\$ 7,200	\$ 7,200	\$ 7,200	\$ 7,200	\$ 28,800	
Utilities (Elec, Water, Gas, Phone, Garbage)	\$54,376	\$ 32,661	\$ 10,412	\$ 43,073	\$27,915	\$32,661	\$32,661	\$32,661	\$32,661	\$32,661	\$162,772	
Office Supplies, Postage	\$2,658	\$ 1,510	\$ 408	\$1,916	\$1,290	\$1,510	\$1,510	\$1,510	\$1,510	\$1,510	\$7,594	
Building Maintenance Supplies and Repair	\$17,626	\$ 10,011	\$ 2,695	\$12,706	\$8,557	\$10,011	\$10,011	\$10,011	\$10,011	\$10,011	\$50,355	
Printing and Reproduction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Insurance	\$10,533	\$ 6,337	\$ 1,706	\$8,043	\$5,416	\$6,337	\$6,337	\$6,337	\$6,337	\$6,337	\$31,250	
Staff Training	\$2,232	\$ 1,268	\$ 341	\$1,609	\$1,083	\$1,268	\$1,268	\$1,268	\$1,268	\$1,268	\$6,376	
Staff Travel-Local & Out of Town	\$2,494	\$ 1,416	\$ 381	\$1,798	\$1,211	\$1,416	\$1,416	\$1,416	\$1,416	\$1,416	\$7,124	
Rental of Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Food Cost												
Raw Food <i>per meal #####</i>	\$533,028	\$ 340,460	\$96,414	\$436,874	\$302,855	\$60,832	\$401,291	\$340,460	\$60,832	\$401,291	\$1,772,485	
Cong Food Svc Supplies <i>per meal #####</i>	\$54,660	\$ 49,779	\$8,199	\$57,978	\$49,779	\$6,712	\$56,491	\$49,779	\$6,712	\$56,491	\$225,619	
Catered Meals <i>per meal</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Consultant												
Pest Control (AP & DSC) & Staffing (AP)-see table at right	\$ 4,140	\$ 4,140	(\$4,140)	\$ -	\$ 4,140	\$ -	\$ 4,140	\$ 4,140	\$ -	\$ 4,140	\$ 12,420	
Janitorial & Shared Utilities (VVCC)-see table at right	\$6,900	\$ 6,900	\$ 1,500	\$8,400	\$6,900	\$6,900	\$6,900	\$6,900	\$6,900	\$6,900	\$29,100	
Security at VVCC-see table at right	\$7,488	\$ 7,488	\$ -	\$7,488	\$7,488	\$7,488	\$7,488	\$7,488	\$7,488	\$7,488	\$29,952	
Other												
Vehicle Fees (Fuel, Maintenance, Parking)	\$13,205	\$ 7,500	\$2,019	\$9,519	\$6,410	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$37,724	
Data Communication, Licenses, Dues	\$10,726	\$ 6,092	\$1,640	\$7,732	\$5,207	\$6,092	\$6,092	\$6,092	\$6,092	\$6,092	\$30,641	
Other Supplies (Janitorial, Facilities)	\$8,789	\$ 4,992	\$1,344	\$6,336	\$4,266	\$4,992	\$4,992	\$4,992	\$4,992	\$4,992	\$25,107	
Total DAS Operating Expenses	\$ 736,055	\$487,753	\$122,919	\$610,672	\$439,718	\$67,544	\$555,296	\$487,753	\$67,544	\$555,296	\$2,457,320	
Non DAS Operating Expenses												
Expenditure Category												
Occupancy of Property	\$ 325,536	\$ 325,536	\$ 325,536	\$ 325,536	\$325,536	\$ 325,536	\$ 325,536	\$ 325,536	\$ 325,536	\$ 325,536	\$1,302,144	
Utilities (Elec, Water, Gas, Phone, Garbage)	\$36,924	\$60,541	(\$10,412)	\$50,128	\$67,245	\$62,499	\$64,517	\$64,517	\$64,517	\$64,517	\$214,068	
Office Supplies, Postage	\$1,563	\$2,711	(\$406)	\$2,305	\$2,931	\$2,711	\$2,711	\$2,711	\$2,711	\$2,711	\$9,290	
Building Maintenance Supplies and Repair	\$10,364	\$17,979	(\$2,695)	\$15,284	\$19,433	\$17,979	\$17,979	\$17,979	\$17,979	\$17,979	\$61,605	
Printing and Reproduction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Insurance	\$7,185	\$11,381	(\$1,706)	\$9,675	\$12,302	\$11,381	\$11,381	\$11,381	\$11,381	\$11,381	\$39,622	
Staff Training	\$1,312	\$2,276	(\$341)	\$1,935	\$2,461	\$2,276	\$2,276	\$2,276	\$2,276	\$2,276	\$7,800	
Staff Travel-Local & Out of Town	\$1,466	\$2,544	(\$381)	\$2,162	\$2,749	\$2,544	\$2,544	\$2,544	\$2,544	\$2,544	\$8,716	
Rental of Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Food Cost												
Raw Food <i>per meal #####</i>	\$21,068	\$123,558	\$ -	\$123,558	\$145,158	\$107,554	\$107,554	\$107,554	(\$60,832)	\$46,722	\$298,901	
Cong Food Svc Supplies <i>per meal</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(\$6,712)	(\$6,712)	(\$6,712)	
Catered Meals <i>per meal</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Consultant												
Consultant A	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other												
Vehicle Fees (Fuel, Maintenance, Parking)	\$7,764	\$13,469	(\$2,019)	\$11,450	\$14,559	\$13,469	\$13,469	\$13,469	\$13,469	\$13,469	\$46,152	
Data Communication, Licenses, Dues	\$6,306	\$10,940	(\$1,640)	\$9,300	\$11,825	\$10,940	\$10,940	\$10,940	\$10,940	\$10,940	\$37,487	
Other Supplies (Janitorial, Facilities)	\$5,167	\$8,964	(\$1,344)	\$7,620	\$9,690	\$8,964	\$8,964	\$8,964	\$8,964	\$8,964	\$30,717	
Total Non DAS Operating Expenses	\$ 424,655	\$579,899	(\$20,946)	\$558,953	\$613,888	\$67,544	\$565,853	\$567,871	(\$67,544)	\$500,327	\$2,049,789	
Total DAS and Non DAS Operating Expenses	\$1,160,710	\$1,067,652	\$101,973	\$1,169,625	\$1,053,606	\$67,544	\$1,121,150	\$1,055,624	\$1,055,624	\$1,055,624	\$4,507,109	
HSA #3											10/25/2016	

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

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 Document Date: November 2022

Capital & Subcontractor Expenditure Detail

DAS Capital Expenditure

Equipment (Qty)	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
16 Electric Cambros \$1,000/ea + \$4,000 for electrical upgrade to power units	\$18,400				\$18,400
~92% used for this program					
\$20,000 x 92% = \$18,400					
Mobile Cold Storage/Refrigeration		\$10,000			
Combi Oven		\$48,678			
Tray Sealer/Food Packaging Machine		\$30,000			
Total Equipment Cost	\$18,400	\$88,678			\$107,078

Remodeling	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Total Remodeling Cost					

Subcontractor	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Total Subcontractor Cost					

Total DAS Capital & Subcontractor Expenditure	\$18,400	\$88,678			\$107,078
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Non DAS Capital Expenditure

Equipment (Qty)	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Total Equipment Cost					

Remodeling	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Total Remodeling Cost					

Subcontractor	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Total Subcontractor Cost					

Total Non DAS Capital & Subcontractor Expenditure					
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Total DAS and Non DAS Capital & Subcontractor Expenditure	\$18,400	\$88,678			\$107,078
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HSA #4 10/25/2016

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

One Time Only Expenses

DAS OTO Expenditure

<u>Staffing</u>	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Bilingual Linkage Coordinator (\$55,000 salary + 38% fringe)	\$75,900				\$75,900
Total Staffing Cost	\$75,900				\$75,900
<u>Software/IT</u>	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
New Client Database: Migration & CAGetCare Integration	\$33,000				\$33,000
IT Support for New Client Database	\$10,000				\$10,000
Foodservice Software License (1/4 of \$20,000 annual fee)	\$5,000				\$5,000
Total Software/IT Cost	\$48,000				\$48,000
<u>Subcontractor</u>	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
DEI Training \$5,000/session x 4 sessions (quarterly)	\$20,000				\$20,000
Total Subcontractor Cost	\$20,000				\$20,000
Total DAS Capital & Subcontractor Expenditure	\$143,900				\$143,900

Non DAS Capital Expenditure

<u>Equipment (Qty)</u>	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Total Equipment Cost					
<u>Remodeling</u>	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Total Remodeling Cost					
<u>Subcontractor</u>	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Total Subcontractor Cost					
Total Non DAS Capital & Subcontractor Expenditure					
Total DAS and Non DAS Capital & Subcontractor Expenditure	\$143,900				\$143,900

HSA #4

10/25/2016

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

NCQA Expenditure Detail

DAS NCQA Expenditure	Unit price	Unit	FY 21/22	FY 22/23	FY 22/23	FY 23/24	FY 23/24	FY 24/25	FY 24/25	Total
Menu planning and nutrition analysis	\$1,967.03 /set	2.00	\$3,934	\$3,934	\$3,934	\$3,934	\$3,934	\$3,934	\$3,934	\$15,736
Kitchen and food service monitoring	\$616.91	4.00	\$2,468	\$2,468	\$2,468	\$2,468	\$2,468	\$2,468	\$2,468	\$9,872
Congregate site monitoring	\$263.67	48.00	\$12,656	\$12,656	\$12,656	\$12,656	\$12,656	\$12,656	\$12,656	\$50,624
Nutrition education	\$131.42	48.00	\$6,308	\$6,308	\$6,308	\$6,308	\$6,308	\$6,308	\$6,308	\$25,232
Nutrition counseling (optional)	/hour									
In-service training	\$295.05 /training	4.00	\$1,180	\$1,180	\$1,180	\$1,180	\$1,180	\$1,180	\$1,180	\$4,720
Total DAS NCQA Expenditure			\$26,546	\$26,546	\$26,546	\$26,546	\$26,546	\$26,546	\$26,546	\$106,184
Non DAS NCQA Expenditure	Unit price	Unit	FY 21/22	FY 22/23	FY 22/23	FY 23/24	FY 23/24	FY 24/25	FY 24/25	Total
Menu planning and nutrition analysis	\$439.62 /set	2.00	\$879	\$879	\$879	\$879	\$879	\$879	\$879	\$3,516
Kitchen and food service monitoring	\$137.88	4.00	\$552	\$552	\$552	\$552	\$552	\$552	\$552	\$2,208
Congregate site monitoring	\$58.93	48.00	\$2,829	\$2,829	\$2,829	\$2,829	\$2,829	\$2,829	\$2,829	\$11,316
Nutrition education	\$29.37	48.00	\$1,410	\$1,410	\$1,410	\$1,410	\$1,410	\$1,410	\$1,410	\$5,640
Nutrition counseling (optional)	/hour									
In-service training	\$65.94 /training	4.00	\$264	\$264	\$264	\$264	\$264	\$264	\$264	\$1,056
Total Non DAS NCQA Expenditure			\$5,934	\$5,934	\$5,934	\$5,934	\$5,934	\$5,934	\$5,934	\$23,736
Total DAS and Non DAS NCQA Expenditure			\$32,480	\$32,480	\$32,480	\$32,480	\$32,480	\$32,480	\$32,480	\$129,920
HSA #4										10/25/2016

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Name	CODB: 10,890		CODB: 10,890		CODB: 10,890				
PROJECT OPEN HAND	Add'l Meals:	56,188	Add'l Meals:	10,890	Add'l Meals:	10,890			
(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>		67,078		10,890		10,890			
If modification, Effective Date of Mod. 12/7/22 No. of Mod. 1									
Program: Congregate meals for (X) older adults or () adults with disabilities									
Budget Reference Page No.(s)									
Program Term	FY 21/22	FY 22/23	Modification FY 22/23	Total FY 22/23	Modification FY 23/24	Total FY 23/24	Modification FY 24/25	Total FY 24/25	Total
Annual # Meals Contracted	54,750	43,223	9,048	52,271	43,223	43,223	43,223	43,223	193,467
DAS Expenditures									
Salaries & Benefits	\$178,114	\$177,109	\$26,575	\$203,684	\$177,109	\$9,900	\$187,008	\$177,109	\$755,814
Operating Expenses	\$127,273	\$66,976	\$34,405	\$101,381	\$66,976	\$66,976	\$66,976	\$66,976	\$362,604
Subtotal	\$305,387	\$244,084	\$60,980	\$305,064	\$244,084	\$9,900	\$253,984	\$244,084	\$1,118,419
Indirect Percentage (%)		10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%
Indirect Cost	\$30,541	\$24,409	\$6,098	\$30,507	\$24,409	\$990	\$25,399	\$24,409	\$111,846
NCQA Expenditures	\$3,934	\$3,934		\$3,934	\$3,934		\$3,934	\$3,934	\$15,736
Total DAS Expenditures	\$339,862	\$272,427	\$67,078	\$339,505	\$272,427	\$10,890	\$283,317	\$272,427	\$1,246,001
Non DAS Expenditures									
Salaries & Benefits	\$62,898	\$62,898	(\$33,432)	\$29,466	\$63,903	(\$3,109)	\$60,795	\$63,903	\$213,953
Operating Expenses	\$75,060	\$110,407	(\$32,143)	\$78,264	\$119,475		\$119,666	\$119,666	\$392,465
Capital/Subcontractor Expenditures									
NCQA Expenditures	\$879	\$879		\$879	\$879		\$879	\$879	\$3,516
Total Non DAS Expenditures	\$138,837	\$174,184	(\$65,575)	\$108,609	\$184,258	(\$3,109)	\$181,149	\$184,448	\$609,934
TOTAL DAS AND NON DAS EXPEDITURES	\$478,698	\$446,611	\$1,503	\$448,114	\$456,685	\$7,781	\$464,466	\$456,875	\$1,855,935
DAS Revenues									
Meals- General Fund	\$335,928	\$268,493		\$268,493	\$268,493		\$268,493	\$268,493	\$1,141,407
Meals- State Fund									
Meals- Federal Fund									
CODB			\$10,890	\$10,890	\$10,890	\$10,890	\$10,890	\$10,890	\$32,670
Additional Funding			\$56,188	\$56,188					\$56,188
NCQA Fund	\$3,934	\$3,934		\$3,934	\$3,934		\$3,934	\$3,934	\$15,736
Total DAS Revenue	\$339,862	\$272,427	\$67,078	\$339,505	\$272,427	\$10,890	\$283,317	\$272,427	\$1,246,001
PER MEAL COST, DAS	\$6.14			\$6.42			\$6.46		\$6.36
PER MEAL COST (with NCQA), DAS	\$6.21			\$6.50			\$6.55		\$6.44
Non DAS Revenues									
Project Income									
Agency Cash- Fundraising	\$71,831	\$107,178	(\$65,575)	\$41,603	\$117,252	(\$3,109)	\$114,144	\$117,442	\$341,912
Agency In-kind Volunteer	\$15,070	\$15,070		\$15,070	\$15,070		\$15,070	\$15,070	\$60,278
Agency Property	\$51,936	\$51,936		\$51,936	\$51,936		\$51,936	\$51,936	\$207,744
NCQA Revenue									
Total Non DAS Revenue	\$138,837	\$174,184	(\$65,575)	\$108,609	\$184,258	(\$3,109)	\$181,149	\$184,448	\$609,934
PER MEAL COST, Non DAS	\$2.54			\$2.08			\$4.19		\$3.15
PER MEAL COST (with NCQA), Non DAS	\$2.54			\$2.08			\$4.19		\$3.15
TOTAL DAS AND NON DAS REVENUE	\$478,698	\$446,611	\$1,503	\$448,114	\$456,685	\$7,781	\$464,466	\$456,875	\$1,855,935
PER MEAL COST, Total	\$8.68			\$8.50			\$10.65		\$9.51
PER MEAL COST (with NCQA), Total	\$8.75			\$8.58			\$10.74		\$9.59
Full Time Equivalent (FTE)									28.33
Prepared by: Darin Raffaelli, Project Open Hand									Date: 12/2/2021
HSA-CO Review Signature:									
HSA #1									10/25/2016

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

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Document Date: November 2022

Salaries & Benefits Detail

DAS Salaries & Benefits

Position Title	Name	Agency Totals			HSA Program			FY 2022			FY 2023			FY 2024			FY 2025			Total			
		Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	AD COOB% FTE funded by HSA (Max 100%)	Adjusted COOB FTE	Annual Full Time Salary by FY23	Total FTE 11/2022 COOB & Adst Funding	% FTE funded by HSA 11/2022 COOB	FTE 11/2022 COOB	FY 2023 Modification	Total	FY 2024 Modification	Total	FY 2025 Modification	Total	Budgeted Salary					
Program Staff:																							
Area Manager		867,420	0.05	100.00%	0.05	100.00%	0.05	\$3,371	\$65,000	0.05	100.00%	0.05	\$3,371	(\$211)	\$3,250	\$3,371	\$3,371	\$3,371	\$3,371	\$3,371	\$3,371	\$13,768	
Area Manager		368,024	0.05	100.00%	0.05	100.00%	0.05	\$3,411	\$65,000	0.05	100.00%	0.05	\$3,411	\$99	\$3,510	\$3,411	\$3,411	\$3,411	\$3,411	\$3,411	\$3,411	\$3,411	\$13,604
Case Manager		847,433	0.05	100.00%	0.05	100.00%	0.05	\$3,379	\$65,000	0.05	100.00%	0.05	\$3,379	\$131	\$3,510	\$3,379	\$3,379	\$3,379	\$3,379	\$3,379	\$3,379	\$3,379	\$13,604
Manager, Community Nutrition Program, Data		866,759	0.05	100.00%	0.05	100.00%	0.05	\$3,288	\$70,000	0.05	100.00%	0.05	\$3,288	\$212	\$3,500	\$3,288	\$3,288	\$3,288	\$3,288	\$3,288	\$3,288	\$3,288	\$13,758
Area Director, Community Nutrition Program		866,572	0.05	100.00%	0.05	100.00%	0.05	\$4,300	\$65,000	0.05	100.00%	0.05	\$4,300	(\$200)	\$4,000	\$4,300	\$4,300	\$4,300	\$4,300	\$4,300	\$4,300	\$4,300	\$13,758
Manager, Linkage Coordinator																							
Area Director, Programs																							
Community Nutrition Site, Coordinator		839,418	0.20	100.00%	0.20	100.00%	0.20	\$7,883	\$43,264	0.15	100.00%	0.15	\$7,883	(\$1,393)	\$6,490	\$7,883	\$7,883	\$7,883	\$7,883	\$7,883	\$7,883	\$7,883	\$31,085
Community Nutrition Site, Coordinator		839,418	0.20	100.00%	0.20	100.00%	0.20	\$7,883	\$43,264	0.18	100.00%	0.18	\$7,883	(\$95)	\$7,788	\$7,883	\$7,883	\$7,883	\$7,883	\$7,883	\$7,883	\$7,883	\$31,085
Community Nutrition Site, Coordinator		839,418	0.20	100.00%	0.20	100.00%	0.20	\$7,883	\$43,264	0.14	100.00%	0.14	\$7,883	(\$2,778)	\$5,105	\$7,883	\$7,883	\$7,883	\$7,883	\$7,883	\$7,883	\$7,883	\$31,085
Community Nutrition Site, Coordinator		839,418	0.20	100.00%	0.20	100.00%	0.20	\$7,883	\$45,747	0.16	100.00%	0.16	\$7,883	(\$565)	\$7,318	\$7,883	\$7,883	\$7,883	\$7,883	\$7,883	\$7,883	\$7,883	\$31,085
Community Nutrition Site, Coordinator		839,418	0.10	100.00%	0.10	100.00%	0.10	\$4,129	\$43,264	0.13	100.00%	0.13	\$4,129	\$1,229	\$5,358	\$4,129	\$4,129	\$4,129	\$4,129	\$4,129	\$4,129	\$4,129	\$18,292
Community Nutrition Site, Coordinator		839,418	0.10	100.00%	0.10	100.00%	0.10	\$4,129															
Community Nutrition Site, Coordinator		839,418	0.05	100.00%	0.05	100.00%	0.05	\$1,971															
Community Nutrition Site, Coordinator		839,418	0.05	100.00%	0.05	100.00%	0.05	\$1,971															
Community Nutrition Site, Coordinator		839,418	0.03	100.00%	0.03	100.00%	0.03	\$995															
Community Nutrition Site, Coordinator		839,418	0.03	100.00%	0.03	100.00%	0.03	\$995															
Community Nutrition Site, Coordinator		839,418	0.03	100.00%	0.03	100.00%	0.03	\$995															
Community Nutrition Site, Coordinator		839,418	0.03	100.00%	0.03	100.00%	0.03	\$995															
Community Nutrition Site, Coordinator		839,418	0.03	100.00%	0.03	100.00%	0.03	\$995															
Community Nutrition Site, Coordinator		839,418	0.03	100.00%	0.03	100.00%	0.03	\$995															
Community Nutrition Site, Coordinator		839,418	0.03	100.00%	0.03	100.00%	0.03	\$995															
Community Nutrition Site, Coordinator		839,418	0.03	100.00%	0.03	100.00%	0.03	\$995															
Community Nutrition Site, Coordinator		839,418	0.03	100.00%	0.03	100.00%	0.03	\$995															
Community Nutrition Site, Coordinator		839,418	0.03	100.00%	0.03	100.00%	0.03	\$995															
Community Nutrition Site, Coordinator		839,418	0.03	100.00%	0.03	100.00%	0.03	\$995															
Community Nutrition Site, Coordinator		839,418	0.03	100.00%	0.03	100.00%	0.03	\$995															
Community Nutrition Site, Coordinator		839,418	0.03	100.00%	0.03	100.00%	0.03	\$995															
Community Nutrition Site, Coordinator		839,418	0.03	100.00%	0.03	100.00%	0.03	\$995															
Community Nutrition Site, Coordinator		839,418	0.03	100.00%	0.03	100.00%	0.03	\$995															
Community Nutrition Site, Coordinator		839,418	0.03	100.00%	0.03	100.00%	0.03	\$995															
Community Nutrition Site, Coordinator		839,418	0.03	100.00%	0.03	100.00%	0.03	\$995															
Community Nutrition Site, Coordinator		839,418	0.03	100.00%	0.03	100.00%	0.03	\$995															
Community Nutrition Site, Coordinator		839,418	0.03	100.00%	0.03	100.00%	0.03	\$995															
Community Nutrition Site, Coordinator		839,418	0.03	100.00%	0.03	100.00%	0.03	\$995															
Community Nutrition Site, Coordinator		839,418	0.03	100.00%	0.03	100.00%	0.03	\$995															
Community Nutrition Site, Coordinator		839,418	0.03	100.00%	0.03	100.00%	0.03	\$995															
Community Nutrition Site, Coordinator		839,418	0.03	100.00%	0.03	100.00%	0.03	\$995															
Community Nutrition Site, Coordinator		839,418	0.03	100.00%	0.03	100.00%	0.03	\$995															
Community Nutrition Site, Coordinator		839,418	0.03	100.00%	0.03	100.00%	0.03	\$995															
Community Nutrition Site, Coordinator		839,418	0.03	100.00%	0.03	100.00%	0.03	\$995															
Community Nutrition Site, Coordinator		839,418	0.03	100.00%	0.03	100.00%	0.03	\$995															
Community Nutrition Site, Coordinator		839,418	0.03	100.00%	0.03	100.00%	0.03	\$995															
Community Nutrition Site, Coordinator		839,418	0.03	100.00%	0.03	100.00%	0.03	\$995															
Community Nutrition Site, Coordinator		839,418	0.03	100.00%	0.03	100.00%	0.03	\$995															
Community Nutrition Site, Coordinator		839,418	0.03	100.00%	0.03	100.00%	0.03	\$995															
Community Nutrition Site, Coordinator		839,418	0.03	100.00%	0.03	100.00%	0.03	\$995															
Community Nutrition Site, Coordinator		839,418	0.03	100.00%	0.03	100.00%	0.03	\$995															
Community Nutrition Site, Coordinator		839,418	0.03	100.00%	0.03	100.00%	0.03	\$995															
Community Nutrition Site, Coordinator		839,418	0.03	100.00%	0.03	100.00%	0.03	\$995															
Community Nutrition Site, Coordinator		839,418	0.03	100.00%	0.03	100.00%	0.03	\$995															
Community Nutrition Site, Coordinator		839,418	0.03	100.00%	0.03	100.00%	0.03	\$995															
Community Nutrition Site, Coordinator		839,418	0.03	100.00%	0.03	100.00%	0.03	\$995															
Community Nutrition Site, Coordinator		839,418	0.03	100.00%	0.03	100.00%	0.03	\$995															
Community Nutrition Site, Coordinator		839,418	0.03	100.00%	0.03	100.00%	0.03	\$995															
Community Nutrition Site, Coordinator		839,418	0.03	100.00%	0.03	100.00%	0.03	\$995															
Community Nutrition Site, Coordinator		839,418	0.03	100.00%	0.03	100.00%	0.03	\$995															
Community Nutrition Site, Coordinator		839,418	0.03	100.00%	0.03	100.00%	0.03	\$995															
Community Nutrition Site, Coordinator		839,418	0.03	100.00%	0.03	100.00%	0.03	\$995															
Community Nutrition Site, Coordinator		839,418	0.03	100.00%	0.03	100.00%	0.03	\$995															
Community Nutrition Site, Coordinator		839,418	0.03	100.00%	0.03	100.00%	0.03	\$995															
Community Nutrition Site, Coordinator		839,418	0.03	100.00%	0.03																		

Program: Congregate meals for (X) older adults or () adults with disabilities (Same as Line 11 on HSA #1)		\$0.47		Appendix B-3, Page 3 Document Date: November 2022			
Operating Expense Detail							
	FY 21/22	FY 22/23	Modification FY 22/23	Total FY 22/23	FY 23/24	FY 24/25	Total
Annual # Meals Contracted	54,750	43,223	9,048	52,271	43,223	43,223	193,467
DAS Operating Expenses							
<u>Expenditure Category</u>							
Rental of Property (see table at right)	\$ -			\$ -		\$ -	
Utilities (Elec, Water, Gas, Phone, Garbage)	\$8,330	\$8,580	\$ 5,018.25	\$ 13,599	\$8,580	\$8,580	\$39,089
Office Supplies, Postage	\$385	\$385	\$ 229.73	\$ 615	\$385	\$385	\$1,771
Building Maintenance Supplies and Repair	\$2,554	\$2,554	\$ 1,522.78	\$ 4,076	\$2,554	\$2,554	\$11,737
Printing and Reproduction				\$ -			
Insurance	\$1,617	\$1,617	\$964	\$ 2,581	\$1,617	\$1,617	\$7,431
Staff Training	\$323	\$323	\$193	\$ 516	\$323	\$323	\$1,487
Staff Travel-(Local & Out of Town)	\$361	\$361	\$216	\$ 577	\$361	\$361	\$1,661
Rental of Equipment				\$ -			
				\$ -			
				\$ -			
Food Cost				\$ -			
Raw Food <i>per meal ##### # ##### #</i>	\$95,273	\$37,607	\$21,172	\$ 58,779	\$37,607	\$37,607	\$229,267
Cong Food Svc Supplies <i>per meal ##### #</i>	\$13,688	\$10,806	\$2,262	\$ 13,068	\$10,806	\$10,806	\$48,368
Catered Meals <i>per meal</i>				\$ -			
				\$ -			
				\$ -			
				\$ -			
				\$ -			
Consultant		\$ -		\$ -	\$ -		\$ -
				\$ -			
				\$ -			
				\$ -			
				\$ -			
				\$ -			
Other	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Vehicle Fees (Fuel, Maintenance, Parking)	\$1,913	\$1,913	\$1,141	\$ 3,054	\$1,913	\$1,913	\$8,794
Data Communication, Licenses, Dues	\$1,554	\$1,554	\$927	\$ 2,481	\$1,554	\$1,554	\$7,145
Other Supplies (Janitorial, Facilities)	\$1,274	\$1,274	\$760	\$ 2,033	\$1,274	\$1,274	\$5,855
Total DAS Operating Expenses	\$127,273	\$66,976	\$34,405	\$101,381	\$66,976	\$66,976	\$362,604
Non DAS Operating Expenses							
<u>Expenditure Category</u>							
Occupancy of Property	\$51,936	\$51,936		\$51,936	\$51,936	\$51,936	\$207,744
Utilities (Elec, Water, Gas, Phone, Garbage)	\$5,292	\$5,451	(\$5,018)	\$433	\$5,636	\$5,826	\$17,187
Office Supplies, Postage	\$245	\$245	(\$230)	\$15	\$245	\$245	\$749
Building Maintenance Supplies and Repair	\$1,622	\$1,622	(\$1,523)	\$100	\$1,622	\$1,622	\$4,967
Printing and Reproduction							
Insurance	\$1,027	\$1,027	(\$964)	\$63	\$1,027	\$1,027	\$3,145
Staff Training	\$206	\$206	(\$193)	\$13	\$206	\$206	\$629
Staff Travel-(Local & Out of Town)	\$230	\$230	(\$216)	\$14	\$230	\$230	\$703
Rental of Equipment							
Food Cost							
Raw Food <i>per meal ##### # ##### #</i>	\$11,489	\$46,678	(\$21,172)	\$25,506	\$46,678	\$46,678	\$130,351
Cong Food Svc Supplies <i>per meal</i>							
Catered Meals <i>per meal</i>							
Consultant		\$ -	\$ -	\$ -	\$ -		\$ -
Consultant A							
Other	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Vehicle Fees (Fuel, Maintenance, Parking)	\$1,216	\$1,216	(\$1,141)	\$75	\$1,216	\$1,216	\$3,722
Data Communication, Licenses, Dues	\$988	\$988	(\$927)	\$61	\$988	\$988	\$3,023
Other Supplies (Janitorial, Facilities)	\$809	\$809	(\$760)	\$50	\$809	\$809	\$2,477
Total Non DAS Operating Expenses	\$75,060	\$110,407	(\$32,143)	\$78,264	\$110,592	\$110,782	\$374,697
Total DAS and Non DAS Operating Expenses	\$202,333	\$177,382	\$2,262	\$179,644	\$177,567	\$177,758	\$737,302
HSA #3							10/25/2016

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

Appendix B-3, Page 4
 Document Date: November 2022

NCQA Expenditure Detail

DAS NCQA Expenditure	Unit price	Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Menu planning and nutrition analysis	\$1,967.03 /set	2.00	\$3,934	\$3,934	\$3,934	\$3,934	\$15,736
Kitchen and food service monitoring							
Congregate site monitoring							
Nutrition education							
Nutrition counseling (optional)	/hour						
In-service training	/training						
Total DAS NCQA Expenditure			\$3,934	\$3,934	\$3,934	\$3,934	\$15,736
Non DAS NCQA Expenditure	Unit price	Unit					Total
Menu planning and nutrition analysis	\$439.62 /set	2.00	\$879	\$879	\$879	\$879	\$3,516
Kitchen and food service monitoring							
Congregate site monitoring							
Nutrition education							
Nutrition counseling (optional)	/hour						
In-service training	/training						
Total Non DAS NCQA Expenditure			\$879	\$879	\$879	\$879	\$3,516
Total DAS and Non DAS NCQA Expenditure			\$4,813	\$4,813	\$4,813	\$4,813	\$19,252
HSA #4							10/25/2016

Appendix A-1 - Services to be Provided
Russian American Community Services
 Congregate Nutrition Services for Older Adults

July 1, 2021 – June 30, 2025

I. Purpose

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

II. Definitions

Grantee	Russian American Community Services
Adult with a Disability	A person 18-59 years of age living with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging

CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
Congregate Nutrition Services	The procurement, preparation, transporting and serving of meals that meet nutrition requirements to eligible consumers in a group setting. Congregate nutrition services also include nutrition education, health promotion, and nutrition risk screening.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.

Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)
LGBTQ+	An acronym/term used to refer to persons who self-identify as non -heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for enrollment and/or participation is not means tested. Consumers self-report income status.
Menu Planning and Analysis	The development of a menu cycle that adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.

Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (CCR Title 22 Sec. 7630)
Nutrition Education Session	An intervention targeting participants and caregivers that uses information dissemination, instruction, or training with the intent to support food, nutrition, and physical activity choices and behaviors (related to nutritional status) in order to maintain or improve health and address nutrition-related conditions. Content is consistent with the DGA; accurate, culturally sensitive, regionally appropriate, and considers personal preferences; and overseen by a registered dietitian. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.

OCNP	Older Californians Nutrition Program (previously known as Elderly Nutrition Program, ENP) - Title III C1 and C2. A program that provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and is provided in accordance with the provision of CCR Title 22, Chapter 4, Article 5, Sec. 7630.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term “senior”.
Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years of age or older; used interchangeably with the term “older adult”.
SF-HSA	Human Services Agency of the City and County of San Francisco.
Socially Isolated	Having few social relationships and few people to interact with regularly.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9</i>).
Unduplicated Consumer (UDC)	An individual who participates in congregate nutrition services and their participation is reflected in CA-GetCare by the grantee.

III. Target Populations

This program is designed to serve all ethnicities and populations, with focused expertise to promote unique cultural needs, which have been identified as demonstrating the greatest economic and social need:

- Persons with low income
- Persons who are socially isolated
- Persons with limited English- speaking proficiency
- Persons from communities of color
- Persons who identify as LGBTQ+

- Persons at risk of institutionalization

IV. Eligibility for Services

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

V. Location and Time of Services

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

VI. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA OCNP, and DAS OCP.
2. Grantee will provide congregate nutrition services for older adults. The provision of services will include the following:
 - i. Enrollment of consumers in the program and the provision of congregate meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
 - ii. Provision of congregate meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs.
 - iii. Annual nutrition screenings for each consumer and documentation of individual responses in CA-GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
3. Grantee will post at each meal site a notice that informs consumers about the suggested voluntary contribution for a meal and a guest fee for individuals who are

not eligible to enroll as a consumer in congregate nutrition services. The grantee's board of directors must approve the suggested contribution and guest fee per meal. The grantee will ensure its policy and procedures for the suggested meal contribution and guest fee comply with DAS OCP policy memoranda.

4. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
 - i. Submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding menu analysis. The registered dietitian (RD) on staff or consultant RD must participate in menu planning and complete the corresponding nutrient analysis. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
 - ii. Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
 - iii. Provide a nutrition education session at least once per quarter and a minimum of four (4) times during the fiscal year to consumers participating in services. The grantee may deliver a session in person or via video, audio, online, or the distribution of hardcopy materials. The grantee must report nutrition education sessions in CA-GetCare and include the estimated number of participants.
 - iv. Conduct and document an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four (4) times during the fiscal year. The RD on staff or consultant RD must conduct and document the results of the HACCP safety and sanitation monitoring. HACCP monitoring must also include, but is not limited to the review of quarterly congregate site monitoring reports.
 - v. Conduct and document an on-site HACCP safety and sanitation monitoring of each congregate meal site at least once per quarter and a minimum of four (4) times during the fiscal year. The RD on staff, consultant RD, or a qualified staff member must conduct and document the results of the HACCP safety and sanitation monitoring for each site.
 - vi. Provide orientation and training to all new staff, paid and volunteers, to perform their assigned responsibilities and tasks as described in the CCR Title 22 Regulations Sec. 7636.5. Training, at a minimum, shall include:
 - (1) Food safety, prevention of foodborne illness, and HACCP principles.
 - (2) Accident prevention, instruction on fire safety, first aid, choking, earthquake preparedness, and other emergency procedures.
 - vii. Provide in-service training for nutrition program staff (e.g. food service and delivery workers) at least once per quarter and a minimum four (4) times during the fiscal year as described in the CCR-Title 22 Regulations Sec. 7636.5 and DAS OCP policy memoranda. The grantee will also document, schedule, and conduct in-service trainings in a timely manner when there are monitoring findings. A registered dietitian (RD) must review and approve an annual in-service training plan and the training curriculum for nutrition program staff.

5. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15 each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At minimum, the completed number of surveys per meal site shall be a sample size of the average number of meals served daily.
6. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the nutrition program. The grantee will ensure the manager on staff possess a food safety manager certification and has the required qualifications as described in the CCR Title 22 Regulations Sec. 7636.3 and DAS OCP policy memoranda.
7. Grantee will ensure there is a sufficient number of qualified staff, paid and volunteer, with the appropriate education, experience, and cultural competency to carry out the requirements of the program and deliver quality services to meet the needs of the consumers.
8. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed.
9. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services

VII. Service Objectives

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

Table A	FY 21/22	Modification	Revised FY 21/22	FY 22/23	Modification	Revised FY 22/23	FY 23/24	Modification	Revised FY 23/24	FY 24/25	Modification	Revised FY 24/25
Number of Unduplicated Consumers (UDC)	350	0	350	350	0	350	350	0	350	350	0	350
Number of Meals	49,075	+3,166	52,241	41,418	13,300	54,718	41,418	13,300	54,718	41,418	13,300	54,718

VIII. Outcome Objectives

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

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

IX. Reporting and Other Requirements

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

11. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
12. Grantee will assure that services delivered are consistent with professional standards for this service.
13. Pursuant to California Department of Aging Requirement, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
14. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies “Focal Points” which are designed to help older adults and adults with disabilities connect to services throughout the City. These Focal Points are:

Name	Address	Phone
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-647-5353
OMI Senior Center	65 Beverly St, San Francisco, 94132	415-334-5558
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415.404.2938
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Downtown SF Senior Center	481 O’Farrell St, San Francisco, 94102	415-202-2982
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
South Sunset Activity Center	2601 40th Ave, San Francisco, 94116	415-566-2845
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990
Independent Living Resource Center San Francisco	825 Howard Street, San Francisco, 94103	415 543-6222
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700

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

Tiffany Dang
 Nutritionist
 DAS OCP
 email: Tiffany.Dang@sfgov.org

and

Tara Alvarez
 Contract Manager
 HSA OCM
 email: Tara.Alvarex@sfgov.org

I. Monitoring Activities

1. Nutrition Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.

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

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Name												
Russian American Community Services												
(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/> ___X___												
If modification, Effective Date of Mod. 12/7/2 No. of Mod. 1												
Program: Congregate meals for (x) older adults or () adults with disabilities												
Budget Reference Page No.(s)												
Program Term	FY 21/22	FY 22/23	12/22-6/30/23	FY 22/23	FY 23/24	FY 23/24	FY 23/24	FY 24/25	FY 24/25	FY 24/25	Total	cost/meal
Annual # Meals Contracted			13,300	54,718	41,418	13,300	54,718	41,418	13,300	54,718	173,329	
DAS Expenditures												
Salaries & Benefits	\$211,513	\$203,049	\$21,600	\$224,649	\$203,049	\$21,600	\$224,649	\$203,049	\$21,600	\$224,649	\$885,460	\$5.11
Operating Expenses	\$190,843	\$125,011	\$90,150	\$215,161	\$125,011	\$90,150	\$215,161	\$125,011	\$90,150	\$215,161	\$836,326	\$4.83
Subtotal	\$402,356	\$328,060	\$111,750	\$439,810	\$328,060	\$111,750	\$439,810	\$328,060	\$111,750	\$439,810	\$1,721,786	\$9.93
Indirect Percentage (%)	6.00%	3.76%	6.00%	5.60%	3.76%	11.00%	6.00%	3.76%	11.00%	6.00%		
Indirect Cost	\$24,566	\$12,330	\$12,714	\$25,044	\$12,330	\$12,714	\$25,044	\$12,330	\$12,714	\$25,044	\$99,698	\$0.58
Capital/Subcontractor Expenditures	\$7,069		\$9,120	\$9,120							\$16,189	\$0.09
NCOA Expenditures	\$4,800	\$4,800		\$4,800	\$4,800		\$4,800	\$4,800		\$4,800	\$19,200	\$0.11
Total DAS Expenditures	\$438,791	\$345,190	\$133,584	\$478,774	\$345,190	\$124,464	\$469,654	\$345,190	\$124,464	\$469,654	\$1,856,873	\$10.71
Non DAS Expenditures												
Salaries & Benefits	\$36,400	\$36,400		\$36,400	\$36,400		\$36,400	\$36,400		\$36,400	\$145,600	\$0.84
Operating Expenses	\$99,321	\$112,790		\$112,790	\$108,501		\$108,501	\$108,501		\$108,501	\$429,113	\$2.48
Capital/Subcontractor Expenditures												
NCOA Expenditures	\$400	\$400		\$400	\$400		\$400	\$400		\$400	\$1,600	\$0.01
Total Non DAS Expenditures	\$136,121	\$149,590		\$149,590	\$145,301		\$145,301	\$145,301		\$145,301	\$576,313	\$3.32
TOTAL DAS AND NON DAS EXPENDITURES	\$574,912	\$494,780		\$628,364	\$490,491		\$614,955	\$490,491		\$614,955	\$2,433,186	\$14.04
DAS Revenues												
Meals- General Fund	\$359,407	\$320,575		\$320,575	\$320,575		\$320,575	\$320,575		\$320,575	\$1,321,132	\$7.62
CODB 20/21	\$19,815	\$9,761		\$9,761	\$9,761		\$9,761	\$9,761		\$9,761	\$49,098	
CODB 21/22		\$10,054		\$10,054	\$10,054		\$10,054	\$10,054		\$10,054	\$30,162	
OTO - supplies	\$7,069										\$7,069	
OTO - meals	\$47,700			\$47,700	\$47,700		\$47,700	\$47,700		\$47,700	\$192,000	\$0.28
NCOA Fund	\$4,800	\$4,800		\$4,800	\$4,800		\$4,800	\$4,800		\$4,800	\$19,200	\$0.11
CODB 22/23			\$13,808	\$13,808	\$13,808		\$13,808	\$13,808		\$13,808	\$13,808	
Ongoing Mayor's Funding for Meals			\$110,656	\$110,656	\$110,656		\$110,656	\$110,656		\$110,656	\$110,656	
CDA Infrastructure			\$9,120	\$9,120								
Total DAS Revenue	\$438,791	\$345,190	\$133,584	\$478,774	\$345,190	\$124,464	\$469,654	\$345,190	\$124,464	\$469,654	\$1,856,873	\$10.71
PER MEAL COST, DAS	\$8.16	\$8.22		\$8.50	\$8.22		\$8.50	\$8.22		\$8.50		
PER MEAL COST (with NCOA), DAS	\$8.40	\$8.33		\$8.58	\$8.33		\$8.58	\$8.33		\$8.58		
Non DAS Revenues												
Project Income	\$49,735	\$41,418	\$13,300	\$54,718	\$41,418	\$13,300	\$54,718	\$41,418	\$13,300	\$54,718	\$213,889	\$1.23
Agency Cash- Fundraising	\$1,586	\$23,372	(\$13,300)	\$10,072	\$23,372	(\$13,300)	\$10,072	\$23,372	(\$13,300)	\$10,072	\$31,802	\$0.18
Agency In-kind Volunteer	\$36,400	\$36,400		\$36,400	\$36,400		\$36,400	\$36,400		\$36,400	\$145,600	\$0.84
In-kind rent	\$48,000	\$48,000		\$48,000	\$48,000		\$48,000	\$48,000		\$48,000	\$192,000	\$1.11
NCOA Revenue	\$400	\$400		\$400	\$400		\$400	\$400		\$400	\$1,600	\$0.01
Total Non DAS Revenue	\$136,121	\$149,590		\$149,590	\$149,590		\$149,590	\$149,590		\$149,590	\$584,891	\$3.37
PER MEAL COST (with NCOA), Non DAS	\$2.61	\$3.61		\$2.73	\$3.61		\$2.73	\$3.61		\$2.73		
TOTAL DAS AND NON DAS REVENUE	\$574,912	\$494,780		\$628,364	\$494,780		\$619,244	\$494,780		\$619,244	\$2,441,764	\$14.09
PER MEAL COST (with NCOA), Total	\$11.01	\$11.94		\$11.31	\$11.94		\$11.31	\$11.94		\$11.31		
Full Time Equivalent (FTE)	5.29											
Prepared by:												
HSA-CO Review Signature:												
HSA #1												

Russian American Community Services	Operating Expense Detail												Total		
	FY 21/22	Modification FY 21/22	FY 21/22	FY 22/23	Modification 12/22-6/30/23	Total FY 22/23	FY 23/24	Modification FY 23/24	Total FY 23/24	FY 24/25	Modification FY 24/25	Total FY 24/25			
Annual # Meals Contracted	49,075	3,109	\$2,184	41,418	13,300	\$4,718	41,418	13,300	\$4,718	41,418	13,300	\$4,718	216,338		
DAS Operating Expenses															
<i>Expenditure Category</i>															
Rental of Property															
Utilities (Elec, Water, Gas, Phone, Garbage)	\$10,747		\$10,747	\$1,542	\$2,000	\$3,542	\$1,542	\$2,000	9/11/09	\$1,542	\$2,000	\$3,542	\$21,373		
Office Supplies, Postage	\$1,200		\$1,200		\$5,000	\$5,000		\$5,000	9/8/13		\$5,000	\$5,000	\$16,200		
Building Maintenance Supplies and Repair	\$8,350		\$8,350		\$10,000	\$10,000		\$10,000	5/18/27		\$10,000	\$10,000	\$38,350		
Printing and Reproduction	\$1,000	\$11	\$1,011										\$1,011		
Insurance	\$7,779		\$7,779	\$4,615		\$4,615	\$4,615		8/19/12	\$4,615		\$4,615	\$21,624		
Staff Training															
Staff Travel-Local & Out of Town)															
Rental of Equipment															
<i>Food Cost</i>	FY 21-	FY 22-25													
Raw Food <i>per meal</i>	\$2.47	#####	\$111,125	\$17,999	\$129,124	\$103,115	\$46,550	\$149,665	\$103,115	\$46,550	\$149,665	\$103,115	\$46,550	\$149,665	\$578,119
Cong Food Svc Supplies <i>per meal</i>	\$0.63	#####	\$26,240	\$6,392	\$32,632	\$15,739	\$26,600	\$42,339	\$15,739	\$26,600	\$42,339	\$15,739	\$26,600	\$42,339	\$159,649
Catered Meals <i>per meal</i>															
Total DAS Operating Expenses	\$166,441	\$24,402	\$190,843	\$125,011	\$90,150	\$215,161	\$125,011	\$90,150	\$215,161	\$125,011	\$90,150	\$215,161	\$836,326		
Non DAS Operating Expenses															
<i>Expenditure Category</i>															
Rental of Property	\$48,000		\$48,000	\$48,000		\$48,000	\$48,000		\$48,000	\$48,000		\$48,000	\$192,000		
Utilities (Elec, Water, Gas, Phone, Garbage)				\$8,956		\$8,956	\$8,956		\$8,956	\$8,956		\$8,956	\$26,868		
Office Supplies, Postage	\$7,000		\$7,000	\$8,200		\$8,200	\$8,200		\$8,200	\$8,200		\$8,200	\$31,600		
Building Maintenance Supplies and Repair	\$24,709		\$24,709	\$19,500		\$19,500	\$19,500		\$19,500	\$19,500		\$19,500	\$83,209		
Printing and Reproduction	\$4,180		\$4,180	\$5,180		\$5,180	\$5,180		\$5,180	\$5,180		\$5,180	\$19,720		
Insurance	\$2,060		\$2,060	\$5,310		\$5,310	\$5,310		\$5,310	\$5,310		\$5,310	\$17,990		
Staff Training															
Staff Travel-Local & Out of Town)															
Rental of Equipment															
<i>Food Cost</i>															
Raw Food <i>per meal</i>	#####		\$10,072	\$3,300	\$13,372	\$17,644		\$17,644		\$17,644	\$17,644		\$17,644	\$66,304	
Cong Food Svc Supplies <i>per meal</i>															
Catered Meals <i>per meal</i>															
Total Non DAS Operating Expenses	\$96,021	\$3,300	\$99,321	\$112,790		\$112,790	\$112,790		\$112,790	\$112,790		\$112,790	\$437,691		
Total DAS and Non DAS Operating Expenses	\$262,462	\$27,702	\$290,164	\$237,801		\$237,801	\$237,801		\$237,801	\$237,801		\$237,801	\$1,003,567		
HSA #3															

Capital & Subcontractor Expenditure Detail

DAS Capital Expenditure

<u>Equipment/Supplies</u>	FY 21/22	FY 22/23	Modification 12/2/22-6/30/23	Total FY 22/23	FY 23/24	FY 24/25	Total
Packing supplies for meals to go.	\$7,069						\$7,069
CDA Infrastructure Dishwashing Machine			\$2,850	\$2,850			\$2,850
CDA Infrastructure Refridgerator, Reach In			\$1,140	\$1,140			\$1,140
CDA Infrastructure Refuse/ Garbage Closure Replacement			\$5,130	\$5,130			\$5,130
Total Equipment Cost	\$7,069		\$9,120	\$9,120			\$16,189
<u>Remodeling</u>		FY 22/23	Modification 12/2/22-6/30/23	Total	FY 23/24	FY 24/25	Total
Total Remodeling Cost							
<u>Subcontractor</u>		FY 22/23	Modification 12/2/22-6/30/23	Total	FY 23/24	FY 24/25	Total
Total Subcontractor Cost							
Total DAS Capital & Subcontractor Expenditure			\$9,120	\$9,120			\$9,120

Non DAS Capital Expenditure

<u>Equipment (Qty)</u>		FY 22/23	Modification 12/2/22-6/30/23	Total	FY 23/24	FY 24/25	Total
Total Equipment Cost							
<u>Remodeling</u>		FY 22/23	Modification 12/2/22-6/30/23	Total	FY 23/24	FY 24/25	Total
Total Remodeling Cost							
<u>Subcontractor</u>		FY 22/23	Modification 12/2/22-6/30/23	Total	FY 23/24	FY 24/25	Total
Total Subcontractor Cost							
Total Non DAS Capital & Subcontractor Expenditure							
Total DAS and Non DAS Capital & Subcontractor Expenditure			\$9,120	\$9,120			\$9,120

HSA #4

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

Document Date: Nov 11, 2022

Russian American Community Services

NCQA Expenditure Detail

DAS NCQA Expenditure	Unit price	Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Menu planning and nutrition analysis	\$700.00 /set	2.00	\$1,400	\$1,400	\$1,400	\$1,400	\$5,600
Kitchen and food service monitoring	\$600.00	2.00	\$1,200	\$1,200	\$1,200	\$1,200	\$4,800
Congregate site monitoring	\$300.00	4.00	\$1,200	\$1,200	\$1,200	\$1,200	\$4,800
Nutrition education	\$150.00	4.00	\$600	\$600	\$600	\$600	\$2,400
Nutrition counseling (optional)	/hour						
In-service training	\$100.00 /training	4.00	\$400	\$400	\$400	\$400	\$1,600
Total DAS NCQA Expenditure			\$4,800	\$4,800	\$4,800	\$4,800	\$19,200

Non DAS NCQA Expenditure	Unit price	Unit	FY 21/22	FY 23/24	FY 23/24	FY 24/25	Total
Menu planning and nutrition analysis	/set						
Kitchen and food service monitoring							
Congregate site monitoring							
Nutrition education							
Nutrition counseling (optional)	/hour						
In-service training	\$100.00 /training	4.00	\$400	\$400	\$400	\$400	\$1,600
Total Non DAS NCQA Expenditure			\$400	\$400	\$400	\$400	\$1,600

Total DAS and Non DAS NCQA Expenditure			\$5,200	\$5,200	\$5,200	\$5,200	\$20,800
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HSA #4

Appendix A-2 - Services to be Provided
Russian American Community Services
 Congregate Nutrition Services for Adults with Disabilities

July 1, 2021 – June 30, 2025

I. Purpose

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

II. Definitions

Grantee	Russian American Community Services
Adult with a Disability	A person 18-59 years of age living with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging

CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
Congregate Nutrition Services	The procurement, preparation, transporting and serving of meals that meet nutrition requirements to eligible consumers in a group setting. Congregate nutrition services also include nutrition education, health promotion, and nutrition risk screening
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.

Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)
LGBTQ+	An acronym/term used to refer to persons who self-identify as non -heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person’s primary language.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for enrollment and/or participation is not means tested. Consumers self-report income status.
Menu Planning and Analysis	The development of a menu cycle that adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers’ physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.

Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (CCR Title 22 Sec. 7630)
Nutrition Education Session	An intervention targeting participants and caregivers that uses information dissemination, instruction, or training with the intent to support food, nutrition, and physical activity choices and behaviors (related to nutritional status) in order to maintain or improve health and address nutrition-related conditions. Content is consistent with the DGA; accurate, culturally sensitive, regionally appropriate, and considers personal preferences; and overseen by a registered dietitian. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.

SF-HSA	Human Services Agency of the City and County of San Francisco.
Socially Isolated	Having few social relationships and few people to interact with regularly.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9</i>).
Unduplicated Consumer (UDC)	An individual who participates in congregate nutrition services and their participation is reflected in CA-GetCare by the grantee.

III. Target Populations

This program is designed to serve all ethnicities and populations, with focused expertise to promote unique cultural needs which have been identified as demonstrating the greatest economic and social need:

- Persons with low income
- Persons who are socially isolated
- Persons with limited English- speaking proficiency
- Persons from communities of color
- Persons who identify as LGBTQ+
- Persons at risk of institutionalization

IV. Eligibility for Services

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

V. Location and Time of Services

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

VI. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA, and DAS OCP.
2. Grantee will provide congregate nutrition services for adults with disabilities. The provision of services will include the following:
 - i. Enrollment of consumers in the program and the provision of congregate meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
 - ii. Provision of congregate meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs.
 - iii. Annual nutrition screenings for each consumer and documentation of individual responses in CA-GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
3. Grantee will post at each meal site a notice that informs consumers about the suggested voluntary contribution for a meal and a guest fee for individuals who are not eligible to enroll as a consumer in congregate nutrition services. The grantee's board of directors must approve the suggested contribution and guest fee per meal. The grantee will ensure its policy and procedures for the suggested meal contribution and guest fee comply with DAS OCP policy memoranda.
4. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
 - i. Submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding menu analysis. The registered dietitian (RD) on staff or consultant RD must participate in menu planning and complete the corresponding nutrient analysis. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
 - ii. Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
 - iii. Provide a nutrition education session at least once per quarter and a minimum of four (4) times during the fiscal year to consumers participating in services. The grantee may deliver a session in person or via video, audio, online, or the distribution of hardcopy materials. The grantee must report nutrition education sessions in CA-GetCare and include the estimated number of participants.

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

contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services

VII. Service Objectives

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

Table A	FY 21/22	Modification	Revised FY 21/22	FY 22/23	Modification	Revised FY 22/23	FY 23/24	Modification	Revised FY 23/24	FY 24/25	Modification	Revised FY 24/25
Number of Unduplicated Consumers (UDC)	8	0	8	8	1	9	8	1	9	8	1	9
Number of Meals	2,346	+607	2,953	1,420	+848	2,268	1,420	+848	2,268	1,420	+848	2,268

VIII. Outcome Objectives

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

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

IX. Reporting and Other Requirements

1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers using the DAS OCP approved congregate intake form, which includes the annual nutrition risk screening and the food security screening, into the CA-GetCare database in accordance to DAS OCP policy memorandum.
2. Grantee will enter into the CA-GetCare Service Unit section all service objectives by the 5th working day of the month for the preceding month.

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

Name	Address	Phone
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805

Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-647-5353
OMI Senior Center	65 Beverly St, San Francisco, 94132	415-334-5558
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415.404.2938
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Downtown SF Senior Center	481 O'Farrell St, San Francisco, 94102	415-202-2982
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
South Sunset Activity Center	2601 40th Ave, San Francisco, 94116	415-566-2845
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990
Independent Living Resource Center San Francisco	825 Howard Street, San Francisco, 94103	415 543-6222
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700

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

Tiffany Dang
 Nutritionist
 DAS OCP
 email: Tiffany.Dang@sfgov.org

and

Tara Alvarez
 Contract Manager
 HSA OCM

email: Tara.Alvarez@sfgov.org

I. Monitoring Activities

1. Nutrition Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.

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

HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM

Name												
Russian American Community Services												
(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>												
If modification, Effective Date of Mod. 12/7/22 No. of Mod. 2												
Program: Congregate meals for () older adults or (x) adults with disabilities												
Budget Reference Page No.(s)												
Program Term	FY 21/22	FY 22/23	Modification 12/2/22-6/30/23	Total FY 22/23	FY 23/24	Modification FY 23/24	Total FY 23/24	FY 24/25	Modification FY 24/25	Total FY 24/25	Total	cost/meal
Annual # Meals Contracted	2,953	1,420	848	2,268	1,420	848	2,268	1,420	848	2,268	6,606	
DAS Expenditures												
Salaries & Benefits	\$10,550	\$7,027		\$7,027	\$7,027		\$7,027	\$7,027		\$7,027	\$31,631	\$4.79
Operating Expenses	\$12,806	\$3,998	\$7,899	\$11,897	\$3,998	\$7,899	\$11,897	\$3,998	\$7,899	\$11,897	\$48,497	\$7.34
Subtotal	\$23,356	\$11,025	\$7,899	\$18,924	\$11,025	\$7,899	\$18,924	\$11,025	\$7,899	\$18,924	\$80,128	\$12.13
Indirect Percentage (%)	6.00%	2.15%	6.00%	3.70%	2.15%	6.00%	3.70%	2.15%	6.00%	3.70%	4.35%	
Indirect Cost	\$1,417	\$236	\$473	\$709	\$236	\$473	\$709	\$236	\$473	\$709	\$3,544	\$0.54
Capital/Subcontractor Expenditures	\$257										\$257	\$0.04
Total DAS Expenditures	\$25,030	\$11,261	\$8,372	\$19,633	\$11,261	\$8,372	\$19,633	\$11,261	\$8,372	\$19,633	\$83,929	\$12.70
Non DAS Expenditures												
Salaries & Benefits												
Operating Expenses												
Capital/Subcontractor Expenditures												
NCOA Expenditures												
Total Non DAS Expenditures												
TOTAL DAS AND NON DAS EXPENDITURES	\$25,030	\$11,261	\$8,372	\$19,633	\$11,261	\$8,372	\$19,633	\$11,261	\$8,372	\$19,633	\$83,929	\$12.70
DAS Revenues												
Meals - General Fund	\$17,043	\$11,261		\$11,261	\$11,261		\$11,261	\$11,261		\$11,261	\$50,826	\$7.69
CODB 21/22	\$686		\$686	\$686		\$686	\$686		\$686	\$686	\$2,744	
OTO - Supplies	\$257										\$257	
OTO - Meals	\$7,044										\$7,044	\$1.07
Ongoing Mayor's Funding for Meals			\$7,208	\$7,208		\$7,208	\$7,208		\$7,208	\$7,208	\$21,624	\$3.27
CODB 22/23			\$478	\$478		\$478	\$478		\$478	\$478	\$1,434	
Total DAS Revenue	\$25,030	\$11,261	\$8,372	\$19,633	\$11,261	\$8,372	\$19,633	\$11,261	\$8,372	\$19,633	\$83,929	\$12.70
PER MEAL COST, DAS	\$8.39	\$7.93		\$8.66	\$7.93		\$8.66	\$7.93		\$8.66		
PER MEAL COST (with NCOA), DAS	\$8.48	\$7.93		\$8.66	\$7.93		\$8.66	\$7.93		\$8.66		
Non DAS Revenues												
Project Income												
Agency Cash- Fundraising												
Agency In-kind Volunteer												
Total Non DAS Revenue												
PER MEAL COST (with NCOA), Non DAS												
TOTAL DAS AND NON DAS REVENUE	\$25,030	\$11,261	\$8,372	\$19,633	\$11,261	\$8,372	\$19,633	\$11,261	\$8,372	\$19,633	\$83,929	\$12.70
PER MEAL COST (with NCOA), Total	\$8.48	\$7.93		\$8.66	\$7.93		\$8.66	\$7.93		\$8.66		
Full Time Equivalent (FTE)	0.16	0.16			0.16			0.16			0.66	
Prepared by:												
HSA-CO Review Signature:												
HSA #1												
	11/11/2022											

Program: Congregate meals for () older adults or (x) adults with disabilities
 Russian American Community Services

Appendix B-2, Page 2
 Document Date: November 11, 2022

		\$35,600		16%		Salaries & Benefits Detail																			
		Agency Totals		HSA Program		FY 21/22		FY 22/23		Modification		Total		FY 23/24		Modification		Total		FY 24/25		Modification		Total	
Position Title	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Total
Substitute kitchen labor	\$35,600	0.16	100.00%	0.16	\$8,776	\$5,869																			\$26,383
Totals	\$35,600	0.16	100.00%	0.16	\$8,776	\$5,869																			\$26,383
Fringe Benefits Rate	20.00%																								
Employee Fringe Benefits	\$7,120				\$1,774	\$1,158																			\$5,248
Total DAS Salaries and Benefits	\$42,720				\$10,550	\$7,027																			\$31,631
Non DAS Salaries & Benefits		Agency Totals		HSA Program		FY 22/23		12/22-6/30/23		FY 22/23		FY 23/24		FY 23/24		FY 23/24		FY 24/25		FY 24/25		FY 24/25		Total	
Position Title	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Totals																									
Fringe Benefits Rate																									
Employee Fringe Benefits																									
Total Non DAS Salaries and Benefits																									
Total DAS and Non DAS Salaries and Benefits	\$42,720					\$7,027																			\$21,081

HSA #2

10/28/2016

Program: Congregate meals for () older adults or (x) adults with disabilities
 Russian American Community Services

Appendix B-2, Page 3
 Document Date: November 11, 2022

Operating Expense Detail												
	FY 21/22	FY 22/23	Modification 12/2/22-6/30/23	Total FY 22/23	FY 23/24	Modification FY 23/24	Total FY 24/25	FY 24/25	Modification FY 24/25	Total FY24/25	Total	
Annual # Meals Contracted	2,946	1,420	848	2,268	1,420	848	2,268	1,420	848	2,268	8,224	
DAS Operating Expenses												
<u>Expenditure Category</u>												
Rental of Property												
Utilities (Elec, Water, Gas, Phone, Garbage)	\$3,189										\$3,189	
Office Supplies, Postage												
Building Maintenance Supplies and Repair												
Printing and Reproduction												
Insurance	\$780										\$780	
Staff Training												
Staff Travel-(Local & Out of Town)												
Rental of Equipment												
<u>Food Cost</u>												
	FY 21-4	FY 22-25										
Raw Food <i>per meal</i>	\$2.51	#####		\$7,404	\$3,458	\$6,784	10,242	\$3,458	\$6,784	10,242	\$38,130	
Cong Food Svc Supplies <i>per meal</i>	\$0.49	#####		\$1,433	\$540	\$1,115	1,655	\$540	\$1,115	1,655	\$6,398	
Catered Meals <i>per meal</i>												
Total DAS Operating Expenses	\$12,806	\$3,998		\$7,899	\$11,897	\$3,998	\$7,899	\$11,897	\$3,998	\$7,899	\$48,497	
Non DAS Operating Expenses												
<u>Expenditure Category</u>												
Rental of Property												
Utilities (Elec, Water, Gas, Phone, Garbage)												
Office Supplies, Postage												
Building Maintenance Supplies and Repair												
Printing and Reproduction												
Insurance												
Staff Training												
Staff Travel-(Local & Out of Town)												
Rental of Equipment												
<u>Food Cost</u>												
Raw Food <i>per meal</i>												
Cong Food Svc Supplies <i>per meal</i>												
Catered Meals <i>per meal</i>												
Total Non DAS Operating Expenses												
Total DAS and Non DAS Operating Expenses	\$12,806	\$3,998		\$3,998	\$3,998		\$3,998	\$3,998		\$3,998	\$24,800	
HSA #3												

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

Appendix B-2, Page 4

Russian American Community Services

Document Date: November 11, 2022

Capital & Subcontractor Expenditure Detail

DAS Capital Expenditure

<u>Equipment/Supplies</u>	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
	\$257				\$257
Total Equipment Cost	\$257				\$257
<u>Remodeling</u>		FY 22/23	FY 23/24	FY 24/25	Total
Total Remodeling Cost					
<u>Subcontractor</u>		FY 22/23	FY 23/24	FY 24/25	Total
Total Subcontractor Cost					
Total DAS Capital & Subcontractor Expenditure					\$257

Non DAS Capital Expenditure

<u>Equipment (Qty)</u>		FY 22/23	FY 23/24	FY 24/25	Total
Total Equipment Cost					
<u>Remodeling</u>		FY 22/23	FY 23/24	FY 24/25	Total
Total Remodeling Cost					
<u>Subcontractor</u>		FY 22/23	FY 23/24	FY 24/25	Total
Total Subcontractor Cost					
Total Non DAS Capital & Subcontractor Expenditure					

Total DAS and Non DAS Capital & Subcontractor Expenditure					
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HSA #4 **10/25/2016**

Appendix A-1 – Services to be Provided
Russian American Community Services
Home-Delivered Nutrition Services for Older Adults

July 1, 2021 - June 30, 2025

I. Purpose

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

II. Definitions

Grantee	Russian American Community Services
Adult with a Disability	A person 18-59 years of age living with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging

CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov/vi/home/documents/DetermineNutritionChecklist.pdf
DGA/ Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)

Home-Delivered Nutrition Services/HDM Nutrition Services	The procurement, preparation, transporting and delivery of meals that meet nutrition requirements to eligible consumers who are homebound by reason of illness, disability, or are otherwise isolated, and have no safe, healthy alternative for meals. Home-delivered nutrition services also include initial assessments, annual assessments, and reassessments of consumer eligibility, nutrition education, health promotion, and nutrition risk screening.
HDM Nutrition Services Assessment (Initial and Annual)	An assessment conducted by a qualified staff member in the home of an individual within two weeks of beginning meal service and annually thereafter that documents the need for service and the type of meal appropriate for the participant in their living environment. The assessment covers physiological, socioeconomic, and psychological factors including acute or chronic disease, syndromes or conditions, family/support system and functional ability including activities of daily living (ADL) and instrumental activities of daily living (IADL) which contribute to an individual's need for meals and other related services. (CCR Title 22 Sec. 7638.3)
LGBTQ+	An acronym/term used to refer to persons who self-identify as non -heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for program enrollment and participation is not means tested. Consumers self-report income status.
Menu Planning and Nutrient Analysis	The development of a menu cycle that adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)

Modified Diet	A menu approved by a registered dietitian (RD) that meets the current DGA and adjusts the typical home-delivered meal components to control the intake of certain foods, food textures, and/or nutrients to meet the dietary needs of individuals. Examples include, but are not limited to, low sodium diet, diabetic diet, and mechanical soft diets.
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (CCR Title 22 Sec. 7630)
Nutrition Education Session	An intervention targeting participants and caregivers that uses information dissemination, instruction, or training with the intent to support food, nutrition, and physical activity choices and behaviors (related to nutritional status) in order to maintain or improve health and address nutrition-related conditions. Content is consistent with the DGA; accurate, culturally sensitive, regionally appropriate, and considers personal preferences; and overseen by a registered dietitian. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)

Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
OCNP	Older Californians Nutrition Program (previously known as Elderly Nutrition Program, ENP) - Title III C1 and C2. A program that provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and is provided in accordance with the provision of CCR Title 22, Chapter 4, Article 5, Sec. 7630.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term “senior”.
Reassessment	A reassessment conducted quarterly by qualified staff that documents the need for service. Such reassessment shall be done in the home of the participant at least every six months. (CCR Title 22 Sec. 7638.3) Initial and annual assessments count towards the quarterly reassessment requirement.
Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years of age or older, used interchangeably with the term “older adult”.
SF-HSA	Human Services Agency of the City and County of San Francisco.
Socially Isolated	Having few social relationships and few people to interact with regularly.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9</i>).

Unduplicated Consumer (UDC)	An individual who receives home-delivered nutrition services and their participation is reflected in CA-GetCare by the grantee.
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III. Target Populations

This program is designed to serve all ethnicities and populations, with focused expertise to promote unique cultural needs which have been identified as demonstrating the greatest economic and social need:

- Persons with low income
- Persons who are socially isolated
- Persons with limited English- Speaking proficiency
- Persons from communities of color
- Persons who identify as LGBTQ+
- Persons at risk of institutionalization

IV. Eligibility for Services

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

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

Grantee shall give priority to an eligible older adult.

V. Location and Time of Services

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

VI. Description of Services and Program Requirements

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

- i. Enrollment of consumers in home-delivered nutrition services and the delivery of meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
 - ii. Provision of home-delivered meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs. Meals offered may be hot, chilled, or frozen, and be regular or modified meals as approved by DAS OCP.
 - iii. Annual nutrition screenings for each consumer and documentation of individual responses in CA-GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
3. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
- i. Submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding menu analysis. The registered dietitian (RD) on staff or consultant RD must participate in menu planning and complete the corresponding nutrient analysis. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
 - ii. Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
 - iii. Provide a nutrition education session at least once per quarter and a minimum of four (4) times during the fiscal year to consumers participating in services. The grantee may deliver a session in person or via video, audio, online, or the distribution of hardcopy materials. The grantee must report nutrition education sessions in CA-GetCare and include the estimated number of participants.
 - iv. Conduct end-of-route home-delivered meal temperature checks every other week per route to ensure the meals maintain temperatures that meet food safety standards during the timeframe of the route. The grantee will document, and keep on file the temperatures for quarterly review by the registered dietitian.
 - v. Monitor the food safety and sanitation of the HDM routes including but not limited to the packing, transporting, and delivery of meals. A qualified staff member, trained by a food safety manager or RD, may monitor routes, and document and submit the results to the agency within two weeks of the monitoring. The grantee will monitor each HDM route, at minimum, two (2) times per year.

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

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

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

VII. Service Objectives

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

Table A	FY 21/22	Modification 1	Revised FY 21/22	FY 22/23	Modification	Revised FY 22/23	FY 23/24	Modification	Revised FY 23/24	FY 24/25	Modification	Revised FY 24/25
Number of Unduplicated Consumers (UDC)	160	0	160	160	0	160	160	0	160	160	0	160
Number of Meals	38,325	+3,315	41,640	36,162	+5,488	41,650	36,162	+5,488	41,650	36,162	+5,488	41,650

VIII. Outcome Objectives

1. Consumers report increased consumption of fruits, vegetables, and/or whole grains. Target: 75%.

2. Consumers feel less worried about getting enough food to meet their needs. Target: 85%.
3. Consumers rate the quality of meals they received as excellent or good. Target: 85%.

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

IX. Reporting and Other Requirements

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

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

Name	Address	Phone
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-647-5353
OMI Senior Center	65 Beverly St, San Francisco, 94132	415-334-5558
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415.404.2938
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Downtown SF Senior Center	481 O’Farrell St, San Francisco, 94102	415-202-2982
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
South Sunset Activity Center	2601 40th Ave, San Francisco, 94116	415-566-2845
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990
Independent Living Resource Center San Francisco	825 Howard Street, San Francisco, 94103	415 543-6222
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700

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

Tiffany Dang
 Nutritionist
 DAS OCP
 email: Tiffany.Dang@sfgov.org

and

Tara Alvarez
 Contract Manager
 HSA OCM
 email: Tara.Alvarez@sfgov.org

X. Monitoring Activities

1. Nutrition Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP-funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.
2. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Name												
Russian American Community Services												
(Check One) New ___ Renewal ___ Modification ___ X ___												
If modification, Effective Date of Mod. 12/2/22 No. of Mod. 1												
Program: Home-delivered meals for (x) older adults, () adults with disabilities or () emergency												
Budget Reference Page No.(s)												
0.0568 435248												
Program Term	FY 21/22	FY 22/23	12/22-6/30/23	FY 22/23	FY 23/24	FY 23/24	FY 23/24	FY 24/25	FY 24/25	FY 24/25	Total	cost/meal
Annual # Meals Contracted	41,640	36,162	5,488	41,650	36,162	5,488	41,650	36,162	5,488	41,650	147,181	
DAS Expenditures												
Salaries & Benefits	\$224,759	\$215,764	\$21,600	\$237,364	\$215,764	\$21,600	\$237,364	\$215,764	\$21,600	\$237,364	\$936,851	6.37
Operating Expenses	\$89,285	\$71,916	\$20,595	\$92,511	\$71,916	\$20,595	\$92,511	\$71,916	\$20,595	\$92,511	\$366,818	2.49
Subtotal	\$314,044	\$287,680	\$42,195	\$329,875	\$287,680	\$42,195	\$329,875	\$287,680	\$42,195	\$329,875	\$1,303,669	8.86
Indirect Percentage (%)	6.00%	0.97%	37.00%	5.75%	0.97%	37.00%	5.68%	0.97%	37.00%	5.68%	\$0	
Indirect Cost	\$19,174	\$2,792	\$15,951	\$18,743	\$2,792	\$15,951	\$18,743	\$2,792	\$15,951	\$18,743	\$75,403	51%
Capital/Subcontractor Expenditures	\$5,526		\$37,880	\$37,880							\$43,406	29%
NCQA Expenditures	\$48,750	\$45,000	\$3,750	\$48,750	\$45,000	\$3,750	\$48,750	\$45,000	\$3,750	\$48,750	\$195,000	1.32
Total DAS Expenditures	\$387,494	\$335,472	\$99,776	\$435,248	\$335,472	\$61,896	\$397,368	\$335,472	\$61,896	\$397,368	\$1,617,478	10.99
Non DAS Expenditures												
Salaries & Benefits	\$7,280	\$7,280		\$7,280	\$7,280		\$7,280	\$7,280		\$7,280	\$29,120	0.20
Operating Expenses	\$105,242	\$95,648		\$102,891	\$95,648		\$102,891	\$95,648		\$102,891	\$413,915	2.81
Capital/Subcontractor Expenditures												
NCQA Expenditures												
Total Non DAS Expenditures	\$112,522	\$102,928		\$110,171	\$102,928		\$110,171	\$102,928		\$110,171	\$443,035	3.01
TOTAL DAS AND NON DAS EXPENDITURES	\$500,016	\$438,400	\$99,776	\$545,419	\$438,400	\$61,896	\$507,539	\$438,400	\$61,896	\$507,539	\$2,060,513	14.00
DAS Revenues												
Meals - General Fund	\$287,438	\$271,215		\$271,215	\$271,215		\$271,215	\$271,215		\$271,215	\$1,101,083	7.48
CODB 20/21	\$9,486	\$9,486		\$9,486	\$9,486		\$9,486	\$9,486		\$9,486	\$37,944	
CODB 21/22	\$9,771	\$9,771		\$9,771	\$9,771		\$9,771	\$9,771		\$9,771	\$39,084	
OTO - Supplies	\$5,526										\$5,526	
OTO - Meals	\$26,523										\$26,523	
NCQA Fund	\$48,750	\$45,000		\$45,000	\$45,000		\$45,000	\$45,000		\$45,000	\$183,750	
CODB 22/23			\$13,419	\$13,419		\$13,419	\$13,419		\$13,419	\$13,419	\$40,257	
Ongoing Mayor's Funding for Meals			\$44,727	\$44,727		\$44,727	\$44,727		\$44,727	\$44,727	\$134,181	
CDA Infrastructure			\$37,880	\$37,880							\$37,880	
Ongoing Mayor's Funding for NCQA			\$3,750	\$3,750		\$3,750	\$3,750		\$3,750	\$3,750	\$11,250	
Total DAS Revenue	\$387,494	\$335,472	\$99,776	\$435,248	\$335,472	\$61,896	\$397,368	\$335,472	\$61,896	\$397,368	\$1,617,478	10.99
PER MEAL COST, DAS	\$8.00	\$8.03		\$8.37	\$8.03		\$8.37	\$8.03		\$8.37		
PER MEAL COST (with NCQA), DAS	\$9.31	\$9.28		\$10.45	\$9.28		\$9.54	\$9.28		\$9.54		
Non DAS Revenues												
Project Income	\$49,674	\$43,394	\$5,488	\$48,882	\$43,394	\$5,488	\$48,882	\$43,394	\$5,488	\$48,882	\$196,320	1.33
Agency Cash- Fundraising	\$43,508	\$47,497	(\$5,488)	\$42,009	\$47,497	(\$5,488)	\$42,009	\$47,497	(\$5,488)	\$42,009	\$169,595	1.15
Agency In-kind Volunteer	\$7,280	\$7,280		\$7,280	\$7,280		\$7,280	\$7,280		\$7,280	\$29,120	0.20
In-kind rent	\$12,000	\$12,000		\$12,000	\$12,000		\$12,000	\$12,000		\$12,000	\$48,000	33%
NCQA Revenue												
Total Non DAS Revenue	\$112,522	\$110,171		\$110,171	\$110,171		\$110,171	\$110,171		\$110,171	\$443,035	3.01
PER MEAL COST (with NCQA), Non DAS	\$2.70	\$3.05		\$2.65	\$2.65		\$2.65	\$2.65		\$2.65		
TOTAL DAS AND NON DAS REVENUE	\$500,016	\$445,643		\$545,419	\$445,643		\$507,539	\$445,643		\$507,539	\$2,060,513	14.00
PER MEAL COST (with NCQA), Total	\$12.01	\$12.33		\$13.10	\$9.28		\$12.19	\$9.28		\$12.19		
Full Time Equivalent (FTE)												
Prepared by:												
HSA-CO Review Signature:												Date: 11/11/2022
HSA #1												

Program: Home-delivered meals for (x) older adults, () adults with disabilities or () emergency
Russian American Community Services

Salaries & Benefits Detail																	
DAS Salaries & Benefits	Agency Totals		HSA Program		FY 21/22	FY 22/23		Modification	Total	FY 23/24	Modification	Total	FY 24/25	Modification	Total	Total	
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE				12/2/22-6/30/23	FY 22/23		FY 23/24	FY 23/24	FY 23/24	FY 24/25	FY 24/25	FY 24/25	Budgeted Salary
Executive Director	\$82,476	0.22	100.00%	0.22	\$18,557	\$18,557		\$18,557	\$18,557	\$18,557		\$18,557	\$18,557		\$18,557	\$18,557	\$74,228
Outreach Manager	\$72,000	0.25	100.00%	0.25				\$18,000	\$18,000		\$18,000	\$18,000		\$18,000	\$18,000	\$18,000	\$54,000
Cook I	\$53,244	0.50	100.00%	0.50	\$26,622	\$26,622		\$26,622	\$26,622	\$26,622		\$26,622	\$26,622		\$26,622	\$26,622	\$106,488
Cook II	\$40,716	0.47	100.00%	0.47	\$19,340	\$19,340		\$19,340	\$19,340	\$19,340		\$19,340	\$19,340		\$19,340	\$19,340	\$77,360
Cook III	\$40,716	0.31	100.00%	0.31	\$12,724	\$12,724		\$12,724	\$12,724	\$12,724		\$12,724	\$12,724		\$12,724	\$12,724	\$50,896
Kitchen aide	\$35,464	0.12	100.00%	0.12	\$4,307	\$4,307		\$4,307	\$4,307	\$4,307		\$4,307	\$4,307		\$4,307	\$4,307	\$17,228
Dish Washer	\$36,541	0.44	100.00%	0.44	\$15,987	\$15,987		\$15,987	\$15,987	\$15,987		\$15,987	\$15,987		\$15,987	\$15,987	\$63,948
Program Coordinator/ Assmnts	\$53,248	0.13	100.00%	0.13	\$6,656	\$6,656		\$6,656	\$6,656	\$6,656		\$6,656	\$6,656		\$6,656	\$6,656	\$26,624
Drivers 1	\$38,628	0.84	100.00%	0.84	\$32,351	\$32,351		\$32,351	\$32,351	\$32,351		\$32,351	\$32,351		\$32,351	\$32,351	\$129,404
Drivers 2	\$38,628	0.84	100.00%	0.84	\$32,351	\$32,351		\$32,351	\$32,351	\$32,351		\$32,351	\$32,351		\$32,351	\$32,351	\$129,404
Route Coordinator/ Data Entry	\$39,673	0.27	100.00%	0.27	\$10,910	\$10,910	\$0	\$10,910	\$10,910	\$10,910		\$10,910	\$10,910		\$10,910	\$10,910	\$43,640
Totals	\$531,334		1100.00%	4.40	\$179,805	\$179,805		\$179,805	\$179,805	\$179,805		\$179,805	\$179,805		\$179,805	\$179,805	\$773,220
Fringe Benefits Rate	20.00%					18,705											
Employee Fringe Benefits	\$106,267				\$44,954	\$35,959		\$35,959	\$3,600	\$39,559	\$35,959	\$3,600	\$39,559	\$35,959	\$3,600	\$39,559	\$163,631
Total DAS Salaries and Benefits	\$637,601				\$224,759	\$215,764		\$215,764	\$21,600	\$237,364	\$215,764	\$21,600	\$237,364	\$215,764	\$21,600	\$237,364	\$936,851
Non DAS Salaries & Benefits	Agency Totals		HSA Program		FY 21/22	FY 22/23	FY 22/23	Modification	FY22/23	FY 23/24	Modification	FY 23/24	FY 24/25	Modification	FY 24/25	Total	
Position Title	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE												Budgeted Salary	
kitchen volunteers	29,120	0.25	100.00%	0.25	\$7,280	\$7,280		\$7,280	\$7,280	\$7,280		\$7,280	\$7,280		\$7,280	\$29,120	
Totals	\$29,120	0.25	100.00%	0.25	\$7,280	\$7,280		\$7,280	\$7,280	\$7,280		\$7,280	\$7,280		\$7,280	\$29,120	
Fringe Benefits Rate																	
Employee Fringe Benefits																	
Total Non DAS Salaries and Benefits	\$29,120				\$7,280	\$7,280		\$7,280	\$7,280	\$7,280		\$7,280	\$7,280		\$7,280	\$29,120	
Total DAS and Non DAS Salaries and Benefits	\$666,721				\$232,039	\$223,044		\$223,044	\$21,600	\$244,644	\$223,044	\$21,600	\$244,644	\$223,044	\$21,600	\$244,644	\$965,971
HSA #2																10/26/2016	

Russian American Community Services

Capital & Subcontractor Expenditure Detail

DAS Capital Expenditure		Modification		Total			
<u>Equipment/Supplies</u>	FY 21/22	FY 22/23	12/2/22-6/30/23	FY 22/23	FY 23/24	FY 24/25	Total
	\$5,526						\$5,526
CDA infrastructure- Delivery Vehicle			\$31,000	\$31,000			\$31,000
CDA infrastructure- Dishwashing Machine			\$2,150	\$2,150			\$2,150
CDA Infrastructure- Refrigerator, Reach In			\$860	\$860			\$860
CDA Infrastructure- Refuse/ Garbage Closure Replacement			\$3,870	\$3,870			\$3,870
Total Equipment Cost	\$5,526		\$37,880	\$37,880			\$43,406
Remodeling		FY 22/23	Modification	FY 22/23	FY 23/24	FY 24/25	Total
Total Remodeling Cost							
Subcontractor		FY 22/23	Modification	FY 22/23	FY 23/24	FY 24/25	Total
Total Subcontractor Cost							
Total DAS Capital & Subcontractor Expenditure	\$5,526		\$37,880	\$37,880			\$43,406
Non DAS Capital Expenditure		FY 22/23	Modification	FY 22/23	FY 23/24	FY 24/25	Total
<u>Equipment (Qty)</u>							
Total Equipment Cost							
Remodeling		FY 22/23	Modification	FY 22/23	FY 23/24	FY 24/25	Total
Total Remodeling Cost							
Subcontractor		FY 22/23	Modification	FY 22/23	FY 23/24	FY 24/25	Total
Total Subcontractor Cost							
Total Non DAS Capital & Subcontractor Expenditure							
Total DAS and Non DAS Capital & Subcontractor Expenditure							\$43,406
HSA #4							10/25/2016

Program: Home-delivered meals for (x) older adults, () adults with disabilities or () emergency

Russian American Community Services

NCQA Expenditure Detail												
DAS NCQA Expenditure	Unit price	Unit	FY 21/22	FY 22/23	Modification		Total		Modification		Total	
					12/2/22-6/30/23	FY 22/23	FY 23/24	FY 23/24	FY 23/24	FY 24/25	FY 24/25	Total
Menu planning and nutrition analysis	\$700.00 /set	2.00	\$1,400	\$1,400		\$1,400	\$1,400		\$1,400	\$1,400	\$1,400	\$5,600
Kitchen and food service monitoring	\$600.00	2.00	\$1,200	\$1,200		\$1,200	\$1,200		\$1,200	\$1,200	\$1,200	\$4,800
HDM Route Monitoring	\$350.00 /route	4.00	\$1,400	\$1,400		\$1,400	\$1,400		\$1,400	\$1,400	\$1,400	\$5,600
Nutrition education	\$150.00	4.00	\$600	\$600		\$600	\$600		\$600	\$600	\$600	\$2,400
Nutrition counseling (optional)		/hour										
In-service training	\$100.00 /training	4.00	\$400	\$400		\$400	\$400		\$400	\$400	\$400	\$1,600
HDM Assessment for ENP/C2 nutrition program (Initial and annual)	\$250.00 /assessment	160.00	\$40,000	\$40,000		\$40,000	\$40,000		\$40,000	\$40,000	\$40,000	\$160,000
HDM Assessment for ENP/C2 nutrition program (Initial and annual)	\$250.00 /assessment	15.00	\$3,750		\$3,750	\$3,750		\$3,750	\$3,750		\$3,750	\$15,000
Total DAS NCQA Expenditure			\$48,750	\$45,000		\$48,750	\$45,000		\$48,750	\$45,000	\$48,750	\$195,000
1/0/00												
Non DAS NCQA Expenditure	Unit price	Unit		FY 22/23	Modification	FY 22/23	3/18/51	Modification	FY 23/24	FY 23/25		Total
Menu planning and nutrition analysis	/set											
Kitchen and food service monitoring												
HDM Route Monitoring	/route						\$18,705		\$18,705			\$18,705
Nutrition education												
Nutrition counseling (optional)	/hour											
In-service training	/training											
HDM Assessment for ENP/C2 nutrition program (Initial and annual)	/assessment											
Annual Assessment for HDM program for Adults with Disabilities (optional)	/annual assessment											
Total Non DAS NCQA Expenditure							\$18,705		\$18,705			\$18,705
Total DAS and Non DAS NCQA Expenditure			\$48,750	\$45,000		\$48,750	\$63,705		\$67,455	\$45,000	\$3,750	\$213,705
HSA #4												10/25/2016

**Appendix A2 - Services to be Provided
Self Help for the Elderly
Congregate Nutrition Services for Older Adults**

**July 1, 2021 – June 30, 2025
Modification: December 7, 2022**

I. Purpose

The purpose of this grant is to provide congregate nutrition services for older adults living in the City and County of San Francisco. Congregate nutrition services include the provision of nutritious meals, nutrition education, and nutrition risk screening.

Congregate nutrition services support individuals to live independently in their own homes and communities, help ensure health and well-being through improved nutrition and reduced isolation, and serve as an access point for other home and community-based services.

II. Definitions

Grantee	Self Help for the Elderly
Adult with a Disability	A person 18-59 years of age living with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging

CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
Congregate Nutrition Services	The procurement, preparation, transporting and serving of meals that meet nutrition requirements to eligible consumers in a group setting. Congregate nutrition services also include nutrition education, health promotion, and nutrition risk screening.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov/vi/home/documents/DetermineNutritionChecklist.pdf
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)

HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)
LGBTQ+	An acronym/term used to refer to persons who self-identify as non -heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for enrollment and/or participation is not means tested. Consumers self-report income status.
Menu Planning and Analysis	The development of a menu cycle that adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (CCR Title 22 Sec. 7630)

Nutrition Education Session	An intervention targeting participants and caregivers that uses information dissemination, instruction, or training with the intent to support food, nutrition, and physical activity choices and behaviors (related to nutritional status) in order to maintain or improve health and address nutrition-related conditions. Content is consistent with the DGA; accurate, culturally sensitive, regionally appropriate, and considers personal preferences; and overseen by a registered dietitian. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
OCNP	Older Californians Nutrition Program (previously known as Elderly Nutrition Program, ENP) - Title III C1 and C2. A program that provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and is provided in accordance with the provision of CCR Title 22, Chapter 4, Article 5, Sec. 7630.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term “senior”.

Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years of age or older; used interchangeably with the term “older adult”.
SF-HSA	Human Services Agency of the City and County of San Francisco.
Socially Isolated	Having few social relationships and few people to interact with regularly.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9</i>).
Unduplicated Consumer (UDC)	An individual who participates in congregate nutrition services and their participation is reflected in CA-GetCare by the grantee.

III. Target Populations

This program is designed to serve all ethnicities and populations, with focused expertise to promote unique cultural needs, which have been identified as demonstrating the greatest economic and social need:

- Persons with low income
- Persons who are socially isolated
- Persons with limited English- speaking proficiency
- Persons from communities of color
- Persons who identify as LGBTQ+
- Persons at risk of institutionalization

IV. Eligibility for Services

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

V. Location and Time of Services

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

VI. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA OCNP, and DAS OCP.
2. Grantee will provide congregate nutrition services for older adults. The provision of services will include the following:
 - i. Enrollment of consumers in the program and the provision of congregate meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
 - ii. Provision of congregate meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs.
 - iii. Annual nutrition screenings for each consumer and documentation of individual responses in CA-GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
3. Grantee will post at each meal site a notice that informs consumers about the suggested voluntary contribution for a meal and a guest fee for individuals who are not eligible to enroll as a consumer in congregate nutrition services. The grantee's board of directors must approve the suggested contribution and guest fee per meal.

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

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

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

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

VII. Service Objectives

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

Table A	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	5,700	5,500	5,500	5,500
Modification 1	550	0	0	0
Modification 2	0	0	0	0
Revised	6,250	5,500	5,500	5,500
Modification 3		0	0	0
Revised UDC		5,500	5,500	5,500
Number of Meals (UOS)	340,000	254,834	254,834	254,834
Modification 1	+52,290	0	0	0
Modification 2	+9,193	0	0	0
Revised	401,453	254,834	254,834	254,834
Modification 3		+33,824	+21,358	+21,358
Revised UOS		288,658	276,192	276,192

VIII. Outcome Objectives

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

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

IX. Reporting and Other Requirements

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

11. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
12. Grantee will assure that services delivered are consistent with professional standards for this service.
13. Pursuant to California Department of Aging Requirement, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
14. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies “Focal Points” which are designed to help older adults and adults with disabilities connect to services throughout the City. These Focal Points are:

Name	Address	Phone
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-647-5353
OMI Senior Center	65 Beverly St, San Francisco, 94132	415-334-5558
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415.404.2938
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Downtown SF Senior Center	481 O’Farrell St, San Francisco, 94102	415-202-2982
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
South Sunset Activity Center	2601 40th Ave, San Francisco, 94116	415-566-2845
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990
Independent Living Resource Center San Francisco	825 Howard Street, San Francisco, 94103	415 543-6222
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700

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

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

and

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

X. Monitoring Activities

1. Nutrition Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.

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

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Name												cost/meal
SELF-HELP FOR THE ELDERLY												
(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>												
If modification, Effective Date of Mod. No. of Mod. 4												
Program: Congregate meals for (x) older adults or () adults with disabilities												
Budget Reference Page No.(s)												
Program Term	Budget FY21/22	Budget FY22/23	Modification	Revised FY22/23	Budget FY23/24	Modification	Revised FY23/24	Budget FY24/25	Modification	Revised FY24/25	Total	
Annual # Meals Contracted	401,453	254,834	33,824	288,658	254,834	21,358	276,192	254,834	21,358	276,192	1,242,495	
DAS Expenditures												
Salaries & Benefits	\$866,855	\$690,034	\$47,342	\$737,376	\$690,034	\$11,635	\$701,669	\$690,034	\$11,635	\$701,669	\$3,007,569	\$2
Operating Expenses	\$2,115,277	\$1,237,052	\$296,537	\$1,533,589	\$1,237,052	\$234,212	\$1,471,264	\$1,237,052	\$234,212	\$1,471,264	\$6,591,394	\$5
Subtotal	\$2,982,132	\$1,927,086	\$343,879	\$2,270,965	\$1,927,086	\$245,847	\$2,172,933	\$1,927,086	\$245,847	\$2,172,933	\$9,598,963	\$8
Indirect Percentage (%)		10.00%		10.00%			10.00%			10.00%		
Indirect Cost	\$299,786	\$192,708	\$34,388	\$227,096	\$192,708	\$24,585	\$217,293	\$192,708	\$24,585	\$217,293	\$961,468	\$1
Capital/Subcontractor Expenditures	\$139,700		\$11,600	\$11,600							\$151,300	\$0
NCQA Expenditures	\$22,343	\$22,343		\$22,343	\$22,343		\$22,343	\$22,343		\$22,343	\$89,372	\$0
Total DAS Expenditures	\$3,443,961	\$2,142,137	\$389,867	\$2,532,004	\$2,142,137	\$270,432	\$2,412,569	\$2,142,137	\$270,432	\$2,412,569	\$10,801,103	\$9
Non DAS Expenditures												
Salaries & Benefits	\$113,147	\$283,411	(\$124,385)	\$159,026	\$283,411	(\$154,519)	\$128,893	\$283,411	(\$154,519)	\$128,893	\$529,959	\$0
Operating Expenses	\$340,000	\$323,422	\$213,748	\$537,170	\$323,422	\$195,786	\$519,208	\$323,422	\$195,786	\$519,208	\$1,915,586	\$2
Capital/Subcontractor Expenditures												
NCQA Expenditures												
Total Non DAS Expenditures	\$453,147	\$606,833	\$89,363	\$696,196	\$606,833	\$41,268	\$648,101	\$606,833	\$41,268	\$648,101	\$2,445,545	\$2
TOTAL DAS AND NON DAS EXPENDITURES	\$3,897,108	\$2,748,970	\$479,230	\$3,228,200	\$2,748,970	\$311,700	\$3,060,670	\$2,748,970	\$311,700	\$3,060,670	\$13,246,648	\$11
DAS Revenues												
Meals- General Fund	\$2,635,000	\$1,974,964		\$1,974,964	\$1,974,964		\$1,974,964	\$1,974,964		\$1,974,964	\$8,559,892	\$7
Meals- State Fund												
Meals- Federal Fund												
CODBc21/22	\$122,312	\$122,312		\$122,312	\$122,312		\$122,312	\$122,312		\$122,312	\$489,248	\$0
MCO 21/22	\$22,518	\$22,518		\$22,518	\$22,518		\$22,518	\$22,518		\$22,518	\$90,072	\$0
OTO 3/4/22 (51,000 Meals)	\$417,180										\$417,180	
OTO 3/4/22 Others	\$19,700										\$19,700	
OTO D7 (1,290 Meals & Center Maint)	\$30,000										\$30,000	\$0
OTO Meals 6/17/2022	\$174,908										\$174,908	
CODB FY21/22 4%			\$85,686	\$85,686		\$85,686	\$85,686		\$85,686	\$85,686	\$257,058	
Add-On Meals			\$292,581	\$292,581		\$184,746	\$184,746		\$184,746	\$184,746	\$662,073	
OTO FY 21/22			\$11,600	\$11,600							\$11,600	
NCQA Fund	\$22,343	\$22,343		\$22,343	\$22,343		\$22,343	\$22,343		\$22,343	\$89,372	\$0
Total DAS Revenue	\$3,443,961	\$2,142,137	\$389,867	\$2,532,004	\$2,142,137	\$270,432	\$2,412,569	\$2,142,137	\$270,432	\$2,412,569	\$10,801,103	\$9
PER MEAL COST, DAS	\$8.18	\$8.32	\$11.18	\$8.65	\$8.32	\$12.66	\$8.65	\$8.32	\$12.66	\$8.65	\$8.62	
PER MEAL COST (with NCQA), DAS	\$8.58	\$8.41	\$11.53	\$8.77	\$8.41	\$12.66	\$8.74	\$8.41	\$12.66	\$8.74	\$8.69	
Non DAS Revenues												
Project Income	\$141,224	\$254,834	(\$168,237)	\$86,597	\$254,834	(\$171,976)	\$82,858	\$254,834	(\$171,976)	\$82,858	\$393,537	\$0
Agency Cash- Fundraising	\$311,923	\$351,999	\$257,600	\$609,599	\$351,999	\$213,244	\$565,243	\$351,999	\$213,244	\$565,243	\$2,052,008	\$2
Agency In-kind Volunteer	\$527,936	\$527,936		\$527,936	\$527,936		\$527,936	\$527,936		\$527,936	\$2,111,744	\$2

NCQA Revenue												
Total Non DAS Revenue	\$981,083	\$1,134,769	\$89,363	\$1,224,132	\$1,134,769	\$41,268	\$1,176,037	\$1,134,769	\$41,268	\$1,176,037	\$4,557,289	\$4
<i>PER MEAL COST, Non DAS</i>	\$2.44	\$4.45	\$2.64	\$4.24	\$4.45	\$1.93	\$4.26	\$4.45	\$1.93	\$4.26	\$3.67	
<i>PER MEAL COST (with NCQA), Non DAS</i>	\$2.44	\$4.45	\$2.64	\$4.24	\$4.45	\$1.93	\$4.26	\$4.45	\$1.93	\$4.26	\$3.67	
TOTAL DAS AND NON DAS REVENUE	\$4,425,044	\$3,276,906	\$479,230	\$3,756,136	\$3,276,906	\$311,700	\$3,588,606	\$3,276,906	\$311,700	\$3,588,606	\$15,358,392	\$12
<i>PER MEAL COST, Total</i>	\$10.62	\$12.77	\$13.82	\$12.89	\$12.77	\$14.59	\$12.91	\$12.77	\$14.59	\$12.91	\$12.29	
<i>PER MEAL COST (with NCQA), Total</i>	\$11.02	\$12.86	\$14.17	\$13.01	\$12.86	\$14.59	\$13.00	\$12.86	\$14.59	\$13.00	\$12.36	
Full Time Equivalent (FTE)												220.00
Prepared by: Leny Nair												Date: 11/14/2022
HSA-CO Review Signature:												
HSA #1												10/25/2016

Program: Congregate meals for (x) older adults or () adults with disabilities (Same as Line 11 on HSA #1)											Appendix B2, Page 3 Document Date: 11/14/2022
Operating Expense Detail											
Annual # Meals Contracted	Mod FY 21/22	Mod FY 22/23	Modification	Mod FY 22/23	Mod FY 23/24	Modification	Mod FY 23/24	Mod FY 24/25	Modification	Mod FY 24/25	Total
	401,453	254,834	33,824	288,658	254,834	21,358	276,192	254,834	21,358	276,192	1,242,495
DAS Operating Expenses											
Expenditure Category											
Rental of Property	\$32,045	\$10,000		\$10,000	\$10,000		\$10,000	\$10,000		\$10,000	\$62,045
Utilities (Elec. Water, Gas, Phone, Garbage)	\$12,110	\$1,746		\$1,746	\$1,746		\$1,746	\$1,746		\$1,746	\$17,348
Office Supplies, Postage	\$2,500	\$2,725		\$2,725	\$2,725		\$2,725	\$2,725		\$2,725	\$10,675
Building Maintenance Supplies and Repair	\$13,000	\$13,000		\$13,000	\$13,000		\$13,000	\$13,000		\$13,000	\$52,000
Printing and Reproduction											
Insurance	\$10,000	\$10,000		\$10,000	\$10,000		\$10,000	\$10,000		\$10,000	\$40,000
Staff Training											
Staff Travel-(Local & Out of Town)											
Rental of Equipment											
Food Cost											
Raw Food <i>per meal ##### #</i>	\$49,274	\$30,580		\$30,580	\$30,580		\$30,580	\$30,580		\$30,580	\$141,014
Cong Food Svc Supplies <i>per meal ##### #</i>	\$34,132	\$19,748		\$19,748	\$19,748		\$19,748	\$19,748		\$19,748	\$93,376
Catered Meals <i>per meal ##### #</i>	\$1,959,216	\$1,146,753	\$296,537	\$1,443,290	\$1,146,753	\$234,212	\$1,380,965	\$1,146,753	\$234,212	\$1,380,965	\$6,164,436
Consultant											
Consultant A											
Other											
Vehicle Expenses	\$3,000	\$2,500		\$2,500	\$2,500		\$2,500	\$2,500		\$2,500	\$10,500
Total DAS Operating Expenses											
	\$2,115,277	\$1,237,052	\$296,537	\$1,533,589	\$1,237,052	\$234,212	\$1,471,264	\$1,237,052	\$234,212	\$1,471,264	\$6,591,394
Non DAS Operating Expenses											
Expenditure Category											
Rental of Property	\$53,700	\$75,980		\$75,980	\$75,980		\$75,980	\$75,980		\$75,980	\$281,640
Utilities (Elec. Water, Gas, Phone, Garbage)	\$45,000	\$45,000		\$45,000	\$45,000		\$45,000	\$45,000		\$45,000	\$180,000
Office Supplies, Postage	\$2,500	\$2,500	(\$2,000)	\$500	\$2,500		\$2,500	\$2,500		\$2,500	\$8,000
Building Maintenance Supplies and Repair	\$20,000	\$12,000	\$5,000	\$17,000	\$12,000		\$12,000	\$12,000		\$12,000	\$61,000
Printing and Reproduction	\$1,000	\$500		\$500	\$500		\$500	\$500		\$500	\$2,500
Insurance	\$10,000	\$10,000		\$10,000	\$10,000		\$10,000	\$10,000		\$10,000	\$40,000
Staff Training	\$500	\$500		\$500	\$500		\$500	\$500		\$500	\$2,000
Staff Travel-(Local & Out of Town)	\$2,000	\$2,000		\$2,000	\$2,000		\$2,000	\$2,000		\$2,000	\$8,000
Rental of Equipment	\$4,000	\$4,000		\$4,000	\$4,000		\$4,000	\$4,000		\$4,000	\$16,000
Food Cost											
Raw Food <i>per meal ##### #</i>	\$47,075	\$30,580	\$24,265	\$54,845	\$30,580	\$21,894	\$52,474	\$30,580	\$21,894	\$52,474	\$206,868
Cong Food Svc Supplies <i>per meal ##### #</i>	\$86,304	\$7,645	\$67,406	\$75,051	\$7,645	\$64,165	\$71,810	\$7,645	\$64,165	\$71,810	\$304,975
Catered Meals <i>per meal ##### #</i>	\$54,921	\$127,417	\$89,077	\$216,494	\$127,417	\$79,727	\$207,144	\$127,417	\$79,727	\$207,144	\$685,703
Consultant											
Consultant A											
Other											
Recruitment Expense	\$2,000	\$2,000		\$2,000	\$2,000		\$2,000	\$2,000		\$2,000	\$8,000
Taxes & Licenses	\$1,000	\$600		\$600	\$600		\$600	\$600		\$600	\$2,800
Office Furniture	\$1,500										\$1,500
Membership & Dues	\$500	\$200		\$200	\$200		\$200	\$200		\$200	\$1,100
Vehicle Expenses	\$8,000	\$2,500	\$4,000	\$6,500	\$2,500	\$4,000	\$6,500	\$2,500	\$4,000	\$6,500	\$27,500
Vehicle Reps & Maintenance			\$15,000	\$15,000		\$15,000	\$15,000		\$15,000	\$15,000	\$45,000
Auto Insurance			\$11,000	\$11,000		\$11,000	\$11,000		\$11,000	\$11,000	\$33,000
Total Non DAS Operating Expenses											
	\$340,000	\$323,422	\$213,748	\$537,170	\$323,422	\$195,786	\$519,208	\$323,422	\$195,786	\$519,208	\$1,915,586
Total DAS and Non DAS Operating Expenses											
	\$2,455,277	\$1,560,474	\$510,285	\$2,070,759	\$1,560,474	\$429,998	\$1,990,472	\$1,560,474	\$429,998	\$1,990,472	\$8,506,980
HSA #3											10/25/2016

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

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 Document Date: 11/14/2022

Capital & Subcontractor Expenditure Detail

DAS Capital Expenditure

Equipment (Qty)	FY 21/22	Adjustment	Mod FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Desktops 2 x 50%	\$2,400		\$2,400				\$2,400
Monitors 2 x 50%	\$600		\$600				\$600
Laptops 3 x 60%	\$6,000		\$6,000				\$6,000
Heated Cabinet (Warmer) 3 x 33%	\$4,000		\$4,000				\$4,000
Utility Carts 6 x 80%	\$2,400		\$2,400				\$2,400
Filing Cabinet (steel) 4 x 67&	\$2,800		\$2,800				\$2,800
Reception/Office Desk 1 x 25%	\$1,500		\$1,500				\$1,500
Steam Table				\$3,000			
Cabinet (holding/Hot)				\$8,600			
Total Equipment Cost	\$19,700		\$19,700	\$11,600			\$31,300

Remodeling

	FY 21/22			FY 22/23	FY 23/24	FY 24/25	Total
Replace Carpet and lightings	\$20,000		\$20,000				\$20,000
Total Remodeling Cost	\$20,000		\$20,000				\$20,000

Subcontractor/Others

	FY 21/22			FY 22/23	FY 23/24	FY 24/25	Total
One Time Rate Increase of \$0.24/meal in FY 21/22 to compensate for significantly reduced project income.		\$100,000	\$100,000				\$100,000
Total Subcontractor/OTHERS Cost		\$100,000	\$100,000				\$100,000

Total DAS Capital & Subcontractor Expenditure	\$39,700	\$100,000	\$139,700	\$11,600			\$151,300
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Non DAS Capital Expenditure

Equipment (Qty)	FY 21/22			FY 22/23	FY 23/24	FY 24/25	Total
Total Equipment Cost							

Remodeling

	FY 21/22			FY 22/23	FY 23/24	FY 24/25	Total
Total Remodeling Cost							

Subcontractor

	FY 21/22			FY 22/23	FY 23/24	FY 24/25	Total
Total Subcontractor Cost							

Total Non DAS Capital & Subcontractor Expenditure							
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Total DAS and Non DAS Capital & Subcontractor Expenditure	\$39,700	\$100,000	\$139,700	\$11,600			\$151,300
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HSA #4

10/25/2016

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

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 Document Date: 11/14/2022

NCQA Expenditure Detail

DAS NCQA Expenditure	Unit price	Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Menu planning and nutrition analysis	\$728.02 /set	2.00	\$1,456	\$1,456	\$1,456	\$1,456	\$5,824
Kitchen and food service monitoring	\$623.48	4.00	\$2,494	\$2,494	\$2,494	\$2,494	\$9,976
Congregate site monitoring	\$286.64	44.00	\$12,612	\$12,612	\$12,612	\$12,612	\$50,448
Nutrition education	\$100.85	44.00	\$4,437	\$4,437	\$4,437	\$4,437	\$17,748
Nutrition counseling (optional)	/hour						
In-service training	\$112.00 /training	12.00	\$1,344	\$1,344	\$1,344	\$1,344	\$5,376
Total DAS NCQA Expenditure			\$22,343	\$22,343	\$22,343	\$22,343	\$89,372

Non DAS NCQA Expenditure	Unit price	Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Menu planning and nutrition analysis	/set	2.00					
Kitchen and food service monitoring		4.00					
Congregate site monitoring		44.00					
Nutrition education		44.00					
Nutrition counseling (optional)	/hour						
In-service training	/training	12.00					
Total Non DAS NCQA Expenditure							

Total DAS and Non DAS NCQA Expenditure			\$22,343	\$22,343	\$22,343	\$22,343	\$89,372
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HSA #4

10/25/2016

**Appendix A-2 – Services to be Provided
Self Help for the Elderly
Home-Delivered Nutrition Services for Older Adults**

July 1, 2021 - June 30, 2025

I. Purpose

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

II. Definitions

Grantee	Self Help for the Elderly
Adult with a Disability	A person 18-59 years of age living with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation

Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov/vi/home/documents/DetermineNutritionChecklist.pdf
DGA/ Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)

Home-Delivered Nutrition Services/HDM Nutrition Services	The procurement, preparation, transporting and delivery of meals that meet nutrition requirements to eligible consumers who are homebound by reason of illness, disability, or are otherwise isolated, and have no safe, healthy alternative for meals. Home-delivered nutrition services also include initial assessments, annual assessments, and reassessments of consumer eligibility, nutrition education, health promotion, and nutrition risk screening.
HDM Nutrition Services Assessment (Initial and Annual)	An assessment conducted by a qualified staff member in the home of an individual within two weeks of beginning meal service and annually thereafter that documents the need for service and the type of meal appropriate for the participant in their living environment. The assessment covers physiological, socioeconomic, and psychological factors including acute or chronic disease, syndromes or conditions, family/support system and functional ability including activities of daily living (ADL) and instrumental activities of daily living (IADL) which contribute to an individual's need for meals and other related services. (CCR Title 22 Sec. 7638.3)
LGBTQ+	An acronym/term used to refer to persons who self-identify as non - heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for program enrollment and participation is not means tested. Consumers self-report income status.
Menu Planning and Nutrient Analysis	The development of a menu cycle that adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)

Modified Diet	A menu approved by a registered dietitian (RD) that meets the current DGA and adjusts the typical home-delivered meal components to control the intake of certain foods, food textures, and/or nutrients to meet the dietary needs of individuals. Examples include, but are not limited to, low sodium diet, diabetic diet, and mechanical soft diets.
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (CCR Title 22 Sec. 7630)
Nutrition Education Session	An intervention targeting participants and caregivers that uses information dissemination, instruction, or training with the intent to support food, nutrition, and physical activity choices and behaviors (related to nutritional status) in order to maintain or improve health and address nutrition-related conditions. Content is consistent with the DGA; accurate, culturally sensitive, regionally appropriate, and considers personal preferences; and overseen by a registered dietitian. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)

Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
OCNP	Older Californians Nutrition Program (previously known as Elderly Nutrition Program, ENP) - Title III C1 and C2. A program that provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and is provided in accordance with the provision of CCR Title 22, Chapter 4, Article 5, Sec. 7630.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term “senior”.
Reassessment	A reassessment conducted quarterly by qualified staff that documents the need for service. Such reassessment shall be done in the home of the participant at least every six months. (CCR Title 22 Sec. 7638.3) Initial and annual assessments count towards the quarterly reassessment requirement.
Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years of age or older, used interchangeably with the term “older adult”.
SF-HSA	Human Services Agency of the City and County of San Francisco.
Socially Isolated	Having few social relationships and few people to interact with regularly.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9</i>).
Unduplicated Consumer (UDC)	An individual who receives home-delivered nutrition services and their participation is reflected in CA-GetCare by the grantee.

III. Target Populations

This program is designed to serve all ethnicities and populations, with focused expertise to promote unique cultural needs which have been identified as demonstrating the greatest economic and social need:

- Persons with low income
- Persons who are socially isolated
- Persons with limited English- Speaking proficiency
- Persons from communities of color
- Persons who identify as LGBTQ+
- Persons at risk of institutionalization

IV. Eligibility for Services

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

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

Grantee shall give priority to an eligible older adult.

V. Location and Time of Services

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

VI. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA OCNP, and DAS OCP. Policies and procedures shall also include consumer assessment and reassessment guidelines.
2. Grantee will provide home-delivered nutrition services for older adults and individuals who are determined eligible by the grantee. The provision of services will include the following:
 - i. Enrollment of consumers in home-delivered nutrition services and the delivery of meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.

- ii. Provision of home-delivered meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs. Meals offered may be hot, chilled, or frozen, and be regular or modified meals as approved by DAS OCP.
 - iii. Annual nutrition screenings for each consumer and documentation of individual responses in CA-GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
 3. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
 - i. Submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding menu analysis. The registered dietitian (RD) on staff or consultant RD must participate in menu planning and complete the corresponding nutrient analysis. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
 - ii. Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
 - iii. Provide a nutrition education session at least once per quarter and a minimum of four (4) times during the fiscal year to consumers participating in services. The grantee may deliver a session in person or via video, audio, online, or the distribution of hardcopy materials. The grantee must report nutrition education sessions in CA-GetCare and include the estimated number of participants.
 - iv. Conduct end-of-route home-delivered meal temperature checks every other week per route to ensure the meals maintain temperatures that meet food safety standards during the timeframe of the route. The grantee will document, and keep on file the temperatures for quarterly review by the registered dietitian.
 - v. Monitor the food safety and sanitation of the HDM routes including but not limited to the packing, transporting, and delivery of meals. A qualified staff member, trained by a food safety manager or RD, may monitor routes, and document and submit the results to the agency within two weeks of the monitoring. The grantee will monitor each HDM route, at minimum, two (2) times per year.
 - vi. Conduct and document an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four times during the fiscal year. The RD on staff or consultant RD must conduct and document the results of the HACCP safety and sanitation monitoring.

- HACCP monitoring must also include, but is not limited to the review of HDM route temperature checks and monitoring reports.
- vii. Provide orientation and training to all new staff, paid and volunteers, to perform their assigned responsibilities and tasks as described in the CCR Title 22 Regulations Sec. 7636.5. Training, at a minimum, shall include:
 - (1) Food safety, prevention of foodborne illness, and HACCP principles.
 - (2) Accident prevention, instruction on fire safety, first aid, choking, earthquake preparedness, and other emergency procedures.
 - viii. In-service for nutrition program staff (e.g. food service and delivery workers) is provided at minimum once per quarter and four (4) times annually as described in the CCR-Title 22 Regulations Sec. 7636.5 and DAS OCP policy memoranda. The grantee will also document, schedule, and conduct in-service trainings in a timely manner when there are monitoring findings. A registered dietitian (RD) must review and approve an annual in-service training plan and the training curriculum for nutrition program staff.
 - ix. Conduct initial in-home assessments by qualified staff to evaluate a consumer's eligibility for program enrollment within two weeks of starting meal service. During the assessment, the grantee will provide participants with a welcome packet and program information as described in DAS OCP policy memoranda. The welcome packet will include at minimum, the following information: a meal delivery schedule, sample menu, written instructions for handling and reheating meals, voluntary contribution policy and collection procedures, directions on how to request a change in meal delivery, grievance policy, and information on how to request assistance, if needed. The welcome packet at minimum must be available in the language of the majority of the program participants.
 - x. Conduct in-home assessments annually to evaluate a consumer's eligibility for continued program enrollment. Qualified staff must complete the annual assessment, document the need for service, and evaluate function and ability as described in DAS OCP policy memoranda.
 - xi. Conduct quarterly reassessments to determine a consumer's eligibility for continued program enrollment. The grantee shall conduct quarterly reassessments as described in DAS OCP policy memoranda. The grantee must conduct at least one quarterly assessment in the home of the consumer. A trained HDM program driver or volunteer may complete a quarterly reassessment in person or by phone.
4. Grantee will ensure the suggested voluntary contribution per meal complies with DAS OCP policy memoranda including an approval by the grantee's board of directors.
 5. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15 each grant year or on a mutually agreed upon date between OCP and the grantee. At minimum, the completed number of surveys shall be a sample size of at least forty percent (40%) of the enrolled unduplicated consumer.
 6. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the nutrition program. The grantee will

ensure the manager on staff possesses a food safety manager certification and has the required qualifications as described in CCR Title 22 Sec. 7636.3 and DAS OCP policy memoranda.

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

VII. Service Objectives

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

Table A	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	486	371	371	371
Modification 1	494	276	276	276
Modification 2	0	0	0	0
Modification 3		+405	+106	+106
Revised UDC	980	1,052	753	753
Number of Meals	146,000	111,361	111,361	111,361
Modification 1	70,361	36,818	36,818	36,818
Modification 2	-2,953			
Modification 3		+92,971	+23,320	+23,320
Revised Number of Meals	213,408	241,150	171,499	171,499

VIII. Outcome Objectives

1. Consumers report increased consumption of fruits, vegetables, and/or whole grains. Target: 75%.

2. Consumers feel less worried about getting enough food to meet their needs. Target: 85%.
3. Consumers rate the quality of meals they received as excellent or good. Target: 85%.

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

IX. Reporting and Other Requirements

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

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

Name	Address	Phone
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-647-5353
OMI Senior Center	65 Beverly St, San Francisco, 94132	415-334-5558
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415.404.2938
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Downtown SF Senior Center	481 O’Farrell St, San Francisco, 94102	415-202-2982
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
South Sunset Activity Center	2601 40th Ave, San Francisco, 94116	415-566-2845
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990
Independent Living Resource Center San Francisco	825 Howard Street, San Francisco, 94103	415 543-6222
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700

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

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

and

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

X. Monitoring Activities

1. Nutrition Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant

records are collected and maintained; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP-funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.

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

HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM

Appendix B2 Page 1 11/21/2022

Name												cost/meal
SELF-HELP FOR THE ELDERLY												
(Check One) New ___ Renewal ___ Modification <u>X</u> ___												
If modification, Effective Date of Mod. No. of Mod. 3												
Program: Home-delivered meals for (X) older adults, () adults with disabilities or () emergency												
Budget Reference Page No.(s)												
Program Term	BUDGET FY 21/22	BUDGET FY 22/23	Modifications FY 22/23	Revised FY 22/23	BUDGET FY 23/24	Modifications FY 23/24	Revised FY 23/24	BUDGET FY 24/25	Modifications FY 24/25	Revised FY 24/25	Total	
Annual # Meals Contracted	213,408	148,179	92,971	241,150	148,179	23,320	171,499	148,179	23,320	171,499	797,556	
DAS Expenditures												
Salaries & Benefits	\$583,185	\$478,655	\$140,214	\$618,869	\$478,655	\$129,783	\$608,438	\$478,655	\$129,783	\$608,438	\$2,418,930	\$3
Operating Expenses	\$1,026,628	\$658,873	\$626,916	\$1,285,789	\$658,873	\$111,420	\$770,293	\$658,873	\$111,420	\$770,293	\$3,853,003	\$5
Subtotal	\$1,609,813	\$1,137,528	\$767,130	\$1,904,658	\$1,137,528	\$241,203	\$1,378,731	\$1,137,528	\$241,203	\$1,378,731	\$6,271,933	\$8
Indirect Percentage (%)											10.00%	
Indirect Cost	\$160,981	\$113,752	\$76,713	\$190,465	\$113,752	\$24,120	\$137,872	\$113,752	\$24,120	\$137,872	\$627,190	\$1
Capital/Subcontractor Expenditures	\$456,528	\$174,300	\$179,000	\$353,300	\$174,300	\$68,651	\$211,980	\$174,300	\$68,651	\$211,980	\$809,828	\$1
NCOA Expenditures	\$246,177	\$143,329	\$145,530	\$288,859	\$143,329	\$68,651	\$211,980	\$143,329	\$68,651	\$211,980	\$958,998	\$1
Total DAS Expenditures	\$2,473,499	\$1,568,909	\$1,168,373	\$2,737,282	\$1,394,609	\$333,974	\$1,728,583	\$1,394,609	\$333,974	\$1,728,583	\$8,667,947	\$11
Non DAS Expenditures												
Salaries & Benefits	\$277,719	\$315,032	\$337,735	\$652,767	\$315,032	\$361,490	\$676,522	\$315,032	\$361,490	\$676,522	\$2,283,530	\$3
Operating Expenses	\$267,995	\$289,641	\$3,200	\$292,841	\$311,868	\$141,166	\$453,034	\$335,576	\$117,458	\$453,034	\$1,466,904	\$2
Capital/Subcontractor Expenditures												
NCOA Expenditures												
Total Non DAS Expenditures	\$545,714	\$604,673	\$340,935	\$945,608	\$626,900	\$502,656	\$1,129,556	\$650,608	\$478,948	\$1,129,556	\$3,750,434	\$5
TOTAL DAS AND NON DAS EXPEDITURES	\$3,019,213	\$2,173,582	\$1,509,308	\$3,682,890	\$2,021,509	\$836,630	\$2,858,139	\$2,045,217	\$812,922	\$2,858,139	\$12,418,381	\$16
DAS Revenues												
Meals- General Fund	\$1,117,210	\$870,843		\$870,843	\$870,843		\$870,843	\$870,843		\$870,843	\$3,729,739	\$5
Meals- State Fund												
Meals- Federal Fund												
OTO	\$100,000										\$100,000	\$0
CODB 21/22	\$61,994	\$61,994		\$61,994	\$61,994		\$61,994	\$61,994		\$61,994	\$247,976	
MCO 21/22	\$7,697	\$7,697		\$7,697	\$7,697		\$7,697	\$7,697		\$7,697	\$30,788	
Dignity Fund & Allocation Plan 21/22	\$252,000	\$252,000		\$252,000	\$252,000		\$252,000	\$252,000		\$252,000	\$1,008,000	\$1
OTO Meals FY 21/22	\$331,893										\$331,893	
OTO 3/17/22	\$199,656	\$174,300		\$174,300							\$373,956	
Additional Meals FY22/23-FY24-25		\$58,746		\$58,746	\$58,746		\$58,746	\$58,746		\$58,746	\$176,238	
OTO 6.24.22	\$156,872										\$156,872	\$0
NCOA Fund	\$246,177	\$143,329		\$143,329	\$143,329		\$143,329	\$143,329		\$143,329	\$676,164	\$1
CODB 4% FY22-23			\$59,168	\$59,168		\$59,168	\$59,168		\$59,168	\$59,168	\$177,504	
Additional Meals FY22/23			\$784,675	\$784,675		\$206,155	\$206,155		\$206,155	\$206,155	\$1,196,985	
NCOA Additional Funding FY 22/23			\$145,530	\$145,530		\$68,651	\$68,651		\$68,651	\$68,651	\$282,832	
OTO FY 22/23			\$179,000	\$179,000							\$179,000	
Total DAS Revenue	\$2,473,499	\$1,568,909	\$1,168,373	\$2,737,282	\$1,394,609	\$333,974	\$1,728,583	\$1,394,609	\$333,974	\$1,728,583	\$8,667,947	\$11
PER MEAL COST, DAS	\$8.30	\$8.44	\$9.08	\$8.69	\$8.44	\$11.38	\$8.84	\$8.44	\$11.38	\$8.84	\$9.32	
PER MEAL COST (with NCOA), DAS	\$11.59	\$10.59	\$12.57	\$11.35	\$9.41	\$14.32	\$10.08	\$9.41	\$14.32	\$10.08	\$10.87	
Non DAS Revenues												
Project Income	\$35,272	\$28,344	(\$11,128)	\$17,216	\$28,344	(\$7,764)	\$20,580	\$28,344	(\$7,777)	\$20,567	\$93,635	\$0
Agency Cash- Fundraising	\$510,442	\$576,329	\$352,063	\$928,392	\$598,556	\$510,420	\$1,108,976	\$608,214	\$500,775	\$1,108,989	\$3,656,799	\$5
Agency In-kind Volunteer												
NCOA Revenue												
Total Non DAS Revenue	\$545,714	\$604,673	\$340,935	\$945,608	\$626,900	\$502,656	\$1,129,556	\$636,558	\$492,998	\$1,129,556	\$3,750,434	\$5
PER MEAL COST, Non DAS	\$3	\$4	\$4	\$4	\$4	\$22	\$7	\$4	\$21	\$7	\$5	
PER MEAL COST (with NCOA), Non DAS	\$3	\$4	\$4	\$4	\$4	\$22	\$7	\$4	\$21	\$7	\$5	
TOTAL DAS AND NON DAS REVENUE	\$3,019,213	\$2,173,582	\$1,509,308	\$3,682,890	\$2,021,509	\$836,630	\$2,858,139	\$2,031,167	\$826,972	\$2,858,139	\$12,418,381	\$16
PER MEAL COST, Total											\$14	
PER MEAL COST (with NCOA), Total											\$16	
Full Time Equivalent (FTE)											274.00	
Prepared by: Leny Nair												Date: 11/16//2022
HSA-CO Review Signature:												
HSA #1												10/25/2016

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

Salaries & Benefits Detail

DAS Salaries & Benefits		Agency Totals		HSA Program		FY 21/22	FY 22/23	Modification	Revised Budgeted Salary	FY 23/24	Modification	Revised Budgeted Salary	FY 24/25	Modification	Revised Budgeted Salary	Total
		Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	FY 22/23	FY 22/23	FY 23/24	FY 23/24	FY 23/24	FY 23/24	FY 24/25	FY 24/25	FY 23/24
Position Title	Name							Adjustment	Revised Budgeted Salary	Budgeted Salary	Adjustment	Revised Budgeted Salary	Budgeted Salary	Adjustment	Revised Budgeted Salary	Budgeted Salary
Nutrition Director	Alex Tan	\$99,201	1.00	7.00%	0.07	\$10,118	\$10,118	(\$3,197)	\$6,921	\$10,118	(\$3,197)	\$6,921	\$10,118	(\$3,197)	\$6,921	\$30,881
Contracts Manager	Fred Wong	\$62,395	1.00	40.00%	0.40	\$2,999	\$2,999	\$21,821	\$24,820	\$2,999	\$21,821	\$24,820	\$2,999	\$21,821	\$24,820	\$77,459
Community Outreach Worker	Thomas Chak	\$45,760	1.00			\$9,152	\$9,152	(\$9,152)	\$9,152	\$9,152	(\$9,152)	\$9,152	\$9,152	(\$9,152)	\$9,152	\$9,152
HDM Coordinator	Stephen Ngan	\$53,040	1.00	92.00%	0.92	\$2,496	\$2,496	\$46,311	\$48,807	\$2,496	\$46,311	\$48,807	\$2,496	\$46,311	\$48,807	\$148,917
HDM Supervisor	Yemei Lu	\$42,994	1.00	91.00%	0.91	\$25,532	\$25,532	\$13,472	\$39,004	\$25,532	\$13,472	\$39,004	\$25,532	\$13,472	\$39,004	\$142,544
Nutrition Manager	Tiffany Wong	\$87,135	1.00	13.00%	0.13	\$18,128	\$18,128	(\$6,795)	\$11,333	\$18,128	(\$6,795)	\$11,333	\$18,128	(\$6,795)	\$11,333	\$52,127
Transportation Dispatcher	Albert Wong	\$50,710	1.00	61.00%	0.61	\$17,438	\$17,438	\$13,500	\$30,938	\$17,438	\$13,500	\$30,938	\$17,438	\$13,500	\$30,938	\$110,252
HDM Driver	Jianwei Ye	\$45,760	1.00	77.00%	0.77	\$29,640	\$29,640	\$5,552	\$35,192	\$29,640	\$5,552	\$35,192	\$29,640	\$5,552	\$35,192	\$135,216
HDM Program Assistant	Ju Bin Xiao	\$47,840	1.00	1.00%	0.01	\$45,032	\$45,032	\$2,808	\$47,840	\$45,032	\$2,808	\$47,840	\$45,032	\$2,808	\$47,840	\$188,552
HDM Driver	Fu Tak Ho	\$38,480	1.00	50.00%	0.50	\$38,480	\$38,480	(\$19,300)	\$19,180	\$38,480		\$38,480	\$38,480		\$38,480	\$134,620
HDM Driver	Ping Hui	\$40,560	1.00	47.00%	0.47	\$19,240	\$19,240		\$19,240	\$19,240		\$19,240	\$19,240		\$19,240	\$76,960
HDM Driver	Qihui Li	\$39,520	1.00	48.00%	0.48	\$19,240	\$19,240	(\$430)	\$18,810	\$19,240	(\$430)	\$18,810	\$19,240	(\$430)	\$18,810	\$75,670
HDM Driver	Sieu The Luong	\$38,480	1.00	47.00%	0.47	\$18,200	\$18,200		\$18,200	\$18,200		\$18,200	\$18,200		\$18,200	\$72,800
HDM Driver	Wayland Leung	\$38,480	1.00	40.00%	0.40	\$18,200	\$18,200	(\$2,744)	\$15,456	\$18,200	(\$2,744)	\$15,456	\$18,200	(\$2,744)	\$15,456	\$64,568
HDM Driver	Kuan Fu Lin	\$40,560	1.00	32.00%	0.32	\$19,200	\$19,200	(\$6,306)	\$12,894	\$19,200	(\$6,306)	\$12,894	\$19,200	(\$6,306)	\$12,894	\$57,882
HDM Worker	Xiaohua Li	\$35,464	1.00			\$17,732	\$17,732	(\$17,732)	\$17,732	\$17,732	(\$17,732)	\$17,732	\$17,732	(\$17,732)	\$17,732	\$17,732
HDM Worker	Yingna Chen	\$38,230	1.00	79.00%	0.79	\$17,732	\$17,732	\$12,292	\$30,024	\$17,732		\$17,732	\$17,732		\$17,732	\$83,220
HDM Worker	Jianping Dong	\$35,464	1.00			\$17,732	\$8,155	(\$8,155)	\$8,155	\$8,155	(\$8,155)	\$8,155	\$8,155	(\$8,155)	\$8,155	\$17,732
HDM Worker	Xue Qun Chen	\$35,464	1.00	2.00%	0.02	\$17,732		\$827	\$827							\$18,559
HDM Worker	Caiyi Zhao	\$35,464	1.00			\$17,732										\$17,732
HDM Worker	Wei Cheng He	\$38,230	1.00	69.00%	0.69	\$17,732		\$26,329	\$26,329		\$26,329	\$26,329		\$26,329	\$26,329	\$96,719
HDM Worker	Meixiao Zhong	\$38,230	1.00	68.00%	0.68	\$17,732		\$26,045	\$26,045		\$26,045	\$26,045		\$26,045	\$26,045	\$95,867
HDM Worker	Cai Lian Wu	\$38,230	1.00	70.00%	0.70	\$17,732		\$26,881	\$26,881		\$26,881	\$26,881		\$26,881	\$26,881	\$98,375
HDM Worker	Kam Yuen Fun	\$35,464	1.00	51.00%	0.51	\$12,058	\$12,058	\$5,907	\$17,965	\$12,058	\$5,907	\$17,965	\$12,058	\$5,907	\$17,965	\$65,953
HDM Driver	Wing Foo	\$36,400	0.75				\$26,028	(\$26,028)		\$26,028	(\$26,028)		\$26,028	(\$26,028)		
HDM Driver	GUO, ZEXIONG	\$38,230	1.00	29.00%	0.29			\$11,087	\$11,087							\$11,087
HDM Driver	LIANG, SHI TING	\$38,230	1.00	22.50%	0.23			\$8,593	\$8,593							\$8,593
Totals		\$1,214,015	26.75	1036.50%	10.37	\$447,009	\$374,800	\$121,586	\$496,386	\$374,800	\$108,087	\$482,887	\$374,800	\$108,087	\$482,887	\$1,909,169
Fringe Benefits Rate			25%				30%		25%		28%		26%			
Employee Fringe Benefits		\$303,504				\$136,176	\$103,855	\$18,628	\$122,483	\$103,855	\$21,696	\$125,551	\$103,855	\$21,696	\$125,551	\$509,761
Total DAS Salaries and Benefits		\$1,517,519				\$583,185	\$478,655	\$140,214	\$618,869	\$478,655	\$129,783	\$608,438	\$478,655	\$129,783	\$608,438	\$2,418,930
Non DAS Salaries & Benefits		Agency Totals		HSA Program		FY 21/22	FY 22/23		FY 22/23	FY 23/24		FY 23/24	FY 24/25		FY 24/25	Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Modification	Revised Budgeted Salary	Budgeted Salary	Modification	Revised Budgeted Salary	Budgeted Salary	Modification	Revised Budgeted Salary	Budgeted Salary
HDM Driver	Xiao Yan Zhu	\$38,480	1.00	83.00%	0.83	\$4,810	\$4,810	\$27,103	\$31,913	\$4,810	\$27,103	\$31,913	\$4,810	\$27,103	\$31,913	\$100,549
HDM Driver	Wing Chuen Ai	\$36,400	1.00			\$4,550	\$4,550	(\$4,550)	\$4,550	\$4,550	(\$4,550)	\$4,550	\$4,550	(\$4,550)	\$4,550	\$4,550
HDM Supervisor	Yinghua Lu	\$42,994	1.00	67.00%	0.67	\$4,550	\$4,550	\$24,171	\$28,721	\$4,550	\$24,171	\$28,721	\$4,550	\$24,171	\$28,721	\$90,713
HDM Driver	Yongwen Liang	\$36,400	1.00			\$4,550	\$4,550	(\$4,550)	\$4,550	\$4,550	(\$4,550)	\$4,550	\$4,550	(\$4,550)	\$4,550	\$4,550
HDM Driver	Ting Hou U	\$36,400	1.00			\$4,550	\$4,550	(\$4,550)	\$4,550	\$4,550	(\$4,550)	\$4,550	\$4,550	(\$4,550)	\$4,550	\$4,550
HDM Worker	Guoliang Yang	\$38,230	1.00	81.00%	0.81	\$4,433	\$4,433	\$26,721	\$31,154	\$4,433	\$26,721	\$31,154	\$4,433	\$26,721	\$31,154	\$97,895
HDM Worker	Lizhen Qu	\$39,686	1.00	52.00%	0.52	\$4,680	\$4,680	\$16,155	\$20,835	\$4,680	\$16,155	\$20,835	\$4,680	\$16,155	\$20,835	\$67,185

HDM Worker	Xiao Ling Zhu	\$39,686	1.00	65.00%	0.65	\$4,680	\$4,680	\$21,049	\$25,729	\$4,680	\$21,049	\$25,729	\$4,680	\$21,049	\$25,729	\$81,867
HDM Program Assistant	Kaixin Huang	\$41,600	1.00	99.00%	0.99	\$4,433	\$4,433	\$36,733	\$41,166	\$4,433	\$36,733	\$41,166	\$4,433	\$36,733	\$41,166	\$127,931
HDM Worker	Kam Yuen Fun	\$36,067	1.00			\$4,433	\$4,433	(\$4,433)		\$4,433	(\$4,433)		\$4,433	(\$4,433)		\$4,433
Nutrition Director	Alex Tan	\$92,700	1.00	10.00%	0.10	\$9,270	\$9,270		\$9,270	\$9,270		\$9,270	\$9,270		\$9,270	\$37,080
Contracts Manager	Fred Wong	\$59,987	1.00			\$26,999	\$26,999	(\$26,999)		\$26,999	(\$26,999)		\$26,999	(\$26,999)		\$26,999
HDM Worker	Xiaohua Li	\$36,067	1.00				\$4,433	(\$4,433)		\$4,433	(\$4,433)		\$4,433	(\$4,433)		
HDM Worker	Yingna Chen	\$36,067	1.00				\$4,433	(\$4,433)		\$4,433	(\$4,433)		\$4,433	(\$4,433)		
HDM Worker	Jiaping Dong	\$36,067	1.00			\$10,002	\$14,435	(\$14,435)		\$14,435	(\$14,435)		\$14,435	(\$14,435)		\$10,002
HDM Worker	Xue Qun Chen	\$36,067	1.00	2.00%	0.02		\$4,433	(\$3,606)	\$827	\$4,433	(\$4,433)		\$4,433	(\$4,433)		\$827
HDM Worker	Caiyi Zhao	\$36,067	1.00				\$4,433	(\$4,433)		\$4,433	(\$4,433)		\$4,433	(\$4,433)		
HDM Worker	Wei Cheng He	\$36,067	1.00				\$4,433	(\$4,433)		\$4,433	(\$4,433)		\$4,433	(\$4,433)		
HDM Worker	Meixiao Zhong	\$36,067	1.00				\$4,433	(\$4,433)		\$4,433	(\$4,433)		\$4,433	(\$4,433)		
HDM Worker	Cai Lian Wu	\$36,067	1.00				\$4,433	(\$4,433)		\$4,433	(\$4,433)		\$4,433	(\$4,433)		
HDM Program Assistant	Jun Bin Xiao	\$47,840	1.00			\$45,760	\$45,760	(\$45,760)		\$45,760	(\$45,760)		\$45,760	(\$45,760)		\$45,760
Program Coordinator	Thomas Wong	\$51,813	1.00	28.00%	0.28	\$48,880	\$48,880	(\$34,532)	\$14,348	\$48,880	(\$34,532)	\$14,348	\$48,880	(\$34,532)	\$14,348	\$91,924
HDM Worker	Carmen Cai	\$38,230	0.75	57.00%	0.43	\$27,050	\$20,288	\$1,472	\$21,760	\$20,288	\$1,472	\$21,760	\$20,288	\$1,472	\$21,760	\$92,330
HDM Worker	GUAN, HUIXIAN	\$38,230	1.00	58.00%	0.58			\$22,249	\$22,249		\$22,249	\$22,249		\$22,249	\$22,249	\$66,747
HDM Worker	HUANG, JINQUN	\$38,230	1.00	24.00%	0.24			\$9,087	\$9,087		\$9,087	\$9,087		\$9,087	\$9,087	\$27,261
HDM Worker	KUANG, XIAOHUA	\$38,230	1.00	20.00%	0.20			\$7,616	\$7,616		\$7,616	\$7,616		\$7,616	\$7,616	\$22,848
HDM Worker	LI, JUFEN	\$38,230	1.00	51.00%	0.51			\$19,685	\$19,685		\$19,685	\$19,685		\$19,685	\$19,685	\$59,055
HDM Worker	LI, WEIFENG	\$38,230	1.00	16.00%	0.16			\$6,117	\$6,117		\$6,117	\$6,117		\$6,117	\$6,117	\$18,351
HDM Worker	LI, XING CHUN	\$38,230	1.00	66.00%	0.66			\$25,420	\$25,420		\$25,420	\$25,420		\$25,420	\$25,420	\$76,260
HDM Worker	LIANG, JIECHANG	\$38,230	1.00	68.00%	0.68			\$26,164	\$26,164		\$26,164	\$26,164		\$26,164	\$26,164	\$78,492
HDM Worker	TIANG, MABEL L	\$38,230	1.00	17.00%	0.17			\$6,690	\$6,690		\$6,690	\$6,690		\$6,690	\$6,690	\$20,070
HDM Driver	XU, QINGQUAN	\$38,230	1.00	46.00%	0.46			\$17,658	\$17,658		\$17,658	\$17,658		\$17,658	\$17,658	\$52,974
HDM Driver	YU, SHAOJIAN	\$38,230	1.00	70.00%	0.70			\$26,590	\$26,590		\$26,590	\$26,590		\$26,590	\$26,590	\$79,770
HDM Driver	ZHOU, RONG	\$38,480	1.00	50.00%	0.50			\$19,300	\$19,300		\$19,300	\$19,300		\$19,300	\$19,300	\$57,900
HDM Driver	WU, HUA QIAN	\$38,230	1.00	17.00%	0.17			\$6,638	\$6,638		\$6,638	\$6,638		\$6,638	\$6,638	\$19,914
HDM Driver	WU, SHUPEI	\$40,560	1.00	38.00%	0.38			\$15,385	\$15,385		\$15,385	\$15,385		\$15,385	\$15,385	\$46,155
HDM Driver	WU, ZHAOJI	\$38,230	1.00	47.00%	0.47			\$18,016	\$18,016		\$18,016	\$18,016		\$18,016	\$18,016	\$54,048
HDM Driver	LIN, RONGDUAN	\$38,230	1.00	47.00%	0.47			\$18,126	\$18,126		\$18,126	\$18,126		\$18,126	\$18,126	\$54,378
HDM Driver	LU, ZHENJIAN	\$38,230	1.00	42.00%	0.42			\$16,064	\$16,064		\$16,064	\$16,064		\$16,064	\$16,064	\$48,192
HDM Driver	SITU, CHUMING	\$44,720	1.00	71.00%	0.71			\$31,541	\$31,541		\$31,541	\$31,541		\$31,541	\$31,541	\$94,623
HDM Driver	GUO, ZEXIONG	\$38,230	1.00								\$11,087	\$11,087		\$11,087	\$11,087	\$22,174
HDM Driver	LIANG, SHI TING	\$38,230	1.00								\$8,593	\$8,593		\$8,593	\$8,593	\$17,186
Totals		\$1,700,489	41.75	1292.00%	12.78	\$213,630	\$242,332	\$275,737	\$518,069	\$242,332	\$294,590	\$536,922	\$242,332	\$294,590	\$536,922	\$1,805,543
Fringe Benefits Rate		30.00%				30%	30%		26%	30%		26%	30%		26%	
Employee Fringe Benefits		\$510,147				\$64,089	\$72,700	\$61,998	\$134,698	\$72,700	\$66,900	\$139,600	\$72,700	\$66,900	\$139,600	\$477,987
Total Non DAS Salaries and Benefits		\$2,210,636				\$277,719	\$315,032	\$337,735	\$652,767	\$315,032	\$361,490	\$676,522	\$315,032	\$361,490	\$676,522	\$2,283,530
Total DAS and Non DAS Salaries and Benefits		\$3,728,155				\$860,904	\$793,687	\$477,949	\$1,271,636	\$793,687	\$491,273	\$1,284,960	\$793,687	\$491,273	\$1,284,960	\$4,702,460
HSA #2																10/25/2016

Program: Home-delivered meals for (X) older adults, () adults with disabilities or () emergency (Same as Line 11 on HSA #1)											Appendix B2-page 3 11/21/2022	
Operating Expense Detail												
	FY 21/22	FY 22/23	Modification FY 22/23	Revised Ops FY 22/23	FY 23/24	Modification FY 23/24	Revised Ops FY 23/24	FY 24/25	Modification FY 24/25	Revised Ops FY 24/25	Total	
Annual # Meals Contracted	213,408	148,179	92,971	241,150	148,179	23,320	171,499	148,179	23,320	171,499	797,556	
DAS Operating Expenses												
Expenditure Category												
Rental of Property	\$573	\$42,000	(\$21,000)	\$21,000	\$42,000		\$42,000	\$42,000		\$42,000	\$105,573	
Utilities (Elec, Water, Gas, Phone, Garbage)		\$486		\$486	\$486		\$486	\$486		\$486	\$1,458	
Office Supplies, Postage												
Building Maintenance Supplies and Repair												
Printing and Reproduction												
Insurance		\$4,000		\$4,000	\$4,000		\$4,000	\$4,000		\$4,000	\$12,000	
Staff Training												
Staff Travel-(Local & Out of Town)												
Rental of Equipment												
Food Cost												
Raw Food <i>per meal \$0.28</i>	\$61,103	\$41,490		\$41,490	\$41,490		\$41,490	\$41,490		\$41,490	\$185,573	
HDM Food Svc Supplies <i>per meal \$0.28</i>	\$61,103	\$45,945		\$45,945	\$45,945		\$45,945	\$45,945		\$45,945	\$198,938	
Catered Meals <i>per meal \$4.95</i>	\$894,600	\$524,952	\$647,916	\$1,172,868	\$524,952	\$111,420	\$636,372	\$524,952	\$111,420	\$636,372	\$3,340,212	
Consultant												
Consultant A												
Other												
Vehicle Expenses	\$9,249										\$9,249	
Vehicle Repairs & Maint												
Total DAS Operating Expenses												
	\$1,026,628	\$658,873	\$626,916	\$1,285,789	\$658,873	\$111,420	\$770,293	\$658,873	\$111,420	\$770,293	\$3,853,003	
Non DAS Operating Expenses												
Expenditure Category												
Rental of Property	\$42,584	\$22,584		\$22,584	\$22,584		\$22,584	\$22,584		\$22,584	\$110,336	
Utilities (Elec, Water, Gas, Phone, Garbage)	\$1,796	\$1,200		\$1,200	\$1,200		\$1,200	\$1,200		\$1,200	\$5,396	
Office Supplies, Postage	\$892	\$500		\$500	\$500		\$500	\$500		\$500	\$2,392	
Building Maintenance Supplies and Repair												
Printing and Reproduction												
Insurance	\$7,923	\$7,000	\$16,572	\$23,572	\$7,000	\$16,572	\$23,572	\$7,000	\$16,572	\$23,572	\$78,639	
Staff Training	\$250	\$250		\$250	\$250		\$250	\$250		\$250	\$1,000	
Staff Travel-(Local & Out of Town)	\$250	\$250		\$250	\$250		\$250	\$250		\$250	\$1,000	
Rental of Equipment												
Food Cost												
Raw Food <i>per meal</i>												
HDM Food Svc Supplies <i>per meal</i>												
Catered Meals <i>per meal \$0.60</i>	\$172,541	\$238,170	(\$48,616)	\$189,554	\$260,397	\$89,350	\$349,747	\$284,105	\$65,642	\$349,747	\$1,061,589	
Consultant												
Consultant A												
Other												
Recruitment Exp	\$2,000	\$2,000		\$2,000	\$2,000		\$2,000	\$2,000		\$2,000	\$8,000	
Auto & General Insurance	\$24,218	\$10,000	\$15,244	\$25,244	\$10,000	\$15,244	\$25,244	\$10,000	\$15,244	\$25,244	\$99,950	
Vehicle Expenses	\$14,000	\$7,500	\$20,000	\$27,500	\$7,500	\$20,000	\$27,500	\$7,500	\$20,000	\$27,500	\$96,500	
Bank Charges	\$187	\$187		\$187	\$187		\$187	\$187		\$187	\$748	
Taxes & Fees	\$1,354											
Total Non DAS Operating Expenses												
	\$267,995	\$289,641	\$3,200	\$292,841	\$311,868	\$141,166	\$453,034	\$335,576	\$117,458	\$453,034	\$1,466,904	
Total DAS and Non DAS Operating Expenses												
	\$1,294,623	\$948,514	\$630,116	\$1,578,630	\$970,741	\$252,586	\$1,223,327	\$994,449	\$228,878	\$1,223,327	\$5,319,907	
HSA #3											10/25/2016	

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

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Capital & Subcontractor Expenditure Detail

DAS Capital Expenditure		OTO					
<u>Equipment (Qty)</u>	FY 21/22	FY 22/23	OTO	Revised	FY 23/24	FY 24/25	Total
TOYOTA SIENNA HYBRID (2 @ \$50,000)	\$100,000						\$100,000
Thermal Bags	\$6,300						\$6,300
Foldable Carts	\$420						\$420
Stainless Steel Food Carts	\$1,400						\$1,400
Work Gloves	\$350						\$350
Back Support Belts	\$900						\$900
Rain Jackets	\$1,500						\$1,500
Vaccum Cleaner	\$320						\$320
Car Dash Cam	\$1,400						\$1,400
Car Seat Covers	\$1,750						\$1,750
Back-up Jump Battery	\$100						\$100
Desktop Computer	\$2,400						\$2,400
Monitor	\$600						\$600
Laptop	\$4,000						\$4,000
Heated Cabinet (warmer)	\$8,000						\$8,000
Utility Cart	\$600						\$600
File Cabinet	\$1,400						\$1,400
Walk-in Freezer							
Walk-in Refrigerator	\$8,000						\$8,000
Rent	\$45,900	\$91,800		\$91,800			\$137,700
Refrigerator / Freezer Thermometers	\$16						\$16
Work Tables	\$1,400						\$1,400
Steam table	\$5,000						\$5,000
3-Compartment Sink w/plumbing and Grease	\$9,800						\$9,800
Reception and Office Desk with chairs	\$4,500						\$4,500
Internet Setup	\$1,600						\$1,600
Signage	\$500						\$500
Microwave	\$600						\$600
All-in-one printer	\$400						\$400
Security Cameras	\$8,000						\$8,000
New vehicles	\$82,500	\$82,500		\$82,500			\$165,000
Steam Table for HDM Dist Center, Unit D Burke St			\$3,000	\$3,000			
Reach-in Refrigerator for HDM Dist Center			\$8,500	\$8,500			
Reach-in Freezer for HDM Dist Center			\$9,500	\$9,500			
Tray sealer/food Packaging Machine-HDM Dist Center			\$25,000	\$25,000			
Electric/Hybrid HDM Delivery Van			\$120,000	\$120,000			
Total Equipment Cost	\$299,656	\$174,300	\$166,000	\$340,300			\$473,956
Remodeling		FY 22/23	OTO	Revised	FY 23/24	FY 24/25	Total
LED Lighting Installation			\$3,000	\$3,000			
Painting & Repair walls			\$10,000	\$10,000			
Total Remodeling Cost			\$13,000	\$13,000			
Subcontractor/OTHERS	FY 21/22	FY 22/23			FY 23/24	FY 24/25	Total
One Time Rate Increase of \$0.735/meal in FY 21/22 to compensate for significantly reduced project income.	\$156,872						\$156,872
Total Subcontractor Cost	\$156,872						\$156,872
Total DAS Capital & Subcontractor Expenditure	\$456,528	\$174,300	\$179,000	\$353,300			\$809,828
Non DAS Capital Expenditure		FY 22/23			FY 23/24	FY 24/25	Total
<u>Equipment (Qty)</u>							

Total Equipment Cost							
Remodeling		FY 22/23			FY 23/24	FY 24/25	Total
Total Remodeling Cost							
Subcontractor		FY 22/23			FY 23/24	FY 24/25	Total
Total Subcontractor Cost							
Total Non DAS Capital & Subcontractor Expenditure							
Total DAS and Non DAS Capital & Subcontractor Expenditure	\$456,528	\$174,300	\$179,000				\$630,828
HSA #4							10/25/2016

Program: Home-delivered meals for (X) older adults, () adults with disabilities or () emergency (Same as Line 11 on HSA #1)													Appendix B2-page 5 11/21/22
NCQA Expenditure Detail													
DAS NCQA Expenditure	Unit price	Unit	FY 21/22	FY 22/23	Modification	Revised	FY 23/24	Modification	Revised	FY 24/25	Modification	Revised	Total
Menu planning and nutrition analysis	\$673.64 /set	2.00	\$1,347	\$1,347		\$1,347	\$1,347		\$1,347	\$1,347		\$1,347	\$5,388
Kitchen and food service monitoring	\$630.17	4.00	\$2,521	\$2,521		\$2,521	\$2,521		\$2,521	\$2,521		\$2,521	\$10,084
HDM Route Monitoring	\$389.53 /route	36.00	\$14,023	\$14,023		\$14,023	\$14,023		\$14,023	\$14,023		\$14,023	\$56,092
Nutrition education	\$39.81	4.00	\$159	\$159		\$159	\$159		\$159	\$159		\$159	\$636
Nutrition counseling (optional)		/hour											
In-service training	\$79.82 /training	4.00	\$319	\$319		\$319	\$319		\$319	\$319		\$319	\$1,276
HDM Assessment for ENPIC2 nutrition program (Initial and annual)	\$257.12 /assessment	1052.00	\$227,808	\$124,960	\$145,530	\$270,490	\$124,960	\$68,651	\$193,611	\$124,960	\$68,651	\$193,611	\$885,520
Annual Assessment for the HDM program for Adults with Disabilities (optional)		/annual assessment											
Total DAS NCQA Expenditure			\$246,177	\$143,329	\$145,530	\$288,859	\$143,329	\$68,651	\$211,980	\$143,329	\$68,651	\$211,980	\$958,996
Non DAS NCQA Expenditure													
	Unit price	Unit		FY 22/23			FY 23/24			FY 24/25			Total
Menu planning and nutrition analysis	/set												
Kitchen and food service monitoring													
HDM Route Monitoring	/route												
Nutrition education													
Nutrition counseling (optional)	/hour												
In-service training	/training												
HDM Assessment for ENPIC2 nutrition program (Initial and annual)	/assessment												
Annual Assessment for HDM program for Adults with Disabilities (optional)	/annual assessment												
Total Non DAS NCQA Expenditure													
Total DAS and Non DAS NCQA Expenditure			\$246,177	\$143,329	\$145,530	\$288,859	\$143,329	\$68,651	\$211,980	\$143,329	\$68,651	\$211,980	\$958,996
HSA #4													10/25/2016

**Appendix A-2 - Services to be Provided
Self Help for the Elderly
Congregate Nutrition Services for Older Adults**

**March 1, 2022 – June 30, 2025
Modification: December 7, 2022**

I. Purpose

The purpose of this grant is to provide congregate nutrition services for older adults living in the City and County of San Francisco. Congregate nutrition services include the provision of nutritious meals, nutrition education, and nutrition risk screening.

Congregate nutrition services support individuals to live independently in their own homes and communities, help ensure health and well-being through improved nutrition and reduced isolation, and serve as an access point for other home and community-based services.

II. Definitions

Grantee	Self Help for the Elderly
Adult with a Disability	A person 18-59 years of age living with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging

CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
Congregate Nutrition Services	The procurement, preparation, transporting and serving of meals that meet nutrition requirements to eligible consumers in a group setting. Congregate nutrition services also include nutrition education, health promotion, and nutrition risk screening.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov/vi/home/documents/DetermineNutritionChecklist.pdf
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)

HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)
LGBTQ+	An acronym/term used to refer to persons who self-identify as non -heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for enrollment and/or participation is not means tested. Consumers self-report income status.
Menu Planning and Analysis	The development of a menu cycle that adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (CCR Title 22 Sec. 7630)

Nutrition Education Session	An intervention targeting participants and caregivers that uses information dissemination, instruction, or training with the intent to support food, nutrition, and physical activity choices and behaviors (related to nutritional status) in order to maintain or improve health and address nutrition-related conditions. Content is consistent with the DGA; accurate, culturally sensitive, regionally appropriate, and considers personal preferences; and overseen by a registered dietitian. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
OCNP	Older Californians Nutrition Program (previously known as Elderly Nutrition Program, ENP) - Title III C1 and C2. A program that provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and is provided in accordance with the provision of CCR Title 22, Chapter 4, Article 5, Sec. 7630.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term “senior”.

Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years of age or older; used interchangeably with the term “older adult”.
SF-HSA	Human Services Agency of the City and County of San Francisco.
Socially Isolated	Having few social relationships and few people to interact with regularly.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9</i>).
Unduplicated Consumer (UDC)	An individual who participates in congregate nutrition services and their participation is reflected in CA-GetCare by the grantee.

III. Target Populations

This program is designed to serve all ethnicities and populations, with focused expertise to promote unique cultural needs, which have been identified as demonstrating the greatest economic and social need:

- Persons with low income
- Persons who are socially isolated
- Persons with limited English- speaking proficiency
- Persons from communities of color
- Persons who identify as LGBTQ+
- Persons at risk of institutionalization

IV. Eligibility for Services

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

V. Location and Time of Services

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

VI. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA OCNP, and DAS OCP.
2. Grantee will provide congregate nutrition services for older adults. The provision of services will include the following:
 - i. Enrollment of consumers in the program and the provision of congregate meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
 - ii. Provision of congregate meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs.
 - iii. Annual nutrition screenings for each consumer and documentation of individual responses in CA-GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
3. Grantee will post at each meal site a notice that informs consumers about the suggested voluntary contribution for a meal and a guest fee for individuals who are not eligible to enroll as a consumer in congregate nutrition services. The grantee's board of directors must approve the suggested contribution and guest fee per meal.

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

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

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

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

VII. Service Objectives

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

Table A	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	120	120	120	120
Modification 1	0	0	0	0
Revised	120	120	120	120
Modification 2		135	0	0
Revised UDC		255	120	120
Number of Meals (UOS)	4,760	14,100	14,100	14,100
Modification 1	+783	0	0	0
Revised	5,543	14,100	14,100	14,100
Modification 2		+15,688	0	0
Revised UOS		29,788	14,100	14,100

VIII. Outcome Objectives

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

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

IX. Reporting and Other Requirements

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

11. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
12. Grantee will assure that services delivered are consistent with professional standards for this service.
13. Pursuant to California Department of Aging Requirement, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
14. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies “Focal Points” which are designed to help older adults and adults with disabilities connect to services throughout the City. These Focal Points are:

Name	Address	Phone
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-647-5353
OMI Senior Center	65 Beverly St, San Francisco, 94132	415-334-5558
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415.404.2938
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Downtown SF Senior Center	481 O’Farrell St, San Francisco, 94102	415-202-2982
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
South Sunset Activity Center	2601 40th Ave, San Francisco, 94116	415-566-2845
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990
Independent Living Resource Center San Francisco	825 Howard Street, San Francisco, 94103	415 543-6222
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700

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

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

and

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

I. Monitoring Activities

1. Nutrition Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.

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

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Name SELF-HELP FOR THE ELDERLY												
(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>												
If modification, Effective Date of Mod. _____ No. of Mod. 3												
Program (please select one): <input checked="" type="checkbox"/> 1. Congregate nutrition services for older adults at meal site located in District 11. <input type="checkbox"/> 2. Congregate nutrition services for older adults at a restaurant site, also known as CHAMPSS, located in District 11. <input type="checkbox"/> 3. Nutrition support program(s) for older adults and adults with disabilities provided by OR in collaboration with a faith based organization, congregation, or coalition located in the City and County of San Francisco.												
Budget Reference Page No.(s)	Budget	Budget	Modification	Revised Budget	Budget	Modification	Revised Budget	Budget	Modification	Revised Budget	Total	Average cost/meal
Program Term	03/01/2022 - 06/30/2022	07/01/2022 - 06/30/2023	07/01/2022 - 06/30/2023	07/01/2022 - 06/30/2023	07/01/2023 - 06/30/2024	07/01/2023 - 06/30/2024	07/01/2023 - 06/30/2024	07/01/2024 - 06/30/2025	07/01/2024 - 06/30/2025	07/01/2024 - 06/30/2025		
Annual # Meals Contracted	5,543	14,100	15,688	29,788	14,100		14,100	14,100		14,100	47,060	
DAS Expenditures												
Salaries & Benefits	\$11,368	\$32,899	\$28,989	\$61,888	\$32,899		\$32,899	\$32,899		\$32,899	\$139,054	\$3
Operating Expenses	\$33,983	\$80,737	\$100,781	\$181,518	\$80,737	\$1,558	\$82,295	\$80,737	\$1,558	\$82,295	\$380,091	\$8
Subtotal	\$45,351	\$113,636	\$129,770	\$243,406	\$113,636	\$1,558	\$115,194	\$113,636	\$1,558	\$115,194	\$519,145	\$11
Indirect Percentage (%)		10.00%	10.00%		10.00%		10.00%	10.00%		10.00%		
Indirect Cost	\$4,536	\$11,364	\$12,977	\$24,341	\$11,364	\$156	\$11,520	\$11,364	\$156	\$11,520	\$51,917	\$1
Capital/Subcontractor Expenditures	\$32,473										\$32,473	\$1
NCQA Expenditures												
Total DAS Expenditures	\$82,360	\$125,000	\$142,747	\$267,747	\$125,000	\$1,714	\$126,714	\$125,000	\$1,714	\$126,714	\$603,535	\$13
Non DAS Expenditures												
Salaries & Benefits	\$8,129	\$10,915	\$3,604	\$14,519	\$10,915		\$10,915	\$10,915		\$10,915	\$44,478	\$1
Operating Expenses	\$4,824	\$12,229	\$38,847	\$51,076	\$12,229	\$38,847	\$51,076	\$12,229	\$38,847	\$51,076	\$188,052	\$3
Capital/Subcontractor Expenditures												
NCQA Expenditures												
Total Non DAS Expenditures	\$12,953	\$23,144	\$42,451	\$65,595	\$23,144	\$38,847	\$61,991	\$23,144	\$38,847	\$61,991	\$202,530	\$4
TOTAL DAS AND NON DAS EXPEDITURES	\$95,313	\$148,144	\$185,198	\$333,342	\$148,144	\$40,561	\$188,705	\$148,144	\$40,561	\$188,705	\$806,065	\$17
DAS Revenues												
Meals- General Fund	\$82,360	\$125,000		\$125,000	\$125,000		\$125,000	\$125,000		\$125,000	\$457,360	\$10
COB FY 22/23			\$1,714	\$1,714		\$1,714	\$1,714		\$1,714	\$1,714	\$5,142	\$0
Add-On Meals			\$141,033	\$141,033							\$141,033	\$3
Total DAS Revenue	\$82,360	\$125,000	\$142,747	\$267,747	\$125,000	\$1,714	\$126,714	\$125,000	\$1,714	\$126,714	\$603,535	\$13
PER MEAL COST, DAS	\$9.00	\$8.87	\$9.10	\$8.99	\$8.87		\$8.99	\$8.87		\$8.99	\$36	
PER MEAL COST (with NCQA), DAS	\$15	\$9	\$9	\$9	\$9		\$9	\$9		\$9	\$41	
Non DAS Revenues												
Project Income	\$2,000	\$5,640	\$360	\$6,000	\$5,640	(\$2,820)	\$2,820	\$5,640	(\$2,820)	\$2,820	\$13,640	\$0
Agency Cash- Fundraising	\$10,953	\$17,504	\$42,091	\$59,595	\$17,504	\$41,667	\$59,171	\$17,504	\$41,667	\$59,171	\$188,890	\$4
Agency In-kind Volunteer												
NCQA Revenue												
Total Non DAS Revenue	\$12,953	\$23,144	\$42,451	\$65,595	\$23,144	\$38,847	\$61,991	\$23,144	\$38,847	\$61,991	\$202,530	\$4
PER MEAL COST, Non DAS	\$2	\$2	\$3	\$2	\$2		\$4	\$2		\$4	\$4	

<i>PER MEAL COST (with NCQA), Non DAS</i>	\$2	\$2	\$3	\$2	\$2	\$4	\$2		\$4	\$4		
TOTAL DAS AND NON DAS REVENUE	\$95,313	\$148,144	\$185,198	\$333,342	\$148,144	\$40,561	\$188,705	\$148,144	\$40,561	\$188,705	\$806,065	\$17
<i>PER MEAL COST, Total</i>	\$11	\$11	\$12	\$11	\$11		\$13	\$11		\$13	\$40	
<i>PER MEAL COST (with NCQA), Total</i>	\$17	\$11	\$12	\$11	\$11		\$13	\$11		\$13	\$46	
Full Time Equivalent (FTE)	0.80	7.00	\$185,198	\$333,342	\$148,144	\$40,561	\$188,705	7.00	\$40,561	\$188,705		
Prepared by:	(415) 677-7682										Date: 11/10/2022	
HSA-CO Review Signature:												
HSA #1												10/25/2016

Program (please select one):

- (X) 1. Congregate nutrition services for older adults at meal site located in District 11.
 - () 2. Congregate nutrition services for older adults at a restaurant site, also known as CHAMPSS, located in District 11.
 - () 3. Nutrition support program(s) for older adults and adults with disabilities provided by OR in collaboration with a faith based organization, congregation, or coalition located in the City and County of San Francisco.
- (Same as Line 11 on HSA #1)

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Document Date: 11/10/22

Salaries & Benefits Detail

		Agency Totals		DAS Program		03/01/2022 - 06/30/2022	07/01/2022 - 06/30/2023	07/01/2022 - 06/30/2023	07/01/2022 - 06/30/2023	07/01/2023 - 06/30/2024	07/01/2024 - 06/30/2025	Total
		Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Modification	Revised Salary Budget	Budgeted Salary	Budgeted Salary	Budgeted Salary
DAS Salaries & Benefits												
Position Title	Name											
Center Coordinator	KWOK, YUN CHO	\$41,808	1.00	25.00%	0.25	\$3,293	\$9,880	\$17,019	\$26,899	\$9,880	\$9,880	\$49,952
Meal Site Worker	HUANG, HUIZHEN	\$38,230	1.00	25.00%	0.25	\$3,006	\$9,016	\$15,094	\$24,110	\$9,016	\$9,016	\$45,148
Center Supervisor	Lance Ma	\$49,920	1.00	5.00%	0.05	\$832	\$2,496	(\$2,496)		\$2,496	\$2,496	\$5,824
Nutrition Manager	Tiffany Wong	\$73,465	1.00	5.00%	0.05	\$1,530	\$3,673	(\$3,673)		\$3,673	\$3,673	\$8,876
Totals		\$203,423	4.00	60.00%	0.60	\$8,661	\$25,065	\$25,944	\$51,009	\$25,065	\$25,065	\$109,800
Fringe Benefits Rate		31.26%										
Employee Fringe Benefits		\$63,580				\$2,707	\$7,834	\$3,045	\$10,879	\$7,834	\$7,834	\$29,254
Total DAS Salaries and Benefits		\$267,003				\$11,368	\$32,899	\$28,989	\$61,888	\$32,899	\$32,899	\$139,054
Non DAS Salaries & Benefits												
Position Title	Name											
Director of Nutrition & Senior Cent	Alex Tan	\$94,468	1.00	15.00%	0.15	\$4,723	\$4,723	(\$4,723)		\$4,723	\$4,723	\$14,169
Nutrition Manager	Tiffany Wong	\$73,465	1.00	5.00%	0.05	\$1,530	\$3,673	(\$3,673)		\$3,673	\$3,673	\$8,876
Office Manager	Steven Zhong	\$62,400	1.00									
Center Coordinator	KWOK, YUN CHO	\$41,808						\$12,000	\$12,000			\$12,000
Totals		\$272,141	3.00	20.00%	0.20	\$6,253	\$8,396	\$3,604	\$12,000	\$8,396	\$8,396	\$35,045
Fringe Benefits Rate		30.00%										
Employee Fringe Benefits		\$81,642				\$1,876	\$2,519		\$2,519	\$2,519	\$2,519	\$9,433
Total Non DAS Salaries and Benefits		\$353,783				\$8,129	\$10,915	\$3,604	\$14,519	\$10,915	\$10,915	\$44,478
Total DAS and Non DAS Salaries and Benefits		\$620,786				\$19,497	\$43,814	\$32,593	\$76,407	\$43,814	\$43,814	\$183,532
HSA #2												10/25/2016

Program (please select one):
 (X) 1. Congregate nutrition services for older adults at meal site located in District 11.
 () 2. Congregate nutrition services for older adults at a restaurant site, also known as CHAMPS, located in District 11.
 () 3. Nutrition support program(s) for older adults and adults with disabilities provided by OR in collaboration with a faith based organization, congregation, or coalition located in the City and County of San Francisco.
 (Same as Line 11 on HSA #1)

Appendix B-2, Page 3
Document Date: 11/10/22

Annual # Meals Contracted	Operating Expense Detail											Total	
	Adjustment			Rev Operating Budget			Modification			Revised Ops Budget			
	03/01/2022 - 06/30/2022	03/01/2022 - 06/30/2022	03/01/2022 - 06/30/2022	07/01/2022 - 06/30/2023	07/01/2022 - 06/30/2023	07/01/2022 - 06/30/2023	07/01/2023 - 06/30/2024	07/01/2023 - 06/30/2024	07/01/2023 - 06/30/2024	07/01/2024 - 06/30/2025	07/01/2024 - 06/30/2025		
4,780	783	5,543	14,100	15,688	29,788	14,100			14,100	14,100	14,100	63,531	
DAS Operating Expenses													
Expenditure Category													
Rental of Property	\$500	\$2,481	\$2,981	\$1,500	\$1,500	\$1,500	\$1,558	\$3,058	\$1,500	\$1,558	\$3,058	\$10,607	
Utilities (Elec, Water, Gas, Phone, Garbage)	\$80		\$80	\$688	\$688	\$688	\$688	\$688	\$688	\$688	\$688	\$2,064	
Office Supplies, Postage				\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$3,333	
Building Maintenance Supplies and Repair	\$333		\$333									\$1,000	
Printing and Reproduction				\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$1,333	
Insurance	\$133		\$133									\$400	
Staff Training												\$500	
Staff Travel-(Local & Out of Town)	\$500		\$500									\$500	
Rental of Equipment													
Food Cost													
Raw Food	per meal	\$1,190	\$1,190	\$3,525	\$3,525	\$3,525	\$3,525	\$3,525	\$3,525	\$3,525	\$3,525	\$11,785	
Cong Food Svc Supplies	per meal	\$1,081	\$1,081	\$3,144	\$3,144	\$3,144	\$3,144	\$3,144	\$3,144	\$3,144	\$3,144	\$10,493	
Catered Meals	per meal	\$23,800	\$3,915	\$27,715	\$70,500	\$100,781	\$177,281	\$70,500	\$70,500	\$70,500	\$70,500	\$339,986	
Consultant													
Consultant A													
Other													
Total DAS Operating Expenses													
	\$27,677	\$6,406	\$33,883	\$80,737	\$100,781	\$181,618	\$80,737	\$1,558	\$82,295	\$80,737	\$1,558	\$82,295	\$380,091
Non DAS Operating Expenses													
Expenditure Category													
Rental of Property	\$2,167		\$2,167	\$6,500	\$34,000	\$40,500	\$6,500	\$32,442	\$38,942	\$6,500	\$32,442	\$38,942	\$120,551
Utilities (Elec, Water, Gas, Phone, Garbage)	\$957		\$957	\$1,629	\$5,887	\$7,516	\$1,629	\$5,887	\$7,516	\$1,629	\$5,887	\$7,516	\$23,506
Office Supplies, Postage	\$200		\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$600
Building Maintenance Supplies and Repair	\$250		\$250	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$3,250	
Printing and Reproduction	\$250		\$250	\$500	\$460	\$960	\$500	\$460	\$960	\$500	\$460	\$960	\$3,130
Insurance	\$200		\$200	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$1,100
Staff Training													
Staff Travel-(Local & Out of Town)													
Rental of Equipment													
Food Cost													
Raw Food	per meal												
Cong Food Svc Supplies	per meal												
Catered Meals	per meal						\$1,558	\$1,558		\$1,558	\$1,558	\$3,116	
Consultant													
Consultant A													
Other													
Recruitment Costs	\$300		\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$1,200
Vehicle Expenses	\$500		\$500	\$1,500	(\$1,500)	\$300	\$1,500	(\$1,500)	\$300	\$1,500	(\$1,500)	\$300	\$500
Taxes & Licenses				\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$900
Total Non DAS Operating Expenses													
	\$4,824		\$4,824	\$12,229	\$38,847	\$51,076	\$12,229	\$38,847	\$51,076	\$12,229	\$38,847	\$51,076	\$158,052
Total DAS and Non DAS Operating Expenses													
	\$32,491	\$6,406	\$38,897	\$92,966	\$139,628	\$232,694	\$92,966	\$40,405	\$133,371	\$92,966	\$40,405	\$133,371	\$538,143
HSA #3													
												10/25/2016	

Program (please select one):
 (X) 1. Congregate nutrition services for older adults at meal site located in District 11.
 () 2. Congregate nutrition services for older adults at a restaurant site, also known as CHAMPSS, located in District 11.
 () 3. Nutrition support program(s) for older adults and adults with disabilities provided by OR in collaboration with a faith based organization, congregation, or coalition located in the City and County of San Francisco.
 (Same as Line 11 on HSA #1)

Appendix B-2, Page 4
 Document Date: 11/10/22

Capital & Subcontractor Expenditure Detail

DAS Capital Expenditure

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

Remodeling

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

Subcontractor

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

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

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

Remodeling

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

Subcontractor

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

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

Program (please select one):

- (X) 1. Congregate nutrition services for older adults at meal site located in District 11.
 - () 2. Congregate nutrition services for older adults at a restaurant site, also known as CHAMPSS, located in District 11.
 - () 3. Nutrition support program(s) for older adults and adults with disabilities provided by OR in collaboration with a faith based organization, congregation, or coalition located in the City and County of San Francisco.
- (Same as Line 11 on HSA #1)

Appendix B-2, Page 5
Document Date: 11/10/22

NCQA Expenditure Detail

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

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

Total DAS and Non DAS NCQA Expenditure							
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HSA #4 10/25/2016

Appendix A2 - Services to be Provided
Self Help for the Elderly
 Congregate Nutrition Services for Older Adults

July 1, 2021 – June 30, 2025
 Modification: December 7, 2022

I. Purpose

The purpose of this grant is to provide congregate nutrition services for older adults living in the City and County of San Francisco through a program model that offers participants a congregate meal in a restaurant setting through restaurant partnerships. This program model, also known as CHAMPSS, offers participants flexible dining times and multiple meal options, in addition to nutrition education and nutrition risk screening. Similar to the traditional congregate nutrition services model, the CHAMPSS program model supports individuals to live independently in their own homes and communities, helps ensure health and well-being through improved nutrition and reduced isolation, and serves as an access point for other home and community-based services.

II. Definitions

Grantee	Self Help for the Elderly
Adult with a Disability	A person 18-59 years of age living with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
CARBON	Contracts Administration, Reporting, and Billing On-line System.

CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.
CHAMPSS	Choosing Healthy Appetizing Meal Plan Solutions, a congregate nutrition services model that provides older adults with congregate meals in a restaurant setting through restaurant partnerships.
City	City and County of San Francisco, a municipal corporation.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
Congregate Nutrition Services	The procurement, preparation, transporting and serving of meals that meet nutrition requirements to eligible consumers in a group setting. Congregate nutrition services also include nutrition education, health promotion, and nutrition risk screening.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov/vi/home/documents/DetermineNutritionChecklist.pdf
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.

Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)
LGBTQ+	An acronym/term used to refer to persons who self-identify as non -heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for enrollment and/or participation is not means tested. Consumers self-report income status.
Menu Planning and Analysis	The development of a menu cycle that adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.

Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (CCR Title 22 Sec. 7630)
Nutrition Education Session	An intervention targeting participants and caregivers that uses information dissemination, instruction, or training with the intent to support food, nutrition, and physical activity choices and behaviors (related to nutritional status) in order to maintain or improve health and address nutrition-related conditions. Content is consistent with the DGA; accurate, culturally sensitive, regionally appropriate, and considers personal preferences; and overseen by a registered dietitian. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
OCNP	Older Californians Nutrition Program (previously known as Elderly Nutrition Program, ENP) - Title III C1 and C2. A program that provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and is provided in accordance with the provision of CCR Title 22, Chapter 4, Article 5, Sec. 7630.

Older Adult	A person who is 60 years of age or older, used interchangeably with the term “senior”.
Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years of age or older; used interchangeably with the term “older adult”.
SF-HSA	Human Services Agency of the City and County of San Francisco.
Socially Isolated	Having few social relationships and few people to interact with regularly.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9</i>).
Unduplicated Consumer (UDC)	An individual who participates in congregate nutrition services and their participation is reflected in CA-GetCare by the grantee.

III. Target Populations

This program is designed to serve all ethnicities and populations, with focused expertise to promote unique cultural needs, which have been identified as demonstrating the greatest economic and social need:

- Persons with low income
- Persons who are socially isolated
- Persons with limited English- speaking proficiency
- Persons from communities of color
- Persons who identify as LGBTQ+
- Persons at risk of institutionalization

IV. Eligibility for Services

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

V. Location and Time of Services

The grantee will provide a CHAMPSS congregate nutrition services program in the following three supervisorial districts in the City and County of San Francisco:

1. Supervisorial District 1
2. Supervisorial District 4
3. Supervisorial District 7
4. Supervisorial District 11

Each district will have a minimum of one designated restaurant location. The grantee, with approval from DAS OCP, will determine the location(s) and time(s) for the provision of congregate nutrition services.

VI. Description of Services and Program Requirements

1. Grantee will recruit at least one restaurant in each of the identified supervisorial districts in the City and County of San Francisco to be a CHAMPSS congregate meal site, establish subcontracting agreements with the restaurant, and manage all aspects of the partnership.
2. Grantee will coordinate all operational aspects of onboarding a restaurant as a congregate meal site including but not limited to establishing nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC). The grantee will ensure the provision of congregate nutrition services through restaurant partnerships comply with CCR Title 22, CDA, and DAS OCP.
3. Grantee through the restaurant partnerships will provide congregate nutrition services for older adults. The provision of services will include the following:
 - i. Enrollment of consumers in the program and the provision of congregate meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
 - ii. Provision of congregate meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. If the grantee provides

- three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs.
- iii. Annual nutrition screenings for each consumer and documentation of individual responses in CA-GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
4. Grantee will inform consumers about the suggested voluntary contribution for a meal and a guest fee for individuals who are not eligible to enroll as a consumer in congregate nutrition services. The grantee's board of directors must approve the suggested contribution and guest fee per meal. The grantee will ensure its policy and procedures for the suggested meal contribution and guest fee comply with DAS OCP policy memoranda.
 5. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
 - i. Submit for review and approval by DAS OCP, at least one month in advance of use, a menu with the required corresponding menu analysis. The registered dietitian (RD) on staff or consultant RD must participate in menu planning and complete the corresponding nutrient analysis. The menu should provide multiple options for consumers to choose from and be inclusive of the restaurant's regular menu offerings. The grantee will ensure that the menu options offer culturally relevant meals for the consumers served in each of the supervisorial districts.
 - ii. Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
 - iii. Provide nutrition education to consumers enrolled and participating in services at least quarterly. The total units of nutrition education will be, at minimum, as shown on the DAS OCP approved site chart. The grantee will report in CA-GetCare the number of nutrition education units provided in the applicable month. One unit of nutrition education is one consumer receiving nutritional education.
 - iv. Conduct and document an on-site HACCP safety and sanitation monitoring of each restaurant production kitchen at least once per quarter and a minimum of four times during the fiscal year. The RD on staff or consultant RD must conduct and document the results of the HACCP safety and sanitation monitoring. HACCP monitoring must also include, but is not limited to the review of quarterly site monitoring reports.
 - v. Conduct and document an on-site HACCP safety and sanitation monitoring of each restaurant meal site at least once per quarter and a minimum of four times during the fiscal year. The RD on staff, consultant RD, or a qualified staff member must conduct and document the results of the HACCP safety and sanitation monitoring for each site.
 - vi. Provide orientation and training to all new staff, paid and volunteers, to perform their assigned responsibilities and tasks as described in the CCR Title 22 Regulations Sec. 7636.5. Training, at a minimum, shall include:
 - (1) Food safety, prevention of foodborne illness, and HACCP principles.

- (2) Accident prevention, instruction on fire safety, first aid, choking, earthquake preparedness, and other emergency procedures.
- vii. Provide a minimum of four (4) hours annually of in-service trainings for nutrition program staff (e.g. food service and delivery workers) as described in the CCR-Title 22 Regulations Sec. 7636.5 and DAS OCP policy memoranda. The grantee will also document, schedule, and conduct in-service trainings in a timely manner when there are monitoring findings. A registered dietitian (RD) must review and approve an annual in-service training plan and the training curriculum for nutrition program staff.
6. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15 each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At minimum, the completed number of surveys per meal site shall be a sample size of the average number of meals served daily.
 7. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the nutrition program. The grantee will ensure the manager on staff possess a food safety manager certification and has the required qualifications as described in the CCR Title 22 Regulations Sec. 7636.3 and DAS OCP policy memoranda.
 8. Grantee will ensure there is a sufficient number of qualified staff, paid and volunteer, with the appropriate education, experience, and cultural competency to carry out the requirements of the program and deliver quality services to meet the needs of the consumers.
 9. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed.
 10. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services.

VII. Service Objectives

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

Table A	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	1,151	1,151	1,151	1,151
Modification 1	0	0	0	0
Revised	1,151	1,151	1,151	1,151
Modification 2	+4,276	+4,276	+4,276	+4,276
Revised	5,427	5,427	5,427	5,427
Modification 3	0	0	0	0
Revised	5,427	5,427	5,427	5,427
Modification 4		+1,230	+1,230	+1,230
Revised		6,657	6,657	6,657
Number of Meals (UOS)	42,400	40,806	40,806	40,806
Modification 1	-233	0	0	0
Revised	42,167	40,806	40,806	40,806
Modification 2	0	0	0	0
Revised	42,167	40,806	40,806	40,806
Modification 3	+6,395	0	0	0
Revised	48,562	40,806	40,806	40,806
Modification 4		+9,223	+9,223	+9,223
Revised		50,029	50,029	50,029

VIII. Outcome Objectives

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

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

IX. Reporting and Other Requirements

1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers using the DAS OCP approved congregate intake form, which includes the annual nutrition risk

screening, and the food security screening into the CA-GetCare database in accordance to DAS OCP policy memorandum.

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

Name	Address	Phone
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-647-5353
OMI Senior Center	65 Beverly St, San Francisco, 94132	415-334-5558
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415.404.2938
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750

30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Downtown SF Senior Center	481 O'Farrell St, San Francisco, 94102	415-202-2982
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
South Sunset Activity Center	2601 40th Ave, San Francisco, 94116	415-566-2845
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990
Independent Living Resource Center San Francisco	825 Howard Street, San Francisco, 94103	415 543-6222
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700

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

Leah Walton
 Nutritionist
 DAS OCP
 email: leah.walton@sfgov.org

and

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

X. Monitoring Activities

1. Nutrition Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units

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

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

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Name												
SELF-HELP FOR THE ELDERLY												
(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification X <input checked="" type="checkbox"/>												
If modification, Effective Date of Mod. No. of Mod. 4												
Program: CHAMPSS												
Budget Reference Page No.(s)	Budget	Budget	Modifications	Revised	Budget	Modifications	Revised	Budget	Modifications	Revised		
Program Term	FY 21/22	FY 22/23	FY 22/23	FY 22/23	FY 23/24	FY 23/24	FY 23/24	FY 24/25	FY 24/25	FY 24/25	Total	
Annual # Meals Contracted	48,562	40,806	9,223	50,029	40,806	9,223	50,029	40,806	9,223	50,029	164,585	cost/meal
DAS Expenditures												
Salaries & Benefits	\$164,928	\$158,711	\$6,291	\$165,002	\$158,711	(\$3,138)	\$155,573	\$158,711	(\$3,138)	\$155,573	\$641,076	\$4
Operating Expenses	\$277,916	\$213,247	\$96,671	\$309,918	\$213,247	\$106,100	\$319,347	\$213,247	\$106,100	\$319,347	\$1,226,528	\$7
Subtotal	\$442,844	\$371,958	\$102,962	\$474,920	\$371,958	\$102,962	\$474,920	\$371,958	\$102,962	\$474,920	\$1,867,604	\$11
Indirect Percentage (%)											10.00%	
Indirect Cost	\$44,284	\$37,196	\$10,296	\$47,492	\$37,196	\$10,296	\$47,492	\$37,196	\$10,296	\$47,492	\$186,760	\$1
Capital/Subcontractor Expenditures	\$2,200										\$2,200	\$0
NCQA Expenditures	\$15,099	\$15,099		\$15,099	\$15,099		\$15,099	\$15,099		\$15,099	\$60,396	\$0
Total DAS Expenditures	\$504,427	\$424,253	\$113,258	\$537,511	\$424,253	\$113,258	\$537,511	\$424,253	\$113,258	\$537,511	\$2,116,960	\$13
Non DAS Expenditures												
Salaries & Benefits	\$52,832	\$52,832		\$52,832	\$52,832		\$52,832	\$52,832		\$52,832	\$211,328	\$1
Operating Expenses	\$180,793	\$164,502	\$45,577	\$210,079	\$164,502	\$45,577	\$210,079	\$164,502	\$45,577	\$210,079	\$811,030	\$5
Capital/Subcontractor Expenditures												
NCQA Expenditures												
Total Non DAS Expenditures	\$233,625	\$217,334	\$45,577	\$262,911	\$217,334	\$45,577	\$262,911	\$217,334	\$45,577	\$262,911	\$1,022,358	\$6
TOTAL DAS AND NON DAS EXPEDITURES	\$738,052	\$641,587	\$158,835	\$800,422	\$641,587	\$158,835	\$800,422	\$641,587	\$158,835	\$800,422	\$3,139,318	\$19
DAS Revenues												
Meals- General Fund	\$462,774	\$384,800		\$384,800	\$384,800		\$384,800	\$384,800		\$384,800	\$1,617,174	\$9.83
OTO	\$2,200										\$2,200	\$0
CODB FY 21/22	\$24,354	\$24,354		\$24,354	\$24,354		\$24,354	\$24,354		\$24,354	\$97,416	\$1
CODB FY 22/23			\$16,970	\$16,970		\$16,970	\$16,970		\$16,970	\$16,970	\$50,910	\$0
Meals FY 22/23			\$96,288	\$96,288		\$96,288	\$96,288		\$96,288	\$96,288	\$288,864	\$2
NCQA Fund	\$15,099	\$15,099		\$15,099	\$15,099		\$15,099	\$15,099		\$15,099	\$2,056,564	\$12
Total DAS Revenue	\$504,427	\$424,253	\$113,258	\$537,511	\$424,253	\$113,258	\$537,511	\$424,253	\$113,258	\$537,511	\$2,116,960	\$13
PER MEAL COST, DAS	\$10.03	\$10.03	\$12.28	\$10.44	\$10.03	\$12.28	\$10.44	\$10.03	\$12.28	\$10.44	\$0.35	
PER MEAL COST (with NCQA), DAS	\$10.39	\$10.40	\$12.28	\$10.74	\$10.40	\$12.28	\$10.74	\$10.40	\$12.28	\$10.74	\$12.86	
Non DAS Revenues												
Project Income	\$180,073	\$163,224	\$49,386	\$212,610	\$163,224	\$49,386	\$212,610	\$163,224	\$49,386	\$212,610	\$817,903	\$5
Agency Cash- Fundraising	\$53,552	\$54,110	(\$3,809)	\$50,301	\$54,110	(\$3,809)	\$50,301	\$54,110	(\$3,809)	\$50,301	\$204,455	\$1
Agency In-kind Volunteer												
NCQA Revenue												
Total Non DAS Revenue	\$233,625	\$217,334	\$45,577	\$262,911	\$217,334	\$45,577	\$262,911	\$217,334	\$45,577	\$262,911	\$1,022,358	\$6

PER MEAL COST, Non DAS	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$6	
PER MEAL COST (with NCQA), Non DAS	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$5	\$6	
TOTAL DAS AND NON DAS REVENUE	\$738,052	\$641,587	\$158,835	\$800,422	\$641,587	\$158,835	\$800,422	\$641,587	\$158,835	\$800,422	\$3,139,318	\$19
PER MEAL COST, Total	\$15	\$15	\$17	\$16	\$15	\$17	\$16	\$15	\$17	\$16	\$7	
PER MEAL COST (with NCQA), Total	\$15	\$16	\$17	\$16	\$16	\$17	\$16	\$16	\$17	\$16	\$19	
Full Time Equivalent (FTE)												28.00
Prepared by:											Date: 11/15/2022	
HSA-CO Review Signature:												
HSA #1											10/25/2016	

Salaries & Benefits Detail

DAS Salaries & Benefits		Agency Totals		HSA Program		FY 21/22	FY 22/23	FY 22/23	FY 22/23	FY 23/24	FY 23/24	FY 23/24	FY 24/25	FY 24/25	FY 24/25	Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Modifications	Revised Budgeted Salary	Budgeted Salary	Modifications	Revised Budgeted Salary	Budgeted Salary	Modifications	Revised Budgeted Salary	Budgeted Salary
CHAMPSS Coordinator	Huang	\$46,300	1.00	100.00%	1.00	\$43,680	\$43,680	\$2,620	\$46,300	\$43,680	\$2,620	\$46,300	\$43,680	\$2,620	\$46,300	\$182,580
Office Manager	Steven	\$62,391	1.00	58.00%	0.58	\$36,000	\$36,000		\$36,000	\$36,000		\$36,000	\$36,000		\$36,000	\$144,000
Admin Assistant	Ketty	\$44,096	1.00	55.00%	0.55	\$20,800	\$20,800	\$3,292	\$24,092	\$20,800		\$20,800	\$20,800		\$20,800	\$86,492
Nutrition Manager	Tiffany	\$87,151	1.00	18.00%	0.18	\$14,420	\$14,420	\$1,634	\$16,054	\$14,420		\$14,420	\$14,420		\$14,420	\$59,314
Nutrition Director	Alex	\$99,325	1.00	12.00%	0.12	\$13,950	\$13,950	\$2,777	\$11,870	\$9,093	(\$3,567)	\$5,526	\$9,093	(\$3,567)	\$5,526	\$36,872
Totals		\$339,263	5.00	243.00%	2.43	\$128,850	\$123,993	\$10,323	\$134,316	\$123,993	(\$947)	\$123,046	\$123,993	(\$947)	\$123,046	\$509,258
Fringe Benefits Rate		23%										26%				
Employee Fringe Benefits		\$78,030				\$36,078	\$34,718	(\$4,032)	\$30,686	\$34,718	(\$2,191)	\$32,527	\$34,718	(\$2,191)	\$32,527	\$131,818
Total DAS Salaries and Benefits		\$417,293				\$164,928	\$158,711	\$6,291	\$165,002	\$158,711	(\$3,138)	\$155,573	\$158,711	(\$3,138)	\$155,573	\$641,076
Non DAS Salaries & Benefits		Agency Totals		HSA Program		FY 21/22	FY 22/23			FY 23/24			FY 24/25			Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary			Budgeted Salary			Budgeted Salary			Budgeted Salary
Nutrition Manager	Tiffany	\$87,151	1.00	25.00%	0.25	\$18,025	\$18,025			\$18,025			\$18,025			\$72,100
Nutrition Director	Alex	\$99,325	1.00	25.00%	0.25	\$23,250	\$23,250			\$23,250			\$23,250			\$93,000
Totals		\$186,476	2.00	50.00%	0.50	\$41,275	\$41,275			\$41,275			\$41,275			\$165,100
Fringe Benefits Rate		28.00%														
Employee Fringe Benefits		\$52,213				\$11,557	\$11,557			\$11,557			\$11,557			\$46,228
Total Non DAS Salaries and Benefits		\$238,689				\$52,832	\$52,832			\$52,832			\$52,832			\$211,328
Total DAS and Non DAS Salaries and Benefits		\$655,982				\$217,760	\$211,543	\$6,291	\$217,834	\$211,543	(\$3,138)	\$208,405	\$211,543	(\$3,138)	\$208,405	\$852,404

HSA #2

10/26/2016

Program: CHAMPSS
 (Same as Line 11 on HSA #1)

Appendix B2, Page 4
 Document Date: 11/15/2022

Capital & Subcontractor Expenditure Detail

DAS Capital Expenditure

<u>Equipment (Qty)</u>	FY 21/22	Adjustment	Rev FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
CHAMPSS Cards 6,000 pcs	\$1,000	\$1,200	\$2,200				\$2,200
Total Equipment Cost	\$1,000	\$1,200	\$2,200				\$2,200
<u>Remodeling</u>	FY 21/22			FY 22/23	FY 23/24	FY 24/25	Total
Total Remodeling Cost							
<u>Subcontractor</u>	FY 21/22			FY 22/23	FY 23/24	FY 24/25	Total
Total Subcontractor Cost							
Total DAS Capital & Subcontractor Expenditure	\$1,000	\$1,200	\$2,200				\$2,200

Non DAS Capital Expenditure

<u>Equipment (Qty)</u>	FY 21/22			FY 22/23	FY 23/24	FY 24/25	Total
Total Equipment Cost							
<u>Remodeling</u>	FY 21/22			FY 22/23	FY 23/24	FY 24/25	Total
Total Remodeling Cost							
<u>Subcontractor</u>	FY 21/22			FY 22/23	FY 23/24	FY 24/25	Total
Total Subcontractor Cost							
Total Non DAS Capital & Subcontractor Expenditure							

Total DAS and Non DAS Capital & Subcontractor Expenditure	\$1,000	\$1,200	\$2,200				\$2,200
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HSA #4 10/25/2016

Program: CHAMPSS
 (Same as Line 11 on HSA #1)

Appendix B2, Page 5
 Document Date: 11/15/2022

NCQA Expenditure Detail

DAS NCQA Expenditure	Unit price	Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Menu planning and nutrition analysis	\$773.00 /set	3.00	\$2,319	\$2,319	\$2,319	\$2,319	\$9,276
Kitchen and food service monitoring	\$630.00	12.00	\$7,560	\$7,560	\$7,560	\$7,560	\$30,240
Congregate site monitoring							
Nutrition education	\$335.00	12.00	\$4,020	\$4,020	\$4,020	\$4,020	\$16,080
In-service training	\$100.00 /training	12.00	\$1,200	\$1,200	\$1,200	\$1,200	\$4,800
Total DAS NCQA Expenditure			\$15,099	\$15,099	\$15,099	\$15,099	\$60,396
Non DAS NCQA Expenditure	Unit price	Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Menu planning and nutrition analysis	/set	3.00					
Kitchen and food service monitoring		12.00					
Congregate site monitoring							
Nutrition education		12.00					
In-service training	/training	12.00					
Total Non DAS NCQA Expenditure							
Total DAS and Non DAS NCQA Expenditure			\$15,099	\$15,099	\$15,099	\$15,099	\$60,396
HSA #4							10/25/2016

Appendix A-2 - Services to be Provided

Southwest Community Corporation

Congregate Nutrition Services (CNS) for Older Adults

March 1, 2022 – June 30, 2025

I. Purpose

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

II. Definitions

Grantee	Southwest Community Corporation
Adult with a Disability	A person 18-59 years of age living with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging

CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
Congregate Nutrition Services	The procurement, preparation, transporting and serving of meals that meet nutrition requirements to eligible consumers in a group setting. Congregate nutrition services also include nutrition education, health promotion, and nutrition risk screening.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov/vi/home/documents/DetermineNutritionChecklist.pdf
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)

HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)
LGBTQ+	An acronym/term used to refer to persons who self-identify as non -heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for enrollment and/or participation is not means tested. Consumers self-report income status.
Menu Planning and Analysis	The development of a menu cycle that adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (CCR Title 22 Sec. 7630)

Nutrition Education Session	An intervention targeting participants and caregivers that uses information dissemination, instruction, or training with the intent to support food, nutrition, and physical activity choices and behaviors (related to nutritional status) in order to maintain or improve health and address nutrition-related conditions. Content is consistent with the DGA; accurate, culturally sensitive, regionally appropriate, and considers personal preferences; and overseen by a registered dietitian. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
OCNP	Older Californians Nutrition Program (previously known as Elderly Nutrition Program, ENP) - Title III C1 and C2. A program that provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and is provided in accordance with the provision of CCR Title 22, Chapter 4, Article 5, Sec. 7630.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term “senior”.
Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.

Senior	A person who is 60 years of age or older; used interchangeably with the term “older adult”.
SF-HSA	Human Services Agency of the City and County of San Francisco.
Socially Isolated	Having few social relationships and few people to interact with regularly.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9</i>).
Unduplicated Consumer (UDC)	An individual who participates in congregate nutrition services and their participation is reflected in CA-GetCare by the grantee.

III. Target Populations

This program is designed to serve all ethnicities and populations, with focused expertise to promote unique cultural needs, which have been identified as demonstrating the greatest economic and social need:

- Persons with low income
- Persons who are socially isolated
- Persons with limited English- speaking proficiency
- Persons from communities of color
- Persons who identify as LGBTQ+
- Persons at risk of institutionalization

IV. Eligibility for Services

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

V. Location and Time of Services

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

VI. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA OCNP, and DAS OCP.
2. Grantee will provide congregate nutrition services for older adults. The provision of services will include the following:
 - i. Enrollment of consumers in the program and the provision of congregate meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
 - ii. Provision of congregate meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs.
 - iii. Annual nutrition screenings for each consumer and documentation of individual responses in CA-GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
3. Grantee will post at each meal site a notice that informs consumers about the suggested voluntary contribution for a meal and a guest fee for individuals who are not eligible to enroll as a consumer in congregate nutrition services. The grantee's board of directors must approve the suggested contribution and guest fee per meal. The grantee will ensure its policy and procedures for the suggested meal contribution and guest fee comply with DAS OCP policy memoranda.
4. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
 - i. Submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding menu analysis. The registered dietitian (RD) on staff or consultant RD must participate in menu planning and complete the corresponding nutrient analysis. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
 - ii. Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
 - iii. Provide a nutrition education session at least once per quarter and a minimum of four (4) times during the fiscal year to consumers participating in services. The grantee may deliver a session in person or via video, audio, online, or the distribution of hardcopy materials. The grantee must report nutrition education sessions in CA-GetCare and include the estimated number of participants.
 - iv. Conduct and document an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four (4)

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

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

VII. Service Objectives

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

Table A	FY 21/22 (3/1/22-6/30/2022)	FY 22/23	Modification	Revised FY 22/23	FY 23/24	Modification	Revised FY 23/24	FY 24/25	Modification	Revised FY 24/25
Number of Unduplicated Consumers (UDC)	75	75	56	131	75	56	131	75	56	131
Number of Meals	4,300	9,750	13,883	23,663	9,750	13,883	23,663	9,750	13,883	23,663

VIII. Outcome Objectives

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

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

IX. Reporting and Other Requirements

1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers using the DAS OCP approved congregate intake form, which includes the annual nutrition risk screening, and the food security screening into the CA-GetCare database in accordance to DAS OCP policy memorandum.
2. Grantee will enter into the CA-GetCare Service Unit section all service objectives by the 5th working day of the month for the preceding month.
3. Grantee will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
 - Number of unduplicated consumers served
 - Number of meals prepared and served

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

Name	Address	Phone
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
Bayview Senior Connections	1753 Carroll Ave, San Francisco, CA 94124	415-647-5353
OMI Senior Center	65 Beverly St, San Francisco, 94132	415-334-5558
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415.404.2938
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Downtown SF Senior Center	481 O’Farrell St, San Francisco, 94102	415-202-2982
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
South Sunset Activity Center	2601 40th Ave, San Francisco, 94116	415-566-2845
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828

Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990
Independent Living Resource Center San Francisco	825 Howard Street, San Francisco, 94103	415 543-6222
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700

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

Tiffany Dang Nutritionist DAS OCP Tiffany.Dang@SFgov.org	Patrick Garcia Contract Manager HSA Contracts Patrick.Garcia@SFgov.org
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I. Monitoring Activities

1. Nutrition Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.
2. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

Appendix A-3 - Services to be Provided

Southwest Community Corporation

Congregate Nutrition Services (CNS) for Adults with Disabilities

March 1, 2022 – June 30, 2025

I. Purpose

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

II. Definitions

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Adult with a Disability	A person 18-59 years of age living with a disability.
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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.
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CDA	California Department of Aging.

City	City and County of San Francisco, a municipal corporation.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
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DAS	Department of Disability and Aging Services.
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)

LGBTQ+	An acronym/term used to refer to persons who self-identify as non -heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for enrollment and/or participation is not means tested. Consumers self-report income status.
Menu Planning and Analysis	The development of a menu cycle that adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (CCR Title 22 Sec. 7630)

Nutrition Education Session	An intervention targeting participants and caregivers that uses information dissemination, instruction, or training with the intent to support food, nutrition, and physical activity choices and behaviors (related to nutritional status) in order to maintain or improve health and address nutrition-related conditions. Content is consistent with the DGA; accurate, culturally sensitive, regionally appropriate, and considers personal preferences; and overseen by a registered dietitian. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
SF-HSA	Human Services Agency of the City and County of San Francisco.
Socially Isolated	Having few social relationships and few people to interact with regularly.

SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9</i>).
Unduplicated Consumer (UDC)	An individual who participates in congregate nutrition services and their participation is reflected in CA-GetCare by the grantee.

III. Target Populations

This program is designed to serve all ethnicities and populations, with focused expertise to promote unique cultural needs which have been identified as demonstrating the greatest economic and social need:

- Persons with low income
- Persons who are socially isolated
- Persons with limited English- speaking proficiency
- Persons from communities of color
- Persons who identify as LGBTQ+
- Persons at risk of institutionalization

IV. Eligibility for Services

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

V. Location and Time of Services

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

VI. Description of Services and Program Requirements

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

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

- iii. Annual nutrition screenings for each consumer and documentation of individual responses in CA-GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
- 3. Grantee will post at each meal site a notice that informs consumers about the suggested voluntary contribution for a meal and a guest fee for individuals who are not eligible to enroll as a consumer in congregate nutrition services. The grantee's board of directors must approve the suggested contribution and guest fee per meal. The grantee will ensure its policy and procedures for the suggested meal contribution and guest fee comply with DAS OCP policy memoranda.
- 4. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
 - i. Submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding menu analysis. The registered dietitian (RD) on staff or consultant RD must participate in menu planning and complete the corresponding nutrient analysis. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
 - ii. Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
 - iii. Provide a nutrition education session at least once per quarter and a minimum of four (4) times during the fiscal year to consumers participating in services. The grantee may deliver a session in person or via video, audio, online, or the distribution of hardcopy materials. The grantee must report nutrition education sessions in CA-GetCare and include the estimated number of participants.
 - iv. Conduct and document an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four (4) times during the fiscal year. The RD on staff or consultant RD must conduct and document the results of the HACCP safety and sanitation monitoring. HACCP monitoring must also include, but is not limited to the review of quarterly congregate site monitoring reports.
 - v. Conduct and document an on-site HACCP safety and sanitation monitoring of each congregate meal site at least once per quarter and a minimum of four (4) times during the fiscal year. The RD on staff, consultant RD, or a qualified staff member must conduct and document the results of the HACCP safety and sanitation monitoring for each site.
 - vi. Provide orientation and training to all new staff, paid and volunteers, to perform their assigned responsibilities and tasks as described in the CCR Title 22 Regulations Sec. 7636.5. Training, at a minimum, shall include:
 - (1) Food safety, prevention of foodborne illness, and HACCP principles.

- (2) Accident prevention, instruction on fire safety, first aid, choking, earthquake preparedness, and other emergency procedures.
- vii. Provide in-service training for nutrition program staff (e.g. food service and delivery workers) at least once per quarter and a minimum four (4) times during the fiscal year as described in the CCR-Title 22 Regulations Sec. 7636.5 and DAS OCP policy memoranda. The grantee will also document, schedule, and conduct in-service trainings in a timely manner when there are monitoring findings. A registered dietitian (RD) must review and approve an annual in-service training plan and the training curriculum for nutrition program staff.
5. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15 each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At minimum, the completed number of surveys per meal site shall be a sample size of the average number of meals served daily.
 6. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the nutrition program. The grantee will ensure the manager on staff possess a food safety manager certification and has the required qualifications as described in the CCR Title 22 Regulations Sec. 7636.3 and DAS OCP policy memoranda.
 7. Grantee will ensure there is a sufficient number of qualified staff, paid and volunteer, with the appropriate education, experience, and cultural competency to carry out the requirements of the program and deliver quality services to meet the needs of the consumers.
 8. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed.
 9. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services.

VII. Service Objectives

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

Table A	FY 21/22 (3/1/22- 6/30/2022)	FY 22/23	Modification	Revised FY 22/23	FY 23/24	Modification	Revised FY 23/24	FY 24/25	Modification	Revised FY 24/25
Number of Unduplicated Consumers (UDC)	25	25	19	44	25	19	44	25	19	44
Number of Meals	1,433	3,250	4,627	7,877	3,250	4,627	7,877	3,250	4,627	7,877

VIII. Outcome Objectives

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

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

IX. Reporting and Other Requirements

1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers using the DAS OCP approved congregate intake form, which includes the annual nutrition risk screening and the food security screening, into the CA-GetCare database in accordance to DAS OCP policy memorandum.
2. Grantee will enter into the CA-GetCare Service Unit section all service objectives by the 5th working day of the month for the preceding month.
3. Grantee will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
 - Number of unduplicated consumers served
 - Number of meals prepared and served
 - Number nutrition compliance units provided
4. Grantee will submit HACCP monitoring reports of the production kitchen and congregate sites to DAS OCP once per quarter. Quarterly reports due Oct. 15; Jan. 15; April 15; and June 15.

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

Name	Address	Phone
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-647-5353
OMI Senior Center	65 Beverly St, San Francisco, 94132	415-334-5558
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415.404.2938
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Downtown SF Senior Center	481 O’Farrell St, San Francisco, 94102	415-202-2982
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
South Sunset Activity Center	2601 40th Ave, San Francisco, 94116	415-566-2845
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990
Independent Living Resource Center San Francisco	825 Howard Street, San Francisco, 94103	415 543-6222
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700

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

Tiffany Dang

Nutritionist

DAS OCP

Tiffany.Dang@SFgov.org

Patrick Garcia

Contract Manager

HSA Contracts

Patrick.Garcia@SFgov.org

I. Monitoring Activities

1. Nutrition Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.

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

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Name											Term	
Southwest Community Corporation											3/1/22-6/30/25	
(Check One) New ___ Renewal ___ Modification ___ X ___ If modification, Effective Date of Mod. 12/1/22 No. of Mod. 1												
Program: Congregate Nutrition Services												
Budget Reference Page No.(s)												
		Original	Modification	Revised	Original	Modification	Revised	Original	Modification	Revised		
Program Term	3/1/22 - 6/30/22 Older Adult and Adult with Disabilities	7/1/22 - 6/30/23 Please refer to App B-2 (Older Adult) and App B-3 (Adult with Disabilities)			7/1/23 - 6/30/24 Please refer to App B-2 (Older Adult) and App B-3 (Adult with Disabilities)			7/1/24 - 6/30/25 Please refer to App B-2 (Older Adult) and App B-3 (Adult with Disabilities)			3/1/22-6/30/25	Average cost/meal
Annual # Meals Contracted	5,733										5,733	
DAS Expenditures												
Salaries & Benefits	\$22,916											
Operating Expenses	\$24,184											
Indirect Percentage (%)	10%											
Indirect Cost	\$4,711											
Meals subtotal	\$51,811											
Capital/Subcontractor Expenditures	\$1,000											
NCQA Expenditures	\$3,700											
Total DAS Expenditures	\$56,511	\$124,969	\$222,412	\$347,381	\$124,969	\$172,329	\$297,298	\$124,969	\$172,329	\$297,298	\$998,488	\$174.17
Non DAS Expenditures												
Salaries & Benefits	\$39,583											
Operating Expenses	\$1,345											
Capital/Subcontractor Expenditures												
NCQA Expenditures												
Total Non DAS Expenditures	\$40,928	\$88,625	(\$39,750)	\$48,875	\$88,625	(\$39,750)	\$48,875	\$88,625	(\$39,750)	\$48,875	\$187,553	\$32.71
TOTAL DAS AND NON DAS EXPEDITURES	\$97,439	\$213,594	\$182,662	\$396,256	\$213,594	\$132,579	\$346,173	\$213,594	\$132,579	\$346,173	\$1,186,041	\$206.88
DAS Revenues												
Meals - General Fund	\$56,511											
Total DAS Revenue	\$56,511	\$124,969	\$222,412	\$347,381	\$124,969	\$172,329	\$297,298	\$124,969	\$172,329	\$297,298	\$998,488	\$174.17
PER MEAL COST, DAS	\$9.04											
PER MEAL COST (with NCQA), DAS	\$9.68											
Non DAS Revenues												
Project Income	\$4,333											
Agency Cash- Fundraising	\$14,303											
Agency In-kind Volunteer	\$22,292											
Total Non DAS Revenue	\$40,928	\$88,625	(\$39,750)	\$48,875	\$88,625	(\$39,750)	\$48,875	\$88,625	(\$39,750)	\$48,875	\$187,553	\$32.71
PER MEAL COST, Non DAS	\$7.14											
PER MEAL COST (with NCQA), Non DAS	\$7.14											
TOTAL DAS AND NON DAS REVENUE	\$97,439	\$213,594	\$182,662	\$396,256	\$213,594	\$132,579	\$346,173	\$213,594	\$132,579	\$346,173	\$1,186,041	\$206.88
PER MEAL COST, Total	\$16.18											
PER MEAL COST (with NCQA), Total	\$16.82											
Full Time Equivalent (FTE)	2.00											
Prepared by:												
HSA-CO Review Signature:												
HSA #1												

Salaries & Benefits Detail

DAS Salaries & Benefits		Agency Totals		DAS Program		3/1/22 - 6/30/22 Older Adult and Adult with Disabilities	7/1/22 - 6/30/23 Please refer to App B-2 (Older Adult) and App B-3 (Adult with Disabilities)	7/1/23 - 6/30/24 Please refer to App B-2 (Older Adult) and App B-3 (Adult with Disabilities)	7/1/24 - 6/30/25 Please refer to App B-2 (Older Adult) and App B-3 (Adult with Disabilities)	3/1/22-6/30/25
Position Title	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	
Chef	\$60,000	0.75	67%	0.50	\$10,000				\$10,000	
Assistant Chef	\$50,000	0.75	67%	0.50	\$8,333				\$8,333	
Totals	\$110,000	1.50	133%	1.00	\$18,333				\$18,333	
Fringe Benefits Rate	25%									
Employee Fringe Benefits	\$27,500				\$4,583				\$4,583	
Total DAS Salaries and Benefits	\$137,500				\$22,916				\$22,916	
Non DAS Salaries & Benefits		Agency Totals		DAS Program		3/1/22 - 6/30/22 Older Adult and Adult with Disabilities	7/1/22 - 6/30/23 Please refer to App B-2 (Older Adult) and App B-3 (Adult with Disabilities)	7/1/23 - 6/30/24 Please refer to App B-2 (Older Adult) and App B-3 (Adult with Disabilities)	7/1/24 - 6/30/25 Please refer to App B-2 (Older Adult) and App B-3 (Adult with Disabilities)	3/1/22-6/30/25
Position Title	Annual Full Time Salary for FTE	Total FTE	% FTE funded by CBO (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	
Chef	\$60,000	1.00	50%	0.50	\$10,000				\$10,000	
Assistant Chef	\$50,000	1.00	50%	0.50	\$8,333				\$8,333	
Kitchen Assistant	\$40,000	1.00	100%	1.00	\$13,333				\$13,333	
Totals	\$40,000	1.00	100%	1.00	\$31,666				\$31,666	
Fringe Benefits Rate	25%									
Employee Fringe Benefits	\$10,000				\$7,917				\$7,917	
Total Non DAS Salaries and Benefits	\$50,000				\$39,583				\$39,583	
Total DAS and Non DAS Salaries and Benefits	\$187,500				\$62,499				\$62,499	

HSA #2

Program: Congregate Nutrition Services		Appendix B-1, Page 3			
Operating Expense Detail					
	3/1/22 - 6/30/22 Older Adult and Adult with Disabilities	7/1/22 - 6/30/23 Please refer to App B-2 (Older Adult) and App B-3 (Adult with Disabilities)	7/1/23 - 6/30/24 Please refer to App B-2 (Older Adult) and App B-3 (Adult with Disabilities)	7/1/24 - 6/30/25 Please refer to App B-2 (Older Adult) and App B-3 (Adult with Disabilities)	3/1/22-6/30/25
Annual # Meals Contracted	5,733				
DAS Operating Expenses					
<u>Expenditure Category</u>					
Rental of Property					
Utilities (Elec. Water, Gas, Phone, Garbage)					
Office Supplies, Postage	\$280				\$280
Building Maintenance Supplies and Repair	\$300				\$300
Printing and Reproduction	\$250				\$250
Insurance	\$1,200				\$1,200
Staff Training	\$500				\$500
Staff Travel-(Local & Out of Town)	\$400				\$400
Rental of Equipment					
Food Cost					
Raw Food <i>per meal</i> \$2.90	\$16,621				\$16,621
Cong Food Svc Supplies <i>per meal</i> \$0.81	\$4,633				\$4,633
Catered Meals <i>per meal</i>					
Consultant					
Other					
Total DAS Operating Expenses	\$24,184				\$24,184
Non DAS Operating Expenses					
<u>Expenditure Category</u>					
Rental of Property					
Utilities (Elec. Water, Gas, Phone, Garbage)					
Office Supplies, Postage					
Building Maintenance Supplies and Repair					
Printing and Reproduction					
Insurance					
Staff Training					
Staff Travel-(Local & Out of Town)					
Rental of Equipment					
Food Cost					
Raw Food <i>per meal</i> \$0.23	\$1,345				\$1,345
Cong Food Svc Supplies <i>per meal</i>					
Catered Meals <i>per meal</i>					
Consultant					
Other					
Total Non DAS Operating Expenses	\$1,345				\$1,345
Total DAS and Non DAS Operating Expenses	\$25,529				\$25,529
HSA #3					

Program: Congregate Nutrition Services					Appendix B-1, Page 4
Capital & Subcontractor Expenditure Detail					
DAS Capital Expenditure					
	3/1/22 - 6/30/22 Older Adult and Adult with Disabilities	7/1/22 - 6/30/23 Please refer to App B-2 (Older Adult) and App B-3 (Adult with Disabilities)	7/1/23 - 6/30/24 Please refer to App B-2 (Older Adult) and App B-3 (Adult with Disabilities)	7/1/24 - 6/30/25 Please refer to App B-2 (Older Adult) and App B-3 (Adult with Disabilities)	3/1/22-6/30/25
<u>Equipment (Qty)</u>					
Meat Slicer	\$1,000				\$1,000
Total Equipment Cost	\$1,000				\$1,000
<u>Remodeling</u>					
Total Remodeling Cost					
<u>Subcontractor</u>					
Total Subcontractor Cost					
Total DAS Capital & Subcontractor Expenditure	\$1,000				\$1,000
Non DAS Capital Expenditure					
<u>Equipment (Qty)</u>					
Total Equipment Cost					
<u>Remodeling</u>					
Total Remodeling Cost					
<u>Subcontractor</u>					
Total Subcontractor Cost					
Total Non DAS Capital & Subcontractor Expenditure					
Total DAS and Non DAS Capital & Subcontractor Expenditure	\$1,000				\$1,000
HSA #4					

NCQA Expenditure Detail

	Unit price	Unit	3/1/22 - 6/30/22 Older Adult and Adult with Disabilities	7/1/22 - 6/30/23 Please refer to App B-2 (Older Adult) and App B-3 (Adult with Disabilities)	7/1/23 - 6/30/24 Please refer to App B-2 (Older Adult) and App B-3 (Adult with Disabilities)	7/1/24 - 6/30/25 Please refer to App B-2 (Older Adult) and App B-3 (Adult with Disabilities)	3/1/22-6/30/25
DAS NCQA Expenditure							
Menu planning and nutrition analysis	\$700.00 /set	1.00	\$700				\$700
Kitchen and food service monitoring	\$650.00	2.00	\$1,300				\$1,300
Congregate site monitoring	\$600.00	2.00	\$1,200				\$1,200
Nutrition education	\$150.00	2.00	\$300				\$300
Nutrition counseling (optional)	/hour						
In-service training	\$100.00 /training	2.00	\$200				\$200
Total DAS NCQA Expenditure			\$3,700				\$3,700
Non DAS NCQA Expenditure							
Menu planning and nutrition analysis	/set						
Kitchen and food service monitoring							
Congregate site monitoring							
Nutrition education							
Nutrition counseling (optional)	/hour						
In-service training	/training						
Total Non DAS NCQA Expenditure							
Total DAS and Non DAS NCQA Expenditure			\$3,700				\$3,700

HSA #4

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Name												Term
Southwest Community Corporation												3/1/22-6/30/25
(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>												
If modification, Effective Date of Mod. 12/1/22 No. of Mod. 1												
Program: Congregate Nutrition Services (CNS) (Older Adults)												
Budget Reference Page No.(s)												
		(Original)	(Modified)	(Revised)	(Original)	(Modified)	(Revised)	(Original)	(Modified)	(Revised)	(Total)	Average cost/meal
Program Term	3/1/22 - 6/30/22 Older Adults and Adults with Disabilities Please refer to App B-1	7/1/22 - 6/30/23 Older Adults	12/1/22 - 6/30/23 Older Adults	7/1/22 - 6/30/23 Older Adults	7/1/23 - 6/30/24 Older Adults	7/1/23 - 6/30/24 Older Adults	7/1/23 - 6/30/24 Older Adults	7/1/24 - 6/30/25 Older Adults	7/1/24 - 6/30/25 Older Adults	7/1/24 - 6/30/25 Older Adults	3/1/22-6/30/25	
Annual # Meals Contracted		9,750	13,883	23,633	9,750	13,883	23,633	9,750	13,883	23,633	70,899	
DAS Expenditures												
Salaries & Benefits		\$51,563	\$58,406	\$109,969	\$51,563	\$58,406	\$109,969	\$51,563	\$58,406	\$109,969	\$329,907	\$4.65
Operating Expenses		\$28,531	\$59,653	\$88,184	\$28,531	\$59,653	\$88,184	\$28,531	\$59,653	\$88,184	\$264,552	\$3.73
Subtotal		\$80,094	\$118,059	\$198,153	\$80,094	\$118,059	\$198,153	\$80,094	\$118,059	\$198,153	\$594,459	\$8.38
Indirect Percentage (%)		10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	
Indirect Cost		\$8,009	\$12,442	\$20,451	\$8,009	\$12,442	\$20,451	\$8,009	\$12,442	\$20,451	\$61,353	\$0.87
Capital/Subcontractor Expenditures			\$50,083	\$50,083							\$50,083	\$0.71
NCQA Expenditures		\$7,500		\$7,500	\$7,500		\$7,500	\$7,500		\$7,500	\$22,500	\$0.32
Total DAS Expenditures		\$95,603	\$180,584	\$276,187	\$95,603	\$130,501	\$226,104	\$95,603	\$130,501	\$226,104	\$728,395	\$10.27
Non DAS Expenditures												
Salaries & Benefits		\$44,532	(\$7,876)	\$36,656	\$44,532	(\$7,876)	\$36,656	\$44,532	(\$7,876)	\$36,656	\$109,968	\$1.55
Operating Expenses		\$21,938	(\$21,938)		\$21,938	(\$21,938)		\$21,938	(\$21,938)			
Capital/Subcontractor Expenditures												
NCQA Expenditures												
Total Non DAS Expenditures		\$66,470	(\$29,814)	\$36,656	\$66,470	(\$29,814)	\$36,656	\$66,470	(\$29,814)	\$36,656	\$109,968	\$1.55
TOTAL DAS AND NON DAS EXPEDITURES		\$162,073	\$150,770	\$312,843	\$162,073	\$100,687	\$262,760	\$162,073	\$100,687	\$262,760	\$838,363	\$11.82
DAS Revenues												
Meals - General Fund		\$95,603		\$95,603	\$95,603		\$95,603	\$95,603		\$95,603	\$286,809	\$4.05
CODB			\$4,999	\$4,999		\$4,999	\$4,999		\$4,999	\$4,999	\$14,997	\$0.21
Addback			\$125,502	\$125,502		\$125,502	\$125,502		\$125,502	\$125,502	\$376,506	\$5.31
Infrastructure (OTO 22/23)			\$50,083	\$50,083							\$50,083	\$0.71
Total DAS Revenue		\$95,603	\$180,584	\$276,187	\$95,603	\$130,501	\$226,104	\$95,603	\$130,501	\$226,104	\$728,395	\$10.27
PER MEAL COST, DAS		\$9.04	\$0.21	\$9.25	\$9.04	\$0.21	\$9.25	\$9.04	\$0.21	\$9.25		
PER MEAL COST (with NCQA), DAS		\$9.81	(\$0.24)	\$9.57	\$9.81	(\$0.24)	\$9.57	\$9.81	(\$0.24)	\$9.57		
Non DAS Revenues												
Project Income		\$9,750	(\$6,450)	\$3,300	\$9,750	(\$6,450)	\$3,300	\$9,750	(\$6,450)	\$3,300	\$9,900	\$0.14
Agency Cash- Fundraising		\$51,095	(\$23,364)	\$27,731	\$51,095	(\$23,364)	\$27,731	\$51,095	(\$23,364)	\$27,731	\$83,193	\$1.17
Agency In-kind Volunteer		\$5,625		\$5,625	\$5,625		\$5,625	\$5,625		\$5,625	\$16,875	\$0.24
Total Non DAS Revenue		\$66,470	(\$29,814)	\$36,656	\$66,470	(\$29,814)	\$36,656	\$66,470	(\$29,814)	\$36,656	\$109,968	\$1.55
PER MEAL COST, Non DAS		\$6.82	(\$5.27)	\$1.55	\$6.82	(\$5.27)	\$1.55	\$6.82	(\$5.27)	\$1.55		
PER MEAL COST (with NCQA), Non DAS		\$6.82	(\$5.27)	\$1.55	\$6.82	(\$5.27)	\$1.55	\$6.82	(\$5.27)	\$1.55		
TOTAL DAS AND NON DAS REVENUE		\$162,073	\$150,770	\$312,843	\$162,073	\$100,687	\$262,760	\$162,073	\$100,687	\$262,760	\$838,363	\$11.82
PER MEAL COST, Total		\$15.85	(\$5.05)	\$10.80	\$15.85	(\$5.05)	\$10.80	\$15.85	(\$5.05)	\$10.80		
PER MEAL COST (with NCQA), Total		\$16.62	(\$5.50)	\$11.12	\$16.62	(\$5.50)	\$11.12	\$16.62	(\$5.50)	\$11.12		
Full Time Equivalent (FTE)		1.88		1.88	1.88		1.88	1.88		1.88		
Prepared by:												
HSA-CO Review Signature:												
HSA #1												

Program: Congregate Nutrition Services (CNS) (Older Adults)															Appendix B-2, Page 2			
Salaries & Benefits Detail																		
					(Original)	(Modified)	(Revised)	(Original)	(Modified)	(Revised)	(Original)	(Modified)	(Revised)	(Total)				
DAS Salaries & Benefits		Agency Totals		DAS Program		3/1/22 - 6/30/22 Older Adults and Adults with Disabilities Please refer to App B-1		7/1/22 - 6/30/23 Older Adults	12/1/22 - 6/30/23 Older Adults	7/1/22 - 6/30/23 Older Adults	7/1/23 - 6/30/24 Older Adults	7/1/23 - 6/30/24 Older Adults	7/1/23 - 6/30/24 Older Adults	7/1/24 - 6/30/25 Older Adults	7/1/24 - 6/30/25 Older Adults	7/1/24 - 6/30/25 Older Adults	3/1/22-6/30/25	
Position Title	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	
Chief	\$62,400	0.75	75%	0.56		\$22,500	\$12,600	\$35,100	\$22,500	\$12,600	\$35,100	\$22,500	\$12,600	\$35,100	\$22,500	\$12,600	\$35,100	\$105,300
Assistant Chief	\$52,000	0.75	75%	0.56		\$18,750	\$10,500	\$29,250	\$18,750	\$10,500	\$29,250	\$18,750	\$10,500	\$29,250	\$18,750	\$10,500	\$29,250	\$87,750
Kitchen Assistant	\$42,000	0.75	75%	0.56			\$23,625	\$23,625			\$23,625	\$23,625			\$23,625	\$23,625		\$70,875
Totals	\$156,400	2.25	225%	1.69		\$41,250	\$46,725	\$87,975	\$41,250	\$46,725	\$87,975	\$41,250	\$46,725	\$87,975	\$41,250	\$46,725	\$87,975	\$263,925
Fringe Benefits Rate	25%				25%		25%		25%		25%		25%		25%			
Employee Fringe Benefits	\$39,100					\$10,313	\$11,681	\$21,994	\$10,313	\$11,681	\$21,994	\$10,313	\$11,681	\$21,994	\$10,313	\$11,681	\$21,994	\$65,982
Total DAS Salaries and Benefits	\$195,500					\$51,563	\$58,406	\$109,969	\$51,563	\$58,406	\$109,969	\$51,563	\$58,406	\$109,969	\$51,563	\$58,406	\$109,969	\$329,907
Non DAS Salaries & Benefits		Agency Totals		DAS Program		3/1/22 - 6/30/22 Older Adults and Adults with Disabilities Please refer to App B-1		7/1/22 - 6/30/23 Older Adults	12/1/22 - 6/30/23 Older Adults	7/1/22 - 6/30/23 Older Adults	7/1/23 - 6/30/24 Older Adults	7/1/23 - 6/30/24 Older Adults	7/1/23 - 6/30/24 Older Adults	7/1/24 - 6/30/25 Older Adults	7/1/24 - 6/30/25 Older Adults	7/1/24 - 6/30/25 Older Adults	3/1/22-6/30/25	
Position Title	Annual Full Time Salary for FTE	Total FTE	% FTE funded by CBO (Max 100%)	Adjusted 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	Budgeted Salary	
Chief	\$62,400	0.75	25%	0.19		\$11,250	\$450	\$11,700	\$11,250	\$450	\$11,700	\$11,250	\$450	\$11,700	\$11,250	\$450	\$11,700	\$35,100
Assistant Chief	\$52,000	0.75	25%	0.19		\$9,375	\$375	\$9,750	\$9,375	\$375	\$9,750	\$9,375	\$375	\$9,750	\$9,375	\$375	\$9,750	\$29,250
Kitchen Assistant	\$42,000	0.75	25%	0.19		\$15,000	(\$7,125)	\$7,875	\$15,000	(\$7,125)	\$7,875	\$15,000	(\$7,125)	\$7,875	\$15,000	(\$7,125)	\$7,875	\$23,625
Totals	\$156,400	0.75	25%	0.19		\$35,625	(\$6,300)	\$29,325	\$35,625	(\$6,300)	\$29,325	\$35,625	(\$6,300)	\$29,325	\$35,625	(\$6,300)	\$29,325	\$87,975
Fringe Benefits Rate	25%				25%		25%		25%		25%		25%		25%			
Employee Fringe Benefits	\$39,100					\$8,907	(\$1,576)	\$7,331	\$8,907	(\$1,576)	\$7,331	\$8,907	(\$1,576)	\$7,331	\$8,907	(\$1,576)	\$7,331	\$21,993
Total Non DAS Salaries and Benefits	\$195,500					\$44,532	(\$7,876)	\$36,656	\$44,532	(\$7,876)	\$36,656	\$44,532	(\$7,876)	\$36,656	\$44,532	(\$7,876)	\$36,656	\$109,968
Total DAS and Non DAS Salaries and Benefits	\$391,000					\$96,095	\$50,530	\$146,625	\$96,095	\$50,530	\$146,625	\$96,095	\$50,530	\$146,625	\$96,095	\$56,830	\$146,625	\$439,875

HSA #2

Program: Congregate Nutrition Services (CNS) (Older Adults)											Appendix B-2, Page 3
Operating Expense Detail											
	3/1/22 - 6/30/22 Older Adults and Adults with Disabilities Please refer to App B-1	(Original)	(Modified)	(Revised)	(Original)	(Modified)	(Revised)	(Original)	(Modified)	(Revised)	(Total)
		7/1/22 - 6/30/23 Older Adults	12/1/22 - 6/30/23 Older Adults	7/1/22 - 6/30/23 Older Adults	7/1/23 - 6/30/24 Older Adults	7/1/23 - 6/30/24 Older Adults	7/1/23 - 6/30/24 Older Adults	7/1/24 - 6/30/25 Older Adults	7/1/24 - 6/30/25 Older Adults	7/1/24 - 6/30/25 Older Adults	3/1/22-6/30/25
Annual # Meals Contracted		9,750	13,883	23,633	9,750	13,883	23,633	9,750	13,883	23,633	
DAS Operating Expenses											
<u>Expenditure Category</u>											
Rental of Property											
Utilities (Elec. Water, Gas, Phone, Garbage)											
Office Supplies, Postage		\$630	\$203	\$833	\$630	\$203	\$833	\$630	\$203	\$833	\$2,499
Building Maintenance Supplies and Repair		\$675	\$151	\$826	\$675	\$151	\$826	\$675	\$151	\$826	\$2,478
Printing and Reproduction		\$563	\$437	\$1,000	\$563	\$437	\$1,000	\$563	\$437	\$1,000	\$3,000
Insurance		\$2,700	\$300	\$3,000	\$2,700	\$300	\$3,000	\$2,700	\$300	\$3,000	\$9,000
Staff Training		\$1,125	\$150	\$1,275	\$1,125	\$150	\$1,275	\$1,125	\$150	\$1,275	\$3,825
Staff Travel-(Local & Out of Town)		\$900	\$100	\$1,000	\$900	\$100	\$1,000	\$900	\$100	\$1,000	\$3,000
Rental of Equipment											
<u>Food Cost</u>	FY22-25										
Raw Food	per meal \$2.38	\$19,500	\$36,750	\$56,250	\$19,500	\$36,750	\$56,250	\$19,500	\$36,750	\$56,250	\$168,750
Cong Food Svc Supplies	per meal \$0.63	\$2,438	\$12,562	\$15,000	\$2,438	\$12,562	\$15,000	\$2,438	\$12,562	\$15,000	\$45,000
Catered Meals	per meal										
<u>Consultant</u>											
<u>Other</u>											
Fuel			\$9,000	\$9,000		\$9,000	\$9,000		\$9,000	\$9,000	\$27,000
Total DAS Operating Expenses		\$28,531	\$59,653	\$88,184	\$28,531	\$59,653	\$88,184	\$28,531	\$59,653	\$88,184	\$264,552
		(Original)	(Modified)	(Revised)	(Original)	(Modified)	(Revised)	(Original)	(Modified)	(Revised)	(Total)
	3/1/22 - 6/30/22 Older Adults and Adults with Disabilities Please refer to App B-1	7/1/22 - 6/30/23 Older Adults	12/1/22 - 6/30/23 Older Adults	7/1/22 - 6/30/23 Older Adults	7/1/23 - 6/30/24 Older Adults	7/1/23 - 6/30/24 Older Adults	7/1/23 - 6/30/24 Older Adults	7/1/24 - 6/30/25 Older Adults	7/1/24 - 6/30/25 Older Adults	7/1/24 - 6/30/25 Older Adults	3/1/22-6/30/25
Non DAS Operating Expenses											
<u>Expenditure Category</u>											
Rental of Property											
Utilities (Elec. Water, Gas, Phone, Garbage)											
Office Supplies, Postage											
Building Maintenance Supplies and Repair											
Printing and Reproduction											
Insurance											
Staff Training											
Staff Travel-(Local & Out of Town)											
Rental of Equipment											
<u>Food Cost</u>	FY22-25										
Raw Food	per meal	\$14,625	(\$14,625)		\$14,625	(\$14,625)		\$14,625	(\$14,625)		
Cong Food Svc Supplies	per meal	\$7,313	(\$7,313)		\$7,313	(\$7,313)		\$7,313	(\$7,313)		
Catered Meals	per meal										
<u>Consultant</u>											
<u>Other</u>											
Total Non DAS Operating Expenses		\$21,938	(\$21,938)		\$21,938	(\$21,938)		\$21,938	(\$21,938)		
Total DAS and Non DAS Operating Expenses		\$50,469	\$37,715	\$88,184	\$50,469	\$37,715	\$88,184	\$50,469	\$37,715	\$88,184	\$264,552
HSA #3											

Program: Congregate Nutrition Services (CNS) (Older Adults)

Appendix B-2, Page 4

Capital & Subcontractor Expenditure Detail

DAS Capital Expenditure	3/1/22 - 6/30/22 Older Adults and Adults with Disabilities Please refer to App B-1	(Original)	(Modified)	(Revised)	(Original)	(Modified)	(Revised)	(Original)	(Modified)	(Revised)	(Total)
		7/1/22 - 6/30/23 Older Adults	12/1/22 - 6/30/23 Older Adults	7/1/22 - 6/30/23 Older Adults	7/1/23 - 6/30/24 Older Adults	7/1/23 - 6/30/24 Older Adults	7/1/23 - 6/30/24 Older Adults	7/1/24 - 6/30/25 Older Adults	7/1/24 - 6/30/25 Older Adults	7/1/24 - 6/30/25 Older Adults	3/1/22-6/30/25
Equipment (Qty)											
Dishwasher			\$7,988	\$7,988							\$7,988
Convection Oven			\$8,300	\$8,300							\$8,300
Ice Machine			\$8,795	\$8,795							\$8,795
Total Equipment Cost			\$25,083	\$25,083							\$25,083
Remodeling											
Linoleum Flooring			\$25,000	\$25,000							\$25,000
Total Remodeling Cost			\$25,000	\$25,000							\$25,000
Subcontractor											
Total Subcontractor Cost											
Total DAS Capital & Subcontractor Expenditure			\$50,083	\$50,083							\$50,083
Non DAS Capital Expenditure											
Equipment (Qty)											
Total Equipment Cost											
Remodeling											
Total Remodeling Cost											
Subcontractor											
Total Subcontractor Cost											
Total Non DAS Capital & Subcontractor Expenditure											
Total DAS and Non DAS Capital & Subcontractor Expenditure			\$50,083	\$50,083							\$50,083
HSA #4											

Program: Congregate Nutrition Services (CNS) (Older Adults)

Appendix B-2, Page 5

NCQA Expenditure Detail

	Unit price			Unit			3/1/22 - 6/30/22 Older Adults and Adults with Disabilities Please refer to App B-1	(Original)	(Modified)	(Revised)	(Original)	(Modified)	(Revised)	(Original)	(Modified)	(Revised)	(Total)
	(Original)	(Modified)	(Revised)	(Original)	(Modified)	(Revised)		7/1/22 - 6/30/23 Older Adults	12/1/22 - 6/30/23 Older Adults	7/1/22 - 6/30/23 Older Adults	7/1/23 - 6/30/24 Older Adults	7/1/23 - 6/30/24 Older Adults	7/1/23 - 6/30/24 Older Adults	7/1/24 - 6/30/25 Older Adults	7/1/24 - 6/30/25 Older Adults	7/1/24 - 6/30/25 Older Adults	3/1/22-6/30/25
DAS NCQA Expenditure																	
Menu planning and nutrition analysis	\$700.00		\$700.00	/set	2.00	2.00		\$1,400		\$1,400	\$1,400			\$1,400		\$1,400	\$1,400
Kitchen and food service monitoring	\$650.00		\$650.00		4.00	4.00		\$2,600		\$2,600	\$2,600			\$2,600		\$2,600	\$2,600
Congregate site monitoring	\$600.00		\$600.00		4.00	4.00		\$2,400		\$2,400	\$2,400			\$2,400		\$2,400	\$2,400
Nutrition education	\$175.00		\$175.00		4.00	4.00		\$700		\$700	\$700			\$700		\$700	\$700
Nutrition counseling (optional)				/hour													
In-service training	\$100.00		\$100.00	/training	4.00	4.00		\$400		\$400	\$400			\$400		\$400	\$400
Total DAS NCQA Expenditure								\$7,500		\$7,500	\$7,500			\$7,500		\$7,500	\$22,500
Non DAS NCQA Expenditure																	
Menu planning and nutrition analysis				/set													
Kitchen and food service monitoring																	
Congregate site monitoring																	
Nutrition education																	
Nutrition counseling (optional)				/hour													
In-service training				/training													
Total Non DAS NCQA Expenditure																	
Total DAS and Non DAS NCQA Expenditure								\$7,500		\$7,500	\$7,500			\$7,500		\$7,500	\$22,500
HSA #4																	

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Name												Term
Southwest Community Corporation												3/1/22-6/30/25
(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>												
If modification, Effective Date of Mod. 12/1/22												
No. of Mod. 1												
Program: Congregate Nutrition Services (CNS) (Adults with Disabilities)												
Budget Reference Page No.(s)												
		(Original)	(Modified)	(Revised)	(Original)	(Modified)	(Revised)	(Original)	(Modified)	(Revised)	(Total)	Average cost/meal
Program Term	3/1/22 - 6/30/22 Older Adults and Adults with Disabilities Please refer to App B-1	7/1/22 - 6/30/23 Adults with Disabilities	12/1/22 - 6/30/23 Adults with Disabilities	7/1/22 - 6/30/23 Adults with Disabilities	7/1/23 - 6/30/24 Adults with Disabilities	7/1/23 - 6/30/24 Adults with Disabilities	7/1/23 - 6/30/24 Adults with Disabilities	7/1/24 - 6/30/25 Adults with Disabilities	7/1/24 - 6/30/25 Adults with Disabilities	7/1/24 - 6/30/25 Adults with Disabilities	3/1/22-6/30/25	
Annual # Meals Contracted		3,250	4,627	7,877	3,250	4,627	7,877	3,250	4,627	7,877	23,631	
DAS Expenditures												
Salaries & Benefits		\$17,187	\$19,469	\$36,656	\$17,187	\$19,469	\$36,656	\$17,187	\$19,469	\$36,656	\$109,968	\$4.65
Operating Expenses		\$9,509	\$18,557	\$28,066	\$9,509	\$18,557	\$28,066	\$9,509	\$18,557	\$28,066	\$84,198	\$3.56
Subtotal		\$26,696	\$38,026	\$64,722	\$26,696	\$38,026	\$64,722	\$26,696	\$38,026	\$64,722	\$194,166	\$8.22
Indirect Percentage (%)		10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	
Indirect Cost		\$2,670	\$3,802	\$6,472	\$2,670	\$3,802	\$6,472	\$2,670	\$3,802	\$6,472	\$19,416	\$0.82
Capital/Subcontractor Expenditures												
NCQA Expenditures												
Total DAS Expenditures		\$29,366	\$41,828	\$71,194	\$29,366	\$41,828	\$71,194	\$29,366	\$41,828	\$71,194	\$213,582	\$9.04
Non DAS Expenditures												
Salaries & Benefits		\$14,843	(\$2,624)	\$12,219	\$14,843	(\$2,624)	\$12,219	\$14,843	(\$2,624)	\$12,219	\$36,657	\$1.55
Operating Expenses		\$7,312	(\$7,312)		\$7,312	(\$7,312)		\$7,312	(\$7,312)			
Capital/Subcontractor Expenditures												
NCQA Expenditures												
Total Non DAS Expenditures		\$22,155	(\$9,936)	\$12,219	\$22,155	(\$9,936)	\$12,219	\$22,155	(\$9,936)	\$12,219	\$36,657	\$1.55
TOTAL DAS AND NON DAS EXPEDITURES		\$51,521	\$31,892	\$83,413	\$51,521	\$31,892	\$83,413	\$51,521	\$31,892	\$83,413	\$250,239	\$10.59
DAS Revenues												
Meals - General Fund		\$29,366		\$29,366	\$29,366		\$29,366	\$29,366		\$29,366	\$88,098	\$3.73
COB												
Addback			\$41,828	\$41,828		\$41,828	\$41,828		\$41,828	\$41,828	\$125,484	\$5.31
Total DAS Revenue		\$29,366	\$41,828	\$71,194	\$29,366	\$41,828	\$71,194	\$29,366	\$41,828	\$71,194	\$213,582	\$9.04
PER MEAL COST, DAS		\$9.04		\$9.04	\$9.04		\$9.04	\$9.04		\$9.04	\$9.04	
PER MEAL COST (with NCQA), DAS		\$9.04		\$9.04	\$9.04		\$9.04	\$9.04		\$9.04	\$9.04	
Non DAS Revenues												
Project Income		\$3,250	(\$3,250)		\$3,250	(\$3,250)		\$3,250	(\$3,250)			
Agency Cash- Fundraising		\$17,030	(\$6,686)	\$10,344	\$17,030	(\$6,686)	\$10,344	\$17,030	(\$6,686)	\$10,344	\$31,032	\$1.31
Agency In-kind Volunteer		\$1,875		\$1,875	\$1,875		\$1,875	\$1,875		\$1,875	\$5,625	\$0.24
Total Non DAS Revenue		\$22,155	(\$9,936)	\$12,219	\$22,155	(\$9,936)	\$12,219	\$22,155	(\$9,936)	\$12,219	\$36,657	\$1.55
PER MEAL COST, Non DAS		\$6.82	(\$5.27)	\$1.55	\$6.82	(\$5.27)	\$1.55	\$6.82	(\$5.27)	\$1.55	\$1.55	
PER MEAL COST (with NCQA), Non DAS		\$6.82	(\$5.27)	\$1.55	\$6.82	(\$5.27)	\$1.55	\$6.82	(\$5.27)	\$1.55	\$1.55	
TOTAL DAS AND NON DAS REVENUE		\$51,521	\$31,892	\$83,413	\$51,521	\$31,892	\$83,413	\$51,521	\$31,892	\$83,413	\$250,239	\$10.59
PER MEAL COST, Total		\$15.85	(\$5.26)	\$10.59	\$15.85	(\$5.26)	\$10.59	\$15.85	(\$5.26)	\$10.59	\$10.59	
PER MEAL COST (with NCQA), Total		\$15.85	(\$5.26)	\$10.59	\$15.85	(\$5.26)	\$10.59	\$15.85	(\$5.26)	\$10.59	\$10.59	
Full Time Equivalent (FTE)		0.63		0.63	0.63		0.63	0.63		0.63	0.63	
Prepared by:												
HSA-CO Review Signature:												
HSA #1												

Program: Congregate Nutrition Services (CNS) (Adults with Disabilities)														Appendix B-3, Page 2				
Salaries & Benefits Detail																		
					(Original)	(Modified)	(Revised)	(Original)	(Modified)	(Revised)	(Original)	(Modified)	(Revised)	(Total)				
DAS Salaries & Benefits		Agency Totals		DAS Program		3/1/22 - 6/30/22 Older Adults and Adults with Disabilities Please refer to App B-1		7/1/22 - 6/30/23 Adults with Disabilities	12/1/22 - 6/30/23 Adults with Disabilities	7/1/22 - 6/30/23 Adults with Disabilities	7/1/23 - 6/30/24 Adults with Disabilities	7/1/23 - 6/30/24 Adults with Disabilities	7/1/23 - 6/30/24 Adults with Disabilities	7/1/24 - 6/30/25 Adults with Disabilities	7/1/24 - 6/30/25 Adults with Disabilities	7/1/24 - 6/30/25 Adults with Disabilities	3/1/22-6/30/25	
Position Title	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	
Chief	\$62,400	0.25	75%	0.19		\$7,500	\$4,200	\$11,700	\$7,500	\$4,200	\$11,700	\$7,500	\$4,200	\$11,700	\$7,500	\$4,200	\$11,700	\$35,100
Assistant Chef	\$52,000	0.25	75%	0.19		\$6,250	\$3,500	\$9,750	\$6,250	\$3,500	\$9,750	\$6,250	\$3,500	\$9,750	\$6,250	\$3,500	\$9,750	\$29,250
Kitchen Assistant	\$42,000	0.25	75%	0.19			\$7,875	\$7,875		\$7,875	\$7,875		\$7,875	\$7,875		\$7,875	\$7,875	\$23,625
Totals	\$156,400	0.75	225%	0.56		\$13,750	\$15,575	\$29,325	\$13,750	\$15,575	\$29,325	\$13,750	\$15,575	\$29,325	\$13,750	\$15,575	\$29,325	\$87,975
Fringe Benefits Rate					25%				25%				25%					
Employee Fringe Benefits	\$39,100				\$3,437	\$3,894	\$7,331	\$3,437	\$3,894	\$7,331	\$3,437	\$3,894	\$7,331	\$3,437	\$3,894	\$7,331	\$7,331	\$21,993
Total DAS Salaries and Benefits	\$195,500				\$17,187	\$19,469	\$36,656	\$17,187	\$19,469	\$36,656	\$17,187	\$19,469	\$36,656	\$17,187	\$19,469	\$36,656	\$109,968	
Non DAS Salaries & Benefits		Agency Totals		DAS Program		3/1/22 - 6/30/22 Older Adults and Adults with Disabilities Please refer to App B-1		7/1/22 - 6/30/23 Adults with Disabilities	12/1/22 - 6/30/23 Adults with Disabilities	7/1/22 - 6/30/23 Adults with Disabilities	7/1/23 - 6/30/24 Adults with Disabilities	7/1/23 - 6/30/24 Adults with Disabilities	7/1/23 - 6/30/24 Adults with Disabilities	7/1/24 - 6/30/25 Adults with Disabilities	7/1/24 - 6/30/25 Adults with Disabilities	7/1/24 - 6/30/25 Adults with Disabilities	3/1/22-6/30/25	
Position Title	Annual Full Time Salary for FTE	Total FTE	% FTE funded by CBO (Max 100%)	Adjusted 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	Budgeted Salary	
Chief	\$62,400	0.25	25%	0.06		\$3,750	\$150	\$3,900	\$3,750	\$150	\$3,900	\$3,750	\$150	\$3,900	\$3,750	\$150	\$3,900	\$11,700
Assistant Chef	\$52,000	0.25	25%	0.06		\$3,125	\$125	\$3,250	\$3,125	\$125	\$3,250	\$3,125	\$125	\$3,250	\$3,125	\$125	\$3,250	\$9,750
Kitchen Assistant	\$42,000	0.25	25%	0.06		\$5,000	(\$2,375)	\$2,625	\$5,000	(\$2,375)	\$2,625	\$5,000	(\$2,375)	\$2,625	\$5,000	(\$2,375)	\$2,625	\$7,875
Totals	\$156,400	0.25	25%	0.06		\$11,875	(\$2,100)	\$9,775	\$11,875	(\$2,100)	\$9,775	\$11,875	(\$2,100)	\$9,775	\$11,875	(\$2,100)	\$9,775	\$29,325
Fringe Benefits Rate					25%				25%				25%					
Employee Fringe Benefits	\$39,100				\$2,968	(\$524)	\$2,444	\$2,968	(\$524)	\$2,444	\$2,968	(\$524)	\$2,444	\$2,968	(\$524)	\$2,444	\$2,444	\$7,332
Total Non DAS Salaries and Benefits	\$195,500				\$14,843	(\$2,624)	\$12,219	\$14,843	(\$2,624)	\$12,219	\$14,843	(\$2,624)	\$12,219	\$14,843	(\$2,624)	\$12,219	\$12,219	\$36,657
Total DAS and Non DAS Salaries and Benefits	\$391,000				\$32,030	\$16,845	\$48,875	\$32,030	\$16,845	\$48,875	\$32,030	\$16,845	\$48,875	\$32,030	\$16,845	\$48,875	\$146,625	

HSA #2

Program: Congregate Nutrition Services (CNS) (Adults with Disabilities)											Appendix B-3, Page 3
Operating Expense Detail											
	3/1/22 - 6/30/22 Older Adults and Adults with Disabilities Please refer to App B-1	(Original)	(Modified)	(Revised)	(Original)	(Modified)	(Revised)	(Original)	(Modified)	(Revised)	(Total)
		7/1/22 - 6/30/23 Adults with Disabilities	12/1/22 - 6/30/23 Adults with Disabilities	7/1/22 - 6/30/23 Adults with Disabilities	7/1/23 - 6/30/24 Adults with Disabilities	7/1/23 - 6/30/24 Adults with Disabilities	7/1/23 - 6/30/24 Adults with Disabilities	7/1/24 - 6/30/25 Adults with Disabilities	7/1/24 - 6/30/25 Adults with Disabilities	7/1/24 - 6/30/25 Adults with Disabilities	3/1/22-6/30/25
Annual # Meals Contracted		3,250	4,627	7,877	3,250	4,627	7,877	3,250	4,627	7,877	
DAS Operating Expenses											
<u>Expenditure Category</u>											
Rental of Property											
Utilities (Elec. Water, Gas, Phone, Garbage)											
Office Supplies, Postage		\$210	(\$210)		\$210	(\$210)		\$210	(\$210)		
Building Maintenance Supplies and Repair		\$225	(\$225)		\$225	(\$225)		\$225	(\$225)		
Printing and Reproduction		\$187	(\$187)		\$187	(\$187)		\$187	(\$187)		
Insurance		\$900		\$900	\$900		\$900	\$900		\$900	\$2,700
Staff Training		\$375	\$41	\$416	\$375	\$41	\$416	\$375	\$41	\$416	\$1,248
Staff Travel-(Local & Out of Town)		\$300	(\$300)		\$300	(\$300)		\$300	(\$300)		
Rental of Equipment											
<u>Food Cost</u>	FY22-25										
Raw Food	per meal \$2.38	\$6,500	\$12,250	\$18,750	\$6,500	\$12,250	\$18,750	\$6,500	\$12,250	\$18,750	\$56,250
Cong Food Svc Supplies	per meal \$0.63	\$812	\$4,188	\$5,000	\$812	\$4,188	\$5,000	\$812	\$4,188	\$5,000	\$15,000
Catered Meals	per meal										
<u>Consultant</u>											
<u>Other</u>											
Fuel			\$3,000	\$3,000		\$3,000	\$3,000		\$3,000	\$3,000	\$9,000
Total DAS Operating Expenses		\$9,509	\$18,557	\$28,066	\$9,509	\$18,557	\$28,066	\$9,509	\$18,557	\$28,066	\$84,198
		(Original)	(Modified)	(Revised)	(Original)	(Modified)	(Revised)	(Original)	(Modified)	(Revised)	(Total)
	3/1/22 - 6/30/22 Older Adults and Adults with Disabilities Please refer to App B-1	7/1/22 - 6/30/23 Adults with Disabilities	12/1/22 - 6/30/23 Adults with Disabilities	7/1/22 - 6/30/23 Adults with Disabilities	7/1/23 - 6/30/24 Adults with Disabilities	7/1/23 - 6/30/24 Adults with Disabilities	7/1/23 - 6/30/24 Adults with Disabilities	7/1/24 - 6/30/25 Adults with Disabilities	7/1/24 - 6/30/25 Adults with Disabilities	7/1/24 - 6/30/25 Adults with Disabilities	3/1/22-6/30/25
Non DAS Operating Expenses											
<u>Expenditure Category</u>											
Rental of Property											
Utilities (Elec. Water, Gas, Phone, Garbage)											
Office Supplies, Postage											
Building Maintenance Supplies and Repair											
Printing and Reproduction											
Insurance											
Staff Training											
Staff Travel-(Local & Out of Town)											
Rental of Equipment											
<u>Food Cost</u>	FY22-25										
Raw Food	per meal	\$4,875	(\$4,875)		\$4,875	(\$4,875)		\$4,875	(\$4,875)		
Cong Food Svc Supplies	per meal	\$2,437	(\$2,437)		\$2,437	(\$2,437)		\$2,437	(\$2,437)		
Catered Meals	per meal										
<u>Consultant</u>											
<u>Other</u>											
Total Non DAS Operating Expenses		\$7,312	(\$7,312)		\$7,312	(\$7,312)		\$7,312	(\$7,312)		
Total DAS and Non DAS Operating Expenses		\$16,821	\$11,245	\$28,066	\$16,821	\$11,245	\$28,066	\$16,821	\$11,245	\$28,066	\$84,198
HSA #3											

Capital & Subcontractor Expenditure Detail

DAS Capital Expenditure	3/1/22 - 6/30/22 Older Adults and Adults with Disabilities Please refer to App B-1	(Original)	(Modified)	(Revised)	(Original)	(Modified)	(Revised)	(Original)	(Modified)	(Revised)	(Total)
		7/1/22 - 6/30/23 Adults with Disabilities	12/1/22 - 6/30/23 Adults with Disabilities	7/1/22 - 6/30/23 Adults with Disabilities	7/1/23 - 6/30/24 Adults with Disabilities	7/1/23 - 6/30/24 Adults with Disabilities	7/1/23 - 6/30/24 Adults with Disabilities	7/1/24 - 6/30/25 Adults with Disabilities	7/1/24 - 6/30/25 Adults with Disabilities	7/1/24 - 6/30/25 Adults with Disabilities	3/1/22-6/30/25
Equipment (Qty)											
Total Equipment Cost											
Remodeling											
Total Remodeling Cost											
Subcontractor											
Total Subcontractor Cost											
Total DAS Capital & Subcontractor Expenditure											
Non DAS Capital Expenditure											
Equipment (Qty)											
Total Equipment Cost											
Remodeling											
Total Remodeling Cost											
Subcontractor											
Total Subcontractor Cost											
Total Non DAS Capital & Subcontractor Expenditure											
Total DAS and Non DAS Capital & Subcontractor Expenditure											
HSA #4											

Summary Site List

Congregate Meal Sites

Nutrition Partner	Meal Site	Status	Population(s) Served	Address	Cross Street	Zip Code	Meal Site Phone Number	Sup. District #	Agency Phone Number	Days Open	Meal Hours <i>(subject to change)</i>	Cuisine type
Bayview Senior Services	Dr. Davis Senior Center	Open	Older Adults and Adults with Disabilities	1753 Carroll Ave.	3rd St.	94124	(415) 822-1444	10	(415) 822-1444	Monday-Friday; Saturday	12:00pm-1:30pm; 12:00pm-1:00pm	American-Southern lunch
Bayview Senior Services	Rosa Parks Senior Center	Open	Older Adults and Adults with Disabilities	1111 Buchanan St.	Golden Gate Ave.	94115	(415) 292-3474	5	(415) 822-1444	Monday-Friday	12:00pm-1:00pm	American-Southern lunch
Bayview Senior Services	Samoan Community Development Center	Closed at this time	Older Adults and Adults with Disabilities	2055 Sunnydale Ave. #100	Santos St. Dublin St.	94134	(415) 841-1086	10	(415) 822-1444	Tuesday, Wednesday, & Thursday	12:00pm-1:00pm	American-Hawaiian lunch
Bayview Senior Services	Western Addition Senior Center	Open	Older Adults and Adults with Disabilities	1390 - 1/2 Turk St.	Fillmore St.	94115	(415) 921-7805	5	(415) 822-1444	Monday-Friday; Saturday-Sunday	12:00pm-1:30pm; 12:00pm-2:00 pm	American-Southern lunch
Centro Latino de San Francisco	Centro Latino de San Francisco - Los Mayores	Open	Older Adults and Adults with Disabilities	1656 - 15th St.	Valencia St.	94103	(415) 861-8758	9	(415) 861-8758	Monday-Saturday	11:00am-12:30pm	American-Latinx lunch
Centro Latino de San Francisco	Edwin M. Lee Apartments	Open	Older Adults and Adults with Disabilities	1150 3rd St.	Mission Rock St.	94158	415-655-7250 ext. 460	6	(415) 861-8758	Monday-Saturday	11:30am-12:30pm	American-Latinx lunch
Centro Latino de San Francisco	Mission Neighborhood Center	Open	Older Adults and Adults with Disabilities	362 Capp St.	18th St.	94110	(415) 206-7750 (415) 776-3474	9	(415) 861-8758	Monday-Saturday	12:00pm-1:00pm	American-Latinx lunch
Centro Latino de San Francisco	Star Hotel	Open	Older Adults and Adults with Disabilities	2176 Mission St.	18th St.	94110	ext. 101	9	(415) 861-8758	Monday-Friday	11:30am-12:30pm	American-Latinx lunch
Centro Latino de San Francisco	Veterans Academy (Swords to Plowshares)	Open	Older Adults and Adults with Disabilities	1030 Girard Rd.	Edie Rd.	94129	(415) 561-2610	2	(415) 861-8758	Monday-Friday	5:00pm-6:00pm	American-Latinx dinner
Centro Latino de San Francisco	Veterans Commons (Swords to Plowshares)	Open	Older Adults and Adults with Disabilities	150 Otis St.	Duboce Ave.	94103	(415) 252-4787 (415) 487-3300	6	(415) 861-8758	Monday-Friday	11:30am-12:30pm	American-Latinx lunch
Episcopal Community Services	Canon Kip Senior Center	Open	Older Adults and Adults with Disabilities	705 Natoma St.	8th St.	94103	ext. 6211 (415) 487-3300	6	(415) 487-3300 x 6211	Monday-Friday	11:00am-12:30pm	American lunch
Episcopal Community Services	Granada Hotel	Closed to public <i>(residents of Granada only)</i>	Older Adults and Adults with Disabilities	1000 Sutter St.	Hyde St.	94109	ext. 6211 (415) 674-6000	3	(415) 487-3300 x 6211	Monday-Sunday	3:00-4:00pm	American Dinner
Glide	Glide	Open	Older Adults and Adults with Disabilities	330 Ellis St.	Taylor St.	94102	(415) 674-6000 (415) 674-6040	5	(415) 674-6040	Monday-Sunday	7:30am-9:00am 12:00pm - 1:00pm	American breakfast Vegetarian meal option Variety (American, Southern, Chinese, Latinx, and Vegetarian meals)
IT Bookman	IT Bookman Center	Open	Older Adults and Adults with Disabilities	446 Randolph St.	Arch St.	94132	(415)586-8020	11	(415) 586-8020	Monday-Friday	4:00-5:00pm	
Kimochi Inc.	Kimochi Senior Center	Open	Older Adults	1840 Sutter St., #101	Buchanan St.	94115	(415) 931-2287	5	(415) 931-2287	Monday-Friday	11:00am-1:00 pm	Japanese lunch
On Lok Day Services	30th Street Senior Service	Open	Older Adults	225 - 30th St.	Dolores St.	94131	415-550-2210	8	415-550-2210	Monday-Saturday	10:00pm-1:00pm	American lunch
On Lok Day Services	Bernal Heights Neighborhood Center	Open	Older Adults	515 Cortland Ave.	Andover St.	94110	(415) 206-2140	9	415-550-2210	Monday-Friday	10:00pm-1:00pm	American lunch
On Lok Day Services	Excelsior Senior Center	Open	Older Adults	4468 Mission St.	Francis St.	94112	(415) 206-2140	11	415-550-2210	Monday-Friday	10:00am-1:00pm	American lunch
On Lok Day Services	OMI Senior Center	Open	Older Adults	65 Beverly St.	Shields St.	94132	(415) 334-5550	11	415-550-2210	Monday-Friday	10:30am-1:00pm	American lunch
On Lok Day Services	Stonestown YMCA Aquatic Park Branch -	Open	Older Adults	3150 - 20th Ave.	Eucalyptus Dr.	94132	(415) 242-7118	7	415-550-2210	Monday-Friday	11:30am-12:30pm	American lunch
Project Open Hand	San Francisco Senior Center	Open	Older Adults and Adults with Disabilities	890 Beach St.	Polk St.	94109	(415) 775-1866	2	(415) 447-2482	Monday-Friday Sunday	11:15am-12:15pm	American lunch
Project Open Hand	Castro Senior Center	Open	Older Adults and Adults with Disabilities	110 Diamond St.	15th St.	94114	(415) 863-3507	8	(415) 447-2482	Monday-Friday	11:45am-12:45pm	American lunch
Project Open Hand	Curry Senior Center - BREAKFAST	Open	Older Adults	333 Turk St.	Leavenworth St.	94102	(415) 292-1086	6	(415) 447-2482	Monday-Sunday	8:30am-9:30am	American Breakfast
Project Open Hand	Curry Senior Center - LUNCH	Open	Older Adults and Adults with Disabilities	333 Turk St.	Leavenworth St.	94102	(415) 292-1086	6	(415) 447-2482	Monday-Sunday	10:30am-12:30pm	American Lunch
Project Open Hand	Downtown Branch - BREAKFAST	Open	Older Adults	481 O'Farrell St.	Jones St.	94102	(415) 535-4763	6	(415) 447-2482	Monday-Sunday	8:30am-9:30am	American Breakfast
Project Open Hand	San Francisco Senior Center Downtown Branch - LUNCH	Open	Older Adults and Adults with Disabilities	481 O'Farrell St.	Jones St.	94102	(415) 535-4763	6	(415) 447-2482	Monday-Sunday	11:00am-12:00pm	American Lunch
Project Open Hand	I.T. Bookman Community Center	Open	Older Adults and Adults with Disabilities	446 Randolph St.	Arch St.	94132	(415) 586 8020	11	(415) 447-2482	Monday-Friday	11:30am-12:30pm	American Lunch
Project Open Hand	Project Open Hand (Polk St)	Open	Adults with Disabilities	730 Polk St.	Ellis St.	94109	(415) 447-2482	6	(415) 447-2482	Monday-Friday	10:30am-12:30pm	American lunch

Summary Site List

Congregate Meal Sites

Nutrition Partner	Meal Site	Status	Population(s) Served	Address	Cross Street	Zip Code	Meal Site Phone Number	Sup. District #	Agency Phone Number	Days Open	Meal Hours <i>(subject to change)</i>	Cuisine type
Project Open Hand	Richmond Senior Center	Open	Older Adults and Adults with Disabilities	6221 Geary Blvd. 3rd FL.	26th Ave	94121	(415) 752-6444	1	(415) 447-2482	Monday-Friday	11:00am-12:00pm	American lunch
Project Open Hand	Stanford Hotel (Swords to Plowshares)	Open	Older Adults and Adults with Disabilities	250 Kearny St.	Bush St.	94108	(415) 391-2901	3	(415) 447-2482	Monday-Sunday	11:30am-12:30pm	American lunch
Project Open Hand	Telegraph Hill Neighborhood Center	Open	Older Adults and Adults with Disabilities	660 Lombard St.	Mason St.	94133	(415) 421-6443	3	(415) 447-2482	Monday-Friday	11:30am-12:30pm	American lunch
Project Open Hand	Visitacion Valley Community Center	Open	Older Adults and Adults with Disabilities	66 Raymond Ave.	Bayshore Blvd	94134	(415) 297-4607	10	(415) 447-2482	Monday-Sunday	11:00am-12:00pm	American lunch
Project Open Hand	Pomeroy Recreation & Rehabilitation Center	Closed to public	Older Adults and Adults with Disabilities	207 Skyline Blvd.	Herbst Rd	94132	(415) 665-4100	7	(415) 447-2483	Monday-Friday	11:00am-12:00pm	American lunch
Russian American Community Services	Russian American Community Services	Open	Older Adults and Adults with Disabilities	300 Anza St.	Collins St.	94118	(415) 387-5336	2	(415) 387-5336	Monday-Friday	10:30am-1:00pm	Russian lunch
Self Help for the Elderly	CHAMPSS: Crazy Pepper	Coming Soon	Older Adults	2257 San Jose Ave.	Geneva Ave.	94112	(415) 337-1888	11	(415) 677-7600	Wednesday-Monday	11:00am-8:00pm	American, Chinese, and Vegetarian meals
Self Help for the Elderly	CHAMPSS: S & E Café	Open	Older Adults	2406 - 19th Ave.	Taraval St.	94116	(415) 665-7868	7	(415) 677-7600	Wednesday-Monday	11:00am-8:00pm	American, Chinese, and Vegetarian meals
Self Help for the Elderly	CHAMPSS: PhoSure	Open	Older Adults	1240 Noriega St.	20th Ave.	94122	(415) 564-8818	4	(415) 677-7600	Tuesday-Sunday	11:00am -8:00pm	American, Chinese, and Vegetarian meals
Self Help for the Elderly	CHAMPSS: Venus Café	Open	Older Adults	700 Clement St.	8th Ave	94118	(415) 964-8888	1	(415) 677-7600	Monday-Sunday	10:00am-8:00pm	American, Chinese, and Vegetarian meals
Self Help for the Elderly	Geneva Community Center - LUNCH	Open	Older Adults and Adults with Disabilities	5050 Mission St. Suite C	Seneca Ave.	94112	(415) 347-7194	11	(415) 677-7600	Monday-Friday	11:30am-12:30pm	Chinese lunch
Self Help for the Elderly	Geneva Community Center - DINNER	Open	Older Adults and Adults with Disabilities	5050 Mission St. Suite C	Seneca Ave.	94112	(415) 347-7194	11	(415) 677-7600	Monday-Friday	3:30pm-4:45pm	Chinese dinner
Self Help for the Elderly	Jackie Chan Senior Center - LUNCH	Open	Older Adults and Adults with Disabilities	5757 Geary Blvd.	22nd Ave	94121	(415) 677-7571	1	(415) 677-7600	Monday-Saturday	11:30am-12:30pm	Chinese lunch
Self Help for the Elderly	Jackie Chan Senior Center - DINNER	Open	Older Adults and Adults with Disabilities	5757 Geary Blvd.	22nd Ave	94121	(415) 677-7571	1	(415) 677-7600	Monday-Saturday	4:15pm-5:15pm	Chinese dinner
Self Help for the Elderly	John King at Visitacion Valley	Open	Older Adults and Adults with Disabilities	500 Raymond Ave.	Sawyer St.	94134	(415) 990-9534	10	(415) 677-7600	Monday-Friday	11:30am-12:15pm	Chinese lunch
Self Help for the Elderly	Lady Shaw Senior Center	Open	Older Adults and Adults with Disabilities	1483 Mason St.	Broadway	94133	(415) 677-7581	3	(415) 677-7600	Monday-Friday	12:00pm-1:00pm	Chinese lunch
Self Help for the Elderly	Manilatown Senior Center	Open	Older Adults	848 Kearny St., 3 FL.	Jackson	94108	(415) 398-3250	3	(415) 677-7600	Monday-Friday	11:30am-12:30pm	Chinese lunch
Self Help for the Elderly	Mendelsohn House	Open	Older Adults and Adults with Disabilities	737 Folsom St.	4th St.	94107	(415) 243-9018	6	(415) 677-7600	Monday-Friday	11:30am-12:30pm	Chinese lunch
Self Help for the Elderly	On Low Wui Senior Center - LUNCH Geen Mun Senior Center	Open	Older Adults and Adults with Disabilities	777 Stockton St.	Sacramento St.	94108	(415) 391-3843	3	(415) 677-7600	Monday-Saturday	11:30am-12:30pm	Chinese lunch
Self Help for the Elderly	On Low Wui Senior Center - DINNER Geen Mun Senior Center	Open	Older Adults and Adults with Disabilities	777 Stockton St.	Sacramento St.	94108	(415) 391-3843	3	(415) 677-7600	Monday-Saturday	4:15pm-5:15pm	Chinese dinner
Self Help for the Elderly	South Sunset Senior Center	Open	Older Adults	2601 - 40th Ave.	Vicente St.	94116	(415) 566-2845	4	(415) 677-7600	Mon-Fri	11:45am-12:45pm	Chinese lunch
Self Help for the Elderly	Taravel Senior Center	Coming soon	Older Adults and Adults with Disabilities	3133 Taraval St.	41st Ave	94116	TBD	4	TBD	Mon-Fri	TDB	Chinese lunch
Self Help for the Elderly	West Portal Club House	Open	Older Adults	131 Lenox Way	Ulloa St.	94127	(415) 753-7038	7	(415) 677-7600	Mon-Fri	11:30am-12:30pm	Chinese lunch
Self Help for the Elderly	Woolf House	Open	Older Adults	801 Howard St.	4th St.	94103	(415) 495-0931	6	(415) 677-7600	Mon-Fri	11:30am-12:30pm	Chinese lunch

Summary Site List

Home Delivered Meal Partners

Nutrition Partner	Agency Address	Agency Phone Number	Status	Populations Served	Districts Served	Neighborhood/ Geographic Delivery Service Area	Delivery Days	Type of Meal	Number of Meals per Week	Cuisine type
Centro Latino de San Francisco	1656 - 15th St., SF CA 94103	(415) 861-8758	Active	Older Adults	6, 9-11	Bernal, Outer Mission, Inner Mission, Excelsior & SRO Hotel	Monday-Sunday	Hot Weekdays & Chilled Weekends	7	American-Latinx
Jewish Family Children Services	2150 Post Street, SF CA 94115	(415) 449-3808	Active	Older Adults	1-9	Inner Sunset, Mission/Noe Valley, Fillmore, No Pa, Inner Richmond, Inner/Outer Sunset, Park Merced, Ingleside, Upper Haight, Fillmore, Polk Gulch, Embarcadero, Russian Hill, Union Square, Tenderloin, SoMa	Monday-Friday	Hot	5	Kosher
Kimochi Inc.	1840 Sutter St. SF CA 94115	(415) 931-2287	Active	Older Adults	1,2,4,5,7	Western Addition, Marina Pacific Heights, Inner/Outer Richmond, Inner/Outer Sunset, Twin Peaks, Forest Hill, Japantown	Monday-Friday	Hot Weekdays & Frozen Weekends	7	Japanese
Meals on Wheels	2230 Jerrold Ave. SF CA 94121	(415) 920-1111	Active	Older Adults & Adults with Disabilities	All	Citywide	Monday-Saturday	Chilled, Frozen & Hot	14	American
On Lok Day Services	225 - 30th St. SF CA 94131	(415) 550-2210	Active	Older Adults	4, 7-11	Glen Park, Noe Valley Forest Hill, Diamond Hts, Oceanview, Ingleside, Portola, Bernal Heights, Visitacion Valley, Excelsior, Mission Terrace, Inner/Outer Mission, Mission, Crocker Amazon, Laguna, Twin Peaks, Castro, Sunset/Parkside, West Portal	Monday-Friday	Chilled, Frozen & Hot	14	American
Project Open Hand	730 Polk St. SF CA 94109	(415) 447-2482	Active	Adults with Disabilities	All	Citywide	Monday-Sunday	Monday-Friday	7	American
Russian American Community Services	300 Anza St. SF CA 94118	(415) 387-5336	Active	Older Adults	1-2, 4-5, 7	Richmond, Sunset, Pacific Heights, Twin Peaks, Parkside	Monday-Friday	Hot Weekdays & Frozen Weekends	7	Russian
Self Help for the Elderly	731 Sansome St. SF CA 94111	(415) 677-7602	Active	Adults with Disabilities	1, 3-7, 9, 11	Richmond, Western Addition, Nob Hill, Chinatown, Sunset, Tenderloin, Civic Center, Financial District South, Ingleside, Excelsior, Lake Merced, Inner Mission Portola, Visitation Valley	Monday-Friday	Hot & Frozen	7	American & Chinese
Self Help for the Elderly	731 Sansome St. SF CA 94111	(415) 677-7602	Active	Older Adults	1, 3-7, 9, 11	Richmond, Sea Cliff, Cole Valley, Chinatown North Beach, Nob Hill, Russian Hill, Sunset, Chinatown, Sunset, Tenderloin, Western Addition, Japantown, Haight Ashbury, South of Market, Mission Bay, Inner Sunset, Ingleside, Stonestown, Portola, Mission Terrace	Monday-Friday	Hot & Frozen	7	Chinese