



**SAN FRANCISCO  
HUMAN SERVICES AGENCY**

Department of Benefits  
and Family Support

Department of Disability  
and Aging Services

Office of Early Care  
and Education

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

**London Breed**  
Mayor

**Trent Rhorer**  
Executive Director

**MEMORANDUM**

<b>TO:</b>	DISABILITY AND AGING SERVICES COMMISSION																	
<b>THROUGH:</b>	KELLY DEARMAN, EXECUTIVE DIRECTOR																	
<b>FROM:</b>	CINDY KAUFFMAN, DEPUTY DIRECTOR ESPERANZA ZAPIEN, DIRECTOR OF CONTRACTS <span style="float: right; border: 1px solid black; padding: 2px;">DS EE</span>																	
<b>DATE:</b>	JULY 7, 2021																	
<b>SUBJECT:</b>	NEW GRANTS: MULTIPLE GRANTEES FOR NUTRITION SERVICES FOR OLDER ADULTS AND ADULTS WITH DISABILITIES (see table on pages 4-7)																	
<b>GRANT TERM:</b>	07/01/2021 – 06/30/2025																	
<b>GRANT AMOUNT:</b>	See table on pages 4-7																	
<b>Funding Source:</b>	<table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>County</u></th> <th style="text-align: left;"><u>State</u></th> <th style="text-align: left;"><u>Federal</u></th> <th style="text-align: left;"><u>Contingency</u></th> <th style="text-align: left;"><u>Total</u></th> </tr> </thead> <tbody> <tr> <td><b>Funding:</b></td> <td>\$71,474,823</td> <td>\$2,589,185</td> <td>\$11,225,650</td> <td>\$8,528,967</td> <td>\$93,818,625</td> </tr> <tr> <td><b>Percentage:</b></td> <td>84%</td> <td>3%</td> <td>13%</td> <td></td> <td>100%</td> </tr> </tbody> </table>	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>	<b>Funding:</b>	\$71,474,823	\$2,589,185	\$11,225,650	\$8,528,967	\$93,818,625	<b>Percentage:</b>	84%	3%	13%		100%
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The Department of Disability and Aging Services (DAS) requests authorization to enter into new grant agreements with multiple providers for the provision of nutrition services for older adults and adults with disabilities during the period of July 1, 2021 through June 30, 2025, in a combined amount of \$85,289,658 plus a 10% contingency for a total amount not to exceed \$93,818,625. The funding amounts are detailed in the tables on pages 4-7.

The annual amount in FY 21/22 reflects additional funding allocated in the City budget to meet the elevated demand that DAS nutrition partners are experiencing because of the coronavirus pandemic. DAS allocated the additional funding to nutrition providers who are providing home delivered grocery services above their baseline service levels and/or anticipate a surge in FY 21/22 with a particular focus on equity factors.

**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 coordinates and supports a broad array of nutrition services in the City and County of San Francisco for older adults and adults with disabilities at the community level, through partnerships with community-based organizations.



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Sound nutrition for older adults and adults with disabilities living in the community is an important factor in maintaining good health. Older adults and persons with disabilities are more likely than their peers to experience food insecurity, which is closely connected to malnutrition, poor health status, and negative health events. The provision of nutrition services, whether through a congregate setting or home-delivered meals, assists older adults and adults with disabilities in gaining access to affordable, nutritious meals and other home and community-based services.

**Services to be Provided**

Grantees will provide congregate, and/or home-delivered meal nutrition services. Each of the grantees will offer nutritious meals, nutrition education, and nutrition risk screening. The meals provided by the grantees 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. Grantees may also provide nutrition compliance, nutrition counseling, and home-delivered meal assessments.

- **Congregate Nutrition Services:**

Grantees provide meals meeting nutritional standards and may include breakfast, lunch, or dinner meals. Grantees offer nutrition services in a group setting, providing opportunities for participants to socialize with one another.

Congregate nutrition services also include nutrition education and nutrition risk screening and give 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 sanitation requirements. NCQA also includes nutrition education, in-service training, and nutrition counseling.

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

Grantees deliver meals meeting nutritional standards to eligible individuals living in the City and County of San Francisco. HDM nutrition services include an initial home-delivered meal assessment, an annual comprehensive assessment, and quarterly re-assessments of the participant. The quantity of meals delivered to each individual per week depends on their unique needs as determined by the assessments. HDM nutrition services also include nutrition education and nutrition risk screening and give participants the opportunity to contribute to the meal cost.



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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.

- **Emergency Home-Delivered Meal Nutrition Services:**

Grantees deliver meals meeting nutritional standards to eligible consumers living in the City and County of San Francisco who have an urgent or temporary need for nutrition support in the community. The grantee begins meal service to the consumer within two to five days of a request and the provision of meals does not exceed sixty days.

For more specific information regarding the breakdown of services, defined objectives, and target population, please refer to the attached Appendix A.

**Grant Amount**

- **Congregate Nutrition Services for Older Adults:**

Agency	Annual amount for FY 21/22	Annual amount for FY 22/23, FY 23/24 and FY 24/25	Grant amount	Contingency	Not to Exceed
Bayview Senior Services	\$1,400,531	\$546,914	\$3,041,273	\$304,127	\$3,345,400
Centro Latino de San Francisco	\$697,236	\$532,559	\$2,294,913	\$229,491	\$2,524,404
Episcopal Community Services of San Francisco	\$412,489	\$412,489	\$1,649,956	\$164,996	\$1,814,952
Glide Foundation	\$259,951	\$168,466	\$765,349	\$76,535	\$841,884
Kimochi	\$709,023	\$511,283	\$2,242,872	\$224,287	\$2,467,159
On Lok Day Services	\$712,653	\$712,653	\$2,850,612	\$285,061	\$3,135,673
Project Open Hand	\$2,462,428	\$2,075,388	\$8,688,592	\$868,859	\$9,557,451
Russian American Community Services	\$364,207	\$325,375	\$1,340,332	\$134,033	\$1,474,365
Self-Help for the Elderly	\$2,657,343	\$1,997,307	\$8,649,264	\$864,926	\$9,514,190
Total	\$9,675,861	\$7,282,434	\$31,523,163	\$3,152,315	\$34,675,478

- **Congregate Nutrition Services for Adults with Disabilities:**

Agency	Annual amount for FY 21/22	Annual amount for FY 22/23, FY 23/24 and FY 24/25	Grant amount	Contingency	Not to Exceed
Bayview Senior Services	\$190,375	\$84,760	\$444,655	\$44,466	\$489,121
Centro Latino de San Francisco	\$162,054	\$101,931	\$467,847	\$46,785	\$514,632
Episcopal Community Services of San Francisco	\$65,755	\$65,755	\$263,020	\$26,302	\$289,322

Glide Foundation	\$53,511	\$27,651	\$136,464	\$13,646	\$150,110
Project Open Hand	\$518,040	\$431,838	\$1,813,554	\$181,355	\$1,994,909
Russian American Community Services	\$11,943	\$11,261	\$45,726	\$4,573	\$50,299
Self-Help for the Elderly	\$34,310	\$27,066	\$115,508	\$11,551	\$127,059
Total	\$1,035,988	\$750,262	\$3,286,774	\$328,678	\$3,615,452

- **Home-Delivered Meal (HDM) Nutrition Services for Older Adults:**

Agency	Annual amount for FY 21/22	Annual amount for FY 22/23, FY 23/24 and FY 24/25	Grant amount	Contingency	Not to Exceed
Centro Latino de San Francisco	\$401,903	\$268,595	\$1,207,688	\$120,769	\$1,328,457
Jewish Family and Children's Services	\$114,667	\$110,147	\$445,108	\$44,511	\$489,619
Kimochi	\$538,806	\$308,307	\$1,463,727	\$146,373	\$1,610,100
Meals on Wheels	\$7,792,536	\$6,942,006	\$28,618,554	\$2,861,855	\$31,480,409
On Lok Day Services	\$1,308,338	\$1,115,904	\$4,656,050	\$465,605	\$5,121,655
Russian American Community Services	\$332,438	\$316,215	\$1,281,083	\$128,108	\$1,409,191
Self-Help for the Elderly	\$1,385,049	\$1,014,172	\$4,427,565	\$442,757	\$4,870,322
Total	\$11,873,737	\$10,075,346	\$42,099,775	\$4,209,978	\$46,309,753

- **Home Delivered Meal (HDM) Nutrition Services for Adults with Disabilities:**

Agency	Annual amount for FY 21/22	Annual amount for FY 22/23, FY 23/24 and FY 24/25	Grant amount	Contingency	Not to Exceed
Meals on Wheels	\$1,407,600	\$1,025,222	\$4,483,266	\$448,327	\$4,931,593
Project Open Hand	\$172,219	\$160,519	\$653,776	\$65,378	\$719,154
Self-Help for the Elderly	\$338,155	\$258,235	\$1,112,860	\$111,286	\$1,224,146
Total	\$1,917,974	\$1,443,976	\$6,249,902	\$624,991	\$6,874,893

- **Emergency Home-Delivered Meal Nutrition Services:**

Agency	Annual amount for FY 21/22	Annual amount for FY 22/23, FY 23/24 and FY 24/25	Grant amount	Contingency	Not to Exceed
Meals on Wheels	\$195,440	\$166,532	\$695,036	\$69,504	\$764,540
Total	\$195,440	\$166,532	\$695,036	\$69,504	\$764,540

- **Home-Delivered Meal Assessment for Adults with Disabilities:**

Agency	Annual amount for FY 21/22	Annual amount for FY 22/23, FY 23/24 and FY 24/25	Grant amount	Contingency	Not to Exceed
Institute on Aging	\$358,752	\$358,752	\$1,435,008	\$143,501	\$1,578,509
Total	\$358,752	\$358,752	\$1,435,008	\$143,501	\$1,578,509

- **Total:**

Program	Annual amount for FY 21/22	Annual amount for FY 22/23, FY 23/24 and FY 24/25	Grant amount	Contingency	Not to Exceed
Congregate Nutrition Services for Older Adults	\$9,675,861	\$7,282,434	\$31,523,163	\$3,152,315	\$34,675,478
Congregate Nutrition Services for Adults with Disabilities	\$1,035,988	\$750,262	\$3,286,774	\$328,678	\$3,615,452
Home-Delivered Meal (HDM) Nutrition Services for Older Adults	\$11,873,737	\$10,075,346	\$42,099,775	\$4,209,978	\$46,309,753
Home-Delivered Meal (HDM) Nutrition Services for Adults with Disabilities	\$1,917,974	\$1,443,976	\$6,249,902	\$624,991	\$6,874,893
Emergency Home-Delivered Meal Nutrition Services	\$195,440	\$166,532	\$695,036	\$69,504	\$764,540
Home-Delivered Meal Assessment for Adults with Disabilities	\$358,752	\$358,752	\$1,435,008	\$143,501	\$1,578,509
<b>Total</b>	<b>\$25,057,752</b>	<b>\$20,077,302</b>	<b>\$85,289,658</b>	<b>\$8,528,967</b>	<b>\$93,818,625</b>



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**Grantee Performance**

Grantees identified in the funding tables are current DAS funded nutrition program contractors. All grantees were determined to be in compliance with fiscal and programmatic requirements for FY 19-20.

**Selection**

Grantee was selected through RFP #940 issued in March 2021.

**Funding**

This grant will be funded through federal, state and local funds.

**Attachments**

- **Congregate Nutrition Services for Older Adults:**

- Bayview Hunter's Point Multipurpose Senior Services*

- Appendix A – Services to be Provided

- Appendix B – Budget

- Centro Latino de San Francisco*

- Appendix A – Services to be Provided

- Appendix B – Budget

- Episcopal Community Services of San Francisco*

- Appendix A – Services to be Provided

- Appendix B – Budget

- Glide Foundation*

- Appendix A – Services to be Provided

- Appendix B – Budget

- Kimochi*

- Appendix A – Services to be Provided

- Appendix B – Budget

- On Lok Day Services*

- Appendix A – Services to be Provided

- Appendix B – Budget

- Project Open Hand*

- Appendix A – Services to be Provided

- Appendix B – Budget, Lunch

- Appendix B-1 – Budget, Breakfast

- Russian American Community Services*

- Appendix A – Services to be Provided

- Appendix B – Budget





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*Self-Help for the Elderly*  
Appendix A – Services to be Provided  
Appendix B – Budget

• **Congregate Nutrition Services for Adults with Disabilities:**

*Bayview Hunter’s Point Multipurpose Senior Services*  
Appendix A – Services to be Provided  
Appendix B – Budget

*Centro Latino de San Francisco*  
Appendix A – Services to be Provided  
Appendix B – Budget

*Episcopal Community Services of San Francisco*  
Appendix A – Services to be Provided  
Appendix B – Budget

*Glide Foundation*  
Appendix A – Services to be Provided  
Appendix B – Budget

*Project Open Hand*  
Appendix A – Services to be Provided  
Appendix B – Budget

*Russian American Community Services*  
Appendix A – Services to be Provided  
Appendix B – Budget

*Self-Help for the Elderly*  
Appendix A – Services to be Provided  
Appendix B – Budget

• **Home-Delivered Meal (HDM) Nutrition Services for Older Adults:**

*Centro Latino de San Francisco*  
Appendix A – Services to be Provided  
Appendix B – Budget

*Jewish Family and Children’s Services*  
Appendix A – Services to be Provided  
Appendix B – Budget

*Kimochi*  
Appendix A – Services to be Provided  
Appendix B – Budget

*Meals on Wheels*  
Appendix A – Services to be Provided  
Appendix B – Budget



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*On Lok Day Services*

Appendix A – Services to be Provided

Appendix B – Budget

*Russian American Community Services*

Appendix A – Services to be Provided

Appendix B – Budget

*Self-Help for the Elderly*

Appendix A – Services to be Provided

Appendix B – Budget

- **Home-Delivered Meal (HDM) Nutrition Services for Adults with Disabilities:**

*Meals on Wheels*

Appendix A – Services to be Provided

Appendix B – Budget

*Project Open Hand*

Appendix A – Services to be Provided

Appendix B – Budget

*Self-Help for the Elderly*

Appendix A – Services to be Provided

Appendix B – Budget

- **Emergency Home-Delivered Meal Nutrition Services:**

*Meals on Wheels*

Appendix A – Services to be Provided

Appendix B – Budget

- **Home Delivered Meal Assessment for Adults with Disabilities:**

*Institute on Aging*

Appendix A – Services to be Provided

Appendix B – Budget

- **Site Chart**

**Congregate Nutrition Services for Older Adults:**

*Bayview Hunter's Point Multipurpose Senior Services*

Appendix A – Services to be Provided

Appendix B – Budget

*Centro Latino de San Francisco*

Appendix A – Services to be Provided

Appendix B – Budget

*Episcopal Community Services of San Francisco*

Appendix A – Services to be Provided

Appendix B – Budget

*Glide Foundation*

Appendix A – Services to be Provided

Appendix B – Budget

*Kimochi*

Appendix A – Services to be Provided

Appendix B – Budget

*On Lok Day Services*

Appendix A – Services to be Provided

Appendix B – Budget

*Project Open Hand*

Appendix A – Services to be Provided

Appendix B – Budget, Lunch

Appendix B-1 – Budget, Breakfast

*Russian American Community Services*

Appendix A – Services to be Provided

Appendix B – Budget

*Self-Help for the Elderly*

Appendix A – Services to be Provided

Appendix B – Budget

**Appendix A - Services to be Provided**  
**Bayview 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 Senior Services
Adult with a Disability	A person 18-59 years of age living with a disability.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service 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.
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.

<p>DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist</p>	<p>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. <a href="http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf">http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf</a></p>
<p>DGA/Dietary Guidelines for Americans</p>	<p>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).</p>
<p>DRI/ Dietary Reference Intakes</p>	<p>Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.</p>
<p>Disability</p>	<p>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)</p>
<p>ENP</p>	<p>Elderly Nutrition Program - 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.</p>
<p>Frail</p>	<p>An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others. (CCR Title 22 Sec. 7119)</p>
<p>HACCP</p>	<p>Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)</p>

LGBTQ+	An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Low-Income	Having income at or below 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)
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. (CCR Title 22 Sec. 7130)
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (CCR Title 22 Sec. 7630)

Nutrition Education	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
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.

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 the grantee reflects consumer participation in CA-GetCare through enrollment.

### **III. Target Population**

The target population is older adults living in the City and County of San Francisco with the greatest economic and social need and with particular attention to the following individuals:

1. Low income
2. Limited or no English speaking proficiency
3. Minority populations
4. Frail
5. LGBTQ+

### **IV. Eligibility for Services**

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

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

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

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

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



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

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

## VII. Service Objectives

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

<b>Table A</b>	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	1700	1200	1200	1200
Number of Meals	163081	62655	62655	62655

## 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:

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

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

Sarah Chan  
 Nutritionist  
 DAS OCP  
 email: Sarah.Chan@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

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

**Program: Congregate meals for older adults**

Budget Reference Page No.(s)

Program Term	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total	cost/meal
<b>Annual # Meals Contracted</b>	163,081	62,655	62,655	62,655	351,046	
<b>DAS Expenditures</b>						
Salaries & Benefits	\$718,632	\$264,863	\$264,863	\$264,863	\$1,513,221	\$4.31
Operating Expenses	\$589,093	\$237,563	\$237,563	\$237,563	\$1,301,782	\$3.71
<b>Subtotal</b>	<b>\$1,307,725</b>	<b>\$502,426</b>	<b>\$502,426</b>	<b>\$502,426</b>	<b>\$2,815,003</b>	<b>\$8.02</b>
Indirect Percentage (%)	6.00%	6.00%	6.00%	6.00%	6.00%	
Indirect Cost	\$78,464	\$30,146	\$30,146	\$30,146	\$168,902	\$0.48
Capital/Subcontractor Expenditures						
NCQA Expenditures	\$14,342	\$14,342	\$14,342	\$14,342	\$57,368	\$0.16
<b>Total DAS Expenditures</b>	<b>\$1,400,531</b>	<b>\$546,914</b>	<b>\$546,914</b>	<b>\$546,914</b>	<b>\$3,041,273</b>	<b>\$8.66</b>
<b>Non DAS Expenditures</b>						
Salaries & Benefits	\$86,325	\$54,148	\$54,148	\$54,148	\$248,769	\$0.71
Operating Expenses	\$31,828	\$21,786	\$21,786	\$21,786	\$97,186	\$0.28
Capital/Subcontractor Expenditures						
NCQA Expenditures						
<b>Total Non DAS Expenditures</b>	<b>\$118,153</b>	<b>\$75,934</b>	<b>\$75,934</b>	<b>\$75,934</b>	<b>\$345,955</b>	<b>\$0.99</b>
<b>TOTAL DAS AND NON DAS EXPEDITURES</b>	<b>\$1,518,684</b>	<b>\$622,848</b>	<b>\$622,848</b>	<b>\$622,848</b>	<b>\$3,387,228</b>	<b>\$9.65</b>
<b>DAS Revenues</b>						
Meals- General Fund	\$1,386,189	\$532,572	\$532,572	\$532,572	\$2,983,905	\$ 8.50
Meals- State Fund						\$ -
Meals- Federal Fund						\$ -
NCQA Fund	\$14,342	\$14,342	\$14,342	\$14,342	\$57,368	\$ 0.16
<b>Total DAS Revenue</b>	<b>\$1,400,531</b>	<b>\$546,914</b>	<b>\$546,914</b>	<b>\$546,914</b>	<b>\$3,041,273</b>	<b>\$ 8.66</b>
PER MEAL COST, DAS	\$8.50	\$8.50	\$8.50	\$8.50	\$8.50	
PER MEAL COST (with NCQA), DAS	\$8.59	\$8.73	\$8.73	\$8.73	\$8.66	
<b>Non DAS Revenues</b>						
Project Income	\$18,922	\$10,922	\$10,922	\$10,922	\$51,688	\$ 0.15
Agency Cash- Fundraising	\$26,139	\$11,426	\$11,426	\$11,426	\$60,417	\$ 0.17
Agency In-kind Volunteer	\$56,784	\$47,320	\$47,320	\$47,320	\$198,744	\$ 0.57
Food Bank Donation	\$16,308	\$6,266	\$6,266	\$6,266	\$35,106	\$ 0.10
<b>Total Non DAS Revenue</b>	<b>\$118,153</b>	<b>\$75,934</b>	<b>\$75,934</b>	<b>\$75,934</b>	<b>\$345,955</b>	<b>\$ 0.99</b>
PER MEAL COST, Non DAS	\$0.72	\$1.21	\$1.21	\$1.21	\$0.99	
PER MEAL COST (with NCQA), Non DAS	\$0.72	\$1.21	\$1.21	\$1.21	\$0.99	
<b>TOTAL DAS AND NON DAS REVENUE</b>	<b>\$1,518,684</b>	<b>\$622,848</b>	<b>\$622,848</b>	<b>\$622,848</b>	<b>\$3,387,228</b>	<b>\$ 9.65</b>
PER MEAL COST, Total	\$9.22	\$9.71	\$9.71	\$9.71	\$9.49	
PER MEAL COST (with NCQA), Total	\$9.31	\$9.94	\$9.94	\$9.94	\$9.65	
Full Time Equivalent (FTE)	16.91	16.91	16.91	16.91	67.65	

Prepared by:

Date: 5/10/18

HSA #1

7/7/2021

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

Appendix B, Page 2  
Document Date: March 2021

**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	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Executive Chef	\$87,552	1.00	80.00%	0.80	\$70,042	\$35,021	\$35,021	\$35,021	\$175,105
Food Service Coordinator	\$58,240	1.00	80.00%	0.80	\$46,592				\$46,592
Cook	\$52,000	1.00	80.00%	0.80	\$41,600				\$41,600
Kitchen Assistant/Maintenance	\$45,760	1.00	80.00%	0.80	\$36,608	\$36,608	\$36,608	\$36,608	\$146,432
WASC Site Manager	\$45,760	1.00	80.00%	0.80	\$36,608	\$36,608	\$36,608	\$36,608	\$146,432
Cook	\$47,840	1.00	80.00%	0.80	\$38,272				\$38,272
Food Service Assistant	\$36,400	0.75	80.00%	0.60	\$21,840				\$21,840
Food Service Assistant	\$41,600	1.00	80.00%	0.80	\$33,280				\$33,280
Rosa Parks Site Manager	\$37,440	0.44	80.00%	0.35	\$13,104	\$13,104	\$13,104	\$13,104	\$52,416
Dr Davis Site Manager	\$39,520	1.00	80.00%	0.80	\$31,616	\$15,808	\$15,808	\$15,808	\$79,040
Food Service Assistant	\$39,520	1.00	80.00%	0.80	\$31,616				\$31,616
Kitchen Assistant/ Maintenance	\$36,400	1.00	80.00%	0.80	\$29,120				\$29,120
Driver	\$44,440	1.00	80.00%	0.80	\$35,552	\$35,552	\$35,552	\$35,552	\$142,208
Cook	\$54,080	1.00	80.00%	0.80	\$43,264	\$31,040	\$31,040	\$31,040	\$136,384
Food Service Assistants	\$36,400	1.50	80.00%	1.20	\$43,680				\$43,680
<b>Totals</b>	<b>\$702,952</b>	<b>14.69</b>	<b>1200.00%</b>	<b>11.75</b>	<b>\$552,794</b>	<b>\$203,741</b>	<b>\$203,741</b>	<b>\$203,741</b>	<b>\$1,164,017</b>
Fringe Benefits Rate	30.00%								
Employee Fringe Benefits	\$210,886				\$165,838	\$61,122	\$61,122	\$61,122	\$349,204
<b>Total DAS Salaries and Benefits</b>	<b>\$913,838</b>				<b>\$718,632</b>	<b>\$264,863</b>	<b>\$264,863</b>	<b>\$264,863</b>	<b>\$1,513,221</b>
<b>Non DAS Salaries &amp; Benefits</b>	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	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
driver	\$36,400	0.60	80.00%	0.48	\$17,472				\$17,472
Date entry	\$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
<b>Totals</b>	<b>\$125,320</b>	<b>2.23</b>	<b>240.00%</b>	<b>1.78</b>	<b>\$66,404</b>	<b>\$41,652</b>	<b>\$41,652</b>	<b>\$41,652</b>	<b>\$191,360</b>
Fringe Benefits Rate	30.00%								
Employee Fringe Benefits	\$37,596				\$19,921	\$12,496	\$12,496	\$12,496	\$57,409
<b>Total Non DAS Salaries and Benefits</b>	<b>\$162,916</b>				<b>\$86,325</b>	<b>\$54,148</b>	<b>\$54,148</b>	<b>\$54,148</b>	<b>\$248,769</b>
<b>Total DAS and Non DAS Salaries and Benefits</b>	<b>\$1,076,754</b>				<b>\$804,957</b>	<b>\$319,011</b>	<b>\$319,011</b>	<b>\$319,011</b>	<b>\$1,761,990</b>

HSA #2

7/7/2021

Program: Congregate 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
	163,081	62,655	62,655	62,655	351,046
<b>DAS Operating Expenses</b>					
<u>Expenditure Category</u>					
Rental of Property	\$5,760	\$5,760	\$5,760	\$5,760	\$23,040
Utilities (Elec, Water, Gas, Phone, Garbage)	\$28,175	\$13,175	\$13,175	\$13,175	\$67,700
Office Supplies, Postage	\$2,400	\$2,400	\$2,400	\$2,400	\$9,600
Building Maintenance Supplies and Repair	\$12,752	\$4,385	\$4,385	\$4,385	\$25,907
Printing and Reproduction					
Insurance	\$9,546	\$4,746	\$4,746	\$4,746	\$23,784
Staff Training					
Staff Travel-(Local & Out of Town)					
Rental of Equipment					
<u>Food Cost</u>					
Raw Food <i>per meal \$3.00</i>	\$489,243	\$187,965	\$187,965	\$187,965	\$1,053,138
Cong Food Svc Supplies <i>per meal \$0.20</i>	\$32,616	\$12,531	\$12,531	\$12,531	\$70,209
Catered Meals <i>per meal</i>					
<u>Other</u>					
DMV Registration	\$1,881	\$1,881	\$1,881	\$1,881	\$7,524
Gas and Car Rental	\$6,720	\$4,720	\$4,720	\$4,720	\$20,880
<b>Total DAS Operating Expenses</b>	<b>\$589,093</b>	<b>\$237,563</b>	<b>\$237,563</b>	<b>\$237,563</b>	<b>\$1,301,782</b>
<b>Non DAS Operating Expenses</b>					
<u>Expenditure Category</u>					
Rental of Property					
Utilities (Elec, Water, Gas, Phone, Garbage)					
Office Supplies, Postage					
Building Maintenance Supplies and Repair	\$4,800	\$4,800	\$4,800	\$4,800	\$19,200
Printing and Reproduction					
Insurance					
Staff Training	\$4,000	\$4,000	\$4,000	\$4,000	\$16,000
Staff Travel-(Local & Out of Town)					
Rental of Equipment					
<u>Food Cost</u>					
Raw Food <i>per meal \$0.10</i>	\$16,308	\$6,266	\$6,266	\$6,266	\$35,106
Cong Food Svc Supplies <i>per meal</i>					
Catered Meals <i>per meal</i>					
<u>Other</u>					
Small Equipment and supplies	\$3,840	\$3,840	\$3,840	\$3,840	\$15,360
Car Repair	\$2,880	\$2,880	\$2,880	\$2,880	\$11,520
<b>Total Non DAS Operating Expenses</b>	<b>\$31,828</b>	<b>\$21,786</b>	<b>\$21,786</b>	<b>\$21,786</b>	<b>\$97,186</b>
<b>Total DAS and Non DAS Operating Expenses</b>	<b>\$620,921</b>	<b>\$259,349</b>	<b>\$259,349</b>	<b>\$259,349</b>	<b>\$1,398,968</b>

HSA #3

7/7/2021



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

Appendix B, Page 5  
Document Date: March 2021

**NCQA Expenditure Detail**

<b>DAS NCQA Expenditure</b>	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
<b>Total DAS NCQA Expenditure</b>			<b>\$14,342</b>	<b>\$14,342</b>	<b>\$14,342</b>	<b>\$14,342</b>	<b>\$57,368</b>

<b>Non DAS NCQA Expenditure</b>	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					
<b>Total Non DAS NCQA Expenditure</b>							

<b>Total DAS and Non DAS NCQA Expenditure</b>			<b>\$14,342</b>	<b>\$14,342</b>	<b>\$14,342</b>	<b>\$14,342</b>	<b>\$57,368</b>
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HSA #4

7/7/2021

**Appendix A - Services to be Provided**  
**Centro Latino de San Francisco**  
 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	Centro Latino de San Francisco
Adult with a Disability	A person 18-59 years of age living with a disability.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service 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.
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.

<p>DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist</p>	<p>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. <a href="http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf">http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf</a></p>
<p>DGA/Dietary Guidelines for Americans</p>	<p>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).</p>
<p>DRI/ Dietary Reference Intakes</p>	<p>Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.</p>
<p>Disability</p>	<p>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)</p>
<p>ENP</p>	<p>Elderly Nutrition Program - 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.</p>
<p>Frail</p>	<p>An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others. (CCR Title 22 Sec. 7119)</p>
<p>HACCP</p>	<p>Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)</p>

LGBTQ+	An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Low-Income	Having income at or below 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)
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. (CCR Title 22 Sec. 7130)
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (CCR Title 22 Sec. 7630)

Nutrition Education	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
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.

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 the grantee reflects consumer participation in CA-GetCare through enrollment.

### III. Target Population

The target population is older adults living in the City and County of San Francisco with the greatest economic and social need and with particular attention to the following individuals:

1. Low income
2. Limited or no English speaking proficiency
3. Minority populations
4. Frail
5. LGBTQ+

### IV. Eligibility for Services

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

### V. Location and Time of Services

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

### VI. Description of Services and Program Requirements

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

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

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



## VII. Service Objectives

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

<b>Table A</b>	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	1416	1075	1075	1075
Number of Meals	89664	68081	68081	68081

## 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:

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

15. For assistance with reporting and contract requirements, please contact:  
 Sarah Chan  
 Nutritionist  
 DAS OCP  
 email: Sarah.Chan@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 <b>Centro Latino de San Francisco</b>						
(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>						
If modification, Effective Date of Mod. _____ No. of Mod. _____						
<b>Program: Congregate meals for (X) older adults or ( ) adults with disabilities</b>						
Budget Reference Page No.(s) _____						
Program Term	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total	Average cost/meal
<b>Annual # Meals Contracted</b>	89,664	68,081	68,081	68,081	293,907	
<b>DAS Expenditures</b>						
Salaries & Benefits	\$431,065	\$327,305	\$327,305	\$327,305	\$1,412,980	\$4.81
Operating Expenses	\$190,877	\$144,930	\$144,930	\$144,930	\$625,667	\$2.13
<b>Subtotal</b>	<b>\$621,942</b>	<b>\$472,235</b>	<b>\$472,235</b>	<b>\$472,235</b>	<b>\$2,038,647</b>	<b>\$6.94</b>
Indirect Percentage (%)	10.00%	10.00%	10.00%	10.00%	10.00%	
Indirect Cost	\$62,194	\$47,224	\$47,224	\$47,224	\$203,866	\$0.69
NCQA Expenditures	\$13,100	\$13,100	\$13,100	\$13,100	\$52,400	\$0.18
<b>Total DAS Expenditures</b>	<b>\$697,236</b>	<b>\$532,559</b>	<b>\$532,559</b>	<b>\$532,559</b>	<b>\$2,294,913</b>	<b>\$7.81</b>
<b>Non DAS Expenditures</b>						
Salaries & Benefits	\$77,433	\$58,795	\$58,795	\$58,795	\$253,817	\$0.86
Operating Expenses	\$81,025	\$61,521	\$61,521	\$61,521	\$265,589	\$0.90
<b>Total Non DAS Expenditures</b>	<b>\$158,458</b>	<b>\$120,316</b>	<b>\$120,316</b>	<b>\$120,316</b>	<b>\$519,406</b>	<b>\$1.77</b>
<b>TOTAL DAS AND NON DAS EXPEDITURES</b>	<b>\$855,694</b>	<b>\$652,875</b>	<b>\$652,875</b>	<b>\$652,875</b>	<b>\$2,814,319</b>	<b>\$9.58</b>
<b>DAS Revenues</b>						
Meals- General Fund	\$684,136	\$519,458	\$519,458	\$519,458	\$2,242,510	\$7.63
NCQA Fund	\$13,100	\$13,100	\$13,100	\$13,100	\$52,400	\$0.18
<b>Total DAS Revenue</b>	<b>\$697,236</b>	<b>\$532,558</b>	<b>\$532,558</b>	<b>\$532,558</b>	<b>\$2,294,910</b>	<b>\$7.81</b>
PER MEAL COST, DAS	\$7.63	\$7.63	\$7.63	\$7.63	\$7.63	
PER MEAL COST (with NCQA), DAS	\$7.78	\$7.82	\$7.82	\$7.82	\$7.81	
<b>Non DAS Revenues</b>						
Project Income	\$35,424	\$26,897	\$26,897	\$26,897	\$116,115	\$0.40
Agency Cash- Fundraising						
Agency In-kind Volunteer	\$123,034	\$93,419	\$93,419	\$93,419	\$403,291	\$1.37
<b>Total Non DAS Revenue</b>	<b>\$158,458</b>	<b>\$120,316</b>	<b>\$120,316</b>	<b>\$120,316</b>	<b>\$519,406</b>	<b>\$1.77</b>
PER MEAL COST, Non DAS	\$1.77	\$1.77	\$1.77	\$1.77	\$1.77	
PER MEAL COST (with NCQA), Non DAS	\$1.77	\$1.77	\$1.77	\$1.77	\$1.77	
<b>TOTAL DAS AND NON DAS REVENUE</b>	<b>\$855,694</b>	<b>\$652,874</b>	<b>\$652,874</b>	<b>\$652,874</b>	<b>\$2,814,316</b>	<b>\$9.58</b>
PER MEAL COST, Total	\$9.40	\$9.40	\$9.40	\$9.40	\$9.40	
PER MEAL COST (with NCQA), Total	\$9.55	\$9.59	\$9.59	\$9.59	\$9.58	
Full Time Equivalent (FTE)	4.64	4.64	4.64	4.64	18.58	
Prepared by:	Victor de la Rocha, Controller (469) 247-7836				Document Date: 06/29/21	
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, Page 2  
 Document Date: 06/29/21

**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	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Position Title									
Nutrition Sites & Programs Manager	\$54,080	0.23	100.00%	0.23	\$12,438	\$9,444	\$9,444	\$9,444	\$40,770
Nutritionist	\$52,000	0.51	100.00%	0.51	\$26,290	\$19,962	\$19,962	\$19,962	\$86,176
Head Cook	\$45,760	0.52	100.00%	0.52	\$23,738	\$18,024	\$18,024	\$18,024	\$77,810
Cook	\$41,600	0.34	100.00%	0.34	\$14,065	\$10,679	\$10,679	\$10,679	\$46,102
Site Manager Star Hotel/Cook	\$43,680	0.50	100.00%	0.50	\$21,952	\$16,668	\$16,668	\$16,668	\$71,956
Cook	\$41,600	0.59	100.00%	0.59	\$24,399	\$18,526	\$18,526	\$18,526	\$79,977
Meal Server	\$47,840	0.23	100.00%	0.23	\$11,223	\$8,522	\$8,522	\$8,522	\$36,789
Food Prep & Meal Server	\$37,440	0.44	100.00%	0.44	\$16,469	\$12,505	\$12,505	\$12,505	\$53,984
Food Prep	\$39,520	0.26	100.00%	0.26	\$10,430	\$7,919	\$7,919	\$7,919	\$34,187
Janitor	\$39,520	0.22	100.00%	0.22	\$8,796	\$6,679	\$6,679	\$6,679	\$28,833
Dishwasher/Janitor	\$39,520	0.47	100.00%	0.47	\$18,520	\$14,062	\$14,062	\$14,062	\$60,706
Driver & Food Purchaser	\$39,520	0.11	100.00%	0.11	\$4,165	\$3,162	\$3,162	\$3,162	\$13,651
Site Manager MNC	\$39,520	0.30	100.00%	0.30	\$11,982	\$9,098	\$9,098	\$9,098	\$39,276
Site Manager VC & Food prep	\$37,440	0.71	100.00%	0.71	\$26,624	\$20,215	\$20,215	\$20,215	\$87,269
Site Manager Ed Lee & Food Purchaser	\$39,520	0.81	100.00%	0.81	\$31,952	\$24,261	\$24,261	\$24,261	\$104,735
Site Manager L.Mayores & Activities Facilitator	\$37,440	0.19	100.00%	0.19	\$7,006	\$5,320	\$5,320	\$5,320	\$22,966
Site Manager VA & Assis. Social Worker	\$43,680	0.80	100.00%	0.80	\$34,736	\$26,375	\$26,375	\$26,375	\$113,861
Social Worker/Resource Specialist	\$62,400	0.29	100.00%	0.29	\$18,181	\$13,805	\$13,805	\$13,805	\$59,596
Social Worker/Activities Facilitator	\$62,400	0.59	100.00%	0.59	\$36,598	\$27,789	\$27,789	\$27,789	\$119,965
Executive Director	\$90,350	0.22	100.00%	0.22	\$19,895	\$15,106	\$15,106	\$15,106	\$65,213
Totals	\$335,790	2.89	600.00%	2.89	\$379,459	\$288,121	\$288,121	\$288,121	\$1,243,822
Fringe Benefits Rate	14%								
Employee Fringe Benefits	\$45,667				\$51,606	\$39,184	\$39,184	\$39,184	\$169,158
<b>Total DAS Salaries and Benefits</b>	<b>\$381,457</b>				<b>\$431,065</b>	<b>\$327,305</b>	<b>\$327,305</b>	<b>\$327,305</b>	<b>\$1,412,980</b>

  

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	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Position Title									
Food Packer/Meal Server	\$38,834	0.22	100.00%	0.22	\$8,592	\$6,524	\$6,524	\$6,524	\$28,163
Food Packer/Meal Server	\$38,834	0.22	100.00%	0.22	\$8,592	\$6,524	\$6,524	\$6,524	\$28,163
Food Packer/Meal Server	\$38,834	0.59	100.00%	0.59	\$22,912	\$17,397	\$17,397	\$17,397	\$75,103
Food Packer/Meal Server (Saturdays)	\$38,834	0.06	100.00%	0.06	\$2,291	\$1,740	\$1,740	\$1,740	\$7,510
Food Packer/Site Manager	\$38,834	0.37	100.00%	0.37	\$14,320	\$10,873	\$10,873	\$10,873	\$46,939
Meal Delivery	\$38,834	0.30	100.00%	0.30	\$11,456	\$8,698	\$8,698	\$8,698	\$37,551
Totals	\$233,002	1.76	600.00%	1.76	\$68,163	\$51,756	\$51,756	\$51,756	\$223,430
Fringe Benefits Rate	14%								
Employee Fringe Benefits	\$31,688				\$9,270	\$7,039	\$7,039	\$7,039	\$30,387
<b>Total Non DAS Salaries and Benefits</b>	<b>\$264,690</b>				<b>\$77,433</b>	<b>\$58,795</b>	<b>\$58,795</b>	<b>\$58,795</b>	<b>\$253,817</b>
<b>Total DAS and Non DAS Salaries and Benefits</b>	<b>\$646,146</b>				<b>\$508,498</b>	<b>\$386,099</b>	<b>\$386,099</b>	<b>\$386,099</b>	<b>\$1,666,795</b>

HSA #2

10/25/2016

Program: Congregate meals for (X) older adults or ( ) adults with disabilities  
(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
	89,664	68,081	68,081	68,081	293,907
<b>DAS Operating Expenses</b>					
<u>Expenditure Category</u>					
Rental of Property					
Utilities (Elec, Water, Gas, Phone, Garbage)	\$6,415	\$4,870	\$4,870	\$4,870	\$21,025
Office Supplies, Postage	\$7,215	\$5,478	\$5,478	\$5,478	\$23,649
Insurance	\$6,053	\$4,596	\$4,596	\$4,596	\$19,841
<u>Food Cost</u>					
Raw Food <i>per meal</i> \$1.50	\$134,496	\$102,122	\$102,122	\$102,122	\$440,862
Cong Food Svc Supplies <i>per meal</i> \$0.24	\$21,519	\$16,339	\$16,339	\$16,339	\$70,536
Catered Meals <i>per meal</i>					
<u>Other</u>					
Stipends	\$1,565	\$1,188	\$1,188	\$1,188	\$5,129
Auto - Fuel, Insurance & Misc.	\$13,613	\$10,337	\$10,337	\$10,337	\$44,624
<b>Total DAS Operating Expenses</b>	<b>\$190,877</b>	<b>\$144,930</b>	<b>\$144,930</b>	<b>\$144,930</b>	<b>\$625,667</b>
<b>Non DAS Operating Expenses</b>					
<u>Expenditure Category</u>					
Rental of Property	\$45,601	\$34,624	\$34,624	\$34,624	\$149,474
<u>Food Cost</u>					
Raw Food <i>per meal</i> \$0.34	\$30,538	\$23,187	\$23,187	\$23,187	\$100,099
Cong Food Svc Supplies <i>per meal</i> \$0.05	\$4,886	\$3,710	\$3,710	\$3,710	\$16,016
Catered Meals <i>per meal</i>					
<b>Total Non DAS Operating Expenses</b>	<b>\$81,025</b>	<b>\$61,521</b>	<b>\$61,521</b>	<b>\$61,521</b>	<b>\$265,589</b>
<b>Total DAS and Non DAS Operating Expenses</b>	<b>\$271,902</b>	<b>\$206,451</b>	<b>\$206,451</b>	<b>\$206,451</b>	<b>\$891,256</b>
<b>HSA #3</b>					<b>10/25/2016</b>

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

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**NCQA Expenditure Detail**

<b>DAS NCQA Expenditure</b>	Unit price	Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	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	4.00	\$400	\$400	\$400	\$400	\$1,600
<b>Total DAS NCQA Expenditure</b>			<b>\$13,100</b>	<b>\$13,100</b>	<b>\$13,100</b>	<b>\$13,100</b>	<b>\$52,400</b>
<b>Non DAS NCQA Expenditure</b>	Unit price	Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Menu planning and nutrition analysis	/set	1.00					
Kitchen and food service monitoring		2.00					
Congregate site monitoring		24.00					
Nutrition education		24.00					
Nutrition counseling (optional)	/hour	4.00					
<b>Total Non DAS NCQA Expenditure</b>							
<b>Total DAS and Non DAS NCQA Expenditure</b>			<b>\$13,100</b>	<b>\$13,100</b>	<b>\$13,100</b>	<b>\$13,100</b>	<b>\$52,400</b>
<b>HSA #4</b>							<b>10/25/2016</b>

**Appendix A - Services to be Provided**  
**Episcopal 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	Episcopal Community Services
Adult with a Disability	A person 18-59 years of age living with a disability.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service 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.
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.



<p>DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist</p>	<p>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. <a href="http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf">http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf</a></p>
<p>DGA/Dietary Guidelines for Americans</p>	<p>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).</p>
<p>DRI/ Dietary Reference Intakes</p>	<p>Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.</p>
<p>Disability</p>	<p>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)</p>
<p>ENP</p>	<p>Elderly Nutrition Program - 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.</p>
<p>Frail</p>	<p>An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others. (CCR Title 22 Sec. 7119)</p>
<p>HACCP</p>	<p>Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)</p>

LGBTQ+	An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Low-Income	Having income at or below 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)
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. (CCR Title 22 Sec. 7130)
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (CCR Title 22 Sec. 7630)

Nutrition Education	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
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.

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 the grantee reflects consumer participation in CA-GetCare through enrollment.

### III. Target Population

The target population is older adults living in the City and County of San Francisco with the greatest economic and social need and with particular attention to the following individuals:

1. Low income
2. Limited or no English speaking proficiency
3. Minority populations
4. Frail
5. LGBTQ+

### IV. Eligibility for Services

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

### V. Location and Time of Services

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

### VI. Description of Services and Program Requirements

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

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

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

## VII. Service Objectives

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

<b>Table A</b>	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	1,200	1,200	1,200	1,200
Number of Meals	49,667	49,667	49,667	49,667

## 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:

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

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

Lauren McCasland  
 Nutritionist  
 DAS OCP  
 email: lauren.mccasland@sfgov.org

and

Rocio Duenas



Contract Manager  
HSA OCM  
email: rocio.duenas@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						
<b>EPISCOPAL COMMUNITY SERVICES OF SF</b>						
(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>						
If modification, Effective Date of Mod. _____ No. of Mod. _____						
<b>Program: Congregate meals for (X) older adults or ( ) adults with disabilities</b>						
Budget Reference Page No.(s)						
Program Term	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total	Average cost/meal
<b>Annual # Meals Contracted</b>	49,667	49,667	49,667	49,667	198,668	
<b>DAS Expenditures</b>						
Salaries & Benefits	\$226,015	\$226,015	\$226,015	\$226,015	\$904,060	\$4.55
Operating Expenses	\$141,520	\$141,520	\$141,520	\$141,520	\$566,080	\$2.85
<b>Subtotal</b>	<b>\$367,535</b>	<b>\$367,535</b>	<b>\$367,535</b>	<b>\$367,535</b>	<b>\$1,470,140</b>	<b>\$7.40</b>
Indirect Percentage (%)	10.00%	10.00%	10.00%	10.00%	10.00%	
Indirect Cost	\$36,754	\$36,754	\$36,754	\$36,754	\$147,016	\$0.74
Capital/Subcontractor Expenditures						
NCQA Expenditures	\$8,200	\$8,200	\$8,200	\$8,200	\$32,800	\$0.17
<b>Total DAS Expenditures</b>	<b>\$412,489</b>	<b>\$412,489</b>	<b>\$412,489</b>	<b>\$412,489</b>	<b>\$1,649,956</b>	<b>\$8.31</b>
<b>Non DAS Expenditures</b>						
Salaries & Benefits	\$180,415	\$180,415	\$180,415	\$180,415	\$721,660	\$3.63
Operating Expenses	\$134,959	\$134,959	\$134,959	\$134,959	\$539,835	\$2.72
Capital/Subcontractor Expenditures						
NCQA Expenditures						
<b>Total Non DAS Expenditures</b>	<b>\$315,374</b>	<b>\$315,374</b>	<b>\$315,374</b>	<b>\$315,374</b>	<b>\$1,261,495</b>	<b>\$6.35</b>
<b>TOTAL DAS AND NON DAS EXPEDITURES</b>	<b>\$727,863</b>	<b>\$727,863</b>	<b>\$727,863</b>	<b>\$727,863</b>	<b>\$2,911,451</b>	<b>\$14.65</b>
<b>DAS Revenues</b>						
Meals- General Fund	\$404,289	\$404,289	\$404,289	\$404,289	\$1,617,156	\$8.14
Meals- State Fund						
Meals- Federal Fund						
NCQA Fund	\$8,200	\$8,200	\$8,200	\$8,200	\$32,800	\$0.17
<b>Total DAS Revenue</b>	<b>\$412,489</b>	<b>\$412,489</b>	<b>\$412,489</b>	<b>\$412,489</b>	<b>\$1,649,956</b>	<b>\$8.31</b>
<i>PER MEAL COST, DAS</i>	\$8.14	\$8.14	\$8.14	\$8.14	\$8.14	\$8.14
<i>PER MEAL COST (with NCQA), DAS</i>	\$8.31	\$8.31	\$8.31	\$8.31	\$8.31	\$8.31
<b>Non DAS Revenues</b>						
Project Income	\$1,100	\$1,100	\$1,100	\$1,100	\$4,400	\$0.02
Agency Cash- Fundraising	\$314,274	\$314,274	\$314,274	\$314,274	\$1,257,096	\$6.33
Agency In-kind Volunteer						
NCQA Revenue						
<b>Total Non DAS Revenue</b>	<b>\$315,374</b>	<b>\$315,374</b>	<b>\$315,374</b>	<b>\$315,374</b>	<b>\$1,261,496</b>	<b>\$6.35</b>
<i>PER MEAL COST, Non DAS</i>	\$6.35	\$6.35	\$6.35	\$6.35	\$6.35	\$6.35
<i>PER MEAL COST (with NCQA), Non DAS</i>	\$6.35	\$6.35	\$6.35	\$6.35	\$6.35	\$6.35
<b>TOTAL DAS AND NON DAS REVENUE</b>	<b>\$727,863</b>	<b>\$727,863</b>	<b>\$727,863</b>	<b>\$727,863</b>	<b>\$2,911,452</b>	<b>\$14.65</b>
<i>PER MEAL COST, Total</i>	\$14.49	\$14.49	\$14.49	\$14.49	\$14.49	\$14.49
<i>PER MEAL COST (with NCQA), Total</i>	\$14.66	\$14.66	\$14.66	\$14.66	\$14.66	\$14.66
Full Time Equivalent (FTE)	7.00	7.00	7.00	7.00	28.00	
Prepared by:						Date: 5/10/18
HSA-CO Review Signature:	_____					
<b>HSA #1</b>						<b>10/25/2016</b>

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

Appendix B, Page 2  
 Document Date: March 2021

**Salaries & Benefits Detail**

<b>DAS Salaries &amp; Benefits</b>									
Position Title	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	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Chef and Culinary Training Instructor	\$78,191	0.56	0.85	0.47	\$36,960	\$36,960	\$36,960	\$36,960	\$147,840
Director of Impact and Analytics	\$154,302	0.56	0.17	0.09	\$14,587	\$14,587	\$14,587	\$14,587	\$58,348
Assistant Chef	\$64,855	0.56	0.85	0.47	\$30,656	\$30,656	\$30,656	\$30,656	\$122,624
Database Specialist/Compliance Monitor	\$77,516	0.56	0.17	0.09	\$7,328	\$7,328	\$7,328	\$7,328	\$29,312
Culinary Training Manager	\$91,729	0.56	0.85	0.47	\$43,359	\$43,359	\$43,359	\$43,359	\$173,436
Part-Time Cook	\$44,396	0.56	0.68	0.38	\$16,788	\$16,788	\$16,788	\$16,788	\$67,152
Part- Time Delivery Driver	\$44,396	0.56	0.43	0.24	\$10,616	\$10,616	\$10,616	\$10,616	\$42,464
Totals	\$555,385	3.89	400.00%	2.22	\$160,294	\$160,294	\$160,294	\$160,294	\$641,176
Fringe Benefits Rate	41.00%								
Employee Fringe Benefits	\$227,708				\$65,721	\$65,721	\$65,721	\$65,721	\$262,884
<b>Total DAS Salaries and Benefits</b>	<b>\$783,093</b>				<b>\$226,015</b>	<b>\$226,015</b>	<b>\$226,015</b>	<b>\$226,015</b>	<b>\$904,060</b>
<b>Non DAS Salaries &amp; Benefits</b>									
Position Title	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	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Chef and Culinary Training Instructor	\$78,191	0.44	0.85	0.38	\$29,503	\$29,503	\$29,503	\$29,503	\$118,012
Director of Impact and Analytics	\$154,302	0.44	0.17	0.08	\$11,644	\$11,644	\$11,644	\$11,644	\$46,576
Assistant Chef	\$64,855	0.44	0.85	0.38	\$24,471	\$24,471	\$24,471	\$24,471	\$97,884
Database Specialist/Compliance Monitor	\$77,516	0.44	0.17	0.08	\$5,850	\$5,850	\$5,850	\$5,850	\$23,400
Culinary Training Manager	\$91,729	0.44	0.85	0.38	\$34,611	\$34,611	\$34,611	\$34,611	\$138,444
Part-Time Cook	\$44,396	0.44	0.68	0.30	\$13,401	\$13,401	\$13,401	\$13,401	\$53,604
Part- Time Delivery Driver	\$44,396	0.44	0.43	0.19	\$8,474	\$8,474	\$8,474	\$8,474	\$33,896
Totals	\$555,385	3.11	400.00%	1.78	\$127,954	\$127,954	\$127,954	\$127,954	\$511,816
Fringe Benefits Rate	41.00%								
Employee Fringe Benefits	\$227,708				\$52,461	\$52,461	\$52,461	\$52,461	\$209,844
<b>Total Non DAS Salaries and Benefits</b>	<b>\$783,093</b>				<b>\$180,415</b>	<b>\$180,415</b>	<b>\$180,415</b>	<b>\$180,415</b>	<b>\$721,660</b>
<b>Total DAS and Non DAS Salaries and Benefits</b>	<b>\$1,566,186</b>				<b>\$406,430</b>	<b>\$406,430</b>	<b>\$406,430</b>	<b>\$406,430</b>	<b>\$1,625,720</b>
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: March 2021

**Operating Expense Detail**

Annual # Meals Contracted	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
	49,667	49,667	49,667	49,667	198,668
<b>DAS Operating Expenses</b>					
<u>Expenditure Category</u>					
Rental of Property					
Utilities (Elec, Water, Gas, Phone, Garbage)					
Office Supplies, Postage	\$573	\$573	\$573	\$573	\$2,294
Building Maintenance Supplies and Repair	\$8,601	\$8,601	\$8,601	\$8,601	\$34,405
Printing and Reproduction	\$1,338	\$1,338	\$1,338	\$1,338	\$5,352
Insurance	\$6,885	\$6,885	\$6,885	\$6,885	\$27,538
Staff Recruitment	\$142	\$142	\$142	\$142	\$567
Auto/Gas/Oil Maintenance: Van	\$2,130	\$2,130	\$2,130	\$2,130	\$8,519
IT Equipment	\$250	\$250	\$250	\$250	\$1,001
<b>Food Cost</b>					
Raw Food	<i>per meal \$4.00</i>	\$110,482	\$110,482	\$110,482	\$441,928
Cong Food Svc Supplies	<i>per meal \$0.21</i>	\$5,800	\$5,800	\$5,800	\$23,200
Catered Meals	<i>per meal</i>				
<b>Other</b>					
Equipment Repairs	\$5,005	\$5,005	\$5,005	\$5,005	\$20,020
Program Supplies	\$314	\$314	\$314	\$314	\$1,257
<b>Total DAS Operating Expenses</b>	<b>\$141,520</b>	<b>\$141,520</b>	<b>\$141,520</b>	<b>\$141,520</b>	<b>\$566,080</b>
<b>Non DAS Operating Expenses</b>					
<u>Expenditure Category</u>					
Rental of Property					
Utilities (Elec, Water, Gas, Phone, Garbage)					
Office Supplies, Postage	\$133	\$133	\$133	\$133	\$533
Building Maintenance Supplies and Repair	\$1,998	\$1,998	\$1,998	\$1,998	\$7,990
Printing and Reproduction	\$311	\$311	\$311	\$311	\$1,243
Insurance	\$5,495	\$5,495	\$5,495	\$5,495	\$21,982
Staff Recruitment	\$113	\$113	\$113	\$113	\$453
Auto/Gas/Oil Maintenance: Van	\$1,700	\$1,700	\$1,700	\$1,700	\$6,800
IT Equipment	\$200	\$200	\$200	\$200	\$799
<b>Food Cost</b>					
Raw Food	<i>per meal \$5.27</i>	\$116,133	\$116,133	\$116,133	\$464,532
Cong Food Svc Supplies	<i>per meal \$0.21</i>	\$4,630	\$4,630	\$4,630	\$18,519
Catered Meals	<i>per meal</i>				
<b>Other</b>					
Equipment Repairs	\$3,995	\$3,995	\$3,995	\$3,995	\$15,980
Program Supplies	\$251	\$251	\$251	\$251	\$1,003
<b>Total Non DAS Operating Expenses</b>	<b>\$134,959</b>	<b>\$134,959</b>	<b>\$134,959</b>	<b>\$134,959</b>	<b>\$539,835</b>
<b>Total DAS and Non DAS Operating Expenses</b>	<b>\$276,479</b>	<b>\$276,479</b>	<b>\$276,479</b>	<b>\$276,479</b>	<b>\$1,105,915</b>
<b>HSA #3</b>					<b>10/25/2016</b>

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

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 Document Date: March 2021

**NCQA Expenditure Detail**

<b>DAS NCQA Expenditure</b>	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	4.00	\$2,400	\$2,400	\$2,400	\$2,400	\$9,600
Congregate site monitoring	\$300.00	8.00	\$2,400	\$2,400	\$2,400	\$2,400	\$9,600
Nutrition education	\$150.00	8.00	\$1,200	\$1,200	\$1,200	\$1,200	\$4,800
Nutrition counseling (optional)	/hour						
In-service training	\$100.00 /training	8.00	\$800	\$800	\$800	\$800	\$3,200
<b>Total DAS NCQA Expenditure</b>			<b>\$8,200</b>	<b>\$8,200</b>	<b>\$8,200</b>	<b>\$8,200</b>	<b>\$32,800</b>

<b>Non DAS NCQA Expenditure</b>	Unit price	Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Menu planning and nutrition analysis							
Kitchen and food service monitoring							
Congregate site monitoring							
Nutrition education							
Nutrition counseling (optional)							
In-service training							
<b>Total Non DAS NCQA Expenditure</b>							

<b>Total DAS and Non DAS NCQA Expenditure</b>			<b>\$8,200</b>	<b>\$8,200</b>	<b>\$8,200</b>	<b>\$8,200</b>	<b>\$32,800</b>
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HSA #4

10/25/2016

**Appendix A - 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.
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.
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.

<p>DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist</p>	<p>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. <a href="http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf">http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf</a></p>
<p>DGA/Dietary Guidelines for Americans</p>	<p>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).</p>
<p>DRI/ Dietary Reference Intakes</p>	<p>Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.</p>
<p>Disability</p>	<p>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)</p>
<p>ENP</p>	<p>Elderly Nutrition Program - 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.</p>
<p>Frail</p>	<p>An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others. (CCR Title 22 Sec. 7119)</p>
<p>HACCP</p>	<p>Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)</p>

LGBTQ+	An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Low-Income	Having income at or below 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)
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. (CCR Title 22 Sec. 7130)
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (CCR Title 22 Sec. 7630)



Nutrition Education	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
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.

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 the grantee reflects consumer participation in CA-GetCare through enrollment.

### III. Target Population

The target population is older adults living in the City and County of San Francisco with the greatest economic and social need and with particular attention to the following individuals:

1. Low income
2. Limited or no English speaking proficiency
3. Minority populations
4. Frail
5. LGBTQ+

### IV. Eligibility for Services

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

### V. Location and Time of Services

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

### VI. Description of Services and Program Requirements

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

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

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

## VII. Service Objectives

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

<b>Table A</b>	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	425	200	200	200
Number of Meals	52,000	33,146	33,146	33,146

## 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:

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

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

Tiffany Kearney, RD  
 Program Analyst & Lead Nutritionist  
 DAS OCP  
 email: Tiffany.Kearney@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 Board of Trustees of the Glide Foundation						
(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>						
If modification, Effective Date of Mod. _____ No. of Mod. _____						
<b>Program: Congregate meals for ( X ) older adults or ( ) adults with disabilities</b>						
Budget Reference Page No.(s)						
Program Term	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total	cost/meal
<b>Annual # Meals Contracted</b>	52,000	33,146	33,146	33,146	151,438	
<b>DAS Expenditures</b>						
Salaries & Benefits	\$90,354	\$55,850	\$55,850	\$55,850	\$257,904	\$1.70
Operating Expenses	\$139,391	\$90,727	\$90,727	\$90,727	\$411,572	\$2.72
<b>Subtotal</b>	<b>\$229,745</b>	<b>\$146,577</b>	<b>\$146,577</b>	<b>\$146,577</b>	<b>\$669,476</b>	<b>\$4.42</b>
Indirect Percentage (%)	10.00%	10.00%	10.00%	10.00%	10.00%	
Indirect Cost	\$22,975	\$14,658	\$14,658	\$14,658	\$66,949	\$0.44
Capital/Subcontractor Expenditures						
NCQA Expenditures	\$7,231	\$7,231	\$7,231	\$7,231	\$28,924	\$0.19
<b>Total DAS Expenditures</b>	<b>\$259,951</b>	<b>\$168,466</b>	<b>\$168,466</b>	<b>\$168,466</b>	<b>\$765,349</b>	<b>\$5.05</b>
<b>Non DAS Expenditures</b>						
Salaries & Benefits	\$67,876	\$67,876	\$67,876	\$67,876	\$271,504	\$1.79
Operating Expenses	\$18,170	\$18,170	\$18,170	\$18,170	\$72,680	\$0.48
Capital/Subcontractor Expenditures						
NCQA Expenditures						
<b>Total Non DAS Expenditures</b>	<b>\$86,046</b>	<b>\$86,046</b>	<b>\$86,046</b>	<b>\$86,046</b>	<b>\$344,184</b>	<b>\$2.27</b>
<b>TOTAL DAS AND NON DAS EXPEDITURES</b>	<b>\$345,997</b>	<b>\$254,512</b>	<b>\$254,512</b>	<b>\$254,512</b>	<b>\$1,109,533</b>	<b>\$7.33</b>
<b>DAS Revenues</b>						
Meals- General Fund	\$252,720	\$161,235	\$161,235	\$161,235	\$736,425	\$4.86
NCQA Fund	\$7,231	\$7,231	\$7,231	\$7,231	\$28,924	\$0.19
<b>Total DAS Revenue</b>	<b>\$259,951</b>	<b>\$168,466</b>	<b>\$168,466</b>	<b>\$168,466</b>	<b>\$765,349</b>	<b>\$5.05</b>
<i>PER MEAL COST, DAS</i>	\$4.86	\$4.86	\$4.86	\$4.86	\$4.86	
<i>PER MEAL COST (with NCQA), DAS</i>	\$5.00	\$5.08	\$5.08	\$5.08	\$5.05	
<b>Non DAS Revenues</b>						
Project Income						
Agency Cash- Fundraising	\$80,010	\$50,900	\$50,900	\$50,900	\$232,710	\$1.54
Agency In-kind Volunteer						
NCQA Revenue						
<b>Total Non DAS Revenue</b>	<b>\$80,010</b>	<b>\$50,900</b>	<b>\$50,900</b>	<b>\$50,900</b>	<b>\$232,710</b>	<b>\$1.54</b>
<i>PER MEAL COST, Non DAS</i>	\$1.54	\$1.54	\$1.54	\$1.54	\$1.54	
<i>PER MEAL COST (with NCQA), Non DAS</i>	\$1.54	\$1.54	\$1.54	\$1.54	\$1.54	
<b>TOTAL DAS AND NON DAS REVENUE</b>	<b>\$339,961</b>	<b>\$219,366</b>	<b>\$219,366</b>	<b>\$219,366</b>	<b>\$998,059</b>	<b>\$6.59</b>
<i>PER MEAL COST, Total</i>	\$6.40	\$6.40	\$6.40	\$6.40	\$6.40	
<i>PER MEAL COST (with NCQA), Total</i>	\$6.54	\$6.62	\$6.62	\$6.62	\$6.59	
Full Time Equivalent (FTE)	4.00	4.00	4.00	4.00	16.00	
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)

Appendix B, Page 2  
 Document Date: March 2021

**Salaries & Benefits Detail**

<b>DAS Salaries &amp; Benefits</b>										
Position Title	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%)	FY 21/22 Adjusted FTE	FY 22-25 Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Chef	\$41,327	100%	13.00%	0.13	0.12	\$5,700	\$5,230	\$5,230	\$5,230	\$21,390
Purchasing Agent	\$61,273	100%	13.00%	0.13	0.12	\$7,965	\$7,353	\$7,353	\$7,353	\$30,024
Program Navigator	\$53,217	100%	55.00%	0.55	0.30	\$29,269	\$15,965	\$15,965	\$15,965	\$77,164
Program Navigator	\$50,282	100%	55.00%	0.55	0.30	\$27,655	\$15,085	\$15,085	\$15,085	\$72,910
<b>Totals</b>	<b>\$206,099</b>	<b>4.00</b>	<b>136.00%</b>	<b>1.36</b>	<b>0.84</b>	<b>\$70,589</b>	<b>\$43,633</b>	<b>\$43,633</b>	<b>\$43,633</b>	<b>\$201,488</b>
Fringe Benefits Rate	28.00%									
Employee Fringe Benefits	\$57,708					\$19,765	\$12,217	\$12,217	\$12,217	\$56,416
<b>Total DAS Salaries and Benefits</b>	<b>\$263,807</b>					<b>\$90,354</b>	<b>\$55,850</b>	<b>\$55,850</b>	<b>\$55,850</b>	<b>\$257,904</b>
<b>Non DAS Salaries &amp; Benefits</b>										
Position Title	Agency Totals		HSA Program		FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total	
	Time Salary for	Total FTE	funded by	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Program Director	\$161,589		10.00%	0.10	\$16,159	\$16,159	\$16,159	\$16,159	\$16,159	\$64,636
Program Manager	\$89,255		10.00%	0.10	\$8,925	\$8,925	\$8,925	\$8,925	\$8,925	\$35,700
Chef	\$41,327		5.00%	0.05	\$2,066	\$2,066	\$2,066	\$2,066	\$2,066	\$8,264
Shift Lead	\$53,839		10.00%	0.10	\$5,384	\$5,384	\$5,384	\$5,384	\$5,384	\$21,536
Shift Lead	\$47,240		10.00%	0.10	\$4,724	\$4,724	\$4,724	\$4,724	\$4,724	\$18,896
Purchasing Agent	\$61,273		5.00%	0.05	\$3,064	\$3,064	\$3,064	\$3,064	\$3,064	\$12,256
Dishwasher (2)	\$75,305		10.00%	0.10	\$7,531	\$7,531	\$7,531	\$7,531	\$7,531	\$30,124
Program Navigator	\$53,217		5.00%	0.05	\$2,661	\$2,661	\$2,661	\$2,661	\$2,661	\$10,644
Program Navigator	\$50,282		5.00%	0.05	\$2,514	\$2,514	\$2,514	\$2,514	\$2,514	\$10,056
<b>Totals</b>	<b>\$633,327</b>		<b>70.00%</b>	<b>0.70</b>	<b>\$53,028</b>	<b>\$53,028</b>	<b>\$53,028</b>	<b>\$53,028</b>	<b>\$53,028</b>	<b>\$212,112</b>
Fringe Benefits Rate	28.00%									
Employee Fringe Benefits	\$177,331				\$14,848	\$14,848	\$14,848	\$14,848	\$14,848	\$59,392
<b>Total Non DAS Salaries and Benefits</b>	<b>\$810,658</b>				<b>\$67,876</b>	<b>\$67,876</b>	<b>\$67,876</b>	<b>\$67,876</b>	<b>\$67,876</b>	<b>\$271,504</b>
<b>Total DAS and Non DAS Salaries and Benefits</b>	<b>\$1,074,464</b>				<b>\$158,230</b>	<b>\$123,726</b>	<b>\$123,726</b>	<b>\$123,726</b>	<b>\$123,726</b>	<b>\$529,408</b>

HSA #2

10/25/2016

Program: Congregate meals for ( X ) older adults or ( ) adults with disabilities  
(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
	52,000	33,146	33,146	33,146	151,438
<b>DAS Operating Expenses</b>					
<u>Expenditure Category</u>					
Rental of Property	\$4,026	\$2,673	\$2,673	\$2,673	\$12,045
Utilities (Elec, Water, Gas, Phone, Garbage)	\$437	\$290	\$290	\$290	\$1,307
Office Supplies, Postage	\$469	\$311	\$311	\$311	\$1,402
Building Maintenance Supplies and Repair	\$9,015	\$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	\$7,738
Occupancy	\$60,604	\$40,233	\$40,233	\$40,233	\$181,303
Small equipment & Supplies	\$401	\$266	\$266	\$266	\$1,199
Information Technology	\$8,658	\$5,231	\$5,231	\$5,231	\$24,351
Food storage/Refrigeration	\$798	\$530	\$530	\$530	\$2,388
Garbage & Recycling	\$3,516	\$2,334	\$2,334	\$2,334	\$10,518
<b>Food Cost</b>					
Raw Food <i>per meal \$0.76</i>	\$39,520	\$25,191	\$25,191	\$25,191	\$115,093
Cong Food Svc Supplies <i>per meal \$0.18</i>	\$9,360	\$5,966	\$5,966	\$5,966	\$27,258
Catered Meals <i>per meal</i>					
<b>Total DAS Operating Expenses</b>	<b>\$139,391</b>	<b>\$90,727</b>	<b>\$90,727</b>	<b>\$90,727</b>	<b>\$411,572</b>
<b>Non DAS Operating Expenses</b>					
<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
<b>Total Non DAS Operating Expenses</b>	<b>\$18,170</b>	<b>\$18,170</b>	<b>\$18,170</b>	<b>\$18,170</b>	<b>\$72,680</b>
<b>Total DAS and Non DAS Operating Expenses</b>	<b>\$157,561</b>	<b>\$108,897</b>	<b>\$108,897</b>	<b>\$108,897</b>	<b>\$484,252</b>

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

Appendix B, Page 5  
 Document Date: March 2021

**NCQA Expenditure Detail**

<b>DAS NCQA Expenditure</b>	Unit price	Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
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
<b>Total DAS NCQA Expenditure</b>			<b>\$7,231</b>	<b>\$7,231</b>	<b>\$7,231</b>	<b>\$7,231</b>	<b>\$28,924</b>

<b>Non DAS NCQA Expenditure</b>	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		4.00					
Nutrition education		4.00					
Nutrition counseling (optional)	/hour						
In-service training	/training	4.00					
<b>Total Non DAS NCQA Expenditure</b>							

<b>Total DAS and Non DAS NCQA Expenditure</b>			<b>\$7,231</b>	<b>\$7,231</b>	<b>\$7,231</b>	<b>\$7,231</b>	<b>\$28,924</b>
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HSA #4

10/25/2016

**Appendix A - Services to be Provided**  
**Kimochi Inc.**  
 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	Kimochi Inc.
Adult with a Disability	A person 18-59 years of age living with a disability.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service 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.
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.

<p>DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist</p>	<p>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. <a href="http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf">http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf</a></p>
<p>DGA/Dietary Guidelines for Americans</p>	<p>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).</p>
<p>DRI/ Dietary Reference Intakes</p>	<p>Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.</p>
<p>Disability</p>	<p>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)</p>
<p>ENP</p>	<p>Elderly Nutrition Program - 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.</p>
<p>Frail</p>	<p>An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others. (CCR Title 22 Sec. 7119)</p>
<p>HACCP</p>	<p>Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)</p>

LGBTQ+	An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Low-Income	Having income at or below 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)
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. (CCR Title 22 Sec. 7130)
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (CCR Title 22 Sec. 7630)

Nutrition Education	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
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.

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 the grantee reflects consumer participation in CA-GetCare through enrollment.

### III. Target Population

The target population is older adults living in the City and County of San Francisco with the greatest economic and social need and with particular attention to the following individuals:

1. Low income
2. Limited or no English speaking proficiency
3. Minority populations
4. Frail
5. LGBTQ+

### IV. Eligibility for Services

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

### V. Location and Time of Services

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

### VI. Description of Services and Program Requirements

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



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

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

## VII. Service Objectives

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

<b>Table A</b>	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	1550	1350	1350	1350
Number of Meals	91026	66857	66857	66857

## 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:

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

15. For assistance with reporting and contract requirements, please contact:  
 Sarah Chan  
 Nutritionist  
 DAS OCP  
 email: Sarah.Chan@sfgov.org

and

Ella Lee  
Contract Manager  
HSA OCM  
email: Ella.Lee@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 Kimochi, Inc.						
(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>						
If modification, Effective Date of Mod. _____ No. of Mod. _____						
<b>Program: Congregate meals for (X) older adults or ( ) adults with disabilities</b>						
Budget Reference Page No.(s)						Average cost/meal
Program Term	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total	
<b>Annual # Meals Contracted</b>	91,026	66,857	66,857	66,857	291,597	
<b>DAS Expenditures</b>						
Salaries & Benefits	\$272,889	\$272,889	\$272,889	\$272,889	\$1,091,556	\$3.74
Operating Expenses	\$350,225	\$184,777	\$184,777	\$184,777	\$904,556	\$3.10
<b>Subtotal</b>	<b>\$623,114</b>	<b>\$457,666</b>	<b>\$457,666</b>	<b>\$457,666</b>	<b>\$1,996,112</b>	<b>\$6.85</b>
Indirect Percentage (%)	10.00%	10.00%	10.00%	10.00%	10.00%	
Indirect Cost	\$62,312	\$45,768	\$45,768	\$45,768	\$199,616	\$0.68
Capital/Subcontractor Expenditures	\$15,748				\$15,748	\$0.05
NCQA Expenditures	\$7,849	\$7,849	\$7,849	\$7,849	\$31,396	\$0.11
<b>Total DAS Expenditures</b>	<b>\$709,023</b>	<b>\$511,283</b>	<b>\$511,283</b>	<b>\$511,283</b>	<b>\$2,242,872</b>	<b>\$7.69</b>
<b>Non DAS Expenditures</b>						
Salaries & Benefits	\$91,520	\$91,520	\$91,520	\$91,520	\$366,080	\$1.26
Operating Expenses	\$214,763	\$227,453	\$227,453	\$227,453	\$897,122	\$3.08
Capital/Subcontractor Expenditures						
NCQA Expenditures	\$400	\$400	\$400	\$400	\$1,600	\$0.01
<b>Total Non DAS Expenditures</b>	<b>\$306,683</b>	<b>\$319,373</b>	<b>\$319,373</b>	<b>\$319,373</b>	<b>\$1,264,802</b>	<b>\$4.34</b>
<b>TOTAL DAS AND NON DAS EXPEDITURES</b>	<b>\$1,015,706</b>	<b>\$830,656</b>	<b>\$830,656</b>	<b>\$830,656</b>	<b>\$3,507,674</b>	<b>\$12.03</b>
<b>DAS Revenues</b>						
Meals- General Fund	\$693,275	\$511,283	\$511,283	\$511,283	\$2,227,124	\$7.64
Meals- State Fund						
Meals- Federal Fund						
OTO	\$15,748				\$15,748	\$0.05
<b>Total DAS Revenue</b>	<b>\$709,023</b>	<b>\$511,283</b>	<b>\$511,283</b>	<b>\$511,283</b>	<b>\$2,242,872</b>	<b>\$7.69</b>
PER MEAL COST, DAS	\$7.53	\$7.53	\$7.53	\$7.53	\$7.53	
PER MEAL COST (with NCQA), DAS	\$7.62	\$7.65	\$7.65	\$7.65	\$7.64	
<b>Non DAS Revenues</b>						
Project Income	\$68,270	\$60,171	\$60,171	\$60,171	\$248,783	\$0.85
Agency Cash- Fundraising	\$64,970	\$107,511	\$107,511	\$107,511	\$387,503	\$1.33
Agency In-kind Food	\$81,923	\$60,171	\$60,171	\$60,171	\$262,436	\$0.90
Agency In-Kind Vounteer	\$91,520	\$91,520	\$91,520	\$91,520	\$366,080	\$1.26
NCQA Revenue						
<b>Total Non DAS Revenue</b>	<b>\$306,683</b>	<b>\$319,373</b>	<b>\$319,373</b>	<b>\$319,373</b>	<b>\$1,264,802</b>	<b>\$4.34</b>
PER MEAL COST (with NCQA), Non DAS	\$3.37	\$4.78	\$4.78	\$4.78	\$4.34	
<b>TOTAL DAS AND NON DAS REVENUE</b>	<b>\$1,015,706</b>	<b>\$830,656</b>	<b>\$830,656</b>	<b>\$830,656</b>	<b>\$3,507,674</b>	<b>\$12.03</b>
PER MEAL COST (with NCQA), Total	\$10.99	\$12.43	\$12.43	\$12.43	\$11.98	
Full Time Equivalent (FTE)	5.75	5.75	5.75	5.75	23.00	
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)

Appendix B, Page 2  
 Document Date: March 2021

**Salaries & Benefits Detail**

<b>DAS Salaries &amp; Benefits</b>									
Position Title	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	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Senior Center Coordinator	\$53,040	0.75	100.00%	0.75	\$39,780	\$39,780	\$39,780	\$39,780	\$159,120
Head Cook	\$46,800	0.50	100.00%	0.50	\$23,400	\$23,400	\$23,400	\$23,400	\$93,600
Senior Center Assistant	\$44,096	1.00	100.00%	1.00	\$44,096	\$44,096	\$44,096	\$44,096	\$176,384
Assistant Cook 1	\$37,960	0.50	100.00%	0.50	\$18,980	\$18,980	\$18,980	\$18,980	\$75,920
Assistant Cook 2	\$26,598	1.00	100.00%	1.00	\$26,598	\$26,598	\$26,598	\$26,598	\$106,392
Nutrition Aide	\$26,598	1.00	100.00%	1.00	\$26,598	\$26,598	\$26,598	\$26,598	\$106,392
Dishwasher 1	\$28,860	0.50	100.00%	0.50	\$14,430	\$14,430	\$14,430	\$14,430	\$57,720
Dishwasher 2	\$28,860	0.50	100.00%	0.50	\$14,430	\$14,430	\$14,430	\$14,430	\$57,720
Totals	\$292,812	5.75	800.00%	5.75	\$208,312	\$208,312	\$208,312	\$208,312	\$833,248
Fringe Benefits Rate	31.00%								
Employee Fringe Benefits	\$90,772				\$64,577	\$64,577	\$64,577	\$64,577	\$258,308
<b>Total DAS Salaries and Benefits</b>	<b>\$383,584</b>				<b>\$272,889</b>	<b>\$272,889</b>	<b>\$272,889</b>	<b>\$272,889</b>	<b>\$1,091,556</b>
<b>Non DAS Salaries &amp; Benefits</b>									
Position Title	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	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Volunteer					\$91,520	\$91,520	\$91,520	\$91,520	\$366,080
Totals					\$91,520	\$91,520	\$91,520	\$91,520	\$366,080
Fringe Benefits Rate									
Employee Fringe Benefits									
<b>Total Non DAS Salaries and Benefits</b>					<b>\$91,520</b>	<b>\$91,520</b>	<b>\$91,520</b>	<b>\$91,520</b>	<b>\$366,080</b>
<b>Total DAS and Non DAS Salaries and Benefits</b>	<b>\$383,584</b>				<b>\$364,409</b>	<b>\$364,409</b>	<b>\$364,409</b>	<b>\$364,409</b>	<b>\$1,457,636</b>

HSA #2

10/25/2016

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

Appendix B, Page 3  
 Document Date: March 2021

**Operating Expense Detail**

		FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total		
Annual # Meals Contracted		91,026	66,857	66,857	66,857	291,597		
<b>DAS Operating Expenses</b>								
<u>Expenditure Category</u>								
Rental of Property		\$36,285	\$36,285	\$36,285	\$36,285	\$145,140		
Utilities (Elec, Water, Gas, Phone, Garbage)		\$22,000	\$18,547	\$18,547	\$18,547	\$77,641		
Office Supplies, Postage		\$1,100	\$1,100	\$1,100	\$1,100	\$4,400		
Building Maintenance Supplies and Repair		\$4,000	\$2,000	\$2,000	\$2,000	\$10,000		
Printing and Reproduction		\$750	\$750	\$750	\$750	\$3,000		
Insurance								
Dues/Subscriptions		\$4,000	\$2,000	\$2,000	\$2,000	\$10,000		
Outside Services		\$4,800	\$1,400	\$1,400	\$1,400	\$9,000		
Telephone		\$3,536	\$2,500	\$2,500	\$2,500	\$11,036		
Computer/IT/Website		\$2,561	\$1,500	\$1,500	\$1,500	\$7,061		
Professional Services		\$2,666	\$1,300	\$1,300	\$1,300	\$6,566		
<u>Food Cost</u>								
		FY 21/22	FY 22/25					
Raw Food	<i>per meal</i>	\$2.65	\$1.76	\$241,219	\$117,395	\$117,395	\$117,395	\$593,404
Cong Food Svc Supplies	<i>per meal</i>	\$0.30		\$27,308				\$27,308
Catered Meals	<i>per meal</i>							
<b>Total DAS Operating Expenses</b>		<b>\$350,225</b>	<b>\$184,777</b>	<b>\$184,777</b>	<b>\$184,777</b>	<b>\$904,556</b>		
<b>Non DAS Operating Expenses</b>								
<u>Expenditure Category</u>								
Rental of Property								
Utilities (Elec, Water, Gas, Phone, Garbage)		\$20,000	\$20,000	\$20,000	\$20,000	\$80,000		
Equipment Purchase (bowls, utensils, cups, etc.)		\$3,000	\$1,500	\$1,500	\$1,500	\$7,500		
Maintenance Supplies and Repair		\$8,000	\$8,000	\$8,000	\$8,000	\$32,000		
Printing and Reproduction		\$250	\$250	\$250	\$250	\$1,000		
Insurance		\$3,000	\$3,000	\$3,000	\$3,000	\$12,000		
Office Supplies, Postage		\$1,200	\$600	\$600	\$600	\$3,000		
Staff Travel-(Local & Out of Town)								
Professional Services		\$2,666	\$2,666	\$2,666	\$2,666	\$10,664		
<u>Food Cost</u>								
		FY 21/22	FY 22/25					
Raw Food	<i>per meal</i>	\$0.95	\$1.84	\$86,475	\$123,017	\$123,017	\$123,017	\$455,526
Cong Food Svc Supplies	<i>per meal</i>							
In-Kind Food	<i>per meal</i>	\$0.90	\$0.90	\$81,923	\$60,171	\$60,171	\$60,171	\$262,436
<u>Consultant</u>								
Registered Dietician		\$8,249	\$8,249	\$8,249	\$8,249	\$32,996		
<b>Total Non DAS Operating Expenses</b>		<b>\$214,763</b>	<b>\$227,453</b>	<b>\$227,453</b>	<b>\$227,453</b>	<b>\$897,122</b>		
<b>Total DAS and Non DAS Operating Expenses</b>		<b>\$564,988</b>	<b>\$412,230</b>	<b>\$412,230</b>	<b>\$412,230</b>	<b>\$1,801,678</b>		
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, Page 4  
 Document Date: March 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
Steamer	\$6,500				\$6,500
Natural Gas, 10 Burner, 2 Convection Ovens	\$9,248				\$9,248
<b>Total Equipment Cost</b>	<b>\$15,748</b>				<b>\$15,748</b>

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

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

<b>Total DAS Capital &amp; Subcontractor Expenditure</b>	<b>\$15,748</b>				<b>\$15,748</b>
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<b>Total Non DAS Capital &amp; Subcontractor Expenditure</b>					
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<b>Total DAS and Non DAS Capital &amp; Subcontractor Expenditure</b>	<b>\$15,748</b>				<b>\$15,748</b>
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<b>HSA #4</b>					<b>10/25/2016</b>
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Program: Congregate meals for ( X ) older adults or ( ) adults with disabilities  
 (Same as Line 11 on HSA #1)

Appendix B, Page 5  
 Document Date: March 2021

**NCQA Expenditure Detail**

<b>DAS NCQA Expenditure</b>	Unit price	Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Menu planning and nutrition analysis	\$799.00 /set	1.00	\$799	\$799	\$799	\$799	\$3,196
Kitchen and food service monitoring	\$875.00	2.00	\$1,750	\$1,750	\$1,750	\$1,750	\$7,000
Congregate site monitoring	\$315.00	12.00	\$3,780	\$3,780	\$3,780	\$3,780	\$15,120
Nutrition education	\$190.00	8.00	\$1,520	\$1,520	\$1,520	\$1,520	\$6,080
Nutrition counseling (optional)	/hour						
In-service training	/training						
<b>Total DAS NCQA Expenditure</b>			<b>\$7,849</b>	<b>\$7,849</b>	<b>\$7,849</b>	<b>\$7,849</b>	<b>\$31,396</b>

<b>Non DAS NCQA Expenditure</b>	Unit price	Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Menu planning and nutrition analysis	/set	1.00					
Kitchen and food service monitoring		2.00					
Congregate site monitoring		12.00					
Nutrition education		8.00					
Nutrition counseling (optional)	/hour						
In-service training	\$200.00 /training	2.00	\$400	\$400	\$400	\$400	\$1,600
<b>Total Non DAS NCQA Expenditure</b>			<b>\$400</b>	<b>\$400</b>	<b>\$400</b>	<b>\$400</b>	<b>\$1,600</b>

<b>Total DAS and Non DAS NCQA Expenditure</b>			<b>\$8,249</b>	<b>\$8,249</b>	<b>\$8,249</b>	<b>\$8,249</b>	<b>\$32,996</b>
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HSA #4

10/25/2016

**Appendix A - Services to be Provided**  
**On Lok Day 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	On Lok Day Services
Adult with a Disability	A person 18-59 years of age living with a disability.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service 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.
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.

<p>DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist</p>	<p>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. <a href="http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf">http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf</a></p>
<p>DGA/Dietary Guidelines for Americans</p>	<p>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).</p>
<p>DRI/ Dietary Reference Intakes</p>	<p>Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.</p>
<p>Disability</p>	<p>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)</p>
<p>ENP</p>	<p>Elderly Nutrition Program - 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.</p>
<p>Frail</p>	<p>An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others. (CCR Title 22 Sec. 7119)</p>
<p>HACCP</p>	<p>Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)</p>

LGBTQ+	An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Low-Income	Having income at or below 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)
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. (CCR Title 22 Sec. 7130)
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (CCR Title 22 Sec. 7630)

Nutrition Education	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
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.

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 the grantee reflects consumer participation in CA-GetCare through enrollment.

### III. Target Population

The target population is older adults living in the City and County of San Francisco with the greatest economic and social need and with particular attention to the following individuals:

1. Low income
2. Limited or no English speaking proficiency
3. Minority populations
4. Frail
5. LGBTQ+

### IV. Eligibility for Services

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

### V. Location and Time of Services

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

### VI. Description of Services and Program Requirements

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

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



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

## VII. Service Objectives

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

<b>Table A</b>	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	2,394	2,394	2,394	2,394
Number of Meals	92,074	92,074	92,074	92,074

## 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:

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

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

Lauren McCasland  
 Nutritionist  
 DAS OCP  
 email: lauren.mccasland@sfgov.org

and

Patrick Garcia  
Contract Manager  
HSA OCM  
email: 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 On Lok Day Services						
(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>						
If modification, Effective Date of Mod. _____ No. of Mod. _____						
<b>Program: Congregate meals for ( x ) older adults or ( ) adults with disabilities</b>						
Budget Reference Page No.(s)						
Program Term	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total	Average cost/meal
<b>Annual # Meals Contracted</b>	92,074	92,074	92,074	92,074	368,296	
<b>DAS Expenditures</b>						
Salaries & Benefits	\$281,777	\$261,687	\$261,687	\$261,687	\$1,066,838	\$2.90
Operating Expenses	\$357,671	\$377,761	\$377,761	\$377,761	\$1,490,954	\$4.05
<b>Subtotal</b>	<b>\$639,448</b>	<b>\$639,448</b>	<b>\$639,448</b>	<b>\$639,448</b>	<b>\$2,557,792</b>	<b>\$6.94</b>
Indirect Percentage (%)	9.00%	9.00%	9.00%	9.00%	9.00%	
Indirect Cost	\$57,552	\$57,552	\$57,552	\$57,552	\$230,208	\$0.63
Capital/Subcontractor Expenditures						
NCQA Expenditures	\$15,653	\$15,653	\$15,653	\$15,653	\$62,612	\$0.17
<b>Total DAS Expenditures</b>	<b>\$712,653</b>	<b>\$712,653</b>	<b>\$712,653</b>	<b>\$712,653</b>	<b>\$2,850,612</b>	<b>\$7.74</b>
<b>Non DAS Expenditures</b>						
Salaries & Benefits	\$270,771	\$265,748	\$265,748	\$265,748	\$1,068,015	\$2.90
Operating Expenses	\$372,138	\$350,048	\$350,048	\$350,048	\$1,422,283	\$3.86
Capital/Subcontractor Expenditures						
NCQA Expenditures	\$70	\$70	\$70	\$70	\$280	\$0.00
<b>Total Non DAS Expenditures</b>	<b>\$642,979</b>	<b>\$615,866</b>	<b>\$615,866</b>	<b>\$615,866</b>	<b>\$2,490,578</b>	<b>\$6.76</b>
<b>TOTAL DAS AND NON DAS EXPEDITURES</b>	<b>\$1,355,632</b>	<b>\$1,328,519</b>	<b>\$1,328,519</b>	<b>\$1,328,519</b>	<b>\$5,341,190</b>	<b>\$14.50</b>
<b>DAS Revenues</b>						
Meals- General Fund	\$697,000	\$697,000	\$697,000	\$697,000	\$2,788,001	\$7.57
Meals- State Fund						
Meals- Federal Fund						
NCQA Fund	\$15,653	\$15,653	\$15,653	\$15,653	\$62,612	\$0.17
<b>Total DAS Revenue</b>	<b>\$712,653</b>	<b>\$712,653</b>	<b>\$712,653</b>	<b>\$712,653</b>	<b>\$2,850,613</b>	<b>\$7.74</b>
PER MEAL COST, DAS	\$ 7.57	\$ 7.57	\$ 7.57	\$ 7.57	\$ 7.57	
PER MEAL COST (with NCQA), DAS	\$ 7.74	\$ 7.74	\$ 7.74	\$ 7.74	\$ 7.74	
<b>Non DAS Revenues</b>						
Project Income	\$56,165	\$56,165	\$56,165	\$56,165	\$224,660	\$0.61
Agency Cash- Fundraising	\$430,661	\$403,548	\$403,548	\$403,548	\$1,641,306	\$4.46
Agency In-kind Volunteer	\$156,083	\$156,083	\$156,083	\$156,083	\$624,332	\$1.70
NCQA Revenue	\$70	\$70	\$70	\$70	\$280	\$0.00
<b>Total Non DAS Revenue</b>	<b>\$642,979</b>	<b>\$615,866</b>	<b>\$615,866</b>	<b>\$615,866</b>	<b>\$2,490,578</b>	<b>\$6.76</b>
PER MEAL COST, Non DAS	\$6.98	\$6.69	\$6.69	\$6.69	\$6.76	
PER MEAL COST (with NCQA), Non DAS	\$6.98	\$6.69	\$6.69	\$6.69	\$6.76	
<b>TOTAL DAS AND NON DAS REVENUE</b>	<b>\$1,355,632</b>	<b>\$1,328,519</b>	<b>\$1,328,519</b>	<b>\$1,328,519</b>	<b>\$5,341,190</b>	<b>\$14.50</b>
PER MEAL COST, Total	\$14.55	\$14.26	\$14.26	\$14.26	\$14.33	
PER MEAL COST (with NCQA), Total	\$14.72	\$14.43	\$14.43	\$14.43	\$14.50	
Full Time Equivalent (FTE)	10.53	10.28	10.28	10.28	41.36	
HSA #1						6/16/2021

Program: Congregate meals for ( x ) older adults or ( ) adults with disabilities  
 (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	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	
ACCOUNTANT	\$63,993	29%	79%	0.23	\$14,718	\$63,993	29%	79%	0.23	\$14,718	\$14,718	\$14,718	\$14,718	\$14,718	\$14,718	\$14,718	\$58,872
ADMINISTRATIVE SECRETARY	\$60,780	12%	83%	0.10	\$6,078	\$60,780	12%	83%	0.10	\$6,078	\$6,078	\$6,078	\$6,078	\$6,078	\$6,078	\$6,078	\$24,312
ASSISTANT DIRECTOR OF OPERATION	\$97,337	15%	80%	0.12	\$11,680	\$97,337	15%	80%	0.12	\$11,680	\$11,680	\$11,680	\$11,680	\$11,680	\$11,680	\$11,680	\$46,720
DIRECTOR	\$137,917	8%	75%	0.06	\$8,275	\$137,917	8%	75%	0.06	\$8,275	\$8,275	\$8,275	\$8,275	\$8,275	\$8,275	\$8,275	\$33,100
SR. CTR PROGRAM MANAGER-NUTRIT	\$93,600	8%	80%	0.06	\$5,947	\$93,600	8%	80%	0.06	\$5,947	\$5,947	\$5,947	\$5,947	\$5,947	\$5,947	\$5,947	\$23,788
NUTRITION OPERATIONS MANAGER	\$78,476	25%	80%	0.20	\$15,695	\$78,476	25%	80%	0.20	\$15,695	\$15,695	\$15,695	\$15,695	\$15,695	\$15,695	\$15,695	\$15,695
NUTRITION PROGRAM COORDINATOR	\$56,281	45%	80%	0.36	\$20,261	\$56,281	45%	80%	0.36	\$20,261	\$20,261	\$20,261	\$20,261	\$20,261	\$20,261	\$20,261	\$81,044
HOSPITALITY COORDINATOR	\$49,875	23%	78%	0.18	\$8,978	\$49,875	23%	78%	0.18	\$8,978	\$8,978	\$8,978	\$8,978	\$8,978	\$8,978	\$8,978	\$36,912
SITE COORDINATOR #1	\$37,320	50%	80%	0.40	\$14,928	\$37,320	50%	80%	0.40	\$14,928	\$14,928	\$14,928	\$14,928	\$14,928	\$14,928	\$14,928	\$59,712
SITE COORDINATOR #2	\$41,927	50%	80%	0.40	\$16,771	\$41,927	50%	80%	0.40	\$16,771	\$16,771	\$16,771	\$16,771	\$16,771	\$16,771	\$16,771	\$67,084
SITE COORDINATOR #3	\$37,514	50%	80%	0.40	\$15,006	\$37,514	50%	80%	0.40	\$15,006	\$15,006	\$15,006	\$15,006	\$15,006	\$15,006	\$15,006	\$60,024
SITE COORDINATOR #4	\$36,764	50%	80%	0.40	\$14,706	\$36,764	50%	80%	0.40	\$14,706	\$14,706	\$14,706	\$14,706	\$14,706	\$14,706	\$14,706	\$58,824
DRIVER #1	\$37,470	21%	81%	0.17	\$6,370	\$37,470	21%	81%	0.17	\$6,370	\$6,370	\$6,370	\$6,370	\$6,370	\$6,370	\$6,370	\$25,480
DRIVER #2	\$37,320	13%	81%	0.11	\$3,965	\$37,320	13%	81%	0.11	\$3,965	\$3,965	\$3,965	\$3,965	\$3,965	\$3,965	\$3,965	\$15,860
DRIVER #3	\$42,891	13%	81%	0.11	\$4,557	\$42,891	13%	81%	0.11	\$4,557	\$4,557	\$4,557	\$4,557	\$4,557	\$4,557	\$4,557	\$18,228
DRIVER #4	\$38,478	13%	81%	0.11	\$4,088	\$38,478	13%	81%	0.11	\$4,088	\$4,088	\$4,088	\$4,088	\$4,088	\$4,088	\$4,088	\$16,352
DRIVER #5	\$36,720	13%	81%	0.11	\$3,902	\$36,720	13%	81%	0.11	\$3,902	\$3,902	\$3,902	\$3,902	\$3,902	\$3,902	\$3,902	\$15,608
ON CALL DRIVER (1)	\$35,464	8%	81%	0.07	\$2,412	\$35,464	8%	81%	0.07	\$2,412	\$2,412	\$2,412	\$2,412	\$2,412	\$2,412	\$2,412	\$9,648
NUTRITION SERVICE COORDINATOR	\$54,203	10%	80%	0.08	\$4,336	\$54,203	10%	80%	0.08	\$4,336	\$4,336	\$4,336	\$4,336	\$4,336	\$4,336	\$4,336	\$17,344
VOLUNTEER PROGRAM MANAGER	\$74,984	30%	80%	0.24	\$11,996	\$74,984	30%	80%	0.24	\$11,996	\$11,996	\$11,996	\$11,996	\$11,996	\$11,996	\$11,996	\$47,984
DELIVERY SUPERVISOR	\$81,120	30%	80%	0.24	\$19,469	\$81,120	30%	80%	0.24	\$19,469	\$19,469	\$19,469	\$19,469	\$19,469	\$19,469	\$19,469	\$77,876
<b>Totals</b>	<b>\$1,230,434</b>	<b>5.17</b>	<b>1681.62%</b>	<b>4.14</b>	<b>\$220,138</b>	<b>\$1,230,434</b>	<b>4.92</b>	<b>1681.62%</b>	<b>3.94</b>	<b>\$204,443</b>	<b>\$204,443</b>	<b>\$204,443</b>	<b>\$204,443</b>	<b>\$204,443</b>	<b>\$204,443</b>	<b>\$204,443</b>	<b>\$833,467</b>

Fringe Benefits Rate	28.0%	28.0%					
Employee Fringe Benefits	\$344,522	\$61,639	\$344,522	\$57,244	\$57,244	\$57,244	\$233,371

<b>Total DAS Salaries and Benefits</b>	<b>\$1,574,956</b>	<b>\$281,777</b>	<b>\$1,574,956</b>	<b>\$261,687</b>	<b>\$261,687</b>	<b>\$261,687</b>	<b>\$1,066,838</b>
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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	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	
ACCOUNTANT	\$63,993	29%	21%	0.06	\$3,840	\$63,993	29%	20.69%	0.06	\$3,840	\$3,840	\$3,840	\$3,840	\$3,840	\$3,840	\$3,840	\$15,360
ADMINISTRATIVE SECRETARY	\$60,780	12%	17%	0.02	\$1,216	\$60,780	12%	16.67%	0.02	\$1,216	\$1,216	\$1,216	\$1,216	\$1,216	\$1,216	\$1,216	\$4,864
ASSISTANT DIRECTOR OF OPERATION	\$97,337	15%	20%	0.03	\$2,920	\$97,337	15%	20.00%	0.03	\$2,920	\$2,920	\$2,920	\$2,920	\$2,920	\$2,920	\$2,920	\$11,680
DIRECTOR	\$137,917	8%	25%	0.02	\$2,758	\$137,917	8%	25.00%	0.02	\$2,758	\$2,758	\$2,758	\$2,758	\$2,758	\$2,758	\$2,758	\$11,032
SR. CTR PROGRAM MANAGER-NUTRIT	\$93,600	8%	20%	0.02	\$1,487	\$93,600	8%	20.00%	0.02	\$1,487	\$1,487	\$1,487	\$1,487	\$1,487	\$1,487	\$1,487	\$5,948
NUTRITION OPERATIONS MANAGER	\$78,476	25%	20%	0.05	\$3,924	\$78,476	25%	20.00%	0.05	\$3,924	\$3,924	\$3,924	\$3,924	\$3,924	\$3,924	\$3,924	\$15,824
NUTRITION PROGRAM COORDINATOR	\$56,281	45%	20%	0.09	\$5,065	\$56,281	45%	20.00%	0.09	\$5,065	\$5,065	\$5,065	\$5,065	\$5,065	\$5,065	\$5,065	\$20,260
HOSPITALITY COORDINATOR	\$49,875	23%	22%	0.05	\$2,494	\$49,875	23%	21.74%	0.05	\$2,494	\$2,494	\$2,494	\$2,494	\$2,494	\$2,494	\$2,494	\$9,976
SITE COORDINATOR #1	\$37,320	50%	20%	0.10	\$3,732	\$37,320	50%	20.00%	0.10	\$3,732	\$3,732	\$3,732	\$3,732	\$3,732	\$3,732	\$3,732	\$14,928
SITE COORDINATOR #2	\$41,927	50%	20%	0.10	\$4,193	\$41,927	50%	20.00%	0.10	\$4,193	\$4,193	\$4,193	\$4,193	\$4,193	\$4,193	\$4,193	\$16,772
SITE COORDINATOR #3	\$37,514	50%	20%	0.10	\$3,751	\$37,514	50%	20.00%	0.10	\$3,751	\$3,751	\$3,751	\$3,751	\$3,751	\$3,751	\$3,751	\$15,004
SITE COORDINATOR #4	\$36,764	50%	20%	0.10	\$3,676	\$36,764	50%	20.00%	0.10	\$3,676	\$3,676	\$3,676	\$3,676	\$3,676	\$3,676	\$3,676	\$14,704
DRIVER #1	\$37,470	21%	19%	0.04	\$1,499	\$37,470	21%	19.05%	0.04	\$1,499	\$1,499	\$1,499	\$1,499	\$1,499	\$1,499	\$1,499	\$5,996
DRIVER #2	\$37,320	13%	19%	0.03	\$933	\$37,320	13%	19.05%	0.03	\$933	\$933	\$933	\$933	\$933	\$933	\$933	\$3,732
DRIVER #3	\$42,891	13%	19%	0.03	\$1,072	\$42,891	13%	19.05%	0.03	\$1,072	\$1,072	\$1,072	\$1,072	\$1,072	\$1,072	\$1,072	\$4,288
DRIVER #4	\$38,478	13%	19%	0.03	\$962	\$38,478	13%	19.05%	0.03	\$962	\$962	\$962	\$962	\$962	\$962	\$962	\$3,848
DRIVER #5	\$36,720	13%	19%	0.03	\$918	\$36,720	13%	19.05%	0.03	\$918	\$918	\$918	\$918	\$918	\$918	\$918	\$3,672
ON CALL DRIVER (1)	\$35,464	8%	19%	0.02	\$567	\$35,464	8%	19.05%	0.02	\$567	\$567	\$567	\$567	\$567	\$567	\$567	\$2,268
NUTRITION SERVICE COORDINATOR	\$54,203	10%	20%	0.02	\$1,084	\$54,203	10%	20.00%	0.02	\$1,084	\$1,084	\$1,084	\$1,084	\$1,084	\$1,084	\$1,084	\$4,336
VOLUNTEER PROGRAM MANAGER	\$74,984	30%	20%	0.06	\$4,499	\$74,984	30%	20.00%	0.06	\$4,499	\$4,499	\$4,499	\$4,499	\$4,499	\$4,499	\$4,499	\$17,996
DELIVERY SUPERVISOR	\$81,120	30%	20%	0.06	\$4,867	\$81,120	30%	20.00%	0.06	\$4,867	\$4,867	\$4,867	\$4,867	\$4,867	\$4,867	\$4,867	\$19,468
IN-KIND VOLUNTEERS (5.36)	\$29,120	536%	100.00%	5.36	\$156,083	\$29,120	536%	100.00%	5.36	\$156,083	\$156,083	\$156,083	\$156,083	\$156,083	\$156,083	\$156,083	\$624,332
<b>Totals</b>	<b>\$1,259,554</b>	<b>10.53</b>	<b>518.38%</b>	<b>6.39</b>	<b>\$211,540</b>	<b>\$1,259,554</b>	<b>10.28</b>	<b>518.38%</b>	<b>6.34</b>	<b>\$207,616</b>	<b>\$207,616</b>	<b>\$207,616</b>	<b>\$207,616</b>	<b>\$207,616</b>	<b>\$207,616</b>	<b>\$207,616</b>	<b>\$834,388</b>

Fringe Benefits Rate	28.0%	28.0%					
Employee Fringe Benefits	\$352,675	\$59,231	\$352,675	\$58,132	\$58,132	\$58,132	\$233,627

<b>Total Non DAS Salaries and Benefits</b>	<b>\$1,612,229</b>	<b>\$270,771</b>	<b>\$1,612,229</b>	<b>\$265,748</b>	<b>\$265,748</b>	<b>\$265,748</b>	<b>\$1,068,015</b>
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<b>Total DAS and Non DAS Salaries and Benefits</b>	<b>\$1,612,229</b>	<b>\$552,548</b>	<b>\$1,612,229</b>	<b>\$527,435</b>	<b>\$527,435</b>	<b>\$527,435</b>	<b>\$2,134,853</b>
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Program: Congregate meals for ( x ) older adults or ( ) adults with disabilities  
(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
	92,074	92,074	92,074	92,074	368,296
<b>DAS Operating Expenses</b>					
<u>Expenditure Category</u>					
Rental of Property					
Utilities (Elec, Water, Gas, Phone, Garbage)	\$17,490	\$30,980	\$30,980	\$30,980	\$110,430
Office Supplies, Postage	\$250	\$250	\$250	\$250	\$1,000
Building Maintenance Supplies and Repair	\$47,700	\$47,700	\$47,700	\$47,700	\$190,800
Printing and Reproduction	\$650	\$650	\$650	\$650	\$2,600
Insurance		\$6,600	\$6,600	\$6,600	\$19,800
Staff Training					
Staff Travel-(Local & Out of Town)	\$135	\$135	\$135	\$135	\$540
Rental of Equipment					
<b>Food Cost</b>					
Catered Meals <i>per meal</i> \$ 3.02	\$278,370	\$278,370	\$278,370	\$278,370	\$1,113,479
<b>Consultant</b>					
Consultant-Translator	\$1,628	\$1,628	\$1,628	\$1,628	\$6,512
Catholic Charities	\$11,448	\$11,448	\$11,448	\$11,448	\$45,792
<b>Total DAS Operating Expenses</b>	<b>\$357,671</b>	<b>\$377,761</b>	<b>\$377,761</b>	<b>\$377,761</b>	<b>\$1,490,954</b>
<b>Non DAS Operating Expenses</b>					
<u>Expenditure Category</u>					
Rental of Property					
Utilities (Elec, Water, Gas, Phone, Garbage)	\$15,510	\$2,020	\$2,020	\$2,020	\$21,570
Office Supplies, Postage					
Building Maintenance Supplies and Repair	\$42,300	\$42,300	\$42,300	\$42,300	\$169,200
Printing and Reproduction					
Insurance	\$6,600				\$6,600
Staff Training					
Staff Travel-(Local & Out of Town)					
Rental of Equipment	\$2,000				\$2,000
<b>Food Cost</b>					
Catered Meals <i>per meal</i> \$ 2.84	\$261,644	\$261,644	\$261,644	\$261,644	\$1,046,577
<b>Consultant</b>					
Consultant-Translator	\$372	\$372	\$372	\$372	\$1,488
Catholic Charities	\$10,152	10,152	10,152	10,152	\$40,608
<b>Other</b>					
Small equipment & Supplies	\$5,800	\$5,800	\$5,800	\$5,800	\$23,200
Auto - Fuel/Parking & Insurance	\$8,500	\$8,500	\$8,500	\$8,500	\$34,000
Repair/Maintenance	\$2,800	\$2,800	\$2,800	\$2,800	\$11,200
Payroll Processing	\$800	\$800	\$800	\$800	\$3,200
Freezer Rental	\$10,200	\$10,200	\$10,200	\$10,200	\$40,800
Van Deep Cleaning	\$5,460	\$5,460	\$5,460	\$5,460	\$21,840
<b>Total Non DAS Operating Expenses</b>	<b>\$372,138</b>	<b>\$350,048</b>	<b>\$350,048</b>	<b>\$350,048</b>	<b>\$1,422,283</b>
<b>Total DAS and Non DAS Operating Expenses</b>	<b>\$729,809</b>	<b>\$727,809</b>	<b>\$727,809</b>	<b>\$727,809</b>	<b>\$2,913,237</b>
<b>HSA #3</b>					<b>6/16/2021</b>

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

### NCQA Expenditure Detail

<b>DAS NCQA Expenditure</b>	Unit price	Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Menu planning and nutrition analysis	\$1,061.00 /set	1.00	\$1,061	\$1,061	\$1,061	\$1,061	\$4,244
Kitchen and food service monitoring	\$876.00	4.00	\$3,504	\$3,504	\$3,504	\$3,504	\$14,016
Congregate site monitoring	\$294.00	24.00	\$7,056	\$7,056	\$7,056	\$7,056	\$28,224
Nutrition education	\$155.00	24.00	\$3,720	\$3,720	\$3,720	\$3,720	\$14,880
Nutrition counseling (optional)	/hour						
In-service training	\$78.00 /training	4.00	\$312	\$312	\$312	\$312	\$1,248
<b>Total DAS NCQA Expenditure</b>			<b>\$15,653</b>	<b>\$15,653</b>	<b>\$15,653</b>	<b>\$15,653</b>	<b>\$62,612</b>

<b>Non DAS NCQA Expenditure</b>	Unit price	Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Menu planning and nutrition analysis	\$4.54 /set	1.00	\$5	\$5	\$5	\$5	\$18
Kitchen and food service monitoring	\$2.85	4.00	\$11	\$11	\$11	\$11	\$46
Congregate site monitoring	\$0.79	24.00	\$19	\$19	\$19	\$19	\$76
Nutrition education	\$1.42	24.00	\$34	\$34	\$34	\$34	\$136
Nutrition counseling (optional)	/hour						
In-service training	\$0.25 /training	4.00	\$1	\$1	\$1	\$1	\$4
<b>Total Non DAS NCQA Expenditure</b>			<b>\$70</b>	<b>\$70</b>	<b>\$70</b>	<b>\$70</b>	<b>\$280</b>

<b>Total DAS and Non DAS NCQA Expenditure</b>			<b>\$15,723</b>	<b>\$15,723</b>	<b>\$15,723</b>	<b>\$15,723</b>	<b>\$62,892</b>
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HSA #4

6/16/2021



**Appendix A - 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.
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.
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.

<p>DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist</p>	<p>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. <a href="http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf">http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf</a></p>
<p>DGA/Dietary Guidelines for Americans</p>	<p>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).</p>
<p>DRI/ Dietary Reference Intakes</p>	<p>Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.</p>
<p>Disability</p>	<p>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)</p>
<p>ENP</p>	<p>Elderly Nutrition Program - 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.</p>
<p>Frail</p>	<p>An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others. (CCR Title 22 Sec. 7119)</p>
<p>HACCP</p>	<p>Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)</p>

LGBTQ+	An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Low-Income	Having income at or below 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)
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. (CCR Title 22 Sec. 7130)
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (CCR Title 22 Sec. 7630)

Nutrition Education	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
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.

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 the grantee reflects consumer participation in CA-GetCare through enrollment.

### III. Target Population

The target population is older adults living in the City and County of San Francisco with the greatest economic and social need and with particular attention to the following individuals:

1. Low income
2. Limited or no English speaking proficiency
3. Minority populations
4. Frail
5. LGBTQ+

### IV. Eligibility for Services

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

### V. Location and Time of Services

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

### VI. Description of Services and Program Requirements

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

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

## VII. Service Objectives

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

<b>Table A- Breakfast</b>	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	150	150	150	150
Number of Meals	54,750	43,223	43,223	43,223

<b>Table B- Lunch/Dinner</b>	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
Number of Meals	218,640	199,117	199,117	199,117

## 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:

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

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

DAS OCP  
email: lauren.mccasland@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 PROJECT OPEN HAND						
(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>						
If modification, Effective Date of Mod. _____ No. of Mod. _____						
<b>Program: Congregate meals for (X) older adults or ( ) adults with disabilities</b>						
Budget Reference Page No.(s)						
Program Term	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total	Average cost/meal
<b>Annual # Meals Contracted</b>	218,640	199,117	199,117	199,117	815,991	
<b>DAS Expenditures</b>						
Salaries & Benefits	\$1,189,421	\$1,189,421	\$1,189,421	\$1,189,421	\$4,757,684	\$5.83
Operating Expenses	\$599,452	\$439,718	\$439,718	\$439,718	\$1,918,606	\$2.35
<b>Subtotal</b>	<b>\$1,788,873</b>	<b>\$1,629,139</b>	<b>\$1,629,139</b>	<b>\$1,629,139</b>	<b>\$6,676,290</b>	<b>\$8.18</b>
Indirect Percentage (%)	10.00%	10.00%	10.00%	10.00%	10.00%	
Indirect Cost	\$178,887	\$162,914	\$162,914	\$162,914	\$667,629	\$0.82
One Time Only Expenses	\$143,900				\$143,900	\$0.18
NCQA Expenditures	\$26,546	\$26,546	\$26,546	\$26,546	\$106,184	\$0.13
<b>Total DAS Expenditures</b>	<b>\$2,138,206</b>	<b>\$1,818,599</b>	<b>\$1,818,599</b>	<b>\$1,818,599</b>	<b>\$7,594,003</b>	<b>\$9.31</b>
<b>Non DAS Expenditures</b>						
Salaries & Benefits	\$657,729	\$657,729	\$657,729	\$657,729	\$2,630,916	\$3.22
Operating Expenses	\$499,102	\$611,930	\$613,888	\$615,906	\$2,340,826	\$2.87
One Time Only Expenses						
NCQA Expenditures	\$5,934	\$5,934	\$5,934	\$5,934	\$23,736	\$0.03
<b>Total Non DAS Expenditures</b>	<b>\$1,162,765</b>	<b>\$1,275,593</b>	<b>\$1,277,551</b>	<b>\$1,279,569</b>	<b>\$4,995,478</b>	<b>\$6.12</b>
<b>TOTAL DAS AND NON DAS EXPEDITURES</b>	<b>\$3,300,971</b>	<b>\$3,094,192</b>	<b>\$3,096,150</b>	<b>\$3,098,168</b>	<b>\$12,589,481</b>	<b>\$15.43</b>
<b>DAS Revenues</b>						
Meals- General Fund	\$2,111,660	\$1,792,053	\$1,792,053	\$1,792,053	\$7,487,819	\$9.18
Meals- State Fund						
Meals- Federal Fund						
NCQA Fund	\$26,546	\$26,546	\$26,546	\$26,546	\$106,184	\$0.13
<b>Total DAS Revenue</b>	<b>\$2,138,206</b>	<b>\$1,818,599</b>	<b>\$1,818,599</b>	<b>\$1,818,599</b>	<b>\$7,594,003</b>	<b>\$9.31</b>
PER MEAL COST, DAS	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00	
PER MEAL COST (with NCQA), DAS	\$9.78	\$9.13	\$9.13	\$9.13	\$9.31	
<b>Non DAS Revenues</b>						
Project Income	\$43,728	\$39,823	\$39,823	\$39,823	\$163,198	\$0.20
Agency Cash- Fundraising	\$695,549	\$812,281	\$814,240	\$816,257	\$3,138,326	\$3.85
Agency In-kind Volunteer	\$97,952	\$97,952	\$97,952	\$97,952	\$391,810	\$0.48
Agency Property	\$325,536	\$325,536	\$325,536	\$325,536	\$1,302,144	\$1.60
NCQA Revenue						
<b>Total Non DAS Revenue</b>	<b>\$1,162,765</b>	<b>\$1,275,593</b>	<b>\$1,277,551</b>	<b>\$1,279,569</b>	<b>\$4,995,478</b>	<b>\$6.12</b>
PER MEAL COST, Non DAS	\$5.32	\$6.41	\$6.42	\$6.43	\$6.12	
PER MEAL COST (with NCQA), Non DAS	\$5.32	\$6.41	\$6.42	\$6.43	\$6.12	
<b>TOTAL DAS AND NON DAS REVENUE</b>	<b>\$3,300,971</b>	<b>\$3,094,192</b>	<b>\$3,096,150</b>	<b>\$3,098,168</b>	<b>\$12,589,481</b>	<b>\$15.43</b>
PER MEAL COST, Total	\$14.32	\$15.41	\$15.42	\$15.43	\$15.12	
PER MEAL COST (with NCQA), Total	\$15.10	\$15.54	\$15.55	\$15.56	\$15.43	
Full Time Equivalent (FTE)	44.69	44.69	44.69	44.69	178.77	
Prepared by: Darin Raffaelli, Project Open Hand						Date: 6/11/21
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, Page 2  
 Document Date: March 2021

**Salaries & Benefits Detail**

Position Title	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	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
<b>DAS Salaries &amp; Benefits</b>									
<b>Program Staff:</b>									
Sites Manager	\$67,420	0.70	100.00%	0.70	\$47,194	\$47,194	\$47,194	\$47,194	\$188,776
Sites Manager	\$68,624	0.70	100.00%	0.70	\$48,037	\$48,037	\$48,037	\$48,037	\$192,148
CNP Assistant	\$47,433	0.65	100.00%	0.65	\$30,831	\$30,831	\$30,831	\$30,831	\$123,324
CNP Assistant Manager	\$65,759	0.65	100.00%	0.65	\$42,744	\$42,744	\$42,744	\$42,744	\$170,976
Director, CNP	\$86,572	0.65	100.00%	0.65	\$56,272	\$56,272	\$56,272	\$56,272	\$225,088
<b>Aquatic Park Senior Center</b>									
Community Nutrition Site Coordinator	\$39,416	0.35	100.00%	0.35	\$13,796	\$13,796	\$13,796	\$13,796	\$55,184
Community Nutrition Site Coordinator	\$39,416	0.35	100.00%	0.35	\$13,796	\$13,796	\$13,796	\$13,796	\$55,184
Community Nutrition Site Coordinator	\$39,416	0.18	100.00%	0.18	\$6,898	\$6,898	\$6,898	\$6,898	\$27,592
<b>Booker T Washington</b>									
Community Nutrition Site Coordinator	\$39,416	0.35	100.00%	0.35	\$13,796	\$13,796	\$13,796	\$13,796	\$55,184
<b>Castro Senior Center</b>									
Community Nutrition Site Coordinator	\$39,416	0.35	100.00%	0.35	\$13,796	\$13,796	\$13,796	\$13,796	\$55,184
Community Nutrition Site Coordinator	\$39,416	0.35	100.00%	0.35	\$13,796	\$13,796	\$13,796	\$13,796	\$55,184
<b>Curry Senior Center</b>									
Community Nutrition Site Coordinator	\$39,416	0.80	100.00%	0.80	\$31,533	\$31,533	\$31,533	\$31,533	\$126,132
Community Nutrition Site Coordinator	\$39,416	0.80	100.00%	0.80	\$31,533	\$31,533	\$31,533	\$31,533	\$126,132
Community Nutrition Site Coordinator	\$39,416	0.80	100.00%	0.80	\$31,533	\$31,533	\$31,533	\$31,533	\$126,132
Community Nutrition Site Coordinator	\$39,416	0.80	100.00%	0.80	\$31,533	\$31,533	\$31,533	\$31,533	\$126,132
Community Nutrition Site Coordinator	\$39,416	0.40	100.00%	0.40	\$15,766	\$15,766	\$15,766	\$15,766	\$63,064
Community Nutrition Site Coordinator	\$39,416	0.40	100.00%	0.40	\$15,766	\$15,766	\$15,766	\$15,766	\$63,064
<b>Downtown Senior Center</b>									
Community Nutrition Site Coordinator	\$39,416	0.35	100.00%	0.35	\$13,796	\$13,796	\$13,796	\$13,796	\$55,184
Community Nutrition Site Coordinator	\$39,416	0.35	100.00%	0.35	\$13,796	\$13,796	\$13,796	\$13,796	\$55,184
Community Nutrition Site Coordinator	\$39,416	0.18	100.00%	0.18	\$6,898	\$6,898	\$6,898	\$6,898	\$27,592
Community Nutrition Site Coordinator	\$39,416	0.18	100.00%	0.18	\$6,898	\$6,898	\$6,898	\$6,898	\$27,592
<b>IT Bookman</b>									
Community Nutrition Site Coordinator	\$39,416	0.35	100.00%	0.35	\$13,796	\$13,796	\$13,796	\$13,796	\$55,184
Community Nutrition Site Coordinator	\$39,416	0.35	100.00%	0.35	\$13,796	\$13,796	\$13,796	\$13,796	\$55,184
<b>Richmond Senior Center</b>									
Community Nutrition Site Coordinator	\$39,416	0.35	100.00%	0.35	\$13,796	\$13,796	\$13,796	\$13,796	\$55,184
Community Nutrition Site Coordinator	\$39,416	0.35	100.00%	0.35	\$13,796	\$13,796	\$13,796	\$13,796	\$55,184
<b>Stanford Hotel</b>									
Community Nutrition Site Coordinator	\$39,416	0.35	100.00%	0.35	\$13,796	\$13,796	\$13,796	\$13,796	\$55,184
Community Nutrition Site Coordinator	\$39,416	0.35	100.00%	0.35	\$13,796	\$13,796	\$13,796	\$13,796	\$55,184
Community Nutrition Site Coordinator	\$39,416	0.18	100.00%	0.18	\$6,898	\$6,898	\$6,898	\$6,898	\$27,592
Community Nutrition Site Coordinator	\$39,416	0.18	100.00%	0.18	\$6,898	\$6,898	\$6,898	\$6,898	\$27,592
<b>Telegraph Hill Neighborhood Center</b>									
Community Nutrition Site Coordinator	\$39,416	0.35	100.00%	0.35	\$13,796	\$13,796	\$13,796	\$13,796	\$55,184
<b>Visitation Valley Community Center</b>									
Community Nutrition Site Coordinator	\$39,416	0.35	100.00%	0.35	\$13,796	\$13,796	\$13,796	\$13,796	\$55,184
Community Nutrition Site Coordinator	\$39,416	0.35	100.00%	0.35	\$13,796	\$13,796	\$13,796	\$13,796	\$55,184
Community Nutrition Site Coordinator	\$39,416	0.18	100.00%	0.18	\$6,898	\$6,898	\$6,898	\$6,898	\$27,592
Community Nutrition Site Coordinator	\$39,416	0.18	100.00%	0.18	\$6,898	\$6,898	\$6,898	\$6,898	\$27,592
<b>Kitchen Staff:</b>									
Cook I	\$37,513	0.65	30.57%	0.20	\$7,454	\$7,454	\$7,454	\$7,454	\$29,816
Cook I	\$37,513	0.65	30.57%	0.20	\$7,454	\$7,454	\$7,454	\$7,454	\$29,816
Cook I	\$37,513	0.33	30.57%	0.10	\$3,727	\$3,727	\$3,727	\$3,727	\$14,908
Cook II	\$39,720	0.65	30.57%	0.20	\$7,893	\$7,893	\$7,893	\$7,893	\$31,572
Cook II	\$39,720	0.65	30.57%	0.20	\$7,893	\$7,893	\$7,893	\$7,893	\$31,572
Cook II	\$39,720	0.65	30.57%	0.20	\$7,893	\$7,893	\$7,893	\$7,893	\$31,572
Cook II	\$39,720	0.33	30.57%	0.10	\$3,946	\$3,946	\$3,946	\$3,946	\$15,784
Lead Cook	\$44,005	0.65	30.57%	0.20	\$8,744	\$8,744	\$8,744	\$8,744	\$34,976
Sous Chef	\$47,518	0.33	30.57%	0.10	\$4,721	\$4,721	\$4,721	\$4,721	\$18,884
Porter I	\$37,578	0.65	30.57%	0.20	\$7,467	\$7,467	\$7,467	\$7,467	\$29,868
Porter I	\$37,578	0.65	30.57%	0.20	\$7,467	\$7,467	\$7,467	\$7,467	\$29,868
Porter I	\$37,578	0.65	30.57%	0.20	\$7,467	\$7,467	\$7,467	\$7,467	\$29,868
Porter I	\$37,578	0.26	30.57%	0.08	\$2,987	\$2,987	\$2,987	\$2,987	\$11,948
Porter I	\$37,578	0.26	30.57%	0.08	\$2,987	\$2,987	\$2,987	\$2,987	\$11,948
Porter I	\$37,578	0.15	30.57%	0.05	\$1,773	\$1,773	\$1,773	\$1,773	\$7,092
Porter I	\$37,578	0.15	30.57%	0.05	\$1,773	\$1,773	\$1,773	\$1,773	\$7,092
Kitchen Administrative Manager	\$70,116	0.33	30.57%	0.10	\$6,966	\$6,966	\$6,966	\$6,966	\$27,864
Kitchen Office Administrator	\$50,211	0.46	30.57%	0.14	\$6,984	\$6,984	\$6,984	\$6,984	\$27,936
Director, Kitchen Operations	\$86,570	0.46	30.57%	0.14	\$12,041	\$12,041	\$12,041	\$12,041	\$48,164
Executive Chef	\$93,330	0.33	30.57%	0.10	\$9,273	\$9,273	\$9,273	\$9,273	\$37,092
Purchasing Supervisor	\$60,389	0.39	30.57%	0.12	\$7,200	\$7,200	\$7,200	\$7,200	\$28,800
Kitchen Operations Coordinator II	\$40,560	0.39	30.57%	0.12	\$4,836	\$4,836	\$4,836	\$4,836	\$19,344
Kitchen Operations Coordinator II	\$40,560	0.33	30.57%	0.10	\$4,030	\$4,030	\$4,030	\$4,030	\$16,120
Kitchen Logistics Supervisor	\$49,962	0.13	30.57%	0.04	\$1,986	\$1,986	\$1,986	\$1,986	\$7,944
Inventory Operations Coordinator II	\$41,475	0.26	30.57%	0.08	\$3,297	\$3,297	\$3,297	\$3,297	\$13,188
Inventory Operations Coordinator II	\$41,475	0.20	30.57%	0.06	\$2,472	\$2,472	\$2,472	\$2,472	\$9,888
<b>Distribution Staff:</b>									
Driver	\$42,453	0.37	30.57%	0.11	\$4,745	\$4,745	\$4,745	\$4,745	\$18,980
Driver	\$39,104	0.37	30.57%	0.11	\$4,371	\$4,371	\$4,371	\$4,371	\$17,484
Driver	\$41,392	0.37	30.57%	0.11	\$4,626	\$4,626	\$4,626	\$4,626	\$18,504

Driver	\$39,104	0.13	30.57%	0.04	\$1,554	\$1,554	\$1,554	\$1,554	\$6,216
Director, Distribution	\$82,347	0.07	30.57%	0.02	\$1,636	\$1,636	\$1,636	\$1,636	\$6,544
<b>Operations Staff:</b>									
Security Manager	\$78,021	0.04	30.57%	0.01	\$954	\$954	\$954	\$954	\$3,816
Director, Operations	\$84,469	0.10	30.57%	0.03	\$2,518	\$2,518	\$2,518	\$2,518	\$10,072
Totals	\$3,163,391	27.96	4539.38%	18.94	\$861,899	\$861,899	\$861,899	\$861,899	\$3,447,596
Fringe Benefits Rate	38.00%								
Employee Fringe Benefits	\$1,202,089				\$327,522	\$327,522	\$327,522	\$327,522	\$1,310,088
<b>Total DAS Salaries and Benefits</b>	<b>\$4,365,480</b>				<b>\$1,189,421</b>	<b>\$1,189,421</b>	<b>\$1,189,421</b>	<b>\$1,189,421</b>	<b>\$4,757,684</b>
<b>Non DAS Salaries &amp; Benefits</b>									
	Agency Totals		HSA Program		FY 21/22	FY 22/23	FY 23/24	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
<b>Kitchen Staff:</b>									
Cook I	\$37,513	0.65	69.43%	0.45	\$16,930	\$16,930	\$16,930	\$16,930	\$67,720
Cook I	\$37,513	0.65	69.43%	0.45	\$16,930	\$16,930	\$16,930	\$16,930	\$67,720
Cook I	\$37,513	0.33	69.43%	0.23	\$8,465	\$8,465	\$8,465	\$8,465	\$33,860
Cook II	\$39,720	0.65	69.43%	0.45	\$17,925	\$17,925	\$17,925	\$17,925	\$71,700
Cook II	\$39,720	0.65	69.43%	0.45	\$17,925	\$17,925	\$17,925	\$17,925	\$71,700
Cook II	\$39,720	0.65	69.43%	0.45	\$17,925	\$17,925	\$17,925	\$17,925	\$71,700
Cook II	\$39,720	0.33	69.43%	0.23	\$8,963	\$8,963	\$8,963	\$8,963	\$35,852
Lead Cook	\$44,005	0.65	69.43%	0.45	\$19,859	\$19,859	\$19,859	\$19,859	\$79,436
Sous Chef	\$47,518	0.33	69.43%	0.23	\$10,722	\$10,722	\$10,722	\$10,722	\$42,888
Porter I	\$37,578	0.65	69.43%	0.45	\$16,959	\$16,959	\$16,959	\$16,959	\$67,836
Porter I	\$37,578	0.65	69.43%	0.45	\$16,959	\$16,959	\$16,959	\$16,959	\$67,836
Porter I	\$37,578	0.65	69.43%	0.45	\$16,959	\$16,959	\$16,959	\$16,959	\$67,836
Porter I	\$37,578	0.65	69.43%	0.45	\$16,959	\$16,959	\$16,959	\$16,959	\$67,836
Porter I	\$37,578	0.26	69.43%	0.18	\$6,783	\$6,783	\$6,783	\$6,783	\$27,132
Porter I	\$37,578	0.26	69.43%	0.18	\$6,783	\$6,783	\$6,783	\$6,783	\$27,132
Porter I	\$37,578	0.15	69.43%	0.11	\$4,028	\$4,028	\$4,028	\$4,028	\$16,112
Porter I	\$37,578	0.15	69.43%	0.11	\$4,028	\$4,028	\$4,028	\$4,028	\$16,112
Kitchen Administrative Manager	\$70,116	0.33	69.43%	0.23	\$15,822	\$15,822	\$15,822	\$15,822	\$63,288
Kitchen Office Administrator	\$50,211	0.46	69.43%	0.32	\$15,862	\$15,862	\$15,862	\$15,862	\$63,448
Director, Kitchen Operations	\$86,570	0.46	69.43%	0.32	\$27,348	\$27,348	\$27,348	\$27,348	\$109,392
Executive Chef	\$93,330	0.33	69.43%	0.23	\$21,060	\$21,060	\$21,060	\$21,060	\$84,240
Purchasing Supervisor	\$60,389	0.39	69.43%	0.27	\$16,352	\$16,352	\$16,352	\$16,352	\$65,408
Kitchen Operations Coordinator II	\$40,560	0.39	69.43%	0.27	\$10,983	\$10,983	\$10,983	\$10,983	\$43,932
Kitchen Operations Coordinator II	\$40,560	0.33	69.43%	0.23	\$9,152	\$9,152	\$9,152	\$9,152	\$36,608
Kitchen Logistics Supervisor	\$49,962	0.13	69.43%	0.09	\$4,510	\$4,510	\$4,510	\$4,510	\$18,040
Inventory Operations Coordinator II	\$41,475	0.26	69.43%	0.18	\$7,487	\$7,487	\$7,487	\$7,487	\$29,948
Inventory Operations Coordinator II	\$41,475	0.20	69.43%	0.14	\$5,615	\$5,615	\$5,615	\$5,615	\$22,460
<b>Distribution Staff:</b>									
Driver	\$42,453	0.37	69.43%	0.25	\$10,777	\$10,777	\$10,777	\$10,777	\$43,108
Driver	\$39,104	0.37	69.43%	0.25	\$9,927	\$9,927	\$9,927	\$9,927	\$39,708
Driver	\$41,392	0.37	69.43%	0.25	\$10,508	\$10,508	\$10,508	\$10,508	\$42,032
Driver	\$39,104	0.13	69.43%	0.09	\$3,529	\$3,529	\$3,529	\$3,529	\$14,116
Director, Distribution	\$82,347	0.07	69.43%	0.05	\$3,716	\$3,716	\$3,716	\$3,716	\$14,864
<b>Operations Staff:</b>									
Security Manager	\$78,021	0.04	69.43%	0.03	\$2,167	\$2,167	\$2,167	\$2,167	\$8,668
Director, Operations	\$84,469	0.10	69.43%	0.07	\$5,718	\$5,718	\$5,718	\$5,718	\$22,872
<b>In-Kind</b>									
Kitchen Volunteers	29,120	3.75	65.00%	2.44	\$70,980	\$70,980	\$70,980	\$70,980	\$283,920
Totals	\$1,674,223	16.73	2425.62%	11.45	\$476,615	\$476,615	\$476,615	\$476,615	\$1,906,460
Fringe Benefits Rate	38.00%								
Employee Fringe Benefits	\$636,205				\$181,114	\$181,114	\$181,114	\$181,114	\$724,456
<b>Total Non DAS Salaries and Benefits</b>	<b>\$2,310,428</b>				<b>\$657,729</b>	<b>\$657,729</b>	<b>\$657,729</b>	<b>\$657,729</b>	<b>\$2,630,916</b>
<b>Total DAS and Non DAS Salaries and Benefits</b>	<b>\$6,675,908</b>				<b>\$1,847,150</b>	<b>\$1,847,150</b>	<b>\$1,847,150</b>	<b>\$1,847,150</b>	<b>\$7,388,600</b>

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

Appendix B, Page 3  
 Document Date: March 2021

**Operating Expense Detail**

		FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Annual # Meals Contracted		218,640	199,117	199,117	199,117	815,991
<b>DAS Operating Expenses</b>						
<u>Expenditure Category</u>						
Rental of Property (see table at right)		\$7,200	\$7,200	\$7,200	\$7,200	\$28,800
Utilities (Elec, Water, Gas, Phone, Garbage)		\$27,915	\$27,915	\$27,915	\$27,915	\$111,662
Office Supplies, Postage		\$1,290	\$1,290	\$1,290	\$1,290	\$5,161
Building Maintenance Supplies and Repair		\$8,557	\$8,557	\$8,557	\$8,557	\$34,226
Printing and Reproduction						
Insurance		\$5,416	\$5,416	\$5,416	\$5,416	\$21,666
Staff Training		\$1,083	\$1,083	\$1,083	\$1,083	\$4,334
Staff Travel-(Local & Out of Town)		\$1,211	\$1,211	\$1,211	\$1,211	\$4,842
Rental of Equipment						
<b>Food Cost</b>						
Raw Food	<i>per meal \$2.09 \$1.52</i>	\$457,708	\$302,855	\$302,855	\$302,855	\$1,366,273
Cong Food Svc Supplies	<i>per meal \$0.25</i>	\$54,660	\$49,779	\$49,779	\$49,779	\$203,997
Catered Meals	<i>per meal</i>					
<b>Consultant</b>						
Pest Control (AP & DSC) & Staffing (AP)-see table at right		\$4,140	\$4,140	\$4,140	\$4,140	\$16,560
Janitorial & Shared Utilities (VVCC)-see table at right		\$6,900	\$6,900	\$6,900	\$6,900	\$27,600
Security at VVCC-see table at right		\$7,488	\$7,488	\$7,488	\$7,488	\$29,952
<b>Other</b>						
Vehicle Fees (Fuel, Maintenance, Parking)		\$6,410	\$6,410	\$6,410	\$6,410	\$25,641
Data Communication, Licenses, Dues		\$5,207	\$5,207	\$5,207	\$5,207	\$20,827
Other Supplies (Janitorial, Facilities)		\$4,266	\$4,266	\$4,266	\$4,266	\$17,065
<b>Total DAS Operating Expenses</b>		<b>\$599,452</b>	<b>\$439,718</b>	<b>\$439,718</b>	<b>\$439,718</b>	<b>\$1,918,606</b>
<b>Non DAS Operating Expenses</b>						
<u>Expenditure Category</u>						
Occupancy of Property		\$325,536	\$325,536	\$325,536	\$325,536	\$1,302,144
Utilities (Elec, Water, Gas, Phone, Garbage)		\$63,385	\$65,286	\$67,245	\$69,262	\$265,178
Office Supplies, Postage		\$2,931	\$2,931	\$2,931	\$2,931	\$11,723
Building Maintenance Supplies and Repair		\$19,433	\$19,433	\$19,433	\$19,433	\$77,734
Printing and Reproduction						
Insurance		\$12,302	\$12,302	\$12,302	\$12,302	\$49,206
Staff Training		\$2,461	\$2,461	\$2,461	\$2,461	\$9,842
Staff Travel-(Local & Out of Town)		\$2,749	\$2,749	\$2,749	\$2,749	\$10,998
Rental of Equipment						
<b>Food Cost</b>						
Raw Food	<i>per meal \$0.16 \$0.73</i>	\$34,232	\$145,158	\$145,158	\$145,158	\$469,706
Cong Food Svc Supplies	<i>per meal</i>					
Catered Meals	<i>per meal</i>					
<b>Other</b>						
Vehicle Fees (Fuel, Maintenance, Parking)		\$14,559	\$14,559	\$14,559	\$14,559	\$58,235
Data Communication, Licenses, Dues		\$11,825	\$11,825	\$11,825	\$11,825	\$47,301
Other Supplies (Janitorial, Facilities)		\$9,690	\$9,690	\$9,690	\$9,690	\$38,759
<b>Total Non DAS Operating Expenses</b>		<b>\$499,102</b>	<b>\$611,930</b>	<b>\$613,888</b>	<b>\$615,906</b>	<b>\$2,340,826</b>
<b>Total DAS and Non DAS Operating Expenses</b>		<b>\$1,098,554</b>	<b>\$1,051,648</b>	<b>\$1,053,606</b>	<b>\$1,055,624</b>	<b>\$4,259,432</b>
<b>HSA #3</b>						<b>10/25/2016</b>

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

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 Document Date: March 2021

**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
<b>Total Staffing Cost</b>	<b>\$75,900</b>				<b>\$75,900</b>

<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
<b>Total Software/IT Cost</b>	<b>\$48,000</b>				<b>\$48,000</b>

<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
<b>Total Subcontractor Cost</b>	<b>\$20,000</b>				<b>\$20,000</b>

<b>Total DAS Capital &amp; Subcontractor Expenditure</b>	<b>\$143,900</b>				<b>\$143,900</b>
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<b>Total Non DAS Capital &amp; Subcontractor Expenditure</b>					
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<b>Total DAS and Non DAS Capital &amp; Subcontractor Expenditure</b>	<b>\$143,900</b>				<b>\$143,900</b>
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<b>HSA #4</b>					<b>10/25/2016</b>
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Program: Congregate meals for (X) older adults or ( ) adults with disabilities  
 (Same as Line 11 on HSA #1)

Appendix B, Page 5  
 Document Date: March 2021

**NCQA Expenditure Detail**

<b>DAS NCQA Expenditure</b>	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	\$616.91	4.00	\$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	\$50,624
Nutrition education	\$131.42	48.00	\$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	\$4,720
<b>Total DAS NCQA Expenditure</b>			<b>\$26,546</b>	<b>\$26,546</b>	<b>\$26,546</b>	<b>\$26,546</b>	<b>\$106,184</b>

<b>Non DAS NCQA Expenditure</b>	Unit price	Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Menu planning and nutrition analysis	\$439.62 /set	2.00	\$879	\$879	\$879	\$879	\$3,516
Kitchen and food service monitoring	\$137.88	4.00	\$552	\$552	\$552	\$552	\$2,208
Congregate site monitoring	\$58.93	48.00	\$2,829	\$2,829	\$2,829	\$2,829	\$11,316
Nutrition education	\$29.37	48.00	\$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	\$1,056
<b>Total Non DAS NCQA Expenditure</b>			<b>\$5,934</b>	<b>\$5,934</b>	<b>\$5,934</b>	<b>\$5,934</b>	<b>\$23,736</b>

<b>Total DAS and Non DAS NCQA Expenditure</b>			<b>\$32,480</b>	<b>\$32,480</b>	<b>\$32,480</b>	<b>\$32,480</b>	<b>\$129,920</b>
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HSA #4

10/25/2016



**HUMAN SERVICES AGENCY BUDGET SUMMARY  
BY PROGRAM**

Name PROJECT OPEN HAND						
(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>						
If modification, Effective Date of Mod. _____ No. of Mod. _____						
<b>Program: Congregate meals for (X) older adults or ( ) adults with disabilities: Breakfast</b>						
Budget Reference Page No.(s)						
Program Term	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total	Average cost/meal
<b>Annual # Meals Contracted</b>	54,750	43,223	43,223	43,223	184,419	
<b>DAS Expenditures</b>						
Salaries & Benefits	\$171,776	\$171,776	\$171,776	\$171,776	\$687,104	\$3.73
Operating Expenses	\$119,394	\$58,092	\$58,092	\$58,092	\$293,670	\$1.59
<b>Subtotal</b>	<b>\$291,170</b>	<b>\$229,868</b>	<b>\$229,868</b>	<b>\$229,868</b>	<b>\$980,774</b>	<b>\$5.32</b>
Indirect Percentage (%)	10.00%	10.00%	10.00%	10.00%	10.00%	
Indirect Cost	\$29,118	\$22,987	\$22,987	\$22,987	\$98,079	\$0.53
Capital/Subcontractor Expenditures						
NCQA Expenditures	\$3,934	\$3,934	\$3,934	\$3,934	\$15,736	\$0.09
<b>Total DAS Expenditures</b>	<b>\$324,222</b>	<b>\$256,789</b>	<b>\$256,789</b>	<b>\$256,789</b>	<b>\$1,094,589</b>	<b>\$5.94</b>
<b>Non DAS Expenditures</b>						
Salaries & Benefits	\$69,235	\$69,235	\$69,235	\$69,235	\$276,940	\$1.50
Operating Expenses	\$82,938	\$119,291	\$119,475	\$119,666	\$441,370	\$2.39
Capital/Subcontractor Expenditures						
NCQA Expenditures	\$879	\$879	\$879	\$879	\$3,516	\$0.02
<b>Total Non DAS Expenditures</b>	<b>\$153,052</b>	<b>\$189,405</b>	<b>\$189,589</b>	<b>\$189,780</b>	<b>\$721,826</b>	<b>\$3.91</b>
<b>TOTAL DAS AND NON DAS EXPEDITURES</b>	<b>\$477,274</b>	<b>\$446,194</b>	<b>\$446,378</b>	<b>\$446,569</b>	<b>\$1,816,415</b>	<b>\$9.85</b>
<b>DAS Revenues</b>						
Meals- General Fund	\$320,288	\$252,855	\$252,855	\$252,855	\$1,078,853	\$5.85
NCQA Fund	\$3,934	\$3,934	\$3,934	\$3,934	\$15,736	\$0.09
<b>Total DAS Revenue</b>	<b>\$324,222</b>	<b>\$256,789</b>	<b>\$256,789</b>	<b>\$256,789</b>	<b>\$1,094,589</b>	<b>\$5.94</b>
PER MEAL COST, DAS	\$5.85	\$5.85	\$5.85	\$5.85	\$5.85	
PER MEAL COST (with NCQA), DAS	\$5.92	\$5.94	\$5.94	\$5.94	\$5.94	
<b>Non DAS Revenues</b>						
Project Income						
Agency Cash- Fundraising	\$86,047	\$122,399	\$122,584	\$122,774	\$453,804	\$2.46
Agency In-kind Volunteer	\$15,070	\$15,070	\$15,070	\$15,070	\$60,278	\$0.33
Agency Property	\$51,936	\$51,936	\$51,936	\$51,936	\$207,744	\$1.13
NCQA Revenue						
<b>Total Non DAS Revenue</b>	<b>\$153,052</b>	<b>\$189,405</b>	<b>\$189,589</b>	<b>\$189,780</b>	<b>\$721,826</b>	<b>\$3.91</b>
PER MEAL COST, Non DAS	\$2.80	\$4.38	\$4.39	\$4.39	\$3.91	
PER MEAL COST (with NCQA), Non DAS	\$2.80	\$4.38	\$4.39	\$4.39	\$3.91	
<b>TOTAL DAS AND NON DAS REVENUE</b>	<b>\$477,274</b>	<b>\$446,194</b>	<b>\$446,378</b>	<b>\$446,569</b>	<b>\$1,816,415</b>	<b>\$9.85</b>
PER MEAL COST, Total	\$8.65	\$10.23	\$10.24	\$10.24	\$9.76	
PER MEAL COST (with NCQA), Total	\$8.72	\$10.32	\$10.33	\$10.33	\$9.85	
Full Time Equivalent (FTE)	9.44	9.44	9.44	9.44	37.77	
Prepared by: Darin Raffaelli, Project Open Hand				Date: 06/10/21		
HSA-CO Review Signature: _____						
HSA #1				10/25/2016		

**Salaries & Benefits Detail**

Position Title	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	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
<b>DAS Salaries &amp; Benefits</b>									
<b>Program Staff:</b>									
Sites Manager	\$67,420	0.05	100.00%	0.05	\$3,371	\$3,371	\$3,371	\$3,371	\$13,484
Sites Manager	\$68,624	0.05	100.00%	0.05	\$3,431	\$3,431	\$3,431	\$3,431	\$13,724
CNP Assistant	\$47,433	0.05	100.00%	0.05	\$2,372	\$2,372	\$2,372	\$2,372	\$9,488
CNP Assistant Manager	\$65,759	0.05	100.00%	0.05	\$3,288	\$3,288	\$3,288	\$3,288	\$13,152
Director, CNP	\$86,572	0.05	100.00%	0.05	\$4,329	\$4,329	\$4,329	\$4,329	\$17,316
<b>Curry Senior Center</b>									
Community Nutrition Site Coordinator	\$39,416	0.20	100.00%	0.20	\$7,883	\$7,883	\$7,883	\$7,883	\$31,532
Community Nutrition Site Coordinator	\$39,416	0.20	100.00%	0.20	\$7,883	\$7,883	\$7,883	\$7,883	\$31,532
Community Nutrition Site Coordinator	\$39,416	0.20	100.00%	0.20	\$7,883	\$7,883	\$7,883	\$7,883	\$31,532
Community Nutrition Site Coordinator	\$39,416	0.20	100.00%	0.20	\$7,883	\$7,883	\$7,883	\$7,883	\$31,532
Community Nutrition Site Coordinator	\$39,416	0.20	100.00%	0.20	\$7,883	\$7,883	\$7,883	\$7,883	\$31,532
Community Nutrition Site Coordinator	\$39,416	0.10	100.00%	0.10	\$4,129	\$4,129	\$4,129	\$4,129	\$16,516
Community Nutrition Site Coordinator	\$39,416	0.10	100.00%	0.10	\$4,129	\$4,129	\$4,129	\$4,129	\$16,516
<b>Downtown Senior Center</b>									
Community Nutrition Site Coordinator	\$39,416	0.05	100.00%	0.05	\$1,971	\$1,971	\$1,971	\$1,971	\$7,884
Community Nutrition Site Coordinator	\$39,416	0.05	100.00%	0.05	\$1,971	\$1,971	\$1,971	\$1,971	\$7,884
Community Nutrition Site Coordinator	\$39,416	0.03	100.00%	0.03	\$985	\$985	\$985	\$985	\$3,940
Community Nutrition Site Coordinator	\$39,416	0.03	100.00%	0.03	\$985	\$985	\$985	\$985	\$3,940
Community Nutrition Site Coordinator	\$39,416	0.10	100.00%	0.10	\$3,942	\$3,942	\$3,942	\$3,942	\$15,768
<b>Kitchen Staff:</b>									
Cook I	\$37,513	0.10	56.10%	0.06	\$2,105	\$2,105	\$2,105	\$2,105	\$8,420
Cook I	\$37,513	0.10	56.10%	0.06	\$2,105	\$2,105	\$2,105	\$2,105	\$8,420
Cook I	\$37,513	0.05	56.10%	0.03	\$1,052	\$1,052	\$1,052	\$1,052	\$4,208
Cook II	\$39,720	0.10	56.10%	0.06	\$2,228	\$2,228	\$2,228	\$2,228	\$8,912
Cook II	\$39,720	0.10	56.10%	0.06	\$2,228	\$2,228	\$2,228	\$2,228	\$8,912
Cook II	\$39,720	0.10	56.10%	0.06	\$2,228	\$2,228	\$2,228	\$2,228	\$8,912
Cook II	\$39,720	0.05	56.10%	0.03	\$1,114	\$1,114	\$1,114	\$1,114	\$4,456
Lead Cook	\$44,005	0.10	56.10%	0.06	\$2,469	\$2,469	\$2,469	\$2,469	\$9,876
Sous Chef	\$47,518	0.05	56.10%	0.03	\$1,333	\$1,333	\$1,333	\$1,333	\$5,332
Porter I	\$37,578	0.10	56.10%	0.06	\$2,108	\$2,108	\$2,108	\$2,108	\$8,432
Porter I	\$37,578	0.10	56.10%	0.06	\$2,108	\$2,108	\$2,108	\$2,108	\$8,432
Porter I	\$37,578	0.10	56.10%	0.06	\$2,108	\$2,108	\$2,108	\$2,108	\$8,432
Porter I	\$37,578	0.10	56.10%	0.06	\$2,108	\$2,108	\$2,108	\$2,108	\$8,432
Porter I	\$37,578	0.04	56.10%	0.02	\$843	\$843	\$843	\$843	\$3,372
Porter I	\$37,578	0.04	56.10%	0.02	\$843	\$843	\$843	\$843	\$3,372
Porter I	\$37,578	0.02	56.10%	0.01	\$501	\$501	\$501	\$501	\$2,004
Porter I	\$37,578	0.02	56.10%	0.01	\$501	\$501	\$501	\$501	\$2,004
Kitchen Administrative Manager	\$70,116	0.05	56.10%	0.03	\$1,967	\$1,967	\$1,967	\$1,967	\$7,868
Kitchen Office Administrator	\$50,211	0.07	56.10%	0.04	\$1,972	\$1,972	\$1,972	\$1,972	\$7,888
Director, Kitchen Operations	\$86,570	0.07	56.10%	0.04	\$3,400	\$3,400	\$3,400	\$3,400	\$13,600
Executive Chef	\$93,330	0.05	56.10%	0.03	\$2,618	\$2,618	\$2,618	\$2,618	\$10,472
Purchasing Supervisor	\$60,389	0.06	56.10%	0.03	\$2,033	\$2,033	\$2,033	\$2,033	\$8,132
Kitchen Operations Coordinator II	\$40,560	0.06	56.10%	0.03	\$1,365	\$1,365	\$1,365	\$1,365	\$5,460
Kitchen Operations Coordinator II	\$40,560	0.05	56.10%	0.03	\$1,138	\$1,138	\$1,138	\$1,138	\$4,552
Kitchen Logistics Supervisor	\$49,962	0.02	56.10%	0.01	\$561	\$561	\$561	\$561	\$2,244
Inventory Operations Coordinator II	\$41,475	0.04	56.10%	0.02	\$931	\$931	\$931	\$931	\$3,724
Inventory Operations Coordinator II	\$41,475	0.03	56.10%	0.02	\$698	\$698	\$698	\$698	\$2,792
<b>Distribution Staff:</b>									
Driver	\$42,453	0.06	56.10%	0.03	\$1,340	\$1,340	\$1,340	\$1,340	\$5,360
Driver	\$39,104	0.06	56.10%	0.03	\$1,234	\$1,234	\$1,234	\$1,234	\$4,936
Driver	\$41,392	0.06	56.10%	0.03	\$1,306	\$1,306	\$1,306	\$1,306	\$5,224
Driver	\$39,104	0.02	56.10%	0.01	\$439	\$439	\$439	\$439	\$1,756
Director, Distribution	\$82,347	0.01	56.10%	0.01	\$462	\$462	\$462	\$462	\$1,848
<b>Operations Staff:</b>									
Director, Operations	\$84,469	0.02	56.10%	0.01	\$711	\$711	\$711	\$711	\$2,844
Totals	\$2,375,882	3.70	3551.30%	2.83	\$124,475	\$124,475	\$124,475	\$124,475	\$497,900
Fringe Benefits Rate	38.00%								
Employee Fringe Benefits	\$902,835				\$47,301	\$47,301	\$47,301	\$47,301	\$189,204
<b>Total DAS Salaries and Benefits</b>	<b>\$3,278,717</b>				<b>\$171,776</b>	<b>\$171,776</b>	<b>\$171,776</b>	<b>\$171,776</b>	<b>\$687,104</b>
<b>Non DAS Salaries &amp; Benefits</b>									
Position Title	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	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
<b>Kitchen Staff:</b>									
Cook I	\$37,513	0.10	43.90%	0.04	\$1,647	\$1,647	\$1,647	\$1,647	\$6,588
Cook I	\$37,513	0.10	43.90%	0.04	\$1,647	\$1,647	\$1,647	\$1,647	\$6,588
Cook I	\$37,513	0.05	43.90%	0.02	\$823	\$823	\$823	\$823	\$3,292
Cook II	\$39,720	0.10	43.90%	0.04	\$1,744	\$1,744	\$1,744	\$1,744	\$6,976

Cook II	\$39,720	0.10	43.90%	0.04	\$1,744	\$1,744	\$1,744	\$1,744	\$6,976
Cook II	\$39,720	0.10	43.90%	0.04	\$1,744	\$1,744	\$1,744	\$1,744	\$6,976
Cook II	\$39,720	0.05	43.90%	0.02	\$872	\$872	\$872	\$872	\$3,488
Lead Cook	\$44,005	0.10	43.90%	0.04	\$1,932	\$1,932	\$1,932	\$1,932	\$7,728
Sous Chef	\$47,518	0.05	43.90%	0.02	\$1,043	\$1,043	\$1,043	\$1,043	\$4,172
Porter I	\$37,578	0.10	43.90%	0.04	\$1,650	\$1,650	\$1,650	\$1,650	\$6,600
Porter I	\$37,578	0.10	43.90%	0.04	\$1,650	\$1,650	\$1,650	\$1,650	\$6,600
Porter I	\$37,578	0.10	43.90%	0.04	\$1,650	\$1,650	\$1,650	\$1,650	\$6,600
Porter I	\$37,578	0.10	43.90%	0.04	\$1,650	\$1,650	\$1,650	\$1,650	\$6,600
Porter I	\$37,578	0.04	43.90%	0.02	\$660	\$660	\$660	\$660	\$2,640
Porter I	\$37,578	0.04	43.90%	0.02	\$660	\$660	\$660	\$660	\$2,640
Porter I	\$37,578	0.02	43.90%	0.01	\$392	\$392	\$392	\$392	\$1,568
Porter I	\$37,578	0.02	43.90%	0.01	\$392	\$392	\$392	\$392	\$1,568
Kitchen Administrative Manager	\$70,116	0.05	43.90%	0.02	\$1,539	\$1,539	\$1,539	\$1,539	\$6,156
Kitchen Office Administrator	\$50,211	0.07	43.90%	0.03	\$1,543	\$1,543	\$1,543	\$1,543	\$6,172
Director, Kitchen Operations	\$86,570	0.07	43.90%	0.03	\$2,660	\$2,660	\$2,660	\$2,660	\$10,640
Executive Chef	\$93,330	0.05	43.90%	0.02	\$2,049	\$2,049	\$2,049	\$2,049	\$8,196
Purchasing Supervisor	\$60,389	0.06	43.90%	0.03	\$1,591	\$1,591	\$1,591	\$1,591	\$6,364
Kitchen Operations Coordinator II	\$40,560	0.06	43.90%	0.03	\$1,068	\$1,068	\$1,068	\$1,068	\$4,272
Kitchen Operations Coordinator II	\$40,560	0.05	43.90%	0.02	\$890	\$890	\$890	\$890	\$3,560
Kitchen Logistics Supervisor	\$49,962	0.02	43.90%	0.01	\$439	\$439	\$439	\$439	\$1,756
Inventory Operations Coordinator II	\$41,475	0.04	43.90%	0.02	\$728	\$728	\$728	\$728	\$2,912
Inventory Operations Coordinator II	\$41,475	0.03	43.90%	0.01	\$546	\$546	\$546	\$546	\$2,184
<b>Distribution Staff:</b>									
Driver	\$42,453	0.06	43.90%	0.02	\$1,048	\$1,048	\$1,048	\$1,048	\$4,192
Driver	\$39,104	0.06	43.90%	0.02	\$966	\$966	\$966	\$966	\$3,864
Driver	\$41,392	0.06	43.90%	0.02	\$1,022	\$1,022	\$1,022	\$1,022	\$4,088
Driver	\$39,104	0.02	43.90%	0.01	\$343	\$343	\$343	\$343	\$1,372
Director, Distribution	\$82,347	0.01	43.90%	0.004	\$362	\$362	\$362	\$362	\$1,448
<b>Operations Staff:</b>									
Director, Operations	\$84,469	0.02	43.90%	0.007	\$556	\$556	\$556	\$556	\$2,224
<b>In-Kind</b>									
Kitchen Volunteers	\$29,120	3.75	10.00%	0.38	\$10,920	\$10,920	\$10,920	\$10,920	\$43,680
Totals	\$1,596,202	5.74	1458.70%	1.25	\$50,170	\$50,170	\$50,170	\$50,170	\$200,680
Fringe Benefits Rate	38.00%								
Employee Fringe Benefits	\$606,557				\$19,065	\$19,065	\$19,065	\$19,065	\$76,260
<b>Total Non DAS Salaries and Benefits</b>	<b>\$2,202,759</b>				<b>\$69,235</b>	<b>\$69,235</b>	<b>\$69,235</b>	<b>\$69,235</b>	<b>\$276,940</b>
<b>Total DAS and Non DAS Salaries and Benefits</b>	<b>\$5,481,476</b>				<b>\$241,011</b>	<b>\$241,011</b>	<b>\$241,011</b>	<b>\$241,011</b>	<b>\$964,044</b>
<b>HSA #2</b>									

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

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 Document Date: March 2021

**Operating Expense Detail**

Annual # Meals Contracted	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
	54,750	43,223	43,223	43,223	184,419
<b>DAS Operating Expenses</b>					
<u>Expenditure Category</u>					
Rental of Property (see table at right)					
Utilities (Elec, Water, Gas, Phone, Garbage)	\$7,642	\$ 7,872	\$7,872	\$7,872	\$31,258
Office Supplies, Postage	\$353	\$ 353	\$353	\$353	\$1,414
Building Maintenance Supplies and Repair	\$2,343	\$ 2,343	\$2,343	\$2,343	\$9,371
Printing and Reproduction					
Insurance	\$1,483	\$1,483	\$1,483	\$1,483	\$5,933
Staff Training	\$297	\$297	\$297	\$297	\$1,187
Staff Travel-(Local & Out of Town)	\$332	\$332	\$332	\$332	\$1,326
Rental of Equipment					
<u>Food Cost</u>					
Raw Food <i>per meal \$1.62 \$0.70</i>	\$88,907	\$30,256	\$30,256	\$30,256	\$179,675
Cong Food Svc Supplies <i>per meal \$0.25</i>	\$13,688	\$10,806	\$10,806	\$10,806	\$46,106
Catered Meals <i>per meal</i>					
<u>Other</u>					
Vehicle Fees (Fuel, Maintenance, Parking)	\$1,755	\$1,755	\$1,755	\$1,755	\$7,021
Data Communication, Licenses, Dues	\$1,426	\$1,426	\$1,426	\$1,426	\$5,704
Other Supplies (Janitorial, Facilities)	\$1,169	\$1,169	\$1,169	\$1,169	\$4,674
<b>Total DAS Operating Expenses</b>	<b>\$119,394</b>	<b>\$58,092</b>	<b>\$58,092</b>	<b>\$58,092</b>	<b>\$293,669</b>
<b>Non DAS Operating Expenses</b>					
<u>Expenditure Category</u>					
Occupancy of Property	\$51,936	\$51,936	\$51,936	\$51,936	\$207,744
Utilities (Elec, Water, Gas, Phone, Garbage)	\$5,980	\$6,159	\$6,344	\$6,535	\$25,018
Office Supplies, Postage	\$277	\$277	\$277	\$277	\$1,106
Building Maintenance Supplies and Repair	\$1,833	\$1,833	\$1,833	\$1,833	\$7,333
Printing and Reproduction					
Insurance	\$1,161	\$1,161	\$1,161	\$1,161	\$4,643
Staff Training	\$232	\$232	\$232	\$232	\$929
Staff Travel-(Local & Out of Town)	\$259	\$259	\$259	\$259	\$1,038
Rental of Equipment					
<u>Food Cost</u>					
Raw Food <i>per meal \$0.33 \$1.25</i>	\$17,856	\$54,029	\$54,029	\$54,029	\$179,943
<u>Other</u>					
Vehicle Fees (Fuel, Maintenance, Parking)	\$1,374	\$1,374	\$1,374	\$1,374	\$5,495
Data Communication, Licenses, Dues	\$1,116	\$1,116	\$1,116	\$1,116	\$4,464
Other Supplies (Janitorial, Facilities)	\$914	\$914	\$914	\$914	\$3,658
<b>Total Non DAS Operating Expenses</b>	<b>\$82,938</b>	<b>\$119,291</b>	<b>\$119,475</b>	<b>\$119,666</b>	<b>\$441,370</b>
<b>Total DAS and Non DAS Operating Expenses</b>	<b>\$202,332</b>	<b>\$177,383</b>	<b>\$177,567</b>	<b>\$177,758</b>	<b>\$735,040</b>
<b>HSA #3</b>					<b>10/25/2016</b>

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

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 Document Date: March 2021

**NCQA Expenditure Detail**

<b>DAS NCQA Expenditure</b>							
	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						
<b>Total DAS NCQA Expenditure</b>			<b>\$3,934</b>	<b>\$3,934</b>	<b>\$3,934</b>	<b>\$3,934</b>	<b>\$15,736</b>
<b>Non DAS NCQA Expenditure</b>							
	Unit price	Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	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						
<b>Total Non DAS NCQA Expenditure</b>			<b>\$879</b>	<b>\$879</b>	<b>\$879</b>	<b>\$879</b>	<b>\$3,516</b>
<b>Total DAS and Non DAS NCQA Expenditure</b>			<b>\$4,813</b>	<b>\$4,813</b>	<b>\$4,813</b>	<b>\$4,813</b>	<b>\$19,252</b>
<b>HSA #4</b>							10/25/2016

**Appendix A - 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.
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.
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.

<p>DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist</p>	<p>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. <a href="http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf">http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf</a></p>
<p>DGA/Dietary Guidelines for Americans</p>	<p>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).</p>
<p>DRI/ Dietary Reference Intakes</p>	<p>Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.</p>
<p>Disability</p>	<p>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)</p>
<p>ENP</p>	<p>Elderly Nutrition Program - 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.</p>
<p>Frail</p>	<p>An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others. (CCR Title 22 Sec. 7119)</p>
<p>HACCP</p>	<p>Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)</p>

LGBTQ+	An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Low-Income	Having income at or below 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)
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. (CCR Title 22 Sec. 7130)
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (CCR Title 22 Sec. 7630)



Nutrition Education	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
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.

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 the grantee reflects consumer participation in CA-GetCare through enrollment.

### III. Target Population

The target population is older adults living in the City and County of San Francisco with the greatest economic and social need and with particular attention to the following individuals:

1. Low income
2. Limited or no English speaking proficiency
3. Minority populations
4. Frail
5. LGBTQ+

### IV. Eligibility for Services

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

### V. Location and Time of Services

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

### VI. Description of Services and Program Requirements

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

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

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

## VII. Service Objectives

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

<b>Table A</b>	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	350	350	350	350
Number of Meals	46,435	41,418	41,418	41,418

## 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:

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

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

Lauren McCasland  
 Nutritionist  
 DAS OCP  
 email: [lauren.mccasland@sfgov.org](mailto:lauren.mccasland@sfgov.org)

and

Ella Lee

Contract Manager  
HSA OCM  
email: ella.lee@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  Renewal  Modification 

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	FY 22/23	FY 23/24	FY 24/25	Total	cost/meal
<b>Annual # Meals Contracted</b>	46,435	41,418	41,418	41,418	170,689	
<b>DAS Expenditures</b>						
Salaries & Benefits	\$203,052	\$203,049	\$203,049	\$203,049	\$812,199	\$4.76
Operating Expenses	\$136,011	\$105,196	\$105,196	\$105,196	\$451,599	\$2.65
<b>Subtotal</b>	<b>\$339,063</b>	<b>\$308,245</b>	<b>\$308,245</b>	<b>\$308,245</b>	<b>\$1,263,798</b>	<b>\$7.40</b>
Indirect Percentage (%)	6.00%	4.00%	4.00%	4.00%	4.00%	
Indirect Cost	\$20,344	\$12,330	\$12,330	\$12,330	\$57,334	\$0.34
Capital/Subcontractor Expenditures						
NCQA Expenditures	\$4,800	\$4,800	\$4,800	\$4,800	\$19,200	\$0.11
<b>Total DAS Expenditures</b>	<b>\$364,207</b>	<b>\$325,375</b>	<b>\$325,375</b>	<b>\$325,375</b>	<b>\$1,340,332</b>	<b>\$7.85</b>
<b>Non DAS Expenditures</b>						
Salaries & Benefits	\$36,400	\$36,400	\$36,400	\$36,400	\$145,600	\$0.85
Operating Expenses	\$96,021	\$112,790	\$112,790	\$112,790	\$434,391	\$2.54
Capital/Subcontractor Expenditures						
NCQA Expenditures	\$400	\$400	\$400	\$400	\$1,600	\$0.01
<b>Total Non DAS Expenditures</b>	<b>\$132,821</b>	<b>\$149,590</b>	<b>\$149,590</b>	<b>\$149,590</b>	<b>\$581,591</b>	<b>\$3.41</b>
<b>TOTAL DAS AND NON DAS EXPEDITURES</b>	<b>\$497,028</b>	<b>\$474,965</b>	<b>\$474,965</b>	<b>\$474,965</b>	<b>\$1,921,923</b>	<b>\$11.26</b>
<b>DAS Revenues</b>						
Meals- General Fund	\$364,207	\$325,375	\$325,375	\$325,375	\$1,340,332	\$7.85
Meals- State Fund						
Meals- Federal Fund						
<b>Total DAS Revenue</b>	<b>\$364,207</b>	<b>\$325,375</b>	<b>\$325,375</b>	<b>\$325,375</b>	<b>\$1,340,332</b>	<b>\$7.85</b>
PER MEAL COST, DAS	\$7.74	\$7.74	\$7.74	\$7.74	\$7.74	
PER MEAL COST (with NCQA), DAS	\$7.84	\$7.86	\$7.86	\$7.86	\$7.85	
<b>Non DAS Revenues</b>						
Project Income	\$46,435	\$41,418	\$41,418	\$41,418	\$170,689	\$1.00
Agency Cash- Fundraising	\$1,586	\$23,372	\$23,372	\$23,372	\$71,702	\$0.42
Agency In-kind Volunteer	\$36,400	\$36,400	\$36,400	\$36,400	\$145,600	\$0.85
in kind rent	\$48,000	\$48,000	\$48,000	\$48,000	\$192,000	\$1.12
NCQA Revenue	\$400	\$400	\$400	\$400	\$1,600	\$0.01
<b>Total Non DAS Revenue</b>	<b>\$132,821</b>	<b>\$149,590</b>	<b>\$149,590</b>	<b>\$149,590</b>	<b>\$581,591</b>	<b>\$3.41</b>
PER MEAL COST (with NCQA), Non DAS	\$2.86	\$3.61	\$3.61	\$3.61	\$3.41	
<b>TOTAL DAS AND NON DAS REVENUE</b>	<b>\$497,028</b>	<b>\$474,965</b>	<b>\$474,965</b>	<b>\$474,965</b>	<b>\$1,921,923</b>	<b>\$11.26</b>
PER MEAL COST (with NCQA), Total	\$10.70	\$11.47	\$11.47	\$11.47	\$11.26	

Full Time Equivalent (FTE)

5.04

5.04

5.04

5.04

20.16

Prepared by:

Date: 4/7/21

HSA-CO Review Signature: \_\_\_\_\_

HSA #1



**Salaries & Benefits Detail**

<b>DAS Salaries &amp; Benefits</b>		Agency Totals		HSA Program		FY 21/22	FY 22/23	FY 23/24	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
Executive Director	\$82,476	0.22	100.00%	0.22	\$18,557	\$18,557	\$18,557	\$18,557	\$18,557	\$74,228
Program Coordinator	\$53,244	0.45	100.00%	0.45	\$23,960	\$23,960	\$23,960	\$23,960	\$23,960	\$95,840
Cook I	\$53,244	0.50	100.00%	0.50	\$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	\$77,360
Cook III	\$40,716	0.31	100.00%	0.31	\$12,724	\$12,724	\$12,724	\$12,724	\$12,724	\$50,896
Dish Washer	\$36,541	0.44	100.00%	0.44	\$15,987	\$15,987	\$15,987	\$15,987	\$15,987	\$63,948
Kitchen Aid/ Janitor	\$35,464	0.36	100.00%	0.36	\$12,920	\$12,920	\$12,920	\$12,920	\$12,920	\$51,680
DR Hostess	\$37,584	0.75	100.00%	0.75	\$28,188	\$28,188	\$28,188	\$28,188	\$28,188	\$112,752
Route manager/ data entry	\$39,673	0.27	100.00%	0.27	\$10,910	\$10,910	\$10,910	\$10,910	\$10,910	\$43,640
<b>Totals</b>	<b>\$419,658</b>	<b>3.79</b>	<b>900.00%</b>	<b>3.79</b>	<b>\$169,208</b>	<b>\$169,208</b>	<b>\$169,208</b>	<b>\$169,208</b>	<b>\$169,208</b>	<b>\$676,832</b>
Fringe Benefits Rate	20.00%									
Employee Fringe Benefits	\$83,932				\$33,844	\$33,841	\$33,841	\$33,841	\$33,841	\$135,367
<b>Total DAS Salaries and Benefits</b>	<b>\$503,590</b>				<b>\$203,052</b>	<b>\$203,049</b>	<b>\$203,049</b>	<b>\$203,049</b>	<b>\$203,049</b>	<b>\$812,199</b>
<b>Non DAS Salaries &amp; Benefits</b>										
		Agency Totals		HSA Program		FY 21/22	FY 22/23	FY 23/24	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
kitchen volunteers	29,120	0.25	100.00%	0.25	\$7,280	\$7,280	\$7,280	\$7,280	\$7,280	\$29,120
Route runners volunteers	29,120	1.00	100.00%	1.00	\$29,120	\$29,120	\$29,120	\$29,120	\$29,120	\$116,480
<b>Totals</b>	<b>\$58,240</b>	<b>1.25</b>	<b>200.00%</b>	<b>1.25</b>	<b>\$36,400</b>	<b>\$36,400</b>	<b>\$36,400</b>	<b>\$36,400</b>	<b>\$36,400</b>	<b>\$145,600</b>
Fringe Benefits Rate										
Employee Fringe Benefits										
<b>Total Non DAS Salaries and Benefits</b>	<b>\$58,240</b>				<b>\$36,400</b>	<b>\$36,400</b>	<b>\$36,400</b>	<b>\$36,400</b>	<b>\$36,400</b>	<b>\$145,600</b>
<b>Total DAS and Non DAS Salaries and Benefits</b>	<b>\$561,830</b>				<b>\$239,452</b>	<b>\$239,449</b>	<b>\$239,449</b>	<b>\$239,449</b>	<b>\$239,449</b>	<b>\$957,799</b>
<b>HSA #2</b>										

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

**Russian American Community Services**

**Operating Expense Detail**

		<u>FY 21/22</u>	<u>FY 22/23</u>	<u>FY 23/24</u>	<u>FY 24/25</u>	<u>Total</u>
Annual # Meals Contracted		46,435	41,418	41,418	41,418	170,689
<b>DAS Operating Expenses</b>						
<u>Expenditure Category</u>						
Rental of Property						
Utilities (Elec, Water, Gas, Phone, Garbage)		\$10,498	\$1,542	\$1,542	\$1,542	\$15,124
Office Supplies, Postage		\$1,200				\$1,200
Building Maintenance Supplies and Repair		\$4,500				\$4,500
Printing and Reproduction		\$1,000				\$1,000
Insurance		\$7,778	\$4,615	\$4,615	\$4,615	\$21,623
Staff Training						
Staff Travel-(Local & Out of Town)						
Rental of Equipment						
<u>Food Cost</u>						
Raw Food	<i>per meal \$2.01</i>	\$93,390	\$83,300	\$83,300	\$83,300	\$343,290
Cong Food Svc Supplies	<i>per meal \$0.38</i>	\$17,645	\$15,739	\$15,739	\$15,739	\$64,862
Catered Meals	<i>per meal</i>					
<b>Total DAS Operating Expenses</b>		<b>\$136,011</b>	<b>\$105,196</b>	<b>\$105,196</b>	<b>\$105,196</b>	<b>\$451,599</b>
<b>Non DAS Operating Expenses</b>						
<u>Expenditure Category</u>						
Rental of Property		\$48,000	\$48,000	\$48,000	\$48,000	\$192,000
Utilities (Elec, Water, Gas, Phone, Garbage)			\$8,956	\$8,956	\$8,956	\$26,868
Office Supplies, Postage		\$7,000	\$8,200	\$8,200	\$8,200	\$31,600
Building Maintenance Supplies and Repair		\$15,000	\$19,500	\$19,500	\$19,500	\$73,500
Printing and Reproduction		\$4,180	\$5,180	\$5,180	\$5,180	\$19,720
Insurance		\$2,060	\$5,310	\$5,310	\$5,310	\$17,990
Staff Training						
Staff Travel-(Local & Out of Town)						
Rental of Equipment						
<u>Food Cost</u>						
Raw Food	<i>per meal \$0.43</i>	\$19,781	\$17,644	\$17,644	\$17,644	\$72,713
Cong Food Svc Supplies	<i>per meal</i>					
Catered Meals	<i>per meal</i>					
<b>Total Non DAS Operating Expenses</b>		<b>\$96,021</b>	<b>\$112,790</b>	<b>\$112,790</b>	<b>\$112,790</b>	<b>\$434,391</b>
<b>Total DAS and Non DAS Operating Expenses</b>		<b>\$232,032</b>	<b>\$217,986</b>	<b>\$217,986</b>	<b>\$217,986</b>	<b>\$885,990</b>

HSA #3

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

**NCQA Expenditure Detail**

<b>DAS NCQA Expenditure</b>	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
<b>Total DAS NCQA Expenditure</b>			<b>\$4,800</b>	<b>\$4,800</b>	<b>\$4,800</b>	<b>\$4,800</b>	<b>\$19,200</b>

<b>Non DAS NCQA Expenditure</b>	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							
Congregate site monitoring							
Nutrition education							
Nutrition counseling (optional)	/hour						
In-service training	\$100.00 /training	4.00	\$400	\$400	\$400	\$400	\$1,600
<b>Total Non DAS NCQA Expenditure</b>			<b>\$400</b>	<b>\$400</b>	<b>\$400</b>	<b>\$400</b>	<b>\$1,600</b>

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

**Appendix A - Services to be Provided**  
**Self Help for the Elderly**  
 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	Self Help for the Elderly
Adult with a Disability	A person 18-59 years of age living with a disability.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service 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.
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.

<p><b>DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist</b></p>	<p>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. <a href="http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf">http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf</a></p>
<p><b>DGA/Dietary Guidelines for Americans</b></p>	<p>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).</p>
<p><b>DRI/ Dietary Reference Intakes</b></p>	<p>Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.</p>
<p><b>Disability</b></p>	<p>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)</p>
<p><b>ENP</b></p>	<p>Elderly Nutrition Program - 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.</p>
<p><b>Frail</b></p>	<p>An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others. (CCR Title 22 Sec. 7119)</p>
<p><b>HACCP</b></p>	<p>Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)</p>

LGBTQ+	An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Low-Income	Having income at or below 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)
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. (CCR Title 22 Sec. 7130)
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (CCR Title 22 Sec. 7630)

Nutrition Education	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
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.

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 the grantee reflects consumer participation in CA-GetCare through enrollment.

### III. Target Population

The target population is older adults living in the City and County of San Francisco with the greatest economic and social need and with particular attention to the following individuals:

1. Low income
2. Limited or no English speaking proficiency
3. Minority populations
4. Frail
5. LGBTQ+

### IV. Eligibility for Services

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

### V. Location and Time of Services

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

### VI. Description of Services and Program Requirements

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



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

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

## VII. Service Objectives

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

<b>Table A</b>	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
Number of Meals	340,000	254,834	254,834	254,834

## 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:

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

15. For assistance with reporting and contract requirements, please contact:  
 DAS OCP  
 Tiffany Kearney, RD  
 Lead Nutritionist  
[Tiffany.Kearney@sfgov.org](mailto:Tiffany.Kearney@sfgov.org)

and

Tahir Contract Manager  
HSA OCM  
Shaikh, Tahir  
Contract Manager  
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 checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>						
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	FY 22/23	FY 23/24	FY 24/25	Total	cost/meal
<b>Annual # Meals Contracted</b>	340,000	254,834	254,834	254,834	1,104,502	
<b>DAS Expenditures</b>						
Salaries & Benefits	\$773,864	\$603,601	\$603,601	\$603,601	\$2,584,667	\$2.34
Operating Expenses	\$1,621,591	\$1,191,821	\$1,191,821	\$1,191,821	\$5,197,054	\$4.71
<b>Subtotal</b>	<b>\$2,395,455</b>	<b>\$1,795,422</b>	<b>\$1,795,422</b>	<b>\$1,795,422</b>	<b>\$7,781,721</b>	<b>\$7.05</b>
Indirect Percentage (%)	10%	10%	10%	10%	10%	
Indirect Cost	\$239,545	\$179,542	\$179,542	\$179,542	\$778,171	\$0.70
Capital/Subcontractor Expenditures						
NCQA Expenditures	\$22,343	\$22,343	\$22,343	\$22,343	\$89,372	\$0.08
<b>Total DAS Expenditures</b>	<b>\$2,657,343</b>	<b>\$1,997,307</b>	<b>\$1,997,307</b>	<b>\$1,997,307</b>	<b>\$8,649,264</b>	<b>\$7.83</b>
<b>Non DAS Expenditures</b>						
Salaries & Benefits	\$690,944	\$861,208	\$861,208	\$861,208	\$3,274,568	\$2.96
Operating Expenses	\$414,700	\$375,922	\$375,922	\$375,922	\$1,542,466	\$1.40
Capital/Subcontractor Expenditures						
NCQA Expenditures						
<b>Total Non DAS Expenditures</b>	<b>\$1,105,644</b>	<b>\$1,237,130</b>	<b>\$1,237,130</b>	<b>\$1,237,130</b>	<b>\$4,817,034</b>	<b>\$4.36</b>
<b>TOTAL DAS AND NON DAS EXPEDITURES</b>	<b>\$3,762,987</b>	<b>\$3,234,437</b>	<b>\$3,234,437</b>	<b>\$3,234,437</b>	<b>\$13,466,298</b>	<b>\$12.19</b>
<b>DAS Revenues</b>						
Meals- General Fund	\$2,635,000	\$1,974,964	\$1,974,964	\$1,974,964	\$8,559,891	\$7.75
Meals- State Fund						
Meals- Federal Fund						
NCQA Fund	\$22,343	\$22,343	\$22,343	\$22,343	\$89,372	\$0.08
<b>Total DAS Revenue</b>	<b>\$2,657,343</b>	<b>\$1,997,307</b>	<b>\$1,997,307</b>	<b>\$1,997,307</b>	<b>\$8,649,263</b>	<b>\$7.83</b>
PER MEAL COST, DAS	\$7.75	\$7.75	\$7.75	\$7.75	\$7.75	
PER MEAL COST (with NCQA), DAS	\$7.82	\$7.84	\$7.84	\$7.84	\$7.83	
<b>Non DAS Revenues</b>						
Project Income	\$578,000	\$433,218	\$433,218	\$433,218	\$1,877,653	\$1.70
Agency Cash- Fundraising	\$527,644	\$803,912	\$803,912	\$803,912	\$2,939,381	\$2.66
Agency In-kind Volunteer	\$527,936	\$527,936	\$527,936	\$527,936	\$2,111,744	\$1.91
NCQA Revenue						
<b>Total Non DAS Revenue</b>	<b>\$1,633,580</b>	<b>\$1,765,066</b>	<b>\$1,765,066</b>	<b>\$1,765,066</b>	<b>\$6,928,778</b>	<b>\$6.27</b>
PER MEAL COST, Non DAS	\$4.80	\$6.93	\$6.93	\$6.93	\$6.27	
PER MEAL COST (with NCQA), Non DAS	\$4.80	\$6.93	\$6.93	\$6.93	\$6.27	
<b>TOTAL DAS AND NON DAS REVENUE</b>	<b>\$4,290,923</b>	<b>\$3,762,373</b>	<b>\$3,762,373</b>	<b>\$3,762,373</b>	<b>\$15,578,041</b>	<b>\$14.10</b>
PER MEAL COST, Total	\$12.55	\$14.68	\$14.68	\$14.68	\$14.02	
PER MEAL COST (with NCQA), Total	\$12.62	\$14.77	\$14.77	\$14.77	\$14.10	
Full Time Equivalent (FTE)	43.48	43.48	43.48	43.48	174	
Prepared by: Leny Nair						Date: 6/15/2021
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, Page 2  
 Document Date: June 15, 2021

**Salaries & Benefits Detail**

<b>DAS Salaries &amp; Benefits</b>									
Position Title	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	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Nutrition Director	\$92,700	1.00	30.00%	0.30	\$27,810				\$27,810
Nutrition Manager	\$72,100	1.00	15.00%	0.15	\$10,815	\$10,815	\$10,815	\$10,815	\$43,260
Office Manager	\$60,000	1.00	30.00%	0.30	\$18,000	\$18,000	\$18,000	\$18,000	\$72,000
Program Assistant	\$39,520	1.00	60.00%	0.60	\$23,712	\$23,712	\$23,712	\$23,712	\$94,848
Program Assistant	\$39,520	1.00	60.00%	0.60	\$23,712	\$23,712	\$23,712	\$23,712	\$94,848
Program Assistant	\$41,600	1.00	60.00%	0.60	\$24,960	\$24,960	\$24,960	\$24,960	\$99,840
Administrative Coordinator	\$41,496	0.70	50.00%	0.35	\$14,524	\$14,524	\$14,524	\$14,524	\$58,096
Center Coordinator	\$35,464	0.75	100.00%	0.75	\$26,598	\$26,598	\$26,598	\$26,598	\$106,392
Center Coordinator	\$39,520	1.00	100.00%	1.00	\$39,520	\$39,520	\$39,520	\$39,520	\$158,080
Center Coordinator	\$39,520	1.00	100.00%	1.00	\$39,520	\$39,520	\$39,520	\$39,520	\$158,080
Center Coordinator	\$39,520	1.00	50.00%	0.50	\$19,760	\$19,760	\$19,760	\$19,760	\$79,040
Center Coordinator	\$39,520	0.75	50.00%	0.38	\$14,820	\$14,820	\$14,820	\$14,820	\$59,280
Center Coordinator	\$39,520	0.75	50.00%	0.38	\$14,820	\$14,820	\$14,820	\$14,820	\$59,280
Center Coordinator	\$39,520	0.75	50.00%	0.38	\$14,820	\$14,820	\$14,820	\$14,820	\$59,280
Center Coordinator	\$39,520	1.00	50.00%	0.50	\$19,760	\$19,760	\$19,760	\$19,760	\$79,040
Center Coordinator	\$39,520	1.00	50.00%	0.50	\$19,760	\$19,760	\$19,760	\$19,760	\$79,040
Center Coordinator Supervisor	\$46,800	1.00	45.00%	0.45	\$21,060	\$21,060	\$21,060	\$21,060	\$84,240
Center Coordinator Supervisor	\$46,800	1.00	45.00%	0.45	\$21,060	\$21,060	\$21,060	\$21,060	\$84,240
Meal Site Worker	\$35,464	1.00	50.00%	0.50	\$17,732	\$17,732	\$17,732	\$17,732	\$70,928
Meal Site Worker	\$35,464	1.00	50.00%	0.50	\$17,732	\$17,732	\$17,732	\$17,732	\$70,928
Meal Site Worker	\$35,464	0.88	50.00%	0.44	\$15,516	\$15,516	\$15,516	\$15,516	\$62,064
Meal Site Worker	\$35,464	1.00	50.00%	0.50	\$17,732	\$17,732	\$17,732	\$17,732	\$70,928
Meal Site Worker	\$35,464	1.00	50.00%	0.50	\$17,732	\$3,082	\$3,082	\$3,082	\$26,978
Meal Site Worker	\$35,464	1.00	50.00%	0.50	\$17,732				\$17,732
Meal Site Worker	\$35,464	0.75	75.00%	0.56	\$19,949				\$19,949
Meal Site Worker	\$35,464	0.70	50.00%	0.35	\$12,412				\$12,412
Meal Site Worker	\$35,464	0.63	50.00%	0.31	\$11,083				\$11,083
Meal Site Worker	\$35,464	0.63	50.00%	0.31	\$11,083				\$11,083
Meal Site Worker	\$35,464	0.50	50.00%	0.25	\$8,866				\$8,866
Meal Site Worker	\$35,464	0.25	100.00%	0.13	\$4,433				\$4,433
<b>Totals</b>	<b>\$1,297,248</b>	<b>26.78</b>	<b>1720.00%</b>	<b>14.40</b>	<b>\$581,853</b>	<b>\$453,835</b>	<b>\$453,835</b>	<b>\$453,835</b>	<b>\$1,943,358</b>
Fringe Benefits Rate	33.00%								
Employee Fringe Benefits	\$428,092				\$192,011	\$149,766	\$149,766	\$149,766	\$641,309
<b>Total DAS Salaries and Benefits</b>	<b>\$1,725,340</b>				<b>\$773,864</b>	<b>\$603,601</b>	<b>\$603,601</b>	<b>\$603,601</b>	<b>\$2,584,667</b>
<b>Non DAS Salaries &amp; Benefits</b>									
Position Title	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	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
HDM Driver	\$38,480	1.00	10.00%	0.10	\$3,848	\$3,848	\$3,848	\$3,848	\$15,392
HDM Driver	\$36,400	1.00	10.00%	0.10	\$3,640	\$3,640	\$3,640	\$3,640	\$14,560
HDM Driver	\$36,400	1.00	10.00%	0.10	\$3,640	\$3,640	\$3,640	\$3,640	\$14,560
HDM Driver	\$38,400	1.00	10.00%	0.10	\$3,840	\$3,840	\$3,840	\$3,840	\$15,360
HDM Worker	\$35,464	1.00	10.00%	0.10	\$3,546	\$3,546	\$3,546	\$3,546	\$14,184
HDM Worker	\$35,464	1.00	10.00%	0.10	\$3,546	\$3,546	\$3,546	\$3,546	\$14,184
HDM Worker	\$35,464	1.00	10.00%	0.10	\$3,546	\$3,546	\$3,546	\$3,546	\$14,184
HDM Worker	\$35,464	1.00	10.00%	0.10	\$3,546	\$3,546	\$3,546	\$3,546	\$14,184
Nutrition Director	\$92,700	1.00	40.00%	0.40	\$9,270	\$37,080	\$37,080	\$37,080	\$120,510
Nutrition Manager	\$72,100	1.00	10.00%	0.25	\$18,025	\$18,025	\$18,025	\$18,025	\$72,100
HDM Worker	\$35,464	0.25	1.00%	12.50	\$443,300	\$443,300	\$443,300	\$443,300	\$1,773,200
Center Coordinator	\$39,520	1.00	50.00%	0.50	\$19,760	\$19,760	\$19,760	\$19,760	\$79,040
Meal Site Worker	\$35,464	1.00	50.00%	0.50		\$17,732	\$17,732	\$17,732	
Meal Site Worker	\$35,464	0.75	75.00%	0.56		\$19,949	\$19,949	\$19,949	
Meal Site Worker	\$35,464	0.70	50.00%	0.35		\$12,412	\$12,412	\$12,412	
Meal Site Worker	\$35,464	0.63	50.00%	0.31		\$11,083	\$11,083	\$11,083	
Meal Site Worker	\$35,464	0.63	50.00%	0.31		\$11,083	\$11,083	\$11,083	
Meal Site Worker	\$35,464	0.50	50.00%	0.25		\$8,866	\$8,866	\$8,866	
Meal Site Worker	\$35,464	0.25	100.00%	0.13		\$4,433	\$4,433	\$4,433	
Meal Site Worker	\$35,464	1.00	50.00%	0.50		\$14,650	\$14,650	\$14,650	
<b>Totals</b>	<b>\$815,032</b>	<b>16.70</b>	<b>656.00%</b>	<b>17.36</b>	<b>\$519,507</b>	<b>\$647,525</b>	<b>\$647,525</b>	<b>\$647,525</b>	<b>\$2,462,082</b>
Fringe Benefits Rate	33.00%								
Employee Fringe Benefits	\$268,961				\$171,437	\$213,683	\$213,683	\$213,683	\$812,486

<b>Total Non DAS Salaries and Benefits</b>	\$1,083,993				\$690,944	\$861,208	\$861,208	\$861,208	\$3,274,568
<b>Total DAS and Non DAS Salaries and Benefits</b>	\$2,809,333				\$1,464,808	\$1,464,809	\$1,464,809	\$1,464,809	\$5,859,235
<b>HSA #2</b>									10/25/2016



Program: Congregate meals for ( x ) older adults or ( ) adults with disabilities  
(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
	340,000	254,834	254,834	254,834	1,104,502
<b>DAS Operating Expenses</b>					
<u>Expenditure Category</u>					
Rental of Property	\$32,045				\$32,045
Utilities (Elec, Water, Gas, Phone, Garbage)	\$1,746	\$1,746	\$1,746	\$1,746	\$6,984
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 \$0.12</i>	\$40,800	\$30,580	\$30,580	\$30,580	\$132,540
Cong Food Svc Supplies <i>per meal \$0.05</i>	\$17,000	\$12,742	\$12,742	\$12,742	\$55,226
Catered Meals <i>per meal \$4.50</i>	\$1,530,000	\$1,146,753	\$1,146,753	\$1,146,753	\$4,970,259
<b>Total DAS Operating Expenses</b>	<b>\$1,621,591</b>	<b>\$1,191,821</b>	<b>\$1,191,821</b>	<b>\$1,191,821</b>	<b>\$5,197,054</b>
<b>Non DAS Operating Expenses</b>					
<u>Expenditure Category</u>					
Rental of Property	\$53,700	\$85,980	\$85,980	\$85,980	\$311,640
Utilities (Elec, Water, Gas, Phone, Garbage)	\$65,000	\$65,000	\$65,000	\$65,000	\$260,000
Office Supplies, Postage	\$2,500	\$2,500	\$2,500	\$2,500	\$10,000
Building Maintenance Supplies and Repair	\$30,000	\$22,000	\$22,000	\$22,000	\$96,000
Printing and Reproduction	\$1,000	\$500	\$500	\$500	\$2,500
Insurance	\$20,000	\$20,000	\$20,000	\$20,000	\$80,000
Staff Training	\$500	\$500	\$500	\$500	\$2,000
Staff Travel-(Local & Out of Town)	\$2,000	\$2,000	\$2,000	\$2,000	\$8,000
Rental of Equipment	\$4,000	\$4,000	\$4,000	\$4,000	\$16,000
<u>Food Cost</u>					
Raw Food <i>per meal \$0.12</i>	\$40,800	\$30,580	\$30,580	\$30,580	\$132,540
Cong Food Svc Supplies <i>per meal \$0.03</i>	\$10,200	\$7,645	\$7,645	\$7,645	\$33,135
Catered Meals <i>per meal \$0.50</i>	\$170,000	\$127,417	\$127,417	\$127,417	\$552,251
<u>Other</u>					
Recruitment Expense	\$2,000	\$2,000	\$2,000	\$2,000	\$8,000
Taxes & Licenses	\$1,000	\$600	\$600	\$600	\$2,800
Office Furniture	\$1,500				\$1,500
Membership & Dues	\$500	\$200	\$200	\$200	\$1,100
Vehicle Expenses	\$10,000	\$5,000	\$5,000	\$5,000	\$25,000
<b>Total Non DAS Operating Expenses</b>	<b>\$414,700</b>	<b>\$375,922</b>	<b>\$375,922</b>	<b>\$375,922</b>	<b>\$1,542,466</b>
<b>Total DAS and Non DAS Operating Expenses</b>	<b>\$2,036,291</b>	<b>\$1,567,743</b>	<b>\$1,567,743</b>	<b>\$1,567,743</b>	<b>\$6,739,520</b>

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

Appendix B, Page 5  
 Document Date: June 15, 2021

**NCQA Expenditure Detail**

<b>DAS NCQA Expenditure</b>	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
<b>Total DAS NCQA Expenditure</b>			<b>\$22,343</b>	<b>\$22,343</b>	<b>\$22,343</b>	<b>\$22,343</b>	<b>\$89,372</b>

<b>Non DAS NCQA Expenditure</b>	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					
<b>Total Non DAS NCQA Expenditure</b>							

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

10/25/2016

**Congregate Nutrition Services for Adults with Disabilities:**

*Bayview Hunter's Point Multipurpose Senior Services*

Appendix A – Services to be Provided

Appendix B – Budget

*Centro Latino de San Francisco*

Appendix A – Services to be Provided

Appendix B – Budget

*Episcopal Community Services of San Francisco*

Appendix A – Services to be Provided

Appendix B – Budget

*Glide Foundation*

Appendix A – Services to be Provided

Appendix B – Budget

*Project Open Hand*

Appendix A – Services to be Provided

Appendix B – Budget

*Russian American Community Services*

Appendix A – Services to be Provided

Appendix B – Budget

*Self-Help for the Elderly*

Appendix A – Services to be Provided

Appendix B – Budget

**Appendix A - Services to be Provided**  
**Bayview 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 Senior Services
Adult with a Disability	A person 18-59 years of age living with a disability.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service 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.
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.

<p>DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist</p>	<p>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. <a href="http://www.dhs.gov/vi/home/documents/DetermineNutritionChecklist.pdf">http://www.dhs.gov/vi/home/documents/DetermineNutritionChecklist.pdf</a></p>
<p>DGA/Dietary Guidelines for Americans</p>	<p>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).</p>
<p>DRI/ Dietary Reference Intakes</p>	<p>Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.</p>
<p>Disability</p>	<p>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)</p>
<p>Frail</p>	<p>An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others. (CCR Title 22 Sec. 7119)</p>
<p>HACCP</p>	<p>Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)</p>
<p>LGBTQ+</p>	<p>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.</p>

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)
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. (CCR Title 22 Sec. 7130)
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers’ physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (CCR Title 22 Sec. 7630)

Nutrition Education	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current <a href="#">Dietary Guidelines for Americans</a> (DGA) and provide a minimum of one-third of the <a href="#">Dietary Reference Intakes</a> (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.
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 the grantee reflects consumer participation in CA-GetCare through enrollment.
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### **III. Target Population**

The target population is adults with disabilities living in the City and County of San Francisco with the greatest economic and social need and with particular attention to the following individuals:

1. Low income
2. Limited or no English speaking proficiency
3. Minority populations
4. Frail
5. LGBTQ+

### **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 nutrition education to consumers enrolled and participating in services at least quarterly. The total units of nutrition education will be, at minimum, as shown on the DAS OCP approved site chart. The grantee will report in CA-GetCare the number of nutrition education units provided in the applicable month. One unit of nutrition education is one consumer observing the nutrition education presentation.
    - iv. Conduct and document an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four times during the fiscal year. The RD on staff or consultant RD must conduct and document the results of the HACCP safety and sanitation monitoring. HACCP monitoring must also include, but is not limited to the review of quarterly congregate site monitoring reports.
    - v. Conduct and document an on-site HACCP safety and sanitation monitoring of each congregate meal site at least once per quarter and a minimum of four times during the fiscal year. The RD on staff, consultant RD, or a qualified staff member must conduct and document the results of the HACCP safety and sanitation monitoring for each site.
    - vi. Provide orientation and training to all new staff, paid and volunteers, to perform their assigned responsibilities and tasks as described in the CCR Title 22 Regulations Sec. 7636.5. Training, at a minimum, shall include:

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

**VII. Service Objectives**

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

<b>Table A</b>	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	240	150	150	150
Number of Meals	22397	9972	9972	9972

## **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:

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

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

Sarah Chan  
 Nutritionist  
 DAS OCP  
 email: Sarah.Chan@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

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

**Program: Congregate Meals for Adults with Disabilities**

Budget Reference Page No.(s) \_\_\_\_\_

Program Term	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total	cost/meal
<b>Annual # Meals Contracted</b>	22,397	9,972	9,972	9,972	52,313	
<b>DAS Expenditures</b>						
Salaries & Benefits	\$98,812	\$42,326	\$42,326	\$42,326	\$225,790	\$4.32
Operating Expenses	\$80,787	\$37,636	\$37,636	\$37,636	\$193,695	\$3.70
<b>Subtotal</b>	<b>\$179,599</b>	<b>\$79,962</b>	<b>\$79,962</b>	<b>\$79,962</b>	<b>\$419,485</b>	<b>\$8.02</b>
Indirect Percentage (%)	6.00%	6.00%	6.00%	6.00%	6.00%	
Indirect Cost	\$10,776	\$4,798	\$4,798	\$4,798	\$25,170	\$0.48
Capital/Subcontractor Expenditures						
NCQA Expenditures						
<b>Total DAS Expenditures</b>	<b>\$190,375</b>	<b>\$84,760</b>	<b>\$84,760</b>	<b>\$84,760</b>	<b>\$444,655</b>	<b>\$8.50</b>
<b>Non DAS Expenditures</b>						
Salaries & Benefits	\$11,869	\$6,144	\$6,144	\$6,144	\$30,301	\$0.58
Operating Expenses	\$4,374	\$3,131	\$3,131	\$3,131	\$13,767	\$0.26
Capital/Subcontractor Expenditures						
NCQA Expenditures						
<b>Total Non DAS Expenditures</b>	<b>\$16,243</b>	<b>\$9,275</b>	<b>\$9,275</b>	<b>\$9,275</b>	<b>\$44,068</b>	<b>\$0.84</b>
<b>TOTAL DAS AND NON DAS EXPEDITURES</b>	<b>\$206,618</b>	<b>\$94,035</b>	<b>\$94,035</b>	<b>\$94,035</b>	<b>\$488,723</b>	<b>\$9.34</b>
<b>DAS Revenues</b>						
Meals- General Fund	\$190,375	\$84,760	\$84,760	\$84,760	\$444,655	\$8.50
Meals- State Fund						
Meals- Federal Fund						
<b>Total DAS Revenue</b>	<b>\$190,375</b>	<b>\$84,760</b>	<b>\$84,760</b>	<b>\$84,760</b>	<b>\$444,655</b>	<b>\$8.50</b>
PER MEAL COST, DAS	\$8.50	\$8.50	\$8.50	\$8.50	\$8.50	
PER MEAL COST (with NCQA), DAS	\$8.50	\$8.50	\$8.50	\$8.50	\$8.50	
<b>Non DAS Revenues</b>						
Project Income	\$2,102	\$1,102	\$1,102	\$1,102	\$5,408	\$0.10
Agency Cash- Fundraising	\$4,093	\$1,971	\$1,971	\$1,971	\$10,006	\$0.19
Agency In-kind Volunteer	\$7,808	\$5,205	\$5,205	\$5,205	\$23,423	\$0.45
Food Bank Donation	\$2,240	\$997	\$997	\$997	\$5,231	\$0.10
<b>Total Non DAS Revenue</b>	<b>\$16,243</b>	<b>\$9,275</b>	<b>\$9,275</b>	<b>\$9,275</b>	<b>\$44,068</b>	<b>\$0.84</b>
PER MEAL COST, Non DAS	\$0.73	\$0.93	\$0.93	\$0.93	\$0.84	
PER MEAL COST (with NCQA), Non DAS	\$0.73	\$0.93	\$0.93	\$0.93	\$0.84	
<b>TOTAL DAS AND NON DAS REVENUE</b>	<b>\$206,618</b>	<b>\$94,035</b>	<b>\$94,035</b>	<b>\$94,035</b>	<b>\$488,723</b>	<b>\$9.34</b>
PER MEAL COST, Total	\$9.23	\$9.43	\$9.43	\$9.43	\$9.34	
PER MEAL COST (with NCQA), Total	\$9.23	\$9.43	\$9.43	\$9.43	\$9.34	
Full Time Equivalent (FTE)	16.91	16.91	16.91	16.91	67.65	

Prepared by: \_\_\_\_\_

Date: 5/10/18

HSA-CO Review Signature: \_\_\_\_\_

HSA #1

7/7/2021

Program: Congregate Meals for Adults with Disabilities  
 (Same as Line 11 on HSA #1)

Appendix B, Page 2  
 Document Date: March 2021

**Salaries & Benefits Detail**

<b>DAS Salaries &amp; Benefits</b>		Agency Totals		HSA Program		FY 21/22	FY 22/23	FY 23/24	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
Executive Chef	\$87,552	1.00	11.00%	0.11	\$9,631	\$9,631	\$9,631	\$9,631	\$9,631	\$38,524
Food Service Coordinator	\$58,240	1.00	11.00%	0.11	\$6,406					\$6,406
Cook	\$52,000	1.00	11.00%	0.11	\$5,720					\$5,720
Kitchen Assistant/Maintenance	\$45,760	1.00	11.00%	0.11	\$5,034	\$5,034	\$5,034	\$5,034	\$5,034	\$20,136
WASC Site Manager	\$45,760	1.00	11.00%	0.11	\$5,034	\$5,034	\$5,034	\$5,034	\$5,034	\$20,136
Cook	\$47,840	1.00	11.00%	0.11	\$5,262					\$5,262
Food Service Assistant	\$36,400	0.75	11.00%	0.08	\$3,003					\$3,003
Food Service Assistant	\$41,600	1.00	11.00%	0.11	\$4,576					\$4,576
Rosa Parks Site Manager	\$37,440	0.44	11.00%	0.05	\$1,802	\$1,802	\$1,802	\$1,802	\$1,802	\$7,208
Dr Davis Site Manager	\$39,520	1.00	11.00%	0.11	\$4,347	\$2,174	\$2,174	\$2,174	\$2,174	\$10,869
Food Service Assistant	\$39,520	1.00	11.00%	0.11	\$4,347					\$4,347
Kitchen Assistant/ Maintenance	\$36,400	1.00	11.00%	0.11	\$4,004					\$4,004
Driver	\$44,440	1.00	11.00%	0.11	\$4,888	\$4,888	\$4,888	\$4,888	\$4,888	\$19,552
Cook	\$54,080	1.00	11.00%	0.11	\$5,949	\$3,995	\$3,995	\$3,995	\$3,995	\$17,934
Food Service Assistants	\$36,400	1.50	11.00%	0.17	\$6,006					\$6,006
<b>Totals</b>	<b>\$702,952</b>	<b>14.69</b>	<b>165.00%</b>	<b>1.62</b>	<b>\$76,009</b>	<b>\$32,558</b>	<b>\$32,558</b>	<b>\$32,558</b>	<b>\$32,558</b>	<b>\$173,683</b>
Fringe Benefits Rate	30.00%									
Employee Fringe Benefits	\$210,886				\$22,803	\$9,767	\$9,767	\$9,767	\$9,767	\$52,104
<b>Total DAS Salaries and Benefits</b>	<b>\$913,838</b>				<b>\$98,812</b>	<b>\$42,326</b>	<b>\$42,326</b>	<b>\$42,326</b>	<b>\$42,326</b>	<b>\$225,790</b>
<b>Non DAS Salaries &amp; Benefits</b>		Agency Totals		HSA Program		FY 21/22	FY 22/23	FY 23/24	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
driver	\$36,400	0.60	11.00%	0.07	\$2,402					\$2,402
Date entry	\$52,520	0.13	11.00%	0.01	\$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	\$18,018
<b>Totals</b>	<b>\$125,320</b>	<b>2.23</b>	<b>33.00%</b>	<b>0.24</b>	<b>\$9,130</b>	<b>\$4,726</b>	<b>\$4,726</b>	<b>\$4,726</b>	<b>\$4,726</b>	<b>\$23,308</b>
Fringe Benefits Rate	30.00%									
Employee Fringe Benefits	\$37,596				\$2,739	\$1,418	\$1,418	\$1,418	\$1,418	\$6,993
<b>Total Non DAS Salaries and Benefits</b>	<b>\$162,916</b>				<b>\$11,869</b>	<b>\$6,144</b>	<b>\$6,144</b>	<b>\$6,144</b>	<b>\$6,144</b>	<b>\$30,301</b>
<b>Total DAS and Non DAS Salaries and Benefits</b>	<b>\$1,076,754</b>				<b>\$110,681</b>	<b>\$48,470</b>	<b>\$48,470</b>	<b>\$48,470</b>	<b>\$48,470</b>	<b>\$256,091</b>

HSA #2

7/7/2021

Program: Congregate Meals for Adults with Disabilities  
(Same as Line 11 on HSA #1)

Appendix B, Page 3  
Document Date: March 2021

### Operating Expense Detail

Annual # Meals Contracted	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
	22,397	9,972	9,972	9,972	52,313
<b>DAS Operating Expenses</b>					
<u>Expenditure Category</u>					
Rental of Property	\$648	\$648	\$648	\$648	\$2,592
Utilities (Elec, Water, Gas, Phone, Garbage)	\$3,874	\$2,174	\$2,174	\$2,174	\$10,396
Office Supplies, Postage	\$330	\$330	\$330	\$330	\$1,320
Building Maintenance Supplies and Repair	\$1,769	\$1,276	\$1,276	\$1,276	\$5,597
Printing and Reproduction					
Insurance	\$1,313	\$515	\$515	\$515	\$2,858
Staff Training					
Staff Travel-(Local & Out of Town)					
Rental of Equipment					
<u>Food Cost</u>					
Raw Food <i>per meal \$3.00</i>	\$67,191	\$29,916	\$29,916	\$29,916	\$156,939
Cong Food Svc Supplies <i>per meal \$0.20</i>	\$4,479	\$1,994	\$1,994	\$1,994	\$10,461
Catered Meals <i>per meal</i>					
<u>Other</u>					
DMV Registration	\$259	\$259	\$259	\$259	\$1,036
Gas and Car Rental	\$924	\$524	\$524	\$524	\$2,496
<b>Total DAS Operating Expenses</b>	<b>\$80,787</b>	<b>\$37,636</b>	<b>\$37,636</b>	<b>\$37,636</b>	<b>\$193,695</b>
<b>Non DAS Operating Expenses</b>					
<u>Expenditure Category</u>					
Rental of Property					
Utilities (Elec, Water, Gas, Phone, Garbage)					
Office Supplies, Postage					
Building Maintenance Supplies and Repair	\$660	\$660	\$660	\$660	\$2,640
Printing and Reproduction					
Insurance					
Staff Training	\$550	\$550	\$550	\$550	\$2,200
Staff Travel-(Local & Out of Town)					
Rental of Equipment					
<u>Food Cost</u>					
Raw Food <i>per meal \$0.10</i>	\$2,240	\$997	\$997	\$997	\$5,231
Cong Food Svc Supplies <i>per meal</i>					
Catered Meals <i>per meal</i>					
<u>Other</u>					
Small Equipment and supplies	\$528	\$528	\$528	\$528	\$2,112
Car Repair	\$396	\$396	\$396	\$396	\$1,584
<b>Total Non DAS Operating Expenses</b>	<b>\$4,374</b>	<b>\$3,131</b>	<b>\$3,131</b>	<b>\$3,131</b>	<b>\$13,767</b>
<b>Total DAS and Non DAS Operating Expenses</b>	<b>\$85,161</b>	<b>\$40,767</b>	<b>\$40,767</b>	<b>\$40,767</b>	<b>\$207,462</b>
<b>HSA #3</b>					<b>7/7/2021</b>



**Appendix A - 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.
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.
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.

<p>DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist</p>	<p>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. <a href="http://www.dhs.gov/vi/home/documents/DetermineNutritionChecklist.pdf">http://www.dhs.gov/vi/home/documents/DetermineNutritionChecklist.pdf</a></p>
<p>DGA/Dietary Guidelines for Americans</p>	<p>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).</p>
<p>DRI/ Dietary Reference Intakes</p>	<p>Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.</p>
<p>Disability</p>	<p>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)</p>
<p>Frail</p>	<p>An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others. (CCR Title 22 Sec. 7119)</p>
<p>HACCP</p>	<p>Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)</p>
<p>LGBTQ+</p>	<p>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.</p>

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)
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. (CCR Title 22 Sec. 7130)
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers’ physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (CCR Title 22 Sec. 7630)

Nutrition Education	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current <a href="#">Dietary Guidelines for Americans</a> (DGA) and provide a minimum of one-third of the <a href="#">Dietary Reference Intakes</a> (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.
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 the grantee reflects consumer participation in CA-GetCare through enrollment.
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### **III. Target Population**

The target population is adults with disabilities living in the City and County of San Francisco with the greatest economic and social need and with particular attention to the following individuals:

1. Low income
2. Limited or no English speaking proficiency
3. Minority populations
4. Frail
5. LGBTQ+

### **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 nutrition education to consumers enrolled and participating in services at least quarterly. The total units of nutrition education will be, at minimum, as shown on the DAS OCP approved site chart. The grantee will report in CA-GetCare the number of nutrition education units provided in the applicable month. One unit of nutrition education is one consumer observing the nutrition education presentation.
  - iv. Conduct and document an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four times during the fiscal year. The RD on staff or consultant RD must conduct and document the results of the HACCP safety and sanitation monitoring. HACCP monitoring must also include, but is not limited to the review of quarterly congregate site monitoring reports.
  - v. Conduct and document an on-site HACCP safety and sanitation monitoring of each congregate meal site at least once per quarter and a minimum of four times during the fiscal year. The RD on staff, consultant RD, or a qualified staff member must conduct and document the results of the HACCP safety and sanitation monitoring for each site.
  - vi. Provide orientation and training to all new staff, paid and volunteers, to perform their assigned responsibilities and tasks as described in the CCR Title 22 Regulations Sec. 7636.5. Training, at a minimum, shall include:

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

**VII. Service Objectives**

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

<b>Table A</b>	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	271	170	170	170
Number of Meals	21239	13359	13359	13359

## **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:

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

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

Sarah Chan  
 Nutritionist  
 DAS OCP  
 email: Sarah.Chan@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 <b>Centro Latino de San Francisco</b>						
(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>						
If modification, Effective Date of Mod. _____ No. of Mod. _____						
<b>Program: Congregate meals for ( ) older adults or (X) adults with disabilities</b>						
Budget Reference Page No.(s)						
Program Term	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total	cost/meal
<b>Annual # Meals Contracted</b>	21,239	13,359	13,359	13,359	61,316	
<b>DAS Expenditures</b>						
Salaries & Benefits	\$102,426	\$64,425	\$64,425	\$64,425	\$295,701	\$4.82
Operating Expenses	\$44,896	\$28,240	\$28,240	\$28,240	\$129,616	\$2.11
<b>Subtotal</b>	<b>\$147,322</b>	<b>\$92,665</b>	<b>\$92,665</b>	<b>\$92,665</b>	<b>\$425,317</b>	<b>\$6.94</b>
Indirect Percentage (%)	10.00%	10.00%	10.00%	10.00%	10.00%	
Indirect Cost	\$14,732	\$9,266	\$9,266	\$9,266	\$42,530	\$0.69
<b>Total DAS Expenditures</b>	<b>\$162,054</b>	<b>\$101,931</b>	<b>\$101,931</b>	<b>\$101,931</b>	<b>\$467,847</b>	<b>\$7.63</b>
<b>Non DAS Expenditures</b>						
Salaries & Benefits	\$18,375	\$11,557	\$11,557	\$11,557	\$53,046	\$0.87
Operating Expenses	\$11,807	\$7,427	\$7,427	\$7,427	\$34,087	\$0.56
<b>Total Non DAS Expenditures</b>	<b>\$30,182</b>	<b>\$18,984</b>	<b>\$18,984</b>	<b>\$18,984</b>	<b>\$87,133</b>	<b>\$1.42</b>
<b>TOTAL DAS AND NON DAS EXPEDITURES</b>	<b>\$192,236</b>	<b>\$120,915</b>	<b>\$120,915</b>	<b>\$120,915</b>	<b>\$554,980</b>	<b>\$9.05</b>
<b>DAS Revenues</b>						
Meals- General Fund	\$162,053	\$101,929	\$101,929	\$101,929	\$467,840	\$7.63
<b>Total DAS Revenue</b>	<b>\$162,053</b>	<b>\$101,929</b>	<b>\$101,929</b>	<b>\$101,929</b>	<b>\$467,840</b>	<b>\$7.63</b>
PER MEAL COST, DAS	\$7.63	\$7.63	\$7.63	\$7.63	\$7.63	
PER MEAL COST (with NCQA), DAS	\$7.63	\$7.63	\$7.63	\$7.63	\$7.63	
<b>Non DAS Revenues</b>						
Project Income	\$6,779	\$4,263	\$4,263	\$4,263	\$19,568	\$0.32
Agency Cash- Fundraising						
Agency In-kind Volunteer	\$23,403	\$14,720	\$14,720	\$14,720	\$67,563	\$1.10
<b>Total Non DAS Revenue</b>	<b>\$30,182</b>	<b>\$18,983</b>	<b>\$18,983</b>	<b>\$18,983</b>	<b>\$87,131</b>	<b>\$1.42</b>
PER MEAL COST, Non DAS	\$1.42	\$1.42	\$1.42	\$1.42	\$1.42	
PER MEAL COST (with NCQA), Non DAS	\$1.42	\$1.42	\$1.42	\$1.42	\$1.42	
<b>TOTAL DAS AND NON DAS REVENUE</b>	<b>\$192,235</b>	<b>\$120,912</b>	<b>\$120,912</b>	<b>\$120,912</b>	<b>\$554,971</b>	<b>\$9.05</b>
PER MEAL COST, Total	\$9.05	\$9.05	\$9.05	\$9.05	\$9.05	
PER MEAL COST (with NCQA), Total	\$9.05	\$9.05	\$9.05	\$9.05	\$9.05	
Full Time Equivalent (FTE)	1.10	1.10	1.10	1.10	4.42	
Prepared by:	Victor de la Rocha, Controller (469) 247-7836				Date: 04/12/21	
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)

### Operating Expense Detail

Annual # Meals Contracted	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
	21,239	13,359	13,359	13,359	61,316
<b>DAS Operating Expenses</b>					
<u>Expenditure Category</u>					
Utilities (Elec, Water, Gas, Phone, Garbage)	\$1,200	\$755	\$755	\$755	\$3,465
Office Supplies, Postage	\$1,709	\$1,076	\$1,076	\$1,076	\$4,937
Insurance	\$1,435	\$903	\$903	\$903	\$4,144
<u>Food Cost</u>					
Raw Food <i>per meal \$1.50</i>	\$31,859	\$20,039	\$20,039	\$20,039	\$91,976
Cong Food Svc Supplies <i>per meal \$0.24</i>	\$5,097	\$3,206	\$3,206	\$3,206	\$14,715
Catered Meals <i>per meal</i>					
<u>Other</u>					
Stipends	\$371	\$233	\$233	\$233	\$1,070
Auto - Fuel, Insurance & Misc.	\$3,225	\$2,028	\$2,028	\$2,028	\$9,309
<b>Total DAS Operating Expenses</b>	<b>\$44,896</b>	<b>\$28,240</b>	<b>\$28,240</b>	<b>\$28,240</b>	<b>\$129,616</b>
<b>Non DAS Operating Expenses</b>					
<u>Expenditure Category</u>					
Rental of Property	\$5,028	\$3,163	\$3,163	\$3,163	\$14,516
<u>Food Cost</u>					
Raw Food <i>per meal \$0.28</i>	\$5,844	\$3,676	\$3,676	\$3,676	\$16,872
Cong Food Svc Supplies <i>per meal \$0.04</i>	\$935	\$588	\$588	\$588	\$2,699
<b>Total Non DAS Operating Expenses</b>	<b>\$11,807</b>	<b>\$7,427</b>	<b>\$7,427</b>	<b>\$7,427</b>	<b>\$34,087</b>
<b>Total DAS and Non DAS Operating Expenses</b>	<b>\$56,703</b>	<b>\$35,667</b>	<b>\$35,667</b>	<b>\$35,667</b>	<b>\$163,703</b>
<b>HSA #3</b>					<b>10/25/2016</b>

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**Episcopal Community Services**  
 Congregate Nutrition Services for Adults with Disabilities

July 1, 2021 – June 30, 2025

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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.

<p>DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist</p>	<p>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. <a href="http://www.dhs.gov/vi/home/documents/DetermineNutritionChecklist.pdf">http://www.dhs.gov/vi/home/documents/DetermineNutritionChecklist.pdf</a></p>
<p>DGA/Dietary Guidelines for Americans</p>	<p>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).</p>
<p>DRI/ Dietary Reference Intakes</p>	<p>Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.</p>
<p>Disability</p>	<p>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)</p>
<p>Frail</p>	<p>An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others. (CCR Title 22 Sec. 7119)</p>
<p>HACCP</p>	<p>Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)</p>
<p>LGBTQ+</p>	<p>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.</p>

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)
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. (CCR Title 22 Sec. 7130)
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers’ physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (CCR Title 22 Sec. 7630)



Nutrition Education	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current <a href="#">Dietary Guidelines for Americans</a> (DGA) and provide a minimum of one-third of the <a href="#">Dietary Reference Intakes</a> (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.
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 the grantee reflects consumer participation in CA-GetCare through enrollment.
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### **III. Target Population**

The target population is adults with disabilities living in the City and County of San Francisco with the greatest economic and social need and with particular attention to the following individuals:

1. Low income
2. Limited or no English speaking proficiency
3. Minority populations
4. Frail
5. LGBTQ+

### **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 nutrition education to consumers enrolled and participating in services at least quarterly. The total units of nutrition education will be, at minimum, as shown on the DAS OCP approved site chart. The grantee will report in CA-GetCare the number of nutrition education units provided in the applicable month. One unit of nutrition education is one consumer observing the nutrition education presentation.
  - iv. Conduct and document an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four times during the fiscal year. The RD on staff or consultant RD must conduct and document the results of the HACCP safety and sanitation monitoring. HACCP monitoring must also include, but is not limited to the review of quarterly congregate site monitoring reports.
  - v. Conduct and document an on-site HACCP safety and sanitation monitoring of each congregate meal site at least once per quarter and a minimum of four times during the fiscal year. The RD on staff, consultant RD, or a qualified staff member must conduct and document the results of the HACCP safety and sanitation monitoring for each site.
  - vi. Provide orientation and training to all new staff, paid and volunteers, to perform their assigned responsibilities and tasks as described in the CCR Title 22 Regulations Sec. 7636.5. Training, at a minimum, shall include:

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

**VII. Service Objectives**

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

<b>Table A</b>	<b>FY 21/22</b>	<b>FY 22/23</b>	<b>FY 23/24</b>	<b>FY 24/25</b>
Number of Unduplicated Consumers (UDC)	215	215	215	215
Number of Meals	8,078	8,078	8,078	8,078

## **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:

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

15. For assistance with reporting and contract requirements, please contact:  
 Lauren McCasland  
 Nutritionist  
 DAS OCP  
 email: [lauren.mccasland@sfgov.org](mailto:lauren.mccasland@sfgov.org)

and

Rocio Duenas  
 Contract Manager  
 HSA OCM  
 email: [rocio.duenas@sfgov.org](mailto:rocio.duenas@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						
<b>EPISCOPAL COMMUNITY SERVICES OF SF</b>						
(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>						
If modification, Effective Date of Mod. _____ No. of Mod. _____						
<b>Program: Congregate meals for ( ) older adults or (X) adults with disabilities</b>						
Budget Reference Page No.(s) _____						
Program Term	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total	Average cost/meal
<b>Annual # Meals Contracted</b>	8,078	8,078	8,078	8,078	32,312	
<b>DAS Expenditures</b>						
Salaries & Benefits	\$36,674	\$36,674	\$36,674	\$36,674	\$146,696	\$4.54
Operating Expenses	\$23,103	\$23,103	\$23,103	\$23,103	\$92,412	\$2.86
<b>Subtotal</b>	<b>\$59,777</b>	<b>\$59,777</b>	<b>\$59,777</b>	<b>\$59,777</b>	<b>\$239,108</b>	<b>\$7.40</b>
Indirect Percentage (%)	10.00%	10.00%	10.00%	10.00%	10.00%	
Indirect Cost	\$5,978	\$5,978	\$5,978	\$5,978	\$23,912	\$0.74
Capital/Subcontractor Expenditures						
NCQA Expenditures						
<b>Total DAS Expenditures</b>	<b>\$65,755</b>	<b>\$65,755</b>	<b>\$65,755</b>	<b>\$65,755</b>	<b>\$263,020</b>	<b>\$8.14</b>
<b>Non DAS Expenditures</b>						
Salaries & Benefits	\$34,678	\$34,678	\$34,678	\$34,678	\$138,712	\$4.29
Operating Expenses	\$25,923	\$25,923	\$25,923	\$25,923	\$103,693	\$3.21
Capital/Subcontractor Expenditures						
NCQA Expenditures						
<b>Total Non DAS Expenditures</b>	<b>\$60,601</b>	<b>\$60,601</b>	<b>\$60,601</b>	<b>\$60,601</b>	<b>\$242,405</b>	<b>\$7.50</b>
<b>TOTAL DAS AND NON DAS EXPEDITURES</b>	<b>\$126,356</b>	<b>\$126,356</b>	<b>\$126,356</b>	<b>\$126,356</b>	<b>\$505,425</b>	<b>\$15.64</b>
<b>DAS Revenues</b>						
Meals- General Fund	\$65,755	\$65,755	\$65,755	\$65,755	\$263,020	\$8.14
Meals- State Fund						
Meals- Federal Fund						
<b>Total DAS Revenue</b>	<b>\$65,755</b>	<b>\$65,755</b>	<b>\$65,755</b>	<b>\$65,755</b>	<b>\$263,020</b>	<b>\$8.14</b>
PER MEAL COST, DAS	\$8.14	\$8.14	\$8.14	\$8.14	\$8.14	
PER MEAL COST (with NCQA), DAS	\$8.14	\$8.14	\$8.14	\$8.14	\$8.14	
<b>Non DAS Revenues</b>						
Project Income	\$400	\$400	\$400	\$400	\$1,600	\$0.05
Agency Cash- Fundraising	\$60,202	\$60,202	\$60,202	\$60,202	\$240,808	\$7.45
Agency In-kind Volunteer						
<b>Total Non DAS Revenue</b>	<b>\$60,602</b>	<b>\$60,602</b>	<b>\$60,602</b>	<b>\$60,602</b>	<b>\$242,408</b>	<b>\$7.50</b>
PER MEAL COST, Non DAS	\$7.50	\$7.50	\$7.50	\$7.50	\$7.50	
PER MEAL COST (with NCQA), Non DAS	\$7.50	\$7.50	\$7.50	\$7.50	\$7.50	
<b>TOTAL DAS AND NON DAS REVENUE</b>	<b>\$126,357</b>	<b>\$126,357</b>	<b>\$126,357</b>	<b>\$126,357</b>	<b>\$505,428</b>	<b>\$15.64</b>
PER MEAL COST, Total	\$15.64	\$15.64	\$15.64	\$15.64	\$15.64	
PER MEAL COST (with NCQA), Total	\$15.64	\$15.64	\$15.64	\$15.64	\$15.64	
Full Time Equivalent (FTE)	7.00	7.00	7.00	7.00	28.00	
Prepared by:						Date: 5/10/18
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)

Appendix B, Page 2  
 Document Date: March 2021

**Salaries & Benefits Detail**

<b>DAS Salaries &amp; Benefits</b>									
Position Title	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	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Chef and Culinary Training Instructor	\$78,191	0.51	0.15	0.08	\$6,029	\$6,029	\$6,029	\$6,029	\$24,116
Director of Impact and Analytics	\$154,302	0.51	0.03	0.02	\$2,379	\$2,379	\$2,379	\$2,379	\$9,516
Assistant Chef	\$64,855	0.51	0.15	0.08	\$5,000	\$5,000	\$5,000	\$5,000	\$20,000
Database/Compliance Specialist	\$77,516	0.51	0.03	0.02	\$1,195	\$1,195	\$1,195	\$1,195	\$4,780
Culinary Training Manager	\$91,729	0.51	0.15	0.08	\$7,072	\$7,072	\$7,072	\$7,072	\$28,288
Part-Time Cook	\$44,396	0.51	0.12	0.06	\$2,738	\$2,738	\$2,738	\$2,738	\$10,952
Part- Time Delivery Driver	\$44,396	0.51	0.07	0.04	\$1,597	\$1,597	\$1,597	\$1,597	\$6,388
Totals	\$555,385	3.60	70.00%	0.36	\$26,010	\$26,010	\$26,010	\$26,010	\$104,040
Fringe Benefits Rate	41.00%								
Employee Fringe Benefits	\$227,708				\$10,664	\$10,664	\$10,664	\$10,664	\$42,656
<b>Total DAS Salaries and Benefits</b>	<b>\$783,093</b>				<b>\$36,674</b>	<b>\$36,674</b>	<b>\$36,674</b>	<b>\$36,674</b>	<b>\$146,696</b>
<b>Non DAS Salaries &amp; Benefits</b>									
Position Title	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	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Chef and Culinary Training Instructor	\$78,191	0.49	0.15	0.07	\$5,700	\$5,700	\$5,700	\$5,700	\$22,800
Director of Impact and Analytics	\$154,302	0.49	0.03	0.01	\$2,250	\$2,250	\$2,250	\$2,250	\$9,000
Assistant Chef	\$64,855	0.49	0.15	0.07	\$4,728	\$4,728	\$4,728	\$4,728	\$18,912
Database/Compliance Specialist	\$77,516	0.49	0.03	0.01	\$1,130	\$1,130	\$1,130	\$1,130	\$4,520
Culinary Training Manager	\$91,729	0.49	0.15	0.07	\$6,687	\$6,687	\$6,687	\$6,687	\$26,748
Part-Time Cook	\$44,396	0.49	0.12	0.06	\$2,589	\$2,589	\$2,589	\$2,589	\$10,356
Part- Time Delivery Driver	\$44,396	0.49	0.07	0.03	\$1,510	\$1,510	\$1,510	\$1,510	\$6,040
Totals	\$555,385	3.40	70.00%	0.34	\$24,594	\$24,594	\$24,594	\$24,594	\$98,376
Fringe Benefits Rate	41.00%								
Employee Fringe Benefits	\$227,708				\$10,084	\$10,084	\$10,084	\$10,084	\$40,336
<b>Total Non DAS Salaries and Benefits</b>	<b>\$783,093</b>				<b>\$34,678</b>	<b>\$34,678</b>	<b>\$34,678</b>	<b>\$34,678</b>	<b>\$138,712</b>
<b>Total DAS and Non DAS Salaries and</b>	<b>\$1,566,186</b>				<b>\$71,352</b>	<b>\$71,352</b>	<b>\$71,352</b>	<b>\$71,352</b>	<b>\$285,408</b>

HSA #2

10/25/2016

Program: Congregate meals for ( ) older adults or (X) adults with disabilities  
(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
	8,078	8,078	8,078	8,078	32,312
<b>DAS Operating Expenses</b>					
<u>Expenditure Category</u>					
Rental of Property					
Utilities (Elec, Water, Gas, Phone, Garbage)					
Office Supplies, Postage	\$31	\$31	\$31	\$31	\$123
Building Maintenance Supplies and Repair	\$1,174	\$1,174	\$1,174	\$1,174	\$4,698
Printing and Reproduction	\$67	\$67	\$67	\$67	\$267
Insurance	\$1,054	\$1,054	\$1,054	\$1,054	\$4,215
Staff Recruitment	\$33	\$33	\$33	\$33	\$134
Auto/Gas/Oil Maintenance: Van	\$984	\$984	\$984	\$984	\$3,937
IT Equipment	\$41	\$41	\$41	\$41	\$164
<b>Food Cost</b>					
Raw Food <i>per meal \$4.40</i>	\$18,283	\$18,283	\$18,283	\$18,283	\$73,134
Cong Food Svc Supplies <i>per meal \$0.22</i>	\$913	\$913	\$913	\$913	\$3,654
Catered Meals <i>per meal</i>					
<b>Other</b>					
Equipment Repairs	\$463	\$463	\$463	\$463	\$1,850
Program Supplies	\$59	\$59	\$59	\$59	\$236
<b>Total DAS Operating Expenses</b>	<b>\$23,103</b>	<b>\$23,103</b>	<b>\$23,103</b>	<b>\$23,103</b>	<b>\$92,412</b>
<b>Non DAS Operating Expenses</b>					
<u>Expenditure Category</u>					
Rental of Property					
Utilities (Elec, Water, Gas, Phone, Garbage)					
Office Supplies, Postage	\$29	\$29	\$29	\$29	\$117
Building Maintenance Supplies and Repair	\$1,111	\$1,111	\$1,111	\$1,111	\$4,442
Printing and Reproduction	\$63	\$63	\$63	\$63	\$253
Insurance	\$996	\$996	\$996	\$996	\$3,985
Staff Recruitment	\$32	\$32	\$32	\$32	\$126
Auto/Gas/Oil Maintenance: Van	\$931	\$931	\$931	\$931	\$3,723
IT Equipment	\$39	\$39	\$39	\$39	\$156
<b>Food Cost</b>					
Raw Food <i>per meal \$5.44</i>	\$21,366	\$21,366	\$21,366	\$21,366	\$85,464
Cong Food Svc Supplies <i>per meal \$0.22</i>	\$864	\$864	\$864	\$864	\$3,454
Catered Meals <i>per meal</i>					
<b>Other</b>					
Equipment Repairs	437.4	437.4	437.4	437.4	\$1,750
Program Supplies	55.89	55.89	55.89	55.89	\$224
<b>Total Non DAS Operating Expenses</b>	<b>\$25,923</b>	<b>\$25,923</b>	<b>\$25,923</b>	<b>\$25,923</b>	<b>\$103,693</b>
<b>Total DAS and Non DAS Operating Expenses</b>	<b>\$49,026</b>	<b>\$49,026</b>	<b>\$49,026</b>	<b>\$49,026</b>	<b>\$196,105</b>
<b>HSA #3</b>					<b>10/25/2016</b>

**Appendix A - Services to be Provided**  
**Glide Foundation**  
 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	Glide Foundation
Adult with a Disability	A person 18-59 years of age living with a disability.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service 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.
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.

<p>DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist</p>	<p>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. <a href="http://www.dhs.gov/vi/home/documents/DetermineNutritionChecklist.pdf">http://www.dhs.gov/vi/home/documents/DetermineNutritionChecklist.pdf</a></p>
<p>DGA/Dietary Guidelines for Americans</p>	<p>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).</p>
<p>DRI/ Dietary Reference Intakes</p>	<p>Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.</p>
<p>Disability</p>	<p>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)</p>
<p>Frail</p>	<p>An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others. (CCR Title 22 Sec. 7119)</p>
<p>HACCP</p>	<p>Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)</p>
<p>LGBTQ+</p>	<p>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.</p>

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)
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. (CCR Title 22 Sec. 7130)
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers’ physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (CCR Title 22 Sec. 7630)

Nutrition Education	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current <a href="#">Dietary Guidelines for Americans</a> (DGA) and provide a minimum of one-third of the <a href="#">Dietary Reference Intakes</a> (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.
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 the grantee reflects consumer participation in CA-GetCare through enrollment.
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### **III. Target Population**

The target population is adults with disabilities living in the City and County of San Francisco with the greatest economic and social need and with particular attention to the following individuals:

1. Low income
2. Limited or no English speaking proficiency
3. Minority populations
4. Frail
5. LGBTQ+

### **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 nutrition education to consumers enrolled and participating in services at least quarterly. The total units of nutrition education will be, at minimum, as shown on the DAS OCP approved site chart. The grantee will report in CA-GetCare the number of nutrition education units provided in the applicable month. One unit of nutrition education is one consumer observing the nutrition education presentation.
  - iv. Conduct and document an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four times during the fiscal year. The RD on staff or consultant RD must conduct and document the results of the HACCP safety and sanitation monitoring. HACCP monitoring must also include, but is not limited to the review of quarterly congregate site monitoring reports.
  - v. Conduct and document an on-site HACCP safety and sanitation monitoring of each congregate meal site at least once per quarter and a minimum of four times during the fiscal year. The RD on staff, consultant RD, or a qualified staff member must conduct and document the results of the HACCP safety and sanitation monitoring for each site.
  - vi. Provide orientation and training to all new staff, paid and volunteers, to perform their assigned responsibilities and tasks as described in the CCR Title 22 Regulations Sec. 7636.5. Training, at a minimum, shall include:



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

**VII. Service Objectives**

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

<b>Table A</b>	<b>FY 21/22</b>	<b>FY 22/23</b>	<b>FY 23/24</b>	<b>FY 24/25</b>
Number of Unduplicated Consumers (UDC)	80	40	40	40
Number of Meals	11,000	5,684	5,684	5,684

### **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:

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

15. For assistance with reporting and contract requirements, please contact:  
Tiffany Kearney, RD  
Program Analyst & Lead Nutritionist  
DAS OCP  
email: Tiffany.Kearney@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						
Board of Trustees of the Glide Foundation						
(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>						
If modification, Effective Date of Mod. _____ No. of Mod. _____						
<b>Program: Congregate meals for ( ) older adults or ( X ) adults with disabilities</b>						
Budget Reference Page No.(s)						
Program Term	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total	cost/meal
<b>Annual # Meals Contracted</b>	11,000	5,684	5,684	5,684	28,052	
<b>DAS Expenditures</b>						
Salaries & Benefits	\$14,335	\$8,362	\$8,362	\$8,362	\$39,421	\$1.41
Operating Expenses	\$34,311	\$16,775	\$16,775	\$16,775	\$84,636	\$3.02
<b>Subtotal</b>	<b>\$48,646</b>	<b>\$25,137</b>	<b>\$25,137</b>	<b>\$25,137</b>	<b>\$124,057</b>	<b>\$4.42</b>
Indirect Percentage (%)	10.00%	10.00%	10.00%	10.00%	10.00%	
Indirect Cost	\$4,865	\$2,514	\$2,514	\$2,514	\$12,407	\$0.44
Capital/Subcontractor Expenditures						
NCQA Expenditures						
<b>Total DAS Expenditures</b>	<b>\$53,511</b>	<b>\$27,651</b>	<b>\$27,651</b>	<b>\$27,651</b>	<b>\$136,464</b>	<b>\$4.86</b>
<b>Non DAS Expenditures</b>						
Salaries & Benefits	\$12,981	\$12,981	\$12,981	\$12,981	\$51,924	\$1.85
Operating Expenses	\$5,624	\$5,624	\$5,624	\$5,624	\$22,496	\$0.80
Capital/Subcontractor Expenditures						
NCQA Expenditures						
<b>Total Non DAS Expenditures</b>	<b>\$18,605</b>	<b>\$18,605</b>	<b>\$18,605</b>	<b>\$18,605</b>	<b>\$74,420</b>	<b>\$2.65</b>
<b>TOTAL DAS AND NON DAS EXPEDITURES</b>	<b>\$72,116</b>	<b>\$46,256</b>	<b>\$46,256</b>	<b>\$46,256</b>	<b>\$210,884</b>	<b>\$7.52</b>
<b>DAS Revenues</b>						
Meals- General Fund	\$53,511	\$27,651	\$27,651	\$27,651	\$136,464	\$4.86
Meals- State Fund						
Meals- Federal Fund						
<b>Total DAS Revenue</b>	<b>\$53,511</b>	<b>\$27,651</b>	<b>\$27,651</b>	<b>\$27,651</b>	<b>\$136,464</b>	<b>\$4.86</b>
PER MEAL COST, DAS	\$4.86	\$4.86	\$4.86	\$4.86	\$4.86	
PER MEAL COST (with NCQA), DAS	\$4.86	\$4.86	\$4.86	\$4.86	\$4.86	
<b>Non DAS Revenues</b>						
Project Income						
Agency Cash- Fundraising	\$16,900	\$8,730	\$8,730	\$8,730	\$43,090	\$1.54
Agency In-kind Volunteer						
<b>Total Non DAS Revenue</b>	<b>\$16,900</b>	<b>\$8,730</b>	<b>\$8,730</b>	<b>\$8,730</b>	<b>\$43,090</b>	<b>\$1.54</b>
PER MEAL COST, Non DAS	\$1.54	\$1.54	\$1.54	\$1.54	\$1.54	
PER MEAL COST (with NCQA), Non DAS	\$1.54	\$1.54	\$1.54	\$1.54	\$1.54	
<b>TOTAL DAS AND NON DAS REVENUE</b>	<b>\$70,411</b>	<b>\$36,381</b>	<b>\$36,381</b>	<b>\$36,381</b>	<b>\$179,554</b>	<b>\$6.40</b>
PER MEAL COST, Total	\$6.40	\$6.40	\$6.40	\$6.40	\$6.40	
PER MEAL COST (with NCQA), Total	\$6.40	\$6.40	\$6.40	\$6.40	\$6.40	
Full Time Equivalent (FTE)	13.00	13.00	13.00	13.00	52.00	
Prepared by:						Date: 5/10/18
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)

Appendix B, Page 2  
 Document Date: March 2021

**Salaries & Benefits Detail**

<b>DAS Salaries &amp; Benefits</b>		Agency Totals		HSA Program		FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Position Title	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	FY 21/22 Adjusted FTE	FY 22 - 25 Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Chef	\$41,327	100%	4.00%	0.04	0.02	\$1,694	\$1,168	\$1,168	\$1,168	\$5,198
Purchasing Agent	\$61,273	100%	2.00%	0.02	0.02	\$1,225	\$1,225	\$1,225	\$1,225	\$4,900
Program Navigator	\$53,217	100%	8.00%	0.08	0.04	\$4,257	\$2,129	\$2,129	\$2,129	\$10,644
Program Navigator	\$50,282	100%	8.00%	0.08	0.04	\$4,023	\$2,011	\$2,011	\$2,011	\$10,056
<b>Totals</b>	<b>\$206,099</b>	<b>4.00</b>	<b>22.00%</b>	<b>0.22</b>	<b>0.12</b>	<b>\$11,199</b>	<b>\$6,533</b>	<b>\$6,533</b>	<b>\$6,533</b>	<b>\$30,798</b>
Fringe Benefits Rate	28.00%									
Employee Fringe Benefits	\$57,708					\$3,136	\$1,829	\$1,829	\$1,829	\$8,623
<b>Total DAS Salaries and Benefits</b>	<b>\$263,807</b>					<b>\$14,335</b>	<b>\$8,362</b>	<b>\$8,362</b>	<b>\$8,362</b>	<b>\$39,421</b>
<b>Non DAS Salaries &amp; Benefits</b>		Agency Totals		HSA Program		FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Position Title	Time Salary for	Total FTE	by HSA	Adjusted FTE		Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Program Director	\$161,589	100%	2.00%	0.02		\$3,232	\$3,232	\$3,232	\$3,232	\$12,928
Program Manager	\$89,255	100%	2.00%	0.02		\$1,785	\$1,785	\$1,785	\$1,785	\$7,140
Chef	\$41,327	100%	1.00%	0.01		\$413	\$413	\$413	\$413	\$1,652
Shift Lead	\$53,839	100%	3.00%	0.03		\$1,615	\$1,615	\$1,615	\$1,615	\$6,460
Shift Lead	\$47,240	100%	3.00%	0.03		\$1,417	\$1,417	\$1,417	\$1,417	\$5,668
Purchasing Agent	\$61,273	100%	2.00%	0.02		\$1,225	\$1,225	\$1,225	\$1,225	\$4,900
Dishwasher (2)	\$75,305	100%	3.00%	0.03		\$2,259	\$2,259	\$2,259	\$2,259	\$9,036
Program Navigator	\$53,217	100%	1.00%	0.01		\$532	\$532	\$532	\$532	\$2,128
Program Navigator	\$50,282	100%	1.00%	0.01		\$503	\$503	\$503	\$503	\$2,012
<b>Totals</b>	<b>\$633,327</b>	<b>9.00</b>	<b>18.00%</b>	<b>0.18</b>		<b>\$12,981</b>	<b>\$12,981</b>	<b>\$12,981</b>	<b>\$12,981</b>	<b>\$51,924</b>
Fringe Benefits Rate										
Employee Fringe Benefits										
<b>Total Non DAS Salaries and Benefits</b>	<b>\$633,327</b>					<b>\$12,981</b>	<b>\$12,981</b>	<b>\$12,981</b>	<b>\$12,981</b>	<b>\$51,924</b>
<b>Total DAS and Non DAS Salaries and Benefits</b>	<b>\$897,133</b>					<b>\$27,316</b>	<b>\$21,343</b>	<b>\$21,343</b>	<b>\$21,343</b>	<b>\$91,345</b>

HSA #2

10/25/2016

Program: Congregate meals for ( ) older adults or ( X ) adults with disabilities  
(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
	11,000	5,684	5,684	5,684	28,052
<b>DAS Operating Expenses</b>					
<u>Expenditure Category</u>					
Rental of Property	\$1,565	\$814	\$814	\$814	\$4,007
Utilities (Elec, Water, Gas, Phone, Garbage)	\$118	\$62	\$62	\$62	\$304
Office Supplies, Postage	\$713	\$371	\$371	\$371	\$1,826
Building Maintenance Supplies and Repair	\$2,273	\$1,182	\$1,182	\$1,182	\$5,819
Printing and Reproduction					
Insurance					
Staff Training					
Staff Travel-(Local & Out of Town)					
Rental of Equipment	\$652	\$339	\$339	\$339	\$1,669
Occupancy	\$15,278	\$7,140	\$7,140	\$7,140	\$36,698
Small equipment & Supplies	\$101	\$53	\$53	\$53	\$260
Information Technology	\$2,183	\$905	\$905	\$905	\$4,898
Food storage/Refrigeration	\$201	\$105	\$105	\$105	\$516
Garbage & Recycling	\$887	\$461	\$461	\$461	\$2,270
<u>Food Cost</u>					
Raw Food <i>per meal</i> \$0.76	\$8,360	\$4,320	\$4,320	\$4,320	\$21,320
Cong Food Svc Supplies <i>per meal</i> \$0.18	\$1,980	\$1,023	\$1,023	\$1,023	\$5,049
Catered Meals <i>per meal</i>					
<b>Total DAS Operating Expenses</b>	<b>\$34,311</b>	<b>\$16,775</b>	<b>\$16,775</b>	<b>\$16,775</b>	<b>\$84,636</b>
<b>Non DAS Operating Expenses</b>					
<u>Expenditure Category</u>					
Rental of Property					
Utilities (Elec, Water, Gas, Phone, Garbage)	\$28	\$28	\$28	\$28	\$112
Office Supplies, Postage	\$30	\$30	\$30	\$30	\$120
Building Maintenance Supplies and Repair	\$568	\$568	\$568	\$568	\$2,272
Printing and Reproduction					
Insurance					
Staff Training					
Staff Travel-(Local & Out of Town)					
Occupancy	\$3,820	\$3,820	\$3,820	\$3,820	\$15,280
Rental of Equipment	\$163	\$163	\$163	\$163	\$652
Small equipment & Supplies	\$25	\$25	\$25	\$25	\$100
Information Technology	\$546	\$546	\$546	\$546	\$2,184
Food storage/Refrigeration	\$222	\$222	\$222	\$222	\$888
Garbage & Recycling	\$222	\$222	\$222	\$222	\$888
<u>Food Cost</u>					
Raw Food <i>per meal</i>					
Cong Food Svc Supplies <i>per meal</i>					
Catered Meals <i>per meal</i>					
<b>Total Non DAS Operating Expenses</b>	<b>\$5,624</b>	<b>\$5,624</b>	<b>\$5,624</b>	<b>\$5,624</b>	<b>\$22,496</b>
<b>Total DAS and Non DAS Operating Expenses</b>	<b>\$39,935</b>	<b>\$22,399</b>	<b>\$22,399</b>	<b>\$22,399</b>	<b>\$107,132</b>
<b>HSA #3</b>					<b>10/25/2016</b>

**Appendix A - Services to be Provided**  
**Project Open Hand**  
 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	Project Open Hand
Adult with a Disability	A person 18-59 years of age living with a disability.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service 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.
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.



<p>DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist</p>	<p>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. <a href="http://www.dhs.gov/vi/home/documents/DetermineNutritionChecklist.pdf">http://www.dhs.gov/vi/home/documents/DetermineNutritionChecklist.pdf</a></p>
<p>DGA/Dietary Guidelines for Americans</p>	<p>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).</p>
<p>DRI/ Dietary Reference Intakes</p>	<p>Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.</p>
<p>Disability</p>	<p>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)</p>
<p>Frail</p>	<p>An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others. (CCR Title 22 Sec. 7119)</p>
<p>HACCP</p>	<p>Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)</p>
<p>LGBTQ+</p>	<p>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.</p>

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)
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. (CCR Title 22 Sec. 7130)
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers’ physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (CCR Title 22 Sec. 7630)

Nutrition Education	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current <a href="#">Dietary Guidelines for Americans</a> (DGA) and provide a minimum of one-third of the <a href="#">Dietary Reference Intakes</a> (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.
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 the grantee reflects consumer participation in CA-GetCare through enrollment.
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### **III. Target Population**

The target population is adults with disabilities living in the City and County of San Francisco with the greatest economic and social need and with particular attention to the following individuals:

1. Low income
2. Limited or no English speaking proficiency
3. Minority populations
4. Frail
5. LGBTQ+

### **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 nutrition education to consumers enrolled and participating in services at least quarterly. The total units of nutrition education will be, at minimum, as shown on the DAS OCP approved site chart. The grantee will report in CA-GetCare the number of nutrition education units provided in the applicable month. One unit of nutrition education is one consumer observing the nutrition education presentation.
  - iv. Conduct and document an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four times during the fiscal year. The RD on staff or consultant RD must conduct and document the results of the HACCP safety and sanitation monitoring. HACCP monitoring must also include, but is not limited to the review of quarterly congregate site monitoring reports.
  - v. Conduct and document an on-site HACCP safety and sanitation monitoring of each congregate meal site at least once per quarter and a minimum of four times during the fiscal year. The RD on staff, consultant RD, or a qualified staff member must conduct and document the results of the HACCP safety and sanitation monitoring for each site.
  - vi. Provide orientation and training to all new staff, paid and volunteers, to perform their assigned responsibilities and tasks as described in the CCR Title 22 Regulations Sec. 7636.5. Training, at a minimum, shall include:

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

**VII. Service Objectives**

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

<b>Table A</b>	<b>FY 21/22</b>	<b>FY 22/23</b>	<b>FY 23/24</b>	<b>FY 24/25</b>
Number of Unduplicated Consumers (UDC)	870	725	725	725
Number of Meals	57,560	47,982	47,982	47,982

## **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:

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

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

Lauren McCasland  
 Nutritionist  
 DAS OCP  
 email: lauren.mccasland@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 PROJECT OPEN HAND						
(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>						
If modification, Effective Date of Mod. _____ No. of Mod. _____						
<b>Program: Congregate meals for ( ) older adults or (X) adults with disabilities</b>						
Budget Reference Page No.(s)						Average cost/meal
Program Term	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total	
<b>Annual # Meals Contracted</b>	57,560	47,982	47,982	47,982	201,506	
<b>DAS Expenditures</b>						
Salaries & Benefits	\$336,066	\$336,066	\$336,066	\$336,066	\$1,344,264	\$6.67
Operating Expenses	\$134,879	\$56,514	\$56,514	\$56,514	\$304,421	\$1.51
<b>Subtotal</b>	<b>\$470,945</b>	<b>\$392,580</b>	<b>\$392,580</b>	<b>\$392,580</b>	<b>\$1,648,685</b>	<b>\$8.18</b>
Indirect Percentage (%)	10.00%	10.00%	10.00%	10.00%	10.00%	
Indirect Cost	\$47,095	\$39,258	\$39,258	\$39,258	\$164,869	\$0.82
Capital/Subcontractor Expenditures						
NCQA Expenditures						
<b>Total DAS Expenditures</b>	<b>\$518,040</b>	<b>\$431,838</b>	<b>\$431,838</b>	<b>\$431,838</b>	<b>\$1,813,554</b>	<b>\$9.00</b>
<b>Non DAS Expenditures</b>						
Salaries & Benefits	\$154,769	\$154,769	\$154,769	\$154,769	\$619,076	\$3.07
Operating Expenses	\$181,375	\$236,566	\$237,359	\$238,175	\$893,475	\$4.43
Capital/Subcontractor Expenditures						
NCQA Expenditures						
<b>Total Non DAS Expenditures</b>	<b>\$336,144</b>	<b>\$391,335</b>	<b>\$392,128</b>	<b>\$392,944</b>	<b>\$1,512,551</b>	<b>\$7.51</b>
<b>TOTAL DAS AND NON DAS EXPEDITURES</b>	<b>\$854,184</b>	<b>\$823,173</b>	<b>\$823,966</b>	<b>\$824,782</b>	<b>\$3,326,105</b>	<b>\$16.51</b>
<b>DAS Revenues</b>						
Meals- General Fund	\$518,040	\$431,838	\$431,838	\$431,838	\$1,813,554	\$9.00
Meals- State Fund						
Meals- Federal Fund						
<b>Total DAS Revenue</b>	<b>\$518,040</b>	<b>\$431,838</b>	<b>\$431,838</b>	<b>\$431,838</b>	<b>\$1,813,554</b>	<b>\$9.00</b>
PER MEAL COST, DAS	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00	
PER MEAL COST (with NCQA), DAS	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00	
<b>Non DAS Revenues</b>						
Project Income						
Agency Cash- Fundraising	\$220,036	\$275,226	\$276,019	\$276,836	\$1,048,117	\$5.20
Agency In-kind Volunteer	\$22,604	\$22,604	\$22,604	\$22,604	\$90,418	\$0.45
Agency Property	\$93,504	\$93,504	\$93,504	\$93,504	\$374,016	\$1.86
<b>Total Non DAS Revenue</b>	<b>\$336,144</b>	<b>\$391,335</b>	<b>\$392,128</b>	<b>\$392,944</b>	<b>\$1,512,551</b>	<b>\$7.51</b>
PER MEAL COST, Non DAS	\$5.84	\$8.16	\$8.17	\$8.19	\$7.51	
PER MEAL COST (with NCQA), Non DAS	\$5.84	\$8.16	\$8.17	\$8.19	\$7.51	
<b>TOTAL DAS AND NON DAS REVENUE</b>	<b>\$854,184</b>	<b>\$823,173</b>	<b>\$823,966</b>	<b>\$824,782</b>	<b>\$3,326,105</b>	<b>\$16.51</b>
PER MEAL COST, Total	\$14.84	\$17.16	\$17.17	\$17.19	\$16.51	
PER MEAL COST (with NCQA), Total	\$14.84	\$17.16	\$17.17	\$17.19	\$16.51	
Full Time Equivalent (FTE)	13.59	13.59	13.59	13.59	54.35	
Prepared by:						Date: 5/10/18
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)

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 Document Date: March 2021

**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	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
<b>Program Staff:</b>									
Sites Manager	\$67,420	0.18	100.00%	0.18	\$12,136	\$12,136	\$12,136	\$12,136	\$48,544
Sites Manager	\$68,624	0.18	100.00%	0.18	\$12,352	\$12,352	\$12,352	\$12,352	\$49,408
CNP Assistant	\$47,433	0.20	100.00%	0.20	\$9,487	\$9,487	\$9,487	\$9,487	\$37,948
CNP Assistant Manager	\$65,759	0.10	100.00%	0.10	\$6,576	\$6,576	\$6,576	\$6,576	\$26,304
Director, CNP	\$86,572	0.10	100.00%	0.10	\$8,657	\$8,657	\$8,657	\$8,657	\$34,628
<b>Aquatic Park Senior Center</b>									
Community Nutrition Site Coordinator	\$39,416	0.15	100.00%	0.15	\$5,912	\$5,912	\$5,912	\$5,912	\$23,648
Community Nutrition Site Coordinator	\$39,416	0.15	100.00%	0.15	\$5,912	\$5,912	\$5,912	\$5,912	\$23,648
Community Nutrition Site Coordinator	\$39,416	0.08	100.00%	0.08	\$2,956	\$2,956	\$2,956	\$2,956	\$11,824
<b>Booker T Washington</b>									
Community Nutrition Site Coordinator	\$39,416	0.15	100.00%	0.15	\$5,912	\$5,912	\$5,912	\$5,912	\$23,648
<b>Castro Senior Center</b>									
Community Nutrition Site Coordinator	\$39,416	0.15	100.00%	0.15	\$5,912	\$5,912	\$5,912	\$5,912	\$23,648
Community Nutrition Site Coordinator	\$39,416	0.15	100.00%	0.15	\$5,912	\$5,912	\$5,912	\$5,912	\$23,648
<b>Downtown Senior Center</b>									
Community Nutrition Site Coordinator	\$39,416	0.10	100.00%	0.10	\$3,942	\$3,942	\$3,942	\$3,942	\$15,768
Community Nutrition Site Coordinator	\$39,416	0.10	100.00%	0.10	\$3,942	\$3,942	\$3,942	\$3,942	\$15,768
Community Nutrition Site Coordinator	\$39,416	0.05	100.00%	0.05	\$1,971	\$1,971	\$1,971	\$1,971	\$7,884
Community Nutrition Site Coordinator	\$39,416	0.05	100.00%	0.05	\$1,971	\$1,971	\$1,971	\$1,971	\$7,884
<b>IT Bookman</b>									
Community Nutrition Site Coordinator	\$39,416	0.15	100.00%	0.15	\$5,912	\$5,912	\$5,912	\$5,912	\$23,648
Community Nutrition Site Coordinator	\$39,416	0.15	100.00%	0.15	\$5,912	\$5,912	\$5,912	\$5,912	\$23,648
<b>Polk Street</b>									
Community Nutrition Site Coordinator	\$39,416	0.50	100.00%	0.50	\$19,708	\$19,708	\$19,708	\$19,708	\$78,832
Community Nutrition Site Coordinator	\$39,416	0.50	100.00%	0.50	\$19,708	\$19,708	\$19,708	\$19,708	\$78,832
<b>Pomeroy Center</b>									
Community Nutrition Site Coordinator	\$39,416	0.50	100.00%	0.50	\$19,708	\$19,708	\$19,708	\$19,708	\$78,832
Community Nutrition Site Coordinator	\$39,416	0.50	100.00%	0.50	\$19,708	\$19,708	\$19,708	\$19,708	\$78,832
<b>Richmond Senior Center</b>									
Community Nutrition Site Coordinator	\$39,416	0.15	100.00%	0.15	\$5,912	\$5,912	\$5,912	\$5,912	\$23,648
Community Nutrition Site Coordinator	\$39,416	0.15	100.00%	0.15	\$5,912	\$5,912	\$5,912	\$5,912	\$23,648
<b>Stanford Hotel</b>									
Community Nutrition Site Coordinator	\$39,416	0.15	100.00%	0.15	\$5,912	\$5,912	\$5,912	\$5,912	\$23,648
Community Nutrition Site Coordinator	\$39,416	0.15	100.00%	0.15	\$5,912	\$5,912	\$5,912	\$5,912	\$23,648
Community Nutrition Site Coordinator	\$39,416	0.08	100.00%	0.08	\$2,956	\$2,956	\$2,956	\$2,956	\$11,824
Community Nutrition Site Coordinator	\$39,416	0.08	100.00%	0.08	\$2,956	\$2,956	\$2,956	\$2,956	\$11,824
<b>Telegraph Hill Neighborhood Center</b>									
Community Nutrition Site Coordinator	\$39,416	0.15	100.00%	0.15	\$5,912	\$5,912	\$5,912	\$5,912	\$23,648
<b>Visitacion Valley Community Center</b>									
Community Nutrition Site Coordinator	\$39,416	0.15	100.00%	0.15	\$5,912	\$5,912	\$5,912	\$5,912	\$23,648
Community Nutrition Site Coordinator	\$39,416	0.15	100.00%	0.15	\$5,912	\$5,912	\$5,912	\$5,912	\$23,648
Community Nutrition Site Coordinator	\$39,416	0.08	100.00%	0.08	\$2,956	\$2,956	\$2,956	\$2,956	\$11,824
Community Nutrition Site Coordinator	\$39,416	0.08	100.00%	0.08	\$2,956	\$2,956	\$2,956	\$2,956	\$11,824
<b>Kitchen Staff:</b>									
Cook I	\$37,513	0.10	6.00%	0.01	\$225	\$225	\$225	\$225	\$900
Cook I	\$37,513	0.10	6.00%	0.01	\$225	\$225	\$225	\$225	\$900
Cook I	\$37,513	0.05	6.00%	0.00	\$113	\$113	\$113	\$113	\$452
Cook II	\$39,720	0.10	6.00%	0.01	\$238	\$238	\$238	\$238	\$952
Cook II	\$39,720	0.10	6.00%	0.01	\$238	\$238	\$238	\$238	\$952
Cook II	\$39,720	0.10	6.00%	0.01	\$238	\$238	\$238	\$238	\$952
Cook II	\$39,720	0.05	6.00%	0.00	\$119	\$119	\$119	\$119	\$476
Lead Cook	\$44,005	0.10	6.00%	0.01	\$264	\$264	\$264	\$264	\$1,056
Sous Chef	\$47,518	0.05	6.00%	0.00	\$143	\$143	\$143	\$143	\$572
Porter I	\$37,578	0.10	6.00%	0.01	\$225	\$225	\$225	\$225	\$900
Porter I	\$37,578	0.10	6.00%	0.01	\$225	\$225	\$225	\$225	\$900
Porter I	\$37,578	0.10	6.00%	0.01	\$225	\$225	\$225	\$225	\$900
Porter I	\$37,578	0.10	6.00%	0.01	\$225	\$225	\$225	\$225	\$900
Porter I	\$37,578	0.04	6.00%	0.00	\$90	\$90	\$90	\$90	\$360
Porter I	\$37,578	0.04	6.00%	0.00	\$90	\$90	\$90	\$90	\$360
Porter I	\$37,578	0.02	6.00%	0.00	\$54	\$54	\$54	\$54	\$216
Porter I	\$37,578	0.02	6.00%	0.00	\$54	\$54	\$54	\$54	\$216
Kitchen Administrative Manager	\$70,116	0.05	6.00%	0.00	\$210	\$210	\$210	\$210	\$840
Kitchen Office Administrator	\$50,211	0.07	6.00%	0.00	\$211	\$211	\$211	\$211	\$844
Director, Kitchen Operations	\$86,570	0.07	6.00%	0.00	\$364	\$364	\$364	\$364	\$1,456
Executive Chef	\$93,330	0.05	6.00%	0.00	\$280	\$280	\$280	\$280	\$1,120
Purchasing Supervisor	\$60,389	0.06	6.00%	0.00	\$217	\$217	\$217	\$217	\$868
Kitchen Operations Coordinator II	\$40,560	0.06	6.00%	0.00	\$146	\$146	\$146	\$146	\$584
Kitchen Operations Coordinator II	\$40,560	0.05	6.00%	0.00	\$122	\$122	\$122	\$122	\$488
Kitchen Logistics Supervisor	\$49,962	0.02	6.00%	0.00	\$60	\$60	\$60	\$60	\$240
Inventory Operations Coordinator II	\$41,475	0.04	6.00%	0.00	\$100	\$100	\$100	\$100	\$400
Inventory Operations Coordinator II	\$41,475	0.03	6.00%	0.00	\$75	\$75	\$75	\$75	\$300
<b>Distribution Staff:</b>									
Driver	\$42,453	0.06	6.00%	0.00	\$143	\$143	\$143	\$143	\$572
Driver	\$39,104	0.06	6.00%	0.00	\$132	\$132	\$132	\$132	\$528
Driver	\$41,392	0.06	6.00%	0.00	\$140	\$140	\$140	\$140	\$560
Driver	\$39,104	0.02	6.00%	0.00	\$47	\$47	\$47	\$47	\$188
Director, Distribution	\$82,347	0.01	6.00%	0.00	\$49	\$49	\$49	\$49	\$196

<b>Operations Staff:</b>									
Security Manager	\$78,021	0.16	6.00%	0.01	\$749	\$749	\$749	\$749	\$2,996
Director, Operations	\$84,469	0.02	6.00%	0.00	\$76	\$76	\$76	\$76	\$304
Totals	\$3,045,143	7.69	3404.00%	5.66	\$243,526	\$243,526	\$243,526	\$243,526	\$974,104
Fringe Benefits Rate	38.00%								
Employee Fringe Benefits	\$1,157,154				\$92,540	\$92,540	\$92,540	\$92,540	\$370,160
<b>Total DAS Salaries and Benefits</b>	<b>\$4,202,297</b>				<b>\$336,066</b>	<b>\$336,066</b>	<b>\$336,066</b>	<b>\$336,066</b>	<b>\$1,344,264</b>
<b>Non DAS Salaries &amp; Benefits</b>									
	Agency Totals		HSA Program		FY 21/22	FY 22/23	FY 23/24	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
<b>Kitchen Staff:</b>									
Cook I	\$37,513	0.10	94.00%	0.09	\$3,526	\$3,526	\$3,526	\$3,526	\$14,104
Cook I	\$37,513	0.10	94.00%	0.09	\$3,526	\$3,526	\$3,526	\$3,526	\$14,104
Cook I	\$37,513	0.05	94.00%	0.05	\$1,763	\$1,763	\$1,763	\$1,763	\$7,052
Cook II	\$39,720	0.10	94.00%	0.09	\$3,734	\$3,734	\$3,734	\$3,734	\$14,936
Cook II	\$39,720	0.10	94.00%	0.09	\$3,734	\$3,734	\$3,734	\$3,734	\$14,936
Cook II	\$39,720	0.10	94.00%	0.09	\$3,734	\$3,734	\$3,734	\$3,734	\$14,936
Cook II	\$39,720	0.05	94.00%	0.05	\$1,867	\$1,867	\$1,867	\$1,867	\$7,468
Lead Cook	\$44,005	0.10	94.00%	0.09	\$4,136	\$4,136	\$4,136	\$4,136	\$16,544
Sous Chef	\$47,518	0.05	94.00%	0.05	\$2,233	\$2,233	\$2,233	\$2,233	\$8,932
Porter I	\$37,578	0.10	94.00%	0.09	\$3,532	\$3,532	\$3,532	\$3,532	\$14,128
Porter I	\$37,578	0.10	94.00%	0.09	\$3,532	\$3,532	\$3,532	\$3,532	\$14,128
Porter I	\$37,578	0.10	94.00%	0.09	\$3,532	\$3,532	\$3,532	\$3,532	\$14,128
Porter I	\$37,578	0.04	94.00%	0.04	\$1,413	\$1,413	\$1,413	\$1,413	\$5,652
Porter I	\$37,578	0.04	94.00%	0.04	\$1,413	\$1,413	\$1,413	\$1,413	\$5,652
Porter I	\$37,578	0.02	94.00%	0.02	\$839	\$839	\$839	\$839	\$3,356
Porter I	\$37,578	0.02	94.00%	0.02	\$839	\$839	\$839	\$839	\$3,356
Kitchen Administrative Manager	\$70,116	0.05	94.00%	0.05	\$3,295	\$3,295	\$3,295	\$3,295	\$13,180
Kitchen Office Administrator	\$50,211	0.07	94.00%	0.07	\$3,304	\$3,304	\$3,304	\$3,304	\$13,216
Director, Kitchen Operations	\$86,570	0.07	94.00%	0.07	\$5,696	\$5,696	\$5,696	\$5,696	\$22,784
Executive Chef	\$93,330	0.05	94.00%	0.05	\$4,387	\$4,387	\$4,387	\$4,387	\$17,548
Purchasing Supervisor	\$60,389	0.06	94.00%	0.06	\$3,406	\$3,406	\$3,406	\$3,406	\$13,624
Kitchen Operations Coordinator II	\$40,560	0.06	94.00%	0.06	\$2,288	\$2,288	\$2,288	\$2,288	\$9,152
Kitchen Operations Coordinator II	\$40,560	0.05	94.00%	0.05	\$1,906	\$1,906	\$1,906	\$1,906	\$7,624
Kitchen Logistics Supervisor	\$49,962	0.02	94.00%	0.02	\$939	\$939	\$939	\$939	\$3,756
Inventory Operations Coordinator II	\$41,475	0.04	94.00%	0.04	\$1,559	\$1,559	\$1,559	\$1,559	\$6,236
Inventory Operations Coordinator II	\$41,475	0.03	94.00%	0.03	\$1,170	\$1,170	\$1,170	\$1,170	\$4,680
<b>Distribution Staff:</b>									
Driver	\$42,453	0.06	94.00%	0.05	\$2,245	\$2,245	\$2,245	\$2,245	\$8,980
Driver	\$39,104	0.06	94.00%	0.05	\$2,068	\$2,068	\$2,068	\$2,068	\$8,272
Driver	\$41,392	0.06	94.00%	0.05	\$2,189	\$2,189	\$2,189	\$2,189	\$8,756
Driver	\$39,104	0.02	94.00%	0.02	\$735	\$735	\$735	\$735	\$2,940
Director, Distribution	\$82,347	0.01	94.00%	0.01	\$774	\$774	\$774	\$774	\$3,096
<b>Operations Staff:</b>									
Security Manager	\$78,021	0.16	94.00%	0.15	\$11,734	\$11,734	\$11,734	\$11,734	\$46,936
Director, Operations	\$84,469	0.02	94.00%	0.01	\$1,191	\$1,191	\$1,191	\$1,191	\$4,764
<b>In-Kind</b>									
Kitchen Volunteers	\$29,120	3.75	15.00%	0.5625	\$16,380	\$16,380	\$16,380	\$16,380	\$65,520
Totals	\$1,674,223	5.90	3211.00%	2.58	\$112,151	\$112,151	\$112,151	\$112,151	\$448,604
Fringe Benefits Rate	38.00%								
Employee Fringe Benefits	\$636,205				\$42,618	\$42,618	\$42,618	\$42,618	\$170,472
<b>Total Non DAS Salaries and Benefits</b>	<b>\$2,310,428</b>				<b>\$154,769</b>	<b>\$154,769</b>	<b>\$154,769</b>	<b>\$154,769</b>	<b>\$619,076</b>
<b>Total DAS and Non DAS Salaries and Benefits</b>	<b>\$6,512,725</b>				<b>\$490,835</b>	<b>\$490,835</b>	<b>\$490,835</b>	<b>\$490,835</b>	<b>\$1,963,340</b>

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

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**Operating Expense Detail**

Annual # Meals Contracted			FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total	
			57,560	47,982	47,982	47,982	201,506	
<b>DAS Operating Expenses</b>								
<u>Expenditure Category</u>								
Rental of Property (see table at right)								
Utilities (Elec, Water, Gas, Phone, Garbage)			\$1,638	\$1,640	\$1,640	\$1,640	\$6,557	
Office Supplies, Postage			\$76	\$76	\$76	\$76	\$303	
Building Maintenance Supplies and Repair			\$502	\$502	\$502	\$502	\$2,008	
Printing and Reproduction								
Insurance			\$318	\$318	\$318	\$318	\$1,271	
Staff Training			\$64	\$64	\$64	\$64	\$254	
Staff Travel-(Local & Out of Town)			\$71	\$71	\$71	\$71	\$284	
Rental of Equipment								
<b>Food Cost</b>								
		FY21/22	FY23-25					
Raw Food	per meal	\$1.90	\$0.66	\$109,551	\$31,663	\$31,663	\$31,663	\$204,540
Cong Food Svc Supplies	per meal	\$0.05	\$0.05	\$2,878	\$2,399	\$2,399	\$2,399	\$10,075
Catered Meals	per meal							
<b>Consultant</b>								
Security at Polk Street-see table at right			\$18,850	\$18,850	\$18,850	\$18,850	\$75,400	
<b>Other</b>								
Vehicle Fees (Fuel, Maintenance,Parking)			\$376	\$376	\$376	\$376	\$1,505	
Data Communication, Licenses, Dues			\$306	\$306	\$306	\$306	\$1,222	
Other Supplies (Janitorial, Facilities)			\$250	\$250	\$250	\$250	\$1,001	
<b>Total DAS Operating Expenses</b>			<b>\$134,879</b>	<b>\$56,514</b>	<b>\$56,514</b>	<b>\$56,514</b>	<b>\$304,421</b>	
<b>Non DAS Operating Expenses</b>								
<u>Expenditure Category</u>								
Occupancy of Property			\$93,504	\$93,504	\$93,504	\$93,504	\$374,016	
Utilities (Elec, Water, Gas, Phone, Garbage)			\$25,658	\$26,428	\$27,221	\$28,037	\$107,345	
Office Supplies, Postage			\$1,187	\$1,187	\$1,187	\$1,187	\$4,749	
Building Maintenance Supplies and Repair			\$7,866	\$7,866	\$7,866	\$7,866	\$31,464	
Printing and Reproduction								
Insurance			\$4,979	\$4,979	\$4,979	\$4,979	\$19,917	
Staff Training			\$995	\$995	\$995	\$995	\$3,982	
Staff Travel-(Local & Out of Town)			\$1,113	\$1,113	\$1,113	\$1,113	\$4,452	
Rental of Equipment								
<b>Food Cost</b>								
		FY21/22	FY23-25					
Raw Food	per meal	\$0.35	\$1.59	\$19,959	\$76,296	\$76,296	\$76,296	\$248,847
Cong Food Svc Supplies	per meal	\$0.20	\$0.20	\$11,512	\$9,596	\$9,596	\$9,596	\$40,300
Catered Meals	per meal							
<b>Other</b>								
Vehicle Fees (Fuel, Maintenance,Parking)			\$5,893	\$5,893	\$5,893	\$5,893	\$23,571	
Data Communication, Licenses, Dues			\$4,786	\$4,786	\$4,786	\$4,786	\$19,146	
Other Supplies (Janitorial, Facilities)			\$3,922	\$3,922	\$3,922	\$3,922	\$15,687	
<b>Total Non DAS Operating Expenses</b>			<b>\$181,375</b>	<b>\$236,566</b>	<b>\$237,359</b>	<b>\$238,175</b>	<b>\$893,475</b>	
<b>Total DAS and Non DAS Operating Expenses</b>			<b>\$316,254</b>	<b>\$293,080</b>	<b>\$293,873</b>	<b>\$294,689</b>	<b>\$1,197,896</b>	
<b>HSA #3</b>							<b>10/25/2016</b>	

**Appendix A - 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.
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.
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.

<p>DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist</p>	<p>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. <a href="http://www.dhs.gov/vi/home/documents/DetermineNutritionChecklist.pdf">http://www.dhs.gov/vi/home/documents/DetermineNutritionChecklist.pdf</a></p>
<p>DGA/Dietary Guidelines for Americans</p>	<p>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).</p>
<p>DRI/ Dietary Reference Intakes</p>	<p>Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.</p>
<p>Disability</p>	<p>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)</p>
<p>Frail</p>	<p>An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others. (CCR Title 22 Sec. 7119)</p>
<p>HACCP</p>	<p>Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)</p>
<p>LGBTQ+</p>	<p>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.</p>

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)
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. (CCR Title 22 Sec. 7130)
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers’ physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (CCR Title 22 Sec. 7630)



Nutrition Education	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current <a href="#">Dietary Guidelines for Americans</a> (DGA) and provide a minimum of one-third of the <a href="#">Dietary Reference Intakes</a> (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.
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 the grantee reflects consumer participation in CA-GetCare through enrollment.
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### **III. Target Population**

The target population is adults with disabilities living in the City and County of San Francisco with the greatest economic and social need and with particular attention to the following individuals:

1. Low income
2. Limited or no English speaking proficiency
3. Minority populations
4. Frail
5. LGBTQ+

### **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 nutrition education to consumers enrolled and participating in services at least quarterly. The total units of nutrition education will be, at minimum, as shown on the DAS OCP approved site chart. The grantee will report in CA-GetCare the number of nutrition education units provided in the applicable month. One unit of nutrition education is one consumer observing the nutrition education presentation.
  - iv. Conduct and document an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four times during the fiscal year. The RD on staff or consultant RD must conduct and document the results of the HACCP safety and sanitation monitoring. HACCP monitoring must also include, but is not limited to the review of quarterly congregate site monitoring reports.
  - v. Conduct and document an on-site HACCP safety and sanitation monitoring of each congregate meal site at least once per quarter and a minimum of four times during the fiscal year. The RD on staff, consultant RD, or a qualified staff member must conduct and document the results of the HACCP safety and sanitation monitoring for each site.
  - vi. Provide orientation and training to all new staff, paid and volunteers, to perform their assigned responsibilities and tasks as described in the CCR Title 22 Regulations Sec. 7636.5. Training, at a minimum, shall include:

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

**VII. Service Objectives**

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

<b>Table A</b>	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	8	8	8	8
Number of Meals	1,506	1,420	1,420	1,420

## **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:

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

15. For assistance with reporting and contract requirements, please contact:  
 Lauren McCasland  
 Nutritionist  
 DAS OCP  
 email: lauren.mccasland@sfgov.org

and

Ella Lee  
 Contract Manager  
 HSA OCM  
 email: ella.lee@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						
<b>Russian American Community Services</b>						
(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>						
If modification, Effective Date of Mod. _____ No. of Mod. _____						
<b>Program: Congregate meals for ( ) older adults or (x) adults with disabilities</b>						
Budget Reference Page No.(s) _____						
Program Term	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total	cost/meal
<b>Annual # Meals Contracted</b>	1,506	1,420	1,420	1,420	5,766	
<b>DAS Expenditures</b>						
Salaries & Benefits	\$7,027	\$7,027	\$7,027	\$7,027	\$28,108	\$4.87
Operating Expenses	\$4,240	\$3,998	\$3,998	\$3,998	\$16,234	\$2.82
<b>Subtotal</b>	<b>\$11,267</b>	<b>\$11,025</b>	<b>\$11,025</b>	<b>\$11,025</b>	<b>\$44,342</b>	<b>\$7.69</b>
Indirect Percentage (%)	6.00%	2.15%	2.15%	2.15%	3.11%	
Indirect Cost	\$676	\$236	\$236	\$236	\$1,384	\$0.24
Capital/Subcontractor Expenditures						
NCQA Expenditures						
<b>Total DAS Expenditures</b>	<b>\$11,943</b>	<b>\$11,261</b>	<b>\$11,261</b>	<b>\$11,261</b>	<b>\$45,726</b>	<b>\$7.93</b>
<b>Non DAS Expenditures</b>						
Salaries & Benefits						
Operating Expenses						
Capital/Subcontractor Expenditures						
NCQA Expenditures						
<b>Total Non DAS Expenditures</b>						
<b>TOTAL DAS AND NON DAS EXPEDITURES</b>	<b>\$11,943</b>	<b>\$11,261</b>	<b>\$11,261</b>	<b>\$11,261</b>	<b>\$45,726</b>	<b>\$7.93</b>
<b>DAS Revenues</b>						
Meals- General Fund	\$11,943	\$11,261	\$11,261	\$11,261	\$45,726	\$7.93
Meals- State Fund						
Meals- Federal Fund						
<b>Total DAS Revenue</b>	<b>\$11,943</b>	<b>\$11,261</b>	<b>\$11,261</b>	<b>\$11,261</b>	<b>\$45,726</b>	<b>\$7.93</b>
PER MEAL COST, DAS	\$7.93	\$7.93	\$7.93	\$7.93	\$7.93	\$7.93
PER MEAL COST (with NCQA), DAS	\$7.93	\$7.93	\$7.93	\$7.93	\$7.93	\$7.93
<b>Non DAS Revenues</b>						
Project Income						
Agency Cash- Fundraising						
Agency In-kind Volunteer						
<b>Total Non DAS Revenue</b>						
PER MEAL COST (with NCQA), Non DAS						
<b>TOTAL DAS AND NON DAS REVENUE</b>	<b>\$11,943</b>	<b>\$11,261</b>	<b>\$11,261</b>	<b>\$11,261</b>	<b>\$45,726</b>	<b>\$7.93</b>
PER MEAL COST (with NCQA), Total	\$7.93	\$7.93	\$7.93	\$7.93	\$7.93	\$7.93
Full Time Equivalent (FTE)	0.16	0.16	0.16	0.16	0.66	
Prepared by:						Date:04/07/2021
HSA-CO Review Signature:	_____					
HSA #1						10/25/2016



**Salaries & Benefits Detail**

<b>DAS Salaries &amp; Benefits</b>		Agency Totals		HSA Program		FY 21/22	FY 22/23	FY 23/24	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
substitutue kitchen labor	\$35,600	0.16	100.00%	0.16	\$5,869	\$5,869	\$5,869	\$5,869	\$5,869	\$23,476
Totals	\$35,600	0.16	100.00%	0.16	\$5,869	\$5,869	\$5,869	\$5,869	\$5,869	\$23,476
Fringe Benefits Rate	20.00%									
Employee Fringe Benefits	\$7,120				\$1,158	\$1,158	\$1,158	\$1,158	\$1,158	\$4,632
<b>Total DAS Salaries and Benefits</b>	<b>\$42,720</b>				<b>\$7,027</b>	<b>\$7,027</b>	<b>\$7,027</b>	<b>\$7,027</b>	<b>\$7,027</b>	<b>\$28,108</b>
<b>Non DAS Salaries &amp; Benefits</b>		Agency Totals		HSA Program		FY 21/22	FY 22/23	FY 23/24	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
Totals										
Fringe Benefits Rate										
Employee Fringe Benefits										
<b>Total Non DAS Salaries and Benefits</b>										
<b>Total DAS and Non DAS Salaries and Benefits</b>	<b>\$42,720</b>				<b>\$7,027</b>	<b>\$7,027</b>	<b>\$7,027</b>	<b>\$7,027</b>	<b>\$7,027</b>	<b>\$28,108</b>

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

**Russian American Community Services**

**Operating Expense Detail**

		<u>FY 21/22</u>	<u>FY 22/23</u>	<u>FY 23/24</u>	<u>FY 24/25</u>	<u>Total</u>
Annual # Meals Contracted		1,506	1,420	1,420	1,420	5,766
<b>DAS Operating Expenses</b>						
<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 \$2.44</i>	\$3,668	\$3,458	\$3,458	\$3,458	\$14,042
Cong Food Svc Supplies	<i>per meal \$0.38</i>	\$572	\$540	\$540	\$540	\$2,192
Catered Meals	<i>per meal</i>					
<b>Total DAS Operating Expenses</b>		<b>\$4,240</b>	<b>\$3,998</b>	<b>\$3,998</b>	<b>\$3,998</b>	<b>\$16,234</b>
<b>Non DAS Operating Expenses</b>						
<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>					
<b>Total Non DAS Operating Expenses</b>						
<b>Total DAS and Non DAS Operating Expenses</b>		<b>\$4,240</b>	<b>\$3,998</b>	<b>\$3,998</b>	<b>\$3,998</b>	<b>\$16,234</b>

**Appendix A - Services to be Provided**  
**Self Help for the Elderly**  
 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	Self Help for the Elderly
Adult with a Disability	A person 18-59 years of age living with a disability.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service 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.
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.

<p>DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist</p>	<p>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. <a href="http://www.dhs.gov/vi/home/documents/DetermineNutritionChecklist.pdf">http://www.dhs.gov/vi/home/documents/DetermineNutritionChecklist.pdf</a></p>
<p>DGA/Dietary Guidelines for Americans</p>	<p>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).</p>
<p>DRI/ Dietary Reference Intakes</p>	<p>Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.</p>
<p>Disability</p>	<p>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)</p>
<p>Frail</p>	<p>An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others. (CCR Title 22 Sec. 7119)</p>
<p>HACCP</p>	<p>Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)</p>
<p>LGBTQ+</p>	<p>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.</p>

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)
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. (CCR Title 22 Sec. 7130)
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers’ physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (CCR Title 22 Sec. 7630)

Nutrition Education	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current <a href="#">Dietary Guidelines for Americans</a> (DGA) and provide a minimum of one-third of the <a href="#">Dietary Reference Intakes</a> (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.
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 the grantee reflects consumer participation in CA-GetCare through enrollment.
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### **III. Target Population**

The target population is adults with disabilities living in the City and County of San Francisco with the greatest economic and social need and with particular attention to the following individuals:

1. Low income
2. Limited or no English speaking proficiency
3. Minority populations
4. Frail
5. LGBTQ+

### **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 nutrition education to consumers enrolled and participating in services at least quarterly. The total units of nutrition education will be, at minimum, as shown on the DAS OCP approved site chart. The grantee will report in CA-GetCare the number of nutrition education units provided in the applicable month. One unit of nutrition education is one consumer observing the nutrition education presentation.
  - iv. Conduct and document an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four times during the fiscal year. The RD on staff or consultant RD must conduct and document the results of the HACCP safety and sanitation monitoring. HACCP monitoring must also include, but is not limited to the review of quarterly congregate site monitoring reports.
  - v. Conduct and document an on-site HACCP safety and sanitation monitoring of each congregate meal site at least once per quarter and a minimum of four times during the fiscal year. The RD on staff, consultant RD, or a qualified staff member must conduct and document the results of the HACCP safety and sanitation monitoring for each site.
  - vi. Provide orientation and training to all new staff, paid and volunteers, to perform their assigned responsibilities and tasks as described in the CCR Title 22 Regulations Sec. 7636.5. Training, at a minimum, shall include:



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

**VII. Service Objectives**

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

<b>Table A</b>	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	18	18	18	18
Number of Meals	4,726	3,728	3,728	3,728

## 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:

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

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

Nutritionist  
DAS OCP  
email:

and

Contract Manager  
HSA OCM  
email:

## **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. _____						
<b>Program: Congregate meals for ( ) older adults or (X) adults with disabilities</b>						
Budget Reference Page No.(s)						
Program Term	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total	cost/meal
<b>Annual # Meals Contracted</b>	4,726	3,728	3,728	3,728	15,910	
<b>DAS Expenditures</b>						
Salaries & Benefits	\$10,904	\$7,862	\$7,862	\$7,862	\$34,490	\$2.2
Operating Expenses	\$20,287	\$16,743	\$16,743	\$16,743	\$70,516	\$4.43
<b>Subtotal</b>	<b>\$31,191</b>	<b>\$24,605</b>	<b>\$24,605</b>	<b>\$24,605</b>	<b>\$105,006</b>	<b>\$6.60</b>
Indirect Percentage (%)	10.00%	10.00%	10.00%	10.00%	10.00%	
Indirect Cost	\$3,119	\$2,461	\$2,461	\$2,461	\$10,502	\$1
Capital/Subcontractor Expenditures						
NCQA Expenditures						
<b>Total DAS Expenditures</b>	<b>\$34,310</b>	<b>\$27,066</b>	<b>\$27,066</b>	<b>\$27,066</b>	<b>\$115,508</b>	<b>\$7.26</b>
<b>Non DAS Expenditures</b>						
Salaries & Benefits		\$3,042	\$3,042	\$3,042	\$9,126	\$1
Operating Expenses	\$7,376	\$5,720	\$5,720	\$5,720	\$24,536	\$2
Capital/Subcontractor Expenditures						
NCQA Expenditures						
<b>Total Non DAS Expenditures</b>	<b>\$7,376</b>	<b>\$8,762</b>	<b>\$8,762</b>	<b>\$8,762</b>	<b>\$33,662</b>	<b>\$2</b>
<b>TOTAL DAS AND NON DAS EXPEDITURES</b>	<b>\$41,686</b>	<b>\$35,828</b>	<b>\$35,828</b>	<b>\$35,828</b>	<b>\$149,170</b>	<b>\$9</b>
<b>DAS Revenues</b>						
Meals- General Fund	\$34,310	\$27,066	\$27,066	\$27,066	\$115,508	\$7.26
Meals- State Fund						
Meals- Federal Fund						
<b>Total DAS Revenue</b>	<b>\$34,310</b>	<b>\$27,066</b>	<b>\$27,066</b>	<b>\$27,066</b>	<b>\$115,508</b>	<b>\$7.26</b>
PER MEAL COST, DAS	\$7.26	\$7.26	\$7.26	\$7.26	\$7.26	
PER MEAL COST (with NCQA), DAS	\$7.26	\$7.26	\$7.26	\$7.26	\$7.26	
<b>Non DAS Revenues</b>						
Project Income	\$7,089	\$5,592	\$5,592	\$5,592	\$23,865	\$1.50
Agency Cash- Fundraising	\$287	\$3,170	\$3,170	\$3,170	\$9,797	\$0.62
Agency In-kind Volunteer						
<b>Total Non DAS Revenue</b>	<b>\$7,376</b>	<b>\$8,762</b>	<b>\$8,762</b>	<b>\$8,762</b>	<b>\$33,662</b>	<b>\$2.12</b>
PER MEAL COST, Non DAS	\$1.56	\$2.35	\$2.35	\$2.35	\$2.12	
PER MEAL COST (with NCQA), Non DAS	\$1.56	\$2.35	\$2.35	\$2.35	\$2.12	
<b>TOTAL DAS AND NON DAS REVENUE</b>	<b>\$41,686</b>	<b>\$35,828</b>	<b>\$35,828</b>	<b>\$35,828</b>	<b>\$149,170</b>	<b>\$9.38</b>
PER MEAL COST, Total	\$8.82	\$9.61	\$9.61	\$9.61	\$9.38	
PER MEAL COST (with NCQA), Total	\$8.82	\$9.61	\$9.61	\$9.61	\$9.38	
Full Time Equivalent (FTE)	4.00	4.00	4.00	4.00	16.00	
Prepared by: Leny Nair						Date: 6/4/2021
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)

Appendix B, Page 2  
 Document Date: 06/04/2021

**Salaries & Benefits Detail**

<b>DAS Salaries &amp; Benefits</b>									
Position Title	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	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Nutrition Director	\$92,700	1.00	4.00%	0.04	\$3,708	\$3,708	\$3,708	\$3,708	\$14,832
Center Supervisor	\$46,800	1.00	5.00%	0.05	\$2,340	\$2,340	\$2,340	\$2,340	\$9,360
Center supervisor	\$46,800	1.00	5.00%	0.05	\$2,340				\$2,340
Totals	\$186,300	3.00	14.00%	0.14	\$8,388	\$6,048	\$6,048	\$6,048	\$26,532
Fringe Benefits Rate	30.00%								
Employee Fringe Benefits	\$55,890				\$2,516	\$1,814	\$1,814	\$1,814	\$7,958
<b>Total DAS Salaries and Benefits</b>	<b>\$242,190</b>				<b>\$10,904</b>	<b>\$7,862</b>	<b>\$7,862</b>	<b>\$7,862</b>	<b>\$34,490</b>
<b>Non DAS Salaries &amp; Benefits</b>									
Position Title	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	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
	\$46,800	1.00	5.00%	0.05		\$2,340	\$2,340	\$2,340	\$7,020
Totals	\$46,800	1.00	5.00%	0.05		\$2,340	\$2,340	\$2,340	\$7,020
Fringe Benefits Rate	30.00%								
Employee Fringe Benefits	\$14,040					\$702	\$702	\$702	\$2,106
<b>Total Non DAS Salaries and Benefits</b>	<b>\$60,840</b>					<b>\$3,042</b>	<b>\$3,042</b>	<b>\$3,042</b>	<b>\$9,126</b>
<b>Total DAS and Non DAS Salaries and Benefits</b>	<b>\$303,030</b>				<b>\$10,904</b>	<b>\$10,904</b>	<b>\$10,904</b>	<b>\$10,904</b>	<b>\$43,616</b>

HSA #2

10/25/2016

Program: Congregate meals for ( ) older adults or ( X ) adults with disabilities  
 (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
	4,726	3,728	3,728	3,728	15,910
<b>DAS Operating Expenses</b>					
<u>Expenditure Category</u>					
Rental of Property	\$633	\$1,291	\$1,291	\$1,291	\$4,506
Utilities (Elec, Water, Gas, Phone, Garbage)	\$200	\$200	\$200	\$200	\$800
Office Supplies, Postage	\$93				\$93
Building Maintenance Supplies and Repair	\$257	\$140	\$140	\$140	\$677
Printing and Reproduction					
Insurance	\$200	\$200	\$200	\$200	\$800
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 \$4.00</i>	\$18,904	\$14,912	\$14,912	\$14,912	\$63,640
<b>Total DAS Operating Expenses</b>	<b>\$20,287</b>	<b>\$16,743</b>	<b>\$16,743</b>	<b>\$16,743</b>	<b>\$70,516</b>
<b>Non DAS Operating Expenses</b>					
<u>Expenditure Category</u>					
Rental of Property	\$700	\$42	\$42	\$42	\$826
Utilities (Elec, Water, Gas, Phone, Garbage)	\$1,200	\$1,200	\$1,200	\$1,200	\$4,800
Office Supplies, Postage	\$250	\$250	\$250	\$250	\$1,000
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 \$1.00</i>	\$4,726	\$3,728	\$3,728	\$3,728	\$15,910
<b>Total Non DAS Operating Expenses</b>	<b>\$7,376</b>	<b>\$5,720</b>	<b>\$5,720</b>	<b>\$5,720</b>	<b>\$24,536</b>
<b>Total DAS and Non DAS Operating Expenses</b>	<b>\$27,663</b>	<b>\$22,463</b>	<b>\$22,463</b>	<b>\$22,463</b>	<b>\$95,052</b>
<b>HSA #3</b>					<b>10/25/2016</b>

**Home-Delivered Meal (HDM) Nutrition Services for Older Adults:**

*Centro Latino de San Francisco*

Appendix A – Services to be Provided

Appendix B – Budget

*Jewish Family and Children's Services*

Appendix A – Services to be Provided

Appendix B – Budget

*Kimochi*

Appendix A – Services to be Provided

Appendix B – Budget

*Meals on Wheels*

Appendix A – Services to be Provided

Appendix B – Budget

*On Lok Day Services*

Appendix A – Services to be Provided

Appendix B – Budget

*Russian American Community Services*

Appendix A – Services to be Provided

Appendix B – Budget

*Self-Help for the Elderly*

Appendix A – Services to be Provided

Appendix B – Budget



**Appendix A– Services to be Provided**  
**Centro Latino de San Francisco**  
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	Centro Latino de San Francisco
Adult with a Disability	A person 18-59 years of age living with a disability.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service 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
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.

<p>DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist</p>	<p>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. <a href="http://www.dhs.gov/vi/home/documents/DetermineNutritionChecklist.pdf">http://www.dhs.gov/vi/home/documents/DetermineNutritionChecklist.pdf</a></p>
<p>DGA/ Dietary Guidelines for Americans</p>	<p>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).</p>
<p>DRI/ Dietary Reference Intakes</p>	<p>Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.</p>
<p>Disability</p>	<p>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)</p>
<p>ENP</p>	<p>Elderly Nutrition Program - 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.</p>
<p>Frail</p>	<p>An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others. (CCR Title 22 Sec. 7119)</p>
<p>HACCP</p>	<p>Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)</p>

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 edibility, 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.
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)

Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. (CCR Title 22 Sec. 7130)
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	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)

Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
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.
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 the grantee reflects their participation in CA-GetCare through program enrollment.
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### **III. Target Population**

The target population is older adults living in the City and County of San Francisco who are frail and homebound due to illness or disability, or are otherwise isolated, lack a support network, and have no safe, healthy alternative for meals, and with particular attention to the following individuals:

1. Low income
2. Limited or no English speaking proficiency
3. Minority populations
4. Frail
5. LGBTQ+

### **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, 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 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 set of nutrition education material given to each consumer.
  - 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 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.
  - 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:

<b>Table A</b>	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	158	123	123	123
Number of Meals	41975	29576	29576	29576

**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 5<sup>th</sup> working day of the month for the preceding month.
3. Grantee will enter monthly reports and metrics into the CARBON database system by the 15<sup>th</sup> 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 15<sup>th</sup> 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:

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

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

Sarah Chan  
 Nutritionist  
 DAS OCP  
 email: Sarah.Chan@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 <b>Centro Latino de San Francisco</b>						
(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>						
If modification, Effective Date of Mod. _____ No. of Mod. _____						
<b>Program: Home-delivered meals for (X) older adults, ( ) adults with disabilities or ( ) emergency</b>						
Budget Reference Page No.(s)					Total	
Program Term	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 21/25	cost/meal
<b>Annual # Meals Contracted</b>	41,975	29,576	29,576	29,576	130,703	
<b>DAS Expenditures</b>						
Salaries & Benefits	\$203,525	\$140,778	\$140,778	\$140,778	\$625,859	\$4.79
Operating Expenses	\$96,406	\$70,556	\$70,556	\$70,556	\$308,074	\$2.36
<b>Subtotal</b>	<b>\$299,931</b>	<b>\$211,334</b>	<b>\$211,334</b>	<b>\$211,334</b>	<b>\$933,933</b>	<b>\$7.15</b>
Indirect Percentage (%)	10.00%	10.00%	10.00%	10.00%	10.00%	
Indirect Cost	\$29,993	\$21,133	\$21,133	\$21,133	\$93,392	\$0.71
Capital/Subcontractor Expenditures	\$27,591				\$27,591	\$0.21
NCQA Expenditures	\$44,388	\$36,128	\$36,128	\$36,128	\$152,772	\$1.17
<b>Total DAS Expenditures</b>	<b>\$401,903</b>	<b>\$268,595</b>	<b>\$268,595</b>	<b>\$268,595</b>	<b>\$1,207,688</b>	<b>\$9.24</b>
<b>Non DAS Expenditures</b>						
Salaries & Benefits	\$35,436	\$24,513	\$24,513	\$24,513	\$108,975	\$0.83
Operating Expenses	\$34,184	\$23,823	\$23,823	\$23,823	\$105,653	\$0.81
<b>Total Non DAS Expenditures</b>	<b>\$69,620</b>	<b>\$48,336</b>	<b>\$48,336</b>	<b>\$48,336</b>	<b>\$214,628</b>	<b>\$1.64</b>
<b>TOTAL DAS AND NON DAS EXPEDITURES</b>	<b>\$471,523</b>	<b>\$316,931</b>	<b>\$316,931</b>	<b>\$316,931</b>	<b>\$1,422,316</b>	<b>\$10.88</b>
<b>DAS Revenues</b>						
Meals- General Fund	\$329,924	\$232,467	\$232,467	\$232,467	\$1,027,325	\$7.86
OTO - New Vehicle	\$27,591				\$27,591	\$0.21
NCQA Fund	\$44,388	\$36,128	\$36,128	\$36,128	\$152,772	\$1.17
<b>Total DAS Revenue</b>	<b>\$401,903</b>	<b>\$268,595</b>	<b>\$268,595</b>	<b>\$268,595</b>	<b>\$1,207,688</b>	<b>\$9.24</b>
PER MEAL COST, DAS	\$7.86	\$7.86	\$7.86	\$7.86	\$8.07	
PER MEAL COST (with NCQA), DAS	\$9.57	\$9.08	\$9.08	\$9.08	\$9.24	
<b>Non DAS Revenues</b>						
Project Income	\$13,746	\$9,686	\$9,686	\$9,686	\$42,804	\$0.33
Agency Cash- Fundraising						
Agency In-kind Volunteer	\$55,874	\$38,650	\$38,650	\$38,650	\$171,824	\$1.31
<b>Total Non DAS Revenue</b>	<b>\$69,620</b>	<b>\$48,336</b>	<b>\$48,336</b>	<b>\$48,336</b>	<b>\$214,628</b>	<b>\$1.64</b>
PER MEAL COST, Non DAS	\$1.66	\$1.63	\$1.63	\$1.63	\$1.64	
PER MEAL COST (with NCQA), Non DAS	\$1.66	\$1.63	\$1.63	\$1.63	\$1.64	
<b>TOTAL DAS AND NON DAS REVENUE</b>	<b>\$471,523</b>	<b>\$316,931</b>	<b>\$316,931</b>	<b>\$316,931</b>	<b>\$1,422,316</b>	<b>\$10.88</b>
PER MEAL COST, Total	\$9.52	\$9.49	\$9.49	\$9.49	\$9.71	
PER MEAL COST (with NCQA), Total	\$11.23	\$10.71	\$10.71	\$10.71	\$10.88	
Full Time Equivalent (FTE)	1.30	1.30	1.30	1.30	5.20	
Prepared by:	Victor de la Rocha, Controller (469) 247-7836				Document Date: 06/09/21	
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)

Appendix B, Page 2  
 Document Date: 06/09/21

**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	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Position Title										
Nutrition Sites & Programs Manager	\$54,080	0.11	100.00%	0.11	\$5,710	\$3,950	\$3,950	\$3,950	\$3,950	\$17,560
Nutritionist	\$52,000	0.24	100.00%	0.24	\$12,307	\$8,513	\$8,513	\$8,513	\$8,513	\$37,845
Head Cook	\$45,760	0.24	100.00%	0.24	\$11,112	\$7,686	\$7,686	\$7,686	\$7,686	\$34,170
Cook	\$41,600	0.16	100.00%	0.16	\$6,584	\$4,554	\$4,554	\$4,554	\$4,554	\$20,246
Site Manager Star Hotel/Cook	\$43,680	0.24	100.00%	0.24	\$10,277	\$7,109	\$7,109	\$7,109	\$7,109	\$31,603
Cook	\$41,600	0.27	100.00%	0.27	\$11,422	\$7,901	\$7,901	\$7,901	\$7,901	\$35,124
Meal Server	\$47,840	0.11	100.00%	0.11	\$5,254	\$3,634	\$3,634	\$3,634	\$3,634	\$16,157
Food Prep & Meal Server	\$37,440	0.21	100.00%	0.21	\$7,710	\$5,333	\$5,333	\$5,333	\$5,333	\$23,709
Food Prep	\$39,520	0.12	100.00%	0.12	\$4,883	\$3,378	\$3,378	\$3,378	\$3,378	\$15,016
Janitor	\$39,520	0.10	100.00%	0.10	\$4,118	\$2,848	\$2,848	\$2,848	\$2,848	\$12,663
Dishwasher/Janitor	\$39,520	0.22	100.00%	0.22	\$8,670	\$5,997	\$5,997	\$5,997	\$5,997	\$26,661
Driver HDM	\$39,520	0.21	100.00%	0.21	\$29,640	\$20,502	\$20,502	\$20,502	\$20,502	\$91,146
Driver HDM	\$39,520	0.05	100.00%	0.17	\$6,643	\$4,595	\$4,595	\$4,595	\$4,595	\$20,428
Driver HDM	\$39,520	0.17	100.00%	0.62	\$24,465	\$16,922	\$16,922	\$16,922	\$16,922	\$75,231
Driver & Food Purchaser	\$39,520	0.05	100.00%	0.05	\$1,950	\$1,349	\$1,349	\$1,349	\$1,349	\$5,996
Social Worker/Resource Specialist	\$62,400	0.10	100.00%	0.01	\$334	\$231	\$231	\$231	\$231	\$1,027
Social Worker/Activities Facilitator	\$62,400	0.27	100.00%	0.27	\$17,133	\$11,851	\$11,851	\$11,851	\$11,851	\$52,686
Executive Director	\$90,350	0.12	100.00%	0.12	\$10,947	\$7,572	\$7,572	\$7,572	\$7,572	\$33,663
<b>Totals</b>	<b>\$215,150</b>	<b>0.50</b>	<b>300.00%</b>	<b>0.40</b>	<b>\$179,159</b>	<b>\$123,924</b>	<b>\$123,924</b>	<b>\$123,924</b>	<b>\$123,924</b>	<b>\$550,931</b>
Fringe Benefits Rate	14%									
Employee Fringe Benefits	\$29,260				\$24,366	\$16,854	\$16,854	\$16,854	\$16,854	\$74,928
<b>Total DAS Salaries and Benefits</b>	<b>\$244,410</b>				<b>\$203,525</b>	<b>\$140,778</b>	<b>\$140,778</b>	<b>\$140,778</b>	<b>\$140,778</b>	<b>\$625,859</b>
<b>Non DAS Salaries &amp; Benefits</b>										
Position Title										
Food Packer/Meal Server	\$38,834	0.10	100.00%	0.10	\$3,932	\$2,720	\$2,720	\$2,720	\$2,720	\$12,092
Food Packer/Meal Server	\$38,834	0.10	100.00%	0.10	\$3,932	\$2,720	\$2,720	\$2,720	\$2,720	\$12,092
Food Packer/Meal Server	\$38,834	0.27	100.00%	0.27	\$10,485	\$7,252	\$7,252	\$7,252	\$7,252	\$32,241
Food Packer/Meal Server (Saturdays)	\$38,834	0.03	100.00%	0.03	\$1,049	\$726	\$726	\$726	\$726	\$3,227
Food Packer/Site Manager	\$38,834	0.17	100.00%	0.17	\$6,553	\$4,533	\$4,533	\$4,533	\$4,533	\$20,152
Meal Delivery	\$38,834	0.14	100.00%	0.14	\$5,243	\$3,627	\$3,627	\$3,627	\$3,627	\$16,124
<b>Totals</b>	<b>\$233,002</b>	<b>0.80</b>	<b>600.00%</b>	<b>0.80</b>	<b>\$31,194</b>	<b>\$21,578</b>	<b>\$21,578</b>	<b>\$21,578</b>	<b>\$21,578</b>	<b>\$95,928</b>
Fringe Benefits Rate	13.60%									
Employee Fringe Benefits	\$31,688				\$4,242	\$2,935	\$2,935	\$2,935	\$2,935	\$13,047
<b>Total Non DAS Salaries and Benefits</b>	<b>\$264,690</b>				<b>\$35,436</b>	<b>\$24,513</b>	<b>\$24,513</b>	<b>\$24,513</b>	<b>\$24,513</b>	<b>\$108,975</b>
<b>Total DAS and Non DAS Salaries and Benefits</b>	<b>\$509,099</b>				<b>\$238,961</b>	<b>\$165,291</b>	<b>\$165,291</b>	<b>\$165,291</b>	<b>\$165,291</b>	<b>\$734,834</b>

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)

			<b>Operating Expense Detail</b>				Total
			FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 21/25
Annual # Meals Contracted			41,975	29,576	29,576	29,576	130,703
<b>DAS Operating Expenses</b>							
<u>Expenditure Category</u>							
Rental of Property							
Utilities (Elec, Water, Gas, Phone, Garbage)			\$6,007	\$7,085	\$7,085	\$7,085	\$27,262
Office Supplies, Postage			\$3,378	\$2,337	\$2,337	\$2,337	\$10,388
Insurance			\$2,834	\$1,960	\$1,960	\$1,960	\$8,715
<u>Food Cost</u>							
Raw Food	<i>per meal</i>	\$1.50	\$62,963	\$44,364	\$44,364	\$44,364	\$196,055
Cong Food Svc Supplies	<i>per meal</i>	\$0.24	\$10,074	\$7,098	\$7,098	\$7,098	\$31,368
Catered Meals	<i>per meal</i>						
<u>Other</u>							
Stipends			\$4,777	\$3,304	\$3,304	\$3,304	\$14,690
Auto - Fuel, Insurance & Misc.			\$6,373	\$4,408	\$4,408	\$4,408	\$19,598
<b>Total DAS Operating Expenses</b>			<b>\$96,406</b>	<b>\$70,556</b>	<b>\$70,556</b>	<b>\$70,556</b>	<b>\$308,075</b>
<b>Non DAS Operating Expenses</b>							
<u>Expenditure Category</u>							
Rental of Property			\$20,438	\$14,137	\$14,137	\$14,137	\$62,849
<u>Food Cost</u>							
Raw Food	<i>per meal</i>	\$0.28	\$11,850	\$8,350	\$8,350	\$8,350	\$36,900
Cong Food Svc Supplies	<i>per meal</i>	\$0.05	\$1,896	\$1,336	\$1,336	\$1,336	\$5,904
<b>Total Non DAS Operating Expenses</b>			<b>\$34,184</b>	<b>\$23,823</b>	<b>\$23,823</b>	<b>\$23,823</b>	<b>\$105,653</b>
<b>Total DAS and Non DAS Operating Expenses</b>			<b>\$130,590</b>	<b>\$94,379</b>	<b>\$94,379</b>	<b>\$94,379</b>	<b>\$413,727</b>
<b>HSA #3</b>							<b>10/25/2016</b>

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: 06/09/21

**Capital & Subcontractor Expenditure Detail**

<b>DAS Capital Expenditure</b>					Total
<u>Equipment (Qty)</u>	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 21/25
New Delivery Vehicle	\$27,591				\$27,591
<b>Total Equipment Cost</b>	<b>\$27,591</b>				<b>\$27,591</b>
<b>Total DAS Capital &amp; Subcontractor Expenditure</b>	<b>\$27,591</b>				<b>\$27,591</b>
<b>Non DAS Capital Expenditure</b>					
<b>Total Non DAS Capital &amp; Subcontractor Expenditure</b>					
<b>Total DAS and Non DAS Capital &amp; Subcontractor Expenditure</b>	<b>\$27,591</b>				<b>\$27,591</b>
<b>HSA #4</b>	<b>10/25/2016</b>				



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

Appendix B, Page 5  
 Document Date: 06/09/21

**NCQA Expenditure Detail**

Total

<b>DAS NCQA Expenditure</b>	Unit price	Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	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	\$236.00	158.00	\$37,288	\$29,028	\$29,028	\$29,028	\$124,372
<b>Total DAS NCQA Expenditure</b>			<b>\$44,388</b>	<b>\$36,128</b>	<b>\$36,128</b>	<b>\$36,128</b>	<b>\$152,772</b>

<b>Non DAS NCQA Expenditure</b>	Unit price	Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 21/25
Menu planning and nutrition analysis	/set	1.00					
Kitchen and food service monitoring		2.00					
Congregate site monitoring		12.00					
Nutrition education		4.00					
Nutrition counseling (optional)	/hour	4.00					
In-service training	/training	158.00					
<b>Total Non DAS NCQA Expenditure</b>							

<b>Total DAS and Non DAS NCQA Expenditure</b>			<b>\$44,388</b>	<b>\$36,128</b>	<b>\$36,128</b>	<b>\$36,128</b>	<b>\$152,772</b>
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HSA #4

10/25/2016

**Appendix A– Services to be Provided**  
**Jewish Family and Children’s 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	Jewish Family and Children’s Services
Adult with a Disability	A person 18-59 years of age living with a disability.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service 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
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.

<p>DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist</p>	<p>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. <a href="http://www.dhs.gov/vi/home/documents/DetermineNutritionChecklist.pdf">http://www.dhs.gov/vi/home/documents/DetermineNutritionChecklist.pdf</a></p>
<p>DGA/ Dietary Guidelines for Americans</p>	<p>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).</p>
<p>DRI/ Dietary Reference Intakes</p>	<p>Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.</p>
<p>Disability</p>	<p>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)</p>
<p>ENP</p>	<p>Elderly Nutrition Program - 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.</p>
<p>Frail</p>	<p>An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others. (CCR Title 22 Sec. 7119)</p>
<p>HACCP</p>	<p>Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)</p>

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 edibility, 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.
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)

Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. (CCR Title 22 Sec. 7130)
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	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)

Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
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.
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 the grantee reflects their participation in CA-GetCare through program enrollment.
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### **III. Target Population**

The target population is older adults living in the City and County of San Francisco who are frail and homebound due to illness or disability, or are otherwise isolated, lack a support network, and have no safe, healthy alternative for meals, and with particular attention to the following individuals:

1. Low income
2. Limited or no English speaking proficiency
3. Minority populations
4. Frail
5. LGBTQ+

### **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, 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 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 set of nutrition education material given to each consumer.
  - 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 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.
  - 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:

<b>Table A</b>	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	62	62	62	62
Number of Meals	11,025	10,500	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 5<sup>th</sup> working day of the month for the preceding month.
3. Grantee will enter monthly reports and metrics into the CARBON database system by the 15<sup>th</sup> 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 15<sup>th</sup> 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:

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

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

Lauren McCasland  
 Nutritionist  
 DAS OCP  
 email: lauren.mccasland@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**

Name						
Jewish Family & Children's Services						
(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>						
If modification, Effective Date of Mod. _____ No. of Mod. _____						
<b>Program: Home-delivered meals for (X) older adults, ( ) adults with disabilities or ( ) emergency</b>						07/1/21-06/30/25
Budget Reference Page No.(s)						
Program Term	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total	Average cost/meal
<b>Annual # Meals Contracted</b>	11,025	10,500	10,500	10,500	42,525	
<b>DAS Expenditures</b>						
Salaries & Benefits						
Operating Expenses	\$90,405	\$86,100	\$86,100	\$86,100	\$348,705	\$8.20
<b>Subtotal</b>	\$90,405	\$86,100	\$86,100	\$86,100	\$348,705	\$8.20
Indirect Percentage (%)	5.00%	5.00%	5.00%	5.00%	5.00%	
Indirect Cost	\$4,520	\$4,305	\$4,305	\$4,305	\$17,435	\$0.41
Capital/Subcontractor Expenditures						
NCQA Expenditures	\$19,742	\$19,742	\$19,742	\$19,742	\$78,968	\$1.86
<b>Total DAS Expenditures</b>	<b>\$114,667</b>	<b>\$110,147</b>	<b>\$110,147</b>	<b>\$110,147</b>	<b>\$445,108</b>	<b>\$10.47</b>
<b>Non DAS Expenditures</b>						
Salaries & Benefits	\$90,113	\$90,113	\$90,113	\$90,113	\$360,452	\$8.48
Operating Expenses	\$76,928	\$76,377	\$76,377	\$76,377	\$306,059	\$7.20
Capital/Subcontractor Expenditures						
NCQA Expenditures	\$50	\$50	\$50	\$50	\$200	\$0.00
<b>Total Non DAS Expenditures</b>	<b>\$167,091</b>	<b>\$166,540</b>	<b>\$166,540</b>	<b>\$166,540</b>	<b>\$666,711</b>	<b>\$15.68</b>
<b>TOTAL DAS AND NON DAS EXPEDITURES</b>	<b>\$281,758</b>	<b>\$276,687</b>	<b>\$276,687</b>	<b>\$276,687</b>	<b>\$1,111,819</b>	<b>\$26.15</b>
<b>DAS Revenues</b>						
Meals- General Fund	\$114,667	\$110,147	\$110,147	\$110,147	\$445,108	\$10.47
Meals- State Fund						
Meals- Federal Fund						
<b>Total DAS Revenue</b>	<b>\$114,667</b>	<b>\$110,147</b>	<b>\$110,147</b>	<b>\$110,147</b>	<b>\$445,108</b>	<b>\$10.47</b>
PER MEAL COST, DAS	\$8.61	\$8.61	\$8.61	\$8.61	\$8.61	
PER MEAL COST (with NCQA), DAS	\$10.40	\$10.49	\$10.49	\$10.49	\$10.47	
<b>Non DAS Revenues</b>						
Project Income	\$45,000	\$45,000	\$45,000	\$45,000	\$180,000	\$4.23
Agency Cash- Fundraising	\$35,797	\$35,246	\$35,246	\$35,246	\$141,535	\$3.33
Agency In-kind Contribution	\$7,574	\$7,574	\$7,574	\$7,574	\$30,296	\$0.71
Agency Grants-Foundation	\$78,720	\$78,720	\$78,720	\$78,720	\$314,880	\$7.40
<b>Total Non DAS Revenue</b>	<b>\$167,091</b>	<b>\$166,540</b>	<b>\$166,540</b>	<b>\$166,540</b>	<b>\$666,711</b>	<b>\$15.68</b>
PER MEAL COST (with NCQA), Non DAS	\$15.16	\$15.86	\$15.86	\$15.86	\$15.68	
<b>TOTAL DAS AND NON DAS REVENUE</b>	<b>\$281,758</b>	<b>\$276,687</b>	<b>\$276,687</b>	<b>\$276,687</b>	<b>\$1,111,819</b>	<b>\$26.15</b>
PER MEAL COST (with NCQA), Total	\$26	\$26	\$26	\$26	\$26	
Full Time Equivalent (FTE)	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 (X) older adults, ( ) adults with disabilities or ( ) emergency  
 (Same as Line 11 on HSA #1)

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 Document Date: April 2021

**Salaries & Benefits Detail**

<b>DAS Salaries &amp; Benefits</b>									
Position Title	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	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Totals									
Fringe Benefits Rate									
Employee Fringe Benefits									
<b>Total DAS Salaries and Benefits</b>									
<b>Non DAS Salaries &amp; Benefits</b>									
Position Title	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	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Director of SAH	\$130,320	0.03	100.00%	0.03	\$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	\$137,724
Driver	\$35,802	0.27	100.00%	0.27	\$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	\$26,740
KMOW Backup Driver	\$31,337	0.53	100.00%	0.53	\$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	\$283,404
Fringe Benefits Rate	27.19%								
Employee Fringe Benefits	\$77,804				\$19,262	\$19,262	\$19,262	\$19,262	\$77,048
<b>Total Non DAS Salaries and Benefits</b>	\$363,984				\$90,113	\$90,113	\$90,113	\$90,113	\$360,452
<b>Total DAS and Non DAS Salaries and Benefits</b>	\$363,984				\$90,113	\$90,113	\$90,113	\$90,113	\$360,452

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)

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 Document Date: April 2021

**Operating Expense Detail**

	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Annual # Meals Contracted	11,025	10,500	10,500	10,500	42,525
<b>DAS Operating Expenses</b>					
<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>					
HDM Food Svc Supplies <i>per meal</i>					
Catered Meals <i>per meal \$8.20</i>	\$90,405	\$86,100	\$86,100	\$86,100	\$348,705
<b>Total DAS Operating Expenses</b>	<b>\$90,405</b>	<b>\$86,100</b>	<b>\$86,100</b>	<b>\$86,100</b>	<b>\$348,705</b>
<b>Non DAS Operating Expenses</b>					
<u>Expenditure Category</u>					
Rental of Property	\$9,595	\$9,595	\$9,595	\$9,595	\$38,380
Utilities (Elec, Water, Gas, Phone, Garbage)	\$4,430	\$4,430	\$4,430	\$4,430	\$17,720
Office Supplies, Postage	\$6,881	\$6,881	\$6,881	\$6,881	\$27,524
Building Maintenance Supplies and Repair	\$2,973	\$2,973	\$2,973	\$2,973	\$11,892
Printing and Reproduction	\$299	\$299	\$299	\$299	\$1,196
Insurance	\$2,984	\$2,984	\$2,984	\$2,984	\$11,936
Staff Training	\$150	\$150	\$150	\$150	\$600
Staff Travel-(Local & Out of Town)	\$534	\$534	\$534	\$534	\$2,136
Rental of Equipment					
<u>Food Cost</u>					
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	\$11,025	\$11,025	\$44,651
<u>Other</u>					
Independednt Contractor-Drivers	\$26,000	\$26,000	\$26,000	\$26,000	\$104,000
Auto Repair and Maintenance	\$5,552	\$5,552	\$5,552	\$5,552	\$22,208
Auto Fuel	\$5,700	\$5,700	\$5,700	\$5,700	\$22,800
Equipment Maintenance	\$254	\$254	\$254	\$254	\$1,016
<b>Total Non DAS Operating Expenses</b>	<b>\$76,928</b>	<b>\$76,377</b>	<b>\$76,377</b>	<b>\$76,377</b>	<b>\$306,059</b>
<b>Total DAS and Non DAS Operating Expenses</b>	<b>\$167,333</b>	<b>\$162,477</b>	<b>\$162,477</b>	<b>\$162,477</b>	<b>\$654,764</b>
<b>HSA #3</b>					<b>10/25/2016</b>



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: April 2021

**NCQA Expenditure Detail**

<b>DAS NCQA Expenditure</b>	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 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						
<b>Total DAS NCQA Expenditure</b>			<b>\$19,742</b>	<b>\$19,742</b>	<b>\$19,742</b>	<b>\$19,742</b>	<b>\$78,968</b>
<b>Non DAS NCQA Expenditure</b>	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						
<b>Total Non DAS NCQA Expenditure</b>			<b>\$50</b>	<b>\$50</b>	<b>\$50</b>	<b>\$50</b>	<b>\$200</b>

**Appendix A– Services to be Provided**  
**Kimochi Inc.**  
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	Kimochi Inc.
Adult with a Disability	A person 18-59 years of age living with a disability.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service 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
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.

<p>DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist</p>	<p>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. <a href="http://www.dhs.gov/vi/home/documents/DetermineNutritionChecklist.pdf">http://www.dhs.gov/vi/home/documents/DetermineNutritionChecklist.pdf</a></p>
<p>DGA/ Dietary Guidelines for Americans</p>	<p>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).</p>
<p>DRI/ Dietary Reference Intakes</p>	<p>Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.</p>
<p>Disability</p>	<p>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)</p>
<p>ENP</p>	<p>Elderly Nutrition Program - 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.</p>
<p>Frail</p>	<p>An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others. (CCR Title 22 Sec. 7119)</p>
<p>HACCP</p>	<p>Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)</p>

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 edibility, 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.
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)

Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. (CCR Title 22 Sec. 7130)
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	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)

Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
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.
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 the grantee reflects their participation in CA-GetCare through program enrollment.
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### **III. Target Population**

The target population is older adults living in the City and County of San Francisco who are frail and homebound due to illness or disability, or are otherwise isolated, lack a support network, and have no safe, healthy alternative for meals, and with particular attention to the following individuals:

1. Low income
2. Limited or no English speaking proficiency
3. Minority populations
4. Frail
5. LGBTQ+

### **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, 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 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 set of nutrition education material given to each consumer.
  - 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 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.
  - 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:

<b>Table A</b>	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	190	120	120	120
Number of Meals	51064	31908	31908	31908

**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 5<sup>th</sup> working day of the month for the preceding month.
3. Grantee will enter monthly reports and metrics into the CARBON database system by the 15<sup>th</sup> 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 15<sup>th</sup> 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:

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

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

Sarah Chan  
 Nutritionist  
 DAS OCP  
 email: Sarah.Chan@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**

Name Kimochi, Inc.						
(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>						
If modification, Effective Date of Mod. _____ No. of Mod. _____						
<b>Program: Home-delivered meals for ( x ) older adults, ( ) adults with disabilities or ( ) emergency</b>						
Budget Reference Page No.(s)						
Program Term	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total	Average cost/meal
<b>Annual # Meals Contracted</b>	51,064	31,908	31,908	31,908	146,788	
<b>DAS Expenditures</b>						
Salaries & Benefits	\$204,479	\$198,496	\$198,496	\$198,496	\$799,967	\$5.45
Operating Expenses	\$190,106	\$44,885	\$44,885	\$44,885	\$324,761	\$2.21
<b>Subtotal</b>	<b>\$394,585</b>	<b>\$243,381</b>	<b>\$243,381</b>	<b>\$243,381</b>	<b>\$1,124,728</b>	<b>\$7.66</b>
Indirect Percentage (%)	10.00%	10.00%	10.00%	10.00%	10.00%	
Indirect Cost	\$39,459	\$27,837	\$27,837	\$27,837	\$122,970	\$0.84
Capital/Subcontractor Expenditures	\$46,673				\$46,673	\$0.32
NCQA Expenditures	\$58,089	\$37,089	\$37,089	\$37,089	\$169,356	\$1.15
<b>Total DAS Expenditures</b>	<b>\$538,806</b>	<b>\$308,307</b>	<b>\$308,307</b>	<b>\$308,307</b>	<b>\$1,463,727</b>	<b>\$9.97</b>
<b>Non DAS Expenditures</b>						
Salaries & Benefits		\$26,147	\$26,147	\$26,147	\$78,441	\$0.53
Operating Expenses	\$208,950	\$140,946	\$140,946	\$140,946	\$631,788	\$4.30
Capital/Subcontractor Expenditures						
NCQA Expenditures	\$400	\$400	\$400	\$400	\$1,600	\$0.01
<b>Total Non DAS Expenditures</b>	<b>\$209,350</b>	<b>\$167,493</b>	<b>\$167,493</b>	<b>\$167,493</b>	<b>\$711,829</b>	<b>\$4.85</b>
<b>TOTAL DAS AND NON DAS EXPEDITURES</b>	<b>\$748,156</b>	<b>\$475,800</b>	<b>\$475,800</b>	<b>\$475,800</b>	<b>\$2,175,556</b>	<b>\$14.82</b>
<b>DAS Revenues</b>						
Meals- General Fund	\$492,131	\$308,307	\$308,307	\$308,307	\$1,417,052	\$9.65
Meals- State Fund						
Meals- Federal Fund						
OTO	\$46,673				\$46,673	\$0.32
<b>Total DAS Revenue</b>	<b>\$538,804</b>	<b>\$308,307</b>	<b>\$308,307</b>	<b>\$308,307</b>	<b>\$1,463,725</b>	<b>\$9.97</b>
PER MEAL COST, DAS	\$8.50	\$8.50	\$8.50	\$8.50	\$8.50	
PER MEAL COST (with NCQA), DAS	\$9.64	\$9.66	\$9.66	\$9.66	\$9.65	
<b>Non DAS Revenues</b>						
Project Income	\$98,000	\$63,816	\$63,816	\$63,816	\$289,448	\$1.97
Agency Cash- Fundraising	\$65,392	\$74,960	\$74,960	\$74,960	\$290,272	\$1.98
Agency In-kind Food	\$45,958	\$28,717	\$28,717	\$28,717	\$132,109	\$0.90
<b>Total Non DAS Revenue</b>	<b>\$209,350</b>	<b>\$167,493</b>	<b>\$167,493</b>	<b>\$167,493</b>	<b>\$711,829</b>	<b>\$4.85</b>
PER MEAL COST (with NCQA), Non DAS	\$4.10	\$5.25	\$5.25	\$5.25	\$4.85	
<b>TOTAL DAS AND NON DAS REVENUE</b>	<b>\$748,154</b>	<b>\$475,800</b>	<b>\$475,800</b>	<b>\$475,800</b>	<b>\$2,175,554</b>	<b>\$14.82</b>
PER MEAL COST (with NCQA), Total	\$13.74	\$14.91	\$14.91	\$14.91	\$14.50	
Full Time Equivalent (FTE)	5.75	5.75	5.75	5.75	23.00	
Prepared by: Shawne O'Connell						Date: 5/10/18
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)

Appendix B, Page 2  
 Document Date: March 2021

**Salaries & Benefits Detail**

<b>DAS Salaries &amp; Benefits</b>		Agency Totals		HSA Program		FY 21/22	FY 22/23	FY 23/24	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
Senior Center Coordinator	\$53,040	0.25	100.00%	0.25	\$13,260	\$13,260	\$13,260	\$13,260	\$13,260	\$53,040
Head Cook	\$46,800	0.50	100.00%	0.50	\$23,400	\$23,400	\$23,400	\$23,400	\$23,400	\$93,600
Assistant Cook 1	\$37,960	0.50	100.00%	0.50	\$18,980	\$18,980	\$18,980	\$18,980	\$18,980	\$75,920
Driver 1	\$30,420	1.00	100.00%	1.00	\$30,420	\$30,420	\$30,420	\$30,420	\$30,420	\$121,680
Driver 2	\$19,240	1.00	100.00%	1.00	\$19,240	\$19,240	\$19,240	\$19,240	\$19,240	\$76,960
Driver 3	\$43,472	0.50	100.00%	0.50	\$21,736	\$21,736	\$21,736	\$21,736	\$21,736	\$86,944
Dishwasher 1	\$29,250	0.50	100.00%	0.50	\$14,625	\$14,625	\$14,625	\$14,625	\$14,625	\$58,500
Dishwasher 2	\$28,860	0.50	100.00%	0.50	\$14,430	\$9,863	\$9,863	\$9,863	\$9,863	\$44,019
<b>Totals</b>	<b>\$289,042</b>	<b>4.75</b>	<b>800.00%</b>	<b>4.75</b>	<b>\$156,091</b>	<b>\$151,524</b>	<b>\$151,524</b>	<b>\$151,524</b>	<b>\$151,524</b>	<b>\$610,663</b>
Fringe Benefits Rate	31.00%									
Employee Fringe Benefits	\$89,603				\$48,388	\$46,972	\$46,972	\$46,972	\$46,972	\$189,304
<b>Total DAS Salaries and Benefits</b>	<b>\$378,645</b>				<b>\$204,479</b>	<b>\$198,496</b>	<b>\$198,496</b>	<b>\$198,496</b>	<b>\$198,496</b>	<b>\$799,967</b>
<b>Non DAS Salaries &amp; Benefits</b>										
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
Dishwasher 2	\$28,860	0.50	31.65%	0.16		\$4,567	\$4,567	\$4,567	\$4,567	\$13,701
Driver 4	\$43,160	0.50	100.00%	0.50		\$21,580	\$21,580	\$21,580	\$21,580	\$64,740
<b>Totals</b>	<b>\$72,020</b>	<b>1.00</b>	<b>131.65%</b>	<b>0.66</b>		<b>\$26,147</b>	<b>\$26,147</b>	<b>\$26,147</b>	<b>\$26,147</b>	<b>\$78,441</b>
Fringe Benefits Rate										
Employee Fringe Benefits										
<b>Total Non DAS Salaries and Benefits</b>	<b>\$72,020</b>					<b>\$26,147</b>	<b>\$26,147</b>	<b>\$26,147</b>	<b>\$26,147</b>	<b>\$78,441</b>
<b>Total DAS and Non DAS Salaries and Benefits</b>	<b>\$450,665</b>				<b>\$204,479</b>	<b>\$224,643</b>	<b>\$224,643</b>	<b>\$224,643</b>	<b>\$224,643</b>	<b>\$878,408</b>

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)

### Operating Expense Detail

Annual # Meals Contracted	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
	51,064	31,908	31,908	31,908	146,788
<b>DAS Operating Expenses</b>					
<u>Expenditure Category</u>					
Rental of Property	\$13,150	\$13,150	\$13,150	\$13,150	\$52,600
Rent, Parking	\$15,500	\$15,500	\$15,500	\$15,500	\$62,000
Auto - Insurance	\$13,500	\$13,500	\$13,500	\$13,500	\$54,000
Auto - Maintenance	\$3,898	\$2,735	\$2,735	\$2,735	\$12,103
Dues/Subscriptions					
Insurance - General					
Outside Services					
Prof Svcs - Acctg					
Office Supplies					
Telephone					
Utilities					
<u>Food Cost</u>					
Raw Food <i>per meal</i>					
HDM Food Svc Supplies <i>per meal</i>					
HDM Catered Frozen Meals <i>per meal \$2.82</i>	\$144,058				\$144,058
<b>Total DAS Operating Expenses</b>	<b>\$190,106</b>	<b>\$44,885</b>	<b>\$44,885</b>	<b>\$44,885</b>	<b>\$324,761</b>
<b>Non DAS Operating Expenses</b>					
<u>Expenditure Category</u>					
Prof Svcs - Acctg	\$1,000	\$1,000	\$1,000	\$1,000	\$4,000
Office Supplies/Printing	\$2,500	\$2,500	\$2,500	\$2,500	\$10,000
Telephone	\$3,000	\$3,000	\$3,000	\$3,000	\$12,000
Utilities	\$9,944	\$9,944	\$9,944	\$9,944	\$39,776
Auto - Fuel	\$5,000	\$5,000	\$5,000	\$5,000	\$20,000
Staff Travel-(Local & Out of Town)					
Rental of Equipment					
<u>Food Cost</u>					
Raw Food <i>per meal \$2.10</i>	\$107,234	\$67,007	\$67,007	\$67,007	\$308,255
HDM Food Svc Supplies <i>per meal \$0.55</i>	\$28,085	\$17,549	\$17,549	\$17,549	\$80,732
In-Kind Food <i>per meal \$0.90</i>	\$45,958	\$28,717	\$28,717	\$28,717	\$132,109
<u>Consultant</u>					
Registered Dietician	\$6,229	\$6,229	\$6,229	\$6,229	\$24,916
<b>Total Non DAS Operating Expenses</b>	<b>\$208,950</b>	<b>\$140,946</b>	<b>\$140,946</b>	<b>\$140,946</b>	<b>\$631,788</b>
<b>Total DAS and Non DAS Operating Expenses</b>	<b>\$399,056</b>	<b>\$185,831</b>	<b>\$185,831</b>	<b>\$185,831</b>	<b>\$956,549</b>



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

Appendix B, Page 4  
 Document Date: March 2021

### Capital & Subcontractor Expenditure Detail

#### DAS Capital Expenditure

Equipment (Qty)	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Tray Sealer	\$7,000				\$7,000
Two Section Solid Door Reach in Refrigerator	\$4,575				\$4,575
Thermal Bag, Cold	\$2,400				\$2,400
<b>Total Equipment Cost</b>	<b>\$13,975</b>				<b>\$13,975</b>

#### Remodeling

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

#### Subcontractor

	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
HDM Social Worker	\$32,698				\$32,698
<b>Total Subcontractor Cost</b>	<b>\$32,698</b>				<b>\$32,698</b>

<b>Total DAS Capital &amp; Subcontractor Expenditure</b>	<b>\$46,673</b>				<b>\$46,673</b>
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<b>Total Non DAS Capital &amp; Subcontractor Expenditure</b>					
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<b>Total DAS and Non DAS Capital &amp; Subcontractor Expenditure</b>	<b>\$46,673</b>				<b>\$46,673</b>
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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)

**NCQA Expenditure Detail**

<b>DAS NCQA Expenditure</b>	Unit price	FY21/22 Unit	FY22/25 Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Menu planning and nutrition analysis	\$799.00 /set	1.00	1.00	\$799	\$799	\$799	\$799	\$3,196
Kitchen and food service monitoring	\$875.00	6.00	2.00	\$5,250	\$1,750	\$1,750	\$1,750	\$10,500
HDM Route Monitoring	\$315.00 /route	12.00	12.00	\$3,780	\$3,780	\$3,780	\$3,780	\$15,120
Nutrition education	\$190.00	4.00	4.00	\$760	\$760	\$760	\$760	\$3,040
Nutrition counseling (optional)	/hour							
In-service training	/training							
HDM Assessment for ENP/C2 nutrition program (Initial and annual)	\$250.00 /assessment	190.00	120.00	\$47,500	\$30,000	\$30,000	\$30,000	\$137,500
Annual Assessment for the HDM program for Adults with Disabilities (optional)	/annual assessment							
<b>Total DAS NCQA Expenditure</b>				<b>\$58,089</b>	<b>\$37,089</b>	<b>\$37,089</b>	<b>\$37,089</b>	<b>\$169,356</b>
<b>Non DAS NCQA Expenditure</b>								
Menu planning and nutrition analysis	/set							
Kitchen and food service monitoring								
HDM Route Monitoring	/route							
Nutrition education								
Nutrition counseling (optional)	/hour							
In-service training	\$200.00 /training	2.00	2.00	\$400	\$400	\$400	\$400	\$1,600
HDM Assessment for ENP/C2 nutrition program (Initial and annual)	/assessment							
Annual Assessment for HDM program for Adults with Disabilities (optional)	/annual assessment							
<b>Total Non DAS NCQA Expenditure</b>				<b>\$400</b>	<b>\$400</b>	<b>\$400</b>	<b>\$400</b>	<b>\$1,600</b>
<b>Total DAS and Non DAS NCQA Expenditure</b>				<b>\$58,489</b>	<b>\$37,489</b>	<b>\$37,489</b>	<b>\$37,489</b>	<b>\$170,956</b>
<b>HSA #4</b>								<b>10/25/2016</b>

**Appendix A– Services to be Provided**  
**Meals on Wheels of San Francisco**  
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	Meals on Wheels of San Francisco
Adult with a Disability	A person 18-59 years of age living with a disability.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service 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
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.

<p>DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist</p>	<p>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. <a href="http://www.dhs.gov/vi/home/documents/DetermineNutritionChecklist.pdf">http://www.dhs.gov/vi/home/documents/DetermineNutritionChecklist.pdf</a></p>
<p>DGA/ Dietary Guidelines for Americans</p>	<p>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).</p>
<p>DRI/ Dietary Reference Intakes</p>	<p>Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.</p>
<p>Disability</p>	<p>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)</p>
<p>ENP</p>	<p>Elderly Nutrition Program - 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.</p>
<p>Frail</p>	<p>An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others. (CCR Title 22 Sec. 7119)</p>
<p>HACCP</p>	<p>Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)</p>

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 edibility, 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.
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)

Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. (CCR Title 22 Sec. 7130)
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	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)

Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
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.
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 the grantee reflects their participation in CA-GetCare through program enrollment.
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### **III. Target Population**

The target population is older adults living in the City and County of San Francisco who are frail and homebound due to illness or disability, or are otherwise isolated, lack a support network, and have no safe, healthy alternative for meals, and with particular attention to the following individuals:

1. Low income
2. Limited or no English speaking proficiency
3. Minority populations
4. Frail
5. LGBTQ+

### **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, 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 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 set of nutrition education material given to each consumer.
  - 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 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.
  - 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:

<b>Table A</b>	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	3,600	3,200	3,200	3,200
Number of Meals	1,620,000	1,446,658	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 5<sup>th</sup> working day of the month for the preceding month.
3. Grantee will enter monthly reports and metrics into the CARBON database system by the 15<sup>th</sup> 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 15<sup>th</sup> 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:

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

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

Sarah Chan  
 Nutritionist  
 DAS OCP  
 email: Sarah.Chan@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 (x) older adults, ( ) adults with disabilities or ( ) emergency**

Budget Reference Page No.(s)						
Program Term	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total	Average cost/meal
<b>Annual # Meals Contracted</b>	1,620,000	1,446,658	1,446,658	1,446,658	5,959,974	
<b>DAS Expenditures</b>						
Salaries & Benefits	\$3,414,394	\$3,049,048	\$3,049,048	\$3,049,048	\$12,561,538	\$2.11
Operating Expenses	\$3,341,006	\$2,983,516	\$2,983,516	\$2,983,516	\$12,291,554	\$2.06
<b>Subtotal</b>	<b>\$6,755,400</b>	<b>\$6,032,564</b>	<b>\$6,032,564</b>	<b>\$6,032,564</b>	<b>\$24,853,092</b>	<b>\$4.17</b>
Indirect Percentage (%)						
Indirect Cost						
Capital/Subcontractor Expenditures						
NCQA Expenditures	\$1,037,136	\$909,442	\$909,442	\$909,442	\$3,765,462	\$0.63
<b>Total DAS Expenditures</b>	<b>\$7,792,536</b>	<b>\$6,942,006</b>	<b>\$6,942,006</b>	<b>\$6,942,006</b>	<b>\$28,618,554</b>	<b>\$4.80</b>
<b>Non DAS Expenditures</b>						
Salaries & Benefits	\$1,149,086	\$1,026,136	\$1,026,136	\$1,026,136	\$4,227,494	\$0.71
Operating Expenses	\$1,471,164	\$1,313,748	\$1,313,748	\$1,313,748	\$5,412,408	\$0.91
Capital/Subcontractor Expenditures						
NCQA Expenditures	\$919,952	\$806,566	\$806,566	\$806,566	\$3,339,650	\$0.56
<b>Total Non DAS Expenditures</b>	<b>\$3,540,202</b>	<b>\$3,146,450</b>	<b>\$3,146,450</b>	<b>\$3,146,450</b>	<b>\$12,979,552</b>	<b>\$2.18</b>
<b>TOTAL DAS AND NON DAS EXPEDITURES</b>	<b>\$11,332,738</b>	<b>\$10,088,456</b>	<b>\$10,088,456</b>	<b>\$10,088,456</b>	<b>\$41,598,106</b>	<b>\$6.98</b>
<b>DAS Revenues</b>						
Meals- General Fund	\$5,403,633	\$4,813,844	\$4,813,844	\$4,813,844	\$19,845,165	\$3.33
Meals- State Fund	\$485,156	\$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	\$6,991,624	\$1.17
<b>Total DAS Revenue</b>	<b>\$7,792,536</b>	<b>\$6,942,006</b>	<b>\$6,942,006</b>	<b>\$6,942,006</b>	<b>\$28,618,554</b>	<b>\$4.80</b>
PER MEAL COST, DAS	\$4.17	\$4.17	\$4.17	\$4.17	\$4.17	
PER MEAL COST (with NCQA), DAS	\$4.81	\$4.80	\$4.80	\$4.80	\$4.80	
<b>Non DAS Revenues</b>						
Project Income	\$100,722	\$100,722	\$100,722	\$100,722	\$402,888	\$0.07
Agency Cash- Fundraising	\$3,427,480	\$3,033,728	\$3,033,728	\$3,033,728	\$12,528,664	\$2.10
Agency In-kind Volunteer	\$12,000	\$12,000	\$12,000	\$12,000	\$48,000	\$0.01
<b>Total Non DAS Revenue</b>	<b>\$3,540,202</b>	<b>\$3,146,450</b>	<b>\$3,146,450</b>	<b>\$3,146,450</b>	<b>\$12,979,552</b>	<b>\$2.18</b>
PER MEAL COST (with NCQA), Non DAS	\$2.19	\$2.17	\$2.17	\$2.17	\$2.18	
<b>TOTAL DAS AND NON DAS REVENUE</b>	<b>\$11,332,738</b>	<b>\$10,088,456</b>	<b>\$10,088,456</b>	<b>\$10,088,456</b>	<b>\$41,598,106</b>	<b>\$6.98</b>
PER MEAL COST (with NCQA), Total	\$7.00	\$6.97	\$6.97	\$6.97	\$6.98	
Full Time Equivalent (FTE)	188.00	188.00	188.00	188.00	752.00	

Prepared by: Patrick Schmalz

Date: 6/8/21

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)

Appendix B, Page 2  
 Document Date: June 2021

**Salaries & Benefits Detail**

<b>DAS Salaries &amp; Benefits</b>									
Position Title	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	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Drivers (28)	\$46,823	28.00	58.44%	16.36	\$766,188	\$684,205	\$684,205	\$684,205	\$2,818,803
HDM Supervisor/Lead/ Driver (PM)	\$66,950	1.00	60.91%	0.61	\$40,779	\$36,416	\$36,416	\$36,416	\$150,027
Customer Service Lead	\$68,855	1.00	60.91%	0.61	\$41,940	\$37,452	\$37,452	\$37,452	\$154,296
HDM Supervisor/Driver Lead/AM	\$58,423	1.00	60.91%	0.61	\$35,585	\$31,777	\$31,777	\$31,777	\$130,916
Senior HDM Driver Manager	\$87,560	1.00	60.91%	0.61	\$53,333	\$47,626	\$47,626	\$47,626	\$196,211
Senior HDM Client Waitlist & Com	\$84,542	1.00	60.91%	0.61	\$51,495	\$45,985	\$45,985	\$45,985	\$189,450
Senior HDM Operations Manager	\$87,560	1.00	60.91%	0.61	\$53,333	\$47,626	\$47,626	\$47,626	\$196,211
Client Support Specialist	\$49,276	1.00	60.91%	0.61	\$30,014	\$26,802	\$26,802	\$26,802	\$110,420
HDM Safety Board Lead	\$53,560	1.00	56.50%	0.57	\$30,261	\$27,023	\$27,023	\$27,023	\$111,330
HDM Lead Intake Coordinator	\$58,460	1.00	60.91%	0.61	\$35,608	\$31,798	\$31,798	\$31,798	\$131,002
Chief Prog Off	\$155,752	1.00	35.91%	0.36	\$55,931	\$49,946	\$49,946	\$49,946	\$205,769
SalesForce Administrator	\$110,624	1.00	51.47%	0.51	\$56,938	\$50,846	\$50,846	\$50,846	\$209,476
SalesForce Analyst	\$63,865	1.00	51.47%	0.51	\$32,871	\$29,354	\$29,354	\$29,354	\$120,933
Chief Food & Operations Officer: \$	\$167,553	1.00	45.68%	0.46	\$76,538	\$68,348	\$68,348	\$68,348	\$281,582
Food Safety/Compliance Manager	\$87,550	1.00	49.14%	0.49	\$43,022	\$38,419	\$38,419	\$38,419	\$158,279
Assistant Food Service Director	\$101,700	1.00	49.14%	0.49	\$49,975	\$44,628	\$44,628	\$44,628	\$183,859
Chef	\$99,386	1.00	49.14%	0.49	\$48,838	\$43,612	\$43,612	\$43,612	\$179,674
Food Service Director	\$108,150	1.00	49.14%	0.49	\$53,145	\$47,458	\$47,458	\$47,458	\$195,519
Procurement/Purchasing Manager	\$108,150	1.00	49.14%	0.49	\$53,145	\$47,458	\$47,458	\$47,458	\$195,519
Warehouse Manager	\$56,650	1.00	39.90%	0.40	\$22,603	\$20,184	\$20,184	\$20,184	\$83,155
Kitchen Staff (37)	\$42,572	37.00	44.82%	16.58	\$705,942	\$630,405	\$630,405	\$630,405	\$2,597,157
Maintenance Associate	\$39,634	1.00	39.90%	0.40	\$15,814	\$14,122	\$14,122	\$14,122	\$58,180
Fleet & Facilities Manager	\$82,400	1.00	39.90%	0.40	\$32,878	\$29,360	\$29,360	\$29,360	\$120,958
Maintenance Associate	\$39,634	1.00	39.90%	0.40	\$15,814	\$14,122	\$14,122	\$14,122	\$58,180
Sr. Administrative Assistant	\$66,950	1.00	39.90%	0.40	\$26,713	\$23,855	\$23,855	\$23,855	\$98,278
Maintenance Technician Supervis	\$72,100	1.00	39.90%	0.40	\$28,768	\$25,690	\$25,690	\$25,690	\$105,838
Director of Fleet & Facilities	\$118,775	1.00	39.90%	0.40	\$47,391	\$42,320	\$42,320	\$42,320	\$174,351
Volunteer Program Manager	\$66,886	1.00	10.47%	0.10	\$7,000	\$6,251	\$6,251	\$6,251	\$25,753
Volunteer Program Manager	\$63,865	1.00							
Volunteer Program Manager	\$64,890	1.00							
Director of Volunteer Programs &	\$100,114	1.00	14.50%	0.14	\$14,512	\$12,959	\$12,959	\$12,959	\$53,389
<b>Totals</b>	<b>\$2,479,209</b>	<b>94.00</b>	<b>1381.53%</b>	<b>45.73</b>	<b>\$2,526,374</b>	<b>\$2,256,047</b>	<b>\$2,256,047</b>	<b>\$2,256,047</b>	<b>\$9,294,515</b>
Fringe Benefits Rate	35.15%								
Employee Fringe Benefits	\$871,442				\$888,020	\$793,001	\$793,001	\$793,001	\$3,267,023
<b>Total DAS Salaries and Benefits</b>	<b>\$3,350,651</b>				<b>\$3,414,394</b>	<b>\$3,049,048</b>	<b>\$3,049,048</b>	<b>\$3,049,048</b>	<b>\$12,561,538</b>
<b>Non DAS Salaries &amp; Benefits</b>									
Position Title	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	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Drivers (28)	\$46,823	28.00							
HDM Supervisor/Lead/ Driver (PM)	\$66,950	1.00	22.00%	0.22	\$14,729	\$13,153	\$13,153	\$13,153	\$54,188
Customer Service Lead	\$68,855	1.00	22.00%	0.22	\$15,148	\$13,527	\$13,527	\$13,527	\$55,729
HDM Supervisor/Driver Lead/AM	\$58,423	1.00	22.00%	0.22	\$12,853	\$11,478	\$11,478	\$11,478	\$47,287
Senior HDM Driver Manager	\$87,560	1.00	22.00%	0.22	\$19,263	\$17,202	\$17,202	\$17,202	\$70,869
Senior HDM Client Waitlist & Com	\$84,542	1.00	22.00%	0.22	\$18,599	\$16,609	\$16,609	\$16,609	\$68,426
Senior HDM Operations Manager	\$87,560	1.00	22.00%	0.22	\$19,263	\$17,202	\$17,202	\$17,202	\$70,869
Client Support Specialist	\$49,276	1.00	22.00%	0.22	\$10,841	\$9,681	\$9,681	\$9,681	\$39,884
HDM Safety Board Lead	\$53,560	1.00	22.00%	0.22	\$11,783	\$10,522	\$10,522	\$10,522	\$43,349
HDM Lead Intake Coordinator	\$58,460	1.00	22.00%	0.22	\$12,861	\$11,485	\$11,485	\$11,485	\$47,316
Chief Prog Off	\$155,752	1.00	23.18%	0.23	\$36,103	\$32,240	\$32,240	\$32,240	\$132,823
SalesForce Administrator	\$110,624	1.00	19.00%	0.19	\$21,019	\$18,770	\$18,770	\$18,770	\$77,329
SalesForce Analyst	\$63,865	1.00	19.00%	0.19	\$12,134	\$10,836	\$10,836	\$10,836	\$44,642
Chief Food & Operations Officer: \$	\$167,553	1.00	19.61%	0.20	\$32,857	\$29,341	\$29,341	\$29,341	\$120,880
Food Safety/Compliance Manager	\$87,550	1.00	20.00%	0.20	\$17,510	\$15,636	\$15,636	\$15,636	\$64,418
Assistant Food Service Director	\$101,700	1.00	19.90%	0.20	\$20,238	\$18,073	\$18,073	\$18,073	\$74,457
Chef	\$99,386	1.00	19.90%	0.20	\$19,778	\$17,662	\$17,662	\$17,662	\$72,764
Food Service Director	\$108,150	1.00	19.90%	0.20	\$21,522	\$19,219	\$19,219	\$19,219	\$79,179
Procurement/Purchasing Manager	\$108,150	1.00	19.90%	0.20	\$21,522	\$19,219	\$19,219	\$19,219	\$79,179
Warehouse Manager	\$56,650	1.00	29.49%	0.29	\$16,709	\$14,921	\$14,921	\$14,921	\$61,472
Kitchen Staff (37)	\$42,572	37.00	21.62%	8.00	\$340,576	\$304,134	\$304,134	\$304,134	\$1,252,978
Maintenance Associate	\$39,634	1.00	30.57%	0.31	\$12,116	\$10,820	\$10,820	\$10,820	\$44,576
Fleet & Facilities Manager	\$82,400	1.00	29.49%	0.29	\$24,303	\$21,703	\$21,703	\$21,703	\$89,412
Maintenance Associate	\$39,634	1.00	30.57%	0.31	\$12,116	\$10,820	\$10,820	\$10,820	\$44,576





Program: Home-delivered meals for (x) older adults, ( ) adults with disabilities or ( ) 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
	1,620,000	1,446,658	1,446,658	1,446,658	5,959,974
<b>DAS Operating Expenses</b>					
<u>Expenditure Category</u>					
Rental of Property	\$1,257	\$1,122	\$1,122	\$1,122	\$4,623
Utilities (Elec, Water, Gas, Phone, Garbage)	\$88,396	\$78,938	\$78,938	\$78,938	\$325,210
Office Supplies, Postage	\$113,559	\$101,410	\$101,410	\$101,410	\$417,789
Building Maintenance Supplies and Repair	\$107,024	\$95,572	\$95,572	\$95,572	\$393,740
Printing and Reproduction	\$4,273	\$3,816	\$3,816	\$3,816	\$15,721
Insurance	\$39,003	\$34,830	\$34,830	\$34,830	\$143,493
Staff Training	\$6,047	\$5,400	\$5,400	\$5,400	\$22,247
Staff Travel-(Local & Out of Town)	\$3,771	\$3,367	\$3,367	\$3,367	\$13,872
Rental of Equipment	\$2,011	\$1,796	\$1,796	\$1,796	\$7,399
<u>Food Cost</u>					
Raw Food <i>per meal \$1.67</i>	\$2,705,400	\$2,415,919	\$2,415,919	\$2,415,919	\$9,953,157
<u>Consultant</u>					
Consultants-Temp Employees	\$81,904	\$73,140	\$73,140	\$73,140	\$301,324
Consultants-IT Operations	\$46,104	\$41,171	\$41,171	\$41,171	\$169,617
Consultants-Audit	\$21,932	\$19,585	\$19,585	\$19,585	\$80,687
Consultants-Payroll Service	\$8,936	\$7,980	\$7,980	\$7,980	\$32,876
Consultants-Legal	\$12,570	\$11,225	\$11,225	\$11,225	\$46,245
Consultants-Other	\$4,525	\$4,041	\$4,041	\$4,041	\$16,648
<u>Other</u>					
Delivery Costs	\$64,934	\$57,986	\$57,986	\$57,986	\$238,892
Volunteer and Client Costs	\$29,360	\$26,218	\$26,218	\$26,218	\$108,014
<b>Total DAS Operating Expenses</b>	<b>\$3,341,006</b>	<b>\$2,983,516</b>	<b>\$2,983,516</b>	<b>\$2,983,516</b>	<b>\$12,291,554</b>
<b>Non DAS Operating Expenses</b>					
<u>Expenditure Category</u>					
Rental of Property	\$990	\$884	\$884	\$884	\$3,642
Utilities (Elec, Water, Gas, Phone, Garbage)	\$50,485	\$45,083	\$45,083	\$45,083	\$185,734
Office Supplies, Postage	\$90,186	\$80,536	\$80,536	\$80,536	\$331,794
Building Maintenance Supplies and Repair	\$85,030	\$75,932	\$75,932	\$75,932	\$312,826
Printing and Reproduction	\$3,366	\$3,006	\$3,006	\$3,006	\$12,384
Insurance	\$30,720	\$27,433	\$27,433	\$27,433	\$113,019
Staff Training	\$4,763	\$4,253	\$4,253	\$4,253	\$17,522
Staff Travel-(Local & Out of Town)	\$2,970	\$2,652	\$2,652	\$2,652	\$10,926
Rental of Equipment	\$1,584	\$1,415	\$1,415	\$1,415	\$5,829
<u>Food Cost</u>					
Raw Food <i>per meal \$0.61</i>	\$988,200	\$882,461	\$882,461	\$882,461	\$3,635,583
<u>Consultant</u>					
Consultants-Temp Employees	\$64,510	\$57,607	\$57,607	\$57,607	\$237,331
Consultants-IT Operations	\$36,314	\$32,428	\$32,428	\$32,428	\$133,598
Consultants-Audit	\$17,274	\$15,426	\$15,426	\$15,426	\$63,552
Consultants-Payroll Service	\$7,038	\$6,285	\$6,285	\$6,285	\$25,893
Consultants-Legal	\$9,900	\$8,841	\$8,841	\$8,841	\$36,423
Consultants-Other	\$3,564	\$3,183	\$3,183	\$3,183	\$13,113
<u>Other</u>					

Delivery Costs	\$51,144	\$45,672	\$45,672	\$45,672	\$188,160
Volunteer and Client Costs	\$23,126	\$20,651	\$20,651	\$20,651	\$85,079
<b>Total Non DAS Operating Expenses</b>	<b>\$1,471,164</b>	<b>\$1,313,748</b>	<b>\$1,313,748</b>	<b>\$1,313,748</b>	<b>\$5,412,408</b>
<b>Total DAS and Non DAS Operating Expenses</b>	<b>\$4,812,170</b>	<b>\$4,297,264</b>	<b>\$4,297,264</b>	<b>\$4,297,264</b>	<b>\$17,703,962</b>
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)

### NCQA Expenditure Detail

<b>DAS NCQA Expenditure</b>								
	Unit price	FY21/22 Unit	FY22/25 Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Menu planning and nutrition analysis	\$589.76 /set	2.00	2.00	\$1,180	\$1,180	\$1,180	\$1,180	\$4,720
Kitchen and food service monitoring	\$655.64	4.00	4.00	\$2,623	\$2,623	\$2,623	\$2,623	\$10,492
HDM Route Monitoring	\$202.15 /route	84.00	84.00	\$16,981	\$16,981	\$16,981	\$16,981	\$67,924
Nutrition education	\$178.48	4.00	4.00	\$714	\$714	\$714	\$714	\$2,856
Nutrition counseling (optional)	\$118.25 /hour	1550.00	1350.00	\$183,288	\$159,638	\$159,638	\$159,638	\$662,202
In-service training	/training							
HDM Assessment for ENP/C2 nutrition program (Initial and annual)	\$260.11 /assessment	3200.00	2800.00	\$832,350	\$728,306	\$728,306	\$728,306	\$3,017,268
Annual Assessment for the HDM program for Adults with Disabilities (optional)	/annual assessment							
<b>Total DAS NCQA Expenditure</b>				<b>\$1,037,136</b>	<b>\$909,442</b>	<b>\$909,442</b>	<b>\$909,442</b>	<b>\$3,765,462</b>
<b>Non DAS NCQA Expenditure</b>								
	Unit price	FY21/22 Unit	FY22/25 Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Menu planning and nutrition analysis	\$482.00 /set	2.00	2.00	\$964	\$964	\$964	\$964	\$3,856
Kitchen and food service monitoring	\$542.75	4.00	4.00	\$2,171	\$2,171	\$2,171	\$2,171	\$8,684
HDM Route Monitoring	\$167.19 /route	84.00	84.00	\$14,044	\$14,044	\$14,044	\$14,044	\$56,176
Nutrition education	\$144.33	4.00	4.00	\$577	\$577	\$577	\$577	\$2,308
Nutrition counseling (optional)	\$97.86 /hour	1550.00	1350.00	\$151,676	\$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	2800.00	\$750,520	\$656,705	\$656,705	\$656,705	\$2,720,635
Annual Assessment for HDM program for Adults with Disabilities (optional)	/annual assessment							
<b>Total Non DAS NCQA Expenditure</b>				<b>\$919,952</b>	<b>\$806,566</b>	<b>\$806,566</b>	<b>\$806,566</b>	<b>\$3,339,650</b>
<b>Total DAS and Non DAS NCQA Expenditure</b>				<b>\$1,957,088</b>	<b>\$1,716,008</b>	<b>\$1,716,008</b>	<b>\$1,716,008</b>	<b>\$7,105,112</b>
<b>HSA #4</b>								<b>10/25/2016</b>

**Appendix A– 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.
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
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.

<p>DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist</p>	<p>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. <a href="http://www.dhs.gov/vi/home/documents/DetermineNutritionChecklist.pdf">http://www.dhs.gov/vi/home/documents/DetermineNutritionChecklist.pdf</a></p>
<p>DGA/ Dietary Guidelines for Americans</p>	<p>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).</p>
<p>DRI/ Dietary Reference Intakes</p>	<p>Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.</p>
<p>Disability</p>	<p>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)</p>
<p>ENP</p>	<p>Elderly Nutrition Program - 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.</p>
<p>Frail</p>	<p>An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others. (CCR Title 22 Sec. 7119)</p>
<p>HACCP</p>	<p>Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)</p>

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 edibility, 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.
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)

Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. (CCR Title 22 Sec. 7130)
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	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)



Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
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.
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 the grantee reflects their participation in CA-GetCare through program enrollment.
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### **III. Target Population**

The target population is older adults living in the City and County of San Francisco who are frail and homebound due to illness or disability, or are otherwise isolated, lack a support network, and have no safe, healthy alternative for meals, and with particular attention to the following individuals:

1. Low income
2. Limited or no English speaking proficiency
3. Minority populations
4. Frail
5. LGBTQ+

### **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, 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 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 set of nutrition education material given to each consumer.
  - 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 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.
  - 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:

<b>Table A</b>	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	450	405	405	405
Number of Meals	228,556	190,146	190,146	190,146

**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 5<sup>th</sup> working day of the month for the preceding month.
3. Grantee will enter monthly reports and metrics into the CARBON database system by the 15<sup>th</sup> 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 15<sup>th</sup> 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:

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

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

Lauren McCasland  
 Nutritionist  
 DAS OCP  
 email: lauren.mccasland@sfgov.org

and

Patrick Garcia  
 Contract Manager  
 HSA OCM  
 email: 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 On Lok Day Services						
(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>						
If modification, Effective Date of Mod. _____ No. of Mod. _____						
<b>Program: Home-delivered meals for ( x ) older adults, ( ) adults with disabilities or ( ) emergency</b>						
Budget Reference Page No.(s) _____						
Program Term	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total	Average cost/meal
<b>Annual # Meals Contracted</b>	228,556	190,146	190,146	190,146	798,994	
<b>DAS Expenditures</b>						
Salaries & Benefits	\$338,166	\$318,076	\$318,076	\$318,076	\$1,292,394	\$1.62
Operating Expenses	\$712,351	\$555,897	\$555,897	\$555,897	\$2,380,042	\$2.98
<b>Subtotal</b>	<b>\$1,050,517</b>	<b>\$873,973</b>	<b>\$873,973</b>	<b>\$873,973</b>	<b>\$3,672,436</b>	<b>\$4.60</b>
Indirect Percentage (%)	9.00%	9.00%	9.00%	9.00%	9.00%	
Indirect Cost	\$94,548	\$78,658	\$78,658	\$78,658	\$330,522	\$0.41
Capital/Subcontractor Expenditures						
NCQA Expenditures	\$163,273	\$163,273	\$163,273	\$163,273	\$653,092	\$0.82
<b>Total DAS Expenditures</b>	<b>\$1,308,338</b>	<b>\$1,115,904</b>	<b>\$1,115,904</b>	<b>\$1,115,904</b>	<b>\$4,656,050</b>	<b>\$5.83</b>
<b>Non DAS Expenditures</b>						
Salaries & Benefits	\$88,310	\$83,287	\$83,287	\$83,287	\$338,171	\$0.42
Operating Expenses	\$434,557	\$426,154	\$426,154	\$426,154	\$1,713,019	\$2.14
Capital/Subcontractor Expenditures						
NCQA Expenditures	\$599	\$599	\$599	\$599	\$2,395	\$0.00
<b>Total Non DAS Expenditures</b>	<b>523,466</b>	<b>\$510,040</b>	<b>\$510,040</b>	<b>\$510,040</b>	<b>\$2,053,585</b>	<b>\$2.57</b>
<b>TOTAL DAS AND NON DAS EXPEDITURES</b>	<b>\$1,831,803</b>	<b>\$1,625,944</b>	<b>\$1,625,944</b>	<b>\$1,625,944</b>	<b>\$6,709,635</b>	<b>\$8.40</b>
<b>DAS Revenues</b>						
Meals- General Fund	\$1,145,065	\$952,631	\$952,631	\$952,631	\$4,002,959	\$5.01
NCQA Fund	\$163,273	\$163,273	\$163,273	\$163,273	\$653,092	\$0.82
<b>Total DAS Revenue</b>	<b>\$1,308,338</b>	<b>\$1,115,904</b>	<b>\$1,115,904</b>	<b>\$1,115,904</b>	<b>\$4,656,051</b>	<b>\$5.83</b>
PER MEAL COST, DAS	\$5.01	\$5.01	\$5.01	\$5.01	\$5.01	
PER MEAL COST (with NCQA), DAS	\$5.72	\$5.87	\$5.87	\$5.87	\$5.83	
<b>Non DAS Revenues</b>						
Project Income	93,708.00	\$77,960	\$77,960	\$77,960	\$327,588	\$0.41
Agency Cash- Fundraising	429,159	431,481	431,481	431,481	\$1,723,601	\$2.16
Agency In-kind Volunteer						
NCQA Revenue	\$599	\$599	\$599	\$599	\$2,396	\$0.00
<b>Total Non DAS Revenue</b>	<b>\$523,466</b>	<b>\$510,040</b>	<b>\$510,040</b>	<b>\$510,040</b>	<b>\$2,053,585</b>	<b>\$2.57</b>
PER MEAL COST, Non DAS	\$2.29	\$2.68	\$2.68	\$2.68	\$2.57	
PER MEAL COST (with NCQA), Non DAS	\$2.29	\$2.68	\$2.68	\$2.68	\$2.57	
<b>TOTAL DAS AND NON DAS REVENUE</b>	<b>\$1,831,803</b>	<b>\$1,625,944</b>	<b>\$1,625,944</b>	<b>\$1,625,944</b>	<b>\$6,709,636</b>	<b>\$8.40</b>
PER MEAL COST, Total	\$7.30	\$7.69	\$7.69	\$7.69	\$7.58	
PER MEAL COST (with NCQA), Total	\$8.01	\$8.55	\$8.55	\$8.55	\$8.40	
Full Time Equivalent (FTE)	6.69	6.44	6.44	6.44	26.03	
Prepared by: Meko Ma						Date: 06/10/2021
HSA-CO Review Signature: _____						
HSA #1						6/16/2021

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

Appendix B, Page 2  
 Document Date: June 2021

**Salaries & Benefits Detail**

DAS Salaries & Benefits	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	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	
ACCOUNTANT	\$63,993	29%	79%	0.23	\$14,718	\$63,993	29%	79%	0.23	\$14,718	\$14,718	\$14,718	\$14,718	\$14,718	\$14,718	\$14,718	\$59,872
ADMINISTRATIVE SECRETARY	\$60,780	8%	75%	0.06	\$3,647	\$60,780	8%	75%	0.06	\$3,647	\$3,647	\$3,647	\$3,647	\$3,647	\$3,647	\$3,647	\$14,588
ASSISTANT DIRECTOR OF OPERATIONS	\$97,337	8%	80%	0.06	\$6,230	\$97,337	8%	80%	0.06	\$6,230	\$6,230	\$6,230	\$6,230	\$6,230	\$6,230	\$6,230	\$24,920
DIRECTOR	\$137,917	6%	83%	0.05	\$6,896	\$137,917	6%	83%	0.05	\$6,896	\$6,896	\$6,896	\$6,896	\$6,896	\$6,896	\$6,896	\$27,584
SR. CTR PROGRAM MANAGER-NUTRITIO	\$93,600	6%	80%	0.05	\$4,408	\$93,600	6%	80%	0.05	\$4,408	\$4,408	\$4,408	\$4,408	\$4,408	\$4,408	\$4,408	\$17,632
NUTRITION OPERATIONS MANAGER	\$78,476	25%	80%	0.20	\$15,695	\$78,476	25%	80%	0.20	\$15,695	\$15,695	\$15,695	\$15,695	\$15,695	\$15,695	\$15,695	\$15,695
NUTRITION PROGRAM COORDINATOR	\$56,281	55%	80%	0.44	\$24,764	\$56,281	55%	80%	0.44	\$24,764	\$24,764	\$24,764	\$24,764	\$24,764	\$24,764	\$24,764	\$99,056
HOSPITALITY COORDINATOR	\$49,875	20%	80%	0.16	\$7,980	\$49,875	20%	80%	0.16	\$7,980	\$7,980	\$7,980	\$7,980	\$7,980	\$7,980	\$7,980	\$31,920
DRIVERS #1	\$37,470	79%	80%	0.63	\$23,606	\$37,470	79%	80%	0.63	\$23,606	\$23,606	\$23,606	\$23,606	\$23,606	\$23,606	\$23,606	\$94,424
DRIVERS #2	\$37,320	49%	80%	0.39	\$14,695	\$37,320	49%	80%	0.39	\$14,695	\$14,695	\$14,695	\$14,695	\$14,695	\$14,695	\$14,695	\$58,780
DRIVERS #3	\$42,891	49%	80%	0.39	\$16,888	\$42,891	49%	80%	0.39	\$16,888	\$16,888	\$16,888	\$16,888	\$16,888	\$16,888	\$16,888	\$67,552
DRIVERS #4	\$38,478	49%	80%	0.39	\$15,151	\$38,478	49%	80%	0.39	\$15,151	\$15,151	\$15,151	\$15,151	\$15,151	\$15,151	\$15,151	\$60,604
DRIVERS #5	\$36,720	49%	80%	0.39	\$14,459	\$36,720	49%	80%	0.39	\$14,459	\$14,459	\$14,459	\$14,459	\$14,459	\$14,459	\$14,459	\$57,836
DRIVERS #6	\$36,571	83%	76%	0.63	\$23,040	\$36,571	83%	76%	0.63	\$23,040	\$23,040	\$23,040	\$23,040	\$23,040	\$23,040	\$23,040	\$92,160
DRIVERS #7	\$42,270	42%	76%	0.32	\$13,315	\$42,270	42%	76%	0.32	\$13,315	\$13,315	\$13,315	\$13,315	\$13,315	\$13,315	\$13,315	\$53,260
ON CALL DRIVERS (1)	\$35,464	32%	80%	0.25	\$8,937	\$35,464	32%	80%	0.25	\$8,937	\$8,937	\$8,937	\$8,937	\$8,937	\$8,937	\$8,937	\$35,748
NUTRITION SERVICE COORDINATOR	\$54,203	10%	80%	0.08	\$4,336	\$54,203	10%	80%	0.08	\$4,336	\$4,336	\$4,336	\$4,336	\$4,336	\$4,336	\$4,336	\$17,344
DELIVERY SUPERVISOR	\$81,120	70%	80%	0.56	\$45,427	\$81,120	70%	80%	0.56	\$45,427	\$45,427	\$45,427	\$45,427	\$45,427	\$45,427	\$45,427	\$181,708
Totals	\$1,080,766	6.69	1427.93%	5.29	\$264,192	\$1,080,766	6.44	1347.93%	5.09	\$248,497	\$248,497	\$248,497	\$248,497	\$248,497	\$248,497	\$248,497	\$1,009,683
Fringe Benefits Rate	28.00%					28.00%											
Employee Fringe Benefits	\$302,614				\$73,974	\$302,614				\$69,579	\$69,579	\$69,579	\$69,579	\$69,579	\$69,579	\$69,579	\$282,711
<b>Total DAS Salaries and Benefits</b>	<b>\$1,383,380</b>				<b>\$338,166</b>	<b>\$1,383,380</b>				<b>\$318,076</b>	<b>\$318,076</b>	<b>\$318,076</b>	<b>\$318,076</b>	<b>\$318,076</b>	<b>\$318,076</b>	<b>\$318,076</b>	<b>\$1,292,394</b>

  

Non DAS Salaries & Benefits	Agency Totals		HSA Program		FY 21/22		Agency Totals		HSA Program		FY 22/23		FY 23/24		FY 24/25		Total
	Time Salary for	Total FTE	by HSA	Adjusted FTE	Budgeted Salary	Time Salary for	Total FTE	by HSA	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary		
ACCOUNTANT	\$63,993	29%	21%	0.06	\$3,840	\$63,993	29%	21%	0.06	\$3,840	\$3,840	\$3,840	\$3,840	\$3,840	\$3,840	\$3,840	\$15,360
ADMINISTRATIVE SECRETARY	\$60,780	8%	25%	0.02	\$1,216	\$60,780	8%	25%	0.02	\$1,216	\$1,216	\$1,216	\$1,216	\$1,216	\$1,216	\$1,216	\$4,864
ASSISTANT DIRECTOR OF OPERATIONS	\$97,337	8%	20%	0.02	\$1,557	\$97,337	8%	20%	0.02	\$1,557	\$1,557	\$1,557	\$1,557	\$1,557	\$1,557	\$1,557	\$6,228
DIRECTOR	\$137,917	6%	17%	0.01	\$1,379	\$137,917	6%	17%	0.01	\$1,379	\$1,379	\$1,379	\$1,379	\$1,379	\$1,379	\$1,379	\$5,516
SR. CTR PROGRAM MANAGER-NUTRITIO	\$93,600	6%	20%	0.01	\$1,102	\$93,600	6%	20%	0.01	\$1,102	\$1,102	\$1,102	\$1,102	\$1,102	\$1,102	\$1,102	\$4,408
NUTRITION OPERATIONS MANAGER	\$78,476	25%	20%	0.05	\$3,924	\$78,476	25%	20%	0.05	\$3,924	\$3,924	\$3,924	\$3,924	\$3,924	\$3,924	\$3,924	\$15,720
NUTRITION PROGRAM COORDINATOR	\$56,281	55%	20%	0.11	\$6,191	\$56,281	55%	20%	0.11	\$6,191	\$6,191	\$6,191	\$6,191	\$6,191	\$6,191	\$6,191	\$24,764
HOSPITALITY COORDINATOR	\$49,875	20%	20%	0.04	\$1,995	\$49,875	20%	20%	0.04	\$1,995	\$1,995	\$1,995	\$1,995	\$1,995	\$1,995	\$1,995	\$7,980
DRIVERS #1	\$37,470	79%	20%	0.16	\$5,995	\$37,470	79%	20%	0.16	\$5,995	\$5,995	\$5,995	\$5,995	\$5,995	\$5,995	\$5,995	\$23,960
DRIVERS #2	\$37,320	49%	20%	0.10	\$3,732	\$37,320	49%	20%	0.10	\$3,732	\$3,732	\$3,732	\$3,732	\$3,732	\$3,732	\$3,732	\$14,928
DRIVERS #3	\$42,891	49%	20%	0.10	\$4,289	\$42,891	49%	20%	0.10	\$4,289	\$4,289	\$4,289	\$4,289	\$4,289	\$4,289	\$4,289	\$17,156
DRIVERS #4	\$38,478	49%	20%	0.10	\$3,848	\$38,478	49%	20%	0.10	\$3,848	\$3,848	\$3,848	\$3,848	\$3,848	\$3,848	\$3,848	\$15,392
DRIVERS #5	\$36,720	49%	20%	0.10	\$3,672	\$36,720	49%	20%	0.10	\$3,672	\$3,672	\$3,672	\$3,672	\$3,672	\$3,672	\$3,672	\$14,688
DRIVERS #6	\$36,571	83%	24%	0.20	\$7,314	\$36,571	83%	24%	0.20	\$7,314	\$7,314	\$7,314	\$7,314	\$7,314	\$7,314	\$7,314	\$29,256
DRIVERS #7	\$42,270	42%	24%	0.10	\$4,227	\$42,270	42%	24%	0.10	\$4,227	\$4,227	\$4,227	\$4,227	\$4,227	\$4,227	\$4,227	\$16,908
ON CALL DRIVERS (1)	\$35,464	32%	20%	0.06	\$2,270	\$35,464	32%	20%	0.06	\$2,270	\$2,270	\$2,270	\$2,270	\$2,270	\$2,270	\$2,270	\$9,080
NUTRITION SERVICE COORDINATOR	\$54,203	10%	20%	0.02	\$1,084	\$54,203	10%	20%	0.02	\$1,084	\$1,084	\$1,084	\$1,084	\$1,084	\$1,084	\$1,084	\$4,336
DELIVERY SUPERVISOR	\$81,120	70%	20%	0.14	\$11,357	\$81,120	70%	20%	0.14	\$11,357	\$11,357	\$11,357	\$11,357	\$11,357	\$11,357	\$11,357	\$45,428
Totals	\$1,080,766	6.69	372.07%	1.40	\$68,992	\$1,080,766	6.44	372.07%	1.35	\$65,068	\$65,068	\$65,068	\$65,068	\$65,068	\$65,068	\$65,068	\$264,196
Fringe Benefits Rate	28.00%					28.00%											
Employee Fringe Benefits	\$302,614				\$19,318	\$302,614				\$18,219	\$18,219	\$18,219	\$18,219	\$18,219	\$18,219	\$18,219	\$73,975
<b>Total Non DAS Salaries and Benefits</b>	<b>\$1,383,380</b>				<b>\$88,310</b>	<b>\$1,383,380</b>				<b>\$83,287</b>	<b>\$83,287</b>	<b>\$83,287</b>	<b>\$83,287</b>	<b>\$83,287</b>	<b>\$83,287</b>	<b>\$83,287</b>	<b>\$338,171</b>
<b>Total DAS and Non DAS Salaries and Benefits</b>	<b>\$1,383,380</b>				<b>\$426,476</b>	<b>\$1,383,380</b>				<b>\$401,363</b>	<b>\$401,363</b>	<b>\$401,363</b>	<b>\$401,363</b>	<b>\$401,363</b>	<b>\$401,363</b>	<b>\$401,363</b>	<b>\$1,630,565</b>

HSA #2

6/16/2021

Program: Home-delivered meals for ( x ) older adults, ( ) adults with disabilities or ( ) 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
228,556	190,146	190,146	190,146	190,146	798,994
<b>DAS Operating Expenses</b>					
<u>Expenditure Category</u>					
Rental of Property					
Utilities (Elec, Water, Gas, Phone, Garbage)	\$19,500	\$19,500	\$19,500	\$19,500	\$78,000
Office Supplies, Postage	\$4,020	\$221	\$221	\$221	\$4,683
Building Maintenance Supplies and Repair	\$45,500				\$45,500
Printing and Reproduction					
Insurance					
Staff Training					
Staff Travel-(Local & Out of Town)	\$65	\$65	\$65	\$65	\$260
Rental of Equipment					
<b>Food Cost</b>					
Catered Meals <i>per meal</i> \$2.71 \$2.69	\$619,362	\$512,207	\$512,207	\$512,207	\$2,155,984
<b>Other</b>					
Small equipment & Supplies	\$1,263	\$1,264	\$1,264	\$1,264	\$5,055
Auto - Fuel/Parking & Insurance	\$22,100	\$22,100	\$22,100	\$22,100	\$88,400
Repair/Maintenance					
Payroll Processing	\$540	\$540	\$540	\$540	\$2,160
<b>Total DAS Operating Expenses</b>	<b>\$712,351</b>	<b>\$555,897</b>	<b>\$555,897</b>	<b>\$555,897</b>	<b>\$2,380,042</b>
<b>Non DAS Operating Expenses</b>					
<u>Expenditure Category</u>					
Rental of Property					
Utilities (Elec, Water, Gas, Phone, Garbage)	\$10,500	\$10,500	\$10,500	\$10,500	\$42,000
Office Supplies, Postage	\$480	\$4,279	\$4,279	\$4,279	\$13,317
Building Maintenance Supplies and Repair	\$24,500	\$70,000	\$70,000	\$70,000	\$234,500
Printing and Reproduction	\$625	\$625	\$625	\$625	\$2,500
Insurance	\$4,500	\$4,500	\$4,500	\$4,500	\$18,000
Staff Training					
Staff Travel-(Local & Out of Town)	\$35	\$35	\$35	\$35	\$140
Rental of Equipment	\$3,400	\$3,400	\$3,400	\$3,400	\$13,600
<b>Food Cost</b>					
Catered Meals <i>per meal</i> \$1.58 \$1.60	\$361,600	\$303,899	\$303,899	\$303,899	\$1,273,297
<b>Other</b>					
Small equipment & Supplies	\$717	\$716	\$716	\$716	\$2,865
Auto - Fuel/Parking & Insurance	\$11,900	\$11,900	\$11,900	\$11,900	\$47,600
Repair/Maintenance	\$350	\$350	\$350	\$350	\$1,400
Payroll Processing	\$290	\$290	\$290	\$290	\$1,160
Freezer Rental	\$10,200	\$10,200	\$10,200	\$10,200	\$40,800
Van Deep Cleaning	\$5,460	\$5,460	\$5,460	\$5,460	\$21,840
<b>Total Non DAS Operating Expenses</b>	<b>\$434,557</b>	<b>\$426,154</b>	<b>\$426,154</b>	<b>\$426,154</b>	<b>\$1,713,019</b>
<b>Total DAS and Non DAS Operating Expenses</b>	<b>\$1,146,907</b>	<b>\$982,051</b>	<b>\$982,051</b>	<b>\$982,051</b>	<b>\$4,093,061</b>

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: June 2021

**NCQA Expenditure Detail**

<b>DAS NCQA Expenditure</b>	Unit price	Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Menu planning and nutrition analysis	\$1,061.00 /set	1.00	\$1,061	\$1,061	\$1,061	\$1,061	\$4,244
Kitchen and food service monitoring	\$875.00	4.00	\$3,500	\$3,500	\$3,500	\$3,500	\$14,000
HDM Route Monitoring	\$250.00 /route	18.00	\$4,500	\$4,500	\$4,500	\$4,500	\$18,000
Nutrition education	\$168.00	4.00	\$672	\$672	\$672	\$672	\$2,688
Nutrition counseling (optional)	\$152.00 /hour	339.00	\$51,528	\$51,528	\$51,528	\$51,528	\$206,112
In-service training	\$78.00 /training	4.00	\$312	\$312	\$312	\$312	\$1,248
HDM Assessment for ENP/C2 nutrition program (Initial and annual)	\$226.00 /assessment	450.00	\$101,700	\$101,700	\$101,700	\$101,700	\$406,800
Annual Assessment for the HDM program for Adults with Disabilities (optional)	/annual assessment						
<b>Total DAS NCQA Expenditure</b>			<b>\$163,273</b>	<b>\$163,273</b>	<b>\$163,273</b>	<b>\$163,273</b>	<b>\$653,092</b>
<b>Non DAS NCQA Expenditure</b>	Unit price	Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Menu planning and nutrition analysis	\$4.54 /set	1.00	\$5	\$5	\$5	\$5	\$18
Kitchen and food service monitoring	\$2.85	4.00	\$11	\$11	\$11	\$11	\$46
HDM Route Monitoring	\$0.83 /route	18.00	\$15	\$15	\$15	\$15	\$60
Nutrition education	\$3.25	4.00	\$13	\$13	\$13	\$13	\$52
Nutrition counseling (optional)	\$1.31 /hour	339.00	\$443	\$443	\$443	\$443	\$1,771
In-service training	\$0.25 /training	4.00	\$1	\$1	\$1	\$1	\$4
HDM Assessment for ENP/C2 nutrition program (Initial and annual)	\$0.25 /assessment	450.00	\$111	\$111	\$111	\$111	\$445
Annual Assessment for HDM program for Adults with Disabilities (optional)	/annual assessment						
<b>Total Non DAS NCQA Expenditure</b>			<b>\$599</b>	<b>\$599</b>	<b>\$599</b>	<b>\$599</b>	<b>\$2,395</b>
<b>Total DAS and Non DAS NCQA Expenditure</b>			<b>\$163,872</b>	<b>\$163,872</b>	<b>\$163,872</b>	<b>\$163,872</b>	<b>\$655,487</b>
<b>HSA #4</b>							<b>6/16/2021</b>

**Appendix A– 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 Service
Adult with a Disability	A person 18-59 years of age living with a disability.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service 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
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.

<p>DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist</p>	<p>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. <a href="http://www.dhs.gov/vi/home/documents/DetermineNutritionChecklist.pdf">http://www.dhs.gov/vi/home/documents/DetermineNutritionChecklist.pdf</a></p>
<p>DGA/ Dietary Guidelines for Americans</p>	<p>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).</p>
<p>DRI/ Dietary Reference Intakes</p>	<p>Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.</p>
<p>Disability</p>	<p>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)</p>
<p>ENP</p>	<p>Elderly Nutrition Program - 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.</p>
<p>Frail</p>	<p>An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others. (CCR Title 22 Sec. 7119)</p>
<p>HACCP</p>	<p>Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)</p>

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 edibility, 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.
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)

Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. (CCR Title 22 Sec. 7130)
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	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)



Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
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.
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 the grantee reflects their participation in CA-GetCare through program enrollment.
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### **III. Target Population**

The target population is older adults living in the City and County of San Francisco who are frail and homebound due to illness or disability, or are otherwise isolated, lack a support network, and have no safe, healthy alternative for meals, and with particular attention to the following individuals:

1. Low income
2. Limited or no English speaking proficiency
3. Minority populations
4. Frail
5. LGBTQ+

### **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, 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 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 set of nutrition education material given to each consumer.
  - 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 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.
  - 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:

<b>Table A</b>	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	160	160	160	160
Number of Meals	38,325	36,162	36,162	36,162

**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 5<sup>th</sup> working day of the month for the preceding month.
3. Grantee will enter monthly reports and metrics into the CARBON database system by the 15<sup>th</sup> 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 15<sup>th</sup> 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:

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

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

Lauren McCasland  
 Nutritionist  
 DAS OCP  
 email: lauren.mccasland@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**

7-Apr-21

Name

**Russian American Community Services**(Check One) New  Renewal  Modification 

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

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

Budget Reference Page No.(s)						
Program Term	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total	cost/meal
<b>Annual # Meals Contracted</b>	38,325	36,162	36,162	36,162	146,811	
<b>DAS Expenditures</b>						
Salaries & Benefits	\$215,768	\$215,764	\$215,764	\$215,764	\$863,060	5.88
Operating Expenses	\$55,400	\$52,659	\$52,659	\$52,659	\$213,377	1.45
<b>Subtotal</b>	<b>\$271,168</b>	<b>\$268,423</b>	<b>\$268,423</b>	<b>\$268,423</b>	<b>\$1,076,437</b>	<b>7.33</b>
Indirect Percentage (%)	6.00%	1.04%	1.04%	1.04%	2.28%	
Indirect Cost	\$16,270	\$2,792	\$2,792	\$2,792	\$24,646	17%
Capital/Subcontractor Expenditures						
NCQA Expenditures	\$45,000	\$45,000	\$45,000	\$45,000	\$180,000	1.23
<b>Total DAS Expenditures</b>	<b>\$332,438</b>	<b>\$316,215</b>	<b>\$316,215</b>	<b>\$316,215</b>	<b>\$1,281,083</b>	<b>8.73</b>
<b>Non DAS Expenditures</b>						
Salaries & Benefits	\$7,280	\$7,280	\$7,280	\$7,280	\$29,120	0.20
Operating Expenses	\$106,229	\$102,891	\$102,891	\$102,891	\$414,902	2.83
Capital/Subcontractor Expenditures						
NCQA Expenditures						
<b>Total Non DAS Expenditures</b>	<b>\$113,509</b>	<b>\$110,171</b>	<b>\$110,171</b>	<b>\$110,171</b>	<b>\$444,022</b>	<b>3.02</b>
<b>TOTAL DAS AND NON DAS EXPEDITURES</b>	<b>\$445,947</b>	<b>\$426,386</b>	<b>\$426,386</b>	<b>\$426,386</b>	<b>\$1,725,105</b>	<b>11.75</b>
<b>DAS Revenues</b>						
Meals- General Fund	\$332,438	\$316,215	\$316,215	\$316,215	\$1,281,083	8.73
Meals- State Fund						
Meals- Federal Fund						
<b>Total DAS Revenue</b>	<b>\$332,438</b>	<b>\$316,215</b>	<b>\$316,215</b>	<b>\$316,215</b>	<b>\$1,281,083</b>	<b>8.73</b>
PER MEAL COST, DAS	\$7.50	\$7.50	\$7.50	\$7.50	\$7.50	
PER MEAL COST (with NCQA), DAS	\$8.67	\$8.74	\$8.74	\$8.74	\$8.73	
<b>Non DAS Revenues</b>						
Project Income	\$45,990	\$43,394	\$43,394	\$43,394	\$176,172	1.20
Agency Cash- Fundraising	\$48,239	\$47,497	\$47,497	\$47,497	\$190,730	1.30
Agency In-kind Volunteer	\$7,280	\$7,280	\$7,280	\$7,280	\$29,120	0.20
in kind rent	\$12,000	\$12,000	\$12,000	\$12,000	\$48,000	33%
<b>Total Non DAS Revenue</b>	<b>\$113,509</b>	<b>\$110,171</b>	<b>\$110,171</b>	<b>\$110,171</b>	<b>\$444,022</b>	<b>3.02</b>
PER MEAL COST (with NCQA), Non DAS	\$2.96	\$3.05	\$3.05	\$3.05	\$3.02	
<b>TOTAL DAS AND NON DAS REVENUE</b>	<b>\$445,947</b>	<b>\$426,386</b>	<b>\$426,386</b>	<b>\$426,386</b>	<b>\$1,725,105</b>	<b>11.75</b>
PER MEAL COST (with NCQA), Total	\$11.63	\$11.79	\$11.79	\$11.79	\$11.75	
Full Time Equivalent (FTE)	4.40	4.40	4.40	4.40	4.88	

Prepared by:

Date: 4/7/21

HSA-CO Review Signature: \_\_\_\_\_

HSA #1

10/25/2016

**Russian American Community Services**

**Salaries & Benefits Detail**

<b>DAS Salaries &amp; Benefits</b>		Agency Totals		HSA Program		FY 21/22	FY 22/23	FY 23/24	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
Executive Director	\$82,476	0.22	100.00%	0.22	\$18,557	\$18,557	\$18,557	\$18,557	\$18,557	\$74,228
Cook I	\$53,244	0.50	100.00%	0.50	\$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	\$77,360
Cook III	\$40,716	0.31	100.00%	0.31	\$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	\$17,228
Dish Washer	\$36,541	0.44	100.00%	0.44	\$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	\$26,624
Drivers 1	\$38,628	0.84	100.00%	0.84	\$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	\$129,404
Route Coordinator/ Data Entry	\$39,673	0.27	100.00%	0.27	\$10,910	\$10,910	\$10,910	\$10,910	\$10,910	\$43,640
Totals	\$459,334		1000.00%	4.15	\$179,805	\$179,805	\$179,805	\$179,805	\$179,805	\$719,220
Fringe Benefits Rate	20.00%									
Employee Fringe Benefits	\$91,867				\$35,963	\$35,959	\$35,959	\$35,959	\$35,959	\$143,840
<b>Total DAS Salaries and Benefits</b>	<b>\$551,201</b>				<b>\$215,768</b>	<b>\$215,764</b>	<b>\$215,764</b>	<b>\$215,764</b>	<b>\$215,764</b>	<b>\$863,060</b>
<b>Non DAS Salaries &amp; Benefits</b>										
		Agency Totals		HSA Program		FY 21/22	FY 22/23	FY 23/24	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
kitchen volunteers	29,120	0.25	100.00%	0.25	\$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	\$29,120
Fringe Benefits Rate										
Employee Fringe Benefits										
<b>Total Non DAS Salaries and Benefits</b>	<b>\$29,120</b>				<b>\$7,280</b>	<b>\$7,280</b>	<b>\$7,280</b>	<b>\$7,280</b>	<b>\$7,280</b>	<b>\$29,120</b>
<b>Total DAS and Non DAS Salaries and Benefits</b>	<b>\$580,321</b>				<b>\$223,048</b>	<b>\$223,044</b>	<b>\$223,044</b>	<b>\$223,044</b>	<b>\$223,044</b>	<b>\$892,180</b>
<b>HSA #2</b>										<b>10/25/2016</b>

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

**Russian American Community Services****Operating Expense Detail**

	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Annual # Meals Contracted	38,325	36,162	36,162	36,162	146,811
<b>DAS Operating Expenses</b>					
<u>Expenditure Category</u>					
Rental of Property					
Utilities (Elec, Water, Gas, Phone, Garbage)					
Office Supplies, Postage	\$1,200	\$1,200	\$1,200	\$1,200	\$4,800
Building Maintenance Supplies and Repair	\$3,760	\$3,810	\$3,810	\$3,810	\$15,190
Printing and Reproduction	\$1,000	\$1,000	\$1,000	\$1,000	\$4,000
Insurance					
Staff Training					
Staff Travel-(Local & Out of Town)					
Rental of Equipment					
<u>Food Cost</u>					
Raw Food <i>per meal \$0.91</i>	\$34,876	\$32,907	\$32,907	\$32,907	\$133,597
HDM Food Svc Supplies <i>per meal \$0.38</i>	\$14,564	\$13,742	\$13,742	\$13,742	\$55,790
Catered Meals <i>per meal</i>					
<b>Total DAS Operating Expenses</b>	<b>\$55,400</b>	<b>\$52,659</b>	<b>\$52,659</b>	<b>\$52,659</b>	<b>\$213,377</b>
<b>Non DAS Operating Expenses</b>					
<u>Expenditure Category</u>					
Rental of Property	\$9,500	\$9,500	\$9,500	\$9,500	\$38,000
Utilities (Elec, Water, Gas, Phone, Garbage)	\$10,285	\$10,285	\$10,285	\$10,285	\$41,140
Office Supplies, Postage					
Building Maintenance Supplies and Repair	\$740	\$690	\$690	\$690	\$2,810
Printing and Reproduction					
Insurance	\$15,450	\$15,450	\$15,450	\$15,450	\$61,800
Staff Training					
Staff Travel-(Local & Out of Town)					
Rental of Equipment					
In kind Rent (building)	\$12,000	\$12,000	\$12,000	\$12,000	\$48,000
<u>Food Cost</u>					
Raw Food <i>per meal \$1.52</i>	\$58,254	\$54,966	\$54,966	\$54,966	\$223,152
HDM Food Svc Supplies <i>per meal</i>					
Catered Meals <i>per meal</i>					
<b>Total Non DAS Operating Expenses</b>	<b>\$106,229</b>	<b>\$102,891</b>	<b>\$102,891</b>	<b>\$102,891</b>	<b>\$414,902</b>
<b>Total DAS and Non DAS Operating Expenses</b>	<b>\$161,629</b>	<b>\$155,550</b>	<b>\$155,550</b>	<b>\$155,550</b>	<b>\$628,279</b>
HSA #3					10/25/2016

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

**Russian American Community Services****NCQA Expenditure Detail**

<b>DAS NCQA Expenditure</b>	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
HDM Route Monitoring	\$350.00 /route	4.00	\$1,400	\$1,400	\$1,400	\$1,400	\$5,600
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
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
Annual Assessment for the HDM program for Adults with Disabilities (optional)	/annual assessment						
<b>Total DAS NCQA Expenditure</b>			<b>\$45,000</b>	<b>\$45,000</b>	<b>\$45,000</b>	<b>\$45,000</b>	<b>\$180,000</b>
<b>Non DAS NCQA Expenditure</b>	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						
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						
<b>Total Non DAS NCQA Expenditure</b>							
<b>Total DAS and Non DAS NCQA Expenditure</b>			<b>\$45,000</b>	<b>\$45,000</b>	<b>\$45,000</b>	<b>\$45,000</b>	<b>\$180,000</b>
<b>HSA #4</b>							<b>10/25/2016</b>

**Appendix A– 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.
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
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.

<p>DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist</p>	<p>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. <a href="http://www.dhs.gov/vi/home/documents/DetermineNutritionChecklist.pdf">http://www.dhs.gov/vi/home/documents/DetermineNutritionChecklist.pdf</a></p>
<p>DGA/ Dietary Guidelines for Americans</p>	<p>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).</p>
<p>DRI/ Dietary Reference Intakes</p>	<p>Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.</p>
<p>Disability</p>	<p>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)</p>
<p>ENP</p>	<p>Elderly Nutrition Program - 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.</p>
<p>Frail</p>	<p>An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others. (CCR Title 22 Sec. 7119)</p>
<p>HACCP</p>	<p>Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)</p>

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 edibility, 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.
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)

Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. (CCR Title 22 Sec. 7130)
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	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)



Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
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.
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 the grantee reflects their participation in CA-GetCare through program enrollment.
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### **III. Target Population**

The target population is older adults living in the City and County of San Francisco who are frail and homebound due to illness or disability, or are otherwise isolated, lack a support network, and have no safe, healthy alternative for meals, and with particular attention to the following individuals:

1. Low income
2. Limited or no English speaking proficiency
3. Minority populations
4. Frail
5. LGBTQ+

### **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, 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 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 set of nutrition education material given to each consumer.
  - 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 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.
  - 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:

<b>Table A</b>	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	486	371	371	371
Number of Meals	146,000	111,361	111,361	111,361

**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 5<sup>th</sup> working day of the month for the preceding month.
3. Grantee will enter monthly reports and metrics into the CARBON database system by the 15<sup>th</sup> 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 15<sup>th</sup> 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:

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

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

Tiffany Kearney, RD  
 Lead Nutritionist  
 DAS OCP  
 Tiffany.Kearney@sfgov.org

and

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

## X. Monitoring Activities

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

who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.

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



**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. _____						
<b>Program: Home-delivered meals for (X) older adults, ( ) adults with disabilities or ( ) emergency</b>						
Budget Reference Page No.(s)						
Program Term	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total	cost/meal
<b>Annual # Meals Contracted</b>	146,000	111,361	111,361	111,361	480,083	
<b>DAS Expenditures</b>						
Salaries & Benefits	\$550,084	\$419,526	\$419,526	\$419,526	\$1,808,662	\$3.77
Operating Expenses	\$487,844	\$372,150	\$372,150	\$372,150	\$1,604,294	\$3.34
<b>Subtotal</b>	<b>\$1,037,928</b>	<b>\$791,676</b>	<b>\$791,676</b>	<b>\$791,676</b>	<b>\$3,412,956</b>	<b>\$7.11</b>
Indirect Percentage (%)	10.00%	10.00%	10.00%	10.00%	10.00%	
Indirect Cost	\$103,792	\$79,167	\$79,167	\$79,167	\$341,293	\$0.71
Capital/Subcontractor Expenditures	\$100,000				\$100,000	\$0.21
NCQA Expenditures	\$143,329	\$143,329	\$143,329	\$143,329	\$573,316	\$1.19
<b>Total DAS Expenditures</b>	<b>\$1,385,049</b>	<b>\$1,014,172</b>	<b>\$1,014,172</b>	<b>\$1,014,172</b>	<b>\$4,427,565</b>	<b>\$9.22</b>
<b>Non DAS Expenditures</b>						
Salaries & Benefits	\$77,058	\$124,225	\$124,225	\$124,225	\$449,733	\$0.94
Operating Expenses	\$343,471	\$274,193	\$274,193	\$274,193	\$1,166,050	\$2.43
Capital/Subcontractor Expenditures						
NCQA Expenditures						
<b>Total Non DAS Expenditures</b>	<b>\$420,529</b>	<b>\$398,418</b>	<b>\$398,418</b>	<b>\$398,418</b>	<b>\$1,615,783</b>	<b>\$3.37</b>
<b>TOTAL DAS AND NON DAS EXPEDITURES</b>	<b>\$1,805,578</b>	<b>\$1,412,590</b>	<b>\$1,412,590</b>	<b>\$1,412,590</b>	<b>\$6,043,348</b>	<b>\$12.59</b>
<b>DAS Revenues</b>						
Meals- General Fund	\$1,141,720	\$870,843	\$870,843	\$870,843	\$3,754,249	\$7.82
OTO	\$100,000				\$100,000	\$0.21
NCQA Fund	\$143,329	\$143,329	\$143,329	\$143,329	\$573,316	\$1.19
<b>Total DAS Revenue</b>	<b>\$1,385,049</b>	<b>\$1,014,172</b>	<b>\$1,014,172</b>	<b>\$1,014,172</b>	<b>\$4,427,565</b>	<b>\$9.22</b>
PER MEAL COST, DAS	\$7.82	\$7.82	\$7.82	\$7.82	\$8.03	
PER MEAL COST (with NCQA), DAS	\$9.49	\$9.11	\$9.11	\$9.11	\$9.22	
<b>Non DAS Revenues</b>						
Project Income	\$146,000	\$113,361	\$113,361	\$113,361	\$486,083	\$1.01
Agency Cash- Fundraising	\$274,529	\$285,057	\$285,057	\$285,057	\$1,129,700	\$2.35
Agency In-kind Volunteer						
<b>Total Non DAS Revenue</b>	<b>\$420,529</b>	<b>\$398,418</b>	<b>\$398,418</b>	<b>\$398,418</b>	<b>\$1,615,783</b>	<b>\$3.37</b>
PER MEAL COST, Non DAS	\$2.88	\$3.58	\$3.58	\$3.58	\$3.37	
PER MEAL COST (with NCQA), Non DAS	\$2.88	\$3.58	\$3.58	\$3.58	\$3.37	
<b>TOTAL DAS AND NON DAS REVENUE</b>	<b>\$1,805,578</b>	<b>\$1,412,590</b>	<b>\$1,412,590</b>	<b>\$1,412,590</b>	<b>\$6,043,348</b>	<b>\$12.59</b>
PER MEAL COST, Total	\$10.70	\$11.40	\$11.40	\$11.40	\$11.40	
PER MEAL COST (with NCQA), Total	\$12.37	\$12.69	\$12.69	\$12.69	\$12.59	
Full Time Equivalent (FTE)	44.00	44.00	44.00	44.00	176.00	
Prepared by: Leny Nair						Date: 5/10/18
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)

Appendix B, Page 2  
 Document Date: April 7 2021

**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	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Nutrition Director	\$92,700	1.00	5.00%	0.05	\$4,635	\$4,635	\$4,635	\$4,635	\$18,540
Contracts Manager	\$59,987	1.00	5.00%	0.05	\$2,999	\$2,999	\$2,999	\$2,999	\$11,996
Community Outreach Worker	\$45,760	1.00	20.00%	0.20	\$9,152	\$9,152	\$9,152	\$9,152	\$36,608
HDM Coordinator	\$49,920	1.00	5.00%	0.05	\$2,496	\$2,496	\$2,496	\$2,496	\$9,984
HDM Supervisor	\$39,520	1.00	35.00%	0.35	\$13,832	\$13,832	\$13,832	\$13,832	\$55,328
Nutrition Manager	\$72,100	1.00	10.00%	0.10	\$7,210	\$7,210	\$7,210	\$7,210	\$28,840
Transportation Dispatcher	\$47,840	1.00	26.00%	0.26	\$12,438	\$12,438	\$12,438	\$12,438	\$49,752
HDM Driver	\$39,520	1.00	75.00%	0.75	\$29,640	\$29,640	\$29,640	\$29,640	\$118,560
HDM Driver	\$45,032	1.00	100.00%	1.00	\$45,032	\$45,032	\$45,032	\$45,032	\$180,128
HDM Driver	\$38,480	1.00	100.00%	1.00	\$38,480	\$38,480	\$38,480	\$38,480	\$153,920
HDM Driver	\$38,480	1.00	50.00%	0.50	\$19,240	\$19,240	\$19,240	\$19,240	\$76,960
HDM Driver	\$38,480	1.00	50.00%	0.50	\$19,240	\$19,240	\$19,240	\$19,240	\$76,960
HDM Driver	\$36,400	1.00	50.00%	0.50	\$18,200	\$18,200	\$18,200	\$18,200	\$72,800
HDM Driver	\$36,400	1.00	50.00%	0.50	\$18,200	\$18,200	\$18,200	\$18,200	\$72,800
HDM Driver	\$38,400	1.00	50.00%	0.50	\$19,200	\$19,200	\$19,200	\$19,200	\$76,800
HDM Worker	\$35,464	1.00	50.00%	0.50	\$17,732	\$17,732	\$17,732	\$17,732	\$70,928
HDM Worker	\$35,464	1.00	50.00%	0.50	\$17,732	\$17,732	\$17,732	\$17,732	\$70,928
HDM Worker	\$35,464	1.00	50.00%	0.50	\$17,732	\$8,155	\$8,155	\$8,155	\$42,197
HDM Worker	\$35,464	1.00	50.00%	0.50	\$17,732				\$17,732
HDM Worker	\$35,464	1.00	50.00%	0.50	\$17,732				\$17,732
HDM Worker	\$35,464	1.00	50.00%	0.50	\$17,732				\$17,732
HDM Worker	\$35,464	1.00	50.00%	0.50	\$17,732				\$17,732
HDM Worker	\$35,464	1.00	50.00%	0.50	\$17,732				\$17,732
HDM Worker	\$35,464	1.00	34.00%	0.34	\$12,058	\$12,058	\$12,058	\$12,058	\$48,232
Totals	\$1,038,195	24.00	1065.00%	10.65	\$413,908	\$315,671	\$315,671	\$315,671	\$1,360,921
Fringe Benefits Rate		33%							
Employee Fringe Benefits	\$341,566				\$136,176	\$103,855	\$103,855	\$103,855	\$447,741
<b>Total DAS Salaries and Benefits</b>	<b>\$1,379,761</b>				<b>\$550,084</b>	<b>\$419,526</b>	<b>\$419,526</b>	<b>\$419,526</b>	<b>\$1,808,662</b>
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	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
HDM Driver	\$38,480	1.00	12.50%	0.13	\$4,810	\$4,810	\$4,810	\$4,810	\$19,240
HDM Driver	\$36,400	1.00	12.50%	0.13	\$4,550	\$4,550	\$4,550	\$4,550	\$18,200
HDM Driver	\$36,400	1.00	12.50%	0.13	\$4,550	\$4,550	\$4,550	\$4,550	\$18,200
HDM Driver	\$36,400	1.00	12.50%	0.13	\$4,550	\$4,550	\$4,550	\$4,550	\$18,200
HDM Driver	\$36,400	1.00	12.50%	0.13	\$4,550	\$4,550	\$4,550	\$4,550	\$18,200
HDM Worker	\$35,464	1.00	12.50%	0.13	\$4,433	\$4,433	\$4,433	\$4,433	\$17,732
HDM Worker	\$37,440	1.00	12.50%	0.13	\$4,680	\$4,680	\$4,680	\$4,680	\$18,720
HDM Worker	\$37,440	1.00	12.50%	0.13	\$4,680	\$4,680	\$4,680	\$4,680	\$18,720
HDM Worker	\$35,464	1.00	12.50%	0.13	\$4,433	\$4,433	\$4,433	\$4,433	\$17,732
HDM Worker	\$35,464	1.00	12.50%	0.13	\$4,433	\$4,433	\$4,433	\$4,433	\$17,732
Nutrition Director	\$92,700	1.00	10.00%	0.10	\$9,270	\$9,270	\$9,270	\$9,270	\$37,080
Contracts Manager	\$59,987	1.00	5.00%	0.05	\$2,999	\$2,999	\$2,999	\$2,999	\$11,996
HDM Worker	\$35,464	1.00	12.50%	0.13		\$4,433	\$4,433	\$4,433	\$13,299
HDM Worker	\$35,464	1.00	12.50%	0.13		\$4,433	\$4,433	\$4,433	\$13,299
HDM Worker	\$35,464	1.00	12.50%	0.13		\$4,433	\$4,433	\$4,433	\$13,299
HDM Worker	\$35,464	1.00	12.50%	0.13		\$4,433	\$4,433	\$4,433	\$13,299
HDM Worker	\$35,464	1.00	12.50%	0.13		\$4,433	\$4,433	\$4,433	\$13,299
HDM Worker	\$35,464	1.00	12.50%	0.13		\$4,433	\$4,433	\$4,433	\$13,299
HDM Worker	\$35,464	1.00	12.50%	0.13		\$4,433	\$4,433	\$4,433	\$13,299
HDM Worker	\$35,464	1.00	12.50%	0.13		\$4,433	\$4,433	\$4,433	\$13,299
Totals	\$801,751	20.00	240.00%	2.40	\$57,938	\$93,402	\$93,402	\$93,402	\$338,144



Program: Home-delivered meals for ( X ) older adults, ( ) adults with disabilities or ( ) 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
	146,000	111,361	111,361	111,361	480,083
<b>DAS Operating Expenses</b>					
<u>Expenditure Category</u>					
Rental of Property					
Utilities (Elec, Water, Gas, Phone, Garbage)	\$204	\$204	\$204	\$204	\$816
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 \$0.10</i>	\$14,600	\$11,136	\$11,136	\$11,136	\$48,008
HDM Food Svc Supplies <i>per meal \$0.14</i>	\$20,440	\$15,591	\$15,591	\$15,591	\$67,213
Catered Meals <i>per meal \$3.10</i>	\$452,600	\$345,219	\$345,219	\$345,219	\$1,488,257
<b>Total DAS Operating Expenses</b>	<b>\$487,844</b>	<b>\$372,150</b>	<b>\$372,150</b>	<b>\$372,150</b>	<b>\$1,604,294</b>
<b>Non DAS Operating Expenses</b>					
<u>Expenditure Category</u>					
Rental of Property	\$22,584	\$22,584	\$22,584	\$22,584	\$90,336
Utilities (Elec, Water, Gas, Phone, Garbage)	\$1,200	\$1,200	\$1,200	\$1,200	\$4,800
Office Supplies, Postage	\$500	\$500	\$500	\$500	\$2,000
Building Maintenance Supplies and Repair					
Printing and Reproduction					
Insurance	\$7,000	\$7,000	\$7,000	\$7,000	\$28,000
Staff Training	\$250	\$250	\$250	\$250	\$1,000
Staff Travel-(Local & Out of Town)	\$250	\$250	\$250	\$250	\$1,000
Rental of Equipment					
<u>Food Cost</u>					
Raw Food <i>per meal \$0.05</i>	\$7,300	\$5,568	\$5,568	\$5,568	\$24,004
HDM Food Svc Supplies <i>per meal \$0.05</i>	\$7,300	\$5,568	\$5,568	\$5,568	\$24,004
Catered Meals <i>per meal \$1.90</i>	\$277,400	\$211,586	\$211,586	\$211,586	\$912,158
<u>Other</u>					
Recruitment Exp	\$2,000	\$2,000	\$2,000	\$2,000	\$8,000
Auto & General Insurance	\$10,000	\$10,000	\$10,000	\$10,000	\$40,000
Vehicle Expenses	\$7,500	\$7,500	\$7,500	\$7,500	\$30,000
Bank Charges	\$187	\$187	\$187	\$187	\$748
<b>Total Non DAS Operating Expenses</b>	<b>\$343,471</b>	<b>\$274,193</b>	<b>\$274,193</b>	<b>\$274,193</b>	<b>\$1,166,050</b>
<b>Total DAS and Non DAS Operating Expenses</b>	<b>\$831,315</b>	<b>\$646,343</b>	<b>\$646,343</b>	<b>\$646,343</b>	<b>\$2,770,344</b>
<b>HSA #3</b>					<b>10/25/2016</b>

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

Appendix B, Page 4  
 Document Date: April 7 2021

**Capital & Subcontractor Expenditure Detail**

**DAS Capital Expenditure**

Equipment (Qty)	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
TOYOTA SIENNA HYBRID (2 @ \$50,000)	\$100,000				\$100,000
<b>Total Equipment Cost</b>	<b>\$100,000</b>				<b>\$100,000</b>

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

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

<b>Total DAS Capital &amp; Subcontractor Expenditure</b>	<b>\$100,000</b>				<b>\$100,000</b>
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<b>Total Non DAS Capital &amp; Subcontractor Expenditure</b>					
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<b>Total DAS and Non DAS Capital &amp; Subcontractor Expenditure</b>	<b>\$100,000</b>				<b>\$100,000</b>
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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)

Document Date: April 7 2021

### NCQA Expenditure Detail

<b>DAS NCQA Expenditure</b>	Unit price	Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Menu planning and nutrition analysis	\$673.64 /set	2.00	\$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	\$10,084
HDM Route Monitoring	\$389.53 /route	36.00	\$14,023	\$14,023	\$14,023	\$14,023	\$56,092
Nutrition education	\$39.81	4.00	\$159	\$159	\$159	\$159	\$636
Nutrition counseling (optional)	/hour						
In-service training	\$79.82 /training	4.00	\$319	\$319	\$319	\$319	\$1,276
HDM Assessment for ENP/C2 nutrition program (Initial and annual)	\$257.12 /assessment	486.00	\$124,960	\$124,960	\$124,960	\$124,960	\$499,840
Annual Assessment for the HDM program for Adults with Disabilities (optional)	/annual assessment						
<b>Total DAS NCQA Expenditure</b>			<b>\$143,329</b>	<b>\$143,329</b>	<b>\$143,329</b>	<b>\$143,329</b>	<b>\$573,316</b>
<b>Non DAS NCQA Expenditure</b>							
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 ENP/C2 nutrition program (Initial and annual)	/assessment						
Annual Assessment for HDM program for Adults with Disabilities (optional)	/annual assessment						
<b>Total Non DAS NCQA Expenditure</b>							
<b>Total DAS and Non DAS NCQA Expenditure</b>			<b>\$143,329</b>	<b>\$143,329</b>	<b>\$143,329</b>	<b>\$143,329</b>	<b>\$573,316</b>
<b>HSA #4</b>							<b>10/25/2016</b>

**Home-Delivered Nutrition Services for Adults with Disabilities:**

*Meals on Wheels*

Appendix A – Services to be Provided

Appendix B – Budget

*Project Open Hand*

Appendix A – Services to be Provided

Appendix B – Budget

*Self-Help for the Elderly*

Appendix A – Services to be Provided

Appendix B – Budget

**Appendix A– 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.
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
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.



<p>DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist</p>	<p>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. <a href="http://www.dhs.gov/vi/home/documents/DetermineNutritionChecklist.pdf">http://www.dhs.gov/vi/home/documents/DetermineNutritionChecklist.pdf</a></p>
<p>DGA/ Dietary Guidelines for Americans</p>	<p>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).</p>
<p>DRI/ Dietary Reference Intakes</p>	<p>Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.</p>
<p>Disability</p>	<p>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)</p>
<p>Frail</p>	<p>An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others. (CCR Title 22 Sec. 7119)</p>
<p>HACCP</p>	<p>Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)</p>

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 edibility, 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.
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)

Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. (CCR Title 22 Sec. 7130)
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	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)

Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
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.
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 the grantee reflects their participation in CA-GetCare through program enrollment.

### III. Target Population

The target population is adults with disabilities living in the City and County of San Francisco who are homebound due to illness or disability, or are otherwise isolated, lack

a support network, and have no safe, healthy alternative for meals, and with particular attention to the following individuals:

1. Low income
2. Limited or no English speaking proficiency
3. Minority populations
4. Frail
5. LGBTQ+

**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 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 set of nutrition education material given to each consumer.
- 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 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.
- 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:

<b>Table A</b>	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	570	450	450	450
Number of Meals	276,000	201,024	201,024	201,024

## 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 5<sup>th</sup> working day of the month for the preceding month.
3. Grantee will enter monthly reports and metrics into the CARBON database system by the 15<sup>th</sup> 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 15<sup>th</sup> 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:

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

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

Sarah Chan  
Nutritionist  
DAS OCP  
email: Sarah.Chan@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, (x) adults with disabilities or ( ) emergency**

Budget Reference Page No.(s)						
Program Term	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total	cost/meal
<b>Annual # Meals Contracted</b>	276,000	201,024	201,024	201,024	879,072	
<b>DAS Expenditures</b>						
Salaries & Benefits	\$725,155	\$528,162	\$528,162	\$528,162	\$2,309,641	\$2.63
Operating Expenses	\$682,445	\$497,060	\$497,060	\$497,060	\$2,173,625	\$2.47
<b>Subtotal</b>	<b>\$1,407,600</b>	<b>\$1,025,222</b>	<b>\$1,025,222</b>	<b>\$1,025,222</b>	<b>\$4,483,266</b>	<b>\$5.10</b>
Indirect Percentage (%)						
Indirect Cost						
Capital/Subcontractor Expenditures						
NCQA Expenditures						
<b>Total DAS Expenditures</b>	<b>\$1,407,600</b>	<b>\$1,025,222</b>	<b>\$1,025,222</b>	<b>\$1,025,222</b>	<b>\$4,483,266</b>	<b>\$5.10</b>
<b>Non DAS Expenditures</b>						
Salaries & Benefits	\$56,951	\$41,479	\$41,479	\$41,479	\$181,388	\$0.21
Operating Expenses	\$132,102	\$96,217	\$96,217	\$96,217	\$420,753	\$0.48
Capital/Subcontractor Expenditures						
NCQA Expenditures						
<b>Total Non DAS Expenditures</b>	<b>\$189,053</b>	<b>\$137,696</b>	<b>\$137,696</b>	<b>\$137,696</b>	<b>\$602,141</b>	<b>\$0.68</b>
<b>TOTAL DAS AND NON DAS EXPEDITURES</b>	<b>\$1,596,653</b>	<b>\$1,162,918</b>	<b>\$1,162,918</b>	<b>\$1,162,918</b>	<b>\$5,085,407</b>	<b>\$5.78</b>
<b>DAS Revenues</b>						
Meals- General Fund	\$1,407,600	\$1,025,222	\$1,025,222	\$1,025,222	\$4,483,266	\$5.10
Meals- State Fund						
Meals- Federal Fund						
<b>Total DAS Revenue</b>	<b>\$1,407,600</b>	<b>\$1,025,222</b>	<b>\$1,025,222</b>	<b>\$1,025,222</b>	<b>\$4,483,266</b>	<b>\$5.10</b>
<i>PER MEAL COST, DAS</i>	\$5.10	\$5.10	\$5.10	\$5.10	\$5.10	
<i>PER MEAL COST (with NCQA), DAS</i>	\$5.10	\$5.10	\$5.10	\$5.10	\$5.10	
<b>Non DAS Revenues</b>						
Project Income						
Agency Cash- Fundraising	\$189,053	\$189,053	\$189,053	\$189,053	\$756,212	\$0.86
Agency In-kind Volunteer						
<b>Total Non DAS Revenue</b>	<b>\$189,053</b>	<b>\$189,053</b>	<b>\$189,053</b>	<b>\$189,053</b>	<b>\$756,212</b>	<b>\$0.86</b>
<i>PER MEAL COST (with NCQA), Non DAS</i>	\$0.68	\$0.94	\$0.94	\$0.94	\$0.86	
<b>TOTAL DAS AND NON DAS REVENUE</b>	<b>\$1,596,653</b>	<b>\$1,214,275</b>	<b>\$1,214,275</b>	<b>\$1,214,275</b>	<b>\$5,239,478</b>	<b>\$5.96</b>
<i>PER MEAL COST (with NCQA), Total</i>	\$5.78	\$6.04	\$6.04	\$6.04	\$5.96	
Full Time Equivalent (FTE)	188.00	188.00	188.00	188.00	752.00	

Prepared by: Patrick Schmalz

Date: 6/8/21

HSA-CO Review Signature: \_\_\_\_\_

HSA #1

10/25/2016

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

Appendix B, Page 2  
 Document Date: June 2021

**Salaries & Benefits Detail**

<b>DAS Salaries &amp; Benefits</b>									
Position Title	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	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Drivers (28)	\$46,823	28.00	12.11%	3.39	\$158,819	\$115,675	\$115,675	\$115,675	\$505,844
HDM Supervisor/Lead/ Driver (PM)	\$66,950	1.00	12.12%	0.12	\$8,114	\$5,910	\$5,910	\$5,910	\$25,844
Customer Service Lead	\$68,855	1.00	12.12%	0.12	\$8,345	\$6,078	\$6,078	\$6,078	\$26,579
HDM Supervisor/Driver Lead/AM	\$58,423	1.00	12.12%	0.12	\$7,081	\$5,157	\$5,157	\$5,157	\$22,552
Senior HDM Driver Manager	\$87,560	1.00	12.12%	0.12	\$10,612	\$7,729	\$7,729	\$7,729	\$33,799
Senior HDM Client Waitlist & Com	\$84,542	1.00	12.12%	0.12	\$10,246	\$7,463	\$7,463	\$7,463	\$32,635
Senior HDM Operations Manager	\$87,560	1.00	12.12%	0.12	\$10,612	\$7,729	\$7,729	\$7,729	\$33,799
Client Support Specialist	\$49,276	1.00	12.12%	0.12	\$5,972	\$4,350	\$4,350	\$4,350	\$19,022
HDM Safety Board Lead	\$53,560	1.00	12.12%	0.12	\$6,491	\$4,728	\$4,728	\$4,728	\$20,675
HDM Lead Intake Coordinator	\$58,460	1.00	12.12%	0.12	\$7,085	\$5,160	\$5,160	\$5,160	\$22,565
Chief Prog Off	\$155,752	1.00	12.12%	0.12	\$18,877	\$13,749	\$13,749	\$13,749	\$60,124
SalesForce Administrator	\$110,624	1.00	11.01%	0.11	\$12,180	\$8,871	\$8,871	\$8,871	\$38,793
SalesForce Analyst	\$63,865	1.00	11.01%	0.11	\$7,032	\$5,122	\$5,122	\$5,122	\$22,398
Chief Food & Operations Officer: \$	\$167,553	1.00	10.78%	0.11	\$18,062	\$13,155	\$13,155	\$13,155	\$57,527
Food Safety/Compliance Manager	\$87,550	1.00	10.78%	0.11	\$9,438	\$6,874	\$6,874	\$6,874	\$30,060
Assistant Food Service Director	\$101,700	1.00	10.78%	0.11	\$10,963	\$7,985	\$7,985	\$7,985	\$34,918
Chef	\$99,386	1.00	10.78%	0.11	\$10,714	\$7,804	\$7,804	\$7,804	\$34,126
Food Service Director	\$108,150	1.00	10.78%	0.11	\$11,659	\$8,492	\$8,492	\$8,492	\$37,135
Procurement/Purchasing Manager	\$108,150	1.00	10.78%	0.11	\$11,659	\$8,492	\$8,492	\$8,492	\$37,135
Warehouse Manager	\$56,650	1.00	9.21%	0.09	\$5,217	\$3,800	\$3,800	\$3,800	\$16,617
Kitchen Staff (37)	\$42,572	37.00	8.27%	3.06	\$130,206	\$94,835	\$94,835	\$94,835	\$414,711
Maintenance Associate	\$39,634	1.00	9.21%	0.09	\$3,650	\$2,658	\$2,658	\$2,658	\$11,624
Fleet & Facilities Manager	\$82,400	1.00	9.21%	0.09	\$7,589	\$5,527	\$5,527	\$5,527	\$24,170
Maintenance Associate	\$39,634	1.00	9.21%	0.09	\$3,650	\$2,658	\$2,658	\$2,658	\$11,624
Sr. Administrative Assistant	\$66,950	1.00	9.21%	0.09	\$6,166	\$4,491	\$4,491	\$4,491	\$19,639
Maintenance Technician Supervis	\$72,100	1.00	9.21%	0.09	\$6,640	\$4,836	\$4,836	\$4,836	\$21,148
Director of Fleet & Facilities	\$118,775	1.00	9.21%	0.09	\$10,939	\$7,967	\$7,967	\$7,967	\$34,840
Volunteer Program Manager	\$66,886	1.00	11.00%	0.11	\$7,361	\$5,361	\$5,361	\$5,361	\$23,444
Volunteer Program Manager	\$63,865	1.00							
Volunteer Program Manager	\$64,890	1.00	0.25%	0.00	\$160	\$117	\$117	\$117	\$511
Director of Volunteer Programs &	\$100,114	1.00	11.00%	0.11	\$11,017	\$8,024	\$8,024	\$8,024	\$35,089
<b>Totals</b>	<b>\$2,479,209</b>	<b>94.00</b>	<b>315.01%</b>	<b>9.40</b>	<b>\$536,556</b>	<b>\$390,797</b>	<b>\$390,797</b>	<b>\$390,797</b>	<b>\$1,708,947</b>
Fringe Benefits Rate	35.15%								
Employee Fringe Benefits	\$871,442				\$188,599	\$137,365	\$137,365	\$137,365	\$600,694
<b>Total DAS Salaries and Benefits</b>	<b>\$3,350,651</b>				<b>\$725,155</b>	<b>\$528,162</b>	<b>\$528,162</b>	<b>\$528,162</b>	<b>\$2,309,641</b>
<b>Non DAS Salaries &amp; Benefits</b>									
Position Title	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	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Drivers (28)	\$46,823	28.00							
HDM Supervisor/Lead/ Driver (PM)	\$66,950	1.00	2.00%	0.02	\$1,339	\$975	\$975	\$975	\$4,264
Customer Service Lead	\$68,855	1.00	2.00%	0.02	\$1,377	\$1,003	\$1,003	\$1,003	\$4,386
HDM Supervisor/Driver Lead/AM	\$58,423	1.00	2.00%	0.02	\$1,168	\$851	\$851	\$851	\$3,721
Senior HDM Driver Manager	\$87,560	1.00	2.00%	0.02	\$1,751	\$1,275	\$1,275	\$1,275	\$5,576
Senior HDM Client Waitlist & Com	\$84,542	1.00	2.00%	0.02	\$1,691	\$1,232	\$1,232	\$1,232	\$5,387
Senior HDM Operations Manager	\$87,560	1.00	2.00%	0.02	\$1,751	\$1,275	\$1,275	\$1,275	\$5,576
Client Support Specialist	\$49,276	1.00	2.00%	0.02	\$986	\$718	\$718	\$718	\$3,140
HDM Safety Board Lead	\$53,560	1.00	2.00%	0.02	\$1,071	\$780	\$780	\$780	\$3,411
HDM Lead Intake Coordinator	\$58,460	1.00	2.00%	0.02	\$1,169	\$851	\$851	\$851	\$3,722
Chief Prog Off	\$155,752	1.00	2.00%	0.02	\$3,115	\$2,269	\$2,269	\$2,269	\$9,922
SalesForce Administrator	\$110,624	1.00	1.00%	0.01	\$1,106	\$806	\$806	\$806	\$3,524
SalesForce Analyst	\$63,865	1.00	1.00%	0.01	\$639	\$465	\$465	\$465	\$2,034
Chief Food & Operations Officer: \$	\$167,553	1.00	1.00%	0.01	\$1,676	\$1,221	\$1,221	\$1,221	\$5,339
Food Safety/Compliance Manager	\$87,550	1.00	1.00%	0.01	\$876	\$638	\$638	\$638	\$2,790
Assistant Food Service Director	\$101,700	1.00	1.00%	0.01	\$1,017	\$741	\$741	\$741	\$3,240
Chef	\$99,386	1.00	1.00%	0.01	\$994	\$724	\$724	\$724	\$3,166
Food Service Director	\$108,150	1.00	1.00%	0.01	\$1,082	\$788	\$788	\$788	\$3,446
Procurement/Purchasing Manager	\$108,150	1.00	1.00%	0.01	\$1,082	\$788	\$788	\$788	\$3,446
Warehouse Manager	\$56,650	1.00	2.80%	0.03	\$1,586	\$1,155	\$1,155	\$1,155	\$5,051
Kitchen Staff (37)	\$42,572	37.00							
Maintenance Associate	\$39,634	1.00	2.80%	0.03	\$1,110	\$808	\$808	\$808	\$3,534
Fleet & Facilities Manager	\$82,400	1.00	2.80%	0.03	\$2,307	\$1,680	\$1,680	\$1,680	\$7,347
Maintenance Associate	\$39,634	1.00	2.80%	0.03	\$1,110	\$808	\$808	\$808	\$3,534
Sr. Administrative Assistant	\$66,950	1.00	2.80%	0.03	\$1,875	\$1,366	\$1,366	\$1,366	\$5,973



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

**Operating Expense Detail**

	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Annual # Meals Contracted	276,000	201,024	201,024	201,024	879,072
<b>DAS Operating Expenses</b>					
<u>Expenditure Category</u>					
Rental of Property	\$309	\$225	\$225	\$225	\$984
Utilities (Elec, Water, Gas, Phone, Garbage)	\$14,103	\$10,272	\$10,272	\$10,272	\$44,919
Office Supplies, Postage	\$32,016	\$23,321	\$23,321	\$23,321	\$101,979
Building Maintenance Supplies and Repair	\$20,010	\$14,574	\$14,574	\$14,574	\$63,732
Printing and Reproduction	\$1,051	\$765	\$765	\$765	\$3,346
Insurance	\$6,591	\$4,801	\$4,801	\$4,801	\$20,994
Staff Training	\$1,487	\$1,083	\$1,083	\$1,083	\$4,736
Staff Travel-(Local & Out of Town)	\$927	\$675	\$675	\$675	\$2,952
Rental of Equipment	\$494	\$360	\$360	\$360	\$1,574
<u>Food Cost</u>					
Raw Food <i>per meal \$2.00</i>	\$552,000	\$402,048	\$402,048	\$402,048	\$1,758,144
HDM Food Svc Supplies <i>per meal</i>					
Catered Meals <i>per meal</i>					
<u>Consultant</u>					
Consultants-Temp Employees	\$15,140	\$11,027	\$11,027	\$11,027	\$48,221
Consultants-IT Operations	\$9,337	\$6,801	\$6,801	\$6,801	\$29,740
Consultants-Audit	\$4,393	\$3,200	\$3,200	\$3,200	\$13,993
Consultants-Payroll Service	\$2,197	\$1,600	\$1,600	\$1,600	\$6,997
Consultants-Legal	\$3,090	\$2,251	\$2,251	\$2,251	\$9,843
Consultants-Other	\$1,113	\$811	\$811	\$811	\$3,546
<u>Other</u>					
Delivery Costs	\$12,967	\$9,444	\$9,444	\$9,444	\$41,299
Volunteer and Client Costs	\$5,220	\$3,802	\$3,802	\$3,802	\$16,626
<b>Total DAS Operating Expenses</b>	<b>\$682,445</b>	<b>\$497,060</b>	<b>\$497,060</b>	<b>\$497,060</b>	<b>\$2,173,625</b>
<b>Non DAS Operating Expenses</b>					
<u>Expenditure Category</u>					
Rental of Property	\$63	\$46	\$46	\$46	\$201
Utilities (Elec, Water, Gas, Phone, Garbage)	\$8,899	\$6,482	\$6,482	\$6,482	\$28,345
Office Supplies, Postage	\$1,734	\$1,263	\$1,263	\$1,263	\$5,523
Building Maintenance Supplies and Repair	\$11,798	\$8,593	\$8,593	\$8,593	\$37,577
Printing and Reproduction	\$215	\$157	\$157	\$157	\$686
Insurance	\$4,957	\$3,610	\$3,610	\$3,610	\$15,787
Staff Training	\$303	\$221	\$221	\$221	\$966
Staff Travel-(Local & Out of Town)	\$190	\$138	\$138	\$138	\$604
Rental of Equipment	\$101	\$74	\$74	\$74	\$323
<u>Food Cost</u>					
Raw Food <i>per meal \$0.28</i>	\$77,280	\$56,287	\$56,287	\$56,287	\$246,141
HDM Food Svc Supplies <i>per meal</i>					
Catered Meals <i>per meal</i>					
<u>Consultant</u>					
Consultants-Temp Employees	\$9,110	\$6,635	\$6,635	\$6,635	\$29,015

Consultants-IT Operations	\$4,313	\$3,141	\$3,141	\$3,141	\$13,736
Consultants-Audit	\$2,101	\$1,530	\$1,530	\$1,530	\$6,691
Consultants-Payroll Service	\$449	\$327	\$327	\$327	\$1,430
Consultants-Legal	\$631	\$460	\$460	\$460	\$2,011
Consultants-Other	\$227	\$165	\$165	\$165	\$722
<b>Other</b>					
Delivery Costs	\$6,258	\$4,558	\$4,558	\$4,558	\$19,932
Volunteer and Client Costs	\$3,473	\$2,530	\$2,530	\$2,530	\$11,063
<b>Total Non DAS Operating Expenses</b>	<b>\$132,102</b>	<b>\$96,217</b>	<b>\$96,217</b>	<b>\$96,217</b>	<b>\$420,753</b>
<b>Total DAS and Non DAS Operating Expenses</b>	<b>\$814,547</b>	<b>\$593,277</b>	<b>\$593,277</b>	<b>\$593,277</b>	<b>\$2,594,378</b>
HSA #3					10/25/2016

**Appendix A– Services to be Provided**  
**Project Open Hand**  
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	Project Open Hand
Adult with a Disability	A person 18-59 years of age living with a disability.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service 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
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.



<p>DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist</p>	<p>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. <a href="http://www.dhs.gov/vi/home/documents/DetermineNutritionChecklist.pdf">http://www.dhs.gov/vi/home/documents/DetermineNutritionChecklist.pdf</a></p>
<p>DGA/ Dietary Guidelines for Americans</p>	<p>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).</p>
<p>DRI/ Dietary Reference Intakes</p>	<p>Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.</p>
<p>Disability</p>	<p>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)</p>
<p>Frail</p>	<p>An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others. (CCR Title 22 Sec. 7119)</p>
<p>HACCP</p>	<p>Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)</p>

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 edibility, 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.
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)

Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. (CCR Title 22 Sec. 7130)
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	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)

Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
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.
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 the grantee reflects their participation in CA-GetCare through program enrollment.

### III. Target Population

The target population is adults with disabilities living in the City and County of San Francisco who are homebound due to illness or disability, or are otherwise isolated, lack

a support network, and have no safe, healthy alternative for meals, and with particular attention to the following individuals:

1. Low income
2. Limited or no English speaking proficiency
3. Minority populations
4. Frail
5. LGBTQ+

**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 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 set of nutrition education material given to each consumer.
- 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 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.
- 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:

<b>Table A</b>	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	95	88	88	88
Number of Meals	18,000	16,700	16,700	16,700

## 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 5<sup>th</sup> working day of the month for the preceding month.
3. Grantee will enter monthly reports and metrics into the CARBON database system by the 15<sup>th</sup> 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 15<sup>th</sup> 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:

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

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

Lauren McCasland  
Nutritionist  
DAS OCP  
email: lauren.mccasland@sfgov.org@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 PROJECT OPEN HAND						
(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>						
If modification, Effective Date of Mod. _____ No. of Mod. _____						
<b>Program: Home-delivered meals for ( ) older adults, (X) adults with disabilities or ( ) emergency</b>						
Budget Reference Page No.(s)						
Program Term	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total	cost/meal
<b>Annual # Meals Contracted</b>	18,000	16,700	16,700	16,700	68,100	
<b>DAS Expenditures</b>						
Salaries & Benefits	\$96,062	\$96,062	\$96,062	\$96,062	\$384,248	\$5.64
Operating Expenses	\$51,211	\$40,574	\$40,574	\$40,574	\$172,933	\$2.54
<b>Subtotal</b>	<b>\$147,273</b>	<b>\$136,636</b>	<b>\$136,636</b>	<b>\$136,636</b>	<b>\$557,181</b>	<b>\$8.18</b>
Indirect Percentage (%)	\$0	\$0	\$0	\$0	\$0	
Indirect Cost	\$14,727	\$13,664	\$13,664	\$13,664	\$55,719	\$0.82
Capital/Subcontractor Expenditures						
NCQA Expenditures	\$10,219	\$10,219	\$10,219	\$10,219	\$40,876	\$0.60
<b>Total DAS Expenditures</b>	<b>\$172,219</b>	<b>\$160,519</b>	<b>\$160,519</b>	<b>\$160,519</b>	<b>\$653,776</b>	<b>\$9.60</b>
<b>Non DAS Expenditures</b>						
Salaries & Benefits	\$70,939	\$70,939	\$70,939	\$70,939	\$283,756	\$4.17
Operating Expenses	\$39,568	\$48,980	\$49,137	\$49,298	\$186,982	\$2.75
Capital/Subcontractor Expenditures						
NCQA Expenditures	\$2,284	\$2,284	\$2,284	\$2,284	\$9,136	\$0.13
<b>Total Non DAS Expenditures</b>	<b>\$112,791</b>	<b>\$122,203</b>	<b>\$122,360</b>	<b>\$122,521</b>	<b>\$479,874</b>	<b>\$7.05</b>
<b>TOTAL DAS AND NON DAS EXPEDITURES</b>	<b>\$285,010</b>	<b>\$282,722</b>	<b>\$282,879</b>	<b>\$283,040</b>	<b>\$1,133,650</b>	<b>\$16.65</b>
<b>DAS Revenues</b>						
Meals- General Fund	\$162,000	\$150,300	\$150,300	\$150,300	\$612,900	\$9.00
NCQA Fund	\$10,219	\$10,219	\$10,219	\$10,219	\$40,876	\$0.60
<b>Total DAS Revenue</b>	<b>\$172,219</b>	<b>\$160,519</b>	<b>\$160,519</b>	<b>\$160,519</b>	<b>\$653,776</b>	<b>\$9.60</b>
PER MEAL COST, DAS	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00	
PER MEAL COST (with NCQA), DAS	\$9.57	\$9.61	\$9.61	\$9.61	\$9.60	
<b>Non DAS Revenues</b>						
Project Income						
Agency Cash- Fundraising	\$72,048	\$81,460	\$81,617	\$81,779	\$316,904	\$4.65
Agency In-kind Volunteer	\$8,390	\$8,390	\$8,390	\$8,390	\$33,562	\$0.49
Agency Property	\$32,352	\$32,352	\$32,352	\$32,352	\$129,408	\$1.90
<b>Total Non DAS Revenue</b>	<b>\$112,791</b>	<b>\$122,203</b>	<b>\$122,360</b>	<b>\$122,521</b>	<b>\$479,874</b>	<b>\$7.05</b>
PER MEAL COST, Non DAS	\$6.27	\$7.32	\$7.33	\$7.34	\$7.05	
PER MEAL COST (with NCQA), Non DAS	\$6.27	\$7.32	\$7.33	\$7.34	\$7.05	
<b>TOTAL DAS AND NON DAS REVENUE</b>	<b>\$285,010</b>	<b>\$282,722</b>	<b>\$282,879</b>	<b>\$283,040</b>	<b>\$1,133,650</b>	<b>\$16.65</b>
PER MEAL COST, Total	\$15.27	\$16.32	\$16.33	\$16.34	\$16.05	
PER MEAL COST (with NCQA), Total	\$15.84	\$16.93	\$16.94	\$16.95	\$16.65	
Full Time Equivalent (FTE)	8.09	8.09	8.09	8.09	32.36	
Prepared by: Darin Raffaelli, Project Open Hand					Date: 6/12/21	
HSA-CO Review Signature: _____						
HSA #1					10/25/2016	

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

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**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	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
<b>Program Staff:</b>									
CNP Assistant	\$47,433	0.05	100.00%	0.05	\$2,372	\$2,372	\$2,372	\$2,372	\$9,488
CNP Assistant Manager	\$65,759	0.15	100.00%	0.15	\$9,864	\$9,864	\$9,864	\$9,864	\$39,456
Director, CNP	\$86,572	0.15	100.00%	0.15	\$12,986	\$12,986	\$12,986	\$12,986	\$51,944
<b>Kitchen Staff:</b>									
Cook I	\$37,513	0.10	49.30%	0.05	\$1,849	\$1,849	\$1,849	\$1,849	\$7,396
Cook I	\$37,513	0.10	49.30%	0.05	\$1,849	\$1,849	\$1,849	\$1,849	\$7,396
Cook I	\$37,513	0.05	49.30%	0.02	\$925	\$925	\$925	\$925	\$3,700
Cook II	\$39,720	0.10	49.30%	0.05	\$1,958	\$1,958	\$1,958	\$1,958	\$7,832
Cook II	\$39,720	0.10	49.30%	0.05	\$1,958	\$1,958	\$1,958	\$1,958	\$7,832
Cook II	\$39,720	0.10	49.30%	0.05	\$1,958	\$1,958	\$1,958	\$1,958	\$7,832
Cook II	\$39,720	0.05	49.30%	0.02	\$979	\$979	\$979	\$979	\$3,916
Lead Cook	\$44,005	0.10	49.30%	0.05	\$2,169	\$2,169	\$2,169	\$2,169	\$8,676
Sous Chef	\$47,518	0.05	49.30%	0.02	\$1,171	\$1,171	\$1,171	\$1,171	\$4,684
Porter I	\$37,578	0.10	49.30%	0.05	\$1,853	\$1,853	\$1,853	\$1,853	\$7,412
Porter I	\$37,578	0.10	49.30%	0.05	\$1,853	\$1,853	\$1,853	\$1,853	\$7,412
Porter I	\$37,578	0.10	49.30%	0.05	\$1,853	\$1,853	\$1,853	\$1,853	\$7,412
Porter I	\$37,578	0.04	49.30%	0.02	\$741	\$741	\$741	\$741	\$2,964
Porter I	\$37,578	0.04	49.30%	0.02	\$741	\$741	\$741	\$741	\$2,964
Porter I	\$37,578	0.02	49.30%	0.01	\$440	\$440	\$440	\$440	\$1,760
Porter I	\$37,578	0.02	49.30%	0.01	\$440	\$440	\$440	\$440	\$1,760
Kitchen Administrative Manager	\$70,116	0.05	49.30%	0.02	\$1,728	\$1,728	\$1,728	\$1,728	\$6,912
Kitchen Office Administrator	\$50,211	0.07	49.30%	0.03	\$1,733	\$1,733	\$1,733	\$1,733	\$6,932
Director, Kitchen Operations	\$86,570	0.07	49.30%	0.03	\$2,988	\$2,988	\$2,988	\$2,988	\$11,952
Executive Chef	\$93,330	0.05	49.30%	0.02	\$2,301	\$2,301	\$2,301	\$2,301	\$9,204
Purchasing Supervisor	\$60,389	0.06	49.30%	0.03	\$1,786	\$1,786	\$1,786	\$1,786	\$7,144
Kitchen Operations Coordinator II	\$40,560	0.06	49.30%	0.03	\$1,200	\$1,200	\$1,200	\$1,200	\$4,800
Kitchen Operations Coordinator II	\$40,560	0.05	49.30%	0.02	\$1,000	\$1,000	\$1,000	\$1,000	\$4,000
Kitchen Logistics Supervisor	\$49,962	0.02	49.30%	0.01	\$493	\$493	\$493	\$493	\$1,972
Inventory Operations Coordinator II	\$41,475	0.04	49.30%	0.02	\$818	\$818	\$818	\$818	\$3,272
Inventory Operations Coordinator II	\$41,475	0.03	49.30%	0.01	\$613	\$613	\$613	\$613	\$2,452
<b>Distribution Staff:</b>									
Driver	\$42,453	0.06	49.30%	0.03	\$1,177	\$1,177	\$1,177	\$1,177	\$4,708
Driver	\$39,104	0.06	49.30%	0.03	\$1,084	\$1,084	\$1,084	\$1,084	\$4,336
Driver	\$41,392	0.06	49.30%	0.03	\$1,148	\$1,148	\$1,148	\$1,148	\$4,592
Driver	\$39,104	0.02	49.30%	0.01	\$386	\$386	\$386	\$386	\$1,544
Director, Distribution	\$82,347	0.01	49.30%	0.00	\$406	\$406	\$406	\$406	\$1,624
<b>Operations Staff:</b>									
Director, Operations	\$84,469	0.02	49.30%	0.01	\$937	\$937	\$937	\$937	\$3,748
<b>Totals</b>	<b>\$1,766,846</b>	<b>2.35</b>	<b>1926.90%</b>	<b>1.34</b>	<b>\$69,610</b>	<b>\$69,610</b>	<b>\$69,610</b>	<b>\$69,610</b>	<b>\$278,440</b>
Fringe Benefits Rate	38.00%								
Employee Fringe Benefits	\$671,401				\$26,452	\$26,452	\$26,452	\$26,452	\$105,808
<b>Total DAS Salaries and Benefits</b>	<b>\$2,438,247</b>				<b>\$96,062</b>	<b>\$96,062</b>	<b>\$96,062</b>	<b>\$96,062</b>	<b>\$384,248</b>

Non DAS Salaries & Benefits	Agency Totals		HSA Program		FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Position Title	Time Salary for	Total FTE	by HSA	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
<b>Kitchen Staff:</b>									
Cook I	\$37,513	0.10	50.70%	0.05	\$1,902	\$1,902	\$1,902	\$1,902	\$7,608
Cook I	\$37,513	0.10	50.70%	0.05	\$1,902	\$1,902	\$1,902	\$1,902	\$7,608
Cook I	\$37,513	0.05	50.70%	0.03	\$951	\$951	\$951	\$951	\$3,804
Cook II	\$39,720	0.10	50.70%	0.05	\$2,014	\$2,014	\$2,014	\$2,014	\$8,056
Cook II	\$39,720	0.10	50.70%	0.05	\$2,014	\$2,014	\$2,014	\$2,014	\$8,056
Cook II	\$39,720	0.10	50.70%	0.05	\$2,014	\$2,014	\$2,014	\$2,014	\$8,056
Cook II	\$39,720	0.05	50.70%	0.03	\$1,007	\$1,007	\$1,007	\$1,007	\$4,028
Lead Cook	\$44,005	0.10	50.70%	0.05	\$2,231	\$2,231	\$2,231	\$2,231	\$8,924
Sous Chef	\$47,518	0.05	50.70%	0.03	\$1,205	\$1,205	\$1,205	\$1,205	\$4,820
Porter I	\$37,578	0.10	50.70%	0.05	\$1,905	\$1,905	\$1,905	\$1,905	\$7,620
Porter I	\$37,578	0.10	50.70%	0.05	\$1,905	\$1,905	\$1,905	\$1,905	\$7,620
Porter I	\$37,578	0.10	50.70%	0.05	\$1,905	\$1,905	\$1,905	\$1,905	\$7,620
Porter I	\$37,578	0.10	50.70%	0.05	\$1,905	\$1,905	\$1,905	\$1,905	\$7,620
Porter I	\$37,578	0.04	50.70%	0.02	\$762	\$762	\$762	\$762	\$3,048
Porter I	\$37,578	0.04	50.70%	0.02	\$762	\$762	\$762	\$762	\$3,048
Porter I	\$37,578	0.02	50.70%	0.01	\$452	\$452	\$452	\$452	\$1,808
Porter I	\$37,578	0.02	50.70%	0.01	\$452	\$452	\$452	\$452	\$1,808
Kitchen Administrative Manager	\$70,116	0.05	50.70%	0.03	\$1,777	\$1,777	\$1,777	\$1,777	\$7,108
Kitchen Office Administrator	\$50,211	0.07	50.70%	0.04	\$1,782	\$1,782	\$1,782	\$1,782	\$7,128
Director, Kitchen Operations	\$86,570	0.07	50.70%	0.04	\$3,072	\$3,072	\$3,072	\$3,072	\$12,288
Executive Chef	\$93,330	0.05	50.70%	0.03	\$2,366	\$2,366	\$2,366	\$2,366	\$9,464
Purchasing Supervisor	\$60,389	0.06	50.70%	0.03	\$1,837	\$1,837	\$1,837	\$1,837	\$7,348
Kitchen Operations Coordinator II	\$40,560	0.06	50.70%	0.03	\$1,234	\$1,234	\$1,234	\$1,234	\$4,936
Kitchen Operations Coordinator II	\$40,560	0.05	50.70%	0.03	\$1,028	\$1,028	\$1,028	\$1,028	\$4,112
Kitchen Logistics Supervisor	\$49,962	0.02	50.70%	0.01	\$507	\$507	\$507	\$507	\$2,028
Inventory Operations Coordinator II	\$41,475	0.04	50.70%	0.02	\$841	\$841	\$841	\$841	\$3,364



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

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### Operating Expense Detail

Annual # Meals Contracted	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
	18,000	16,700	16,700	16,700	68,100
<b>DAS Operating Expenses</b>					
<u>Expenditure Category</u>					
Rental of Property (see table at right)					
Utilities (Elec, Water, Gas, Phone, Garbage)	\$3,173	\$3,173	\$3,173	\$3,173	\$12,692
Office Supplies, Postage	\$146	\$146	\$146	\$146	\$586
Building Maintenance Supplies and Repair	\$973	\$973	\$973	\$973	\$3,891
Printing and Reproduction					
Insurance	\$616	\$616	\$616	\$616	\$2,463
Staff Training	\$123	\$123	\$123	\$123	\$493
Staff Travel-(Local & Out of Town)	\$138	\$138	\$138	\$138	\$550
Rental of Equipment					
<u>Food Cost</u>					
Raw Food <i>per meal \$2.46 \$2.01</i>	\$44,237	\$33,600	\$33,600	\$33,600	\$145,037
HDM Food Svc Supplies <i>per meal</i>					
Catered Meals <i>per meal</i>					
<u>Other</u>					
Vehicle Fees (Fuel, Maintenance, Parking)	\$729	\$729	\$729	\$729	\$2,917
Data Communication, Licenses, Dues	\$592	\$592	\$592	\$592	\$2,366
Other Supplies (Janitorial, Facilities)	\$485	\$485	\$485	\$485	\$1,940
<b>Total DAS Operating Expenses</b>	<b>\$51,211</b>	<b>\$40,574</b>	<b>\$40,574</b>	<b>\$40,574</b>	<b>\$172,933</b>
<b>Non DAS Operating Expenses</b>					
<u>Expenditure Category</u>					
Rental of Property	\$32,352	\$32,352	\$32,352	\$32,352	\$129,408
Utilities (Elec, Water, Gas, Phone, Garbage)	\$3,263	\$5,236	\$5,393	\$5,555	\$19,447
Office Supplies, Postage	\$151	\$151	\$151	\$151	\$602
Building Maintenance Supplies and Repair	\$1,000	\$1,000	\$1,000	\$1,000	\$4,001
Printing and Reproduction					
Insurance	\$633	\$633	\$633	\$633	\$2,533
Staff Training	\$127	\$127	\$127	\$127	\$507
Staff Travel-(Local & Out of Town)	\$141	\$141	\$141	\$141	\$566
Rental of Equipment					
<u>Food Cost</u>					
Raw Food <i>per meal \$0.00 \$0.45</i>	\$43	\$7,482	\$7,482	\$7,482	\$22,489
HDM Food Svc Supplies <i>per meal</i>					
Catered Meals <i>per meal</i>					
<u>Other</u>					
Vehicle Fees (Fuel, Maintenance, Parking)	\$750	\$750	\$750	\$750	\$2,999
Data Communication, Licenses, Dues	\$608	\$608	\$608	\$608	\$2,434
Other Supplies (Janitorial, Facilities)	\$499	\$499	\$499	\$499	\$1,996
<b>Total Non DAS Operating Expenses</b>	<b>\$39,568</b>	<b>\$48,980</b>	<b>\$49,137</b>	<b>\$49,298</b>	<b>\$186,982</b>
<b>Total DAS and Non DAS Operating Expenses</b>	<b>\$90,779</b>	<b>\$89,554</b>	<b>\$89,711</b>	<b>\$89,872</b>	<b>\$359,915</b>
<b>HSA #3</b>					<b>10/25/2016</b>

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

Document Date: March 2021

### NCQA Expenditure Detail

<b>DAS NCQA Expenditure</b>	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	\$616.91	4.00	\$2,468	\$2,468	\$2,468	\$2,468	\$9,872
HDM Route Monitoring	\$263.67	10.00	\$2,637	\$2,637	\$2,637	\$2,637	\$10,548
Nutrition education							
Nutrition counseling (optional)	/hour						
In-service training	\$295.05 /training	4.00	\$1,180	\$1,180	\$1,180	\$1,180	\$4,720
<b>Total DAS NCQA Expenditure</b>			<b>\$10,219</b>	<b>\$10,219</b>	<b>\$10,219</b>	<b>\$10,219</b>	<b>\$40,876</b>

<b>Non DAS NCQA Expenditure</b>	Unit price	Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Menu planning and nutrition analysis	\$439.62 /set	2.00	\$879	\$879	\$879	\$879	\$3,516
Kitchen and food service monitoring	\$137.88	4.00	\$552	\$552	\$552	\$552	\$2,208
HDM Route Monitoring	\$58.93	10.00	\$589	\$589	\$589	\$589	\$2,356
Nutrition education							
Nutrition counseling (optional)	/hour						
In-service training	\$65.94 /training	4.00	\$264	\$264	\$264	\$264	\$1,056
<b>Total Non DAS NCQA Expenditure</b>			<b>\$2,284</b>	<b>\$2,284</b>	<b>\$2,284</b>	<b>\$2,284</b>	<b>\$9,136</b>

<b>Total DAS and Non DAS NCQA Expenditure</b>			<b>\$12,503</b>	<b>\$12,503</b>	<b>\$12,503</b>	<b>\$12,503</b>	<b>\$50,012</b>
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HSA #4

10/25/2016

**Appendix A– Services to be Provided**  
**Self Help for the Elderly**  
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	Self Help for the Elderly
Adult with a Disability	A person 18-59 years of age living with a disability.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service 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
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.



<p>DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist</p>	<p>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. <a href="http://www.dhs.gov/vi/home/documents/DetermineNutritionChecklist.pdf">http://www.dhs.gov/vi/home/documents/DetermineNutritionChecklist.pdf</a></p>
<p>DGA/ Dietary Guidelines for Americans</p>	<p>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).</p>
<p>DRI/ Dietary Reference Intakes</p>	<p>Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.</p>
<p>Disability</p>	<p>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)</p>
<p>Frail</p>	<p>An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others. (CCR Title 22 Sec. 7119)</p>
<p>HACCP</p>	<p>Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)</p>

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 edibility, 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.
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)

Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. (CCR Title 22 Sec. 7130)
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	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)

Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
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.
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 the grantee reflects their participation in CA-GetCare through program enrollment.

### III. Target Population

The target population is adults with disabilities living in the City and County of San Francisco who are homebound due to illness or disability, or are otherwise isolated, lack

a support network, and have no safe, healthy alternative for meals, and with particular attention to the following individuals:

1. Low income
2. Limited or no English speaking proficiency
3. Minority populations
4. Frail
5. LGBTQ+

**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 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 set of nutrition education material given to each consumer.
- 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 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.
- 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:

<b>Table A</b>	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	126	96	96	96
Number of Meals	45,000	33,900	33,900	33,900

## 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 5<sup>th</sup> working day of the month for the preceding month.
3. Grantee will enter monthly reports and metrics into the CARBON database system by the 15<sup>th</sup> 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 15<sup>th</sup> 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:

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

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

Tiffany Kearney, RD  
 Lead Nutritionist  
 DAS OCP  
 Tiffany.Kearney@sfgov.org

and

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

**X. Monitoring Activities**

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

**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. _____						
<b>Program: Home-delivered meals for ( ) older adults, (X) adults with disabilities or ( ) emergency</b>						
Budget Reference Page No.(s) _____						
Program Term	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total	Average cost/meal
<b>Annual # Meals Contracted</b>	45,000	33,900	33,900	33,900	146,700	
<b>DAS Expenditures</b>						
Salaries & Benefits	\$175,628	\$132,150	\$132,150	\$132,150	\$572,078	\$3.90
Operating Expenses	\$118,917	\$89,741	\$89,741	\$89,741	\$388,140	\$2.65
<b>Subtotal</b>	<b>\$294,545</b>	<b>\$221,891</b>	<b>\$221,891</b>	<b>\$221,891</b>	<b>\$960,218</b>	<b>\$6.55</b>
Indirect Percentage (%)	10.00%	10.00%	10.00%	10.00%	10.00%	
Indirect Cost	\$29,455	\$22,189	\$22,189	\$22,189	\$96,022	\$0.65
Capital/Subcontractor Expenditures						
NCQA Expenditures	\$14,155	\$14,155	\$14,155	\$14,155	\$56,620	\$0.39
<b>Total DAS Expenditures</b>	<b>\$338,155</b>	<b>\$258,235</b>	<b>\$258,235</b>	<b>\$258,235</b>	<b>\$1,112,860</b>	<b>\$7.59</b>
<b>Non DAS Expenditures</b>						
Salaries & Benefits	\$22,101	\$65,578	\$65,578	\$65,578	\$218,835	\$1.49
Operating Expenses	\$83,850	\$66,728	\$66,728	\$66,728	\$284,034	\$1.94
Capital/Subcontractor Expenditures						
NCQA Expenditures						
<b>Total Non DAS Expenditures</b>	<b>\$105,951</b>	<b>\$132,306</b>	<b>\$132,306</b>	<b>\$132,306</b>	<b>\$502,869</b>	<b>\$3.43</b>
<b>TOTAL DAS AND NON DAS EXPEDITURES</b>	<b>\$444,106</b>	<b>\$390,541</b>	<b>\$390,541</b>	<b>\$390,541</b>	<b>\$1,615,729</b>	<b>\$11.01</b>
<b>DAS Revenues</b>						
Meals- General Fund	\$324,000	\$244,080	\$244,080	\$244,080	\$1,056,240	\$7.20
Meals- State Fund						
Meals- Federal Fund						
NCQA Fund	\$14,155	\$14,155	\$14,155	\$14,155	\$56,620	\$0.39
<b>Total DAS Revenue</b>	<b>\$338,155</b>	<b>\$258,235</b>	<b>\$258,235</b>	<b>\$258,235</b>	<b>\$1,112,860</b>	<b>\$7.59</b>
PER MEAL COST, DAS	\$7.20	\$7.20	\$7.20	\$7.20	\$7.20	
PER MEAL COST (with NCQA), DAS	\$7.51	\$7.62	\$7.62	\$7.62	\$7.59	
<b>Non DAS Revenues</b>						
Project Income	\$9,000	\$6,780	\$6,780	\$6,780	\$29,340	\$0.20
Agency Cash- Fundraising	\$96,951	\$125,526	\$125,526	\$125,526	\$473,529	\$3.23
Agency In-kind Volunteer						
<b>Total Non DAS Revenue</b>	<b>\$105,951</b>	<b>\$132,306</b>	<b>\$132,306</b>	<b>\$132,306</b>	<b>\$502,869</b>	<b>\$3.43</b>
PER MEAL COST, Non DAS	\$2.35	\$3.90	\$3.90	\$3.90	\$3.43	
PER MEAL COST (with NCQA), Non DAS	\$2.35	\$3.90	\$3.90	\$3.90	\$3.43	
<b>TOTAL DAS AND NON DAS REVENUE</b>	<b>\$444,106</b>	<b>\$390,541</b>	<b>\$390,541</b>	<b>\$390,541</b>	<b>\$1,615,729</b>	<b>\$11.01</b>
PER MEAL COST, Total	\$9.55	\$11.10	\$11.10	\$11.10	\$10.63	
PER MEAL COST (with NCQA), Total	\$9.86	\$11.52	\$11.52	\$11.52	\$11.02	
Full Time Equivalent (FTE)	28.00	28.00	28.00	28.00	112.00	
Prepared by: Leny Nair						Date:6/98/21
HSA-CO Review Signature: _____						10/25/2016
HSA #1						

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

Appendix B, Page 2  
 Document Date: June 9, 2021

**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	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Nutrition Director	\$92,700	1.00	5.00%	0.05	\$4,635	\$4,635	\$4,635	\$4,635	\$18,540
Contracts Manager	\$59,987	1.00	10.00%	0.10	\$5,999	\$5,999	\$5,999	\$5,999	\$23,996
Community Outreach Worker	\$45,760	1.00	20.00%	0.20	\$9,152	\$9,152	\$9,152	\$9,152	\$36,608
HDM Coordinator	\$49,920	1.00	15.50%	0.16	\$7,738	\$7,738	\$7,738	\$7,738	\$30,952
HDM Supervisor	\$39,520	1.00	36.00%	0.36	\$14,227	\$14,227	\$14,227	\$14,227	\$56,908
Nutrition Manager	\$72,100	1.00	15.00%	0.15	\$10,815	\$10,815	\$10,815	\$10,815	\$43,260
Transportation Dispatcher	\$47,840	1.00	28.00%	0.28	\$23,920	\$13,395	\$13,395	\$13,395	\$64,105
HDM Driver	\$39,520	1.00	25.00%	0.25	\$9,880	\$9,880	\$9,880	\$9,880	\$39,520
HDM Driver	\$38,480	1.00	12.50%	0.13	\$4,810	\$4,810	\$4,810	\$4,810	\$19,240
HDM Driver	\$38,480	1.00	12.50%	0.13	\$4,810	\$4,810	\$4,810	\$4,810	\$19,240
HDM Driver	\$36,400	1.00	12.50%	0.13	\$4,550	\$4,550	\$4,550	\$4,550	\$18,200
HDM Driver	\$36,400	1.00	12.50%	0.13	\$4,550	\$4,550	\$4,550	\$4,550	\$18,200
HDM Driver	\$38,400	1.00	12.50%	0.13	\$4,800	\$4,800	\$4,800	\$4,800	\$19,200
HDM Worker	\$35,464	1.00	12.50%	0.13	\$4,433				\$4,433
HDM Worker	\$35,464	1.00	12.50%	0.13	\$4,433				\$4,433
HDM Worker	\$35,464	1.00	12.50%	0.13	\$4,433				\$4,433
HDM Worker	\$35,464	1.00	12.50%	0.13	\$4,433				\$4,433
HDM Worker	\$35,464	1.00	12.50%	0.13	\$4,433				\$4,433
<b>Totals</b>	<b>\$812,827</b>	<b>18.00</b>	<b>279.50%</b>	<b>2.80</b>	<b>\$132,051</b>	<b>\$99,361</b>	<b>\$99,361</b>	<b>\$99,361</b>	<b>\$430,134</b>
Fringe Benefits Rate	33%								
Employee Fringe Benefits	\$268,233				\$43,577	\$32,789	\$32,789	\$32,789	\$141,944
<b>Total DAS Salaries and Benefits</b>	<b>\$1,081,060</b>				<b>\$175,628</b>	<b>\$132,150</b>	<b>\$132,150</b>	<b>\$132,150</b>	<b>\$572,078</b>

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	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Nutrition Director	\$92,700	1.00	5.00%	0.05	\$4,635	\$4,635	\$4,635	\$4,635	\$18,540
Contracts Manager	\$59,987	1.00	5.00%	0.05	\$2,999	\$2,999	\$2,999	\$2,999	\$11,996
HDM Driver	\$36,400	1.00	12.50%	0.13	\$4,550	\$4,550	\$4,550	\$4,550	\$18,200
HDM Worker	\$35,464	1.00	12.50%	0.13	\$4,433	\$4,433	\$4,433	\$4,433	\$17,732
HDM Worker	\$35,464	1.00	12.50%	0.13		\$4,433	\$4,433	\$4,433	\$13,299
HDM Worker	\$35,464	1.00	12.50%	0.13		\$4,433	\$4,433	\$4,433	\$13,299
HDM Worker	\$35,464	1.00	12.50%	0.13		\$4,433	\$4,433	\$4,433	\$13,299
HDM Worker	\$35,464	1.00	12.50%	0.13		\$4,433	\$4,433	\$4,433	\$13,299
Transportation Dispatcher	\$47,840	1.00	22.00%	0.22		\$10,525	\$10,525	\$10,525	\$31,575
<b>Totals</b>	<b>\$449,711</b>	<b>10.00</b>	<b>119.50%</b>	<b>1.20</b>	<b>\$16,617</b>	<b>\$49,307</b>	<b>\$49,307</b>	<b>\$49,307</b>	<b>\$164,538</b>
Fringe Benefits Rate	33.00%								
Employee Fringe Benefits	\$148,405				\$5,484	\$16,271	\$16,271	\$16,271	\$54,297
<b>Total Non DAS Salaries and Benefits</b>	<b>\$598,116</b>				<b>\$22,101</b>	<b>\$65,578</b>	<b>\$65,578</b>	<b>\$65,578</b>	<b>\$218,835</b>
<b>Total DAS and Non DAS Salaries and Benefits</b>	<b>\$1,679,176</b>				<b>\$197,729</b>	<b>\$197,728</b>	<b>\$197,728</b>	<b>\$197,728</b>	<b>\$790,913</b>

HSA #2

10/25/2016

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

**Operating Expense Detail**

	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Annual # Meals Contracted	45,000	33,900	33,900	33,900	146,700
<b>DAS Operating Expenses</b>					
<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	\$792	\$753	\$753	\$753	\$3,051
Staff Training					
Staff Travel-(Local & Out of Town)					
Rental of Equipment					
<u>Food Cost</u>					
Raw Food <i>per meal \$0.13</i>	\$5,625	\$4,238	\$4,238	\$4,238	\$18,339
HDM Food Svc Supplies <i>per meal</i>					
Catered Meals <i>per meal \$2.50</i>	\$112,500	\$84,750	\$84,750	\$84,750	\$366,750
<b>Total DAS Operating Expenses</b>	<b>\$118,917</b>	<b>\$89,741</b>	<b>\$89,741</b>	<b>\$89,741</b>	<b>\$388,140</b>
<b>Non DAS Operating Expenses</b>					
<u>Expenditure Category</u>					
Rental of Property	\$1,000	\$600	\$600	\$600	\$2,800
Utilities (Elec, Water, Gas, Phone, Garbage)	\$500	\$500	\$500	\$500	\$2,000
Office Supplies, Postage					
Building Maintenance Supplies and Repair					
Printing and Reproduction					
Insurance	\$9,000	\$9,039	\$9,039	\$9,039	\$36,117
Staff Training					
Staff Travel-(Local & Out of Town)					
Rental of Equipment					
<u>Food Cost</u>					
Raw Food <i>per meal \$0.64</i>	\$28,800	\$21,696	\$21,696	\$21,696	\$93,888
HDM Food Svc Supplies <i>per meal</i>					
Catered Meals <i>per meal \$0.87</i>	\$39,150	\$29,493	\$29,493	\$29,493	\$127,629
<u>Other</u>					
Vehicle Reps & Maint	\$1,500	\$1,500	\$1,500	\$1,500	\$6,000
Vehicle Expenses	\$3,500	\$3,500	\$3,500	\$3,500	\$14,000
Taxes & Licenses	\$200	\$200	\$200	\$200	\$800
Recruitment Expenses	\$200	\$200	\$200	\$200	\$800
<b>Total Non DAS Operating Expenses</b>	<b>\$83,850</b>	<b>\$66,728</b>	<b>\$66,728</b>	<b>\$66,728</b>	<b>\$284,034</b>
<b>Total DAS and Non DAS Operating Expenses</b>	<b>\$202,767</b>	<b>\$156,469</b>	<b>\$156,469</b>	<b>\$156,469</b>	<b>\$672,174</b>
HSA #3					10/25/2016

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

Appendix B, Page 4  
 Document Date: June 9, 2021

**NCQA Expenditure Detail**

<b>DAS NCQA Expenditure</b>	Unit price	Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Menu planning and nutrition analysis	\$673.64 /set	2.00	\$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	\$10,084
HDM Route Monitoring	\$389.53 /route	26.00	\$10,128	\$10,128	\$10,128	\$10,128	\$40,512
Nutrition education	\$39.81	4.00	\$159	\$159	\$159	\$159	\$636
Nutrition counseling (optional)	/hour						
In-service training	/training						
HDM Assessment for ENP/C2 nutrition program (Initial and annual)	/assessment						
Annual Assessment for the HDM program for Adults with Disabilities (optional)	/annual assessment						
<b>Total DAS NCQA Expenditure</b>			<b>\$14,155</b>	<b>\$14,155</b>	<b>\$14,155</b>	<b>\$14,155</b>	<b>\$56,620</b>
<b>Non DAS NCQA Expenditure</b>	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						
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						
<b>Total Non DAS NCQA Expenditure</b>							
<b>Total DAS and Non DAS NCQA Expenditure</b>			<b>\$14,155</b>	<b>\$14,155</b>	<b>\$14,155</b>	<b>\$14,155</b>	<b>\$56,620</b>
<b>HSA #4</b>							<b>10/25/2016</b>

**Emergency Home-Delivered Meal Nutrition Services:**

*Meals on Wheels*

Appendix A – Services to be Provided

Appendix B – Budget

**Appendix A– 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.
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
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. ( <a href="https://www.sfhsa.org/services/access-empowerment/das-benefits-and-resources-hub">https://www.sfhsa.org/services/access-empowerment/das-benefits-and-resources-hub</a> )



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.
ENP	Elderly Nutrition Program - 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.
Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others. (CCR Title 22 Sec. 7119)
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 edibility, 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.
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)
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. (CCR Title 22 Sec. 7130)
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.
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.
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 emergency home-delivered nutrition services and the grantee reflects their participation in CA-GetCare through program enrollment.
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### **III. Target Population**

The target population is 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, and are frail and homebound due to illness or disability, are otherwise isolated, lack a support network, and have no safe, healthy alternative for meals, and with particular attention to the following individuals:

1. Low income
2. Limited or no English speaking proficiency
3. Minority populations
4. Frail
5. LGBTQ+

### **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 develop and provide each consumer with a welcome packet that includes 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.
- 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. 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 a minimum of four (4) hours annually of in-service trainings for nutrition program staff (e.g. food service and delivery workers) as described in the CCR-Title 22 Regulations Sec. 7636.5 and DAS OCP policy memoranda. The grantee will also document, schedule, and conduct in-service trainings in a timely manner when there are monitoring findings. A registered dietitian (RD) must review and approve an annual in-service training plan and the training curriculum for nutrition program staff.
- 5. Grantee will 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. On an annual basis, grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

<b>Table A</b>	
Number of Unduplicated Consumers (UDC)	325
Number of Meals	36681

## **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 5<sup>th</sup> working day of the month for the preceding month.
3. Grantee will enter monthly reports and metrics into the CARBON database system by the 15<sup>th</sup> 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 15<sup>th</sup> 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:

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

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

Sarah Chan  
 Nutritionist  
 DAS OCP  
 email: Sarah.Chan@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, ( ) adults with disabilities or (x) emergency**

Budget Reference Page No.(s)						
Program Term	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total	cost/meal
<b>Annual # Meals Contracted</b>	36,681	36,681	36,681	36,681	146,724	
<b>DAS Expenditures</b>						
Salaries & Benefits	\$90,236	\$90,236	\$90,236	\$90,236	\$360,944	\$2.46
Operating Expenses	\$76,296	\$76,296	\$76,296	\$76,296	\$305,184	\$2.08
<b>Subtotal</b>	\$166,532	\$166,532	\$166,532	\$166,532	\$666,128	\$4.54
Indirect Percentage (%)						
Indirect Cost						
COVID OTO	\$28,908				\$28,908	
NCQA Expenditures						
<b>Total DAS Expenditures</b>	<b>\$195,440</b>	<b>\$166,532</b>	<b>\$166,532</b>	<b>\$166,532</b>	<b>\$695,036</b>	<b>\$4.74</b>
<b>Non DAS Expenditures</b>						
Salaries & Benefits	\$12,845	\$12,845	\$12,845	\$12,845	\$51,380	\$0.35
Operating Expenses	\$32,382	\$32,382	\$32,382	\$32,382	\$129,528	\$0.88
Capital/Subcontractor Expenditures						
NCQA Expenditures						
<b>Total Non DAS Expenditures</b>	<b>\$45,227</b>	<b>\$45,227</b>	<b>\$45,227</b>	<b>\$45,227</b>	<b>\$180,908</b>	<b>\$1.23</b>
<b>TOTAL DAS AND NON DAS EXPEDITURES</b>	<b>\$240,667</b>	<b>\$211,759</b>	<b>\$211,759</b>	<b>\$211,759</b>	<b>\$875,944</b>	<b>\$5.97</b>
<b>DAS Revenues</b>						
Meals- General Fund	\$166,532	\$166,532	\$166,532	\$166,532	\$666,128	\$4.54
Meals- State Fund						
Meals- Federal Fund						
COVID OTO	\$28,908				\$28,908	\$0.20
<b>Total DAS Revenue</b>	<b>\$195,440</b>	<b>\$166,532</b>	<b>\$166,532</b>	<b>\$166,532</b>	<b>\$695,036</b>	<b>\$4.74</b>
<i>PER MEAL COST, DAS</i>	\$4.54	\$4.54	\$4.54	\$4.54	\$4.54	
<i>PER MEAL COST (with NCQA), DAS</i>	\$4.54	\$4.54	\$4.54	\$4.54	\$4.54	
<b>Non DAS Revenues</b>						
Project Income						
Agency Cash- Fundraising	\$45,227	\$45,227	\$45,227	\$45,227	\$180,908	\$1.23
Agency In-kind Volunteer						
<b>Total Non DAS Revenue</b>	<b>\$45,227</b>	<b>\$45,227</b>	<b>\$45,227</b>	<b>\$45,227</b>	<b>\$180,908</b>	<b>\$1.23</b>
<i>PER MEAL COST (with NCQA), Non DAS</i>	\$1.23	\$1.23	\$1.23	\$1.23	\$1.23	
<b>TOTAL DAS AND NON DAS REVENUE</b>	<b>\$240,667</b>	<b>\$211,759</b>	<b>\$211,759</b>	<b>\$211,759</b>	<b>\$875,944</b>	<b>\$5.97</b>
<i>PER MEAL COST (with NCQA), Total</i>	\$5.77	\$5.77	\$5.77	\$5.77	\$5.77	
Full Time Equivalent (FTE)	188.00	188.00	188.00	188.00	752.00	

Prepared by: Patrick Schmalz

Date: 6/8/21

HSA-CO Review Signature: \_\_\_\_\_

HSA #1

10/25/2016

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

Appendix B, Page 2  
 Document Date: June 2021

**Salaries & Benefits Detail**

<b>DAS Salaries &amp; Benefits</b>		Agency Totals		HSA Program		FY 21/22	FY 22/23	FY 23/24	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
Drivers (28)	\$46,823	28.00	1.54%	0.43	\$20,162	\$20,162	\$20,162	\$20,162	\$20,162	\$80,648
HDM Supervisor/Lead/ Driver (PM)	\$66,950	1.00	0.88%	0.01	\$589	\$589	\$589	\$589	\$589	\$2,356
Customer Service Lead	\$68,855	1.00	0.88%	0.01	\$606	\$606	\$606	\$606	\$606	\$2,424
HDM Supervisor/Driver Lead/AM	\$58,423	1.00	0.88%	0.01	\$514	\$514	\$514	\$514	\$514	\$2,056
Senior HDM Driver Manager	\$87,560	1.00	0.88%	0.01	\$771	\$771	\$771	\$771	\$771	\$3,084
Senior HDM Client Waitlist & Com	\$84,542	1.00	0.88%	0.01	\$744	\$744	\$744	\$744	\$744	\$2,976
Senior HDM Operations Manager	\$87,560	1.00	0.88%	0.01	\$771	\$771	\$771	\$771	\$771	\$3,084
Client Support Specialist	\$49,276	1.00	0.88%	0.01	\$434	\$434	\$434	\$434	\$434	\$1,736
HDM Safety Board Lead	\$53,560	1.00	0.88%	0.01	\$471	\$471	\$471	\$471	\$471	\$1,884
HDM Lead Intake Coordinator	\$58,460	1.00	0.88%	0.01	\$514	\$514	\$514	\$514	\$514	\$2,056
Chief Prog Off	\$155,752	1.00	0.88%	0.01	\$1,371	\$1,371	\$1,371	\$1,371	\$1,371	\$5,484
SalesForce Administrator	\$110,624	1.00	1.60%	0.02	\$1,770	\$1,770	\$1,770	\$1,770	\$1,770	\$7,080
SalesForce Analyst	\$63,865	1.00	1.60%	0.02	\$1,022	\$1,022	\$1,022	\$1,022	\$1,022	\$4,088
Chief Food & Operations Officer: \$	\$167,553	1.00	1.26%	0.01	\$2,111	\$2,111	\$2,111	\$2,111	\$2,111	\$8,444
Food Safety/Compliance Manager	\$87,550	1.00	1.57%	0.02	\$1,375	\$1,375	\$1,375	\$1,375	\$1,375	\$5,500
Assistant Food Service Director	\$101,700	1.00	1.57%	0.02	\$1,597	\$1,597	\$1,597	\$1,597	\$1,597	\$6,388
Chef	\$99,386	1.00	1.57%	0.02	\$1,560	\$1,560	\$1,560	\$1,560	\$1,560	\$6,240
Food Service Director	\$108,150	1.00	1.57%	0.02	\$1,698	\$1,698	\$1,698	\$1,698	\$1,698	\$6,792
Procurement/Purchasing Manager	\$108,150	1.00	1.57%	0.02	\$1,698	\$1,698	\$1,698	\$1,698	\$1,698	\$6,792
Warehouse Manager	\$56,650	1.00	1.36%	0.01	\$770	\$770	\$770	\$770	\$770	\$3,080
Kitchen Staff (37)	\$42,572	37.00	1.13%	0.42	\$17,846	\$17,846	\$17,846	\$17,846	\$17,846	\$71,384
Maintenance Associate	\$39,634	1.00	1.36%	0.01	\$539	\$539	\$539	\$539	\$539	\$2,156
Fleet & Facilities Manager	\$82,400	1.00	1.36%	0.01	\$1,121	\$1,121	\$1,121	\$1,121	\$1,121	\$4,484
Maintenance Associate	\$39,634	1.00	1.36%	0.01	\$539	\$539	\$539	\$539	\$539	\$2,156
Sr. Administrative Assistant	\$66,950	1.00	1.36%	0.01	\$911	\$911	\$911	\$911	\$911	\$3,644
Maintenance Technician Supervis	\$72,100	1.00	1.36%	0.01	\$981	\$981	\$981	\$981	\$981	\$3,924
Director of Fleet & Facilities	\$118,775	1.00	1.36%	0.01	\$1,615	\$1,615	\$1,615	\$1,615	\$1,615	\$6,460
Volunteer Program Manager	\$66,886	1.00	1.60%	0.02	\$1,068	\$1,068	\$1,068	\$1,068	\$1,068	\$4,272
Volunteer Program Manager	\$63,865	1.00								
Volunteer Program Manager	\$64,890	1.00								
Director of Volunteer Programs &	\$100,114	1.00	1.60%	0.02	\$1,599	\$1,599	\$1,599	\$1,599	\$1,599	\$6,396
Totals	\$2,479,209	94.00	36.50%	1.19	\$66,767	\$66,767	\$66,767	\$66,767	\$66,767	\$267,068
Fringe Benefits Rate	35.15%									
Employee Fringe Benefits	\$871,442				\$23,469	\$23,469	\$23,469	\$23,469	\$23,469	\$93,876
<b>Total DAS Salaries and Benefits</b>	<b>\$3,350,651</b>				<b>\$90,236</b>	<b>\$90,236</b>	<b>\$90,236</b>	<b>\$90,236</b>	<b>\$90,236</b>	<b>\$360,944</b>

<b>Non DAS Salaries &amp; Benefits</b>		Agency Totals		HSA Program		FY 21/22	FY 22/23	FY 23/24	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
Drivers (28)	\$46,823	28.00								
HDM Supervisor/Lead/ Driver (PM)	\$66,950	1.00	1.00%	0.01	\$670	\$670	\$670	\$670	\$670	\$2,680
Customer Service Lead	\$68,855	1.00	1.00%	0.01	\$689	\$689	\$689	\$689	\$689	\$2,756
HDM Supervisor/Driver Lead/AM	\$58,423	1.00	1.00%	0.01	\$584	\$584	\$584	\$584	\$584	\$2,336
Senior HDM Driver Manager	\$87,560	1.00	1.00%	0.01	\$876	\$876	\$876	\$876	\$876	\$3,504
Senior HDM Client Waitlist & Com	\$84,542	1.00	1.00%	0.01	\$845	\$845	\$845	\$845	\$845	\$3,380
Senior HDM Operations Manager	\$87,560	1.00	1.00%	0.01	\$876	\$876	\$876	\$876	\$876	\$3,504
Client Support Specialist	\$49,276	1.00	1.00%	0.01	\$493	\$493	\$493	\$493	\$493	\$1,972
HDM Safety Board Lead	\$53,560	1.00	1.00%	0.01	\$536	\$536	\$536	\$536	\$536	\$2,144
HDM Lead Intake Coordinator	\$58,460	1.00	1.00%	0.01	\$585	\$585	\$585	\$585	\$585	\$2,340
Chief Prog Off	\$155,752	1.00	1.00%	0.01	\$1,558	\$1,558	\$1,558	\$1,558	\$1,558	\$6,232
SalesForce Administrator	\$110,624	1.00								
SalesForce Analyst	\$63,865	1.00								
Chief Food & Operations Officer: \$	\$167,553	1.00								
Food Safety/Compliance Manager	\$87,550	1.00								
Assistant Food Service Director	\$101,700	1.00								
Chef	\$99,386	1.00								
Food Service Director	\$108,150	1.00								
Procurement/Purchasing Manager	\$108,150	1.00								
Warehouse Manager	\$56,650	1.00	0.24%	0.00	\$136	\$136	\$136	\$136	\$136	\$544
Kitchen Staff (37)	\$42,572	37.00								
Maintenance Associate	\$39,634	1.00	0.24%	0.00	\$95	\$95	\$95	\$95	\$95	\$380
Fleet & Facilities Manager	\$82,400	1.00	0.24%	0.00	\$198	\$198	\$198	\$198	\$198	\$792
Maintenance Associate	\$39,634	1.00	0.24%	0.00	\$95	\$95	\$95	\$95	\$95	\$380
Sr. Administrative Assistant	\$66,950	1.00	0.24%	0.00	\$161	\$161	\$161	\$161	\$161	\$644



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

**Operating Expense Detail**

	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Annual # Meals Contracted	36,681	36,681	36,681	36,681	146,724
<b>DAS Operating Expenses</b>					
<u>Expenditure Category</u>					
Rental of Property	\$32	\$32	\$32	\$32	\$128
Utilities (Elec, Water, Gas, Phone, Garbage)	\$3,600	\$3,600	\$3,600	\$3,600	\$14,400
Office Supplies, Postage	\$2,860	\$2,860	\$2,860	\$2,860	\$11,440
Building Maintenance Supplies and Repair	\$1,759	\$1,759	\$1,759	\$1,759	\$7,036
Printing and Reproduction	\$108	\$108	\$108	\$108	\$432
Insurance	\$990	\$990	\$990	\$990	\$3,960
Staff Training	\$153	\$153	\$153	\$153	\$612
Staff Travel-(Local & Out of Town)	\$95	\$95	\$95	\$95	\$380
Rental of Equipment	\$51	\$51	\$51	\$51	\$204
<u>Food Cost</u>					
Raw Food <i>per meal \$1.63</i>	\$59,790	\$59,790	\$59,790	\$59,790	\$239,160
HDM Food Svc Supplies <i>per meal</i>					
Catered Meals <i>per meal</i>					
<u>Consultant</u>					
Consultants-Temp Employees	\$2,078	\$2,078	\$2,078	\$2,078	\$8,312
Consultants-IT Operations	\$1,170	\$1,170	\$1,170	\$1,170	\$4,680
Consultants-Audit	\$556	\$556	\$556	\$556	\$2,224
Consultants-Payroll Service	\$227	\$227	\$227	\$227	\$908
Consultants-Legal	\$319	\$319	\$319	\$319	\$1,276
Consultants-Other	\$115	\$115	\$115	\$115	\$460
<u>Other</u>					
Delivery Costs	\$1,648	\$1,648	\$1,648	\$1,648	\$6,592
Volunteer and Client Costs	\$745	\$745	\$745	\$745	\$2,980
<b>Total DAS Operating Expenses</b>	<b>\$76,296</b>	<b>\$76,296</b>	<b>\$76,296</b>	<b>\$76,296</b>	<b>\$305,184</b>
<b>Non DAS Operating Expenses</b>					
<u>Expenditure Category</u>					
Rental of Property	\$17	\$17	\$17	\$17	\$68
Utilities (Elec, Water, Gas, Phone, Garbage)					
Office Supplies, Postage	\$1,600	\$1,600	\$1,600	\$1,600	\$6,400
Building Maintenance Supplies and Repair	\$2,445	\$2,445	\$2,445	\$2,445	\$9,780
Printing and Reproduction	\$59	\$59	\$59	\$59	\$236
Insurance	\$537	\$537	\$537	\$537	\$2,148
Staff Training	\$84	\$84	\$84	\$84	\$336
Staff Travel-(Local & Out of Town)	\$52	\$52	\$52	\$52	\$208
Rental of Equipment	\$28	\$28	\$28	\$28	\$112
<u>Food Cost</u>					
Raw Food <i>per meal \$0.65</i>	\$23,843	\$23,843	\$23,843	\$23,843	\$95,372
HDM Food Svc Supplies <i>per meal</i>					
Catered Meals <i>per meal</i>					
<u>Consultant</u>					
Consultants-Temp Employees	\$1,127	\$1,127	\$1,127	\$1,127	\$4,508

Consultants-IT Operations	\$634	\$634	\$634	\$634	\$2,536
Consultants-Audit	\$302	\$302	\$302	\$302	\$1,208
Consultants-Payroll Service	\$122	\$122	\$122	\$122	\$488
Consultants-Legal	\$173	\$173	\$173	\$173	\$692
Consultants-Other	\$62	\$62	\$62	\$62	\$248
<b>Other</b>					
Delivery Costs	\$893	\$893	\$893	\$893	\$3,572
Volunteer and Client Costs	\$404	\$404	\$404	\$404	\$1,616
<b>Total Non DAS Operating Expenses</b>	<b>\$32,382</b>	<b>\$32,382</b>	<b>\$32,382</b>	<b>\$32,382</b>	<b>\$129,528</b>
<b>Total DAS and Non DAS Operating Expenses</b>	<b>\$108,678</b>	<b>\$108,678</b>	<b>\$108,678</b>	<b>\$108,678</b>	<b>\$434,712</b>
<b>HSA #3</b>					<b>10/25/2016</b>

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

Appendix B, Page 6  
 Document Date: June 2021

**COVID OTO Detail**

<b>DAS COVID OTO Expenditure</b>	<b>FY 21/22</b>	<b>FY 22/23</b>	<b>FY 23/24</b>	<b>FY 24/25</b>	<b>Total</b>
COVID breakfast (5,475 meals at \$5.28 each)	\$28,908				\$28,908
<b>Total Equipment Cost</b>	<b>\$28,908</b>				<b>\$28,908</b>

**HSA #4**

**Home Delivered Meal Assessment for Adults with Disabilities:**

*Institute on Aging*

Appendix A – Services to be Provided

Appendix B – Budget



**Appendix A– Services to be Provided**  
**Institute on Aging**  
Home-Delivered Meal Assessments for Adults with Disabilities

July 1, 2021 - June 30, 2025

**I. Purpose**

The purpose of this grant is to provide in-home assessments for home-delivered meal (HDM) nutrition services funded by the Department of Disability and Aging Services (DAS) that serve adults with disabilities living in the City and County of San Francisco. In-home assessments ensure that the nutrition support offered is appropriate for the consumer and provides an additional access point for other home and community-based services that may assist consumers to remain independent in their communities and that promote health and well-being through improved nutrition and reduced isolation.

**II. Definitions**

Grantee	Institute on Aging
Adult with a Disability	A person 18-59 years of age living with a disability.
Annual Assessment for the Adults with Disabilities HDM Nutrition Services	An assessment conducted by a qualified staff member in the home of an individual annually 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.
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
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. ( <a href="https://www.sfhsa.org/services/access-empowerment/das-benefits-and-resources-hub">https://www.sfhsa.org/services/access-empowerment/das-benefits-and-resources-hub</a> )
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. <a href="http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf">http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf</a>
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others. (CCR Title 22 Sec. 7119)
HDM waitlist	A centralized citywide waitlist maintained on CA-GetCare for home-delivered nutrition services that prioritizes referrals based on criteria established by DAS.
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 edibility, nutrition education, health promotion, and nutrition risk screening.
HDM Nutrition Service Partner	An agency funded by the Department of Disability and Aging Services to provide home-delivered nutrition services.

Initial Assessment for Adults with Disabilities HDM Nutrition Services	An assessment conducted by a qualified staff member in the home of an individual before the beginning of meal service that documents edibility for program enrollment, 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.
LGBTQ+	An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Low-Income	Having income at or below 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.
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. (CCR Title 22 Sec. 7130)
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.

Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (CCR Title 22 Sec. 7630)
Nutrition Education	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition 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.
SF-HSA	Human Services Agency of the City and County of San Francisco.
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 assessed by the grantee to determine program eligibility and enrollment in the appropriate DAS funded home-delivered nutrition program for adults with disabilities. The provision of their assessment services is reflected in CA-GetCare through consumer enrollment in the appropriate HDM program.
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### **III. Target Population**

The target population is adults with disabilities living in the City and County of San Francisco who are homebound due to illness or disability, or are otherwise isolated, lack a support network, and have no safe, healthy alternative for meals, and with particular attention to the following individuals:

1. Low income
2. Limited or no English speaking proficiency
3. Minority populations
4. Frail
5. LGBTQ+

### **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 referred for DAS funded home delivered meal services.

### **V. 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 standards set forth by DAS OCP.
2. Grantee will screen and respond to referrals received for DAS funded home-delivered nutrition services for adults with disabilities. Referrals may come from City agencies, hospitals, community based organizations, friends and family of potential consumers, and self-referrals from consumers. Within 48 hours upon receipt of referral notification, the grantee will review the referral information.
3. Grantee will process referrals that meet presumptive HDM eligibility criteria to the HDM waitlist. Grantee will document outreach efforts and pre-enrollment contact with prospective consumers in CA-GetCare.
4. Grantee will conduct initial in-home assessments for the provision of HDM nutrition services that serve adults with disabilities. The grantee will assess adults with disabilities who are awaiting enrollment to HDM nutrition services and record the information obtained through the assessment in CA-GetCare. The grantee will make referrals for other social service supports as needed.
5. Grantee will conduct annual in-home assessments for the continued provision of HDM nutrition services that serve adults with disabilities and record the information obtained through the assessment in CA-GetCare.
6. Grantee will ensure that the required nutrition screenings for consumers enrolled in HDM nutrition services for adults with disabilities are conducted when the initial in-home assessment is completed and annually thereafter. The grantee will document the 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.

7. Grantee will work collaboratively with the DAS Benefits and Resource Hub and HDM nutrition service partners to create a feedback loop and help ensure the needs of consumers' are met. The grantee will meet with the HDM nutrition service partners at least quarterly to review service utilization records and quarterly reassessments conducted by the HDM nutrition service partners.
8. Grantee will monitor the HDM waitlist and facilitate the connection between individuals on the HDM waitlist and HDM nutrition service partners serving adults with disabilities. The grantee will perform check-in calls for consumers who are on the HDM waitlist for sixty-(60) days or longer. The check-in call will include confirming continued interest in HDM nutrition services, and referrals to other nutrition supports and social services as needed. Grantee will document the information obtained during the check-in call and any referral made in CA-GetCare.
9. 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.
10. 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.
11. 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

**VI. Service Objectives**

1. On an annual basis, grantee will enroll at minimum the number of unduplicated consumers detailed in Table A below:

Table A	
Number of Unduplicated Consumers (UDC)	791

2. Grantee will complete  $\geq 90\%$  of assessments for enrolled consumers.

**VII. Outcome Objectives**

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

2. Consumers feel less worried about getting enough food to meet their needs.  
Target: 85%.

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

### **VIII. 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 5<sup>th</sup> working day of the month for the preceding month.
3. Grantee will enter monthly reports and metrics into the CARBON database system by the 15<sup>th</sup> of the following month that includes the following information:
  - Number of unduplicated consumers served
  - Number of assessment units provided
4. Grantee will enter the annual outcome objective metrics identified in Section VIII of the Appendix A in the CARBON database by the 15<sup>th</sup> of the month following the end of the program year.
5. Grantee shall 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.
6. 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.
7. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
8. 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.
9. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
10. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
11. Grantee will assure that services delivered are consistent with professional standards for this service.
12. 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.
13. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies “Focal Points” which are designed to help older adults and adults with disabilities connect to services throughout the City. These Focal Points are:

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

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

Sarah Chan  
 Nutritionist  
 DAS OCP  
 email: [Sarah.Chan@sfgov.org](mailto:Sarah.Chan@sfgov.org)

and

Patrick Garcia  
 Contract Manager  
 HSA OCM  
 email: [patrick.garcia@sfgov.org](mailto:patrick.garcia@sfgov.org)

## IX. 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, a board of directors list and whether services are provided appropriately according to Sections V and VI, and documentation that shows reported units of service.
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  
IOA

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

**Program: Initial and Annual Assessments for Home-delivered meals for Adults with Disabilities**

Budget Reference Page No.(s)					
Program Term	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
<b>DAS Expenditures</b>					
Salaries & Benefits	\$293,494	\$293,494	\$293,494	\$293,494	\$1,173,976
Operating Expenses	\$18,464	\$18,464	\$18,464	\$18,464	\$73,856
<b>Subtotal</b>	<b>\$311,958</b>	<b>\$311,958</b>	<b>\$311,958</b>	<b>\$311,958</b>	<b>\$1,247,832</b>
Indirect Percentage (%)	15.00%	15.00%	15.00%	15.00%	15.00%
Indirect Cost	\$46,794	\$46,794	\$46,794	\$46,794	\$187,176
Capital/Subcontractor Expenditures					
<b>Total DAS Expenditures</b>	<b>\$358,752</b>	<b>\$358,752</b>	<b>\$358,752</b>	<b>\$358,752</b>	<b>\$1,435,008</b>
<b>Non DAS Expenditures</b>					
Salaries & Benefits					
Operating Expenses					
Capital/Subcontractor Expenditures					
<b>Total Non DAS Expenditures</b>					
<b>TOTAL DAS AND NON DAS EXPEDITURES</b>	<b>\$358,752</b>	<b>\$358,752</b>	<b>\$358,752</b>	<b>\$358,752</b>	<b>\$1,435,008</b>
<b>DAS Revenues</b>					
General Fund	\$240,364	\$240,364	\$240,364	\$240,364	\$961,456
Federal Fund (CFDA 93.778)	\$118,388	\$118,388	\$118,388	\$118,388	\$473,552
<b>Total DAS Revenue</b>	<b>\$358,752</b>	<b>\$358,752</b>	<b>\$358,752</b>	<b>\$358,752</b>	<b>\$1,435,008</b>
<b>Non DAS Revenues</b>					
Project Income					
Agency Cash- Fundraising					
Agency In-kind Volunteer					
<b>Total Non DAS Revenue</b>					
<b>TOTAL DAS AND NON DAS REVENUE</b>	<b>\$358,752</b>	<b>\$358,752</b>	<b>\$358,752</b>	<b>\$358,752</b>	<b>\$1,435,008</b>
Full Time Equivalent (FTE)	7.00	7.00	7.00	7.00	28.00
Prepared by:					Date: 5/10/18
HSA-CO Review Signature:	_____				
HSA #1					10/25/2016

Program: Initial and Annual Assessments for Home-delivered meals for Adults with Disabilities  
 (Same as Line 11 on HSA #1)

Appendix B, Page 2  
 Document Date: June 2021

**Salaries & Benefits Detail**

<b>DAS Salaries &amp; Benefits</b>									
Position Title	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	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Lead Assessment Coordinator	\$70,962	100%	100%	1.00	\$70,962	\$70,962	\$70,962	\$70,962	\$283,848
Assessment Coordinator 1	\$60,635	100%	100%	1.00	\$60,635	\$60,635	\$60,635	\$60,635	\$242,540
Assessment Coordinator 2	\$55,000	100%	100%	1.00	\$55,000	\$55,000	\$55,000	\$55,000	\$220,000
Manager of Community Programs	\$107,625	100%	15%	0.15	\$16,144	\$16,144	\$16,144	\$16,144	\$64,576
IOA Connect Intake Specialist	\$49,026	100%	15%	0.15	\$7,354	\$7,354	\$7,354	\$7,354	\$29,416
CLS Business Manager	\$102,917	100%	10%	0.10	\$10,292	\$10,292	\$10,292	\$10,292	\$41,168
Sr Director LTC	\$144,084	100%	10%	0.10	\$14,408	\$14,408	\$14,408	\$14,408	\$57,632
Totals	\$590,248	7.00	350.00%	3.50	\$234,795	\$234,795	\$234,795	\$234,795	\$939,180
Fringe Benefits Rate	25.00%								
Employee Fringe Benefits	\$147,562				\$58,699	\$58,699	\$58,699	\$58,699	\$234,796
<b>Total DAS Salaries and Benefits</b>	<b>\$737,810</b>				<b>\$293,494</b>	<b>\$293,494</b>	<b>\$293,494</b>	<b>\$293,494</b>	<b>\$1,173,976</b>
<b>Non DAS Salaries &amp; Benefits</b>									
Position Title	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	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Totals									
Fringe Benefits Rate									
Employee Fringe Benefits									
<b>Total Non DAS Salaries and Benefits</b>									
<b>Total DAS and Non DAS Salaries and Benefits</b>	<b>\$737,810</b>				<b>\$293,494</b>	<b>\$293,494</b>	<b>\$293,494</b>	<b>\$293,494</b>	<b>\$1,173,976</b>
<b>HSA #2</b>									<b>10/25/2016</b>

Program: Initial and Annual Assessments for Home-delivered meals for Adults with Disabilities  
 (Same as Line 11 on HSA #1)

Appendix B, Page 3  
 Document Date: June 2021

**Operating Expense Detail**

	<u>FY 21/22</u>	<u>FY 22/23</u>	<u>FY 23/24</u>	<u>FY 24/25</u>	<u>Total</u>
<b>DAS Operating Expenses</b>					
<u>Expenditure Category</u>					
Rental of Property	\$8,250	\$8,250	\$8,250	\$8,250	\$33,000
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$3,500	\$3,500	\$3,500	\$3,500	\$14,000
Janitorial					
Office Supplies, Postage	\$1,400	\$1,400	\$1,400	\$1,400	\$5,600
Building Maintenance Supplies and Repair					
Printing and Reproduction					
Insurance	\$1,300	\$1,300	\$1,300	\$1,300	\$5,200
Licenses and Fees	\$2,500	\$2,500	\$2,500	\$2,500	\$10,000
Staff Training	\$300	\$300	\$300	\$300	\$1,200
Staff Travel					
Temp support					
Small Equipment (under \$5,000/item)	\$1,214	\$1,214	\$1,214	\$1,214	\$4,856
Rental of Equipment					
<b>Total DAS Operating Expenses</b>	<b>\$18,464</b>	<b>\$18,464</b>	<b>\$18,464</b>	<b>\$18,464</b>	<b>\$73,856</b>
<b>Non DAS Operating Expenses</b>					
<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					
<b>Total Non DAS Operating Expenses</b>					
<b>Total DAS and Non DAS Operating Expenses</b>	<b>\$18,464</b>	<b>\$18,464</b>	<b>\$18,464</b>	<b>\$18,464</b>	<b>\$73,856</b>
<b>HSA #3</b>					<b>10/25/2016</b>

**Site Chart**

Nutrition Partner	Meal Site	Population Served	Address	Cross Street	Zip Code	Sup. District #	Days Open	Meal Hours	Meal Type	COVID-19 Status	COVID-19 Service Type
Bayview Senior Services	Dr. Davis Senior Center	Both	1753 Carroll Ave.	3rd St.	94124	10	M-F; Sat	12:00pm-1:30pm; 12:00pm-1:00pm	American-Southern lunch	Open	Takeout and delivery
Bayview Senior Services	Rosa Parks Senior Center	Both	1111 Buchanan St.	Golden Gate	94115	5	M-F	12:00pm-1:00pm	American-Southern lunch	Open	Takeout and delivery
Bayview Senior Services	Samoan Community Development Center	Both	2055 Sunnydale Ave, #100	Dublin	94134	10	T, W, Th	12:00pm-1:00pm	American-Hawaiian lunch	Inactive	-
Bayview Senior Services	Western Addition Senior Center	Both	1390 – 1/2 Turk St.	Fillmore	94115	5	M-Sat Sun	12:00pm-1:30pm; 12:00pm-2:00 pm	American-Southern lunch	Open	Takeout and delivery
Centro Latino de San Francisco	Centro Latino de San Francisco/Los Mayores	Both	1656 - 15th St.	Valencia	94103	9	M-F	11:30am-1:00pm	American-Latinx lunch	Open	Takeout
Centro Latino de San Francisco	Edwin M. Lee Apartments	Both	1150 3rd Street	Mission Rock	94158	6	M-Sat	11:30am-12:30pm	American-Latinx lunch	Open	Takeout
Centro Latino de San Francisco	Mission Neighborhood Center	Both	362 Capp St.	18th St.	94110	9	M-Sat	12:00pm-1:00pm	American-Latinx lunch	Closed to public	Delivery
Centro Latino de San Francisco	Star Hotel	Both	2176 Mission Street	18th St.	94110	9	M-F	12:00pm-1:00pm	American-Latinx lunch	Open	Takeout
Centro Latino de San Francisco	Veterans Academy (Swords to Plowshares)	Both	1030 Girard Road	Edie Rd.	94129	2	M-Sat	5:00pm-6:00pm	American-Latinx dinner	Open	Takeout
Centro Latino de San Francisco	Veterans Commons (Swords to Plowshares)	Both	150 Otis Street	Duboce	94103	6	M-F	11:00am-12:30pm	American-Latinx lunch	Open	Takeout
Episcopal Community Services	Canon Kip Senior Center	Both	705 Natoma St.	8th St.	94103	6	M-F	11:00am-12:15pm	American lunch	Open	Takeout
Episcopal Community Services	Granada Hotel	Both	1000 Sutter St.	Hyde St.	94109	3	M-Sun	3:00-4:00pm	American Dinner	Closed to public, for residents only	Takeout
Glide	Glide	Both	330 Ellis Street	Taylor	94102	6	M-Sun	7:30am-8:00am	American Breakfast & Vegn	Open	Takeout
Kimochi	Kimochi Senior Center	Older Adults only	1840 Sutter St., #101	Buchanan	94115	5	M-F	11:00am-1:00 pm	Japanese lunch	Open	Takeout
On Lok Day Services	30th Street Senior Service	Older Adults only	225 - 30th St.	Dolores	94131	8	Mon-Sat	12:00pm-1:30pm	American lunch	Open	Takeout
On Lok Day Services	Bernal Heights Neighborhood Center	Older Adults only	515 Cortland Ave.	Andover	94110	9	M-F	12:00pm-1:00pm	American lunch	Open	Takeout
On Lok Day Services	Excelsior Senior Center	Older Adults only	4468 Mission Street	Francis St.	94112	11	M-F	11:30am-12:30pm	American lunch	Open	Takeout
On Lok Day Services	OMI Senior Center	Older Adults only	65 Beverly Street	Shields St.	94132	11	M-F	12:00pm-1:00 pm	American lunch	Open	Takeout
On Lok Day Services	Stonestown YMCA	Older Adults only	3150 - 20th Avenue.	Eucalyptus	94132	7	M-F	11:30am-12:30pm	American lunch	Open	Takeout
On Lok Day Services	San Francisco Adult Day Support (L)	Older Adults only-limited site	50 Broad Street	San Jose Ave	94112	11	M-F	12:00pm-1:00pm	American lunch	Open	Dine in
Project Open Hand	Aquatic Park Branch -San Francisco Senior Center	Both	890 Beach St.	Polk St.	94109	2	M-F, Sun	11:15am-12:15pm	American lunch	Inactive	-
Project Open Hand	Booker T. Washington Community Services	Both	800 Presidio Ave	Sutter	94115	5	M-F	11:30am-12:30pm	American lunch	Open	Takeout
Project Open Hand	Castro Senior Center	Both	110 Diamond Street	15th St.	94114	8	M-F	11:45am-12:45pm	American lunch	Open	Takeout
Project Open Hand	Curry Senior Center	Older Adults only	333 Turk St.	Leavenworth	94102	6	M-Sun	8:30am-9:30am	American Breakfast	Open	Takeout
Project Open Hand	Curry Senior Center	Both	333 Turk St.	Leavenworth	94102	6	M-Sun	10:30am-12:30pm	American Lunch	Open	Takeout
Project Open Hand	Downtown Branch -San Francisco Senior Center	Older Adults only	481 O'Farrell St.	Jones St.	94102	6	M-Sun	8:30am-9:30am	American Breakfast	Open	Takeout
Project Open Hand	Downtown Branch -San Francisco Senior Center	Both	481 O'Farrell St.	Jones St.	94102	6	M-Sun	11:00am-12:00pm	American lunch	Open	Takeout
Project Open Hand	I.T. Bookman Community Center	Both	446 Randolph Street	Arch St.	94132	11	M-F	11:30am-12:30pm	American Lunch	Open	Takeout
Project Open Hand	Project Open Hand	18-59 Adults with Disabilities only	730 Polk Street	Ellis St.	94109	6	M-F	10:30am-12:30pm	American lunch	Open	Takeout

Nutrition Partner	Meal Site	Population Served	Address	Cross Street	Zip Code	Sup. District #	Days Open	Meal Hours	Meal Type	COVID-19 Status	COVID-19 Service Type
Project Open Hand	Richmond Senior Center	Both	6221 Geary Blvd.,3rd Floor	26th Ave	94121	1	M-F	11:00am-12:00pm	American lunch	Open	Takeout
Project Open Hand	Stanford Hotel (Swords to Plowshares)	Both	250 Kearny Street	Bush	94108	3	<b>M-Sun</b>	11:30am-12:30pm	American lunch	Closed to public, for residents only	Takeout
Project Open Hand	Telegraph Hill Neighborhood Center	Both	660 Lombard Street	Mason	94133	3	M-F	11:30am-12:30pm	American lunch	Open	Takeout
Project Open Hand	Visitacion Valley Community Center	Both	66 Raymond Ave.	Bayshore Blvd	94134	10	<b>M-Sun</b>	11:00am-12:00pm	American lunch	Open	Takeout
Project Open Hand	Pomeroy Recreation and Rehabilitation Center	Both-limited site	207 Skyline Blvd	Herbst Rd	94132	7	M-F	11:00am-12:00pm	American lunch	Open	Takeout
Russian American Community Services	Russian American Community Services	Both	300 Anza St.	Collins	94118	1	M-F	10:30am-1:00pm	Russian lunch	Open	Takeout
Self Help for the Elderly	CHAMPSS: S & E Café	Older Adults only	2406 - 19th Ave.	Taraval	94116	7	<b>M, W-Fri Sat</b>	11:00am-10:00pm 11:00am-6:00pm	American, Chinese meal & Vegn*	Open	Takeout
Self Help for the Elderly	CHAMPSS: Green Bamboo Vietnamese & Asia Cuisine	Older Adults only	1240 Noriega St.	20th Ave.	94122	4	<b>M-Sun; closed Thur</b>	10:00am -10:00pm	Vietnamese, Chinese meal & Vegn*	Open	Takeout
Self Help for the Elderly	CHAMPSS: Henry's Hunan Restaurant	Older Adults only	4753 Mission Street	Russia	94122	11	<b>M-Sat. Closed Tue</b>	11:00am-6:00pm	Chinese Meals & Vegn*	Open	Takeout
Self Help for the Elderly	Jackie Chan Senior Center	Both	5757 Geary Blvd.	22nd Ave	94121	1	<b>M-F, Sat</b>	Lunch 11:30am-12:30pm Dinner 4:15pm-5:15pm Sat:11:30am-12:30pm	Chinese lunch;Chinese Dinner	Open	Takeout
Self Help for the Elderly	John King at Visitacion Valley	Both	500 Raymond Ave.	Sawyer St.	94134	10	M-F	11:30am-12:15pm	Chinese lunch	Open	Takeout
Self Help for the Elderly	Lady Shaw Senior Center	Both	1483 Mason St.	Broadway	94133	3	M-F	12:00pm-1:00pm	Chinese lunch	Open	Takeout
Self Help for the Elderly	Manilatown Senior Center	Older Adults only	848 Kearny St., 3 Fl.	Jackson	94108	3	M-F	11:30am-12:30pm	Chinese lunch	Inactive	-
Self Help for the Elderly	Mendelsohn House	Both	737 Folsom St.	4th St.	94107	6	M-F	11:30am-12:30pm	Chinese lunch	Open	Takeout
Self Help for the Elderly	On Low Wui Senior Center/ Geen Mun Senior Center	Both	777 Stockton St.	Sacramento	94108	3	<b>M-F, Sat</b>	Lunch 12:00pm-1:00pm Dinner 4:15pm-5:15pm Sat: 12:00pm-1:00pm	Chinese lunch;Chinese Dinner	Open	Takeout
Self Help for the Elderly	South Sunset Senior Center	Older Adults only	2601 - 40th Ave.	Vicente	94116	4	M-F	11:45am-12:45pm	Chinese lunch	Open	Takeout
Self Help for the Elderly	West Portal Club House	Older Adults only	131 Lenox Way	Ulloa	94127	7	M-F	11:30am-12:30pm	Chinese lunch	Open	Takeout
Self Help for the Elderly	Woolf House	Older Adults only	801 Howard St.	4th St.	94103	6	M-F	11:30am-12:30pm	Chinese lunch	Closed to public, for residents only	Takeout