



Mark Farrell, Mayor

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 *Ju*

DATE: JUNE 20, 2018

SUBJECT: GRANT MODIFICATION: **ON LOK DAY SERVICES (NON-PROFIT)**
 FOR NUTRITION SERVICES FOR SENIORS AND ADULTS WITH
 DISABILITIES

GRANT TERM:	<u>Original Term</u>	<u>Modification Term</u>
	7/1/2017 – 6/30/2020	7/1/2017 – 6/30/2020

GRANT AMOUNT:	<u>Current</u>	<u>Modification</u>	<u>Contingency</u>	<u>Total</u>
	\$4,034,652	\$21,000	\$405,565	\$4,461,217

ANNUAL MOD AMOUNT	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>
	\$21,000	\$0	\$0

FUNDING SOURCE	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
MOD FUNDING:	\$21,000			\$2,100	\$23,100
PERCENTAGE:	100%				100%

The Department of Aging and Adult Services (DAAS) requests authorization to modify a grant with On Lok Day Services for the provision of nutrition services to seniors for the period of July 1, 2017 to June 30, 2020. The total of the modified grant amount plus a 10% contingency will not exceed \$4,461,217.

Background

Adequate nutrition is critical to the health, functioning, and increased quality of life for San Francisco’s aging population. The Elderly Nutrition Program (ENP), authorized through Title III, under the Older Americans Act, intends to improve the dietary intake of participants and to offer participants opportunities to create informal support networks. The legislative intent is to make community-based services available to older adults who may be at risk of losing their

independence. DAAS has provided ENP services since 1975. The ENP managed by the department is the largest elderly community nutrition services program in San Francisco.

Explanation of Funding

	FY 17/18 Current	FY 17/18 Modification	FY 17/18 Revised	FY 18/19 Current	FY 19/20 Current	FY 17/20 Not-to- Exceed
ENP Congregate Meals	\$614,377	\$21,000	\$635,377	\$622,132	\$622,132	\$2,067,605
ENP Congregate Nutrition Education and Compliance	\$11,341	--	\$11,341	\$12,240	\$12,240	\$39,403
ENP Home Delivered Meal	\$718,242	--	\$718,242	\$710,974	\$710,974	\$2,354,209
Grant Total	\$1,343,960	\$21,000	\$1,364,960	\$1,345,346	\$1,345,346	\$4,461,217

Services to be Provided

Due to increased demand for the ENP Congregate Meals program of an additional 115 unduplicated clients, a modification is necessary to continue service until June 30, 2018. This modification will provide an additional 3,070 meals.

Grantee Performance

Grantee was fiscally monitored in March 2017 with no findings; and was granted a waiver for FY 17/18. Grantee was monitored by program in May 2018 with no significant findings. Grantee is in compliance.

Grantee Selection

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

Funding

The modification of this grant will be funded entirely through County General Funds.

Attachments

- Appendix A – Services to be Provided
- Appendix B – Program Budget

Appendix A - Services to be Provided
ON LOK DAY SERVICES
ELDERLY NUTRITION PROGRAM (ENP) CONGREGATE MEALS
July 1, 2017 – June 30, 2020

I. Purpose

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

II. Definitions

Grantee	On Lok Day Services
CARBON	Human Service Agency's Contracts Administration Reporting and Billing On-line (CARBON) system
CDA	California Department of Aging
CRFC	California Retail Food Code establishes uniform health and sanitation standards for retail food facilities for regulation by the State Department of Public Health, and requires local health agencies to enforce these provisions.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
Congregate Meals	Congregate meals are provided in a group setting and consist of the procurement, preparation, transporting and serving of meals, as well as nutrition education that meet the needs of the service population.
DAAS	Department of Adult and Aging Services
ENP	Elderly Nutrition Program (ENP), a program which provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and which shall be provided in accordance with Title 22 regulations.

Elderly Nutrition Program
(ENP) Menu Requirements

Meals shall comply with the current Dietary Guidelines for Americans(DGA), published by the U.S. Department of Health and Human Services and the U.S. Department of Agriculture; and shall provide (a) A minimum of one-third of the Dietary Reference Intakes (DRI) as established by the Food and Nutrition Board, Institute of Medicine, National Academy of Sciences, if the grantee provides one meal per day; (b) At least two-thirds of the DRIs for the provision of 2 meals per day; (c) At least 100% of the DRIs if the grantee provides 3 meals per day; and (d) Fractions of meals or snacks may not be counted even when such snacks cumulatively equal one-third of the DRIs.

HACCP

Hazard Analysis of Critical Control Points. A prevention-based food safety system focusing on time and temperature control at different crucial food service system points, monitoring and documenting practices and taking corrective actions when failure to meet critical limits is detected.

HSA

Human Services Agency of the City and County of San Francisco

Low-Income

At or below 100% of federal poverty level. This is only to be used by consumers to self- identify their income status, not to be used as a means test to qualify for the program.

Menu Analysis

A detailed nutritional analysis approved by a registered dietitian: (a) When utilizing computerized menu analysis, meals shall be analyzed on a weekly basis for a minimum of 2 weeks of the 5-week cycle menu. (b) Each average meal (a weekly average) shall meet no less than one-third of the Dietary Reference Intakes (DRI) for all calculated nutrients. (c) At a minimum, values must be determined for calories, protein, fat, saturated fat, fiber, calcium, magnesium, sodium, potassium, vitamin A, vitamin C, vitamin D, and vitamin B12.

Minority

An ethnic person of color who is any of the following:
a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. Source: California Code of Regulation Sec. 7130.

Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses, about options and methods for improving their nutritional status, performed by a Registered Dietitian in accordance with Sections 2585 and 2586, Business and Professions Code.
Nutrition Education	Providing nutrition program consumers current facts and information which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. The nutrition education for congregate sites is defined as demonstrations, audiovisual presentations, lectures, or small group discussions. Nutrition education plan and services shall be approved by a Registered Dietitian. Dietetic students, interns, or technicians may provide nutrition education under the close supervision of a RD. Nutrition education services shall be based on the needs of the consumers as determined by annual consumer satisfaction survey and/or results from DETERMINE Your Nutritional Health tool. The nutrition education activities shall be provided on quarterly basis and documented.
Nutrition Screening	The completion of a nutrition screening checklist by eligible consumers to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994.
OOA	Office on the Aging
Registered Dietitian (RD) Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration. A Registered Dietitian (R.D.) shall be covered by professional liability insurance either individually (if a consultant) or through Grantee.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9.</i>)
Title 22 Regulations	Refers to Barclay's official California Code of Regulations. Title 22 Social Security, Division 1.8. California Department of Aging. Chapter 4 (1) Title III Programs – program and service provider requirements. Article 5. Title III C- Elderly Nutrition Program. http://www.aging.ca.gov/ProgramsProviders/AAA/Nutrition/Code_of_Regulations/

III. Target Population

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

IV. Eligibility for Services

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

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

V. Services to be Provided

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

6. Service Units:

	FY 2017-18	FY 2018-19	FY 2019-20	Total 3-years
#Unduplicated Consumers	2,565	2,450	2,450	7,465
#Meals	91,944	88,874	88,874	269,692

Table A

- C. Ensure central kitchen (or caterer kitchen) and all congregate meal sites meet the standards described in the most recent California Retail Food Code (CRFC).
- D. Ensure a Registered Dietitian or an individual with a valid food safety certification oversees the safety and sanitation components of the program. A HACCP safety and sanitation monitoring for the production kitchen must be conducted on site and documented by a RD based on the number of monitoring approved in the Grantee's budget. Follow-up and in-service training shall be provided, as needed, to bring the program into compliance. The HACCP monitoring reports shall be sent to OOA on a timely basis and no later than once per quarter.
- E. Ensure that the cycle menu and a nutrient analysis is approved by a Registered Dietitian and submitted to OOA for review approval in accordance to OOA's nutrition standards. Menu substitutions must be approved by a R.D. and documented.
- F. Conduct consumer satisfaction survey yearly for each funded program and provide results to OOA Nutritionist as defined by OOA policy memoranda. The survey tool will be provided by OOA on an annual basis.
- G. The Grantee will comply with the City's food service waste reduction ordinance (File #06094), and use reusable, biodegradable, compostable and/or recyclable food service supplies.
- H. Ensure adequate and culturally competent staffing (paid and/or volunteer) to administer the program and deliver quality services to meet the needs of the consumers and to meet all the nutrition program standards.
- I. The Grantee will attend the quarterly in-service training coordinated and provided by the OOA and share the information with their staff and volunteers.
- J. The Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules.
- K. The Grantee will complete the California Department of Aging (CDA) Security Awareness Training annually during the term of the grant.
<https://www.aging.ca.gov/docs/Resources/SecurityAwarenessTrng.pps>

VI. Service Objectives

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

- C. Grantee will provide nutrition education to consumers in a group setting, a minimum of one nutrition education session per quarter at each site.
- D. Grantee will provide nutrition compliance units as indicated in Appendix B.

VII. Outcome Objectives

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

VIII. Reporting Requirements

- A. Grantee will enter into CA-GetCare data obtained from consumers using the intake form for Congregate Meals, which includes the annual Nutrition Risk Screening, the loneliness screening, and the food security questions for all enrolled consumers by the due date as specified by OOA policy and in accordance to OOA Nutrition program guidelines.
- B. Grantee will enter into CA-GetCare all consumer level service units in the Service Recording Tool and data for monthly service reporting by the 5th working day of the month for the preceding month.
- C. Grantee will provide a monthly report of number of meals served as described in Section VI – Service Objectives.
- D. Grantee will enter the following monthly metrics in the CARBON database by the 15th of the following month: Number of meals served and number of nutrition compliance units provided.
- E. Grantee will enter the annual Outcome Objective metrics identified in Section VII of the appendix A in the CARBON database by the 15th of the month following the end of the program year.
- F. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31 (or as amended) each grant year. This report must be submitted to the CARBON system. Additional reports may be required at other points in the fiscal year if necessary to meet state requirements.
- G. Grantee will develop and maintain its OOA approved Site Chart. The site chart may be updated

with the approval of OOA. A copy of the updated Site Chart will be kept in OOA's contractor program.

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

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

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

IX. Monitoring Activities

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

BUDGET FORMS

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

Grantee's Name: On Lok Day Services

(Check One) New Renewal Modification June 2018 Modified

Effective Date of Mod: 7/1/2017

No. of Mod:

Program. Cong-ENP	7/1/2017 to 6/30/2018			7/1/2018 to 6/30/2019			7/1/2019 to 6/30/2020			Grant Term
	April 2018 Revised	June 2018 OTO Modification	June 2018 Modified	April 2018 Revised	June 2018 OTO Modification	June 2018 Modified	April 2018 Revised	June 2018 OTO Modification	June 2018 Modified	TOTAL
Annual #Meals Contracted	88,874	3,070	91,944	88,874		88,874	88,874		88,874	269,692
DAAS Expenditures										
Salaries & Benefits	\$203,325		\$203,325	\$206,525		\$206,525	\$206,525		\$206,525	\$616,375
Operating Expense	\$354,636	\$5,699	\$360,335	\$364,238	(\$13,567)	\$350,671	\$364,238	(\$13,567)	\$350,671	\$1,061,677
Subtotal	\$557,961	\$5,699	\$563,660	\$570,763	(\$13,567)	\$557,196	\$570,763	(\$13,567)	\$557,196	\$1,678,052
Indirect Percentage (max 10%)	9%	9%	9%	9%	9%	9%	9%	9%	9%	
Gen Guidance regarding indirect exclusion)	\$50,216	\$513	\$50,729	\$51,369	(\$1,221)	\$50,148	\$51,369	(\$1,221)	\$50,148	\$151,025
Sub-Contractor & Capital Expenditure	\$6,200	\$14,788	\$20,988		\$14,788	\$14,788		\$14,788	\$14,788	\$50,564
TOTAL DAAS EXPENDITURES	\$614,377	\$21,000	\$635,377	\$622,132		\$622,132	\$622,132		\$622,132	\$1,879,641
Non-DAAS Expenditures										
Salaries & Benefits	\$283,856		\$283,856	\$295,271		\$295,271	\$295,271		\$295,271	\$874,398
Operating Expense	\$263,397	(\$17,204)	\$246,193	\$253,770	(\$14,498)	\$239,272	\$253,770	(\$14,498)	\$239,272	\$724,737
Sub-Contractor & Capital Expendit	\$6,200	\$13,277	\$13,277		\$13,277	\$13,277		\$13,277	\$13,277	\$39,831
TOTAL Non-DAAS EXPENDITURES	\$547,253	(\$3,927)	\$543,326	\$549,041	(\$1,221)	\$547,820	\$549,041	(\$1,221)	\$547,820	\$1,638,966
TOTAL DAAS & Non-DAAS EXPENDITURES	\$1,161,630	\$17,073	\$1,178,703	\$1,171,173	(\$1,221)	\$1,169,952	\$1,171,173	(\$1,221)	\$1,169,952	\$3,518,607
HSA-DAAS Revenues										
Meals	\$544,563		\$544,563	\$544,563		\$544,563	\$544,563		\$544,563	\$1,633,689
Meals - Addback (Apr 2018)	\$50,000		\$50,000	\$50,000		\$50,000	\$50,000		\$50,000	\$150,000
Meals - CODB (Apr 2018)	\$13,614		\$13,614	\$27,569		\$27,569	\$27,569		\$27,569	\$68,752
Meals - OTO (Jun 2018)		\$21,000	\$21,000							\$21,000
Equipment - OTO (Apr 2018)	\$6,200		\$6,200							\$6,200
TOTAL HSA-DAAS REVENUES	\$614,377	\$21,000	\$635,377	\$622,132		\$622,132	\$622,132		\$622,132	\$1,879,641
PER MEAL COST, HSA-DAAS	\$6.84		\$6.84	\$7.00		\$7.00	\$7.00		\$7.00	\$6.87
Per MEAL & OTO COST	\$6.91		\$6.91	\$7.00		\$7.00	\$7.00		\$7.00	\$6.97
Non-DAAS Revenues										
Project Income	\$119,980	\$4,145	\$124,125	\$119,980		\$119,980	\$119,980		\$119,980	\$364,085
Agency Cash - Fundraising	\$275,779	(\$8,072)	\$267,707	\$273,022	(\$1,221)	\$271,801	\$273,022	(\$1,221)	\$271,801	\$811,309
Agency In-Kind Volunteer	\$151,494		\$151,494	\$156,039		\$156,039	\$156,039		\$156,039	\$463,572
TOTAL NON HSA-DAAS REVENUES	\$547,253	(\$3,927)	\$543,326	\$549,041	(\$1,221)	\$547,820	\$549,041	(\$1,221)	\$547,820	\$1,638,966
PER MEAL COST, NON HSA-DAAS	\$6.16		\$5.91	\$6.18		\$6.16	\$6.18		\$6.16	\$6.08
TOTAL REVENUES	\$1,161,630	\$17,073	\$1,178,703	\$1,171,173	(\$1,221)	\$1,169,952	\$1,171,173	(\$1,221)	\$1,169,952	\$3,518,607
PER MEAL COST, TOTAL	\$13.07		\$12.82	\$13.18		\$13.16	\$13.18		\$13.16	\$13.05
Full Time Equivalent (FTE)										

Prepared by: Valorie Villela

Phone No.:

Document Date: 6/11/2018

HSA-CO Review Signature:

Date:

HSA #1

Form Rev. 12/22/16

Salaries & Benefits Detail

H.S.A. - DAAS POSITION TITLE and NAME	Agency Totals		For DAAS Nutrition		7/1/2017 to 6/30/2018			7/1/2018 to 6/30/2019			7/1/2019 to 6/30/2020			7/1/2017 - 6/30/2020
	Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	April 2018 Revised	June 2018 OTO Modification	June 2018 Modified	April 2018 Revised	June 2018 OTO Modification	June 2018 Modified	April 2018 Revised	June 2018 OTO Modification	June 2018 Modified	Budgeted
ACCOUNTANT	\$50,003	100%	20%	20%	\$10,151		\$10,151	\$10,310		\$10,310	\$10,310		\$10,310	\$30,771
ADMINISTRATIVE SECRETARY	\$60,008	100%	8%	8%	\$5,041		\$5,041	\$5,120		\$5,120	\$5,120		\$5,120	\$15,281
ASSISTANT DIRECTOR OF OPERATIONS	\$75,877	100%	11%	11%	\$8,072		\$8,072	\$8,199		\$8,199	\$8,199		\$8,199	\$24,470
DIRECTOR	\$149,344	100%	8%	8%	\$12,545		\$12,545	\$12,742		\$12,742	\$12,742		\$12,742	\$38,029
NUTRITION OPERATIONS MANAGER	\$55,016	100%	35%	35%	\$19,256		\$19,256	\$19,559		\$19,559	\$19,559		\$19,559	\$58,374
COORDINATOR	\$37,710	100%	32%	32%	\$11,879		\$11,879	\$12,066		\$12,066	\$12,066		\$12,066	\$36,011
HOSPITALITY COORDINATOR	\$43,680	100%	18%	18%	\$7,032		\$7,032	\$7,143		\$7,143	\$7,143		\$7,143	\$21,316
CLIENT SERVICES SPECIALIST	\$45,760	66%												
SITE COORDINATORS (4)	\$32,656	210%	70%	147%	\$48,004		\$48,004	\$48,759		\$48,759	\$48,759		\$48,759	\$145,522
ON CALL SITE COORDINATOR (1)	\$31,221	11%	70%	8%	\$2,404		\$2,404	\$2,442		\$2,442	\$2,442		\$2,442	\$7,288
DRIVERS (5)	\$35,958	350%	13%	45%	\$18,314		\$18,314	\$18,571		\$18,571	\$18,571		\$18,571	\$49,456
ON CALL DRIVERS (2)	\$36,473	26%	13%	3%	\$1,229		\$1,229	\$1,249		\$1,249	\$1,249		\$1,249	\$3,727
VOLUNTEER PROGRAM MANAGER	\$59,280	100%	21%	21%	\$12,449		\$12,449	\$12,645		\$12,645	\$12,645		\$12,645	\$37,739
NUTRITION PROGRAM ASSOCIATE	\$34,320	50%	26%	13%	\$4,472		\$4,472	\$4,543		\$4,543	\$4,543		\$4,543	\$13,558
TOTALS	\$ 748,306	1513%	343%	368%	\$158,848		\$158,848	\$161,348		\$161,348	\$161,348		\$161,348	\$481,544
FRINGE BENEFIT RATE	28.0%													
EMPLOYEE FRINGE BENEFITS	\$ 209,526				\$44,477		\$44,477	\$45,177		\$45,177	\$45,177		\$45,177	\$134,831
TOTAL DAAS SALARIES & BENEFITS	\$ 957,832				\$203,325		\$203,325	\$206,525		\$206,525	\$206,525		\$206,525	\$616,375

NON-DAAS POSITION TITLE and NAME	Agency Totals		For DAAS Meal		7/1/2017 to 6/30/2018			7/1/2018 to 6/30/2019			7/1/2019 to 6/30/2020			7/1/2017 - 6/30/2020
	Annual Full Time Salary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE	April 2018 Revised	June 2018 OTO Modification	June 2018 Modified	April 2018 Revised	June 2018 OTO Modification	June 2018 Modified	April 2018 Revised	June 2018 OTO Modification	June 2018 Modified	Budgeted
ACCOUNTANT	\$ 50,003	100%	9%	9%	\$4,350		\$4,350	\$4,626		\$4,626	\$4,626		\$4,626	\$13,602
ADMINISTRATIVE SECRETARY	\$ 60,008	100%	4%	4%	\$2,160		\$2,160	\$2,297		\$2,297	\$2,297		\$2,297	\$6,754
ASSISTANT DIRECTOR OF OPERATIONS	\$ 75,877	100%	5%	5%	\$3,459		\$3,459	\$3,678		\$3,678	\$3,678		\$3,678	\$10,815
DIRECTOR	\$ 149,344	100%	4%	4%	\$5,376		\$5,376	\$5,717		\$5,717	\$5,717		\$5,717	\$16,810
NUTRITION OPERATIONS MANAGER	\$ 55,016	100%	15%	15%	\$8,252		\$8,252	\$8,775		\$8,775	\$8,775		\$8,775	\$25,802
NUTRITION PROGRAM COORDINATOR	\$ 37,710	100%	14%	14%	\$5,091		\$5,091	\$5,413		\$5,413	\$5,413		\$5,413	\$15,917
HOSPITALITY COORDINATOR	\$ 43,680	100%	7%	7%	\$3,014		\$3,014	\$3,205		\$3,205	\$3,205		\$3,205	\$9,424
CLIENT SERVICES SPECIALIST	\$ 45,780	66%												
SITE COORDINATORS (4)	\$ 32,656	210%	30%	63%	\$20,573		\$20,573	\$21,875		\$21,875	\$21,875		\$21,875	\$64,323
ON CALL SITE COORDINATOR (1)	\$ 31,221	11%	30%	3%	\$1,030		\$1,030	\$1,095		\$1,095	\$1,095		\$1,095	\$3,220
DRIVERS (5)	\$ 35,958	350%	8%	19%	\$8,992		\$8,992	\$7,434		\$7,434	\$7,434		\$7,434	\$21,860
ON CALL DRIVERS (2)	\$ 36,473	26%	8%	1%	\$527		\$527	\$560		\$560	\$560		\$560	\$1,641
VOLUNTEER PROGRAM MANAGER	\$ 59,280	100%	9%	9%	\$5,335		\$5,335	\$5,673		\$5,673	\$5,673		\$5,673	\$16,981
IN-KIND VOLUNTEERS (52)	\$ 29,120	520%	100%	520%	\$151,494		\$151,494	\$158,039		\$158,039	\$158,039		\$158,039	\$463,577
NUTRITION PROGRAM ASSOC	\$ 34,320	50%	24%	12%	\$4,108		\$4,108	\$4,295		\$4,295	\$4,295		\$4,295	\$12,698
TOTAL NON-DAAS	\$ 777,426	2034%	260%	684%	\$221,761		\$221,761	\$230,682		\$230,682	\$230,682		\$230,682	\$683,125
FRINGE BENEFIT RATE	28.0%													
EMPLOYEE FRINGE BENEFITS	\$ 217,679				\$62,095		\$62,095	\$64,589		\$64,589	\$64,589		\$64,589	\$191,273
BENEFITS	\$ 995,106				\$283,856		\$283,856	\$295,271		\$295,271	\$295,271		\$295,271	\$874,398
TOTAL DAAS & Non-DAAS SALARIES & BENEFITS*	\$ 1,952,938				\$487,181		\$487,181	\$501,796		\$501,796	\$501,796		\$501,796	\$1,490,773

Operating Expense Detail

		April 2018 Revised	June 2018 OTO Modification	June 2018 Modified	April 2018 Revised	June 2018 OTO Modification	June 2018 Modified	April 2018 Revised	June 2018 OTO Modification	June 2018 Modified	Total
Annual #Meals Contracted:		88,874	3,070	91,944	88,874		88,874	88,874		88,874	269,692
Term:		7/1/2017 to 6/30/2018			7/1/2018 to 6/30/2019			7/1/2019 to 6/30/2020			7/1/2017 - 6/30/2020
H.S.A. - DAAS											
<u>Expenditure Category</u>											
Rental of Property											
Utilities(Elec. Water, Gas, Phone, Scavenger)											
		\$14,060		\$14,060	\$14,060		\$14,060	\$14,060		\$14,060	\$42,180
Office Supplies, Postage											
Building Maintenance Supplies and Repair											
		\$32,808		\$32,808	\$32,808		\$32,808	\$32,808		\$32,808	\$98,424
Food Cost											
Raw Food <i>per meal \$ -</i>											
Cong Food Svc Supplies <i>per meal \$ -</i>											
HDM Food Svc Supplies <i>per meal \$ -</i>											
Catered Meals <i>per meal \$ 3.32</i>											
		\$284,701	\$20,487	\$305,188	\$294,303	\$1,221	\$295,524	\$294,303	\$1,221	\$295,524	\$896,236
<u>Consultant (Descriptive Title)</u>											
Registered Dietitian											
		\$8,441	(\$8,441)		\$8,441	(\$8,441)		\$8,441	(\$8,441)		
Consultant-Translator											
Catholic Charities											
		\$6,347	(\$6,347)		\$6,347	(\$6,347)		\$6,347	(\$6,347)		
<u>Other Costs</u>											
Insurance											
		\$4,811		\$4,811	\$4,811		\$4,811	\$4,811		\$4,811	\$14,433
Staff Training & Travel											
Rental of Equipment											
Small equipment & Supplies											
		\$652		\$652	\$652		\$652	\$652		\$652	\$1,956
Auto - Fuel/Parking & Insurance											
		\$2,816		\$2,816	\$2,816		\$2,816	\$2,816		\$2,816	\$8,448
Repair/Maintenance											
Payroll Processing											
OTO Equipment											
TOTAL DAAS OPERATING EXPENSE		\$354,636	\$5,699	\$360,335	\$364,238	(\$13,567)	\$350,671	\$364,238	(\$13,567)	\$350,671	\$1,061,677
NON-DAAS											
<u>Expenditure Category</u>											
Rental of Property											
Utilities(Elec. Water, Gas, Phone, Scavenger)											
		\$12,525		\$12,525	\$12,525		\$12,525	\$12,525		\$12,525	\$37,575
Office Supplies, Postage											
		\$2,438		\$2,438	\$2,438		\$2,438	\$2,438		\$2,438	\$7,314
Building Maintenance Supplies and Repair											
		\$29,224		\$29,224	\$29,224		\$29,224	\$29,224		\$29,224	\$87,672
Food Costs											
Raw Food <i>per meal \$ -</i>											
Cong Food Svc Supplies <i>per meal \$ -</i>											
HDM Food Svc Supplies <i>per meal \$ -</i>											
Catered Meals <i>per meal \$ 2.07</i>											
		\$194,665	(\$3,927)	\$190,738	\$185,083	(\$1,221)	\$183,862	\$185,083	(\$1,221)	\$183,862	\$558,482
<u>Consultant (Descriptive Title)</u>											
Registered Dietitian											
		\$7,519	(\$7,519)		\$7,519	(\$7,519)		\$7,519	(\$7,519)		
Consultant-Translator											
		\$105	(\$105)		\$105	(\$105)		\$105	(\$105)		
Catholic Charities											
		\$5,653	(\$5,653)		\$5,653	(\$5,653)		\$5,653	(\$5,653)		
<u>Other Costs</u>											
Insurance											
		\$4,285		\$4,285	\$4,285		\$4,285	\$4,285		\$4,285	\$12,855
Staff Training & Travel											
Rental of Equipment											
		\$2,344		\$2,344	\$2,344		\$2,344	\$2,344		\$2,344	\$7,032
Small equipment & Supplies											
		\$581		\$581	\$581		\$581	\$581		\$581	\$1,743
Auto - Fuel/Parking & Insurance											
		\$2,509		\$2,509	\$2,509		\$2,509	\$2,509		\$2,509	\$7,527
Repair/Maintenance											
		\$937		\$937	\$937		\$937	\$937		\$937	\$2,811
Payroll Processing											
		\$567		\$567	\$567		\$567	\$567		\$567	\$1,701
Equipment											
		\$25		\$25							\$25
TOTAL Non-DAAS OPERATING EXPENSE		\$263,397	(\$17,204)	\$246,193	\$253,770	(\$14,498)	\$239,272	\$253,770	(\$14,498)	\$239,272	\$724,737
TOTAL DAAS & Non-DAAS OPERATING EXPENSE		\$618,033	(\$11,505)	\$606,528	\$618,008	(\$28,065)	\$589,943	\$618,008	(\$28,065)	\$589,943	\$1,786,414
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**Sub-Contractor & Capital Expenditure Detail
 (Consultant/Subcontractors & Equipment and Remodeling Cost)**

	7/1/2017 to 6/30/2018			7/1/2018 to 6/30/2019			7/1/2019 to 6/30/2020			7/1/2017 - 6/30/2020 Total
	April 2018 Revised	June 2018 OTO Modification	June 2018 Modified	April 2018 Revised	June 2018 OTO Modification	June 2018 Modified	April 2018 Revised	June 2018 OTO Modification	June 2018 Modified	
H.S.A. - DAAS										
SUBCONTRACTOR:										
Registered Dietitian		\$8,441	\$8,441		\$8,441	\$8,441		\$8,441	\$8,441	\$25,323
Consultant-Translator										
Catholic Charities		\$6,347	\$6,347		\$6,347	\$6,347		\$6,347	\$6,347	\$19,041
CAPITAL										
OTO Equipment	6,200		\$6,200							\$6,200
TOTAL DAAS SUB-CONTRACTOR AND CAPITAL COST	6,200	\$14,788	\$20,988		\$14,788	\$14,788		\$14,788	\$14,788	\$60,564
NON-DAAS										
SUBCONTRACTOR:										
Registered Dietitian		\$7,519	\$7,519		\$7,519	\$7,519		\$7,519	\$7,519	\$22,557
Consultant-Translator		\$105	\$105		\$105	\$105		\$105	\$105	\$315
Catholic Charities		\$5,653	\$5,653		\$5,653	\$5,653		\$5,653	\$5,653	\$16,959
TOTAL NON DAAS EQUIPMENT & REMODELING COST		\$13,277	\$13,277		\$13,277	\$13,277		\$13,277	\$13,277	\$39,831
TOTAL DAAS & NON-DAAS CAPITAL EXPENDITURE	6,200	\$28,065	\$34,265		\$28,065	\$28,065		\$28,065	\$28,065	\$90,395

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Allocation Methodology: (If you have multiple programs, describe how you allocate among shared program costs.)

Indicate DAAS and non-DAAS-OOA funding above

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

Equipment is defined as \$5000 or more a unit

NOTE: Cells with formulas are protected to avoid accidental changes To unprotect, go to Toolbar, "Review", select "Unprotect sheet" No password needed.