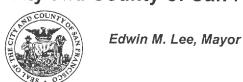
City and County of San Francisco



Human Services Agency

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

MEMORANDUM

TO: AGING & ADULT SERVICES COMMISSION

THROUGH: SHIREEN MCSPADDEN, EXECUTIVE DIRECTOR

FROM: CINDY KAUFFMAN, DEPUTY DIRECTOR

JOHN TSUTAKAWA, DIRECTOR OF CONTRACTS J4/

DATE: OCTOBER 4, 2017

SUBJECT: GRANT MODIFICATIONS: MULTIPLE GRANTEES (see table

below) for NUTRITION SERVICES for SENIORS AND ADULTS

WITH DISABILITIES

GRANT TERM: Original Modification

<u>Term</u> <u>Term</u> 7/1/17- 6/30/20 6/30/20

GRANT AMOUNT: <u>Current Modification Contingency Total</u>

\$5,169,117 \$1,719,519 \$688,863 \$7,577,499

ANNUAL MOD <u>FY 17/18</u> <u>FY 18/19</u> <u>FY 19/20</u> AMOUNT:

\$573,173 \$573,173 \$573,173

FUNDING SOURCE County State Federal Contingency Total

MOD FUNDING: \$1,719,519 \$171,952 \$1,891,471 PERCENTAGE: 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, 2017 to June 30, 2020. The total of the modified grant amounts plus a 10% contingency will not exceed \$7,577,499 and are detailed in the table below (on page 3).

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 the food needs of seniors' and adults with disabilities, recommendations about diverse nutrition and food security, and the City's goal of ending hunger by 2020, the San Francisco Food Security Task Force presented an updated needs assessment report to the Board of Supervisors and Mayor in June 2017. As a result of the Task Force's recommendations, the Board and Mayor provided DAAS with a total of \$1,752,000 in ongoing and one-time-only (OTO) funding for the period 7/1/2017-6/30/2018. Additionally, there is \$100,000 from Dignity Fund to expand congregate meals for veterans under Centro Latino de San Francisco and Project Open Hand's contracts. Thus the total modification for 7/1/2017-6/30/2018 is \$1,852,000.

Office on Aging (OOA) used the following principles and guidelines for FY 17/18 Add Backs: restore service units to previously approved FY16/17 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.

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: Provides mostly lunch but also breakfast and dinner for seniors (age 60 and above) at congregate meal sites scattered across the city. The meals providers collectively cover multiple cultural cuisines and serve food daily; a smaller number of sites are open on weekends. Congregate meal services not only afford consumers optimal nutritional intake, but also provide a space for seniors and adults with disabilities to socialize and be active during the day. Per state-mandated requirements, DAAS meals providers must also receive regular kitchen monitoring, and offer a number of nutrition education sessions for the program participants each year. These services are delivered either by the provider itself, through an in-kind partnership with City College of San Francisco's Adult Education Program, through an independent nutritionist contractor, or through the citywide nutrition education contractors. With the Add Back funds, DAAS increased nutrition counseling services in order to better meet the projected needs.

- Congregate meals for adults with disabilities (AWD): Congregate meal sites in focused areas specializing in meals serving adults with disabilities. Of the thirteen providers who serve congregate meals to seniors, seven of them provide congregate meals to both seniors and adults with disabilities.
- HDM service to adults with disabilities (AWD): Adults with disabilities who are non-ambulatory and meet the HDM eligibility requirements are eligible to receive home-delivered meals. Eligibility assessments and follow-ups for consumers of any AWD HDM provider are centrally performed by one grantee. DAAS increased significant funds to this program in order to meet the high program demands.

Explanation of funding

The total annual modification amount for the nutrition contracts through add-backs (\$1,727,000) and Dignity Fund (\$100,000) is \$1,827,000, and there is a one-time-only add-back of \$25,000 for FY 17/18. Of the \$1,852,000 total, \$573,173 in annual modification funds pertaining to nine modifications (as shown below) are ready to come before the October 4, 2017 DAAS Commission meeting (\$573,173x3=\$1,719,519 total for FY 17-20). DAAS is negotiating with CBO's to enhance their programs. The remaining annual modification of \$1,278,827 (\$1,852,000-\$573,173) is not included in this request and of this amount \$825,000 in modifications will be brought to the November 2017 DAAS Commission meeting. The remaining modifications of \$453,827 (\$1,278,827-\$825,000) will be added through contingency amounts previously approved by the Commission.

ENP Congregate Meals

Agency	Current FY17-20 Amount	Annual MOD Award Amount	Fiscal Year (FY) 17-20 Total MOD Amount	Revised FY 17-20 Amount	FY 17-20 Total Not- To-Exceed with 10% Contingency
Candice Tang	\$41,400	\$1,500	\$4,500	\$45,900	\$50,490
Centro Latino de San Francisco	\$983,460	\$108,608	\$325,824	\$1,309,284	\$1,440,212
Glide	\$395,166	\$49,203	\$147,609	\$542,775	\$597,053
Leah's Pantry: Citywide Nutrition Counseling & Ed.	\$158,502	\$23,570	\$70,710	\$229,212	\$252,133
Project Open Hand: Citywide Nutrition Counseling & Education	\$68,151	\$20,000	\$60,000	\$128,151	\$140,966
Total	\$1,646,679	\$202,881	\$608,643	\$2,255,322	\$2,480,854

AWD Congregate Meals

Agency	Current FY17-20 Amount	Annual MOD Award Amount	Fiscal Year (FY) 17-20 Total MOD Amount	Revised FY 17-20 Amount	FY 17-20 Total Not- To-Exceed with 10% Contingency
Centro Latino de San Francisco	\$112,539	\$40,440	\$121,320	\$233,859	\$257,245
Project Open Hand	\$521,694	\$51,852	\$155,556	\$677,250	\$744,975
Total	\$634,233	\$92,292	\$276,876	\$911,109	\$1,002,220

AWD Home-Delivered Meals

Agency	Current FY17-20 Amount	Annual MOD Award Amount	Fiscal Year (FY) 17-20 Total MOD Amount	Revised FY 17-20 Amount	FY 17-20 Total Not- To-Exceed with 10% Contingency
Meals on Wheels	\$2,316,942	\$215,057	\$645,171	\$2,962,113	\$3,258,324
Self-Help for the Elderly	\$571,263	\$62,943	\$188,829	\$760,092	\$836,101
Total	\$ 2,888,205	\$278,000	\$834,000	\$3,722,205	\$4,094,425
Grand Total (All Add Backs	\$5,169,117	\$ 573,173	\$1,719,519	\$6,888,636	\$7,577,499

Grantee Performance

• Fiscal Monitoring

All providers were fiscally monitored for fiscal year 2016-17. The Human Services Agency did not find any significant findings during its annual fiscal monitoring.

• Program Monitoring

All service providers were monitored during the months of March and April of 2017 with no significant findings. All providers are in compliance.

Selection

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

Funding

The modification of these grants will be funded entirely through County funds.

Attachments

Candice Tang

Appendix A.1 - Services to be Provided (ENP Nutrition Compliance)
Appendix B.1 - Calculation of Charges – (ENP Nutrition Compliance)

Centro Latino de San Francisco

Appendix A3 – Services to be Provided – (ENP Congregate Meals)
Appendix B4 – Calculation of Charges – (ENP Congregate Meals)

Glide Foundation

Appendix A-2 - Services to be Provided – (ENP Congregate Meals) Appendix B-2 - Calculation of Charges – (ENP Congregate Meals)

Leah's Pantry

Appendix A-3- Services to be Provided – (Citywide Nutrition Education & Counseling Services for Congregate Meals Program)

Appendix B-3 – Calculation of Charges – (Citywide Nutrition Education & Counseling Services for Congregate Meals Program)

Project Open Hand

Appendix A-5— Services to be Provided – (Citywide Nutrition Education & Counseling Services for Congregate Meals Program)

Appendix B-5 – Calculation of Charges – (Citywide Nutrition Education & Counseling Services for Congregate Meals Program)

Centro Latino de San Francisco

Appendix A4 – Services to be Provided – (AWD Congregate Meals)

Appendix B5 – Calculation of Charges – (AWD Congregate

Project Open Hand

Appendix A6 – Services to be Provided – (AWD Congregate Meals)
Appendix B6 – Calculation of Charges – (AWD Congregate Meals)

Meals on Wheels of San Francisco

Appendix A3 – Services to be Provided – (AWD Home Delivered Meals)
Appendix B4 – Calculation of Charges – (AWD Home Delivered Meals)

Self-Help for the Elderly

Appendix A4 – Services to be Provided – (AWD Home Delivered Meals)
Appendix B7 – Calculation of Charges – (AWD Home Delivered Meals)

Appendix A.1 - Services to be Provided Candice Tang, R.D.

Nutrition Compliance for Elderly Nutrition Program (ENP) Congregate and Home-Delivered Meals Programs July 1, 2017– June 30, 2020

I. Purpose

The purpose of this contract is to provide the services of a Registered Dietitian to assist DAAS funded nutrition agencies to be in compliance with food service safety and other federal, state and local nutrition program requirements for congregate and homedelivered meals program.

II. Definitions

Grantee Candice Tang

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 Aging and Adult 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 Meals shall comply with the current Dietary Guidelines for Nutrition Americans(DGA), published by the U.S. Department of He

Program (ENP)

Menu

Requirements

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 attablished by the Food and Nutrition Reard Institute of

(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.

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. SERVICES TO BE PROVIDED

- A. Grantee will assist the selected DAAS-funded nutrition agencies to meet the nutrition and food service standards set forth by Title 22 Regulations, California Department of Aging and Office on the Aging, ensuring the provision of quality meals that meet nutrition, HACCP and food safety standards, and enabling meal program participants to reduce incidences of chronic diseases and maintain independent living.
- B. Grantee will provide Nutrition compliance components and service units as indicated in Appendix B (detailed in Attachment A) and agreed between the grantee, Registered Dietitian and the four DAAS-funded nutrition agencies: Episcopal Community Service, Central Latino Community Services, Jewish Family and Children's Services, and Russian

American Community Services. The Registered Dietitian will provide technical assistance to the nutrition agencies:

- Ensure Central kitchen (or caterer kitchen) and all congregate meal sites meet the standards described in the most recent California Retail Food Code (CRFC Cal Code).
- 2) Conduct site visit to monitor the safety and sanitation components of the nutrition program. A HACCP safety and sanitation monitoring for the production kitchen and meal site must be conducted on site and documented at least four times a year by a R.D. 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 and nutrition agency on a timely basis.
- 3) 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.
- 4) Nutrition education provision including providing assistance to agency on gathering annual nutrition education assessment data, if needed.
- C. Grantee will ensure adequate and culturally competent Registered Dietitian to service the nutrition agencies.
- D. Grantee will attend the quarterly in-service training coordinated and provided by the OOA and share the relevant information with nutrition agency's staff and volunteers.
- E. Grantee will have a signed Agreement to collaborate with the designated nutrition agencies to clarify the expectations and responsibilities between the parties involved and share a copy with DAAS-OOA.
- F. 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.
- G. The Grantee will complete the California Department of Aging (CDA) Security Awareness Training annually during the term of the grant.

IV. Service Objectives

On an annual basis:

- A. Grantee will provide nutrition compliance and quality assurance services to four DAAS-funded nutrition contractors.
- B. Grantee will provide nutrition compliance units as indicated in Appendix B.

V. Outcome Objectives

- A. To provide consulting services that attains a high satisfaction level from the DAAS designated nutrition agencies. These agencies will have the resources needed to be in compliance with the nutrition program standards.
- B. Submit quarterly HACCP safety and sanitation monitoring reports within 14 days after the site visits are conducted.
- C. Based on an annual satisfaction survey, at least 85% of participating agencies are satisfied with the technical assistance services delivered.

D. Based on an annual satisfaction survey, at least 85% of participating agencies are satisfied with the training services delivered.

VI. Monitoring Activities

- A. <u>Nutrition Program Monitoring</u>: Program monitoring will include review of all the nutrition monitoring reports in accordance with Title 22, CRFC, California Department of Aging and DAAS nutrition standards, food/meal service and kitchen operation policies and procedures, menu and nutrient analysis, nutrition education policies, back up documentation for the units of service and all reporting, and progress of service and outcome objectives.
- B. <u>Fiscal Compliance and Contract Monitoring</u>: 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 submit appropriate documentation of the nutrition monitoring visits to OOA and the nutrition agency by the scheduled due dates.
- B. Grantee will submit menu and nutrient analysis as specified in the service units.
- C. Grantee will provide a quarterly report of number of services provided as described in Section IV Service Objectives. Grantee will enter the following monthly metrics in the CARBON database by the 15th of the following month: Number of nutrition compliance units provided.
- D. 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.
- E. Grantee will provide other reports as requested.
- F. 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:

Elena Baranoff (Worker #GB24) Senior Contract Manager/HSA P.O. Box 7988 San Francisco, CA 94120 Elena.Baranoff @sfgov.org Sarah Chan Nutritionist/OOA 1650 Mission Street, 5th Floor San Francisco, CA 94103 Sarah.Chan @sfgov.org

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Provider: Candice Tang Nutrition Compliance/Quality Assurance Services: ENP Congregate Meals		Cost Per Service Unit:	Servi	e Uni	;;									Appendox B. I., page I. Document Date: 9/13/17	at Date:	age 1. 9/13/17		
Proposed Sc	Proposed Service Units:																	
	Year 1	Total Yea	三	3A-DA	Total Year 1 [HSA-DAAS] Non-H.S.A		Year 2	Total Ye	ar 2	SA-DAA	Year 2 Total Year 2 HSA-DAAS Non-H.S.A		Year 3	Total Ye	ar 3 HS	A-DAAS	Total Year 3 HSA-DAAS Non-H.S.A	⋖.
Nurition Education:	units/sessions					tmit	1mtx/ses+lons					EMT.	21X 1248/28/11			33000		
handouts will be delivered to seniors in HDM	10	\$	150 \$	16	150 \$	-	10	\$	150 \$	150	\$		10	€	\$ 09	150	69	
Nutrition Counseling:		3																
Annual #hours to be provided																		<u> </u>
Annual #sessions to be provided																		
HACCP Kitchen Monitoring (1 unit = 1 session completed)	80	8	\$ 009	9	\$ 009	-	8	\$	900	\$ 600	\$		8	\$	\$ 009	900	69	
Site Monitoring (1 unit = 1 session completed):	21	\$	250 \$	2	250 \$	_	21	\$	250	\$ 250	8		21	\$	250 \$	250	€9-	
HDM route Monitoring (1 Unit ≈ 1 session completed)		5 5	_															
Menu Planning & Analysis (1 unit = 1 set menu completed)	4	\$ 7	\$ 002	7	200 \$		4	673	200	2007	\$		4	\$ 7	\$ 002	200	69	
reassessment completed)																		
															-			
OTHER Nutrition Compliance:																		Г
In-service training to staff/volunteers (1 unit =1 hour)	8	\$	100 \$	1	100	_	8	s	100	\$ 100	0		8	\$	100 \$	100		Γ
Attend Mandatory OOA Quarterly Meeting (1 unit = 1 hour)	3	69	\$ 09		20		9	69	50	\$ 50	0		9	69	\$ 09	20		Γ.

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3	1			нима	SERVICES A	SENCY BUDG	ET SUMMARY				
4				110111711		ROGRAM					
5	Contractor	Name					-	Term			
6		e Tang		<u> </u>				to June 30, 2020)		
7			fication X				-	,			
8											
9	Program: Nutrition Compliance		REVENUE Cost			REVENUE Cos			REVENUE Cos		
	Budget Reference Page No.(s)	Year 1	H.S.ADAAS	Non-HSA-DAAS		H.S.ADAAS	Non-HSA-DAAS		H.S.ADAAS	Non-HSA-DAAS	
	Program Term	7/1/17-6/30/18			7/1/18-6/30/19			7/1/19-6/30/20			7/1/17 to 6/30/20
12	Expenditures										
	Nutrition Education	\$1,200	\$1,200		\$1,200	\$1,200		\$1,200	\$1,200		\$3,600
14	Salaries & Benefits Operating Expense	\$1,200	\$300		\$300	\$300		\$300	\$300	t	\$900
16	Subtotal Direct	\$1,500	\$1,500		\$1,500	\$1,500		\$1,500	\$1,500		\$4,500
17	Indirect Percentage	\$1,000			V.11===	7.11					
18	Indirect Expense										
19	Total Nutrition Education	\$1,500	\$1,500		\$1,500	\$1,500		\$1,500	\$1,500		\$4,500
20	Nutrition Counseling										<u> </u>
21	Salaries & Benefits										
22	Operating Expense				<u> </u>					-	
23	Subtotal Direct				ļ				- 6		l
24	Indirect Percentage									-	ļ
25	Indirect Expense										
	Total Nutrition Counseling HACCP Kitchen Monitoring										
28	Salaries & Benefits	\$4,536	\$4,536		\$4,536	\$4,536		\$4,536	\$4,536		\$13,608
29	Operating Expense	\$264	\$264		\$264	\$264		\$264	\$264		\$792
30	Subtotal Direct	\$4,800	\$4,800		\$4,800	\$4,800		\$4,800	\$4,800		\$14,400
31	Indirect Percentage										ļ
32	Indirect Expense					****		21.000	64.000		244 400
	Total HACCP Kitchen Monitoring	\$4,800	\$4,800		\$4,600	\$4,800		\$4,800	\$4,800		\$14,400
	Site/Route Monitoring	#4.00E	\$4.00E		\$4,985	\$4,985		\$4,985	\$4,985		\$14,955
35 36	Salaries & Benefits Operating Expense	\$4,985 \$265	\$4,985 \$265		\$265	\$265		\$265	\$265		\$795
37	Subtotal Direct	\$5,250	\$5,250		\$5,250	\$5,250		\$5,250	\$5,250		\$15,750
38	Indirect Percentage	40,200				7-1					
39	Indirect Expense										
	Total Site/Route Monitoring	\$5,250	\$5,250		\$5,250	\$5,250		\$5,250	\$5,250		\$15,750
41	Menu Planning										
42	Salaries & Benefits	\$2,587	\$2,587		\$2,587	\$2,587		\$2,587	\$2,587		\$7,761
43	Operating Expense	\$213	\$213		\$213	\$213		\$213	\$213		\$639 \$8,400
44	Subtotal Direct	\$2,800	\$2,800		\$2,800	\$2,800		\$2,800	\$2,800		\$0,400
45 46	Indirect Percentage Indirect Expense				-						
	Total Menu Planning	\$2,800	\$2,800		\$2,800	\$2,800		\$2,800	\$2,800		\$8,400
	HDM Assessments										
49											
50											
51											
	Other Nutrition Compliance	0750	#750		6750	0750		\$756	\$756	 	\$2,268
53	Salaries & Benefits	\$756 \$194	\$756 \$194		\$756 \$194	\$756 \$194		\$194	\$194		\$582
54	Operating Expense Subtotal Direct	\$950	\$950		\$950	\$950		\$950	\$950		\$2,850
55 56	Indirect Percentage	Q300	Ψ930			4556		4000	7-30		
57	Indirect Percentage Indirect Expense										
	Total Other Nutrition Compliance	\$950	\$950		\$950	\$950		\$950	\$950		\$2,850
	GRAND Total Expenditures	\$15,300	\$15,300		\$15,300	\$15,300		\$15,300	\$15,300		\$45,900
60	HSA Revenues										
31											
62											
	TOTAL HSA REVENUES Other Non-H.S.ADAAS										
	Revenues										
66	INGVOINGS						1				
67											
68	TOTAL OTHER REVENUES										
69	Full Time Equivalent (FTE)										
70			- 1 1	445 046 5166						I	Data
71	Prepared by: Candice Tang,	, אט	Telephone No.:	415-812-5123				 			Date
	HSA-CO Review Signature:									Document Date	:: 9/13/17
13	HSA #1										

2 2 4 Program: Nutrition Compliance for ENP Congregate 5 (Same as Line 9 on HSA #1)														Annendix B 1 Dans 2
	gregate													Document Date: 9/13/17
TERM July 1, 2017 to June 30, 2020						Nutrition	Nutrition Education Salàries & Benefits Detail	s & Benefits Deta	iii					
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POSITION TITLE	Annual Full TimeSalary Total % for FTE FTE	Total % FTE	# FTE	Adjusted FTE	Budgeted Salary	H.S.ADAAS	ADAAS Non-HSA-DAAS	Budgeted Salary	H.S.ADAAS	ا ≼	Budgeted S. Salary	I	Non-HSA-DAAS	
Candice Tang RD	\$84,000	30%	2%	1%	\$1,200	\$1,200						_		\$3,600
TOTALS	\$84,000	30%	2%	1%	\$1,200	\$1,200	Q	\$1,200	\$1,200		\$1,200	\$1,200		\$3,600
31 32 FRINGE BENEFIT RATE														
33 EMPLOYEE FRINGE BENEFITS			, ,											
36 TOTAL SALARIES & BENEFITS	\$84,000				\$1,200	\$1,200	0	\$1,200	\$1,200		\$1,200	\$1,200		\$3,600
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2 3 4 Program: Nutrition Compliance for ENP Congregate	gate					Document Date: 9/13/17	: 9/13/17
5 (Same as Line 9 on HSA #1) 7 7 TERM.		Nutritio	Nutrition Education Operating Expense Detail	ng Expense Detail		ğ	
10 11 Expenditure Category	Year 1 7/1/17-6/30/18	REVENUE Cost Allocation: H.S.ADAAS DAAS 624	Year 2 7/1/18-6/30/19	REVENUE Cost Allocation: H.S.ADAAS DAAS	Year 3 7/1/19-6/30/20	REVENUE Cost Allocation: H.S.ADAAS DAAS	TOTAL REVENUE
14 Utilities(Elect, Water, Gas, Phone, Scavenger) 15 Office Sunnlies Pretace	\$29	\$29 \$36	\$29	\$29	\$29	829	\$214
16 Building Maintenance Supplies and Repair	\$36	\$36	\$36	\$36	\$36	\$36	\$107
17 Printing and Reproduction	\$29	\$29	\$29	\$29	\$29	\$29	\$86
19 Staff Training	9	109	De la companya de la	I Co	/0 0	/08	\$171
20 Staff Travel 21 Small Equipment (over \$500 but under \$5,000/item)	\$43	\$43	\$43	\$43	\$43	\$43	\$129
22 Rental of Equipment							
23 24 SUBCONTRACTORS Descriptive Title 25 a							
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30 TOTAL OPERATING EXPENSE 30 TOTAL OPERATING EXPENSE x3yrs 30 HSA #3	\$300	\$300	\$300	\$300	\$300	0000	006\$

Appendix B.1, Page 4 Document Date: 9/13/17

(Same as Line 9 on HSA #1)	(Same as Line 9 on HSA #1)													
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Candice Tang, RD	\$84,000	Jai	18%	1%	\$4,536	\$4,536		\$4,536	Ш		\$4,536			\$13,608
TOTALS FRINGE BENEFIT RATE EMPLOYEE FRINGE BENEFITS	\$84,000	0.30	0.18	9000	\$4,536	\$4,536		\$4,536	\$4,536		\$4,536	\$4,536		\$13,608
TOTAL SALARIES & BENEFITS TOTAL SALARIES & BENEFITS for H.S.A	\$84,000				\$4,536	\$4,536		\$4,536	\$4,536		\$4,536	\$4,536		\$13,608
HSA #6													Document Date: 9/13/17	1: 9/13/17

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Program: Nutrition Compliance for ENP Congregate (Same as Line 9 on HSA #1)	ongregate									
			HACCP Kitc	HACCP Kitchen Monitoring Operating Expense Detail	Operating Expe	nse Detail				
TERM: July 1, 2017 to June 30, 2020	0.5									
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TOTAL OPERATING EXPENSE TOTAL OPERATING EXPENSE x3yrs	\$264	\$264		\$264	\$264		\$264	\$264	į	\$264
HSA #7									Document Date: 9/13/17	3: 9/13/17

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<u>[+]</u>	14 Rental of Property		· ·	\$53		16	\$53	\$53				\$53	\$5.	6			\$160
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<u>- [</u>	16 Office Supplies, Postage 17 Building Maintenance Stronlies and Renair	77.5	। <u>ज</u>	42/		Î	/7*	179				- 25/	*2				\$80
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Ţ <u>.</u>		\$27		\$27			\$27	\$27				\$27	\$27	-		<u> </u>	\$80
∾	20 Staff Training																
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\$7,761 \$7,761 7/1/17 to 6/30/20 Total Revenue Document Date: 9/13/17 Appendix B.1, Page 8 Document Date: 9/13/17 For HSA Program REVENUE Cost Allocation.
Budgeted Salary H.S.A. Non-HSA\$2,587 \$2,587 \$2,587 \$2,587 \$2,587 REVENUE Cost Allocation H.S.A. Non-HSA-\$2,587 \$2,587 \$2,587 For HSA Program Budgeted Salary \$2,587 \$2,587 \$2,587 Menu Planning Salaries & Benefits Detail Agency Totals For HSA Program For HSA Program REVENUE Cost Allocation
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TOTAL SALARIES & BENEFITS for H.S.A
HSA #10 FRINGE BENEFIT RATE EMPLOYEE FRINGE BENEFITS POSITION TITLE RD TERM July 1, 2017 to June 30, 2020 Candice Tang, TOTALS

								Appendix B.1, Page 9 Document Date: 9/13/17	Page 9 te: 9/13/17
Program: Nutrition Compliance for ENP Congregate (Same as Line 9 on HSA #1)	ngregate								
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TERM; July 1, 2017 to June 30, 2020									
Expenditure Category Rental of Property Utilities(Elec, Water, Gas, Phone, Scavenge Office Supplies, Postage Building Maintenance Supplies and Repair Printing and Reproduction	7/1/17-6/30/18 550 \$38 \$25 \$15 \$40 \$20	REVENUE Cost Allocation: H.S.ADAAS Non-HSA- \$50 \$38 \$25 \$25 \$15 \$40 \$20	Non-HSA-	7/1/18-6/30/19 550 538 525 540 540 520	REVENUE C. H.S.A \$50 \$38 \$25 \$15 \$40 \$20	REVENUE Cost Allocation: H.S.A 850 \$38 \$25 \$15 \$15 \$20	7/1/19-6/30/20 \$50 \$38 \$25 \$15 \$15 \$40 \$20	REVENUE Cost Allocation: H.S.A. Non-HSA- \$50 \$38 \$25 \$25 \$340 \$35 \$35 \$35 \$35 \$35 \$35 \$35 \$35 \$35 \$35	7/1/17 to 6/30/20 \$150 \$114 \$75 \$75 \$45 \$120 \$60
Staff Travel Small Equipment (over \$500 but under \$5,0 Rental of Equipment	\$25	\$25		\$25	\$25		\$25	\$25	\$75
SUBCONTRACTORS Descriptive Title									
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TOTAL OPERATING EXPENSE TOTAL OPERATING EXPENSE x3yrs	\$213	\$213		\$213	\$213		\$213	\$213	\$638
HSA #11								Document Date: 9/13/17	ate: 9/13/17

\$2,268 \$2,268 \$2,268 7/1/17 to 6/30/20 Total Revenue Document Date: 9/13/17 Appendix B.1, Page 10 Document Date: 9/13/17 71/1/9-6/30/20
For HSA Program REVENUE Cost Allocation
Budgeted Salary H.S.A. Non-HSA\$756 \$756 \$756 \$756 \$756 \$756 \$756 \$756 \$756 Other Nutrition Compliance Salaries & Benefits Detail \$756 \$759 \$756 \$756 Agency Totals For HSA Program
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\$84,000 30% 3% 1% 3% 30% \$2,268 \$84,000 Program: Nutrition Compliance for ENP Congregate (Same as Line 9 on HSA #1) TOTAL SALARIES & BENEFITS TOTAL SALARIES & BENEFITS for H.S.A HSA#14 FRINGE BENEFIT RATE EMPLOYEE FRINGE BENEFITS POSITION TITLE Candice Tang, RD TERM: July 1, 2017 to June 30, 2020 TOTALS

Document Date: 9/13/17

HSA #15

Copy of Appendix B Candice T HSA-DAAS Program Budget Nutr Compliance Cong_FY17-20_ (rev.9.13.17)xlsx.xlsx

Appendix B.1, Page 11 Document Date: 9/13/17 Other Nutrition Compliance Operating Expense Detail Program: Nutrition Compliance for ENP Congregate (Same as Line 9 on HSA #1) TERM: July 1, 2017 to June 30, 2020

TOTAL REVENUE 7/1/17 to 6/30/20 \$150 \$75 \$75 \$45 \$90 \$222		\$582
REVENUE Cost Allocation: H.S.A Non-HSA- \$50 \$25 \$15 \$15 \$30 \$74		\$194
Year 3 REV 7/1/19-6/30/20 H.S \$50 \$25 \$15 \$15 \$74		\$194
REVENUE Cost Allocation: H.S.A Non-HSA- \$50 \$25 \$25 \$15 \$30		\$194
Year 2 7/1/18-6/30/19 \$50 \$25 \$15 \$15 \$30		\$194
REVENUE Cost Allocation: H.S.ADAAS Non-HSA- \$50 \$25 \$15 \$30 \$74		\$194
Year 1 7/1/17-6/30/18 \$50 \$25 \$15 \$15 \$30		\$194
Expenditure Category Rental of Property Utilities(Elec, Water, Gas, Phone, Scavenge Office Supplies, Postage Building Maintenance Supplies and Repair Printing and Reproduction Insurance Staff Training Staff Training Staff Travel Small Equipment (over \$500 but under \$5,0)	SUBCONTRACTORS Descriptive Title OTHER	TOTAL OPERATING EXPENSE TOTAL OPERATING EXPENSE x3yrs

Appendix A3 - Services to be Provided Centro Latino de San Francisco

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 Centro Latino de San Francisco.

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 Aging and Adult 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 preventionbased 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 educations 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 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.

Registered Dietitian Nutritionist (RDN)

SOGI

Sexual Orientation and Gender Identity, a result of *Ordinance No. 159-16* which amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve *(Chapter 104, Sections 104.1 through 104.9.)*

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_n 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:

Table A	FY 2017-18	FY 2018-19	FY 2019-20	Total 3-years
#Unduplicated Consumers	1,258	1,258	1,258	3,774
#Meals	59,299	64,752	64,752	188,803

- 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.

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.
- C. Grantee will provide nutrition education to consumers in a group setting, a minimum of one nutrition education session per quarter at each site.

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. 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. <u>Fiscal Compliance and Contract Monitoring</u>: 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. 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 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:

David Kashani Contracts Manager/HSA P.O. Box 7988 San Francisco, CA 94120 David.Kashani@sfgov.org Sarah Chan Nutritionist/OOA 1650 Mission Street, 5th Floor San Francisco, CA 94103 Sarah Chan@sfgov.org

	A	В	С	D	E	F	G	Н		J	K	L
1	BUDGET FORMS										Appendix B4, pg. 1	
2	HUMAN SERVICES AGEN	CY - DEPARTM	IENT OF AGII	NG AND ADUL	T SERVICES					Document Date:	9/13/2017	1
3				BUDGET	SUMMARY	•						
_	Grantee's Name: Centro Latino de San Fran	eisco Inc	-									
											Grant Term	1
5	(Check One) New Renewal N	MODIFICATION									1	
6												
7	Effective Date of Mod: 7/01/17 No. o	f cong-	ENP 7/1/17 to 6	/30/18	cong	- ENP 7/1/18 to 6/	30/19	соп	g- ENP 7/1/19 to	6/30/20	7/1/17 to 6/30/20	
						110					TOTAL	Average cost/mea
8	Program, Congregate-ENP	Original	Modification	Revised	Original	Modification	Revised	Original	Modification	Revised		cosumea
9	Annual #Meals Contracted	48638	10661	59299	48638	16114	64752	48638	16114			-
10	Program Term		7/1/17 to 6/30/18	3		7/1/18 to 6/30/19			7/1/19 to 6/30/2	20	7/1/17 to 6/30/20	-
11	Expenditures											1
12	Salaries & Benefits	\$224,405	\$65,074	\$289,478	\$224,405	\$89,011	\$313,416	\$224,405	\$89,011	\$313,416	\$916,310	\$4.85
	Operating Expense	\$103,414	\$6,787	\$110,201	\$103,414	\$19,598	\$123,012	\$103,414	\$19,598	\$123,012	\$356,226	\$1.89
14	Subtotal	\$327,820		\$399,678	\$327,820	\$108,608	\$436,428	\$327,820	\$108.608	\$436,428	\$1,272,534	\$6.74
15	Indirect Percentage (max 10%)	1										Ţ
16	Indirect Cost (Line 14 X Line 13)	 										1
	Capital Expenditure	1										
	ОТО	1	\$36,750	\$36,750		\$0					\$36,750	
19	TOTAL DAAS EXPENDITURES	\$327,820	\$108,608	\$436,428	\$327.820	\$108,608	\$436,428	\$327,820	\$108,608	\$436,428	\$1,309,284	\$6.74
20	TOTAL DAAS EXPENDITURES	4321,020	\$100,000	\$400,420	4027,020							
21	Non-DAAS Expenditures											1
22	Salaries & Benefits	\$33,785	\$0	\$33,785	\$33,785	\$0	\$33,785	\$33,785	\$0	\$33,785	\$101,355	\$0.54
23	Operating Expense	\$81,683	\$7.870	\$89,553	\$81,683	\$11.895	\$93.578	S81,683	\$11,895	\$93,578	\$276,710	\$1.47
24	Capital Expenditure	\$01,565	\$0	\$0		\$0	\$0.	\$0	\$0		\$0	\$0.00
_		\$115,468	\$7,870	\$123,338		\$11.895	\$127,363	\$115,468	\$11.895		\$378,065	\$2.00
25 26	TOTAL Non-DAAS EXPENDITURES	\$115,468	\$7,070	\$123,330	3113,400	\$11,030	\$121,505	3113,400	\$11.000	4121,000	4010,000	
20	TOTAL DAAS & Non-DAAS											
27	EXPENDITURES	\$443,288	\$116,478	\$559,766	\$443,288	\$120,503	\$563,791	\$443,288	\$120,503	\$563,791	\$1,687,349	\$8.74
20								pm#InHtm.				
29	HSA-DAAS Revenues									\$436,428	\$1,272,534	-
30	Meals	\$327,820	\$71,858	\$399,678	\$327,820	\$108,608	\$436,428	\$327,820	\$108,608	\$430,420		-
	ОТО		\$36,750	\$36,750							\$36,750	-
32												1
33										1		1
			8400 000	F42C 4D0	6227 628	\$108,608	\$436,428	\$327,820	\$108,608	\$436,428	\$1,309,284	1
35	TOTAL HSA-DAAS REVENUES	\$327,820	\$108,608	\$436,428	\$327,820	\$100,608		3321,020	\$100,000			14
36	PER MEAL COST, HSA-DAAS	\$6.74		\$6.74			\$6,74			\$6.74	\$6.74	1
37	Non-DAAS Revenues											
	Project income	\$35,904	\$7,869	\$43,773	\$35.904	\$11,894	\$47,798	\$35,904	\$11,894	\$47,798	\$139,370	\$0.74
39	Agency Cash - Fundraising	\$0	\$1,055	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00
40	Agency In-Kind Volunteer	\$33,785	\$0	\$33,785	\$33,785	\$0	\$33,785	\$33,785	\$0		\$101,355	\$0.54
	Facility Rental In-Kind	\$45,779	\$1	\$45,780	\$45,779	\$1	\$45,780	\$45,779	\$1	\$45,780	\$137,340	\$0.73
42	*											
43												-
44				-							2222.225	
45	TOTAL NON HSA-DAAS REVENUES	\$115,468	\$7,870	\$123,338	\$115,468	\$11,895	\$127,363	\$115,468	\$11,895		\$378,065	
46	PER MEAL COST NON HSA-DAAS	\$2.37		\$2.08	\$2.37		≨1.97	\$2.37	_	\$1.97	\$2.00	-
		£442 000	\$116,478	\$559,766	\$443,288	\$120,503	\$563,791	\$443,288	\$120,503	\$563,791	\$1,687,349	,
47	TOTAL REVENUES	\$443,288	\$110,4/8			\$120,503			# I E V, U V	\$8,71	\$8.94	1
48	PER MEAL COST, TOTAL	\$9.11		\$9.44	\$9.11		\$8.71	\$9.11		\$8,71	\$8.94	-
49	Full Time Equivalent (FTE)											
		-			-		Phone No.: 415-28	96.0883			-	
51	Prepared by: Gloria Bonilla						FRISHE NU., 4 13-20	00-0000				1
	1104 00 D : 01-1-1-1-1									Date:	13-Sep-17	1
52	HSA-CO Review Signature:											1

$\overline{}$	Α	В	С	Το	E F	F G	Н	(J	К	L	M	N	0	Р
	Grantee's Name: Centro Latino o													Appendix 84, pag Date:	ge 2 9/13/2017
	Program Name:Congregate-ENP cong- ENP 7/1/17 to 6/30/18													Date:	9/13/2011
-4	, and the second		Sala	ries & Be	nefits Detai	il									
5	H.S.A-DAAS		- T 4-1-	T	S Nutrition		711117 4- 0120	M 9		7/1/18 to 6/30/19	9 7/1/19 to 6/30/20				TOTAL
å	n.s.a-daas		y Totals	FOI UAA	Sinumion	1	7/1/17 to 6/30/18			77770 10 0700710			7.11(4.10.40.40.40.40.40.40.40.40.40.40.40.40.40		
		Annual Fi TimeSala		% Nutr	Adjusted	Original Budgeted		Revised Budgeted	Original Budgeted		Revised Budgeted	Original Budgeted		Revised Budgeted	
9	POSITION TITLE and NAME Executive Director	for FTE			Nutr FTE	Salary	Modification	Salary	Salary	Modification	Salary	Salary	Modification	Salary	7/1/17 to 6/30/20
10	Bonilla, Gloria	\$74,2	98 1009	6 33%	33%	\$39,719	-\$15,275	\$24,444	\$39,719	-\$15,275	\$24,444	\$39,719	-\$15,275	\$24,444	\$ 73,332
	Nutritionist/Activities Facilitator											,			
11	Alvarez, Flor	\$34,3	20 100%	6 42%	42%	\$11,836	\$2,696	\$14,532	\$11,836	\$2,696	\$14,532	\$11,836	\$2,696	\$14,532	\$ 43,596
12	Programs Comp.Coordinator Poveda, Olga	\$32,1	71 95%	6 26%	24%	\$4,521	\$3,276	\$7,797	\$4,521	\$3,276	\$7,797	\$4,521	\$3,276	\$7,797	\$ 23,391
\neg 1	Accountant/HR	\$62,4		6 24%	9%	\$5,516	\$0	\$5,516	\$5,516	\$0	\$5,516	\$5,516	\$0	\$5,516	\$ 16,548
13	Riano, Olivia	302,4	00 307	0 2476	570	\$5,510	- 40	30,010	00,010	***	00,010	00,010	***		
14	Accountant Asst./Bookkeeper TBH	\$32,1	71 80%	6 77%	62%	\$3,549	\$8,502	\$12,051	\$3,549	\$16,302	\$19,851	\$3,549	\$16,302	\$19,851	\$ 51,753
	Data Entry Clerk/ Scheduler										80.240	\$2,340	\$0	\$2,340	\$ 7,020
15	Javier Barahona Head Cook	\$32,1	71 22%	33%	7%	\$2,340	\$0	\$2,340	\$2,340	\$0	\$2,340				
16	Crespin, Dora	\$45,7	60 100%	69%	69%	\$30,463	\$1,013	\$31,476	\$30,463	\$1,013	\$31,476	\$30,463	\$1,013	\$31,476	\$ 94,428
17	Head Cook Asst. Cesar Uc Tzec	\$31,2	00 88%	60%	52%	\$16,369	\$0	\$16,369	\$16,369	\$0	\$16,369	\$16,369	\$0	\$16,369	\$ 49,107
	MNC Site Manager/Food Server														
	Rodriguez, Ana	\$31,2	00 100%	66%	66%	\$20,465	\$0	\$20,465	\$20,465	\$0	\$20,465	\$20,465	\$0	\$20,465	\$ 61,395
	VC Site Manager/food prep worker			1											
	Jannet Urquijo	\$31,2	00 75%	51%	39%	\$10,789	\$1,238	\$12,027	\$10,789	\$1,238	\$12,027	\$10,789	\$1,238	\$12,027	\$ 36,081
	MNC Data Entry Clerk Oscar Martinez	\$32,1	71 379	58%	22%	\$6,975	\$0	\$6,975	\$6,975	\$0	\$6,975	\$6,975	\$0	\$6,975	\$ 20,925
\neg	Los Mayores Site Mangr.& Asst. Instr.	. *													
21	Omar Romero	\$31,2	00 100%	32%	32%	\$9,828	\$0	\$9,828	\$9,828	\$0	\$9,828	\$9,828	\$0	\$9,828	\$ 29,484
22	Custodian Food/ Purchaser Javier Michel	\$31,4	17 48%	28%	14%	\$6,786	-\$2,496	\$4,290	\$6,786	-\$2,496	\$4,290	\$6,786	-\$2,496	\$4,290	\$ 12,870
	Janitor/Dishwasher					`			\$12,215	şo	\$12,215	\$12,215	\$0	\$12,215	\$ 36,645
	Castaneda, Domingo Social Worker I	\$31,4	17 60%	65%	39%	\$12,215	\$0	\$12,215							
24	Rivera, Sylvia Driver II HDM/Food Purchaser	\$38,2	20 100%	17%	17%	\$6,392	\$0	\$6,392	\$6,392	\$0	\$6,392	\$6,392	\$0	\$6,392	\$ 19,176
	Olivar, Joaquin	\$34,3	20 69	100%	6%	\$1,906	\$0	\$1,906	\$1,906	50	\$1,906	\$1,906	\$0	\$1,906	\$ 5,718
	ESL Citizenship Instructor/Coordinator														
	Sarti, Maria	\$34,3	20 69	100%	6%	\$2,182	\$0	\$2,182	\$2,182	\$0	\$2,182	\$2,182	\$0	\$2,182	\$ 6,546
	Driver I Rodriguez, Procorro	\$34,3	20 75%	21%	16%	\$4,290	\$1,072	\$5,362	\$4,290	\$1,072	\$5,362	\$4,290	\$1,072	\$5,362	\$ 16,086
\neg	Social Services Asst. [Comm.														
	S. & HDM] Ana Quiceño	\$34,3	20 79	100%	7%	\$2,450	\$0	\$2,450	\$2,450	\$0	\$2,450	\$2,450	\$0	\$2,450	\$ 7,349
	Social Worker Asst/Act. Facilitator Acosta, Allie	\$34,3	20 9%	100%	9%	\$0	\$3,040	\$3,040	SO.	\$3,040	\$3,040	so so	\$3,040	\$3,040	S 9,120
\neg	Server VC-CL						-								
30	Maria Perez Asst. Cook/Sat. /Food Server	\$31,2	00 37%	100%	37%	\$0.	\$11,400	\$11,400	. \$0	\$11,400	\$11,400	\$0	\$11,400	\$11,400	\$ 34,200
	vc										604.000	\$0	50.000	24.000	60.460
31	TBH Site Manager MCCC	\$31,2	00 80%	100%	80%	\$0	\$18,240	\$18,240	\$0	\$24,960	\$24,960	20	\$24,960	\$24,960	\$ 68,160
32	твн	\$33,28	50%	68%	34%	\$0	\$8,320	\$8,320	\$0	\$11,385	\$11,385	\$0	\$11,385	\$11,385	\$ 31,090
22	Food Server/Jamitor MCCC TBH	\$31,2	00 50%	68%	34%	\$0	\$7,800	\$7,800	\$0	\$10,674	\$10,674	\$0	\$10,674	\$10,674	\$ 29,148
34	TOTALS	\$ 708,5			1	\$198,590	\$48,827	\$247,417	\$198,590	\$69,286	\$267,876		\$69,286	\$267,876	\$ 783,168
35		17.0													
36	FRINGE BENEFIT RATE	17.0	1%	Ţ					_						
37 38	EMPLOYEE FRINGE BENEFITS	\$ 120,4	61		1	\$25,815	\$16,246	\$42,061	\$25,815	\$19,724	\$45,539	\$25,815	\$19,724	\$45,539	\$133,140
38 55	TOTAL DAGG CALADIES 8			7		1								T	
	TOTAL DAAS SALARIES & BENEFITS	\$ 829,0	55	1		\$224,405	\$65,074	\$289,478	\$224,405	\$89,011	\$313,416	\$224,405	\$89,011	\$313,416	\$ 916,310
41 42															
	Non - DAAS		y Totals	For DA	AS Meal										TOTAL
		Annual Fu TimeSala	y Total %	% Nutr	Adjusted	Original Budgeted		Revised Budgeted	Original Budgeted		Revised Budgeted	Original Budgeted		Revised Budgeted	,
44	POSITION TITLE and NAME	tor FTE		Prog (b)	Nutr FTE	Salary	Modification	Salary	Salary	Modification	Salary	Salary	Modification	Salary	7/1/17 to 6/30/20
45	Volunteer - Food Service Ipolito Bamaca	\$ 31,2	36%	79%	28%	\$8,759	\$0	\$8,759	\$8,759	. 50	\$8,759	\$8,759	\$0	\$8,759	\$26,277
	Volunteer- Food Service														
\rightarrow	Ana Ruiz	\$ 31,2	00 129	87%	10%	\$3,168	\$0	\$3,168	\$3,168	\$0	\$3,168	\$3,168	\$0	\$3,168	\$9,504
	Volunteer- Food Service Luz Dominguez	\$ 31,2	00 29%	80%	23%	\$7,286	\$0_	\$7,286	\$7,266	\$0	\$7,286	\$7,286	\$0	\$7,286	\$21,856
\neg	Food Service Runner		20 222	, , ,	200/	67.000	\$0	\$7,286	\$7,286	\$0	\$7,286	\$7,286	\$0	\$7,286	\$21,858
48	Zoila Rodriguez Volunteer - Food Service	\$ 31,2	00 29%	80%	23%	\$7,286	20	97,200	\$1,200	30					
	Maria Beltran	\$ 31,2	29%	80%	23%	\$7,286	\$0	\$7,286	\$7,286	\$0	\$7,286	\$7,286	\$0	\$7,286	\$21,858
50 51				1	-										. \$0
52															\$0
												***		200.00	\$1
53		\$ 156,D	00	1		\$33,785	\$0	\$33,785	\$33,785	\$0	\$33,785	\$33,785	\$0	\$33,785	\$101,35
54	TOTAL NON-DAAS														
	TOTAL NON-DAAS FRINGE BENEFIT RATE		1		П	Ţ									
54 55 56		\$				50	50	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
54 55 56	FRINGE BENEFIT RATE EMPLOYEE FRINGE BENEFITS TOTAL Non-DAAS SALARIES &	s													
54 55 56	FRINGE BENEFIT RATE EMPLOYEE FRINGE BENEFITS	\$ 156,0	00			\$33,785	\$0 \$0	\$33,785	\$33,785	\$0	\$33,785		\$0	\$33,785	\$101,355

_	A B C D	E	F	G	Н	Ī	J	К	L	М	N
1	Grantee's Name: Centro Latino		J					Appendix B			
	Program Name: Congregate-ENP							Date:	9/13/2017	'	
	cong- ENP 7/1/17 to 6/30/18	0	Deteil								
4	ŀ	Operating Ex	pense Detail		T			T			
_	_					74401-0100	40		7/4/40 to 0/00/	20	7/1/17 to 6/20/20
	Expenditure CategorW Term:		7/1/17 to 6/30/18		0.1.1.1	7/1/18 to 6/30/		Deleinel	7/1/19 to 6/30/: Modification	Revised	7/1/17 to 6/30/20 TOTAL
6	l	Original	Modification	Revised	Original	Modification 16114	Revised	Original	16114	64752	188803
-	H.S.A-DAAS Annual #Meals Contracted:	48638	10661	59299	48638	10114	64752	48638	10114	04732	100003
-	Rental of Property		 				-	1			
9	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$15,325	-\$2,735	\$12,590	\$15,325	-\$2,735	\$12,590	\$15,325	-\$2,735	\$12,590	\$37,770
10	Office Supplies, Postage	\$628	\$425	\$1,053	\$628	\$425	\$1,053	\$628	\$425	\$1,053	\$3,159
11	Building Improvements	\$1,997	-\$2	S <u>1,995</u>	\$1,997	\$2,000	\$3,997	\$1,997	\$2,000	\$3,997	\$9,989
12	Building Maintenance Supplies and Repair	\$3,412	\$868	\$4,280	\$3,412	\$868	\$4,280	\$3,412	\$868	\$4,280	\$12,840
13	FOOD COSTS									ļ	
14	Raw Food per meal S 0.82	\$38,910	\$9,715	\$48,625	\$38,910	\$14,186	\$53,096	\$38,910	\$14,186	\$53,096	\$154,818
15	Cong Food Svc Supplie per meal S 0.12	\$7,296	\$0	\$7,296	\$7,296	\$671	\$7,967	\$7,296	\$671	\$7,967	\$23,230
16	HDM Food Svc Supplie per meal										
17	Catered Meals per meal										
18	CONSULTANT/SUBCONTRACTOR										
19	Consultant	\$3,250	\$0	\$3,250	\$3,250	\$0	\$3,250	\$3,250	\$0	\$3,250	\$9,750
20							1				
21	OTHER COSTS:	E4 001	20	64.004	04.004	8200	64.634	¢4 334	\$300	\$1,631	\$4,593
22	Payroll Services	\$1,331	30	\$1,331	\$1,331	\$300 \$465	\$1,631 \$6,797	\$1,331 \$6,332	\$465	\$6,797	\$4,593
23	Accounting / Audit Fees	\$6,332	\$465	\$6,797	\$6,332				\$900	† 	\$11,814
24	Stipends	\$3,038	\$900	\$3,938	\$3,038	\$900	\$3,938	\$3,038		\$3,938	\$4,273
25	Fuel	\$432	\$745	\$1,177	\$432	\$1,116	\$1,548	\$432	\$1,116	\$1,548	\$18.077
26	Insurance(Liability)	\$5,359	\$0	\$5,359	\$5,359	\$1,000	\$6,359	\$5,359 \$10,715	\$1,000	\$6,359	\$21,767
27	Insurance(Vehicle)	\$10,715	-\$4,126	\$6,589	\$10,715	-\$3,126	\$7,589		-\$3,126 \$1,998	\$7,589	\$10,572
28	Vehicle Repairs	\$2,192	\$0	\$2,192	\$2,192	\$1,998	\$4,190	\$2,192		\$4,190	\$8,345
29	Printing	\$2,251	\$532	\$2,783	\$2,251	\$530	\$2,781	\$2,251	\$530	\$2,781	\$4,838
30	Staff Dev	\$946	\$0	\$946	\$946	\$1,000	\$1,946	\$946	\$1,000	\$1,946	
31	OTO (new site MCCC)		\$33,000	\$33,000	\vdash						\$33,000 \$3,750
32	OTO (new site Star Hotel)		\$3,750	\$3,750	 						
33	TOTAL DAAS OPERATING EXPENSE	\$103,414	\$39,787	\$146,951	\$103,414	\$19,598	\$123,012	\$103,414	\$19,598	\$123,012	\$392,976
35	Non-DAAS						<u> </u>				TOTAL
36	Expenditure Category Program										
37	Rental of Property										
38	Utilities(Elec, Water, Gas, Phone, Scavenger)										
39	Office Supplies, Postage										
40	Building Maintenance Supplies and Repair										
41	FOOD COSTS										
42	Raw Food per meal \$ 0.74	\$35,904	\$7,870	\$43,774	\$35,904	\$11,895	\$47,799	\$35,904	\$11,895	\$47,799	\$139,373
43	Cong Food Svc Supplie per meal										
44	HDM Food Svc Supplie per meal										
45	Catered Meals per meal										
46	CONSULTANT/SUBCONTRACTOR Descriptive Title										
47	Registered Dietitian										
48	<u> </u>						7				
	OTHER COSTS:										
-	Facility Rental In-Kind	\$45,779	\$0	\$45,779	\$45,779	\$0	\$45,779	\$45,779	\$0	\$45,779	\$137,337
51											
52											
53											
54											
55											
56											
57								201		400	4007
58 59	TOTAL Non-DAAS OPERATING EXPENSE	\$81,683	\$7,870	\$89,553	\$81,683	\$11,895	\$93,578	\$81,683	\$11,895	\$93,578	\$276,710
	TOTAL DAAS & Non-DAAS OPERATING EXPENSE	\$185,098	\$51,406	\$236,504	\$185,098	\$31,493	\$216,591	\$185,098	\$31,493	\$216,591	\$669,685

Appendix A-2 - Services to be Provided **Glide Foundation** 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.

Definitions П.

Grantee

Glide Foundation

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 Aging and Adult 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 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.

Registered Dietitian Nutritionist (RDN)

SOGI

Sexual Orientation and Gender Identity, a result of *Ordinance No. 159-16* which amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve *(Chapter 104, Sections 104.1 through 104.9.)*

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:

Table A	FY 2017-18	FY 2018-19	FY 2019-20	Total 3-years
#Unduplicated				
Consumers	850	850	850	2,550
#Meals	53,686	53,686	53,686	161,058

- 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.

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.
- 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. 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. <u>Fiscal Compliance and Contract Monitoring</u>: 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. 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 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:

Rocio Duenas Contract Manager/HSA P.O. Box 7988 San Francisco, CA 94120 Linda Lau, RD Lead Nutritionist/OOA 1650 Mission Street, 5th Floor San Francisco, CA 94103

	A	В	С	D	l E	F	G	H
1	BUDGET FORMS	-					Appendix B-2, pg. 1	
2						Document Date:	9/15/2017	
3	HUMAN SERVICES AG				ULT SERVICES	5		
4		BUDGET	PROPOSAL FO	ORMS				
5	Grantee's Name: Glide Foundation						Grant Term	
6	(Check One) New 🔽 Renewal _	_ Modification						
7	Effective Date of Mod:	No. of Mod:					7/1/17 to 6/30/20	
8	Program: Enter 1 Prog ONLY (e.g. Cong-ENP, HDM-ENP, Cong-AWD, or HDM-AWD)	Cong-ENP	Modification	REVISED	Cong-ENP	Cong-ENP	TOTAL	Average cost/meat
_9	Annual #Meals Contracted	39,086	14.600	53,686	53,686	53,686	161,058	
10	Program Term	7/1/17 to 6/30/18	7/1/17 to 6/30/18	7/1/17 to 6/30/18	7/1/18 to 6/30/19	7/1/19 to 6/30/20	7/1/17 to 6/30/20	
11	DAAS Expenditures							
12	Salaries & Benefits	\$26,799	\$16,698	\$43,497	\$43,497	\$43,497	\$130,491	\$0.81
	Operating Expense	\$92,948	\$28,032	\$120,980	\$120,980	\$120,980	\$362,940	\$2.25
	Subtotal	\$119,747	\$44,730	\$164,477	\$164,477	\$164,477	\$493,431	\$3.06
15	Indirect Percentage (max 10%) Indirect Cost (Line 15 X Line 14, check	10%	10%	10%	10%	10%		
16	INDIFECT COST (Line 15 X Line 14, check Gen.Guidance regarding indirect exclusion)	\$11,975	\$4,473	\$16,448	\$16,448	\$16,448	\$49,343	\$0.31
17	Capital Expenditure	\$1,,510	Ψ1,-1,0	Ψ10,∓-10	\$10,440	\$10,770	Ψ-10,040	ψυ.στ
18 19	TOTAL DAAS EXPENDITURES	\$131,722	\$49,203	\$180,925	\$180,925	\$180,925	\$542,775	\$3.37
20	Non-DAAS Expenditures							
21	Salaries & Benefits	\$88,942		\$88,942	\$88,942	\$88,942	\$266,826	\$1.66
22	Operating Expense	\$34,677	\$5,402	\$40,079	\$40,079	\$40,079	\$120,236	\$0.75
23	Capital Expenditure							
24 25	TOTAL Non-DAAS EXPENDITURES	\$123,619	\$5,402	\$129,021	\$129,021	\$129,021	\$387,063	\$2.40
	TOTAL DAAS & Non-DAAS							
26	EXPENDITURES	\$255,341	\$54,605	\$309,946	\$309,946	\$309,946	\$929,837	\$5.77
28	HSA-DAAS Revenues							1
29	Meals	\$131,722	\$49,203	\$180,925	\$180,925	\$180,925	\$542,775	1
	Nutrition Compliance (if your agency is	4101,122	ψ+0,200	ψ100,020	\$100,320	Ψ100,525	Ψ042,770	1
_	requesting funds)	\$5,550		\$5,550	\$5,550	\$5,550	\$16,650	Į
31 32								
33								
-	TOTAL HSA-DAAS REVENUES	\$137,272	\$49,203	\$186,475	\$186,475	\$186,475	\$559,425	
$\overline{}$	PER MEAL COST, HSA-DAAS	\$3.37	\$3.37	\$3.37	\$3.37			
-	Per MEAL & COMPLIANCE COST	\$3.51	\$3.37	\$3.47		\$3.37	\$3.37	
30	FEI MEAL & COMPLIANCE COST	\$3.01	\$3.37	\$3.47	\$3.47	\$3.47	\$3.47	
	Non-DAAS Revenues							· ·
	Project Income							
	Agency Cash - Fundraising Agency In-Kind Volunteer	\$70,781		\$70,781	\$70,781	\$70,781	\$212,343	\$1.32
	Nutrition Compliance Revenues	\$58,240		\$58,240	\$58,240	\$58,240	\$174,720	\$1.08
42	The state of the s							
$\overline{}$	TOTAL NON HSA-DAAS REVENUES	\$129,021		\$129,021	\$129,021	\$129,021	\$387,063	
44	PER MEAL COST, NON HSA-DAAS	\$3.30		\$2.40	\$2.40	\$2.40	\$2.40	
45	TOTAL REVENUES	\$266,293	\$49,203	\$315,496	\$315,496	\$315,496	\$946,488	
46	PER MEAL COST, TOTAL	\$6.81	\$3.37	\$5.88	\$5.88	\$5.88	\$5.88	
	Full Time Equivalent (FTE)					,	, 1100	
49	Prepared by: Dewey Singh				Phone No.:		Date: 9/15/17	
50	HSA-CO Review Signature:					Date:	5 dec. 7/10/11	
_		Form Rev. 12/22/16						
52	NOTE: Cells with formulas are protected to avoi	d accidental changes.	To unprotect, go to 1	oolbar, "Review", sel	ect "Unprotect sheet".	No password needs	ed.	

	A		В	С	D	Ε	F	G	1	J	К	L	M	N
1	Grantee's Name: Glide Founda	ition							·				Appendix B-2,	
2	Program Name:												Date:	9/15/2017
3	Cong-ENP													
5	1			Salari	es & Ber	efits Deta	ail							TOTAL
5	1													
8	H.S.A-DAAS	A	gency To	otals	For DAA	S Nutrition	Modif	ication	7/1/17 to 6/30/18	7/1/17 to 6/30/18	7/1/17 to 6/30/18	7/1/18 to 6/30/19	7/1/19 to 6/30/20	7/1/17 to 6/30/20
														TOTAL
			ual Full Salary for	Total					Budgeted	Modification	REVISED	Budgeted	Budgeted	Budgeted
9	POSITION TITLE and NAME		TE	% FTE	% Nutr Prog (b)	Adjusted Nutr FTE	% Nutr Prog (b)	Adjusted Nutr FTE	Salary			Salary	Salary	Salary
	George Gundry - Director		\$130,000			2%	3%	3%	\$2,600	\$3,900	\$6,500	\$6,500	\$6,500	\$19,500
	Joselyn Barrera - Culinary Mana		\$65,000	100%		2%	3%	3%	\$1,300	\$1,950	\$3,250	\$3,250	\$3,250	\$9,750
	Cho Wing Chung - Chef		\$36,110				3%	3%	\$722	\$1,083	\$1,806	\$1,806	\$1,806	\$5,417
	James Sampagna - Shift Leade		\$43,682	100%		2%	3%	3%	\$874	\$1,310	\$2,184	\$2,184	\$2,184	\$6,552
15	Alexis Santiago - Shift Leader Leon Thomas III - Steward		\$35,153	-	2%	2%	3%	3%	\$703	\$1,055	\$1,758	\$1,758	\$1,758	\$5,273
16	Dishwashers - 2		\$46,594 \$62,402	100%	2% 9%	2% 9%	3% 1%	3% 1%	\$932	\$1,398 \$505	\$2,330	\$2,330	\$2,330	\$6,989
17	Program Navigator- TBA-2		\$80,000	100%	9%	9%	1%	1%	\$5,616 \$7,151	\$696	\$6,122 \$7,846	\$6,122 \$7,846	\$6,122 \$7,846	\$18,365
	Tina Huang-Program Assistant		\$43,702	100%	2%	2%	3%	3%	\$1,039	\$1,148	\$2,187	\$2,187	\$2,187	\$23,539 \$6,562
$\overline{}$				1					\$1,000	\$1,140	\$2,107	φ2,107	92,101	90,302
19	TOTALS	\$	542,643	900%	30%	30%	19%	19%	\$20,937	\$13,045	\$33,982	\$33,982	\$33,982	\$101,946
20	FRINGE BENEFIT RATE		28.0%							I I				
-	I KINGE BENEFIT KATE		20.070						-				-	
22	EMPLOYEE FRINGE BENEFITS	5	151,940					8 - 7 8	\$5,862	\$3,653	\$9,515	\$9,515	\$9,515	\$28,545
23									10,000	30,000	00,000	40,0.0		420,070
24	TOTAL DATE OF A DIFFE O							Charles I	1	· I			1	
25	TOTAL DAAS SALARIES & BENEFITS	s	694,583						£00 700	****	840 407	040.407	840.407	*****
25 20	BENEFITS	a .	694,565		1				\$26,799	\$16,698	\$43,497	\$43,497	\$43,497	\$130,491
28	Non - DAAS	Δ	gency To	vials	For DA	AS Meal	For DA	AS Meel					1	TOTAL
100			ual Full	ALLIO	101011	/ to tribus	101074	10 MICEL						TOTAL
				1						l [1 1
		TimeS	alary for	Total %	% Nutr	Adjusted	% Nutr	Adjusted	Budgeted	Budgeted	Budgeted	Budgeted	Budgeted	Budgeted
29	POSITION TITLE and NAME	F	TE	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
$\overline{}$	POSITION TITLE and NAME Program Director	F												
$\overline{}$		\$ \$	TE	FTE (a)	Prog (b)	Nutr FTE	Prog (b)	Nutr FTE	Salary		Salary	Salary	Salary	Salary
30	Program Director	\$ -	TE 130,000	FTE (a) 100%	Prog (b) 2%	Nutr FTE 2.00%	Prog (b) 2%	Nutr FTE 0.04%	Salary \$2,600		Salary \$2,600	Salary \$2,600	Salary \$2,600	Salary \$7,800
30 31	Program Director Data & Contracts Coordinator	\$ \$	TE 130,000 52,896	FTE (a) 100% 100%	Prog (b) 2% 2%	2.00% 2.00%	Prog (b) 2% 2%	0.04% 0.04%	\$2,600 \$1,058		Salary \$2,600 \$1,058	Salary \$2,600 \$1,058	\$2,600 \$1,058	\$7,800 \$3,174
30 31 32	Program Director Data & Contracts Coordinator Security Monitor	\$ \$ \$	TE 130,000 52,896 32,802	100% 100% 100%	Prog (b) 2% 2% 5%	2.00% 2.00% 5.00%	Prog (b) 2% 2% 5%	0.04% 0.04% 0.25%	\$2,600 \$1,058 \$1,640		Salary \$2,600 \$1,058 \$1,640	\$2,600 \$1,058 \$1,640	\$2,600 \$1,058 \$1,640	Salary \$7,800 \$3,174 \$4,920
30 31 32 33	Program Director Data & Contracts Coordinator Security Monitor Meals Volunteers	\$ \$ \$ \$	TE 130,000 52,896 32,802 29,120	FTE (a) 100% 100% 100% 1500%	Prog (b) 2% 2% 5% 13%	2.00% 2.00% 5.00% 200.00%	Prog (b) 2% 2% 5% 13%	0.04% 0.04% 0.25% 26.67%	\$2,600 \$1,058 \$1,640 \$58,240		\$2,600 \$1,058 \$1,640 \$58,240	\$2,600 \$1,058 \$1,640 \$58,240	\$2,600 \$1,058 \$1,640 \$58,240	\$7,800 \$3,174 \$4,920 \$174,720
30 31 32 33 34	Program Director Data & Contracts Coordinator Security Monitor Meals Volunteers Assistant Manager	\$ \$ \$ \$	TE 130,000 52,896 32,802 29,120 65,000	100% 100% 100% 100% 1500%	Prog (b) 2% 2% 5% 13% 2%	Nutr FTE 2.00% 2.00% 5.00% 200.00% 2.00%	Prog (b) 2% 2% 5% 13% 2%	0.04% 0.04% 0.25% 26.67% 0.04%	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300		\$2,600 \$1,058 \$1,640 \$58,240 \$1,300	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300	\$3,174 \$4,920 \$174,720 \$3,900
30 31 32 33 34 35	Program Director Data & Contracts Coordinator Security Monitor Meals Volunteers Assistant Manager Senior Director of Programs	\$ \$ \$ \$ \$	130,000 52,896 32,802 29,120 65,000 155,000	100% 100% 100% 100% 1500% 100%	Prog (b) 2% 2% 5% 13% 2% 2%	2.00% 2.00% 5.00% 200.00% 2.00%	Prog (b) 2% 2% 5% 13% 2% 2%	0.04% 0.04% 0.25% 26.67% 0.04%	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100		\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100	\$7,800 \$3,174 \$4,920 \$174,720 \$3,900 \$9,300
30 31 32 33 34 35 36	Program Director Data & Contracts Coordinator Security Monitor Meals Volunteers Assistant Manager Senior Director of Programs	\$ \$ \$ \$ \$	130,000 52,896 32,802 29,120 65,000 155,000	100% 100% 100% 100% 1500% 100%	Prog (b) 2% 2% 5% 13% 2% 2%	2.00% 2.00% 5.00% 200.00% 2.00%	Prog (b) 2% 2% 5% 13% 2% 2%	0.04% 0.04% 0.25% 26.67% 0.04%	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100		\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100	\$7,800 \$3,174 \$4,920 \$174,720 \$3,900 \$9,300
30 31 32 33 34 35 36 37	Program Director Data & Contracts Coordinator Security Monitor Meals Volunteers Assistant Manager Senior Director of Programs	\$ \$ \$ \$ \$	130,000 52,896 32,802 29,120 65,000 155,000	100% 100% 100% 100% 1500% 100%	Prog (b) 2% 2% 5% 13% 2% 2%	2.00% 2.00% 5.00% 200.00% 2.00%	Prog (b) 2% 2% 5% 13% 2% 2%	0.04% 0.04% 0.25% 26.67% 0.04%	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100		\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100	\$7,800 \$3,174 \$4,920 \$174,720 \$3,900 \$9,300
30 31 32 33 34 35 36 37 38	Program Director Data & Contracts Coordinator Security Monitor Meals Volunteers Assistant Manager Senior Director of Programs	\$ \$ \$ \$ \$	130,000 52,896 32,802 29,120 65,000 155,000	100% 100% 100% 100% 1500% 100%	Prog (b) 2% 2% 5% 13% 2% 2%	2.00% 2.00% 5.00% 200.00% 2.00%	Prog (b) 2% 2% 5% 13% 2% 2%	0.04% 0.04% 0.25% 26.67% 0.04%	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100		\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100	\$7,800 \$3,174 \$4,920 \$174,720 \$3,900 \$9,300
30 31 32 33 34 35 36 37 38 39	Program Director Data & Contracts Coordinator Security Monitor Meals Volunteers Assistant Manager Senior Director of Programs	\$ \$ \$ \$ \$	130,000 52,896 32,802 29,120 65,000 155,000	100% 100% 100% 100% 1500% 100%	Prog (b) 2% 2% 5% 13% 2% 2%	2.00% 2.00% 5.00% 200.00% 2.00%	Prog (b) 2% 2% 5% 13% 2% 2%	0.04% 0.04% 0.25% 26.67% 0.04%	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100		\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100	\$7,800 \$3,174 \$4,920 \$174,720 \$3,900 \$9,300
30 31 32 33 34 35 36 37 38 39 40	Program Director Data & Contracts Coordinator Security Monitor Meals Volunteers Assistant Manager Senior Director of Programs	\$ \$ \$ \$ \$	130,000 52,896 32,802 29,120 65,000 155,000	100% 100% 100% 100% 1500% 100%	Prog (b) 2% 2% 5% 13% 2% 2%	2.00% 2.00% 5.00% 200.00% 2.00%	Prog (b) 2% 2% 5% 13% 2% 2%	0.04% 0.04% 0.25% 26.67% 0.04%	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100		\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100	\$7,800 \$3,174 \$4,920 \$174,720 \$3,900 \$9,300
30 31 32 33 34 35 36 37 38 39 40 41	Program Director Data & Contracts Coordinator Security Monitor Meals Volunteers Assistant Manager Senior Director of Programs	\$ \$ \$ \$ \$	130,000 52,896 32,802 29,120 65,000 155,000	100% 100% 100% 100% 1500% 100%	Prog (b) 2% 2% 5% 13% 2% 2%	2.00% 2.00% 5.00% 200.00% 2.00%	Prog (b) 2% 2% 5% 13% 2% 2%	0.04% 0.04% 0.25% 26.67% 0.04%	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100		\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100	\$7,800 \$3,174 \$4,920 \$174,720 \$3,900 \$9,300
30 31 32 33 34 35 36 37 38 39 40 41 42	Program Director Data & Contracts Coordinator Security Monitor Meals Volunteers Assistant Manager Senior Director of Programs	\$ \$ \$ \$ \$	130,000 52,896 32,802 29,120 65,000 155,000	100% 100% 100% 100% 1500% 100%	Prog (b) 2% 2% 5% 13% 2% 2%	2.00% 2.00% 5.00% 200.00% 2.00%	Prog (b) 2% 2% 5% 13% 2% 2%	0.04% 0.04% 0.25% 26.67% 0.04%	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100		\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100	\$7,800 \$3,174 \$4,920 \$174,720 \$3,900 \$9,300
30 31 32 33 34 35 36 37 38 39 40 41 42 43	Program Director Data & Contracts Coordinator Security Monitor Meals Volunteers Assistant Manager Senior Director of Programs	\$ \$ \$ \$ \$	130,000 52,896 32,802 29,120 65,000 155,000	100% 100% 100% 100% 1500% 100%	Prog (b) 2% 2% 5% 13% 2% 2%	2.00% 2.00% 5.00% 200.00% 2.00%	Prog (b) 2% 2% 5% 13% 2% 2%	0.04% 0.04% 0.25% 26.67% 0.04%	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100		\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100	\$7,800 \$3,174 \$4,920 \$174,720 \$3,900 \$9,300
30 31 32 33 34 35 36 37 38 39 40 41 42 43 44	Program Director Data & Contracts Coordinator Security Monitor Meals Volunteers Assistant Manager Senior Director of Programs	\$ \$ \$ \$ \$	130,000 52,896 32,802 29,120 65,000 155,000	100% 100% 100% 100% 1500% 100%	Prog (b) 2% 2% 5% 13% 2% 2%	2.00% 2.00% 5.00% 200.00% 2.00%	Prog (b) 2% 2% 5% 13% 2% 2%	0.04% 0.04% 0.25% 26.67% 0.04%	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100		\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100	\$7,800 \$3,174 \$4,920 \$174,720 \$3,900 \$9,300
30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45	Program Director Data & Contracts Coordinator Security Monitor Meals Volunteers Assistant Manager Senior Director of Programs Senior Manager of Programs	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$	TE 130,000 52,896 32,802 29,120 65,000 155,000 77,400	FTE (a) 100% 100% 100% 1500% 100% 100%	Prog (b) 2% 2% 5% 13% 2% 2%	Nutr FTE 2.00% 2.00% 5.00% 2.00% 2.00% 2.00%	Prog (b) 2% 2% 5% 13% 2% 2% 2%	Nutr FTE 0.04% 0.04% 0.25% 26.67% 0.04% 0.04%	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100 \$1,548		\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100 \$1,548	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100 \$1,548	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100 \$1,548	\$3lary \$7,800 \$3,174 \$4,920 \$174,720 \$3,900 \$9,300 \$4,644
30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47	Program Director Data & Contracts Coordinator Security Monitor Meals Volunteers Assistant Manager Senior Director of Programs Senior Manager of Programs TOTAL NON-DAAS	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$	TE 130,000 52,896 32,802 29,120 65,000 155,000 77,400	100% 100% 100% 100% 1500% 100%	Prog (b) 2% 2% 5% 13% 2% 2%	2.00% 2.00% 5.00% 200.00% 2.00%	Prog (b) 2% 2% 5% 13% 2% 2%	0.04% 0.04% 0.25% 26.67% 0.04%	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100		\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100	\$7,800 \$3,174 \$4,920 \$174,720 \$3,900 \$9,300
30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 49	Program Director Data & Contracts Coordinator Security Monitor Meals Volunteers Assistant Manager Senior Director of Programs Senior Manager of Programs TOTAL NON-DAAS FRINGE BENEFIT RATE	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$	TE 130,000 52,896 32,802 29,120 65,000 155,000 77,400	FTE (a) 100% 100% 100% 1500% 100% 100%	Prog (b) 2% 2% 5% 13% 2% 2%	Nutr FTE 2.00% 2.00% 5.00% 2.00% 2.00% 2.00%	Prog (b) 2% 2% 5% 13% 2% 2% 2%	Nutr FTE 0.04% 0.04% 0.25% 26.67% 0.04% 0.04%	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100 \$1,548		\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100 \$1,548	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100 \$1,548	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100 \$1,548	\$3lary \$7,800 \$3,174 \$4,920 \$174,720 \$3,900 \$9,300 \$4,644
30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 40 49 50	Program Director Data & Contracts Coordinator Security Monitor Meals Volunteers Assistant Manager Senior Director of Programs Senior Manager of Programs TOTAL NON-DAAS	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$	TE 130,000 52,896 32,802 29,120 65,000 155,000 77,400	FTE (a) 100% 100% 100% 1500% 100% 100%	Prog (b) 2% 2% 5% 13% 2% 2%	Nutr FTE 2.00% 2.00% 5.00% 2.00% 2.00% 2.00%	Prog (b) 2% 2% 5% 13% 2% 2% 2%	Nutr FTE 0.04% 0.04% 0.25% 26.67% 0.04% 0.04%	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100 \$1,548		\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100 \$1,548	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100 \$1,548	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100 \$1,548	\$3lary \$7,800 \$3,174 \$4,920 \$174,720 \$3,900 \$9,300 \$4,644
30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 49	Program Director Data & Contracts Coordinator Security Monitor Meals Volunteers Assistant Manager Senior Director of Programs Senior Manager of Programs TOTAL NON-DAAS FRINGE BENEFIT RATE EMPLOYEE FRINGE BENEFITS	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$	TE 130,000 52,896 32,802 29,120 65,000 155,000 77,400	FTE (a) 100% 100% 100% 1500% 100% 100%	Prog (b) 2% 2% 5% 13% 2% 2%	Nutr FTE 2.00% 2.00% 5.00% 2.00% 2.00% 2.00%	Prog (b) 2% 2% 5% 13% 2% 2% 2%	Nutr FTE 0.04% 0.04% 0.25% 26.67% 0.04% 0.04%	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100 \$1,548		\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100 \$1,548	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100 \$1,548	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100 \$1,548	\$3lary \$7,800 \$3,174 \$4,920 \$174,720 \$3,900 \$9,300 \$4,644
30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 49 50 50	Program Director Data & Contracts Coordinator Security Monitor Meals Volunteers Assistant Manager Senior Director of Programs Senior Manager of Programs TOTAL NON-DAAS FRINGE BENEFIT RATE	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	TE 130,000 52,896 32,802 29,120 65,000 155,000 77,400	FTE (a) 100% 100% 100% 1500% 100% 100%	Prog (b) 2% 2% 5% 13% 2% 2%	Nutr FTE 2.00% 2.00% 5.00% 2.00% 2.00% 2.00%	Prog (b) 2% 2% 5% 13% 2% 2% 2%	Nutr FTE 0.04% 0.04% 0.25% 26.67% 0.04% 0.04%	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100 \$1,548		\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100 \$1,548	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100 \$1,548	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100 \$1,548	\$3lary \$7,800 \$3,174 \$4,920 \$174,720 \$3,900 \$9,300 \$4,644
30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 49 49 50 50	Program Director Data & Contracts Coordinator Security Monitor Meals Volunteers Assistant Manager Senior Director of Programs Senior Manager of Programs TOTAL NON-DAAS FRINGE BENEFIT RATE EMPLOYEE FRINGE BENEFITS TOTAL Non-DAAS SALARIES & BENEFITS	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	TE 130,000 52,896 32,802 29,120 65,000 155,000 77,400 542,218 28.0% 151,821	FTE (a) 100% 100% 100% 1500% 100% 100%	Prog (b) 2% 2% 5% 13% 2% 2%	Nutr FTE 2.00% 2.00% 5.00% 2.00% 2.00% 2.00%	Prog (b) 2% 2% 5% 13% 2% 2% 2%	Nutr FTE 0.04% 0.04% 0.25% 26.67% 0.04% 0.04%	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100 \$1,548 \$69,486		\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100 \$1,548 \$69,486	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100 \$1,548 \$69,486	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100 \$1,548 \$69,486	\$208,458
30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 40 50 50 50 53 54	Program Director Data & Contracts Coordinator Security Monitor Meals Volunteers Assistant Manager Senior Director of Programs Senior Manager of Programs TOTAL NON-DAAS FRINGE BENEFIT RATE EMPLOYEE FRINGE BENEFITS TOTAL NOn-DAAS & Non-DAAS TOTAL DAAS & Non-DAAS	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	TE 130,000 52,896 32,802 29,120 65,000 155,000 77,400 542,218 28.0% 151,821	FTE (a) 100% 100% 100% 1500% 100% 100%	Prog (b) 2% 2% 5% 13% 2% 2%	Nutr FTE 2.00% 2.00% 5.00% 2.00% 2.00% 2.00%	Prog (b) 2% 2% 5% 13% 2% 2% 2%	Nutr FTE 0.04% 0.04% 0.25% 26.67% 0.04% 0.04%	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100 \$1,548 \$69,486 \$19,456	Salary	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100 \$1,548 \$69,486 \$19,456	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100 \$1,548 \$69,486 \$19,456	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100 \$1,548 \$69,486 \$19,456	\$208,458 \$266,826
30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 49 50 50 53 54	Program Director Data & Contracts Coordinator Security Monitor Meals Volunteers Assistant Manager Senior Director of Programs Senior Manager of Programs TOTAL NON-DAAS FRINGE BENEFIT RATE EMPLOYEE FRINGE BENEFITS TOTAL Non-DAAS SALARIES & BENEFITS TOTAL DAAS & Non-DAAS SALARIES & BENEFITS	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	TE 130,000 52,896 32,802 29,120 65,000 155,000 77,400 542,218 28.0% 151,821	FTE (a) 100% 100% 100% 1500% 100% 100% 100%	Prog (b) 2% 2% 5% 13% 2% 2%	Nutr FTE 2.00% 2.00% 5.00% 2.00% 2.00% 2.00%	Prog (b) 2% 2% 5% 13% 2% 2% 2%	Nutr FTE 0.04% 0.04% 0.25% 26.67% 0.04% 0.04%	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100 \$1,548 \$69,486		\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100 \$1,548 \$69,486	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100 \$1,548 \$69,486	\$2,600 \$1,058 \$1,640 \$58,240 \$1,300 \$3,100 \$1,548 \$69,486	\$208,458

	A B C D	E	F	G	Н		J
1	Grantee's Name: Glide Foundation						Appendix B-2, page
2	Program Name:					Date:	9/15/2017
3	Cong-ENP	erating Expense	Dotail				
5	Ορε	erating Expense	Modification	REVISED	I		
7	H.S.A-DAAS Annual #Meals Contracted:	39,086	14.600	53,686	53,686	53,686	TOTAL
8	Expenditure Category Term:	7/1/17 to 6/30/18	7/1/17 to 6/30/18	7/1/17 to 6/30/18	7/1/18 to 6/30/19	7/1/19 to 6/30/20	7/1/17 to 6/30/20
9	Rental of Property	711717 10 0/00/10	17 117 10 0700710	77 17 10 0/00/10	771110 10 0100710	77770 (0 0/00/20	77 77 10 07 07 20
	1	l					
	Utilities(Elec, Water, Gas, Phone, Scavenger)	<u></u>					
11	Office Supplies, Postage	ļ				ļ	
12	Building Maintenance Supplies and Repair						
13	FOOD COSTS						
14	Raw Food per meal \$ 1.79	\$69,964	\$26,134	\$96,098	\$96,098	\$96,098	\$288,294
15	Cong Food Svc Supplies per meal \$ 0.13	\$5,081	\$1,898	\$6,979	\$6,979	\$6,979	\$20,938
16	HDM Food Svc Supplies per meal \$ -						
17	Catered Meals per meal \$						
18	CONSULTANT/SUBCONTRACTOR Descriptive Title						
	Registered Dietitian	\$5,550		\$5,550	\$5,550	\$5,550	\$16,650
20					, , , , , , , , , , , , , , , , , , , ,	. ,	
21	OTHER COSTS:	<u> </u>					
22	Insurance	<u> </u>					
	Staff Training & Travel						
		ļ					
	Garbage	\$750		\$750	\$750	\$750	\$2,250
$\overline{}$	Information Technology	\$500		\$500	\$500	\$500	\$1,500
_	Repair/Maintenance	\$1,827		\$1,827	\$1,827	\$1,827	\$5,481
28	Food Storage	\$1,042		\$1,042	\$1,042	\$1,042	\$3,126
29	Occupancy	\$8,234		\$8,234	\$8,234	\$8,234	\$24,702
30	TOTAL DAAS OPERATING EXPENSE	\$92,948	\$28,032	\$120,980	\$120,980	\$120,980	\$362,940
32	Non-DAAS				·		TOTAL
33	Expenditure Category						
34	Rental of Property						
35	Utilities(Elec, Water, Gas, Phone, Scavenger)						
36	Office Supplies, Postage	-					
\vdash	1						
	Building Maintenance Supplies and Repair						
_	FOOD COSTS	C44 4C2	CE 400	P40 064	610.864	\$19,864	ΦE0 E01
-	Raw Food per meal \$ 0.37	\$14,462	\$5,402	\$19,864	\$19,864	\$19,004	\$59,591
	Cong Food Svc Supplies per meal \$ -						
	HDM Food Svc Supplies per meal \$ -						
42	Catered Meals per meal <u>\$ -</u>						
43	CONSULTANT/SUBCONTRACTOR Descriptive Title						
	Registered Dietitian						
45							
	OTHER COSTS:		ļ				
47	Insurance		ļ	ļ			
	Staff Training & Travel						
-	Rental of Equipment						
_	Equipment	\$1,370		\$1,370	\$1,370	\$1,370	\$4,110
	Garbage	\$1,200		\$1,200	\$1,200	\$1,200	\$3,600
52	Information Technology	\$2,000		\$2,000	\$2,000	\$2,000	\$6,000
53	Occupancy	\$15,645		\$15,645	\$15,645	\$15,645	\$46,935
54							
56	TOTAL Non-DAAS OPERATING EXPENSE	\$34,677	\$5,402	\$40,079	\$40,079	\$40,079	\$120,236
57	TOTAL DAAS & Non-DAAS OPERATING EXPENSE	\$127,625	\$33,434	\$161,059	\$161,059	\$161,059	\$483,177
		\$127,025	μ φου,404	Ψ101,039	¥101,009_	φ101,039 [φ400,177
63	HSA #3 Form Rev. 12/22/16						

Appendix A-3- Services to be Provided Leah's Pantry

Citywide Nutrition Education and Counseling Services for Congregate and Home-Delivered Meals Programs July 1, 2017– June 30, 2020

I. Purpose

The purpose of this contract is to provide nutrition education and counseling services to eligible consumers who are enrolled in DAAS funded congregate or home-delivered meal programs and who have been screened at "high nutrition risk" using the "Determine Your Nutritional Health" checklist developed by the Nutrition Screening Initiative

II. Definitions

Grantee

Leah's Pantry

AWD

Adults with Disabilities are adults age 18-59 with disability.

CARBON

Human Service Agency's Contracts Administration Reporting and Billing On-line

(CARBON) system

CDA

California Department of Aging

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 Aging and Adult 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.

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.

Home-Delivered Meals (HDM) Home-delivered meals are provided to consumers who are frail and homebound by reason of illness, disability, isolation, lack of support network and have no safe, healthy alternative for meals.

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.

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 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

Registered Dietitian Nutritionist (RDN)

Dietitian (R.D.) shall be covered by professional liability insurance either individually (if a consultant) or through Grantee.

SOGI

Sexual Orientation and Gender Identity, a result of *Ordinance No. 159-16* which amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (*Chapter 104, Sections 104.1 through 104.9.*)

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 City and County, age 60 and older or adults with disabilities (age 18-59). OOA targets individuals who have been screened to be at high nutrition risk, 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 the nutrition education or counseling services, an individual must be enrolled in either the DAAS-funded congregate or home-delivered meal and screened to be at high nutrition risk. Consumer referrals for this service will be from DAAS contracted agencies or DAAS Intake.

V. Services to be Provided

- A. Citywide Nutrition Counseling
- 1. To provide 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. To provide nutrition counseling to consumers screened and identified at high nutrition risk using the "Determine Your Nutritional Health" checklist. Counseling may also include referrals to other appropriate professional services or agencies. This service must be performed by a Registered Dietitian (R.D.) Consumers will be identified in CA-GetCare through a Citywide Nutrition Referral Dashboard. Grantee will report service units provided per DAAS-OOA policy and procedures.

One nutrition counseling unit = One <u>consumer</u> receiving counseling service One nutrition counseling hour = One hour counseling provided

Annual Service Units:

B	[U C 1 11 1 1	10	110
Program	# of unduplicated	Counseling	#Counseling
	consumers	Hours:	Unit
Congregate	878	580	878
HDM	300	200	300
TOTAL	1,178	780	1,178

B. Citywide Nutrition Education/Group Classes

- 1. To provide nutrition education in a group setting. Nutrition education services shall be relevant and meet the needs of the consumers who are identified at high nutrition risks by the Determine Your Nutritional Health" checklist.
- 2. To provide nutrition education group classes to consumers who are referred by OOA nutrition contractors. Classes can be held at the Grantee's meal sites, other OOA contractor or community partner sites that are easily accessible to consumers. Classes shall be conducted with at least 12 consumers signing up. Documentation of the group class and attendance shall be documented and reported in CAGetCare.

One nutrition class = 45-60 minutes presentation
One nutrition education unit = One consumer receiving one nutrition class

3. Annual Service Units:

nual Scrvice Onnis.			
Congregate Program	# of unduplicated	# of classes	# of Partner
	consumers *		sites
In-Person Presentations	608	243	40
# Training/Presentations for Online Class	150	44	30

Note: * Based on number of classes x Average #unduplicated consumer per class

- C. Grantee will ensure the nutrition education provided is culturally appropriate for the consumers registered and will be provided by Registered Dietitian. Translation is required if the majority of the consumer's registered for the class is monolingual in a language other than English.
- D. Grantee will attend the quarterly in-service training coordinated and provided by the OOA and share the relevant information with nutrition agency's staff and volunteers.
- E. Grantee will have a signed Agreement to collaborate with the designated nutrition agencies to clarify the expectations and responsibilities between the parties involved and share a copy with DAAS-OOA.
- F. 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.
- G. 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

IV. Service Objectives

On an annual basis:

- A. Grantee will provide the nutrition services as indicated in Section V.
- B. Grantee will provide nutrition service units as indicated in Appendix B.

V. Outcome Objectives

- A. At least 65% of consumers who received nutrition education and/or counseling services from Grantee 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.
- B. At least 75% of consumers that have attended nutrition education classes or received nutrition counseling will report that the services received has been beneficial in improving their nutrition status, overall health, or in maintaining their independence.

VI. Monitoring Activities

- A. <u>Nutrition Program Monitoring</u>: Program monitoring will include review of, the nutrition education material and/or curriculum provided to consumers, back up documentation for the units of service and all reporting, and progress of service and outcome objectives.
- B. <u>Fiscal Compliance and Contract Monitoring</u>: 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 submit appropriate documentation of the nutrition services in CaGetCare according to OOA policies and procedures.
- B. Grantee will provide a quarterly report of number of services provided as described in Section IV Service Objectives. Grantee will enter the following monthly metrics in the CARBON database by the 15th of the following month: Number of nutrition compliance units provided.
- C. 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.
- D. Grantee will provide other reports as requested.
- E. Grantee shall develop and deliver an annual summary report of SOGI data collected in the year as requested by HSA. The due date for submitting the annual summary report is July 10th.
- F. 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:

Drake Herrador Contract Manager/HSA P.O. Box 7988 San Francisco, CA 94120 Drake.Herrador@sfgov.org Linda Lau Lead Nutritionist/OOA 1650 Mission Street, 5th Floor San Francisco, CA 94103 Linda.Lau@sfgov.org

Nutrition Compliance/Quality Assurance Services:

Cost Per Service Unit:

Proposed Service Units:

	in HDM	Annual #SESSION (or presentation) a year or # Times a year handouts will be delivered to seniors	Nurition Education:		227
	162.0		# of units	Year 1	
				_	Total Year
	\$ 217			HSA-DAAS H.S.A	
				H.S.A	Non-
	162.0		# of units/ sessions	Year 2	
				Total Year 2 HSA-DAAS	
	\$ 217			HSA-DAAS	
			I .	H.S.A	Non-
	162.0		# of units/ sessions	Year 3	
				Year 3	Total
l	69				

DAAS HSA-

Non-H.S.A

Attend Mandatory OOA Quarterly Meeting (1 unit = 1 hour)	In-service training to staff/volunteers (1 unit =1 hour)	OTHER Nutrition Compliance:	 HDM Assessment (1 units = annual intake assessment & reassessment completed)	Menu Planning & Analysis (1 unit = 1 set menu) completed)	<pre>site/Route Monitoring (1 unit = 1 session completed):</pre>	HACCH Kitchen Monitoring (1 unit = 1 session completed)	Annual #sessions to be provided	Annual #hours to be provided	Nutrition Counseling:	Cost per HOUR Nutri. Ed	THE STATE OF THE S
38.0	4	82					878.2	580.0		243.0	162.0
38.0 \$	\$	\$					N	0_		0	
2,394 \$	6,338	8,732									
€9	€9						 €9	49		↔	5
63.00	145 03						37	56		145	217
18.0	48	65.8					896.0	592.0		243.0	162.0
⇔	\$ 6,925	\$ 8,059									
1,134	25 \$	59					69	€9		(A)	69
63.00	145 00						37	56		145	217
0	0						7	6		5	7
18.0	48	65.8		-			896.0	592.0		243.0	162.0
8.0 \$ 1,134 \$ 63.00	\$ 6,925	\$ 8,059									
↔							€9	₩		↔	€9
స 00	\$145.00						37	56		145	217

NOTES:

Enter service units for THE year, as appropriate & if required for your program. Cells with formulas are protected to avoid accidental changes. To unprotect, go to "Review" then "Unprotect sheet". No password needed.

Budget Narrative:

Each session nutrition education = 90 minutes Printing and reproduction costs are budgeted at \$50 per staff training sessions (30 sessions) Food costs are budgeted for \$25 per presentation (162 presentations) Printing and reproduction costs are budgeted at .07 per copy for presentations and counseling Staff travel includes both parking & mileage reimbursements at .545 per mile, average trip 7 miles

HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM

					0								
Contractor Name:	Leah's Pantry												
Check One) New Renewal		Modification _X											
f modification, Effective Date of Mod.	No. of Mod	1.											
or ENP- Congregate		REVENUE	REVENUE Cost Allocation:	ation:		REVENUE Cost Allocation:	ost Allocati	on:		REVENUE Cost Allocation:	st Allocati	on:	
Budget Reference Page No.(s)	Current	Modification	DAAS F	Revised	Current	Modification	Non- DAAS	Revised	Current	Modification	Non- DAAS	Revised	Total Revenue
orogram Term	7/1/17-6/30/18	7/1/17- 6/30/18	7/1/	7/1/17-6/30/18	7/1/18-6/30/19 7/1/18-6/30/19	7/1/18-6/30/19			7/1/10 8/30/20	7/1/10 6/20/20		7/1/19-	7/1/17 to
Expenditures						100000000000000000000000000000000000000		0730713	(11/19-0/30/20 //1/19-0/30/20	// 1/ 19-6/30/20		6/30/20	6/30/20
Nutrition Education													
Salaries & Benefits	\$24,749	\$0		\$24,749	\$24,749	\$0		\$24 749	\$24 749	O.S.		\$24 749	\$74 247
Operating Expense	\$5,841	\$0		\$5,841	\$5,841	\$0		\$5.841	\$5.841	50		67.7.10 67.7.10	277.747
Subtotal Direct	\$30,590	\$0		\$30,590	\$30,590	80		\$30.590	\$30.590	08		\$30.500	\$01.770
Indirect Percentage	15.0%	15.0%		\$15	15.0%	15.0%		15.0%	15.0%	15.0%		15.0%	15%
Indirect Expense	\$4,588	\$0		\$4,588	\$4,588	\$0		\$4,588	\$4,588	\$0		\$4,588	\$13,765
otal Nutrition Education	\$35,178			\$35,178	\$35,178			\$35,178	\$35,178			\$35,178	\$105,535
Salaries & Benefits	\$9.364	\$18.222		\$27.586	\$0.364	\$18.807		\$28 173	90 00	610007		200 170	
Operating Expense	\$331	\$338		\$669	\$331	\$338		\$669	\$331	\$338		\$660	\$20,50¢
Subtotal Direct	\$9,695	\$18,560		\$28,255	\$9,695	\$19,145		\$28,841	\$9,695	\$19.145		\$28.841	\$85,936
Indirect Percentage	15.0%	15.0%		15.0%	15.0%	15.0%		15.0%	15.0%	15.0%		15.0%	15.0%
Indirect Expense	\$1,454	\$2,784		\$4,238	\$1,454	\$2,871		\$4,326	\$1,454	\$2,871		\$4.326	\$12.890
Other Nutrition Counseling	\$11,150	\$21,344		\$32,493	\$11,150	\$22,016		\$33,167	\$11,150	\$22,016		\$33,167	\$98,827
Salaries & Benefits	CAO NA	61 037		9 0 0 0 0		9							
Operating Expense	\$1.614	90,000		94 044	\$4,04Z	\$ 1,331.		\$3,394	\$4,042	\$1,351		\$5,394	\$16,766
Subtotal Direct	\$5.657	\$1 937		\$7,502	\$1,014.00	\$4 254		\$1,614	\$1,614	\$0		\$1,614	\$4,842
Indirect Percentage	15.0%	15.0%		45.00	45.00	\$1,007		\$7,008	\$5,656	\$1,351		\$7,008	\$21,609
Indirect Exposes	13.0%	15.0%		15.0%	15.0%	15.0%		15.0%	15.0%	15.0%		15.0%	15%
Illuffect Expense	\$849	\$290		\$1,139	\$849	\$203		\$1,051	\$849	\$203		\$1,051	\$3,241
otal Other Nutrition Compliance	\$6,505	\$2,227		\$8,732	\$6,506	\$1,554		\$8,059	\$6,505.69	\$1,553 94		\$8,059	\$24,850
SRAND Total Expenditures	\$52,833	\$23,572		\$76,404	\$52,834	\$23,570		\$76,404	\$52,834	\$23,570		\$76,404	\$229,212
HSA Revenues													
OTAL HSA REVENUES													
Other Non-H.S.ADAAS Revenues									i				
OTAL OTHER REVENUES													
ull Time Equivalent (FTE)													
repared by: Adrienne Markworth	1		Tele	Telephone No.:			i					ا ۵	9/15/17
ISA-CO Review Signature:													
ISA #1												9/	9/15/17

Nutrition Education Salaries & Benefits Detail

HSA #2	TOTAL SALARIES & BENEFITS for H.S.A Program x3yrs	TOTAL SALARIES & BENEFITS	FRINGE BENEFIT RATE EMPLOYEE FRINGE BENEFITS	TOTALS			Administrator	Nutrition Educator	Registered Dietitican	Sr. Program Coordinator	POSITION TITLE			TERM
		\$244,168	15% S \$31,848	\$212,320			\$50,000	\$50,000	\$58,240	\$54,080	Annual Full TimeSalary for FTE	Agency Totals		
				325%	·		100%	100%	25%	100%	Total % FTE	Totals		
				63%			5%	12%	30%	16%	% FTE	For HSA		
				41%			5%	12%	8%	16%	Adjusted FTE	For HSA Program		
		\$24,749	\$3,228	\$21,521			\$2,500	\$6,000	\$4,368	\$8,653	Budgeted Salary	For HSA Program	7/1/17- 6/30/18	
		\$24,749	\$3,228	\$21,521			\$2,500	\$6,000	\$4,368	\$8,653	H.S.ADAAS	REVENUE Cost Allocation		×
											Non-HSA DAAS	E Cost		
		\$24,749	\$3,228	\$21,521			\$2,500	\$6,000	\$4,368	\$8,653	Budgeted Salary	For HSA Program	7/1/18- 6/30/19	
		\$24,749	\$3,228	\$21,521		45 S	\$2,500	\$6,000	\$4,368	\$8,653	H.S.A DAAS	REVE		
											Non-HSA- DAAS	Allocation		
		\$24,749	\$3,228	\$21,521			\$2,500	\$6,000	\$4,368	\$8,653	Budgeted Salary	For HSA Program	7/1/19- 6/30/20	
		\$24,749	\$3,228	\$21,521			\$2,500	\$6,000	\$4,368	\$8,653	H.S.ADAAS	REVENUE Cost Allocation		
											HSA- DAAS	E Cost		
9/15/17		\$74,247	\$9,684	\$64,562			\$7,500	\$18,000	\$13,104	\$25,958	H.S.A DAAS	Total Revenue	7/1/17 to 6/30/20	

TERM

Nutrition Education Operating Expense Detail

TOTAL OPERATING EXPENSE TOTAL OPERATING EXPENSE x3yrs HSA #3	OTHER Food for recipe demos	SUBCONTRACTORS Descriptive Title	Small Equipment (under \$5,000/item) Rental of Equipment	Insurance Staff Training Staff Travel	Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies, Postage Building Maintenance Supplies and Repair Printing and Reproduction	Expenditure Category Rental of Property	
\$5,841 \$17,523	\$4,050			\$657	\$1,134	6/30/18	Year 1
\$5,841	\$4,050			\$657	\$1,134	H.S.ADAAS	JE (
						DAAS	Non-HSA-
\$5,841	\$4,050			\$657	\$1,134	0/30/19	Year 2
\$5,841	\$4,050			\$657	\$1,134	DAAS	REVENUE Cost Allocation: H.S.A Non-l
						DAAS	E Cost tion:
\$5,841	\$4,050	5 5		\$657	\$1,134	0/30/20	Year 3
\$5,841	\$4,050			\$657	\$1,134	DAAS	REVENUE Cost Allocation: H.S.A Non-F
						UAA3	JE Cost tion: Non-HSA-
\$17,523	\$12,150			\$1,971	\$3,402	0210010	TOTAL REVENUE

Nutrition Counseling Salaries & Benefits Detail

TERM						1400	Coulo	Monthol Contracting Catalies & Delicing Details	8	ני בימו							
					7/1/17-	7/1/17-		7/1/17-	7/1/18-	7/1/18-		7/1/18-	7/1/19-	7/1/19-		_	7/1/17 to
					6/30/18	6/30/18		6/30/18	6/30/19	6/30/19		6/30/19	6/30/20	6/30/20		6/30/20	6/30/20
	Agency Totals		חמי שמע	For HSA Brogram	For HSA Program	סטיונא	7	BEVENILE Cost Allocation	For HSA	ָהַ זְרֵבְּ	1		For HSA	ייי הייי	2		
	Annual			e e		i	1	The second second	9		The Cook Modernon	iocation			VE A EL SOCIONE	i control	
	Full TimeSalar Total %	Total %		Adjuste			Non-	Revised			Non-	Revised			Non-	Revised	Total
FOSITION LITE	y ioi r i c	7	70 F E	0710	Current	Modrication	DAAS	DAAS	Current	Modification	DAAS	DAAS	Current	Modification	DAAS	DAAS	Revenue
Registered Dietitian (s)	\$68,000	60%	47%	47% 28.20%	\$6,656	\$12,520		\$19,176	\$6,656	\$12,520	ď	\$19,176	\$6,656	\$12,520		\$19,176	\$57,528
Program Coordinator	\$54,080	100%	10%	10%	\$1,487	\$3,325		\$4,812	\$1,487	\$3,834		\$5,321	\$1,487	\$3,834		\$5,321	\$15,454
																	··. ,
								,									
											. ,						
TOTALS	\$122,080	160%	57%	38%	\$8,143	\$15,845		\$23,988	\$8,143	\$16,354		\$24,497	\$8,143	\$16,354		\$24,497	\$72,982
FRINGE BENEFIT RATE	15%																
EMPLOYEE FRINGE BENEFIT	\$18,312				\$1,221	\$2,377		\$3,598	\$1,221	\$2,453		\$3,675	\$1,221	\$2,453		\$3,675	\$10,947
										-							
TOTAL SALARIES & BENEFIT	\$140,392				\$9,364	\$18,222		\$27,586	\$9,364	\$18,807		\$28,172	\$9,364	\$18,807		\$28,172	\$83,929
HSA #4																	9/15/17

Nutrition Counseling Operating Expense Detail

TOTAL OPERATING EXPENSE x3yrs	TOTAL OPERATING EXPENSE		ОТНЕЯ		SUBCONTRACTORS Descriptive Title	Rental of Equipment	Small Equipment (under \$5,000/item)	Staff Travel	Staff Training	Insurance	Printing and Reproduction	Building Maintenance Supplies and Repair	Office Supplies, Postage	Utilities(Elec, Water, Gas, Phone, Scavenger)	Rental of Property	Expenditure Category	_	TERM
\$993	\$331							\$81			\$250					Current	7/1/17- 6/30/18	
	\$338							\$411			(\$73)					Modification	7/1/17- 6/30/18	
							-									non- DAAS		
	\$669							\$492			\$177					Revised DAAS	7/1/17- 6/30/18	
	\$331		C					-\$81			\$250					Current	7/1/18- 6/30/19	
	\$338							\$411			(\$73)					Modification	7/1/18- 6/30/19	
																non- DAAS		
	\$669							\$492			\$177					Revised DAAS	7/1/18- 6/30/19	
	\$331	9						\$81			\$250					Current	7/1/19- 6/30/20	
	\$338	9 33 33 50						\$411			(\$73)					Modification	7/1/19- 6/30/20	
																DAAS		
	\$669	9						\$492			\$177					DAAS	7/1/19- 6/30/20	
9/15/17	\$2,007	3						\$1,476			\$531					Total Revenue	7/1/17- 6/30/20	

					Othe	Nutrition	Complian	ice Salarie	Other Nutrition Compliance Salaries & Benefits Detail	ls Detail							
TERM								7/1/17- 6/30/18		:		7/1/18- 6/30/19			1 2 3 3 4 1 1 1	7/1/19- 6/30/20	7/1/17 to 6/30/20
	Agency Totals	otals	For HSA Program	SA	For HSA Program	REVEN	REVENUE Cost Allocation	cation	For HSA Program	REVENUE Cost	E Cost		For HSA Program	REVENUE Cost	IE Cost		Total
POSITION TITLE	Annual Full TimeSalar	%	% FTE A	Adjusted FTE	Current H.S.A DAAS	Modification	Non-HSA- DAAS	Revised DAAS	Current H.S.A DAAS	Modification	Non- HSA- DAAS	Revised	Current H.S.A DAAS	Modification	Non- HSA- DAAS	Revised DAAS	
Sr. Program Coordinator	\$54,080	100%	6%	6%	\$3,515	\$1,684		\$5,199	\$3,515	\$1,175		\$4,690	\$3,515	\$1,175		\$4,690	\$14,579
					,c												
TOTALS	\$54,080	100%	6%	6%	\$3,515	\$1,684		\$5,199	\$3,515	\$1,175		\$4,690	\$3,515	\$1,175		\$4,690	\$14,579
FRINGE BENEFIT RATE	15%												4				
EMPLOYEE FRINGE BENEFITS	\$8,112				\$527.25	\$252.60		\$780	\$527.25	\$176.25		\$704	\$527	\$176		\$704	\$2,187
								:	:			İ					
TOTAL SALARIES & BENEFITS	\$62,192				\$4,042.25	\$1,936.60		\$5,979	\$4,042.25	\$1,351.25		\$5,394	\$4,042	\$1,351		\$5,394	\$16,766
H.S.A Program x3yrs	\$12,127							.,,,									
HSA #14																	9/15/17

						Apper	Appendix B-3, Page 7
Leah's Pantry Program: Nutrition Compliance for ENP- Congregate (Same as Line 9 on HSA #1)	egate						
		Other Nutrition Compliance Operating Expense	ompliance Ope	erating Expense Detail			
TERM							
	S	DELYENI IE Oost Allocation:	Year 2	REVENUE Cost Allocation:	Year 3	REVENUE Cost Allocation:	TOTAL
Expenditure Category	7/1/17- 6/30/18	Current H.S.A Non-HSA- DAAS Modification DAAS	7/1/18- 6/30/19	Current H.S.A Non-HSA- DAAS Modification DAAS	7/1/19- 6/30/20	Current H.S.A Non-HSA DAAS Modification DAAS	7/1/17 to 6/30/20
Rental of Property							
Office Supplies, Postage Ruilding Maintenance Supplies and Repair							
Printing and Reproduction	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1.500	\$4,500
Staff Training Staff Travel	\$114	\$114	\$114	\$1114	\$114	\$114	\$342
Small Equipment (over \$500 but under \$5,000/item)							
Rental of Equipment							
SUBCONTRACTORS Descriptive Title							
OTHER							
TOTAL OPERATING EXPENSE TOTAL OPERATING EXPENSE x3yrs	\$1,614 \$4,842	\$1,614	\$1,614	\$1,614	\$1,614	\$1,614	\$4,842
HSA #15							9/15/17

Appendix A-5 - Services to be Provided Project Open Hand

Citywide Nutrition Education and Counseling Services for Congregate and Home-Delivered Meals Programs July 1, 2017– June 30, 2020

I. Purpose

The purpose of this contract is to provide nutrition education and counseling services to eligible consumers who are enrolled in DAAS funded congregate or home-delivered meal programs and who have been screened at "high nutrition risk" using the "Determine Your Nutritional Health" checklist developed by the Nutrition Screening Initiative

II. Definitions

Grantee

Project Open Hand

AWD

Adults with Disabilities are adults age 18-59 with disability.

CARBON

Human Service Agency's Contracts Administration Reporting and Billing On-line

(CARBON) system

CDA

California Department of Aging

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 Aging and Adult 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.

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.

Home-Delivered Meals (HDM) Home-delivered meals are provided to consumers who are frail and homebound by reason of illness, disability, isolation, lack of support network and have no safe, healthy alternative for meals.

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.

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 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

Registered Dietitian Nutritionist (RDN) Dietitian (R.D.) shall be covered by professional liability insurance either individually (if a consultant) or through Grantee.

SOGI

Sexual Orientation and Gender Identity, a result of *Ordinance No. 159-16* which amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (*Chapter 104, Sections 104.1 through 104.9.*)

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 City and County, age 60 and older or adults with disabilities (age 18-59). OOA targets individuals who have been screened to be at high nutrition risk, 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 the nutrition education or counseling services, an individual must be enrolled in either the DAAS-funded congregate or home-delivered meal and screened to be at high nutrition risk. Consumer referrals for this service will be from DAAS contracted agencies or DAAS Intake.

V. Services to be Provided

Grantee will provide nutrition compliance units as indicated in Appendix B.

A. Citywide Nutrition Counseling

1. To provide 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. To provide nutrition counseling to consumers screened and identified at high nutrition risk using the "Determine Your Nutritional Health" checklist. Counseling may also include referrals to other appropriate professional services or agencies. This service must be performed by a Registered Dietitian (R.D.) Consumers will be identified in CA-GetCare through a Citywide Nutrition Referral Dashboard. Grantee will report service units provided per DAAS-OOA policy and procedures.

One nutrition counseling unit = One <u>consumer</u> receiving counseling service One nutrition counseling hour = One hour counseling provided

2. Annual Service Units:

FY 2017-18

Program	# of unduplicated consumers	Counseling Hours:	#Counseling Ur
Congregate	716		73
HDM	359	305	36
TOTAL	1075	913	109

FY 2018-19 and FY 2019-20

Program	# of unduplicated consumers	Counseling Hours:	#Counseling Unit
Congregate	727	618	742
HDM	359	305	366
TOTAL	1086	923	1108

B. Citywide Nutrition Education/Group Classes

- 1. To provide nutrition education in a group setting. Nutrition education services shall be relevant and meet the needs of the consumers who are identified at high nutrition risks by the Determine Your Nutritional Health" checklist.
- 2. To provide nutrition education group classes to consumers who are referred by OOA nutrition contractors. Classes can be held at the Grantee's meal sites, other OOA contractor or community partner sites that are easily accessible to consumers. Classes shall be conducted with at least 12 consumers signing up. Documentation of the group class and attendance shall be documented and reported in CA-GetCare.

One nutrition class = 45-60 minutes presentation
One nutrition education unit = One consumer receiving one nutrition class

3. Annual Service Units:

Congregate Program	# of unduplicated consumers *	# of classes	# of Partner sites
In-Person Presentations	780	52	20

Note: * Based on number of classes x Average #unduplicated consumer per class

- C. Grantee will ensure the nutrition education provided is culturally appropriate for the consumers registered and will be provided by Registered Dietitian. Translation is required if the majority of the consumer's registered for the class is monolingual in a language other than English.
- D. Grantee will attend the quarterly in-service training coordinated and provided by the OOA and share the relevant information with nutrition agency's staff and volunteers.
- E. Grantee will have a signed Agreement to collaborate with the designated nutrition agencies to clarify the expectations and responsibilities between the parties involved and share a copy with DAAS-OOA.

- F. 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.
- G. The Grantee will complete the California Department of Aging (CDA) Security Awareness Training annually during the term of the grant.

IV. Service Objectives

On an annual basis:

- A. Grantee will provide the nutrition services as indicated in Section V.
- B. Grantee will provide nutrition service units as indicated in Appendix B.

V. Outcome Objectives

- A. At least 65% of consumers who received nutrition education and/or counseling services from Grantee 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.
- B. At least 75% of consumers that have attended nutrition education classes or received nutrition counseling will report that the services received have been beneficial in improving their nutrition status, overall health, or in maintaining their independence.

VI. Monitoring Activities

- A. <u>Nutrition Program Monitoring</u>: Program monitoring will include review of, the nutrition education material and/or curriculum provided to consumers, back up documentation for the units of service and all reporting, and progress of service and outcome objectives.
- B. <u>Fiscal Compliance and Contract Monitoring</u>: 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 submit appropriate documentation of the nutrition services in CA-GetCare according to OOA policies and procedures.
- B. Grantee will provide a quarterly report of number of services provided as described in Section IV Service Objectives. Grantee will enter the following monthly metrics in the CARBON database by the 15th of the following month: Number of nutrition compliance units provided.
- C. 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.
- D. Grantee shall develop and deliver an annual summary report of SOGI data collected in the year as requested by HSA. The due date for submitting the annual summary report is July 10th.
- E. Grantee will provide other reports as requested.

F. Apart from the on-line reporting via CA-GetCare, and reports requested to be sent via email 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:

Rocio Duenas Contract Manager/HSA P.O. Box 7988 San Francisco, CA 94120 Sarah Chan, RD Nutritionist/OOA 1650 Mission Street, 5th Floor San Francisco, CA 94103

Nutrition Compliance/Quality Assurance Services:

Cost Per Service Unit:

Proposed Service Units:

Attend Mandatory OOA Quarterly Meeting (1 unit = 1 hour)	In-service training to staff/volunteers (1 unit =1 hour)	OTHER Nutrition Compliance:	HDM Assessment (1 units = annual intake assessment & reassessment completed)	Menu Planning & Analysis (1 unit = 1 set menu completed)	Site/Route Monitoring (1 unit = 1 session completed):	HACCP Kitchen Monitoring (1 unit = 1 session completed)		Annual #sessions to be provided	Annual #hours to be provided	Nutrition Counseling:	Annual #sessions (or presentation) a year or # Times a year handouts will be delivered to seniors in HDM	Nurition Education:	
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Budget Narrative:

NOTES: Cells with formulas are protected to avoid accidental changes. To unprotect, go to "Review" then "Unprotect sheet". No password needed. Enter service units for THE year, as appropriate & if required for your program.

Contractor Name:
Contractor Name: Project Open Hand
(Check One) New Renewal
If modification, Effective Date of Mod. Program: Nutrition Education and Counseling - Cong
10 Budget Reference Page No.(s) Year 1 11 Program Term 7/1/17-5/30/18
Expenditures Nutrition Education
Salaries & Benefits
16 Subtotal Direct
Indirect Percentage
Total Nutrition Education
Nutrition Counseling Salaries & Benefits
Operating Expense
Indirect Percentage
Total Nutrition Counseling
HACCP Kitchen Monitoring
Operating Expense
Subtotal Direct
Indirect Expense
Site/Route Monitoring
Salaries & Benefits
Subtotal Direct
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Total Site/Route Monitoring
Menu Planning Salaries & Benefits
Operating Expense
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HDM Assessments
Operating Expense
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APPENDIX A4 - SERVICES TO BE PROVIDED Centro Latino de San Francisco

Congregate Meals for Adults with Disabilities (AWD) Effective July 1, 2017 – June 30, 2020

I. PURPOSE

The purpose of this grant is to assist adults with disabilities living in San Francisco and 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

Centro Latino de San Francisco

AWD

Adults with Disabilities are adults age 18-59 with disability.

CARBON

Human Service Agency's Contracts Administration Reporting and Billing

On-line (CARBON) system

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 Aging and Adult 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.

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 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.

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.

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 DRIs 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.

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 educations 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.

Registered Dietitian (RD)

Registered Dietitian. 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.

SOGI

Sexual Orientation and Gender Identity, a result of *Ordinance No. 159-16* which amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve *(Chapter 104, Sections 104.1 through 104.9.)*

III. Target Population

The target population is residents of San Francisco County, between the age of 18 and 59 who have a disability as defined in Section II, Definitions. 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 an AWD Congregate Meal Program, the consumer must be between the age of 18 and 59 and have a disability as defined in Section II, Definitions.

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 the most recent California Retail Food Code and OOA Policy to ensure the provision of quality meals 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 AWD 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 AWD 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 the month that the service is provided.
- 4. A nutrition screening using the "Determine Your 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:

Table A	FY 2017-18	FY 2018-19	FY 2019-20	Total 3-years
#Unduplicated Consumers	196	196	196	588
#Meals	11,705	11,705	11,705	35,114

- 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.

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

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 a 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. 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. <u>Fiscal Compliance and Contract Monitoring</u>: 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. Grantee will enter into CA-GetCare data obtained from consumers using the congregate program intake form, 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 this 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 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 HSA. The due date for submitting the annual summary report is July 10th.

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

David Kashani Contract Manager/HSA P.O. Box 7988 San Francisco, CA 94120 David.Kashani@sfgov.org Sarah Chan Nutritionist/OOA 1650 Mission Street, 5th Floor San Francisco, CA 94103 Sarah.Chan@sfgov.org

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	A A	В	С	D	Е	-			<u> </u>	Appendix 85, pg.		
2	BUDGET FORMS								Document Date			
$\overline{}$	HUMAN SERVICES AG	SENCY DED	ADTMENT	E ACING AN		ERVICES				¥2		
3	HUMAN SERVICES AG	SENCT - DEP	ARTIVIENTO		T SUMMAR							
4				BODGL	1 30WINAIX	<u> </u>					Grant Term	1
5	Grantee's Name:Centro Latino de San I						(ii)				Grant roini	
6	(Check One) New Renewal_	Modificati	on_X									
7	Effective Date of Mod: 7/1/17 No. of	of Mod:	Cong- AWD								7/1/17 to 6/30/20	1
8	Program: CONGREGATE-AWD	Original	Addback	Revised	Original	Addback	Revised	Original	Addback	Revised	TOTAL	Average cost/meal
9	Annual #Meals Contracted	5,633	6,072	11,705	5,633		11,705	5,633		11,705	35,115	-
10	Program Term		7/1/17 to 6/30/18			7/1/18 to 6/30/19)	<u> </u>	7/1/19 to 6/30/20		7/1/17 to 6/30/20	-
11	DAAS Expenditures											-
	Salaries & Benefits	\$32,435	\$35,822	\$68,257	\$32,435	\$35.822	\$68,257	\$32,435	\$35,822	\$68,257	\$204,771	\$5.83 \$0.83
	Operating Expense	5078		\$9,696	5078	\$4,618	\$9,696 \$77,953	5078 \$37,513	\$4,618 \$40,440	\$9,696 \$77,953	\$29,088 \$233,859	\$6,66
-	Subtotal	\$37,513	\$40,440	\$77,953	\$37,513	\$40,440	\$11,933	937,513	440,440	\$17,555	<i>\$250,000</i>	00.00
15	Indirect Percentage (max 10%)	ļ			-			1				
	Indirect Cost (Line 14 X Line 13)				-			1	-	-		-
	OTO	A07 F10	840 440	\$77,953	\$37,513	\$40,440	\$77,953	\$37,513	\$40,440	\$77,953	\$233,859	\$6.66
18 19	TOTAL DAAS EXPENDITURES	\$37,513	\$40,440	\$11,953	\$37,513	\$40,440	\$71,500	\$57,515	\$-10,770	\$77,000	4200,000	¥5.00
-	N DAAG E											
-	Non-DAAS Expenditures	\$6,052	\$0	\$6,052	\$6,052	\$0	\$6,052	\$6,052	30	\$6,052	\$18,156	\$0.52
	Salaries & Benefits Operating Expense	\$8,595	\$3,829	\$12,424	\$8,595	\$3,829	\$12,424	\$8,595	\$3,829	\$12,424	\$37,272	\$1.06
	Capital Expenditure	00,000	72,000	7 2 7								
24	TOTAL Non-DAAS EXPENDITURES	\$14,647	\$3,829	\$18,476	\$14,647	\$3,829	\$18,476	\$14,647	\$3,829	\$18,476	\$55,428	\$1.58
25	TOTAL HOLD TO CHI ZILON											
\Box	TOTAL DAAS & Non-DAAS				450 400	4	*** 100	\$52,160	014.000	\$96,429	\$289,287	\$8.24
26 27	EXPENDITURES	\$52,160	\$44,269	\$96,429	\$52,160	\$44,269	\$96,429	\$52,160	\$44,269	\$30,423	\$205,207	\$0.24
	HSA-DAAS Revenues		The state of the s									
-	Meals	\$37,513	\$40,440	\$77,953	\$37,513	\$40,440	\$77,953	\$37,513	\$40,440	\$77,953	\$233,859	
30												
31												-
32												1
33		207.540	040 440	477.052	627.542	\$40,440	\$77,953	\$37,513	\$40,440	\$77,953	\$233,859	1
$\overline{}$	TOTAL HSA-DAAS REVENUES	\$37,513	\$40,440	\$77,953	\$37,513	940,440			940,440	\$6,66	\$6.66	1
35	PER MEAL COST, HSA-DAAS	\$6.66	L	\$6.66	\$6.66		\$6.66	\$6.66		₽0.00	90.00	
36	Non-DAAS Revenues											
	Project Income	3,552		7,381	3,552		7,381		\$3,829	7,381	\$22,143	\$0.63
38	Agency Cash - Facility rental	\$5,043		\$5,043			\$5,043		\$0	\$5,043	\$15,129	\$0,43
39	Agency In-Kind Volunteer	\$6,052	\$0	\$6,052	\$6,052	\$0	\$6,052	\$6,052	\$0	\$6,052	\$18,156	\$0.52
40		 			1			 				-
41	TOTAL NON HSA-DAAS REVENUES	\$14,647	\$3,829	\$18,476	\$14,647	\$3,829	\$18,476	\$14,647	\$3,829	\$18,476	\$55,428	
-		Ø14,041	40,029	\$1.58	\$14,047	40,020	\$1.58	711,041	75,720	\$1.58	\$1.58	
43	PER MEAL COST, NON HSA-DAAS			\$1.58								1
44	TOTAL REVENUES	\$52,160	\$44,269	\$96,429	\$52,160	\$44,269	\$96,429	\$52,160	\$44,269	\$96,429	\$289,287	
45	PER MEAL COST, TOTAL			\$8.24				<u> </u>			\$8.24	
46	Full Time Equivalent (FTE)											
48	Prepared by: Gloria Bonilla					F	Phone No.: 415-2	286-0883				
	HSA-CO Review Signature:			-						Date:	9/12/2017	
	_							-] [
50	HSA #1 (11/14/13)							-				

		В	С	D	F	F G	Н		I .	К	L	М	N	0	Р
1_	A Grantee's Name:Centro Latino					11			<u>`</u>					Appendix B	5, page 2 9/12/17
2	Program Name:	Cong AWD												Date:	9/12/17
3	Cong- AWD														
5			Salaries	& Bene	fits Detail										
8	H.S.A-DAAS	Agency	Totals	For DAA	S Nutritian		7/1/17 to 6/30/18			7/1/18 to 6/30/19)		7/1/19 to 6/30/20		7/1/17 to 6/30/20
Г		Annual Full													
		TimeSalary	Total %	% Nutr	Adjusted							0-1-11	S. al all books	Revised	TOTAL
9	POSITION TITLE and NAME Executive Director	for FTE	FTE	Prag (b)	Nutr FTE	Original	Addback	Revised	Original	Addback	Revised	Original	Addback	Revised	IOIAL
10	Bonilla, Gloria	\$74,298	100%	11%	11%	\$8,50	1 \$0	\$8,501	\$8,501	\$0	\$8,501	\$8,501	\$0	\$8,501	\$25,504
11	Nutritionist/Activities Facilitator: Alvarez, Flor	\$34,320	100%	16%	16%	\$3,82	7 \$1,794	\$5,621	\$3,827	\$1,794	\$5,621	\$3,827	\$1,794	\$5,621	\$16,862
	Programs Comp.Coordinator													#2 200	07.476
12	Poveda, Olga Accountant/HR	\$32,171	100%	7%	7%	\$2,39	2 \$0	\$2,392	\$2,392	\$0	\$2,392	\$2,392	\$0	\$2,392	\$7,175
13	Riano, Olivia	\$62,400	38%	22%	3%	\$1,93	1 \$0	\$1,931	\$1,931	\$0	\$1,931	\$1,931	\$0	\$1,931	\$5,792
14	Head Cook Crespin, Dora	\$45,760	100%	10%	10%	\$2,62	\$2,033	\$4,654	\$2,620	\$2,033	\$4,654	\$2,620	\$2,033	\$4,654	\$13,961
14	Asst Head Cook Cesar Uc									4.0	*****	\$998	\$0	\$998	\$2,995
15	Tzec MNC Site Manager/Food	\$31,200	88%	4%	3%	\$99	30	\$998	\$998	\$0	\$998	2990	30	1990	\$2,555
16	Server - Ana Rodriguez	\$31,200	100%	4%	4%	\$1,14	7 50	\$1,147	\$1,147	\$0	\$1,147	\$1,147	\$0	\$1,147	\$3,441
	VC Site Manager/food prep worker														
17	Jannet Urquijo	\$31,200	75%	20%	15%	\$72	\$3,900	\$4,621	\$721	\$3,900	\$4,621	\$721	\$3,900	\$4,621	\$13,864
18	Data Entry Clerk Oscar Martinez	\$32,171	38%	10%	4%	\$1,26	7 50	\$1,267	\$1,267	\$0	\$1,267	\$1,267	\$0	\$1,267	\$3,800
$\overline{}$	Los Mayores Site Mangr.&							£4 000	\$1,908	\$0	\$1,908	\$1,908	\$0	\$1,908	\$5,723
19	Asst. Instr Omar Romero Janitor/Dishwasher	\$31,200	100%	6%	6%	\$1,90	8 80	\$1,908	\$1,800	20	\$1,500				
20	Castaneda, Domingo	\$31,417	60%	5%	3%	\$99	5 \$0	\$996	\$996	\$0	\$996	\$996	\$0	\$996	\$2,987
21	Social Worker I Rivera, Sylvia	\$38,220	100%	3%	3%	\$1,16	1 \$0	\$1,161	\$1,161	\$0	\$1,161	\$1,161	\$0	\$1,161	\$3,482
-	Social Services Asst. [Comm.														
22	S. & HDM Ana Quiceno	\$34,320	38%	10%	4%	\$1,23	5 \$0	\$1,236	\$1,236	\$0	\$1,236	\$1,236	\$0	\$1,236	\$3,707
	<u> </u>		31%	31%	10%	s -	\$9,750	\$9,750	\$ -	\$9,750	\$9,750	\$ -	\$9,750	\$9,750	\$29,250
23	Server (TBH) - Star Hotel	\$31,200													
24	Oriver, Procoro Ramirez	\$34,320	50%	13%	6%	\$ -	\$2,145	\$2,145	\$ -	\$2,145	\$2,145	\$ -	\$2,145	\$2,145	\$6,435
25	Site Manager (TBH) - Star Hotel	\$33,280	50%	63%	32%	s -	\$10,516	\$10,516	\$ -	\$10,516	\$10,516	\$ -	\$10,516	\$10,516	\$31,549
26										20020	050.010	\$20.70 <i>5</i>	\$30,139	\$58,842	\$176,527
27	TOTALS	\$ 608,676	L			\$28,70	5 \$30,139	\$58,842	\$28,705	\$30,139	\$58,842	\$28,705	\$30,139	\$20,042	\$170,521
29	FRINGE BENEFIT RATE	16.00%		,	,										
30	EMPLOYEE FRINGE BENEFITS	\$ 97,388		- 13-	H. F.	\$3,73	0 \$5,685	\$9,415	\$3,730	\$5,685	\$9,415	\$3,730	\$5,685	\$9,415	\$28,244
31			b												
	TOTAL DAAS SALARIES &												407.000	****	
33 34	BENEFITS	\$ 706,064				\$32,43	5 \$35,922	\$68,257	\$32,435	\$35,622	\$68,257	\$32,435	\$35,822	\$68,257	\$204,771
35							1								
36	Non - DAAS	Agency 1	Totals	For DA	AS Meal							-			TOTAL
		TimeSalary	Total %	% Nutr	Adjusted				Outstant	Water and	Davisasi	Original	Addback	Revised	7/1/17 to 6/30/18
37	POSITION TITLE and NAME Volunteer	for FTE	FTE (a)	Prog (b)	Nutr FTE	Original	Addback	Revised	Original	Addback	Revised	Onginai	Muuduk	1.cealged	1,1111 (0 01301)8
38	Ipolito Bamaca	\$ 31,200	36%	2%	1%	\$19	0 \$0	\$190	\$190	\$0	\$190	\$190	50	\$190	\$570
39	Volunteer Maria Hernandez	\$ 31,200	49%	26%	13%	\$3,96	0 \$0	\$3,960	\$3,960	\$0	\$3,960	\$3,960	\$0	\$3,960	\$11,880
	Volunteer														
40	Luz Dominguez Volunteer	\$ 31,200	29%	7%	2%	\$63	4 \$0	\$634	\$634	\$0	\$634	\$634	50	\$634	\$1,902
41	Sylvia Lopez	\$ 31,200	29%	7%	2%	\$63	4 50	\$634	\$634	\$0	\$634	\$634	\$0	\$634	\$1,902
40	Volunteer Maria Raitran	\$ 31,200	29%	7%	2%	\$63	4 \$0	\$634	\$634	02	\$634	\$634	\$0	\$634	\$1,902
42	Maria Beltran	φ 31,200	23%	170	270			4004	4004						
44															
45	TOTAL NON-DAAS	\$ 156,000				\$6,05	2 50	\$6,052	\$6,052	\$0	\$6,052	\$6,052	\$0	\$6,052	\$18,156
	FRINGE BENEFIT RATE				1					1		Γ	1		
48	EMPLOYEE FRINGE BENEFITS	s -					0 \$0	\$0	\$0	\$0	\$0	50	\$0	\$0	\$0
43				1	1					1		1			
	TOTAL Non-DAAS SALARIES & BENEFITS	\$ 156,000				\$6,05	2 50	\$6,052	\$6,052	so	\$6,052	\$6,052	SU	\$6,052	\$18,156
52	TOTAL DAAS & Non-DAAS									5.1		000 157		674.000	#200 007
53	SALARIES & BENEFITS	\$ 862,064				\$38,48	7 \$35,822	\$74,309	\$38,487	\$35,822	\$74,309	\$38,487	\$35,822	\$74,309	\$222,927

Date		A B C D	Ε	I F	G	Н		J	К	L	M	N
Delic Sergia Maria Congris AMD Congris AMD Congris AMD Congris Expense Datal				1 1	<u> </u>		page 3					
Company No. Company											Date:	9/12/17
S. S. A. DAAS												
Standard Application App	4			Operating E	xpense Det	ail						
A. DANS	5											
Control Cont	6											
Name Proceedings Process Pro	7	H.S.A-DAAS Annual #Meals Contracted:							5,633		11,705	
10	8	Expenditure CategorW Term:		7/1/17 to 6/30/1	18	ļ	7/1/18 to 6/30/19			7/1/19 to 6/30/20		7/1/17 to 6/30/20
11 Office Supplies Protatage	9	Rental of Property										
12 Building Improvements 13 Building Marineman Supplies and Repair 14 POOD COSTS 15 Rev Full por mail 5 0.01 0.02 0.02 0.03 0.02 0.03 0.02 0.03 0.02 0.03 0.02 0.03 0.02 0.03 0.02 0.03 0.03 0.02 0.03 0.	10	Utilities(Elec, Water, Gas, Phone, Scavenger)										
12 Building Improvements 13 Building Marineman Supplies and Repair 14 POOD COSTS 15 Rev Full por mail 5 0.01 0.02 0.02 0.03 0.02 0.03 0.02 0.03 0.02 0.03 0.02 0.03 0.02 0.03 0.02 0.03 0.03 0.02 0.03 0.	11	Office Supplies, Postage										
13 Studing Machemanic Supplies and Repair	$\overline{}$											
14 PODD COSTS 1 Rep From 1												
15 Ray Food Port mail 3 081 34,909 54,522 59,512 54,900 34,127 536,515 326,535 17 HOM Food Sv. Supplies per mail 19 024 034	-	*	<u> </u>									
16 Corp Food Sive Supplies per inset 5 0.02 \$88 \$95 \$184 \$185	_		\$4,990	\$4,522	\$9,512	\$4,990	\$4,522	\$9,512	\$4,990	\$4,522	\$9,512	\$28,536
17 HoM Food SNC Supplies per ment	_		\$88	\$95	\$184	\$88	\$95	\$184	\$88	\$95	\$184	\$551
3 Colons Unit Print Sub Contract Corp Descriptive Title	-											
19 CONSULTANT/SUBCONTRACTOR Descriptive Title 20 Registered Destition 21 22 21 22 23 Accounting and Auditing 23 Accounting and Auditing 24 26 27 27 27 27 27 27 27	\equiv	· · · · · · · · · · · · · · · · · · ·								-		
20 Registered Dietitian												
21 22 OTHER COSTS: 23 Accounting and Auditing 24 Other Expenses 25 Silpends 25 Silpends 27 Vehicle Costs 28 Staff Development 28 Printing & Copying 29 Printing & Copying 29 Printing & Copying 29 Printing & Copying 20 Printing & Copying 21 Printing & Copying 21 Printing & Copying 22 Printing & Copying 23 Printing & Copying 25 Printing & Copying 25 Printing & Copying 26 Printing & Copying 27 Printing & Copying & Copying 27 Printing & Copying	-					—						
22 OTHER COSTS 23 Accounting and Auditing 24 Other Expenses 25 Stipends 25 Stipends 27 Vehicle Costs 28 Staff Development 29 Printing & Copying 30 30 30 30 30 30 30 3	$\overline{}$	Registered Dietitian				 						
23 Accounting and Auditing	\Box											
24	-	OTHER COSTS:							<u> </u>			
25 Sitipands	_											
26 Insurance (liability)	-	Other Expenses				-						
27 Vehicle Costs 28 Staff Development 29 Printing & Copying 30 31 32 TOTAL DAS OPERATING EXPENSE \$5,078 \$4,618 \$9,696 \$5,078 \$4,618 \$9,696 \$29,088 33 30 30 30 30 30 30	-											
28 Staff Development 29 Printing & Copying 30 31 32 TOTAL DAAS OPERATING EXPENSE \$5,078 \$4,618 \$9,696 \$5,078 \$4,613 \$9,696 \$5,078 \$4,618 \$9,696 \$29,088 34 Non-DAAS 35 Expenditure Category 45 Rental of Property 47 Coordinate Control of the Coordinate Control of the Coordinate Control of the Coordinate Control of the Coordinate Co	_					 						
29 Printing & Copyring 30 31 32 TOTAL DAAS OPERATING EXPENSE \$5,078 \$4,618 \$9,696 \$5,078 \$4,813 \$9,696 \$5,078 \$4,618 \$9,696 \$29,088 \$10 \$1	$\overline{}$											
30 31 32 10TAL DAAS OPERATING EXPENSE \$5,078 \$4,618 \$9,896 \$5,078 \$4,613 \$9,896 \$5,078 \$4,618 \$9,896 \$29,988 \$29,988 \$30 \$0 \$0 \$0 \$0 \$0 \$0 \$	$\overline{}$					 			-			
31	$\overline{}$	Printing & Copying							 			
STOTAL DAS OPERATING EXPENSE \$5,078 \$4,618 \$9,696 \$5,078 \$4,618 \$9,696 \$29,088 \$29,088 \$29,088 \$3,078 \$4,618 \$9,696 \$5,078 \$4,618 \$9,696 \$29,088 \$3,078 \$4,618 \$9,696 \$5,078 \$4,618 \$9,696 \$29,088 \$3,078 \$4,618 \$9,696 \$5,078 \$4,618 \$9,696 \$29,088 \$3,078 \$4,618 \$9,696 \$5,078 \$4,618 \$9,696 \$29,088 \$3,078 \$4,618 \$9,696 \$5,078 \$4,618 \$4	-											
OTAL DIAGS PERMITTION STATE STAT	31			-		 						
36	32	TOTAL DAAS OPERATING EXPENSE	\$5,078	\$4,618	\$9,696	\$5,078	\$4,613	\$9,696	\$5,076	\$4,618	\$9,696	
36 Expenditure Category	34	Non-DAAS										TOTAL
37 Utilities(Elec, Water, Gas, Phone, Scavenger) 38 Office Supplies, Postage 39 Building Maintenance Supplies and Repair 40 FOOD COSTS 41 Raw Food per meel 5 0.63 \$3,552 \$3,829 \$7,381 \$3,552 \$3,829 \$7,381 \$3,552 \$3,829 \$7,381 \$22,143		Expenditure Category										
38 Office Supplies, Postage 39 Building Maintenance Supplies and Repair 40 FOOD COSTS 41 Raw Food per meal 5 0.63 \$3.552 \$3.829 \$7.381 \$3.552 \$3.329 \$7.381 \$3.552 \$3.329 \$7.381 \$22,143	36	Rental of Property										
39 Building Maintenance Supplies and Repair 40 FOOD COSTS 41 Raw Food	37	Utilities(Elec, Water, Gas, Phone, Scavenger)										
Suilding Maintenance Supplies and Repair FOOD COSTS	-					ļ						
## FOOD COSTS ### FOO	-											
Raw Food per meal S 0.63 S 3.552 S 3.829 S 7.381 S 3.552 S 3.829 S 3.8												
42 Cong Food Svc Supplies per meal	-		\$3,552	\$3,829	\$7,381	\$3,552	\$3,329	\$7,381	\$3,552	\$3,829	\$7,381	\$22,143
HDM Food Svc Supplies per meal	-											
44 Catered Meals per meal 45 CONSULTANT/SUBCONTRACTOR Descriptive Title 46 Registered Dietitian 47 48 OTHER COSTS: 49 Facility Rental (In-Kind) 51 52 53 54 55 55 55 56 57 58 58 58 58 58 58 58 58 58												
45 CONSULTANT/SUBCONTRACTOR Descriptive Title 46 Registered Dietitian 47 48 OTHER COSTS: 49 Facility Rental (In-Kind) 50 51 52 53 54 55	_											
46 Registered Dietitian 47 47 OTHER COSTS: 48 OTHER COSTS: 49 Facilty Rental (In-Kind) \$5,043 \$0 \$5,043 \$5,043 \$5,043 \$5,043 \$5,043 \$15,129 50 5 51 5 52 5 53 5 54 5 55 5 55 5 50	45											
47 48 OTHER COSTS:			-									
48 OTHER COSTS: 49 Facility Rental (In-Kind) 50 \$5,043 \$0 \$5,043 \$0 \$5,043 \$0 \$5,043 \$0 \$5,043 \$0 \$5,043 \$15,129 \$5 \$1 \$5 \$1 \$1 \$1 \$1 \$1 \$1 \$1 \$1 \$1 \$1 \$1 \$1 \$1		registered Dietitian										
49 Facility Rental (In-Kind) \$5,043 \$0 \$5,043 \$0 \$5,043 \$0 \$5,043 \$0 \$5,043 \$15,129 \$50 \$51 \$52 \$53 \$55 \$55 \$55 \$55 \$55 \$55 \$55 \$55 \$55	_	OTHER COSTS:										
To To To To To To To To	_		\$5,043	3 \$0	\$5,043	\$5,043	\$0	\$5,043	\$5,043	3 \$0	\$5,043	\$15,129
51 52 53 54 55 55 55 55 55 55 55 55 55 55 55 55		1 duity Isoniai (IETSIIIO)										
52 53 54 55												
53 54 55 55 55 56 57 57 57 57 57 57 57 57 57 57 57 57 57												
54												
55												
	55						40.0	840.10	60.50	£2 900	617 474	\$37,272
56 TOTAL Non-DAAS OPERATING EXPENSE \$8,595 \$3,829 \$12,424 \$8,595 \$3,829 \$12,424 \$8,595 \$3,829 \$12,424 \$33,272	56	TOTAL Non-DAAS OPERATING EXPENSE	\$8,595	\$3,829	\$12,424	\$8,595	\$3,829	\$12,424	\$8,59	\$3,829	\$12,424	\$31,414
57 58 TOTAL DAAS & Non-DAAS OPERATING EXPENSE \$13,673 \$8,446 \$22,120 \$13,673 \$8,446 \$22,120 \$13,673 \$8,446 \$22,120 \$66,360	58	TOTAL DAAS & Non-DAAS OPERATING EXPENSE	\$13,673	3 \$8,446	\$22,120	\$13,673	\$8,446	\$22,120	\$13,673	3 \$8,446	\$22,120	\$66,360

Appendix A-6 - Services to be Provided **Project Open Hand**

Congregate Meals for Adults with Disabilities (AWD) July 1, 2017 – June 30, 2020

I. Purpose

The purpose of this grant is to assist adults with disabilities living in San Francisco and 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

Project Open Hand

AWD

Adults with Disabilities are adults age 18-59 with disability.

CARBON

Human Service Agency's Contracts Administration Reporting and Billing

On-line (CARBON) system

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 Aging and Adult 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, obsessivecompulsive disorder, phobias, schizophrenia, bi-polar disorder, borderline personality disorder, etc. Cognitive disability includes Down's syndrome, traumatic brain injury, learning disabilities, etc.

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 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.

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.

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 DRIs 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.

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.

Registered Dietitian (RD)

Registered Dietitian. 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.

SOGI

Sexual Orientation and Gender Identity, a result of *Ordinance No. 159-16* which amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve *(Chapter 104, Sections 104.1 through 104.9.)*

III. Target Population

The target population is residents of San Francisco County, between the age of 18 and 59 who have a disability as defined in Section II, Definitions. 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 an AWD Congregate Meal Program, the consumer must be between the age of 18 and 59 and have a disability as defined in Section II, Definitions.

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 the most recent California Retail Food Code and OOA Policy to ensure the provision of quality meals 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 AWD 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 AWD 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 the month that the service is provided.
- 4. A nutrition screening using the "Determine Your 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:

Table A	FY 2017-18	FY 2018-19	FY 2019-20	Total 3-years
#Unduplicated Consumers	480	480	480	1,440
#Meals	34,838	34,838	34,838	104,514

- 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.
- 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.

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

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 a 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. 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. <u>Fiscal Compliance and Contract Monitoring</u>: 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. Grantee will enter into CA-GetCare data obtained from consumers using the Congregate program intake form, 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 this 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 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 HSA. The due date for submitting the annual summary report is July 10th.
- 1. 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:

Rocio Duenas Contract Manager/HSA P.O. Box 7988 San Francisco, CA 94120 Sarah Chan, RD Nutritionist/OOA 1650 Mission Street, 5th Floor San Francisco, CA 94103

A	A	В	С	D	G	J	К	L
1	BUDGET FORMS				-		Appendix B-6, pg. 1	
2							9/14/2017	
3	HUMAN SERVICES AC				ULT SERVICE	S		,
4		BUDGET	PROPOSAL F	ORMS				
5	Grantee's Name: Project Open Hand						Grant Term	
6	(Check One) New 🗌 Renewal	☐Modification	✓					
7	Effective Date of Mod:	No. of Mod:					7/1/17 to 6/30/20	
8	Program: Enter 1 Prog ONLY (e.g. Cong-ENP, HDM-ENP, Cong-AWD, or HDM-AWD)	Cong-AWD	Cong-AWD Modification	Cong-AWD Revised	Cong-AWD Revised	Cong-AWD	TOTAL	Averag
						Revised	TOTAL	cost/me
	Annual #Meals Contracted Program Term	26,836 7/1/17 to 6/30/18	8,002 7/1/17 to 6/30/18	34,838 7/1/17 to 6/30/18	34,838 7/1/18 to 6/30/19	34,838 7/1/19 to 6/30/20	7/1/17 to 6/30/20	-
11	DAAS Expenditures	771717 10 0700710	771777 10 0700710	171117 10 0/30/10	771710 10 0730719	771719 (0 0/30/20	771717 10 0730720	
12	Salaries & Benefits	\$107,398		\$107,398	\$107,398	\$107,398	\$322,194	\$3.08
13	Operating Expense	\$66,500	\$51,852	\$118,352	\$118,352	\$118,352	\$355,056	\$3,40
14	Subtotal	\$173,898	\$51,852	\$225,750	\$225,750	\$225,750	\$677,250	\$6.48
15	Indirect Percentage (max 10%)							
16	Indirect Cost (Line 15 X Line 14, check Gen.Guidance regarding indirect exclusion)							
	Capital Expenditure					<u> </u>		_
	TOTAL DAAS EXPENDITURES	\$173,898	\$51,852	\$225,750	\$225,750	\$225,750	\$677,250	\$6.48
19					4220,100	Ψ220;100	Ψ077,200	\$0.40
20	Non-DAAS Expenditures							
21	Salaries & Benefits	\$103,347		\$103,347	\$103,347	\$103,347	\$310,042	\$2.97
	Operating Expense	\$61,828		\$61,828	\$61,828	\$61,828	\$185,485	\$1.77
-	Capital Expenditure							
24 25	TOTAL Non-DAAS EXPENDITURES	\$165,176		\$165,176	\$165,176	\$165,176	\$495,527	\$4.74
-	TOTAL DAAS & Non-DAAS							
	EXPENDITURES	\$339,074		\$390,925	\$390,925	\$390,925	\$1,172,777	\$11.22
27 28								
	HSA-DAAS Revenues							
	HSA-DAAS Revenues	6470.000	054.050	0005.750	8005 750		3	
29	Meals	\$173,898	\$51,852	\$225,750	\$225,750	\$225,750	\$677,249	
29 30		\$173,898	\$51,852	\$225,750	\$225,750	\$225,750	\$677,249	
29 30 31	Meals Nutrition Compliance (if your agency is	\$173,898	\$51,852	\$225,750	\$225,750	\$225,750	\$677,249	
29 30 31 32	Meals Nutrition Compliance (if your agency is	\$173,898	\$51,852	\$225,750	\$225,750	\$225,750	\$677,249	
30 31 32 33	Meals Nutrition Compliance (if your agency is requesting funds)							
29 30 31 32 33 34	Meals Nutrition Compliance (if your agency is requesting funds) TOTAL HSA-DAAS REVENUES	\$173,898	\$51,852 \$51,852	\$225,750	\$225,750	\$225,750	\$677,249	
30 31 32 33 34	Meals Nutrition Compliance (if your agency is requesting funds) TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS	\$173,898 \$6.48		\$225,750 \$6.48	\$225,750 \$6.48	\$225,750 \$6.48	\$677,249 \$6 48	
30 31 32 33 34	Meals Nutrition Compliance (if your agency is requesting funds) TOTAL HSA-DAAS REVENUES	\$173,898		\$225,750	\$225,750	\$225,750	\$677,249	
30 31 32 33 34 35 36	Meals Nutrition Compliance (if your agency is requesting funds) TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Per MEAL & COMPLIANCE COST Non-DAAS Revenues	\$173,898 \$6.48 \$6.48	\$51,852	\$225,750 \$6.48 \$6.48	\$225,750 \$6.48 \$6.48	\$225,750 \$6.48 \$6.48	\$677,249 \$6.48 \$6.48	
30 31 32 33 34 35 36	Meals Nutrition Compliance (if your agency is requesting funds) TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Per MEAL & COMPLIANCE COST Non-DAAS Revenues Project Income	\$173,898 \$6.48 \$6.48 \$10,466	\$51,852	\$225,750 \$6.48 \$6.48	\$225,750 \$6.48 \$6.48	\$225,750 \$6.48 \$6.48	\$677,249 \$6.48 \$6.48 \$40,760	_
30 31 32 33 34 35 36 37	Meals Nutrition Compliance (if your agency is requesting funds) TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Per MEAL & COMPLIANCE COST Non-DAAS Revenues Project Income Agency Cash - Fundraising	\$173,898 \$6.48 \$6.48 \$10,466 \$43,901	\$51,852	\$225,750 \$6.48 \$6.48 \$13,587 \$43,901	\$225,750 \$6.48 \$6.48 \$13,587 \$43,901	\$225,750 \$6.48 \$6.48 \$13,587 \$43,901	\$677,249 \$6.48 \$6.48 \$40,760 \$131,704	\$1.26
30 31 32 33 34 35 36 37 38 39	Meals Nutrition Compliance (if your agency is requesting funds) TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Per MEAL & COMPLIANCE COST Non-DAAS Revenues Project Income Agency Cash - Fundraising Agency Property	\$173,898 \$6.48 \$6.48 \$10,466 \$43,901 \$56,207	\$51,852	\$225,750 \$6.48 \$6.48 \$13,587 \$43,901 \$56,207	\$225,750 \$6.48 \$6.48 \$13,587 \$43,901 \$56,207	\$225,750 \$6.48 \$6.48 \$13,587 \$43,901 \$56,207	\$677,249 \$6.48 \$6.48 \$40,760 \$131,704 \$168,621	\$1.26 \$1.61
30 31 32 33 34 35 36 37 38 39 40	Meals Nutrition Compliance (if your agency is requesting funds) TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Per MEAL & COMPLIANCE COST Non-DAAS Revenues Project Income Agency Cash - Fundraising	\$173,898 \$6.48 \$6.48 \$10,466 \$43,901	\$51,852	\$225,750 \$6.48 \$6.48 \$13,587 \$43,901	\$225,750 \$6.48 \$6.48 \$13,587 \$43,901	\$225,750 \$6.48 \$6.48 \$13,587 \$43,901	\$677,249 \$6.48 \$6.48 \$40,760 \$131,704	\$1.26 \$1.61
30 31 32 33 34 35 36 37 38 39 40 41 42	Meals Nutrition Compliance (if your agency is requesting funds) TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Per MEAL & COMPLIANCE COST Non-DAAS Revenues Project Income Agency Cash - Fundraising Agency Property Agency In-Kind Volunteer Nutrition Compliance Revenues	\$173,898 \$6.48 \$6.48 \$10,466 \$43,901 \$56,207 \$51,481	\$51,852	\$225,750 \$6.48 \$6.48 \$13,587 \$43,901 \$56,207	\$225,750 \$6.48 \$6.48 \$13,587 \$43,901 \$56,207	\$225,750 \$6.48 \$6.48 \$13,587 \$43,901 \$56,207	\$677,249 \$6.48 \$6.48 \$40,760 \$131,704 \$168,621	\$0.39 \$1.26 \$1.61 \$1.48
29 30 31 32 33 34 35 36 37 38 39 40 41	Meals Nutrition Compliance (if your agency is requesting funds) TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Per MEAL & COMPLIANCE COST Non-DAAS Revenues Project Income Agency Cash - Fundraising Agency Property Agency In-Kind Volunteer	\$173,898 \$6.48 \$6.48 \$10,466 \$43,901 \$56,207	\$51,852	\$225,750 \$6.48 \$6.48 \$13,587 \$43,901 \$56,207	\$225,750 \$6.48 \$6.48 \$13,587 \$43,901 \$56,207	\$225,750 \$6.48 \$6.48 \$13,587 \$43,901 \$56,207	\$677,249 \$6.48 \$6.48 \$40,760 \$131,704 \$168,621	\$1.26 \$1.61
29 30 31 32 33 34 35 36 37 38 39 40 41 42 43	Meals Nutrition Compliance (if your agency is requesting funds) TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Per MEAL & COMPLIANCE COST Non-DAAS Revenues Project Income Agency Cash - Fundraising Agency Property Agency In-Kind Volunteer Nutrition Compliance Revenues	\$173,898 \$6.48 \$6.48 \$10,466 \$43,901 \$56,207 \$51,481	\$51,852 \$3,121	\$225,750 \$6.48 \$6.48 \$13,587 \$43,901 \$56,207 \$51,481	\$225,750 \$6.48 \$6.48 \$13,587 \$43,901 \$56,207 \$51,481	\$225,750 \$6.48 \$6.48 \$13,587 \$43,901 \$56,207 \$51,481	\$677,249 \$6.48 \$6.48 \$40,760 \$131,704 \$168,621 \$154,442	\$1.26 \$1.61
29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44	Meals Nutrition Compliance (if your agency is requesting funds) TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Per MEAL & COMPLIANCE COST Non-DAAS Revenues Project Income Agency Cash - Fundraising Agency Property Agency In-Kind Volunteer Nutrition Compliance Revenues TOTAL NON HSA-DAAS REVENUES	\$173,898 \$6.48 \$6.48 \$10,466 \$43,901 \$56,207 \$51,481	\$51,852 \$3,121	\$225,750 \$6.48 \$6.48 \$13,587 \$43,901 \$56,207 \$51,481 \$165,176	\$225,750 \$6.48 \$6.48 \$13,587 \$43,901 \$56,207 \$51,481 \$165,176	\$225,750 \$6.48 \$6.48 \$13,587 \$43,901 \$56,207 \$51,481 \$165,176	\$677,249 \$6.48 \$6.48 \$40,760 \$131,704 \$168,621 \$154,442 \$495,527 \$4.74	\$1.26 \$1.61
29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44	Meals Nutrition Compliance (if your agency is requesting funds) TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Per MEAL & COMPLIANCE COST Non-DAAS Revenues Project Income Agency Cash - Fundraising Agency Property Agency In-Kind Volunteer Nutrition Compliance Revenues TOTAL NON HSA-DAAS REVENUES PER MEAL COST, NON HSA-DAAS TOTAL REVENUES	\$173,898 \$6.48 \$6.48 \$10,466 \$43,901 \$56,207 \$51,481 \$162,055 \$335,953	\$51,852 \$3,121	\$225,750 \$6.48 \$6.48 \$13,587 \$43,901 \$56,207 \$51,481 \$165,176	\$225,750 \$6.48 \$6.48 \$13,587 \$43,901 \$56,207 \$51,481 \$165,176	\$225,750 \$6.48 \$6.48 \$13,587 \$43,901 \$56,207 \$51,481 \$165,176	\$677,249 \$6.48 \$6.48 \$40,760 \$131,704 \$168,621 \$154,442 \$495,527 \$4.74 \$1,172,776	\$1.26 \$1.61
29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47	Meals Nutrition Compliance (if your agency is requesting funds) TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Per MEAL & COMPLIANCE COST Non-DAAS Revenues Project Income Agency Cash - Fundraising Agency Property Agency In-Kind Volunteer Nutrition Compliance Revenues TOTAL NON HSA-DAAS REVENUES PER MEAL COST, NON HSA-DAAS TOTAL REVENUES PER MEAL COST, TOTAL	\$173,898 \$6.48 \$6.48 \$10,466 \$43,901 \$56,207 \$51,481 \$162,055	\$51,852 \$3,121	\$225,750 \$6.48 \$6.48 \$13,587 \$43,901 \$56,207 \$51,481 \$165,176	\$225,750 \$6.48 \$6.48 \$13,587 \$43,901 \$56,207 \$51,481 \$165,176	\$225,750 \$6.48 \$6.48 \$13,587 \$43,901 \$56,207 \$51,481 \$165,176	\$677,249 \$6.48 \$6.48 \$40,760 \$131,704 \$168,621 \$154,442 \$495,527 \$4.74	\$1.26 \$1.61
29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47	Meals Nutrition Compliance (if your agency is requesting funds) TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Per MEAL & COMPLIANCE COST Non-DAAS Revenues Project Income Agency Cash - Fundraising Agency Property Agency In-Kind Volunteer Nutrition Compliance Revenues TOTAL NON HSA-DAAS REVENUES PER MEAL COST, NON HSA-DAAS TOTAL REVENUES	\$173,898 \$6.48 \$6.48 \$10,466 \$43,901 \$56,207 \$51,481 \$162,055 \$335,953 \$12.52	\$51,852 \$3,121	\$225,750 \$6.48 \$6.48 \$13,587 \$43,901 \$56,207 \$51,481 \$165,176	\$225,750 \$6.48 \$6.48 \$13,587 \$43,901 \$56,207 \$51,481 \$165,176	\$225,750 \$6.48 \$6.48 \$13,587 \$43,901 \$56,207 \$51,481 \$165,176 \$4.74	\$677,249 \$6.48 \$6.48 \$40,760 \$131,704 \$168,621 \$154,442 \$495,527 \$4.74 \$1,172,776 \$11.22	\$1.26 \$1.61
29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48	Meals Nutrition Compliance (if your agency is requesting funds) TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Per MEAL & COMPLIANCE COST Non-DAAS Revenues Project Income Agency Cash - Fundraising Agency Property Agency In-Kind Volunteer Nutrition Compliance Revenues TOTAL NON HSA-DAAS REVENUES PER MEAL COST, NON HSA-DAAS TOTAL REVENUES PER MEAL COST, TOTAL Full Time Equivalent (FTE)	\$173,898 \$6.48 \$6.48 \$10,466 \$43,901 \$56,207 \$51,481 \$162,055 \$335,953	\$51,852 \$3,121	\$225,750 \$6.48 \$6.48 \$13,587 \$43,901 \$56,207 \$51,481 \$165,176	\$225,750 \$6.48 \$6.48 \$13,587 \$43,901 \$56,207 \$51,481 \$165,176	\$225,750 \$6.48 \$6.48 \$13,587 \$43,901 \$56,207 \$51,481 \$165,176 \$4.74	\$677,249 \$6.48 \$6.48 \$40,760 \$131,704 \$168,621 \$154,442 \$495,527 \$4.74 \$1,172,776 \$11.22	\$1.26 \$1.61
30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 47 48 49	Meals Nutrition Compliance (if your agency is requesting funds) TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Per MEAL & COMPLIANCE COST Non-DAAS Revenues Project Income Agency Cash - Fundraising Agency Property Agency In-Kind Volunteer Nutrition Compliance Revenues TOTAL NON HSA-DAAS REVENUES PER MEAL COST, NON HSA-DAAS TOTAL REVENUES PER MEAL COST, TOTAL	\$173,898 \$6.48 \$6.48 \$10,466 \$43,901 \$56,207 \$51,481 \$162,055 \$335,953 \$12.52	\$51,852 \$3,121	\$225,750 \$6.48 \$6.48 \$13,587 \$43,901 \$56,207 \$51,481 \$165,176	\$225,750 \$6.48 \$6.48 \$13,587 \$43,901 \$56,207 \$51,481 \$165,176	\$225,750 \$6.48 \$6.48 \$13,587 \$43,901 \$56,207 \$51,481 \$165,176 \$4.74	\$677,249 \$6.48 \$6.48 \$40,760 \$131,704 \$168,621 \$154,442 \$495,527 \$4.74 \$1,172,776 \$11.22	\$1.26 \$1.61

	Α	В	С	D	E	F G	Н	1	J
1	Grantee's Name: Project Open Ha	nd						Appendix B-6,	page 2
2	Program Name:							Date:	9/14/17
3	Cong-AWD								
5			Colori	an 9 Bar	adita Data	.51			TOTAL
			Salari	es & bei	nefits Deta	Ш			TOTAL
8	H.S.A-DAAS	Agency T	otolo	Fra DAA	O Nichelline	7/4/47 to 6/20/40	7/1/18 to 6/30/19	714140 1- 0/00/00	7/4/47 1- 0/00/00
H	111.0.7-0770	Agency I	l	FOLDAA	S Nutrition	7/1/// 10 6/30/18	//1/18 to 6/30/19	7/1/19 to 6/30/20	7/1/17 to 6/30/20
		Annual Full						ļ	
		TimeSalary	Total	% Nutr	Adjusted	Budgeted	Budgeted	Budgeted	Budgeted
9	POSITION TITLE and NAME	for FTE	% FTE		Nutr FTE	Salary	Salary	Salary	Salary
10	Asst Kitchen Supervisor - Open	\$35,901	100%		5%	\$1,795	\$1,795	\$1,795	\$5,385
11	Catering Cook I - Martinez, Alma	\$30,296	100%	5.0%	5%	\$1,515	\$1,515	\$1,515	\$4,544
12	Chef de Cuisine - Walker, Lea	\$47,486	100%	5.0%	5%	\$2,374	\$2,374	\$2,374	\$7,123
13	Cook I - Open	\$27,581	100%	5.0%	5%	\$1,379	\$1,379	\$1,379	\$4,137
14	Cook I - Pensabene, Jaime	\$30,827	100%	5.0%	5%	\$1,541	\$1,541	\$1,541	\$4,624
15	Cook II - Barraza, Jonny	\$31,782	100%	5.0%	5%	\$1,589	\$1,589	\$1,589	\$4,767
16	Cook II - Guinto, Fernando	\$33,712	100%	5.0%	5%	\$1,686	\$1,686	\$1,686	\$5,057
17	Cook II - Ky, Bau	\$42,729	100%	5.0%	5%	\$2,136	\$2,136	\$2,136	\$6,409
18	Delivery Driver - Arboleda, Steven	\$30,296	100%	5.0%	5%	\$1,515	\$1,515	\$1,515	\$4,544
19	Delivery Driver - Flores Diaz, Narciso	\$30,296	100%	5.0%	5%	\$1,515	\$1,515	\$1,515	\$4,544
20	Delivery Driver - Kessel, Alfred	\$35,367	100%	5.0%	5%	\$1,768	\$1,768	\$1,768	\$5,305
21	Distribution Manager - Yowell, Scott	\$63,500	100%	5.0%	5%	\$3,175	\$3,175	\$3,175	\$9,525
22	Exec Chef - Barrow, Adrian	\$75,000	100%	3.7%	4%	\$2,775	\$2,775	\$2,775	\$8,325
23	Programs VP Open	\$105,000	100%	4.0%	4%	\$4,200	\$4,200	\$4,200	\$12,600
24	Site Coordinators - 26 pp	\$450,375	1300%	5.0%	65%	\$22,519	\$22,519	\$22,519	\$67,556
25	Sites Manager - Chong, Raymond	\$62,500	100%	5.0%	5%	\$3,125	\$3,125	\$3,125	\$9,375
26	Sites Manager Withers, Gina	\$62,500	100%	5.0%	5%	\$3,125	\$3,125	\$3,125	\$9,375
27	Sites Supervisor Giuffra, Merle	\$40,768	100%	5.0%	5%	\$2,038	\$2,038	\$2,038	\$6,115
28	Sites Supervisor Open	\$37,440	100%	5.0%	5%	\$1,872	\$1,872	\$1,872	\$5,616
29	Sites Supervisor Starr, Sharon	\$37,440	100%	5.0%	5%	\$1,872	\$1,872	\$1,872	\$5,616
30	Sites Supervisor Wong, Erika	\$38,480	100%	5.0%	5%	\$1,924	\$1,924	\$1,924	\$5,772
31	SLP Coordinator Aguilar, Miriam	\$51,792	100%	5.0%	5%	\$2,590	\$2,590	\$2,590	\$7,769
32	SLP Coordinator Open	\$51,792	100%	5.0%	5%	\$2,590	\$2,590	\$2,590	\$7,769
33	SLP Manager Mekler, Ariel	\$75,000	100%	5.0%	5%	\$3,750	\$3,750	\$3,750	\$11,250
34	Vol Services Coordinator - Karir, Renu	\$46,897	100%	5.0%	5%	\$2,345	\$2,345	\$2,345	\$7,035
25	TOTALO		07000(4000(4000/				
35	TOTALS	\$ 1,574,759	3700%	123%	183%	\$76,713	\$76,713	\$76,713	\$230,139
36	FRINGE BENEFIT RATE	40.0%						<u> </u>	
31	FRINGE BENEFIT RATE	40.0%							
38	EMPLOYEE FRINGE BENEFITS	\$ 629,904				\$30,685	\$30,685	\$30,685	\$92,055
39	EIN EO FEET KINGE BEKELTIG	\$ 029,904	نسبب سبا			\$30,003	\$30,065	\$30,665	\$92,055
40						i e			
	TOTAL DAAS SALARIES &								
41	BENEFIT\$	\$ 2,204,662			***************************************	\$107,398	\$107,398	\$107,398	\$322,194
70									
44	Non - DAAS	Agency To	otals	For DA	AS Meal				TOTAL
		Annual Full							
4-	DOOLTION TITLE	TimeSalary	Total %	% Nutr	Adjusted	Budgeted	Budgeted	Budgeted	Budgeted
-	POSITION TITLE and NAME	for FTE	FTE (a)		Nutr FTE	Salary	Salary	Salary	Salary
46	Cook II - Carpio, Patrick	\$31,782	100%	1%	1%	\$286	\$286	\$286	\$857
47	Cook II - Lastima, Christian	\$31,782	100%	1%	1%	\$318	\$318	\$318	\$953
48	Cook II - Mcdaniel, Steven Lloyd	\$31,824	100%	5%	5%	\$1,591	\$1,591	\$1,591	\$4,774
49	Delivery Driver - Brown, Steven	\$31,209	100%	2%	2%	\$561	\$561	\$561	\$1,682
50	HR Administrator - Pealer, Matthew	\$45,760	100%	5%	5%	\$2,059	\$2,059	\$2,059	\$6,178
51	Kitchen Manager - Miles, Cassandra	\$62,000	100%	5%	5%	\$3,342	\$3,342	\$3,342	\$10,026
52	Lead Driver - Baltodano, Otto	\$33,657	100%	7%	7% 5%	\$2,419	\$2,419	\$2,419	\$7,257
53	Lead Porter - Pryor, Gregory	\$35,285 \$57,780	100%	5%		\$1,902	\$1,902	\$1,902	\$5,706
54 55	Operation Supervisor - Gilmore, Shann	\$57,780	100% 100%	4% 4%	4% 4%	\$2,595	\$2,595	\$2,595	\$7,786 \$4,504
	Operations Coordinator I - Lopez, Carlo Operations Coordinator III - Dennis, Kei	\$33,421 \$44,690	100%	4% 4%	4%	\$1,501 \$2,007	\$1,501 \$2,007	\$1,501 \$2,007	\$4,504 \$6,022
50	Operations Coordinator III - Dennis, Kel	⊅44,030	100%	470	470	\$2,007	φ∠,007	⊅∠,∪∪/	\$6,UZZ

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57	Operations Coordinator III - Murillo, Wil	\$35,714	100%	4%	4%		\$1,604	\$1,604	\$1,604	\$4,813
58	PM Production Coordinator - Matthews,	\$33,330	100%	1%.	1%		\$299	\$299	\$299	\$898
59	Porter I - Butler, Julius	\$29,066	100%	5%	5%		\$1,567	\$1,567	\$1,567	\$4,700
60	Porter I - Guinto, Ramon	\$30,827	100%	5%	5%		\$1,662	\$1,662	\$1,662	\$4,985
61	Porter I - Hamilton, Andrea	\$29,936	100%	5%	5%		\$1,614	\$1,614	\$1,614	\$4,841
62	Porter I - Open	\$28,111	100%	8%	8%		\$2,273	\$2,273	\$2,273	\$6,819
63	Porter I - Viray, Francisco	\$30,827	100%	5%	5%		\$1,662	\$1,662	\$1,662	\$4,985
64	Porter I - Wong, David	\$29,066	100%	5%	5%		\$1,567	\$1,567	\$1,567	\$4,700
65	Porter II - O'Donoghue, Cormac	\$31,209	100%	5%	5%		\$1,682	\$1,682	\$1,682	\$5,047
66	Sous Chef - Sousa, Antonio	\$40,560	100%	5%	5%		\$2,186	\$2,186	\$2,186	\$6,559
67	Staff Accountant - Ryan, Kelly	\$52,232	100%	5%	5%		\$2,350	\$2,350	\$2,350	\$7,051
68	Volunteers	\$51,481	100%	9%	9%		\$51,481	\$51,481	\$51,481	\$154,442
69	TOTAL NON-DAAS	\$ 861,548	2300%	109%	109%		\$88,528	\$88,528	\$88,528	\$265,585
71	FRINGE BENEFIT RATE	40.0%								
72	EMPLOYEE FRINGE BENEFITS	\$ 324,027					\$ 14,819	\$ 14,819	\$ 14,819	\$44,457
73										
	TOTAL Non-DAAS SALARIES &		STATE	ES AS						
75	BENEFITS	\$ 1,185,575					\$103,347	\$103,347	\$103,347	\$310,042
76	TOTAL DAAS & Non-DAAS	1							<u> </u>	
77	SALARIES & BENEFITS	\$ 3,390,237		STREET,			\$210,745	\$210,745	\$210,745	\$632,236
78	-	Form Rev. 12/22	/16	اليسسلينا			Ψ210,745	Ψ210,745	Ψ210,140	Ψ002,200
, 0	1104 #2	1011111100, 12/22	10							

	A	В	C	ΤD	E	F	G	Н
1	Grantee's Name: Project	_	<u> </u>	1			Appendix B-6, page	
2	Program Name:							9/14/17
3	Cong-AWD							
4				Ope	erating Expense I	Detail		
7	H.S.A-DAAS	Annual #Meals	s Contr	acted:	34,838	34,838	34,838	TOTAL
	Expenditure Category			Term:	7/1/17 to 6/30/18	7/1/18 to 6/30/19	7/1/19 to 6/30/20	7/1/17 to 6/30/20
	Rental of Property							
-	Utilities(Elec, Water, Gas,	Phone Scaveno	er)		\$3,704	\$3,704	\$3,704	\$11,112
	Office Supplies, Postage	Triono, ocurong	0.,					
\vdash	Building Maintenance Sup	nlice and Dengir						
-	FOOD COSTS	plies and Repail						
	Raw Food	per meal \$	2.03	:	\$70,547	\$70,547	\$70,547	\$211,641
	Cong Food Svc Supplies	per meal \$	0.32	-	\$10,974	\$10,974	\$10,974	\$32,922
	HDM Food Svc Supplies	per meal \$	-	<u></u>	<u>\$10,57</u> +	Ψ10,574	Ψισίοι τ	ΨΟΣ,ΟΣΣ
	Catered Meals			_				
17	Catered Meals	per meal _\$_		_				
-	CONSULTANT/SUBCONT	RACTOR Descri	ptive T	itle	1			
19	Security			_	\$21,000	\$21,000	\$21,000	\$63,000
20				_				
21	OTHER COSTS:			_				
22	Insurance							
23	Staff Training & Travel			_	\$6,027	\$6,027	\$6,027	\$18,081
24	Rental of Equipment			_				
25	Small equipment & Supplie	es			\$5,000	\$5,000	\$5,000	\$15,000
26	Auto - Fuel & Insurance			_				
27	Repair/Maintenance							
28	Telephone/Data Comm	unication			\$1,100	\$1,100	\$1,100	\$3,300
29				_				
30	TOTAL DAAS OPERATIN	IG EXPENSE		_	\$118,352	\$118,352	\$118,352	\$355,056
32	Non-DAAS	-						TOTAL
33	Expenditure Category							
34	Rental of Property				\$56,207	\$56,207	\$56,207	\$168,621
35	Utilities(Elec, Water, Gas,	Phone, Scaveng	er)		\$2,328	\$2,328	\$2,328	\$6,985
	Office Supplies, Postage				\$200	\$200	\$200	\$600
37	Building Maintenance Sup	plies and Repair			\$350	\$350	\$350	\$1,050
-	FOOD COSTS				-			
-	Raw Food	per meal \$	_					
1	Cong Food Svc Supplies	per meal \$	-	_				
_	HDM Food Svc Supplies	per meal \$	-					
	Catered Meals	per meal \$		_				
43	CONSULTANT/SUBCONT		intive T	Title				
44	Registered Dietitian	TOTOL Descri	PUAC I					
45	noglatered Dietitian			_				
$\overline{}$	OTHER COSTS:			_				
47	Insurance							
48	Staff Training & Travel			_	\$900	\$900	\$900	\$2,700
49	Rental of Equipment			_				
50	Small equipment & Suppli	es		_	\$500	\$500	\$500	\$1,500
51	Auto - Fuel & Insurance				\$1,343	\$1,343	\$1,343	\$4,029
52	Repair/Maintenance			_				
53				_				
55	TOTAL Non-DAAS OPER	RATING EXPENS	SE .		\$61,828	\$61,828	\$61,828	\$185,485
57] TOTAL DAAS & Non-DAA	S OPERATING I	EXPFN	ISE	\$180,180	\$180,180	\$180,180	\$540,541
	HSA #3	Form Rev. 12/22/			\$100,100	\$,00,.00	7.55,.56	40.0,5.1
_02	11074 #3	, OHA 1004. 12/22/	.~					

Appendix A3 – Services to be Provided Meals on Wheels of San Francisco Home-Delivered Meals for Adults with Disabilities (HDM-AWD) Effective July 1, 2017-June 30, 2020

I. Purpose

The purpose of this grant is to assist adults with disabilities living in San Francisco and identified by Grantee as its target population to live independently, by promoting better health through improved nutrition, and reduced isolation through accessible and appropriate meals services.

II. **Definitions-**

Grantee Meals on Wheels of San Francisco

ADL Activities of Daily Living: the basic tasks of everyday life including eating,

bathing, dressing, toileting, and transferring (i.e., getting in and out of a

bed or chair).

AWD Adults with Disabilities are adults age 18-59 with disability.

CARBON Human Service Agency's Contracts Administration Reporting and Billing

On-line (CARBON) system

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.

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.

DAAS Department of Aging and Adult 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, obsessivecompulsive disorder, phobias, schizophrenia, bi-polar disorder, borderline personality disorder, etc. Cognitive disability includes Down's syndrome, traumatic brain injury, learning disabilities, etc.

Frail

A functionally impaired individual who is either: (a) unable to perform at least two ADL (Activities of Daily Living), including bathing, toileting, dressing, feeding, breathing, transferring and mobility and associated tasks, or IADL (Instrumental Activities of Daily Living) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) having a cognitive or other mental impairment that requires substantial supervision because the older individual behaves in a manner that poses a serious health or safety hazard to the individual or to others.

HSA

Human Services Agency of the City and County of San Francisco

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

Home-Delivered Meals (HDM)

Home-delivered meals are provided to consumers who are frail and homebound by reason of illness, disability, isolation, lack of support network and have no safe, healthy alternative for meals. HDM programs consist of the procurement, preparation, service and delivery of meals, as well as nutrition education and nutrition counseling. This service requires an annual comprehensive assessment and quarterly re-evaluation of the HDM consumer. The HDM consumer must also have a home visit reassessment by their service providers at least every other quarter. Home Delivered Meals are provided to consumers who have substantial mental and/or physical impairments and lack a support network or resources that result is no safe, healthy alternative for meals. HDM programs consist of the procurement, preparation, service and delivery of meals, as well as nutrition education and counseling. This service requires quarterly reevaluation of the HDM consumer by the grantee and an annual comprehensive assessment by a DAAS approved service provider.

IADL

Instrumental Activities of Daily Living: activities related to independent living and include preparing meals, managing money, shopping for groceries or personal items, performing light or heavy housework, and using a telephone

Low-Income

200% of 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) (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.

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 to each participating older individual: (a) A minimum of one-third of the Dietary Reference Intakes (DRIs) 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.

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 medical nutrition therapy counseling and referral to other appropriate service to consumers who are receiving special diets, or who are screened to be at high nutrition risk by DETERMINE Your Nutritional Health tool. This service is provided by a Registered Dietitian.

Nutrition Education

The service provider dietitian, consulting dietitian or OOA Nutritionist shall approve the nutrition education plans, and materials. The nutrition education for the HDM consumer may be written nutrition education material in a variety of forms, including but not limited to information sheets, brochures, and booklets. The nutrition education provided shall be based on the needs of the consumers as determined by annual the consumer satisfaction survey and/or results from DETERMINE Your Nutritional Health tool. Nutrition education shall be provided on a quarterly basis and documented. One set of materials is defined as one nutrition education unit provided to one consumer.

OOA

Office on the Aging

Registered
Dietitian (RD) –
Registered
Dietitian
Nutritionist
(RDN)

Registered Dietitian or Registered Dietitian Nutritionist. An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration. A Registered Dietitian (R.D.) shall be covered by professional liability insurance either individually (if a consultant) or through Grantee.

SOGI

Sexual Orientation and Gender Identity, a result of *Ordinance No. 159-16* which amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve *(Chapter 104, Sections 104.1 through 104.9)*.

III. Target Population

The target population is residents of San Francisco County, between the ages of 18-59 who have a disability as defined in Section II, Definitions.. 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 Home-Delivered Meals, the consumer must meet the following criteria: A consumer, between the age of 18-59 who has *substantial* mental and/or physical impairments and lack a support network or resources that result in no safe, healthy alternative for meals. Substantial impairments include one or more of the following:

AWD-HDM MOW FY 07-17 to 06-20 Rev. 09/13/17

- Self-Care: ADL and IADL, especially grocery shopping and meal preparation and that the consumer lacks the ability to obtain safe, healthy meals.
- Capacity for independent living and self-direction
- · Cognitive functioning and emotional adjustment

V. Services to be Provided

- A. Develop and maintain HDM program policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by the most recent California Retail Food Code and OOA Policies and include nutrition education for HDM consumers. Policy and procedures shall ensure the provision of quality meals, adequate access to sound nutrition information enabling consumers to reduce incidence of chronic diseases and maintain independent living.
- B. Provide home-delivered meal services, which include:
 - 1. Enroll the number of unduplicated consumers annually as indicated in Table A, and in the various neighborhood and/or districts as indicated in the DAAS-OOA approved Site Chart.
 - 2. Provide the total number of AWD meals annually as indicated in Table A. The meals will be delivered to neighborhoods and/or districts as indicated on the DAAS-OOA approved Site Chart. Each meal shall meet the OOA menu requirements. Meals offered may be hot, chilled or frozen, regular or modified meals as approved by DAAS-OOA, and as determined appropriate for the population served.
 - 3. Documenting, tracking and reporting consumers' condition changes to citywide HDM Assessment contractor that would affect the consumer's eligibility to continue receiving HDM services.
 - 4. Meet with the citywide HDM-AWD assessment contractor at least on a quarterly basis to review services, utilization, and condition change documentation. Grantee must also establish a policy & procedure to communicate with the HDM-AWD assessment provider, as needed, to discuss any issues that may arise pertaining to the HDM-AWD consumer or the service provided.
 - 5. Provide at least one set of nutrition education material to consumers on a quarterly basis. The total units of nutrition education will be as indicated on the OOA approved Site Chart. The service units will be reported in CA-GetCare in the month that the service is provided.
 - 6. A suggested donation per meal requested of each participant must be approved by the Grantee's Board of Directors and OOA in advance.
 - 7. Service units:

Table A	FY 2017-18	FY 2018-19	FY 2019-20	Total 3-years
#Unduplicated Consumers	471	471	471	1,413
#Meals	220,888	220,888	220,888	662,664

- C. Ensure central kitchen (or caterer kitchen) and the home-delivered meal routes 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 R.D. based on the number of monitoring approved in the Grantee's budget. Grantee with four or more delivery routes will conduct a HDM route monitoring at least once a month. In-service training to address any monitoring findings and/or to reinforce best practices will be scheduled and conducted in a timely manner to bring the program into compliance. The HACCP monitoring reports for the production kitchen and HDM routes 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.
- 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.
- L. Grantee will develop and provide each consumer with a welcome packet that includes at minimum, the following information: the agency's meal delivery schedule, sample menu, donation policy and collection procedures, procedures to change meal delivery request, grievance policy, and how to request assistance, if needed.

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, Section V.

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 daily.
- C. At least 65% of consumers will report an increase in the consumption of fruits and vegetables as evidenced by a 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.

AWD-HDM MOW FY 07-17 to 06-20 Rev. 09/13/17 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. Monitoring Activities

- A. Nutrition Program Monitoring: Program monitoring will include review of kitchen facility and HDM routes in accordance with CRFC and DAAS policies and nutrition standards. This includes project income policies, nutrition education policies, consumer eligibility and targeted mandates, documentation of 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 the nutrition program operation, current organizational chart in the nutrition service department, grievance policies and procedures, verification that hours of operation are reflected in most recent approved 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.

IX. Reporting Requirements

- A. Grantee will enter into CA-GetCare any updates in the consumer's demographic data obtained from consumers when conducting a quarterly assessment or any other time a consumer may provide new information.
- B. Grantee will enter into CA-GetCare all the 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 this 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 HSA. The due date for submitting the annual summary report is July $10^{\rm th}$.
- 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:

Tahir Shaikh Contracts Manager/HSA P.O. Box 7988 San Francisco, CA 94120 Tahir.Shaikh@sfgov.org Sarah Chan Nutritionist/OOA 1650 Mission Street, 5th Floor San Francisco, CA 94103 Sarah.Chan@sfgov.org

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BUDGET FORMS		, ,										Appendix B4, p
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Project Income Agency Cash - Fundraising	\$301,247	\$83,885	\$385,131	\$301,247	\$83,885	\$385,131	\$301,247	\$83,885	\$385,131	\$903,741	\$251,654	
Agency Cash - Fundraising Agency In-Kind Volunteer	\$301,247 \$71,609	\$83,885 \$19,939	\$385,131 \$91,548	\$301,247 \$71,609	\$83,885 \$19,939	\$385,131 \$91,548	\$301,247 \$71,609	\$83,885 \$19,939	\$385,131 \$91,548	\$903,741 \$214,828	\$251,654 \$59,817	
Agency Cash - Fundraising		\$83,885 \$19,939			\$83,885 \$19,939							
Agency Cash - Fundraising Agency In-Kind Volunteer Nutrition Compliance Revenues	\$71,609	\$19,939	\$91,548	\$71,609	\$19,939	\$91,548	\$71,609	\$19,939	\$91,548	\$214,828	\$59,817	\$274,645
Agency Cash - Fundraising Agency In-Kind Volunteer Nutrition Compliance Revenues TOTAL NON HSA-DAAS REVEN	\$71,609 \$372,856	\$19,939 \$103,824	\$91,548 \$476,680	\$71,609 \$372,856	\$19,939 \$103,824	\$91,548 \$476,680	\$71,609 \$372,856	\$19,939 \$103,824	\$91,548 \$476,680	\$214,828 \$1,118,569	\$59,817 \$311,471	\$274,645
Agency Cash - Fundraising Agency In-Kind Volunteer Nutrition Compliance Revenues	\$71,609	\$19,939	\$91,548	\$71,609	\$19,939	\$91,548	\$71,609	\$19,939	\$91,548	\$214,828	\$59,817	\$274,645
Agency Cash - Fundraising Agency In-Kind Volunteer Nutrition Compliance Revenues TOTAL NON HSA-DAAS REVEN	\$71,609 \$372,856	\$19,939 \$103,824	\$91,548 \$476,680	\$71,609 \$372,856	\$19,939 \$103,824	\$91,548 \$476,680	\$71,609 \$372,856	\$19,939 \$103,824	\$91,548 \$476,680	\$214,828 \$1,118,569	\$59,817 \$311,471	\$274,645 \$1,430,039 \$2.16
Agency Cash - Fundraising Agency in-Kind Volunteer Nutrition Compliance Revenues TOTAL NON HSA-DAAS REVEN PER MEAL COST, NON HSA-DA TOTAL REVENUES	\$71,609 \$372,856 \$2.76 \$1,145,170	\$19,939 \$103,824 \$2.16 \$318,881	\$91,548 \$476,680 \$2.16 \$1,464,050	\$71,609 \$372,856 \$2.16 \$1,145,170	\$19,939 \$103,824 \$2.16 \$318,881	\$91,548 \$476,680 \$2.16 \$1,464,050	\$71,609 \$372,856 \$2.16 \$1,145,170	\$19,939 \$103,824 \$2.16 \$318,881	\$91,548 \$476,680 \$2.16 \$1,464,050	\$214,828 \$1,118,569 \$2 16 \$3,435,509	\$59,817 \$311,471 \$2.16 \$956,642	\$274,645 \$1,430,039 \$2.16 \$4,392,151
Agency Cash - Fundraising Agency in-Kind Volunteer Nutrition Compliance Revenues TOTAL NON HSA-DAAS REVEN PER MEAL COST, NON HSA-DA TOTAL REVENUES PER MEAL COST, TOTAL	\$71,609 \$372,856 \$2.16	\$19,939 \$103,824 \$2.16	\$91,548 \$476,680 \$2.16	\$71,609 \$372,856 \$2.16	\$19,939 \$103,824 \$2.16	\$91,548 \$476,680 \$2.16	\$71,609 \$372,856 \$2.16	\$19,939 \$103,824 \$2.16	\$91,548 \$476,680 \$2.16	\$214,828 \$1,118,569 \$2.16	\$59,817 \$311,471 \$2.16	\$274,645 \$1,430,039 \$2.16 \$4,392,151
Agency Cash - Fundraising Agency in-Kind Volunteer Nutrition Compliance Revenues TOTAL NON HSA-DAAS REVEN PER MEAL COST, NON HSA-DA TOTAL REVENUES PER MEAL COST, TOTAL FULL COST, TOTAL FULL COST, TOTAL FULL COST, TOTAL F	\$71,609 \$372,856 \$2.16 \$1,145,170 \$6.63	\$19,939 \$103,824 \$2.16 \$318,881 \$6.63	\$91,548 \$476,680 \$2.16 \$1,464,050 \$6.63	\$71,609 \$372,856 \$2.16 \$1,145,170 \$6.63	\$19,939 \$103,824 \$2.16 \$318,881	\$91,548 \$476,680 \$2.16 \$1,464,050	\$71,609 \$372,856 \$2.16 \$1,145,170	\$19,939 \$103,824 \$2.16 \$318,881	\$91,548 \$476,680 \$2.16 \$1,464,050	\$214,828 \$1,118,569 \$2 16 \$3,435,509	\$59,817 \$311,471 \$2.16 \$956,642	\$274,645 \$1,430,039 \$2.16 \$4,392,151
Agency Cash - Fundraising Agency in-Kind Volunteer Nutrition Compliance Revenues TOTAL NON HSA-DAAS REVEN PER MEAL COST, NON HSA-DA TOTAL REVENUES PER MEAL COST, TOTAL	\$71,609 \$372,856 \$2.16 \$1,145,170 \$6.63	\$19,939 \$103,824 \$2.16 \$318,881	\$91,548 \$476,680 \$2.16 \$1,464,050 \$6.63	\$71,609 \$372,856 \$2.16 \$1,145,170	\$19,939 \$103,824 \$2.16 \$318,881	\$91,548 \$476,680 \$2.16 \$1,464,050	\$71,609 \$372,856 \$2.16 \$1,145,170	\$19,939 \$103,824 \$2.16 \$318,881	\$91,548 \$476,680 \$2.16 \$1,464,050	\$214,828 \$1,118,569 \$2 16 \$3,435,509	\$59,817 \$311,471 \$2.16 \$956,642	\$274,645 \$1,430,039 \$2.16 \$4,392,151
Agency Cash - Fundraising Agency In-Kind Volunteer Nutrition Compliance Revenues TOTAL NON HSA-DAAS REVEN PER MEAL COST, NON HSA-DA TOTAL REVENUES PER MEAL COST, TOTAL Full Time Equivalent (FTE) Prepared by: Patrick Schmalz HSA-CO Review Signature:	\$71,609 \$372,856 \$2.16 \$1,145,170 \$6.63	\$19,939 \$103,824 \$2.16 \$318,881 \$6.63 Phone No.: 41	\$91,548 \$476,680 \$2.16 \$1,464,050 \$6.63	\$71,609 \$372,856 \$2.16 \$1,145,170 \$6.63	\$19,939 \$103,824 \$2.16 \$318,881	\$91,548 \$476,680 \$2.16 \$1,464,050	\$71,609 \$372,856 \$2.16 \$1,145,170	\$19,939 \$103,824 \$2.16 \$318,881	\$91,548 \$476,680 \$2.16 \$1,464,050	\$214,828 \$1,118,569 \$2 16 \$3,435,509	\$59,817 \$311,471 \$2.16 \$956,642	\$1,155,394 \$274,645 \$1,430,039 \$2,16 \$4,392,151 \$6.63
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## Company Process ## Company Pr	1	Grantee's Name Meals on Whe		_	0	<u> </u>		- "									Appendix B4, page	2
Part Part	2	Program Name:															Date:	9/15/17
Part Part	3	HDM-AWD																1
Property Property	5			Salarie	es & Ben	efits Detail												TOTAL
Property Property	\blacksquare																	17/18-19/20 Total
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Fig. Fig.	22	Volunteer Mgr, TBD																\$20,617
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20 CTALS	26	Communications Director, Karl	\$119,025	100%	1%	1%	\$1,313	\$366		\$1,313								\$6,036
S	27	Digital Marketing Manager, Kat			1%	1%	\$683	\$190	\$873	\$683	\$190	\$873	\$683	\$190	\$873	\$2,049	\$570	\$2,619
Total Dass Balance South	28	CEO, Ashley McCumber	\$212,175	100%				<u> </u>										
27 SERVICE EMPIRED BENEFITS \$ 0.0076 \$ 10.0000 \$ 11.4.600		TOTALS	\$ 1,491,045	1800%	90%	90%	\$148,321	\$41,303	\$189,624	\$146,321	\$41,303	\$189,624	\$1,48,321	\$41,303	\$189,624	\$444,963	\$123,909	\$568,872
22 EMPLOYEE FRINCE BENEFITS \$ 50.2778 \$ 95.390 \$ 14.600 \$ 96.200 \$ 55.300 \$ 14.600 \$ 360.200 \$ 340.010 \$ 340.007 \$ 3	. 00				,	,										- 9		
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Non - DAAS Agency Totals Arous Feet	90	BENEFIIS	9 2,027,622		·	1	3201,111	400,172	4201,000	420,000	41							
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56 Communications Director, Karl \$ 119,025 100% 0% 0% 5449 \$125 \$574 \$449 \$125 \$574 \$449 \$125 \$574 \$449 \$125 \$574 \$439 \$125 \$574 \$439 \$125 \$574 \$439 \$125 \$574 \$439 \$125 \$574 \$439 \$125 \$574 \$439 \$125 \$574 \$439 \$125 \$574 \$439 \$125 \$574 \$439 \$125 \$574 \$439 \$125 \$574 \$439 \$125 \$574 \$439 \$125 \$574 \$439 \$125 \$574 \$439 \$125 \$574 \$439 \$125 \$574 \$439 \$125 \$125 \$125 \$125 \$125 \$125 \$125 \$125																	\$405	\$1,863
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62 EMPLOYEE FRINGE BENEFITS \$ 536,776 \$ 425,779 \$ 57,178 \$ 332,957 \$ 25,779 \$ 57,178 \$ 32,957 \$ 325,779 \$ 57,178 \$ 332,957 \$ 325,779 \$ 57,178 \$ 332,957 \$ 321,534 \$ 32	00			1														
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67 SALARIES & BENEFITS \$ 4,055,644 \$299,105 \$83,289 \$382,394 \$299,105 \$83,289 \$382,394 \$299,105 \$83,289 \$382,394 \$299,105			\$ 4,055,644				\$299,105	\$83,289	\$382,394	\$299,105	\$83,289	\$382,394	\$299,105	\$83,289	\$382,394	\$897,317	\$249,867	\$1,147,184

				diested Nutr			Non DAAS	
	+	Total % FTE		FTE	DAAS %	Salary	%9 CE	Non Daas
97	+	100%	9.8%	9.8%	6.6%	\$2,137	3.2%	\$1,032
\$53,263		100%	9.8%	9.8%	6.6%	\$3,535	3.2%	\$1,707
\$32,298		100%	9.8%	9.8%	6.6%	\$2,143	3.2%	\$1,035
\$32,601		100%	9.8%	9.8%	6.6%	\$2,163	3.2%	\$1,045
\$35,083		100%	9.8%	9.8%	6.6%	\$2,328	3.2%	\$1,124
\$37,007		100%	9.8%	9.8%	6.6%	\$2,456	3.2%	\$1,186
\$35,731		100%	9.8%	9.8%	6.6%	\$2,371	3.2%	\$1,145
\$32,855		100%	9.8%	9.8%	6.6%	\$2,180	3.2%	\$1,053
\$35,896		100%	9.8%	9.8%	6.6%	\$2,382	3.2%	\$1,150
\$34,211		100%	9.8%	9.8%	6.6%	\$2,270	3.2%	\$1,096
\$33,853		100%	9.8%	9.8%	6.6%	\$2,247	3.2%	\$1,085
\$37,489		100%	9.8%	9.8%	6.6%	\$2,488	3.2%	\$1,201
\$38,598		100%	9.8%	9.8%	6.6%	\$2,561	3.2%	\$1,237
\$31,286		100%	9.8%	9.8%	6.6%	\$2,076	3.2%	\$1,002
\$46,351		100%	9.8%	9.8%	6.6%	\$3,076	3.2%	51,485
\$38,250		100%	9.8%	9.8%	6.6%	\$2,538	3.2%	\$1,225
\$39,850	V	100%	9.8%	9.8%	6.6%	\$2,644	3.2%	\$1,2//
\$34,918		100%	9.8%	9.8%	6.6%	\$2,317	3.2%	\$1,119
\$46,769		100%	9.8%	9.8%	6.6%	\$3,104	3.2%	\$1,498
\$35,235		100%	9.8%	9.8%	6.6%	\$2,338	3.2%	\$1,129
\$36,952		100%	9.8%	9.8%	6.6%	\$2,452	3.2%	\$1,184
\$43,082		100%	9.8%	9.8%		22,859	3.2%	\$1,580
\$49,226		100%	9.8%	9.8%		\$3,267	3.2%	\$1,205
\$43,731		100%	9.8%	9.8%		\$2,902	3.2%	\$1,401
\$37,041		100%	9.8%	9.8%		\$2,458	3.2%	\$1,187
\$46,340		100%	9.8%	9.8%		\$3,075	3.2%	\$1,485
\$37,439		100%		9.8%		\$2,484	3.2%	\$1,199
\$38,399		100%	9.8%	9.8%		\$2,548	3.2%	\$1,230
\$38,399		100%	9.8%			\$2,548	-	
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\$1,228,769		100%	9.8% 9.8% 9.8% 9.8%	9.8% 9.8% 9.8%		\$2,548	3.2% 3.2% 3.2%	\$1,230 \$1,230 \$1,230
		100% 100%	9.8% 9.8% 9.8% 9.8%	9.8% 9.8% 9.8%		\$2,548 \$2,548 \$81,542	3.2% 3.2% 3.2%	\$1,230 \$1,230 \$1,230 \$39,369
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TOTAL DAAS & Non-DAAS OPERATING EXPENSE	TOTAL Non-DAAS OPERATING EXPENSE	Fundraising	Other Operating	Grant, Volunteer and Client Costs	Outside Services	Kitchen Costs	Delivery Cost	Small equipment & Supplies	Rental of Equipment	Staff Training & Travel	Insurance	OTHER COSTS:	Registered Dietitian	CONSULTANT/SUBCONTRACTOR Descriptive Title	Catered Meals	HDM Food Svc Supplies	Cong Food Svc Supplies	Raw Food	FOOD COSTS	Building Maintenance Supplies and Repair	Office Supplies Postage	Relial of ⊵lopelty Utilities/Elec Water Gas Ph	Rental of Property	Non-DAAS	TOTAL DAAS OPERATING EXPENSE	Fundraising	Other Operating	Grant, Volunteer and Client Costs	Outside Services	Fees dues advertising	Kitchen Costs	Small equipment & Supplies	Rental of Equipment	Staff Training & Travel	Insurance	OTHER COSTS:	CONSULTANT/SUBCONTRACTOR Descriptive Title Registered Dietitian	Catered Meals	HDM Food Svc Supplies	Cong Food Svc Supplies	Raw Food	FOOD COSTS	Office Supplies, Postage	Utilities(Elec, Water, Gas, Phone, Scavenger)	Rental of Property	Expenditure Category	H.S.A-DAAS	Program Name: HDM-AWD		A
OPERATING EXPENSE	TING EXPENSE			Costs									:	ACTOR Descriptive Title	per meal \$ 2.93	per meal \$ -	permeal \$ -	permeal \$ -		es and Repair	idlic, Ocaveliger)	one Scavenger)			EXPENSE			osts									CTOR Descriptive Title	per meal \$ 2.93	69	per meal \$ -	per meal \$	v elia zepen	Doggi	one, Scavenger)		Term:	Annual #Meals Contracted:	Open	neels San Franc	B C D
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\$760,542		\$153,330	\$6,155	\$19,111	\$7,286	\$2 115	\$10/8																		\$570,597						\$13,710	\$30.094	\$1 00A	\$2,967	\$3,948			\$300,410	6500				\$5 171	\$2,702	2000	18/19 Original	172,777			I
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\$2,916,957	\$728,511				40		\$7,470										+								TOTAL								\$7,662	611,019	T				\$1,942,272						\$13,791	177 IO-19720 I DIGI	TOTAL		Appendix B4, page 3	ъ

Appendix A4 – Services to be Provided Self-Help for the Elderly Home-Delivered Meals for Adults with Disabilities (HDM-AWD) Effective July 1, 2017-June 30, 2020

I. Purpose

The purpose of this grant is to assist adults with disabilities living in San Francisco and identified by Grantee as its target population to live independently, by promoting better health through improved nutrition, and reduced isolation through accessible and appropriate meals services.

II. Definitions-

Grantee

Self-Help for the Elderly

ADL

Activities of Daily Living: the basic tasks of everyday life including eating, bathing, dressing, toileting, and transferring (i.e., getting in and out of a

bed or chair).

AWD

Adults with Disabilities are adults age 18-59 with disability.

CARBON

Human Service Agency's Contracts Administration Reporting and Billing

On-line (CARBON) system

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.

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.

DAAS

Department of Aging and Adult 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.

Frail

A functionally impaired individual who is either: (a) unable to perform at least two ADL (Activities of Daily Living), including bathing, toileting, dressing, feeding, breathing, transferring and mobility and associated tasks, or IADL (Instrumental Activities of Daily Living) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) having a cognitive or other mental impairment that requires substantial supervision because the older individual behaves in a manner that poses a serious health or safety hazard to the individual or to others.

HSA

Human Services Agency of the City and County of San Francisco

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

Home-Delivered Meals (HDM)

Home-delivered meals are provided to consumers who are frail and homebound by reason of illness, disability, isolation, lack of support network and have no safe, healthy alternative for meals. HDM programs consist of the procurement, preparation, service and delivery of meals, as well as nutrition education and nutrition counseling. This service requires an annual comprehensive assessment and quarterly re-evaluation of the HDM consumer. The HDM consumer must also have a home visit reassessment by their service providers at least every other quarter. Home Delivered Meals are provided to consumers who have substantial mental and/or physical impairments and lack a support network or resources that result is no safe, healthy alternative for meals. HDM programs consist of the procurement, preparation, service and delivery of meals, as well as nutrition education and counseling. This service requires quarterly reevaluation of the HDM consumer by the grantee and an annual comprehensive assessment by aDAAS approved service provider.

IADL

Instrumental Activities of Daily Living: activities related to independent living and include preparing meals, managing money, shopping for groceries or personal items, performing light or heavy housework, and using a telephone

Low-Income

200% of 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) (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.

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 to each participating older individual: (a) A minimum of one-third of the Dietary Reference Intakes (DRIs) 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.

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 medical nutrition therapy counseling and referral to other appropriate service to consumers who are receiving special diets, or who are screened to be at high nutrition risk by DETERMINE Your Nutritional Health tool. This service is provided by a Registered Dietitian.

Nutrition Education The service provider dietitian, consulting dietitian or OOA Nutritionist shall approve the nutrition education plans, and materials. The nutrition education for the HDM consumer may be written nutrition education material in a variety of forms, including but not limited to information sheets, brochures, and booklets. The nutrition education provided shall be based on the needs of the consumers as determined by annual the consumer satisfaction survey and/or results from DETERMINE Your Nutritional Health tool. Nutrition education shall be provided on a quarterly basis and documented. One set of materials is defined as one nutrition education unit provided to one consumer.

OOA

Office on the Aging

Registered
Dietitian (RD) –
Registered
Dietitian
Nutritionist
(RDN)

Registered Dietitian or Registered Dietitian Nutritionist. An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration. A Registered Dietitian (R.D.) shall be covered by professional liability insurance either individually (if a consultant) or through Grantee.

SOGI

Sexual Orientation and Gender Identity, a result of *Ordinance No. 159-16* which amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (*Chapter 104, Sections 104.1 through 104.9*).

III. Target Population

The target population is residents of San Francisco County, between the age of 18-59 who have a disability as defined in Section II, Definitions. 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 Home-Delivered Meals, the consumer must meet the following criteria: A consumer, between the age of 18-59 who has *substantial* mental and/or physical impairments and lack a support network or resources that result in no safe, healthy alternative for meals. Substantial impairments include one or more of the following:

- Self-Care: ADL and IADL, especially grocery shopping and meal preparation and that the consumer lacks the ability to obtain safe, healthy meals.
- Capacity for independent living and self-direction
- Cognitive functioning and emotional adjustment

V. Services to be Provided

- A. Develop and maintain HDM program policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by the most recent California Retail Food Code and OOA Policies and include nutrition education for HDM consumers. Policy and procedures shall ensure the provision of quality meals, adequate access to sound nutrition information enabling consumers to reduce incidence of chronic diseases and maintain independent living.
- B. Provide home-delivered meal services, which include:
 - 1. Enroll the number of unduplicated consumers annually as indicated in Table A, and in the various neighborhood and/or districts as indicated in the DAAS-OOA approved Site Chart.
 - 2. Provide the total number of AWD meals annually as indicated in Table A. The meals will be delivered to neighborhoods and/or districts as indicated on the DAAS-OOA approved Site Chart. Each meal shall meet the OOA menu requirements. Meals offered may be hot, chilled or frozen, regular or modified meals as approved by DAAS-OOA, and as determined appropriate for the population served.
 - 3. Documenting, tracking and reporting consumers' condition changes to citywide HDM Assessment contractor that would affect the consumer's eligibility to continue receiving HDM services.
 - 4. Meet with the citywide HDM-AWD assessment contractor at least on a quarterly basis to review services, utilization, and condition change documentation. Grantee must also establish a policy & procedure to communicate with the HDM-AWD assessment provider, as needed, to discuss any issues that may arise pertaining to the HDM-AWD consumer or the service provided.
 - 5. Provide at least one set of nutrition education material to consumers on a quarterly basis. The total units of nutrition education will be as indicated on the OOA approved Site Chart. The service units will be reported in CA-GetCare in the month that the service is provided.
 - 6. A suggested donation per meal requested of each participant must be approved by the Grantee's Board of Directors and OOA in advance.
 - 7. Service units:

Table A	FY 2017-18	FY 2018-19	FY 2019-20	Total 3-years
#Unduplicated				
Consumers	125	125	125	375
#Meals	40,169	40,169	40,169	120,507

- C. Ensure central kitchen (or caterer kitchen) and the home-delivered meal routes 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 R.D. based on the number of monitoring approved in the Grantee's budget. Grantee with four or more delivery routes will conduct a HDM route monitoring at least once a month. In-service training to address any monitoring findings and/or to reinforce best practices will be scheduled and conducted in a timely manner to bring the program into compliance. The HACCP monitoring reports for the production kitchen and HDM routes 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.
- 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.
- L. Grantee will develop and provide each consumer with a welcome packet that includes at minimum, the following information: the agency's meal delivery schedule, sample menu, donation policy and collection procedures, procedures to change meal delivery request, grievance policy, and how to request assistance, if needed.

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, Section V.

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 daily.
- C. At least 65% of consumers will report an increase in the consumption of fruits and vegetables as evidenced by a 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. Monitoring Activities

- A. Nutrition Program Monitoring: Program monitoring will include review of kitchen facility and HDM routes in accordance with CRFC and DAAS policies and nutrition standards. This includes project income policies, nutrition education policies, consumer eligibility and targeted mandates, documentation of 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 the nutrition program operation, current organizational chart in the nutrition service department, grievance policies and procedures, verification that hours of operation are reflected in most recent approved 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.

IX. Reporting Requirements

- A. Grantee will enter into CA-GetCare any updates in the consumer's demographic data obtained from consumers when conducting a quarterly assessment or any other time a consumer may provide new information.
- B. Grantee will enter into CA-GetCare all the 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 this 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 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:

Tahir Shikh Contract Manager/HSA P.O. Box 7988 San Francisco, CA 94120 Tahir.Shikh@sfgov.org Linda Lau Lead Nutritionist/OOA 1650 Mission Street, 5th Floor San Francisco, CA 94103 Linda.Lau@sfgov.org

	A	В	С	D	E	F	G	н	1	J	K	L
1	BUDGET FORMS										Appendix B7, pg. 1	
2								Document Date:			9/13/2017	
3	HUMAN SERVICES AG				ADULT SERV	ICES						
4		BUDGET	PROPOSAL	FORMS								-
5	Grantee's Name: SELF-HELP FOR TH	EELDERLY									Grant Term	
6	(Check One) New Renewal	Modification	2									
7	Effective Date of Mod:	No. of Mod:									7/1/17 to 6/30/20	
H	Program: Enter 1 Prog ONLY (e.g. Cong-ENP,			Rrevised			Rrevised			Rrevised		Average
8	HDM-ENP, Cong-AWD, or HDM-AWD)	HDM-AWD	Add Back	Budget	HDM-AWD	Add Back	Budget	HDM-AWD	Add Back	Budget	TOTAL	cost/meal
9	Annual #Meals Contracted	30,178	9,991	40,169	30,178	9,991	40,169	30,178	9,991	40,169	120,507	
10	Program Term	7/1/17 to 6/30/18	7/1/17 to 6/30/18	7/1/17 to 6/30/18	7/1/18 to 6/30/19	7/1/18 to 6/30/19	7/1/18 to 6/30/19	7/1/19 to 6/30/20	7/1/19 to 6/30/20	7/1/19 to 6/30/20	7/1/17 to 6/30/20	-
11	DAAS Expenditures											
12	Salaries & Benefits	\$107,487	\$28,869	\$136,356	\$107,487	\$28,869	\$136,356	\$107,487	\$28,869	\$136,356	\$409,068	\$3.39
13	Operating Expense	\$65,623	\$27,780	\$93,403 \$229,759	\$65,623 \$173,110	\$27,780 \$56,649	\$93,403 \$229,759	\$65,623 \$173,110	\$27,780 \$56,649	\$93,403 \$229,759	\$280,209 \$689,277	\$2.33 \$5.72
14	Subtotal Indirect Percentage (max 10%)	\$173,110	\$56,649	\$229,759	10%	\$50,048	Ψ223,139	10%	\$55,548	<u> </u>	\$000,E17	1
15	Indirect Cost (Line 15 X Line 14, check	10%			10%			1076	<u> </u>			1
16	Gen.Guidance regarding indirect exclusion)	\$17,31 <u>1</u>	\$6,294	\$23,605	\$17,311	\$6,294	\$23,605	\$17,311	\$6,294	\$23,605	\$70,815	\$0.59
17	Capital Expenditure											
18	TOTAL DAAS EXPENDITURES	\$190,421	\$62,943	\$253,364	\$190,421	\$62,943	\$253,364	\$190,421	\$62,943	\$253,364	\$760,092	\$6.31
19												
20	Non-DAAS Expenditures			1				1	_			_
21 22	Salaries & Benefits Operating Expense	\$54,198	\$13,807	\$68,005	\$54,198	\$13,807	\$68,005	\$54,198	\$13,807	\$68,005	\$204,014	\$1.69
23	Capital Expenditure	\$04,190	\$10,007	\$00,003	\$54,100	ψ10,00 <i>i</i>	400,000	\$0.,.00	7.0,007	000,000		
24	TOTAL Non-DAAS EXPENDITURES	\$54,198		\$68,005	\$54,198		\$68,005	\$54,198		\$68,005	\$204,014	\$1.69
25	TOTAL DAAS & Non-DAAS							l				The second second
26	EXPENDITURES	\$244.619		\$321,369	\$244,619		\$321,369	\$244,619		\$321,369	\$964,106	\$8.00
ZŢ	HSA-DAAS Revenues											ŀ
28		-						2100 101	\$62,943	\$253,364	\$760,092	1
29	Meals Nutrition Compliance (if your agency is	\$190,421	\$62,943	\$253,364	\$190,421	\$62,943	\$253,364	\$190,421	\$62,943	\$253,364	\$100,032	1
30	requesting funds)	1										ļ
31												4
32												1
33			*****	6050.00	8400 451	602.042	£252.201	\$190,421	\$62,943	\$253,364	\$760,092	1
34	TOTAL HSA-DAAS REVENUES	\$190,421	\$62,943	\$253,364	\$190,421	\$62,943	\$253,364		\$6.30	\$631	\$6.31	1
35	PER MEAL COST, HSA-DAAS	\$6.31	\$6.30	\$6.31	\$6.31	\$6.30	\$6.31	\$6.31	\$6.30	\$6.31	\$6.31	1
36	Per MEAL & COMPLIANCE COST	\$6.31	\$6.30	\$6.31	\$6 31	\$6,30	\$6.31	\$6.31	\$0.30	\$0.37	\$0.31	1
37	Non-DAAS Revenues											
38	Project Income	4,842		4,842	4,842		4,842	4,842		4,842	\$14,527	\$0.12
39	Agency Cash - Fundraising	\$49,356	\$13,807	63,162	\$49,356	\$13,807	63,162	\$49,356	\$13,807	63,162	\$189,486	\$1.57
40	Agency In-Kind Volunteer			ļ			-					
41 42	Nutrition Compliance Revenues			 								L
43	TOTAL NON HSA-DAAS REVENUES	\$54,198	\$13,807	\$68,005	\$54,198	\$13,807	\$68,005	\$54,198	\$13,807	\$68,005	\$204,014	
44	PER MEAL COST, NON HSA-DAAS	\$1.80	\$1.38	\$1.69	\$1.80	\$1.38	\$1.69	\$1.80	\$1.38	\$1.69	\$1.69	
					\$244,619	\$76,750	\$321,369	\$244,619	\$76,750	\$321,369	\$964,106	
45	TOTAL REVENUES	\$244,619	\$76,750	\$321,369					\$76,750	\$8.00	\$8.00	1
46	PER MEAL COST, TOTAL	\$8.11	\$7.68	\$8.00	\$8.11	\$7.68	\$8.00	\$5.11	\$7.58	II \$6.00	J 50.00	H
47	Full Time Equivalent (FTE)			l	L			L	i			4
49	Prepared by: Leny Nair				Phone No.:			415-677-7682			Date: 9/13/17	1
50	HSA-CO Review Signature:							Date:				
	HSA #1	Form Rev. 12/22/16		·								1

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	Grantee's Name SELF-HELP F	OR THE ELI	DERLY									Appendix B7, p	age z		014047
2	Program Name:											Date:			9/13/17
3	HDM-AWD														
4					F4 . B . 4 . 5										TOTAL
5			Salari	ies & Ber	efits Detai	I									IOIAL
Ÿ								11						II	
8	H.S.A-DAAS	Agency T	otals	For DAA	S Nutrilion	7/1/17 to 6/30/18	Add Back	7/1/17 to 6/30/18	7/1/18 to 6/30/19	Add Back	7/1/18 to 6/30/19	7/1/19 to 6/30/20	Add Back	7/1/19 to 6/30/20	7/1/17 to 6/30/20
1 1		Annual Full	l					Revised		1	Revised			Revised	
1 1		TimeSalary	Total	% Nutr	Adjusted	Budgeted		Budgeted	Budgeled	1	Budgeted	Budgeted		Budgeted	Budgeted
	POSITION TITLE and NAME	for FTE	% FTE		Nutr FTE	Salary		Salary	Salary		Salary	Salary		Salary	Salary
	HDM/Transp. Manager/FW	\$50,000		10%	10%	\$5,000		\$5,000	\$5,000		\$5,000	\$5,000		\$5,000	\$15,000
	Asst Director/RC	\$67,000		4%	4%	\$2,987		\$2,987	\$2,987		\$2,987	\$2,987		\$2,987	\$8,961
	HDM Transp Coordinator/SN	\$41,600		65%	65%	\$4,160	\$22,880	\$27,040	\$4,160	\$22,880	\$27,040	\$4,160	\$22,880	\$27,040	\$81,120
13	Transportation Dispatcher/AW	\$42,640		10%	10%	\$4,264		\$4,264	\$4,264		\$4,264	\$4,264		\$4,264	\$12,792
14	Outreach Worker/TC	\$35,464	50%	10%	5%	\$1,773		\$1,773	\$1,773		\$1,773	\$1,773	_	\$1,773	\$5,320
15	HDM Supervisor/WW	\$34,840	75%	50%	38%	\$13,065		\$13,065	\$13,065		\$13,065	\$13,065		\$13,065	\$39,195
	HDM Driver/HF	\$31,720		100%	75%	\$23,790		\$23,790	\$23,790		\$23,790	\$23,790		\$23,790	\$71,370
17	HDM Driver/QL	\$30,160	88%	100%	88%	\$26,390		\$26,390	\$26,390		\$26,390	\$26,390		\$26,390	\$79,170
18															
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31	TOTALS	\$ 333,424	688%	349%	294%	\$81,429	\$22,880	\$104,309	\$81,429	\$22,880	\$104,309	\$81,429	\$22,880	\$104,309	\$312,927
32			,												
33	FRINGE BENEFIT RATE	31%												1	
34	EMPLOYEE FRINGE BENEFITS	\$ 103,361				\$26,058	\$5,989	\$32,047	\$26,058	\$5,989	\$32,047	\$26,058	\$5,989	\$32,047	\$96,141
35						i i									
50			,								1	11			ļ
	TOTAL DAAS SALARIES &		100						l						
37	BENEFITS	\$ 436,785	0=			\$107,487	\$28,869	\$136,356	\$107,487	\$28,869	\$136,356	\$107,487	\$28,869	\$136,356	\$409,068
55						1					,,				
40	Non - DAAS	Agency T	otals	For DA	AS Meai										TOTAL
-		Annual Full													
		TimeSalary	Total %	% Nutr	Adjusted	Budgeted		1	Budgeted			Budgeted			Budgeted
41	POSITION TITLE and NAME	for FTE	FTE (a)	Prog (b)	Nutr FTE	Salary			Salary			Salary			Salary
42											<u> </u>				
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49	TOTAL NON-DAAS	\$ -						J		L		1	1		
51	FRINGE BENEFIT RATE	38.2%	1		- 1										
	EMPLOYEE FRINGE BENEFITS	\$ -	No. of Concession, Name of Street, or other Designation, or other	1	1			11		T			1		
32 331	En LOTEL TRANSL DENETTO		-		-			П							
	TOTAL Non-DAAS SALARIES &			100				1			l	i	_		
55	BENEFITS	s -	1000							L	ll	I			
26			Jane 10 West					,					,	n	
	TOTAL DAAS & Non-DAAS											6407	200	6400	E400 600
	SALARIES & BENEFITS	\$ 436,785				\$107,487	\$28,869	\$136,356	\$107,487	\$28,869	\$136,356	\$107,487	\$28,869	\$136,356	\$409,068
58	HSA #2	Form Rev. 12/2	22/16												

Companies Name SELF-HELP FO Decision		A	В	С	D	E	F	G	Н	1	J	К	L	M	N
Program Name	1				, ,										
	2	Program Name:										Date:			9/13/17
7 IN S.A. OAAS	3	HDM-AWD			_										
Secretary Territory Terr	4				Ope	rating Expense i	Jetali								
Part Part	7	H.S.A-DAAS	Annual #												
10	8	Expenditure Category			Term:	7/1/17 to 6/30/18	7/1/17 to 6/30/18	7/1/17 to 6/30/18	7/1/18 to 6/30/19	7/1/18 to 6/30/19	7/1/18 to 6/30/19	7/1/19 to 6/30/20	7/1/19 to 6/30/20	7/1/19 to 6/30/20	7/1/17 to 6/30/20
10 Diffice Designers, Postlage 10 10 10 10 10 10 10 1	9	Rental of Property													
12 Duddy Matchiances Supplies and Reyals	10	Utilities(Elec, Water, Gas, Pl	hone, Scave	enger)											
12 Building Ministerance Copylines and Repeir	11	Office Supplies, Postage				\$137	\$100	\$237	\$137	\$100	\$237	\$137	\$100	\$237	\$710
13 POOD COSTS	$\overline{}$		es and Rep	air											
14 Paper Food par more 3															
15 Cong 15 C			per meal	\$ -											
15 HOM Food Sive Steplies	15	Cong Food Svc Supplies			_										
17 Carlor Marek ppr marek \$ 2.17 \$65,466 \$21,880 \$87,166 \$355,468 \$21,600 \$87,166 \$321,600 \$87,166 \$321,439 \$321,43	_		per meal		_										
Sequence Design						\$65,486	\$21,680	\$87,166	\$65,486	\$21,680	\$87,166	\$65,486	\$21,680	\$87,166	\$261,499
19 Register Chestism															
OTHER COSTS:	_		MOTOR DI	sacriptive Lit	16			1							
OTHER COSTS:	-	rkeyistered Diettian			-						-				
22 Instance		 			-						1				
23 Staff Taking & Travel Rental of Equipment Supples Status Stage					_							r			
A Rental of Engliment					_								ļ		
14 Reintal of Equipment 25 Rail equi					_										
25		Rental of Equipment			_										
Repair/Maintenance	25	Small equipment & Supplies			_								ļ		
28	26	Auto - Fuel & Insurance			_		\$6,000	\$6,000		\$6,000	\$6,000	<u> </u>	\$6,000	\$6,000	\$18,000
29 Total Dass OPERATING EXPENSE \$85,823 \$27,780 \$93,403 \$65,823 \$27,780 \$93,403 \$280,205 \$		Repair/Maintenance			_										
TOTAL DAAS OPERATING EXPENSE \$65,623 \$27,780 \$93,403 \$65,623 \$27,780 \$93,403 \$20,205	28				_										
Non-DAAS Standbline Caleboox TOTAL	29				_									1	
Septemblure Calegory Septemblure Calegory	30	TOTAL DAAS OPERATING	EXPENSE			\$65,623	\$27,780	\$93,403	\$65,623	\$27,780	\$93,403	\$65,623	\$27,780	\$93,403	\$280,209
Separatifier Category 19 Repair Categor	32	Νοη-ΠΔΔS			_										TOTAL
Rental of Property Statistics State St	_														
Dilities (Elec, Water, Gas, Phone, Scavenger)											1				
## Staff Training & Travel ## Staff Training & Travel ## Constructions (Phone & Internet) ## \$30,00	_		hone Scave	enger)											
Suliding Maintenance Supplies and Repair			nane, boar	inger/											
98 POOD COSTS 99 Raw Food per meel \$ 0.42 \$12,732 \$4.215 \$16,947 \$12,732 \$4.215 \$16,947 \$50,842 \$40 Cong Food Svc Supplies per meel			I D	_:_											
Raw Food			es and Rep	atr									}		
Cong Food Svc Supplies par meal			mar mr 1	e 042		\$17.777	\$4.215	\$16.047	\$12 732	\$4.215	\$16 947	\$12 732	\$4,215	\$16.947	\$50.842
HDM Food Svc Supplies per med	-				-	\$12,732	₹4,215	ψ10,547	912,132	ΨΨ,£13	010,541	\$1E,10E	47,213	\$10,047	4.000.0
2 Catered Meals					-										
43 CONSULTANT/SUBCONTRACTOR Descriptive Title 44 Registered Dietitian 45	-				-	\$28.071	\$9.501	\$38.562	\$28 971	\$9.591	\$38,562	\$28,971	\$9,591	\$38,562	\$115,687
44 Registered Dietitian 45					_	920,811	42,031	400,002	92.0,071	\$2,001	455,552	4-3,3/1			
45 OTHER COSTS: 46 OTHER COSTS: 47 Insurance \$1,300 \$1,300 \$1,300 \$1,300 \$1,300 \$3,900 \$3,900 \$3,900 \$3,000	43		RACTOR D	escriptive Til	Ще						<u> </u>				
46 OTHER COSTS: 47 Insurance \$1,300 \$1,300 \$1,300 \$1,300 \$1,300 \$1,300 \$3,900	44	Registered Dietitian			_								ļ		
Insurance		OTHER 00077			-				1	L	II	11	II		
Staff Training & Travel					_	61 300	I	\$1.200	\$1.200	1	\$1 300	\$1 300	li .	\$1,300	\$3,900
49 Communications (Phone & Internet) \$300 \$300 \$300 \$300 \$300 \$300 \$900 50 Rental of Equipment & Supplies 5 51 Auto - Fuel & Insurance 57,895 \$7,895 \$7,895 \$7,895 \$7,895 \$7,895 \$23,685 53 Repair/Maintenance-Vehicle \$3,000 \$	_				-	\$1,300	 	\$1,500	\$1,300		\$1,300	\$1,500	1	\$1,500	90,300
Section Sect			-1*		-	£200		6300	\$200		\$300	\$200	ļ	\$300	\$900
51 Small equipment & Supplies	-		niernet)		-	\$300		9300	\$300		\$300	\$300	l	ψ500	\$300
52 Auto - Fuel & Insurance \$7,895 \$7,895 \$7,895 \$7,895 \$23,685 53 Repair/Maintenance-Vehicle \$3,000 \$3,000 \$3,000 \$3,000 \$3,000 \$3,000 \$3,000 \$3,000 \$9,000 54 Recruitment					-							 			
55 Repair/Maintenance-Vehicle \$3,000 \$3,000 \$3,000 \$3,000 \$3,000 \$9,000 54 Recruilment \$54,198 \$13,807 \$68,005 \$54,198 \$13,807 \$68,005 \$54,198 \$13,807 \$68,005 \$204,014 55 TOTAL Non-DAAS OPERATING EXPENSE \$119,821 \$41,587 \$161,408 \$119,821 \$41,587 \$161,408 \$119,821 \$41,587 \$161,408 \$119,821 \$41,587 \$161,408 \$119,821 \$41,587 \$161,408 \$48,422	_				-	67.005	 	\$7.805	\$7 ons		\$7 805	\$7.895		\$7.895	\$23,685
54 Recruitment 55 TOTAL Non-DAAS OPERATING EXPENSE \$54,198 \$13,807 \$68,005 \$54,198 \$13,807 \$68,005 \$54,198 \$13,807 \$56,005 \$204,012 \$17,000 \$100 \$100 \$100 \$100 \$100 \$100 \$100					-										
56 TOTAL Non-DAAS OPERATING EXPENSE \$54,198 \$13,807 \$68,005 \$54,198 \$13,807 \$68,005 \$204,014 57 TOTAL DAAS & Non-DAAS OPERATING EXPENSE \$119,821 \$41,587 \$161,408 \$119,821 \$41,587 \$161,408 \$119,821 \$41,587 \$161,408 \$119,821 \$41,587 \$161,408 \$119,821			·		_	\$3,000		\$3,000	\$3,000		\$5,000	\$5,000	1	\$5,000	90,000
55 TOTAL DAAS & Non-DAAS OPERATING EXPENSE \$119,821 \$41,587 \$161,408 \$119,821 \$41,587 \$161,408 \$119,821 \$41,587 \$161,408 \$441,587 \$161,408 \$441,587 \$161,408 \$441,587 \$161,408 \$441,587 \$161,408 \$441,587 \$161,408 \$441,587 \$161,408 \$441,587 \$161,408 \$441,587 \$161,408 \$441,587 \$161,408 \$441,587 \$161,408 \$441,587 \$161,408 \$441,587					-						200.5	8=1.45=	P40.00=	****	8004.044
58 TOTAL DAAS & Non-DAAS OPERATING EXPENSE \$119.821 \$41,587 \$161.408 \$119.821 \$41,587 \$161.408 \$119.821 \$41,587 \$161.408 \$119.821	56	TOTAL Non-DAAS OPERA	TING EXPE	ENSE		\$54,198	\$13,807	II \$68,005	\$54,198	\$13,807	\$68,005	\$54,198	j \$13,807	jj \$68,005	\$204,014
	58	TOTAL DAAS & Non-DAAS	OPERATI	NG EXPENS	SE	\$119,821	\$41,587	\$161,408	\$119,821	\$41,587	\$161,408	\$119,821	\$41,587	\$161,408	\$484,223
	_	1 .		_											