City and County of San Francisco



Human Services Agency

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

Trent Rhorer, Executive Director

MEMORANDUM

TO: AGING & ADULT SERVICES COMMISSION

THROUGH: SHIREEN MCSPADDEN, EXECUTIVE DIRECTOR

FROM: CINDY KAUFFMAN, DEPUTY DIRECTOR

JOHN TSUTAKAWA, DIRECTOR OF CONTRACTS 391

DATE: DECEMBER 5, 2018

SUBJECT: GRANT MODIFICATIONS: MULTIPLE GRANTEES FOR

NUTRITION SERVICES FOR SENIORS AND ADULTS WITH

DISABILITIES (SEE TABLE BELOW)

GRANT Term: Original Term Modification Term

7/1/17- 6/30/20 7/1/18-6/30/20

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

\$43,482,218 \$4,687,720 \$48,169,938 \$4,816,993 \$52,986,931

ANNUAL MOD FY 18/19 FY 19/20 AMOUNT: \$2,052,981 \$1,798,867

Funding Source County Federal Contingency State Total **Mod Funding:** \$4,072,024 \$615,696 \$468,772 \$5,156,492 Percentage: 87% 13% 10% 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, 2018 to June 30, 2020. The total of the modification will be \$4,687,720 plus a 10% contingency for total revised grant amounts not to exceed \$52,986,931. All modifications requiring commission approval are detailed in Table A below (on page 4).

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 (aged 60+) who may be at risk of losing their independence. DAAS has provided ENP services since 1975. The ENP managed by DAAS is the largest elderly community nutrition services program in San Francisco. In addition to ENP services, DAAS provides congregate

and Home-Delivered Meals (HDM) to adults with disabilities (AWD) aged 18-59. A majority of the congregate sites serve both older adult and AWD consumers.

In response to the food needs of older adults' 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 \$2,441,000 in ongoing and one-time-only (OTO) funding for the period 7/1/2018-6/30/2020. Additionally, there is \$600,000 from the Dignity Fund to expand home-delivered meals for adults with disabilities, \$615,696 from federal funds, \$167,044 from General Fund, and \$88,721 from reallocated funds.

The total modification for 7/1/2018-6/30/2020 is \$3,912,460. The revised total of \$4,687,720 on page 1 includes \$835,872 the SFMFB's Food Assistance program for fiscal years 20/21 and 21/22. The revised total does not include \$60,613 of the total modification that is applied through contingency and previously approved by the commission.

Office on the Aging (OOA) used the following principles and guidelines for allocation of ongoing funds: restoring service units to previously approved FY16/17 contract levels, allocating funds to overserved contracts in order to meet current demand, allocating funds to address needs identified through DAAS' needs assessment and equity analysis processes, and to address any recent program changes experienced by contractors. OTO funding allocations 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 from the Board of Supervisors and the Mayor's budget office, DAAS expanded the following services:

• Congregate meals for Older Adults: Provides mostly lunch but also breakfast and dinner for older adults (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 older adults 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. For the 2-year add-backs, we will serve an additional 761 unduplicated consumers and 45,623 meals.

- Congregate meals for Adults with Disabilities (AWD): Congregate meal sites in focused areas specializing in meals serving adults with disabilities aged 18-59. Of the eleven providers who serve congregate meals to seniors, seven of them provide congregate meals to both older adults and adults with disabilities. For the 2-year add-backs, we will serve an additional 212 unduplicated consumers and 12,632 meals.
- HDM service to Older Adults: Older Adults aged 60 and above who are non-ambulatory and meet the HDM eligibility requirements are eligible to receive home-delivered meals. Eligibility assessments and follow-ups for consumers are provided by each service provider. The department contracts with nine contractors to provide hot, chilled, and/or frozen meals throughout the City and offer eight different ethnic cuisines/diets: American, Chinese, Japanese, Latino, Russian, and modified diets (mechanical-soft, diabetic, low sodium). DAAS increased funding to this program in order to reduce the waiting list and meet the high program demands. For the 2-year add-backs, we will serve an additional 248 unduplicated consumers and 174,028 meals.
- 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 funding to this program in order to reduce the waiting list and to meet the high program demands. For the 2-year add-backs, we will serve an additional 258 unduplicated consumers and 115,660 meals.
- Home Delivered Grocery Program (HDG): HDG is provided to eligible older adults and adults with disabilities who are in need of additional food resources, need access to healthy supplemental food sources. This program assists consumers in maintaining their independence, quality of life, and self-sufficiency and in developing a sense of self-esteem and self-reliance by offering them the opportunity to prepare or direct the preparation of their own meals. The SF-Marin Food Bank collaborates with community-based organizations (CBOs) that advocate for, and provide services to limited mobility individuals to ensure that appropriate community food assistance interventions are in place to improve the well-being of the target populations. With the 2-years add-backs, we will serve an additional average of 991 unduplicated consumers and 21,790 food bags annually.
- Food Assistance (Food Pantry) Program: This program provides weekly supplemental food to eligible older adults and adults with disabilities and increase availability and accessibility of surplus produce and other food products to target populations and underserved areas; assist the consumers in maintaining their independence, quality of life, and self-sufficiency, and in developing a sense of self-esteem and self-reliance by offering them the opportunity to participate in all aspects of program operations. The SF-Marin Food Bank collaborates with community-based organizations (CBOs) to implement this program in areas throughout the City.

With the 2-years add-backs, we will serve an additional average of 507 unduplicated consumers and 31,661 food bags annually.

Explanation of Funding

The modifications in Table A are modifications requiring commission approval. The SF Marin Food Bank Food Assistance Program is receiving an additional addback for FY20-21 and FY21-22 in the amount of \$417,936 annually. **The figure listed in the Total Modification Column includes the amounts for FY20-21 and FY21-22.

Table A:

ENP Congregate Meals

Agency	Current FY17-20 Amount	FY18-19 Modification Amount	FY19-20 Modification Amount	Total Modification Amount	Revised FY 17-20 Amount	FY 17-20 Total Not- To-Exceed with 10% Contingency
Centro Latino de San Francisco	\$1,369,127	\$86,470	\$33,416	\$119,886	\$1,489,013	\$1,637,914
Episcopal Community Services	\$623,147	\$29,151	\$29,151	\$58,302	\$681,449	\$749,594
Glide Foundation	\$572,757	\$20,940	\$20,940	\$41,880	\$614,637	\$676,101
Russian American Community Services	\$739,144	\$8,676	\$7,776	\$16,452	\$755,596	\$831,156
Total ENP-Cong	\$3,304,175	\$145,237	\$91,283	\$236,520	\$3,540,695	\$3,894,765

AWD Congregate Meals

Agency	Current FY17-20 Amount	FY18-19 Modification Amount	FY19-20 Modification Amount	Total Modification Amount	Revised FY 17-20 Amount	FY 17-20 Total Not- To-Exceed with 10% Contingency
Centro Latino de San Francisco \$238,59		\$37,660	\$45,612	\$83,272	\$321,867	\$354,053
Russian American Community Services	\$18,548	\$3,160	\$3,160	\$6,320	\$24,868	\$27,355
Total AWD-Cong	\$257,143	\$40,820	\$48,772	\$89,592	\$346,735	\$381,408

ENP Home-Delivered Meals

Agency	Current FY17-20 Amount	FY18-19 Modification Amount	FY19-20 Modification Amount	Total Modification Amount	Revised FY 17-20 Amount	FY 17-20 Total Not- To-Exceed with 10% Contingency
Centro Latino De San Francisco	\$698,679	\$11,136	\$11,136	\$22,272	\$720,951	\$793,046

Kimochi, Inc.	\$872,380	\$76,588	\$39,088	\$115,676	\$988,056	\$1,086,862
Meals on Wheels	\$18,812,903	\$506,889	\$384,321	\$891,210	\$19,704,113	\$21,674,524
On Lok Day Services	\$2,140,190	\$172,081	\$169,581	\$341,662	\$2,481,852	\$2,730,037
Self Help for the Elderly	\$1,585,974	\$79,912	\$34,368	\$114,280	\$1,700,254	\$1,870,279
Total ENP-HDM	\$24,110,126	\$846,606	\$638,494	\$1,485,100	\$25,595,226	\$28,154,748

AWD Home-Delivered Meals

Agency	Current FY17-20 Amount	FY18-19 Modification Amount	FY19-20 Modification Amount	Total Modification Amount	Revised FY 17-20 Amount	FY 17-20 Total Not- To-Exceed with 10% Contingency
Institute on Aging	\$925,370	\$37,318	\$37,318	\$74,636	\$1,000,006	\$1,100,007
Meals on Wheels	\$3,318,254	\$192,404	\$192,404	\$384,808	\$3,703,062	\$4,073,368
Project Open Hand	\$297,810	\$107,596	\$107,596	\$215,192	\$513,002	\$564,302
Total AWD-HDM	\$4,541,434	\$337,318	\$337,318	\$674,636	\$5,216,070	\$5,737,677

Home-Delivered Groceries

Agency	Current FY17-20 Amount	FY18-19 Modification Amount	FY19-20 Modification Amount	Total Modification Amount	Revised FY 17-20 Amount	FY 17-20 Total Not- To-Exceed with 10% Contingency
Community Living Campaign	\$589,850	\$11,641	\$20,747	\$32,388	\$622,238	\$684,462
Golden Gate Senior Services	\$467,630	\$15,490	\$15,490	\$30,980	\$498,610	\$548,471
SF Marin Food Bank (HDG)	\$1,376,184	\$265,249	\$228,827	\$494,076	\$1,870,260	\$2,057,286
SF Marin Food Bank (Food Assistance)**	\$8,835,676	\$390,620	\$417,936	\$1,644,428**	\$10,480,104	\$11,528,114
Total HDG	\$11,269,340	\$683,000	\$683,000	\$2,201,872	\$13,471,212	\$14,818,333
Grand Total of all Addbacks for Commission Approval	\$43,482,218	\$2,052,981	\$1,798,867	\$4,687,720	\$48,169,938	\$52,986,931

Grantee Performance

• Fiscal Monitoring

All providers were fiscally monitored for fiscal year 2017-18. 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 to June of 2018 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 through County and Federal funds.

Attachments

ENP Congregate Meals

Centro Latino de San Francisco

Appendix A8 – Services to be Provided – ENP Congregate Meals

Appendix B8 – Budget – ENP Congregate Meals

Episcopal Community Services

Appendix A – Services to be Provided – ENP Congregate Meals

Appendix B – Budget – ENP Congregate Meals

Glide Foundation

Appendix A – Services to be Provided – ENP Congregate Meals

Appendix B – Budget – ENP Congregate Meals

Russian American Community Services

Appendix A – Services to be Provided – ENP Congregate Meals

Appendix B4 – Budget – ENP Congregate Meals

AWD Congregate Meals

Centro Latino de San Francisco

Appendix A9 – Services to be Provided – AWD Congregate Meals

Appendix B9 – Budget – AWD Congregate Meals

Russian American Community Services

Appendix A2 – Services to be Provided – AWD Congregate Meals

Appendix B6 – Budget – AWD Congregate Meals

ENP Home-Delivered Meals

Centro Latino de San Francisco

Appendix A10 – Services to be Provided – ENP Home-Delivered Meals

Appendix B10 – Budget – ENP Home-Delivered Meals

Kimochi

Appendix A1 – Services to be Provided – ENP Home-Delivered Meals

Appendix B – Budget – ENP Home-Delivered Meals

Appendix B – Budget – Nutrition Compliance for ENP-HDM

Meals on Wheels of San Francisco

Appendix A1 – Services to be Provided – ENP Home-Delivered Meals

Appendix B – Budget – ENP Home-Delivered Meals

Appendix B – Budget – Nutrition Compliance for ENP-HDM

On Lok Day Services

Appendix A1 – Services to be Provided – ENP Home-Delivered Meals

Appendix B – Budget – ENP Home-Delivered Meals

Appendix B – Budget – Nutrition Compliance for ENP-HDM

Self Help for the Elderly

Appendix A1 – Services to be Provided – ENP Home-Delivered Meals

Appendix B8 – Budget – ENP Home-Delivered Meals

AWD Home-Delivered Meals

Institute on Aging

Appendix A1 – Services to be Provided – AWD Home-Delivered Meals

Appendix B1 – Budget – AWD Home-Delivered Meals

Meals on Wheels of San Francisco

Appendix A3 – Services to be Provided – AWD Home-Delivered Meals

Appendix B – Budget – AWD Home-Delivered Meals

Project Open Hand

Appendix A3 – Services to be Provided – AWD Home-Delivered Meals

Appendix B3 – Budget – AWD Home-Delivered Meals

Home-Delivered Groceries

Community Living Campaign

Appendix A – Services to be Provided – Home-Delivered Groceries

Appendix B – Budget – Home-Delivered Groceries

Golden Gate Senior Services

Appendix A – Services to be Provided – Home-Delivered Groceries

Appendix B – Budget – Home-Delivered Groceries

SF-Marin Food Bank (HDG)

Appendix A – Services to be Provided – Home-Delivered Groceries

Appendix B1 – Budget – Home-Delivered Groceries

Appendix B – Meals on Wheels subcontractor detail

SF-Marin Food Bank (Food Assistance Program)

Appendix A2 – Services to be Provided – Food Assistance Program

Appendix B2 – Budget – Food Assistance Program

Appendix A8 - 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

CARBON Contracts Administration, Reporting, and Billing On-line

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

Meals shall comply with the current Dietary Guidelines

(ENP) Menu Requirements

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.

Grantee

Centro Latino de San Francisco

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

LGBTQ+

An acronym/term used to refer to persons who selfidentify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender,

genderqueer, and gender non-binary.

Low-Income

For Elderly Nutrition Programs, this is 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.

Older Adult

Person who is 60 years or older, used interchangeably with Senior.

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.

Senior

Person who is 60 years or older, used interchangeably with Older Adult.

SOGI

Sexual Orientation and Gender Identity; Ordinance No. 159-16 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 LGBTQ.

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
# Unduplicated Consumers	1,258	1,588	1,473
# Meals	59,299	74,893	69,491

C. Ensure central kitchen (or caterer kitchen) and all congregate meal sites meet the standards described in the most recent California Refail 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. 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 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 Lauren Muckley Nutritionist/OOA 1650 Mission Street, 5th Floor San Francisco, CA 94103

1	A	В	С	D	Е	F	G	Н	I	J
1	BUDGET FORMS								Appendix B8, pg. 1	
2	HUMAN SERVICES AGENC	Y - DEPARTMENT OF AG	ING AND ADI	JLT SERVICES	3			Document Date:	11/9/2018	
3				BUDGET	SUMMARY					
4	Grantee's Name: Centro Latino de San Franc	isco, Inc.								
5	(Check One) New Renewal M	odificationX							Grant Term	
6	Effective Date of Mod: 7/01/18								İ	
7	No. of Mod: 3	cong- ENP 7/1/17 to 6/30/18	cona	- ENP 7/1/18 to 6/	30/19	cong	- ENP 7/1/19 to 6/	30/20	7/1/17 to 6/30/20	
							ATOMES CONTRACTORS			Average
8	Program: Congregate-ENP		Original	Control of the Contro		Original	Modification	Revised	TOTAL	· cost/meal
9	Annual #Meals Contracted	59299	64752	10141	74893	64752	4739	69491	203683	
10	Program 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	
11	Expenditures							****	2000 000	
12	Salaries & Benefits	\$288,659	\$324,635	\$39,209	\$363,844	\$324,635	\$19,194	\$343,829 \$142,609		\$4.89 \$2.07
	Operating Expense Subtotal	\$119,216 \$407,875	\$128,387 \$453,023	\$32,017 \$71,226	\$160,404 \$524,249	\$128,387 \$453,023	\$14,222 \$33,416	\$486,439		\$8.96
14	Indirect Percentage (max 10%)	ф407,10 1 0	3455,025	\$/1, <u>220</u>	\$524,249	\$400,020	300,710	\$400,400	\$1,410,002	\$0.50
15 16	Indirect Cost (Line 14 X Line 13)								 	
		\$55,206		\$15,244	\$15,244	-			\$70,450	
18										
19	TOTAL DAAS EXPENDITURES	\$463,081	\$453,023	\$86,470	\$539,493	\$453,023	\$33,416	\$486,439	\$1,489,012	\$6.98
20										
21	Non-DAAS Expenditures	•							<u> </u>	ļ
22	Salaries & Benefits	\$33,785	\$33,785	\$0	\$33,785	\$33,785	\$0			\$0.50
23	Operating Expense	\$89,553	\$93,578	\$14,362	\$107,940	\$93,578	\$9,878 \$0	\$103,457 \$0	\$300,950 \$0	
24	Capital Expenditure	\$0	\$0	\$0	\$0	\$0				
25 26	TOTAL Non-DAAS EXPENDITURES	\$123,338	\$127,363	\$14,362 \$14,362	\$141,725	\$127,363	\$9,878	\$137,242	\$402,305	\$1.98
20	TOTAL DAAS & Non-DAAS			T. LUPKE	(5)(0)((0)(0)(1)(1)(0)(0)(1)(1)(0)(0)(1)(1)(0)(0)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)	ACCULATION AND ADDRESS OF THE PARTY OF THE P			and the second s	
27	EXPENDITURES	\$586,419	\$580,386	\$100,832	\$681,218	\$580,386	\$43,294	\$623,680	\$1,891,317	\$8.94
26 29	HSA-DAAS Revenues					TOTAL PROPERTY OF THE PARTY OF				i
_		\$399,679	\$436,427	\$0	\$436,427	\$436,427	\$0	\$436,427	\$1,272,533	1
	4	\$55,206	\$0	\$15,244	\$15,244	\$0	\$0		\$70,450	1
32	CODB	\$8,196	\$16,596	\$0	\$16,596	\$16,596	\$0]
33		\$0	\$0 \$0	\$71,226	\$71,226	\$0 \$0	\$0 \$33,416	\$0 \$33,416		
-		\$0		\$0	\$0		CONTROL OF THE PROPERTY OF		T	\$1,489,013.00
35	TOTAL HSA-DAAS REVENUES	\$463,081	\$453,023	\$86,470	\$539,493	\$453,023	\$33,416	\$486,439		\$1,489,013.00
36	PER MEAL COST, HSA-DAAS	\$6.88	\$7.00	\$7.02	\$7.00	\$7.00	\$7.05	\$7,00	\$6.96	1
37	Non-DAAS Revenues								<u></u>	
38	Project Income	\$43,773	\$47,799	\$14,362	\$62,161	\$47,799		\$57,678		\$0.80
	Agency Cash - Fundraising	\$0 \$33,785	\$0 \$33,785	\$0 \$0	\$0 \$33,785	\$0 \$33,785	\$0 \$0			1
	Agency In-Kind Volunteer Facility Rental In-Kind	\$33,785 \$45,780	\$45,780	\$0 \$0	\$45,780	\$45,780				
42	1 weing 139100 01 13019	\$10,100	7							
43		,							1	
44			******		A	6407.514	200 H 000 S0165	A407.040	6400 202	
45		\$123,338	\$127,364	\$14,362	\$141,726	\$127,364	\$9,878		 	†
46	PER MEAL COST, NON HSA-DAAS	\$2.08	\$1.97		\$1.89	\$1.97		\$1.97	\$1.98	-
47	TOTAL REVENUES	\$586,419	\$580,387	\$100,832	\$681,219	\$580,387	\$43,294	\$623,682	\$1,891,320	1
48	PER MEAL COST, TOTAL	\$9.89	\$8.96	\$9.94	\$9.10	\$8.96	\$9.14	\$8.97	\$9.29	
49										
	1 1						Disease Marie 467	200 0000	<u> </u>	1
51	Prepared by: Gloria Bonilla		·····				Phone No.: 415-2			1
52	HSA-CO Review Signature:							Date	:	1
4	HSA #1 (11/14/13)									I

	A	в	С	o I	E F	G	н	1	J	К	Ł	М	N
	Grantee's Name: Centro Latino					. ·						Appendix 88, pag	e 2
	Program Name:Congregate-ENP cong. ENP 7/1/17 to 8/30/18											Date:	11/9/2018
4 5	2019 2111 171177 10 171111												
5 6			Salaries	& Benefits	s Delali								
7						-							
8	H.S.A-DAAS	Agency 1	otals	For DAA	Nutrition	7/5/17 to 6/30/18	· · · · ·	7/1/18 to 6/30/19	l		7/1/19 to 6/30/20)	TOTAL
1		Annual Fust	Taket 05						Davisad	04-7-10-7-4-4		Revised Budgeted	
9	POSITION TITLE and NAME	TimeSalary for FTE	Total % FTE	% Note Prog (b)	Adjusted Nutr FTE	Original Budgeted Salary	Original Budgeted Salary	Modification	Revised Budgeted Salary	Original Budgeted Salary	Modification	Salary	7/1/17 to 6/30/20
L	Executive Director Bonilla, Gloria	\$78,208	95%	51%	48%	\$39,719	\$39,719		\$39,719	\$39,719		\$39,719	\$119,157
Н	•	\$76,206	8278	0170	40.6	\$33,118	999,110		900,110			400,7.1.	
11	Nutritionist/Activities Facilitator Alvarez, Flor	\$47,840	80%	43%	34%	\$16,205	\$16,205	\$4,274	\$20,479	\$16,205	\$1,317	\$17,522	\$54,206
	Programs Comp.Coordinator									040.400	BALLETS CONTROL	\$13,163	\$34,123
12	Bandera, Carlos Accountant/HR	\$43,680	81%	30%	24%	\$7,797	\$13,163		\$13,163	\$13,163			
13	Riano, Olivía	\$62,400	38%	10%	4%	\$5,516	\$5,516	\$984	\$6,500	\$5,516	\$303	\$5,819	\$17,835
	Adminstrative Assistant / STAR Site Manager				(
14	Javier Barahona	\$37,440	75%	12%	9%	\$9,823	\$4,396	7000 000 E004	\$4,396	\$4,396		\$4,396	\$18,615
15	Head Cook Crespin, Dora	\$47,840	40%	21%	9%	\$10,181	\$10,181		\$10,181	\$10,181	eparation (\$10,181	\$30,543
16	Head Cook SUB Perez, Maria	\$35,360	70%	67%	47%	\$17,223	\$23,530		\$23,530	\$23,530		\$23,530	\$64,283
	Head Cook Assl.					1		MEMANY			Britishber		
17	Cesar Uc Tzec Asst. Head Cook Figueroa,	\$31,200	25%	0%	0%	\$4,372	\$0		\$0	\$0	THE STATE OF THE	\$0	\$4,372
18	Alejandro	\$31,200	63%	2%	2%	\$16,594	\$750		\$750	\$750	Of the second	\$760	\$18,094
	STAR Sile Manager/Food Server	l											ĺ
19	Rodriguez, Ana	\$31,200	94%	60%	57%	\$9,371	\$18,825		\$18,825	\$18,825		\$18,825	\$47,021
	VC Site Manager/food prep worker							9.00000000					İ
20	Jannet Urquijo	\$31,200	49%	0%	0%	\$5,809	\$0		\$0	\$ 0		\$0	\$5,809
	VC Site Manager/food prep worker												İ
21	Palacios, Zolla	\$31,200	26%	45%	12%	\$12,190	\$13,948		\$13,948	\$13,948	140 Marian (1)	\$13,948	\$40,086
22	MNC Site Manager Oscar Martinez	\$31,200	37%	35%	13%	\$6,975	\$6,975	\$3,848	\$10,823	\$6,975	\$1,185	\$8,161	\$25,959
	MNC Food Server/Prep. Leonor De Torres Rosales	\$31,200	30%	59%	18%	\$9,450	\$14,164	\$4,205	\$16,369	\$14,164	\$1,296	\$15,460	\$43,279
43	Los Mayores Site Mangr.&	\$31,200	30,8	, , , , , , , , , , , , , , , , , , ,	10%	35,450	. 9.1.72.19/3	04,100	\$10,000	VI /// (V)		710,100	
24	Asst. Instr. Omar Romero	\$34,320	100%	39%	39%	\$9,828	\$13,467		\$13,457	\$13,457	590 VICEL AVERAGE 12 (A CENTRALIS)	\$13,457	\$36,742
1	Driver I VA/Custodian/Food	Q 54,525	100.00			 	475111				(2000)		
	Purchaser Javier Michel/ Karen	ļ t							İ	i	900 (00 (00 A) 		
25	Perez/Maria Herrera	\$31,200	55%	51%	28%	\$6,270	\$6,270	\$9,704	\$16,064	\$6,270	\$3,019	\$9,289	\$31,623
26	Janitor/Dishwasher Castaneda, Domingo	\$31,200	62%	62%	51%	\$17,919	\$17,919	\$1,407	\$ 19,326	\$17,919	\$434	\$18,353	\$55,598
1	Social Worker I										Elevery and	\$6.202	
27	Rivera, Sylvia Driver II HDM/Food Purchaser	\$43,680	68%	15%	13%	\$6,392	\$6,392		\$6,392	\$6,392		\$6,392	
28	Olivar, Joaquin	\$31,200	76%	37%	28%	\$3,656	\$7,733	\$3,877	\$11,610	\$7,733	\$1,195	\$8,928	\$24,394
	ESL Citizenship Instructor/Coordinator										ale de la comp		
29	Sarti, Maria	\$46,800	65%	5%	4%	\$2,182	\$2,182		\$2,182	\$2,182		\$2,182	\$6,546
30	Driver I Radriguez, Procerro	\$34,320	50%	18%	9%	\$5,362	\$6,220		\$6,220	\$6,220		\$6,220	\$17,802
Г	Social Services Asst. (Comm. S. & HDM)]										
31	Ana Quiceno	\$34,320	37%	3%	1%	\$2,450	\$1,194		\$1,194	\$1,194		\$1,194	\$4,838
22	Social Worker Asst/Act. Facilitator Acosta, Allie	\$34,320	19%	3%	1%	\$5,112	\$1,053		\$1,053	\$1,053		\$1,053	\$7,218
1	IT Bookman/ VA Site	707,020		0.72	- 7.6	40,712	7.522		7.,	1,11			
33	Coordinator/Asst Navejas, Rigoberto	\$33,280	50%	65%	33%	\$8,320	\$16,640	\$5,123	\$21,763	\$16,640	\$2,488	\$19,128	\$49,211
133	Food Serveri Asst Head Cook	1											
34	Zelaya, Mercado Cruz Food Prep FSW/Star and VA-	\$31,200	50%	37%	19%	\$7,800	\$11,589		\$11,589	\$11,589	\$820	\$12,409	\$31,798
35	ITBCC-Galdamez, Gloria	\$33,280	75%	33%	25%	\$0	\$11,050		\$11,050	\$11,050		\$11,050	\$22,100
	Star Site Mgr/ Food Prep						74.045			\$1,945	\$1,012	\$2,957	\$4,902
36	Worker Garcia, Maria Associate Director / Facilities	\$31,200	50%	5%	3%	\$0	\$1,945		\$1,945	31,840	\$1,012	92,507	
37	Mgr. Torres, Yvan	\$41,600	100%	16%	16%	\$0	\$6,451	600000000000000000000000000000000000000	\$6,451	5	1		
38	TOTALS	\$ 1,063,088	1723%	826%	545%	\$ 246,716	\$277,467	\$33,512	\$310,979	\$277,467	\$16,405	\$293,672	\$851,567
39 40	FRINGE BENEFIT RATE	17.00%	1					<u> </u>					
Г	1			· ·					\$52,865		\$2.740	\$49,957	\$144,766
41 42 40	EMPLOYEE FRINGE BENEFITS	\$ 180,725	Щ	L	L	\$41,943	\$47,168	\$5,697	352,865	\$47,168	\$2,769	1 349,907	1 144,756
	TOTAL DAAS SALARIES &		1			I	1	T	1	T		1	
44	BENEFITS	\$ 1,243,813	L	L	L	\$288,669	\$324,636	\$39,209	\$363,844	\$324,635	\$19,194	\$343,828	\$996,333
45 46													
	Non - DAAS	Agency	Totals	For DA	AS Meat								TOTAL
		Annual Full TimeSalary	Total %	% Nutr	Adjusted	Revised Budgeted	Original	I ditah	Revised	Original Budgeted		Revised Budgeted	
48	POSITION TITLE and NAME	for FTE	FTE (a)	Prog (b)	NorFTE	Salary	Budgeled Salary	Modification	Budgeted Salary	Salary	Hodification	Salary	7/1/17 to 6/30/20
1	Volunteer - Food Service	\$ 31,200	36%	79%	28%	\$8,759	\$8,759	\$0	\$8,759	\$8,759	\$0	\$8,759	\$26,277
49	Ipolito Bamaca Volunteer- Food Service	y 31,200	30%	15%	20%	40,109	40,103		40,103	30,103		1	1
50	Ana Ruiz	\$ 31,200	12%	87%	10%	\$3,168	\$3,168	\$0	\$3,168	\$3,168	\$0	\$3,168	\$9,504
51	Valunteer- Food Service Luz Dominguez	\$ 31,200	29%	80%	23%	\$7,286	\$7,286	\$0	\$7,286	\$7,286	\$0	\$7,286	\$21,858
1	Food Service Runner	7 31,200	20%	<u></u>									
52	Zoila Rodriguez	\$ 31,200	29%	80%	23%	\$7,286	\$7,286	\$0	\$7,286	\$7,286	\$0	\$7,286	\$21,858
52	Volunteer - Food Service Maria Bellran	\$ 31,200	29%	80%	23%	\$7,286	\$7,286	\$0	\$7,286	\$7,286	\$0	\$7,286	\$21,858
54		,		N		1			7.15.7			1.,,,	1
55								ļ	ļ	ļ			-
56						+				-		 	
57 58	TOTAL NON-DAAS	\$ 155,000	 			\$33,785	\$33,785	\$0	\$33,785	\$33,785	\$0	\$33,785	\$101,365
50 60	1		1	4									
<u>81</u>		\$ -				\$0	\$0	\$0	\$0	\$0	\$0	50	\$0
**	TOTAL Non-DAAS SALARIES &		Ι	1			1	100000000			gan Aran	1	T
64 55		\$ 155,000		Ь	L	\$33,785	\$33,785	\$0	\$33,785	\$33,786	\$0	\$33,786	\$101,355
	TOTAL DAAS & Non-DAAS SALARIES & BENEFITS	£ 4 200 Ara				\$322,444	\$358,420	\$39,209	\$397,629	\$358,420	\$19,194	\$377,614	\$1,097,688
66	INDUNTIO & BENEFITS	\$ 1,399,613			L	3322,444	, 3300,420	, 9.59,£09	- 331,02 9	3330,420	, 919,184	. 9317,014	, 41,001,000

T A	ВСС) E	' F	G	Н	1	j	К	Ĺ
1 Grantee's Name: Centro Latino de Sa						Appendix B			
2 Program Name: Congregate-ENP						Date:	11/9/2018		
3 cong- ENP 7/1/17 to 6/30/18		5 # E D. (-)		•					
4		Operating Expense Detail	<u> </u>			Τ			
	•		-				74404-0000		7/4/47 1- 0/00/00
5 Expenditure CategorW	Term:	7/1/17 to 6/30/18		7/1/18 to 6/30/1			7/1/19 to 6/30/2		7/1/17 to 6/30/20 TOTAL
6		Original	Original	Modification	Revised	Original	Modification	Revised	203683
7 H.S.A-DAAS	Annual #Meals Contracte	ed: 59299	64752	10141	74893	64752	4739	69491	203003
8 Rental of Property						1			
9 Utilities(Elec, Water, Gas, Phone, Scaver	nger)	\$12,590	\$15,334	\$3,770	\$19,104	\$15,334	\$3,072	\$18,406	\$50,100
10 Office Supplies, Postage	•	\$1,053	\$1,373		\$1,373	\$1,373	000000000000000000000000000000000000000	\$1,373	\$3,799
11 Building Improvements		\$4,739	\$3,997	\$1,000	\$4,997	\$3,997	\$229	\$4,226	\$13,962
12 Building Maintenance Supplies and Repa	air	\$6,240	\$6,240	\$2,496	\$8,736	\$6,240	\$933	\$7,173	\$22,149
13 FOOD COSTS			\$0		\$0			\$0	
14 Raw Food	per meal \$ 0.82	\$48,625	\$53,096	\$8,316	\$61,412	\$53,096	\$3,886	\$56,982	\$167,020
15 Cong Food Svc Supplies	per meel \$ 0.12	\$7,296	\$7,967	\$1,248	\$9,215	\$7,967	\$583	\$8,550	\$25,061
16 HDM Food Svc Supplies	per meal					1			
17 Catered Meals	per meal			550 020 192 1967 655			(1.023) (1.23)		
			1	Section (Section)			50.700 VIII.000		l
18 CONSULTANT/SUBCONTRACTOR			62 2ED	\$3,960	\$7,210	\$3,250	\$1,220	\$4,470	\$18,890
19 Consultant		\$7,210	\$3,250	\$3,800 \$1,800	91,410	40,200	V 1,64V	¥7,77×	\$. 5,000
20			-			+			
21 OTHER COSTS:						1	500000000000000000000000000000000000000		
22 Payroll Services		\$1,331	\$1,631	\$200	\$1,831	\$1,631		\$1,631	\$4,793
23 Accounting / Audit Fees		\$6,797	\$6,797	4.00 0000000000000000000000000000000000	\$6,797	\$6,797		\$6,797	\$20,391
24 Stipends		\$3,938	\$3,938	\$1,800	\$5,738	\$3,938	\$489	\$4,427	\$14,103
25 Fuel		\$1,528	\$1,899	\$1,150	\$3,049	\$1,899	\$767	\$2,666	\$7,243
26 Insurance(Liability)		\$5,359	\$6,359	\$1,250	\$7,609	\$6,359	\$500	\$6,859	\$19,827
27 Insurance(Vehicle)		\$6,589	\$7,589	\$5,452	\$13,041	\$7,589	\$1,843	\$9,432	\$29,062
28 Vehicle Repairs		\$2,192	\$4,190	\$950	\$5,140	\$4,190	\$600	\$4,790	\$12,122
29 Printing		\$2,783	\$2,781	\$425	\$3,206	\$2,781	\$100	\$2,881	\$8,870
30 Staff Dev		\$946	\$1,946	100000000000000000000000000000000000000	\$1,946	\$1,946		\$1,946	\$4,838
31				0.0000000000000000000000000000000000000			-8.000.00000000000000000000000000000000		
		\$119,216	\$128,387	\$32,017	\$160,404	\$128,387	\$14,222	\$142,609	\$422,230
32 TOTAL DAAS OPERATING EXPENSE		4110,210	- VIII0,000	3 10 10 10 10 10 10 10 10 10 10 10 10 10	7.1-7.1-1	1			TOTAL
34 Non-DAAS	Progr	ram		100000000000000000000000000000000000000			1000		
35 Expenditure Category	Flogi	din .		PARTICIA NOS					
36 Rental of Property				3. V. 2. 3. 194 (2. 194 V. 195)			15/10/15/19/19		†
37 Utilities(Elec, Water, Gas, Phone, Scave	enger)	· · · · · · · · · · · · · · · · · · ·		15.4 (5.1) (5.1)	1	 	24.500.000		
38 Office Supplies, Postage				3.5 (2.5 (3.4 (4.4 (4.4 (4.4 (4.4 (4.4 (4.4 (4.4	!	 			
39 Building Maintenance Supplies and Rep	air			100 A 100 A		 	134,731,131,131		1
40 FOOD COSTS			A := ===	64.000	600 101	647.700	E0 070	\$57,678	\$163,613
41 Raw Food	per meal \$ 0.83	\$43,774	\$47,799	\$14,362	\$62,161	\$47,799	\$9,878	901,016	\$100,010
42 Cong Food Svc Supplies	per meal			1 11 12 14 15 15		 		+	
43 HDM Food Svc Supplies	per meal			1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		 		+	1
44 Catered Meals	per meal				 		1 - 1 - 1 - 1	+	-
45 CONSULTANT/SUBCONTRACTOR De	scriptive Title			hately state			1 104 9 1		
46 Registered Dietitian							1 States	1	
47				Application of the second			Section 4 of the se		
48 OTHER COSTS:									
49 Facility Rental In-Kind		\$45,779	\$45,779	\$0	\$45,779	\$45,779	\$0	\$45,779	\$137,337
50				\$50 HOVE 150			4.83.83.113		
51	-						Three Park		
52							Industrial (-	
53							HARTINE.]	
54				A September 1				1	<u> </u>
55							111111111111111111111111111111111111111		
36			200 7-0	644.000	6407.040	602 E70	\$9,878	\$103,457	\$300,950
57 TOTAL Non-DAAS OPERATING EXPE	NSE	\$89,553	\$93,578	\$14,362	\$107,940	\$93,578			
59 TOTAL DAAS & Non-DAAS OPERATIN	0 5/05/05	\$208,769	\$221,966	\$46,379	\$268,345	\$221,966	\$24,100	\$246,066	\$723,180

	Α	В	С	D	E	F	G
1	Grantee	's Name: Centro Latino de San Francisco, Inc.			Appendix B8, Page		
	Program				Document Date:		11/9/18
	cong- El	NP 7/1/17 to 6/30/18					
5		C	ıpital Expenditure D	etail			
6			ment and Remodeli				
		1 1 1 1					TOTAL
7	H.S.A-D		7/1/17 to 6/30/18	7/1/18 to 6/30/19	7/1/19 to 6/30/20		TOTAL
8	п.э.а-ы	143	77177 (0 6/30/16	77 (718 (0 0/30/19	77 17 19 10 0730720		
9	No.	ITEM/DESCRIPTION					
10		OTO - Installation of one master valve for the	13,200				13,200
11_		operation of the elevator at the Los Mayores Site					0
12							0
13		OTO - Purchase of a low mileage 4 door vehicle	5,256				5,256
14		with a lift. 4/6/2018					0
15		OTO (new site MCCC)	33,000		'		33,000
16		OTO (new site Star Hotel)	3,750				3,750
17		OTO (Kitchen Equip/Smallwares)		15,244			15,244
18	TOTAL D	AAS-OOA EQUIPMENT & REMODELING COST	55,206	15,244	0		70,450
19							
	•						
20	Non-DA	AS			1	1	
21	No.	ITEM/DESCRIPTION					0
22							0
23							0
24							0
25							0
26							0
27	TOTAL N	ON DAAS-OOA EQUIPMENT & REMODELING COST	0	0	0		0
28	-						
29	TOTAL D	AAS & NON-DAAS CAPITAL EXPENDITURE	55,206	15,244	0		70,450
30	(Equipme	nt and Remodeling Cost)					
31	HSA #4						
32		ion Methodology: (If you have multiple programs	deparihe how you	i allocate amona e	harad program cos	efe 1	
		DAAS and non-DAAS-OOA funding above.	, describe now you	anocale among o	narea program oo	,,,,	
		Green highlighted cells have formulas that link	data to Budget S	ummary page			
36		Equipment is defined as \$5000 or more a unit	_	–			
37		•					
38	1						
39 40	1						

Appendix A - Services to be Provided **Episcopal Community Services** Elderly Nutrition Program (ENP) Congregate Meals July 1, 2017 – June 30, 2020

Ĭ. 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 **Episcopal Community Services**

Contracts Administration, Reporting, and Billing On-line **CARBON**

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 Meals shall comply with the current Dietary Guidelines (ENP) Menu Requirements 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

LGBTQ+

An acronym/term used to refer to persons who selfidentify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.

Low-Income

For Elderly Nutrition Programs, this is 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 consumer 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.

Older Adult

Person who is 60 years or older, used interchangeably with Senior.

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.

Senior

Person who is 60 years or older, used interchangeably with Older Adult.

SOGI

Sexual Orientation and Gender Identity; Ordinance No. 159-16 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 LGBTQ.

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
# Unduplicated Consumers	802	823	823
# Meals	28,255	31,552	31,552

- 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 approved 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.
- 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 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 Lauren Muckley, RD Nutritionist/OOA 1650 Mission Street, 5th Floor San Francisco, CA 94103

	A	В	С	D	Е	F	G	Н	ſ	J
1	BUDGET FORMS							Appendix B, pg. 1		r
2								Document Date:	10/16/2018	
3	HUMAN SERVICES AG	ENCY - DEPA	RTMENT OF A	GING AND ADI	JLT SERVICES					
4								···		
5	Grantee's Name: EPISCOPAL COMMUNITY SERVICES								Grant Term	
6				REVISION	REVISED		REVISION	REVISED	7/1/17 to 6/30/20	
<u> </u>	Program: Cong-ENP, HDM-ENP, Cong-AWD,				7,27,022					Average
7	HDM-AWD	Cong-ENP	Cong-ENP	Cong-ENP	Cong-ENP	Cong-ENP	Cong-ENP	Cong-ENP	TOTAL	cost/meal
8	Annual #Meals Contracted	28,255	27,492	4,060	31,552	27,492	4,060		91,359	
9	Program Term	7/1/17-6/30/18	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	DAAS Expenditures									
11	Salaries & Benefits	\$150,718	\$150,102	(\$5,561)	\$144,541	\$150,102	(\$5,561)	\$144,541	\$439,800	\$4.81
12	Operating Expense	\$29,465	\$29,465	\$32,061	\$61,526	\$29,465	\$32,061	\$61,526	\$152,517	\$1.67
13	Subtotal	\$180,183	\$179,567	\$26,500	\$206,067	\$179,567	\$26,500	\$206,067	\$592,317	\$6.48
14	Indirect Percentage (%)	10%	10%	10%	10%	10%	10%	10%	Acc 000	
15	Indirect Cost (Line 14 X Line 13)	\$18,020	\$17,958 \$0	\$2,651 \$0	\$20,609 \$0	\$17,958 \$0	\$2,651 \$0	\$20,609 \$0	\$59,238 \$29,894	\$0.65 \$0.33
16	Capital Expenditure-OTO Equipment	\$29,894						\$226,676	\$681,449	
17 18	TOTAL DAAS EXPENDITURES	\$228,097	\$197,525	\$29,151	\$226,676	\$197,525	\$29,151	\$220,010	\$001,449	\$7.46
19	Non-DAAS Expenditures						NATIONAL AND STATE OF THE PROPERTY OF THE PROP		100000000000000000000000000000000000000	000000000000000000000000000000000000000
20	Salaries & Benefits	\$104,560	\$104,560	\$17,875	\$122,435	\$104,560	\$17,875	\$122,435	\$349,430	\$3.82
21	Operating Expense	\$60,493	\$58,852	(\$30,384)	\$28,468	\$58,852	(\$30,384)	\$28,468	\$117,429	\$1.29
22	Indirect Cost	\$16,884	\$16,720	(\$1,251)	\$15,469	\$16,720	(\$1,251)	\$15,469	\$47,822	\$0.52
23	TOTAL Non-DAAS EXPENDITURES	\$181,937	\$180,132	(\$13,760)	\$166,372	\$180,132	(\$13,760)	\$166,372	\$514,681	\$5.63
24										
	TOTAL DAAS & Non-DAAS					****	******	****	44 400 400	
25 26	EXPENDITURES	\$410,034	\$377,657	\$15,391	\$393,048	\$377,657	\$15,391	\$393,048	\$1,196,130	\$13,09
27	HSA-DAAS Revenues	ATTENTION OF THE PROPERTY OF T		A Section Commission of the Co		11.000.000.000.000.000.000.000.000.000.			The state of the s	1
28	Meals	\$198,203	\$197,525	\$29,151	\$226,676	\$197,525	\$29,151	\$226,676	\$651,555]
	Nutrition Compliance/Quality Assurance						*****			1
29	(NCQA)	\$29.894							\$29,894	1
30	OTO Equipment (for Food Safety & Nutrition Requirements)	\$29,094							Ψ2 <i>0</i> ,0 <i>0</i> 4	ł
32	14danion requirements)									1
33	TOTAL HSA-DAAS REVENUES	\$228,097	\$197,525	\$29,151	\$226,676	\$197,525	\$29,151	\$226,676	\$681,449	1
34	Per MEAL COST, HSA-DAAS	37.01	\$7.18	,,.	\$7.18	\$7.18	,==,	\$7.18	\$7.13	1
35	PER MEAL (W-NCQA) COST, HSA-DAA	\$7.01	\$7.18		\$7.18	\$7.18		\$7.18		
-		φ,.σ1	Ψ1.10	L	,	ψ.,,υ	1	VI.10		1
36 37	Non-DAAS Revenues Project Income	700	700	\$300	\$1,000	\$700	\$300	1.000	\$2,700	\$0.03
38	Agency Cash - Fundraising	\$72,889	\$71,084	(\$28,162)	\$42,922	\$71,084	(\$28,162)	\$42,922	\$158,733	\$1.74
39	In Kind Volunteers/ECS Staff	\$108,348	\$108,348		122,450	\$108,348	\$14,102	122,450	\$353,248	\$3.87
40										
41										1
42	TOTAL NON HSA-DAAS REVENUES	\$181,937	\$180,132	(\$13,760)	166,372	\$180,132	(\$13,760)	166,372	\$514,681	-
43				(\$15,700)			(\$15,100)		φυ14,001	1.5.05
44	Per MEAL COST, Non-HSA-DAAS	\$6.44	\$6.55		\$5.27	\$6.55	I	\$5.27		\$5,63
45	TOTAL REVENUES	\$380,140	\$377,657		\$393,048	\$377,657		\$393,048	\$1,196,130	1
46	PER MEAL COST, TOTAL	\$13.45	\$13.74		\$12.46	\$13.74		\$12.46		
47	Full Time Equivalent (FTE)								<u> </u>	
49	Prepared by: Evelyn L. Lam	Phone	No.: 415-487-330	0 X1214					10/16/2018	
50	HSA-CO Review Signature:									1
	•			•						
OΊ	HSA #1 (9/23/15)									

	A 1	В	С	D	Е	F	G	Н		.)	K	L	M I
1	Grantee's Name: EPISCOPAL CO				1		<u> </u>	., .,	<u> </u>			Appendix B, pa	
2	Program Name:											Date:	10/16/18
3	Cong-ENP												
4													
5	Salaries & Benefits Detail												
	REVISION REVISED REVISION REVISED										12.60 (560 (641 A));		
7	не и пиле	A manay Ta	atala .		D. N. 4-24	7/1/17-6/30/18	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	TOTAL
8	H.S.A-DAAS	Agency To	otajs	For DAA	S Nutrition	7/1/17-6/30/18	1/1/18 10 0/30/19	771716 10 0/30/19	711/18 to 6/30/19	771719100730720	// I/ 19 to 0/30/20	171119 (0 0/30/20	
9													
		Annual Fu∯				ENP	ENP	ENP		ENP	ENP		
		TimeSalary	Total	% Nutr	Adjusted	Budgeted	Budgeted	Budgeted	ENP Budgeted	Budgeted	Budgeted	ENP Budgeted	
10	POSITION TITLE and NAME	for FTE.	% FTE		Nutr FTE	Salary	Salary	Salary	Salary	Salary	Salary	Salary	7/1/17 to 6/30/20
11	Dîrector	\$96,904	100%	9%	9%	\$8,721	\$8,721	(\$8,721)	\$0	\$8,721	(\$8,721)	\$0	\$8,721
12	Chef Instructor	\$57,621	80%	90%	72%	\$40,782	\$40,782	\$705	\$41,487	\$40,782	\$705	\$41,487	\$123,756
13	Assistant Chef	\$47,240	100%	45%	45%	\$20,896	\$20,896	\$362	\$21,258	\$20,896	\$362	\$21,258	\$63,412 \$29,089
14	Database & Compliance Specialist	\$55,395	100%	18%	18%	\$9,147	\$9,147	\$824 \$507	\$9,971	\$9,147 \$29,278	\$824 \$507	\$9,971 \$29,785	\$29,089 \$88,848
15	Catering & Cong Meals Mgr	\$66,188	100%	45%	45%	\$29,278	\$29,278	\$507	\$29,785	ΦZ5,Z10	\$307	φ23,703	φυ ς,04 υ
16									-				B14564 (304) (305) (106)
17			1			 	 						
18			ļ				-			—			
19	TOTALS	\$ 323,348	4.80	2.07	1.89	\$108,824	\$108,824	(\$6,323)	\$102,501	\$108,824	(\$6,323)	\$102,501	\$313,826
20		I motorania de la colonia de l	1									,	1508-148-158-158
21	FRINGE BENEFIT RATE	41.00%	18050 2500 124104	MARKET PROFILEMENT	STATE OF THE PARTY		COST ASSESSMENT NOW				i de galecia de la composición de la composición de la composición de la composición de la composición de la c		
	TAIDLOVEE EDINGE DENECTO					\$41,894	\$41,278	\$762	\$42,040	\$41,278	\$762	\$42,040	\$125,974
22	EMPLOYEE FRINGE BENEFITS	<u> </u>				\$41,094	941,276	j φ/02	ψ42,040	941,219	41.02	442,040	φ120,01-3
23 24											_		
	•												
25	TOTAL DAAS SALARIES & BENEFITS					\$150,718	\$150,102	(\$5,561)	\$144,541	\$150,102	(\$5,561)	\$144,541	\$439,800
26										l			
27		**************************************	VANGE GOODS :	100000000000000000000000000000000000000	EFFECTOR ACTION			T			T		TOTAL
28	Non - DAAS	Agency To	otals	For DA	AS Meal	1		REVISION	REVISED	l	REVISION	REVISED	TOTAL
	1		Y			1							.n#498444661X7559455353
		Annual Full		0/ 1/1/14	Adiopted	Budgeted	Rudgeted		Budgeted	Budgeted		Budgeted	
29		Annual Full TimeSalary	Total %		Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary		Budgeted Salary	Budgeted Salary		Budgeted Salary	7/1/17 to 6/30/20
	POSITION TITLE and NAME	Annual Full TimeSalary for FTE	Total % FTE (a)	Prog (b)	Nutr FTE	Salary	Salary	\$1.872	Salary	Salary	\$1.872	Salary	
30	POSITION TITLE and NAME Food Service Volunteer - In Kind	Annual Full TimeSalary for FTE \$31,200	Total % FTE (a) 100%	Prog (b) 90%	Nutr FTE 90%	Salary \$26,208	Salary \$26,208	\$1,872 \$1 692	Salary \$28,080	Salary \$26,208	\$1,872 \$1,692	Salary \$28,080	\$82,368
30 31	POSITION TITLE and NAME Food Service Volunteer - In Kind Food Service Volunteer - In Kind	Annual Full TimeSalary for FTE \$31,200 \$31,200	Total % FTE (a) 100%	Prog (b) 90% 81%	90% 81%	\$26,208 \$23,688	\$26,208 \$23,688	\$1,692	\$28,080 \$25,380	\$26,208 \$23,688	\$1,692	\$28,080 \$25,380	\$82,368 \$74,448
30 31 32	POSITION TITLE and NAME Food Service Volunteer - In Kind Food Service Volunteer - In Kind Food Service Volunteer - In Kind	Annual Full TimeSalary for FTE \$31,200 \$31,200	Total % FTE (a) 100% 100%	Prog (b) 90% 81% 11%	90% 81% 11%	\$26,208 \$23,688 \$3,024	\$26,208 \$23,688 \$3,024	\$1,692 \$216	\$28,080 \$25,380 \$3,240	\$26,208 \$23,688 \$3,024	\$1,692 \$216	\$28,080 \$25,380 \$3,240	\$82,368 \$74,448 \$9,504
30 31 32 33	POSITION TITLE and NAME Food Service Volunteer - In Kind Food Service Volunteer - In Kind Food Service Volunteer - In Kind Food Service Volunteer - In Kind	Annual Full TimeSalary for FTE \$31,200 \$31,200 \$31,200	Total % FTE (a) 100% 100% 100%	Prog (b) 90% 81% 11% 33%	90% 81% 11% 33%	\$26,208 \$26,208 \$23,688 \$3,024 \$9,677	\$26,208 \$23,688 \$3,024 \$9,677	\$1,692 \$216 \$691	\$28,080 \$25,380 \$3,240 \$10,368	\$26,208 \$23,688 \$3,024 \$9,677	\$1,692 \$216 \$691	\$28,080 \$25,380 \$3,240 \$10,368	\$82,368 \$74,448 \$9,504 \$30,413
30 31 32 33 34	POSITION TITLE and NAME Food Service Volunteer - In Kind Food Service Volunteer - In Kind Food Service Volunteer - In Kind Food Service Volunteer - In Kind CHEFS Kilchens Manager	Annual Full TimeSalary for FTE \$31,200 \$31,200 \$31,200 \$31,200 \$73,173	Total % FTE (a) 100% 100% 100% 100% 100%	Prog (b) 90% 81% 11% 33% 18%	90% 81% 11% 33% 20%	\$26,208 \$23,688 \$3,024 \$9,677 \$13,171	\$26,208 \$23,688 \$3,024	\$1,692 \$216 \$691 (\$13,171)	\$28,080 \$25,380 \$3,240 \$10,368 \$0	\$26,208 \$23,688 \$3,024	\$1,692 \$216 \$691 (\$13,171)	\$28,080 \$25,380 \$3,240 \$10,368 \$0	\$82,368 \$74,448 \$9,504 \$30,413 \$13,171
30 31 32 33 34 35	POSITION TITLE and NAME Food Service Volunteer - In Kind Food Service Volunteer - In Kind Food Service Volunteer - In Kind Food Service Volunteer - In Kind CHEFS Kilchens Manager Manager - Social Enterprise	Annual Full TimeSalary for FTE \$31,200 \$31,200 \$31,200 \$31,200 \$73,173 \$81,384	Total % FTE (a) 100% 100% 100% 100% 100% 100% 100%	Prog (b) 90% 81% 11% 33% 18% 23%	90% 81% 11% 33% 20% 23%	\$26,208 \$23,688 \$3,024 \$9,677 \$13,171	\$26,208 \$23,688 \$3,024 \$9,677	\$1,692 \$216 \$691 (\$13,171) \$18,311	\$28,080 \$25,380 \$3,240 \$10,368 \$0 \$18,311	\$26,208 \$23,688 \$3,024 \$9,677	\$1,692 \$216 \$691 (\$13,171) \$18,311	\$28,080 \$25,380 \$3,240 \$10,368 \$0 \$18,311	\$82,368 \$74,448 \$9,504 \$30,413 \$13,171 \$36,622
30 31 32 33 34 35 36	POSITION TITLE and NAME Food Service Volunteer - In Kind Food Service Volunteer - In Kind Food Service Volunteer - In Kind Food Service Volunteer - In Kind CHEFS Kilchens Manager	Annual Full TimeSalary for FTE \$31,200 \$31,200 \$31,200 \$31,200 \$73,173	Total % FTE (a) 100% 100% 100% 100% 100% 100% 100%	Prog (b) 90% 81% 11% 33% 18% 23%	90% 81% 11% 33% 20%	\$26,208 \$23,688 \$3,024 \$9,677 \$13,171	\$26,208 \$23,688 \$3,024 \$9,677	\$1,692 \$216 \$691 (\$13,171)	\$28,080 \$25,380 \$3,240 \$10,368 \$0	\$26,208 \$23,688 \$3,024 \$9,677	\$1,692 \$216 \$691 (\$13,171)	\$28,080 \$25,380 \$3,240 \$10,368 \$0	\$82,368 \$74,448 \$9,504 \$30,413 \$13,171
30 31 32 33 34 35	POSITION TITLE and NAME Food Service Volunteer - In Kind Food Service Volunteer - In Kind Food Service Volunteer - In Kind Food Service Volunteer - In Kind CHEFS Kilchens Manager Manager - Social Enterprise	Annual Full TimeSalary for FTE \$31,200 \$31,200 \$31,200 \$31,200 \$73,173 \$81,384	Total % FTE (a) 100% 100% 100% 100% 100% 100% 100%	Prog (b) 90% 81% 11% 33% 18% 23%	90% 81% 11% 33% 20% 23%	\$26,208 \$23,688 \$3,024 \$9,677 \$13,171	\$26,208 \$23,688 \$3,024 \$9,677	\$1,692 \$216 \$691 (\$13,171) \$18,311	\$28,080 \$25,380 \$3,240 \$10,368 \$0 \$18,311	\$26,208 \$23,688 \$3,024 \$9,677	\$1,692 \$216 \$691 (\$13,171) \$18,311	\$28,080 \$25,380 \$3,240 \$10,368 \$0 \$18,311	\$82,368 \$74,448 \$9,504 \$30,413 \$13,171 \$36,622
30 31 32 33 34 35 36	POSITION TITLE and NAME Food Service Volunteer - In Kind Food Service Volunteer - In Kind Food Service Volunteer - In Kind Food Service Volunteer - In Kind CHEFS Kilchens Manager Manager - Social Enterprise	Annual Full TimeSalary for FTE \$31,200 \$31,200 \$31,200 \$31,200 \$73,173 \$81,384	Total % FTE (a) 100% 100% 100% 100% 100% 100% 100%	Prog (b) 90% 81% 11% 33% 18% 23%	90% 81% 11% 33% 20% 23%	\$26,208 \$23,688 \$3,024 \$9,677 \$13,171	\$26,208 \$23,688 \$3,024 \$9,677	\$1,692 \$216 \$691 (\$13,171) \$18,311	\$28,080 \$25,380 \$3,240 \$10,368 \$0 \$18,311	\$26,208 \$23,688 \$3,024 \$9,677	\$1,692 \$216 \$691 (\$13,171) \$18,311	\$28,080 \$25,380 \$3,240 \$10,368 \$0 \$18,311	\$82,368 \$74,448 \$9,504 \$30,413 \$13,171 \$36,622
30 31 32 33 34 35 36 37	POSITION TITLE and NAME Food Service Volunteer - In Kind Food Service Volunteer - In Kind Food Service Volunteer - In Kind Food Service Volunteer - In Kind CHEFS Kilchens Manager Manager - Social Enterprise	Annual Full TimeSalary for FTE \$31,200 \$31,200 \$31,200 \$31,200 \$73,173 \$81,384	Total % FTE (a) 100% 100% 100% 100% 100% 100% 100%	Prog (b) 90% 81% 11% 33% 18% 23%	90% 81% 11% 33% 20% 23%	\$26,208 \$23,688 \$3,024 \$9,677 \$13,171	\$26,208 \$23,688 \$3,024 \$9,677	\$1,692 \$216 \$691 (\$13,171) \$18,311	\$28,080 \$25,380 \$3,240 \$10,368 \$0 \$18,311	\$26,208 \$23,688 \$3,024 \$9,677	\$1,692 \$216 \$691 (\$13,171) \$18,311	\$28,080 \$25,380 \$3,240 \$10,368 \$0 \$18,311	\$82,368 \$74,448 \$9,504 \$30,413 \$13,171 \$36,622
30 31 32 33 34 35 36 37 38	POSITION TITLE and NAME Food Service Volunteer - In Kind Food Service Volunteer - In Kind Food Service Volunteer - In Kind Food Service Volunteer - In Kind CHEFS Kilchens Manager Manager - Social Enterprise	Annual Full TimeSalary for FTE \$31,200 \$31,200 \$31,200 \$31,200 \$73,173 \$81,384	Total % FTE (a) 100% 100% 100% 100% 100% 100% 100%	Prog (b) 90% 81% 11% 33% 18% 23%	90% 81% 11% 33% 20% 23%	\$26,208 \$23,688 \$3,024 \$9,677 \$13,171	\$26,208 \$23,688 \$3,024 \$9,677	\$1,692 \$216 \$691 (\$13,171) \$18,311	\$28,080 \$25,380 \$3,240 \$10,368 \$0 \$18,311	\$26,208 \$23,688 \$3,024 \$9,677	\$1,692 \$216 \$691 (\$13,171) \$18,311	\$28,080 \$25,380 \$3,240 \$10,368 \$0 \$18,311	\$82,368 \$74,448 \$9,504 \$30,413 \$13,171 \$36,622
30 31 32 33 34 35 36 37 38 39	POSITION TITLE and NAME Food Service Volunteer - In Kind Food Service Volunteer - In Kind Food Service Volunteer - In Kind Food Service Volunteer - In Kind CHEFS Kilchens Manager Manager - Social Enterprise	Annual Full TimeSalary for FTE \$31,200 \$31,200 \$31,200 \$31,200 \$73,173 \$81,384	Total % FTE (a) 100% 100% 100% 100% 100% 100% 100%	Prog (b) 90% 81% 11% 33% 18% 23%	90% 81% 11% 33% 20% 23%	\$26,208 \$23,688 \$3,024 \$9,677 \$13,171	\$26,208 \$23,688 \$3,024 \$9,677	\$1,692 \$216 \$691 (\$13,171) \$18,311	\$28,080 \$25,380 \$3,240 \$10,368 \$0 \$18,311	\$26,208 \$23,688 \$3,024 \$9,677	\$1,692 \$216 \$691 (\$13,171) \$18,311	\$28,080 \$25,380 \$3,240 \$10,368 \$0 \$18,311	\$82,368 \$74,448 \$9,504 \$30,413 \$13,171 \$36,622
30 31 32 33 34 35 36 37 38 39 40	POSITION TITLE and NAME Food Service Volunteer - In Kind Food Service Volunteer - In Kind Food Service Volunteer - In Kind Food Service Volunteer - In Kind CHEFS Kilchens Manager Manager - Social Enterprise	Annual Full TimeSalary for FTE \$31,200 \$31,200 \$31,200 \$31,200 \$73,173 \$81,384	Total % FTE (a) 100% 100% 100% 100% 100% 100% 100%	Prog (b) 90% 81% 11% 33% 18% 23%	90% 81% 11% 33% 20% 23%	\$26,208 \$23,688 \$3,024 \$9,677 \$13,171	\$26,208 \$23,688 \$3,024 \$9,677	\$1,692 \$216 \$691 (\$13,171) \$18,311	\$28,080 \$25,380 \$3,240 \$10,368 \$0 \$18,311	\$26,208 \$23,688 \$3,024 \$9,677	\$1,692 \$216 \$691 (\$13,171) \$18,311	\$28,080 \$25,380 \$3,240 \$10,368 \$0 \$18,311	\$82,368 \$74,448 \$9,504 \$30,413 \$13,171 \$36,622
30 31 32 33 34 35 36 37 38 39 40 41 42	POSITION TITLE and NAME Food Service Volunteer - In Kind Food Service Volunteer - In Kind Food Service Volunteer - In Kind Food Service Volunteer - In Kind CHEFS Kilchens Manager Manager - Social Enterprise Manager - Outcomes & Evaluations	Annual Full TimeSalary for FTE \$31,200 \$31,200 \$31,200 \$31,200 \$73,173 \$81,384	Total % FTE (a) 100% 100% 100% 100% 100% 100% 100%	Prog (b) 90% 81% 11% 33% 18% 23%	90% 81% 11% 33% 20% 23%	\$26,208 \$23,688 \$3,024 \$9,677 \$13,171	\$26,208 \$23,688 \$3,024 \$9,677	\$1,692 \$216 \$691 (\$13,171) \$18,311	\$28,080 \$25,380 \$3,240 \$10,368 \$0 \$18,311	\$26,208 \$23,688 \$3,024 \$9,677	\$1,692 \$216 \$691 (\$13,171) \$18,311	\$28,080 \$25,380 \$3,240 \$10,368 \$0 \$18,311	\$82,368 \$74,448 \$9,504 \$30,413 \$13,171 \$36,622
30 31 32 33 34 35 36 37 38 39 40 41 42 43	POSITION TITLE and NAME Food Service Volunteer - In Kind Food Service Volunteer - In Kind Food Service Volunteer - In Kind Food Service Volunteer - In Kind CHEFS Kilchens Manager Manager - Social Enterprise Manager - Outcomes & Evaluations	Annual Full TimeSalary for FTE \$31,200 \$31,200 \$31,200 \$31,200 \$73,173 \$81,384	Total % FTE (a) 100% 100% 100% 100% 100% 100% 100%	Prog (b) 90% 81% 11% 33% 18% 23%	90% 81% 11% 33% 20% 23%	\$26,208 \$23,688 \$3,024 \$9,677 \$13,171	\$26,208 \$23,688 \$3,024 \$9,677	\$1,692 \$216 \$691 (\$13,171) \$18,311	\$28,080 \$25,380 \$3,240 \$10,368 \$0 \$18,311	\$26,208 \$23,688 \$3,024 \$9,677	\$1,692 \$216 \$691 (\$13,171) \$18,311	\$28,080 \$25,380 \$3,240 \$10,368 \$0 \$18,311	\$82,368 \$74,448 \$9,504 \$30,413 \$13,171 \$36,622
30 31 32 33 34 35 36 37 38 39 40 41 42 43	POSITION TITLE and NAME Food Service Volunteer - In Kind Food Service Volunteer - In Kind Food Service Volunteer - In Kind Food Service Volunteer - In Kind CHEFS Kitchens Manager Manager - Social Enterprise Manager - Outcomes & Evaluations	Annual Full TimeSalary for FTE \$31,200 \$31,200 \$31,200 \$31,200 \$73,173 \$81,384	Total % FTE (a) 100% 100% 100% 100% 100% 100% 100%	Prog (b) 90% 81% 11% 33% 18% 23%	90% 81% 11% 33% 20% 23%	\$26,208 \$23,688 \$3,024 \$9,677 \$13,171	\$26,208 \$23,688 \$3,024 \$9,677	\$1,692 \$216 \$691 (\$13,171) \$18,311	\$28,080 \$25,380 \$3,240 \$10,368 \$0 \$18,311	\$26,208 \$23,688 \$3,024 \$9,677	\$1,692 \$216 \$691 (\$13,171) \$18,311	\$28,080 \$25,380 \$3,240 \$10,368 \$0 \$18,311	\$82,368 \$74,448 \$9,504 \$30,413 \$13,171 \$36,622
30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45	POSITION TITLE and NAME Food Service Volunteer - In Kind Food Service Volunteer - In Kind Food Service Volunteer - In Kind Food Service Volunteer - In Kind CHEFS Kitchens Manager Manager - Social Enterprise Manager - Outcomes & Evaluations	Annual Full TimeSalary for FTE \$31,200 \$31,200 \$31,200 \$31,200 \$73,173 \$81,384	Total % FTE (a) 100% 100% 100% 100% 100% 100% 100%	Prog (b) 90% 81% 11% 33% 18% 23%	90% 81% 11% 33% 20% 23%	\$26,208 \$23,688 \$3,024 \$9,677 \$13,171	\$26,208 \$23,688 \$3,024 \$9,677	\$1,692 \$216 \$691 (\$13,171) \$18,311	\$28,080 \$25,380 \$3,240 \$10,368 \$0 \$18,311	\$26,208 \$23,688 \$3,024 \$9,677	\$1,692 \$216 \$691 (\$13,171) \$18,311	\$28,080 \$25,380 \$3,240 \$10,368 \$0 \$18,311	\$82,368 \$74,448 \$9,504 \$30,413 \$13,171 \$36,622
30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45	POSITION TITLE and NAME Food Service Volunteer - In Kind Food Service Volunteer - In Kind Food Service Volunteer - In Kind Food Service Volunteer - In Kind CHEFS Kitchens Manager Manager - Social Enterprise Manager - Outcomes & Evaluations	Annual Full TimeSalary for FTE \$31,200 \$31,200 \$31,200 \$31,200 \$31,304 \$81,384	Total % FTE (a) 100% 100% 100% 100% 100% 100% 100%	Prog (b) 90% 81% 11% 33% 18% 23%	90% 81% 11% 33% 20% 23%	\$26,208 \$23,688 \$3,024 \$9,677 \$13,171	\$26,208 \$23,688 \$3,024 \$9,677 \$13,171	\$1,692 \$216 \$691 (\$13,171) \$18,311 \$1,465	\$28,080 \$25,380 \$3,240 \$10,368 \$0 \$18,311	\$26,208 \$23,688 \$3,024 \$9,677 \$13,171	\$1,692 \$216 \$691 (\$13,171) \$18,311 \$1,465	\$alary \$28,080 \$25,380 \$3,240 \$10,368 \$0 \$18,311 \$1,465	\$62,368 \$74,448 \$9,504 \$30,413 \$13,171 \$36,622 \$2,930
30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45	POSITION TITLE and NAME Food Service Volunteer - In Kind Food Service Volunteer - In Kind Food Service Volunteer - In Kind Food Service Volunteer - In Kind CHEFS Kitchens Manager Manager - Social Enterprise Manager - Outcomes & Evaluations	Annual Full TimeSalary for FTE \$31,200 \$31,200 \$31,200 \$31,200 \$73,173 \$81,384	Total % FTE (a) 100% 100% 100% 100% 100% 100% 100%	Prog (b) 90% 81% 11% 33% 18% 23%	90% 81% 11% 33% 20% 23%	\$26,208 \$23,688 \$3,024 \$9,677 \$13,171	\$26,208 \$23,688 \$3,024 \$9,677	\$1,692 \$216 \$691 (\$13,171) \$18,311	\$28,080 \$25,380 \$3,240 \$10,368 \$0 \$18,311	\$26,208 \$23,688 \$3,024 \$9,677	\$1,692 \$216 \$691 (\$13,171) \$18,311 \$1,465	\$28,080 \$25,380 \$3,240 \$10,368 \$0 \$18,311	\$82,368 \$74,448 \$9,504 \$30,413 \$13,171 \$36,622
30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45	POSITION TITLE and NAME Food Service Volunteer - In Kind Food Service Volunteer - In Kind Food Service Volunteer - In Kind Food Service Volunteer - In Kind CHEFS Kilchens Manager Manager - Social Enterprise Manager - Outcomes & Evaluations TOTAL NON-DAAS	Annual Full TimeSalary for FTE \$31,200 \$31,200 \$31,200 \$31,200 \$31,304 \$81,384	Total % FTE (a) 100% 100% 100% 100%	Prog (b) 90% 81% 11% 33% 18% 23%	90% 81% 11% 33% 20% 23%	\$26,208 \$23,688 \$3,024 \$9,677 \$13,171	\$26,208 \$23,688 \$3,024 \$9,677 \$13,171	\$1,692 \$216 \$691 (\$13,171) \$18,311 \$1,465	\$28,080 \$25,380 \$3,240 \$10,368 \$0 \$18,311 \$1,465	\$26,208 \$23,688 \$3,024 \$9,677 \$13,171	\$1,692 \$216 \$691 (\$13,171) \$18,311 \$1,465	\$alary \$28,080 \$25,380 \$3,240 \$10,368 \$0 \$18,311 \$1,465	\$62,368 \$74,448 \$9,504 \$30,413 \$13,171 \$36,622 \$2,930 \$2,930
30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 49 50	POSITION TITLE and NAME Food Service Volunteer - In Kind Food Service Volunteer - In Kind Food Service Volunteer - In Kind Food Service Volunteer - In Kind CHEFS Kitchens Manager Manager - Social Enterprise Manager - Outcomes & Evaluations TOTAL NON-DAAS FRINGE BENEFIT RATE EMPLOYEE FRINGE BENEFITS	Annual Full TimeSalary for FTE \$31,200 \$31,200 \$31,200 \$73,173 \$81,384 \$81,384	Total % FTE (a) 100% 100% 100% 100%	Prog (b) 90% 81% 11% 33% 18% 23%	90% 81% 11% 33% 20% 23%	\$26,208 \$23,688 \$3,024 \$9,677 \$13,171	\$26,208 \$23,688 \$3,024 \$9,677 \$13,171	\$1,692 \$216 \$691 (\$13,171) \$18,311 \$1,465	\$28,080 \$25,380 \$3,240 \$10,368 \$0 \$18,311 \$1,465	\$26,208 \$23,688 \$3,024 \$9,677 \$13,171	\$1,692 \$216 \$691 (\$13,171) \$18,311 \$1,465	\$alary \$28,080 \$25,380 \$3,240 \$10,368 \$0 \$18,311 \$1,465	\$62,368 \$74,448 \$9,504 \$30,413 \$13,171 \$36,622 \$2,930
30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 78 49	POSITION TITLE and NAME Food Service Volunteer - In Kind Food Service Volunteer - In Kind Food Service Volunteer - In Kind Food Service Volunteer - In Kind CHEFS Kitchens Manager Manager - Social Enterprise Manager - Outcomes & Evaluations TOTAL NON-DAAS FRINGE BENEFIT RATE EMPLOYEE FRINGE BENEFITS	Annual Full TimeSalary for FTE \$31,200 \$31,200 \$31,200 \$73,173 \$81,384 \$81,384	Total % FTE (a) 100% 100% 100% 100%	Prog (b) 90% 81% 11% 33% 18% 23%	90% 81% 11% 33% 20% 23%	\$26,208 \$23,688 \$3,024 \$9,677 \$13,171	\$26,208 \$23,668 \$3,024 \$9,677 \$13,171	\$1,692 \$216 \$691 (\$13,171) \$18,311 \$1,465	\$28,080 \$25,380 \$3,240 \$10,368 \$0 \$18,311 \$1,465	\$26,208 \$23,688 \$3,024 \$9,677 \$13,171	\$1,692 \$216 \$691 (\$13,171) \$18,311 \$1,465	\$alary \$28,080 \$25,380 \$3,240 \$10,368 \$0 \$18,311 \$1,465	\$62,368 \$74,448 \$9,504 \$30,413 \$13,171 \$36,622 \$2,930 \$2,930
30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 49 50	POSITION TITLE and NAME Food Service Volunteer - In Kind Food Service Volunteer - In Kind Food Service Volunteer - In Kind Food Service Volunteer - In Kind Food Service Volunteer - In Kind CHEFS Kilchens Manager Manager - Social Enterprise Manager - Outcomes & Evaluations TOTAL NON-DAAS FRINGE BENEFIT RATE EMPLOYEE FRINGE BENEFITS TOTAL NON-DAAS SALARIES &	Annual Full TimeSalary for FTE \$31,200 \$31,200 \$31,200 \$73,173 \$81,384 \$81,384	Total % FTE (a) 100% 100% 100% 100%	Prog (b) 90% 81% 11% 33% 18% 23%	90% 81% 11% 33% 20% 23%	\$26,208 \$23,688 \$3,024 \$9,677 \$13,171 \$75,768	\$26,208 \$23,688 \$3,024 \$9,677 \$13,171 \$75,768	\$1,692 \$216 \$691 (\$13,171) \$18,311 \$1,465 \$11,076	\$28,080 \$25,380 \$3,240 \$10,368 \$0 \$18,311 \$1,465 \$86,844	\$26,208 \$23,688 \$3,024 \$9,677 \$13,171 \$75,768	\$1,692 \$216 \$691 (\$13,171) \$18,311 \$1,465 \$11,076	\$alary \$28,080 \$25,380 \$3,240 \$10,368 \$0 \$18,311 \$1,465 \$46,844 \$86,844	\$62,368 \$74,448 \$9,504 \$30,413 \$13,171 \$36,622 \$2,930 \$2,930 \$2,930 \$2,930
30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 50 50 50 50 50 50 50 50 50 50 50 50 50	POSITION TITLE and NAME Food Service Volunteer - In Kind Food Service Volunteer - In Kind Food Service Volunteer - In Kind Food Service Volunteer - In Kind Food Service Volunteer - In Kind CHEFS Kitchens Manager Manager - Social Enterprise Manager - Outcomes & Evaluations TOTAL NON-DAAS FRINGE BENEFIT RATE EMPLOYEE FRINGE BENEFITS TOTAL Non-DAAS SALARIES & BENEFITS	Annual Full TimeSalary for FTE \$31,200 \$31,200 \$31,200 \$73,173 \$81,384 \$81,384	Total % FTE (a) 100% 100% 100% 100%	Prog (b) 90% 81% 11% 33% 18% 23%	90% 81% 11% 33% 20% 23%	\$26,208 \$23,688 \$3,024 \$9,677 \$13,171	\$26,208 \$23,668 \$3,024 \$9,677 \$13,171	\$1,692 \$216 \$691 (\$13,171) \$18,311 \$1,465 \$11,076	\$28,080 \$25,380 \$3,240 \$10,368 \$0 \$18,311 \$1,465 \$86,844	\$26,208 \$23,688 \$3,024 \$9,677 \$13,171	\$1,692 \$216 \$691 (\$13,171) \$18,311 \$1,465 \$11,076	\$alary \$28,080 \$25,380 \$3,240 \$10,368 \$0 \$18,311 \$1,465	\$62,368 \$74,448 \$9,504 \$30,413 \$13,171 \$36,622 \$2,930 \$2,930
30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 50 53	POSITION TITLE and NAME Food Service Volunteer - In Kind Food Service Volunteer - In Kind Food Service Volunteer - In Kind Food Service Volunteer - In Kind Food Service Volunteer - In Kind CHEFS Kilchens Manager Manager - Social Enterprise Manager - Outcomes & Evaluations TOTAL NON-DAAS FRINGE BENEFIT RATE EMPLOYEE FRINGE BENEFITS TOTAL Non-DAAS SALARIES & BENEFITS TOTAL DAAS & Non-DAAS SALARIES	Annual Full TimeSalary for FTE \$31,200 \$31,200 \$31,200 \$73,173 \$81,384 \$81,384	Total % FTE (a) 100% 100% 100% 100%	Prog (b) 90% 81% 11% 33% 18% 23%	90% 81% 11% 33% 20% 23%	\$26,208 \$23,688 \$3,024 \$9,677 \$13,171 \$75,768 \$28,792	\$26,208 \$23,688 \$3,024 \$9,677 \$13,171 \$75,768 \$28,792	\$1,692 \$216 \$691 (\$13,171) \$18,311 \$1,465 \$11,076 \$6,799	\$86,844 \$35,591 \$35,80 \$3,240 \$10,368 \$0 \$18,311 \$1,465	\$26,208 \$23,688 \$3,024 \$9,677 \$13,171 \$75,768 \$28,792 \$104,560	\$1,692 \$216 \$691 (\$13,171) \$18,311 \$1,465 \$11,076 \$6,799	\$alary \$28,080 \$25,380 \$3,240 \$10,368 \$0 \$18,311 \$1,465 \$86,844 \$35,591 \$122,435	\$62,368 \$74,448 \$9,504 \$30,413 \$13,171 \$36,622 \$2,930 \$2,930 \$2,930 \$2,930 \$349,456
30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 49 50 50 51	POSITION TITLE and NAME Food Service Volunteer - In Kind Food Service Volunteer - In Kind Food Service Volunteer - In Kind Food Service Volunteer - In Kind Food Service Volunteer - In Kind CHEFS Kitchens Manager Manager - Social Enterprise Manager - Outcomes & Evaluations TOTAL NON-DAAS FRINGE BENEFIT RATE EMPLOYEE FRINGE BENEFITS TOTAL Non-DAAS SALARIES & BENEFITS	Annual Full TimeSalary for FTE \$31,200 \$31,200 \$31,200 \$73,173 \$81,384 \$81,384	Total % FTE (a) 100% 100% 100% 100%	Prog (b) 90% 81% 11% 33% 18% 23%	90% 81% 11% 33% 20% 23%	\$26,208 \$23,688 \$3,024 \$9,677 \$13,171 \$75,768	\$26,208 \$23,688 \$3,024 \$9,677 \$13,171 \$75,768	\$1,692 \$216 \$691 (\$13,171) \$18,311 \$1,465 \$11,076	\$86,844 \$35,591 \$35,80 \$3,240 \$10,368 \$0 \$18,311 \$1,465	\$26,208 \$23,688 \$3,024 \$9,677 \$13,171 \$75,768	\$1,692 \$216 \$691 (\$13,171) \$18,311 \$1,465 \$11,076 \$6,799	\$alary \$28,080 \$25,380 \$3,240 \$10,368 \$0 \$18,311 \$1,465 \$46,844 \$86,844	\$62,368 \$74,448 \$9,504 \$30,413 \$13,171 \$36,622 \$2,930 \$2,930 \$2,930 \$2,930

	A B C D	Ε	F G	H I	ıl K li	J M L	1 0 IF	Q .	rl s
1	Grantee's Name: EPISCOPAL COMMUNITY SERV		<u>r </u>	'9 '	,, ., .,	4 17 F	1	Appendix B, page	
2	Program Name:	,020						Date:	10/16/18
	Cong-ENP								
4	Opera	ling Expense Det	ail						
5									
7	1			REVISION	REVISED		REVISION	REVISED	
8	H.S.A-DAAS Annual #Meals Contracted:	28,255	27,492	4,060	31,552	27,492	4,060	31,552	TOTAL
9	Expenditure CategorW	7/1/17-6/30/18	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	Rental of Property		 						
11	Utilities(Elec, Water, Gas, Phone, Scavenger)								
12	Office Supplies, Postage								
13	Building Maintenance Supplies and Repair								
14	FOOD COSTS								
15	Raw Food per meal \$ 1.94	\$29,182	\$29,190	\$32,020	\$61,210	\$29,190	\$32,020	\$61,210	\$151,602
16	Cong Food Svc Supplies per meal \$ 0.01	\$283	\$275	\$41	\$316	\$275	\$41	\$316	\$915
17	HDM Food Svc Supplies per meal	<u></u>	1		7-13				
-	T								•
18	Catered Meals per meal								
19	CONSULTANT/SUBCONTRACTOR Descriptive Title]	1			
20			l L						***
21									
_		l							
22	OTHER COSTS:	<u> </u>	 		-			·····	
23	Insurance								
24	Staff Recruitment/Training & Travel								
25	Program/Client Supplies	_							
26	Office Supplies] [
27	Auto - Fuel & Insurance		1 [
28	Equipment Repairs & Maintenance								-
29	Program Facilities Allocation		 						***************************************
_			l		-				
30		<u> </u>	l		-		***		
31	TOTAL DAAS OPERATING EXPENSE	\$29,465	\$29,465	\$32,061	\$61,526	\$29,465	\$32,061	\$61,526	\$152,517
33	Non-DAAS								
34			[]						
35									
	-		l .						
36	-		l	******		-		A	
37	Program/Client Supplies	\$4,230	\$4,230		\$4,230	\$4,230		\$4,230	\$12,690
38	Building Maintenance Supplies and Repair		l L						
39	FOOD COSTS								
40	Raw Food per meal \$ 0.19	\$31,284	\$29,643	(\$23,648)	\$5,995	\$29,643	(\$23,648)	\$5,995	\$43,274
41	Cong Food Svc Supplies per meal		1					_	
42	HDM Food Svc Supplies per meal		I				***************************************		
		 			·			•	
43	Catered Meals per meal							*********	l
44	CONSULTANT/SUBCONTRACTOR Descriptive Title		 		,				
45	Registered Dietitian] [L			
46]
47									<u> </u>
48	- 4	\$630	\$630	\$2,700	\$3,330	\$630	\$2,700	\$3,330	\$7,290
	Staff Training & Travel	\$360		\$450	\$810	\$360	\$450	\$810	\$1,980
		\$180		(\$72)	\$108	\$180	(\$72)	\$108	\$396
_	Staff Recruitment		1					\$630	
-	Printing & Reproduction	\$504	\$504	\$126	\$630	\$504_	\$126		\$1,764
,	Furniture/IT Equipment		↓	\$1,395	\$1,395		\$1,395	\$1,395	\$2,790
53	Equipment Repairs & Maintenance	\$810	\$810	\$900	\$1,710	\$810	\$900	\$1,710	\$4,230
54	Program Facilities Allocation	\$22,495	\$22,495	(\$12,235)	\$10,260	\$22,495	(\$12,235)	\$10,260	\$43,015
55			l L						l
58					400	400 400	(000.00.11	400 200	*447.500
57	TOTAL Non-DAAS OPERATING EXPENSE	\$60,493	\$58,852	(\$30,384)	\$28,468	\$58,852	(\$30,384)	\$28,468	\$117,429
56	TOTAL DAAS & Non-DAAS OPERATING EXPENSE	\$89,958	\$88,317	\$1,677	\$89,994	\$88,317	\$1,677	\$89,994	\$269,946
60		\$00,000	400,011	41,017	700,007	700,011			4
	HSA #3								

	Α	В	С	D	E	G						
1		's Name: EPISCOPAL COMMUNITY SERVICE			Appendix B, Page 4							
2	Program				Document Date:	10/16/18						
3	Cong-EN											
4	oung	••										
5		Capital Expenditure Detail										
6	(Equipment and Remodeling Cost)											
	TOTAL											
7			1 .									
8	H.S.A-D	\AS	7/1/17-6/30/18	7/1/18 to 6/30/19	7/1/19 to 6/30/20	7/1/17 to 6/30/20						
9	No.	ITEM/DESCRIPTION										
10		One Time Only - Equipment for Food Safety &	29,894			29,894						
11												
12												
13												
14												
15												
16												
17												
18	TOTAL D	AAS-OOA EQUIPMENT & REMODELING COST	29,894	0	0	29,894						
19												
	DA		•									
20	Non-DA	45		l								
21	No.	ITEM/DESCRIPTION				0						
22						0						
23				•		. 0						
24						0						
						_						
25						0						
26						0						
	TOTAL N	ON DAAS-OOA EQUIPMENT & REMODELING COST	0	0	0	0						
28	101AL N	OH DANG-OOM EQUIT REEL OF HERIODERING GOOT		1	<u>. 1 </u>							
	1	AAC 9 NON DAAC CADITAL EVDENDITUDE	29,894	0	0	29,894						
	1	AAS & NON-DAAS CAPITAL EXPENDITURE	29,094		<u>. </u>	20,034						
	1	nt and Remodeling Cost)										
	HSA #4											
3Z 33	Allocat	ion Methodology: (If you have multiple programs,	describe how you	allocate amona sh	ared program costs	s.)						
		DAAS and non-DAAS-OOA funding above.				,						
		Green highlighted cells have formulas that link of	lata to Budget St	ımmary page								
36		Equipment is defined as \$5000 or more a unit	•									
37	1	• •										
38]											
39												
40		×										

Appendix A - Services to be Provided Russian American Community Services

Elderly Nutrition Program (ENP) Congregate Meals July 1, 2017 – June 30, 2020

I. Purpose

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

II. Definitions

Grantee Russian American Community Services

CARBON Contracts Administration, Reporting, and Billing On-line 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 Meals shall comply with the current Dietary Guidelines for

Program (ENP) 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

LGBTQ+

An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.

Low-Income

For Elderly Nutrition Programs, this is 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.

Older Adult

Person who is 60 years or older, used interchangeably with Senior.

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.

Senior

Person who is 60 years or older, used interchangeably with Older Adult.

SOGI

Sexual Orientation and Gender Identity; Ordinance No. 159-16 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 LGBTQ.

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 17-18	FY 18-19	FY 19-20
#Unduplicated Consumers	493	509	509
#Meals	33,574	34,651	34,651

- 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 inservice 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 10^{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:

Ella Lee Contract Manager/HSA P.O. Box 7988 San Francisco, CA 94120 Ella.Lee@sfgov.org Lauren Muckley, RD Nutritionist/OOA 1650 Mission Street, 5th Floor San Francisco, CA 94103 Lauren.Muckley@sfgov.org

BUDGET FORMS								Appendix B4, pg. 1 nt Date: 11/5/2018	·
	HUM	AN SERVICES AGE	NCY - DEPARTME	ENT OF AGING AN	ID ADULT SERVICE	s			
Grantee's Name: Russian American ((Check One) New ☐ Renewal	-	es I					Grant Term: 7/1/	2017 to 6/30/2020	
	o, of Mod:						•		
Program: Cong-ENP									cost/meal
Annual #Meals Contracted	33,574	33,574	1,077	34,651	33,574	1,077	34,651	102,876	
Program Term	7/1/17 to 6/30/18	7/1/18 to 6/30/19	Modification	Revised	7/1/19 to 6/30/20	Modification	Revised	7/1/17-6/30/20	
DAAS Expenditures									
Salaries & Benefits	\$152,387	\$152,387		\$152,387	\$152,387		\$152,387	\$457,161	\$4.44
Operating Expense	\$84,644	\$90,017	\$7,776	\$97,793	\$90,017	\$7,776	\$97,793	\$280,230	\$2.72
Subtotal	\$237,031	\$242,404	\$7,776	\$250,180	\$242,404	\$7,776	\$250,180	\$737,391	\$7.17
Indirect Percentage (max 10%)									
check Gen.Guidance regarding									
Capital Expenditure	\$6,277	\$5,514	\$900	\$6,414	\$5,514		\$5,514	\$18,205	\$0.18
TOTAL DAAS EXPENDITURES	\$243,308	\$247,918	\$8,676	\$256,594	\$247,918	\$7,776	\$255,694	\$755,596	\$7.34
and a single of the second second					10.5				
Non-DAAS Expenditures		C222031003000000000000000000000000000000							
Salaries & Benefits	\$23,173	\$23,173		\$23,173	\$23,173		\$23,173	\$69,519	\$0.68
Operating Expense	\$97,789	\$98,527	•	\$98,527	\$98,527		\$98,527	\$294,843	\$2.87
Capital Expenditure				· · · · · · · · · · · · · · · · · · ·					
TOTAL Non-DAAS EXPENDITURES	\$120,962	\$121,700		\$121,700	\$121,700		\$121,700	\$364,362	\$3.54
TOTAL DAAS & Non-DAAS			ì						CONTRACTOR CO.
EXPENDITURES	\$364,270	\$369,618	\$8,676	\$378,294	\$369,618	\$7,776	\$377,394	\$1,119,958	\$10.89
	4 000,j <u>a</u> 10								
HSA-DAAS Revenues							ACTION OF THE PARTY OF THE PART		
Meals	\$237,031	\$242,404	\$7,776	\$250,180	\$242,404	\$7,776	\$250,180	\$737,391	
	\$6,277	\$5,514	\$900	\$6,414	\$5,514	\$1,770	\$5,514	\$18,205	
Equipment	40,211	\$5,014	φουν	WO,414	Ψυ,υ (Ψ		ΨΟΙΟΙΤ	ψ10,200	
					 				i
									1
TOTAL USA DAAS DEVENUES	\$243,308	\$247,918	\$8,676	\$256,594	\$247,918	\$7,776	\$255,694	\$755,596	1
TOTAL HSA-DAAS REVENUES	\$243,308	\$7.22	\$0,070	\$7.22	\$7.22	ΨΙ,ΙΙΟ	\$7.22	\$7.17	1
PER MEAL COST, HSA-DAAS Per MEAL & COMPLIANCE COST	\$7.06	\$7.22		\$7.22	\$7.22		\$7.22	\$7,17	1
Per WEAL & COMPLIANCE COST	\$7,00	\$1.22		Ψ1.22	Ψ7.22		V1.22		
							g British Milatik Karata		
Non-DAAS Revenues	*07.770	#A7 77A	ı	\$37,770	\$37,770		\$37,770	\$113,310	\$1.10
Project Income	\$37,770	\$37,770	-		\$12,757		\$12,757	\$31,949	\$0.31
Agency Cash - Fundraising	\$6,435	\$12,757		\$12,757				\$69,519	\$0.68
Agency In-Kind Volunteer	\$23,173	\$23,173		\$23,173	\$23,173		\$23,173	\$09,519	φυ.υο
Nutrition Compliance Revenues						•	440.000	*****	
Other In Kind	\$53,584	\$48,000		\$48,000	\$48,000		\$48,000	\$149,584	
TOTAL NON HSA-DAAS REVENUES	\$120,962	\$121,700		\$121,700	\$121,700		\$121,700	\$364,362	
PER MEAL COST, NON HSA-DAAS	\$3,60	\$3.62		\$3.51	\$3.62		\$3.51	\$3.54	
						- 1		A4	
TOTAL REVENUES	\$364,270	\$369,618	\$8,676	\$378,294	\$369,618	\$7,776	\$377,394	\$1,119,958	ł
PER MEAL COST, TOTAL	\$10,85	\$11.01		\$10.92	\$11.01		\$10.89	\$10.89	ł
Full Time Equivalent (FTE)	<u> </u>	<u> </u>			<u> </u>				4
Prepared by: Eric Ha, Nick Buick		Phone No.: 415,38	7.5336		Phone No.: 415,38	7.5336		Date: 10/22/2018	
HSA-CO Review Signature:		w			-		Date:		1

Appendix B4, pg. 2 Document Date: 11/5/2018

Salaries & Benefits Detail

HSA - DAAS	Agency	Totals	For DAAS	Nutrition				DAAS P	rogram			
	Annual Full TimeSalary for	**		Adjusted Nutr FTE	7/1/17 to	7/1/18 to 6/30/19	Modification	Revised	7/1/19 to 6/30/20	Modification	Revised	7/1/17-6/30/20
Position Title and Name	FTE	Total % FTE	(b)		6/30/18	\$22,000	Modification	\$22,000	\$22,000	Modification	\$22,000	\$66,000
Executive Director	\$88,000	100%	25.00%	0.25	\$22,000							
Site hostess	\$31,320	100%	50.00%	0,50	\$15,660	\$15,660		\$15,660	\$15,660		\$15,660	\$46,980
Site manager	\$37,584	100%	50.00%	0.50	\$18,792	\$18,792		\$18,792	\$18,792		\$18,792	\$56,376
Cooki	\$41,990	100%	50.00%	0.50	\$20,995	\$20,995		\$20,995	\$20,995		\$20,995	\$62,985
Cook II	\$35,692	100%	50.00%	0.50	\$17,846	\$17,846		\$17,846	\$17,846		\$17,846	\$53,538
Cook III (relief)	\$33,592	50%	50.00%	0,25	\$8,398	\$8,398		\$8,398	\$8,398		\$8,398	\$25,194
Kitchen aide	\$31,320	94%	70.00%	0.66	\$20,554	\$20,554		\$20,554	\$20,554		\$20,554	\$61,662
Substitute Labor	\$30,000	100%	20.00%	0.20	\$6,000	\$6,000		\$6,000	\$6,000		\$6,000	\$18,000
Total	\$329,498	744%	365%	3.36	\$130,245	\$130,245		\$130,245	\$130,245		\$130,245	\$390,735
FRINGE BENEFIT RATE	17.0%											
EMPLOYEE FRINGE BENEFITS	\$56,015				22,142	22.142		\$22,142	\$22,142		\$22,142	\$66,426
EMPLOTEE FRINGE BENEFITS	\$30,013				22,142	22,142		922,142	φε <i>ε</i> , (4ε		922,142	\$00,420
TOTAL DAAS SALARIES & BENEFITS	\$385,513				\$152,387	\$ 152,387		\$162,387	\$152,387	-	\$152,387	\$4 67,161
											•	
Non - DAAS	Agenc	y Totals	For DAA	S Nutrition								
Davida Titta and Name	Annual Full TimeSalary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr	7/1/17 to 6/30/18	7/1/18 to 6/30/19	Modification	Revised	7/1/19 to 6/30/20	Modification	Revised	7/1/17-6/30/20
Position Title and Name	\$27,040		100%		\$23,173	\$23,173	MOGINCATION	\$23,173	\$23,173	Woomcatton	\$23,173	\$69,519
Kitchen volunteers		100%	100%		\$23,173	\$23,173		\$23,173	\$23,173		\$23,173	\$69,519
Total	\$27,040	100%	10076	0.00	\$23,113	923,173		\$20,170	923,173		920,175	409,519
FRINGE BENEFIT RATE												
EMPLOYEE FRINGE BENEFITS	\$ -											
TOTAL Non-DAAS SALARIES & BENEFITS	\$ 27,040		10		\$23,173	\$23,173		\$23,173	\$23,173		\$23,173	\$69,519
TOTAL DAAS & Non-DAAS SALARIES & BENEFITS	\$ 412,553				\$175,660	\$175,560		\$175,580	\$175,560		\$175,560	\$526,680
HSA #2	#REFI									•		

Program: Cong-ENP

Appendix B4, pg. 3 Document Date: 11/5/2018

Operating Expense Detail

Annual #Meals Contracted:	33,574	33,574	1,077	34,651	33,574	1,077	34,651	102,876
Term;	7/1/17 to 6/30/18	7/1/18 to 6/30/19	Modification	Revised	7/1/19 to 6/30/20	Modification	Revised	7/1/17-6/30/20
HSA - DAAS								
EXPENDITURE CATEGORY								
Rental of Property							·	
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$8,350	\$12,935	\$715	\$13,650	\$12,935	\$715	\$13,650	\$35,650
Office Supplies, Postage	\$3,700	\$3,700		\$3,700	\$3,700		\$3,700	\$11,100
Building Maintenance Supplies and Repair	\$3,000	\$3,000		\$3,000	\$3,000		\$3,000	\$9,000
FOOD COSTS								
Raw Food per meal \$ 1.70	\$52,040	\$52,040	\$6,867	\$58,907	\$52,040	\$6,867	\$58,907	\$169,854
Cong Food Svc Supplies per meal \$ 0.18	\$6,043	\$6,043	\$194	\$6,237	\$6,043	\$194	\$6,237	\$18,517
HDM Food Svc Supplies per meal \$ -								
Catered Meals per meal \$ -								
		1						
CONSULTANT (Descriptive Title)					· ·			
Registered Dietitian								
OTHER COST	1							
Insurance	\$4,052	\$5,000		\$5,000	\$5,000		\$5,000	\$14,052
Staff Training & Travel	\$2,426	\$2,426		\$2,426	\$2,426		\$2,426	\$7,278
Rental of Equipment	\$833	\$1,573		\$1,573	\$1,573		\$1,573	\$3,979
Small equipment & Supplies	\$4,200	\$3,300		\$3,300	\$3,300		\$3,300	\$10,800
Auto - Fuel & Insurance								
Repair/Maintenance								
Activity supplies								

TOTAL DAAS OPERATING EXPENSE	\$84,644	\$90,017	\$7,776	\$97,793	\$90,017	\$7,776	\$97,793	\$280,230
Non - DAAS								
EXPENDITURE CATEGORY								
Rental of Property	\$48,000	\$48,000		\$48,000	\$48,000		\$48,000	\$144,000
Utilities(Elec, Water, Gas, Phone, Scavenger)					·······			
Office Supplies, Postage								***************************************
Building Maintenance Supplies and Repair	\$3,457	\$4,195		\$4,195	\$4,195		\$4,195	\$11,847
FOOD COSTS								
Raw Food per meal \$ 1.34	\$46,332	\$46,332		\$46,332	\$46,332		\$46,332	\$138,998
Cong Food Svc Supplies per meal \$ -								
HDM Food Svc Supplies per meal \$ -								
Catered Meals per meal \$ -								
					1			
CONSULTANT (Descriptive Title)								
Registered Dietitian				·····				
					1			
Other Cost								
Insurance		 			<u> </u>			
Staff Training & Travel								
Rental of Equipment		<u></u>			ļ			
Rental of Equipment		 						
Small equipment & Supplies								
Auto - Fuel & Insurance		<u></u>						
Repair/Maintenance		 						
TOTAL Non-DAAS OPERATING EXPENSE	\$97,789	\$98,527		\$98,527	\$98,527		\$98,527	\$294,84
TOTAL DAAS & Non-DAAS OPERATING EXPENSE	\$182,433	\$188,544	\$7,776	\$196,320	\$188,544	\$7,776	\$196,320	\$575,073
Repair/Maintenance TOTAL Non-DAAS OPERATING EXPENSE	,		\$7,776	\$98,527 \$196,320	\$98,527 \$188,544	\$7,776	\$98,527 \$196,320	

Russian American Community Services 7/1/17-6/30/20 ENP Congregate Meals Rev: 5/15/17, 6/26/18

	Α	В	С	D	E	F	G	Н	l	J
1	Grantee	's Name: RUSSIAN AMERICAN COMMUNITY	SERVICES					•		Appendix B, Page 4
2		n: Congregate-AWD							Docume	ent Date: 11/5/2018
4	1 .			Ca	pital Expenditure i	Detail				
5	1				ment and Remode					
ř	1			(-11.						
3 4 5 6 7	1									
	H.S.A-D	200	7/1/17 to 6/30/18	7/1/18 to 6/30/10	Modification	Revised	7/1/19 to 6/30/20	Modification	Revised	7/1/17-6/30/20
9	No.	ITEM/DESCRIPTION	77 17 10 0700710	771110100300710	1410-04110-041011		11110 (0 0)000120		I	
10		Building Repairs	\$6,277	\$5,514		\$5,514	\$5,514		\$5,514	\$17,305
10	1	<u> </u>	Ψ0,277	45,514		Ψ0,014	40,011			- VIV 1000
١		12" Meat Slicer and Cover, Hotel Pans, Mixer			\$900	\$900				\$900
11		Blade for meat, Cutting boards			φθυυ	\$300				. 4000
12										
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1		DAAS-OOA EQUIPMENT & REMODELING								
	COST		\$6,277	\$5,514	\$900	\$6,414	\$5,514		\$5,514	\$18,205
19										
20									·	
21	No.	ITEM/DESCRIPTION								
22			1					***************************************		
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25		A DAVIDOR OF THE PARTY OF THE P							<u>l</u> .	
26]									
	TOTAL	NON DAAS-OOA EQUIPMENT &						· ·		
27		DELING COST								
28	1									
	7	DAAS & NON-DAAS CAPITAL								
29	EXPEN		\$6,277	\$5,514	\$900	\$6,414	\$5,514		\$5,514	\$18,205
30		nent and Remodeling Cost)								
	HSA #4									
32										
		ion Methodology: (If you have multiple prograi	ns, describe how yo	u allocate among sh	ared program costs	:)				
		DAAS and non-DAAS-OOA funding above.		•		-				
		Green highlighted cells have formulas that link of	lata to Budget Sumn	nary page						
36		Equipment is defined as \$5000 or more a unit					•			
37		Cells with formulas are protected to avoid accid	ental changes. To u	inprotect, go to Tool	par, "Review", selec	t "Unprotect sheet".	No password needs	ed.		
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Appendix A - Services to be Provided Glide Foundation Elderly Nutrition Program (ENP) Congregate Meals July 1, 2017 – June 30, 2020

Purpose T.

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

Glide Foundation

CARBON

Contracts Administration, Reporting, and Billing On-line

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

LGBTQ+

An acronym/term used to refer to persons who selfidentify as non -heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.

Low-Income

For Elderly Nutrition Programs, this is 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,

Older Adult

Person who is 60 years or older, used interchangeably with Senior.

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)

> Person who is 60 years or older, used interchangeably with Older Adult.

Senior

SOGI

Sexual Orientation and Gender Identity; Ordinance No. 159-16 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 LGBTQ+.

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
#Unduplicated			
Consumers	950	900	900
#Meals	57,186	56,686	56,686

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

BUDGET FORMS	1	A	В	c 1	D	E	F	G	Н	1	.1
### HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES ### BUDGET PROPOSAL FORMS Graduate Name (Gille Foundation Grant Test Graduate Name (Gille Foundation Grant Test Graduate Name (Gille Foundation Grant Test Graduate Name (Gille Foundation Grant Test Graduate Name (Gille Foundation Grant Test Graduate Name (Gille Foundation Grant Test Graduate Name (Gille Foundation Grant Test Graduate Name (Gille Foundation Grant Test Graduate Name (Gille Foundation Grant Test Graduate Name (Gille Foundation Grant Test Graduate Name (Gille Foundation Graduate Gradu				<u> </u>		<u></u>				Appendix B. pg.	1
BUDCET PROPOSAL FORMS Grant Term Grant		1									
BUDCET PROPOSAL FORMS Grant Term Grant		HUMAN SERVICES AG	ENCY - DEP	ARTMENT OF	AGING AND	ADULT SERV	ICES				
Control Name Citide Foundation Control Name Renewal Modification Mode Trifle 19 Cong. Pry 18-19 Cong. Pry 18-19 Cong. Pry 18-20 Cong.	$\overline{}$			/ ((IIII EIVI OI	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	.010				
Chicak One) New Renewal Modification X									-	G	rent Term
Control Color Co		1	8.4 - 416 41	V						0.	iuiit i oiist
Program: East Floor NY, No. C. REPRINGED Cong. ENP PY18-18 FY18-18 Cong. FY18-20 Cong. ENP EVISED TOTAL	6	[(Check One) New [] Renewal _	iviodification	<u> </u>							
	7		No. of Mod:							7/1/17 to	
9 Annual #Meels Contracted	Ω	Program: Enter 1 Prog ONLY (e.g. Cong-ENP,	DEVISED	Cong-FNP			Cong-FNP	1	ENP REVISED	TOTAL	
10 DAGE Expenditures	0		25125126000000000			BOWNERS CONTROL OF THE PROPERTY OF THE PROPERT	FOR COTTON CONTRACTOR (CONTRACTOR)		VACES AND ENGINEERING AND ADDRESS OF THE PARTY OF THE PAR		CQ Sprince
11 DAAS Expenditures	_				6,000			6,000			
12 Salaries & Benefits	_		771717 10 6/30/18	1/1/18 (0 0/30/19		771716 (0 0/30/19	771119 (0 0/30/20		11119 10 0/30/20	77 17 17 10 0/30/20	
13 Operating Expense					AT 7.10		055 400	677.540	800.005	0477.004	
14 Substate \$170,610 \$170,539 \$19,036 \$180,575 \$170,539 \$19,030 \$189,575 \$558,760 \$3.16											·
15											
10			1								
16 Gen, Judimen regarding indirect exclusion \$17,961 \$17,064 \$1,904 \$19,968 \$17,064 \$1,904 \$16,968 \$56,877 \$0.02	13		,570	.570		1370					
10 TOTAL DAAS EXPENDITURES \$197,671 \$187,693 \$20,940 \$206,633 \$167,693 \$20,940 \$206,633 \$614,637 \$140,000 \$140	_	Gen.Guidance regarding indirect exclusion)	\$17,961	\$17,054	\$1,904	\$18,958	\$17,054	\$1,904	\$18,958	\$55,877	\$0.32
10	17	1			#44 #44 #44 #44 #44 #44 #44 #44 #44 #44			elleggeleggelekterekegereng			
20 Non-DAAS Expenditures \$88,942 \$88,942 \$88,942 \$88,942 \$88,942 \$88,942 \$268,826 \$11.51 \$20.00000000000000000000000000000000000			\$197,571	\$187,593	\$20,940	\$208,533	\$187,593	\$20,940	\$208,533	\$614,637	\$3.49
21		2464 251 241 257 251 251 251 251 251 251 251 251 251 251	<u> </u>								
\$40,079 \$40,079 \$40,079 \$40,079 \$40,079 \$40,079 \$40,079 \$40,079 \$121,531 \$0.09 \$20 \$20 \$129,021					1	600.040	#BB 048		600.040	#266 926	04.54
Capital Expenditure S130,316 S129,021											
\$129,021 \$1001,000 \$10			φ41,574	ψ40,013		Ψ40,070	Ψ40,013		Ψ70,070	Ψ (Z 1,50 l	Ψ0.00
TOTAL DAAS & Non-DAAS \$327,887 \$316,614 \$337,554 \$316,614 \$20,940 \$337,554 \$1,002,995 \$5.69			\$130,316	\$129 021		\$129 021	\$129 021		\$129.021	\$388.358	\$2.20
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## HSA-DAAS Revenues HSA-DAAS Revenues	Г	1 '	_								
28 Meals \$180,925 \$187,593 \$20,940 \$208,533 \$187,593 \$20,940 \$208,533 \$597,991			\$327,887	\$316,614	L	\$337,554	\$316,614	\$20,940	\$337,554	\$1,002,995	\$5.69
30 CODB \$3,293			&		·	······································					1
30 CODB \$3,293	29	Meals	\$180.925	\$187.593	\$20.940	\$208.533	\$187,593	\$20,940	\$208,533	\$597,991	1
32 OTO Equipment (Gen. Funds) \$1,558 \$11,795 \$ \$111,795 \$ \$11,795 \$ \$11,795 \$ \$11,795 \$ \$111,795 \$											1
\$11,795 \$11,795 \$11,795 \$11,795 \$10,	31	CODE	\$3.303								
34 35 TOTAL HSA-DAAS REVENUES \$197,571 \$187,593 \$20,940 \$208,533 \$187,593 \$20,940 \$208,533 \$614,637 \$3.70 \$3.49 \$3.49 \$3.49 \$3.49 \$3.49 \$3.49 \$3.49 \$3.49 \$3.49 \$3.48 \$3.48 \$3.48 \$3.48 \$3.49 \$3.49 \$3.49 \$3.49 \$3.49 \$3.49 \$3.48 \$3.48 \$3.48 \$3.48 \$3.48 \$3.48 \$3.48 \$3.48 \$3.49 \$3.49 \$3.49 \$3.49 \$3.49 \$3.49 \$3.48 \$3.48 \$3.48 \$3.48 \$3.48 \$3.48 \$3.48 \$3.48 \$3.48 \$3.48 \$3.48 \$3.48 \$3.48 \$3.48 \$3.48 \$3.49 \$3.49 \$3.49 \$3.49 \$3.49 \$3.49 \$3.48 \$3.49 \$3.49 \$3.49 \$3.49 \$3.49 \$3.49 \$3.48 \$3.4											
35		OTO Equipment (Gen. Funds)	\$1,558							\$11.705	1
State Stat	33	OTO Equipment (Gen. Funds) OTO Meals	\$1,558							\$11,795	
37 PER MEAL COST, HSA-DAAS \$3.45 \$3.49 \$3.49 \$3.49 \$3.49 \$3.49 \$3.49 \$3.49 \$3.49 \$3.49 \$3.49 \$3.48 \$3.49 \$3.49 \$3.49 \$3.49 \$3.49 \$3.49 \$3.49 \$3.48 \$3.49 \$3.49 \$3.49 \$3.49 \$3.49 \$3.49 \$3.49 \$3.48 \$3.49 \$3.49 \$3.49 \$3.49 \$3.49 \$3.49 \$3.49 \$3.48 \$3.49	33 34	OTO Equipment (Gen. Funds) OTO Meals	\$1,558							\$11,795	
Non-DAAS Revenues Section Sect	33 34 35	OTO Equipment (Gen. Funds) OTO Meals	\$1,558 \$11,795		\$20.940	\$208.533	\$187,593	\$20.940	\$208,533		
39 Project Income	33 34 35 36	OTO Equipment (Gen. Funds) OTO Meals TOTAL HSA-DAAS REVENUES	\$1,558 \$11,795 \$197,571	\$187,593	\$20,940	And the second of the second o	A CONTRACTOR OF THE PARTY OF TH	\$20,940	CONTRACTOR OF THE PROPERTY OF THE PROPERTY OF THE PARTY O	\$614,637	
40 Agency Cash - Fundraising \$70,781 \$70,781 \$70,781 \$70,781 \$212,343 \$1.20 41 Agency In-Kind Volunteer \$58,240 \$58,240 \$58,240 \$58,240 \$174,720 \$0.99 42 Nutrition Compliance Revenues 43 \$129,021 \$129,021 \$129,021 \$129,021 \$387,063 45 PER MEAL COST, NON HSA-DAAS \$2.26 \$2.40 \$2.16 \$2.40 \$2.16 \$2.19 46 TOTAL REVENUES \$326,592 \$316,614 \$337,554 \$316,614 \$337,554 \$1,001,700 47 PER MEAL COST, TOTAL \$5.71 \$5.90 \$5.90 \$5.66 \$5.67 48 Full Time Equivalent (FTE) Phone No.: 10/26/2018 51 HSA-CO Review Signature: Date: Date:	33 34 35 36 37	OTO Equipment (Gen. Funds) OTO Meals TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS	\$1,558 \$11,795 \$197,571	\$187,593	\$20,940	And the second of the second o	A CONTRACTOR OF THE PARTY OF TH	\$20,940	CONTRACTOR OF THE PROPERTY OF THE PROPERTY OF THE PARTY O	\$614,637	
41 Agency In-Kind Volunteer \$58,240 \$58,240 \$58,240 \$58,240 \$58,240 \$174,720 \$0.99 42 Nutrition Compliance Revenues	33 34 35 36 37 38	OTO Equipment (Gen. Funds) OTO Meals TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Non-DAAS Revenues	\$1,558 \$11,795 \$197,571	\$187,593	\$20,940	And the second of the second o	A CONTRACTOR OF THE PARTY OF TH	\$20,940	CONTRACTOR OF THE PROPERTY OF THE PROPERTY OF THE PARTY O	\$614,637	
Autrition Compliance Revenues	33 34 35 36 37 38 39	OTO Equipment (Gen. Funds) OTO Meals TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Non-DAAS Revenues Project Income	\$1,558 \$11,795 \$197,571 \$3,45	\$187,593 \$3,49	\$20,940	\$3.49	\$3.49	\$20,940	\$3,49	\$614,637 \$3.48	£4.20
43	33 34 35 36 37 38 39 40	OTO Equipment (Gen. Funds) OTO Meals TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Non-DAAS Revenues Project Income Agency Cash - Fundraising	\$1,558 \$11,795 \$197,571 \$3,45	\$187,593 \$3,49 \$70,781	\$20,940	\$3.49 \$70,781	\$3:49 \$70,781	\$20,940	\$3.49 \$70,781	\$614,637 \$3.48 \$212,343	\$1.20 \$0.99
45 PER MEAL COST, NON HSA-DAAS \$2.26 \$2.40 \$2.16 \$2.40 \$2.16 \$2.19 46 TOTAL REVENUES \$326,592 \$316,614 \$337,554 \$316,614 \$337,554 \$1,001,700 47 PER MEAL COST, TOTAL \$5.71 \$5.90 \$5.60 \$5.67 48 Full Time Equivalent (FTE)	33 34 35 36 37 38 39 40 41	OTO Equipment (Gen. Funds) OTO Meals TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Non-DAAS Revenues Project Income Agency Cash - Fundraising Agency In-Kind Volunteer	\$1,558 \$11,795 \$197,571 \$3,45	\$187,593 \$3,49 \$70,781	\$20,940	\$3.49 \$70,781	\$3:49 \$70,781	\$20,940	\$3.49 \$70,781	\$614,637 \$3.48 \$212,343	
46 TOTAL REVENUES \$326,592 \$316,614 \$337,554 \$316,614 \$337,554 \$1,001,700 47 PER MEAL COST, TOTAL \$5.71 \$5.90 \$5.90 \$5.66 \$5.67 48 Full Time Equivalent (FTE) 50 Phone No.: 10/26/2018 51 HSA-CO Review Signature: Date: Date:	33 34 35 36 37 38 39 40 41 42	OTO Equipment (Gen. Funds) OTO Meals TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Non-DAAS Revenues Project Income Agency Cash - Fundraising Agency In-Kind Volunteer Nutrition Compliance Revenues	\$1,558 \$11,795 \$197,571 \$3,45	\$187,593 \$3,49 \$70,781	\$20,940	\$3.49 \$70,781	\$3:49 \$70,781	\$20,940	\$3.49 \$70,781	\$614,637 \$3.48 \$212,343 \$174,720	
46 TOTAL REVENUES \$326,592 \$316,614 \$337,554 \$316,614 \$337,554 \$1,001,700 47 PER MEAL COST, TOTAL \$5.71 \$5.90 \$5.90 \$5.66 \$5.67 48 Full Time Equivalent (FTE) 10/26/2018 50 Prepared by: Ira Daniel Phone No.: 10/26/2018 51 HSA-CO Review Signature: Date: Date:	33 34 35 36 37 38 39 40 41 42 43	OTO Equipment (Gen. Funds) OTO Meals TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Non-DAAS Revenues Project Income Agency Cash - Fundraising Agency In-Kind Volunteer Nutrition Compliance Revenues	\$1,558 \$11,795 \$197,571 \$3.45 \$70,781 \$58,240	\$187,593 \$3,49 \$70,781 \$58,240	\$20,940	\$3.49 \$70,781 \$58,240	\$3.49 \$70,781 \$58,240	\$20,940	\$3.49 \$70,781 \$58,240	\$614,637 \$3.48 \$212,343 \$174,720	
47 PER MEAL COST, TOTAL \$5.71 \$5.90 \$5.66 \$5.67 48 Full Time Equivalent (FTE)	33 34 35 36 37 38 39 40 41 42 43 44	OTO Equipment (Gen. Funds) OTO Meals TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Non-DAAS Revenues Project Income Agency Cash - Fundraising Agency In-Kind Volunteer Nutrition Compliance Revenues TOTAL NON HSA-DAAS REVENUES	\$1,558 \$11,795 \$197,571 \$3.45 \$70,781 \$58,240 \$129,021	\$187,593 \$3.49 \$70,781 \$58,240 \$129,021	\$20,940	\$3.49 \$70,781 \$58,240 \$129,021	\$3.49 \$70,781 \$58,240 \$129,021	\$20,940	\$70,781 \$58,240 \$129,021	\$614,637 \$3.48 \$212,343 \$174,720 \$387,063	
48 Full Time Equivalent (FTE)	33 34 35 36 37 38 39 40 41 42 43 44	OTO Equipment (Gen. Funds) OTO Meals TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Non-DAAS Revenues Project Income Agency Cash - Fundraising Agency In-Kind Volunteer Nutrition Compliance Revenues TOTAL NON HSA-DAAS REVENUES PER MEAL COST, NON HSA-DAAS	\$1,558 \$11,795 \$197,571 \$3,45 \$70,781 \$58,240 \$129,021 \$2,26	\$187,593 \$3,49 \$70,781 \$58,240 \$129,021 \$2.40	\$20,940	\$70,781 \$58,240 \$129,021 \$2.16	\$3,49 \$70,781 \$58,240 \$129,021 \$2,40	\$20,940	\$70,781 \$758,240 \$129,021 \$2.16	\$614,637 \$33.48 \$212,343 \$174,720 \$387,063 \$2.19	
50 Prepared by: Ira Daniel Phone No.: 10/26/2018 51 HSA-CO Review Signature: Date:	33 34 35 36 37 38 39 40 41 42 43 44 45	OTO Equipment (Gen. Funds) OTO Meals TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Non-DAAS Revenues Project Income Agency Cash - Fundraising Agency In-Kind Volunteer Nutrition Compliance Revenues TOTAL NON HSA-DAAS REVENUES PER MEAL COST, NON HSA-DAAS TOTAL REVENUES	\$1,558 \$11,795 \$197,571 \$3,45 \$70,781 \$58,240 \$129,021 \$2,26 \$326,592	\$187,593 \$3,49 \$70,781 \$58,240 \$129,021 \$2,40 \$316,614		\$70,781 \$58,240 \$129,021 \$2.16	\$3.49 \$70,781 \$58,240 \$129,021 \$2.40 \$316,614	\$20,940	\$70,781 \$58,240 \$129,021 \$2.16 \$337,554	\$614,637 \$3.48 \$212,343 \$174,720 \$387,063 \$2.19 \$1,001,700	
51 HSA-CO Review Signature: Date: Date:	33 34 35 36 37 38 39 40 41 42 43 44 45	OTO Equipment (Gen. Funds) OTO Meals TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Non-DAAS Revenues Project Income Agency Cash - Fundraising Agency In-Kind Volunteer Nutrition Compliance Revenues TOTAL NON HSA-DAAS REVENUES PER MEAL COST, NON HSA-DAAS TOTAL REVENUES PER MEAL COST, TOTAL	\$1,558 \$11,795 \$197,571 \$3,45 \$70,781 \$58,240 \$129,021 \$2,26 \$326,592	\$187,593 \$3,49 \$70,781 \$58,240 \$129,021 \$2,40 \$316,614		\$70,781 \$58,240 \$129,021 \$2.16	\$3.49 \$70,781 \$58,240 \$129,021 \$2.40 \$316,614	\$20,940	\$70,781 \$58,240 \$129,021 \$2.16 \$337,554	\$614,637 \$3.48 \$212,343 \$174,720 \$387,063 \$2.19 \$1,001,700	
	33 34 35 36 37 38 39 40 41 42 43 44 45	OTO Equipment (Gen. Funds) OTO Meals TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Non-DAAS Revenues Project Income Agency Cash - Fundraising Agency In-Kind Volunteer Nutrition Compliance Revenues TOTAL NON HSA-DAAS REVENUES PER MEAL COST, NON HSA-DAAS TOTAL REVENUES PER MEAL COST, TOTAL	\$1,558 \$11,795 \$197,571 \$3,45 \$70,781 \$58,240 \$129,021 \$2,26 \$326,592	\$187,593 \$3,49 \$70,781 \$58,240 \$129,021 \$2,40 \$316,614		\$70,781 \$58,240 \$129,021 \$2.16	\$3.49 \$70,781 \$58,240 \$129,021 \$2.40 \$316,614	\$20,940	\$70,781 \$58,240 \$129,021 \$2.16 \$337,554	\$614,637 \$3.48 \$212,343 \$174,720 \$387,063 \$2.19 \$1,001,700	
	33 34 35 36 37 38 39 40 41 42 43 44 45 46 47	OTO Equipment (Gen. Funds) OTO Meals TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Non-DAAS Revenues Project Income Agency Cash - Fundraising 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)	\$1,558 \$11,795 \$197,571 \$3,45 \$70,781 \$58,240 \$129,021 \$2,26 \$326,592	\$187,593 \$3.49 \$70,781 \$58,240 \$129,021 \$2.40 \$316,614 \$5.90		\$70,781 \$58,240 \$129,021 \$2.16	\$3.49 \$70,781 \$58,240 \$129,021 \$2.40 \$316,614	\$20,940	\$70,781 \$58,240 \$129,021 \$2.16 \$337,554	\$614,637 \$3.48 \$212,343 \$174,720 \$387,063 \$2.19 \$1,001,700 \$5.67	\$0.99
	33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 50	OTO Equipment (Gen. Funds) OTO Meals TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Non-DAAS Revenues Project Income Agency Cash - Fundraising 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) Prepared by: Ira Daniel	\$1,558 \$11,795 \$197,571 \$3,45 \$70,781 \$58,240 \$129,021 \$2,26 \$326,592	\$187,593 \$3.49 \$70,781 \$58,240 \$129,021 \$2.40 \$316,614 \$5.90		\$70,781 \$58,240 \$129,021 \$2.16	\$3.49 \$70,781 \$58,240 \$129,021 \$2.40 \$316,614 \$5.90	\$20,940	\$70,781 \$58,240 \$129,021 \$2.16 \$337,554 \$5.66	\$614,637 \$3.48 \$212,343 \$174,720 \$387,063 \$2.19 \$1,001,700 \$5.67	\$0.99

1 1	A	В	ГС	D	Е	F	G	1 1	J	К	L	M	N
1	Grantee's Name: Glide Foundat		1 0	1 5			, O F	`				Appendix B, page	
_	Program Name:											Date:	6/5/2018
	Cong-ENP												
4			Sala	lee & Den	efits Detail							1	
3 4 5 7			J 210	ies & Deii	erits Detail								
7									Original	REVISED	Original	REVISED	TOTAL
8	H.S.A-DAAS	Agenc	Totals	For DA	AS Nutrition	Modif	ication	7/1/17 to 6/30/18	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	7/1/17 to 6/30/20
H	THOIR DAY	ngene	l	10,00						0.11.02.03.03.03.03.03.03.03.03.03.03.03.03.03.			
		Annual Fo	n l					Budgeted	Budgeted	Dudusted Caloni	Budgeted	Budgeted Salary	TOTAL
		TimeSalary		% Nutr	Adjusted	% Nutr	Adjusted	Salary	Salary	Budgeted Salary	Salary	. Dudgeted Saraty	Budgeted Salary
	POSITION TITLE and NAME	FTE	% FTI		Nutr FTE	Prog (b)	Nutr FTE			47.000	47.000	27.020	400 400
10	George Gundry - Director	\$130,	$\overline{}$		2% 2%	4% 4%	4% 4%	\$7,800 \$3,900	\$7,800 \$4,700	\$7,800 \$5,350	\$7,800 \$4,700	\$7,800 \$5,350	\$23,400 \$14,600
	Joselyn Barrera - Culinary Mana Cho Wing Chung - Chef	\$65, \$36			2%	4%	4%	\$2,967	\$2,903	\$3,397	\$2,903	\$3,397	\$9,760
13	James Sampagna - Shift Leader	\$43,			2%	4%	4%	\$3,421	\$3,421	\$3,951	\$3,421	\$3,951	\$11,323
14	Alexis Santiago - Shift Leader	\$35			2%	4%	4%	\$2,772	\$2,909	\$3,409	\$2,909	\$3,409	\$9,591
15	Leon Thomas III - Steward	\$46			2%	4%	4%	\$2,796	\$3,520	\$4,120	\$3,520	\$4,120	\$11,035
16	Dishwashers - 2	\$62			9%	2%	2%	\$6,864	\$7,664	\$8,264	\$7,664	\$8,264	\$23,393
17	Program Navigator- TBA-2	\$80,	000 1009	6 9%	9%	1%	1%	\$7,950	\$7,950	\$9,450	\$7,950	\$9,450	\$26,850
18	Tina Huang-Program Assistant	\$43,	702 1009	6 2%	2%	3%	3%	\$2,187	\$2,187	\$3,185	\$2,187	\$3,185	\$8,557
19	TOTALS	\$ 542,	43 9009	6 30%	30%	26%	26%	\$40,657	\$43,054	\$48,926	\$43,054	\$48,926	\$138,508
20	TOTALS	ψ J42,	75 000	0 00 30	1 0070	20,0	2070	240,001	\$10,001	010,020	0 010,007	R TOJOZO	4 (00)500
21	FRINGE BENEFIT RATE	28	0%										
22	EMPLOYEE FRINGE BENEFITS	\$ 151,	40					\$11,384	\$12,055	\$13,699	\$12,055	\$13,699	\$38,782
23 24													
	TOTAL DAAS SALARIES &					(XXXXXX		9					
25	BENEFITS	\$ 694,	183					\$52,041	\$55,109	\$62,625	\$ 55,109	\$62,625	\$177,291
25 20				Machanana.	***********		Š						
28	Non - DAAS	Agenc	Totals	For D	AAS Meal	For DA	AS Meal						TOTAL
		Annual F	81					8					
		TimeSalary			Adjusted	% Nutr	Adjusted	Budgeted	Budgeted	<u> </u>	Budgeted		_ , , , , , , . '
	POSITION TITLE and NAME	FTE	FTE (B		Nutr FTE	Prog (b)	Nutr FTE	Salary	Salary	Budgeted Salary	Salary	Budgeted Salary	Budgeted Salary
30	Program Director	\$ 130,0			2.00%	2%	0.04%	\$2,600	\$2,600	\$2,600	\$2,600	\$2,600	\$7,800
31	Data & Contracts Coordinator	\$ 52,8	96 1009	6 2%	2,00%	2%	0.04%	\$1,058	\$1,058	\$1,058	\$1,058	\$1,058	\$3,174
32	Security Monitor	\$ 32,6	02 1009	6 5%	5.00%	5%	0.25%	\$1,640	\$1,640	\$1,640	\$1,640	\$1,640	\$4,920
33	Meals Volunteers	\$ 29,	20 15009	6 13%	200.00%	13%	26.67%	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$174,720
34	Assistant Manager	\$ 65,6	00 1009	6 2%	2.00%	2%	0.04%	\$1,300	\$1,300	\$1,300	\$1,300	\$1,300	\$3,900
35	Senior Director of Programs	\$ 155,0	00 1009	6 2%	2.00%	2%	0.04%	\$3,100	\$3,100	\$3,100	\$3,100	\$3,100	\$9,300
36	Senior Manager of Programs	\$ 77,	00 1009	6 2%	2.00%	2%	0.04%	\$1,548	\$1,548	\$1,548	\$1,548	\$1,548	\$4,644
37											<u> </u>		
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40 41		***************************************											
40 41 42		***************************************											
40 41		ATTACAMA MATERIAL AND AND AND AND AND AND AND AND AND AND											
40 41' 42 43 44													
40 41' 42 43 44 45													
40 41' 42 43 44 45													
40 41' 42 43 44 45	TOTAL NON-DAAS	\$ 542	218 2100	6 28%	215%	28%	27%	\$69,486	\$69,486	\$69,486	\$69,486	\$69,486	\$208,458
40 41' 42 43 44 45 46 47 40	TOTAL NON-DAAS FRINGE BENEFIT RATE		218 2100	6 28%	215%	28%	27%	\$69,486	\$69,486	\$69,486	\$69,486	\$69,486	\$208,458
40 41' 42 43 44 45 46 47 49 50			0%	6 28%	215%	28%	27%	\$69,486	\$69,486 \$19,456	\$69,486 \$19,456	\$69,486 \$19,456	\$69,486	\$208,458 \$58,368
40 41' 42 43 44 45 46 47 48 49	FRINGE BENEFIT RATE EMPLOYEE FRINGE BENEFITS	28	0%	6 28%	215%	28%	27%						
40 41' 42 43 44 45 46 47 48 49 50	FRINGE BENEFIT RATE EMPLOYEE FRINGE BENEFITS TOTAL Non-DAAS SALARIES &	28 \$ 151,	0% 321	6 28%	215%	28%	27%	\$19,456	\$19,456	\$19,456	\$19,456	\$19,456	\$58,368
40 41' 42 43 44 45 46 47 48 49 50	FRINGE BENEFIT RATE EMPLOYEE FRINGE BENEFITS	28	0% 321	28%	215%	28%	27%						
40 41' 42 43 44 45 46 47 49 50 50 53 54	FRINGE BENEFIT RATE EMPLOYEE FRINGE BENEFITS TOTAL Non-DAAS SALARIES & BENEFITS TOTAL DAAS & Non-DAAS	28 \$ 151, \$ 694,	0% 321 39	28%	215%	28%	27%	\$19,456 \$88,942	\$19,456 \$88,942	\$19,456 \$88,942	\$19,456	\$19,456 \$88,942	\$58,368 \$266,826
40 41' 42 43 44 45 46 47 49 50 53 54 55	FRINGE BENEFIT RATE EMPLOYEE FRINGE BENEFITS TOTAL Non-DAAS SALARIES & BENEFITS	28 \$ 151,	0% 321 39	28%	215%	28%	27%	\$19,456	\$19,456	\$19,456	\$19,456	\$19,456	\$58,368

	A B C D	E	F	G	Н		J
1	Grantee's Name: Glide Foundation		•				Appendix B, page 3
	Program Name:				Date:		6/5/2018
3	Cong-ENP	rating Expense l	Detail				
<u>4</u> 5	Оре		Original	Modification	Original	Modification	
7	H.S.A-DAAS Annuai #Meals Contracted:	57.186	53,686	59,686	53.686	59.686	TOTAL
		7/1/17 to 6/30/18	7/1/18 to 6/30/19	7/1/18 to 6/30/19	7/1/19 to 6/30/20	7/1/17 to 6/30/20	7/1/17 to 6/30/20
	Rental of Property						
	<u> </u>						
	Utilities(Elec, Water, Gas, Phone, Scavenger)						
	Office Supplies, Postage						
	Building Maintenance Supplies and Repair						
-	FOOD COSTS		***	4400.000	400,000	#400 000	¢340,000
-	Raw Food per meal \$ 1.79	\$106,224	\$96,098	\$106,838	\$96,098	\$106,838	\$319,900
	Cong Food Svc Supplies per meal \$ 0.13	\$7,434	\$6,979	\$7,759	\$6,979	\$7,759	\$22,953
	HDM Food Svc Supplies per meal \$ -						
17	Catered Meals per meal \$ -			<u> </u>			
18	CONSULTANT/SUBCONTRACTOR Descriptive Title				A		
19	Registered Dietitian						
20							
	OTHER COSTS:						
		#4 FF0					¢4 EE0
	small food service equipment (OTO)	\$1,558				· · ·	\$1,558
23	Insurance	<u> </u>					
	Staff Training & Travel						
-	Rental of Equipment	\$750	\$750	\$750	\$750	\$750	\$2,250
1	Garbage	<u> </u>		\$500	\$750 \$500	\$500	\$1,500
	Information Technology	\$500	\$500 \$1,827	\$300 \$1,827	\$1,827	\$1,827	\$5,481
28	Repair/Maintenance	\$1,827		\$1,027	\$1,027	\$1,027	\$3,126
29	Food Storage	\$1,042	\$1,042			\$8,234	\$24,702
30	Occupancy	\$8,234	\$8,234	\$8,234	\$8,234	l	
31	TOTAL DAAS OPERATING EXPENSE	\$127,569	\$115,430	\$126,950	\$115,430	\$126,950	\$381,469
	Non-DAAS						TOTAL
34	Expenditure Category	Γ	II	1	11	11	<u> </u>
35	Rental of Property						
36	Utilities(Elec, Water, Gas, Phone, Scavenger)						
37	Office Supplies, Postage						
38	Building Maintenance Supplies and Repair						
	FOOD COSTS						
	Raw Food per meal \$ 0.37	\$21,159	\$19,864		\$19,864		\$60,886
	Cong Food Svc Supplies per meal \$ -						
	HDM Food Svc Supplies per meal \$ -						
	Catered Meals per meal \$ -						
44	CONSULTANT/SUBCONTRACTOR Descriptive Title						
	Registered Dietitian						
46				-			
	OTHER COSTS:						
	Insurance						
	Staff Training & Travel						
	Rental of Equipment						
	Equipment	\$1,370	\$1,370		\$1,370		\$4,110
	Garbage	\$1,200	\$1,200	-	\$1,200		\$3,600
	Information Technology	\$2,000	1		\$2,000		\$6,000
	Occupancy	\$15,645	\$15,645	1	\$15,645		\$46,935
55							
	TOTAL Non-DAAS OPERATING EXPENSE	\$41,374	\$40,079		\$40,079		\$121,531
20]		•		•		
1 59	TOTAL DAAS & Non-DAAS OPERATING EXPENSE	\$168,943	\$155,509		\$155,509	I	\$503,001
	HSA #3 #REF!						

APPENDIX A9 - 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

AWD Person 18-59 years of age living with a disability.

CARBON Contracts Administration, Reporting, and Billing On Line 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.

Grantee Centro Latino de 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, 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

LGBTQ+ An acronym/term used to refer to persons who self-identify as non -

heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual,

transgender, genderqueer, and gender non-binary.

Low-Income Having income at or below 300% of the federal poverty line defined by

the federal Bureau of the Census and published annually by the U.S.

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Department of Health and Human Services. 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; Ordinance No. 159-16 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 LGBTQ.

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.

CLSF 7/1/17-6/30/20 Congregate AWD Rev. 09/11/17, 11/15/18 6. Service Units:

Table A	FY 2017-18	FY 2018-19	FY 2019-20
# Unduplicated Consumers	196	288	308
# Meals	11,705	17,230	18,396

- 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
- 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 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.
- I. 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 Lauren Muckley, RD Nutritionist/OOA 1650 Mission Street, 5th Floor San Francisco, CA 94103

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1	BUDGET FORMS							D	Appendix B9, pg.	1
2								Document Date:	11/9/2018	
3	HUMAN SERVICES AG	SENCY - DEPARTMEN	T OF AGING							
4		Wa	*****	BUDGE:	r SUMMAR	<u> </u>				
5	Grantee's Name:Centro Latino de San Fr	rancisco, Inc.						Grant Term		
6	(Check One) New Renewal	Modification	Ø				:	7/1/17 to 6/30/20		
7	Effective Date of Mod: 7/1/17 No. of	Mod:	Cong- AWD							
┝┷										Average
8	Program: CONGREGATE-AWD	Onginal	Original	Modification	Revised	l "i	Modification	Revised	TOTAL	cost/meal
9	Annual #Meals Contracted	11,705	11,705		17,230	11,705	6,691	18,396	,	
10	Program 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	
11	DAAS Expenditures) 			}	
12	Salaries & Benefits	\$68,257	\$68,257	\$21,880	\$90,137	\$68,257	\$29,194	\$97,451 \$28,013	\$255,845 \$66,022	\$5.41 \$1.39
13	Operating Expense Subtotal	\$10,635 \$78,891	\$11,595 \$79,852	\$15,780 \$37,660	\$27,375 \$117,512	11595 \$79,852	\$16,418 \$45,612	\$125,464	\$321,867	\$6.80
15	Indirect Percentage (max 10%)	310,031	φ/ σ / σ, σο <u>ε</u>	ψ07,000	Ψ171,012	\$75,002		ψ1 <u>-01</u> 101	400,100,	
	Indirect Cost (Line 14 X Line 13)							***************************************		
	OTO				:					
18	TOTAL DAAS EXPENDITURES	\$78,891	\$79,852	\$37,660	\$117,512	\$79,852	\$45,612	\$125,464	\$321,867	\$6,80
19										
20	Non-DAAS Expenditures								, <u> </u>	
21	Salaries & Benefits	\$6,052	\$6,052	\$0	\$6,052	\$6,052	\$0	\$6,052	\$18,156	\$0.38
	Operating Expense	\$12,424	\$12,424	\$3,484	\$15,908	\$12,424	\$4,219	\$16,643	\$44,975	\$0.95
	Capital Expenditure				454.550	440.470	\$4,219	\$22,695	\$63,131	\$1.33
24 25	TOTAL Non-DAAS EXPENDITURES	\$18,476	\$18,476	\$3,484	\$21,960	\$18,476	54,219	\$22,093	\$65,131	\$1.33
20	TOTAL DAAS & Non-DAAS				SHIP OF THE PROPERTY OF THE PR					
	EXPENDITURES	\$97,367	\$98,328	\$41,144	\$139,472	\$98,328	\$49,831	\$148,159	\$384,998	\$B.13
27 28	HSA-DAAS Revenues							(1901/2007/EB/A) (BE 1901/A) (BE 1907/A)		
	Meals	\$77,953	\$77,953	\$0	\$77,953	\$77,953	\$0	\$77,953	\$233,859	
	CODB	\$938	\$1,899	\$0	\$1,899	\$1,899	\$0	\$1,899	\$4,736	·
	18/19 Addback			\$37,660	\$37,660		\$0	\$0	\$37,660	
32	19/20 Addback						\$45,612	\$45,612	\$45,612	
33										
34	TOTAL HSA-DAAS REVENUES	\$78,891	\$79,852	\$37,660	\$117,512	\$79,852	\$45,612	\$125,464	\$321,867	
35	PER MEAL COST, HSA-DAAS	\$6.74	\$6.82	\$6.82	\$6.82	\$6.82	\$6.82	\$6.82	\$6.80	
00	Non-DAAS Revenues						B. 19 19 19 19			
	Project Income	7,381	7,381	1 \$3.484	10,865	7,381	\$4,219	11,600	\$29,846	\$0,63
	Agency Cash - Facility rental	\$5,043		\$0	\$5,043		\$0	\$5,043	\$15,129	\$0.32
39	Agency In-Kind Volunteer	\$6,052	\$6,052	\$0	\$6,052	\$6,052	\$0	\$6,052	\$18,156	\$0,38
40									 	L
41	TOTAL NON HSA-DAAS REVENUES	\$18,476	\$18,476	\$3,484	\$21,960	\$18,476	\$4,219	\$22,695	\$63,131	
-		t and the second contract of the second contr	φ10,4/0	φυ, 404	\$1,900	ψ10 ₁ 410	φτ,210	\$1,23	\$1,33	<u> </u>
43	PER MEAL COST, NON HSA-DAAS	\$1.58							\	
44	TOTAL REVENUES	\$97,367	\$98,328	\$41,144	\$139,472	\$98,328	\$49,831	\$148,159	\$384,998	-\$0.32
45	PER MEAL COST, TOTAL	\$8.32			\$8.09			\$8.05	\$8.13	
46	Full Time Equivalent (FTE)									
\vdash	1	F		•	Phone No.: 41	5.286.0883]
	Prepared by: Gloria Bonilla								0440100:-	1
49	HSA-CO Review Signature:	\$1	\$0	(\$0)	(\$0)	(\$0)	\$0	_ Date:	9/12/2017	1
<u> </u>										ł .

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2	Grantee's Name:Centro Latino d Program Name:	Centro Latino (Cong AWD	de San Fra	ancisco,	inc.								Appendix be Date:	11/9/18
3 4 50-	Cong- AWD		Salarine	lanas &	its Detail									
Ž	H O A DAAO					- 1.		-	/1/18 to 6/30/19			/1/19 to 6/30/20		7/1/17 to 6/30/20
8	H.S.A-DAAS	Адепсу Т	otals	For DAA	Stiutrition	ď	7/1/17 to 6/30/18		/1/19 to exact la			7019 18 03 30 20		77171 10 030420
		Annual Full TimeSalary for	Total %	% Nutr	Adjusted					D.,44	Original	Addback	Revised	TOTAL
	POSITION TITLE and NAME Executive Director	FTE	FTE	Prog (b)	Nutr FTE		Original	Original	Addback	Revised		AGOUSCK		
10	Bonilla, Gloria Nutritionist/Activities Facilitator:	\$78,208	95%	11%	10%		\$8,501	\$8,501		\$8,501	\$8,501		\$8,501	\$25,504
11	Alvarez, Flor Programs Comp.Coordinator	\$47,840	80%	6%	4%		\$5,621	\$2,690		\$2,690	\$2,690	SECTION AND A	\$2,690	\$11,001
12	Poveda, Olga Accountant/HR	\$43,680	81%	5%	4%	\dashv	\$2,392	\$2,392		\$2,392	\$2,392		\$2,392	\$7,175
13	Riano, Olivia Head Cook	\$62,400	38%	3%	3%		\$1,931	\$1,931	\$155	\$2,086	\$1,931	\$155	\$2,086	\$6,102
14	Crespin, Dora	\$47,840	75%	10%	. 7%		\$4,654	\$4,654		\$4,654	\$4,654		\$4,654	\$13,961
15	Head Cook Perez, Maria	\$31,200	25%	13%	3%		\$998	\$4,048		\$4,048	\$4,048		\$4,048	\$9,094
16	Star Hotel Site Manager - Javier Barahona	\$33,280	50%	7%	3%		\$11,663	\$2,303		\$2,303	\$2,303		\$2,303	\$16,269
17	Star Hotel Server / Food Prep Ana Rodriguez	\$31,200	94%	23%	22%	ĺ	\$9,750	\$7,252		\$7,252	\$7,252		\$7,252	\$24,254
	VC Site Manager/food prep worker													
18	Jannet Urquijo Data Entry Clerk	\$31,200	49%	15%	7%		\$4,621	\$4,621		\$4,621	\$4,621		\$4,621	\$13,864
19	Oscar Martinez Los Mayores Sile Mangr.& Asst.	\$31,200	37%	4%	2%		\$1,267	\$1,267		\$1,267	\$1,267		\$1,267	\$3,800
20	Instr Omar Romero	\$34,320	100%	6%	6%	_	\$1,908	\$1,908		\$1,908	\$1,908		\$1,908	\$5,723
21	Janitor/Dishwasher Castaneda, Domingo	\$31,200	82%	17%	14%	_	\$996	\$5,310		\$5,310	\$5,310		\$5,310	\$11,616
22	Social Worker I Rivera, Sylvia	\$43,680	88%	3%	2%		\$1,161	\$1,161		\$1,161	\$1,161	\$100.00	\$1,161	\$3,482
Г	Social Services Asst. [Comm. S. & HDM			Ì										
23	Ana Quiceno	\$34,320	37%	4%	1%		\$1,236	\$1,236		\$1,236	\$1,236		\$1,236	\$3,707
	Server (TBH) - Star Hotel Driver, Procoro Ramirez	\$31,200 \$34,320	31% 50%		0% 3%		\$0 \$2,145	\$0 \$2,145		\$0 \$2,145	\$0 \$2,145		\$0 \$2,145	\$0 \$6,435
	Star Site Manager and Food						:						•	
26	Prep Worker, Garcia , Maria Associate Director/Facilities	\$15,717	50%	47%	24%		\$0	\$7,425		\$7,425	\$7,425		\$7,425	\$14,850
27	Mgr., Torres, Yvan	\$41,600	100%	6%	6%		\$0	\$0	\$2,517	\$2,517	\$0	\$4,222	\$4,222	\$6,739
	Driver I VA/Custodian/Food						,							
١.,	Purchaser (Javier	\$26,208	80%	10%	8%		\$0	\$0	\$2,490	\$2,490	\$0	\$2,490	\$2,490	\$4,980
120	Michel/Karen/Maria Herrera) ITBookman /VA Site	320,200	0070	1070				Ψ2		42,700			V	.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
20	Coordinator/Asst. Navejas, Rigoberto	\$37,440	100%	5%	5%		\$0	\$0	\$1,997	\$1,997	\$0	\$3,147	\$3,147	\$5,144
1	Food Server Star/Asst, Head	401,110												
30	Cook Cruz Mercado, Zelaya	\$37,440	31%	16%	5%		\$0	\$0	\$5,994	\$5,994	\$0	\$9,445	\$9,445	\$15,439
31	Food Prep.FSW /STAR &VA/ITBCC, Gloria Gladamez	\$23,400	75%	24%	18%		\$0	\$0	\$5,708	\$5,708	\$0	\$5,708	\$5,708	\$11,416
32 33	TOTALS	\$ 828,893					\$58,842	\$58,843	\$18,861	\$77,704	\$58,842	\$25,167	\$84,009	\$220,555
34		16,00%	1											
\Box	1	\$ 132,623					\$9,415	\$9,415	\$3,019	\$12,434	\$9,415	\$4,027	\$13,442	\$35,290
36 37	EMPLOTEE FRINGE BENEFITS	132,023	CONTRACTOR OF THE PROPERTY OF	1400000	1	2000000	30,410	43,113	1 45,010	1 012,101	45,110	J., Y.115.51		
39	TOTAL DAAS SALARIES & BENEFITS	\$ 861,516					\$68,257	\$68,257	\$21,880	\$90,137	\$68,257	\$29,194	\$97,451	\$255,845
40	DEMERSIO	201,310	100000000000000000000000000000000000000	a ayas palaing	a mengangaranakan	unadilii.	430,231	yan, edi	, ver,	. ****,101	7 -0,201			
41 42	Non - DAAS	Agency	l'otals	For D/	AS Meal				Topodo e trabación de			of an in the constraint		TOTAL
		Annual Full TimeSalary for	Total %	% Nutr	Adjusted								note t	7642
43	POSITION TITLE and NAME Volunteer	FTE	FTE (a)	Prog (b)	Notr FTE		Revised	Originat	Addback	Revised	Original	Addback	Revised	7/1/17 to 6/30/18
44	Ipolito Barnaca Volunteer	\$ 31,200	36%	1%	0%		\$190	\$190	\$0	\$190	\$190	\$0	\$190	\$570
45	Maria Hernandez	\$ 31,200	49%	13%	6%	H	\$3,960	\$3,960	\$0	\$3,960	\$3,960	\$0	\$3,960	\$11,880
46	Volunteer Luz Dominguez	\$ 31,200	29%	2%	1%		\$634	\$634	\$0	\$634	\$634	\$0	\$634	\$1,902
47		\$ 31,200	29%	2%	1%		\$634	\$634	\$0	\$634	\$634	\$0	\$634	\$1,902
48	Volunteer Maria Beltran	\$ 31,200	29%	2%	1%		\$634	\$634	\$0	\$634	\$634	\$0	\$634	\$1,902
49												5.8 (5) (6)		
50 51		\$ 156,000		1		ļi	\$6,052	\$6,052	\$0	\$6,052	\$6,052	\$0	\$6,052	\$18,156
53	FRINGE BENEFIT RATE		1			h.,								
54 50		\$ -		l			\$0	\$0	So.	\$0	\$0	\$0	\$0	\$0
57	TOTAL Non-DAAS SALARIES & BENEFITS	\$ 156,000					\$6,052	\$6,052	\$0	\$6,052	\$6,052	\$0	\$6,052	\$18,156
38	TOTAL DAAS & Non-DAAS													
59	SALARIES & BENEFITS	\$ 1,117,516			1 50 65		\$74,309	\$74,309	\$21,880	\$96,189	\$74,309	\$29,194	\$103,503	\$274,001.08

	A B C D	Е	F G	Н		К	
1	Grantee's Name:Centro Centro Latino de San Francisco, Inc.		Appendix B9, page 3				
2	Program Name: Congr. AWD		Date: \$42,990			Date:	11/9/18
3	Cong- AWD	O	- D-4-!!				
4		Operating Expens	e Detail				-
5		<u> </u>	(278) (200) (200)			- · ·	
6	A DAG A DAG	Original 11,705	Original Addback 11,705 5,525	Revised 17,230	Original Addback 11,705 6,691	Revised 18,396	TOTAL
8	H.S.A-DAAS Annual #Meals Contracted: Expenditure CategorW Term:	7/1/17 to 6/30/18	7/1/18 to 6/30/19		7/1/19 to 6/30/20	10,000	7/1/17 to 6/30/20
	Expenditure CategorW Term: Rental of Property	77777 12 03 03 10	77 77 70 77 75 75	****			
9			\$960 \$3,137	\$4,097	\$960 \$3,137	\$4,097	\$8,194
	Utilities(Elec, Water, Gas, Phone, Scavenger)		φθου φο,τοι	φ4,037	φουσ φο, 107	φ4,007	40,104
11	Office Supplies, Postage		40 000	e4 007	60	\$806	\$ 3,022
	Building Improvements		\$0 \$1,227	\$1,227	\$0 \$806	\$600	\$2,033
-	Building Maintenance Supplies and Repair		00,000,000,000,000,000,000,000,000,000				
-	FOOD COSTS	00.500	φο 509 - φ 4 5 04	P14 100	\$9,598 \$5,487	\$15,085	\$38,811
	Raw Food per meal \$ 0.82	\$9,598	\$9,598 \$4,531 \$1,037 \$490	\$14,129 \$1,527	\$1,037 \$593	\$1,630	\$4,194
	Cong Food Svc Supplies per meal \$ 0.09	\$1,037	\$1,037 \$490	φ1,3Z1	\$1,007 ···································	φ1,000	ψ4,104
	HDM Food Svc Supplies per meal						
	Catered Meals per meal				11 Mar 12 Mar 12 Mar 12 Mar 12 Mar 12 Mar 12 Mar 12 Mar 12 Mar 12 Mar 12 Mar 12 Mar 12 Mar 12 Mar 12 Mar 12 Mar		
19	CONSULTANT/SUBCONTRACTOR Descriptive Title				188107051514		
20	Registered Dietitian						
21	- HAVING MARKET TO THE STATE OF		0.000 0.000 0.000 0.000	<u> </u>			
22	OTHER COSTS:						
23	Accounting and Auditing		\$0 \$500	\$500	\$0 \$600	\$500	\$1,000
24	Other Expenses		\$0 \$800	\$800	The configuration of the contract of the contr	\$800	\$1,600
25	Stipends		\$0 \$1,745	\$1,745	\$0 \$1,745	\$1,745	\$3,490
26	Insurance (liability)	····	\$0 \$650	\$650	\$0 \$650	\$650	\$1,300
27	Vehicle Costs	4-11-1	\$O \$800	\$800	1,77,40,000	\$800	\$1,600
28	Staff Development		\$0 \$1,500	\$1,500	# 10 man 1	\$1,500	\$3,000
29	Printing & Copying		\$0 \$400	\$400	\$0 \$400	\$400	\$800
30							
31				•			
32	TOTAL DAAS OPERATING EXPENSE	\$10,635	\$11,595 \$15 ,780	\$27,375	\$11,595 \$16,418	\$28,013	\$66,022
34	Non-DAAS				(845,000,005, 850,00		TOTAL
35	Expenditure Category						
36	Rental of Property		1 2 2 2				
37	Utilities(Elec, Water, Gas, Phone, Scavenger)		Unidentification of the				
38	Office Supplies, Postage						
39	Building Maintenance Supplies and Repair						
40	FOOD COSTS		p Nacional Control				
41	Raw Food per meal \$ 0.63	\$7,381	\$7,381 \$3,484	\$10,865	\$7,381 \$4,219	\$11,600	\$29,846
42	Cong Food Svc Supplies per meal						
43	HDM Food Svc Supplies per meal						
44	Catered Meals per meal		prise the control of the				
45	CONSULTANT/SUBCONTRACTOR Descriptive Title					Ì	
	Registered Dietitian						· .
47							
	OTHER COSTS:				100 (100 (100 (100 (100 (100 (100 (100		
	Facilty Rental (In-Kind)	\$5,043	\$5,043 \$0	\$5,043	\$5,043 \$0	\$5,043	\$15,129
50							
51							
52							
53							
54							
55	TOTAL Non-DAAS OPERATING EXPENSE	\$12,424	\$12,424 \$3,484	\$15,908	\$12,424 \$4,219	\$16,643	\$44,975
57			2000 PROSESSES				
58	TOTAL DAAS & Non-DAAS OPERATING EXPENSE	\$23,059	\$24,019 \$19,264	\$43,283	\$24,019 \$20,637	\$44,656	\$110,997

Appendix A-2 - Services to be Provided Russian American Community Services

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 Russian American Community Services

AWD Person 18-59 years of age living with a disability.

CARBON Contracts Administration, Reporting, and Billing On Line 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.

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

LGBTO+

An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.

Low-Income

Having income at or below 300% of the federal poverty line defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. 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; Ordinance No. 159-16 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 LGBTQ.

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 17-18	FY 18-19	FY 19-20
#Unduplicated Consumers	16	19	19
#Meals	1,086	1,300	1,300

- 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 inservice 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
- 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 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. <u>Nutrition Program Monitoring</u>: Program monitoring will include review of kitchen facility and congregate meal sites in accordance with CRFC, CDA nutrition service standards, and DAAS policies. This includes project income policies, nutrition education policies, consumer

eligibility and targeted mandates, documentation for the units of service and all reporting, and progress of service and outcome objectives; how consumer records are collected and maintained; consumer data entry on CA-GetCare; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards related to nutrition program operation, current organizational chart in the food service department, grievance policies and procedures, verification that hours of operation are reflected with in most recent approved site chart; employee resume and credentials, job description, and whether progress notes are maintained according to the OOA nutrition program standards.

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

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.
- I. 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

Ella Lee Contract Manager/HSA P.O. Box 7988 San Francisco, CA 94120 Ella Lee@sfgov.org Lauren Muckley, RD Nutritionist/OOA 1650 Mission Street, 5th Floor San Francisco, CA 94103 Lauren.Muckley@sfgov.org

Appendix B-6, page. BUDGET FORMS Document Date: 11/5/2018 HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES Grant Term: 7/1/2017 to 6/30/2020 Grantee's Name: RUSSIAN AMERICAN COMMUNITY SERVICES New Renewal Modification 02 (Check One) Effective Date of Mod: No. of Mod: cost/me Program: Congregate-AWD 1,086 836 464 1,300 3,686 836 464 1,300 Annual #Meals Contracted Modification Revised 7/1/17 to 6/30/20 7/1/19 to 6/30/20 Program Term 7/1/17 to 6/30/18 7/1/18 to 6/30/19 Modification Revised DAAS Expenditures \$10,674 \$2.90 \$3,274 \$3,274 Salaries & Benefits \$4,126 \$3,274 \$3,274 \$5,575 \$14,194 \$3,85 \$3,044 \$2,415 \$3,160 \$5,575 \$2,415 \$3,160 Operating Expense \$8,849 \$8,849 \$24,868 \$6.75 \$5,689 \$3,160 Subtotal \$7,170 \$5,689 \$3,160 Indirect Percentage (max 10%) check Gen.Guidance regarding Capital Expenditure \$3,160 \$8,849 \$24,868 \$6.75 TOTAL DAAS EXPENDITURES \$7,170 \$5,689 \$3,160 \$8,849 \$5,689 Non-DAAS Expenditures \$351 \$351 \$351 \$351 \$1,053 \$0.29 \$351 Salaries & Benefits Operating Expense Capital Expenditure \$351 \$1,053 \$0.29 \$351 \$351 TOTAL Non-DAAS EXPENDITURES \$351 \$351 TOTAL DAAS & Non-DAAS \$9,200 \$25,921 \$6,040 \$3.160 \$7.03 EXPENDITURES \$7,521 \$6,040 \$3,160 \$9,200 HSA-DAAS Revenues \$5,689 \$3,160 \$8,849 \$24,868 \$7,170 \$5,689 \$3,160 \$8,849 Meals \$3,160 \$8,849 \$5,689 \$3,160 \$8,849 \$24,868 \$5,689 TOTAL HSA-DAAS REVENUES \$7,170 \$6.75 \$6,81 PER MEAL COST, HSA-DAAS \$6.60 \$6.81 \$6.81 \$6.81 \$6.75 Per MEAL & COMPLIANCE COST \$6.81 \$6.81 \$6.81 \$6.81 \$6.60 Non-DAAS Revenues Project Income Agency Cash - Fundraising \$351 \$351 \$351 \$1,053 \$0,29 \$351 \$351 Agency In-Kind Volunteer

\$351

\$0.42

\$6,040

\$7.22

Phone No.: 415.387.5336

\$3,160

\$351

\$0.27

\$9,200

\$7.08

Nutrition Compliance Revenues

TOTAL NON HSA-DAAS REVENUES

PER MEAL COST, NON HSA-DAAS

TOTAL REVENUES

PER MEAL COST, TOTAL Full Time Equivalent (FTE)

HSA-CO Review Signature:

Prepared by: Eric Ha, Nick Buick

\$351

\$0.32

\$7,521

\$6.93

\$351

\$0.42

\$6,040

\$7.22

Phone No.: 415,387,5336

\$3,160

\$1,053

\$25,921

Date: 10/22/2018

\$7.03

\$0.29

\$351

\$0.27

\$9,200

\$7.08

Date:

Granlee's Name: RUSSIAN AMERICAN COMMUNITY SERVICES

Program: Congregate-AWD

Appendix 8-6, page 2 Document Date: 11/5/2018

Salaries & Benefits Detail

H.S.A-DAAS	Agenc	y Tolais	For DAAS	Nutrition				DAAS	rogram			
Position Title and Name	Annual Fuli Time Salary for FTE	Total % FTE	% Nutr Prog	Adjusted Nutr	7/1/17 to 6/30/18	7/1/18 to 6/30/19	Modification	Revised	7/1/19 to 6/30/20	Modification	Revised	7/1/17 to 6/30/20
Substitute Labor	\$30,000		9.33%	0.09	\$3,525	\$2,800		\$2,800	\$2,800		\$2,800	\$9,125
Total	\$ 30,000	100.00%	9%	0.09	\$3,525	\$2,800	-,-,-	\$2;800	\$2,800		\$2,800	\$9,125
FRINGE BENEFIT RATE	16,93%	1										
EMPLOYEE FRINGE BENEFITS	\$ 5,079				\$601	\$474		\$474	\$474		\$474	\$1,549
TOTAL DAAS SALARIES & BENEFITS	\$ 35,079				\$4,126	\$3,274		\$3,274	\$3,274		\$3,274	\$10,674
Non - DAAS		y Totals	For DAA:	S Nutrilion		1		l				
Position Title and Name	Annual Full TimeSalary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	7/1/17 to 6/30/18	7/1/18 to 6/30/19	Modification	Revised	7/1/19 to 6/30/20	Modification	Revised	7/1/17 to 6/30/20
Substitute Labor	\$30,000	1.00%	100%	0.01	\$300	\$300		\$300	\$300		\$300	\$900
			-							***************************************		
								\$300	\$300		\$300	\$900
Total	\$ 30,000	1.00%	100%	0.01	\$300	\$300		\$300	\$500		\$300	2000
FRINGE BENEFIT RATE	17.00%		ı		\$51	\$51		\$51	\$51		\$51	\$153
EMPLOYEE FRINGE BENEFITS	\$ 5,100				\$51	\$31] 331	\$01.1			V100
TOTAL Non-DAAS SALARIES & BENEFITS	\$ 35,100				\$351	\$351		\$361	\$351		\$351	\$1,053
TOTAL DAAS & Non-DAAS SALARIES & BENEFITS	\$ 70,179				\$4,477	\$3,625		\$3,625	\$3,625		\$3,625	\$11,727

HSA #2 #REFI
NOTE: Green highlighted cells have formulas that link data to Budget Summary page
Cells with formulas are protected to avoid accidental changes. To unprotect, go to "Tools" then "Unprotect sheet". No password needed.

Program: Congregate-AWD

Appendix B-6, page 3 Document Date: 11/5/2018

Operating Expense Detail

Annual #Meats Contracted:	1,086	836	464	1,300	836	464	1,300	\$3,686
Term:	7/1/17 to 6/30/18	7/1/18 to 6/30/19	Modification	Revised	7/1/19 to 6/30/20	Modification	Revised	7/1/17 to 6/30/20
HSA - DAAS								
EXPENDITURE CATEGORY								
Rental of Property								
Utilities(Elec, Water, Gas, Phone, Scavenger)			\$1,820	\$1,820		\$1,820	\$1,820	\$3,640
Office Supplies, Postage								
Building Maintenance Supplies and Repair								
FOOD COSTS					1			·
Raw Food per meal \$ 2.76	\$2,894	. \$2,310	\$1,282	\$3,592	\$2,310	\$1,282	\$3,592	\$10,078
Cong Food Svc Supplies per meal \$ 0.13	\$150	\$105	\$58	\$163	\$105	\$58	\$163	\$476
HDM Food Svc Supplies per meal \$ -								
Catered Meals per meal \$ -								
							:	
CONSULTANT (Descriptive Title)						•		
Registered Dietitian								
*					i			
OTHER COSTS	1							
Insurance								
Staff Training & Travel					·			
Rental of Equipment								
Small equipment & Supplies					·	***************************************		***************************************
Auto - Fuel & Insurance								
Repair/Maintenance	,					······································		
Tropalition and the same and th								
TOTAL DAAS OPERATING EXPENSE	\$3,044	\$2,415	\$3,160	\$5,575	\$2,415	\$3,160	\$5,575	\$14,194
		,-,		7-7	,		, , ,	, , , ,
Non - DAAS		'						
EXPENDITURE CATEGORY								
Rental of Property	1							
Utilities(Elec, Water, Gas, Phone, Scavenger)								
Office Supplies, Postage		··········			······································			
Building Maintenance Supplies and Repair					·			
Dallaling (Mainternation Supplies and Proposi		·						
FOOD COSTS								
Raw Food per meal \$ -								
Cong Food Svc Supplies per meal \$ -							*	
HDM Food Svc Supplies per meal \$ -								
Catered Meals per meal \$ -						·		
Octorod Model								
CONSULTANT (Descriptive Title)								
Registered Dietitian								
Trogotos de Diosatari	***************************************							
OTHER COSTS	i							
Insurance								
Staff Training & Travel		· · ·						
Prepared by: Eric Ha, Nick Buick					· · · · · · · · · · · · · · · · · · ·			
Rental of Equipment					 			
Small equipment & Supplies						 		
Auto - Fuel & Insurance		—						
Repair/Maintenance					 			
гераниманиенансе	·				 			
TOTAL Non-DAAS OPERATING EXPENSE								
TO TAL NOR-DAAS OPERATING EXPENSE		<u> </u>			 			
TOTAL DAAS & Non-DAAS OPERATING EXPENSE	\$3,044	. \$2,415	\$3,160	\$5,575	\$2,415	\$3,160	\$5,575	\$14,194

HSA #3

#REF!

NOTE: Green highlighted cells have formulas that link data to Budget Summary page
Allocation Methodology: If you have multiple programs, describe how you allocate among shared program costs, such as insurance, utilities, etc.

Appendix A10 – Services to be Provided Centro Latino de San Francisco Elderly Nutrition Program (ENP), Home-Delivered Meals Effective July 1, 2017-June 30, 2020

I. Purpose

The purpose of this grant is to assist older homebound individuals 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

ADL	Activities of Daily Living: the basic tasks of everyday life including eating, bathing, dressing, toileting, transferring in and out bed / chair, and walking
CARBON	Contracts Administration, Reporting and Billing On-line 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.
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.
DAAS	Department of Adult and Aging Services
Disability	A condition attributable to mental or physical impairment, or a combination of mental and physical impairments including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.
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 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.
Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without

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	substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others.
Grantee	Centro Latino de San Francisco
HSA	Human Services Agency of the City and County of San Francisco
НАССР	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.
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.
IADL	Instrumental Activities of Daily Living: activities related to independent living and include preparing meals, shopping for personal items, medication management, managing money, using the telephone, doing heavy housework, doing light housework, and transportation ability (transportation ability refers to the individual's ability to make use of available transportation without assistance).
Low-Income	For ENP programs, 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 DRI for all calculated nutrients.
	(c) At a minimum, values must be determined for calories, protein, fat, saturated fat, fiber, calcium, magnesium, sodium, 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,
Counseling	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 the HDM consumer may be written nutrition education material in a variety of forms, including but not limited to information sheets, brochures, and booklets. Nutrition education plan and services shall be approved by a Registered Dietitian. 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.
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
Older Adult	Person who is 60 years or older, used interchangeably with Senior.
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.
Senior	Person who is 60 years or older, used interchangeably with Older Adult.
SOGI	Sexual Orientation and Gender Identity; Ordinance No. 159-16 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).
LGBTQ+	An acronym/term used to refer to persons who self-identify as non - heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
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 resident 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 LGBTQ.

IV. Eligibility for Services

To participate in Home-Delivered Meals, the consumer must meet the following criteria:

- A senior, age 60 or above, who is frail and homebound by reason of illness, disability, isolation, lack of support network and has no safe, healthy alternative for meals.
- Spouse or domestic partner of an eligible senior regardless of age or condition, if an
 assessment by the HDM provider's social worker or assessment staff concludes that it is
 in the best interest of the eligible senior.
- An individual with a disability who resides at home with the eligible senior, if an
 assessment by the HDM provider's social worker or assessment staff concludes that it is
 in the best interest of the eligible senior.
- Priority shall be given to the eligible senior.

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 Title 22 Regulations, CDA, and OOA Policies and include nutrition education methods for HDM consumers. The HDM program policy and procedures shall also include initial, annual, and quarterly reassessment guidelines. 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:
 - 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 ENP 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 CDA and 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. Conduct annual in-home comprehensive assessment and quarterly reassessments of each consumer to evaluate the consumer's eligibility for enrollment in the HDM program. The assessment shall be conducted according to the OOA Policy Memoranda. At least one quarterly assessment per year must be completed in the home of the consumer.
 - 4. 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.
 - 5. 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.
 - 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:

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Table A	FY 2017-18	FY 2018-19	FY 2019-20
# Unduplicated Consumers	158	158	158
# Meals	34,012	36,143	36,143

- 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.
- 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.
- C. 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 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, CDA nutrition service standards, and DAAS policies. 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 the consumer data obtained from consumers using the HDM 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 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:

David Kashani Contracts Manager/HSA P.O. Box 7988 San Francisco, CA 94120 Lauren Muckley, RD Nutritionist/OOA 1650 Mission Street, 5th Floor San Francisco, CA 94103

Appendix 191, pp. 1		Α	В	С	D	Е	F	G	Н	1	J
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Proceedings	5	Grantee's Name: Centro Latino de San I	Francisco, Inc.						Grant Term		
Perceivage Date of Mod. 1 (20/2018 No. of Mod.) Perceivage Date of Mod. 1 (20/2018 No. of Mode)	6	(Check One) New Renewal	Modification >	(☑							
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1 DAAS Expenditures	9	Annual #Meals Contracted	34,012	34,503	1,640	36,143	34,503				
12 Sanfera & Burnellis	10	Program Term	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	7/1/18 to 6/30/19	7/1/18 to 6/30/19	7/1/19 to 6/30/20	7/1/17 to 6/30/20	
13 Operating Exponse	11	DAAS Expenditures									
14 Substate \$221,416											
Indirect Percentage (max 10%) So											
Committed Cost (Line 14 X Line 13)			\$221,416	\$234,638	\$11,130	\$245,174	\$234,030	\$11,130	#11 ₁ CP3#	\$712,804	\$0.11
17 Capital Expensiture	<u> </u>				-						
			\$7 997		\$0			\$0		\$7,987	\$0.08
19			T	\$234 638		***************************************	\$234,638				
Non-DASS Expenditures		TOTAL DAAS EXPENDITURES	\$225,403	\$234,030	411,100	φ240])14	V204,000	411,100			
22 Sadaries & Benefits	20	Meal Rate	\$ 6.74	\$ 6.80	\$ 6.79	\$ 6.80	\$ 6.80	\$ 6,79	\$ 6.80	\$ 6.78	
\$31,223	21	Non-DAAS Expenditures					_				
24 Capital Expenditure	_		\$14,969	\$14,969							
25 TOTAL Non-DAAS EXPENDITURES \$46,192 \$46,192 \$506 \$46,698 \$46,698 \$139,588 \$1.31 TOTAL DAAS & Non-DAAS 77 EXPENDITURES \$275,595 \$280,830 \$11,642 \$292,472 \$280,830 \$11,642 \$292,472 \$860,539 \$1.00 28 HSA-DAAS Revenues \$221,416 \$234,638 \$234,638 \$234,638 \$234,638 \$234,638 \$3234,638 \$660,692 \$7.987 \$1.00 30 Meals \$221,416 \$234,638 \$234,638 \$234,638 \$234,638 \$234,638 \$3234,638 \$3234,638 \$660,692 \$7.987 \$1.00 31 OTO \$7,987 \$50 \$7.987 \$1.11,136 \$11,1											-
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27 EXPENDITURES \$275,595 \$280,830 \$11,642 \$292,472 \$280,830 \$11,642 \$292,472 \$860,539 \$8.10 28 HSA-DAAS Revenues	20	TOTAL DAAS & Non-DAAS									
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30 Meals \$221,416 \$234,638 \$234,638 \$234,638 \$500,692 31 OTO											
ST 1070 \$7,987 \$0 \$0 \$11,136 \$11,136 \$11,136 \$22,272			1 0004.440		1	6004 600	6024 620	1	\$234 638	\$600.602	1
32 Add-Back \$11,136 \$11,136 \$11,136 \$11,136 \$11,136 \$22,272				\$234,030			9204,000	ļ			1
33 34 35 10TAL HSA-DAAS REVENUES \$229,403 \$234,638 \$11,136 \$245,774 \$234,638 \$11,136 \$245,774 \$720,951 \$36 PER MEAL COST, HSA-DAAS \$6.51 \$6.80 (0.00) 6.80 6.80 (0.00) \$6.80 \$6.80 \$36.78 \$37 Per MEAL & COMPLIANCE COST \$6.74 \$6.80 (0.00) 6.80 6.80 (0.00) \$6.80 \$6.80 \$36.78 \$38 Non-DAAS Revenues \$10,700 \$10,700 \$506 \$11,206 \$10,700 \$506 \$11,206 \$33,112 \$0.31 \$40 Facility In-Kind \$20,523 \$20,523 \$20,523 \$20,523 \$20,523 \$20,523 \$50 \$20,523 \$61,669 \$514,969 \$14,969 \$14,969 \$0 \$14,969 \$0 \$14,969 \$0 \$14,969 \$0 \$14,969 \$0 \$14,969 \$0 \$14,969 \$0 \$14,969 \$0 \$14,969 \$0 \$14,969 \$0 \$14,969 \$0 \$14,969 \$0 \$14,969 \$0 \$14,969 \$0 \$14,969 \$0 \$14,969 \$0 \$0 \$0.25 \$0.			\$1,007		\$11,136			\$11,136	\$11,136]
35 TOTAL HSA-DAAS REVENUES \$229,403 \$234,638 \$11,136 \$245,774 \$234,638 \$11,136 \$245,774 \$720,951 36 PER MEAL COST, HSA-DAAS \$6.51 \$6.80 \$(0.00) \$6.80 \$6.80 \$(0.00) \$6.80 \$6.78 37 Per MEAL & COMPLIANCE COST \$6.74 \$6.80 \$(0.00) \$6.80 \$6.80 \$(0.00) \$6.80 \$6.78 38 Non-DAAS Revenues \$10,700 \$10,700 \$506 \$11,206 \$10,700 \$506 \$11,206 \$33,112 \$0.31 40 Facility In-Kind \$20,523 \$20,523 \$0 \$20,523 \$20,523 \$61,569 \$0.58 41 Volunteer \$14,969 \$14,969 \$0 \$14,969 \$0 \$14,969 \$0 \$14,969 \$0 42 44 45 TOTAL NON HSA-DAAS REVENUES \$46,192 \$46,192 \$506.00 \$46,698 \$46,192 \$506.00 \$46,698 \$139,588 46 PER MEAL COST, NON HSA-DAAS \$1.36 \$1.34 \$0.31 \$1.29 \$1.34 \$0.31 \$1.29 \$1.31 47 TOTAL REVENUES \$275,595 \$280,830 \$11,642 \$292,472 \$280,830 \$11,642 \$292,472 \$860,539 48 PER MEAL COST, TOTAL \$8.10 \$8.14 \$7.10 \$8.09 \$8.14 \$7.10 \$8.09 \$8.10 49 Full Time Equivalent (FTE) Date:	33										
Solution Solution	34										
37 Per MEAL & COMPLIANCE COST \$6.74 \$6.80 (0.00) 6.80 6.80 (0.00) \$6.80 \$6.78 38 Non-DAAS Revenues 39 Project Income \$10,700 \$10,700 \$506 \$11,206 \$10,700 \$508 \$11,206 \$33,112 \$0.31 \$0.31 \$1,206 \$10,700 \$508 \$11,206 \$33,112 \$0.31 \$0.31 \$1,206 \$10,700 \$1	35	TOTAL HSA-DAAS REVENUES	\$229,403	\$234,638	\$11,136	\$245,774					
38 Non-DAAS Revenues \$10,700 \$10,700 \$506 \$11,206 \$10,700 \$508 \$11,206 \$33,112 \$0.31 40 Facility In-Kind \$20,523 \$20,523 \$0 \$20,523 \$0 \$20,523 \$61,569 \$0.58 41 Volunteer \$14,969 \$14,969 \$0 \$14,969 \$0 \$14,969 \$0 \$14,969 \$0 42 43 44	36	PER MEAL COST, HSA-DAAS	\$6.51	\$6.80	(0.00)	6.80			1		
Second Second	37	Per MEAL & COMPLIANCE COST	\$6.74	\$6.80	(0.00)	6.80	6.80	(0.00)	\$6.80	\$6.78	1
Second Second	20	Non-DAAS Revenues									
40 Facility In-Kind \$20,523 \$20,523 \$0 \$20,523 \$0 \$20,523 \$61,569 \$0.58 41 Volunteer \$14,969 \$14,969 \$0 \$14,969 \$0 \$14,969 \$0 \$14,969 \$0 \$14,969 \$0 \$0.42 42 43 44 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4			\$10.700	\$10.700	\$506	\$11.206	\$10,700	\$506	\$11,206	\$33,112	\$0.31
Volume V	_				\$0	\$20,523	\$20,523	\$0	\$20,523	\$61,569	
43 44 45 46 47 48 48 49 48 49 48 49 48 49 48 49 48 49 48 49 48 48		Volunteer	\$14,969	\$14,969	\$0	\$14,969	\$14,969	\$0	\$14,969	\$44,907	\$0.42
44											-
45 TOTAL NON HSA-DAAS REVENUES \$46,192 \$46,192 \$506.00 \$46,698 \$139,588 46 PER MEAL COST, NON HSA-DAAS \$1.36 \$1.34 \$0.31 \$1.29 \$1.34 \$0.31 \$1.29 \$1.31 47 TOTAL REVENUES \$275,595 \$280,830 \$11,642 \$292,472 \$280,830 \$11,642 \$292,472 \$860,539 48 PER MEAL COST, TOTAL \$8.10 \$8.14 \$7.10 \$8.09 \$8.14 \$7.10 \$8.09 \$8.10 49 Full Time Equivalent (FTE) Phone No.: Phone No.: Date: Date:				<u> </u>	+			 			
46 PER MEAL COST, NON HSA-DAAS \$1.36 \$1.34 \$0.31 \$1.29 \$1.34 \$0.31 \$1.29 \$1.34 47 TOTAL REVENUES \$275,595 \$280,830 \$11,642 \$292,472 \$280,830 \$11,642 \$292,472 \$860,539 48 PER MEAL COST, TOTAL \$8.10 \$8.14 \$7.10 \$8.09 \$8.14 \$7.10 \$8.09 \$8.10 49 Full Time Equivalent (FTE) Phone No.: Phone No.: Date: Date:		TOTAL NON HSA-DAAS REVENUES	\$46,192	\$46,192	\$506.00	\$46,698	\$46,192	\$506.00	\$46,698	\$139,588	
47 TOTAL REVENUES \$275,595 \$280,830 \$11,642 \$292,472 \$280,830 \$11,642 \$292,472 \$860,539 48 PER MEAL COST, TOTAL \$8.10 \$8.14 \$7.10 \$8.09 \$8.14 \$7.10 \$8.09 \$8.10 49 Full Time Equivalent (FTE)	-							 	1	\$1.31	
48 PER MEAL COST, TOTAL \$8.10 \$8.14 \$7.10 \$8.09 \$8.14 \$7.10 \$8.09 \$8.10 49 Full Time Equivalent (FTE)	-				<u> </u>	1	1				1
49 Full Time Equivalent (FTE) 51 Prepared by: Phone No.: Phone No.: 52 HSA-CO Review Signature: Date:	-							T			1
51 Prepared by: Phone No.: Phone No.: 52 HSA-CO Review Signature: Date:	48	PER MEAL COST, TOTAL	\$8.10	\$8.14	\$7.10	\$8.09	\$8.14	\$7.10	\$8.09	\$8.10	
51 Prepared by: Phone No.: Phone No.: 52 HSA-CO Review Signature: Date:	49	Full Time Equivalent (FTE)								<u> </u>	
52 HSA-CO Review Signature: Date:				Phone No :			Phone No ·				
				, 1016 NO.			, .,0,10 , 10		D-1		1
53 HSA #1 (11/14/13)	52	HSA-CO Review Signature:			-			-	Date:		1
	53	HSA #1 (11/14/13)									<u> </u>

	A	В	C	D	E	F	G	Н		J	К	L I	М	N
	Grantee's Name: Centro Latino de S			L			Appendix B10, pa	ge 2	1				···	
3	Program Name: HDM #REF!				-		Date:	11/9/18						
-4-		٠	Salari	es & Ben	efits Detai	il								
5	LI C A DAAC								18 to 6/30/19			/19 to 6/30/20		TOTAL
8	H.S.A-DAAS	Agency To	otals	For DAA	S Nutrition	7	71/17 to 6/30/18	// //	18 to 6/30/19			/19 to 6/30/20		TOTAL
9	-	Annual Full TimeSalary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE		Budgeted Salary	Budgeted Salary	Addback	Modified Budgeted Salary	Budgeted Salary	Addback	Modified Budgeted Salary	7/1/17 to 6/30/20
10	Executive Director Bonilla, Gloria	\$78,208	95%	9%	8%		\$6,480	\$6,480		\$6,480	\$6,480		\$6,480	\$19,440
11	Nutritionist/Activities Facilitator Alvarez, Flor	\$47,840	80%	19%	15%		\$6,324	\$7,410	/430 (500 55) /430 (500 55)	\$7,410	\$7,410		\$7,410	\$21,144
	Programs Comp.Coordinator			9%	7%		\$3,036	\$3,036		\$3,036	\$3,036		\$3,036	\$9,108
	Poveda, Oiga Accountant/HR	\$43,680				十								
13	Riano, Olivia Administrative Asst/Star Sile Mgr.	\$62,400	38%	20%	7%		\$4,256	\$4,677		\$4,677	\$4,677		\$4,677	\$13,610
14	Barahona, Javier Head Cook	\$37,440	75%	7%	5%	+	\$4,719	\$1,828	(10) (10) (10) (10) (10) (10) (10)	\$1,828	\$1,828	Priter teams	\$1,828	\$8,375
15	Crespin, Dora Head Cook SUB	\$47,840	40%	47%	19%	\dashv	\$4,117	\$9,085		\$9,085	\$9,085		\$9,085	\$22,287
16	Perez, Maria	\$35,360	70%	36%	25%		\$8,001	\$8,828		\$8,828	\$8,828		\$8,828	\$25,657
17	Asst. Head Cook SUB Ut Tzec, Cesar	\$31,200	25%	0%	0%		\$2,469	\$0		\$0	\$0		\$0	\$2,469
18	Food Server Star Asst Head Cook	\$31,200	63%	26%	16%		\$9,674	\$5,061		\$5,061	\$5,061		\$5,061	\$19,796
	MNC Site Manager/Food Server Rodriguez, Ana	\$31,200		22%	21%		\$8,194	\$6,598		\$6,598	\$6,598		\$6,598	\$21,390
	VC Site Manager/food prep worker					_								
	Uriquijo, Yannet VC Site Manager/food prep worker	\$31,200	1	28%	14%	\dashv	\$4,241	\$4,241	W04V45100601	\$4,241	\$4,241		\$4,241	\$12,723
21	Palacios, Zoila Los Mayores Site Mangr.& Asst.	\$31,200	26%	62%	16%		\$2,001	\$5,056		\$5,056	\$5,056		\$5,056	\$12,113
22	Instr. Omar Romero Custodian, Driver II	\$34,320	100%	12%	12%		\$4,255	\$4,255		\$4,255	\$4,255		\$4,255	\$12,765
23	Javier Michel	\$31,200	55%	22%	12%	_	\$7,983	\$3,754		\$3,754	\$3,754		\$3,754	\$15,491
24	Janitor/Dishwasher Castaneda, Domingo	\$31,200	82%	21%	17%		\$6,615	\$5,316		\$5,316	\$5,316		\$5,316	\$17,247
	Social Worker I Rivera, Sylvia	\$43,680		20%	18%	T	\$6,526	\$7,766	100000000000000000000000000000000000000	\$7,766	\$7,766		\$7,766	\$22,058
	Driver II HDM	\$31,200			70%	\dashv	\$16,501	\$21,911		\$21,911	\$21,911		\$21,911	\$60,323
\vdash	Driver II HDM/Food Purchaser					\dashv								
	Olivar, Joaquin Driver I	\$31,200		1	66%	\dashv	\$16,155	\$20,454		\$20,454	\$20,454		\$20,454	\$57,063
28	Rodriguez, Procorro Social Services Asst. [Comm. S. &	\$34,320	50%	25%	13%	\dashv	\$4,296	\$4,296		\$4,296	\$4,296		\$4,296	\$12,888
29	HDM] Assoc Director, Facilities Mgr	\$34,320	38%	0%	0%	\dashv	\$0	\$0		\$0	\$0		\$0	\$0
30	Torres, Yvan	\$41,600	100%	6%	6%		\$0	\$2,517		\$2,517	\$2,517		\$2,517	\$5,034
-31				<u></u>								eranovišii Kovanajas		
32														
33	TOTALS	\$ 621,808					\$125,843	\$132,569	\$0	\$132,569	\$132,569	\$0	\$132,569	\$390,981
34	FRINGE BENEFIT RATE	13.00%	1											
\Box	1 ·						.	****			, 13.0¢ ·	40	647.00	\$50 000
36 37	EMPLOYEE FRINGE BENEFITS	\$ 106,835	J // // // // // // // // // // // // //	1	1	250	\$16,360	\$17,234	\$0	\$17,234	\$17,234	\$0	\$17,234	\$50,828
	TOTAL DAAS SALARIES &													
39 40	BENEFITS	\$ 928,643					\$142,203	\$149,803	\$0	\$149,803	\$149,803	\$0	\$149,803	\$441,809
41	N B442					_				Ι		ı		TOTAL
42	Non - DAAS	Agency T Annual Full	otals	For D/	AS Meal	-	~		<u> </u>	Modified			Modified	TOTAL
43	POSITION TITLE and NAME	TimeSalary for FTE	Total % FTE (a)				Budgeted Salary	Budgeted Salary	AddBack	Budgeted Salary	Budgeted Salary	AddBack	Budgeted Salary	7/1/17 to 6/30/18
	Volunteer			1				***********		\$713	\$713		\$713	\$2,139
44	Ipolito Bamaca	\$ 27,040	36%	7%	3%	\forall	\$713	\$713						
45	Volunteer Zoita Palacios Volunteer Feliciano	\$ 27,040	49%	8%	4%	\vdash	\$1,056	\$1,056		\$1,056	\$1,056		\$1,056	\$3,168
	Preciado Feliciano	\$ 27,040	49%	100%	49%	Ш	\$13,200	\$13,200		\$13,200	\$13,200		\$13,200	\$39,600
47 48		-	 	ļ		$\vdash \vdash$			 				 	\$0 \$0
48														\$0
50				<u> </u>		$oxed{oxed}$		-	<u> </u>	<u> </u>				\$0 \$0
51 52		 	 	+		\vdash				<u> </u>				\$0 \$0
53						П								\$0
54	TOTAL HOUSE AND	0 00 100	ļ			\sqcup	\$44.000	\$ 14,969	\$0	\$14,969	\$14,969	\$0	\$14,969	\$0 \$44,907
55 57	TOTAL NON-DAAS	\$ 81,120	 J	1	1		\$14,969	¥14,969	1 20	÷14,903	1 \$14,808	1 30	1 \$14,809	\$44,3U!
58	FRINGE BENEFIT RATE EMPLOYEE FRINGE BENEFITS	\$ -					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
23	TOTAL Non-DAAS SALARIES &								T	T		1	1	
61 62	BENEFITS	\$ 81,120		1			\$14,969	\$14,969	\$0	\$14,969	\$14,969	\$0	\$14,969	\$44,907
	TOTAL DAAS & Non-DAAS SALARIES & BENEFITS	\$ 1,009,763					\$157,172	\$164,772	\$0	\$164,772	\$164,772	\$0	\$164,772	\$486,716
					· · · · · · · · · · · · · · · · · · ·									

	A B C D	E I	F	G	н		j	К	L
1	Grantee's Name: Centro Latino de §					Appendix B10, pa	age 3		
	Program Name: Home Delivery Meals						11/9/18		
3	#REF!								•
4	Орег	ating Expense D	etail						
***************************************	H.S.A-DAAS Annual #Meals Contracted:	34,012			36,143			36,143	TOTAL
8		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
	Expenditure CategorW	Original Cost	Original Cost	Addback	Modified Cost	Costs	Addback	Modified Cost	Totals
		Oliginal Cook	Oliginal Out			·····			
	Rental of Property	242.005	***		440,000	P40.000		£40.969	\$32,001
\vdash	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$10,265	\$10,868		\$10,868	\$10,868		\$10,868	
12	Office Supplies, Postage	\$494	\$494		\$494	\$494		\$494	\$1,482
	Building Maintenance Supplies and Repair	\$1,352	\$1,352		\$1,352	\$1,352		\$1,352	\$4,056
14	FOOD COSTS								
15	Raw Food per meal \$ 1.20	\$34,012	\$34,507	\$9,000	\$43,507	\$34,507	\$9,000	\$43,507	\$121,026
16	Cong Food Svc Supplies per meal								
17	HDM Food Svc Supplies per meal \$ 0.25	\$6,802	\$6,901	\$2,136	\$9,037	\$6,901	\$2,136	\$9,037	\$24,876
18	Catered Meals per meal						3, 32, 31, 31, 31, 31, 31, 31, 31, 31, 31, 31		
19	CONSULTANT/SUBCONTRACTOR Descriptive Title						GU SAMUE ASSOCIA		
	Consultants	\$980	\$1,580		\$1,580	\$1,580		\$1,580	\$4,140
					\$2,061	\$2,061		\$2,061	\$4,122
	Small food service equipment	\$0	\$2,061		\$2,961	\$2,001		φ2,001	Φ ት, Ι <u>Κ</u> Κ
22	OTHER COSTS:								
23	Payroli	\$733	\$733		\$733	\$733		\$733	\$2,199
24	Accounting / Audit Fees	\$1,738	\$1,738		\$1,738	\$1,738		\$1,738	\$5,214
25	Stipends	\$2,160	\$2,160		\$2,160	\$2,160		\$2,160	\$6,480
26	Insurance (Liability)	\$2,801	\$2,801		\$2,801	\$2,801		\$2,801	\$8,403
1	Insurance (Vehicle)	\$9,001	\$9,001		\$9,001	\$9,001	02.00040.32.40	\$9,001	\$27,003
-	Vehicle Repairs	\$2,463	\$2,955		\$2,955	\$2,955		\$2,955	\$8,373
_	Fuel	\$3,550	\$4,822	450110000000000000000000000000000000000	\$4,822	\$4,822		\$4,822	\$13,194
	Bldg IMPROVEMENTS	\$1,566	\$1,566	2241200000000000	\$1,566	\$1,566		\$1,566	\$4,698 .
	Printing	\$696	\$696		\$696	\$696	E1 V 6-5 - 10 10 10 10 10 10 10 10 10 10 10 10 10	\$696	\$2,088
_	Staff Development	\$600	\$600		\$600	\$600		\$600	\$1,800
-									
	TOTAL DAAS OPERATING EXPENSE	\$79,213	\$84,835	\$11,136	\$95,971	\$84,835	\$11,136	\$95,971	\$271,155
	Non-DAAS								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								
	FOOD COSTS								
	Raw Food per meal \$ 0.31	\$10,700	\$10,700	\$506	\$11,206	\$10,700	\$506	\$11,206	\$33,112
	Cong Food Svc Supplies per meal	7.0,100				, , , , , , , , ,			
	HDM Food Svc Supplies per meal								
-									
		-							
	CONSULTANT/SUBCONTRACTOR Descriptive Title								
	Registered Dietitian								
48									
49	OTHER COSTS:								1
50	Facilly Rental (In-kind)	\$20,523	\$20,523	plessment structure.	\$20,523	\$20,523		\$20,523	. \$61,569
51									
52									
53									
54									
55									
56				,					
- 57						1 .			1
	TOTAL Non-DAAS OPERATING EXPENSE	\$31,223	\$31,223	\$506	\$31,729	\$31,223	\$506	\$31,729	\$94,681
59 60	TOTAL DAAS & Non-DAAS OPERATING EXPENSE	\$110,436	\$116,058	\$11,642	\$127,700	\$116,058	\$11,642	\$127,700	\$365,836
70	1, 2, Sizio di Italia di Elattato Est Ellos	÷,	Ţ .	4		,	¥ - 1, - 1=	, ,	,,

	Α	. В	С	D	E	F	G
1	Grantee	's Name: Centro Latino de San Francisco, Inc.			Appendix B6, Page	4	
2	Program	Name:			Document Date:		11/9/18
<u>3</u>	#REF!						
5		Ca	ıpital Expenditure D	etail			
6			ment and Remodeli				
7							TOTAL
8	H.S.A-D	AAS	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	No.	ITEM/DESCRIPTION					
10		Commercial True Refrigerator 1 door for chilled meals	\$2,880.00				\$2,880.00
		Convection oven full pan 208V (1) + Stand for E32 MOFFAT oven (1) + wiring and installation of convection					
11	57 (1995) 1993 (1995)	oven	\$5,107.00	3. 307,5-30 (0.00)			\$5,107.00
12							
13							
14	TOTAL D	AAS-OOA EQUIPMENT & REMODELING COST	\$7,987.00	\$0.00	\$0.00		\$7,987.00
	101AL D	AMS-OOM EQUIT MENT & REMODELING GOOT	\$1,507.00	Ų.,	ψο.σο	1	41,001.00
15							
16	Non-DA	AS					
17	No.	:			·		•
18		ITEM/DESCRIPTION	·				0
19							0
20							0
21						-	0
22							0
23	TOTAL N	ON DAAS-OOA EQUIPMENT & REMODELING COST					0
24			. 0	0	0		0
25	TOTAL D	AAS & NON-DAAS CAPITAL EXPENDITURE					
26	(Equipme	nt and Remodeling Cost)	7,987	0	0		0
28	HSA #4						
29	Allocati	ion Methodology: (If you have multiple programs,	describe how you	allocate among si	hared program cos	ts.)	
30	Indicate	DAAS and non-DAAS-OOA funding above.					
31	NOTE:	Green highlighted cells have formulas that link o	data to Budget Si	ummary page			
32 33		Equipment is defined as \$5000 or more a unit					
34		Equipment to defined do 40000 or more d unit	•				
35							
36							

Appendix A1 – Services to be Provided Kimochi, Inc.

Elderly Nutrition Program (ENP), Home-Delivered Meals Effective July 1, 2017-June 30, 2020

I. Purpose

The purpose of this grant is to assist older homebound individuals 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

Kimochi, Inc.

ADL

Activities of Daily Living: the basic tasks of everyday life including

eating, bathing, dressing, toileting, transferring in and out bed / chair,

and walking

CARBON

Contracts Administration, Reporting and Billing On-line 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.

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.

DAAS

Department of Adult and Aging Services

Disability

A condition attributable to mental or physical impairment, or a combination of mental and physical impairments including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, economic self-sufficiency, cognitive

functioning, and emotional adjustment.

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 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.

Frail

An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or 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, monitoring and documenting practices and taking corrective actions when failure to meet critical limits is detected.

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 reevaluation of the HDM consumer. The HDM consumer must also have a home visit reassessment by their service providers at least every other quarter.

IADL

Instrumental Activities of Daily Living: activities related to independent living and include preparing meals, shopping for personal items, medication management, managing money, using the telephone, doing heavy housework, doing light housework, and transportation ability (transportation ability refers to the individual's ability to make use of available transportation without assistance).

Low-Income

For ENP programs, 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 DRI for all calculated nutrients. (c) At a minimum, values must be determined for calories, protein, fat, saturated fat, fiber, calcium, magnesium, sodium, 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 the HDM consumer may be written nutrition education material in a variety of forms, including but not limited to information sheets, brochures, and booklets. Nutrition education plan and services shall be approved by a Registered Dietitian. 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.

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

Older Adult

Person who is 60 years or older, used interchangeably with Senior.

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.

Senior

Person who is 60 years or older, used interchangeably with Older Adult.

SOGI

Sexual Orientation and Gender Identity; *Ordinance No. 159-16* 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*).

LGBTQ+

An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.

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 resident 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 LGBTQ+.

IV. Eligibility for Services

To participate in Home-Delivered Meals, the consumer must meet the following criteria:

- A senior, age 60 or above, who is frail and homebound by reason of illness, disability, isolation, lack of support network and has no safe, healthy alternative for meals.
- Spouse or domestic partner of an eligible senior regardless of age or condition, if an assessment by the HDM provider's social worker or assessment staff concludes that it is in the best interest of the eligible senior.
- An individual with a disability who resides at home with the eligible senior, if an assessment
 by the HDM provider's social worker or assessment staff concludes that it is in the best
 interest of the eligible senior.

ENP-HDM Kimochi FY 07-16 to 06-20 Rev. 11/07/18 • Priority shall be given to the eligible senior.

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 Title 22 Regulations, CDA, and OOA Policies and include nutrition education methods for HDM consumers. The HDM program policy and procedures shall also include initial, annual, and quarterly reassessment guidelines. 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:
 - 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 ENP 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 CDA and 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. Conduct annual in-home comprehensive assessment and quarterly reassessments of each consumer to evaluate the consumer's eligibility for enrollment in the HDM program. The assessment shall be conducted according to the OOA Policy Memoranda. At least one quarterly assessment per year must be completed in the home of the consumer.
 - 4. 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.
 - 5. 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.
 - 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 17-18	FY 18-19	FY 19-20
#Unduplicated Consumers	138	158	158
#Meals	32,919	37,719	37,719

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).

ENP-HDM Kimochi FY 07-16 to 06-20 Rev. 11/07/18

- 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.
- C. 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 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, CDA nutrition service standards, and DAAS policies. 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. <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 the consumer data obtained from consumers using the HDM 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 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:

Ella Lee Contracts Manager/HSA P.O. Box 7988 San Francisco, CA 94120 Ella.Lee@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	ь. В	U	U I	E .	r	G	Ft	L	J
1	BUDGET FORMS								Appendix B, pg. 1	
2								Docum	ent Date: 11/8/2018	
3			HUMAN SERVICES			G AND ADULT SER	RVICES			
4				BUDGET PROP	OSAL FORMS					
5	Grantee's Name: Kimochi, Inc.								Grant Term	
6	(Check One) New Renewal	_ Modification	_					4		
7	Effective Date of Mod: 7/01/18	No. of Mod:								
8	Program: ENP Home Delivered Meals									Average cost/r
9	Annual #Meals Contracted	32,919	32,919	4,800	37,719	32,919	4,800	37,719	108,357	
10	Program Term	7/1/17 - 6/30/18	7/1/18 - 6/30/19	Modification	Revised	7/1/19 - 6/30/20	Modification	Revised	7/1/17 - 6/30/20	
11	DAAS Expenditures									
12	Salaries & Benefits	\$97,753	\$97,753	\$28,042	\$125,795	\$97,753	\$28,042	\$125,795	\$349,343	\$3.22
13	Operating Expense	\$112,347	\$118,108	\$6,326	\$124,434	\$118,108	\$6,326	\$124,434	\$361,215	\$3.33
14	Subtotal	\$210,100	\$215,861	\$34,368	\$250,229	\$215,861	\$34,368	\$250,229	\$710,558	\$6.56
15	Indirect Percentage (%)	10%	9%		8%	9%		8%	9%	
16	Indirect Cost (Line 14 X Line 13)	\$20,358	\$20,358	\$0	\$20,358	\$20,358	\$0	\$20,358	\$61,074	\$0.56
17	Capital/Subcontractor Expenditure	\$54,000	\$0	\$37,500	\$37,500	\$0	\$0	\$0	\$91,500	\$0.84
18	TOTAL DAAS EXPENDITURES	\$284,458	\$236,219	\$71,868	\$308,087	\$236,219	\$34,368	\$270,587	\$863,132	\$7.97
19		V					V 0.1000	V-1-1-1		
20	Non-DAAS Expenditures				A CONTRACTOR OF THE CONTRACTOR					
21	Salaries & Benefits	\$40,599	\$40,599	\$2,846	\$43,445	\$40,599	\$2,846	\$43,445	\$127,489	\$1.18
22	Operating Expense	\$75,818	\$75,818	\$15,055	\$90,873	\$75,818	\$15,055	\$90,873	\$257,564	\$1.16
23	Indirect Cost	\$10,010	\$10,010	φ10,000	φου,σε σ	\$10,010	\$10,000	\$30,012	\$207,004	\$2.30
24	TOTAL Non-DAAS EXPENDITURES	\$116,417	\$116,417	\$17,901	\$134,318	\$116,417	\$17,901	\$134,318	\$385,053	\$3.55
25	TOTAL NOIPDANG EAF ENDITORES	\$110,411	Ψ110,411	\$17,301	\$104,510	\$110,417	\$11,501	\$ 134,310	\$360,003	\$3.00
20	TOTAL BAAS & Nov. BAAS									
26	TOTAL DAAS & Non-DAAS EXPENDITURES	6400.075	\$352,636	#00.700	6440 40F	#050 CDC	250,000	*404.005	44 040 400	\$11.52
27	EXPERDITORES	\$400,875	\$302,030	\$89,769	\$442,405	\$352,636	\$52,269	\$404,905	\$1,248,185	311.02
_	UOA DAAG D									
28	HSA-DAAS Revenues	6000 404	600F 700	424.000	4070.000	door non	404.000	4070.000		
29	Meals	\$230,104	\$235,700	\$34,368	\$270,068	\$235,700	\$34,368	\$270,068	\$770,240	
30	OTO-Eqpt.	\$54,000	****	\$37,500	\$37,500				\$91,500	
31	OTO-rounding	\$354	\$519		\$519	\$519		\$519	\$1,392	
32	TOTAL HSA-DAAS REVENUES	\$284,468	\$236,219	\$71,868	\$308,087	\$236,219	\$34,368	\$270,587	\$863,132	
	Per MEAL COST, HSA-DAAS	\$6.99	\$7.16		\$7.16	\$7.16		\$7.16	\$7.11	3333337777
34										
	Non-DAAS Revenues								***************************************	
	Project Income	\$72,818	\$72,818	\$10,618	\$83,436	\$72,818	\$10,618	\$83,436	\$239,690	\$2.21
37	Agency In-Kind Volunteer	\$40,599	\$40,599	\$2,846	\$43,445	\$40,599	\$2,846	\$43,445	\$127,489	\$1.18
38	Agency In-Kind Food	\$3,000	\$3,000	\$437	\$3,437	\$3,000	\$437	\$3,437	\$9,874	\$0.09
39	Agency Funds		<u>-</u>	\$4,000	\$4,000		\$4,000	\$4,000	\$8,000	\$0.07
40										
41										
42										
43										
	TOTAL NON HSA-DAAS REVENUES	\$116,417	\$116,417	\$17,901	\$134,318	\$116,417	\$17,901	\$134,318	\$385,053	\$3.55
	Per MEAL COST, NON HSA-DAAS	\$2.87	\$2.87		\$3.09	\$2.87		\$3.09	\$3.02	
46										
	TOTAL REVENUES	\$400,875	\$352,636	\$89,769	. \$442,405	\$352,636	\$52,269	\$404,905	\$1,248,185	
48										
49	Full Time Equivalent (FTE)									
51	Prepared by: Rod Valdepenas								11/8/2018	
52	HSA-CO Review Signature:									
53	HSA #1 (10/20/15)									

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1	Grantee's Name: Kimochi, Inc.								*			Appen	dix B, page 2
	Program: ENP Home Delivered Meals											Document Da	te: 11/8/2018
3													
4													
5					Sa	alaries & Bene	fits Detail						
6													1
7													
	H.S.A-DAAS	Agency	/ Totals	For DAAS	S Nutrition				DAAS P	rogram			
		Annual Full											
		TimeSalary		% Nutr Prog	Adjusted Nutr	7/1/17 -	7/1/18 -			7/1/19 -			7/1/17 -
9	POSITION TITLE and NAME	for FTE	Total % FTE	(b)	FTE	6/30/18	6/30/19	Modification	Revised	6/30/20	Modification	Revised	6/30/20
10	Potwasher 1	\$33,280	75%	38%	0.29	\$9,541	\$9,541	\$0	\$9,541	\$9,541	\$0	\$9,541	\$28,623
11	Senior Center Coordinator	\$38,480	100%	1%	0.01	\$234	\$234	\$0	\$234	\$234	\$0	\$234	\$702
12	Asst, Cook 2	\$35,360	75%	35%	0.26	\$9,282	\$9,282	\$0	\$9,282	\$9,282	\$0	\$9,282	\$27,846
13	Asst, Cook 1	\$31,200	75%	35%	0.26		\$8,190	\$0	\$8,190	\$8,190	\$0	\$8,190	\$24,570
14	Driver PTC 1	\$39,520	100%	13%	0.13		\$4,940	\$0	\$4,940	\$4,940	\$0	\$4,940	\$14,820
	Driver PTC 2	\$39,520	100%	13%	0.13		\$4,940	\$0	\$4,940	\$4,940	\$0	\$4,940	\$14,820
16	Driver HD 1	\$34,320	75%	100%	0.75	\$25,740	\$25,740	\$0	\$25,740	\$25,740	\$0	\$25,740	\$77,220
	Driver PTC sub	\$29,120	25%	100%	0.25	\$7,280	\$7,280	\$0	\$7,280	\$7,280	\$0	\$7,280	\$21,840
18	Transportation Coor.	\$47,840	100%	10%	0.10	\$4,784	\$4,784	\$0	\$4,784	\$4,784	\$0	\$4,784	\$14,352
19	Driver HD 2	\$34,320	75%	89%	0.67	\$0	\$0	\$22,894	\$22,894		\$22,894	\$22,894	\$45,788
20				***************************************									\$0
21		***************************************											\$0
22								-	•				\$0
23	TOTAL DAAS	\$362,960	800%	433%	2.83	\$74,931	\$74,931	\$22,894	\$97,825	\$74,931	\$22,894	\$97,825	\$270,581
24		L							- '				
25	FRINGE BENEFIT RATE	28.59%	1										
	EMPLOYEE FRINGE BENEFITS	\$ 103,778				\$22,822	\$22,822	\$5,148	\$27,970	\$22,822	\$5,148	\$27,970	\$78,762
27		100,1.0				V==,-==	V,	<u> </u>				,	
-	Total DAAS SALARIES &							l I	*******				
28	BENEFITS	\$ 466,738				\$97,753	\$97,753	\$28,042	\$125,795	\$97,753	\$28,042	\$125,795	\$349,343
29		 	I.					11			, , , , , , , , , , , , , , , , , , , ,	, ,	
30	•												
	Non - DAAS	Agenc	y Totals	For DA	AS Meal								

		Annual Full TimeSalary	Total % ETE	% Nutr Prog	Adjusted Mutr	7/1/17 -	7/1/18 -			7/1/19 -			7/1/17 -
32	POSITION TITLE and NAME	for FTE	(a)	/b)	FTE.	6/30/18	6/30/19	Modification	Revised	6/30/20	Modification	Revised	6/30/20
33	Agency tn-Kind Volunteer	107112	(-,	()		\$40,599	\$40,599		\$40,599	\$40,599		\$40,599	\$121,797
	Oriver HD 2	\$34,320	75%	11%	0.08		+ 10,000	\$2,846	\$2,846	- 12/220	\$2,846	\$2,846	\$5,692
35		+57,02.0	l		2.00			1 7515 15			7,	\$0	\$0
36						1		l				\$0	\$0
37						1						\$0	\$0
38												\$0	\$0
39	TOTAL NON-DAAS	\$34,320		· ·		\$40,599	\$40,599	\$2,846	\$43,445	\$40,599	\$2,846	\$43,445	\$127,489
40		T 1,020	1	ı	<u> </u>	1 ,,,,,,,,,		4 <u></u> 1	,	5,550	, ,,,,,,,,		, ,
41	FRINGE BENEFIT RATE		1			1							
42	EMPLOYEE FRINGE BENEFITS	\$.				\$0			\$0		[\$0	\$0
43		L-7				1		4 <u>-</u>				+-	
44													
777	TOTAL Non-DAAS SALABIES S	F]	·				
AF	TOTAL Non-DAAS SALARIES & BENEFITS	\$ 34,320				\$40,599	\$ 40,599	\$ 2,846	\$43,445	\$40,599	\$2,846	\$43,445	\$127,489
46	D-11-1-1-10	4 04,020		,- <i>M</i>		¥-10,000	+ 40,000	2,040	¥-10,140	Ψ-10,000	, V.,040	\$ -10 -140	4
40	TOTAL DAAS & Non-DAAS												
47	SALARIES & BENEFITS	\$ 501,058				\$138,352	\$138,352	\$30,888	\$169,240	\$138,352	\$30,888	\$169,240	\$476,832
17/		T 4 00 11000				, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	<u> </u>	1,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	7,-10	7.55,502	, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	¥ j = 10	7, - 0

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1	Grantee's Name: Kimochi, Inc.							Ap	pendix B, pg. 3
2	Program: ENP Home Delivered Meals							Document l	Date: 11/8/2018
3									•
4									
5			Oper	rating Expense De	etail				
6									
7									
8	Annual #Meals Contracted:	32,919	32,919	4,800	37,719	32,919	4,800	37,719	108,357
9	Term:	7/1/17 - 6/30/18	7/1/18 - 6/30/19	Modification	Revised	7/1/19 - 6/30/20	Modification	Revised	7/1/17 - 6/30/2
	H.S.A-DAAS								
-	EXPENDITURE CATEGORY			•					-
	Auto - Fuel	\$5,000	\$5,000		\$5,000	\$5,000	total and a second	\$5,000	\$15,000
13		\$13,500	\$13,500	***************************************	\$13,500	\$13,500		\$13,500	\$40,500
14	Auto - Maintenance	\$4,000	\$4,000		\$4,000	\$4,000		\$4,000	\$12,000
15	+ '	\$3,200	\$3,200		\$3,200	\$3,200		\$3,200	\$9,600
16		\$0	\$0		\$0	\$0		\$0	\$0
17	Dues/Subscriptions	\$0	\$0		\$0	\$0		\$0	\$0
18	Insurance - D&O/Other	. \$0	\$0		\$0	\$0		\$0	\$0
19	Insurance - General	\$500	\$500		\$500	\$500	<u> </u>	\$500	\$1,500
20		\$0	\$0		\$0	\$0		\$0	\$0
21	Outside Services	\$1,400	\$1,400	***************************************	\$1,400	\$1,400		\$1,400	\$4,200
22	Postage	\$0	\$0		\$0	\$0		\$0	\$0
23	Printing	\$0	\$0		\$0	\$0		\$0	\$0
24	Prof Services - Acctg	\$1,200	\$1,200		\$1,200	\$1,200		\$1,200	\$3,600
25	Rent - Property	\$13,150	\$13,150		\$13,150	\$13,150		\$13,150	\$39,450
26	Rent - Parking	\$15,500	\$15,500		\$15,500	\$15,500		\$15,500	\$46,500
27	Supplies/Materials	\$4,332	\$4,332		\$4,332	\$4,332		\$4,332	\$12,996
28	Telephone	\$3,000	\$3,000		\$3,000	\$3,000		\$3,000	\$9,000
29	Utilities	\$9,944	\$9,944		\$9,944	\$9,944		\$9,944	\$29,832
30	Rent - Others	\$0	\$0		\$0	\$0		\$0	\$0
31	Loop core								
32	FOOD COSTS								
33	Raw Food per meal \$1.32	\$37,621	\$43,382	\$6,326	\$49,708	\$43,382	\$6,326	\$49,708	\$137,037
34	Cong Food Svc Supplies	\$0			\$0	\$0	******	\$0	. \$0
35	HDM Food Svc Supplies	\$0	4440 400		\$0	\$0		\$0	\$0
36 37	TOTAL DAAS OPERATING EXPENSE	\$112,347	\$118,108	\$6,326	\$124,434	\$118,108	\$6,326	\$124,434	\$361,215
_	New DAAC					ļ			
38	Non-DAAS								
39	EXPENDITURE CATEGORY	070.040	*70.045	040.040	***				
40	Raw Food per meal \$2.21	\$72,818	\$72,818	\$10,618	\$83,436	\$72,818	\$10,618	\$83,436	\$239,690
41	Auto - Fuel	00.000	#A AAA	\$4,000	\$4,000	\$0	\$4,000	\$4,000	\$8,000
42	Agency In-Kind Food per meal \$0.09	\$3,000	\$3,000	\$437	\$3,437	\$3,000	\$437	\$3,437	\$9,874
43	TOTAL Non-DAAS OPERATING EXPENSE	\$75,818	\$75,818	\$15,055	\$90,873	\$75,818	\$15,055	\$90,873	\$257,564
44	 TOTAL DAAS & Non-DAAS OPERATING EXPEN	\$400 405	#400.000	004.004	****	0400.055	***	An.u. 4	
40	LICIAL DAAS & NOR-DAAS OPERATING EXPEN	\$188,165	\$193,926	\$21,381	\$215,307	\$193,926	\$21,381	\$215,307	\$618,779

	Α	В	С	D	Е	F	G	Н	1	j
1	Grantee	e's Name: Kimochi, Inc.							Apı	cendix B, Pg 4
2	Progran	m: ENP Home Delivered Meals							Document I	Date: 11/8/2018
3					·					
4										
5				Capital Exp	enditure Detail					
6			(Suncor	tractor, Equipn	nent and Remo	deling Cost)				
7			•							
8		•			•	•				
9	H.S.A-D	DAAS	7/1/17 - 6/30/18	7/1/18 - 6/30/19	Modification	Revised	7/1/19 - 6/30/20	Modification	Revised	7/1/17 - 6/30/20
10	No.	ITEM/DESCRIPTION								
11		Meals Van	\$54,000		\$35,000	\$35,000			\$0	\$89,000
12		HDM Bags/other foodservice			\$2,500	\$2,500		······································	\$0	\$2,500
13			· · · · · · · · · · · · · · · · · · ·			. ,			\$0	\$0
14									\$0	\$0
15									\$0	\$0
16									\$0	\$0
17									\$0	\$0
18									\$0	\$0
<u> </u>	TOTAL	DAAS-OOA SUBCONTRACTOR, EQUIPMENT							······································	
19		ODELING COST	\$54,000	\$0	\$37,500	\$37,500	\$0	\$0	\$0	\$91,500
20			. , ,					• 1	•	
	Non-D/	ΔΔς								
22	No.	ITEM/DESCRIPTION								
23	,,,,,					\$0			\$0	\$0
24						\$0			\$0	\$0
25	<u> </u>	***************************************				\$0			\$0	\$0
26	l					\$0			\$0	\$0
27						\$0			\$0	\$0
T	TOTAL	NON DAAS-OOA SUBCONTRACTOR,								<u> </u>
28		MENT & REMODELING COST	\$0	\$0	\$0	\$0	\$0	- \$0	\$0	\$0
29				7-	1 7 1	**				1
	TOTAL	DAAS & NON-DAAS SUBCONTRACTOR,								
30		MENT, CAPITAL EXPENDITURE	\$54,000	\$0	\$37,500	\$37,500	\$0	\$0	\$0	\$91,500
_	•	ment and Remodeling Cost)					•		•	•
	HSA #4									
L	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,									

Company Comp	Content bear		٨	8	2	٥	E	ı	9	Ξ	-	7	х		×	z	٥
		3 2								,						Досп	ppendix B, Page 1 nent Date; 11/8/18
Control Cont	Control No. Control No. No. Control No. No. Control No. No. Control No. No. Control No. No. Control No. No. Control No. No. Control No. No. Control No. No. Control No. No. Control No. No. No. Control No.								BY P.	ROGRAM							
Control of the cont																July 1, 201	Term: 7 to June 30, 2020
			New Canewa Effective Date of Mod	1	on												
March Company March Compan	Page Page		r Compliance for EN	HDM	REVENUE Cost A	dlocation:		REVENUE Cost AI	location:					llocation:			
		10 Budget Refere	ice Page No.(s)	Year	H.S.ADAAS	Non-HSA-DAAS	Year 2	H.S.ADAAS Budget	H.S.ADAAS Modification	H.S.ADAAS Revised	Non-HSA-DAAS	Year3	H.S.ADAAS Budget	H.S.ADAAS Modification	发원	Non-HSA-DAAS	Total Revenue
Market Meller	Michael Received 241	Program le	xpenditures	7/1/1/-6/30/18		-	7/1/18-6/30/19					711/19-6/30/20					7/1/17 - 6/30/20
Control Cont	Continue December Cont	13 Nutrition Edu 14 Salaries & F	cation	188			2073	6403		5073		68/3	6973		6079		237 14
Particle Particle	Control December Control Dec	15 Operating E	xpense														
Control Register Control Reg		16 Subtotal Di	ect	\$481			2493	\$493		\$493		\$493	2483		\$483		\$1,467
Control Cont	National Processing Act	18 Indirect Exp	ense														
	Content & Percental Cont	19 Total Nutritio	1 Education	\$481			\$493	\$493	popular and popular	\$493	Section of the Section	\$493	\$493	grapher in the part of the	\$493		497'15
Control Description Control Description	Substitute Section S	21 Salaries & E	nseling enefits														
Control Cont	December Control Percentage Control Percentag	22 Operating E	xpense														
Particular Par	Decided Services 1,120 1		ect														
	MacCo MacC	25 Indirect Fan	and a														
Particular libraries Particular libraries	Marco Proteins Nationary Strat S	26 Total Nutritio	Counseling		and the state of the	A 4 4 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	Milk Server Company Com		With the second con-	Mary and Arthur		1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1	And the state of t	The Control of the Co	The management	and the second second	
Section Content	Septiment between the state of sta		an Monitoring														
Section Control Cont	Statistic Exercises Statistic Exercises		enefits	\$1,210			\$1,241	\$1,241		\$1,241		\$1,241	\$1,241		\$1,241		269'8\$
Control Cont	Particle Peterphysical Peterphysics Particle Peter	30 Subtotal Dir	act act	\$1,210			\$1.241	\$1 241		51 241		\$1 241	\$1.241		\$1.244		53 692
Part Part	Secret Secret	31 Indirect Per	entage														
State No. No. No. No. No. No. No. No. No. No.	Statistic Benefits Statist	33 Total HACCO	ense Kitchen Monitoring	41940	200	S215 C 2 C 2 C 1 II	+100 40	Pro Par	100000000000000000000000000000000000000			41.341	******	100			400
Section Sect	Submets of permitted sections of supported permitted sections of supported permitted sections of supported permitted sections of supported permitted sections of supported permitted sections of supported permitted sections of supported permitted	34 Site/Route Mo	nitoring					7.7		1		177	1		14716		760'00
Second Decided Second Decided Second Decided Second Decided Decided Second Decided Decided Decided Decided Decided Second Decided	Secretary		enefits	\$2,768			\$2,837	\$2,837		\$2,837		\$2,837	\$2,837		\$2,837		\$8,442
Indiced Parcialist 1979	Mean Planning \$27.79 \$2.279 \$2.897 \$2.897 Mean Planning \$27.79 \$2.897 \$2.897 \$2.897 Seaffine Septrals \$2.799 \$7.99 \$7.99 \$7.99 Seaffine Septrals \$7.99 \$7.99 \$7.99 \$7.99 Seaffine Septrals \$7.99 \$7.99 \$7.99 \$7.99 Indirect Departs \$7.99 \$7.99 \$7.99 \$7.99 Indirect Departs \$7.99 \$7.99 \$7.99 \$7.99 Seaffine Septrals \$7.99 \$7.99 \$7.99 \$7.99 Seaffine Septrals \$7.99 \$7.99 \$7.99 \$7.99 Control Library \$2.90 \$2.90 \$7.90 \$7.90 \$7.90 Control Library \$2.90 \$2.90 \$2.90 \$2.90 \$7.90 \$7.90 Control Library \$2.90 \$2.90 \$2.90 \$2.90 \$2.90 \$2.90 \$2.90 \$2.90 \$2.90 \$2.90 \$2.90 \$2.90 \$2.90 \$2.90 <t< td=""><td></td><td>ıcı</td><td>\$2,768</td><td></td><td></td><td>\$2,837</td><td>\$2,837</td><td></td><td>\$2,837</td><td></td><td>\$2,837</td><td>\$2,837</td><td></td><td>\$2,837</td><td></td><td>\$8,442</td></t<>		ıcı	\$2,768			\$2,837	\$2,837		\$2,837		\$2,837	\$2,837		\$2,837		\$8,442
Particul Relationary Particul Relationary	Control Cont		entage														
Macri Planning Macr	Motter Flatming, 27:09 2		te Monitoring	\$2,768			\$2,837	\$2,837	12 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	\$2,837	and the second second	\$2,837	\$2,837	The Section of the	\$2,837	and the second district	\$8,442
Contact Decemends	Contain Exercise STOB ST	41 Menu Plannin	9	6250	1		6020	0024		COLO	Ī	1000	2017		2020		1000
	Authority STOR ST	43 Operating E	cpense				on in	00/2		00/6		9	90/9		00/4		545,54
Particle Particle	Indirect Expense S706 S7	44 Subtotal Dir	act act	\$769			\$788	82.88		82.58		\$788	\$788		82788		\$2,345
Total Must Agreements STOR	Total Men, Planing \$779 \$779 \$779 \$778	46 Indirect Exp	2026														
Name	HOM Abstreaments ST21 692 ST20 692 S	47 Total Menu P	ងពាជានិច្ច	\$769	-14.000		\$788	\$788	P. C. C. C. C. C. C. C. C. C. C. C. C. C.	\$788		\$788	\$788		\$768		\$2,345
Secretary Secr	Deciding Expenses 25,944 25,020 25,000	48 HDM Assess	nents	-					1								
Stationary Sta	Subton Direct S22,636 S22,636 S22,636 S22,636 S23,171 S33,451 S33,451 S33,171 S33,451 S33,171	50 Operating E	coense	58 944			\$40,885	\$97.00	\$3,193	\$26,885 \$11,786		\$25.885	\$23,692				\$77,462
Indirect Faceholds	Indirect Expension	51 Subtotal Dir	ğ	\$32,636			\$38,171	\$33,451	\$4,720	538,171		\$38,171	\$33,451				\$108,978
Control Compilation Comp	Contact North State Contact North State	52 Indirect Per	entage						1								
Other Muttion Compliance Other Muttion Compliance Complia	Other Nutrition Compliance Other Nutrition Compliance Committee	54 Total HDM As	ressments	\$32,636	\$32,636		\$38,171	533,451	\$4,720	\$38,171		\$38,171	533,451	\$4,720	\$38,171	CONTRACT MARKET	\$108,978
Contained Expenses Contain	Control True Expension Control True Expension Control True Expension Control True Expension Control True Control T	55 Other Nutritio	п Сотріїапое													***************************************	
Subtool Direct Control Direct Cont	Subtool Diect Control of Cont		enerrs								Ī						
Indiract Percentage	Indirect Expension	ш	व														
Total in Equivalent (TEE) Total in Equivalent (TEE)	Full Cut Cut Cut Cut Cut Cut Cut Cut Cut Cut	59 Indirect Pen	antage														
SEALING Total Expenditures SST 864 SST 864 SST 864 SST 864 SST 864 SST 864 SST 864 SST 864 SST 864 SST 865 SST 8	SEANID Total Expenditures	61 Total Other No	trition Compliance	5				200	Control of the state of the sta								
HSA Revenues Formula Revenues	HSA Revenues	62 GRAND Tota	Expenditures		5000000		\$43,530	\$38,810	\$4,720	\$43,530	Salah sa sa sa sa sa sa sa sa sa sa sa sa sa	\$43,530	\$38,810	\$4,720	\$43,530	JEST CONTROLLED	\$124,924.00
TOTAL HS.A. REVENUES	TOTAL HISA REVENUES Other Non-H.S.ADAAS Revenues TOTAL OTHER REVENUES Full Time Equivalent (FTE) Prepared by: Rod Valdepenss Talephone No. (415) 931-2254	63 HSA Reve	nues										Mark and the same and				
Context Nor-H.S.AO.A.S. Revenues	Other Non-H.S.ADALS Revenues Other Non-H.S.ADALS Revenues TOTAL OTHER REVENUES Full Time Equivalent (FTE) Propared by: Rod Valdopenas Takentome No. (415) 931-2294	65				255 (255 (255))		E (2000)									
Content North S.A. J. J. J. Strongton Content North S.A. J. J. Strongton Content North S.A. J. Strongton Content North S.A. J. Strongton Content North S.A. J. Strongton Content North S.A. J. Strongton Content North S.A. J. Strongton Content S.A. J. Strongton Content North S.A. J. Strongton C	TOTAL OTHER REVENUES TOTAL OTHER REVENUES Full Time Equivalent (FTE) Propared by: Rod Valdopenas Takethore No. (415) 931-2294	66 TOTAL HSAR	EVENUES					(1000) (1				STREET, SEED ALTER STREET	SECURENCES	000000000000000000000000000000000000000			
TOTAL OTHER REVENUES. Full Time Equivalent (FTE) Plant and br. Rod Valdegens. Telephone No. (415) 931-2254	TOTAL OTHER REVENUES Full Time Equivalent (FTE) Propared by: Rod Valdopenas Taleptone No.: (415) 931-2294		S.A. OAAS Revenues			100 4120 100 400							100000000000000000000000000000000000000			A STATE OF THE STA	
TOTAL COTHER REVENUES. Page 1 Full Time Equivalent (FTE) Fell Time Equivalent (FTE) Prograde by: Rod Valdegenas Telephone No.: (415) 931-2254	TOTAL CTHER REVENUES Full Time Equivalent (FTE) Prepared by. Rod Valdepenas	69			STATES AND STATES OF STATES	1885/00/1886/00/1886/					BOARD SWINGER						
Control to the Control to Contr	Full Time Equivalent (FTE) Prepared by: Rod Vaidepenas	70	700000				1000						9990 1000 1000 1000 1000 1000 1000 1000				
Prograed by: Roud Valdagemas Telephtone No.: (415) 931-2254 Telephtone No.: (415) 931-2254	Prepared by: Rod Valdepenas	72 Full Time Equir	alent (FTE)														
SSA-CO Review Signature:		74 Prepared by: F	od Valdepenas		Telephone No.: (4	15) 931-2294	The second second		-								Date: 11/8/18
	75 HSA-CO Review Signature.	75 HSA-CO Revie	 Signature: 														
(7) NSA \$1	(SINSA FI	/5 RSA #1															

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1 Kimochi, Inc.																			Appendix B, Page 2
2 Program: Nutr Compliance for ENP HDM	NQ.																	ă	Document Date: 11/8/18
m 4																			
\$ 0									Nutri	tion Education Sala	Nutrition Education Salaries & Benefits Detail	=							
L 89					7/1/17-6/30/18	185			77/118-8/30/19	1800				Jri19-6/30/20					77.7763020
6	Agency	Totals	ForHSA	Program	Agency Totals For HSA Program For HSA Program	1 1	REVENUE Cost Allocation:	Alfocation	For HSA Program		REVENUE Cost Allocation:	3st Allocation:		For HSA Program	ш.	REVENUE	REVENUE Cost Allocation		Total Revenue
10 POSITION TITLE	Annual Full TimeSalary for FTE	Total % FTE	% FTE	Adjusted	Budgeted Salary		H S.A.DAAS	Non-HSA-DAAS	Budgeted Selary	H.S.ADAAS	r.	H.S.ADAAS Revised	Non-HSA-DAAS		H.S.ADAAS	H.S.ADAAS	B H.S.ADAAS	(S Non-HSA-DAAS	(0
11 Nutritionist	\$59,403	20%	1.66%	0.01	1_	 	١.		\$483	╄	L	\$493	╄	-	1	↓_		 _	\$1,467
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28 TOTALS	\$59,403	50%	2%	0.01	5481	31	\$481		\$493	3 \$493	3	\$493	-	\$493	5493	3	#1	\$493	\$1,467
30 FRINGE RENEET PATE												٠							
34 EMPLOYEE COMICE CONFERM		275 SEC. 275	SHANNERS OF THE PARTY OF THE PA	1000 CONT.		-									_	_			
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34 TOTAL SALARIES & BENEFITS	\$59,403				5481	_	28.		\$493	\$ \$493		\$493		\$493	3 \$493			\$483	\$1,467
TOTAL SALARIES & BENEFITS for																			
36 HSA #2	\$1,467														****				

HACCP Kitchen Monitoring Salaries & Benefits Detail

					81/105/3-71/1/7		(4)	7/1/18-6/30/19					771/19-6/30/20				, gent	7MH7-630Z0
	Agency	otals	For HSA Pr	, merco	Agency Totals For HSA Program For HSA Program REVENUE Cost Allocation For HSA Program	REVENUE Cost	Allocation; F	or HSA Program		REVENUE Cost Allocation;			For HSA Program		REVENUE CA	REVENUE Cost Allocation:		Total Revenue
POSITION TITLE	Annual Full TimeSalary for FTE	Total % FTE	% FTE	Adjusted FTE B	Budgeted Salary F	H.S.ADAAS	Non-HSA-DAAS	Budgeted Salary	H.S.ADAAS Budget	H.S.ADAAS Modification	H.S.ADAAS Revised	Non-HSA-DAAS	Budgeted Salary	H.S.ADAAS Budget	H.S.ADAAS Modification	H.S.ADAAS Revised	Non-HSA-DAAS	
Nutritionist	\$59,403	20%	4.18%		iI		,,,,,,,,,,	Н	\$1,241		\$1,241		\$1,241	\$1,241		\$1,241		\$3,692
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	\$38,4U¢	20.26	478	77.0	JULZ, Le	1017,14		3.1,24.1	27,241		\$1,241		\$1,247	1757.16		147,141		760'66
FRINGE BENEFIT RATE																		
EMPLOYEE FRINGE BENEFITS					***************************************	***************************************												
				<i></i>														
TOTAL SALARIES & BENEFITS	\$59,403				\$1,210	51,210		\$1,241	\$1,241		\$1,241		\$1,241	51,241		\$1,241		\$3,692
TOTAL SALARIES & BENEFITS for H.S.A Program x3yrs	\$3,692									٠				-				

1 Kimochi, inc. 2 Program: Nutr Compilance for ENP HDM 4		$\left\{ \right.$															
												·				Ď	Appendix B, Page 4 Document Date: 11/8/18
							Site or R	oute Monitoring S	Site or Route Monitoring Salaries & Benefits Detail)etail							
			THUE	7/1/17-6/30/18			7/1/18-6/30/19	1990				75/19-6:30/20	8000 B				71117 - 6/30/20
Agency Tob	als Fo	r HSA Proc	Agency Totals For HSA Program For HSA Program		REVENUE Cos	t Alfocation:	REVENUE Cost Allocation: For HSA Program		REVENUE C	REVENUE Cost Allocation:		For HSA Program		REVENUE	REVENUE Cost Allocation		Total Revenue
Annual Full TimeSalary Ti	Total %	Adjr	Adjusted Budgete		HSA-DAAS	Non-HSA-DAAS	Budgeted Salary	H.S.ADAAS Budget	I, S	H.S.ADAAS Revised	Non-HSA-DAAS	Budgeted Salary	H.S.ADAAS Budget	H.S.ADAAS Modification	H.S.ADAAS Revised	S Non-HSA-DAAS	
2	<u>L</u>	و ا	12	<u> </u>				Ц	1	\$2.837	-		\$2,837		\$2,837	37	\$8,442
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\$59.403	20%	10%	0.05	\$2,768	\$2,768		\$2,837	7 \$2,837	37	\$2,837	7	\$2,837	7 \$2,837		\$2,837	937	\$8,442
31 EMPLOYEE FRINGE BENEFITS 32																-	
TOTAL SALARIES & BENEFITS \$59,403				\$2,768	\$2,768		\$2,837	\$2,637	4	\$2,837		\$2,837	\$2,837		\$2,837	31	24
58,442									-								

Menu Planning Salaries & Benefits Detail

REVENUE Cast Allocation. Total Revenue	Non-HSA-DAAS	Н		The second secon		1			-				\$7.345		- Control of the Cont	\$788	
	H.S.ADAAS H.S. Budget Mc	788								_			\$788			\$788	
For HSA Program		400											\$788	· · · ·		 \$788	
	ts Non-HSA-DAAS	╌╂	+		arrevenue de constitución de la				<u> </u>		1		\$788			\$788	
REVENUE Cost Allocation;	AS H.S.A-DAAS on Revised												49			3	
REVEN		788	-								-		\$788			\$788	
6/30/19 Program	H.S.ADAAS Budgeted Salary Budget								<u> </u>		+		\$788			5788	
7)/r/6. Agency Totals For HSA Program For HSA Program For HSA Program For HSA	Non-HSA-DAAS Buda															 	
REVENUE Cos	H.S.ADAAS	\$769											\$769			\$769	
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Agency Totals	Annual Full TimeSalary for FTE	Б											\$59,403			\$59,403	2000
	POSITION TITLE	Nutritionist								T T AMAY			TOTALS	FRINGE BENEFIT RATE	EMPLOYEE FRINGE BENEFITS	TOTAL SALARIES & BENEFITS	TOTAL SALARIES & BENEFITS for

Annual & Quarterly HDM Intake and Assessment Salaries & Benefits Detail

				É	771177-6/30/18		epto	7/1/18-6/30/19					7/1/19-6/30/20				100	7HH7-6/30/20
	Agency Ti	Species	For HSA Pr	egram F	Agency Totals For HSA Program For HSA Program	REVENUE Cost Allocation:		For HSA Program		REVENUE Co.	REVENUE Cost Allocation:		For HSA Program		REVENUE Cost Allocation:	st Allocation:		Total Revenue
POSITION TITLE	Annual Full TimeSalary for FTE	Total %. FTE	% FTE	Adjusted FTE B	Budgeted Salany	N.S.A. DAAS	Non-HSA-DAAS Budge	Budgeted Salary	H.S.ADAAS Budget	H.S.ADAAS Modification	H.S.ADAAS Revised	Non-HSA-DAAS	Non-HSA-DAAS Budgeted Salary	H.S.ADAAS Budget	H.S.ADAAS Modification	H.S.ADAAS Revised	Non-HSA-DAAS	
Home Delivery Coordinator	\$43,680				L			\$26,885	\$29,692	\$3,193	\$26,885		\$26,885	\$23,692	\$3,193	\$26,885		\$77,462
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FRINGE BENEFIT RATE																		
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TOTAL SALARIES & BENEFITS	\$43,680				\$23,692	\$23,692		\$26,885	\$23,692	\$3,193	\$26,885		\$26,885	\$23,692	53,193	\$26,885		\$77,462
TOTAL SALARIES & BENEFITS for H.S.A Program x3yrs	\$77,462																	

IDM Assessment Operating Expense Detail

	Year 1	REVENUE CO	REVENUE Cost Allocation:	Year 2	0 4 6 8 8	REVENUE Cost Allocation;	t Altocation;		Year 3	0 4 6 6 7	REVENUE Cost Allocation:	st Allocation:		TOTAL REVENUE
EXPENDITURE CATEGORY	71117-6/30/18	H.S.ADAAS	Non-HSA-DAAS	7,77/18-6/30/19	Budget	Modification	Revised	Non-HSA-DAAS	711/19-6/30/20	Budget	Modification	Revised	Non-HSA-DAAS	77177-6/30/20
Rental of Property														
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$4,754	\$4,754		960'2\$	\$5,569	\$1,527	\$7,096		\$7,096	\$5,569	\$1,527	\$7,096		\$18,946
Office Supplies, Postage	\$1,025	\$1,025		\$1,025	\$1,025		\$1,025		\$1,025	\$1,025		\$1,025		\$3,075
Building Maintenance Supplies and Repair	\$1,025	\$1,025		\$1,025	\$1,025		\$1,025		\$1,025	\$1,025		\$1,025		\$3,075
Printing and Reproduction	\$1,116	\$1,116		\$1,116	\$1,116		\$1,116		\$1,116	\$1,116		\$1,116		\$3,348
insurance	\$1,024	\$1,024		\$1,024	\$1,024		\$1,024		\$1,024	\$1,024		\$1,024		\$3,072
Staff Training														
Staff Travel														
Small Equipment (over \$500 but under \$5,000/ft	322													
Rental of Equipment														
SUBCONTRACTORS (Descriptive Title)														
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CONTRACTOR EXPENSE	90,00	40,04		087°LL6	RC/ Re	170,14	97,116		417,150	BC/B@	/70 16	907 116		O(C)C
TOTAL OPERATING EXPENSE x3yrs	\$31,516			**										_

	Nutrition Compliance/Quality Assurance Services:	Cost Per Service Unit:
ı	Nutrition Compliance/Quality Assurance Services.	COST LET SELVICE CHIL

Proposed Service Units:

	Year 1	Total Year 1	HSA-DAAS	Non-H.S.A	Year 2	Total Year 2	HSA-DAAS	Non-H.S.A	Year 3	Total Year 3	HSA-DAAS	Non-H.S.A
Nurition Education:	units/sessions				units/sessions				units/sessions			
Annual #sessions (or presentation) a year or # Times a year handouts will be delivered to seniors in HDM	4	\$ 120	\$ 120	\$ -	4	\$ 123	\$ 123	\$ -	4	\$ 123	\$ 123	\$ -
Nutrition Counseling:												
Annual #hours to be provided		#DIV/0!	#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!
Annual #sessions to be provided		#DIV/0!	#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!
HACCP Kitchen Monitoring (1 unit = 1 session completed)	1.5	\$ 807	\$ 807	\$ -	1.5	\$ 827	\$ 827	\$ -	1.5	\$ 827	\$ 827	\$ -
Site/Route Monitoring (1 unit = 1 session completed):	9	\$ 308	\$ 308	\$ -	9	\$ 315	\$ 315	\$ -	9	\$ 315	\$ 315	\$ -
Menu Planning & Analysis (1 unit = 1 set menu completed)	1.0	\$ 769	\$ 769	\$ -	1.0	\$ 788	\$ 788	\$ -	1.0	\$ 788	\$ 788	\$ -
HDM Assessment (1 units = annual intake assessment & reassessment completed)	138	\$ 236	\$ 236	\$ -	158	\$ 242	\$ 242	\$ -	158	\$ 242	\$ 242	\$ -
OTHER Nutrition Compliance:		#DIV/0!	#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!
Inservice Training/Nut meeting (1 unit =1 hour)	1	\$ -	\$ -	\$ -	1	\$ -	\$ -	\$ -	1	\$ -	\$ -	\$ -
Attend Mandatory OOA Quarterly Meeting (1 unit = 1 hour)												

NOTES: 37,864 43,530 43,530

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.

Budget Narrative:

Appendix A1 – Services to be Provided Meals on Wheels of San Francisco

Elderly Nutrition Program (ENP), Home-Delivered Meals Effective July 1, 2017-June 30, 2020

I. Purpose

The purpose of this grant is to assist older homebound individuals 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-**

Meals on Wheels of San Francisco Grantee

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

bathing, dressing, toileting, transferring in and out bed / chair, and walking

CARBON Contracts Administration, Reporting and Billing On-line 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.

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.

DAAS Department of Adult and Aging Services

Disability A condition attributable to mental or physical impairment, or a combination of

> mental and physical impairments including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.

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 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.

Frail

An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or 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, monitoring and documenting practices and taking corrective actions when failure to meet critical limits is detected.

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.

IADL

Instrumental Activities of Daily Living: activities related to independent living and include preparing meals, shopping for personal items, medication management, managing money, using the telephone, doing heavy housework, doing light housework, and transportation ability (transportation ability refers to the individual's ability to make use of available transportation without assistance).

Low-Income

For ENP programs, 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 DRI for all calculated nutrients.

(c) At a minimum, values must be determined for calories, protein, fat, saturated fat, fiber, calcium, magnesium, sodium, 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 the HDM consumer may be written nutrition education material in a variety of forms, including but not limited to information sheets, brochures, and booklets. Nutrition education plan and services shall be approved by a Registered Dietitian. The nutrition education provided shall be based on the needs of the consumers as determined by the annual consumer satisfaction survey and/or results from DETERMINE Your Nutritional Health tool. Nutrition education shall be provided on a 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

Older Adult

Person who is 60 years or older, used interchangeably with Senior.

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.

Senior

Person who is 60 years or older, used interchangeably with Older Adult.

SOGI

Sexual Orientation and Gender Identity; *Ordinance No. 159-16* 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*).

LGBTO+

An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.

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 Regulat

ions/

III. Target Population

The target population is resident 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 LGBTQ+.

IV. Eligibility for Services

To participate in Home-Delivered Meals, the consumer must meet the following criteria:

• A senior, age 60 or above, who is frail and homebound by reason of illness, disability, isolation, lack of support network and has no safe, healthy alternative for meals.

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- Spouse or domestic partner of an eligible senior regardless of age or condition, if an assessment by the HDM provider's social worker or assessment staff concludes that it is in the best interest of the eligible senior.
- An individual with a disability who resides at home with the eligible senior, if an assessment by the HDM provider's social worker or assessment staff concludes that it is in the best interest of the eligible senior.
- Priority shall be given to the eligible senior.

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 Title 22 Regulations, CDA, and OOA Policies and include nutrition education methods for HDM consumers. The HDM program policy and procedures shall also include initial, annual, and quarterly reassessment guidelines. 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:
 - 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 ENP 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 CDA and 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. Conduct annual in-home comprehensive assessment and quarterly reassessments of each consumer to evaluate the consumer's eligibility for enrollment in the HDM program. The assessment shall be conducted according to the OOA Policy Memoranda. At least one quarterly assessment per year must be completed in the home of the consumer.
 - 4. 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.
 - 5. 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.
 - 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 17-18	FY 18-19	FY 19-20
#Unduplicated Consumers	3,450	3,534	3,534
#Meals	1,543,244	1,581,419	1,581,419

- 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.
- C. 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 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, CDA nutrition service standards, and DAAS policies. 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. <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.

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IX. Reporting Requirements

- A. Grantee will enter into CA-GetCare the consumer data obtained from consumers using the HDM 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 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:

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

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1	BUDGET FORMS	I							Appendix B, pg. 1	
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4				BUDGET PROP		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,				
	Grantee's Name: Meals on Wheels San Fra	ancisco		DODOLITION	OOAL FORMO				Grant Term	1
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_	Program: ENP HDM	IG. OF IVIOG. 1		1		1	1		r	е
9		4 542 244	1,537,586	43,833	4 504 440	4 527 500	43,833	4 504 440	4700.004	ľ
	Annual #Meals Contracted Program Term	1,543,244 7/1/17 to 6/30/18	7/1/18 to 6/30/19	Modification	1,581,419 Revised	1,537,586 7/1/19 to 6/30/20	43,033 j Modification	1,581,419 revised	4,706,081 7/1/17 to 6/30/20	
		771717 10 0/30/10	77 17 10 10 0730719	Modification	Vesigen	111119 (0 0/30/20	Modification	Teviseu	111111 to 0/30/20	├
	DAAS Expenditures		41 470 004	2/2/2/1	** ***	24 172 224	210.101	41.510.000	** 191 100	40.00
	Salaries & Benefits	\$1,456,225	\$1,476,994	\$42,104	\$1,519,098	\$1,476,994	\$42,104	\$1,519,098	\$4,494,422	\$0.96
	Operating Expense	\$4,115,022	\$4,196,700	\$119,638	\$4,316,338	\$4,196,700	\$119,638	\$4,316,338	\$12,747,697	\$2.73
14	Subtotal	\$5,571,247	\$5,673,694	\$161,742	\$5,835,436	\$5,673,694	\$161,742	\$5,835,436	\$17,242,119	\$3.69
	Indirect Percentage (max 10%)									
	Gen.Guidance regarding indirect				·····					ļ
	Capital Expenditure	\$67,600		\$51,000	\$51,000				\$118,600	\$0.03
	TOTAL DAAS EXPENDITURES	\$5,638,847	\$5,673,694	\$212,742	\$5,886,436	\$5,673,694	\$161,742	\$5,835,436	\$17,360,719	\$3.72
19			0.00							
20	Non-DAAS Expenditures								,	
21	Salaries & Benefits	\$1,187,873	\$1,187,873	\$33,861	\$1,221,734	\$1,187,873	\$33,861	\$1,221,734	\$3,631,341	\$0.77
22	Operating Expense	\$2,577,351	\$2,577,351	\$73,475	\$2,650,826	\$2,577,351	\$73,475	\$2,650,826	\$7,879,003	\$1.68
23	Indirect Expense	\$765,386	\$765,386	\$22,363	\$787,749	\$765,386	\$22,363	\$787,749	\$2,340,884	\$0.50
24	Capital Expenditure									1
	TOTAL Non-DAAS EXPENDITURES	\$4,530,610	\$4,530,610	\$129,699	\$4,660,309	\$4,530,610	\$129,699	\$4,660,309	\$13,851,228	\$2.95
26										
	TOTAL DAAS & Non-DAAS	Participal Company of the Company of			×	ASSOCIATION ASSOCIATION AND ASSOCIATION AND ASSOCIATION ASSOCIATIO	SOURCE STATE OF TH	yacasaya Armosta hakarta ahagi ma yacani yacan	VII. (1997) (1997) (1997) (1997) (1997) (1997) (1997)	
27	EXPENDITURES	\$10,169,457	\$10,204,304	\$342,441	\$10,546,745	\$10,204,304	\$291,441	\$10,495,745	\$31,211,947	\$6.67
28		****	¥,0,20	40.2,	***************************************	0.0,20,00,	42011111	V.O.,	V	40.01
-	HSA-DAAS Revenues			kengantilengen man	DASSA (COZY SERVICE CONTROL OF CO					
	Meals, Local Funds	#2 e04 22C	82 COC 404	(650 440)	#2 E40 070	#2 ene 424	(#FC 44D)	\$2.540.07C	\$40.704.070	i
30		\$3,621,326	\$3,606,424	(\$56,448)	\$3,549,976	\$3,606,424	(\$56,448)	\$3,549,976	\$10,721,278	
31	Meals: Federal funds	\$525,465	\$700,621	\$140,250	\$840,871	\$700,621	\$140,250	\$840,871	\$2,207,207	1
32	Meals: State funds	\$253,312	\$195,505	(\$74,126)	\$121,379	\$195,505	(\$74,126)	\$121,379	\$496,070	
33	Meals: NSIP funds	\$1,171,144	\$1,171,144	\$152,066	\$1,323,210	\$1,171,144	\$152,066	\$1,323,210	\$3,817,564	
	OTO Equipment	\$67,600		\$51,000	\$51,000				\$118,600	
35										
	TOTAL HSA-DAAS REVENUES	\$5,638,847	\$5,673,694	\$212,742	\$5,886,436	\$5,673,694	\$161,742	\$5,835,436	\$17,360,719	
	PER MEAL COST, HSA-DAAS	\$3.61	\$3.69		\$3.69	\$3.69		\$3.69	\$3.66	
_	Per MEAL & COMPLIANCE COST	\$3,61	\$3.69		\$3,69	\$3,69		\$3.69	\$3.66	<u> </u>
39										
40	Non-DAAS Revenues	l .								
41	Project Income	\$238,979	\$238,979	\$6,784	\$245,763	\$238,979	\$6,784	\$245,763	\$730,506	\$0.16
42	Agency Cash - Fundraising	\$3,418,195	\$3,418,195	\$98,016	\$3,516,211	\$3,418,195	\$98,016	\$3,516,211	\$10,450,617	\$2.22
-	Agency In-Kind Volunteer	\$873,436	\$873,436	\$24,898	\$898,334	\$873,436	\$24,898	\$898,334	\$2,670,105	\$0.57
44		1,	,	*		,	1-11-70	, , ,	. ,,	
45										
-	TOTAL NON HSA-DAAS REVENUES	\$4,530,610	\$4,530,610	\$129,699	\$4,660,309	\$4,530,610	\$129,699	\$4,660,309	\$13,851,228	l
	PER MEAL COST, NON HSA-DAAS	\$2.94	\$2,95	\$120 ₁ 000	\$2.95	\$2.95	ψ120 ₁ 033	\$2,95	\$2,94	
48	. ETTIMENE COOT, NORTH DAAG	Ψ2.07	Ψ2,90		ψ£.30	Ψ2.00		ψ2,30	Ψ2.07	
	TOTAL REVENUES	\$40.460.4E7	\$10,204,304	T	\$10,546,745	840 204 204		\$10,495,745	\$24 244 D47	
-		\$10,169,457				\$10,204,304			\$31,211,947	ł
1	PER MEAL COST, TOTAL	\$6.59	\$6.64		\$6.67	\$6.64		\$6.64	\$6.63	ł
_	Full Time Equivalent (FTE)	<u> </u>	n	0.1070	5 1 440 000	ļ <u>!</u>			l	ł
	Prepared by: Patrick Schmalz		Phone No.: 415-34	······································	Date: 11/14/18					l
	HSA-CO Review Signature:			Date:		-				l
55	HSA #1	Form Rev. 12/22/1	6			4				L

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Banches A Description Character Part		Flogram: CNF FIDM											CCCUITION D	410. 1 1 2010
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Pages Page	6	•												ł
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Transferring Tran	8	H.S.A-DAAS	Agency	Totals	For DAAS	Nutrition				DAAS F	rogram			
Transferring Tran			Appual Euli											
Proposition Time and Hashes		*		Total %	% Nutr Prop	Adjusted	7/1/17 to	7/1/18 10			7/1/19 10			7/1/37 to
To Description 19 19 19 19 19 19 19 1		POSITION TITLE and NAME							Modification	Revised		Modification	revised	
The program May Mark Liables														
12 12 13 14 14 15 15 15 15 15 15	_													
To vice tax May Contrain Stroom														
Comparison 19th Dearte 1	12	Ops Mgr, Gustavo Lopez		100%	50%									
Stage 18th	13	Wait List Mgr, Crystal Booth	\$66,851	100%	50%	0.50		\$32,810	\$935					
Comparison Science S	14	Office Mgr, Harvlann Brantley	\$61,285	100%	40%	0.40	\$23,427	\$23,761	\$677	\$24,438	\$23,761	\$677	\$24,438	\$72,303
Comparison Com	15	Support Lead, Philip Duarte	\$47,286	100%	50%	0.50	\$22,881	\$23,208	\$662	\$23,870	\$23,208	\$662	\$23,870	\$70,621
Comparison September Sep	16	Support Lead, Ivoga Suesue	\$61,902	100%	50%	0.50	\$29,954	\$30,381	\$866	\$31,247	\$30,381	\$866	\$31,247	\$92,448
10 Circle Corp. Communications \$14,03.02 100% 37% 0.77 55.0,00 55.0,00 51.055 55.0,000 51.055 55.0,000 51.055 55.0,000 51.055 55.0,000 51.055 55.0,000 50.									\$1,924			\$1,924	\$69,427	\$205,408
10 Test 8 Testilles Dir., John Riverbank 589, 455 100% 2005 200 392,533 595,697 3788 390,635 392,697 3788 390,635 392,697 3788 392,697 3788 392,697 3788 392,697 3788 392,697 3788 392,697 3788 392,697 3788 392,697 3788 392,697 3788 392,697 3788 392,697 3788 392,697 3788 392,697 3788 392,697 3788 392,697 392,														
20 Anteneance, Derink Code \$4.785 100% 200% 200% 231,850 313,850 310,850 314,251 315,850 339,251 31722 325,273 345,252 327,281 3722 325,273 345,273	***************************************													
27 Volumer Mig., Familteen Binding 589 585 100% 42% 0.42 327,380 327,781 3702 338,073 327,781 3702 328,073 327,781 3702 328,073 327,781 3702 328,073 327,781 3702 328,073 327,781 3702 328,073 327,781 3702 328,073 327,781 3702 328,073 327,781 3702 328,073 327,781 3702 328,073 327,781 3702 328,073 327,781 3702 328,073 327,781 3702 328,073 327,781 32	_			1										
22 Volunteer March, TeD														
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23 Filt Manager, Round Ayotie \$84,000 10075 2296 0.20 \$18,000 \$10,005 \$230,005 \$31,020 \$327,73 \$10,000 \$31,005														
22 HR Manager, Entrade Jove 54,000 100% 229% 0.29 518,000 519,000 529% 530,000 520% 530,000 531,000	23	Volunteer Director, Meredith Terrell	\$96,227	100%	42%	0.42	\$38,803	\$39,356	\$1,122	\$40,478	\$39,356		\$40,478	
25 HR Associate David Climins	24		\$84,906	100%	23%	0.23	\$18,490	\$18,754	\$535	\$19,289	\$18,754	\$535	\$19,289	\$57,068
20 Commenced commenced between planning related by 10,149 1,0004 94 0.00 93,450 39,250 3273 39,868 39,565 3273 39,868 325,075 31				100%	23%	0.23	\$10,256	\$10,402	\$297	\$10,699	\$10,402	\$297	\$10,699	\$31,654
27 Clipid Markeling Manager, Kee Cod 597,735 100% 59% 0.06 54,916 54,027 51,026 51,027 51														
20 COLAMBER S212,178 100% 1704 6.75 81,070,754 81,086,025 830,959 \$1,116,984 \$1,086,025 \$30,959 \$1,116,984 \$1,086,025 \$30,959 \$1,116,984 \$1,086,025 \$30,959 \$1,116,984 \$3,004,723 \$30,986 \$1,116,984 \$1,086,025 \$30,959 \$1,116,984 \$1,086,025 \$30,959 \$1,116,984 \$1,116,984 \$1,116,989 \$1,176,984 \$1,116,984 \$1,116,989 \$1,116,984 \$1,116,984 \$1,116,989 \$1,116,984 \$1,116,984 \$1,116,989 \$1,116,984 \$1,116,989 \$1,116,984 \$1,116,989 \$1,116,989 \$1,116,984 \$1,116,989 \$1,116,984 \$1,116,989 \$1														
29 TOTAL DAAS SALARIES & 3,014,314				1	5 /6	0.00	34,510	34,307	V172	90,120	44,507	V.75	40,,20	<u> </u>
31 FRINGE BENEFIT RATE 30.0% 5.1039,142 5.385,471 5.390,069 511,145 5.402,114 5.390,069 511,145 5.402,114 5.1189,699 3.070,1045 5.000,142 5.385,471 5.390,069 5.11,145 5.402,114 5.1189,699 5.11,145 5.402,114 5.1189,699 5.11,145 5.402,114 5.1189,699 5.11,145 5.402,114 5.1189,699 5.11,145 5.402,114 5.1189,699 5.11,145 5.402,114 5.1189,699 5.11,145 5.402,114 5.1189,699 5.11,145 5.402,114 5.1189,699 5.11,145 5.402,114 5.1189,699 5.11,145 5.402,114 5.1189,699 5.11,145 5.402,114 5.1189,699 5.11,145 5.402,114 5.1189,699 5.11,145 5.402,114 5.1189,699 5.11,145 5.402,114 5.1189,699 5.11,145 5.402,114 5.1189,699 5.11,145 5.402,114 5.1189,699 5.1189						^ 75	24 272 754	21 000 005	400.050	04 440 004	#4 000 000	600.000	64.446.604	60 004 700
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32 EMPCOYEE FRINGE BENEFITS 3 1,030,142 3 1,040,041 3 1,145 3		,		T		and a supply of the supply of the supply								
TOTAL DAAS SALARIES & 3,914,314 \$1,456,225 \$1,476,904 \$42,104 \$1,519,095 \$1,476,904 \$42,104 \$1,519,095 \$44,044,422 \$1,04	31	FRINGE BENEFIT RATE	36.0%		25/4/5/4/5/4/5	A 96 10 66 169								
State Stat	32	EMPLOYEE FRINGE BENEFITS	\$ 1,036,142				\$385,471	\$390,969	\$11,145	\$402,114	\$390,969	\$11,145	\$402,114	\$1,189,699
State Stat	33					I				·				
34 DENEFITS \$ 3,914,314 51,456,225 \$1,476,904 \$42,104 \$1,519,098 \$1,476,994 \$42,104 \$1,519,098 \$44,494,422 \$1,519,098 \$1,476,994 \$44,104 \$1,519,098 \$44,494,422 \$1,519,098 \$1,476,994 \$44,094,422 \$1,519,098 \$1,476,994 \$1,494,422 \$1,519,098 \$1,476,994 \$1,494,422 \$1,519,098 \$1,476,994 \$1,494,422 \$1,494,424,424 \$1,494,422 \$1,494,424,424,424,424,424,424,424,424,424		TOTAL DANS SALADIES &												
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38 POSITION TITLE and NAME		DENETITO	9 0,014,014	paragraph and a section	-emiliare and occinion	AND SHIP OF THE PROPERTY.	V 1,400,220	V1,110,001	<u> </u>	\$110101000	41,110,001	412,1011	71,010,000	,
April Property P		· ·				i								
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Second Continue	37	Non - DAAS	Agency	Totals	For DAA	AS Meal								
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Second Content of Nation Fee Fee (b) Null FTE 6490/18 530/19 Modification Revised 630/20 Modification Revised 630/20 Modification Revised 630/20 Modification Revised 630/20 Modification Revised 630/20 Modification Revised 630/20 Modification Revised 630/20 Modification Revised G30/20				Total %	% Nutr Prog	Adjusted	7/1/17 to	7/1/18 to			7/1/19 to	1		7/1/17 to
Solitor Soli	38	POSITION TITLE and NAME						6/30/19	Modification	Revised	6/30/20	Modification	revised	6/30/20
Nograme Mgr, Merk Liddle							\$469,320	\$469,320	\$13,379	\$482,699	\$469,320	\$13,379	\$482,699	\$1,434,719
1 10 20 Mgr. Gustaev Opez S 84 100 100% 33% 33% 327,014 \$27,014 \$770 \$27,784 \$22,014 \$270 \$27,784 \$22,624 \$24				†	***************************************									
Vall List Mgr. Crystal Booth \$6,851 100% 33% 33% 33% \$21,473 \$912 \$22,095 \$21,473 \$912 \$22,095 \$65,643														
A3 Office Mgr, Harviann Brantley S 61,285 100% 26% 26% 316,552 315,552 3443 315,995 315,552 3444 315,995 347,286 3100% 33% 33% 33% 33% 315,189 3433 315,622 346,433 356,622 346,433 346 346,520 346,520 346,53														
44 Support Lead, Philip Duarte \$ 47,286 100% 33% 33% \$15,189 \$433 \$15,622 \$15,189 \$433 \$15,622 \$46,343 \$15,622 \$46,343 \$45,549 \$44,180 \$1,259 \$45,439 \$45,439 \$45,439 \$44,180 \$1,259 \$45,439 \$45,4														
45 Support Lead, Ivoga Suesue \$ 61,902 100% 33% 33% \$39% \$19,883 \$19,883 \$\$67 \$20,450 \$19,883 \$\$67 \$20,450 \$\$0,783 \$46 \$60 \$10,100 \$15,831 \$100% 30% 30% 30% \$44,180 \$1,259 \$45,439 \$44,180 \$1,259 \$44,180 \$1,259 \$45,439 \$44,180 \$1,259 \$44,180 \$44,180 \$1,259 \$44,180 \$44,180 \$44,180 \$44,180 \$44,180 \$44,180 \$44,180 \$4														
46 Chief Prog Off, David Linnell \$ 152,831 100% 30% 344,180 \$1,259 \$45,439 \$45,439 \$135,058 47 Chief Gov Off, Anne Quaintance \$ 148,033 100% 24% 24% \$35,252 \$51,005 \$36,257 \$33,252 \$1,005 \$38,257 \$10,766 48 Fiele & Facilities Dir., John Sheehan \$ 89,435 100% 19% \$19% \$16,949 \$483 \$17,432 \$16,949 \$483 \$17,432 \$51,005 \$30,257 \$30,252 \$10,005 \$28,257 \$107,766 \$46,409 \$483 \$17,402 \$46,409 \$46,418 \$47,052 \$100% \$29% \$9,069 \$9,069 \$9,228 \$9,089 \$259 \$9,328 \$9,089 \$259 \$9,328 \$9,228 \$27,725 50 Volunteer Mgr, TBD \$ 67,925 100% 28% 28% \$18,182 \$518 \$18,700 \$\$55,522 51 Volunteer Mgr, Kaltheen Stifring \$ 67,925 100% 28% 28% \$25,757 \$25,757 </td <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td></td> <td></td>												1		
47 Chief Gov Off, Anne Quaintance \$ 148,303 100% 24% 24% \$35,252 \$35,252 \$1,005 \$36,257 \$35,252 \$1,005 \$36,257 \$107,766 48 Fleet & Facilities Dir, John Sheehan \$89,435 100% 19% 19% \$16,949 \$483 \$17,432 \$16,949 \$483 \$17,432 \$516,949 \$483 \$17,432 \$516,949 \$483 \$17,432 \$516,949 \$483 \$17,432 \$516,949 \$483 \$17,432 \$516,949 \$483 \$17,432 \$516,949 \$483 \$17,432 \$516,949 \$483 \$17,432 \$516,949 \$483 \$17,432 \$516,949 \$483 \$17,432 \$516,949 \$483 \$17,432 \$516,949 \$483 \$17,432 \$516,949 \$483 \$17,432 \$516,949 \$483 \$517,432 \$516,949 \$483 \$517,432 \$516,949 \$483 \$517,432 \$516,949 \$483 \$517,432 \$516,949 \$437,432 \$516,949 \$437,432 \$516,949 \$437,432 \$516,949 <td>45</td> <td>Support Lead, Ivoga Suesue</td> <td></td> <td> </td> <td></td>	45	Support Lead, Ivoga Suesue		 										
AT Chief Gov Off, Anne Quaintance \$148,303 100% 24% 24% \$55,252 \$55,252 \$1,005 \$36,257 \$35,252 \$1,005 \$38,257 \$107,766 \$48 Fiet & Facilities Dir, John Sheehan \$94,355 100% 19% 19% \$16,949 \$16,949 \$483 \$17,432 \$16,949 \$483 \$17,432 \$51,834 \$47,852 \$100% 19% 19% \$60,699 \$89,099 \$259 \$9,328 \$90,099 \$259 \$9,328 \$27,725	46	Chief Prog Off, David Linnell	\$ 152,831	100%:	30%	30%	\$44,180	\$44,180	\$1,259	\$45,439	\$44,180	\$1,259	\$45,439	\$135,058
48 Fleet & Facilities Dir, John Sheehan \$ 89,435 100% 19% 19% \$16,949 \$16,949 \$483 \$17,432 \$16,949 \$483 \$17,432 \$51,813 49 Maintenance, Derek Cook \$ 47,952 100% 19% 19% \$9,069 \$9,069 \$259 \$9,328 \$27,525 \$0,069 \$259 \$9,328 \$27,525 \$0,069 \$259 \$9,328 \$27,525 \$3,060 \$259 \$9,328 \$27,525 \$3,060 \$259 \$23,069 \$259 \$3,060 \$259 \$3,288 \$27,525 \$100% \$28% \$28% \$18,182 \$518 \$18,700 \$518,182 \$518 \$18,700 \$55,592 \$51,000 \$255,592 \$20,000 \$20,000 \$259 \$25,597 \$25,797 \$734 \$26,491 \$25,757 \$734 \$26,491 \$25,757 \$734 \$26,491 \$27,739 \$31,739 \$31,2624 \$12,274 \$350 \$12,624 \$12,274 \$350 \$12,624 \$12,274 \$350 \$12,624 \$12,274 <td>47</td> <td></td> <td>\$ 148,303</td> <td>100%</td> <td>24%</td> <td>24%</td> <td>\$35,252</td> <td>\$35,252</td> <td>\$1,005</td> <td>\$36,257</td> <td>\$35,252</td> <td>\$1,005</td> <td>\$36,257</td> <td>\$107,766</td>	47		\$ 148,303	100%	24%	24%	\$35,252	\$35,252	\$1,005	\$36,257	\$35,252	\$1,005	\$36,257	\$107,766
49 Maintenance, Derek Cook \$ 47,852 100% 19% 19% \$9,669 \$9,069 \$259 \$9,328 \$9,069 \$25,7725 50 Volunteer Mgr, Kaithleen Stirling \$ 67,925 100% 28% \$18,182 \$18,182 \$518 \$18,700 \$18,182 \$518 \$18,700 \$55,582 51 Volunteer Mgr, TED \$ 67,925 100% 28% 28% \$18,182 \$518 \$18,700 \$18,182 \$518 \$18,700 \$55,582 52 Volunteer Director, Meredith Terrell \$ 96,227 100% 28% 28% \$25,757 \$25,757 \$734 \$26,491 \$73,733 33 HR Manager, Ronald Ayotte \$ 84,906 100% 15% 15% \$12,274 \$12,274 \$350 \$12,624 \$12,274 \$350 \$12,624 \$37,022 54 HR Associate, David C Smith \$ 47,095 100% 15% 15% \$6,808 \$6,808 \$194 \$7,002 \$6,808 \$194 \$7,002 \$6,808 \$194 <td>***************************************</td> <td></td> <td></td> <td></td> <td></td> <td>19%</td> <td>\$16,949</td> <td></td> <td></td> <td></td> <td></td> <td>\$483</td> <td>\$17,432</td> <td>\$51,813</td>	***************************************					19%	\$16,949					\$483	\$17,432	\$51,813
50 Volunteer Mgr, Kathleen Stirling \$ 67,925 100% 28% 28% \$18,182 \$18,182 \$518 \$18,700 \$18,182 \$518 \$18,700 \$55,582 51 Volunteer Mgr, TBD \$ 67,925 100% 28% 28% \$25,757 \$25,														
51 Volunteer Mgr, TBD \$ 67,925 100% 28% 28% \$ 18,182 \$ 18,182 \$ 518 \$ 18,700 \$ 55,582 52 Volunteer Director, Meredilit Terrell \$ 99,227 100% 28% 29% \$ 25,757 \$ 25,757 \$ 3734 \$ 26,491 \$ 27,34 \$ 26,491 \$ 77,34 \$ 26,491 \$ 77,34 \$ 26,491 \$ 376,739 \$ 326,491 \$ 26,491 \$ 27,34 \$ 26,491 \$ 77,34 \$ 26,491 \$ 376,739 \$ 326,491 \$ 26,491 \$ 27,34 \$ 26,491 \$ 376,739 \$ 326,491 \$ 27,334 \$ 26,491 \$ 376,739 \$ 376,739 \$ 376,739 \$ 376,739 \$ 376,739 \$ 376,739 \$ 376,739 \$ 376,739 \$ 376,739 \$ 376,732 \$ 376,732 \$ 376,732 \$ 376,732 \$ 376,732 \$ 376,732 \$ 376,732 \$ 376,732 \$ 376,732 \$ 376,732 \$ 376,732 \$ 376,732 \$ 376,732 \$ 376,732 \$ 376,732 \$ 376,732 \$ 376,733 \$ 376,733 \$ 376,733 \$ 376,733 \$ 376,733 \$ 376,733 \$ 376,733 \$ 376,733 \$														
52 Volunteer Director, Meredith Terrell \$ 96,227 100% 28% 28% \$25,757 \$25,757 \$734 \$26,491 \$78,739 53 HR Manager, Ronald Ayotle \$ 84,906 100% 15% 15% \$12,274 \$350 \$12,624 \$12,274 \$350 \$12,624 \$37,522 54 HR Associate, David C Smith \$ 47,095 100% 15% 15% \$6,808 \$6,808 \$194 \$7,002 \$6,808 \$194 \$7,002 \$6,808 \$194 \$7,002 \$6,808 \$194 \$7,002 \$6,808 \$194 \$7,002 \$6,808 \$194 \$7,002 \$6,808 \$194 \$7,002 \$6,808 \$194 \$7,002 \$6,808 \$194 \$7,002 \$6,808 \$194 \$7,002 \$6,808 \$194 \$7,002 \$6,808 \$194 \$7,002 \$6,808 \$194 \$10,802 \$6,273 \$179 \$6,273 \$6,273 \$6,273 \$6,273 \$179 \$6,273 \$179 \$6,273 \$179 \$6,273 \$179 <td></td> <td></td> <td></td> <td>1</td> <td></td>				1										
53 HR Manager, Ronald Ayotte \$ 84,906 100% 15% \$12,274 \$12,274 \$350 \$12,624 \$350 \$12,624 \$37,522 54 HR Associate, David C Smith \$ 47,095 100% 15% 15% \$6,808 \$6,808 \$194 \$7,002 \$6,808 \$194 \$7,002 \$20,812 55 Communications Director, Karl Robil \$ 130,189 100% 5% 5% \$6,273 \$179 \$6,452 \$19,177 56 Digital Marketing Manager, Kate Cod \$ 67,735 100% 5% 5% \$3,264 \$93 \$3,357 \$3,264 \$93 \$3,357 \$3,264 \$93 \$3,357 \$3,264 \$93 \$3,357 \$3,264 \$93 \$3,357 \$3,264 \$93 \$3,357 \$3,264 \$93 \$3,264 \$93 \$3,357 \$3,264 \$93 \$3,357 \$3,264 \$93 \$3,264 \$93 \$3,264 \$93 \$3,264 \$93 \$3,264 \$93 \$3,264 \$93 \$3,264 \$93														
54 HR Associate, David C Smith \$ 47,095 100% 15% 15% \$6,808 \$6,808 \$194 \$7,002 \$6,808 \$194 \$7,002 \$20,812 55 Communications Director, Kail Robil \$ 130,189 100% 5% \$6,273 \$6,273 \$179 \$6,452 \$19,177 56 Digital Markeling Manager, Kale Cod \$ 67,735 100% 5% \$5,264 \$3,264 \$93 \$3,357 \$3,264 \$93 \$3,357 \$3,264 \$93 \$3,357 \$3,264 \$93 \$3,357 \$3,264 \$93 \$3,357 \$3,264 \$93 \$3,357 \$3,264 \$93 \$3,357 \$9,978 \$9,978 \$9,978 \$6,84 \$93 \$3,357 \$3,264 \$93 \$3,357 \$9,978 \$9,978 \$9,978 \$9,978 \$9,978 \$9,978 \$6,849 \$93 \$3,357 \$9,978 \$86,498 \$93 \$3,357 \$9,978 \$9,648 \$93 \$3,498 \$24,998 \$963,343 \$9,734 \$9,749 \$9,749														
55 Communications Director, Karl Robit \$ 130,189 100% 5% 5% \$6,273 \$6,273 \$179 \$6,452 \$179 \$6,452 \$19,177 \$50 Digital Marketing Manager, Kate Cod \$ 67,735 100% 5% 5% \$3,264 \$32,264 \$93 \$3,357 \$3,264 \$93 \$3,357 \$9,978 \$57 CEO, Ashley McCumber \$ 212,175 100% 41% 41% \$84,087 \$84,087 \$2,397 \$86,484 \$84,087 \$2,397 \$86,484 \$257,055 \$57 CEO, Ashley McCumber \$ 212,175 100% 41% 41% \$84,087 \$84,087 \$2,397 \$86,484 \$84,087 \$2,397 \$86,484 \$257,055 \$587,045 \$179 \$17														
56 Digital Marketing Manager, Kate Cod \$ 67,735 100% 5% \$3,264 \$33,264 \$93 \$3,357 \$3,264 \$93 \$3,357 \$9,978 57 CEO, Ashley McCumber \$ 212,175 100% 41% 41% \$84,087 \$2,397 \$86,484 \$84,087 \$2,397 \$86,484 \$257,055 59 TOTAL NON-DAAS \$ 2,878,172 5000% 536% 493% \$873,436 \$24,898 \$899,334 \$873,436 \$24,898 \$898,334 \$24,898				·····										
56 Digital Marketing Manager, Kate Cod \$ 67,735 100% 5% \$3,264 \$33,264 \$93 \$3,357 \$3,264 \$93 \$3,357 \$9,978 57 CEO, Ashley McCumber \$ 212,175 100% 41% 41% \$84,087 \$2,397 \$86,484 \$84,087 \$2,397 \$86,484 \$257,055 59 TOTAL NON-DAAS \$ 2,878,172 5000% 536% 493% \$873,436 \$24,898 \$899,334 \$873,436 \$24,898 \$898,334 \$24,898	55	Communications Director, Karl Robil	\$ 130,189	100%	5%	5%	\$6,273	\$6,273	\$179	\$6,452	\$6,273	\$179	\$6,452	\$19,177
57 CEO, Ashley McCumber \$ 212,175 100% 41% 41% \$84,087 \$2,397 \$86,484 \$84,087 \$2,397 \$86,484 \$257,055 59 TOTAL NON-DAAS \$ 2,878,172 5000% 536% 493% \$873,436 \$24,898 \$896,334 \$873,436 \$24,898 \$898,334 \$873,436 \$24,898 \$898,334 \$873,436 \$24,898 \$898,334 \$873,436 \$24,898 \$898,334 \$873,436 \$24,898 \$898,334 \$873,436 \$24,898 \$898,334 \$873,436 \$24,898 \$898,334 \$873,436 \$24,898 \$898,334 \$873,436 \$24,898 \$898,334 \$873,436 \$24,898 \$898,334 \$873,436 \$24,898 \$898,334 \$873,436 \$24,898 \$898,334 \$873,436 \$24,898 \$898,334 \$873,436 \$24,898 \$898,334 \$896,334 \$24,898 \$898,334 \$896,334 \$896,334 \$896,334 \$896,334 \$896,334 \$896,334 \$896,334 \$896,334 \$896,334 \$896,334 \$896,334 \$896,334		Digital Marketing Manager, Kale Cod		100%	5%	5%		\$3,264	\$93	\$3,357	\$3,264	\$93	\$3,357	\$9,978
58 TOTAL NON-DAAS \$ 2,878,172 5000% 536% 493% \$873,436 \$24,898 \$898,334 \$873,436 \$24,898 \$898,334 \$2,670,105 59 FRINGE BENEFIT RATE 36.0% 61 EMPLOYEE FRINGE BENEFITS \$ 1,036,142 \$314,437 \$314,437 \$8,963 \$323,400 \$314,437 \$8,963 \$323,400 \$961,237 62 TOTAL Non-DAAS SALARIES & \$ 3,914,314 \$1,187,873 \$1,187,873 \$33,861 \$1,221,734 \$1,187,873 \$33,861 \$1,221,734 \$1,187,873 \$33,861 \$1,221,734 \$3,631,341 64 TOTAL DAAS & Non-DAAS & SALARIES & \$ 7,828,628 \$2,644,098 \$2,664,867 \$75,965 \$2,740,832 \$2,664,867 \$75,965 \$2,740,832 \$8,125,763														
59														
60 FRINGE BENEFIT RATE 36.0% \$1,036,142 \$314,437 \$314,437 \$8,963 \$323,400 \$314,437 \$8,963 \$323,400 \$961,237 \$314,437 \$0.00 \$314,437 \$8,963 \$323,400 \$961,237 \$0.00		· ~ · con state would		, 555570	00070	70070	+=101.100	+	1,000 1		13,131,30			,,,
61 EMPLOYEE FRINGE BENEFITS \$ 1,036,142 \$ \$314,437 \$ \$8,963 \$ \$323,400 \$ \$314,437 \$ \$8,963 \$ \$323,400 \$ \$961,237 \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$		FOINGE DENIETE DATE	20.001	1							· .			
62 TOTAL Non-DAAS SALARIES & \$ 3,914,314 \$ \$1,187,873 \$ \$1,187,873 \$ \$33,861 \$ \$1,221,734 \$ \$1,187,873 \$ \$33,861 \$ \$1,221,734 \$ \$1,187,873 \$ \$33,861 \$ \$1,221,734 \$ \$3,831,341 \$ \$0.000000000000000000000000000000000							******	P211 10-1	A2 525 I	\$550 ZCC	601110	An 200 1	#000 400	6004 007
TOTAL Non-DAAS SALARIES & \$ 3,914,314 \$1,187,873 \$1,187,873 \$33,861 \$1,221,734 \$1,187,873 \$33,861 \$1,221,734 \$3,631,341 \$65 \$ TOTAL DAAS & Non-DAAS \$ \$ 7,828,628 \$2,644,098 \$2,664,867 \$75,965 \$2,740,832 \$2,664,867 \$75,965 \$2,740,832 \$8,125,763		EMPLOYEE FRINGE BENEFITS	\$ 1,036,142				\$314,437	\$314,437	\$8,963	\$323,400	\$314,437	I \$8,963	\$323,400	\$961,237
63 BENEFITS \$ 3,914,314 \$ 1,187,873 \$ 1,187,873 \$ 33,861 \$ 1,221,734 \$ 1,187,873 \$ 33,861 \$ 1,221,734 \$ 3,931,341	62			Caratrage	Tepes II Menggy Washington	hisananian in a sanaran								
63 BENEFITS \$ 3,914,314 \$ 1,187,873 \$ 1,187,873 \$ 33,861 \$ 1,221,734 \$ 1,187,873 \$ 33,861 \$ 1,221,734 \$ 3,931,341		TOTAL Non-DAAS SALARIES &												
64 TOTAL DAAS & Non-DAAS 65 SALARIES & BENEFITS \$ 7,828,628 \$ \$2,644,098 \$2,664,867 \$75,965 \$2,740,832 \$2,664,867 \$75,965 \$2,740,832 \$8,125,763	63		\$ 3,914,314				\$1,187,873	\$1,187,873	\$33,861	\$1,221,734	\$1,187,873	\$33,861	\$1,221,734	\$3,631,341
TOTAL DAAS & Non-DAAS 65 SALARIES & BENEFITS \$ 7,828,628 \$2,644,098 \$2,664,867 \$75,965 \$2,740,832 \$2,664,867 \$75,965 \$2,740,832 \$8,125,763														
65 SALARIES & BENEFITS \$ 7,828,628 \$2,644,098 \$2,664,867 \$75,965 \$2,740,832 \$2,664,867 \$75,965 \$2,740,832 \$8,125,763	1	TOTAL DAAS & Non-DAAS		100.00										
	65		\$ 7,898,699				\$2,644,090	\$2,664,867	\$75.065	\$2,740,839	\$2,664,867	\$75.065	\$2.740 832	\$8,125,763
DD [HDA #Z F0/M KeV. 12/22/16	-			10000 SECTION .	HERRITAGESTASSASS	http://www.neiligeneer.com	V#10771040	45,007,001	410,000	7-,, 70,002	4#10041001	\$10,000	72,. 70,002	421,120,100
	66	NON #4	FORTH REV. 12/2	24110							L			

	A B C D	E	E 10	н П		K II	M N	0 1	р
1	Grantee's Name: Meals on Wheels San Francisco	<u> </u>	<u>г ја</u>	<u> </u>	<u> </u>	N [L]	NI 114		opendix B, page 4
2	Program: ENP HDM								Date: 11/14/2018
3									
4									
5				Operating Expense De	etall				
6									
7			1 507 500	40.000	4 804 440	4 507 500	40.000	4 FR4 440 T	4 700 004
8	Annual #Meals Contracted:	1,543,244	1,537,586	43,833	1,581,419	1,537,586	43,833	1,581,419	4,706,081 7/1/17 to 6/30/20
9	Term: H.S.A-DAAS	7/1/17 to 6/30/18	7/1/18 to 6/30/19	Modification	Revised	7/1/19 to 6/30/20	Modification	revised	11111110 0/30/20
11	EXPENDITURE CATEGORY								
12	Rental of Property								
13	Utilities(Elec, Water, Gas, Phone, Scavenger)								
14	Office Supplies, Postage								
15	Building Maintenance Supplies and Repair								
16	-				1				
17	FOOD COSTS								
18	Raw Food per meal \$ -								
19	Cong Food Svc Supplies per meal \$ -								
20	HDM Food Svc Supplies per meal \$ -	84.445.000	£4 40£ 700	C110 620	64 246 220	\$4,196,700	\$119,638	\$4,316,338	\$12,747,697
21 22	Catered Meals per meal \$ 2.73	\$4,115,022	\$4,196,700	\$119,638	\$4,316,338	94, (80,700	9119,030	94,310,338 :	912,141,091
23	CONSULTANT (Descriptive Tille)								
24	Registered Dietitian							,	
25									
26	OTHER COSTS:								
27	Insurance								
28	Staff Training & Travel						·		
29	Rental of Equipment								
30	Small equipment & Supplies								
31	Delivery Cost								
32	Kitchen Costs Fees, dues, advertising				-14				•
34	Outside Services								
35	Grant, Volunteer and Client Costs							1	
36	Other Operating				***************************************				
37	Fundraising								
38	TOTAL DAAS OPERATING EXPENSE	\$4,115,022	\$4,196,700	\$119,638	\$4,316,338	\$4,196,700	\$119,638	\$4,316,338	\$12,747,697
39	·								
40	Non-DAAS								
41	EXPENDITURE CATEGORY								
42	Rental of Property Utilities(Elec, Water, Gas, Phone, Scavenger)	\$32,193	\$32,193	\$918	\$33,111	\$32,193	\$918	\$33,111	\$98,415
43	Office Supplies, Postage	\$24,197	\$24,197	\$690	\$24,887	\$24,197	\$690	\$24,887	\$73,971
45	Building Maintenance Supplies and Repair	\$46,291	\$46,291	\$1,320	\$47,611	\$46,291	\$1,320	\$47,611	\$141,513
46	danong mantenance dappied and respen	V-10,201	0.10,20.		\$11,011	<u> </u>		* 17,511	<u></u>
47	FOOD COSTS	1			-				
48	Raw Food per meal \$								
49	Cong Food Svc Supplies per meal \$ -								
50	HDM Food Svc Supplies per meal \$ -								
51	Catered Meals per meal \$ 0.35	\$545,142	\$545,142	\$15,541	\$560,683	\$545,142	\$15,541	\$560,683	\$1,666,508
52		į							
	CONSULTANT (Descriptive Title)								
	Registered Dietilian								
55 56	OTHER COSTS:								
	insurance	\$35,350	\$35,350	\$1,008	\$36,358	\$35,350	\$1,008	\$36,358	\$108,066
58	Staff Training & Travel	\$26,564	\$26,564	\$757	\$27,321	\$26,564	\$757	\$27,321	\$81,206
	Rental of Equipment								
60	Small equipment & Supplies	\$17,885	\$17,885	\$510	\$18,395	\$17,885	\$510	\$18,395	\$54,675
61	Delivery Cost	\$269,430	\$269,430	\$7,681	\$277,111	\$269,430	\$7,681	\$277,111	\$823,652
62	Kitchen Costs	\$140,181	\$140,181	\$3,996	\$144,177	\$140,181	\$3,996	\$144,177	\$428,535
	Fees, dues, advertising	\$18,937	\$18,937	\$540	\$19,477	\$18,937	\$540	\$19,477	\$57,891
	Outside Services	\$65,228	\$65,228	\$1,859	\$67,087	\$65,228	\$1,859	\$67,087	\$199,402
	Grant, Volunteer and Client Costs	\$171,099	\$171,099	\$4,878	\$175,977 \$57,942	\$171,099 \$56,336	\$4,878 \$1,606	\$175,977 \$57,942	\$523,053 \$172,220
66	Other Operating Fundraising	\$56,336 \$1,128,518	\$56,336 \$1,128,518	\$1,606 \$32,171	\$57,942 \$1,160,689	\$1,128,518	\$1,606 \$32,171	\$57,942 \$1,160,689	\$172,220 \$3,449,896
68		\$2,577,351	\$2,577,351	\$73,475	\$2,650,826	\$2,577,351	\$73,475	\$2,650,826	\$7,879,003
69	TO THE MOITENAND OF ENATING EXPENSE	Ψ <u>2,</u> 011,001	QE,017,001		42,000,020	42,011,001	Q70,710	42,000,020	4, 10, 01000
70	TOTAL DAAS & Non-DAAS OPERATING EXPENSE	\$6,692,373	\$6,774,051	\$193,113	\$6,967,164	\$6,774,051	\$193,113	\$6,967,164	\$20,626,700
71]								
72									
73	HSA #3 Form Rev. 12/22/16								

	Α	В	С	D	E	F	G	Н	Ţ	J
1	Grantee	's Name: Meals on Wheels San Francisco								Appendix B, Page 5
2	Program	n: ENP HDM							Docume	int Date: 11/14/2018
3]									
4]				•					
5	1			С	apital Expenditure	Detail				
6]			(Equi	pment and Remod	eling Cost)				
7										
8										
9	H.S.A-D	DAAS	7/1/17 to 6/30/18	7/1/18 to 6/30/19	Modification	Revised	7/1/19 to 6/30/20	Modification	revised	7/1/17 to 6/30/20
10	No.	ITEM/DESCRIPTION								
11	1	Refrigerated Delivery Van	\$50,900							\$50,900
12	1	Refrigerator Conversion	\$13,700							\$13,700
13	30	Insulated Deliver Bags	\$3,000							\$3,000
14	1	Vehicle			\$51,000	\$51,000		•		\$51,000
15										
16										
17										_
18										
	TOTAL	DAAS-OOA EQUIPMENT &								
19	REMOD	ELING COST	\$67,600		\$51,000	\$51,000				\$118,600
20										
21	Non-DA	AS								
22	No.	ITEM/DESCRIPTION								
23						•				
24										
25										
26										
27										
	TOTAL	NON DAAS-OOA EQUIPMENT &								
		ELING COST							<u> </u>	
29		•								
		DAAS & NON-DAAS CAPITAL								
30	EXPENI	DITURE	\$67,600		\$51,000	\$51,000				\$118,600
		nent and Remodeling Cost)								
32	HSA #4	Form Rev. 12/22/16								

	Α	В	С	D	E	F	G	н	1	J	К	L	М	N	0
1													***		endix B, Page 1
2						HIMAN CEDI	VICES AGEN	CV BUDGET	CHAMANDY					Document	Date: 11/15/18
3					1	IUWAN SER	BY PROG		SUMMART						
	Contractor Name:				<u> </u>										Term
6	Meals on Wheels San Francisco												*	July 1, 2017 to	June 30, 2020
. 7 8	(Check One) New Renewal	Modification	_X_ Mod. 1												
	If modification, Effective Date of Mod. 7/1/ Program: Nutrition Compliance for ENP-		REVENUE Cos	st Allocation		REVENUE Cos	st Allocation:				REVENUE Cos	t Allocation:			
			H.S.A	Non H.S.A	Year 2	H.S.ADAAS			Revised Non-	Year 3	H.S.ADAAS			Revised Non-	
	Budget Reference Page No.(s)	Year 1	D.A.A.S	D.A.A.S	Revised	Budget	Modification	Revised	H.S.ADAAS	Revised	Budget	Modification	Revised	H.S.ADAAS	Total H.S.A.
11 12	Program Term Expenditures	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
13	Nutrition Education														
14	Salaries & Benefits	\$15,844	\$ 559	\$15,285	\$114,123	\$572	\$3,441	\$4,013	\$110,110	\$114,123	\$572	\$3,441	\$4,013	\$110,110	\$9,585
15	Operating Expense			A47.007	2444400	4570	22 111	64.040	6140.140	5444400	\$572	\$3,441	\$4,013	\$110,110	\$8,585
16 17	Subtotal Direct Indirect Percentage	\$15,844 9.9%	\$559 9.9%	\$15,285 9,9%	\$114,123 9.9%	\$572 9.9%	\$3,441	\$4,013 9.9%	\$110,110 9.9%	\$114,123 9.9%	9.9%	\$3,441	9.9%	9.9%	30,363
18	Indirect Expense	\$1,576	\$56	\$1,520	\$11,351	\$57	\$342	\$399	\$10,952	\$11,351	\$57	\$342	\$399	\$10,952	\$854
19	Total Nutrition Education	\$17,420	\$615	\$16,805	\$125,474	\$629	\$ 3,783	\$4,412	\$121,062	\$125,474	\$629	\$3,783	\$4,412	\$121,062	\$9,439
20	Nutrition Counseling	\$158,436	\$58,159	\$100,277	\$162,395	\$59,614	\$0	\$59,614	\$102,781	\$162,395	\$59,614	\$0	\$59,614	\$102,781	\$177,387
22	Salaries & Benefits Operating Expense	\$40,258	\$9,151	\$31,107	\$41,265	\$9,380	\$0 \$0	\$9,360	\$31,885	\$41,265	\$9,380	\$0	\$9,380	\$31,885	\$27,911
23	Subtotal Direct	\$198,694	\$67,310	\$131,384	\$203,660	\$68,994	\$0	\$68,994	\$134,666	\$203,660	\$68,994	\$0	\$68,994	\$134,666	\$205,298
24	Indirect Percentage	9.9%	9.9%	9.9%	9.9%	9.9%	**	9.9%	9.9%	9.9%	9,9%	\$0	9.9%	9.9% \$13,394	EDD 440
25 26	Indirect Expense Total Nutrition Counseling	\$19,763 \$218,457	\$6,695 \$74,005	\$13,068 \$144,452	\$20,256 \$223,916	\$6,862 \$75,856	\$0 \$0	\$6,862 \$75,866	\$13,394 \$148,060	\$20,256 \$223,916	\$6,862 \$75,856	\$0	\$6,862 \$75,856	\$13,394 \$148,080	\$20,419 \$225,717
27	HACCP Kitchen Monitoring	42.01.07	- TAILUU	¥111,102	V220,000	77.012.07		¥15jass	4111	V223,010	7.1.3,2.1.	7.3			1.23.1
28	Salaries & Benefits	\$63,375	\$839	\$62,536	\$64,958	\$858	\$0	\$858	\$64,100	\$64,958	\$858	\$0	\$858	\$64,100	\$2,555
29	Operating Expense	\$63,375	\$839	\$62,536	\$64,958	\$858	\$0	\$858	\$64,100	\$64,958	\$858	\$0	\$658	\$64,100	\$2,555
30 31	Subtotal Direct Indirect Percentage	9.9%	9.9%	9.9%	9.9%	9.9%	30	9.9%	9.9%	9.9%	9.9%		9.9%	9.9%	92,000
32	Indirect Expense	\$6,303	\$83	\$6,220	\$6,461	\$85	\$0	\$85	\$6,376	\$6,461	\$85	\$0	\$85	\$6,376	\$253
33	Total HACCP Kitchen Monitoring	\$69,678	\$922	\$68,756	\$71,419	\$943	\$0	\$943	\$70,476	\$71,419	\$943	\$0	\$943	\$70,476	\$2,808
34 35	Site/Route Monitoring Salaries & Benefits	\$15,844	\$3,357	\$12,487	\$16,237	\$3,439	\$0	\$3,439	\$12,798	\$16,237	\$3,439	\$0	\$3,439	\$12,798	\$10,235
36	Operating Expense	V. 1313	40,00	V.2.1.0.	7.515.	*****					*=				
37	Subtotal Direct	\$15,844	\$3,357	\$12,487	\$16,237	\$3,439	\$0	\$3,439	\$12,798	\$16,237	\$3,439	\$0	\$3,439	\$12,798	\$10,235
38 39	Indirect Percentage	9.9% \$1,576	9.9% \$334	9.9% \$1,242	9.9% \$1,615	9.9% \$342	\$0	9.9% \$342	9.9% \$1,273	9.9% \$1,615	9.9% \$342	\$0	9.9% \$342	9.9% \$1,273	\$1,018
40	Indirect Expense Total Site/Route Monitoring	\$17,420	\$3,691	\$13,729	\$17,852	\$3,781	\$0	\$3,781	\$14,071	\$17,052	\$3,781	so	\$3,781	\$14,071	\$11,253
41	Menu Planning														
42	Salaries & Benefits	\$63,376	\$931	\$62,445	\$64,958	\$953	\$0	\$953	\$64,005	\$64,958	\$953	\$0	\$953	\$64,005	\$2,837
43 44	Operating Expense Subtotal Direct	\$63,376	\$931	\$62,445	\$64,958	\$953	\$0	\$953	\$64,005	\$64,958	\$953	\$0	\$953	\$64,005	\$2,837
45	Indirect Percentage	9.9%	9.9%	9.9%	9.9%	9.9%		9.9%	9.9%	9.9%	9.9%		9.9%	9.9%	
46	Indirect Expense	\$6,304	\$93	\$6,211	\$6,461	\$95	\$0	\$95	\$6,366	\$6,461	\$95	\$0	\$95	\$6,366	\$283
47 48	Total Menu Planning	\$69,680	\$1,024	\$68,656	\$71,419	\$1,048	\$0	\$1,048	\$70,371	\$71,419	\$1,048	\$0	\$1,048	\$70,371	\$3,120
49	HOM Assessments Salaries & Benefits	\$1,045,420	\$405,226	\$640,194	\$1,315,765	\$415,363	\$226,865	\$642,228	\$673,527	\$1,255,563	\$415,363	\$170,950	\$586,313	\$669,250	\$1,633,767
50	Operating Expense	\$174,371	\$66,505	\$107,866	\$276,347	\$68,167	\$37,231	\$105,398	\$170,949	\$252,287	\$66,167	\$28,052	\$96,219	\$156,068	\$268,122
51	Subtotal Direct	\$1,219,791	\$471,731	\$748,060	\$1,592,102	\$483,530	\$264,096	\$747,626 9.9%	\$844,476 9.9%	\$1,507,850 9.9%	\$483,530	\$199,002	\$682,532 9.9%	\$825,318 9.9%	\$1,901,889
52 53	Indirect Percentage Indirect Expense	9.9% \$121,324	9.9% \$46,920	9.9% \$74,404	9,9% \$158,355	9.9% \$48,093	\$26,268	\$74,361	\$83,994	\$149,976	9.9% \$48,093	\$19,794	\$67,887	\$82,089	\$189,168
54	Total HDM Assessments	\$1,341,115	\$518,651	\$822,464	\$1,750,457	\$531,623	\$290,364	\$821,987	\$928,470	\$1,657,826	\$531,623	\$218,796	\$750,419	\$907,407	\$2,091,057
55	Other Nutrition Compliance				<u> </u>					ļ					igspace
56 57	Salaries & Benefits Operating Expense	\$118,903	50	\$118,903	\$118,903	\$0	\$0	\$0	\$118,903	\$118,903	- so	\$0	\$0	\$118,903	\$0
58	Subtotal Direct	\$118,903	50	\$118,903	\$116,903	\$0	\$0 \$0	\$0	\$118,903	\$118,903	\$0	\$0	\$0	\$118,903	\$0
59	Indirect Percentage														\$0
60 61	Indirect Expense Total Other Nutrition Compliance	\$0 \$118,903	\$0 \$0	\$0 \$118,903	\$0 \$118,903	\$0	\$0 \$0	\$0 \$0	\$0 \$118,903	\$0 \$118,903	\$0 \$0	\$0 \$0	\$0 \$0	\$0 \$118,903	\$0 \$0
62	GRAND Total Expenditures	\$118,903	\$598,908	\$1,253,765	\$2,379,440	\$613,880	\$294,147	\$908,027	\$1,471,413	\$2,286,809	\$613,880	\$222,579	\$836,459	\$1,450,350	\$2,343,394
63	HSA Revenues	\$598,908	19118-1915		\$908,027			S. Carrie S. Carrie	08500755508085	\$836,459					\$0
64		ļ			 			reconstruction	popularia de la composición del composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de la composición de l	ļ					\$0
65 66	TOTAL HSA REVENUES	\$598,908	45545165946		\$908,027	455 350 155 4	100000000000000000000000000000000000000	S0100000000000000000000000000000000000	100000000000000000000000000000000000000	\$836,459		VISCO NEWSCOOL	0.000 (0.000) 0.000 (0.000)		\$0 \$0
67	Other Non-H.S.ADAAS Revenues	\$1,253,765	960019200000000		\$1,471,413	00000000000000000000000000000000000000				\$1,450,350	15,155,065,165	WOMEN THE	00,999, (550,999)		\$0
68												Advanced to the con-			\$0
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	TOTAL OTHER REVENUES	\$1,253,765			\$1,471,413		4464411455	10 10 10 10 10 10 10 10 10 10 10 10 10 1	.00000000000000000000000000000000000000	\$1,450,350	Same Designed		48624 0866	Q0000000000000000000000000000000000000	\$0
72	Full Time Equivalent (FTE)	16.40			#REF!			***************************************		#REF!					
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12 POSITION TITLE	for FTE		% FTE	FTE	_	H.S.AU.A.A.S	- ÷	rear z Keviseo	abons	MOGINICATION	Revised	Ŧ	יבפו כ עבעופפו	ocas,	Modification 1	64 937	222 223	27 275
13 Director of Nutrition	\$94,823	100%	37%	0.37	\$4.860	\$172	\$4,688	\$35,009	\$176	\$1,061	\$1,237	\$33.772	800,000	9/1/2	100,1%	107.10	200,000	32,040
14 Registered Dietician	\$62,488	100%	37%	0.37	\$3,203	\$113	\$3,090	\$23,075	\$116	5698	\$815	\$22,260	\$23,075	\$116	8698	clss	\$22,250	51./43
15 Registered Dietician	\$62,369	100%	37%	0.37	\$3,196	5113	\$3,083	\$23,025	\$116	569\$	\$315	\$22.210	\$23,025	\$116	\$696	\$815	\$22,210	\$1.743
15 Chief Program Officer	\$139,725	5%	37%	0.01	\$107	K	\$103	\$773	\$4	\$24	828	\$7.45	\$773	35	\$24	\$28	\$745	\$60
17 Chief Government Officer	\$135,585	1%	37%	0.00	\$52	25	250	\$373	\$2	512	\$14	\$359	\$373	SZ	\$12	\$14	\$359	\$30
18 Chief Executive Officer	\$212,175	1%	37%	0.00	\$61		\$61	\$436		80	\$0	\$436	\$436	S	S	os	\$436	SO
19 Facility Director	\$81,765	2%	37%	0.01	\$63	\$2	\$61	8450	\$2	\$12	514	\$436	\$450	\$2	512	\$14	2436	\$30
20 Maintenance Worker	\$43,748	2%	36%	0.01	\$34	S1	\$33	\$239	Sı	88	\$7	\$232	\$239	S	98	\$7	\$232	\$15
	\$77.625	1%	37%	0.00	223	FS.	\$21	\$162	S1	\$6	\$7	\$155	\$162	S1	×	\$7	\$155	\$15
22 Communications Director	\$119.025	1%	37%	00.0	\$2 4	53	\$33	\$246	S	- 98	25	\$239	\$246	51	98	\$7	8239	\$15
	\$61,926	1%	36%	0.0	\$18	S1	\$17	\$127	S:	98	25	\$120	\$127	Ŋ	98	\$7	\$120	\$15
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30 TOTALS	\$1,091,254	307%	404%	1.13	\$11,650	\$410	\$11,240	\$83,915	\$420	\$2,531	\$2,951	\$80,964	\$83,915	\$420	\$2,531	\$2,951	\$80,964	\$6,312
31																		
32 FRINGE BENEFIT RATE	36%					•		-										
33 EMPLOYEE FRINGE BENEFITS	\$392,840				\$4,194	\$149	\$4,045	\$30,208	\$152	\$910	\$1,062	\$29,146	\$30,208	\$152	\$910	\$1,062	\$29,146	\$2,273
35															•			ļ
36 TOTAL SALARIES & BENEFIT'S	\$1,484,094				\$15,844	\$559	\$15,285	\$114,123	\$572	53,441	\$4.013	\$110,110	\$114,123	\$572	\$3,441	\$4,013	\$110,110	\$8,585
37 H.S.A Program x3yrs	#REF!																	200
38 HSA #2																		1

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4-	Agency Totals		For HSA Pre	ogram Fo	HSA Progran R	For HSA Program For HSA Program REVENUE Cost Allocation:		For HSA Program REVENUE Cost Allocation;	REVENUE COST	llocation;			For HSA Progran REVENUE Cost Allocation:	REVENUE Cost	Alfocation:			Total Revenue
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12 POSITION TITLE	for FTE	FTE	% FTE	프	Year 1	H.S.AD.A.A.S	D.A.A.S	Year 2 Revised	Budget	Modification	→	H.S.ADAAS	Year 3	Budget	Modification	H	H.S.ADAAS	Total M.S.A.
13 Director of Nutrition	\$94,823	100%	53%	0.53	\$48,596	\$17,932	\$30,664	\$49,812	\$18.381	\$0	\$18,381	\$31,431	\$49.812	\$18,381	OS S	\$18,381	\$31,431	\$54,694
14 Registered Dietician	\$62,488	100%	23%	0.53	\$32,025	\$11,817	\$20,208	\$32,826	\$12,113	08	\$12,113	\$20,713	\$32,826	\$12,113	SO	\$12,113	\$20,713	\$36,043
15 Registered Dietician	\$62.369	100%	53%	0.53	\$31,964	\$11,795	\$20.169	\$32,763	\$12,090	80	\$12,090	\$20,673	\$32,763	\$12,090	S	\$12,090	\$20.673	\$35,975
16 Chief Program Officer	\$139,725	2%	53%	6.0	\$1,074	2337	24.05	\$1,101	\$407	20	\$407	\$694	51.101	2407	S	\$407	\$694	\$1,211
17 Chief Government Officer	\$135,585	%;	53%	0.00	\$521	\$193	\$328	\$534	5197	\$0	\$197	\$337	\$534	\$197	O\$	\$197	\$337	\$587
18 Chief Executive Officer	\$212.175	1%	53%	0.00	609\$		\$609	\$624		\$0	SO	\$624	\$524	80	0\$	os	\$624	80
19 Facility Director	\$81,765	5%	53%	0.01	\$629	\$232	\$397	\$644	\$238	D\$	\$238	\$406	8644	\$238	80	\$238	\$406	82208
20 Maintenance Worker	\$43,748	2%	53%	0.01	\$336	\$124	\$213	\$345	\$127	30	\$127	\$218	\$345	\$127	os	\$127	\$218	\$378
21 HR Manager	\$77.625	%	52%	00.0	\$223	\$82	\$140	\$228	\$84	98	\$84	\$144	\$228	287 877	SO	\$84	S144	\$250
22 Communications Director	\$119,025	%	53%	0.00	\$342	\$126	\$216	\$350	\$129	80	8129	\$221	\$350	\$129	\$0	\$129	\$221	\$384
	\$61.926	%	25%	0.00	\$178	\$66	\$112	\$182	898	80	\$68	\$114	\$182	898	So	898	\$114	\$202
24				0.00													1	20
25				0.00														20
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28				00.0														SO
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30 TOTALS	\$1,091,254	307%	218%	1.62	\$116,497	\$42,764	\$73,733	\$119,409	\$43,834	So	\$43,834	\$75,575	\$119,409	\$43,834	SO	\$43,834	\$75,575	\$130,432
2																		
32 FRINGE BENEFIT RATE	36%	A THE STATE OF THE PARTY OF THE	700000000000000000000000000000000000000	ATTENDED CONTROL OF THE PERSON NAMED IN CONTROL OF THE PERSON								000	200 000	946 700	Ş	645 700	300 203	CAR OSS
33 EMPLOYEE FRINGE BENEFITS	\$392,840				\$41,939	\$15,395	\$26,544	\$42.986	\$15,780	80	\$15,780	\$27,206	\$42,985	007,016	8	313,700 [007,126	200.040
34																		
36 TOTAL SALARIES & BENEFITS	\$1,484,094				\$158.436	\$58,159	\$100,277	\$162,395	\$59,614	os	\$59,614	\$102,781	\$162,395	\$59,614	0\$	\$59,614	\$102,781	\$177,387
37 HSA #4																		#REF!

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7 8 TERM: 9 #REFT														
11 12 EXPENDITURE CATEGORY	Year 1	Revenue Cost Allocation	Non H.S.A	Year 2 Revised F	Revenue Cost Allocation H.S.ADAAS Budget	an Modification	Revised	Revised Non- H.S.ADAAS	Year 3 Revised 77779-553070	Revenue Cost Allocation H.S.ADAAS Budget	n Modification	Revised	Revised Non- H.S.ADAAS	Total H.S.A.
13 Rental of Property	A. 04.00			os S		S	So	20	CS	os	SO	S	S	OS
	\$2,600	\$532	\$2,068	\$2,665	\$545	80	\$545	\$2,120	\$2,665	\$545	os S	\$545	\$2,120	\$1,622
15 Office Supplies, Postage	\$1,955	\$400	\$1,555	\$2,004	\$410	20	\$410	\$1,594	\$2,004	\$410	SO SO	\$410	\$1.594	\$1,220
16 Building Maintenance Supplies and Repair	\$3,739	\$765	\$2,974	\$3,833	\$784	\$0	\$784	\$3,049	\$3,833	\$784	SO	\$784	\$3,049	\$2,333
17 Printing and Reproduction				S		SO	S	\$0	\$	OS	SO	\$0	80	\$0
18 Insurance	\$2,856	\$583	\$2,272	\$2,927	\$598	80	\$598	\$2,329	\$2,927	\$558	SO	\$598	\$2,329	\$1,779
19 Staff Training	\$659	\$134	\$525	5676	\$138	80	\$138	\$538	\$576	\$138	\$0	\$138	\$538	\$410
20 Staff Travel	\$1,487	\$304	\$1,183	\$1,524	\$312	os	\$312	\$1,212	\$1,524	\$312	\$0	\$312	\$1,212	\$928
21 Small Equipment (under \$5,000/item)	\$1,444	\$295	\$1,149	\$1,481	\$303	08	\$303	\$1,178	\$1,481	\$303	SO	\$303	\$1,178	\$901
22 Rental of Equipment				80		SO	\$0	. \$0	\$0	08	SO	\$0	80	\$0
23 24 SUBCONTRACTORS (Descriptive Title)			-				;	;		;	;	ŧ	8	6
25 8				8 8		20	8	200	08	08	0%	2	200	2
2 20 0				3	•	3	200	2	3	ne :	8	2	3	3
27 c				80		20	80	80	S	20	GS.	S.	3	2
28 d				0\$:		\$0	Ş	0\$	So	80	80	000	80	SO
29 e				os.		OS	\$0	\$0	8	0\$	80	\$20	80	98
30 OTHER						\$								
32 Outside Services	\$5,269	\$1,077	\$4,191	\$5,400	\$1,104	\$0	\$1,104	\$4,296	\$5,400	\$1,104	80	\$1,104	\$4.296	\$3,285
33 Grant, Volunteer and Client Costs	\$13,821	\$2,825	\$10.996	\$14,167	\$2.896	\$	\$2,896	\$11,271	\$14,167	\$2,896	\$0	\$2,896	\$11,271	\$8,617
34 Telephone	\$1,275	\$250	\$1,015	\$1,307	292\$	So	\$267	\$1,040	\$1,307	\$267	SO	\$267	\$1,040	\$794
35 Fees, Dues, Advertising	\$1,529	\$313	\$1,217	\$1,567	\$320	\$0	\$320	\$1,247	\$1,567	\$320	80	\$320	\$1,247	\$953
36 Other Operating Costs	\$3,624	\$1,663	\$1,962	\$3,714	\$1,703	\$0	\$1,703	\$2,011	\$3,714	\$1,703	\$0	\$1,703	\$2,011	\$5,069
37 38 TOTAL OPERATING EXPENSE	\$40,258	\$9,151	\$31,107	\$41,265	086,62	\$0	086,88	\$31,885	\$41,265	086,88	000	29,380	\$31,885	\$0 \$27.911
39 TOTAL OPERATING EXPENSE x3yrs	\$122,790													#8
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10				36	7/1/17-6/30/18		ſ	771/18-6/30/19					7/1/19-6/30/20					
11	Agency Totals		For HSA Proc	Tram For	For HSA Program For HSA Progran REVENUE Cost Allocation:	EVENUE Cost /	*	or HSA Progran REVENUE Cost Allocation:	REVENUE Cost	Allocation:			For HSA Program REVENUE Cost Allocation:	REVENUE Cost	Allocation:	-		Total Revenue
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12 POSITION TITLE	TOT FIE			11	-	H.G.AU.A.A.G	U.A.A.S	rear 2 Revised	Jahong	MODIFICATION	Devised	1.0.A.	nacional e ipa i	Jahran	TO THE PARTY OF TH	2001	20000	4700
13 Director of Nutrition	\$94,823	100%	21%	0.21	\$19,439	8228	\$19,180	\$19.925	\$265	0,9	coze	099'818	278'618	5076	200	22.53	913,000	5750
14 Registered Dietician	\$62,488	100%	21%	0.21	\$12,810	\$170	\$12,640	\$13,130	\$174	20	\$174	\$12,956	\$13,130	51/4	2	4/10	312,330	oine
15 Registered Dietícian	562,369	100%	21%	0.21	\$12,786	\$170	\$12,616	\$13,105	\$174	80	\$174	\$12,931	\$13,105	\$174	20	2174	\$12,931	2218
16 Chief Program Officer	\$139,725	2%	21%	0.00	\$430	\$	\$424	\$440	98	\$0	\$6	\$434	\$440	88	S	98	\$23	\$18
17 Chief Government Officer	\$135,585	1%	21%	0.00	\$208	SS	\$205	\$214	\$3	So	\$3	\$211	\$214	53	20	83	\$211	SS
18 Chief Executive Officer	\$212,175	1%	21%	0.00	\$244		\$244	\$250		\$0	S	\$250	\$250	20	OS	80	\$250	8
19 Facility Director	\$81,765	2%	21%	0.00	\$251	S3	\$248	852\$	83	\$0	\$3	\$255	\$258	ន	OS	S	\$255	SS
20 Maintenance Worker	\$43.748	2%	21%	0:00	\$135	S	\$133	\$138	\$2	8	\$25	\$136	\$138	\$2	SO	25	\$136	ß
21 HR Manager	877.625	1%	21%	00.0	888	S	\$88	\$91	PS.	98	St	\$90	\$91	51	80	S1	290	S
22 Communications Director	\$119 025	1%	21%	000	\$137	25	\$135	\$140	\$2	ß	25	\$138	\$140	\$2	80	\$25	\$138	જ
23 Digital Marketing Magager	\$61,926	%	21%	00.0	57.1	59	\$70	\$73	S	S	\$3	\$72	873	51	80	\$1	\$72	S
24				0.00														OS
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30 TOTALS	\$1,091,254	3.07	231%	0.65	\$46,600	2817	\$45,983	\$47,764	\$631	os	\$631	\$47,133	\$47,764	\$631	SO	\$631	\$47.133	\$1.879
26												_						
32 FRINGE BENEFIT RATE	36%		Olympia Kristini	NVQent(o)m2x100							1000	****	****	7000	v.	7003	C16 967	4578
33 EMPLOYEE FRINGE BENEFITS	\$392,840				\$16,775	\$222	\$16,553	\$17,194	\$227	08	277	\$16,807	481,184	177%	ne ne	927/	00000	2
35																		
36 TOTAL SALARIES & BENEFITS	\$1,484.094				\$63,375	6883	\$62,536	\$64,958	\$858	90	\$858	\$64,100	\$64.958	\$858	OS.	\$858	\$64,100	\$2,555
37 H.S.A Program x3yrs	#REF!																	
38 HSA #6																		

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01	1			110	7/1/77-5/30/18		ı	7/1/18-6/30/19					7/1/19-6/30/20					
=	Agency Totals		For HSA Pro	gram For	For HSA Program For HSA Progran REVENUE Cost Allocation:	VENUE Cost A		or HSA Progran REVENUE Cost Allocation	REVENUE Cost,	Allocation:			For HSA Program	For HSA Progran REVENUE Cost Allocation:	Allocation:			Total Revenue
P. F. F. M. C. F. D. C. C. C. C. C. C. C. C. C. C. C. C. C.	Annual Fuli TimeSalary	٠,٥	4 H	Adjusted	2	0 4 0 7	Non H.S.A.	Vest 5 Boules	H.S.ADAAS	Modification	Revised	Revised Non-	Year 3 Revised	H.S.ADAAS	Modification	Revised	Revised Non-	Total H.S.A.
Director	894 823	796	25	0 05	2	\$4.035	12	\$4.981	\$1.061	C&	\$1.061	\$3.920	188.32	L	S	\$1.061	\$3.920	\$3,157
14 Registered Dietician	\$62.488	100%	2%	0.05	\$3,203	\$682	\$2.520	\$3,283	5695	SO	669\$	\$2,584	\$3,283		S	569\$	\$2,584	\$2,080
15 Registered Dietician	\$62,369	100%	2%	0.05	\$3.196	\$680	\$2.516	\$3.276	269\$	Ş	2692	\$2,579	\$3,276		SO	5692	\$2,579	\$2.074
15 Chief Program Officer	\$139,725	5%	2%	0.00	\$107	823	\$85	\$110	223	0\$	\$23	\$87	\$110	\$23	\$0	\$23	\$87	889
17 Chief Government Officer	\$135,585	1%	2%	0.00	\$52	\$11	\$41	\$53	512	SO	\$12	\$41	\$53	\$12	80	\$12	\$41	\$35
18 Chief Executive Officer	\$212,175	1%	2%	0.00	\$61		\$61	\$62		\$0	\$0	\$62	\$62	80	S	G,	\$62	SO
19 Facility Director	\$81,765	5%	2%	0.00	\$63	513	\$49	\$64	\$14	80	\$14	\$50	\$6 <u>4</u>	\$14	80	\$14	350	22
20 Maintenance Worker	\$43,748	5%	5%	0.00	\$34	\$7	\$26	\$34	25	\$0	S7	\$27	\$34	ts.	S	22	\$27	\$21
21 HR Manager	\$77,625	%1	2%	0.00	\$22	\$5	\$17	\$23	55	\$0	\$5	\$18	\$23		S	\$5	\$18	\$15
22 Communications Director	\$119,025	1%	2%	0.00	\$34	\$7	\$27	\$35	25	80	\$7	\$28	\$35	S7	SO	\$7	828	\$21
23 Digital Marketing Manager	\$61,926	1%	2%	00'0	\$18	2	\$14	\$18	\$	SO	2	\$14	\$18		S	\$4	\$14	\$12
24				0.00														\$0
25		L		0.00														SO
26				0.00														SO
72				00'0														20
28				00.0														0\$
29				0.00														SO
30 TOTALS	\$1,091,254	302%	28%	0.16	\$11,650	\$2,468	\$9,182	\$11,939	\$2,529	\$0	\$2,529	\$9,410	\$11,939	\$2,529	So	\$2.529	\$9,410	\$7,526
32 FRINGE BENEFIT RATE	36%			···········														
EMPLOYEE FRINGE BENEFITS	\$392,840				\$4,194	6885	\$3,305	\$4,298	\$910	80	\$910	\$3,388	\$4,298	\$910	80	\$910	\$3.388	\$2,709
36 TOTAL SALARIES & BENEFITS	\$1,484,094				\$15,844	\$3,357	\$12.487	\$16,237	\$3,439	0\$	\$3,439	\$12,798	\$16,237	\$3,439	os	\$3,439	\$12,798	\$10,235
37 HAS Program x3yrs	#REF!																	04
38 HSA #8																		

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Meals on Wheels San Francisco Program: Nutrition Compliance for ENP-HDM	ENP-HOM	-											:			-	Apper Document	Appendix B, Page 10 Document Date: 11/15/18
υ 4 α								Menu Planning Salaries & Benefits Detail	ialaries & Benef	iits Detail								
7 7 1 ERM: 4 PERM:	.elikas							-										
9 #KCT!	1			vetsti	7/1/17-6/30/18			7/1/18-6/30/19					7/1/19-6/30/20					
1	Agency	Agency Totals	For HSA	Program	For HSA Program For HSA Progran REVENUE Cost Allocation:	REVENUE Cost A		For HSA Progran REVENUE Cost Allocation:	REVENUE COST	4llocation;			or HSA Progran REVENUE Cost Allocation:	REVENUE Cost	Allocation:			Total Revenue
# FIE NOTES	Annual Full TimeSalary	Total % FTF	# <u>#</u> ##################################	Adjusted	Year 1	HS A C-ASH	Non H.S.A	Year 2 Revised	H.S.ADAAS Budget	Modification	Revised	Revised Non- H.S.ADAAS	Year 3 Revised	H.S.ADAAS Budget	Modification	Revised	Revised Non- H.S.ADAAS	Total H.S.A.
Director	\$94.823	100%		0.21	\$19,439	\$287	\$19,152	\$19,925	\$294	\$0	\$294	\$19,631	\$19,925	\$294	SO	\$294	\$19,631	\$875
14 Registered Dietician	\$62.488			0.21		\$189	\$12,621	\$13,130	\$194	\$	\$194	\$12,936	\$13,130	\$194	80	\$134	\$12,936	\$577
15 Registered Dietician	\$62.369			0.21		\$189	\$12,597	\$13,105	\$194	SS	\$194	\$12,911	\$13,105	\$194	S	\$194	\$12,911	\$577
16 Chief Program Officer	\$139,725			00'0		98	\$424	\$440	98	\$0	\$\$	\$434	\$440	98	S	88	\$434	\$18
17 Chief Government Officer	\$135,585	1%		00.0	\$208	\$3	\$205	\$214	S	S	S3	\$211	\$214	B	S	S	\$211	\$3
18 Chief Executive Officer	\$212,175	1%	21%	0.00			\$244	\$250		S	20	\$250	\$250	S	SO	So	\$250	80
19 Facility Director	\$81,765	2%	21%	0.00	\$251	2	\$247	\$258	¥	Ş	**	\$254	\$258	3	SO	R	\$254	\$12
20 Maintenance Worker	\$43,748		21%	00.00	\$135	\$2	\$133	\$138	\$2	S\$	\$2	\$136	\$138	25	\$0	ß	\$136	×
21 HR Manager	\$77,625		21%		688	51	\$58	\$91	\$1	\$0	.S1	290	591	Sı	\$0	ī,	\$30	S
22 Communications Director	\$119,025			00.0	\$137	\$2	\$135	\$140	\$2	\$0	\$2	\$138	\$140	\$2	80	\$2	\$138	S
23 Digital Marketing Manager	\$61,926	-1%		0.00	571	\$1	\$70	\$73	\$1	80	51	\$72	\$73	S	S	5	\$72	ន
24				0.00														S
25				0.00														S
26				00.0														S
27				00'0														\$0
28				00:0														SS
29				00.0														S
30 TOTALS	\$1,091,254	307%	231%	0.65	\$46,600	\$684	\$45,916	\$47.764	\$701	25	\$701	\$47,063	\$47.764	\$701	\$0	\$701	\$47,063	\$2.086
31 22 COINCE DENEET OATE	380																*************	
22 EMPLOYEE SPINCE PENEETTS	6302 840				C18 776	1705	816.529	207 194	6508	C\$	\$252	\$16.942	\$17.194	\$252	80	\$252	\$16.942	\$751

36 TOTAL SALARIES & BENEFITS	\$1,484,094				\$63,376	\$931	\$62,445	\$64,958	\$953	os	\$953	\$64,005	\$64,958	\$953	0\$	\$353	\$64,005	\$2,837
37 H.S.A Program x3yrs	#REF!											-						#REF1

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1 Meals on Wheels San Francisco 2 Program: Nutrition Compliance for ENP-HDM	MOH-47																Apper	Appendix B, Page 12 Document Date: 11/15/18
3																		
t vo (4						Annual &	Quarterly HE	M Intake and	Annual & Quarterly HDM Intake and Assessment Salaries & Benefits Detail	Salaries & Be	nefits Detail							
7																		
8 TERM:																		
				688	77/1/7-6/30/18		88	7/1/18-6/30/19				>040	7/1/119-6/30/20					
-	Agency	Agency Totals	For HSA P	rogram	or HSA Progran R	For HSA Program For HSA Progran REVENUE Cost Allocation		r HSA Progran R.	For HSA Program REVENUE Cost Allocation:	ocation:			or HSA Progran	or HSA Progran REVENUE Gost Allocation:	Allocation:			Total Revenue
12 POSITION TITLE	Annual Full TimeSalary for FTF	Total %	¥. Tr	Adjusted	7.897	A PARS	Non H.S.A	Year 2 Revised	H.S.ADAAS	Modification	Revised	Revised Non-	Year 3 Revised	H,S.ADAAS Budget	Modification	Revised	Revised Non- H.S.ADAAS	Total H.S.A.
Director	\$109,138	100%	100%	9:1	475	\$41.559	9	\$109,138	8		8	*******	\$109,138	\$42,600		000		\$126,759
14 Social Worker	\$51,108	100%	100%	8,	\$49,861	\$19,462	\$30,399	\$51,108	\$19,948	unranarius franklinskirskirskirskirskirskirskirskirskirskir	\$19,948	\$31,160	\$51.108	\$19,948		\$19,948	\$31,160	\$59,358
15 Social Worker	\$56,545	100%	100%	1.00	\$55,166	\$21,532	\$33,634	\$56,545	\$22,071		\$22,071	\$34,474	\$56.545	\$22,071		\$22,071	\$34,474	\$65,674
16 Social Worker	\$51,108	100%	100%	1,00	\$49,861	\$19,462	830,399	\$51,108	\$19,948		\$19,948	\$31,160	\$51,108	\$19,948		\$19,948	\$31,160	\$59,358
17 Social Worker	\$56,545	100%	100%	1.00	\$55,166	\$21,532	\$33,634	\$56,545	\$22,071		\$22,071	\$34,474	\$56,545	\$22,071		\$22,071	\$34,474	\$65,674
18 Social Worker	\$57,130	100%	100%	1.00	\$55,737	\$21,755	\$33,982	\$57,130	\$22.300		\$22,300	\$34,830	\$57,130	\$22,300		\$22,300	\$34.830	\$86,355
19 Social Worker	\$53,282		100%	0.0	\$51,983	\$20,290	\$31,693	\$53,282	\$20,797		\$20,797	532,485	\$53,282	\$20,797		\$20,797	\$32,485	\$61,884
20 Social Worker	\$54,370		100%	1,00	\$53,044	\$20,703	\$32,341	\$54,370	\$21,221		\$21,221	\$33,149	\$54,370	\$21,221		\$21,221	\$33,149	\$63,145
21 Social Worker	\$57,632	100%	100%	1.00	\$56,227	\$21,946	\$34,281	\$57,632	\$22,495		\$22,495	\$35,137	\$57,632	\$22,495		\$22,495	\$35,137	\$66,936
22 Social Worker	\$70,681	100%	100%	1.00	\$68,957	\$26,915	\$42,042	\$70,681	\$27,588		\$27,588	\$43,093	\$70,681	\$27,588		\$27,588	\$43,093	\$82,091
23 Social Worker	\$50,516	100%	100%	1.00	\$49,284	\$19,236	\$30,048	\$50,516	\$19,717		\$19,717	\$30,799	\$50,516	\$19,717		\$19,717	\$30,799	\$58,670
24 Social Worker	\$31,379	100%	100%	1.00	\$30,614	\$11,949	\$18,665	\$31,379	\$12,248		\$12,248	\$19,131	\$31,379	\$12,248		\$12,248	\$19,131	\$36,445
25 Social Worker	\$53,663	100%	100%	00.1	\$52,354	\$20,435	\$31,919	\$53,663	\$20,948		\$20,948	\$32,715	\$53,663	\$20.948		\$20,948	\$32,715	\$62,331
26 Social Worker	\$50,000	***************************************	100%	1.00		***************************************		\$50,000		\$50,000	\$50,000	0\$	\$50,000	S	\$50,000	\$50,000	20	\$100,000
27 Social Worker	\$50,000	100%	100%	1.00				\$50,000		\$50,000	\$50,000	\$0	\$50,000	ន	\$50,000	\$50,000	80	\$100,000
	\$50,000	100%	100%	1.00	***************************************			\$50,000		\$50,000	\$50,000	8	\$20,980	S	\$20,980	\$20,980	OŞ.	\$70,980
29 Social Worker	\$10,552	100%	100%	1.00	A STATE OF THE STA			\$10,552	+	\$10,552	\$10,552	C\$						\$10.552
	\$139,725	11%	100%	0.11	\$9,309	\$3,633	\$5,676	\$14,754	\$3,724	\$2,034	\$5,758	\$8,996	\$13,469	\$3,724	\$1,533	\$5,257	\$8,212	\$14,648
	\$135,585	2%	100%	0.05	\$4,517	\$1,763	\$2.754	\$7,159	\$1,807	\$987	\$2,794	\$4,365	\$6,536	\$1,807	\$744	\$2,551	\$3,985	\$7,108
32 Chief Executive Officer	\$212,175	4%	100%	0.04	\$5.306		\$5,306	\$8,410		S	000	\$8,410	\$7,678	S	0\$	80	\$7.578	S
33 Facility Director	\$81,765	11%	100%	0.11	\$5,448	\$2,126	\$3,322	\$8,634	\$2,179	\$1,190	\$3,369	\$5,265	\$7.882	\$2,179	\$897	\$3,076	\$4,806	\$8,571
	\$43,748	11%	100%	0.11	\$2,915	\$1,137	\$1.778	\$4,620	\$1.166	\$637	\$1,803	\$2.817	\$4,218	\$1,166	\$480	\$1,646	\$2,572	\$4,586
35 HR Manager	\$77,625	4%	100%	9.0	\$1,941	\$758	\$1,183	\$3.077	\$777	\$424	\$1,201	\$1,876	\$2,809	STT7	\$319	\$1,096	\$1,713	\$3,055
36 Communications Director	\$119,025	4%	100%	0.0	\$2,977	\$1,162	\$1,815	717.22	51,191	\$651	\$1,842	\$2,875	\$4,306	\$1,191	\$491	\$1,682	\$2,624	\$4,686
37 Digital Marketing Manager	\$61,926	4%	100%	0.04	\$1.549	\$605	\$944	\$2,454	\$620	\$339	\$959	\$1,495	\$2,240	\$620	\$256	\$876	\$1,364	\$2,440
38		-		0.00														\$0
39 TOTALS	\$1,785,223	1753%	2500%	17.53	\$768,691	\$297,960	\$470,731	\$967,474	\$305,416	\$166,814	\$472,230	\$495,244	\$923,215	\$305,416	\$125,700	\$431,116	\$492,099	\$1,201,306
40 A CONICE DENEET DATE	7056																	
	SEAT FRO				\$27E 720	£407 266	£160 463	5348 284	2409 947	\$50.051	\$169 998	\$178.283	8332 348	2708 8015	\$45.250	\$155 197	\$177.151	\$432.461
	7777				62,70125	200					*							
45 TOTAL SALARIES & BENEFITS	\$2,427,885				\$1,045,420	\$405,226	\$640,194	\$1,315,755	\$415,363	\$226,865	\$642,228	\$673,527	\$1,255,563	\$415,363	\$170,950	\$586,313	\$669,250	\$1,633,767
46 H.S.A Program x3yrs	#REF!													- And the Control of	Appropriate to the second seco			
47 HSA #12											***************************************							#REF

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1 Meals on Wheels San Francisco														Appendix B, Page 13
2 Program: Nutrition Compliance for ENP-HIDM													Doct	Document Date: 11/15/18
6														
20					HDM Asse	HDM Assessment Operating Expense Detail	Expense Detail							
9														
9 #REFI														
11	IV.	Passents Cost Allocation	5	Very 7 Desireed	Revenee Cost Allocation	ţ,			Voor 2 Dayser					
			z		H.S.ADAAS		Č	Revised Non-		H.S.ADAAS	7-17-13-17-18-1	i d	Revised Non-	× 0.5
13 Dental of Branch	1111111000010	1.0.A.A.a.a	6000	C1 10-0-01 11 12	nañana	Widdinganori	newisen 60	25-7-5-E	07/00/05/1/1/1/	us nañono	Incompanie Co	USANSON &U	000000000000000000000000000000000000000	00
	984 369	54 357	SE 012	217 860	48.488	60,430	SE GOE	\$10 GEE	\$15 30E	357 73	\$1 878	\$6.304	\$10.001	\$17.566
	\$8.470	\$3.275	\$5.195	\$13.472	758.52	\$1834	\$5 191	\$8.231	\$17.253	\$3 357	\$1.382	\$4.739	\$7.514	\$13.205
	\$16.203	\$6.266	\$9.937	\$25.679	\$6,422	\$3,508	\$9.930	\$15.749	\$23.443	\$6.422	\$2,643	\$9,065	\$14,378	\$25,261
17 Pinting and Reproduction				S		SS	95	S	S	SS	80	S	80	os
18 Insurance	\$12.373	\$4,785	\$7,588	\$19,609	\$4,904	\$2,678	\$7,582	\$12,026	\$17,902	\$4,904	\$2,018	\$6,922	\$10,980	\$19,289
19 Staff Training	\$6,444	\$2,492	\$3,952	\$10,213	\$2,554	\$1,395	\$3,949	\$6,264	\$9.324	\$2,554	\$1,051	\$3,605	\$5,719	\$10,046
20 Staff Travel	\$2,854	\$1,104	\$1,750	\$4,523	\$1,132	\$518	\$1,750	\$2,773	\$4,130	\$1,132	\$466	\$1,598	\$2,532	\$4,452
21 Small Equipment (under \$5,000/item)	\$6,261	\$2,421	\$3,840	\$9,922		\$1,356	\$3,838	\$6,084	89,058	\$2,482	\$1,022	\$3,504	\$5,554	\$9,763
22 Rental of Equipment				SO		80	\$0	20	0\$	SO		\$0	SO	SO
23	-													
24 SUBCONTRACTORS (Descriptive Title)														
2				8 8		5	69	S		Ş	0.5	5	5	S
27 c) S	***************************************	200	S	S	- Contraction of the Contraction	So	S	os	So	0\$
28 d				os S		\$0	\$0	S		S	\$0	0\$	0\$	OS SO
29 e				os S		\$0	\$0	0\$		80	\$0	So	\$0	OS.
30 31 OTHER														
32 Outside Services	\$22,832	\$8,829	\$14,003	\$36,185	\$9,050	\$4,943	\$13,993	\$22,193	\$33,036	050'6\$	\$3,725	\$12,775	\$20,261	\$35,597
33 Grant, Volunteer and Client Costs	068,65\$	\$23,159	\$36,731	\$94,916	σ,	\$12,965	\$36,703	\$58,212	\$86,652	\$23,738	\$9,769	\$33,507	\$53,145	\$93,369
34 Telephone	\$5,524	\$2,136	\$3,388	\$8,754	\$2,190	\$1,196	\$3,386	\$5,369	\$7,993	\$2,190	\$901	\$3,091	\$4,902	\$8,513
35 Fees, Dues, Advertising	\$6,629	\$2,564	\$4,065	\$10,505	\$2,528	\$1,435	\$4,063	\$6,442	\$9,590	\$2,628	51,081	\$3.709	\$5,881	\$10,336
36 Other Operating Costs	\$15,622	\$5,117	\$10.505	\$24,759	\$5,244	\$2,864	\$8,108	\$16,651	\$22,601	\$5,244	\$2,156	\$7,400	\$15,201	\$20.625
37 38 TOTAL OPERATING EXPENSE	\$174.371	\$66.505	\$107.866	\$276.347	\$68.167	\$37,231	\$105.398	\$170.949	\$252.287	568.167	\$28,052	\$96,219	\$156,068	\$268.122
39 TOTAL OPERATING EXPENSE x3yrs	\$531,824													
40														į.
21# 40C 1#														#NET 1

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1 Meals on Wheels San Francisco 2 Program: Nutrition Compliance for ENP-HDM												,	Docu	Appendix B, Page 15 Document Date: 11/15/18
7 4 2					Other Nutritic	Other Nutrition Compliance Operating Expense Detail	ating Expense Deta	na.						
7														
8 TERM 9 #REFI														
2 L	Year 1	Revenue Cost Allocation	z	Year 2 Revised	Revenue Cost Allocation H.S.ADAAS	xation		Revised Non-	Year 3 Revised	H.S.ADAAS	· !		Revised Non-	
12 Expenditure Category	8 £ m \$ / 1/1/1/	LSA-UAAS	DAAS	6U06/0-8UU//	Budget	Modification	Kevised	H.S.ADAAS	03/05/0-61/UZ	cudder	Modification	Kewsed	1.5.AUAAS	100 TO A
				3	29		8 8	09	2	5	8	2	05	5
15 Office Supplies, Postage				S		8 8	OS OS	OS.	08	no.	Sos	08	S	DS
16 Building Maintenance Supplies and Repair				So			SO	0\$	8	os	SO	0\$	S	SG
17 Printing and Reproduction				S		***************************************	S	0\$	S	S	80	S	S	\$0
18 Insurance				80			So	\$0	08	SO	SO	OS	80	\$0
19 Staff Training				90			80	\$0	\$0	SO	20	80	\$0	SO
20 Staff Travel				80		\$0.	\$0	\$0	\$0	. 0S	. 20	20	So	SO
21 Small Equipment (under \$5,000/item)				80			\$0	C\$	8	98	80	80	SO	SO
22 Rental of Equipment				S			SO	0\$	20	0\$	SO	0\$	SO	SO
23 24 CHIDOANTDACTOBS (Consider Tells)														
25 a				S		So	S.	S	08	S	8	S	8	os
26 5				OS			os:	0\$	\$	80	os	80	8	OS .
27 c				8			\$0	\$	8	80	SOS	S	SO	0\$
28 d				SO		08	SO	\$0	\$0	\$0	80	\$0	80	SO
29 e				80			0\$	0\$	\$	S	20	\$0	0\$	SO
30 31 OTHER					•									
32 Fundraising Expense Nutrition	\$15,945	\$0	\$15,945	\$15,945	80	\$0	\$0	\$15,945	\$15,945	80	20	\$0	\$15,945	\$0
33 Fundraising Expense Assessments	\$102,958	\$0	\$102,958	\$102,958	:		\$0	\$102,958	\$102,958	\$0	80	\$0	\$102,958	\$0
34 x				80			os So	80	\$0	So	so	\$0	\$0	SO
35 w				\$0		05	\$0	\$0	\$	os S	SO	\$0	SO	SO
36 v				So	- Chromball		SO	\$0	\$0	\$0	\$0	\$0	SO	SO
37. 38 TOTAL OPERATING EXPENSE	\$118.903	S	\$118.903	\$118.903		05	S	\$118.903	\$118,903	S	S	S	\$118,903	8
39 TOTAL OPERATING EXPENSE x3yrs	\$356,709										,			
40									-					i Q
41 HSA #15														#KEF!

Meals on Wheels San Francisco

Nutrition Compliance/Quality Assurance

Services: Cost Per Service Unit:

Proposed Service Units:

Froposed Sei	VICE UTILIS.					i							ı									04
	Year 1						Year 2							Year 3							Cost Increase	Cost Increase
													Revised							Revised		
Nutrition Education:	# of units/		,	H.S.A		n H.S.A	# of units/		Year 2	D			on-H.S.A	# of units/		Year 3	D-	:		n-H.S.A		
Annual #sessions (or presentation) a year or #	sessions	Year	1	D.A.A.S	-	D.A.A.S	sessions	r	Revised	Rev	/ised		DAAS	sessions	K	Revised	Re	vised		DAAS		
Times a year handouts will be delivered to seniors																						
in HDM	4.0	\$ 4,	355	\$ 154	\$	4,201	28.0	\$	4,481	\$	158	\$	4,324	28.0	\$	4,481	\$	158	\$	4,324	0.00%	0.00%
Nutrition Counseling:															-							
Annual #hours to be provided	722.0	\$	303	\$ 103	\$	200	722.0	\$	310	\$	105	\$	205	722.0	\$	310	\$	105	\$	205	0.00%	0.00%
Annual #sessions to be provided	1,444.0	\$	151	\$ 51	\$	100	1,444.0	\$	155	\$	53	\$	103	1,444.0	\$	155	\$	53	\$	103	0.00%	0.00%
HACCP Kitchen Monitoring (1 unit = 1 session																						
completed)	4.0	\$ 17,	420	\$ 231	\$	17,189	4.0	\$	17,855	\$	236	\$	17,619	4.0	\$	17,855	\$	236	\$	17,619		
Site/Route Monitoring (1 unit = 1 session	40.0		450	• •••			40.0		4 400		0.45	_	4 470	40.6		4 400		0.15		4 470		
completed):	12.0	\$ 1,	452	\$ 308	\$	1,144	12.0	\$	1,488	\$	315	\$	1,173	12.0	5	1,488	\$	315	\$	1,173		
Menu Planning & Analysis (1 unit = 1 set menu completed)	2.0	\$ 34,	840	\$ 512	\$	34,328	2.0	\$	35,710	\$	524	\$	35,186	2.0	\$	35,710	\$	524	\$	35,186		
HDM Assessment (1 units = annual intake				*	Ť	,- ,-		Ť	,			Ť	,		Ť	,			Ť			
assessment & reassessment completed)	2,300.0	\$	583	\$ 226	\$	358	3,557.0	\$	492	\$	231	\$	261	3,247.0	\$	511	\$	231	\$	279	0.00%	0.00%
																			<u> </u>			
OTHER Nutrition Compliance:	8.0	\$ 14,	863	\$ -	\$	14,863	8.0	\$	14,863	\$	-	\$	14,863	8.0	\$	14,863	\$	-	\$	14,863	0.00%	0.00%
In-service training to staff/volunteers (1 unit =1	4.0						4.0							4.6								
hour)	4.0				1		4.0							4.0	_				H			
Attend Mandatory OOA Quarterly Meeting (1 unit = 1 hour)	4.0						4.0							4.0)							

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.

Budget Narrative:

Yr 1 to Yr 2 Yr 2 to Yr 3

Appendix A1 – Services to be Provided On Lok Day Services

Elderly Nutrition Program (ENP), Home-Delivered Meals Effective July 1, 2017-June 30, 2020

I. Purpose

The purpose of this grant is to assist older homebound individuals 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- [updated]

Grantee

On Lok Day Services

ADL

Activities of Daily Living: the basic tasks of everyday life including

eating, bathing, dressing, toileting, transferring in and out bed /

chair, and walking

CARBON

Contracts Administration, Reporting and Billing Online 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.

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.

DAAS

Department of Adult and Aging Services

Disability

A condition attributable to mental or physical impairment, or a combination of mental and physical impairments including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.

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 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.

Frail

An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or 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, monitoring and documenting practices and taking corrective actions when failure to meet critical limits is detected.

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.

IADL

Instrumental Activities of Daily Living: activities related to independent living and include preparing meals, shopping for personal items, medication management, managing money, using the telephone, doing heavy housework, doing light housework, and transportation ability (transportation ability refers to the individual's ability to make use of available transportation without assistance).

Low-Income

For ENP programs, 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 DRI for all calculated nutrients. (c) At a minimum, values must be determined for calories, protein, fat, saturated fat, fiber, calcium, magnesium, sodium, 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 the HDM consumer may be written nutrition education material in a variety of forms, including but not limited to information sheets, brochures, and booklets. Nutrition education plan and services shall be approved by a Registered Dietitian. The nutrition education provided shall be based on the needs of the consumers as determined by the annual consumer satisfaction survey and/or results from DETERMINE Your Nutritional Health tool. Nutrition education shall be provided on a 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

Older Adult

Person who is 60 years or older, used interchangeably with Senior.

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.

Senior

Person who is 60 years or older, used interchangeably with Older Adult.

SOGI

Sexual Orientation and Gender Identity; Ordinance No. 159-16 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).

LGBTQ+

An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.

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 resident 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 LGBTQ+.

IV. Eligibility for Services

To participate in Home-Delivered Meals, the consumer must meet the following criteria:

- A senior, age 60 or above, who is frail and homebound by reason of illness, disability, isolation, lack of support network and has no safe, healthy alternative for meals.
- Spouse or domestic partner of an eligible senior regardless of age or condition, if an
 assessment by the HDM provider's social worker or assessment staff concludes that it is in
 the best interest of the eligible senior.

- An individual with a disability who resides at home with the eligible senior, if an assessment
 by the HDM provider's social worker or assessment staff concludes that it is in the best
 interest of the eligible senior.
- Priority shall be given to the eligible senior.

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 Title 22 Regulations, CDA, and OOA Policies and include nutrition education methods for HDM consumers. The HDM program policy and procedures shall also include initial, annual, and quarterly reassessment guidelines. 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:
 - 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 ENP 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 CDA and 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. Conduct annual in-home comprehensive assessment and quarterly reassessments of each consumer to evaluate the consumer's eligibility for enrollment in the HDM program. The assessment shall be conducted according to the OOA Policy Memoranda. At least one quarterly assessment per year must be completed in the home of the consumer.
 - 4. 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.
 - 5. 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.
 - 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
#Unduplicated Consumers	390	390	390

#Nutrition Education	2,640	2,640	2,640
#Meals	130,000	164,840	164,840

- 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.
- C. 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 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, CDA nutrition service standards, and DAAS policies. 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 the consumer data obtained from consumers using the HDM 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 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:

Ella Lee Contracts Manager/HSA P.O. Box 7988 San Francisco, CA 94120 Ella.Lee@sfgov.org Linda Lau, RD, MPH Lead Nutritionist/OOA 1650 Mission Street, 5th Floor San Francisco, CA 94103 <u>Linda.Lau@sfgov.org</u>

	A	В	С	D	Е	F	G	н	i I	J
1	BUDGET FORMS					L			Appendix B, pg. 1	
2	2020211011110							Docume	ent Date: 11/5/2018	
3		-	IUMAN SERVICES	AGENCY - DEPART	MENT OF AGING	AND ADULT SERV	ICES			
4				BUDGET PROP						
5				0000001111101						
6	Grantee's Name: On Lok Day Services								Grant Term	1
7	•	Modification X								
8	Effective Date of Mod: 7/1/2017	No, of Mod:							7/1/17 to 6/30/20	
	Program: HDM-ENP	140, OI WIDG.	Ţ				***************************************		171717 to 0.00,20	cost/me
10	Annual #Meals Contracted	130,000	132,099	32,741	164,840	132,099	32,741	164,840	459,680	1
	Program Term	7/1/17 to 6/30/18		Modification	Revised	7/1/19 to 6/30/20	. Modification	Revised	7/1/17 to 6/30/20	
_		771717 (0 0)30/10	77171010 030718	Modification	11041000	111113 10 0/00/20	atounion	11011000	17 (7 1 10 0) 00/20	
12	DAAS Expenditures	#470 CCD	6470.000		£470 000	\$173,828		\$173,828	\$518,225	\$1.13
13	Salaries & Benefits	\$170,569	\$173,828	24 (0.570	\$173,828		04.40 E70	\$534,154	\$1,443,503	\$3.14
14	Operating Expense	\$375,196	\$393,578	\$140,576	\$534,154	\$393,578	\$140,576	\$707,982		\$4.27
15	Subtotal	\$545,765	\$567,406	\$140,576	\$707,982	\$567,406	\$140,576		\$1,961,728	Φ4.21
16	Indirect Percentage (max 10%)	9%	9%		9%	9%		9%		
	Indirect Cost (Line 15 X Line 14, check Gen.Guidance						A	***	6476 55.	
17	regarding indirect exclusion)	\$49,118	\$51,067	\$12,651	\$63,718	\$51,067	\$12,651	\$63,718	\$176,554	\$0.38
18	Capital Expenditure	\$32,770	****	\$2,500	\$2,500	#040 170	0450.000	A774 700	\$35,270	\$0.08
19	TOTAL DAAS EXPENDITURES	\$627,653	\$618,472	\$155,728	\$774,200	\$618,472	\$153,228	\$771,700	\$2,173,552	\$4,73
20										
	Non-DAAS Expenditures									<u> </u>
22	Salaries & Benefits	\$79,606	\$83,853		\$83,853	\$83,853		\$83,853	\$247,312	\$0.54
23	Operating Expense	\$271,198	\$261,091	(\$11,347)	\$249,744	\$261,091	(\$11,347)	\$249,744	\$770,686	\$1.68
24	Capital Expenditure					ļ				
25	TOTAL Non-DAAS EXPENDITURES	\$350,804	\$344,944	(\$11,347)	\$333,597	\$344,944	(\$11,347)	\$333,597	\$1,017,998	\$2.21
26										
	TOTAL DAAS & Non-DAAS									
27	EXPENDITURES	\$978,457	\$963,416	\$144,381	\$1,107,797	\$963,416	\$141,881	\$1,105,297	\$3,191,550	\$6,94
28										
29	HSA-DAAS Revenues									J
30	Meals	\$581,021	\$590,401	\$153,228	\$743,629	\$590,401	\$153,228	\$743,629	\$2,068,279]
31	CODB	\$13,862	\$28,071		\$28,071	\$28,071		\$28,071	\$70,004	1
32	OTO Capital/Equipment	\$32,770		\$2,500	\$2,500				\$35,270	1
33										1
34										1
35	TOTAL HSA-DAAS REVENUES	\$627,653	\$618,472	\$155,728	\$774,200	\$618,472	\$153,228	\$771,700	\$2,173,553	1
36	PER MEAL COST, HSA-DAAS	\$4.58	\$4.68		\$4.68	\$4,68		\$4.68	\$4.65	1
37	Per MEAL & OTO COST	\$4.83	\$4.68		\$4.70	\$4.68		\$4.68	\$4,73	1
38										
	Non-DAAS Revenues					CONTRACTOR CONTRACTOR			er and a fact that he and a factor of the second of the se	wearentermosta
40	Project Income	\$91,000	\$178,334	\$44,200	\$222,534	\$178,334	\$44,200	\$222,534	\$536,068	\$1.17
41	Agency Cash - Fundraising	\$259,804	\$166,611	(\$55,548)	\$111,063	\$166,611	(\$55,548)	\$111,063	\$481,930	\$1.05
42	Agency in-Kind Volunteer	Ψ2.00,004	ψ100,011	(\$00,040)	411.1,000	\$100,011	(400,010)	7,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	4.5.,000	T
43	Nutrition Compliance Revenues									l
44	ransion compilarios Nevertidos							······································		i
44	TOTAL NON HSA-DAAS REVENUES	\$350,804	\$344,945	(\$11,348)	\$333,597	\$344,944	(\$11,347)	\$333,597	\$1,017,998	l
	TO THE MOIS HOW-DWAD VENERAGES	\$350,804	\$2.61	(\$11,340)	\$2.02	\$2.61	(4:1,04)	\$2.02	\$2.21	
	DED MEAL COST, MON HSA-DAAS		Ψ2.(/)		ψε.Vz	Ψ2,07		V2.02	V2.E1	
46	PER MEAL COST, NON HSA-DAAS	ψε.το		MAC 2015			こうしょ さいにん しゅうこう しゅうしゅう しゅうしゅう しゅうしゅう しゅうしん			
46 47			\$000 447	B444 200	¢1 107 707	\$062 44£	¢1.41.004	¢4 40K 207	£3 101 EE1	1
46 47 48	TOTAL REVENUES	\$978,457	\$963,417 \$7.29	\$144,380	\$1,107,797	\$963,416	\$141,881	\$1,105,297 \$6.71	\$3,191,551 \$6.94	1
46 47 48 49	TOTAL REVENUES PER MEAL COST, TOTAL	\$978,457 \$7.53	\$7.29	\$144,380	\$6.72	\$7.29		\$6.71	\$6.94	
46 47 48 49 50	TOTAL REVENUES PER MEAL COST, TOTAL Full Time Equivalent (FTE)	\$978,457	\$7.29	\$144,380	\$6.72 4.90	\$7.29 4.76		\$6.71 4.90	\$6.94 14.70	4
46 47 48 49 50 52	TOTAL REVENUES PER MEAL COST, TOTAL Full Time Equivalent (FTE) Prepared by: Valorie Villela	\$978,457 \$7.53	\$7.29	\$144,380	\$6.72	\$7.29		\$6.71 4.90 Docum	\$6.94) 14.70 ent Date: 11/5/2018	4
46 47 48 49 50 52 53	TOTAL REVENUES PER MEAL COST, TOTAL Full Time Equivalent (FTE)	\$978,457 \$7.53	\$7.29) 4.76	\$144,380	\$6.72 4.90	\$7.29 4.76		\$6.71 4.90	\$6.94) 14.70 ent Date: 11/5/2018	4

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A	D)	0	3	L	9	Ē		2	۷		
1 Grantee's Name: On Lok Day Services 2 Program: HDM-ENP											A Docume	Appendix B, page 2 Document Date; 11/5/2018
J 4 w		Salaries &	Salaries & Benefits Detail	·#								
0 1												
8 H.S.A-DAAS	Agency Totals	Totals	For DAAS	S Nutrition				DAAS	DAAS Program			
POSITION TITLE and NAME	Annual Full TimeSalary for FTE	Total % FTE	% Nutr Prog	Adjusted Nutr FTE	7/1/17 to 6/30/18	7/1/18 to 6/30/19	Modification	Revised	7/1/19 to 6/30/20	Modification	Revised	7/1/17 to 6/30/20
_	8	100%	21%	0.21	\$10,151			\$10,345	\$10,345		\$10,345	\$30,841
11 ADMINISTRATIVE SECRETARY	\$60,008	100%	%9	0.06	\$3,360	\$3,425		\$3,425	\$3,425		\$3,425	\$10,210
12 ASSISTANT DIRECTOR OF OPERATIONS	\$76,877	100%	%6	0.09	966'9 \$	\$7,129		\$7,129	\$7,129		\$7,129	\$21,254
13 DIRECTOR	\$149,344	100%		90:00	\$8,363			\$8,523	\$8,523		\$8,523	\$25,409
14 NUTRITION OPERATIONS MANAGER	\$55,016	100%		0.08	\$4,314			\$4,396	\$4,396		\$4,396	\$13,106
	\$37,710	100%		0.39	\$14,519			\$14,796	\$14,796		\$14,796	\$44,111
16 HOSPITALITY COORDINATOR	\$43,680	100%		0,14	\$6,115			\$6,232	\$6,232		\$6,232	\$18,579
	\$35,958	350%		2.03	0,			\$73,154	\$73,154		\$73,154	\$218,090
18 ON CALL DRIVERS (2)	\$35,123	26%	28%	0.15				\$5,308	\$5,308		\$5,308	\$15,825
	\$34,320	20%	15%	0.07	\$2,448			\$2,495	\$2,495		\$2,495	\$7,438
20												
21 TOTALS	\$578,039	1126%	234%	3.29	\$133,257	\$135,803		\$135,803	\$135,803		\$135,803	\$404,863
23 FRINGE BENEFIT RATE	28.0%											
24 EMPLOYEE FRINGE BENEFITS	\$161,851				\$37,312	\$38,025		\$38,025	\$38,025		\$38,025	\$113,362
25 26												
27 TOTAL DAAS SALARIES & BENEFITS	\$739,890				\$170,569	\$173,828		\$173,828	\$173,828		\$173,828	\$518,225
28 28												
30 Non - DAAS	Agency Totals	Fotals	For DAZ	AS Meal			Limit Control of the					
31 POSITION TITLE and NAME	Annual Full TimeSalary T for FTE	otal % FTE (a)	Total % FTE % Nutr Prog	Adjusted Nutr FTE	7/1/17 to 6/30/18	7/1/18 to 6/30/19	Modification	Revised	7/1/19 to 6/30/20	Modification	Revised	7/1/17 to 6/30/20
	\$50,003	100%		0,09	\$4,350			\$4,591	\$4,591		\$4,591	\$13,532
33 ADMINISTRATIVE SECRETARY	\$60,008	100%		0.03	\$1,440	\$1,520		\$1,520	\$1,520		\$1,520	\$4,480
34 ASSISTANT DIRECTOR OF OPERATIONS	\$76,877	100%		0.04	\$2,998			\$3,164	\$3,164		\$3,164	\$9,326
	\$149,344	100%		0.03	\$3,584			\$3,783	\$3,783		\$3,783	\$11,150
35 NULKITION OPERATIONS MANAGER	\$55,016	3000	45%	0.04	\$1,849	51,951	-	1,951	1951		\$1,901	\$3,751 C10 358
	\$43,680	100%	***************************************	0.08	52 621			\$2,766			\$2,766	\$8,153
39 DRIVERS (5)	\$35,958	350%		0.90	\$30,764			\$32,469			\$32,469	\$95,702
40 ON CALL DRIVERS (2)	\$35,123	26%		70.0	\$2,232			\$2,356			\$2,356	\$6,944
	\$34,320	20%	37%	0.18	\$6,132			\$6,343	\$6,343		\$6,343	\$18,818
_			707 07			1 1 1		000	000		000 000	0100010
43 IOIAL NON-CARS	\$27.870%	0,071.1	<u>8</u>	ē	302,132	010,000		010,000	010,000		212,25	7170010
	28.0%		And Designative agents (10 methol) (000									
46 EMPLOYEE FRINGE BENEFITS	\$161,851				\$17,414	\$18,343		\$18,343	\$18,343		\$18,343	\$54.100
48												
49 TOTAL Non-DAAS SALARIES & BENEFITS	\$739,890				\$79,606	\$83,853		\$83,853	\$83,853		\$83,853	\$247,312
TOTAL DAAS & Non-DAAS SALARIES &	077 074 8				2750 475	2027 284		1027 684	\$2K7 F81		\$257 684	\$765.637
52 HSA #2	Form Rev. 12/22/16	22/16			× 11.000				APA IAA		1	

	A B C E	i E	F G	н п	- 1	K L	M N	0	Р
1	A B C E Grantee's Name: On Lok Day Services		г ю	1 11.	J	N IL			ppendix B, page 3
2	Program: HDM-ENP								nt Date: 11/5/2018
3	Flogram, Tibar-CNr								
4									
5				Operating Expense De	etail				
6				- p - 1 - 1 - 1 - 1 - 1 - 1 - 1					1
7									
8	Annual #Meals Contracted:	130,000	132,099	32,741	164,840	132,099	32,741	164,840	\$459,680
9	Term:		7/1/18 to 6/30/19	Modification	Revised	7/1/19 to 6/30/20	Modification	Revised	7/1/17 to 6/30/20
	H.S.A-DAAS								
	EXPENDITURE CATEGORY								
	Rental of Property								
_	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$13,525	\$13,525		\$13,525	\$13,525		\$13,525	\$40,576
	Office Supplies, Postage	\$2,938	\$2,938		\$2,938	\$2,938		\$2,938	\$8,815
	Building Maintenance Supplies and Repair	\$29,488	\$29,488		\$29,488	\$29,488		\$29,488	\$88,465
16	S Literatura de la constantina della constantina								
	FOOD COSTS								
	Raw Food per meal \$								
-		***************************************							
	HDM Food Svc Supplies per meal \$ -		<u> </u>						
	Catered Meals per meal \$ 2.80	\$302,732	\$321,114	\$140,576	\$461,690	\$321,114	\$140,576	\$461,690	\$1,226,113
22	por moor 4 £.00	7552,.02	1			,			
	CONSULTANT (Descriptive Title)								
	Registered Dietitian	\$10,539	\$10,539		\$10,539	\$10,539		\$10,539	\$31,617
25	Consultant-Translator	7,0,000	1,		7 : 21 : 22		-		
26	CONSUMERICAL PROPERTY.		<u> </u>	-					
27	OTHER COSTS:		1						
28	Insurance	\$4,182	\$4,182		\$4,182	\$4,182		\$4,182	\$12,546
29	Staff Training & Travel	¥7,102	¥3,102		ψ1,102				
30	Rental of Equipment		İ						
	Small equipment & Supplies					 			
31 32		\$11,791	\$11,791		\$11,791	\$11,791		\$11,791	\$35,372
	Auto - Fuel/Parking & Insurance	911,131	\$11,701		911,701	011,701		V.1,1.01	*******
33	Repair/Maintenance		 	-		 ·			
34	Payroll Processing								
35	Equipment	4077 400	6000 E70	\$140,576	\$534,154	\$393,578	\$140,576	\$534,154	\$1,443,503
36	TOTAL DAAS OPERATING EXPENSE	\$375,196	\$393,578	\$140,076	\$534,104	\$393,070	\$140,070	\$334,104	\$1,440,000
37									TOTAL
38	Non-DAAS								I IOIAL
39	EXPENDITURE CATEGORY					1			
40	Rental of Property		1		540.040	\$10,910		\$10,910	\$32,729
41	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$10,910	\$10,910		\$10,910	\$10,910		\$2,370	\$7,110
42	Office Supplies, Postage	\$2,370	\$2,370		\$2,370			\$23,786	\$71,358
43	Building Maintenance Supplies and Repair	\$23,786	\$23,786		\$23,786	\$23,786	-	\$23,100	\$71,336
44			 			 			
45			 			 			
46			 						-
47	Cong Food Svc Supplies per meal \$ -	<u> </u>							+
48	HDM Food Svc Supplies per meal \$ -					A000 001	(644.047)	6400 000	6500.044
49	Catered Meals per meal \$ 1.15	\$210,378	\$200,281	(\$11,347)	\$188,933	\$200,281	(\$11,347)	\$188,933	\$588,244
50		1							
51	CONSULTANT (Descriptive Title)				4				005 500
	Registered Dietitian	\$8,501	\$8,501		\$8,501	\$8,501		\$8,501	\$25,503
	Consultant-Translator	\$105	\$105		\$105	\$105		\$105	\$315
54	Calholic Charities						-		
55		İ				1			1 . I
	OTHER COSTS:	İ		•					
	Insurance	\$3,373	\$3,373		\$3,373	\$3,373		\$3,373	
	<u> </u>	\$200			\$200	\$200		\$200	
	Rental of Equipment	\$1,000			\$1,000	\$1,000		\$1,000	
_	Small equipment & Supplies	\$266		-	\$266	\$266		\$266	
61	Auto - Fuel/Parking & Insurance	\$9,511			\$9,511	\$9,511		\$9,511	
62	Repair/Maintenance	\$188			\$188			\$188	+
63		\$601	\$601		\$601	\$601		\$601	
	Equipment	\$10			w				\$10
65			<u> </u>					******	****
	TOTAL Non-DAAS OPERATING EXPENSE	\$271,198	\$261,091	(\$11,347)	\$249,744	\$261,091	(\$11,347)	\$249,744	\$770,686
67				****	Amr	****	4400 000	4900.000	40.044.400
68	4	\$646,394	\$654,669	\$129,229	\$783,898	\$654,669	\$129,229	\$783,898	\$2,214,189
69									
70	1								
71	•								
72									
73	HSA #3 Form Rev. 12/22/16								

П	Α	8	С	D	Е	F	G	Н	1	J
1	Grantee	s's Name: On Lok Day Services								Appendix B, Page 4
2	Progran	n: HDM-ENP							Docun	nent Date: 11/5/2018
3										• •
4		•								
5					Capital Expenditu	re Detali				
6				(Eq	uipment and Remo	deling Cost)				
7										
8										
9	H.S.A-E	DAAS	7/1/17 to 6/30/18	7/1/18 to 6/30/19	Modification	Revised	7/1/19 to 6/30/20	Modification	Revised	7/1/17 to 6/30/20
10	No.	ITEM/DESCRIPTION								
11	1	2018 Ford Transit Connect Van Xt.	\$23,967							\$23,967
12		Meal transport bags and inserts	\$8,803							\$8,803
13		Equipments			\$2,500	\$2,500				\$2,500
14										
15										
16		<u> </u>								
17										
18										
	TOTAL	DAAS-OOA EQUIPMENT &								
	REMOD	DELING COST	\$32,770		\$2,500	\$2,500				\$37,770
20		•								
21	Non-DA	AAS								
22	No.	ITEM/DESCRIPTION			··········					
23										
24						<u></u>				
25										
26										
27										
		NON DAAS-OOA EQUIPMENT &								
	REMOR	DELING COST								
29			,							
		DAAS & NON-DAAS CAPITAL								
1		DITURE	\$32,770		\$2,500	\$2,500				\$37,770
		nent and Remodeling Cost)								
	HSA #4	Form Rev. 12/22/16								
33										
		ion Methodology: (If you have multiple		how you allocate arr	ong shared progran	n costs.)				·
		DAAS and non-DAAS-OOA funding ab								
		Green highlighted cells have formulas the		et Summary page						
37		Equipment is defined as \$5000 or more			to Morally on 1870 and 18	M	Laboratii bio and	ad a seaded		
38	NOIE:	Cells with formulas are protected to avo	io accidental change	s. 10 unprotect, go	to Toolbar, "Review	, select "Unprotect	sneer. No passwo	a needea.		
40										
41										

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1															ndix B, Page 1
2]							Wallact all	****					Document	Date: 11/06/18
3	ł					HUMAN SEI	RVICES AGENC BY PROGR	Y BUDGET SU	ММАКҮ						
5	Contractor Name:]		****		0111000	<u> </u>	Te	erm	***************************************				
6	On Lok Day Services							· · · · · · · · · · · · · · · · · · ·	July 1, 2017 to	June 30, 2020					
7	(Check One) New 🗀 Renewal	Modification													
8	If modification, Effective Date of Mod. 7/1/2	018 No.	of Mod.			DEVENUE D.				I	ngyganig ca-	t Allegation)			
9	Program: Nutr Compliance for ENP-HDM		REVENUE Cos	1 Allocation:		REVENUE Cos	t ARocation:				REVENUE Cos	(Allocation:	I		
l		6 62 65 65		Non-HSA-				Revised	Non-HSA-				Revised	Non-HSA-	
	Budget Reference Page No.(s)	Year1	H.S.ADAAS	DAAS	Year 2	H.S.A. DAAS	Medification	H.S.ADAAS	DAAS	Year 3	H.S.ADAAS	Modification	H.S.ADAAS	DAAS	Total
	Program Term	7/1/17-6/30/18			7/1/18-6/30/19					7/1/19-6/30/20					7/1/17-6/30/20
12 13	Expenditures Nutrition Education														***************************************
14										i		***			
15	Operating Expense	\$840	\$598	\$242	\$86 5	\$598	\$0	\$ 598	5267	\$865	\$598	50	\$598	\$267	\$2,570
16	Subtotal Direct	\$840	\$598	\$242	\$ 865	\$598	\$0	\$598	\$2 67	\$865	\$598	\$0	\$598	\$267	\$2,570
17		5,4%	9.0% \$54		6.2% \$54	9.0% \$54	0% \$0	9.0% \$54		6.2% \$54	9.0% \$54	0% \$0	9.0% \$54		\$162
18 19		\$54 \$894	\$652	\$242	\$919	\$652	\$0	\$652	\$267	\$919	\$652	*:**.:** \$0		\$267	\$2,732
20	Nutrition Counseling					7									
21	Salaries & Benefits									<u> </u>					
22	Operating Expense	\$16,100	\$11,946	\$4,154	\$38,100	\$11,946	\$14,087	\$26,033	\$4,067	\$30,100	\$11,946	\$14,087	\$26,033	\$4,067	\$76,300
23 24	Subtotal Direct	\$16,100	\$11,946	\$4,154	\$30,100	\$11,946 9.0%	\$14,087 0%	\$26,033	\$4,067	\$30,100 7.8%	\$11,946 9.0%	\$14,087 0%	\$26,033 9,0%	\$4,067	\$76,300
24 25	Indirect Percentage Indirect Expense	6.7% \$1,075	9.0% \$1,075		7.8% \$2,343	9.0% \$1,075	\$1,268	9.0% \$2,343		\$2,343	\$1,075	\$1,268	\$2,343		\$5,761
25 26	Total Nutrition Counseling	\$17,175	\$13,021	\$4,164	\$2,343	\$13,021	\$15,355	\$28,376	\$4,067	\$32,443	\$13,021	\$15,355		\$4,067	\$82,061
27	HACCP Kitchen Monitoring														
28					ļ					<u> </u>			ļ		
29	Operating Expense	\$1,260	\$1,135	\$125	\$1,297	\$1,169	\$0	\$1,169	\$128	\$1,297	\$1,169	\$0 80	\$1,169	\$128 5429	\$3,854
30 31	Subtotal Direct Indirect Percentage	\$1,260	\$1,135 9.0%	\$125	\$1,297 8.1%	\$1,169 9.0%	\$0 0%	\$1,169 9.0%	\$128	\$1,297 8,1%	\$1,169 9.0%	\$0 0%		\$128	\$3,854
31 32		8.2% \$103	\$103		\$105	\$105	\$0	\$105		\$105	\$105	\$0			\$313
33		\$1,363	\$1,238	\$125	\$1,402	\$1,274	\$0	\$1,274	\$128	\$1,402	\$1,274	\$0		\$128	\$4,167
34	Site/Route Monitoring														
35	Salaries & Benefits	\$775	\$710	\$65	\$997	\$710	\$287	\$997	\$0	\$997	\$710	\$287	\$997	\$0	\$2,769
36		\$1,925	\$1,925	\$0 \$65	\$2,695	\$1,925 \$2,636	\$630 \$916	\$2,555 \$3,652	\$140 \$140	\$2,695 \$3,692	\$1,925 \$2,636	\$630 \$916	\$2,555 \$3,552	\$140 \$140	\$7,315 \$10,084
37 38		\$2,700 8.8%	\$2,635 9.0%	\$65	\$3,692 8.7%	\$2,636 9.0%	3916	9.0%	3140	8,7%	9.0%	0%		3140	410,004
39		\$238	\$238		\$320	\$238	\$82	\$320		\$320	\$238	\$82	\$320		\$878
40		\$2,938	\$2,873	\$65	\$4,012	\$2,874	\$998	\$3,872	\$140	\$4,012	\$2,874	\$998		\$140	\$10,962
41	Menu Planning									ļ	<u> </u>				
42		\$0	\$0	\$0	\$0 81.443	\$0		\$0 \$945	\$0 \$497		\$045	50	\$945	\$0 \$497	\$0 \$4,284
43 44	Operating Expense Subtotal Direct	\$1,400 \$1,400	\$917 \$917	\$483 \$483	\$1,442 \$1,442	\$945 \$945	\$0 \$0	\$945 \$945	\$497 \$497	\$1,442 \$1,442	\$945 \$945	\$0 \$0		\$497 \$497	\$4,284
45		5.9%	9.0%	- ভূপ ণ ও	5.9%	9.0%	0%	9.0%	9107	5.9%	9,0%	0%		4.01	7-,2-04
46		\$83	\$83		\$85	\$85	\$0	\$65		\$85	\$85		\$85		\$253
47	Total Menu Planning	\$1,483	\$1,000	\$483	\$1,527	\$1,030	\$0	\$1,030	\$497	\$1,527	\$1,030	\$0	\$1,030	\$497	\$4,537
48			1		4				4.4.	422.200			607.000	****	*****
49		\$67,946	\$65,532	\$2,414	\$68,842	\$67,226 \$0	\$0 \$0	\$67,226 \$0	\$1,617 \$0	\$68,842 \$0	\$67,226 \$0	\$0	\$67,226	\$1,617 \$0	\$205,630 \$0
50 51	Operating Expense Subtotal Direct	\$67,946	\$65,532	\$0 \$2,414	\$0 \$68,842	\$67,226	\$0	\$67,226	\$1,617	\$68,842	\$67,226	\$0	\$67,226	\$1,617	\$205,630
52	Indirect Percentage	8.7%	9.0%	¥2,1/4	8.8%	9.0%	0%	9.0%	7.1217	8.8%	9.0%	0%		* 1/2	
53	Indirect Expense	\$5,898	\$5,898		\$6,050	\$6,050	\$0	\$6,050		\$6,050	\$6,050	\$0	\$6,050		\$17,998
54	Total HOM Assessments	\$73,844	\$71,430	\$2,414	\$74,892	\$73,276	\$0	\$73,276	\$1,617	\$74,892	\$73,276	\$0	\$73,276	\$1,617	\$223,628
55								*^	**					\$0	\$0
56 57	Salaries & Benefits Operating Expense	\$0 \$700	\$0 \$344	\$0 \$356	\$0 \$700	\$0 \$344	\$0	\$0 \$344	\$0 \$356	\$0 \$700	\$0 \$344	\$0	\$344	\$356	\$2,100
58	Operating Expense Subtotal Direct	\$700	\$344	\$356	\$700	\$344	\$0	5344	\$356	\$700	\$344	\$0	1	\$356	\$2,100
59		4.4%	9.0%		4.4%	9.0%	0%			4.4%	9.0%	0%	9.0%		
60	Indirect Expense	\$31	\$31		\$31	\$31	\$0	\$31		\$31	\$31	\$0			\$93
61		\$731	\$375	\$356	\$731	\$375	\$0	\$375	\$356	\$731	\$375	\$0		\$358	\$2,193
62 63	GRAND Total Expenditures	\$98,428	\$90,589	\$7,639	\$115,926	\$92,502	\$16,353	\$108,655	\$7,072	\$115,926	\$92,502	\$16,353	\$108,855	\$7,072	\$330,260
	HSA Revenues General Funds	\$88,723	\$88,723	 	\$88,723	\$88,723	\$0	\$88,723		\$80,723	\$88,723	\$0	\$88,723		\$266,169
65		\$1,866	\$1,866		\$ 3,779	\$3,779	\$0	\$3,779		\$3,779	\$3,779	\$0	\$3,779		\$9,424
66	Meals addback				\$16,353		\$16,353	\$16,353		\$16,353		\$ 16,353			\$32,706
	TOTAL HSA REVENUES	\$90,589	\$90,589	\$0	\$108,855	\$92,502	\$16,353	\$108,855	\$0	\$108,655	\$92,502	\$16,353	\$108,855	\$0	\$308,299
68		\$0		A71.000	\$7,072			<u> </u>	\$7,072	\$7,072	 		<u> </u>	\$7,072	\$0 \$21,983
69 70		\$7,839 \$0		\$7,839	\$1,0/2	 			\$1,0/2	\$7,072		1	 	\$1,072	\$21,983 \$0
71		\$0													\$0
	TOTAL OTHER REVENUES	\$7,839	40.4000000s0	\$7,839	\$7,072	Section 50			\$7,072				\$0	\$7,072	\$21,983
73	Full Time Equivalent (FTE)				0.00			0.00	0.00	0.00	0.00	L	1	0.00	<u></u>
	Prepared by: Valorie Villela - Director		Telephone No.	:	(415) 550-221	1									Date: 11/06/18
	HSA-CO Review Signature:			•											1/0/1900
11	Inswell														1101190

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1	1	>			0	-	2		1				<u> </u>		,
-														App	Appendix B, Page 3
7	Program: Nutr Compliance for ENP-HDM													Documen	Document Date: 11/06/18
က															
4															
2				Z	Nutrition Ec	ition Education Operating Expense Detail	perating	Expense	e Detail						
ဖ	TERM:														
~	July 1, 2017 to June 30, 2020		-												
∞	=	S. P. C. PROSTER STREET, S. P. C. P. P. C. P. C. P. P. C. P. P. C. P. C. P. P. C. P. P. C. P. P. C. P. P. C. P. P. C. P. P. C. P. P. C. P. P. C. P. P. C. P. P. P. C. P. P. P. P. P. P. P. P. P. P. P. P. P.				M. S. A. C. A. C. A. C. A. C. A. C. A. C. A. C. A. C. A. C. A. C. A. C. A. C. A. C. A. C. A. C. A. C. A. C. A.					#PATITION TO THE PATITION OF T	2.5			
ര		Year 1	REVEN	REVENUE Cost Allocation:	ocation:	Year 2		REVENUE Cost Allocation:	ost Alloca	tion:	Year 3	REVENUE	REVENUE Cost Allocation:	ation:	TOTAL REVENUE
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10 Expenditure Category	77177-6/30/18	H.S.ADAAS		Non-HSA- DAAS	7/1/18-6/30/19	H.S.ADAAS	Modification		Revised	Non-HSA- DAAS		7/4/19-6/30/20	H.S.ADAAS	Modification	Revised	eg	Non-HSA- DAAS	711/17-6/30/20
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18 Staff Travel	0\$	SOS	0	\$	0\$	80		\$0	\$0		So	80	SO				80	\$0
19 Small Equipment (under \$5,000/item)	\$0	is.	\$0	S\$	\$0			\$0	80		S	\$0	80				80	0\$
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34 TOTAL OPERATING EXPENSE	\$16.100	\$11.946	ď	\$4.154	\$30.100	\$11.946	\$14.087	787	\$26 033	5.4	\$4 067	\$30.100	S11 946	\$14.087	SS	\$26,033	\$4,067	\$76,300
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37 HSA #5				-														1/0/1 900

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14	Building Maintenance Supplies and Repair	80	67	98	80	80	\$0		\$0	\$0	\$0	0	\$0	\$0
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23		\$1,260	\$1,135	35	\$125	\$1,297	\$1,169	\$128	8	\$1,297	\$1,169	<u>б</u>	\$128	\$3,854
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35	TOTAL OPERATING EXPENSE	\$1,260	\$1,135	35	\$125	\$1,297	\$1,169	\$128	<u></u>	\$1,297	\$1,169	<u>о</u>	\$128	\$3,854
8	36 TOTAL OPERATING EXPENSE x3yrs	\$3,854												
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6 TERM: 7 July 1, 2017 to June 30, 2020																	•	Water A Mill Broads officering of the first
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11 Nutrition Operations Manager	1	18	4.	╁	3606	\$555	\$51		-	1	8778	1	8778		\$224	\$779	SO	\$2,164
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30 FRINGE BENEFIT RATE	28%																	
31 EMPLOYEE FRINGE BENEFITS 32) is				\$169	\$155	\$14	\$218	\$155	\$63	\$218	Q\$	\$218	\$155	\$63	\$218	OS .	\$605
33 34 TOTAL SALABLES & BENEEITS	&76 810				8778	\$710	265	7965	\$710	\$287	266\$	SO	2993	\$710	\$287	266\$	\$0	\$2,769
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20 Rental of Equipment	69	\$0	80	0\$	\$0	\$0	\$0		0\$	\$0	\$0	SO			0\$	20
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23 Registered Dietician	\$1,925	λ	\$1,925	20	\$2,695	\$1,925	\$630		\$2,555	\$140	\$2,695	\$1,925	\$630	\$2,555	\$140	\$7,315
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18	Staff Training	0\$		\$0		\$0	0\$	0	0\$	0\$		\$0	-7	\$0	\$0	\$0
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23																
22 42	SUBCONTRACTORS Descriptive Title Registered Diefician	\$1.400		\$917		\$483	\$1.442	<u></u>	\$945	\$497		\$1,442	\$945	45	\$497	\$4,284
25		\$0		\$0		\$0	\$0		\$0	\$0		\$0		20	\$0	80
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8 8	35 TOTAL OPERATING EXPENSE	\$1,400		\$917		\$483	\$1,442	<u>~</u>	\$945	\$497		\$1,442	\$945	45	\$497	\$4,284
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∞						711/17-6/30/18			7/1/18-6/30/19			7/1/19-6/30/20			7/1/17-5/30/20
თ		Agency Totals	Totals	For HSA	For HSA Program	For HSA Program		REVENUE Cost Allocation:	For HSA Program		REVENUE Cost Allocation:	For HSA Program	REVENUE Cost Allocation	st Allocation:	Total Revenue
9	POSITION TITLE	Annual Full TimeSalary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	H.S.ADAAS	Non-HSA- DAAS	Budgeted Salary	H.S.ADAAS	Non-HSA- DAAS	Budgeted Salary	H.S.ADAAS	Non-HSA- DAAS	,
11	11 Client Services Specialist	\$45,760	98%	400%		1	╄	ļ	\$31,107	<u> </u>		\$31,107	\$31,107		\$92,621
12	12 Nutrition Operations Manager	\$60,008	100%	38%	38%			\$1,886			\$1,263	\$22,676	\$21,413	\$1,263	\$68,028
13					%0	0\$			0\$			\$0			\$0
4					%0	0\$		********	0\$			0\$			\$0
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6					%0	\$0			\$0			\$0			\$0
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71					%0	0\$			\$0			0\$			\$0
22					%0	0\$			\$0			0\$			\$0
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56					%0				0\$			0\$			\$0
27		*******			%0	0\$			\$0			0\$			80
28	TOTALS	\$105,768	168%	138%	106%	\$53,083	\$51,197	\$1,886	\$53,783	\$52,520	\$1,263	\$53,783	\$52,520	\$1,263	\$160,649
2 8	30 FRINGE BENEFIT RATE	28%													***************************************
હ	31 EMPLOYEE FRINGE BENEFITS	\$29,615				\$14,863	\$14,335	\$528	\$15,059	\$14,706	\$354	\$15,059	\$14,706	\$354	\$44,983
33															
8	34 TOTAL SALARIES & BENEFITS	\$135,383				\$67,946	\$65,532	\$2,414	\$68,842	\$67,226	\$1,617	\$68,842	\$67,226	\$1,617	\$205,632
<u>я</u>	35 H.S.A Program x3yrs	\$205,630									-				1,074,000
3															200

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		k.							Document	Document Date: 11/06/18
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5		₽ O	er Nutrition C	ompliance Op	Other Nutrition Compliance Operating Expense Detail	se Detail				
9										
\neg										
8 July 1, 2017 to June 30, 2020										
6								,		
10	Year 1	REVENUE Cost Allocation:	st Allocation:	Year 2	REVENUE Cost Allocation:	st Allocation:	Year 3	REVENUE Cost Allocation:	st Allocation:	TOTAL REVENUE
11 Expenditure Category	7/1/17-6/30/18	H.S.ADAAS	Non-HSA- DAAS	77/178-8/30/19	H.S.ADAAS	Non-HSA- DAAS	7/1/19-6/30/20	H.S.ADAAS	Non-HSA- DAAS	7/1/17-6/30/20
_	80	\$0	\$0	\$0	\$0	\$0	80	80	\$0	0\$
_	\$0	\$0	0\$	80	80	\$0	\$0	\$	\$0	0\$
14 Office Supplies, Postage	80			\$0			\$0			\$0
15 Building Maintenance Supplies and Repair	0\$			0\$	\$0	\$0	80	\$0	\$0	0\$
16 Printing and Reproduction	0\$	\$0	\$0	0\$	\$0	\$0	\$0	0\$	\$0	80
17 Insurance	\$0	\$0	\$0	0\$	\$0	80	\$0	80	\$0	\$0
18 Staff Training	0\$	\$0	\$0	0\$	\$0	80	\$0	80	\$0	80
19 Staff Travei	\$0	\$0	\$0	\$0	\$0	\$0	\$0	20	\$0	80
20 Small Equipment (over \$500 but under \$5,000/item	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
21 Rental of Equipment	0\$	0\$	\$0	0\$	\$0	\$0	\$0	0\$	\$0	80
22	80			0\$			80			\$0
				-	,	1			((0
24 Registered Dietician	\$700	\$344	\$356	\$700	\$344	\$356	\$/00	\$344	\$350	32,100
25	\$0	\$0	\$0	\$0	\$0	\$0	\$0	80	\$0	\$0
26	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
27	\$0	\$0	\$0	0\$	80	\$0	\$0	\$0	\$0	\$0
28	\$0	80	\$0	\$0	\$0	80	80	\$0	\$0	\$0
29 OTHER	\$0			\$0			\$0			
30	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
31	\$0	\$0	\$0	\$0	\$0	\$0	\$0	20	\$0	\$0
32	\$0	\$0	80	80	\$0	\$0	\$0	\$0	\$0	80
33	80	\$0	\$0	0\$	\$0	\$0	\$0	80	\$0	\$0
34	\$0	\$0	\$0	\$0	\$0	\$0	\$0	80	\$0	\$0
35 TOTAL OPERATING EXPENSE	\$700	\$344	\$356	\$700	\$344	\$356	\$700	\$344	\$356	\$2,100
37 TOTAL OPERATING EXPENSE x3yrs	\$2,100								İ	
38 39 HSA #15										1/0/1900
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On Lok Day Services

Nutrition Compliance/Quality Assurance Services:

Cost Per Service Unit:

Proposed Service Units:

Newisian Education	# of units/	Total Year 1	HSA-DAAS	Non-H.S.A	# of units/	Total Year 2	HSA-DAAS	Non-H.S.A	# of units/	Total Year 3	HSA-DAAS	Non-H.S.A
Nurition Education: Annual #sessions (or presentation) a year or # Times a year handouts will be delivered to seniors in HDM		\$ 223.50	\$ 163.00	\$ 60.50	sessions 4.0	\$ 229.75	\$ 163.00	\$ 66.75	sessions 4.0	\$ 229.75	\$ 163.00	\$ 66.75
Nutrition Counseling:												
Annual #hours to be provided	115.0	\$ 149.35	\$ 113.23	\$ 36.12	215.0	\$ 150.90	\$ 131.98	\$ 18.92	215.0	\$ 150.90	\$ 60.56	\$ 18.92
Annual #sessions to be provided		#DIV/0!	#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!
HACCP Kitchen Monitoring (1 unit = 1 session completed)	1.5	\$ 908.67	\$ 825.33	\$ 83.33	1.5	\$ 934.67	\$ 849.33	\$ 85.33	1.5	\$ 934.67	\$ 849.33	\$ 85.33
Site/Route Monitoring (1 unit = 1 session completed):	12.0	\$ 244.83	\$ 239.42	\$ 5.42	16.0	\$ 250.75	\$ 242.00	\$ 8.75	16.0	\$ 250.75	\$ 179.62	\$ 8.75
Menu Planning & Analysis (1 unit = 1 set menu completed)	1.0	\$ 1,483.00	\$ 1,000.00	\$ 483.00	1.0	\$ 1,527.00	\$ 1,030.00	\$ 497.00	1.0	\$ 1,527.00	\$ 1,030.00	\$ 497.00
HDM Assessment (1 units = annual intake assessment & reassessment completed)	335.0	\$ 220.43	\$ 213.22	\$ 7.21	335.0	\$ 223.56	\$ 218.74	\$ 4.83	335.0	\$ 223.56	\$ 218.73	\$ 4.83
· · ·												
OTHER Nutrition Compliance:	5.0	\$ 146.20	\$ 75.00	\$ 71.20	5.0	\$ 146.20	\$ 75.00	\$ 71.20	5.0	\$ 146.20	\$ 75.00	\$ 71.20
In-service training to staff/volunteers (1 unit =1 hour)												
Attend Mandatory OOA Quarterly Meeting (1 unit = 1 hour)	5.0	\$ 146.20	\$ 75.00	\$ 71.20	5.0	\$ 146.20	\$ 75.00	\$ 71.20	5.0	\$ 146.20	\$ 75.00	\$ 71.20

Appendix A1 – Services to be Provided Self-Help for the Elderly Elderly Nutrition Program (ENP), Home-Delivered Meals Effective July 1, 2017-June 30, 2020

I. Purpose

The purpose of this grant is to assist older homebound individuals 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, transferring in and out bed / chair, and walking
CARBON	Contracts Administration, Reporting and Billing On-linesystem
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.
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.
DAAS	Department of Adult and Aging Services
Disability ENP	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. 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 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.
Frail	An individual determined to be functionally impaired in one or both of the

	following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or 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, monitoring and documenting practices and taking corrective actions when failure to meet critical limits is detected.
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.
IADL	Instrumental Activities of Daily Living: activities related to independent living and include preparing meals, shopping for personal items, medication management, managing money, using the telephone, doing heavy housework, doing light housework, and transportation ability (transportation ability refers to the individual's ability to make use of available transportation without assistance).
Low-Income	For ENP programs, 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 DRI for all calculated nutrients.
	(c) At a minimum, values must be determined for calories, protein, fat, saturated fat, fiber, calcium, magnesium, sodium, 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 the HDM consumer may be written nutrition education material in a variety of forms, including but not limited to information sheets, brochures, and booklets. Nutrition education plan and services shall be approved by a Registered Dietitian. 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.
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
Older Adult	Person who is 60 years or older, used interchangeably with Senior.
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.
Senior	Person who is 60 years or older, used interchangeably with Older Adult.
SOGI	Sexual Orientation and Gender Identity; Ordinance No. 159-16 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).
LGBTQ+	An acronym/term used to refer to persons who self-identify as non - heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
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 resident 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 LGBTQ+.

IV. Eligibility for Services

To participate in Home-Delivered Meals, the consumer must meet the following criteria:

- A senior, age 60 or above, who is frail and homebound by reason of illness, disability, isolation, lack of support network and has no safe, healthy alternative for meals.
- Spouse or domestic partner of an eligible senior regardless of age or condition, if an assessment by the HDM provider's social worker or assessment staff concludes that it is in the best interest of the eligible senior.
- An individual with a disability who resides at home with the eligible senior, if an assessment by the HDM provider's social worker or assessment staff concludes that it is in the best interest of the eligible senior.
- Priority shall be given to the eligible senior.

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 Title 22 Regulations, CDA, and OOA Policies and include nutrition education methods for HDM consumers. The HDM program policy and procedures shall also include initial, annual, and quarterly reassessment guidelines. 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:
 - 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 ENP 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 CDA and 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. Conduct annual in-home comprehensive assessment and quarterly reassessments of each consumer to evaluate the consumer's eligibility for enrollment in the HDM program. The assessment shall be conducted according to the OOA Policy Memoranda. At least one quarterly assessment per year must be completed in the home of the consumer.
 - 4. 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.
 - 5. 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.
 - 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
#Unduplicated Consumers	299	328	328
#Meals	70,750	77,113	77,113

- 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.
- C. 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 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, CDA nutrition service standards, and DAAS policies. 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 the consumer data obtained from consumers using the HDM 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 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.

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

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ω 4	HUMAN SERVICES AGENCY	Ξ.	RTMENT OF A	EPARTIMENT OF AGING AND ADULT SERVICES	JLT SERVICES	(0				
	Grantee's Name: SELF-HELP FOR THE FI DFRI Y	a di di di di di di di di di di di di di							Grant Term	
$\overline{}$	(Check One) New Renewal	_ Modification X								
7	Effective Date of Mod: 7/1/2017	No. of Mod					Andrews .		7/1/17 to 6/30/20	
ω.	Program: Enter 1 Prog ONLY (e.g. Cong-ENP, HDM-ENP, Cong-AWD)	Budget	Budget	Modification	Revised Budget	Budget	Modification	Revised Budget	TOTAL	Average cost/meal
0	Annual #Meals Contracted	70,791	73,913	3,200	77,113	73,913	4,800	78,713	226,617	
10		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									
	Salaries & Benefits	\$274,361	\$294,550	\$7,091	\$301,641	\$294,550	\$13,140	\$307,690	\$883,692	\$3.90
ξ ξ	Operating Expense	\$173,618	\$186,555	\$13,738	\$200,293		\$18,104	\$204,659	\$5/8,5/0	\$2.55
	Indirect Percentage (max 10%)									
	Indirect Cost (Line 15 X Line 14, check									
19 7	Gen.Guidance regarding indirect exclusion) Capital Expenditure	\$44,784	\$48,111	\$2,083	\$50,194	\$48,111	\$3,124	\$51,235	\$146,213	\$0.65
-	TOTAL DAAS EXPENDITURES	\$527,542	.\$529,216	\$79,912	\$609,128	\$529,216	\$34,368	\$563,584	\$1,700,254	\$7.50
							A section of the sect			
20	Non-DAAS Expenditures									
21	Salaries & Benefits		\$101,400		\$101,400	\$101,400	Server and the Contract	\$101,400	\$291,798	\$1.29
22 8	Operating Expense	\$171,470	\$162,633	\$6,386	\$169,019	\$162,633	\$9,579	\$172,212	\$512,700	\$2.26
25	TOTAL Non-DAAS EXPENDITURES	\$260,468	\$264,033	\$6,386	\$270,419	\$264,033	\$9,579	\$273,612	\$804,498	\$3.55
C 7			1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			and the second second	and the second of the second of the			
26·	TOTAL DAAS & Non-DAAS EXPENDITURES	600'882\$	\$793,249	\$86,298	\$879,547	\$793,249	\$43,948	\$837,196	\$2,504,752	\$11.05
	HSA-DAAS Revenues									
	Meals	\$494.542	\$529.216	\$22.912	\$552,128	\$529,216	\$34,368	\$563,584	\$1,610,254	
_	Add-Back-Vehicle	\$30,000		Section of the	True of the first feet for		Transfer to some the en		\$30,000	
31	OTO (Local Gen. funds)	\$3,000	, m. 5.	\$57,000	\$57,000		Section of the second		\$60,000	
32	TOTAL HSA-DAAS REVENUES	\$527,542	\$529,216	\$79,912	\$609,128	\$529,216	\$34,368	\$563,584	\$1,700,254	
33	PER MEAL COST, HSA-DAAS	\$6.99	\$7.16	\$7.16	\$7.16	\$7.16	\$7.16	\$7.16	\$7.11	
প্ল										
35	Non-DAAS Revenues									
	Project Income	\$81,545	\$81,545	(\$42,217)	828'888		(\$41,401)	\$40,144	\$161,016	\$0.71
	Agency Cash - Fundraising	\$178,923	\$182,488	\$48,603	\$231 091	8	\$50,980	\$233,468	\$643,482	\$2.84
8 8	Agency In-Kind Volunteer Nitrition Compliance Peysonies	\$34,860	\$34,850		\$34,860	\$34,860		\$34,800	\$104,580	30.45
	Numinal Compliance Neverines									
41	TOTAL NON HSA-DAAS REVENUES	\$295,328	\$298,893	\$6,386	\$305,278	\$298,893	\$9,579	\$308,471	\$909,078	
42	PER MEAL COST, NON HSA-DAAS	\$4.17	\$4.04	\$2.00	36.58	\$4.04	\$2.00	\$3.92	\$4.01	
43	TOTAL REVENUES	\$822,870	\$828,109	\$86,298	\$914,406	\$828,109	\$43,947	\$872,055	\$2,609,332	
4	PER MEAL COST, TOTAL						-		\$11,51	
45	Full Time Equivalent (FTE)							,		
47	Prepared by: Leny Nair								Date: 11/8/18	
84	HSA-CO Review Signature:									
49	HSA#1							-		

	Container For The Elder For the Elder	6:50x18 77718 to 6:30x16 7 6:30x18 77718 to 6:30x16 7 12:075 8:5.000 8:618 8:5.000 13:000 8:2.000 17:000 8:1.445 17:000 8:2.000 17:000 8:2.000 17:000 8:2.000 17:000 8:2.000 17:000 8:2.000 17:000 8:2.000 17:000 8:2.000		512.075 512.075 513.619 513.619 513.619 513.619 513.619 513.619 511.700 511.700 511.700 511.700 511.700 511.700 511.700 511.700		Appendix BB, pp 11/8/2016 BUDGET SALARY ST12,675 S12,675 S12,675 S12,675 S13,780 S13,780 S13,780 S11,700 S11,700 S11,700 S11,700 S11,700 S11,700 S11,700 S11,700	9. 2 TOTAL TOTAL TILIT to 6/3020 Budgeted Salary Salar
H.S.A.DAS	H.S.A-DAAS	89,873 77,718 to 8930.19 77,718 to 8930.19 77,718 to 8930.19 77,718		512.075 512.075 512.075 512.075 512.075 512.005 511.700 511.700 511.700 511.700 511.700 511.700 511.700 511.700 511.700 511.700 511.700 511.700		BUDGET SALKRY STILOTS	TOTAL TITIT to 60020 Budgeted Salery 51,268 582,169 594,217 594,217 594,217 594,217 594,217 594,217 594,217 594,217 594,217 594,217 594,217 594,217 594,217 594,217 594,217 594,217 594,217 594,217 594,217 594,320 594,320 594,320 594,320 594,320
1.5 A.D.A.A.S. A.D.A.A.S. A.D.A.A.S. A.D.A.A.S. A.D.A.A.S. A.D.A.A.S. A.D.A.A.S. A.D.A.A.S. A.D.A.A.S. A.D.A.A.S. A.D.A.A.S. A.D.A.A.S. A.D.A.A.S. A.D.A.S. A.D.A.A.S. A.D.A.S.	H.S.A-DAAS	Salary Modification E Salary Modification E 2.075 S5.000 S1.015 S5.000 S1.015 S5.000 S1.015 S5.000 S1.015 S5.000 S1.015 S5.000 S1.000 S		SEG. 8827 SEG. 8827 SEG. 8827 SEG. 8827 SEG. 8827 SEG. 8827 SEG. 8827 SEG. 8827 SEG. 8827 SEG. 8827		BUDGET SALARY SALARY SALARY ST. 184 ST. 184 ST. 188 ST. 188 ST. 188 ST. 188 ST. 188 ST. 188 ST. 188 ST. 188 ST. 188 ST. 188 ST. 188 ST. 188 ST. 1700 ST. 1700 ST. 1700 ST. 1700 ST. 1700 ST. 1700 ST. 1700 ST. 1700 ST. 1700	Budgeted Salary
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Colin Coli	Number Number Fig. Num	85,000 28. 20.000 28.	워크 반의 그는 반으는 다른 분들이 되어서 이 이 이 이 이 어떻게 되면 수 없는데 그는 요란 것	\$12.075 \$12.075 \$12.075 \$12.075 \$12.075 \$12.090 \$17.000 \$17.000 \$17.000 \$17.000 \$17.000 \$17.000 \$17.000 \$17.000 \$17.000 \$17.000 \$17.000 \$17.000 \$17.000 \$17.000 \$17.000	\$5,825 \$3,200 \$3,500 \$3,1007	\$13,710 \$13,710 \$13,710 \$12,675 \$23,400 \$23,400 \$11,700 \$11,700 \$11,700 \$11,700 \$11,700 \$11,700	\$17.06 \$22.150 \$40.501
Columnication Columnicatio Columnication Columnication Columnication Columnication	HOM Transp Manager FC		\$17,075 \$12,675 \$12,675 \$12,675 \$12,675 \$13,700 \$13,70	\$12.075 \$13.718 \$12.675 \$12.675 \$12.675 \$12.630 \$13.630 \$11.70	\$3.221 \$3.221 \$2.826	\$17,075 \$13,719 \$12,675 \$12,675 \$23,400 \$23,400 \$13,863 \$13,863 \$11,700 \$11,700 \$11,700 \$11,700 \$11,700 \$11,700	\$42.15 \$42.15 \$40.501 \$50.21 \$50.21 \$50.21 \$50.20 \$
Cold Description Cold Descri	Column C		\$12.675 \$12.675 \$12.675 \$21.406 \$15.595 \$15.595 \$15.595 \$13.700 \$13.70	\$13,718 \$12,675 \$12,675 \$12,675 \$13,675 \$13,675 \$11,700 \$11,70	22.826	\$13,719 \$12,655 \$21,156 \$23,400 \$13,863 \$13,863 \$13,863 \$11,700 \$11,700 \$11,700 \$11,700 \$11,700 \$11,700 \$11,700	\$40.501 \$37.245 \$40.501 \$40.602 \$40.60
Colument Colument	HÜM Diverfild S33,800 S00 F00 F00 F00 F00 F00 F00		\$12.675 \$12.676 \$12.676 \$13.690 \$13.700 \$13.700 \$13.700 \$17.00	\$12,675 \$21,168 \$21,168 \$12,843 \$12,843 \$11,700 \$11,70	\$2,826	\$12,675 \$12,675 \$21,188 \$21,188 \$11,780 \$13,865 \$13,865 \$11,700 \$11,700 \$11,700 \$11,700	\$37.245 \$40,000 \$62,100 \$52,100 \$53,10
Column C	HDM Diverify S32,300 100% 75% 75% 66% 51,300 HDM Diverify S32,200 100% 43% 43% 51,300 HDM Diverify S32,200 100% 43% 43% 51,300 HDM Diverify S32,200 77% 75% 56% 51,300 HDM Diverify S31,200 50% 75% 38% 51,300 HDM Diverify S31,200 50% 75% 38% 51,300 HDM Workerfy S31,200 50% 75% 38% 51,300 HDM Workerfy S31,200 50% 75% 38% 51,300 HDM Workerfy S31,200 50% 75% 38% 51,300 HDM Workerfy S31,200 50% 75% 38% 51,300 HDM Workerfy S31,200 100% 55% 54% 54% 54% 54% 54% 51,300 HDM Workerfy S31,200 100% 55% 75% 56% 58,500 HDM Workerfy S31,200 100% 55% 75% 56% 58,500 HDM Workerfy S31,200 100% 55% 75% 56% 56,500 HDM Workerfy S31,200 75% 75% 56% 58,500 HDM Workerfy S31,200 75% 75% 56% 58,500 HDM Workerfy S31,200 75% 75% 56% 58,500 HDM Workerfy S31,200 75% 75% 56% 58,500 HDM Workerfy S31,200 75% 75% 56% 58,500 HDM Workerfy S31,200 75% 75% 56% 58,500 HDM Workerfy S31,200 50% 75% 75% 56% 51,500 HDM Workerfy S31,200 50% 75% 75% 56% 51,500 HDM Workerfy S31,200 50% 75% 75% 56% 51,500 HDM Workerfy S31,200 50% 75% 75% 56% 51,500 HDM Workerfy S31,200 50% 75% 75% 56% 51,500 HDM Workerfy S31,200 50% 75% 75% 56% 51,500 HDM Workerfy S31,200 50% 75% 75% 25% 51,500 HDM Workerfy S31,200 50% 75% 75% 25% 51,500 HDM Workerfy S31,200 50% 75% 75% 25% 51,500 HDM Workerfy S31,200 50% 75% 75% 25% 51,500 HDM Workerfy S31,200 50% 75% 75% 25% 51,500 HDM Workerfy S31,200 50% 75% 75% 25% 51,500 HDM Workerfy S31,200 50% 75% 75% 25% 51,500 HDM Workerfy S31,200 50% 75% 75% 25% 51,500 HDM Workerfy S31,200 50% 75% 75% 25% 51,500 HDM Workerfy S31,200 50% 75% 75% 25% 51,500 HDM Workerfy S31,200 50% 75% 75% 25% 51,500 HDM Workerfy S31,200 50% 75% 75% 25% 51,500 HDM Workerfy S31,200 50% 75% 75% 25% 51,500 HDM Workerfy S31,200 50% 75% 75% 25% 51,500 HDM Workerfy S31,200 50% 75% 75% 25% 51,500 HDM Workerfy S31,200 50% 75% 75% 25% 25% 25% 25% 25% 25% 25% 25% 25% 2		51,158 51,158 51,282 51	\$27.158 \$23.400 \$11.28 \$11.28 \$15.28 \$15.28 \$11.200 \$11.200 \$11.700 \$1	\$2.8.58 \$1.1.00d	\$1.585 \$23.400 \$13.863 \$18.765 \$11.700 \$11.700 \$11.700 \$11.700 \$11.700 \$11.700 \$11.700	282, 109 282, 109 283, 381 283, 383, 383 283, 38
Color Colo	Column C		\$23,400 \$13,652 \$14,090 \$13,700 \$13,700 \$11,700 \$11,700 \$14,000 \$11,000 \$14,000 \$11,000 \$14,00	\$523,400 \$11,863 \$12,090 \$11,700 \$11,700 \$11,700 \$11,700 \$17,0	52.826	\$12,400 \$12,863 \$12,080 \$17,700 \$11,700 \$11,700 \$11,700 \$17,000	\$68,640 \$33,381 \$49,673 \$36,320 \$36,320 \$36,320 \$36,320 \$36,430 \$37,400 \$15,763
Colonearity State	HDM Diverficial S22,240 100% 43% 43% 58655 HDM Diverficial S22,240 50% 75% 58% 581,310 S13,210 HDM Worker/LY S31,200 50% 75% 38% S10,320 HDM Worker/LY S31,200 50% 75% 38% S10,320 HDM Worker/LY S31,200 50% 75% 38% S10,320 HDM Worker/LY S31,200 50% 75% 38% S10,320 HDM Worker/LY S31,200 50% 75% 38% S10,320 HDM Worker/LY S31,200 50% 75% 58% S10,320 HDM Worker/LY S31,200 100% S5% 11% S10,320 HDM Worker/LY S11,200 100% S5% 11% S10,320 HDM Worker/LY S11,200 100% S5% 10% S2,400 HDM Worker/LY S11,200 100% S5% 10% S2,400 HDM Worker/LY S11,200 75% 75% 56% S10,320 S10,320 HDM Worker/LY S11,200 25% 75% 19% S2,400 HDM Worker/LY S11,200 50% 75% 19% S2,400 HDM Worker/LY S11,200 50% 75% 19% S2,400 HDM Worker/LY S11,200 50% 75% 19% S2,400 HDM Worker/LY S11,200 50% 75% 19% S2,400 HDM Worker/LY S11,200 50% 75% 38% S10,520 HDM Worker/LY S11,200 50% 75% 75% S6% S10,520 HDM Worker/LY S11,200 50% 75% 25% S6% S10,520 HDM Worker/LY S11,200 50% 75% 25% S6% S10,520 HDM Worker/LY S11,200 50% 75% 50% S10,520 HDM Worker/LY S11,200 S0% 75% 50% S6% S65,520 HDM Worker/LY S11,200 S0% 55% 50% S66,520		\$13.65 \$16.95 \$16.95 \$13.70 \$13.70 \$12.845 \$11.70 \$1.7	813.683 815.099 811.700 811.700 811.700 817.000 817.000 817.000 87.686 85.66 882	22.826	\$12,863 \$12,080 \$17,000 \$11,700 \$11,700 \$11,700 \$17,000 \$17,000	\$33,381 \$44,673 \$37,490 \$36,320 \$36,320 \$35,465 \$34,320 \$57,400 \$15,763
Column C	HOM DiverFTW \$22,240 50% Tesh 38% \$18,020 HOM Worker/TEH 531,200 50% Tesh 38% \$11,020 HOM Worker/TCH 531,200 50% Tesh 38% \$10,020 HOM Worker/TCH 531,200 50% Tesh 38% \$10,020 HOM Worker/TCH 531,200 100% 58% Tesh 38% \$10,020 HOM Worker/TCH 531,200 100% 58% Tesh 38% \$10,020 HOM Worker/TCH 531,200 100% 58% Tesh 38% \$10,020 HOM Worker/TCH 531,200 Tesh HOM Worker/TCH Tesh HOM HOM HOM Tesh HOM HOM Tesh HOM Tesh HOM Tesh HOM Tesh HOM Tesh HOM Tesh HOM Tesh HOM Tesh HOM Tesh HOM Tesh HOM Tesh HOM Tesh HOM Tesh HOM Tesh HOM T		\$15,898 \$13,700 \$13,700 \$17,00	\$15.090 \$1.000 \$11.000 \$11.700 \$11.700 \$17.000 \$17.000 \$17.000 \$1	\$51.007	\$18,785 \$17,000 \$11,700 \$11,700 \$17,000	\$49.873 \$30,320 \$36,320 \$35,450 \$34,320 \$34,320 \$34,320 \$15,763
STATUS S	HOM Worker/LX		\$13,700 \$11,700 \$11,700 \$17,00	999/228 999/228 999/228 999/228		\$11,700 \$11,700 \$11,700 \$17,000 \$17,000 \$17,000 \$17,000	\$36,320 \$36,320 \$35,432 \$35,40 \$57,400 \$15,763
COUNTRY COUN	HDM Worker/MY		\$13.700 \$17.805 \$17.000 \$481 \$481 \$481 \$522.667	10.00 11.00	7. C. C. C. C. C. C. C. C. C. C. C. C. C.	\$11,700 \$11,700 \$11,700 \$17,000	\$36,320 \$35,465 \$34,320 \$57,400 \$15,763
Column C	HDM Worker/TC S31,200 S31,200 HDM Worker/TC S31,200 HDM Worker/TC S31,200 HDM Worker/TC S31,200 HDM Worker/TC S31,200 HDM Worker/TC S1,200 HDM Worker/TC S1,200 HDM Worker/TC S1,200 HDM Worker/TC S1,200 HDM Worker/TC S1,200 HDM Worker/TC S1,200 HDM Worker/TC S1,200 HDM Worker/TC S1,200 HDM Worker/TC S1,200 HDM Worker/TC S1,200 HDM Worker/TC S1,200 HDM Worker/TC S1,200 HDM Worker/TC S1,200 HDM Worker/TC S1,200 S1,200 HDM Worker/TC HDM Worker/TC HDM HDM HDM HDM HDM HDM HDM HDM HDM HDM		\$12,845 \$11,700 \$17,000 \$491 \$491 \$492 \$68,974	11,700 11,000 10,000 10	Leo:118	\$11,700 \$11,700 \$17,000 \$1,636	\$35,465 \$34,320 \$57,400 \$15,763
Vortice Vote	HDM Worker(ZX S31, 200 100% 59% 54% 523, 400 100% 54% 54% 523, 400 100% 54% 54% 523, 400 100% 54% 54% 523, 400 100% 54% 11% 51,536 11% 51,		715 838 7.68 832 838 7.68 838	\$11,700 \$17,000 \$7,635 \$227,666	Estimate A	\$11,700	\$34,320 \$57,400 \$15,763
COUNTY C	HDM Worker/LX		197.002.718 198.002.728 199.002.728	\$17,636 \$7,636 \$227,668	1.00,118	\$7,636	\$15,763
TOTAL DASS SALVERS S SECRETARIAN DASS SALVERS S SECRETAR	TOTALS TOTALS TOTALS TOTALS TOTALS S 673.002 1280% 1075% 6800% 5271.2800 1076% 6800%		\$222,667	\$2227,688	\$11,047	200	
TOTAL BAS SALARES A S	TOTAL DAAS SALARIES & 673.002 1280% 1075% 680% 5271,280		\$232.657	\$2227,688	\$11,047	*********	
TOTAL DAS SALAKRES A. SECTION THE LEMINOR BENEFIT S. SECTION TOTAL DAS SALAKRES A. SECTION THE LAM WORKER TRANSCRIPTION TOTAL	FRINGE BENETIT RATE 29.44% FRINGE BENETIT RATE 29.44% SESTITION TOTAL DAAS SALARIES & 188.122 SENTIALE TOTAL DAAS SALARIES & 187.134 Non - DAAS FRINGE BENETIT RATE TOTAL DAAS Non - DAAS FRINGE BENETIT SALARIES & 187.134 FRINGE BENETIT SALARIES & 187		\$232,667	\$227,666	\$11,047		
Section Sect	FRINGE BENEFIT FATE		\$68,974	286,882		21.28.79	4887 687
Proce Benefit Pate Pate	TOTAL DAAS	3	\$68,974	\$66 ₈₈₂			
Secretary Secr	TOTAL DAAS TOTAL DAAS Non - DAAS Non - DAAS Non - DAAS Non - DAAS Non - DAAS Armel Full Triesbally for 1 Total % Nutr Adjusted File (a) Prog (b) Nutr Trie S 31,200 75% 75% 56% 515,380 C Call HDM Worker S 31,200 75% 75% 19% 515,380 C Call HDM Worker S 31,200 25% 75% 19% 515,380 C Call HDM Worker S 31,200 25% 75% 19% 515,380 C Call HDM Worker S 31,200 25% 75% 19% 515,380 C Call HDM Worker S 31,200 25% 75% 19% 515,380 C Call HDM Worker S 31,200 25% 75% 19% 515,380 C Call HDM Worker S 31,200 25% 75% 19% 515,380 C Call HDM Worker S 31,200 25% 75% 19% 515,380 C Call HDM Worker S 31,200 33% 75% 25% 510,920 HDM Worker/LX S 31,200 33% 75% 25% 510,920 HDM Worker/LX S 31,200 33% 75% 25% 510,920 HDM Worker/LX S 31,200 33% 75% 25% 510,920 HDM Worker/LX S 31,200 33% 75% 25% 510,920 HDM Worker/LX S 31,200 53% 75% 25% 510,920 HDM Worker/LX S 31,200 53% 75% 25% 510,920 HDM Worker/LX S 31,200 52% 75% 35% 55% 510,920 HDM Worker/LX S 31,200 53% 75% 25% 510,920	28	\$68,974	\$66,882		2000 00000	29.44%
COUNT DAAS SALARIES & STITUTOR STITUTO	TOTAL DAAS SALARIES & ST7,134 Non - DAAS Non - DAAS Non - DAAS Non - DAAS Annual Ful Total & *Nut Adjusted Budget Last File (a) Prop (b) Nut File Salaw Vor Call HDM Worker S 31,200 75% 75% 56% 516,390 C O Call HDM Worker S 31,200 75% 75% 19% 55% 516,390 C O Call HDM Worker S 31,200 25% 75% 19% 55,460 C O Call HDM Worker S 31,200 50% 75% 38% 516,390 C O Call HDM Worker S 31,200 50% 75% 38% 516,390 C O Call HDM Worker S 31,200 50% 75% 38% 516,390 C O C D C D C D C D C D C D C D C D C D		\$301,641	Too oo	CO CO	269 075	0501 030
OOTIL DAAS FERTINS STACAST	Non - DAAS		\$301,641		262,299	6)6,000	000,1000
Von - DAS	Non - DAAS		5301,641				
Von - DAAS	Non - DAAS Agency Totals For DAAS Meal Annual Full Transal Full Fire (a) Prog (b) Nur Free Salary Free (a) Prog (b) Nur Free Salary Free (a) Prog (b) Nur Free Salary Free (a) Prog (b) Nur Free Salary Salary Free (a) Prog (b) Nur Free Salary Salar			\$284,550	\$13,140	5307,053	2883,892
Through Full Fire Part Fire Part Fire Part Fire Part Fire Part Fire Part Fire Part Fire Part Fire Part Fire Part Fire Part Fire Part Fire Part Fire Part Fire Part Fire Part Fire Part Part Fire Part Part Fire Part	POSITION TITLE and NAME Treeslay for Troal % Num rate Revieed Budget Last Proceedings Proc			525775 a.e.	2000 S200 S200 S200 S200 S200 S200 S200		TOTAL
COSTION TITLE and NAME FTE TTE TTE FTE TTE FTE TTE FTE TTE FTE TTE	POSITION TITLE and NAME FTE 15 Fig (a) Prog (b) Nuir FTE 8 Salary CO Call HDM Worker 5 31,200 75% 75% 56% 516,380 CO CALL HDM Worker 5 31,200 75% 75% 15% 56% 516,380 CO CALL HDM Worker 5 31,200 25% 75% 15% 15% 55,460 CO CALL HDM Worker CO CALL HDM Worker 5 31,200 25% 75% 15% 15% 55,460 CO CALL HDM Worker CO CALL HDM WORKER CO CALL HDM			Last BUDGET	- 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Revised Budget	Budgeted
On Call Holm Worker \$ 13,200 75% 75% 85% 811,350 817,550 817,550 On Call Holm Worker \$ 31,200 75% 75% 75% 75% 75% 815,300 817,550 817,550 817,550 On Call Holm Worker \$ 31,200 25% 75% 15% 75%<	On Call HDM Worker \$ 31,200 75% 75% 55% 516,300 On Call HDM Worker \$ 31,200 75% 75% 55% 55,330 On Call HDM Worker \$ 31,200 25% 75% 19% 55,450 On Call HDM Worker \$ 31,200 25% 75% 19% 55,460 HDM Worker/CL \$ 31,200 25% 75% 35% 510,520 HDM Worker/LX \$ 531,200 50% 75% 35% 510,520 HDM Worker/LX \$ 531,200 33% 75% 25% 510,520 HDM Worker/LX \$ 531,200 33% 75% 25% 510,520 HDM Worker/LX \$ 531,200 33% 75% 25% 510,520	Modification		SALARY		Salary	Salary
Access	On Call HDM Worker S 31,200 75% 75% 15% 15% 5300 On Call HDM Worker S 31,200 25% 75% 15% 15% 55,460 On Call HDM Worker S 31,200 25% 75% 15% 35% 55,460 HDM WorkerfDL S31,200 50% 75% 36% 510,520 HDM WorkerfLX S31,200 50% 75% 25% 510,520 HDM WorkerfLX S31,200 33% 75% 25% 510,520 HDM WorkerfLX S31,200 33% 75% 25% 510,520 HDM WorkerfLX S31,200 33% 75% 25% 510,520 HDM WorkerfLX S31,200 33% 75% 25% 510,520 HDM WorkerfLX S31,200 33% 75% 25% 510,520 HDM WorkerfLX S31,200 33% 75% 25% 510,520 HDM WorkerfLX S31,200 33% 75% 25% 510,520 HDM WorkerfLX S31,200 33% 75% 25% 55% 510,520 HDM WorkerfLX S31,200 33% 75% 25% 55% 510,520 HDM WorkerfLX S31,200 33% 75% 55% 55% 55% 510,520 HDM WorkerfLX S31,520 S	17.550	\$17,550	\$17,550		\$17,550	\$51,480
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APPENDIX A1 - SERVICES TO BE PROVIDED INSTITUTE ON AGING

Home-Delivered Meals for Adults with Disabilities Assessment (HDM-AWD) Effective July 1, 2017 – June 30, 2020

I. PURPOSE

The purpose of this grant is to conduct intake and comprehensive assessment for AWD consumers requesting for HDM, to determine their eligibility for this program, to refer the consumer to the appropriate meal service provider, and to provide referral to other services as needed to enable these consumers to continue to remain living in their home, avoid institutionalization, and maintain the optimum level of functioning in the most independent setting.

II. **DEFINITIONS**

DEFINITIONS	
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	Person 18-59 years of age living with a disability.
CARBON	Contracts Administration, Reporting, and Billing Online 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.
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.
Frail	An individual determined to be functionally impaired in one or both of the following areas: (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.
Grantee	Institute On Aging
HSA	Human Services Agency of the City and County of San Francisco
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

IOA: HDM-AWD Assessments

7/1/17 to 6/30/20

	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
LGBTQ+	An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Low-Income	At or below 300% 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 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	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

IOA: HDM-AWD Assessments 7/1/17 to 6/30/20 Rev. 11/8/18

Nutritionist (RDN)	professional liability insurance either individually (if a consultant) or through Grantee.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9</i>).

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 LGBTQ+.

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 consumers 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. Grantee will develop and maintain current policies and procedures with the approval of DAAS-OOA to meet the needs of the consumers and program standards.
- B. Grantee will provide intake and assessment services by qualified social worker(s) possessing either a BSW or MSW. Intake and assessment services include:
 - 1. **Initial Intake**: Intake and screening of calls from referring agencies or individuals for HDM for non-senior adults with disabilities. During the intake process, when HDM is not yet available, the intake staff will refer the case to other social service supports as needed.
 - 2. Comprehensive Assessment: Collection of information about a consumer with multiple needs (social, environmental, physical and mental) and determination of the initial and/or on-going eligibility of receiving home-delivered meals. The initial assessment shall be conducted at the client's home before meal services are provided. Initial and on-going eligibility shall be evaluated according to the OOA standards as specified in its policy manual. The assessment form shall be approved by the OOA.
 - 3. **Reassessment:** At least every six (6) months, reassessment shall be conducted in the participant's home to ensure that the consumer continues to meet program eligibility requirements. Reassessments shall be documented.
 - 4. Other Related Service: Referring and assigning appropriate consumers to the participating HDM service providers, maintaining and prioritizing a waiting list according to OOA requirements and coordinating regular meetings with the

IOA: HDM-AWD Assessments

7/1/17 to 6/30/20

participating HDM service providers. Grantee shall meet with HDM providers on a quarterly basis and follow-up on participants, discuss any issues, and provide technical assistance as needed. Grantee will refer consumers screened at high nutrition risks to nutrition counseling and/or nutrition education services.

- C. Grantee must maintain all consumer data in a confidential manner.
- D. Conduct consumer satisfaction survey yearly and provide results to OOA Program Analyst by March 15th. The survey tool will be provided by OOA.
- E. The Grantee will attend the in-service training coordinated and provided by the OOA and share relevant information with their staff and volunteers.
- F. The Grantee will have to be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules.
- G. The Grantee will complete the California Department of Aging (CDA) Security Awareness Training annually during the term of the grant.

VI. SERVICE OBJECTIVES

On an annual basis:

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

VII. OUTCOME OBJECTIVES

To provide quality services that attains a high satisfaction level from participants. At least 85% of participants are satisfied with the service delivery by staff and/or volunteers.

VII. REPORTING REQUIREMENTS

- A. Grantee will enter into CA-GetCare all the units of service in the Service Recording Tool by the 5th working day of the month for the preceding month.
- B. Grantee will provide a monthly report of number of meals served as described in Section V Service Objectives. Grantee will enter the number of meals provided in CARBON database by the 15th of the following month.
- C. Grantee will enter the annual Outcome Objective metrics in the CARBON database by the 15th of the month following the end of the program year.
 - The percentage of participants surveyed that have indicated excellent or good in rating the service delivery by staff and/or volunteers.
- 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 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.

IOA: HDM-AWD Assessments

7/1/17 to 6/30/20 Rev. 11/8/18 F. 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/HSA P.O. Box 7988 San Francisco, CA 94120 David.kashani@sfgov.org Sarah Chan/OOA 1650 Mission Street, 5th Floor San Francisco, CA 94103 sarah.chan@sfgov.org

VIII. MONITORING ACTIVITIES

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

IOA: HDM-AWD Assessments

7/1/17 to 6/30/20 Rev. 11/8/18

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3 4						HUMAN	SERVICES AG BY PR	ENCY BU	IDGET SUI	MARY					
5	Contractor Name:									Term					
8 7		Aging	fication						July 1, 2	017 to June 3	0, 2020				
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	If modification, Effective Date of Mo Program: Nutrition Compliance for ENP- Indicate HDM or Congregate		REVENUE Cos	it		REVENUE Cos	Allocation:				REVENUE Cos	st Allocation:			
	Budget Reference Page No.(s)	Year 1	H.S.ADAAS	Non-HSA- DAAS	Original Year 2	H.S.ADAAS	Modification	Revised Year 2	on-HSA-DAA	Original	H.S.ADAAS	Modification	Revised Year 3	on-HSA-DAA	Total Revenue
11	Program Term Expenditures	7/1/17-6/30/18			7/1/18-6/30/19		Province Control of the Control of t			7/1/19-6/30/20	·	465006006000			7/1/17 to 6/30/20
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50		\$35,064	\$35,064		\$34,806	\$34,806	\$27,397	\$62,203		\$34,808	\$34,806	\$26,993	\$61,799		\$159,060
51	Subtotal Direct	\$273,545	\$273,545		\$280,442 10.0%	\$280,442 10.0%	\$33,925 10.0%	\$314,387 10.0%	 	\$280,442 10.0%	\$280,442 10.0%	\$33,925 10.0%			\$902,271
52 53		10.0% \$27,355	10.0% \$27,355		\$28,043	\$28,043	\$3,393	\$31,436		\$28,043	\$28,043	\$3,393	\$31,438		\$90,22
54	Pass-Through Expense								0.14 (15.14)	*****		2010-100 CHESTON	£245 000	140.00,000	\$992,50
55 56		\$300,900	\$300,900	1 4 5 14 4 17 8 6 V	\$308,485	\$308,485	\$37,318	\$345,803	100000000000000000000000000000000000000	\$308,485	\$308,485	\$37,318	\$345,803		\$992,500
57	Salaries & Benefits	\$2,273	\$2,273		\$2,273	\$2,273		\$2,273		\$2,273	\$2,273		\$2,273		\$6,81
58	Operating Expense		44.40-		60.070	40.070	WARREST HORSE SAN	\$2,273	ļ	\$2,273	\$2,273		\$2,273		\$8,81
59 60		\$2,273 10.0%	\$2,273 10.0%		\$2,273 10.0%	\$2,273 10.0%	10.0%	\$2,273		10.0%	\$2,273 10,0%	10.0%			10
61	Indirect Expense	\$227	\$227		\$227	\$227		\$227		\$227	\$227		\$227		\$68
62		\$2,500		The State of	\$2,500			\$2,500		\$2,500	\$2,500		\$2,500		\$7,50 \$1,000,00
63	GRAND Total Expenditures HSA Revenues	\$303,400	\$303,400	5-420059-209256	\$310,985	\$310,965	\$37,318	\$348,303		\$310,985	\$310,985	\$37,318	\$348,303		\$1,000,000
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_	Prepared by: Laura Liesem		Telephone No.	415,750-876	31										Date
76	HSA-CO Review Signature: HSA #1														IONGEROSE INVESTORIES
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30 TOTALS	\$153,239	200%	2%	2%	\$1,818	\$1,818		\$1,818	\$1,818		\$1,818		\$1,818	\$1,818	3	\$1,818	-	\$5,455
31 32 FRINGE BENEFIT RATE	25%										sparent l					• 55550,000 •		
33 EMPLOYEE FRINGE BENEFITS	\$38,310				\$455	\$455		\$455	\$455		\$455		\$455	\$455	1	\$455	2	\$1,364
35											sympol					nas agrava 🛊		
36 TOTAL SALARIES & BENEFITS	\$191,549				\$2,273	\$2,273		\$2,273	\$2,273		\$2,273		\$2,273	\$2,273		\$2,273		\$6,818
TOTAL SALARIES & BENEFITS for H.S.A 37 Program x3yrs	\$6.818				-													
38 HSA #14																	Document	Document Date: 1/31/2018

A AC	Appendix B1, Page 3	TOTAL REVENUE	\$51,888	\$2,241	\$6,500		\$5,100	\$1,850	\$21,000	\$52,342	\$7,735							\$6,450	\$3,960				\$159,066	Document Date: 1/31/2018
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Z A		t Allocation: Revised	\$17,800	\$769	\$2,280		\$1,900	\$750	\$7,500	\$26,171	\$1,159							\$2,150	\$1,320			-	\$61,799	
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о В	HDM Assessment Operating Expense Detail		စ္က	\$747	\$2,000		\$1,700	\$750	\$7,000	\$26,171	\$2,576	-	-					\$2.150	\$1,320				\$62,203	
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E G		REVENUE Cost Allocation: Non-HSA-		\$725	\$2,220		\$1,500	\$350	\$6,500		\$4,000	.[1				27	\$1 320				064	
D	Congregate		'_		5													_					\$35,064	
B	rdicate HDM or	Year1	\$16.299	\$725	\$2,220		\$1,500	\$350	\$6,500		\$4,000							037 03	\$1.320				\$35,064	000,801.6
∢	Program: Nutrition Compliance for ENP- Indicate HDM or Congregate (Same as Line 9 on HSA #1) TERM: TERM: 2017 to June 30, 2020	Evicacidities Catalona	Syberionale Calegory	Utilities(Elec Water Gas Phone Scavenger)	Office Supplies, Postage	Building Maintenance Supplies and Repair		Staff Training	Staff Travel	Temp support	Small Equipment (under \$5,000/item)	Rental of Equipment	SUBCONTRACTORS Descriptive Title				· ·	OTHER COMMENDATES 1004 A.C.	32 AWD-HDM Fortiniment Plan	}	N		39 TOTAL OPERATING EXPENSE	40 10 IAL OFERALING EXPENSE XS/IS 41 42 HSA #13
	1 Program: N 5 (Same as Li 7 7 7 8 8 8 8 9 1 TERM: 10 July 1, 2017	12 12 13 13 13 13 13 13 13 13 13 13 13 13 13		15 Utilities(Flec	16 Office Supplie	17 Building Main	19 Insurance	20 Staff Training	21 Staff Travel	22 Temp support	23 Small Equipn		25 SUBCONTRA	28	29 c	30 d	31 e	32 OTHER	34 AWD-HDM	35 ×	36 w	37 v	38 39 TOTAL OP	CO FEET OF

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12 POSITION TITLE	Annual Full TimeSalary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	H.S.ADAAS	Non-HSA- DAAS		H.S.ADAAS Modification	odification	Revised	Non-HSA- DAAS	Budgeted Salary	H.S.ADAAS Modification	Modification	Revised	Non-HSA- DAAS	
13 Lead Assessment Coordinator	%001 6EL'19\$	100%	100%	100%	\$57,188	\$57,188		\$58,904	\$58,904	\$6,862	\$65,766		\$58,904	\$58,904	\$8,835	\$67,739		\$190,692
14 Assessment Coordinator 1	\$54,075 100%	100%	100%	100%	\$50,000	\$50,000		\$51,500	\$51,500	\$1,000	\$52,500		\$51,500	\$51,500	\$2,575	\$54,075		\$156,575
15 Assessment Coordinator 2	\$54,075	80%	100%	809	\$30,000	\$30,000		\$30,900	\$30,900	\$450	\$31,350		\$30,900	\$30,900	\$1391	\$32,291		\$93,641
16 Director of Community Programs	\$85,500	100%	41%	41%	\$33,077	\$33,077		\$34,069	\$34,069		\$34,069		\$34,069	\$34,069	\$1,022	\$35,091		\$102,238
17 IOA Connect Intake Specialist	\$42,000	100%	17%	17%	\$6,720	\$6,720		\$6.922	\$6,922		\$6,922		\$6,922	\$6,922	\$207	\$7,129		\$20,771
18 Regional Director	\$108,000 100%	100%	2%	2%	\$10,800	\$10,800		\$11,124	\$11,124		\$11,124		\$11,124	\$11,124	(\$5,395)	\$5,729		\$27,653
19 Vice President of Community Living Servi	\$150,000	100%			\$3,000	\$3,000		\$3,090	\$3,090	(\$3,090)			\$3,090	\$3,090	(\$3,090)			\$3,000
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30 TOTALS	\$561,389	%099	363%	323%	\$190,785	\$190,785		\$196,509	\$196,509	\$5,222	\$201,731		\$196,509	\$196,509	\$5,545	\$202,054		\$594,569
32 FRINGE BENEFIT RATE	25%								etwädi Refere									
33 EMPLOYEE FRINGE BENEFITS	\$140,347				\$47,696	\$47,696		\$49,127	\$49,127	\$1,306	\$50,433		\$49.127	\$49,127	\$1,386	\$50,514		\$148,643
¥ 88				7.00											- (5) 7			
36 TOTAL SALARIES & BENEFIT'S	\$701,736				\$238,481	\$238,481		\$245,636	\$245,636	\$6,528	\$252,164		\$245,636	\$245,636	\$6,932	\$252,568		\$743,213
7 TOTAL SALARIES & BENEFITS for H.S.A 37 Program x3yrs	\$743,212																	
38 HSA #12																	Document [Document Date: 1/31/2018

Institute on Aging

Nutrition Compliance/Quality Assurance Services:

Cost Per Service Unit:

Proposed Service Units:

	Year 1	Total Year 1	HSA-DAAS	Non-H.S.A		Total Year 2	HSA-DAAS	Non-H.S.A	Year 3	Total Year 3	HSA-DAAS	Non-H.S.A
Nurition Education:	# of units/ sessions				# of units/ sessions				# of units/ sessions			
Annual #sessions (or presentation) a year or # Times a year handouts will be delivered to seniors in HDM		N/A	N/A	N/A		N/A	N/A	N/A		N/A	N/A	N/A
Nutrition Counseling:												
Annual #hours to be provided		N/A	N/A	N/A		N/A	N/A	N/A		N/A	N/A	N/A
Annual #sessions to be provided	·	N/A	N/A	N/A		N/A	N/A	N/A		N/A	N/A	N/A
HACCP Kitchen Monitoring (1 unit = 1 session completed) Site/Route Monitoring (1 unit = 1 session completed):		N/A N/A	N/A N/A	N/A N/A		N/A N/A	N/A N/A	N/A N/A		N/A N/A	N/A N/A	N/A N/A
Menu Planning & Analysis (1 unit = 1 set menu completed)		N/A	N/A	N/A		N/A	N/A	N/A		N/A	N/A	N/A
HDM Assessment (1 units = annual intake assessment & reassessment completed)	779		\$ 386	\$ -	873	396	396		873	396	396	
OTHER Nutrition Compliance: In-service training to staff/volunteers (1 unit =1	50.0	\$ 50	\$ 50	\$ -	50.0	\$ 50	\$ 50	\$ -	50.0	\$ 50	\$ 50	\$ -
hour)	38.0			\$ -	38.0				38.0			
Attend Mandatory OOA Quarterly Meeting (1 unit = 1 hour)	12.0			\$ -	12.0				12.0			

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.

Budget Narrative: 300,899.8

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

Person 18-59 years of age living with a disability.

CARBON

Contracts Administration Reporting and Billing On-line 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.

Frail

An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or 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

LGBTQ+

An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.

Low-Income

At or below 300% 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) (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 the annual 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; *Ordinance No. 159-16* 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 LGBTQ+.

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

MOW AWD-HDM FY 07-17 to 06-20 Rev. 11/07/18

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:
 - 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 17-18	FY 18-19	FY 19-20
#Unduplicated Consumers	490	557	557
#Meals	240,525	279,043	279,043

- 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:

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

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1	BUDGET FORMS							Danuma	Appendix B, pg. 1	
2								Docume	nt Date: 11/12/2018	l
3		HUM	IAN SERVICES AG			ID ADULT SERVICE	:5			
4				BUDGET PRO	POSAL FORMS				C T	1
	Grantee's Name: Meals on Wheels San								Grant Term	
6		_ Modification	X						E1414E 4 010000	
7	Effective Date of Mod: 7/1/18	No. of Mod: 1					-		7/1/17 to 6/30/20	e
	Program: AWD Home Delivered Meals								W00.011	٦
	Annual #Meals Contracted	240,525	237,843	41,200	279,043	237,843	41,200	279,043	798,611	l
	Program Term	7/1/17 to 6/30/18	7/1/18 to 6/30/19	Modification	Revised	7/1/19 to 6/30/20	Modification	Revised	7/1/17 to 6/30/20	
11	DAAS Expenditures									
12	Salaries & Benefits	\$281,469	\$283,318	\$49,077	\$332,395	\$283,318	\$49,077	\$332,395	\$946,259	\$1.19
13	Operating Expense	\$815,327	\$827,411	\$143,327	\$970,738	\$827,411	\$143,327	\$970,738	\$2,756,803	\$3.48
	Subtotal	\$1,096,796	\$1,110,729	\$192,404	\$1,303,133	\$1,110,729	\$192,404	\$1,303,133	\$3,703,062	\$4.67
15	Indirect Percentage (max 10%)									<u> </u>
16	Gen.Guidance regarding indirect									
17	Capital Expenditure								ļ	ļ
18	TOTAL DAAS EXPENDITURES	\$1,096,796	\$1,110,729	\$192,404	\$1,303,133	\$1,110,729	\$192,404	\$1,303,133	\$3,703,062	\$4.67
19										
20	Non-DAAS Expenditures									<u> </u>
21	Salaries & Benefits	\$184,752	\$136,779	\$23,693	\$160,472	\$136,779	\$23,693	\$160,472	\$505,696	\$0.58
22	Operating Expense	\$265,125	\$266,776	\$46,212	\$312,988	\$266,776	\$46,212	\$312,988	\$891,101	\$1.12
	Indirect Expense	\$119,332	\$119,534	\$20,806	\$140,340	\$119,534	\$20,806	\$140,340	\$400,012	\$0.50
24	Capital Expenditure	77,10,000	¥,,,,,,,,,,,							
25	TOTAL Non-DAAS EXPENDITURES	\$569,209	\$523,089	\$90,711	\$613,800	\$523,089	\$90,711	\$613,800	\$1,796,809	\$2.20
26										
	TOTAL DAAS & Non-DAAS									SACRONICA CARANT
27	EXPENDITURES	\$1,666,005	\$1,633,818	\$283,115	\$1,916,933	\$1,633,818	\$283,115	\$1,916,933	\$5,499,871	\$6.87
28		41,000,000	41,000,000	*						
29	UCA DAAS Dougrass									
	HSA-DAAS Revenues	\$4.000 700	\$1,110,729	\$192,404	\$1,303,133	\$1,110,729	\$192,404	\$1,303,133	\$3,703,062	1
	Meals	\$1,096,796	\$1,110,729	\$192,404	\$1,000,100	φε,ε10,723	\$102,404	\$1,000,100	40,100,002	i
31										ſ
32		<u> </u>								ł
33		ļ								ł
34							2102 121		10 700 000	ł
35	TOTAL HSA-DAAS REVENUES	\$1,096,796	\$1,110,729	\$192,404	\$1,303,133	\$1,110,729	\$192,404	\$1,303,133	\$3,703,062	
36	PER MEAL COST, HSA-DAAS	\$4.56	\$4.67		\$4.67	\$4.67		\$4.67	\$4.64	1
	Per MEAL & COMPLIANCE COST	\$4.56	\$4.67		\$4.67	\$4.67		\$4.67	\$4.64	260,000,000
38										1
39	Non-DAAS Revenues					<u> </u>	-			Ь—
40	Project Income									L
41	Agency Cash - Fundraising	\$433,362	\$422,516	\$73,290	\$495,806	\$422,516	\$73,290	\$495,806	\$1,424,974	\$1.78
42	Agency In-Kind Volunteer	\$135,847	\$100,573	\$17,421	\$117,994	\$100,573	\$17,421	\$117,994	\$371,835	\$0.42
43	Nutrilion Compliance Revenues									<u> </u>
44										
	TOTAL NON HSA-DAAS REVENUES	\$569,209	\$523,089	\$90,711	\$613,800	\$523,089	\$90,711	\$613,800	\$1,796,809	
46	PER MEAL COST, NON HSA-DAAS	\$2.37	\$2.20		\$2.20	\$2.20		\$2.20	\$2.25	
47										
48	TOTAL REVENUES	\$1,666,005	\$1,633,818		\$1,916,933	\$1,633,818		\$1,916,933	\$5,499,871	1
49	PER MEAL COST, TOTAL	\$6.93			\$6.87	\$6.87		\$6.87		1
50	Full Time Equivalent (FTE)	40.30	1 30.07		40.01	\$0.01		40.01	1	1
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52	Prepared by: Patrick Schmalz		FIGURE NO.: 415-34	Date:	11/12/2018	†				
53	HSA-CO Review Signature: HSA #1	Form Rev. 12/22/1		Date:	11/12/2018	4				

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1	Grantee's Name: Meals on Wheels S	an Francisco										Арр	endix B, page 2
2	Program: AWD Home Delivered Meal											Document D	ate: 11/12/2018
3													
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	H.S.A-DAAS	Аделсу	Totals	For DAAS	Nutrition				DAAS F	rogram			
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		Annual Full TimeSalary for	Total %	% Nutr Prog	Adjusted	7/1/17 to	7/1/18 to	- 1		7/1/19 to			7/1/17 to
9	POSITION TITLE and NAME	FTE	FTE	/6 (Vall 1 10g)	Nutr FTE	6/30/18	6/30/19	Modification	Revised	6/30/20	Modification	Revised	6/30/20
	Drivers (33)	\$1,267,168	3300%	16%	0.67	\$113,779	\$114,525	\$19,838	\$134,363	\$114,525	\$19,838	\$134,363	\$382,505
11	Programs Mgr, Mark Liddle	\$76,982	100%	11%	0.11	\$7,201	\$7,248	\$1,256	\$8,504	\$7,248	\$1,256	\$8,504	\$24,209
12		\$84,100	100%	11%	0.11	\$7,866	\$7,918	\$1,372	\$9,290	\$7,918	\$1,372	\$9,290	\$26,446
13	Ops Mgr, Gustavo Lopez Wait List Mgr, Crystal Booth	\$66,851	100%	11%	0.11	\$6,252	\$6,294	\$1,090	\$7,384	\$6,294	\$1,090	\$7,384	\$21,020
14	Office Mgr, Harviann Brantley	\$61,285	100%	9%	0.09	\$4,526	\$4,556	\$789	\$5,345	\$4,556	\$789	\$5,345	\$15,216
15	*****	\$47,286	100%	11%	0.11	\$4,424	\$4,453	\$771	\$5,224	\$4,453	\$771	\$5,224	\$14,872
	Support Lead, Philip Duarte	\$61,902	100%	11%	0.11	\$5,790	\$5,828	\$1,010	\$6,838	\$5,828	\$1,010	\$6,838	\$19,466
16	Support Lead, Ivoga Suesue	\$152,831	100%	10%	0.10	\$12,857	\$12,942	\$2,242	\$15,184	\$12,942	\$2,242	\$15,184	\$43,225
17	Chief Prog Off, David Linnell		100%	8%	0.08	\$10,263	\$10,330	\$1,789	\$12,119	\$10,330	\$1,789	\$12,119	\$34,501
18	Chief Gov Off, Anne Quaintance	\$148,303				\$4,931	\$4,963	\$860	\$5,823	\$4,963	\$860	\$5,823	\$16,577
19	Fleet & Facilities Dir, John Sheehan	\$89,435	100%	7%	0.07						\$460	\$3,115	\$8,868
20	Maintenance, Derek Cook	\$47,852	100%	7% 9%	0,07	\$2,638	\$2,655	\$460 \$923	\$3,115	\$2,655 \$5,330	\$923	\$6,253	\$17,801
21	Volunteer Mgr, Kathleen Stirling	\$67,925	100%		0,09	\$5,295	\$5,330	\$923	\$6,253 \$6,253	\$5,330 \$5,330	\$923	\$6,253 \$6,253	\$17,801
22	Volunteer Mgr, TBD	\$67,925	100%	9%	0.09	\$5,295	\$5,330 \$7,550		\$6,253				\$25,216
23	Volunteer Director, Meredith Terrell	\$96,227	100%	9%	0.09	\$7,500	\$7,550	\$1,308	\$8,858	\$7,550	\$1,308	\$8,858	
24	HR Manager, Ronald Ayotte	\$84,906	100%	5%	0.05	\$3,576	\$3,600	\$624	\$4,224	\$3,600	\$624	\$4,224	\$12,024
25	HR Associate, David C Smith	\$47,095	100%	5%	0.05	\$1,983	\$1,997	\$346	\$2,343	\$1,997	\$346	\$2,343	\$6,669
26	Communications Director, Karl Robili	\$130,189	100%	2%	0.02	\$1,833	\$1,844	\$319	\$2,163	\$1,844	\$319	\$2,163	\$6,159
27	Digital Marketing Manager, Kate Cod	\$67,735	100%	2%	0.02	\$952	\$ 959	\$166	\$1,125	\$959	\$166	\$1,125	\$3,202
28	CEO, Ashley McCumber	\$212,175	100%	<u> </u>									
29	TOTALS	\$ 2,878,172	5100%	136%	1.36	\$206,961	\$208,322	\$36,086	\$244,408	\$208,322	\$36,086	\$244,408	\$695,777
30		·	*										
31	FRINGE BENEFIT RATE	36.0%											
32	EMPLOYEE FRINGE BENEFITS	\$ 1,036,142				\$74,508	\$74,996	\$12,991	\$87,987	\$74,996	\$12,991	. \$87,987	\$250,482
33													
	TOTAL DAAS SALARIES &												
34	BENEFITS	\$ 3,914,314				\$281,469	\$283,318	\$49,077	\$332,395	\$283,318	\$49,077	\$332,395	\$946,259
35													
36					1								
	Non - DAAS	Agency	Totals	For DAA	AS Meal				·			TOTAL	TOTAL
		Annual Fuli											1
		TimeSalary for	Total %	% Nutr Prog	Adjusted	7/1/17 to	7/1/18 to			7/1/19 to			7/1/17 to
38	POSITION TITLE and NAME	FTE	FTE (a)	(b)	Nutr FTE	6/30/18	6/30/19	Modification	Revised	6/30/20	Modification	Revised	6/30/20
39	Drivers (33)	\$ 1,267,168	3300%	16%	0.33	\$90,860	\$55,293	\$9,578	\$64,871	\$55,293	\$9,578	\$64,871	\$220,602
40	Programs Mgr, Mark Liddle	\$ 76,982	100%	4%	0.04	\$2,463	\$2,479	\$429	\$2,908	\$2,479	\$429	\$2,908	\$8,279
41	Ops Mgr, Gustavo Lopez	\$ 84,100	100%	4%	0.04	\$2,691	\$2,708	\$469	\$3,177	\$2,708	\$469	\$3,177	\$9,045
42	Wail List Mgr, Crystal Booth	\$ 66,851	100%	4%	0.04	\$2,139	\$2,153	\$373	\$2,526	\$2,153	\$373	\$2,526	\$7,191
43	Office Mgr, Harviann Brantley	\$ 61,285	100%	3%	0.03	\$1,549	\$1,559	\$270	\$1,829	\$1,559	\$270	\$1,829	\$5,207
44	Support Lead, Philip Duarte	\$ 47,286	100%	.4%	0.04	\$1,512	\$1,523	\$264	\$1,787	\$1,523	\$264	\$1,787	\$5,086
45	Support Lead, Prinip Buarte Support Lead, Ivoga Suesue	\$ 61,902	100%	4%	0.04	\$1,979	\$1,993	\$345	\$2,338	\$1,993	\$345	\$2,338	\$6,655
46	Chief Prog Off, David Linnell	\$ 152,831	100%	3%	0.03	\$4,399	\$4,427	\$767	\$5,194	\$4,427	\$767	\$5,194	\$14,787
47	Chief Gov Off, Anne Quaintance	\$ 148,303	100%	3%	0.03	\$3,511	\$3,534	\$612	\$4,146	\$3,534	\$612	\$4,146	\$11,803
48	Freet & Facilities Dir, John Sheehan		100%	2%	0.02	\$1,68B	\$1,698	\$294	\$1,992	\$1,698	\$294	\$1,992	\$5,672
49	Maintenance, Derek Cook	\$ 47,852	100%	2%	0.02	\$903	\$908	\$157	\$1,065	\$908	\$157	\$1,065	\$3,033
50	Volunteer Mgr, Kathleen Stirling	\$ 67,925	100%	3%	0.02	\$1,810	\$1,822	\$316	\$2,138	\$1,822	\$316	\$2,138	\$6,086
51	Volunteer Mgr, Kainleen String Volunteer Mgr, TBD	\$ 67,925	100%		0.03	\$1,810	\$1,822	\$316	\$2,138	\$1,822	\$316	\$2,138	\$6,086
	Volunteer Mgr, TBD Volunteer Director, Meredith Terrell		100%		0.03	\$2,566	\$2,582	\$447	\$3,029	\$2,582	\$447	\$3,029	\$8,624
52			100%		0.03	\$1,223	\$1,231	\$213	\$1,444	\$1,231	\$213	\$1,444	\$4,111
53	HR Manager, Ronald Ayotte	\$ 84,906			0.02	\$1,223	\$682	\$118	\$800	\$682	\$118	\$800	\$2,278
54	HR Associate, David C Smith	\$ 47,095	100%								\$110	\$739	\$2,276
55	Communications Director, Karl Robil		100%		0.01	\$626	\$630	\$109	\$739	\$630			
56	Digital Marketing Manager, Kate Cod		100%			\$326	\$328	\$57	\$385	\$328	\$57	\$385	\$1,096
57	CEO, Ashley McCumber	\$ 212,175	100%	7%		\$13,115	\$13,201	\$2,287	\$15,488	\$13,201	\$2,287	\$15,488	\$44,091
58	TOTAL NON-DAAS	\$ 2,878,172	5100%	69%	0.87	\$135,848	\$100,573	\$17,421	\$117,994	\$100,573	\$17,421	\$117,994	\$371,836
59			1										
60	FRINGE BENEFIT RATE	36.0%			100000000000000000000000000000000000000				<u> </u>		<u></u>	A 14 14-	
61	EMPLOYEE FRINGE BENEFITS	\$ 1,036,142	J			\$48,904	\$36,206	\$6,272	\$42,478	\$36,206	\$6,272	\$42,478	\$133,860
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64			Total Control of the	1	Daniel Azaren eta barren						,		
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65	SALARIES & BENEFITS	\$ 7,828,628				\$466,221	\$420,097	\$72,770	\$492,867	\$420,097	\$72,770	\$492,867	\$1,451,955
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Appendix A-3 – Services to be Provided Project Open Hand Home-Delivered Meals for Adults with Disabilities (HDM-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 meals services.

II. Definitions

Grantee	Project Open Hand
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	Person 18-59 years of age living with a disability.
CARBON	Human Service Agency's Contracts Administration Reporting and Billing Online (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.
Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others.
HSA	Human Services Agency of the City and County of San Francisco
НАССР	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

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	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
LGBTQ+	An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Low-Income	At or below 300% 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) (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 Doen Hand	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; Ordinance No. 159-16 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 LGBTQ.

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 is 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 consumers 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
# Unduplicated Consumers	42	108	108
# Meals	15,343	31,973	31,973

- 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.

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- 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. <u>Nutrition Program Monitoring</u>: 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:

Rocio Duenas Contracts Manager/HSA P.O. Box 7988 San Francisco, CA 94120 Lauren Muckley Nutritionist/OOA 1650 Mission Street, 5th Floor San Francisco, CA 94103

BUDGET FORMS

Appendix B-3, pg. 1

Document Date:

11/5/2018

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

Grant Term Grantee's Name: Project Open Hand **☑**Modification (Check One) New 🗌 Renewal 7/1/17 to 6/30/20 No. of Mod: Effective Date of Mod: Average Program: Enter 1 Prog ONLY (e.g. Cong-ENP, TOTAL HDM-AWD HDM-AWD HDM-AWD Adj Year 3 cost/meal Adj Year 2 HDM-ENP, Cong-AWD, or HDM-AWD) 16,630 31,973 15,343 16,630 31,973 Annual #Meals Contracted 15.343 15,343 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 7/1/17 to 6/30/18 7/1/18 to 6/30/19 7/1/18 to 6/30/19 Program Term DAAS Expenditures \$57,520 \$62,044 \$119,564 \$296,648 \$3.74 \$57,520 \$62,044 \$119,564 \$57,520 Salaries & Benefits \$45,552 \$45,552 \$87,302 \$216,355 \$2.73 \$41,750 \$41,750 \$87,302 \$41,750 Operating Expense \$107,596 \$206,866 \$513,002 \$6.47 \$206,866 \$99,270 \$99,270 \$99,270 \$107,596 Subtotal Indirect Percentage (max 10%) Indirect Cost (Line 15 X Line 14, check Gen, Guidance regarding indirect exclusion) Capital Expenditure \$107,596 \$206,866 \$99,270 \$107,596 \$206,866 \$513,002 \$6.47 \$99,270 TOTAL DAAS EXPENDITURES \$99,270 Non-DAAS Expenditures \$35,866 \$11,955 \$0.45 \$11,955 \$11,955 \$11,955 \$11,955 Salaries & Benefits \$76,074 \$76,074 \$76,074 \$228,222 \$2,88 \$76,074 \$76,074 Operating Expense Capital Expenditure \$264,088 \$88,029 \$88,029 \$3.33 TOTAL Non-DAAS EXPENDITURES \$88,029 \$88,029 \$88,029 TOTAL DAAS & Non-DAAS \$187,299 \$294,895 \$777,090 \$294,896 \$9.80 \$187,299 \$187,299 **EXPENDITURES HSA-DAAS Revenues** \$612,271 \$107,596 \$99,270 \$107,596 \$206,865 \$99,270 \$206,865 Meals \$99,270 \$99,270 \$206,865 \$99,270 \$206,865 \$504,675 TOTAL HSA-DAAS REVENUES \$99,270 \$6.47 \$6.37 \$6.47 \$6.47 \$6.47 \$6,47 PER MEAL COST, HSA-DAAS \$6.47 \$6.47 \$6.47 \$6.37 Per MEAL & COMPLIANCE COST \$6.47 \$6.47 Non-DAAS Revenues Project Income \$810 \$3,240 \$810 \$810 \$0.04 \$810 \$810 Agency Cash - Fundraising \$75,264 \$75,264 \$75,264 \$75,264 \$301,056 \$3.80 \$75.264 Agency Property \$11,955 \$47,821 \$0,60 \$11,955 \$11,955 \$11,955 \$11,955 Agency in-Kind Volunteer **Nutrition Compliance Revenues** \$88,029 \$352,117 \$88,029 \$88,029 TOTAL NON HSA-DAAS REVENUES \$88,029 \$88,029 \$4.44 \$5.74 \$5.74 PER MEAL COST, NON HSA-DAAS \$5.74 \$856,792 \$294,894 \$187,299 \$294,894 TOTAL REVENUES \$187,299 \$187,299 \$9.22 \$10.8 PER MEAL COST, TOTAL \$12.21 \$12.21 \$9.22 \$12.2 Full Time Equivalent (FTE) Date:10/19/18 Prepared by: Darin Raffaelil Phone No.: 415-447-2481 Date: HSA-CO Review Signature: Form Rev. 12/22/16 HSA#1

Grantee's Name: Project Open Hand Program Name: HDM-AWD

Salaries & Benefits Detail

TOTAL

					Original		Adj Yea	r 2		Adj Yea	r3	
H.S.A-DAAS	Agency To	olais	For DAA	S Nutrition	7/1/17 to 6/30/18	For DAAS	S Nutrition	7/1/18 to 6/30/19	For DAAS	S Nutrition	7/1/19 to 6/30/20	7/1/17 to 6/30/20
	Annual Full			Kalifolish								
	TimeSalary	Total	% Nutr	Adjusted		% Nutr	Adjusted		% Nutr	Ad]usted		
POSITION TITLE and NAME	for FTE	% FTE		Nutr FTE	Budgeted Salary	Prog (b)	Nutr FTE	Budgeted Salary	Prog (b)		Budgeted Salary	
Kitchen Office Administratr - Santa Ana, Robert	\$46,342		2.00%	2.00%	\$927	3.23%	3.23%	\$1,495	3.23%	3.23%	\$1,495	\$3,917
Catering Cook I - Martinez, Alma	\$33,426	100%	2,00%	2.00%	\$669	3.00%	3.00%	\$1,003	3.00%	3,00% 3.00%	\$1,003 \$1,965	\$2,674 \$5,240
Chef de Culsine - Walker, Lea	\$65,500	100%	2.00%	2.00%	\$1,310 \$649	3.00%	3.00%	\$1,965 \$974	3,00%	3.00%	\$1,905	\$2,598
Cook I - Mano Gomez	\$32,469 \$34,445	100% 100%	2.00%	2.00%	\$689	3.00%	3,00%	\$1,033	3.00%	3.00%	\$1,033	\$2,756
Cook I - Pensabene, Jaime	\$34,778	100%	2.00%	2,00%	\$696	3.00%	3.00%	\$1,043	3.00%	3.00%	\$1,043	\$2,782
Cook I - Open Cook I - Hamilton, Andrea	\$33,779	100%	2.00%	2.00%	\$676	3.00%	3.00%	\$1,013	3.00%	3.00%	\$1,013	\$2,702
Cook II - Guinto, Fernando	\$34,778	100%	2.00%	2.00%	\$696	3.00%	3.00%	\$1,043	3.00%	3.00%	\$1,043	\$2,782
Cook II - Ky, Bau	\$44,429	100%	2.00%	2.00%	\$889	3.00%	3.00%	\$1,333	3.00%	3.00%	\$1,333	\$3,554
Cook I - Breece, David	\$32,469	100%	2.00%	2.00%	\$649	3.00%	3.00%	\$974	3.00%	3,00%	\$974	\$2,598
Deliyery Driver - Madrillejos, Paul	\$33,426	100%	3.00%	3.00%	\$1,003	3.00%	3.00%	\$1,003	3.00%	3.00%	\$1,003	\$3,008
Delivery Driver - Brown, Steven	\$34,112	100%	3.00%	3.00%	\$1,023	3.00%	3.00%	\$1,023	3.00%	3.00%	\$1,023	\$3,070
Delivery Driver - Flores Diaz, Narciso	\$33,425	100%	3.00%	3.00%	\$1,003	3.00%	3.00%	\$1,003	3.00%	3.00%	\$1,003	\$3,008
Delivery Driver - Kessel, Alfred	\$36,774	100%	3.00%	3.00%	\$1,103	3.00%	3,00%	\$1,103	3.00%	3,00%	\$1,103	\$3,310
Delivery Driver - Colorado, Diederick	\$33,426	100%	7.41%	7.41%	\$2,477	100.00%	100.00%	\$33,426	100.00%	100.00%	\$33,426	\$69,329
Distribution Manager - Smith, Leslie	\$70,000		2,00%	2.00%	\$1,400	3.00%	3.00%	\$2,100	3.00%	3.00%	\$2,100	\$5,600
Exec Chef - Barrow, Adrian	\$85,000		2.00%	2.00%	\$1,700	3.00%	3.00%	\$2,550	3.00%	3.00%	\$2,550	\$6,800
HR Administrator - Pealer, Matthew	\$52,000	_	2.00%	2.00%	\$1,040	3.00%	3,00%	\$1,560	3.00%	3.00%	\$1,560	\$4,160
Kitchen Manager - Miles, Cassandra	\$63,860		2.00%	2.00%	\$1,277	3,00%	3.00%	\$1,916	3,00%	3.00%	\$1,916 \$1,040	\$5,109 \$3,121
Lead Driver - Ballodano, Otto	\$34,674	-	3.00% 2.00%	3.00% 2.00%	\$1,040 \$1,100	3.00%	3,00%	\$1,040 \$1,650	3.00%	3.00%	\$1,650	\$4,400
Purchasing Supervisor - Dennis, Keith	\$55,000 \$36,774		2.00%	2.00%	\$735	3.00%	3.00%	\$1,103	3.00%	3.00%	\$1,103	\$2,942
Operations Coordinator II - Lopez, Carlos Operations Coordinator II - Pryor, Gregory	\$36,774	+	2.00%	2.00%	\$735	3.00%	3.00%	\$1,103	3.00%	3,00%	\$1,103	\$2,942
Operations Coordinator II - Murillo, William	\$36,774		2.00%	2.00%	\$735	3.00%	3.00%	\$1,103	3.00%	3.00%	\$1,103	\$2,942
PM Production Coordinator - Open	\$37,877	100%	2.00%	2.00%	\$758	3.00%	3.00%	\$1,136	3.00%	3.00%	\$1,136	\$3,030
Porter I - Guinto, Jomer	\$32,469		2.00%	2.00%	\$649	3.00%	3.00%	\$974	3.00%	3.00%	\$974	\$2,598
Porter I - Guinto, Ramon	\$34,445	+	2.00%	2.00%	\$689	3.00%	3.00%	\$1,033	3.00%	3.00%	\$1,033	\$2,756
Porter I - Hackett, Robert	\$33,779	+	2.00%	2.00%	\$676	3.00%	3.00%	\$1,013	3.00%	3.00%	\$1,013	\$2,702
Porter I - Open	\$28,111	100%	2.00%	2.00%	\$562	3.00%	3.00%	\$843	3.00%	3,00%	\$843	\$2,249
Porter I - Viray, Francisco	\$34,445	100%	2,50%	2.50%	\$861	3.00%	3.00%	\$1,033	3,00%	3.00%	\$1,033	\$2,928
Porter I - Wong, David	\$33,114	100%	2.50%	2.50%	\$828	3.00%	3.00%	\$993	3,00%	3.00%	}	\$2,815
Programs VP - Ayala, Ana	\$110,000	100%	3.00%	3.00%	\$3,300	3.00%	3.00%	\$3,300	3,00%	3.00%	\$3,300	\$9,900
SLP Coordinator Aguitar, Miriam	\$54,891	100%	6.25%	6.25%	\$3,430	9.06%	9.06%	\$4,971	9.06%	9.06%	\$4,971	\$13,372
SLP Manager - Molina, Erika	\$75,000		3.00%	3.00%	\$2,250	3.00%	3.00%	\$2,250	3.00%	3.00%	\$2,250	\$6,750
Sous Chef - Sousa, Antonio	\$43,285		2.00%	2.00%	\$866	3.00%	3.00%	\$1,299	3.00%	3,00%	\$1,299	\$3,463
Staff Accountant - Ryan, Kelly	\$53,789	 	2.00%	2.00%	\$1,076	3.00%	3,00%	\$1,614	3.00%	3.00%	\$1,614	\$4,303
Vol Services Coordinator - Orozco, Alicia	\$46,030	100%	2.00%	2,00%	\$921	3.00%	3.00%	\$1,381	3.00%	3.00%	\$1,381	\$3,682
TOTALS	\$ 1,651,668	3700%	92%	92%	\$41,086	214%	214%	\$85,403	214%	214%	\$85,403	\$211,892
FRINGE BENEFIT RATE	40.0%			SISSINGSON		5.05/10/16		1				1
EMPLOYEE FRINGE BENEFITS	\$ 660,667				\$16,434			\$34,161			\$34,161	\$84,756
	(Carlo Carlo	110000000000000000000000000000000000000	A., yama a., g.a, a.,			THE STATE OF THE S			***************************************	-	<u>" </u>
TOTAL DAAS SALARIES & BENEFITS	\$ 2,312,336				\$57,520			\$119,564			\$119,564	\$296,648
						II			H annual control	************		
Non - DAAS	Agency T	otals	For DA	AS Meal	7/1/17 to 6/30/18			7/1/18 to 6/30/19			7/1/19 to 6/30/20	TOTAL
	Annual Full							1.	l			I
	TimeSalary	Total %	% Nutr		Budgeted Salary	ļ						Budgeted Salary
POSITION TITLE and NAME Volunteers	for FTE \$11,955	FTE (a)	13%	Nutr FTE 13.00%	\$11,955	-	 	\$11,955	 	†	\$11,955	
TOTAL NON-DAAS	\$ 11,955		13%	+	\$11,955			\$11,955		.	\$11,955	
		1						•				
FRINGE BENEFIT RATE EMPLOYEE FRINGE BENEFITS	\$ -		2		s -			s -				1
EMPLOTEE PRINCE BENEFITO	L*							¥ ×	Possesses	1	·	·
TOTAL Non-DAAS SALARIES & BENEFITS	\$ <u>11,955</u>				\$11,955			\$11,955			\$11,955	\$35,866
TOTAL DAAS & Non-DAAS SALARIES &												
BENEFITS	\$ 2,324,291				\$69,476		<u> </u>	\$131,519			\$131,519	\$332,514
HSA #2		-										1

Grantee's Name: Project Open Ha

Program Name: HDM-AWD

Adj Year 2

Appendix B-3, page 3 Document Date: 11/5/18

Adj Year 3

H.S.A-DAAS		Ĩ	15,343	15,343	16,630	31,973	15,343	16,630	31,973	TOTAL
Expenditure Category	•		7/1/17 to 6/30/18	7/1/18 to 6/30/19	7/1/18 to 6/30/19		7/1/19 to 6/30/20			7/1/17 to 6/30/20
Rental of Property		1			_					
Utilities(Elec, Water, Gas, Pl	one Scavenger)	ı	\$6,964	\$6,964	7,548	\$14,512	\$6,964	7,548	\$14,512	\$35,988
Office Supplies, Postage	ione, ocavonger)		\$194	\$194	210	\$404	\$194	210	\$404	\$1,002
	ee and Denair	l	\$104	\$104	113	\$218	\$104	113	\$218	\$540
Building Maintenance Suppli FOOD COSTS	es and Repail	H	\$104	क्राउन	110	φ2,10	\$104	.,,	<u> </u>	40.10
Raw Food	per meal \$	1.53	\$23,475	\$23,475	\$25,444	\$48,919	\$23,475	\$25,444	\$48,919	\$121,312
Cong Food Svc Supplies	per meal			,		· · · · · · · · · · · · · · · · · · ·				
HDM Food Svc Supplies	per meal \$	0.18	\$2,762	\$2,762	\$2,993	\$5,755	\$2,762	\$2,993	\$5,755	\$14,272
Catered Meals	per meal \$	-							,	
CONSULTANT/SUBCONTE	ACTOR Descriptive Title									
CONSCENTINGOECONI	, to fort Beedingave Title					1			·	
OTHER COSTS						_				
OTHER COSTS:					\$300	\$300		\$300	\$300	\$600
Vehicle Parking Staff Training & Travel					φοσο	Ψοσο			4000	4000
Rental of Equipment	****									
Small equipment & Supplies	-								 	
Auto - Fuel & Insurance			\$8,252	\$8,252	\$8,944	\$17,195	\$8,252	\$8,944	\$17,195	\$42,642
Repair/Maintenance			, -,							

									ļ	
****										-
TOTAL DAAS OPERATING	EXPENSE		\$41,750	\$41,750	\$45,552	\$87,303	\$41,750	\$45,552	\$87,303	\$216,356
Non-DAAS				-		н	11		,	T
Expenditure Category	•		w			<u> </u>				TOTAL
Rental of Property			\$75,264	\$75,264			\$75,264			\$225,792
Utilities(Elec, Water, Gas, P	hone, Scavenger)									
Office Supplies, Postage						ļ				
Building Maintenance Suppl	es and Repair					<u> </u>				
FOOD COSTS						-				
Raw Food	per meal \$	-					 		-	
Cong Food Svc Supplies	per meal \$		***************************************			 				1
HDM Food Svc Supplies	per meal \$	-					1			1
Catered Meals	per meal \$	-			<u>. </u>					1
CONSULTANT/SUBCONT	RACTOR Descriptive Title					<u> </u>	 			∦
Registered Dietitian				<u> </u>		-	-	<u> </u>	· · · · · · · · · · · · · · · · · · ·	
OTHER COSTS:								ul	L	11
Insurance					-	1 .				
Staff Training & Travel			\$810	\$810			\$810			\$2,430
Rental of Equipment			4510							
Small equipment & Supplies										
Auto - Fuel & Insurance										
Repair/Maintenance			****							
TOTAL Non-DAAS OPERA	TING EVERNOR		\$76,074	\$76,074	1	1	\$76,074			\$228,222
	TING EXPENSE		φισμοία	4.0,0,7	II					7
TOTAL DAAS & Non-DAAS	•		\$117,824		II	1	\$117,824		1	\$444,578

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

HSA#3

Altocation Methodology: If you have multiple programs, describe how you allocate among shared program costs, such as insurance, utilities, etc.

APPENDIX A – SERVICES TO BE PROVIDED COMMUNITY LIVING CAMPAIGN

Home-Delivered Groceries: Food Networking Program
July 1, 2017 to June 30, 2020
Modified: December 5, 2018

I. PURPOSE

The purpose of this grant is to:

- Provide home delivered groceries to eligible target populations in need of additional food resources, ensuring access to healthy supplemental food sources and enhancing the nutritional value of their food intake;
- Assist program participants in maintaining their independence, quality of life, and self-sufficiency and in developing a sense of self-esteem and self-reliance by offering them the opportunity to prepare or direct the preparation of their own meals;
- Increase availability of and accessibility to fresh, seasonal produce and other healthy food products to target populations.

II. DEFINITIONS

Grantee	Community Living Campaign (CLC)
Activity Scheduling	Service units are captured by the number of scheduled activity hours sponsored or organized by the Grantee. Activities may include educational presentations, workshops, trainings, cultural events, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes that help consumers maintain/enhance their level of functioning.
Adult with Disability	Person 18-59 years of age living with a disability.
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.
CARBON	Contracts Administration Reporting and Billing Online system
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.
Enhanced Outreach	Service units are captured by providing more formal outreach efforts and enhanced services to support the outreach efforts. Examples of this may include working with a community collaborative group, designing and implementing an outreach plan for an underserved area, problemsolving certain barriers to service, e.g. safety issues, transportation

	needs, etc.
Frail	An individual who has functional impairment as evidenced by either: (a) an inability to perform at least two activities of daily living (ADL) including: bathing, toileting, dressing, feeding, breathing, transferring and/or mobility and associated tasks, without substantial human assistance including verbal reminding, physical cueing, and/or supervision or (b) a cognitive or other mental impairment that requires substantial supervision due to behaviors that pose a serious health or safety hazard to the individual or others.
LGBTQ+	An acronym/term used to refer to persons who self-identify as non - heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Low Income	At or below 200% of Federal poverty level.
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.
OOA	Office on the Aging
San Francisco- Marin Food Bank (SFMFB) Senior	A non-profit organization that organizes and receives food product donations from manufacturers, growers and other sources, and distributes them to non-profit partner organizations. SFMFB will partner with Grantee to implement the Food Networking Program. Person who is 60 years or older, used interchangeably with Older Adult.
Social Services/Other	Service units are captured by providing one-to-one assistance for individuals to enable them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, and emotional support by phone or in person.
SOGI	Sexual Orientation and Gender Identity; Ordinance No. 159-16 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

This grant will serve seniors (age 60 and over) or persons with a disability (age 18-59) who reside in the City and County of San Francisco with one or more of the following target priorities and who meet program eligibility standards:

- 1. Low-income
- 2. Non or limited English speaking
- 3. Minority
- 4. Frail
- 5. LGBTQ+

IV. ELIGIBILITY FOR FOOD NETWORKING PROGRAM

The program participant is a senior or adult with a disability and meets all the following criteria:

- A. Resident of San Francisco and lives in the neighborhoods served by the HDG provider, or other neighborhoods that HSA-DAAS has identified with significant documented needs;
- B. Has a frailty that prevents them from standing in the food pantry lines;
- C. Is low-income;
- D. Has a demonstrated need for supplemental groceries due to food insecurity:
 - Not receiving two (2) home-delivered meals a day. (Consumers receiving one (1) home-delivered meal a day are eligible);
 - Not dually enrolled in a food pantry program; and
- E. Is able to prepare food at home or has a caregiver who can prepare food.

Eligibility screening will be performed by the Grantee. Participants must show proof of residency for the service area, proof of age, and disability or need.

V. SERVICES TO BE PROVIDED

- A. Grantee will partner with San Francisco-Marin Food Bank to deliver on a weekly basis, fresh seasonal produce and groceries to the designated food pantry sites in San Francisco, and will continue to do so if resources and conditions permit. Grantee will provide DAAS a signed Memorandum of Understanding between the food pantry site and San Francisco-Marin Food Bank to clarify the responsibilities of all parties.
- B. Resources and conditions permitting, Grantee will ensure that nutritious foods are provided to the target populations.
- C. Grantee will ensure adequate and culturally competent staffing (paid and/or volunteer) to administer the program, and be responsible for hiring program coordinator(s) who will be responsible for coordinating program implementation, client eligibility screening, referral and services.
- D. Grantee will coordinate with the subcontractor on the distribution of home delivered grocery bags to program participants on a weekly basis. On average each bag contains approximately a market value of at least \$30 of foods, featuring fresh and seasonal produce, protein items, other fresh, canned and dry goods will be added when availability allows.
- E. Grantee will propose the allocation of target services to the neighborhoods to DAAS. Final service distribution will be approved in negotiation with DAAS.
- F. The Grantee will enroll the program participants in CA-GetCare to meet DAAS-OOA program reporting requirements, including administering the food security, program utilization, and SOGI survey questions.
- G. The Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules.

- H. The Grantee will complete the California Department of Aging (CDA) Security Awareness Training annually during the term of the grant.
- I. Grantee will connect the program participants to appropriate community services and make referrals as needed to help reduce isolation and enable the participant to live independently in the community.
- J. Grantee will organize and implement activities and/or social services to connect the participants to other neighbors, services, and/or organizations in the community.

VI. SERVICE OBJECTIVES

Grantee will provide the following services:

Service Units	FY17-18	FY18-19	FY19-20
Number of Unduplicated clients	195	242	265
Annual # Food Bags Delivered	8570	10650	12086
Annual # Intake/ Assessments/Reassessments	195	242	265
Annual # Hours of Social Services	500	580	600
Annual # Hours of Enhanced Outreach	60	60	60
Annual # of Hours Scheduled Activity	200	200	200

VII. OUTCOME OBJECTIVES

Based on DAAS Annual Consumer Satisfaction Surveys with sample size of at least 25% of enrolled clients:

- A. At least 75% of the participants will indicate that they feel healthier as result of participating in the program.
- B. At least 85% of clients will report being satisfied (rate as "Excellent or Good") with the food quality.
- C. At least 75% of clients will report that HDG service helps maintain their independence.
- D. At least 75% of participants will report being less worried about getting enough food since participating in the program.

VIII. REPORTING REQUIREMENTS

Grantee will provide various reports during the term of the grant agreement.

- A. Grantee will enter the consumers' data into CA-GetCare for the Food Networking Program.
- B. The grantee will enter into the CA-GetCare Service Unit section all the units of service by the 5th working day of the month for the preceding month.
- C. When CA-GetCare reports are available online, Grantee will upload the CA-GetCare Program Variance report (which shows monthly service units provided) into CARBON system by the 15th of the month for the preceding month).
- D. Grantee shall provide monthly service unit data to SFMFB.
- E. Grantee shall provide an annual consumer satisfaction survey to DAAS and a copy to SFMFB by March 15.
- F. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VI & VII (Service Objectives and Outcome Objectives). This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year on an annual basis.

G. 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.

For assistance with reporting requirements or submission of reports, please contact:

Sarah Chan, OOA Nutritionist, email: Sarah.Chan@sfgov.org

Steve Kim, Contract Manager, email: Steve.Kim@sfgov.org

IX. MONITORING ACTIVITIES

- A. Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; program operation, which includes a review of a written policies and procedures manual of all OOA funded programs, written project income policies if applicable, grievance procedure posted in the center/office, a board of director list and whether services are provided appropriately according to Sections VI and VII, sign-in sheets/ documentation that shows reported units of service are based on scheduled activities. DAAS staff will be responsible for monitoring the program performance and outcome objectives of the Grantee on an annual basis, and will act as a liaison between the Grantee and San Francisco-Marin Food Bank.
- B. <u>Fiscal and Compliance 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.

BUDGET FORMS					- And the state of				Document Date:	ite: 12/5/2018	
HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES	SENCY - DEPAI	RTMENT OF AG	ING AND ADUL'	T SERVICES					PO COLOR	ndx p	
Grantee's Name: Community Living Campaign	Campaign	TIOLOGUE I	Cint							Grant Term	
(Check One) New Renewal	ModificationX_	, X									
Effective Date of Mod: 12/1/18	No. of Mad:	. 3								7/1/17 to 6/30/20	
Home Delivered Grocery Networks										TOTAL	Average cost/bag
Annual #Bags Contracted	8,220	350	8,570	9,600	1,050	10,650	9,600	2,486	12,086	31,306	
1			Revision 4/		Modification	REVISED	Original	Modification	REVISED	000000000000000000000000000000000000000	
Program lerm	01/1/1/	01/11/1 to 6/30/18	1/1/1/ 10 5/30/18	11110 to 10101113	11110 10 0/30/18	1110:00 00:00 13	07/06/00/06/1/1/	// // 13 10 0/30/20	OZINCIO OLICI IL EL	0.20020	
DAAS Expenditures Salaries & Banefits	888 888	\$8,001	\$94.688	896 688	\$3.732	\$100.420	\$96,688	\$7.038	\$103.726	\$298.834	\$9.55
Operating Expense	\$70,763		\$75	\$74,855	\$6,390	\$81,245	\$74,855	\$11,002	\$85,858	\$242,243	\$7.74
Subtotal	\$157,450			\$171,543	\$10,122	\$181,666	\$171,543	\$18,041	\$189,584	\$541,078	\$17.28
Indirect Percentage (max 15% for	15%			15%		15%	15%	15%	45%		
Indirect Cost (Line 15 X Line 14, check Gen. Guidance regarding indirect exclusion)	\$23,617	\$1,857	\$25,474	\$25,731	\$1,518	\$27,250	\$25,731	\$2,706	\$28,438	\$81,161	\$2.59
Capital Expenditure						300 300 300 300 300 300 300 300 300 300					
TOTAL DAAS EXPENDITURES	\$181,067	7 \$14,235	\$195,302	\$197,274	\$11,640	\$208,915	\$197,274	\$20,746	\$218,021	\$622,239	\$19.88
Non-DAAS Expenditures				010000					010 016	94.10	5
Salanes & Benefits	\$58,656	70	\$58,656	77		\$28,000	\$28,656	12.05.110100	959,050	\$173,900	20.55
Operating Expense	\$9,498	m	\$9,498	\$9,498		\$9,498	\$9,498		\$9,498	\$28,494	\$0.91
Capital Expenditure	606		446	450 454		*******	400 464		600 4E4	C204 4E2	66.63
IOTAL NON-DAAS EXPENDITURES	\$68,154	-	\$68,154	\$68,154		\$08,15 4	\$68,154		\$00,134	\$204,402	50°9¢
TOTAL DAAS & Non-DAAS EXPENDITURES	\$249,221	1 \$14,235	\$263,456	\$265,428		\$277,069	\$265,428		\$286,175	\$826,701	\$26.41
HSA-DAAS Revenues											
Home Delivered Grocery Networks	\$181,067	7 \$14,235	\$195,302	\$209,537		\$208,915	\$208,915		\$218,021	\$1,235,992	
			- Company of the Comp			720					
TOTAL HSA-DAAS REVENUES	\$181,067		\$195,302			\$208,915			\$218,021	\$817,540	
PER BAG COST, HSA-DAAS	\$22.03		\$22.79			\$19.62			\$78.04	\$26.11	
Fer BAG & COMPLIANCE COST	\$22.03	\$40.67	\$22.79		-	319.02			+0.014	\$50,13	
Non-DAAS Revenues											
Project Income						9			000	A0A 403	
Agency Cash - Fundraising	458 658	20 19	20.44.00 00.00			\$58.656			\$58.656	\$175,968	\$5,62
Nutrition Compliance Revenues	200	21									
									1 000	4004	
TOTAL NON HSA-DAAS REVENUES	568,154		\$68,154			\$68,154			\$00°104	3204,402	
PER BAG COST, NON HSA-DAAS	\$8.29		\$7.95			\$6.40			\$5.64	\$6.53	
TOTAL REVENUES	\$249,221	1 \$14,235	\$263,456			\$277,069			\$286,175	\$1,022,002	
PER BAG COST, TOTAL	\$30.32	\$40.67	\$30.74			\$26.02			\$23.68	\$32.65	
Full Time Equivalent (FTE)	2.51	-	128,006.00			2.51			2.51		
Prepared by: Kate Kuckro						Phone No.: 415-308-1976	38-1976				
HSA-CO Review Signature:									Date:		
HSA #1	Form Rev. 12/22/16										_

Grantee's Name: Community Living Campaign

Program Name;

Home Delivered Grocery Networks

Salaries & Benefits Detail

Appendix B, page 2 12/5/2018

Document Date:

TOTAL

\$259,550 \$11,250 \$39,284 7/1/17 to 6/30/20 \$17,910 \$109,100 \$21,150 \$100,140 \$298,834 \$175,968 \$175,968 \$175,968 \$474,802 Budgeted Salary Budgeted TOTAL Salary \$90,050 \$58,656 Revision 3/20/18 Revision 4/12/18 Original Modification REVISED Original Modification REVISED 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 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/30/19 | 7/1/18 to 6/ \$5,970 \$103,726 \$58,656 \$58,656 \$162,382 \$3,750 \$7,050 \$35,080 \$13,676 \$38,200 Modification REVISED Budgeted Salary Budgeted Salary \$5,700 \$7,038 \$1,338 \$3,000 \$2,700 Budgeted Salary \$84,350 \$58,656 \$58,656 \$155,344 \$3,750 \$5,970 \$35,200 \$7,050 \$32,380 \$12,338 \$58,656 \$96,688 Budgeted Salary Original \$87 (50 \$5,970 \$159,076 \$36,700 \$7,050 \$33,680 \$13,270 \$58,656 \$58,656 \$3,750 \$100,420 \$58,656 Modification REVISED Budgeted Salary Budgeted Salary \$2,800 \$3 732 \$932 \$1,500 \$1,300 Budgeted Salary \$84,350 \$5,970 \$35,200 \$96,688 \$58,656 \$3,750 \$7,050 \$32,380 \$58,656 \$58,656 \$155,344 \$12,338 Budgeted Salary Original \$82,350 \$58,656 \$153,344 \$3,750 \$5,970 \$34,200 \$7,050 \$31,380 \$12,338 \$94,688 \$58,656 \$58,656 Budgeted Salary \$13,000 (\$5,000) \$6,000 \$8,001 \$8,001 \$1,000 \$6,000 Budgeted Salary \$69,350 \$17,338 \$58,656 \$145,344 \$4,970 \$28,200 \$58,656 \$3,750 \$7,050 \$25,380 \$58,656 \$86,688 Budgeted Salary Budgeted Salary 120% 131% Adjusted Nutr FTE 7% 28% 14% Adjusted Nutr FTE 120% 2% 52% For DAAS HDG For DAAS Nutrition 100% % Nutr Prog (b) 100% 100% 307% % Nutr Prog (b) 100% 5% 7% 100% 120% 120% Total % FTE 58% 324% 100% 100% 14% 52% Total % FTE (a) Agency Totals Agency Totals Annual Full TimeSalary for FTE \$71,000 \$48,880 25.0% 365,800 \$48,880 48,880 Annual Full TimeSalary for FTE 73,160 414,680 \$75,000 \$48,880 \$48,880 292,640 48,880 TOTAL DAAS & Non-DAAS SALARIES & | BENEFITS | HSA #2 TOTAL DAAS SALARIES & BENEFITS Karen Holf, Community Connector Neighborhood Volunteers - In Kind Deb Glen, Community Connector Marie Jobling, Executive Director TOTAL Non-DAAS SALARIES & BENEFITS EMPLOYEE FRINGE BENEFITS FRINGE BENEFIT RATE EMPLOYEE FRINGE BENEFITS Kate Kuckro, Deputy Director POSITION TITLE and NAME POSITION TITLE and NAME FRINGE BENEFIT RATE TOTAL NON-DAAS H.S.A-DAAS Non - DAAS Connector TOTALS

Grantee's Name: Community Living Campaign		,							Document Date:	12/5/2018
Program Name:									Appen	Appendix B, page 3
d Grocery Networks										
Oper	Operating Expense Detail	Detail						h do differentia	000000	
		Kevision 3/20/18 Kevision 4/12/18	≺evision 4/12/18		<u> </u>	KEVISED	Onginal	Modification	עבאואבע .	
H.S.A-DAAS Annual #Bags Contracted:	8,220	350	8,570	9,600	1,050	10,650	9,600	2,486	12,086	TOTAL
Expenditure Category Term:	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
Rental of Property	\$6,000	\$4,000	\$10,000	\$10,000		\$10,000	\$10,000		\$10,000	\$30,000
Utilities(Elec, Water, Gas, Phone, Recology)	\$6,608	(\$5,000)	\$1,608	\$2,000		\$2,000	\$2,000		\$2,000	\$5,608
Office Supplies, Postage	069\$		069\$	069\$		069\$	\$690		069\$	\$2,070
Printing & Reproduction	\$100		\$100	\$100		\$100	\$100		001\$	\$300
FOOD COSTS										
Raw Food per meal \$ -										
₩										
per meal										
permeal										
0+0 v C +1										
Description County Description	200	1003 63/	0029	44		\(\frac{1}{2}\)	200	-		\$2 500
Program Support, Reporting	99,000	(97,500)		000,1 &		0001¢	2001		2001	000,000
Connectors, Heavy Lifter/Drivers	\$21,802	\$28,978	\$50,780	\$49,603	\$6,220	\$55,823	\$49,603	\$10,120	\$59,723	\$166,325
Drivers and Heavy Lifters (original, now incl. above)	\$22,600	(\$22,600)								
OTHER COSTS:										
Transportation (Gas Cards, Van Rental)	\$6,800	\$1,500	\$8,300	\$8,300		\$8,300	\$8,300		\$8,300	\$24,900
Program Supplies	\$3,163		\$3,163	\$3,163	\$170	\$3,333	\$3,163	\$882	\$4,045	\$10,540
Ammunum to the same of the sam										
TOTAL DAAS OPERATING EXPENSE	\$70,763	\$4,378	\$75,140	\$74,855	\$6,390	\$81,245	\$74,855	\$11,002	\$82,858	\$242,243
Non-DAAS	***************************************									TOTAL
Expenditure Category										
Rental of Property										
Utilities(Elec, Water, Gas, Phone, Scavenger)										
Office Supplies, Postage										
Building Maintenance Supplies and Repair										
Food costs										
Raw Food per meal \$ -								·		
1 Svc Supplies per meat										
permeal						0000 0000 0000 0000 0000 0000 0000 0000 0000				
per meal										
T CONTRACTORS					,					
Community Connectors	\$8,198		\$8,198	\$8,198		\$8,198	\$8,198		\$8,198	\$24,594
AMERICAN MILITARY AND ADMINISTRATION AND ADMINISTRA										
OTHER COSTS:									1000 1000 1000 1000 1000 1000 1000 100	
Translation Services	\$400		\$400	\$400		\$400	\$400		\$400	\$1,200
Volunteer Training & Appreciation	006\$		006\$	\$900		\$300	006\$		006\$	\$2,700

TOTAL Non-DAAS OPERATING EXPENSE	\$9,498		\$9,498	\$9,498		\$9,498	\$9,498		\$9,498	\$28,494
TOTAL DAAS & Non-DAAS OPERATING EXPENSE	\$80,261	\$4,378	\$84,638	\$84,353	\$6,390	\$90,743	\$84,353	\$11,002	\$95,356	\$270,737
HSA #3 Form Rev. 12/22/16										

Appendix A – Scope of Services Golden Gate Senior Services

Home-Delivered Groceries Food Networking Program July 1, 2016 – June 30, 2020

I, PURPOSE

The purpose of this grant is to:

- Provide home delivered groceries to eligible target populations in need of additional food resources, ensuring access to healthy supplemental food sources and enhancing the nutritional value of their food intake;
- Assist program participants in maintaining their independence, quality of life, and self-sufficiency and in developing a sense of self-esteem and self-reliance by offering them the opportunity to prepare or direct the preparation of their own meals;
- Increase availability of and accessibility to fresh, seasonal produce and other healthy food products to target populations.

II. **DEFINITIONS**

Grantee Golden Gate Senior Services/Richmond Senior Center

Subcontractor Richmond Neighborhood Center (RNC)

Activity Scheduling Service units are captured by the number of scheduled activity hours

sponsored or organized by the Grantee. Activities may include educational presentations, workshops, trainings, cultural events, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes that help consumers maintain/enhance their level of

functioning.

Adult with Disability Person 18-59 years of age living with a disability.

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.

CARBON Contracts Administration Reporting and Billing Online system

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.

Enhanced Outreach

Service units are captured by providing more formal outreach efforts and enhanced services to support the outreach efforts. Examples of this may include working with a community collaborative group, designing and implementing an outreach plan for an underserved area, problem-solving certain barriers to service, e.g. safety issues, transportation needs, etc.

Frail

An individual who has functional impairment as evidenced by either:
(a) an inability to perform at least two activities of daily living
(ADL) including: bathing, toileting, dressing, feeding, breathing,
transferring and/or mobility and associated tasks, without substantial
human assistance including verbal reminding, physical cueing,
and/or supervision or (b) a cognitive or other mental impairment that
requires substantial supervision due to behaviors that pose a serious
health or safety hazard to the individual or others.

LGBTQ+

An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.

Low Income

At or below 200% of Federal poverty level.

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.

OOA

Office on the Aging

San Francisco-Marin Food Bank (SFMFB)

A non-profit organization that organizes and receives food product donations from manufacturers, growers and other sources, and distributes them to non-profit partner organizations. SFMFB will partner with Grantee to implement the Food Networking Program.

Senior

Person who is 60 years or older, used interchangeably with Older

Adult.

Social Services/Other

Service units are captured by providing one-to-one assistance for individuals to enable them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, and emotional support by phone or in person.

SOGI

Sexual Orientation and Gender Identity; *Ordinance No. 159-*16 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

This grant will serve seniors (age 60 and over) or persons with disabilities (age 18-59) who reside in the City and County of San Francisco with one or more of the following target priorities and who meet program eligibility standards:

- 1. Low-income
- 2. Non or limited English speaking
- 3. Minority
- 4. Frail
- 5. LGBTQ+

IV. ELIGIBILITY FOR SERVICES

The program participant is a senior or adult with disabilities and meets all the following criteria:

- A. Resident of San Francisco and lives in the neighborhoods served by the HDG provider, or other neighborhoods that HSA-DAAS has identified with significant documented needs;
- B. Has a frailty that prevents them from standing in the food pantry lines
- C. Is low-income
- D. Has a demonstrated need for supplemental groceries due to food insecurity
 - Not receiving 2 home-delivered meals a day. (Consumers receiving one home-delivered meal a day are eligible)
 - Not dually enrolled in a food pantry program; and
- E. Is able to prepare food at home or has a caregiver who can prepare food.

Eligibility screening will be performed by the Grantee. Participants must show proof of residency for the service area, proof of age, and disability or need.

V. SERVICES TO BE PROVIDED

- A. Grantee will partner with the subcontractor and San Francisco-Marin Food Bank to deliver on a weekly basis, fresh seasonal produce and groceries to the designated food pantry sites in San Francisco, and will continue to do so if resources and conditions permit. Grantee will provide DAAS a signed Memorandum of Understanding between the food pantry site and San Francisco Food Bank to clarify the responsibilities of all parties.
- B. Resources and conditions permitting, Grantee will ensure that nutritious foods are provided to the target populations.
- C. Grantee will ensure adequate and culturally competent staffing (paid and/or volunteer) to administer the program, and be responsible for hiring program coordinator(s) who will be responsible for coordinating program implementation, client eligibility screening, referral and services.
- D. Grantee will coordinate with the Subcontractor on the distribution of home delivered grocery bags to program participants on a weekly basis. On average each bag contains approximately a market value of at least \$30 of foods, featuring fresh and seasonal produce, protein items, other fresh, canned and dry goods will be added when availability allows.
- E. Grantee will propose the allocation of target services to the neighborhoods to DAAS. Final service distribution will be approved in negotiation with DAAS.
- F. The Grantee will enroll the program participants in CAGetCare to meet DAAS-OOA program reporting requirements, including administering the food security, program utilization, and SOGI survey questions.
- G. The Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules.
- H. The Grantee will complete the California Department of Aging (CDA) Security Awareness Training annually during the term of the grant.
- I. Grantee will connect the program participants to appropriate community services and make referrals as needed to help reduce isolation and enable the participant to live independently in the community.
- J. Grantee will organize and implement activities and/or social services to connect the participants to other neighbors, services, and/or organizations in the community.

VI. SERVICE OBJECTIVES

Grantee will provide the following services:

Service Units:	FY 17-18	FY 18-19	FY 19-20
Number of Unduplicated clients	140	161	161
Annual # Food Bags Delivered	6,299	7,150	7,150
Annual #Intakes/Assessments/Reassessment	130	161	161
Annual #Hours of Social Service	2,405	2,405	2,405
Annual # Hours of Enhanced Outreach	150	200	200
Annual # of Hours Scheduled Activity	156	208	208
Annual #Hours of Volunteers	4,180	4,180	4,180
Annual # of Volunteer Trainings	42	42	42
Annual # of volunteers(*)	97	97	97

^{*}Volunteer Recruitment and Development

The HDG program model relies heavily on the volunteers that take the time to become trained and assigned to work with specific HDG recipients. Conduct outreach to draw volunteers that will undergo formal and informal training and will commit to be a committed volunteer for at least a six (6) month period. Unit: One volunteer (recruited, trained, with 6 – month commitment)

VII. OUTCOME OBJECTIVES

Based on DAAS Annual Consumer Satisfaction Surveys with sample size of at least 25% of enrolled clients:

- A. 75% of the participants will indicate that they feel healthier as result of participating in the program.
- B. 85% of clients will report being satisfied (rate as "Excellent or Good") with the food quality.
- C. 75% of clients will report that HDG service helps maintain their independence.
- D. 75% of participants will report being less worried about getting enough food since participating in the program.

VIII. REPORTING REQUIREMENTS

Grantee will provide various reports during the term of the grant agreement.

- A. Grantee will enter the consumers' data into CA-GetCare for the Food Networking Program.
- B. The grantee will enter into the CA-GetCare Service Unit section all the units of service by the 5th working day of the month for the preceding month.

- C. When CA-GetCare reports are available online, Grantee will upload the CA-GetCare Program Variance report (which shows monthly service units provided) into CARBON system by the 15th of the month for the preceding month.
- D. Grantee shall provide monthly service unit data to SFMFB.
- E. Grantee shall provide an annual consumer satisfaction survey to DAAS and copy to SFMFB by March 15.
- F. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VI & VII (Service Objectives and Outcome Objectives). This report will also include accomplishments and challenges encountered by the Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year on an annual basis.
- G. 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.

For assistance with reporting requirements or submission of reports, contact:

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

IX. MONITORING ACTIVITIES

- A. Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; program operation, which includes a review of a written policies and procedures manual of all OOA funded programs, written project income policies if applicable, grievance procedure posted in the center/office, a board of director list and whether services are provided appropriately according to Sections VI and VII, sign-in sheets/ documentation that shows reported units of service are based on scheduled activities. DAAS staff will be responsible for monitoring the program performance and outcome objectives of the Grantee on an annual basis, and will act as a liaison between the Grantee and San Francisco Food Bank.
- B. Fiscal and Compliance 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.

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, -	BUDGET FORMS								Appendix B, pg. 1	
7								Documen	Document Date: 11/11/2018	
ω 4			HUMAN SERVICE:	HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES BUDGET PROPOSAL FORMS	ENCY - DEPARTIMENT OF AGINO BUDGET PROPOSAL FORMS	G AND ADULT SER	VICES			
	me: Golden G			***************************************		-			Grant Term	
9 /	(Check One) New Renewal	Modification2_ No. of Mod: 2	~, [[]					-		
∞	Program: Home Delivered Groceries									cost/bag
0	Annual #Meals Contracted	6,299	6,500	990	7,150	092'9	390	7,150	20,599	
9	Program Term	7/1/17 to 6/30/18	7/1/18 to 6/30/19	Modification	Revised	7/1/19 to 6/30/20	Modification	Revised	7/1/17 to 6/30/20	
	DAAS Expenditures					3				
	Salaries & Benefits	\$53,369	\$56,546		\$56,546	\$58,812		\$58,812	\$168,727	\$8.19
	Operating Expense	\$15,807	\$10,980		\$10,980	\$8,714		\$8,714	\$35,501	\$1.72
	Subtotal	\$69,176	\$67		\$67,526	\$67,526		\$67,526	\$204,228	\$9.91
35	Indirect Percentage	14%			15%	15%		15%		
9	Indirect Cost (Line 14 X Line 13)	\$9,644	\$10,129		\$10,129	\$10,129		\$10,129	\$29,902	\$1.45
4	Subcontractor	\$76,500	\$78,500	\$15,490	\$93,990	\$78,500	\$15,490	\$93,990	\$264,480	\$12.84
82		\$155,320	\$156,155	\$15,490	\$171,645	\$156,155	\$15,490	\$171,645	\$498,610	\$24.21
19										
	Non-DAAS Expenditures	-								
21	Salaries & Benefits	\$3,555	\$3,071		\$3,071	\$3,071		\$3,071	29'6\$	\$0.47
22	Operating Expense	\$11,170	\$11,170		\$11,170	\$11,170		\$11,170	\$33,510	\$1.63
23	Capital Expenditure	\$79,458	\$79,458	(\$6,712)	\$72,746	\$79,458	(\$6,712)	\$72,746	\$224,950	\$10.92
24	TOTAL Non-DAAS EXPENDITURES	\$94,183	\$93,699	(\$6,712)	\$86,987	\$93,699	(\$6,712)	\$86,987	\$268,157	\$13.02
25										
78	TOTAL DAAS & Non-DAAS EXPENDITURES	\$249.503	\$249,854	\$8,778	\$258,632	\$249,854	\$8,778	\$258,632	292'992\$	\$37.22
78	HSA-DAAS Revenues								MANAGEMENT	
	Meals	\$155,320	\$156,155	\$15,490	\$171,645	\$156,155	\$15,490	\$171,645	\$498,610	
33						,				
93										
32										
33										······································
8	TOTAL HSA-DAAS REVENUES	\$155,320	\$156,155	\$15,490	\$156,155	\$156,155	\$15,490	\$156,155	\$467,630	
32	PER MEAL COST, HSA-DAAS	\$24.66	\$24.02		\$21.84	\$23.10		\$21.84	\$22.70	
	Non-DAAS Revenues									
38	Project Income									
39 /	Agency Cash - Fundraising	\$16,851	\$9,783	(\$128)	\$9,655	\$9,783	(\$128)	\$9,655	\$36,161	\$1.76
40 /	Agency In-Kind Volunteer	\$77,332	6	8)	\$77,332	0,	(\$6,584)	\$77,332	\$231,996	\$11.26
4										
45								-		
₽ ₽										
	TOTAL NON HSA-DAAS REVENUES	\$94,183	Ť,	(\$6,712)	\$86,987	\$93,699	(\$6,712)	\$86,987	\$268,157	
_	PER MEAL COST, NON HSA-DAAS	\$14.95	\$14.42		\$12.17	\$13.86		\$12.17	\$13.02	
46							0.00 Sec. 1			
47	TOTAL REVENUES	\$249,503	\$249,854		\$243,142	\$249,854		\$243,142	\$735,787	
	PER MEAL COST, TOTAL	\$39.61	\$38.44		\$34.01	\$36.96		\$34.01	\$35.72	,
	Prepared by: Kaleda Walling		Phone No.: 415-405-4660	05-4660						
92	HSA-CO Review Signature:			,	-	Date:				
23	53 HSA #1 (11/14/13)				. 1					

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4 Grantea's Name: Colden Cate Senior Senior	Sociot Socioto										1								Anner	Appendix B no 2
2 Program: Home Delivered Groceries	ries																	۵	Document Date: 11/11/2018	11/11/2018
w 4																				
ا ما								Ø	Salaries & Benefits Detail	efits Detail	٠									
٥ ٢-																				
8 H.S.A.DAAS	Agency Totals	Totals	HSA Program		DAAS Program	Agency	Agency Totals	For DAAS Nutrition	Nutrition	اد	DAAS Program		Agenc	Agency Totals	For DAAS Nutrition	Nutrition	6	DAAS Program		Total
ELT NOTINGE	Annual Full TimeSalary	% FTF %	% Nutr Prog	Adjusted	7/1/17 to	Annual Full TimeSalary	Total 9, FTF	% Nutr Prog	Adjusted	7/1/18 to	Modification	Revised	Annual Full TimeSalary for ETE	Total % FTE	% Nutr Prog	Adjusted	7/1/19 to	Modification	Revised	7/1/17 to 6/30/20
10 RSC Director	10	100 00%	7800 6	900	SZ 200	\$87.516	400.00%	15 04%	0.16	\$14.039		\$14 039	\$87.516	100 00%	15 00%	0.15	\$13.127		\$13.127	\$34,366
11 Program & Services Coodinator	\$58,000	100,00%	54.82%	0.55	\$31,797															\$31,797
12 Director Service Coodinator	\$64,002	71.50%	13.20%	0.09	\$6,040			,											-	\$6,040
13 Program Director						\$74,000	75.00%	41.53%	0.31	\$23,051		\$23,051	\$74,000	100.00%	35.00%	0.35	\$25,900		\$25,900	\$48,951
14 Executive Director						009'68\$	%00'05	13,48%	0.07	\$6,040		\$6,040	009'68\$	20.00%	13.48%	20'0	\$6,040		\$6,040	\$12,080
15 Activity Liaison						\$44,720	%00'92	15.51%	0.12	\$5,200		\$5,200	\$44,720	75,00%	15.51%	0.12	\$5,200		\$5,200	\$10,400
16																				
17																				
18			-																	
19			_																	
20 TOTAL DAAS	\$202,002	272%	477	0.73	\$45,037	\$295,836	300%	71%	0.66	\$48.330		\$48,330	\$295,836	325%	79%	0.68	\$50,267		\$50.267	\$143,634
22 FRINGE BENEFIT RATE	18 50%				•	47.00%							17 00%							
23 DENICETES	0.000				000	200.00		ANNUAL CONTRACTOR	STREET, STREET	50 345		OFC 00	000 000	NO SECURITION AND ADDRESS OF THE PERSON NAMED IN COLUMN TO ADDRESS OF THE PERS	S STATE OF THE PARTY OF THE PAR		373 03		262 645	426.002
24 DENET S	0/8/28				\$8,332	282.068				38,276		35,215	\$50,292				040,040		25.00	953,030
TOTAL DAAS SALARIES & 25 BENEFITS	\$239,372				\$53,369	\$346,128				\$56,546		\$56,546	\$346,128				\$58,812		\$58,812	\$168,727
256																				
28 Non - DAAS	Agency Totals	Totals	For DAAS Meal	200 May 120	Non-DAAS Program	Agency	Agency Totals	For DAAS Meal	S Meal	No	Non-DAAS Program	J.W.	Ageno	Agency Totals	For DAAS Meal	SiMeal	No	Non-DAAS Program	u	Total
29 POSITION TITLE and NAME	Annual Full TimeSalary for FTE	Total % FTE % Nutr Prog		Adjusted Nutr FTE	Budgeted	Annual Full TimeSalary for FTE	Total % FTE	% Nutr Prog	Adjusted	Budgeted Salary	Modification	Revised Salary	Annual Full TimeSalary for FTE	Total % FTE (a)	% Nutr Prog	Adjusted Nutr FTE	Budgeted Salary	Modification	Revised	7/1/17 to 6/30/20
30 Project Integration Director	\$60,000	"	ğ	0.05			١.					1		١			-			\$3,000
31 RSC Director						\$87,516	100.00%	3.00%	0.03	\$2,625		\$2,625	\$87.516	100.00%	3.00%	0.03	\$2,625		\$2,625	\$5,250
33 TOTAL NON-DAAS	\$60,000	100.00%	2.00%	0.05	\$3,000	\$87,516	100.00%	3.00%	0.03	\$2,625		\$2,625	\$87,516	100.00%	3.00%	0.03	\$2,625		\$2,625	\$8,250
35 FRINGE BENEFIT RATE	18 50%				•	17 OUS							75 00%	_		<u>- </u>				
36 BENEFITS	\$11,100				\$555	\$14,878				\$446		\$446	\$14,878					\$446	\$446	\$1,447
37																				
TOTAL Non-DAAS SALARIES	\$71,100				\$3,555	\$102,394				\$3,071		\$3,071	\$102,394				\$2,625	\$446	\$3,071	\$9,697
40			A A A A A A A A A A A A A A A A A A A	200	***************************************				V O O D O O O O O O O O O O O O O O O O							BEGRANDS STORY OF				
101AL DAAS & Non-DAAS 41 SALARIES & BENEFITS	\$310,472				\$56,924	\$448,522				\$59,617		\$59,617	\$448,522				\$61,437	\$446	\$61,883	\$178,424

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1		ie: Golden Gate Senior Services		<u> </u>	, ,	1/1	<u> </u>			pendix B, pg. 3
-		e Delivered Groceries								te: 11/11/2018
3	r rogram, mom	e Benvered Grocenes								
4										
				0	austina Eunan	na Datail				
5				Op	erating Expen	se Detail				
6										
7						W 480	1	200	7.450	00.500
8	Α	nnual #Grocery Bags Contracted:		6,500	650	7,150	6,760	390	7,150	20,599
9			7/1/17 to 6/30/18	7/1/18 to 6/30/19	Modification	Revised	7/1/19 to 6/30/20	Modification	Revised	7/1/17 to 6/30/20
	H.S.A-DAAS		1							
		<u>E CATEGORY</u>								
	Office Supplies		\$5,603	\$3,580		\$3,580	\$2,000		\$2,000	\$11,183
	Printing & Rep		\$2,220	\$1,000		\$1,000	\$1,714		\$1,714	\$4,934
14	Rental of Prop	erty								
15	Staff/Vol trainir	ng/recognition	\$2,000	\$1,000		\$1,000	\$2,000	-	\$2,000	\$5,000
16	Transportation	/Travel	\$1,000	\$3,000		\$3,000	\$1,000		\$1,000	\$5,000
17	Utilities(Elec, V	Vater, Gas, Phone, Scavenger)	\$1,484	\$1,400		\$1,400	\$1,500		\$1,500	\$4,384
18										
19	-				,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,					
20	CONSULTANT	'S (Descriptive Title)								
		er & Pantry Services								
22										
	OTHER COST	S·								
-	Translation Se		\$500	\$1,000		\$1,000	\$500		\$500	\$2,000
	Small equipme		4000	7.122					·	7_1-1-1
	Auto - Fuel & I							<u>-</u>		
	Repair/Mainter								,	
	RDNC Fingerp		\$2,000		***************************************					\$2,000
	IT Web Suppo		\$1,000					*****	-	\$1,000
		OPERATING EXPENSE		\$10,980		\$10,980	\$8,714		\$8,714	\$35,501
-	TOTAL DAAS	OPERATING EXPENSE	\$15,807	\$10,960			\$0,714	····	- 40,7 F4	\$30,001
31	N DAAO			İ						
	Non-DAAS	T 0.1 TT 0.0 D.V								
	EXPENDITUR									
	Rental of Prop			<u> </u>	-		<u> </u>			
		Vater, Gas, Phone, Scavenger)		 			 	-	- 	
	Office Supplies									
	Building Maint	enance Supplies and Repair	ļ	<u> </u>			·			
38			1	I						
	FOOD COSTS			I						
	Raw Food							***************************************		
	Cong Food Sv			ļ					_	
_	HDM Food Svo	· · · · · · · · · · · · · · · · · · ·		ļ						
43	Catered Meals								_	
44										
_	CONSULTANT	(Descriptive Title)								
46					-				_	
47										
48	OTHER COST	' <u>S:</u>								
49	Volunteer Soci	al Support	\$4,586	\$4,586		\$4,586	\$4,586		\$4,586	. \$13,758
	Community Lia		\$6,584	\$6,584		\$6,584	\$6,584		\$6,584	\$19,752
51										
	TOTAL Non-D	AAS OPERATING EXPENSE	\$11,170	\$11,170		\$11,170	\$11,170		\$11,170	\$33,510
53		_						1		
	TOTAL DAAG	& Non-DAAS OPERATING EXPE	\$26,977	\$22,150		\$22,150	\$19,884		\$19,884	\$69,011

	Α	В	С	D	E	F	G	Н	l	J
1	Grantee	s's Name: Golden Gate Senior Services							Αį	ppendix B, pg. 4
2	Progran	n: Home Delivered Groceries							Document D	ate: 11/11/2018
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4										
5				Canital I	Expenditure De	tall				
6		•	(Sub	contractor, Equ			1			
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8										
	H.S.A-D	2440	7/1/17 to 6/30/18	7/1/18 to 6/30/19	Modification	Revised	7/1/19 to 6/30/20	Modification	Revised	7/1/17 to 6/30/20
10	No.	ITEM/DESCRIPTION	771713 10 0700710	17 17 10 10 0700710	Modification	Noncou	17 17 10 10 0,000,000	Micetilogation		77.17.10 0.00.00
11	140.	Subcontractor Salary	\$70,899	\$72,746	\$10,325	\$83,071	\$74,740	\$8,331	\$83,071	\$237,041
12		Subcontractor Operating Cost	\$5,601	\$5,754	\$5,165	\$10,919	\$3,760	\$7,159	\$10,919	\$27,439
13		Subcontractor Operating Cost	\$5,001	φυ,τυ4	φυ, του	\$10,919	\$0,700	Ψ1,100	Ψ10,513	Ψ21,400
14 15										
_										
16										
17			<u> </u>							
18			<u> </u>							
		DAAS-OOA SUBCONTRACTOR,		****		***		045 400	400.000	****
<u></u>	EQUIP	MENT & REMODELING COST	\$76,500	\$78,500	\$15,490	\$93,990	\$78,500	\$15,490	\$93,990	\$264,480
20										
	Non-DA	1								
22	No.	ITEM/DESCRIPTION			45.740		60 716	(00.7740)		40.740
23		Subcontractor Non-DAAS Salaries	\$6,712	\$6,712	(\$6,712)		\$6,712	(\$6,712)		\$6,712
24		Subcontractor Non-DAAS Operating	\$72,746	\$72,746		\$72,746	\$72,746		\$72,746	\$218,238
25										
26										
27			<u> </u>							•
		NON DAAS-OOA SUBCONTRACTOR,								
	EQUIP	MENT & REMODELING COST	\$79,458	\$79,458	(\$6,712)	\$72,746	\$79,458	(\$6,712)	\$72,746	\$224,950
29										
		DAAS & NON-DAAS SUBCONTRACTOR,								
		MENT, CAPITAL EXPENDITURE	\$155,958	\$157,958	\$8,778	\$166,736	\$157,958	\$8,778	\$166,736	\$489,430
		nent and Remodeling Cost)								
	HSA #4									
33										
		ion Methodology: (If you have multiple progr	ams, describe h	ow you allocate	among shared p	rogram costs.)				
_		DAAS and non-DAAS-OOA funding above.								
	NOTE:	Green highlighted celfs have formulas that lin		t Summary page		-				
37		Equipment is defined as \$5000 or more a un	it							
38										
39 40										
41										

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	Grantee's Name: Golden Gate Senior Services												•						Ċ	Comment of Description Co. pg. 2	44,44,70,49
_	Program: Home Delivered Groceries												44.104	1	20,200				1	ocaliien Cale	0102011111
ო													nee',	13.07%							
4														86.93%							
2									Salaries	Salaries & Benefits Detail	tail										
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8	8 H.S.A.DAAS	Agency	Totals	For DA	For DAAS Nutrition	DAAS program	Agency Totals	Totals	For DAAS Nutrition	Nutrition	ã.	DAAS program		Agency Totals	otals	For DAAS Nutrition	Nutrition	1	DAAS program		10131
,		Annual Full TimeSalary)	% Nufr Prog	Adjusted	7/1/17 to	Annual Full TimeSalary	70to 1	% Nutr Prog	Adjusted	7/1/18 to	Modification	Revised	Annual Full TimeSalary for FTE	Total % FTF	% Nutr Prog	Adjusted Nutr FTE	7/1/19 to 6/30/20	Modification	Revised	7/1/17 to 6/30/20
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	Neighborhood Services Program	\$53,000	100.00%			1	┙	1000 000	700	00.0	100000		107 070		1		***************************************			-	\$42.487
<u>1</u>	Food Programs Enrichment Coordinator	\$42,000	100.00%				\$37,950	100.001	35./976	95.0	413,587	\dagger	190,516	†		+			+	1	200
12 H	12 HDG Coordinator	\$37,440	63.70%	100.00%	% 0.64	"							+				†		1	1	323,043
유	HDG Driver 1	\$43,680	4.90%					14.23%	100.00%	0.14		\$5,328	\$5,328	\$37,440	5.61%	100.00%	90.0		\$2,100	\$2,100	\$9,568
7	Community Support Sps. Director					<u>_</u> .	\$80.855	100.00%	10.00%	0.10	\$9,703	(\$1,617)	58,086	\$80,855	100.00%	11.45%	0.11	\$9,703	(\$445)	\$9,258	\$17,344
	Niethborhood Bood Sparity Manager						\$57.750	100 00%	82.91%	0.63	\$36,612	(\$280)	\$36,332	\$57.750	100.00%	%00.06	06.0	\$51,975		\$51,975	\$88,307
ų ų	The The Divers					ļ Ļ	C37 440	14 23%	100.00%	0.14	\$4.891	\$437	\$5,328	\$37.440	14,23%	100.00%	0.14	54,891	\$437	\$5,328	\$10,656
	2 154 000						227.440	7000 01	100 00%	77.0		805.50	85 328	S37 440	14.23%	100 00%	0.14		\$5,328	\$5,328	\$10,656
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_	TOTAL DAAS	\$175,120	259%	2/0%	1,39	2077255	\$768,585	04570	40878	167	26/100	48, 190	2,500	420,000	20.20	lav los		1 202,000	25.15		
<u>ال</u> ا		24 68%					12.28%						<u>.1</u>	12.28%							
1 3 7	ST CAND ON THE PRINCIPLE	20000				E17 633	Ľ				\$7.953	\$1.129	\$9.082	\$30.801				\$8,171	\$911	\$9.082	\$30,797
18		\$20,100	Secretary March			2007	L														
1 8	TOTAL DANS SAL ADISS & DENIETHS	906 7763				568 023	ALC ACT?				\$72.746	\$10.325	\$83.071	\$281,726				\$74.740	\$8,331	\$83,071	\$237,041
75	24	2001					L														
35													1								
<u>×</u>	26 Non - DAAS	Agency	Agency Totals	For D	For DAAS Meal	DAAS program	n Agency To	Totals	For DAAS Meal	SMeal	ă.	DAAS program	125	Agency Totals	Totals	For DAAS Meal	SMeal	7	DAAS program	†	Total
3,	TO DOCTON TITLE BY NAME	Annual Fuli TimeSalary	Total % FTE	% Nutr Prog	D Adjusted		Annual Full TimeSalary for FTF	Total % FTE	% Nutr Prog	Adjusted Nutr FTE	Budgeted	Modification	Revised	Annual Full TimeSalary for FTE	Total % FTE (9)	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted	Modification	Revised	7/1/17 to 6/30/20
-	מונים מונים מונים וליים מונים מונים מונים מונים וליים מונים וליים מונים			1		1	1			╁	╁	(000 ca/		-				83.600	(\$3.600)	<u> </u>	\$3,600
0 8 8 8	28 Director of Neighborhood Svc.	\$72,000	700.001	2.00%	60.0	23,500				\dagger	22,000	(64 770)						\$1.770	(\$1,770)		\$1.770
2 2	ZS Translation Asst.	100°'CS'6	22,0028			1				\dagger	2	+	İ		<u> </u>		-			-	
3 5	And the state of t															-					
8				ļ																	
+-	TOTAL MON DANS	036 2013	200 000	20 476/	0 10	0 65 370					\$5.370	(\$5.370)						\$5,370	(\$5,370)		\$5,370
		000,1010	135,00%							, and a second					1						
1 8	35 FRINGE BENEFIT RATE	24.99%	_				24.99%	_					-	24.99%				with the second	ŀ		
36 E)	EMPLOYEE FRINGE BENEFITS	\$26,829				\$1,342					\$1,342	(\$1,342)		/00/				\$1.342	(\$1,342)		\$1,342
37							·														
<u>۽</u> ۾	39 TOTAL Non-DAAS SALARIES & BENEFITS	\$134 189				\$6.712					\$6,712	(\$6,712)		Camin (CESSES)				\$6,712	(\$6.712)		\$6,712
40																2 COCO magazine	Medical Annual State (1	
<u> </u>	TOTAL DAAS & Non-DAAS SALARIES &	567 8FCS				\$77.611	\$324.346				\$79.458	\$3,613	\$83,071	\$281,726				\$81,452	\$1,619	\$83,071	\$243,753
		201000					1			La constant de la con											

A B C	۵	E	E C		S. K	T L	z	0
1 Grantee's Name: Golden Gate Senior Services		•					Ap	Appendix B, pg. 6
2 Program: Home Delivered Groceries							Document Da	Document Date: 11/11/2018
20								
4 4		Č	Concept Constitution	ii.c4ci				<u> </u>
10		p d	Operating Expense Detail					
Annual #Grocery Bags Contracted:	6 2 9 9	6 500	650	7.150	6.760	390	7.150	20.599
T-1	7/1/1	7/1/18 to 6/30/19	Modification	Revised	7/1/19 to 6/30/20	Modification	Revised	7/1/17 to 6/30/20
10 H.S.A-DAAS								•
								-
	\$3,300	\$450		\$450		\$450	\$450	\$4,200
13 Printing & Reproduction		\$600		\$600		\$600	\$600	\$1,200
Rental of Equipment								
		\$700		8/00		\$/00	00/\$	\$1,400
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$1,241	\$777	\$1,023	\$1,800	\$1,241	\$559	\$1,800	\$4,841
40 CONOUR TANKET (DATE OF THE)								
18 CONSOLLANT (Descriptive ride)			6	6		6	6	6006
Hanslation Costs			0014	001\$		201.0	0016	OOZ4
70								
			\$1,718	\$1,718	\$1,459	\$259	\$1,718	\$3,436
24 Staff/Vol training/recognition	\$400	\$2,422		\$2,422	\$400	\$2,022	\$2,422	\$5,244
			\$2,324	\$2,324		\$2,324	\$2,324	\$4,648
26 ID Solutions Background Checks	\$660	\$805		\$805	\$660	\$145	\$805	\$2,270
27 TOTAL DAAS OPERATING EXPENSE	\$5,601	\$5,754	\$5,165	\$10,919	\$3,760	\$7,159	\$10,919	\$27,439
28								
29 Non-DAAS								-
30 EXPENDITURE CATEGORY								
31 Rental of Property								
32 Utilities(Elec, Water, Gas, Phone, Scavenger)								
33 Office Supplies, Postage								
34 Building Maintenance Supplies and Repair								
$\overline{}$							-	•
Raw Food						-		
Cong Food Svc Supplies								
39 HDM Food Svc Supplies								
40 Catered Meals								
42 CONSULTANT (Descriptive Title)								
43						***************************************		
44 45 OTHER COSTS:								
46 Volunteer Delivery & Social Support Team	\$72,746	\$72,746		\$72,746	\$72,746		\$72,746	\$218,238
+-1								
TOTAL Non-DAAS OPERATING EXPENSE	\$72,746	\$72,746		\$72,746	\$72,746		\$72,746	\$218,238
50		1	1	4	4			1
51 110 IAL DAAS & Non-DAAS OPERATING EXPE	\$78,347	\$78,500	\$5,165	\$83,665	\$76,506	\$7,159	\$83,565	\$245,677

APPENDIX A – SERVICES TO BE PROVIDED San Francisco-Marin Food Bank

Home Delivered Groceries Oversight Program July 1, 2017 to June 30, 2020

I. PURPOSE

The purpose of this grant is to:

- Provide home delivered groceries to eligible target populations in need of additional food resources, ensuring access to healthy supplemental food sources and enhancing the nutritional value of their food intake;
- Assist program participants in maintaining their independence, quality of life, and self-sufficiency and in developing a sense of self-esteem and self-reliance by offering them the opportunity to prepare or direct the preparation of their own meals;
- Increase availability of and accessibility to fresh, seasonal produce and other healthy food products to target populations; and
- Collaborate with community-based organizations (CBOs) that advocate for, and provide services to limited mobility individuals to ensure that appropriate community food assistance interventions are in place to improve the well being of the target populations.

II. DEFINITIONS

Grantee	San Francisco-Marin Food Bank (SFMFB)
Adult with Disability	Person 18-59 years of age living with a disability.
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.
CARBON	Contracts Administration Reporting and Billing Online system
DAAS	Department of Aging and Adult Services, a division of the Human Services Agency
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.
Enhanced Outreach	Service units are captured by providing more formal outreach efforts and enhanced services to support the outreach efforts. Examples of this may include working with a community collaborative group, designing and implementing an outreach plan for an underserved area, problem-solving certain barriers to service, e.g. safety issues, transportation needs, etc.

SFMFB: Home-Delivered Groceries Oversight Program FY 7-17 to 6-20 . rev.11/14/18

Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others
LGBTQ+	An acronym/term used to refer to persons who self-identify as non - heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Low Income	At or below 200% of Federal poverty level.
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.
OOA	Office on the Aging, a division of DAAS
Senior	Person who is 60 years or older, used interchangeably with Older Adult.
Social Services/ Other	Service units are captured by providing one-to-one assistance for individuals to enable them to resolve problems. Assistance may include information and referral, forms/application completion, home visits, and emotional support by phone or in person.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9</i>).

III. TARGET POPULATION

This grant will serve seniors (age 60 and over) or persons with disabilities (age 18-59) who reside in the City and County of San Francisco with one or more of the following target priorities and who meet program eligibility standards:

- 1. Low-income
- 2. Non or limited English speaking
- 3. Minority
- 4. Frail
- 5. LGBTQ+

IV. ELIGIBILITY

The program participant is a senior or adult with disabilities and meets all the following criteria:

- A. Resident of San Francisco and lives in the neighborhoods served by the HDG provider, or other neighborhoods that HSA-DAAS has identified with significant documented needs;
- B. Has a frailty that prevents them from standing in the food pantry lines
- C. Is low-income
- D. Has a demonstrated need for supplemental groceries due to food insecurity
 - Not receiving two (2) home-delivered meals a day. (Consumers receiving one (1) home-delivered meal a day are eligible)
 - Not dually enrolled in a food pantry program; and
- E. Is able to prepare food at home or has a caregiver who can prepare food.

Eligibility screening will be done by the Grantee and/or other referral agencies (e.g. DAAS Integrated Intake, HDG partners, other CBOs). Participants must show proof of residency for the service area, proof of age, and disability or need.

V. SERVICES TO BE PROVIDED

- A. The Grantee will partner and establish signed MOUs with community-based organizations and/or government agencies to outreach and provide HDG services to target population.
- B. The Grantee will provide coordination with food bag contractor and community HDG partners to supply food bags on a weekly basis (approximately 48 weeks annually) to HDG Partners with the annual number of food bags indicated in Table A.
- C. The Grantee and/or its authorized HDG partners will conduct client screening, intake, eligibility verification, and enter the enrollment information in CA-GetCare.
- D. The Grantee will enroll the program participants in CA-GetCare to meet DAAS-OOA program reporting requirements, including administering the food security, program utilization, and SOGI survey questions.
- E. The Grantee will develop and maintain HDG program policies and procedures with OOA approval to meet the program standards.
- F. The Grantee and/or HDG partners will administer an annual consumer satisfaction survey to statistically significant sample of the program participants using a survey tool approved by DAAS in order to document the effectiveness of the program, and share the results with Grantee. Grantee will share the annual consumer satisfaction survey results with DAAS by June each year.
- G. The Grantee and its HDG partners shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable and to take all reasonable efforts to implement HIPAA requirements.
- H. The Grantee will complete the California Department of Aging (CDA) Security Awareness Training annually during the term of the grant.
- I. The Grantee must provide training, at least annually, to all staff and volunteers who handle personal, sensitive or confidential information. The staff/volunteer must complete the Security Awareness Training module located at www.aging.ca.gov within 30 days of starting on the job. The training shall be documented, be on file and available for DAAS upon request. Training may be provided on an individual basis or in groups. A sign-in sheet is acceptable documentation for group training in lieu of individual certificates. If internet access is not available, a hardcopy of the training module may be provided to staff/volunteers for their completion. Grantee may substitute CDA's Security Awareness Training program with its own Security Training provided such training meets or exceeds CDA's training requirements.

VI. SERVICE OBJECTIVES

On annual basis:

A. The Grantee will coordinate HDG services with HDG partners.

B. The Grantee will coordinate the number of HDG Food bags to the number of consumers as indicated in Table A.

Table A	FY17-18	FY18-19	FY19-20
Annual Total #Unduplicated Consumers	2,003	2,992	3,641
# of Food bags delivered	84,701	116,326	141,570
Annual #Hours of Social Service	-	724	508
Annual # Hours of Enhanced Outreach	_	2342	1080

C. The grantee will coordinate four (4) quarterly HDG meetings with HDG service providers.

VII. OUTCOME OBJECTIVES

Based on DAAS Annual Consumer Satisfaction Surveys with sample size of at least 25% of enrolled clients:

- A. At least 75% of the participants will indicate that they feel healthier as result of participating in the program.
- B. At least 85% of participants will report being satisfied (rate as "Excellent or Good") with the food quality.
- C. At least 75% of participants will report that the service helps maintain their independence.
- D. At least 75% of participants will report being less worried about getting enough food since participating in the program.

VIII. REPORTING REQUIREMENTS

- A. Grantee and/or its authorized HDG partner will be responsible for enrolling participants in CA-GetCare on a regular basis.
- B. Grantee will be responsible for reporting the monthly service units provided in CA-GetCare on a monthly basis.
- C. Grantee shall provide an annual consumer satisfaction survey to DAAS by March 15.
- 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. Monthly and Annual Reports and invoices will be entered into the Contracts Administration Reporting and Billing On-line (CARBON) system. For assistance with reporting requirements or submission of reports, contact:

Sarah Chan
OOA Nutritionist
Department of Aging and Adult Services
sarah.chan@sfgov.org

Esperanza Zapien
Contract Manager,
Human Services Agency
Esperanza.Zapien@sfgov.org

IX. MONITORING ACTIVITIES

Program Monitoring:

- A. The DAAS Nutritionist is responsible for monitoring the program performance and outcome objectives on an annual basis.
- B. The DAAS Nutritionist will act as a liaison among HSA, the Grantee, and Subcontractors.
- C. Grantee will collect and coordinate on a monthly basis service numbers from Subcontractors and report to HSA as requested.

Fiscal and Compliance Monitoring:

- A. The HSA Contract Manager is responsible for monitoring the fiscal activities and grant compliance on an annual basis.
- B. Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, audited financial statement, fiscal policy manual, and supporting documentation for selected invoices.
- C. 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.
- D. Grantee will forward to HSA Contract Manager a copy of the biennial Feeding America (FA) monitoring report.

	· A	В	С	D	E	F I	G	Н	l
1	BUDGET FORMS				· · · · · · · · · · · · · · · · · · ·	•			Appendix B-1, pg. 1
2		•				Document Date:			11/8/2018
3	HUMAN SERVICES AG	ENCY - DEPAR	RTMENT OF A	GING AND ADI	JLT SERVICES		,		
4		BUDGET I	PROPOSAL FO	ORMS					
5	Grantee's Name: SF-Marin Food Bank								Grant Term
6	(Check One) New 🗀 Renewal	Modification _X							
7		lo. of Mod:	_						7/1/17 to 6/30/20
	Effective Date of Wood:	Home Delivered							7777 (0 0,00,20
	Program: Enter 1 Prog ONLY (e.g. Cong-ENP,	Groceries							
8	HDM-ENP, Cong-AWD, or HDM-AWD)	Oversight	Home De	elivered Groceries	Oversight	Home De	livered Groceries (Oversight	TOTAL
9	Annual #Bags Contracted	84,701	103,657	12,669	116,326	110,659	30,911	141,570	342,597
11	Program 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
12	DAAS Expenditures	Original Budget	Original Budget	Add-Back	Revised Budget	Original Budget	Add-Back	Revised Budget	Total Budget
13	Salaries & Benefits	\$246,376	\$221,625	\$125.102	\$346,727	\$221,625	\$72,540	\$294,165	\$887,268
	Operating Expense	\$169,752	\$206,108	\$118,151	\$324,259	\$206,108	\$145,667	\$351,775	\$845,786
15	Subtotal	\$416,128	\$427,733	\$243,253	\$670,986	\$427,733	\$218,207	\$645,940	\$1,733,054
16	Indirect Percentage (max 15%)	14%	14%	14%	14%	14%	14%	14%	
	Indirect Cost (Line 15 X Line 14,) Indrect	A05 700	#D4 4B0	en4 non	\$56,426	\$34,430	\$10,620	\$45,050	\$137,206
	costs excludes subcontractor costs Capital Expenditure	\$35,730	\$34,430	\$21,995	\$56,426	\$34,430	\$10,620	\$45,050	\$137,200
	TOTAL DAAS EXPENDITURES	\$451,858	\$462,163	\$265,249	\$727,412	\$462,163	\$228,827	\$690,990	\$1,870,260
19 20	TOTAL DAAS EXPENDITURES	\$451,000 j	\$402,103	\$200,243		Ψ40Z,100	\$220,021	4000,000	# 41,010,200
	Non-DAAS Expenditures					****			
22	Salaries & Benefits	\$413.962	\$514,908	\$35,564	\$550,472	\$554,870	\$125,399	\$680,269	\$1,644,703
	Operating Expense	\$3,225,075	\$3,946,844	\$482,385	\$4,429,229	\$4,213,452	\$1,176,967		\$13,044,723
	Capital Expenditure								
25	TOTAL Non-DAAS EXPENDITURES	\$3,639,037	\$4,461,752	\$517,949	\$4,979,701	\$4,768,322	\$1,302,366	\$6,070,688	\$14,689,426
26				11	n T				
27	TOTAL DAAS & Non-DAAS EXPENDITURES	\$4,090,895	\$4,923,915	\$783,197	\$5,707,113	\$5,230,485	\$1,531,194	\$6,761,679	\$16,559,687
28		ψ4,030,030	\$4,020,010	W100,101	ψο,, στ, ττο	\$0,200,400	V 1,000	401.0310.0	
29	HSA-DAAS Revenues				,,				11
30	Bags	\$451,858	\$462,163	\$265,249	\$727,412	\$462,163	\$228,827	\$690,990	\$1,870,260
	Nutrition Compliance (if your agency is								
	requesting funds)	<u></u>							
32	·				 				-
34									
35	TOTAL HSA-DAAS REVENUES	\$451,858	\$462,163	\$265,249	\$727,412	\$462,163	\$228,827	\$690,990	\$1,870,260
	Non-DAAS Revenues			II.	1			1	П
	Project Income Agency Cash - Fundralsing		·	-					<u> </u>
	Agency Cash - Fundraising Agency In-Kind Food	\$3,225,075	\$3,946,844	\$482,385	\$4,429,229	\$4,213,452	\$1,176,967	\$5,390,419	\$13,044,723
	Agency In-Kind Volunteer	\$413,962	\$514,908			\$554,870	\$125,399	\$680,269	\$1,644,703
	Nutrition Compliance Revenues								- "
42							******	40 1	
43	TOTAL NON HSA-DAAS REVENUES	\$3,639,037	\$4,461,752	\$517,949	\$4,979,701	\$4,768,322	\$1,302,366	\$6,070,688	\$14,689,426
44	TOTAL REVENUES	\$4,090,895	\$4,923,915	\$783,197	\$5,707,113	\$5,230,485	\$1,531,194	\$6,761,679	\$16,559,687
		. ,							
	Full Time Equivalent (FTE)	<u> </u>		1		<u> </u>		<u> </u>	
47	Prepared by: Sean Brooks		Phone No.: 415-	282-1900		<u></u>			Date: 11/8/18
48	HSA-CO Review Signature:			_		Date:			
	HSA #1	Form Rev. 12/22/16		_			•		<u> </u>

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1	BUDGET FORMS						B-1, pg. 1	.,			Appendix B-1,	page 2		
2	Program Name:										Date:			11/8/18
3	Home Delivered Groceries Oversi	ght												l
4				Salaria	ae & Ber	efits Deta	il							TOTAL
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8	H.S.A-DAAS	Age	ency To	otals	For DAA	S Nutrition	7/1/17 to 6/30/18	<u> </u>	7/1/18 to 6/30/19			7/1/19 to 6/30/20		7/1/17 to 6/30/20
							8							
		Annuai												
		TimeS		Total	% Nutr	Adjusted	Budgeted	Original	Add-Back	Revised Budget	Original Budget	Add-Back	Revised Budget	Total Budgeted Salary
9	POSITION TITLE and NAME	for F		% FTE 100%	Prog (b) 30%	Nutr FTE 30%	Salary \$28,967	Budget \$29,691	\$9,897	\$39,588	\$29,691	Add-Dack	\$29,691	\$98,245
10	Director of Programs Program Manager		96,556 39,290		100%	100%	\$67,600	\$69,290	45,007	\$69,290	\$69,290		\$69,290	\$206,180
12	Program Associate		13,076		100%	100%	\$19,952	¥	\$43,076	\$43,076		\$43,076	\$43,076	\$106,103
13	Program Associate		12,026		100%	100%	\$41,000	\$27,069	\$14,956	\$42,026	\$27,069	\$14,956	\$42,026	\$125,051
14	Program Coordinator	\$6	51,250	100%	100%	100%	\$39,583	\$51,250		\$51,250	\$51,250		\$51,250	\$142,083
15	Program Coordinators	\$5	53,000	100%	61%	61%		 	\$32,153	\$32,153				\$32,153
16									İ					
17				-			 	 				-		
18	TOTALS	\$ 35	55,198	600%	491%	491%	\$197,101	\$177,300	\$100,082	\$277,382	\$177,300	\$58,032	\$235,332	\$709,816
19										1		1		
20	FRINGE BENEFIT RATE		25.0%					 					1	
١						ļ	0.40.075	544 30E	\$25,020	\$69,345	\$44,325	\$14,508	\$58,833	\$177,453
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24	BENEFITS	\$ 44	43,997		<u> </u>	<u> </u>	\$246,376	\$221,625	\$125,102	\$346,727	\$221,625	\$72,540	\$294,165	\$887,268
	l <u>-</u>	NIE SAN CONTRACTOR		ACTION SERVICES	Far releated	4.5155506550		11	<u> </u>	11		I	I	TOTAL
27	Non - DAAS		ency T	otals	For DA	AS Meal	ž	ļ						TOTAL
		Annua					Budgeted	Original		Revised				Budgeted
28	POSITION TITLE and NAME	TimeS for F		Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE	Salary	Budget	Add-Back	Budget	Original Budget	Add-Back	Revised Budget	Salary
29	Warehouse Volunteers	 -	9,120	100%		Var.	\$ 80,006	\$ 97,911	\$ 11,967	\$ 109,878	\$ 104,525	\$ 29,198	\$ 133,723	\$323,607
30	HDG Delivery Volunteers		9,120	100%		Var.	\$333,956	\$416,997	\$23,597	\$440,594	\$450,345	\$96,201	\$546,546	\$1,321,096
31	TIDG Delivery Volumecra	¥ ~	. U, IZU	10070	1 41.	1405,		1	71					
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44	TOTAL NON-DAAS	\$	58,240	200%	, T		\$413,962	\$514,908	\$35,564	\$550,472	\$554,870	\$125,399	\$680,269	\$1,644,703
46	FRINGE BENEFIT RATE											•		
40	EMPLOYEE FRINGE BENEFITS	s	-			T			1	II		1		
47 40				**************************************	e d to propose and to	*ANNESSE STATES								
	TOTAL Non-DAAS SALARIES &									4550 570	4554.070	#425 200	\$680,269	\$1,644,703
50 51	BENEFITS	\$ 5	58,240		1	1	\$413,962	\$514,908	\$35,564	\$550,472	\$554,870	\$125,399	11 3000,209	\$1,044,703
3	TOTAL DAAS & Non-DAAS					1	Š		1					
1														
52		\$ 50 Form Re	02,237				\$660,338	\$736,533	\$160,666	\$897,200	\$776,495	\$197,939	\$974,434	\$2,531,972

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1	Grantee's Name: SF-Marin Food Bank		•	· · · · · · ·		· · · · · · · · · · · · · · · · · · ·			ndix B-1, page 3
2	Program Name:					Date:			11/8/18
3	Home Delivered Groceries Oversight								
4	Į Op	erating Expense I	Detail						
7	H.S.A-DAAS Meals:	1,544,946		1,890,704			2,018,420		TOTAL
8	4	n: 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			Original Budget	Add-Back	Revised Budget	Original Budget	Add-Back	Revised Budget	
	Rental of Property								
_	Utilities(Elec, Water, Gas, Phone, Scavenger)								
	1	-							
12	Office Supplies, Postage								
13	Building Maintenance Supplies and Repair								
14	FOOD COSTS							•	
15	Raw Food per meal \$ -					·····			
16	Cong Food Svc Supplies per meal \$ -	·							
17	HDM Food Svc Supplies per meal \$ -								
18	Catered Meals per meal \$ -								
19	SUBCONTRACTOR Descriptive Title		•						
20	MOW Pass-thru	\$116,405	\$129,514	\$37,138	\$166,652	\$129,514	\$103,862	\$233,376	\$516,433
21	SHE Pass-thru	\$16,874	\$17,290		\$17,290	\$17,290		\$17,290	\$51,454
22	RACS Pass-thru	\$27,640	\$35,000	(\$5,880)	\$29,120	\$35,000	(\$11,795)	\$23,205	\$79,965
		φει,υπυ	φυυμού		\$54,886	\$50,000	\$50,280	\$50,280	\$105,165
23	Other Subcontractor/Food Bank Deliveries			\$54,886	\$54,666		\$30,Z80	\$50,∠60	Ψ100,100
24									
25	OTHER COSTS:								
26	Reusable Bags (10,000 @ \$1.20 each)		\$12,000		\$12,000	\$12,000		\$12,000	\$24,000
27	Staff/Volunteer Training (1X/yr)	\$900	\$1,500	\$4,050	\$5,550	\$1,500	\$1,500	\$3,000	\$9,450 -
28	Volunteer Background Checks (80/yr x \$43)	\$1,694	\$3,440		\$3,440	\$3,440		\$3,440	\$8,574
29	Food Safety/Volunteer Supplies	\$3,125	\$3,500	\$3,000	\$6,500	\$3,500		\$3,500	\$13,125
30	Volunteer Identification	\$400	\$1,000		\$1,000	\$1,000		\$1,000	\$2,400
31	Printing	\$500	\$500	\$1,000	\$1,500	\$500		\$500	\$2,500
32	Mtg & Training Supplies	\$280	\$280	\$3,220	\$3,500	\$280	\$720	\$1,000	\$4,780
33	HDG designated telephone number	\$934	\$1,084	(\$684)	\$400	\$1,084	\$600	\$1,684	\$3,018
34	Translation Services	\$1,000	\$1,000	\$500	\$1,500	\$1,000	\$500	\$1,500	\$4,000
				\$20,922	\$20,922				\$20,922
35	Pantry & HDG Partner and volunteer enhancements -								
36	TOTAL DAAS OPERATING EXPENSE	\$169,752	\$206,108	\$118,151	\$324,259	\$206,108	\$145,667	\$351,775	\$845,786
38	Non-DAAS								TOTAL
39	Expenditure Category								<u> </u>
40	Rental of Property								
41	Utilities(Elec, Water, Gas, Phone, Scavenger)								
	Office Supplies, Postage								
	Building Maintenance Supplies and Repair								
	FOOD COSTS								
	Raw Food per meal \$ -								
	Cong Food Svc Supplies per meal \$ -								
	HDM Food Svc Supplies per meal \$ -								
	Catered Meals per meal \$ -								
	Donated Food (22.8 lbs per bag x \$1.67/lb)	\$3,225,075	\$3,946,844	\$482,385	\$4,429,229	\$4,213,452	\$1,176,967	\$5,390,419	\$13,044,722
	1	93,223,073	\$0,540,0 44	940∠,303	ψτ, 1 23,223	ψ¬,Σ10,40Z	\$1,170,007	\$0,000,410	WIO, OTT, I EE
	CONSULTANT/SUBCONTRACTOR Descriptive Title							<u> </u>	
	Registered Dietitian								
52								<u> </u>	
	OTHER COSTS:						<u> </u>	<u> </u>	
	Insurance								
55	Staff Training & Travel								
56	Rental of Equipment					<u> </u>			
57	Rental of Equipment						ļ	ļ	
58	Small equipment & Supplies								
59	Auto - Fuel & Insurance	1						•	
	Repair/Maintenance								
60						<u> </u>			
60 61	<u> </u>								
61		\$3,225,075	\$3,946.844	\$482,385	\$4,429,229	\$4,213,452	\$1,176,967	\$5,390,419	\$13,044,722
61 63 64	TOTAL Non-DAAS OPERATING EXPENSE	\$3,225,075	\$3,946,844					***************************************	
61 63 64 65	TOTAL Non-DAAS OPERATING EXPENSE	\$3,225,075 \$3,394,827	\$3,946,844 \$4,152,952	\$482,385 \$600,536	\$4,429,229 \$4,753,488		\$1,176,967 \$1,322,634	\$5,390,419 \$5,742,194	\$13,044,722 \$13,890,508

	· A 1	в Т	С	D	E	F	G	Н	1	J
1	BUDGET FORMS					<u> </u>	· ·		Appendix B, pg. 1	
2									11/19/2018	
3	HUMAN SERVICES AG	ENCY - DE	PARTMEN	T OF AGING	AND ADULT	SERVICE	S			
4			BUDG	ET PROPOSA	L FORMS					
5	Grantee's Name: Meals on Wheels San	Francisco							Grant Term	
6		,								
7	ب								7/1/17 to 6/30/20	
┝╧┩		Budget	Budget		Revised	Budget		Revised		Average
8	Home Delivered Groceries	(2017-18)	(2018-19)	Modification	(2018-19)	(2019-20)	Modification	(2019-20)	TOTAL	cost/bag
9	Annual #Bags Contracted	14,880	16,952	3,471	20,423	16,952	11,648	28,600	63,903	
10	Program Term									
11	DAAS Expenditures									
	Salaries & Benefits	\$77,261	\$85,963	\$27,192	\$113,155	\$85,963	\$76,046	\$162,009	\$352,425	\$5.52
	Operating Expense	\$27,371 \$104,631	\$30,454 \$116,417	\$6,191 \$33,383	\$36,644 \$149,800	\$30,454 \$116,417	\$17,313 \$93,359	\$47,766 \$209,776	\$111,782 \$464,207	\$1.75 \$7.26
	Subtotal Indirect Cost Percentage	11.25%	11.25%	11.25%	11.25%	11.25%	11.25%	11.25%	ψ 1 01,201	ψ1.20
10	Indirect Costs	\$11.25% \$11.774	\$13,097	\$3,756	\$16,852	\$13,097	\$10,503	\$23,600	\$52,226	\$0.82
17	111411001000	***************************************		7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7						
18	TOTAL DAAS EXPENDITURES	\$116,405	\$129,514	\$37,139	\$166,652	\$129,514	\$103,862	\$233,376	\$516,433	\$8.08
19										
	Non-DAAS Expenditures				1		I	ı		
	Salaries & Benefits							·		
	Operating Expense Capital Expenditure									
	TOTAL Non-DAAS EXPENDITURES									
25										
26	TOTAL DAAS & Non-DAAS EXPENDITURES	\$116,405	\$129,514	\$37,139	\$166,652	\$129,514	\$103,862	\$233,376	\$516,433	\$8,08
27		Ψ110, 1 00	Ψ120,014	407,100	4100100 2	V .= V ,	V 100)	V	JI	7-1
-	HSA-DAAS Revenues	Common Destroy Common C	Parage vorescope scoolins	Lindow and trade from the second presidents.	E-17-07-00-00-00-00-00-00-00-00-00-00-00-00	erikalkalassennak edisekal	I west-automoreascons	I KO SKI STORA O KOMEN O KO	ll .	
	Bags	\$116,405	\$129,514	\$37,139	\$166,652	\$129,514	\$103,862	\$233,376		
30										
31 32	- Landau Marian									
33										
34	TOTAL HSA-DAAS REVENUES	\$116,405	\$129,514	\$37,139	\$166,652	\$129,514	\$103,862	\$233,376	\$516,433	
35	PER BAG COST, HSA-DAAS	\$7.82	\$7.64	\$10.70	\$8.16	\$7.64	\$8.92	\$8.16	\$8.08	
	Non-DAAS Revenues			· · ·						
36	INOH-DAAS Kevenues	-						<u> </u>		
	Agency Cash - Fundraising									
39	Agency In-Kind Volunteer									
40										
41	TOTAL NON USA DAAS DEVENUES			·····		-				
	TOTAL NON HSA-DAAS REVENUES									
	PER BAG COST, NON HSA-DAAS		vestas (Vēstas (Vestas			41510420000044466	tp:://dc::///////////////////////////////	24.550 (34.50) (20.50) (35.50) (3		
44	TOTAL REVENUES	\$116,405	\$129,514	\$37,139	\$166,652	\$129,514	\$103,862	\$233,376		
-	IDED DAG COOT TOTAL	\$7.82	\$7.64	\$10.70	\$8.16	\$7.64	\$8.92	\$8.16	\$8.08	
	PER BAG COST, TOTAL				I	I	1	į.	1	l
45	Full Time Equivalent (FTE)							<u>L</u>		
4 5		Phone No.:	415.343.127	0						
45 46 48	Full Time Equivalent (FTE)	Phone No.:	415.343.127 Date:							

Granter Name: Most on Wheels an Francisco Page of the Colorate		A	В	С	D	E F	G	Н	I	J	ĸ	L	М	N
Property of Control Property of Control	1												Appendix B, pa	ige 2
A Principle Pr			olo Gall Clark	0.000										
B	3	•												
B. S.A-DAAS	4													TOTAL
B H.S.A-DAAS	5			Salarie	es & Ber	letits Detail	i							IOIAL
Proposition Proposition		HEADAAC I	4	-1-1-		- 11 - 22 BS	44,000	46.050	2 424	20.422	16 052	11 648	28 600	
Profitice Intil and Mark TrimoSalary T	B	H.S.A-DAAS	Agency I c	otais	FOI DAA	S Nutrition	14,080	16,952	3,411	20,423	10,832	11,040	20,000	
Profitice Intil and Mark TrimoSalary T	1		Appual Full										i	
Propriety Virtue and PAME Virtue				Total	% Nutr	Adjusted	Budget	Budget (2018		Revised (2018-	Budget (2019		Revised (2019-	Budgeted
10 Diver	9	POSITION TITLE and NAME												
10 Director of Volunteers \$87,079 2295 5004 2794 \$14,082 \$19,083 \$10,001 \$10,002 \$34,465 \$11,077 \$3,569 \$34,465 \$11,077 \$3,569 \$34,465 \$11,077 \$3,569 \$34,465 \$11,077 \$3,569 \$34,465 \$11,077 \$3,569 \$34,465 \$31,077 \$3,569 \$34,465 \$31,077 \$3,569 \$34,465 \$31,077 \$3,569 \$34,465 \$31,077 \$3,569 \$34,465 \$31,077 \$3,569 \$34,465 \$31,077 \$3,569 \$34,475 \$44,75 \$44						20%			\$8,320					
15 Manager of Voluntiers 582,100 298, 100% 298, 113,124 312,477 51,509 314,608 312,477 5,509 344,678 310,008 494,771 10 Chief Program Officer 3135,505 396, 100% 394, 100% 10			\$87,975	22%	100%			\$16,636						
14 Safe Lead	12	Manager of Volunteers	\$62,100	23%	100%		\$11,214							
15 Chief Programment Officer \$135,555 34 100% 34 32,000 33,000 34,000 33,000 34,							\$11,214	\$12,477			\$12,477			
15 Chee Program Officer 9139.725 396 100% 596 \$2.080 \$1,3030 \$2.070 \$91,172 \$91,175	14	Safety Lead												
Fig. Procedure Sept. 100														
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22 GEO							-						***************************************	
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### STATE SACRET	23	CEO	\$212,175	3%	100%	3%	\$4,507	\$5,015	\$189	\$5,674	\$5,015	\$2,233	Ψ7,231	Ψ11,010
### State Sement	24	TOTALS	\$ 1,190.805	96%	1200%	74%	\$56,809	\$63,208	\$19,994	\$83,202	\$63,208	\$55,916	\$119,124	\$259,136
27 EMPLOYEE FRINGE BENEFIT RATE \$ 428,000 \$ 500,451 \$ 522,755 \$ 57,198 \$ 520,000 \$ \$22,755 \$ 520,130 \$ 42,885 \$ \$93,260													,	
TOTAL DAAS SALARIES & S 1,619,495 S 577,281 S 585,983 S 27,192 S 113,195 S 370,046 S 162,009 S 352,425 S 370,046 S 162,009 S 352,425 S 370,046 S 162,009 S 352,425 S 370,046 S 162,009 S 352,425 S 370,046 S		FRINGE BENEFIT RATE	36.0%											•
TOTAL DAAS SALARIES & S 1,619,495 S 577,281 S 585,983 S 27,192 S 113,195 S 370,046 S 162,009 S 352,425 S 370,046 S 162,009 S 352,425 S 370,046 S 162,009 S 352,425 S 370,046 S 162,009 S 352,425 S 370,046 S				14150000000						l				
STAL DAAS SALARIES & STALE		EMPLOYEE FRINGE BENEFITS	\$ 428,690				\$20,451	\$22,755	\$7,198	\$29,953	\$22,755	\$20,130	\$42,885	\$93,289
STAL DAAS SALARIES & STALE	28													
September Sept	2.0	TOTAL DAVE CALADIES 9										1	Į.	
Non - DAAS	20		e 1619.495				\$77.261	\$85,963	\$27,192	\$113,155	\$85.963	\$76,046	\$162,009	\$352,425
Non - DAAS	90	BENEFITS	\$ 1,010,400	Losson			\$ \$71,E01	400,000	II	R	11	<u> </u>		
Arright Full Arright Full TimeSalary Total % Not Adjusted Prog (b) Nutr Fig. Not Nutr Fig. Nutr			Accept T	olals	Eor D	leaM 2A	v.			1				TOTAL
TimeSalary FTE	33	NOII - DAAS		Viale	T OI DY	UTO HIDE		 						
34 POSITION TITLE and NAME	1			Total %	% Nutr	Adjusted		1						
36	34	POSITION TITLE and NAME												
36 37 38 39 39 30 30 30 30 30 30														
37							ŝ							
38 39 40 41 41 42 43 44 45 46 47 48 49 50 50 51 52 TOTAL NON-DAAS \$ 51 TOTAL NON-DAAS \$ 55 EMPLOYEE FRINGE BENEFITS 55 EMPLOYEE FRINGE BENEFITS 55 EMPLOYEE FRINGE BENEFITS 55 EMPLOYEE FRINGE BENEFITS 55 EMPLOYEE FRINGE BENEFITS 55 TOTAL Non-DAAS SALARIES & BENEFITS 58 BENEFITS 58 BOKEFITS 59 TOTAL Non-DAAS SALARIES &						1000								
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44	42		<u></u>	<u> </u>					 		 	 	 	
45	43			<u> </u>	<u> </u>			ļ	 		ļ		<u> </u>	
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46	45										J			
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51			 	1	 	+ -	1	 	 	 	1	1		
52 TOTAL NON-DAAS \$ -	50				 	- 1		1	 		1	 	1	
52 TOTAL NON-DAAS \$ -	51	I		1		<u>}</u>			<u></u>			<u> </u>		
FRINGE BENEFIT RATE	52	TOTAL NON-DAAS	\$ -							1				
STATE STAT	33	1		7										
TOTAL Non-DAAS SALARIES & \$			-	650.05200	10000			1	<u> </u>	1		1	Π	
TOTAL Non-DAAS SALARIES & \$	55	EMPLOTEE PRINGE BENEFITS	[> -	\$600 ABA	L			Ш	<u> </u>	Ш		R	.11	12
58 BENEFITS \$ - TOTAL DAAS & Non-DAAS 600 SALARIES & BENEFITS \$ 1,619,495 \$ \$72,736 \$85,963 \$27,192 \$113,155 \$85,963 \$76,046 \$162,009 \$352,425	- 07	TOTAL Non-DAAS SALARIES &	I				<u> </u>		1	1		1	1	
TOTAL DAAS & Non-DAAS	58		\$									<u> </u>		
60 SALARIES & BENEFITS \$ 1,619,495 \$ 72,736 \$ 85,963 \$ 27,192 \$ 113,155 \$ 85,963 \$ 76,046 \$ 162,009 \$ 3352,425	59	1		1000000000	40000000	1		П	R	1		11	11	
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01 103 HZ FOITH REV. 12/22/10		4					a a(∠,≀30	II 400'909	11 \$27,192	II 9115,155	_Π Ψου,ούσ	11 410,040	11 \$102,000	1 +502,720
	61	HOA #2	rorm Rev. 12/2	22/10								-		

Marier S Name: Menda on Wheele Program Name	II	A B C D	E	F	G	Н	ı	J	К	L
Page Page	1 Grant				<u> </u>	11	'	Y		Appendix B, page 3
Name					•				Date:	11/19/18
H.S.ADAAS										
Amount		Op	erating Exper	ise Detall				4		
Bapenfalue Calegory Term Bulley (2017 Bulley (2017 Modification Portugal (2017 M		DAAS Annual #Moole Contracted	14.880	16 952	3 471	20.423	16 952	11 648	28.600	TOTAL
Semandar Callagory Ferm. 19	H.S.A	Annual #weals Contracted			3,471					1015
Nental of Property 10 10 10 10 10 10 10 1	0 -	Torres			Madification					
			10)	19)	Woullcallott	19)	20)	MODINGRIOR	(2010-20)	
11 Office Supplies, Postage \$434 \$483 \$133 \$616 \$480 \$337 \$485 \$3.10 \$285 \$3.20 \$2.25 \$3.2	9 Renta	al of Property								
Sulding Maintenance Supplies and Repair \$332 \$625 \$254 \$1,100 \$925 \$771 \$1,536 \$3.5,000 \$3.7 \$1.500 \$3.5 \$1.500 \$3.5 \$1.500 \$3.5 \$1.500 \$3.5 \$1.500 \$1.500 \$3.5 \$1.500 \$3.5 \$1.500 \$3.5 \$1.500 \$3.5 \$1.500 \$3.5 \$1.500 \$3.5 \$1.500 \$3.5 \$1.	10 Utilitie	es(Elec, Water, Gas, Phone, Scavenger)	\$579	\$644	\$177	\$821	\$644	\$495	\$1,139	\$2,539
14 Raw Food Parl meal \$	11 Office	Supplies, Postage	\$434	\$483	\$133	\$616	\$483	\$371	\$855	\$1,905
13 DOVO COSTS	12 Buildir	ng Maintenance Supplies and Repair	\$832	\$925	\$254	\$1,180	\$925	\$711	\$1,636	\$3,648
Mary Ford								·		
15 Comp Food Sive Supplies por mone \$										
March Food Six Capppiles per ment S										
Catered Meals		' 								
19 CONSULTANTISUBCONTRACTOR Descriptive Title 19 Registered Dietitian 19 R										
19 Registered Dielitian	17 Cater	ed Meals per meal \$ -						L		
20 OTHER COSTS:	18 CONS	SULTANT/SUBCONTRACTOR Descriptive Title								
20 OTHER COSTS:	19 Regis	tered Dietitian	•							
20 OTHER COSTS:										
Section Sect		*	***************************************					<u> </u>		***************************************
Staff Training & Travel \$477	21 OTHE	ER COSTS:	***************************************					IT	II	
Rental of Equipment Supplies Sage Sa	22 Insura	ance	\$635	\$707	\$194	\$901	\$707	\$543	\$1,250	\$2,786
State Stat	23 Staff	Training & Travel	\$477	\$531	\$146	\$676	\$531	\$408	\$938	\$2,092
See Fees, dues, advertising \$340	24 Renta	at of Equipment								
27 Outside Services	25 Small	l equipment & Supplies	\$322	\$358	\$98	\$456	\$358	\$275	\$633	\$1,412
27 Outside Services	26 Fees.	dues, advertising	\$340	\$378	\$104	\$482	\$378	\$291	\$669	\$1,491
28 Volunteer Supplies \$4,710 \$5,241 \$1,440 \$6,881 \$5,241 \$4,027 \$9,287 \$20,89 \$20 Volunteer Equipment \$2,908 \$2,901 \$777 \$30,999 \$2,901 \$2,223 \$5,131 \$11,4 \$1,000 \$2,000 \$2,001 \$3,000 \$2,200 \$2,		······	\$1.172	\$1,304	\$358	\$1,662	\$1,304	\$1,002	\$2,305	\$5,138
Section Sect						1	<u> </u>	1	·	\$20,658
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Staff Training & Travel Staff Training & Travel Staff Training & Travel Staff Training & Travel Staff Training & Travel Staff Training & Travel Staff Training & Travel Staff Training & Travel Staff Training & Travel & Staff Staf					***************************************	1	1		i	
TOTAL	32 Other	Operating	\$1,011	\$1,125	\$309	\$1,434	\$1,125	\$864	\$1,990	\$4,435
TOTAL	33 TOTA	AL DAAS OPERATING EXPENSE	\$27,371	\$30,454	\$6,191	\$36,644	\$30,454	\$17,313	\$47,766	\$111,782
Septemblure Category Septemblure Category										TOTAL
37 Rental of Property	-									101712
38 Utilities(Elec, Water, Gas, Phone, Scavenger)								1		
39 Office Supplies, Postage 9		' '	<u> </u>					<u> </u>		
Building Maintenance Supplies and Repair FOOD COSTS	38 Utilitie	es(Elec, Water, Gas, Phone, Scavenger)					 			
41	39 Office	e Supplies, Postage								
42 Raw Food	40 Buildi	ing Maintenance Supplies and Repair						·		
42 Raw Food	41 F000	DCOSTS	Car I							
43 Cong Food Svc Supplies per meal \$ -										
44 HDM Food Svc Supplies per meal \$		• • • • • • • • • • • • • • • • • • • •								
45 Catered Meals		· · · · · · · · · · · · · · · · · · ·								
46 CONSULTANT/SUBCONTRACTOR Descriptive Title 47 Registered Dietitian 48 49 OTHER COSTS: 50 Insurance 51 Staff Training & Travel 52 Rental of Equipment 53 Rental of Equipment 54 Small equipment & Supplies 55 Auto - Fuel & Insurance 56 Repair/Maintenance 57 58 TOTAL Non-DAAS OPERATING EXPENSE 60 TOTAL DAAS & Non-DAAS OPERATING EXPENSE 52 TOTAL DAAS & Non-DAAS OPERATING EXPENSE 53 TOTAL DAAS & Non-DAAS OPERATING EXPENSE 54 Staff Training & Travel 55 Auto - Fuel & Insurance 56 Repair/Maintenance 57 58 TOTAL DAAS & Non-DAAS OPERATING EXPENSE 59 TOTAL DAAS & Non-DAAS OPERATING EXPENSE 50 TOTAL DAAS & Non-DAAS OPERATING EXPENSE 51 Staff Training & Travel 52 Rental of Equipment 53 Rental of Equipment 54 Small equipment & Supplies 55 Auto - Fuel & Insurance 56 Repair/Maintenance 57 58 59 TOTAL DAAS & Non-DAAS OPERATING EXPENSE 59 TOTAL DAAS & Non-DAAS OPERATING EXPENSE 50 Staff Training & Travel 50 Small equipment & Supplies 51 Small equipment & Supplies 52 Small equipment & Supplies 53 Small equipment & Supplies 54 Small equipment & Supplies 55 Auto - Fuel & Insurance 56 Repair/Maintenance 57 58 59 TOTAL DAAS & Non-DAAS OPERATING EXPENSE 59 TOTAL DAAS & Non-DAAS OPERATING EXPENSE 50 Small equipment & Supplies 51 Small equipment & Supplies 52 Small equipment & Supplies 53 Small equipment & Supplies 54 Small equipment & Supplies 55 Auto - Fuel & Insurance 56 Small equipment & Supplies 57 58 59 TOTAL DAAS & Non-DAAS OPERATING EXPENSE 50 Small equipment & Supplies 51 Small equipment & Supplies 52 Small equipment & Supplies 53 Small equipment & Supplies 54 Small equipment & Supplies 55 Small equipment & Supplies 56 Small equipment & Supplies 57 58 59 50 Small equipment & Supplies 50 Small equipment & Supplies 51 Small equipment & Supplies 52 Small equipment & Supplies 53 Small equipment & Supplies 54 Small equipment & Supplies 55 Small equipment & Supplies 56 Small equipment & Supplies 57 58 59 50 Small equipment & Supplies 59 50 Small equipment & Supplies 50 Small equipment & Supplies 50 Small equipment & Supplies 51 Smal							 			
47 Registered Dietitian 48 49 OTHER COSTS:	45 Cater	eu ivieais per meai 🍑 -			<u> </u>		 			
48	46 CONS	SULTANT/SUBCONTRACTOR Descriptive Title								
48										
Staff Training & Travel			****							
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52 Rental of Equipment									1	
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APPENDIX A-2 – SERVICES TO BE PROVIDED SAN FRANCISCO-MARIN FOOD BANK

July 1, 2017 – June 30, 2022 Food Assistance Program

I. PURPOSE

The purpose of this grant is to:

- A. Increase availability and accessibility of surplus produce and other food products to target populations and underserved areas.
- B. Supplement the food budgets of the target population living on low incomes and supplement the nutritional value of their food intake.
- C. Reduce food waste by collecting and distributing surplus and unmarketable, yet edible food, and provide opportunities for sponsors and volunteers to glean through excess foodstuffs that are donated.
- D. Assist the program participants in maintaining their independence, quality of life, and self-sufficiency, and in developing a sense of self-esteem and self-reliance by offering them the opportunity to participate in all aspects of program operations.
- E. Provide volunteer opportunities for older individuals to sort and distribute food items, and gain an increased sense of purpose and satisfaction in helping others.
- F. Collaborate with and provide technical assistance to the CBOs that advocate for and provide services to low-income seniors and adults with disabilities to ensure appropriate community food assistance intervention is in place to improve the wellbeing of the individuals.

II. DEFINITION

Adult with Disability	Person 18-59 years of age living with a disability.
City	City and County of San Francisco, a municipal corporation.
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.
CARBON	Contracts Administration, Reporting, and Billing On Line System.
СВО	Community-Based Organization
DAAS	Department of Aging and Adult Services.
Food Pantry Program	The San Francisco-Marin Food Bank's Food Pantry Program is a network of weekly and biweekly distributions of a mix of supplemental groceries (featuring fresh, seasonal produce) throughout San Francisco at senior centers and residential facilities for low-income older adults as well as community and faith-based organizations serving the public.
Grantee	San Francisco-Marin Food Bank (SFMFB)
GFS	Groceries for Seniors, DAAS funded CBOs to provide weekly grocery distribution to older adults at various community site

Glean	The act of collecting excess fresh foods from farms, gardens, farmers markets, grocers, restaurants, state/county fairs, or any other sources in order to provide it to those in need.
HDG	Home Delivered Groceries
HSA	Human Services Agency
Low income	At or below 200% of Federal poverty level
Older Adult	Person who is 60 years or older, used interchangeably with Senior.
OOA	Office on Aging, a division of DAAS
Senior	An individual aged 60 or above, used interchangeably with Older Adult.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9</i>).
SRO	Single Room Occupancy residential buildings

III. TARGET POPULATION

The target population is low income residents of San Francisco County, seniors and adults 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 LGBTQ+.

IV. SERVICES TO BE PROVIDED

A. Grantee shall provide, at minimum, an annual number of Grocery Bags to the target population, as indicated in Table A below. Means of distribution include Home-Delivered Grocery community partners and authorized community-based food distribution centers in areas that optimally target large populations of low income individuals. The sites selected for this contract period are listed on the Site Chart as approved by DAAS-OOA.

Where space permits, the target population can be enrolled through DAAS-funded Food Assistance programs (HDG, SRO Food Outreach, etc.) or at eligible pantries (participants of the Food Bank's extensive Pantry Enrollment System and/or sites indicated on the DAAS-approved Site Chart).

Table A

	FY17-18	FY18/19	FY19/20	FY20/21	FY21/22
Annual Total #Unduplicated Consumers	4,886	6,403	6,490	6,490	6,490
Home Delivered Grocery Bags/Year	84,701	116,326	141,570	141,570	141,570
Pantry Bags/Year	128,845	151,583	129,957	129,957	129,957
Total Bags/year	213,546	267,909	271,527	271,527	271,527

- B. The Grantee and/or its authorized CBO partners will conduct client intake and enrollment and enter the information in CA-GetCare. The Grantee will enter the monthly service units provided in CA-GetCare.
- C. The annual total number of grocery bags will be coordinated and provided to the number of individuals as indicated in Table A.
- D. The weekly grocery bags shall, at minimum, include sufficient supplies for seven (7) meals for a single person household. The bi-weekly grocery bags shall, at minimum, include sufficient supplies for fourteen (14) meals for a single person household.
- E. The grocery bags feature fresh and seasonal produce, which include, but are not limited to: oranges, potatoes, onions, carrots, broccoli, cauliflower, cabbage, eggplant, squash, lettuce, melons, apples, pears, kiwi, peaches, plums, and nectarines. The grocery bags will also include protein (such as eggs, poultry, nut butter, tuna, and dried beans) and grains (such as bread, pasta, rice, and oatmeal). Other fresh, frozen, canned, and dry goods will be added when availability allows, including dairy (such as yogurt or cottage cheese). Additionally for the SRO-HDG program, non-perishable protein products will be used given the lack of refrigeration capacity among the participants.
- F. Grantee and its authorized CBO partners shall ensure that nutritionally balanced and culturally appropriate foods are provided to the target populations. Grantee shall develop written guidelines to clarify the grocery bag compositions for the different target population.
- G. Grantee shall provide appropriate technical assistance to partner CBOs, including training of volunteers, to ensure their maximum efficiency and effectiveness as grocery distribution centers.
- H. Grantee will outreach food suppliers to increase donations of culturally appropriate foods in its general food supply.
- I. Grantee will monitor distribution sites at least once a year and share the reports with DAAS and provide technical support no less than annually.
- J. Grantee will deliver food approximately forty-eight (48) weeks annually to DAAS authorized CBOs and pantry sites.
- K. Grantee shall communicate with participating CBOs regarding programmatic issues.
- L. Grantee shall provide quarterly nutrition educational materials to clients at the DAAS-OOA-approved distribution sites covering at least four (4) topics in food, nutrition, or health.
- M. Participating CBOs may refer participants who are not ambulatory for Home Delivered Groceries programs.
- N. In consultation with and with the final authorization of DAAS, Grantee shall recruit community-based organizations to serve as dedicated program distribution sites. DAAS and Grantee reserve the right to substitute CBO distribution sites as needed to maintain the program.

- O. Grantee and/or authorized CBO partners will administer an annual consumer satisfaction survey to statistically significant sample of the program participants using a survey tool approved by DAAS-OOA in order to document the effectiveness of the program, and share the results with partners. Grantee will provide results to DAAS-OOA by April of each year.
- P. In collaboration with CBO partners, Grantee will be responsible for collecting participant intake/enrollment information, enrolling participants in CA-GetCare, and reporting the monthly service units provided.

V. SERVICE OBJECTIVES

On an annual basis, Grantee will:

- A. Serve the number of unduplicated consumers as indicated in Table A.
- B. Provide the number of Grocery Bags annually as indicated in Table A.

VI. OUTCOME OBJECTIVES

Based on the DAAS annual consumer satisfaction survey with sample size of at least 25% of enrolled clients:

- A. At least 85% of program participants will be satisfied (rate as "Excellent or Good") with the food quality.
- B. At least 85% of the program participants are satisfied with the service provided by staff and/or volunteers.
- C. At least 75% of the program participants indicate that they feel healthier as result of participating in the program.
- D. At least 75% of clients will report that the service helps maintain their independence.

VII. REPORTING REQUIREMENTS

- A. Grantee shall provide DAAS-OOA a copy of the signed Memorandum of Understanding between their DAAS-OOA-approved distribution site and CBO partners.
- B. Grantee will provide a **monthly** report of activities, referencing the tasks as described in Sections V & VI Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
- C. Grantee will be responsible for enrolling participants, and reporting the monthly service units provided in CA-GetCare on a monthly basis.
- 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 an annual report summarizing the contract activities, referencing the tasks as described in Sections V & VI Service & Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year on an annual basis:
 - The percentage of participants surveyed that have indicated excellent or good in rating the quality of groceries/food they received.

- The percentage of participants surveyed that have indicated excellent or good in rating the service delivery by staff and/or volunteers.
- The percentage of participants surveyed that have indicated they feel healthier as result of participating in the program.
- The percentage of participants will report that the service helps maintain their independence.
- E. Grantee will provide ad hoc reports as required by the Department.
- F. Monthly and Annual Reports and invoices will be entered into the Contracts Administration Reporting and Billing On-line (CARBON) system

For assistance with reporting requirements or submission of reports, contact:

Sarah Chan
Nutritionist/OOA
sarah.chan@sfgov.org
Department of Aging and Adult Services

Annyse Acevedo Senior Contract Manager/HSA Annyse.Acevedo@sfgov.org Human Services Agency

VIII. MONITORING ACTIVITIES

Program Monitoring:

- A. The DAAS-OOA Nutritionist is responsible for monitoring the program performance and outcome objectives on an annual basis.
- B. The DAAS-OOA Nutritionist will act as a liaison between DAAS and the Grantee.
- C. The DAAS-OOA Nutritionist will provide technical assistance to Grantee as needed to meet program requirements.

Fiscal and Compliance Monitoring:

- A. The HSA Contract Manager is responsible for monitoring the fiscal activities and grant compliance on an annual basis.
- B. 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.
- C. 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.

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Column C	1 2 3 HUMAN SERVICES AGENCY - DE	PARTMENT OF AGING	AND ADULT SE	RVICES					•							3	Appendix 8-2, Piage 1 ocument Date: 11/14/16	- 6
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This column This column	11 Annual #Bags of Food Contracted - Pantry	50,577	78,268		112,610	38,973	151,583	105.608	24.349	129,857		100 100 100 100	100 Mg	105,608		129,957	670,299	
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	0 Capital Expenditure	S	\$209,500														\$209,500	
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60 & Sean Brooks Paren No. 415-225: 1907	S PER BAG COST, TOTAL	\$52.42		\$51.89			\$50.94	\$51.56		\$51.21	\$\$1.56		\$51.21			\$51.21	\$51.27	
de & Sean Brooks Phere No.: 415-282-1900	47 Full Time Equicatent (FTE)					-									_			
	Prepared by: Michael Braude & Sean Brooks	Phone Na.:			415-282-1900													
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8 H.S.A-DAAS	Agency Totals	as se	For DAAS	For DAAS Nutrition	r.	7/1/17 to 6/30/18		12	7/1/18 to 5/30/19		12	7/1/19 to 6/30/20		'`	7/1/20 to 6/30/21		12	771,721 to 6/30/22		7/1/17 to 6/30/22
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9 POSITION TITLE and NAME			Prog (b)	North FIE	Original	11/1/	_ [Original	- 1	Salary	Original	11/18	Salary	Original	11/18	Salary	Original	81/11	Salary	TOTAL
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12 Program Enrollment	\$38.707	100%		-	\$15.912	\$33.710		207.072		\$53.731	\$72,727	(\$20,082)	\$52,646	\$72,727	(\$20.082)	\$52,646	572 727	(\$20.082)	\$52.646	\$261,291
	\$59,930				\$21,592	\$12,409	1	\$32.679	1	\$51,860	\$32.679	\$19,885	\$52,564	\$32.679	\$19,885	\$52.564	\$32.679	\$19,885	\$52,564	\$243,554
14 Operations Management	\$80,940				\$23,146	\$13,288	1	\$35,017		\$55,503	\$35,017	\$21,249	\$56,266	\$35,017	\$21,249	\$56,266	\$35,017	\$21,249	\$56,266	\$260,735
15 Warehouse Workers	\$40,878	100%	100% 183.4%		\$31,262	\$17,947	Ł.	\$47,295	ı	\$74,962	\$47,295	\$28,699	\$75,994	\$47,295	\$28,699	\$75.994	\$47,295	\$28,699	\$75,994	\$352,153
16 Drivers	\$48,709	100%	229.8%		\$46,712	\$26,805	\$73,517	\$70,659	\$41,278	\$111,937	\$70,659	\$42,827	\$113,485	\$70,659	\$42,827	\$113,485	\$70.659	\$42,827	\$113,485	\$525,910
17 Volunteer Services	\$47,621	100%	137.6%	137.6%	\$27,311	\$15,686	\$42,998	\$41,326	\$24,208	\$65,534	\$41.326	\$25,105	\$66,431	\$41,326	\$25,105	\$66,431	\$41,326	\$25,105	\$66,431	\$307,824
18 TOTALS	\$472.919	8.00	10.84	10.84	\$233,892	\$158,383	\$392,274	\$402,056	\$171,345	\$573,401	\$402,056	\$177,752	\$579,808	\$402,056	\$177,752	\$579,808	\$402,056	\$177,752	\$579,808	\$2,705,099
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21 EMPLOYEE FRINGE BENEFITS	25% \$118,229.75				\$58,473	\$39,596	\$90,068	\$100,514	\$42,836	\$143,350	\$100,514	\$44,438	\$144,952	\$100,514	\$44,438	\$144,952	\$100,514	\$44,438	\$144,952	\$676,275
22																				
TOTAL DAAS SALARIES & 24 BENEFITS	\$591,149				\$292,365	\$197,978	\$490,343	\$502,570	5214.182	\$716,752	\$502,570	\$222 190	\$724,760	\$502,570	\$222,190	\$724,760	\$502,570	\$222,190	\$724,760	\$3,381,373
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27 Non - DAAS	Agency Totals		For DA	For DAAS Meai									-					ļ		TOTAL
28 POSITION TITLE and NAME	Annual Full TimeSalary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE	Budget - Original	Add-Back 11/17	Budgeted Salary	Budget - Original	Add-Back 11/17	Budgeted Salary	Budget - Original	Add-Back 11/17	Budgeted Salary	Budget - Original	Add-Back 11/17	Budgeted Salary	Budget - Original	Add-Back 11/17	Budgeted Salary	7/1/13 to 6/30/16
29 Warehouse Volunteers	\$ 29,120	100%	852%	852%	\$107,951	\$89,724	\$197,675	\$200,194	\$47,804	\$247,998	\$200,194	\$47,804	\$247,998	\$200,194	\$47.804	\$247,998	\$200,194	\$47.804	\$247,998	\$1,189,667
30 HDG Delivery Volunteers	\$ 29,120	100%	1416%	1416%	\$230,027	\$99,316	\$329,343	\$412,384	\$0	\$412,384	\$412,384	\$64,762	\$477,146	\$412,384	\$64,762	\$477,146	\$412,384	\$64.762	\$477 146	\$2,173,164
	\$104,752	100%	15.7%	5 15.7%	\$256	\$12,216	\$12,472	\$16,025	\$463	\$16,488	\$16,025	\$1,650	\$17,675	\$15,025	\$1,650	\$17,675	\$16,025	\$1.650	\$17,675	\$81.985
	\$51,382	100%	38.4%		\$301	\$14,387	\$14,688	\$18,874	\$835	\$19,709	\$18,874	\$2,208	\$21,081	\$18,874	\$2,208	\$21,081	\$18,874	\$2,208	\$21,081	\$97.642
	\$38,707	100%	31.4%		\$260	\$12,396	\$12,656	\$24,798	(\$12,633)	\$12,165	\$24,798	(\$12,236)	\$12,562	\$24,798	(\$12,236)	\$12,562	\$24,798	(\$12,236)	\$12,562	\$62,508
	\$59,930	100%	19.6%	19.6%	\$178	\$8,494	\$8,672	\$11,143	\$599	\$11,741	\$11,143	\$1,400	\$12,543	\$11,143	\$1.400	\$12,543	\$11,143	\$1,400	\$12,543	\$56,042
	\$80,940	100%	15.5%		\$191	\$9,102	\$9,292	\$11,940	\$626	\$12,566	\$11,940	\$1,486	\$13,426	\$11,940	\$1,486	\$13,426	\$11,940	\$1,486	\$13,426	\$62,137
	\$40,878	100%	41.5%		\$257	\$12,293	\$12,550	\$16,126	\$846	\$16,972	\$16,126	\$2,007	\$18,134	\$16,126	\$2,007	\$18.134	\$16,126	\$2,007	\$18,134	\$83,923
37 Unvers	\$48,709	100%	52.0%		\$385	\$18,365	\$18,750	\$24,093	\$1,251	\$25.343	\$24,093	\$2,987	\$27,080	\$24,093	\$2,987	\$27,080	\$24,093	\$2,987	\$27,080	\$125,332
39	179'/55	8001	31.5%	21.2%	6774	410.741	910,350	150,210	9/40	414,03/	180,416	10/14	20,616	PU-7-1	ΓΦ/.ΓΦ	200,014	150,416	10/14	700'616	00000
41		T			1	+	+	\dagger	+					1	+	+				-
42			***************************************						\mid	<u> </u>		<u> </u>	T							
43		<u> </u>																		
4																				
46 TOTAL NON-DAAS	\$ 531,159				\$340,031	\$287,034	\$627,065	\$749,568	\$40,537	\$790,204	\$749,668	\$113,828	\$863,496	\$749,668	\$113,828	\$863,496	\$749,668	\$113,828	\$863,496	\$4,007,758
48 FRINGE BENEFIT RATE	25%	10000				007.700		I	100	25. 02.	1	4,20			0,000	and the		980	003704	6464 232
		2550000000		Sign Make A	5100	564,424	710,524	7/7/400	(110/16)	332,430		0100	000.404	777.5	0.00	90C+C¢	324,675	2	905,706	2021
TOTAL Non-DAAS SALARIES & 52 BENEFITS	\$ 531,159				\$340,544	\$311,533	\$652,077	\$783,940	\$38,720	\$822,660	\$783,940	\$114,144	\$898,084	\$783,940	\$114,144	\$898,084	\$783,940	\$114,144	\$898,084	\$4,168,990
TOTAL DAAS & Non-DAAS SALARIES & BENEFITS	\$ 1,122,308				\$632,909	\$509,511	\$1,142,420	\$1,286,510	\$252,901	\$1,539,412	\$1,286,510	\$336,333	\$1,622,844	\$1,286,510	\$336,333	\$1,622,844	\$1,286,510	\$336,333	\$1,622,844	\$7,550,363

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1 Grantee's Name: SF-Marin Food Bank															Appe	Appendix B-02, Page 3
2 3 Program: Food Assistance Program													a.		Доспш	int Date: 11/14/18
4 Operal	Operating Expense Detail															
7 H.S.A-DAAS Bags	114,286	99,260	213,546	216,267	51,642	267,909	216,267	55,260	271,527	216,267	55,260	271,527	216,267	25,260	271,527	TOTAL
8 Expenditure Category Term:	7/1/17 to 6/30/18 Original Budget	71 Add-Back 11/17 R	771/17 to 6/30/18 7/1/18 to 6/30/19 Revised Budget Original Budget		Add-Back 7/1	7/1/18 to 6/30/19 7/1 Revised Budget O	7/1/19 to 6/30/20 A Original Budget	Add-Back 7/1/ 11/18 Rev	7/1/19 to 6/30/20 7/1/ Revised Budget On	7/1/20 to 6/30/21 A Original Budget	Add-Back 7/1, 11/18 Re	711/20 to 6/30/21 71: Revised Budget O	7/1/21 to 6/30/22 Original Budget	Add-Back 7/	7/1/21 to 6/30/22 Revised Budget	7/1/17 to 6/30/22
			\$20,582	\$21,136		\$24,778	\$21,136	83,909	\$25,045	\$21.136	606'83	\$25,045	\$21,136	83,909	\$25,045	\$120,495
11 Office Supplies, Postage	\$2,444	\$2,379	\$4,823	\$4.959	\$865	\$5,824	\$4,959	\$925	\$5,884	\$4,959	\$925	\$5,884	\$4,959	\$925	\$5,884	\$28,297
12 Building Maintenance Supplies and Repair	\$4,969	\$4.835	\$9,805	\$10,069	\$1,755	\$11,824	\$10,069	\$1,880	\$11,948	\$10,069	\$1,880	\$11,948	\$10,069	\$1,880	\$11,948	\$57,473
13 FOOD COSTS 14 Raw Food per bag \$ 2.93	\$320,505	\$304,656	\$625,162	\$641,825	\$0 \$83,760	\$725,586	\$641,825	\$95,447	\$737,272	\$641,825	\$95,447	\$737,272	\$641,825	\$95,447	\$737,272	\$3,562,563
Cong Food Svc Supplies per bag		***************************************													***************************************	***************************************
16 HDM Food Svc Supplies per bag		on Maria		***************************************											1	***************************************
CONSULTANT/SUBCONTRAC			-										[***************************************	
	\$42,879	0\$	\$42,879	\$43,951	8	\$43,951	\$43,951	0\$	\$43,951	\$43,951	8	\$43,951	\$43,951	98	\$43,951	\$218,682
	\$56,580	SS	\$56,580	\$57,994	S	\$57,994	\$57,994	80	\$57,994	\$57,994	80	\$57,994	\$57,994	80	\$57,994	\$288,558
21 OTHER COSTS:	24 424	24.774	89 85	\$8 933	S1 440	\$10.373	28 83	\$1.566	\$10.499	88	\$1.566	\$10.499	\$8.937	\$1.56	\$10.499	\$50.567
	\$2,516	\$2,447	\$4,962	\$5,096	\$885	\$5,980	\$5,096	\$948	\$6,044	\$5,096	\$948	\$6.044	\$5,096	\$948	\$6.044	\$29,075
24 Rental of Equipment	100	200		444 444			000		100	100	100	007.000		201.04	1 000 000	22.0000
20 Food Storage & Listrounion	330,165	\$28,829	\$58,884	360,562	\$8,569	\$69,000	\$60,582	28,283	\$70,166	\$60,582	\$8,563	570 755	560,582	\$9,303	\$70,150 com 540	\$550,041
	\$757	\$738	\$1.495	\$1,535	\$273	\$1,808	\$1,535	\$230	\$1.826	\$1,535	\$291	\$1,826	\$1,535	\$291	\$1,826	\$8,781
28 Program Support	\$615	\$592	\$1,207	\$1,240	\$192	\$1.432	\$1,240	\$211	\$1,450	\$1.240	\$211	\$1,450	\$1.240	\$211	\$1,450	\$6,930
	\$365	\$353	\$719	\$738	\$117	\$855	\$738	\$127	\$865	\$738	\$127	\$865	\$738	\$127	\$865	\$4.170
30 TOTAL DAAS OPERATING EXPENSE	\$562,454	\$441,895	\$1,004,349	\$1,031,036	\$128,467	\$1,159,503	\$1,031,036	\$144,421	\$1,175,456	\$1,031,036	\$144,421	\$1,175,456	\$1,031,036	\$144,421	\$1,175,456	\$5,690,221
32 Non-DAAS 33 Expenditure Category															-	TOTAL
Rental of Property															'	
						\$5,610			\$5,976			\$5,976			\$5,976	
36 Office Supplies, Postage						\$1,319			\$1.404			\$1,404			\$1,404	
			-			\$2,677			\$2,851	raciol furthin to belonializabeth being and a		\$2,851			\$2,851	
20						1000		***************************************	000			1 200 3533			2 900 3448	
40 Cong Food Svc Supplies per meal					1	\$164,278			\$1/5.926		1	978,C/T&		1	078'C/16	
HDM Food Svc Supplies																
42 Catered Meals per meal	NC 10 0 C 1 2 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2	LC1 077 C3	28 130 077	CBS FCC 69	24 OES 224	640 200 003	080 701 C3 C82 15C 83	Į	040 020 060	000 701 63 603 766 03	- 1	C40 929 KE2	CS 234 CS	080 104 080	C40 328 RE3	540 247 867
AA CONSTITUTE TOURS OF THE		121.00.00	10,00				***************************************			200			100, 101,00		-	
45 Casarpare 100																
4/ OTHER COSTS:						876 63			50 505			203 CS	1	Waterderrest washington the same of the sam	505 63	
						\$1,354		1	\$1,442		l	\$1,442		-	\$1,442	
				-						4						
-			of wit of the sufference and was the sufference of			\$15,656			\$16,743	**************************************		\$16,743			\$16,743	
52 Equipment/Transportation						\$45,270		***************************************	\$48,323		-	\$48,323		ı	\$48,323	
						\$324			\$346			\$346			\$346	
55 Volunteer Support			ָ 			\$194			\$207			\$207			\$207	
56 Bags for RDNC - 12,716 @ \$10.08/bag	\$128,177	0\$	\$128,177	ļ.,	(\$128,177)		_ [_	(\$128,177)		<u> </u>	(\$128,177)		ļ.	(\$128,177)		\$270,443
	\$209,648	\$60,795	\$270,443	≟		\$270,443		1	\$270,443		1.	\$270,443	\$270,443	0\$	\$270,443	#467.
59 TOTAL Non-DAAS OPERATING EXPENSE	\$4,689,379	53,840,219	\$8,529,598	1	1	\$10,701,180	\$8,633,203 \$2	١.	\$10,855,033	\$8,633,203 \$2	١.	\$10,855,033	\$8,633,203	\$2,221,830	\$10,855,033	#REF!
61 TOTAL DAAS & Non-DAAS OPERATING EXPENSE	\$5,251,834	\$4,282,113	\$9,533,947	\$9,664,239	\$2,196,445	\$11,860,683	\$9,664,239 \$2,366,251		\$12,030,489	\$9,664,239 \$2,366,251		\$12,030,489	\$9,664,239 \$2,366,251	\$2,366,251	\$12,030,489	#85.
00 T3X #3					***************************************	Y	***************************************			***************************************						

	Α	В		С	D	Е	F
1	Grantee	e's Name: SF-Marin Food Bank					endix B-02, Page 4
2						Docum	ent Date: 11/14/1
4	Prograi	m: Food Assistance Program					
5	(Same a	as Line 9 on HSA #1)					
6							
7				Expenditure D			
8			(=quipme	nt and Remodelin	g Cost)		
9 10	EAIII	PMENT	TERM	7/1/17 to 6/20/10	7/4/19 to 6/20/10	7/1/19 to 6/30/20	TOTAL
10	EWUI	F IVE IVE	1 E INIV	771777 10 0730710	771710 10 0730/19	771719 (0 6/30/20	7/1/17 to 6/30/22
11	No.	ITEM/DESCRIPTION					
12	1	Electric Pallet Jack	~~~	26,000			26,000
13	1	Deep Reach Lift		48,500			48,500
14	1	Class B Refrigerated Truck		135,000			135,000
15				·			C
16		* (1)					
17							
18	***************************************						
19		· • • • • • • • • • • • • • • • • • • •					
	TOTAL	EQUIPMENT COST		209,500		0	200 500
	IOIME	EGON WENT COOT		209,300		<u> </u>	209,500
21							
		ODELING					
23	Descript	tion:			***************************************		
24					***************************************		
25		_, , , , , , , , , , , , , , , , , , ,	,				
26							
27							
28						-	
\neg	TOTAL	REMODELING COST		<u></u>			
30							
	TOTAL	OADITAL EVOCNOSTUDE				_ [
		CAPITAL EXPENDITURE nent and Remodeling Cost)		209,500		0	209,500
<u>აა</u>	HSA #4						