



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:** MELISSA MCGEE, INTERIM DEPUTY DIRECTOR  
JOHN TSUTAKAWA, DIRECTOR OF CONTRACTS

**DATE:** NOVEMBER 2, 2016

**SUBJECT:** **GRANT MODIFICATIONS: MULTIPLE GRANTEES (see table below) for NUTRITION SERVICES for SENIORS AND ADULTS WITH DISABILITIES**

<b>GRANT TERM:</b>	<u>Original</u>	<u>Modification</u>			
	<u>Term</u>	<u>Term</u>			
	7/1/16- 6/30/17	7/1/16- 6/30/20			
<b>GRANT AMOUNT:</b>	<u>Current</u>	<u>Modification</u>	<u>Contingency</u>	<u>Total</u>	
	\$13,565,767	\$3,323,582	\$1,688,935	\$18,578,284	
<b>ANNUAL AMOUNT:</b>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	
	\$3,307,382	\$5,400	\$5,400	\$5,400	
<b>FUNDING SOURCE</b>	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
<b>MOD FUNDING:</b>	\$3,177,847	\$66,593	\$79,142	\$332,358	\$3,655,940
<b>PERCENTAGE:</b>	95.61%	2%	2.39%		100%

The Department of Aging and Adult Services (DAAS) requests authorization to modify various grant agreements with multiple non-profit providers for the provision of nutrition services to seniors and adults with disabilities for the period of July 1, 2016 to June 30, 2020. The total of the modified grant amounts plus a 10% contingency will not exceed \$18,578,284 and are detailed in the table below (on pages 4-5).

**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, is intended 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.

In response to seniors' and adults with disabilities' (AWD) food needs, recommendations about diverse nutrition and food security were presented at the Board of Supervisors' Food Security Hearing in April 2016. The intent of the hearing was to address food security needs, reduce the home-delivered meal (HDM) waiting list and to expand congregate nutrition programs. As a result of the hearing's recommendations, the Board and Mayor provided DAAS with a total of \$2,987,460 in ongoing and one-time-only funding. In fiscal year 2016-2017, an allocation of \$145,735 of Federal and State Area Plan funding will be used to expand congregate and HDM programs for seniors. Office on Aging (OOA) used the following principles and guidelines for FY 16/17 Add Backs: restore service units to previously approved FY15/16 contract levels, allocate additional funds for over-served contracts, address other needs identified through DAAS needs assessment, and address recent program changes. OTO funds were based on special needs and Board of Supervisors' allocations for specific districts: Kimochi, 66 Raymond meals, and Project Open Hand.

### **Services to be Provided**

Grantees will continue to provide hot meals at congregate meal sites located in various neighborhoods, and deliver hot, chilled and frozen meals to the homes of eligible individuals throughout the City. Grantees will also provide nutrition compliance services to meet the Title III-C requirements. Details of each affected agency's current and revised funding amounts are listed in the following table. The ENP meals service provision is regulated by California Retail Food Code (CRFC), Occupational Safety and Health Administration (OSHA) Code, and requirements stipulated in California Code of Regulations Title 22 Division 1.8 and Older Americans Act. The target populations for Congregate Meals are eligible seniors age 60 and above and adults with disabilities age 18-59. The target populations for Home-Delivered Meals (HDM) are eligible residents of San Francisco age 60 and above and adults with disabilities age 18-59. With the Add Back funds, DAAS expanded the following services:

- Congregate meals for seniors: Restoring service units to previously approved FY15-16 contract levels; relocating Self-Help for the Elderly's meal site at John King Senior Center to 66 Raymond Avenue and expanding services; expanding the CHAMPSS (Choosing Healthy and Appetizing Meal Plan Solutions for Seniors) restaurant model; expanding other meal sites with demonstrated needs; increasing contract service level to seniors by 20% (about 162,025 meals annually) to an additional 4,163 unduplicated consumers. Additionally, some funds are allocated to help meet infrastructure needs for a few nutrition contractors: Kimochi, Project Open Hand, and Self-Help for the Elderly.
- Congregate meals for adults with disabilities: Increasing contracted service levels by 28% (about 12,350 meals annually) to an additional 113 unduplicated consumers.
- HDM service to seniors: Increasing contracted service levels by 10.4% (about 155,368 meals annually) to an additional 300 unduplicated consumers. Additionally, some funds are allocated to help meet infrastructure needs for two nutrition contractors: Kimochi, and Centro Latino.

- HDM service to adults with disabilities: Expanding meal service units and nutrition compliance units to meet increased needs; overall increase of contracted service levels by 33% (65,170 meals) annually to an additional 134 unduplicated consumers.
- Emergency HDM service: This program provides Emergency HDM services to consumers within 2-5 days after Emergency HDM eligibility has been approved by DAAS Integrated Intake. In addition, DAAS is expanding the number of meals in this program in order to more quickly serve priority seniors who have waited more than 30 days on the HDM waiting list. An additional 8,230 meals (approximately a 30% increase) are added to this program.
- Food Pantry/Home-Delivered Groceries: Food Pantry and Home-Delivered Grocery (HDG) programs increase access to healthy food and provide supplemental food to low income seniors and adults with disabilities. The Add Back funds enabled DAAS to restore service levels to FY 15/16 levels and significantly expand services to meet the growing needs of the target population. Overall, grocery bags will increase by 64% annually (about 62,000 food bags), serving an additional 1,333 unduplicated consumers. The Food Pantry program targets eligible ambulatory seniors and AWD who can pick-up weekly supplemental food at a designated food pantry. The HDG program serves those who are low income, frail and unable to access healthy food due to mental or physical disabilities. The supplemental food is delivered to the consumer by trained HDG volunteers or partners. DAAS contracts with the San Francisco-Marín Food Bank to provide all the supplemental food for this program. Delivery of the food is provided by several contractors: Community Living Campaign, Golden Gate Senior Services, Chinatown Community Development Center, SF-Marín Food Bank and its partners – Meal on Wheels, Self-Help for Elderly, and In-Home Support Services.

**ENP Congregate Meals**

Agency	Current FY 16/17 Amount	Increase in FY 16/17	Revised FY 16/17 Amount	Total Not-to Exceed with 10% Contingency
Bayview Hunters Point Multi-Purpose Senior Services	\$396,087	\$61,766	\$457,853	\$503,638
Centro Latino de San Francisco	\$302,842	\$46,100	\$348,942	\$383,836
Episcopal Community Services of San Francisco	\$175,522	\$56,496	\$232,018	\$255,220
Glide	\$148,254	\$39,631	\$187,885	\$206,674
Jewish Community Center of San Francisco	\$117,800	\$14,562	\$132,362	\$145,598
Kimochi, Inc.	\$433,247	\$64,561	\$497,808	\$547,589
On Lok Day Services	\$ 537,323	\$21,938	\$559,261	\$615,187
Project Open Hand	\$1,391,329	\$197,865	\$1,589,194	\$1,748,113
Russian American Community Services	\$229,491	\$6,720	\$236,211	\$259,832
Self Help for the Elderly	\$1,401,521	\$593,789	\$1,995,310	\$2,194,841
<b>Total</b>	<b>\$5,133,416</b>	<b>\$1,103,428</b>	<b>\$6,236,844</b>	<b>\$6,860,528</b>

**ENP Home-Delivered Meals (HDM)**

Centro Latino de SF	\$171,114	\$85,082	\$256,196	\$281,816
Jewish Family and Children's Services	\$79,788	\$1,714	\$81,502	\$89,652
Kimochi, Inc.	\$214,837	\$37,000	\$251,837	\$277,021
Meals on Wheels	\$4,901,074	\$602,394	\$5,503,468	\$6,053,815
Russian American Community Services	\$240,751	\$1,841	\$242,592	\$266,851
<b>Total</b>	<b>\$5,607,564</b>	<b>\$728,031</b>	<b>\$6,335,595</b>	<b>\$6,969,155</b>

**AWD Congregate Meals**

Bayview Hunters Point Multi-Purpose Senior Services	\$85,235	\$7,388	\$92,623	\$101,885
Centro Latino de San Francisco	\$30,477	\$6,385	\$36,862	\$40,548
Project Open Hand	\$119,119	\$41,731	\$160,850	\$176,935
Russian American Community Services	\$5,297	\$4,674	\$9,971	\$10,968
Self-Help for the Elderly	\$16,632	\$17,509	\$34,141	\$37,555
<b>Total</b>	<b>\$256,760</b>	<b>\$77,687</b>	<b>\$334,447</b>	<b>\$367,891</b>

**AWD Home-Delivered Meals (HDM)**

Institute on Aging	\$175,266	\$118,213	\$293,479	\$322,827
Russian American Community Services	\$186,924	\$20,981	\$207,905	\$228,695
Meals on Wheels	\$538,417	\$269,209	\$807,626	\$888,389
<b>Total</b>	<b>\$900,607</b>	<b>\$408,403</b>	<b>\$1,309,010</b>	<b>\$1,439,911</b>

**Emergency Home-Delivered Meals**

Meals on Wheels	\$107,791	\$31,685	\$139,476	\$153,424
<b>Total</b>	<b>\$107,791</b>	<b>\$31,685</b>	<b>\$139,476</b>	<b>\$153,424</b>

**Food Pantry/HD Grocery**

Community Living Campaign*	\$318,188	\$66,039	\$384,227	\$422,650
Golden Gate Senior Services	\$63,000	\$153,360	\$216,360	\$237,996
SF-Marin Food Bank: BB-Food Pantry (Appendix B-02-04)**	\$616,352	\$589,702	\$1,206,054	\$1,326,659
SF-Marin Food Bank: HDG-Partners (Appendix B-05-04)***	\$468,449	\$143,647	\$612,096	\$673,306
<b>Total</b>	<b>\$1,465,989</b>	<b>\$952,748</b>	<b>\$2,418,737</b>	<b>\$2,660,611</b>

**Chinatown Single Room Occupancy (SRO) Food Outreach Program**

Chinatown Community Development Center ****	\$93,640	\$21,600	\$115,240	\$126,764
<b>Total</b>	<b>\$93,640</b>	<b>\$21,600</b>	<b>\$115,240</b>	<b>\$126,764</b>

**Notes:**

\*Community Living Campaign contract term is 7/1/2014 thru 6/30/2017.

\*\* SFMFB (Appendix B-02-04) \$589,702 (\$101,046 baseline increases + \$488,656 Add Back) for contract term 7/1/2012-6/30/2017.

\*\*\*SFMFB (Appendix B-05-04) \$143,647 (\$73,142 baseline increases + \$70,505 Add Back) for contract term 7/1/2012-6/30/2017.

\*\*\*\* Chinatown Community Development Center's contract Single Room Occupancy (SRO) Food Outreach Program has annual increases of \$5,400 for the following fiscal years: 2016-2017, 2017-2018, 2018-2019 and 2019-2020.

**Selection**

Grantees were selected through NOFA #663 issued in September 2015.

**Funding**

The modification of these grants will be funded entirely through a combination of Federal, State, and County funds.

**Attachments**

- Appendix A-1 – Services to be Provided – Bayview Hunter’s Point MSS (ENP Congregate Meals)
- Appendix B-1 – Calculation of Charges – Bayview Hunter’s Point MSS (ENP Congregate Meals)
- Appendix A-1 – Services to be Provided – Bayview Hunter’s Point MSS (AWD Congregate Meals)
- Appendix B-1 – Calculation of Charges – Bayview Hunter’s Point MSS (AWD Congregate Meals)
  
- Appendix A3 – Services to be Provided – Centro Latino de San Francisco (ENP Congregate Meals)
- Appendix B5 – Calculation of Charges – Centro Latino de San Francisco (ENP Congregate Meals)
- Appendix A4 – Services to be Provided – Centro Latino de San Francisco (ENP Home-Delivered Meals)
- Appendix B6 – Calculation of Charges – Centro Latino de San Francisco (ENP Home-Delivered Meals)
- Appendix B7 – Calculation of Charges – Centro Latino de San Francisco (ENP Home-delivered Meals Nutrition Compliance)
- Appendix A5 – Services to be Provided – Centro Latino de San Francisco (AWD Congregate Meals)
- Appendix B8 – Calculation of Charges – Centro Latino de San Francisco (AWD Congregate Meals)
  
- Appendix A-1 – Services to be Provided – Chinatown Community Development Center (SRO Food Outreach Program)
- Appendix B-1 – Calculation of Charges – Chinatown Community Development Center (SRO Food Outreach Program)
  
- Appendix A-2 – Services to be Provided – Community Living Campaign (HD Grocery)
- Appendix B-2 – Calculation of Charges – Community Living Campaign (HD Grocery)
  
- Appendix A-2 – Services to be Provided – Episcopal Community Services (ENP Congregate Meals)
- Appendix B-2 – Calculation of Charges – Episcopal Community Services (ENP Congregate Meals)
  
- Appendix A-1 – Services to be Provided – Glide (ENP Congregate Meals)
- Appendix B-1 – Calculation of Charges – Glide (ENP Congregate Meals)
  
- Appendix A-1 – Services to be Provided – Golden Gate Senior Services (HD Grocery)
- Appendix B-1 – Calculation of Charges – Golden Gate Senior Services (HD Grocery)
  
- Appendix A-1 – Services to be Provided – Institute on Aging (AWD Home-Delivered Meals Assessments)
- Appendix B-1 – Calculation of Charges – Institute on Aging (AWD Home-Delivered Meals Assessments)





- Appendix A-1 – Services to be Provided – Jewish Community Center of San Francisco Congregate Meals)
- Appendix B-1 – Calculation of Charges – Jewish Community Center of San Francisco (ENP Congregate Meals)
- Appendix A-1 – Services to be Provided – Jewish Family and Children’s Services (ENP Home-Delivered Meals)
- Appendix B-1 – Calculation of Charges – Jewish Family and Children’s Services (ENP Home-Delivered Meals)
- Appendix Ba-1 – Calculation of Charges – Jewish Family and Children’s Services (ENP Home-delivered Meals Nutrition Compliance)
  
- Appendix A-2 – Services to be Provided – Kimochi (ENP Congregate Meals)
- Appendix B-2 – Calculation of Charges – Kimochi (ENP Congregate Meals)
- Appendix B-2a – Calculation of Charges – Kimochi (ENP Congregate Meals Nutrition Compliance)
- Appendix A-3 – Services to be Provided – Kimochi (ENP Home-Delivered Meals)
- Appendix B-3 – Calculation of Charges – Kimochi (ENP Home-Delivered Meals)
  
- Appendix A3 – Services to be Provided – Meals on Wheels of San Francisco (ENP Home Delivered Meals)
- Appendix B4 – Calculation of Charges – Meals on Wheels of San Francisco (ENP Home Delivered Meals)
- Appendix B5 – Calculation of Charges – Meals on Wheels of San Francisco (ENP Home-delivered Meals Nutrition Compliance)
- Appendix A4 – Services to be Provided – Meals on Wheels of San Francisco (AWD Home Delivered Meals)
- Appendix B6 – Calculation of Charges – Meals on Wheels of San Francisco (AWD Home Delivered Meals)
- Appendix A5 – Services to be Provided – Meals on Wheels of San Francisco (Emergency Home Delivered Meals)
- Appendix B7 – Calculation of Charges – Meals on Wheels of San Francisco (Emergency Home Delivered Meals)
  
- Appendix A2 – Services to be Provided – On Lok Day Services (ENP Congregate Meals)
- Appendix B4 – Calculation of Charges – On Lok Day Services (ENP Congregate Meals)
  
- Appendix A-3 – Services to be Provided – Project Open Hand (ENP Congregate Meals)
- Appendix B-3 – Calculation of Charges – Project Open Hand (ENP Congregate Meals)
- Appendix B-4 – Calculation of Charges – Project Open Hand (ENP Congregate Meals Nutrition Compliance)
- Appendix A-4 – Services to be Provided – Project Open Hand (AWD Congregate Meals)
- Appendix B-5 – Calculation of Charges – Project Open Hand (AWD Congregate Meals)
  
- Appendix A4 – Services to be Provided – Russian American Community Services (ENP Congregate Meals)
- Appendix B4 – Calculation of Charges – Russian American Community Services (ENP Congregate Meals)

- Appendix A-5 – Services to be Provided – Russian American Community Services (ENP Home Delivered Meals)
- Appendix B-5 – Calculation of Charges – Russian American Community Services (ENP Home Delivered Meals)
- Appendix B-5a – Calculation of Charges – Russian American Community Services (ENP Home- delivered Meals Nutrition Compliance)
- Appendix A-6 – Services to be Provided – Russian American Community Services (AWD Congregate Meals)
- Appendix B-6 – Calculation of Charges – Russian American Community Services (AWD Congregate Meals)
- Appendix A-7 – Services to be Provided – Russian American Community Services (AWD Home Delivered Meals)
- Appendix B-7 – Calculation of Charges – Russian American Community Services (AWD Home Delivered Meals)
  
- Appendix A4 – Services to be Provided – Self Help for the Elderly (ENP Congregate Meals)
- Appendix B6 – Calculation of Charges – Self Help for the Elderly (ENP Congregate Meals)
- Appendix B7 – Calculation of Charges – Self-Help for the Elderly (ENP Congregate Meals Nutrition Compliance)
- Appendix A5 – Services to be Provided – Self-Help for the Elderly (AWD Congregate Meals)
- Appendix B8 – Calculation of Charges – Self-Help for the Elderly (AWD Congregate Meals)
  
- Appendix A-02-04 - Services to be Provided – SF-Marin Food Bank (HDG-Partners)
- Appendix B-02-04 - Calculation of Charges – SF-Marin Food Bank (HDG-Partners)
- Appendix A-05-04 - Services to be Provided – SF-Marin Food Bank (BB-Food Pantry)
- Appendix B-05-04 - Calculation of Charges – SF-Marin Food Bank (BB-Food Pantry)





**APPENDIX A-1 - SERVICES TO BE PROVIDED**  
**Bayview Hunters Point Multipurpose Senior Services, Inc.**

**Congregate Meals for Adults with Disabilities (AWD)**  
**Effective July 1, 2016 – June 30, 2017**

**I. PURPOSE**

The purpose of this contract is to:

- A. To increase availability and accessibility of nutritious prepared meals to target populations by supplementing the food budgets of adults with disabilities living on limited incomes and supplementing the nutritional value of their food intake to improve their physical well-being.
- B. Assist the program participants in maintaining the independence, quality of life, and self-sufficiency and in developing a sense of self-esteem and self-reliance by offering them a nutritious prepared meal daily.

**II. DEFINITIONS**

Grantee	Bayview Hunters Point Multipurpose Senior Services, Inc.
CARBON	Human Service Agency's Contracts Administration Reporting and Billing On-line (CARBON) system
DAAS	Department of Adult and Aging Services
Disability	A condition attributable to mental or physical impairment, or a combination of mental and physical impairments including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.  Physical disability or mobile limitation includes wheelchair users, cane or walker users, limited reach ranges, limited hand movement, etc. Chronic illness includes HIV, lung disorders, heart disease/stroke, immune system disorders, diabetes, neurological disorders, etc. Sensory disability includes deaf, hard of hearing, blind, low vision, Aphasia, stuttering, etc. Mental disability includes psychiatric disabilities, depression, anxiety, obsessive-compulsive disorder, phobias, schizophrenia, bi-polar disorder, borderline personality disorder, etc. Cognitive disability includes Down's syndrome, traumatic brain injury, learning disabilities, etc.
HSA	Human Services Agency of the City and County of San Francisco
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.
OOA	Office on Aging
AWD	Adults with Disabilities are adults age 18-59 with disability.

### III. TARGET POPULATION

Individuals between the age of 18 and 59 who have a mental and/or physical disability.

### IV. SERVICES TO BE PROVIDED

- A. Provide congregate meals service which include:
- 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.
  - Provide the total number of ENP meals annually as indicated in Table A. The meals will be delivered to neighborhoods as indicated on the DAAS-OOA approved Site Chart. Each meal shall meet the OOA menu requirements.
- B. A suggested donation per meal requested of each participant must be approved by the Grantee's Board of Directors and OOA in advance.
- C. Grantee must maintain all consumer data in a confidential manner.
- D. Meals must be served at an approved congregate site as indicated on the OOA approved Site Chart.
- E. Meals provided must be nutritionally balanced and meet generally accepted nutritional standards in accordance with the Dietary Guidelines for Americans, published by the USDA and the US Department of Health and Human Services.
- F. Contractor must follow the most recent standards set forth in the California Retail Food Code (CRFC) for the procurement, preparation, service and delivery of meals.
- G. A Registered Dietitian or an individual with a valid food safety certification must oversee the safety and sanitation component of the meal program.
- H. Conduct consumer satisfaction survey yearly for each funded program and provide results to OOA Nutritionist by April 30 of each fiscal year. The survey tool will be provided by OOA.
- I. The Grantee will attend the mandatory in-service training coordinated and provided by the OOA and share the information with their staff and volunteers.
- J. The Grantee will have to be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules. See Appendix F and Exhibit E.
- 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>

### V. SERVICE OBJECTIVES

- A. Grantee will serve 222 unduplicated consumers
- B. Grantee will serve 13,804 of authorized meals for the fiscal year



## VI. OUTCOME OBJECTIVES

- A. To provide quality meals that attains a high satisfaction level from participants. At least 85% will be satisfied with the meal quality.
- B. To provide quality services that attains a high satisfaction level from participants. At least 85% of participants are satisfied with the service delivery by staff and/or volunteers.
- C. To provide a nutritious meal that contributes to the participant's nutritional well-being. At least 75% of the participants indicate that they benefited from participating in the nutrition program in reducing food insecurity or improving overall health.

## VI. MONITORING ACTIVITIES

- A. Nutrition Program Monitoring: Program monitoring will include review of kitchen facility in accordance with CRFC and OOA nutrition standards for NSAD, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; 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, hours of operation are current according to the site chart; employee resume and credentials, job description, and whether progress notes are maintained according to the OOA Nutrition 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.

## VII. REPORTING REQUIREMENTS

- A. Grantee will enter into CA-GetCare all the units of service in the Service Recording Tool by the 5<sup>th</sup> working day of the month for the preceding month.
- B. Grantee will develop and maintain an updated Site Chart approved by OOA. A copy of the updated Site Chart will be kept in OOA's contractor program file.
- C. Grantee will provide a monthly report of number of meals served as described in Section V – Service Objectives. Grantee will enter the number of meals provided in CARBON database by the 15<sup>th</sup> of the following month.
- D. Grantee will enter the annual Outcome Objective metrics in the CARBON database by the 15<sup>th</sup> of the month following the end of the program year.
  - The percentage of participants surveyed that have indicated excellent or good in rating the quality of meals they received.
  - The percentage of participants surveyed that have indicated excellent or good in rating the service delivery by staff and/or volunteers.

- The percentage of participants surveyed who indicated that they benefited from participating in the nutrition program by improving their food security or overall health.
- E. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31 each grant year. 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
- F. Grantee will provide other reports as requested. Apart from the on-line reporting via CaGetCare, 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:

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	A	B	C	D	E	F
1	<b>BUDGET FORMS</b>				Appendix B-1, pg. 1	
2					Document Date: 10/10/2016	
3	<b>HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES</b>					
4	<b>BUDGET PROPOSAL FORMS</b>					
5	<b>Bayview Hunters Point Senior Services</b>				Grant Term	
6					7/1/16 to 6/30/17	
7	Program: AWD Congregate Meals				TOTAL	Average cost/meal
8	<b>Annual #Meals Contracted</b>	13,804			13,804	
9	Program Term	7/1/16 to 6/30/17			7/1/16 to 6/30/17	
10	<b>DAAS Expenditures</b>					
11	Salaries & Benefits	\$40,859	\$0	\$0	\$40,859	\$2.96
12	Operating Expense	\$51,764	\$0	\$0	\$51,764	\$3.75
13	<b>Subtotal</b>	\$92,623	\$0	\$0	\$92,623	\$6.71
14	Indirect Percentage (%)				\$0	
15	Indirect Cost (Line 14 X Line 13)				\$0	\$0.00
16	Capital Expenditure	\$0	\$0	\$0	\$0	\$0.00
17	<b>TOTAL DAAS EXPENDITURES</b>	\$92,623	\$0	\$0	\$92,623	\$6.71
18						
19	<b>Non-DAAS Expenditures</b>					
20	Salaries & Benefits	\$0	\$0	\$0	\$0	\$0.00
21	Operating Expense	\$0	\$0	\$0	\$0	\$0.00
22	Capital Expenditure	\$0	\$0	\$0	\$0	\$0.00
23	<b>TOTAL Non-DAAS EXPENDITURES</b>	\$0	\$0	\$0	\$0	\$0.00
24						
25	<b>TOTAL DAAS &amp; Non-DAAS EXPENDITURES</b>	\$92,623	\$0	\$0	\$92,623	\$6.71
26						
27	<b>HSA-DAAS Revenues</b>					
28	Meals	\$92,623	\$0	\$0	\$92,623	
29	Nutrition Compliance/Quality Assurance (NCQA)				\$0	
30					\$0	
31						
32						
33	<b>TOTAL HSA-DAAS REVENUES</b>	\$92,623	\$0	\$0	\$92,623	
34	Per MEAL COST, HSA-DAAS	\$6.71	\$0	\$0	\$6.71	
35	PER MEAL (w-NCQA) COST, HSA-DAAS	\$6.71	\$0	\$0		
36	<b>Non-DAAS Revenues</b>					
37	Project Income	\$0	\$0		\$0	\$0.00
38	Agency Cash - Fundraising	\$0			\$0	\$0.00
39	Agency In-Kind Volunteer	\$0			\$0	\$0.00
40					\$0	
41					\$0	
42					\$0	
43	<b>TOTAL NON HAS-DAAS REVENUES</b>	\$0	\$0	\$0	\$0	
44	PER MEAL COST, NON HSA-DAAS	\$ -	\$ -	\$ -		\$0.00
45	<b>TOTAL REVENUES</b>	\$92,623	\$0	\$0	\$92,623	
46	PER MEAL COST, TOTAL	\$6.71	\$0	\$0		
47	Full Time Equivalent (FTE)					
48	Prepared by: Justin Cheung		Phone No.: 415-822-1444		Date: 10/10/16	
49	HSA-CO Review Signature: _____					
50	HSA #1 (9/23/15)					

	A	B	C	D	E	F	G	H	K	L
1	Bayview Hunters Point Senior Services								Appendix B-1, pg. 2	
2	Program Name: AWD								Document Date: 10/10/16	
3										
4										
5	<b>Salaries &amp; Benefits Detail</b>									
6										
7										
8	<b>H.S.A-DAAS</b>	Agency Totals		For DAAS Nutrition		7/1/16 to 6/30/17				TOTAL
9	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary	7/1/16 - 6/30/17		
10	Chef	\$43,680	100%	20%	20%	\$8,736		\$8,736		
11	Kitchen Assistant	\$41,600	100%	20%	20%	\$2,015		\$2,015		
12	Site Manager Hunters View	\$29,120	100%	17%	17%	\$5,035		\$5,035		
13	Site Manager -WASC	\$48,075	100%	17%	17%	\$8,312				
14	Site Manager - Dr. Davis	\$42,432	100%	17%	17%	\$7,332				
15					0%	\$0		\$0		
16					0%	\$0		\$0		
17					0%	\$0		\$0		
18	<b>TOTALS</b>	\$ 204,907	500%	72%	72%	\$31,430	\$0	\$15,786		
19										
20	FRINGE BENEFIT RATE	30.00%								
21	EMPLOYEE FRINGE BENEFITS	\$ 61,472				\$9,429	\$0	\$9,429		
22										
23										
24	<b>TOTAL DAAS SALARIES &amp; BENEFITS</b>	\$ 266,379				\$40,859	\$0	\$25,215		
25										
26										
27	<b>Non - DAAS</b>	Agency Totals		For DAAS Meal				TOTAL		
28	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary	7/1/16 - 6/30/17		
29	Meal site & kitchen volunteers					\$0		\$0		
30								\$0		
31								\$0		
32								\$0		
33								\$0		
34								\$0		
35								\$0		
40								\$0		
41								\$0		
42								\$0		
43								\$0		
44								\$0		
45								\$0		
46	<b>TOTAL NON-DAAS</b>					\$0	\$0	\$0		
47										
48	FRINGE BENEFIT RATE									
49	EMPLOYEE FRINGE BENEFITS	\$ -				\$0	\$0	\$0		
50										
51										
52	<b>TOTAL Non-DAAS SALARIES &amp; BENEFITS</b>	\$ -				\$0	\$0	\$0		
53										
54	<b>TOTAL DAAS &amp; Non-DAAS SALARIES &amp; BENEFITS</b>	\$ 266,379				\$40,859	\$0	\$25,215		



	A	B	C	D	E	F	G	H	I	J	K
1	Bayview Hunters Point Senior Servi										Appendix B-1, pg. 3
2	Program Name: AWD										Document Date: 10/10/16
3											
4	<b>Operating Expense Detail</b>										
5											
7	<b>H.S.A-DAAS</b>	Annual #Meals Contracted:	13,804	0	0						<b>TOTAL</b>
8	<u>Expenditure CategorW</u>	Term	7/1/16 to 6/30/17								<u>7/1/16 to 6/30/17</u>
9	Rental of Property										\$0
10	Utilities(Elec, Water, Gas, Phone, Scavenger)										\$0
11	Office Supplies, Postage										\$0
12	Building Maintenance Supplies and Repair										\$0
13	<b>FOOD COSTS</b>										
14	Raw Food	per meal \$ 3.25	\$44,862	\$0	\$0						\$44,862
15	Cong Food Svc Supplies	per meal \$ 0.50	\$6,902	\$0	\$0						\$6,902
16	HDM Food Svc Supplies	per meal									\$0
17	Catered Meals	per meal \$ -	\$0								\$0
18	<b>CONSULTANT/SUBCONTRACTOR Descriptive Title</b>										
19	Registered Dietitian										\$0
20	Increase in rate for current meals .50		\$0								\$0
21	<b>OTHER COSTS:</b>										
22	Insurance		\$0								\$0
23	Staff Training & Travel										\$0
24	Rental of Equipment										\$0
25	Small equipment & Supplies										\$0
26	Auto - Fuel & Insurance										\$0
27	Repair/Maintenance										\$0
28											\$0
29											\$0
30	<b>TOTAL DAAS OPERATING EXPENSE</b>		<b>\$51,764</b>	<b>\$0</b>	<b>\$0</b>						<b>\$51,764</b>
32	<b>Non-DAAS</b>										<b>TOTAL</b>
33	<u>Expenditure Category</u>	Program									\$0
34	Rental of Property										\$0
35	Utilities(Elec, Water, Gas, Phone, Scavenger)										\$0
36	Office Supplies, Postage										\$0
37	Building Maintenance Supplies and Repair										\$0
38	<b>FOOD COSTS</b>										
39	Raw Food	per meal	\$0								\$0
40	Cong Food Svc Supplies	per meal									\$0
41	HDM Food Svc Supplies	per meal									\$0
42	Catered Meals	per meal \$ -	\$0								\$0
43	<b>CONSULTANT/SUBCONTRACTOR Descriptive Title</b>										
44	Registered Dietitian										\$0
45											\$0
46	<b>OTHER COSTS:</b>										
47	Insurance										\$0
48	Staff Training & Travel										\$0
49	Rental of Equipment										\$0
50	Rental of Equipment										\$0
51	Small equipment & Supplies										\$0
52	Auto - Fuel & Insurance										\$0
53	Repair/Maintenance										\$0
54											\$0
55											\$0
56	<b>TOTAL Non-DAAS OPERATING EXPENSE</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>						<b>\$0</b>
57											
58	<b>TOTAL DAAS &amp; Non-DAAS OPERATING EXPENSE</b>		<b>\$51,764</b>	<b>\$0</b>	<b>\$0</b>						<b>\$51,764</b>

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