



Mark Farrell, Mayor

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

Trent Rhorer, Executive Director

MEMORANDUM

TO: AGING & ADULT SERVICES COMMISSION

THROUGH: SHIREEN MCSPADDEN, EXECUTIVE DIRECTOR

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

DATE: MAY 2, 2018

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:	7/1/17-6/30/18	7/1/18-6/30/19		
GRANT AMOUNT:	\$1,570,634	\$1,570,634	\$157,064	\$1,727,698
ANNUAL AMOUNT:	FY 18-19 \$1,570,634			

	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:	\$1,570,634			\$157,064	\$1,727,698
PERCENTAGE:	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, 2018 to June 30, 2019 in the amount of \$1,570,634 plus a 10% contingency for a total amount not to exceed \$1,727,698. The purpose of the grant is to provide free meals and program security at Glide Foundation and snack bags for CAAP workfare participants.

Program	FY 18-19 Amount	Contingency	Not to Exceed
Free Meals	\$1,330,807	\$133,081	\$1,463,888
Program Security	\$ 183,859	\$ 18,386	\$ 202,245
CAAP Snack Bag	\$ 55,968	\$ 5,597	\$ 61,565
Total	\$1,570,634	\$157,064	\$1,727,698

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.

With the multiple services offered to consumers, Glide's meal program serves a high number of low income and homeless clients (1,100+) daily. The clients come with many needs, challenges and stresses. In March 2016, Program Security funding was added to Glide's contract in order to improve the agency's infrastructure and provide a safer environment for consumers, volunteers and staff. This funding enabled the agency to provide a Security Team that is responsible for training staff/volunteers, and for mediation and conflict resolution throughout the operations and other activities at Grantee's meal service site.

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 was 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 DHS 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.

Performance

Program Monitoring: Program monitoring of Glide's Free Meals and CAAP Snack Bag program was conducted on March 15, 2018. No major findings were identified in the monitoring.

Fiscal Monitoring: A Citywide Fiscal and Compliance Monitoring self-assessment was conducted on March 19, 2018. There were no major findings identified in the monitoring.

Selection

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

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, 2018 to June 30, 2019

FREE MEALS PROGRAM

I. Purpose

Meals: The overall purpose of this grant is to provide low income clients and those identified by the Grantee as its target population the opportunity 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 throughout 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; <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>)

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 at least 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 25% of clients served responding to the survey.
- 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 25% of clients served responding to the survey.

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 due date specified. 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/HSA. 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	E	F
1	BUDGET FORMS		Appendix B, pg. 1		
2			Document Date: 3/14/2018		
3	HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES				
4	BUDGET SUMMARY BY PROGRAM				
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:		7/1/18 to 6/30/19
8	Program: Free Meals / Lunch & Dinner	FREE MEALS/LUNCH & DINNER	FREE MEALS/BREAKFAST	TOTAL	Average cost/meal
9	Annual #Meals Contracted	250,690	155,237	405,927	
10	Program Term	7/1/18 to 6/30/19	7/1/18 to 6/30/19	7/1/18 to 6/30/19	
11	DAAS Expenditures				
12	Salaries & Benefits	\$265,236	\$71,725	\$336,961	\$0.83
13	Operating Expense	\$547,114	\$325,749	\$872,863	\$2.15
14	Subtotal	\$812,350	\$397,474	\$1,209,824	\$2.98
15	Indirect Percentage (max 10%)	10%	10%		
16	Indirect Cost (Line 15 X Line 14, check Gen.Guidance regarding indirect exclusion)	\$81,235	\$39,748	\$120,983	\$0.30
17	Capital Expenditure				
18	TOTAL DAAS EXPENDITURES	\$893,585	\$437,222	\$1,330,807	\$3.28
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	\$1,059,112	\$531,046	\$1,590,157	\$3.92
27					
28	HSA-DAAS Revenues				
29	Meals	\$892,252	\$436,555	\$1,328,807	
30	Nutrition Compliance (if your agency is requesting funds)	\$1,333	\$667	\$2,000	
31					
32	TOTAL HSA-DAAS REVENUES	\$893,585	\$437,222	\$1,330,807	
33	PER MEAL COST, HSA-DAAS	\$3.56	\$2.81	\$3.13	
34	Per MEAL & COMPLIANCE COST	\$3.56	\$2.82	\$3.14	
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	\$985,745	\$483,302	\$1,469,047	
44	PER MEAL COST, TOTAL	\$3.93	\$3.11	\$3.62	
45	Full Time Equivalent (FTE)				
47	Prepared by:	Phone No.:		Date:	
48	HSA-CO Review Signature:				
49	HSA #1	Form Rev. 12/22/16			

	A	B	C	D	E	F	G	H	I	J	L
1	Grantee's Name: Glide Foundation									Appendix B, page 2	
2	Program Name:									Document Date: 3/14/2018	
3	FREE MEALS/LUNCH & DINNER										
4											
5	Salaries & Benefits Detail									TOTAL	
6											
7											
8	H.S.A-DAAS	Agency Totals					For DAAS Nutrition		7/1/18 to 6/30/19	7/1/18 to 6/30/19	7/1/18 to 6/30/19
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	
10	George Gundry - Director	\$130,000	100%	34%	34%	9%	9%	\$44,200	\$11,700	\$55,900	
11	Joselyn Barrera - Culinary Manager	\$75,000	100%	34%	34%	9%	9%	\$25,500	\$6,750	\$32,250	
12	Cho Wing Chung - Chef	\$36,110	100%	34%	34%	9%	9%	\$12,277	\$3,250	\$15,527	
13	James Sampagna - Shift Leader	\$43,682	100%	34%	34%	9%	9%	\$14,852	\$3,931	\$18,783	
14	TBA - Shift Leader	\$39,521	100%	34%	34%	9%	9%	\$13,437	\$3,557	\$16,994	
15	Leon Thomas III - Steward	\$46,594	100%	34%	34%	9%	9%	\$15,842	\$4,193	\$20,035	
16	Dishwashers - 2	\$62,402	100%	34%	34%	9%	9%	\$21,217	\$5,616	\$26,833	
17	Program Navigator- TBA-2	\$80,000	100%	33%	33%	9%	9%	\$26,442	\$7,200	\$33,642	
18	Stockroom/Driver - TBA	\$32,802	100%	33%	33%	9%	9%	\$10,825	\$2,952	\$13,777	
19	Stockroom- Joseph Lala	\$32,802	100%	33%	33%	9%	9%	\$10,825	\$2,952	\$13,777	
20	Tina Huang-Program Assistant	\$43,702	100%	27%	27%	9%	9%	\$11,800	\$3,933	\$15,733	
21	TOTALS	\$ 622,615	1100%	364%	364%	99%	99%	\$207,216	\$56,035	\$263,251	
22											
23	FRINGE BENEFIT RATE	28.0%									
24	EMPLOYEE FRINGE BENEFITS	\$ 174,332						\$58,020	\$15,690	\$73,710	
25											
26											
27	TOTAL DAAS SALARIES & BENEFITS	\$ 796,947						\$265,236	\$71,725	\$336,961	
28											
29											
30	Non - DAAS	Agency Totals					For DAAS Meal		Budgeted Salary/LUNCH & DINNER	Budgeted Salary/BREAKFAST	TOTAL Budgeted Salary
31	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE			Budgeted Salary/LUNCH & DINNER	Budgeted Salary/BREAKFAST	Budgeted Salary	
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						\$324,531	\$101,373	\$425,903	
58	HSA #2	Form Rev. 12/22/16									

	A	B	C	D	E	F	H
1	Grantee's Name: Glide Foundation				Appendix B, page 3		
2	Program Name:				Document Date: 3/14/2018		
3	FREE MEALS/LUNCH & DINNER						
4	Operating Expense Detail						TOTAL
7	H.S.A-DAAS	Annual #Meals Contracted:	250,690	155,237	405,927		
8	Expenditure Category	Term:	7/1/18 to 6/30/19	7/1/18 to 6/30/19	7/1/18 to 6/30/19		
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		
57	TOTAL DAAS & Non-DAAS OPERATING EXPENSE		\$653,346	\$389,925	\$1,043,271		
63	HSA #3						

	A	C	D
1	Appendix B-1, Page 1		
2	Document Date: 3/14/2018		
3	HUMAN SERVICES AGENCY BUDGET SUMMARY		
4	BY PROGRAM		
5	Name:	Term:	
6	Glide Foundation	7/1/18-6/30/19	
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 (Security)		
10	Budget Reference Page No.(s)		TOTAL
11	Program Term	7/1/18-6/30/19	7/1/18-6/30/19
12	Expenditures		
13	Salaries & Benefits	\$167,144	\$167,144
14	Operating Expense	\$0	\$0
15	Subtotal	\$167,144	\$167,144
16	Indirect Percentage (%)	10%	10%
17	Indirect Cost (Line 16 X Line 15)	\$16,715	\$16,715
18	Capital Expenditure	\$0	\$0
19	Total Expenditures	\$183,859	\$183,859
20	HSA Revenues		
21			
22	General Fund	\$183,859	\$183,859
23			
24			
25			
26			
27			
28			
29	TOTAL HSA REVENUES	\$183,859	\$183,859
30	Other Revenues		
31			
32			
33			
34			
35			
36	Total Revenues		
37	Full Time Equivalent (FTE)		
39	Prepared by: Lillian Mark, CST Manager		Date 1/6/17
40	HSA-CO Review Signature:		
41	HSA #1		11/15/2007

	A	B	C	D	E	I	K	
1							Appendix B-1, Page 2	
2							Document Date: 3/14/18	
3								
4	Program: Community Safety & Training (Security)							
5	(Same as Line 9 on HSA #1)							
6								
7	Salaries & Benefits Detail							
8								
9								
10							7/1/18-6/30/19	
11		Agency Totals		For HSA Program		For DAAS Program	TOTAL	
12	POSITION TITLE	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	7/1/18-6/30/19	
13	Community and Safety Training Assistant M	\$52,000	100%	27%	27%	\$13,858	\$13,858	
14	Shift Lead (Steve Virgin)	\$43,680	100%	51%	51%	\$22,277	\$22,277	
15	Shift Lead (Lisa Pelletier-Ross)	\$39,521	100%	51%	51%	\$20,156	\$20,156	
16	Security Monitor (Darius Kittles)	\$32,802	100%	51%	51%	\$16,729	\$16,729	
17	Security Monitor (Jerome Reed)	\$32,802	100%	51%	51%	\$16,729	\$16,729	
18	Security Monitor (Iris Butler)	\$34,320	100%	51%	51%	\$17,503	\$17,503	
19	Security Monitor (Ricky Wong)	\$34,321	100%	33%	33%	\$11,117	\$11,117	
20	Security Monitor (LaTanya Simmons)	\$32,802	100%	33%	33%	\$10,728	\$10,728	
21								
22								
23								
24								
25								
26								
27	TOTALS	\$302,248	8.00	3.48	3.48	\$129,096	\$129,096	
28								
29	FRINGE BENEFIT RATE	30%						
30	EMPLOYEE FRINGE BENEFITS	\$90,674				\$38,048	\$38,048	
31								
32								
33	TOTAL SALARIES & BENEFITS	\$392,922				\$167,144	\$167,144	
34	HSA #2						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, 2018 to June 30, 2019

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; <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>)

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 snack bags 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) 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/HSA. 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	E	F
1	BUDGET FORMS	Appendix B-2, pg. 1		
2		Document Date:	3/14/2018	
3	HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES			
4	BUDGET SUMMARY BY PROGRAM			
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:		
8	Program: CAAP Snack Bag	CAAP	TOTAL	Average cost/meal
9	Annual #Meals Contracted	33,468	33,468	
10	Program Term	7/1/18 to 6/30/19	7/1/18 to 6/30/19	
11	DAAS Expenditures			
12	Salaries & Benefits	\$17,454	\$17,454	\$0.52
13	Operating Expense	\$33,426	\$33,426	\$1.00
14	Subtotal	\$50,880	\$50,880	\$1.52
15	Indirect Percentage (max 10%)	10%		
16	Indirect Cost (Line 15 X Line 14, check Gen.Guidance regarding indirect exclusion)	\$5,088	\$5,088	\$0.15
17	Capital Expenditure			
18	TOTAL DAAS EXPENDITURES	\$55,968	\$55,968	\$1.67
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	\$55,968	\$55,968	\$1.67
27				
28	HSA-DAAS Revenues			
29	Meals	\$55,968	\$55,968	
30	Nutrition Compliance (if your agency is requesting funds)			
31				
32				
33				
34	TOTAL HSA-DAAS REVENUES	\$55,968	\$55,968	
35	PER MEAL COST, HSA-DAAS	\$1.67	\$1.67	
36	Per MEAL & COMPLIANCE COST	\$1.67	\$1.67	
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	\$55,968	\$55,968	
46	PER MEAL COST, TOTAL	\$1.67	\$1.67	
47	Full Time Equivalent (FTE)			
49	Prepared by:	Date:		
50	HSA-CO Review Signature:			
51	HSA #1	Form Rev. 12/22/16		

	A	B	C	D	E	F	G	J	
1	Grantee's Name: Glide Foundation							Appendix B-2, page 2	
2	Program Name:							Document Date: 3/14/2018	
3	CAAP								
4									
5									
6									
7									
8	H.S.A-DAAS								
		Agency Totals			For DAAS Nutrition		7/1/18 to 6/30/19	7/1/18 to 6/30/19	
9	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary		
10	Pantry Chef - Edwin Jucutan	\$31,200	100%	43%	43.0%	\$13,636	\$13,636		
11									
12									
13									
14									
15									
16									
17									
18									
19	TOTALS	\$ 31,200	100%			\$13,636	\$13,636		
20									
21	FRINGE BENEFIT RATE	28.0%							
22	EMPLOYEE FRINGE BENEFITS	\$ 8,736				\$3,818	\$3,818		
23									
24									
25	TOTAL DAAS SALARIES & BENEFITS	\$ 39,936				\$17,454	\$17,454		
26									
27									
28	Non - DAAS	Agency Totals			For DAAS Meal			TOTAL	
29	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary		
30									
31									
32									
33									
34									
35									
36									
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				\$17,454	\$17,454		
56	HSA #2								

Form Rev. 12/22/16

	A	B	C	D	E	H	
1	Grantee's Name: Glide Foundation				Appendix B-2, page 3		
2	Program Name:				Document Date: 3/14/2018		
3	CAAP						
4					Operating Expense Detail		
5							
7	H.S.A-DAAS	Annual #Meals Contracted:		33,468	TOTAL		
8	Expenditure Category	Term:		7/1/18 to 6/30/19	7/1/18 to 6/30/19		
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	<i>per meal</i>	\$ 0.86	\$28,782	\$28,782		
15	Food Svc Supplies	<i>per meal</i>	\$ 0.05	\$1,673	\$1,673		
16	Food Svc Supplies	<i>per meal</i>	\$ -				
17	Catered Meals	<i>per meal</i>	\$ -				
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	<i>per meal</i>	\$ -				
40	Cong Food Svc Supplies	<i>per meal</i>	\$ -				
41	HDM Food Svc Supplies	<i>per meal</i>	\$ -				
42	Catered Meals	<i>per meal</i>	\$ -				
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					