



Edwin M. Lee, Mayor

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

MEMORANDUM

TO: AGING & ADULT SERVICES COMMISSION

THROUGH: SHIREEN MCSPADDEN, EXECUTIVE DIRECTOR

FROM: CINDY KAUFFMAN, DEPUTY DIRECTOR
JOHN TSUTAKAWA, DIRECTOR OF CONTRACTS *(u)*

DATE: JULY 5, 2017

SUBJECT: GRANT RENEWAL: **GLIDE FOUNDATION (NON-PROFIT)** TO PROVIDE MEAL SERVICES AND PROGRAM SECURITY FOR DEPARTMENT OF AGING AND ADULT SERVICES CLIENTS

	<u>Current</u>	<u>Renewal</u>	<u>Contingency</u>	<u>Total</u>	
GRANT TERM:	7/1/14-6/30/17	7/1/17-6/30/18			
GRANT AMOUNT:	\$4,141,736	\$1,532,326	\$153,233	\$1,685,559	
ANNUAL AMOUNT:	<u>FY 17/18</u>				
	\$1,532,326				
FUNDING:	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
PERCENTAGE:	\$1,532,326			\$153,233	\$1,685,559
	100%			100%	

The Department of Aging and Adult Services (DAAS) requests authorization to renew the existing grant with Glide Foundation for the period from July 1, 2017 to June 30, 2018 in the amount of \$1,532,326 plus a 10% contingency for a total amount not to exceed \$1,685,559. The purpose of the grant is to provide free meals at Glide Foundation, snack bags for CAAP workfare participants, and program security.

Program	FY 17-18 Amount	# Meals	Cost per meal
Free Meals	\$1,298,348	405,927	\$3.20
• Breakfast	\$428,456	155,237	\$2.76
• Lunch/Dinner	\$869,893	250,690	\$3.47
Program Security	179,375	-	-
CAAP Snack Bag	\$54,603	33,468	\$1.63
Total	\$1,532,326	439,395	-

Background

Glide began its hot meals program in 1969, serving one free dinner daily to the city's low income and homeless residents. It expanded its program to serve three hot meals in 1980. Department of Health Services (DHS) first began supporting a small portion of Glide's meals operations in 1981 by paying for meals for its General Assistance clients through the use of meal vouchers. In May 2001, recognizing that most of the people served at Glide were either DHS clients or eligible to be DHS clients, the Department eliminated the use of vouchers and began contributing to the cost of meals up to the contract amount.

In July 1997, DHS added the bag lunch program for work assignment/workfare participants to the Glide contract. In recent years the work schedules for workforce participants have been reduced from full day to 3-4 hours a day. To better meet the revised program needs, the bag lunch will be changed to a nutritious snack bag in FY 2017-18.

With the establishment of the City's new Department on Homelessness and Supportive Housing, Glide's CAAP Snack Program and Free Meals Program were transferred from HSA to DAAS in FY 2016-17.

Services to be Provided

Glide will provide three meals per day, seven days per week, to all low income individuals who attend the 330 Ellis site during the meal service times. Glide will also provide snack bags to the Department's work assignment/work fare participants.

With the large meals program serving more than 33,000 meals per month, along with other programming, Glide's Security Team is responsible for mediation and conflict resolution through the day at the programs' busy location.

Selection

Grantee was selected through Request for Proposals 575 which was competitively bid in March 2014.

Grantee Performance*Fiscal Monitoring*

A Citywide Fiscal and Compliance Monitoring site visit was conducted on 2/3/17. There were no significant findings.

Program Monitoring

An annual nutrition program monitoring site visit was conducted on 4/17/17. There were no significant findings.

Funding

Funding for this grant is provided by the City and County General Fund.

ATTACHMENTS

Appendix A – Scope of Services, Free Meals Program

Appendix B – Budget, Free Meals Program

Appendix B-1 – Budget, Program Security

Appendix A-2 – Scope of Services, CAAP Snack Program

Appendix B-2 – Budget, CAAP Snack Program

**APPENDIX A
SCOPE OF SERVICES
AGREEMENT BETWEEN THE
DEPARTMENT OF AGING AND ADULT SERVICE-OFFICE ON AGING AND
GLIDE FOUNDATION**

Effective July 1, 2017 to June 30, 2018

FREE MEALS PROGRAM

I. Purpose

Meals: The overall purpose of this grant is to provide low income clients and those identified by Grantee as its target population to live independently, by promoting better health through improved nutrition, and reduced isolation through accessible and appropriate meal services.

Program Security: With the large meals program serving more than 33,000 meals per month, along with other programming, Glide's Security Team is responsible for mediation and conflict resolution through the day at the programs' busy location.

II. Target Population

The Grantee will serve clients who are of low income and in need of a meal as well as individuals who can make use of program internship positions to gain entrance into the workplace.

III. Definitions

Grantee	Glide Foundation/Glide Memorial UMC
CRFC	California Retail Food Code (CRFC) as amended. The meal production kitchen and meal service site must conform to CRFC, a uniform statewide health and sanitation standard for food facilities, found in Section 11370 et seq., California Health and Safety Code. www.cdph.ca.gov/services/Documents/fdbRFC.pdf
Client	Individuals who are of low income and in need of a meal
DAAS	Department of Adult and Aging Services
HACCP	Hazard Analysis Critical Control Point. A prevention-based food safety system focusing on time and temperature control at different crucial food service system points
HSA	Human Services Agency of City and County of San Francisco
Low-Income	At or below 200% of federal poverty level. This is only to be used by consumers to self- identify their income status, not to be used as a means test to qualify for the program.
OOA	Office on the Aging

Registered Dietitian (RD) Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration. A Registered Dietitian (R.D.) shall be covered by professional liability insurance either individually (if a consultant) or through Grantee.
SOGI	Sexual Orientation and Gender Identity, a result of <i>Ordinance No. 159-16</i> which 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>)

IV. Description of Services

MEALS:

- A. Grantee shall prepare and serve breakfast, lunch, and dinner to clients seven days a week.
- B. Grantee shall ensure that each days' three meals comply with the current Dietary Guidelines for Americans (DGA) and provide 100% Dietary Reference Intakes (DRI) for the predominate demographic characteristics of the population served.

PROGRAM SECURITY:

- C. Grantee shall provide a Security Team that is responsible for mediation and conflict resolution throughout the operations of Glide's meals programs and other activities at Grantee's meal service site.
- D. Grantee shall equip the team with identifying and noticeable uniform apparel to support a noticeable presence while providing service across Glide programs.
- E. Grantee shall train the Security Team to enhance their skills in such areas as harm reduction, de-escalation, mental health "first aid", and successful engagement with program clients.

V. Location and Times of Services

Grantee shall prepare and serve meals at the Glide Foundation at 330 Ellis Street, San Francisco, CA.

VI. Grantee Responsibilities:

- A. Grantee shall maintain a safe and sanitary environment for production, assembly, and delivery of all services.
- B. Grantee shall develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by OOA Policies to ensure the provision of quality meals.
- C. Grantee shall ensure central kitchen (or caterer kitchen) and all congregate meal sites meet the standards described in the most recent California Retail Food Code (CRFC).

- D. Grantee shall ensure a Registered Dietitian or an individual with a valid food safety certification oversees the safety and sanitation components of the program. A HACCP safety and sanitation monitoring for the production kitchen must be conducted on site and documented by a RD based four times per year. Follow-up and in-service training shall be provided, as needed, to bring the program into compliance. The HACCP monitoring reports shall be sent to OOA on a timely basis and no later than once per quarter.
- E. Grantee shall ensure that the Free Meals program menu and a nutrient analysis is approved by a Registered Dietitian and submitted to OOA for review approval in accordance to OOA's nutrition standards. Menu substitutions must be approved by a R.D. and documented.
- F. Grantee shall develop and maintain a current food service policy and procedure manual reflecting its current food service practices.
- G. The daily food service operations must be conducted or supervised by a staff member who demonstrates knowledge of safe food handling practices as they relate to the specified food preparation activities that occur at Glide Foundation's central kitchen.
- H. Food service in-service training will be provided to all food production staff by a Registered Dietitian on a quarterly basis. At least 2 of the training sessions shall include prevention of food borne illness and all food service personnel shall receive the training. Prevention of food borne illness training shall include the principles of HACCP.
- I. Grantee shall ensure prompt repair or remedy of any deficiencies noted by any City department within the time frame required by that department. Minor repairs shall be completed within two weeks of the problem being identified.
- J. Complaints or grievances related to the quality, safety, and sanitation of the meals must be addressed in accordance to DAAS-OOA standards. The grievance process shall follow DAAS's Policy Memorandum No. 33 or its subsequent replacement or update.
- K. Grantee shall provide a safe and welcoming space for meal recipients and other program participants.

VII. Service Objectives

On an annual basis:

- A. A total of **155,237 breakfast meals** will be provided.
- B. A total of **250,690 lunches/dinners** will be provided.
- C. 25% of clients served will respond to annual survey administered according to DAAS guidelines.

VIII. Outcome Objectives

- A. To provide quality meals that attain a high satisfaction level from participants. At least 85% of consumers will report being satisfied with the meal quality as defined as "Excellent or Good" in the DAAS annual consumer satisfaction survey, with a minimum sample size of the Grantee's average number of meals served daily.
- B. To provide quality services that attain a high satisfaction level from participants. At least 85% of consumers will report being satisfied with the service delivery by staff and/or volunteers, as

defined as “Excellent or Good” in the DAAS annual consumer satisfaction survey, with a minimum sample size of the Grantee’s average number of meals served daily.

C. No food-borne illness incidents reported.

IX. Monitoring Requirements

- A. Nutrition Program Monitoring: Program monitoring will include review of kitchen facility and congregate meal sites in accordance with CRFC and DAAS nutrition service standards, policies and procedures. This includes project documentation for the units of service and all reporting, and progress of service and outcome objectives; maintenance of service unit logs; how participant records are collected and maintained; agency and organization standards related to nutrition program operation, current organizational chart in the food service department, grievance policies and procedures, employee resume and credentials, job description, and whether progress notes are maintained according to the OOA nutrition program standards.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

X. Reporting Requirements

- A. Monthly Reports. Grantee shall provide the total number of lunches prepared each day; monthly totals and averages; and year-to-date totals. Grantee will enter the monthly metrics in the HSA CARBON database by the 15th of the following month. The service objective per month is as follows:

MEALS: Report the number of breakfasts, lunches and dinners served during the reporting month.

- Breakfast – Average about 12,936 meals per month
- Lunch/Dinner –Average about 20,890 meals per month

- B. SECURITY PROGRAM: Report the number of active employees, not counting interns, who make up the Security Team as of the last day of the reporting month.
- C. 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.
- D. Grantee shall provide food safety and sanitation monitoring reports for the central kitchen on a quarterly basis prepared by a Registered Dietitian. Grantee will provide these nutrition monitoring reports to the OOA Nutritionist on a quarterly basis.
- E. Annual Reports. Grantee shall submit the annual actual meal count information (July through June) and an annual client satisfaction report to DAAS-OOA by July 31. Grantee will enter the annual report in the CARBON database.

- F. Grantee shall develop and deliver an annual summary report of SOGI data collected in the year as requested by DAAS. The due date for submitting the annual summary report is July 10th.
- G. Grantee will provide other reports as requested by Nutritionist and/or Contract Manager. The requested reports can be sent via e-mail to the requestor/s. Monthly and Annual Reports will be entered into CARBON system. For assistance with reporting requirements or submission of reports, contact:

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

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

	A	B	C	D	E	F
1	BUDGET FORMS				Appendix B, pg. 1	
2					D: 6/19/2017	
3	HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES					
4	BUDGET PROPOSAL FORMS					
5	Grantee's Name: Glide Foundation				Grant Term	
6	(Check One) New <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Modification _____					
7	Effective Date of Mod:		No. of Mod:		7/1/17 to 6/30/18	
8	Program: Enter 1 Prog ONLY (e.g. Cong-ENP, HDM-ENP, Cong-AWD, or HDM-AWD)	FREE MEALS/LUNCH & DINNER	FREE MEALS/BREAKFAST		TOTAL	Average cost/meal
9	Annual #Meals Contracted	250,690	155,237		405,927	
10	Program Term	7/1/17 to 6/30/18	7/1/17 to 6/30/18		7/1/17 to 6/30/18	
11	DAAS Expenditures					
12	Salaries & Benefits	\$243,697	\$63,756		\$307,453	\$0.76
13	Operating Expense	\$547,114	\$325,749		\$872,863	\$2.15
14	Subtotal	\$790,811	\$389,504		\$1,180,316	\$2.91
15	Indirect Percentage (max 10%)	10%	10%		10%	
16	Indirect Cost (Line 15 X Line 14, check Gen.Guidance regarding indirect exclusion)	\$79,081	\$38,951.43		\$118,033	\$0.29
17	Capital Expenditure					
18	TOTAL DAAS EXPENDITURES	\$869,893	\$428,456		\$1,298,348	\$3.20
19						
20	Non-DAAS Expenditures					
21	Salaries & Benefits	\$59,295	\$29,647		\$88,942	\$0.22
22	Operating Expense	\$106,232	\$64,176		\$170,408	\$0.42
23	Capital Expenditure					
24	TOTAL Non-DAAS EXPENDITURES	\$165,527	\$93,824		\$259,350	\$0.64
25						
26	TOTAL DAAS & Non-DAAS EXPENDITURES	\$1,035,419	\$522,279		\$1,557,698	\$3.84
27						
28	HSA-DAAS Revenues					
29	Meals	\$868,559	\$427,789		\$1,296,348	
30	Nutrition Compliance (if your agency is requesting funds)	\$1,333	\$667		\$2,000	
31						
32	TOTAL HSA-DAAS REVENUES	\$869,893	\$428,456		\$1,298,348	
33	PER MEAL COST, HSA-DAAS	\$3.46	\$2.76		\$3.05	
34	Per MEAL & COMPLIANCE COST	\$3.47	\$2.76		\$3.06	
35	Non-DAAS Revenues					
36	Project Income					
37	Agency Cash - Fundraising	\$53,333	\$26,667		\$80,000	\$0.20
38	Agency In-Kind Volunteer	\$38,827	\$19,413		\$58,240	\$0.14
39	Nutrition Compliance Revenues					
40						
41	TOTAL NON HSA-DAAS REVENUES	\$92,160	\$46,080		\$138,240	
42	PER MEAL COST, NON HSA-DAAS	\$0.37	\$0.30		\$0.34	
43	TOTAL REVENUES	\$962,053	\$474,536		\$1,436,588	
44	PER MEAL COST, TOTAL	\$3.84	\$3.06		\$3.54	
45	Full Time Equivalent (FTE)					
47	Prepared by: Dewey Singh, Staff Accountant		Phone No.: 415-674-6058		Date: 6/19/17	
48	HSA-CO Review Signature: _____				Date: _____	
49	HSA #1		Form Rev. 12/22/16			

	A	B	C	D	E	F	G	H	I	J	K	L	
1	Grantee's Name: Glide Foundation										Appendix B, page 2		
2	Program Name:										Date: 6/19/2017		
3	FREE MEALS/LUNCH & DINNER												
4													
5													
6													
7													
8	H.S.A-DAAS										Salaries & Benefits Detail		TOTAL
		Agency Totals		For DAAS Nutrition				7/1/17 to 6/30/18	7/1/17 to 6/30/18		7/1/17 to 6/30/18		
9	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE	Lunch Dinner % Nutr Prog (b)	Lunch Dinner Adjusted Nutr FTE	Breakfast % Nutr Prog (b)	Breakfast Adjusted Nutr FTE	Budgeted Salary/LUNCH & DINNER	Budgeted Salary/BREAKFAST	Budgeted Salary	Budgeted Salary		
10	George Gundry - Director	\$130,000	100%	31%	31%	8%	8%	\$40,300	\$10,400		\$50,700		
11	Joselyn Barrera - Culinary Manager	\$75,000	100%	31%	31%	8%	8%	\$23,250	\$6,000		\$29,250		
12	Cho Wing Chung - Chef	\$36,110	100%	31%	31%	8%	8%	\$11,194	\$2,889		\$14,083		
13	James Sampagna - Shift Leader	\$43,682	100%	31%	31%	8%	8%	\$13,541	\$3,495		\$17,036		
14	Alexis Santiago - Shift Leader	\$39,521	100%	31%	31%	8%	8%	\$12,252	\$3,162		\$15,413		
15	Leon Thomas III - Steward	\$46,594	100%	31%	31%	8%	8%	\$14,444	\$3,728		\$18,172		
16	Dishwashers - 2	\$62,402	100%	31%	31%	8%	8%	\$19,345	\$4,992		\$24,337		
17	Program Navigator- TBA-2	\$80,000	100%	31%	31%	8%	8%	\$24,800	\$6,400		\$31,200		
18	Stockroom/Driver - Curtis Mc Gregor	\$32,802	100%	31%	31%	8%	8%	\$10,169	\$2,624		\$12,793		
19	Stockroom- Joseph Lala	\$32,802	100%	31%	31%	8%	8%	\$10,169	\$2,624		\$12,793		
20	Tina Huang-Program Assistant	\$43,702	100%	25%	25%	8%	8%	\$10,926	\$3,496		\$14,422		
21	TOTALS	\$ 622,615	1100%	335%	335%	88%	88%	\$190,388	\$49,809		\$240,198		
22													
23	FRINGE BENEFIT RATE	28.0%											
24	EMPLOYEE FRINGE BENEFITS	\$ 174,332						\$53,309	\$13,947		\$67,255		
25													
26													
27	TOTAL DAAS SALARIES & BENEFITS	\$ 796,947						\$243,697	\$63,756		\$307,453		
28													
29													
30	Non - DAAS										Agency Totals		TOTAL
		Annual Full Time Salary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE			Budgeted Salary/LUNCH & DINNER	Budgeted Salary/BREAKFAST		Budgeted Salary		
31	POSITION TITLE and NAME												
32	Program Director	\$ 130,000	100%	2%	2.00%			\$1,733	\$867		\$2,600		
33	Data & Contracts Coordinator	\$ 52,896	100%	2%	2.00%			\$705	\$353		\$1,058		
34	Security Monitor	\$ 32,802	100%	5%	5.00%			\$1,093	\$547		\$1,640		
35	Meals Volunteers	\$ 29,120	1500%	13%	200.00%			\$38,827	\$19,413		\$58,240		
36	Assistant Manager	\$ 65,000	100%	2%	2.00%			\$867	\$433		\$1,300		
37	Senior Director of Programs	\$ 155,000	100%	2%	2.00%			\$2,067	\$1,033		\$3,100		
38	Senior Manager of Programs	\$ 77,400	100%	2%	2.00%			\$1,032	\$516		\$1,548		
39													
40													
41													
42													
43													
44													
45													
46													
47													
48													
49	TOTAL NON-DAAS	\$ 542,218	2100%	28%	215%			\$46,324	\$23,162		\$69,486		
50													
51	FRINGE BENEFIT RATE	28.0%											
52	EMPLOYEE FRINGE BENEFITS	\$ 151,821						\$12,971	\$6,485		\$19,456		
53													
54													
55	TOTAL Non-DAAS SALARIES & BENEFITS	\$ 694,039						\$59,295	\$29,647		\$88,942		
56													
57	TOTAL DAAS & Non-DAAS SALARIES & BENEFITS	\$ 1,490,986						\$302,992	\$93,403		\$396,395		
58	HSA #2	Form Rev. 12/22/16											

	A	B	C	D	E	F	G	H
1	Grantee's Name: Glide Foundation							Appendix B, page 3
2	Program Name:							Date: 6/19/2017
3	FREE MEALS/LUNCH & DINNER							
4	Operating Expense Detail							
6					Free Meals/ Lunch & Dinner	Free Meals/ Breakfast		TOTAL
7	H.S.A-DAAS	Annual #Meals Contracted:			250,690	155,237		405,927
8	Expenditure Category	Term:			7/1/17 to 6/30/18	7/1/17 to 6/30/18		7/1/17 to 6/30/18
9	Rental of Property				\$3,381	\$1,691		\$5,072
10	Utilities(Elec, Water, Gas, Phone, Scavenger)							
11	Office Supplies, Postage							
12	Building Maintenance Supplies and Repair							
13	FOOD COSTS							
14	Raw Food	per meal	\$ 1.97		\$501,379	\$299,608		\$800,987
15	Cong Food Svc Supplies	per meal	\$ 0.13		\$32,590	\$20,181		\$52,771
16	HDM Food Svc Supplies	per meal	\$ -					
17	Catered Meals	per meal	\$ -					
18	CONSULTANT/SUBCONTRACTOR	Descriptive Title						
19	Registered Dietitian				\$1,333	\$667		\$2,000
20								
21	OTHER COSTS:							
22	Insurance							
23	Staff Training & Travel							
24	Rental of Equipment				\$2,367	\$1,183		\$3,550
25	Garbage				\$3,869	\$1,321		\$5,190
26	Information Technology				\$333	\$167		\$500
27	Repair/Maintenance				\$1,167	\$584		\$1,751
28	Food Storage/Refrigeration				\$695	\$347		\$1,042
29								
30	TOTAL DAAS OPERATING EXPENSE				\$547,114	\$325,749		\$872,863
32	Non-DAAS							TOTAL
33	Expenditure Category							
34	Rental of Property							
35	Utilities(Elec, Water, Gas, Phone, Scavenger)							
36	Office Supplies, Postage							
37	Building Maintenance Supplies and Repair							
38	FOOD COSTS							
39	Raw Food	per meal	\$ 0.37		\$92,755	\$57,438		\$150,193
40	Cong Food Svc Supplies	per meal						
41	HDM Food Svc Supplies	per meal	\$ -					
42	Catered Meals	per meal	\$ -					
43	CONSULTANT/SUBCONTRACTOR	Descriptive Title						
44	Registered Dietitian							
45								
46	OTHER COSTS:							
47	Insurance							
48	Staff Training & Travel							
49	Rental of Equipment							
50	Equipment				\$913	\$457		\$1,370
51	Garbage				\$800	\$400		\$1,200
52	Information Technology				\$1,333	\$667		\$2,000
53	Occupancy				\$10,430	\$5,215		\$15,645
54								
56	TOTAL Non-DAAS OPERATING EXPENSE				\$106,232	\$64,176		\$170,408
58	TOTAL DAAS & Non-DAAS OPERATING EXPENSE				\$653,346	\$389,925		\$1,043,271
63	HSA #3							

Form Rev. 12/22/16

	A	B	C	D	E
1					Appendix B-1, Page 1
2					Document Date: 6/19/17
3	HUMAN SERVICES AGENCY BUDGET SUMMARY				
4	BY PROGRAM				
5	Name			Term	
6	Glide Foundation			7/1/17-6/30/18	
7	(Check One) New <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Modification <input type="checkbox"/>				
8	If modification, Effective Date of Mod.		No. of Mod.		
9	Program: Community Safety & Training (Program Security)				
10	Budget Reference Page No.(s)				TOTAL
11	Program Term			7/1/17-6/30/18	7/1/17-6/30/18
12	Expenditures				
13	Salaries & Benefits			\$163,068	\$163,068
14	Operating Expense			\$0	\$0
15	Subtotal			\$163,068	\$163,068
16	Indirect Percentage (%)			10%	10%
17	Indirect Cost (Line 16 X Line 15)			\$16,307	\$16,307
18	Capital Expenditure			\$0	\$0
19	Total Expenditures			\$179,375	\$179,375
20	HSA Revenues				
21					
22	HSA			\$179,375	\$179,375
23	NEW AWARD TOTAL				
24					
25					
26					
27					
28					
29	TOTAL HSA REVENUES			\$179,375	\$179,375
30	Other Revenues				
31					
32					
33					
34					
35					
36	Total Revenues				
37	Full Time Equivalent (FTE)				
39	Prepared by: Lillian Mark, CST Manager	Telephone No.: 415-674-6021		Date 1/6/17	
40	HSA-CO Review Signature:	_____			
41	HSA #1	11/15/2007			

**APPENDIX A-2
SCOPE OF SERVICES
AGREEMENT BETWEEN THE
DEPARTMENT OF AGING AND ADULT SERVICE-OFFICE ON AGING AND
GLIDE FOUNDATION**

Effective July 1, 2017 to June 30, 2018

CAAP SNACK PROGRAM

I. Purpose

The overall purpose of this grant is to provide a supplemental nutritious and CRFC (California Retail Food Code) compliant bag of snacks to County Adult Assistance Programs Workfare participants when performing Workfare duties.

II. Target Population

The Grantee will serve CAAP Workfare participants and other eligible clients who are performing their assigned duties.

III. Definitions

Grantee	Glide Foundation/Glide Memorial UMC
CAAP	County Adult Assistance Programs. Consists of the following four programs: Personal Assistance Employment Services (PAES), Supplemental Security Income Pending (SSIP), Cash Assistance Linked to Medi-Cal (CALM), and General Assistance (GA)
CNC	The Care Not Cash is a program for homeless CAAP clients. Under CNC, homeless CAAP clients are offered housing or shelter and meals as a portion of their cash benefit package.
CRFC	California Retail Food Code establishes uniform health and sanitation standards for retail food facilities for regulation by the State Department of Public Health, and requires local health agencies to enforce these provisions.
Client	CAAP Workfare participants
DAAS	Department of Adult and Aging Services
HACCP	Hazard Analysis Critical Control Point. A prevention-based food safety system focusing on time and temperature control at different crucial food service system points
HSA	Human Services Agency of City and County of San Francisco
OOA	Office on the Aging

Registered Dietitian (RD) Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration. A Registered Dietitian (R.D.) shall be covered by professional liability insurance either individually (if a consultant) or through Grantee.
SOGI	Sexual Orientation and Gender Identity, a result of <i>Ordinance No. 159-16</i> which 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>)

IV. Description of Services

- A. Grantee shall prepare and provide a snack to clients six days a week from Monday to Saturday, excluding the holidays as indicated in the DAAS approved Site Chart.
- B. Grantee shall package the snack in bulk according to the client count approved by CAAP and provide a total of 33,468 snacks annually for CAAP clients scheduled for a particular Workfare shift.
- C. Grantee shall include in one CAAP snack a minimum of three items, ensure that the components of the snack provide a minimum of 200 calories, and include the following:
 - a. A whole piece of fresh fruit that provides at least one serving for an adult
 - b. A protein source providing at least 4g of protein; protein can be animal or plant based and one or a mix of two items
 - c. A 16 oz. bottle of water

V. Location and Times of Services

Grantee shall prepare meals at Glide Foundation's central kitchen at 330 Ellis Street, San Francisco, CA and shall have the lunch ready for pick up by the Workfare agency representatives between the hours of 7:00 a.m. and 9:00 a.m. Monday through Saturday excluding holidays as indicated in the DAAS approved Site Chart.

VI. Grantee Responsibilities

- A. Grantee shall maintain a safe and sanitary environment for production, assembly, and delivery of all services.
- B. Grantee shall develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by OOA policies to ensure the provision of quality snacks.
- C. Grantee shall ensure the central kitchen (or caterer kitchen) meets the standards described in the most recent California Retail Food Code (CRFC).
- D. Grantee shall ensure a Registered Dietitian or an individual with a valid food safety certification oversees the safety and sanitation components of the program. A HACCP safety and sanitation monitoring for the production kitchen must be conducted on site and documented by a RD quarterly/four times per year. Follow-up and in-service training shall be

provided, as needed, to bring the program into compliance. The HACCP monitoring reports shall be sent to OOA on a timely basis and no later than once per quarter. The preparation, packing and picking up of the snack bag lunch shall also be monitored. The monitoring of the snack bag production can be conducted by a food safety manager.

- E. Grantee shall ensure that the cycle menu and a nutrient analysis is approved by a Registered Dietitian and submitted to OOA for review approval in accordance to OOA's nutrition standards.
- F. Grantee shall develop and maintain a current food service policy and procedure manual reflecting its current food service practices.
- G. The daily food service operations must be conducted or supervised by a staff member that demonstrates knowledge of safe food handling practices as they relate to the specified food preparation activities that occur at Glide Foundation's central kitchen.
- H. In accordance to OOA's nutrition standards, menu substitutions must be approved by a R.D. and documented.
- I. Food service in-service training will be provided to all food production staff by a Registered Dietitian on a quarterly basis. At least 2 of the training sessions shall include prevention of food borne illness and all food service personnel shall receive the training. Prevention of food borne illness training shall include the principles of HACCP.
- J. Grantee shall ensure prompt repair or remedy of any deficiencies noted by any City department within the time frame required by that department. Minor repairs shall be completed within two weeks of the problem being identified.
- K. Grantee shall coordinate with CAAP Workfare staff to ensure snacks delivered for service meet food safety standards.
- L. Grantee shall ensure mandatory enforcement of tuberculosis (TB) screening rules for all production kitchen staff members.
- M. Grantee shall ensure timely communications with CAAP Workfare agency staff regarding Glide's most recent written client input, complaint and grievance policies and procedures relevant to CAAP snacks.
- N. Complaints or grievances related to the quality, safety, and sanitation of the meals must be addressed within two working days after receipt of the verbal or written complaints from CAAP Workfare clients and Workfare agency staff members. The grievance process shall follow DAAS's Policy Memorandum No. 33 or its subsequent replacement or update.

VII. Service and Outcome Objectives

- A. A total of 33,468 snacks will be provided annually.
- B. No food-borne illness incidents reported.

VIII. Monitoring Requirements

- A. Nutrition Program Monitoring: Program monitoring will include review of kitchen facility and congregate meal sites in accordance with CRFC and DAAS nutrition service standards,

policies and procedures. This includes project documentation for the units of service and all reporting, and progress of service and outcome objectives; maintenance of service unit logs; how participant records are collected and maintained; agency and organization standards related to nutrition program operation, current organizational chart in the food service department, grievance policies and procedures, employee resume and credentials, job description, and whether progress notes are maintained according to the OOA nutrition program standards.

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

IX. Reporting Requirements

- A. **Monthly Reports.** Grantee shall provide the total number of snacks prepared each day; monthly totals and averages; and year-to-date totals. Grantee will enter the monthly metrics in the HSA CARBON database by the 15th of the following month. The service objective per month is 2,789 snack bags.
- B. Grantee will enter the annual Outcome Objective metrics identified in Section VII of the appendix A in the CARBON database by the 15th of the month following the end of the program year.
- C. Grantee shall provide food safety and sanitation monitoring reports for the central kitchen on a quarterly basis prepared by a registered dietitian; food safety and sanitation monitoring of the preparation, packing and storage of the snack bags shall also be conducted on a quarterly basis and may be performed by a Food Safety Manager. Grantee will provide these nutrition monitoring reports to the OOA nutritionist on a quarterly basis.
- D. **Annual Reports.** Grantee shall submit the annual actual meal count information (July through June) and an annual client satisfaction report to DAAS-OOA by July 31. Grantee will enter the annual report in the CARBON database.
- E. Grantee shall develop and deliver an annual summary report of SOGI data collected in the year as requested by DAAS. The due date for submitting the annual summary report is July 10th.
- F. Grantee will provide other reports as requested by Nutritionist and/or Contract Manager. The requested reports can be sent via e-mail to the requestor/s. Monthly and Annual Reports will be entered into CARBON system. For assistance with reporting requirements or submission of reports, contact:

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

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

	A	B	C	D	E	F
1	BUDGET FORMS					Appendix B-2, pg. 1
2						Document Date: 5/24/2017
3	HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES					
4	BUDGET PROPOSAL FORMS					
5	Grantee's Name: Glide Foundation				Grant Term	
6	(Check One) New <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Modification <input type="checkbox"/>					
7	Effective Date of Mod:		No. of Mod:		7/1/17 to 6/30/18	
8	Program:	CAAP Snack Prog	CAAP	CAAP	TOTAL	Average cost/meal
9	Annual #Meals Contracted	33,468			33,468	
10	Program Term	7/1/17 to 6/30/18			7/1/17 to 6/30/18	
11	DAAS Expenditures					
12	Salaries & Benefits	\$16,213			\$16,213	\$0.48
13	Operating Expense	\$33,426			\$33,426	\$1.00
14	Subtotal	\$49,639			\$49,639	\$1.48
15	Indirect Percentage (max 10%)	10%			10%	
16	Indirect Cost (Line 15 X Line 14, check Gen.Guidance regarding indirect exclusion)	\$4,964			\$4,964	\$0.15
17	Capital Expenditure					
18	TOTAL DAAS EXPENDITURES	\$54,603			\$54,603	\$1.63
19						
20	Non-DAAS Expenditures					
21	Salaries & Benefits					
22	Operating Expense					
23	Capital Expenditure					
24	TOTAL Non-DAAS EXPENDITURES					
25						
26	TOTAL DAAS & Non-DAAS EXPENDITURES	\$54,603			\$54,603	\$1.63
27						
28	HSA-DAAS Revenues					
29	Meals	\$54,603			\$54,603	
30	Nutrition Compliance (if your agency is requesting funds)					
31						
32						
33						
34	TOTAL HSA-DAAS REVENUES	\$54,603			\$54,603	
35	PER MEAL COST, HSA-DAAS	\$1.63			\$1.63	
36	Per MEAL & COMPLIANCE COST	\$1.63			\$1.63	
37	Non-DAAS Revenues					
38	Project Income					
39	Agency Cash - Fundraising					
40	Agency In-Kind Volunteer					
41	Nutrition Compliance Revenues					
42						
43	TOTAL NON HSA-DAAS REVENUES					
44	PER MEAL COST, NON HSA-DAAS					
45	TOTAL REVENUES	\$54,603			\$54,603	
46	PER MEAL COST, TOTAL	\$1.63			\$1.63	
47	Full Time Equivalent (FTE)					
49	Prepared by: Dewey Singh, Staff Accountant		Phone No.: 415-674-6058		Date: 5/24/17	
50	HSA-CO Review Signature: _____				Date: _____	
51	HSA #1		Form Rev. 12/22/16			

	A	B	C	D	E	F	G	H	I	J
1	Grantee's Name: Glide Foundation								Appendix B-2, page 2	
2	Program Name:								Date: 5/24/2017	
3	CAAP									
4										
5										
6										
7										
8	H.S.A-DAAS								TOTAL	
9	POSITION TITLE and NAME		Agency Totals	For DAAS Nutrition		7/1/17 to 6/30/18				7/1/17 to 6/30/18
10		Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
11		\$31,200	100%	40%	40.0%	\$12,666				\$12,666
12										
13										
14										
15										
16										
17										
18										
19	TOTALS	\$ 31,200	100%			\$12,666				\$12,666
20										
21	FRINGE BENEFIT RATE	28.0%								
22	EMPLOYEE FRINGE BENEFITS	\$ 8,736				\$3,547				\$3,547
23										
24										
25	TOTAL DAAS SALARIES & BENEFITS	\$ 39,936				\$16,213				\$16,213
26										
27										
28	Non - DAAS								TOTAL	
29	POSITION TITLE and NAME		Agency Totals	For DAAS Meal						
30		Annual Full Time Salary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
31										
32										
33										
34										
35										
36										
37										
38										
39										
40										
41										
42										
43										
44										
45										
46										
47	TOTAL NON-DAAS	\$ -								
48										
49	FRINGE BENEFIT RATE	28.0%								
50	EMPLOYEE FRINGE BENEFITS	\$ -								
51										
52										
53	TOTAL Non-DAAS SALARIES & BENEFITS	\$ -								
54										
55	TOTAL DAAS & Non-DAAS SALARIES & BENEFITS	\$ 39,936				\$16,213				\$16,213
56	HSA #2									

	A	B	C	D	E	F	G	H
1	Grantee's Name: Glide Foundation							Appendix B-2, page
2	Program Name:							Date: 5/24/2017
3	CAAP							
4	Operating Expense Detail							
7	H.S.A-DAAS	Annual #Meals Contracted:	33,468					TOTAL
8	Expenditure Category	Term:	7/1/17 to 6/30/18					7/1/17 to 6/30/18
9	Rental of Property							
10	Utilities(Elec, Water, Gas, Phone, Scavenger)							
11	Office Supplies, Postage							
12	Building Maintenance Supplies and Repair							
13	FOOD COSTS							
14	Raw Food	per meal \$	0.86	\$28,782				\$28,782
15	Food Svc Supplies	per meal \$	0.05	\$1,673				\$1,673
16	Food Svc Supplies	per meal \$	-					
17	Catered Meals	per meal \$	-					
18	CONSULTANT/SUBCONTRACTOR Descriptive Title							
19	Registered Dietitian			\$270				\$270
20								
21	OTHER COSTS:							
22	Kitchen Supplies			\$2,700				\$2,700
23	Staff Training & Travel							
24	Rental of Equipment							
25	Garbage							
26	Information Technology							
27	Repair/Maintenance							
28	Food Storage							
29	Occupancy							
30	TOTAL DAAS OPERATING EXPENSE			\$33,426				\$33,426
32	Non-DAAS							TOTAL
33	Expenditure Category							
34	Rental of Property							
35	Utilities(Elec, Water, Gas, Phone, Scavenger)							
36	Office Supplies, Postage							
37	Building Maintenance Supplies and Repair							
38	FOOD COSTS							
39	Raw Food	per meal \$	-					
40	Cong Food Svc Supplies	per meal \$	-					
41	HDM Food Svc Supplies	per meal \$	-					
42	Catered Meals	per meal \$	-					
43	CONSULTANT/SUBCONTRACTOR Descriptive Title							
44	Registered Dietitian							
45								
46	OTHER COSTS:							
47	Kitchen Supplies							
48	C							
49	Rental of Equipment							
50	Equipment							
51	Garbage							
52	Information Technology							
53	Occupancy							
54								
56	TOTAL Non-DAAS OPERATING EXPENSE							
57								
58	TOTAL DAAS & Non-DAAS OPERATING EXPENSE			\$33,426				\$33,426
63	HSA #3		Form Rev. 12/22/16					