Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

SAN FRANCISCO
HUMAN SERVICES AGENCY

MEMORANDUM

TO:	DISABILITY AND AGING SERVICES COMMISSION
THROUGH:	KELLY DEARMAN, EXECUTIVE DIRECTOR
FROM:	CINDY KAUFMAN, DEPUTY DIRECTOR ESPERANZA ZAPIEN, DIRECTOR OF CONTRACTS DS
DATE:	WEDNESDAY JUNE 4, 2025
SUBJECT:	NEW GRANTS: MULTIPLE GRANTEES FOR NUTRITION SERVICES FOR OLDER ADULTS AND ADULTS WITH DISABILITIES (see table on pages 4-7)
GRANT TERM:	7/1/25- 6/30/29
GRANT AMOUNT:	See table on pages 3-6

FUNDING SOURCE:	County	State	Federal	Contingency	Total
	$83,418,719	$6,951,560	$8,937,720	$9,930,799	$109,238,798
PERCENTAGE:	84%	7%	9%		

The Department of Disability and Aging Services (DAS) requests authorization to enter into new grant agreements with multiple providers for the provision of nutrition services for older adults and adults with disabilities for the period of July 1, 2025, through June 30, 2029, in the amount of $99,307,999 plus a 10% contingency for a total amount not to exceed $109,238,798. The purpose of these grants is to support a range of nutrition services, including congregate meals at community dining sites, home-delivered meals, and to-go meal options, across multiple districts and neighborhoods in San Francisco.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Background

The Department of Disability and Aging Services (DAS) is a state-designated Area Agency on Aging under the Older Americans Act (OAA) and the Older Californians Act (OCA). These acts primarily provide services, support, and protections for individuals sixty (60) years of age and older, with a focus on supporting those who are socially or economically disadvantaged. In addition to serving older adults, DAS also provides community-based services for adults with disabilities.

One of the core services offered under the OAA, OCA, and administered by DAS is nutrition services. Nutrition services include congregate, home-delivered, and to-go meal programs. Older adults and individuals with disabilities face heightened risks of food insecurity due to factors like fixed incomes and mobility limitations. Rising healthcare costs further strain their financial resources, making it difficult to afford nutritious meals. Mobility challenges can also restrict access to healthy food, increasing the risk of malnutrition and related health issues such as chronic diseases. These barriers can threaten independence and well-being, especially for low-income individuals.

Nutrition services are a vital strategy to address food insecurity and enhance well-being by offering nutritious meals and reducing barriers. Services support individuals in living independently in their homes and communities by promoting health and well-being through improved nutrition and reduced isolation. These programs also serve as an access point for other home and community-based services.

Services to be Provided

Grantees will provide the following nutrition services:

1. Congregate nutrition services for older adults and adults with disabilities
2. To-go meal nutrition services for older adults and adults with disabilities
3. Home-delivered nutrition services for older adults and adults with disabilities
4. Citywide emergency home-delivered nutrition services

These services aim to alleviate hunger, food insecurity, and malnutrition, while also promoting the overall health and well-being of the populations they serve. Through this network of services, the Department of Disability and Aging Services (DAS) aims to ensure equitable access to high-quality nutrition services that meet the diverse needs of San Francisco's older adults and adults with disabilities.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Meals provided by grantees will meet nutritional standards by incorporating the Dietary Guidelines for Americans and will provide a minimum of one-third of the Dietary Reference Intakes (DRIs). All meals will be prepared in compliance with nutrition and food service standards set forth by the California Retail Food Code (CRFC), Title 22 Regulations, California Department of Aging, and DAS Office of Community Partnership (OCP).

All services will include Nutrition Compliance and Quality Assurance (NCQA), which are essential components to ensure program integrity and service quality. NCQA activities include food safety monitoring, menu certification, and quarterly in-service training for food service and program staff, conducted through quarterly oversight of the grantee's food service operations and meal services.

- **Congregate Nutrition Services for Older Adults and Adults with Disabilities:**

  Grantees will provide meals for eligible consumers at designated meal sites. The meals will be offered in a group setting, providing opportunities for participants to socialize with one another. Congregate nutrition services also include nutrition education and nutrition risk screening.

- **To-Go Meal Nutrition Services for Older Adults and Adults with Disabilities:**

  Grantees will provide to-go meals for eligible consumers at designated meal sites. To-go meal nutrition services include an initial assessment to determine whether to-go meal services are appropriate for the participant based on their needs and living environment. Services also include quarterly eligibility verification, nutrition education, nutrition risk screening.

- **Home-Delivered Meal (HDM) Nutrition Services for Older Adults and Adults with Disabilities:**

  Grantees will provide and deliver meals to eligible individuals in their homes. Home-delivered nutrition services include in-home assessments conducted initially and annually to determine the participant's need for the service and ensure its appropriateness based on their living environment. These assessments evaluate physiological, socioeconomic, and psychological factors, including acute or chronic illnesses, health conditions or syndromes, the presence and adequacy of a family or support system, and the individual's functional ability. Grantees also conduct quarterly reassessments and eligibility verifications. In addition, services include nutrition education and nutrition risk screening.

- **Citywide Emergency Home-Delivered Nutrition Services for Older Adults and Adults with Disabilities:**

  The grantee will provide and deliver meals to eligible individuals citywide throughout San Francisco who have an urgent or temporary need for nutrition support that cannot be met

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

through other available resources. The Department of Disability and Aging Services (DAS) Benefits and Resource Hub will determine eligibility for this service. The grantee will deliver meals within two (2) to five (5) days of eligibility determination. Emergency meal services are time-limited and may not exceed sixty (60) days. If the individual continues to require meal support beyond this period, the grantee will transition the participant to either their own non-emergency home-delivered nutrition services program or to another community-based home-delivered nutrition program that can enroll and serve the participant.

Grant Amount

- **Congregate Nutrition Services for Older Adults:**

Agency	Annual amount for FY 25/29	Grant amount	Contingency	Not to Exceed
Bayview Senior Services	***$1,266,276**	$4,465,104	$446,510	$4,911,614
Centro Latino de San Francisco	$950,446	$3,801,784	$380,178	$4,181,962
Episcopal Community Services of San Francisco	$114,795	$459,180	$45,918	$505,098
Glide	$367,594	$1,470,376	$147,037	$1,617,413
Kimochi	$633,876	$2,535,504	$253,550	$2,789,054
Project Open Hand-(lunch)	***$1,584,152**	$4,836,608	$483,660	$5,320,269
Project Open Hand-(breakfast)	$164,339	$657,356	$65,735	$723,092
Russian American Community Services	$345,873	$1,383,492	$138,349	$1,521,841
Total	$5,427,351	$19,609,404	$1,960,937	$21,570,343

*$1,266,276 is the annual amount for FY 25/26 only. $1,066,276 is annual amount for FY 26/27, FY 27/28 and FY 28/29.
*$1,584,152 is the annual amount for FY 25/26 only. $1,084,152 is annual amount for FY 26/27, FY 27/28 and FY 28/29.

- **Congregate Nutrition Services for Adults with Disabilities**

Agency	Annual amount for FY 25/29	Grant amount	Contingency	Not to Exceed
Bayview Senior Services	$199,590	$798,360	$79,836	$878,196

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Centro Latino de San Francisco	$326,138	$1,304,552	$130,455	$1,435,007
Episcopal Community Services of San Francisco	$14,537	$58,148	$5,814	$63,963
Project Open Hand	$310,094	$1,240,376	$124,037	$1,364,414
Total	$850,359	$3,401,436	$340,142	$3,741,580

- **To-Go Meal Nutrition Services for Older Adults:**

Agency	Annual amount for FY 25/29	Grant amount	Contingency	Not to Exceed
Bayview Senior Services	$805,096	$3,220,384	$322,038	$3,542,422
Centro Latino de San Francisco	$148,989	$595,956	$59,595	$655,552
Episcopal Community Services of San Francisco	$481,146	$1,924,584	$192,458	$2,117,042
Project Open Hand (lunch)	$1,027,182	$4,108,728	$410,872	$4,519,601
Project Open Hand (breakfast)	$173,772	$695,088	$69,508	764,597
Russian American Community	$191,460	$765,840	$76,584	$842,424
Total	$2,827,645	$11,310,580	$1,131,055	$12,441,638

- **To-Go Meal Nutrition Services for Adults with Disabilities:**

Agency	Annual amount for FY 25/29	Grant amount	Contingency	Not to Exceed
Bayview Senior Services	$105,945	$423,780	$42,378	$466,158
Centro Latino de San Francisco	$63,023	$252,092	$25,209	$277,301
Episcopal Community Services of San Francisco	$168,143	$672,572	$67,257	$739,829
Project Open Hand	$261,444	$1,045,776	$104,577	$1,150,354
Russian American Community	$39,527	$158,108	$15,810	$173,919
Total	$638,082	2,552,328	$255,231	$2,807,561

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

- **Home-Delivered Meal (HDM) Nutrition Services for Older Adults:**

Agency	Annual amount for FY 25/29	Grant amount	Contingency	Not to Exceed
Centro Latino de San Francisco	$450,271	$1,801,084	$180,108	1,981,192
Kimoch	$557,676	$2,230,704	$223,070	$2,453,774
Meals on Wheels San Francisco	$8,438,008	$33,752,032	$3,375,203	$37,127,235
Russian Community Services	$614,500	$2,458,000	$245,800	$2,703,800
Self-Help for the Elderly	$3,152,567	$12,610,268	$1,261,027	$13,871,295
Total	$13,213,022	$52,852,088	$5,285,208	$58,137,296

- **Home-Delivered Meal (HDM) Nutrition Services for Adults with Disabilities:**

Agency	Annual amount for FY 25/29	Grant amount	Contingency	Not to Exceed
Meals on Wheels San Francisco	$1,467,724	$5,870,896	$587,089	$6,457,986
Project Open Hand	$724,257	$2,897,028	$289,702	$3,186,731
Total	$2,191,981	$8,767,924	$876,791	$9,644,717

- **Citywide Emergency Home-Delivered Meal Services for Older Adults and Adults with Disabilities:**

Agency	Annual amount for FY 25/29	Grant amount	Contingency	Not to Exceed
Meals on Wheels San Francisco	$203,560	$814,239	$81,424	$895,663
Total	$203,560	$814,239	$81,424	$895,663

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

TOTAL

Program	Annual amount for FY 25/29	Grant amount	Contingency	Not to Exceed
Congregate Nutrition Services for Older Adults	$5,427,351	$19,609,404	$1,960,940	$21,570,344
Congregate Nutrition Services for Adults with Disabilities	$850,359	$3,401,436	$340,144	$3,741,580
Congregate To-Go Meal Nutrition Services for Older Adults	$2,827,645	$11,310,580	$1,131,058	$12,441,638
Congregate To-Go Meal Nutrition Services for Adults with Disabilities	$638,082	2,552,328	$255,232	$2,807,560
Home-Delivered Meal (HDM) Nutrition Services for Older Adults	$13,213,022	$52,852,088	$5,285,208	$58,137,296
Home-Delivered Meal (HDM) Nutrition Services for Adults with Disabilities	$2,191,981	$8,767,924	$876,792	$9,644,716
Citywide Emergency Home-Delivered Meal Services for Older Adults and Adults with Disabilities	$203,560	$814,239	$81,424	$895,663
Total	$23,352,000	$99,307,999	$9,930,799	109,238,798

Selection

Grantees were selected through RFP #1177 issued on December 31, 2024.

Funding

These grants will be funded through local, state and federal funds.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

ATTACHMENTS

Group site chart:

Congregate and To-Go Nutrition Services

Congregate Nutrition Services for Older Adults:

Bayview Hunter's Point Multipurpose Senior Services
Appendix A – Services to be Provided
Appendix B – Budget

Centro Latino de San Francisco
Appendix A – Services to be Provided
Appendix B – Budget

Episcopal Community Services of San Francisco
Appendix A – Services to be Provided
Appendix B – Budget

Kimochi
Appendix A – Services to be Provided
Appendix B – Budget

Project Open Hand
Appendix A – Services to be Provided
Appendix B – Budget, Lunch

Russian American Community Services
Appendix A – Services to be Provided
Appendix B – Budget

Congregate Nutrition Services for Adults with Disabilities:

Bayview Hunter's Point Multipurpose Senior Services
Appendix A – Services to be Provided
Appendix B – Budget

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Centro Latino
Appendix A – Services to be Provided
Appendix B – Budget

Episcopal Community
Appendix A – Services to be Provided
Appendix B – Budget

Project Open Hand
Appendix A – Services to be Provided
Appendix B – Budget

To-Go Meal for Older Adults:

Bayview Hunter's Point Multipurpose Senior Services
Appendix A – Services to be Provided
Appendix B – Budget

Centro Latino
Appendix A – Services to be Provided
Appendix B – Budget

Episcopal Community
Appendix A – Services to be Provided
Appendix B – Budget

Project Open Hand
Appendix A – Services to be Provided
Appendix B – Budget

Russian American Community
Appendix A – Services to be Provided
Appendix B – Budget

To-Go Meal for Adults with Disabilities:

Bayview Hunter's Point Multipurpose Senior Services
Appendix A – Services to be Provided
Appendix B – Budget

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Centro Latino
Appendix A – Services to be Provided
Appendix B – Budget

Episcopal Community
Appendix A – Services to be Provided
Appendix B – Budget

Project Open Hand
Appendix A – Services to be Provided
Appendix B – Budget

Russian American Community
Appendix A – Services to be Provided
Appendix B – Budget

- **Home Delivered Meals Nutrition Services for Older Adults:**

Centro Latino de San Francisco
Appendix A – Services to be Provided
Appendix B – Services to be Provided
Appendix F – Site Chart

Kimochi
Appendix A – Services to be Provided
Appendix B – Budget
Appendix F – Site Chart

Meals on Wheels San Francisco
Appendix A – Services to be Provided
Appendix B – Budget
Appendix F – Site Chart

Russian Community Services
Appendix A – Services to be Provided
Appendix B – Budget, Lunch
Appendix F - Site Chart

Self-Help for the Elderly
Appendix A – Services to be Provided
Appendix B – Budget
Appendix F - Site Chart

- **Home Delivered Meals Nutrition Services for Adults with Disabilities:**

Meals on Wheels San Francisco
Appendix A – Services to be Provided
Appendix B – Budget
Appendix F - Site Chart

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Project Open Hand
Appendix A – Services to be Provided
Appendix B – Budget
Appendix F - Site Chart

- **<u>Citywide Emergency Home Delivered Meals for Older Adults</u>:**

Meals on Wheels San Francisco
Appendix A – Services to be Provided
Appendix B – Budget
Appendix F - Site Chart

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Appendix A - Services to be Provided
Bayview Hunters Point Multipurpose Senior Services
Congregate Nutrition Services for Older Adults
July 1, 2025 – June 30, 2029

I. Purpose

The purpose of this grant is to provide congregate nutrition services to older adults in an in-person congregate setting. Services include meals, nutrition education, nutrition risk screening, and opportunities for socialization. Congregate nutrition services support individuals to live independently in their own homes and communities, help ensure health and well-being through improved nutrition and reduced isolation and serve as an access point for other home and community-based services.

II. Definitions

Grantee	Bayview Hunters Point Multipurpose Senior Services
Adult with a Disability	A person 18-59 years of age with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Congregate Nutrition Services	In-person nutrition services provided to eligible individuals in a group setting. This includes the procurement, preparation, transporting and serving of meals that meet nutrition requirements, as well as nutrition education, nutrition risk screening, and opportunities for socialization.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DAS Benefits and Resources Hub	A unit within DAS that is equipped to receive calls from the community and provide information, referrals, and assistance for older adults and adults with disabilities, caregivers, and community-based organizations. https://www.sfhsa.org/contact-us/locations/das-benefits-and-resources-hub
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: activities of daily living (ADL), and instrumental activities of daily living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
Food Security Screening	A two-question validated screening tool designed to assess an individual's food security status.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)
LGBTQIA+	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.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for enrollment and/or participation is not means tested. Consumers self-report income status.
Menu Planning and Analysis	The development of a menu cycle that complies with the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP) and California Department of Aging (CDA) menu standards, as well as the nutrition requirements of meals. A Registered Dietitian must conduct a nutrient analysis to verify that the menu meets these standards and requirements. (CDA Program Memo 12-17, as amended; California Code of Regulations, Title 22, Section 7638.5)
NCQA	Nutrition Compliance and Quality Assurance are the required components of congregate, to-go, and home-delivered nutrition services that ensure program integrity and quality. These components include but are not limited to ensuring food safety; certifying menu compliance; providing nutrition education; confirming consumer eligibility; and assessing consumers' physiological, socioeconomic, and psychological well-being, as well as their need for nutrition and other supportive services. NCQA also includes nutrition counseling provided by a registered dietitian, when feasible and appropriate.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Nutrition Education Session	An intervention targeting participants and caregivers that involves the dissemination of information, instruction, or training to support food, nutrition, and physical activity choices and behaviors aimed at maintaining or improving health and addressing nutrition-related conditions. The content is consistent with the Dietary Guidelines for Americans (DGA), accurate, culturally sensitive, regionally appropriate, and takes personal preferences into account. Nutrition education sessions are overseen by a Registered Dietitian. Grantees are required to provide an education session at least quarterly for program participants and to record the provision of each session, including an estimated number of participants reached, in SF DAS GetCare. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate, to-go, and home-delivered nutrition services shall comply with the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI), as specified in California Code of Regulations, Title 22, Section 7638.5.
Nutrition Risk Screening	Completion of the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
OAA	Older Americans Act.
OCP	Office of Community Partnerships.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term “senior”.
Older Californians Nutrition Program Title III C1 and C2 (OCNP)	A program that provides nutrition services as authorized by the Older Americans Act of 1965, as amended, and is administered in accordance with the provisions of California Code of Regulations (CCR), Title 22, Chapter 4, Article 5, Section 7630, and was formerly known as the Elderly Nutrition Program (ENP).
Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	An individual who meets both of the following criteria: 1) Qualified as specified in Sections 2585 and 2586 of the Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years of age or older; used interchangeably with the term “older adult”.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

SF DAS GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
SFHSA	San Francisco Human Services Agency.
Socially Isolated	Having few social relationships and few people to interact with regularly.
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).*
Volunteer	A volunteer is an individual who offers their time and services willingly and without compensation to assist the grantee in various activities to support nutrition services.
Unduplicated Consumer (UDC)	An eligible individual who receives meals through the congregate nutrition services program and whose participation is documented in SF DAS GetCare by the grantee.
Unit of Service (UOS)	A meal provided to an eligible individual. Each meal shall provide one-third (1/3) of the DRI and comply with the most current Dietary Guidelines for Americans. (22 CCR 7638.5, 22 CCR 7638.7)

III. Target Populations

This program is designed to serve all people who can benefit from the services outlined in this Appendix, and particularly those demonstrating the greatest economic and social need. To ensure that the most vulnerable people are aware of and can benefit from this program, grantee shall ensure that program services are accessible to:

1. Persons with low to moderate income
2. Persons who are socially isolated
3. Persons with limited English-speaking proficiency
4. Persons from communities of color or communities that have historically been under-served
5. Members of the LGBTQIA+ community
6. Persons at risk of institutionalization

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

IV. Eligibility for Services

1. A person who is sixty (60) years of age or older (older adult).
2. The spouse or domestic partner of an older adult, regardless of age.
3. A person with a disability, under the age of sixty (60) who resides in housing facilities occupied primarily by older adults at which congregate nutrition services are provided.
4. A disabled individual who resides at home with and accompanies an older adult who participates in the program.
5. A volunteer under the age of sixty (60), if doing so will not deprive an older adult age sixty (60) or older of a meal.

V. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that comply with the nutrition and food service standards set forth by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, the California Department of Aging (CDA), the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP), and the requirements described in this Appendix A.
2. Grantee will provide meals to eligible individuals in a congregate group setting at designated meal site(s), which must be submitted to and pre-approved by DAS OCP. The grantee will ensure that all meal sites comply with applicable federal, state, and local regulations, including those related to restrooms, lighting, and ventilation. Congregate meal sites must be equipped with sturdy tables and chairs suitable for the target population, with tables arranged to promote accessibility and encourage socialization.
3. Grantee shall provide meals that comply with the California Department of Aging's (CDA) Older Californians Nutrition Program (OCNP) Menu Planning Guidance. Each meal must provide a minimum of one-third of the Dietary Reference Intakes (DRIs) and align with the current Dietary Guidelines for Americans. Meals shall be culturally appropriate for the target population(s) served and ready to consume. The grantee shall implement an offer versus serve (OVS) model for congregate meal service, allowing participants to select the food items they wish to eat, to reduce food waste.
4. Grantee will provide at least one (1) meal, five (5) days per week, at each DAS-approved congregate meal site and ensure that sites remain open for nutrition services for a minimum of one (1) hour, unless a lesser frequency or duration is approved by DAS OCP. The grantee will follow their DAS-approved site chart when operating congregate meal sites.
5. Grantee will implement a forecasting system to closely estimate demand and adjust meal production, accordingly, minimizing meal waste through regular reviews and adaptations based on actual consumption patterns. The grantee may introduce a consumer reservation system to help manage meal distribution and ensure sufficient availability. The reservation system must include a written policy and process to accommodate a specified number of walk-in consumers, and both the policy and process are subject to DAS OCP approval.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

6. Grantee will serve meals in environmentally friendly containers that are reusable, biodegradable, compostable, and/or recyclable. The grantee will comply with the City's Food Service Waste Reduction Ordinance (2007) and the Single-Use Food Ware Plastics Toxics and Litter Reduction Ordinance (2019).
7. Grantee will ensure that each congregate nutrition site has sufficient staff (paid or volunteer) with the appropriate education, experience, and cultural competency designated to oversee the day-to-day operations, with at least one staff member physically present on-site during meal service hours.
8. Grantee will manage all aspects of food service, including the procurement, preparation, transportation, delivery, and serving of food and meals. The grantee will ensure compliance with the standards established by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, and the San Francisco Department of Public Health (SFDPH) Environmental Health Branch. This includes but is not limited to the following:
    a. A food facility permit, also known as a health permit, is required for each facility involved in the preparation, handling, and/or serving of food to the public. In addition, the facility must provide a current health inspection report with a "pass" facility rating status, as issued by the Environmental Health Branch of the San Francisco Department of Public Health.
    b. A certified food safety manager must be on staff to oversee and manage the day-to-day operations of food service.
    c. All staff involved in the preparation, storage, serving, or handling of food and/or meals must engage in approved food safety training.
9. Grantee will ensure all program staff are oriented and trained to perform their assigned responsibilities and tasks. Training at minimum will include:
    a. Food safety, prevention of foodborne illness, and HACCP principles.
    b. Instructions on accident prevention, fire safety, first aid, choking, earthquake preparedness, and additional emergency procedures as relevant.
10. Grantee will provide a minimum of four (4) hours of annual training for paid and volunteer food service staff, including congregate and home-delivered meal staff. The grantee must develop, implement, and maintain a yearly training plan on file. The plan should include the individuals to be trained, the trainer(s), the training content, and the schedule. The content of the training must be reviewed and approved by a Registered Dietitian Nutritionist (RD/RDN). Training sessions will be evaluated by staff, and documentation, including evaluations and attendance records, must be kept on file by the grantee.
11. Grantee will provide the following NCQA activities:
    a. Menu planning and meal analysis shall be conducted twice per year and in accordance with CDA's OCNP Menu Planning Guidance. The grantee must submit the menu cycle with the nutrient analysis for review and approval by DAS OCP at least thirty (30) days in advance of use. The grantee will ensure that food substitutions to originally planned meals are documented and approved by Registered Dietitian Nutritionist (RD/RDN).
    b. HACCP central kitchen and food service monitoring at least once per quarter and a minimum of four (4) times during the fiscal year conducted and documented by Registered Dietitian Nutritionist (RD/RDN).

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

c. Congregate meal site monitoring must occur at least once per quarter and a minimum of four (4) times during the fiscal year at each DAS OCP-approved congregate meal site. Monitoring must be conducted and documented by a qualified staff member who, at minimum, is trained by either a certified food safety manager or a Registered Dietitian Nutritionist (RD/RDN).
d. Nutrition education sessions at least once per quarter and a minimum of four (4) times during the fiscal year at each DAS OCP approved congregate meal site. The grantee will record the delivery of nutrition education sessions in SF DAS GetCare and include the estimated number of participants.

12. Grantee will establish and maintain a consumer enrollment process that includes eligibility verification, the collection of required consumer data, completion of a nutrition risk screening using the DETERMINE checklist, and a two-question food security screening. The grantee will document consumer enrollment in the appropriate congregate nutrition program in SF DAS GetCare within one month of obtaining the data, ensuring all collected information is accurately recorded. Additionally, the grantee will establish a disenrollment process for consumers who stop participating in the congregate meal program.
13. Grantee will conduct annual nutrition risk and food security screenings for consumers who remain actively enrolled in the congregate nutrition program. These screenings must be completed each fiscal year a consumer is enrolled in the program. In addition to conducting the screenings, the grantee will reverify consumer data annually to ensure it is current and accurate. Screening results, along with verified and updated consumer data, must be documented in SF DAS GetCare within one month of receiving the information.
14. Grantee will offer consumers who receive a meal the opportunity to contribute to the cost of the meal, in accordance with DAS OCP Policy Memorandum No. 5. The grantee will develop a suggested contribution amount that considers the average income range of the consumers accessing the congregate meal program as well as the grantee's other sources of income. A sign will be posted near the contribution collection receptacle indicating the suggested contribution for eligible individuals and the fee for guests. The sign must clearly state that contributions are voluntary, there is no obligation to contribute, and meals will be provided regardless of whether a contribution is made. The contribution process must ensure confidentiality, with a secure container for collecting contributions. The grantee must also have written procedures in place to protect contributions and fees from loss, mishandling, and theft.
15. Grantee will have procedures in place to obtain the views of program participants about services received. At minimum, the grantee will develop and administer an annual consumer satisfaction survey to capture feedback on program outcomes and service quality. Both the survey tool and the administration plan must be reviewed and approved by DAS OCP prior to implementation. Feedback must be collected in a manner that ensures participant anonymity. The results will be shared with DAS OCP by March 15th of each grant year, or on a mutually agreed upon date.
16. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training annually, in accordance with the DAS OCP Policy Memorandum No. 45. Within 30 days of their start date, any new employee,

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

subcontractor, or volunteer must also complete this training. The grantee will maintain records of completion. The grantee shall comply with the applicable privacy and security rules of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

17. Grantee will ensure that all program staff, regardless of position, receive initial training on elder abuse and mandated reporting. Program staff who interact with consumers must complete this training annually, in accordance with the DAS OCP Policy Memorandum No. 35.
18. Grantee shall develop a written grievance process for reviewing and resolving service concerns raised by consumers or their authorized representatives regarding DAS-funded programs and their employees or volunteers, in accordance with DAS OCP Policy Memorandum No. 33. This process must ensure that consumers have clearly established rights and due process for timely resolution of their concerns.
19. Grantee will ensure that DAS funding information is prominently displayed on its websites and publications related to the DAS-funded nutrition program, in accordance with DAS OCP Policy Memorandum No.47.
20. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
21. Grantee will arrange for the availability of food to participants during a major disaster where feasible and appropriate.

VI. Location and Time of Services

The grantee will provide congregate nutrition services in the City and County of San Francisco. The grantee, with approval from DAS OCP, will determine the location(s) and time(s) for the provision of congregate nutrition services.

VII. Service Objectives

On an annual basis, the grantee shall meet the following service objectives:

Table A	FY 25/26	FY 26/27	FY 27/28	FY 28/29
Number of Unduplicated Consumers (UDC)	1,090	1,090	1,090	1,090
Number of Meals	100,054	83,912	83,912	83,912

VIII. Outcome Objectives

Measured via a consumer survey with a sample size equal to or greater than the grantee's average daily number of meals served.

1. At least 75% of consumers report an increased consumption of fruits, vegetables, and/or whole grains.
2. At least 85% of consumers report feeling less worried about getting enough food to meet their needs.
3. At least 85% of consumers rate the quality of meals they receive as excellent or good.
4. At least 85% of consumers report feeling a greater sense of connection to their community.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

5. At least 85% of consumers report that the food support they receive helps them live stably in the community.

IX. Data Collection and Reporting Requirements

1. Grantee will provide a monthly report of activities, referencing the tasks described in Section VII & VIII- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month. The report will include, at a minimum: the number of consumers served, number of meals prepared and served, number of consumers denied services, and the amount of voluntary consumer contributions received.
2. Grantee will submit a quarterly report, along with supporting documentation, to DAS OCP detailing the HACCP activities conducted. Reports are due on the following dates: October 15th, January 15th, April 15th, and June 15th.
3. Grantee will provide an annual report summarizing the contract activities, referencing the tasks described in Section VII & VIII- Service 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 day of the month following the end of the program year.
4. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SFHSA no later than July 31st each year. The grantee must submit the report in the CARBON system.
5. Grantee will provide Ad Hoc reports as required by the Departments.
6. Pursuant to California Department of Aging requirements, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
7. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies “Focal Points” which are designed to help older adults and adults with disabilities connect to services throughout the City. These Focal Points are:

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Name	Address	Phone
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-822-1444 x1200
Canon Kip Senior Center	705 Natoma, St San Francisco, 94103	415-487-3300
Chi Sing Community Center	3133 Taraval St, San Francisco, 94116	415-533-6859
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700
Downtown SF Senior Center	481 O'Farrell St, San Francisco, 94102	415-202-2982
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
Geneva Community Center	5050 Mission St., Suite C, San Francisco 94112	
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415-405-4672
Self-Help for the Elderly Social Services Department	829 Kearney St, San Francisco, 94133	415-677-7585
Toolworks	22 Battery St. Suite 300, San Francisco, 94111	415-733-0990
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828

For assistance with reporting and contract requirements, please contact:

gary.g.hong@sfgov.org
Contract Manager, Office of Contract Management, SFHSA
or
julie.hibarger@sfgov.org
Program Analyst, DAS OCP

X. Monitoring Activities

1. Program Monitoring: Program monitoring will include review of consumer eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives; compliance with specific program standards and requirements; participant record collection and maintenance; reporting performance including monthly service unit reports on SF DAS GetCare; maintenance of service unit logs; agency and organization standards, including current organizational chart; evidence of annual Elder Abuse Reporting training provided to staff and volunteers; evidence of annual California Department of Aging (CDA) Security Awareness training provided to staff and volunteers; program operations, which includes a review of a written policies and procedures manual of all DAS OCP-funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation current and consistent with the site chart; a board of directors list and whether services are provided appropriately according to Sections III through VIII.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

2. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, 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 the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster, and selected board minutes for compliance with the Sunshine Ordinance.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM

Budget Reference Page No.(s)
Bayview Senior Services

(Check One) New __X__ Renewal ____ Modification ____
If modification, Effective Date of Mod. No. of Mod.

Program: Congregate meals for (x) older adults or **( ) adults with disabilities**

Budget Reference Page No.(s)						
Program Term	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total	cost/meal
Annual # Meals Contracted	100,054	83,912	83,912	83,912	351,790	
DAS Expenditures						
Salaries & Benefits	$406,957	$337,320	$337,320	$337,320	$1,418,917	$4.03
Operating Expenses	$690,112	$582,699	$582,699	$582,699	$2,438,209	$6.93
Subtotal	$1,097,069	$920,019	$920,019	$920,019	$3,857,126	$10.96
Indirect Percentage (%)	13.00%	13.00%	13.00%	13.00%	13.00%	
Indirect Cost	$142,607	$119,657	$119,657	$119,657	$501,578	$1.43
Capital/Subcontractor Expenditures						
NCQA Expenditures	$26,600	$26,600	$26,600	$26,600	$106,400	$0.30
Total DAS Expenditures	**$1,266,276**	**$1,066,276**	**$1,066,276**	**$1,066,276**	**$4,465,104**	$12.69
Non DAS Expenditures						
Salaries & Benefits	$35,292	$31,914	$31,914	$31,914	$131,034	$0.37
Operating Expenses	$25,014	$20,978	$20,978	$20,978	$87,948	$0.25
Capital/Subcontractor Expenditures						
NCQA Expenditures						
Total Non DAS Expenditures	**$60,306**	**$52,892**	**$52,892**	**$52,892**	**$218,982**	$0.62
TOTAL DAS AND NON DAS EXPEDITURES	**$1,326,582**	**$1,119,168**	**$1,119,168**	**$1,119,168**	**$4,684,086**	$13.32
DAS Revenues						
Meals- General Fund	$1,239,676	$1,039,676	$1,039,676	$1,039,676	$4,358,704	$12.39
Meals- State Fund						
Meals- Federal Fund						
NCQA Fund	$26,600	$26,600	$26,600	$26,600	$106,400	$0.30
Total DAS Revenue	**$1,266,276**	**$1,066,276**	**$1,066,276**	**$1,066,276**	**$4,465,104**	$12.69
PER MEAL COST, DAS	$12.39	$12.39	$12.39	$12.39	$12.39	
PER MEAL COST (with NCQA), DAS	$12.66	$12.71	$12.71	$12.71	$12.69	
Non DAS Revenues						
Project Income	$3,375	$3,375	$3,375	$3,375	$13,500	$0.04
Agency Cash- Fundraising	$7,260	$7,260	$7,260	$7,260	$29,040	$0.08
Agency In-kind Volunteer	$24,657	$24,657	$24,657	$24,657	$98,628	$0.28
Food bank Donation	$25,014	$25,014	$25,014	$25,014	$100,056	$0.28
NCQA Revenue						
Total Non DAS Revenue	**$60,306**	**$60,306**	**$60,306**	**$60,306**	**$241,224**	$0.69
PER MEAL COST, Non DAS	$0.60	$0.72	$0.72	$0.72	$0.69	
PER MEAL COST (with NCQA), Non DAS	$0.60	$0.72	$0.72	$0.72	$0.69	

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

TOTAL DAS AND NON DAS REVENUE	**$1,326,582**	**$1,126,582**	**$1,126,582**	**$1,126,582**	**$4,706,328**	$13.38
PER MEAL COST, Total	$12.99	$13.11	$13.11	$13.11	$13.08	
PER MEAL COST (with NCQA), Total	$13.26	$13.43	$13.43	$13.43	$13.38	
Full Time Equivalent (FTE)	13.88	13.88	13.88	13.88	55.50	
Prepared by: Cathy Davis					Date:	
HSA-CO Review Signature:						
HSA #1					**10/25/2016**	

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Salaries & Benefits Detail

DAS Salaries & Benefits		Agency Totals		HSA Program FY 25-26		HSA Program FY 26-29		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Executive Chef	Charles Adams	$101,670	1.00	45.03%	0.45	40.72%	0.41	$45,782	$41,400	$41,400	$41,400	$169,982
Kitchen Manager	Allen Young	$77,126	1.00	45.03%	0.45	40.72%	0.41	$34,730	$31,406	$31,406	$31,406	$128,948
Cook	Willina Bennett	$49,275	1.00	45.03%	0.45	40.72%	0.41	$22,189	$20,065	$20,065	$20,065	$82,384
Kitchen Assistant	Darinell Collier	$55,099	1.00	45.03%	0.45	40.72%	0.41	$24,811	$22,436	$22,436	$22,436	$92,119
Dr Davis Site Manager	Shantel Lumse	$46,904	1.00	45.03%	0.45	40.72%	0.41	$21,121	$19,099	$19,099	$19,099	$78,418
WASC Site Manager	David Malone	$51,605	1.00	45.03%	0.45	40.72%	0.41	$23,238	$21,014	$21,014	$21,014	$86,280
Cook	Javier Gonzale	$47,715	1.00	45.03%	0.45	40.72%	0.41	$21,486	$19,430	$19,430	$19,430	$79,776
Kitchen Assistant	Manuel Castro	$47,133	1.00	45.03%	0.45	31.36%	0.31	$21,224	$14,781	$14,781	$14,781	$65,567
Food Service Assistant	Nana Lulio	$42,120	1.00	45.03%	0.45	40.72%	0.41	$18,967	$17,151	$17,151	$17,151	$70,420
Food Service Assistant	TBD	$47,133	1.00	45.03%	0.45	40.72%	0.41	$21,224				$21,224
Kitchen Assistant	Iakopo Manu	$47,133	1.00	45.03%	0.45	40.72%	0.41	$21,224	$19,193	$19,193	$19,193	$78,803
Driver	Antoine Porter	$53,934	1.00	45.03%	0.45	40.72%	0.41	$24,286	$21,962	$21,962	$21,962	$90,172
Driver (5hr/day)	Toney Befford	$45,344	0.63	45.03%	0.28	40.72%	0.25	$12,762	$11,540	$11,540	$11,540	$47,382
Totals		$565,780	12.63	450.30%	5.69	5.20	5.05	$313,044	$259,477	$259,477	$259,477	$1,091,475
Fringe Benefits Rate		30.00%										
Employee Fringe Benefits		$169,734						$93,913	$77,843	$77,843	$77,843	$327,442
Total DAS Salaries and Benefits		$735,514						**$406,957**	**$337,320**	**$337,320**	**$337,320**	**$1,418,917**

Non DAS Salaries & Benefits		Agency Totals		HSA Program F 25-26		HSA Program F 26-29		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Volunteer		$42,120	1.00	45.03%	0.45	40.72%	0.41	$18,967	$17,151	$17,151	$17,151	$70,420
Data Management	Dena Madrid	$72,675	0.25	45.03%	0.11	40.72%	0.10	$8,181	$7,398	$7,398	$7,398	$30,375
Totals		$114,795	1.25	90.06%	0.56	0.81	0.51	$27,148	$24,549	$24,549	$24,549	$100,795
Fringe Benefits Rate		30.00%										
Employee Fringe Benefits		$34,439						$8,144	$7,365	$7,365	$7,365	$30,239
Total Non DAS Salaries and Benefits		$149,234						**$35,292**	**$31,914**	**$31,914**	**$31,914**	**$131,034**
Total DAS and Non DAS Salaries and Benefits		$884,748						**$442,249**	**$369,234**	**$369,234**	**$369,234**	**$1,549,951**

HSA #2 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Operating Expense Detail

			FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted			100,054	83,912	83,912	83,912	351,790
DAS Operating Expenses							
Expenditure Category							
Rental of Property			$3,339	$3,020	$3,020	$3,020	$12,399
Utilities (Elec, Water, Gas, Phone, Garbage)			$25,002	$22,611	$22,611	$22,611	$92,835
Office Supplies, Postage			$1,081	$977	$977	$977	$4,012
Building Maintenance Supplies and Repair			$12,428	$11,239	$11,239	$11,239	$46,145
Printing and Reproduction							
Insurance							
Staff Training			$1,081	$977	$977	$977	$4,012
Staff Travel-(Local & Out of Town)							
Rental of Equipment			$450	$407	$407	$407	$1,671
Food Cost							
Raw Food	*per meal*	*$5.30*	$530,286	$444,734	$444,734	$444,734	$1,864,488
Cong Food Svc Supplies	*per meal*	*$1.00*	$100,054	$83,912	$83,912	$83,912	$351,790
Catered Meals	*per meal*						
Consultant							
Consultant A							
Other							
Gas and Car rental			$10,807	$9,773	$9,773	$9,773	$40,126
Small Equipment			$4,503	$4,072	$4,072	$4,072	$16,719
DMV			$1,081	$977	$977	$977	$4,012
Total DAS Operating Expenses			**$690,112**	**$582,699**	**$582,699**	**$582,699**	**$2,438,209**
Non DAS Operating Expenses							
Expenditure Category							
Rental of Property							
Utilities (Elec, Water, Gas, Phone, Garbage)							
Office Supplies, Postage							
Building Maintenance Supplies and Repair							
Printing and Reproduction							
Insurance							
Staff Training							
Staff Travel-(Local & Out of Town)							
Rental of Equipment							
Food Cost							
Raw Food	*per meal*	*$0.25*	$25,014	$20,978	$20,978	$20,978	$87,948
Cong Food Svc Supplies	*per meal*						
Catered Meals	*per meal*						

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Consultant					
Consultant A					
Other					
Total Non DAS Operating Expenses	**$25,014**	**$20,978**	**$20,978**	**$20,978**	**$87,948**
Total DAS and Non DAS Operating Expenses	**$715,126**	**$603,677**	**$603,677**	**$603,677**	**$2,526,157**

HSA #3 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Appendix A - Services to be Provided
Centro Latino de San Francisco
Congregate Nutrition Services for Older Adults
July 1, 2025 – June 30, 2029

I. Purpose

The purpose of this grant is to provide congregate nutrition services to older adults in an in-person congregate setting. Services include meals, nutrition education, nutrition risk screening, and opportunities for socialization. Congregate nutrition services support individuals to live independently in their own homes and communities, help ensure health and well-being through improved nutrition and reduced isolation and serve as an access point for other home and community-based services.

II. Definitions

Adult with a Disability	A person 18-59 years of age with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Congregate Nutrition Services	In-person nutrition services provided to eligible individuals in a group setting. This includes the procurement, preparation, transporting and serving of meals that meet nutrition requirements, as well as nutrition education, nutrition risk screening, and opportunities for socialization.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DAS Benefits and Resources Hub	A unit within DAS that is equipped to receive calls from the community and provide information, referrals, and assistance for older adults and adults with disabilities, caregivers, and community-based organizations. https://www.sfhsa.org/contact-us/locations/das-benefits-and-resources-hub
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: activities of daily living (ADL), and instrumental activities of daily living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
Food Security Screening	A two-question validated screening tool designed to assess an individual's food security status.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Grantee	Centro Latino de San Francisco
HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)
LGBTQIA+	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.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for enrollment and/or participation is not means tested. Consumers self-report income status.
Menu Planning and Analysis	The development of a menu cycle that complies with the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP) and California Department of Aging (CDA) menu standards, as well as the nutrition requirements of meals. A Registered Dietitian must conduct a nutrient analysis to verify that the menu meets these standards and requirements. (CDA Program Memo 12-17, as amended; California Code of Regulations, Title 22, Section 7638.5)
NCQA	Nutrition Compliance and Quality Assurance are the required components of congregate, to-go, and home-delivered nutrition services that ensure program integrity and quality. These components include but are not limited to ensuring food safety; certifying menu compliance; providing nutrition education; confirming consumer eligibility; and assessing consumers' physiological, socioeconomic, and psychological well-being, as well as their need for nutrition and other supportive services. NCQA also includes nutrition counseling provided by a registered dietitian, when feasible and appropriate.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Nutrition Education Session	An intervention targeting participants and caregivers that involves the dissemination of information, instruction, or training to support food, nutrition, and physical activity choices and behaviors aimed at maintaining or improving health and addressing nutrition-related conditions. The content is consistent with the Dietary Guidelines for Americans (DGA), accurate, culturally sensitive, regionally appropriate, and takes personal preferences into account. Nutrition education sessions are overseen by a Registered Dietitian. Grantees are required to provide an education session at least quarterly for program participants and to record the provision of each session, including an estimated number of participants reached, in SF DAS GetCare. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate, to-go, and home-delivered nutrition services shall comply with the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI), as specified in California Code of Regulations, Title 22, Section 7638.5.
Nutrition Risk Screening	Completion of the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
OAA	Older Americans Act.
OCP	Office of Community Partnerships.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term “senior”.
Older Californians Nutrition Program Title III C1 and C2 (OCNP)	A program that provides nutrition services as authorized by the Older Americans Act of 1965, as amended, and is administered in accordance with the provisions of California Code of Regulations (CCR), Title 22, Chapter 4, Article 5, Section 7630, and was formerly known as the Elderly Nutrition Program (ENP).
Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	An individual who meets both of the following criteria: 1) Qualified as specified in Sections 2585 and 2586 of the Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years of age or older; used interchangeably with the term “older adult”.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

SF DAS GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
SFHSA	San Francisco Human Services Agency.
Socially Isolated	Having few social relationships and few people to interact with regularly.
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).*
Volunteer	A volunteer is an individual who offers their time and services willingly and without compensation to assist the grantee in various activities to support nutrition services.
Unduplicated Consumer (UDC)	An eligible individual who receives meals through the congregate nutrition services program and whose participation is documented in SF DAS GetCare by the grantee.
Unit of Service (UOS)	A meal provided to an eligible individual. Each meal shall provide one-third (1/3) of the DRI and comply with the most current Dietary Guidelines for Americans. (22 CCR 7638.5, 22 CCR 7638.7)

III. Target Populations

This program is designed to serve all people who can benefit from the services outlined in this Appendix, and particularly those demonstrating the greatest economic and social need. To ensure that the most vulnerable people are aware of and can benefit from this program, grantee shall ensure that program services are accessible to:

1. Persons with low to moderate income
2. Persons who are socially isolated
3. Persons with limited English-speaking proficiency
4. Persons from communities of color or communities that have historically been under-served
5. Members of the LGBTQIA+ community
6. Persons at risk of institutionalization

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

IV. Eligibility for Services

1. A person who is sixty (60) years of age or older (older adult).
2. The spouse or domestic partner of an older adult, regardless of age.
3. A person with a disability, under the age of sixty (60) who resides in housing facilities occupied primarily by older adults at which congregate nutrition services are provided.
4. A disabled individual who resides at home with and accompanies an older adult who participates in the program.
5. A volunteer under the age of sixty (60), if doing so will not deprive an older adult age sixty (60) or older of a meal.

V. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that comply with the nutrition and food service standards set forth by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, the California Department of Aging (CDA), the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP), and the requirements described in this Appendix A.
2. Grantee will provide meals to eligible individuals in a congregate group setting at designated meal site(s), which must be submitted to and pre-approved by DAS OCP. The grantee will ensure that all meal sites comply with applicable federal, state, and local regulations, including those related to restrooms, lighting, and ventilation. Congregate meal sites must be equipped with sturdy tables and chairs suitable for the target population, with tables arranged to promote accessibility and encourage socialization.
3. Grantee shall provide meals that comply with the California Department of Aging's (CDA) Older Californians Nutrition Program (OCNP) Menu Planning Guidance. Each meal must provide a minimum of one-third of the Dietary Reference Intakes (DRIs) and align with the current Dietary Guidelines for Americans. Meals shall be culturally appropriate for the target population(s) served and ready to consume. The grantee shall implement an offer versus serve (OVS) model for congregate meal service, allowing participants to select the food items they wish to eat, to reduce food waste.
4. Grantee will provide at least one (1) meal, five (5) days per week, at each DAS-approved congregate meal site and ensure that sites remain open for nutrition services for a minimum of one (1) hour, unless a lesser frequency or duration is approved by DAS OCP. The grantee will follow their DAS-approved site chart when operating congregate meal sites.
5. Grantee will implement a forecasting system to closely estimate demand and adjust meal production, accordingly, minimizing meal waste through regular reviews and adaptations based on actual consumption patterns. The grantee may introduce a consumer reservation system to help manage meal distribution and ensure sufficient availability. The reservation system must include a written policy and process to accommodate a specified number of walk-in consumers, and both the policy and process are subject to DAS OCP approval.
6. Grantee will serve meals in environmentally friendly containers that are reusable, biodegradable, compostable, and/or recyclable. The grantee will comply with the

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

City's Food Service Waste Reduction Ordinance (2007) and the Single-Use Food Ware Plastics Toxics and Litter Reduction Ordinance (2019).

7. Grantee will ensure that each congregate nutrition site has sufficient staff (paid or volunteer) with the appropriate education, experience, and cultural competency designated to oversee the day-to-day operations, with at least one staff member physically present on-site during meal service hours.
8. Grantee will manage all aspects of food service, including the procurement, preparation, transportation, delivery, and serving of food and meals. The grantee will ensure compliance with the standards established by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, and the San Francisco Department of Public Health (SFDPH) Environmental Health Branch. This includes but is not limited to the following:
    a. A food facility permit, also known as a health permit, is required for each facility involved in the preparation, handling, and/or serving of food to the public. In addition, the facility must provide a current health inspection report with a "pass" facility rating status, as issued by the Environmental Health Branch of the San Francisco Department of Public Health.
    b. A certified food safety manager must be on staff to oversee and manage the day-to-day operations of food service.
    c. All staff involved in the preparation, storage, serving, or handling of food and/or meals must engage in approved food safety training.
9. Grantee will ensure all program staff are oriented and trained to perform their assigned responsibilities and tasks. Training at minimum will include:
    a. Food safety, prevention of foodborne illness, and HACCP principles.
    b. Instructions on accident prevention, fire safety, first aid, choking, earthquake preparedness, and additional emergency procedures as relevant.
10. Grantee will provide a minimum of four (4) hours of annual training for paid and volunteer food service staff, including congregate and home-delivered meal staff. The grantee must develop, implement, and maintain a yearly training plan on file. The plan should include the individuals to be trained, the trainer(s), the training content, and the schedule. The content of the training must be reviewed and approved by a Registered Dietitian Nutritionist (RD/RDN). Training sessions will be evaluated by staff, and documentation, including evaluations and attendance records, must be kept on file by the grantee.
11. Grantee will provide the following NCQA activities:
    a. Menu planning and meal analysis shall be conducted twice per year and in accordance with CDA's OCNP Menu Planning Guidance. The grantee must submit the menu cycle with the nutrient analysis for review and approval by DAS OCP at least thirty (30) days in advance of use. The grantee will ensure that food substitutions to originally planned meals are documented and approved by Registered Dietitian Nutritionist (RD/RDN).
    b. HACCP central kitchen and food service monitoring at least once per quarter and a minimum of four (4) times during the fiscal year conducted and documented by Registered Dietitian Nutritionist (RD/RDN).
    c. Congregate meal site monitoring must occur at least once per quarter and a minimum of four (4) times during the fiscal year at each DAS OCP-approved congregate meal site. Monitoring must be conducted and documented by a

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

qualified staff member who, at minimum, is trained by either a certified food safety manager or a Registered Dietitian Nutritionist (RD/RDN).

d. Nutrition education sessions at least once per quarter and a minimum of four (4) times during the fiscal year at each DAS OCP approved congregate meal site. The grantee will record the delivery of nutrition education sessions in SF DAS GetCare and include the estimated number of participants.

12. Grantee will establish and maintain a consumer enrollment process that includes eligibility verification, the collection of required consumer data, completion of a nutrition risk screening using the DETERMINE checklist, and a two-question food security screening. The grantee will document consumer enrollment in the appropriate congregate nutrition program in SF DAS GetCare within one month of obtaining the data, ensuring all collected information is accurately recorded. Additionally, the grantee will establish a disenrollment process for consumers who stop participating in the congregate meal program.
13. Grantee will conduct annual nutrition risk and food security screenings for consumers who remain actively enrolled in the congregate nutrition program. These screenings must be completed each fiscal year a consumer is enrolled in the program. In addition to conducting the screenings, the grantee will reverify consumer data annually to ensure it is current and accurate. Screening results, along with verified and updated consumer data, must be documented in SF DAS GetCare within one month of receiving the information.
14. Grantee will offer consumers who receive a meal the opportunity to contribute to the cost of the meal, in accordance with DAS OCP Policy Memorandum No. 5. The grantee will develop a suggested contribution amount that considers the average income range of the consumers accessing the congregate meal program as well as the grantee's other sources of income. A sign will be posted near the contribution collection receptacle indicating the suggested contribution for eligible individuals and the fee for guests. The sign must clearly state that contributions are voluntary, there is no obligation to contribute, and meals will be provided regardless of whether a contribution is made. The contribution process must ensure confidentiality, with a secure container for collecting contributions. The grantee must also have written procedures in place to protect contributions and fees from loss, mishandling, and theft.
15. Grantee will have procedures in place to obtain the views of program participants about services received. At minimum, the grantee will develop and administer an annual consumer satisfaction survey to capture feedback on program outcomes and service quality. Both the survey tool and the administration plan must be reviewed and approved by DAS OCP prior to implementation. Feedback must be collected in a manner that ensures participant anonymity. The results will be shared with DAS OCP by March 15th of each grant year, or on a mutually agreed upon date.
16. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training annually, in accordance with the DAS OCP Policy Memorandum No. 45. Within 30 days of their start date, any new employee, subcontractor, or volunteer must also complete this training. The grantee will maintain records of completion. The grantee shall comply with the applicable privacy and security rules of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

17. Grantee will ensure that all program staff, regardless of position, receive initial training on elder abuse and mandated reporting. Program staff who interact with consumers must complete this training annually, in accordance with the DAS OCP Policy Memorandum No. 35.
18. Grantee shall develop a written grievance process for reviewing and resolving service concerns raised by consumers or their authorized representatives regarding DAS-funded programs and their employees or volunteers, in accordance with DAS OCP Policy Memorandum No. 33. This process must ensure that consumers have clearly established rights and due process for timely resolution of their concerns.
19. Grantee will ensure that DAS funding information is prominently displayed on its websites and publications related to the DAS-funded nutrition program, in accordance with DAS OCP Policy Memorandum No.47.
20. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
21. Grantee will arrange for the availability of food to participants during a major disaster where feasible and appropriate.

VI. Location and Time of Services

The grantee will provide congregate nutrition services in the City and County of San Francisco. The grantee, with approval from DAS OCP, will determine the location(s) and time(s) for the provision of congregate nutrition services.

VII. Service Objectives

On an annual basis, the grantee shall meet the following service objectives:

Table A	FY 25/26	FY 26/27	FY 27/28	FY 28/29
Number of Unduplicated Consumers (UDC)	1,178	1,178	1,178	1,178
Number of Meals	93,788	93,788	93,788	93,788

VIII. Outcome Objectives

Measured via a consumer survey with a sample size equal to or greater than the grantee's average daily number of meals served.

1. At least 75% of consumers report an increased consumption of fruits, vegetables, and/or whole grains.
2. At least 85% of consumers report feeling less worried about getting enough food to meet their needs.
3. At least 85% of consumers rate the quality of meals they receive as excellent or good.
4. At least 85% of consumers report feeling a greater sense of connection to their community.
5. At least 85% of consumers report that the food support they receive helps them live stably in the community.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

IX. Data Collection and Reporting Requirements

1. Grantee will provide a monthly report of activities, referencing the tasks described in Section VII & VIII- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month. The report will include, at a minimum: the number of consumers served, number of meals prepared and served, number of consumers denied services, and the amount of voluntary consumer contributions received.
2. Grantee will submit a quarterly report, along with supporting documentation, to DAS OCP detailing the HACCP activities conducted. Reports are due on the following dates: October 15th, January 15th, April 15th, and June 15th.
3. Grantee will provide an annual report summarizing the contract activities, referencing the tasks described in Section VII & VIII- Service 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 day of the month following the end of the program year.
4. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SFHSA no later than July 31st each year. The grantee must submit the report in the CARBON system.
5. Grantee will provide Ad Hoc reports as required by the Departments.
6. Pursuant to California Department of Aging requirements, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
7. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies "Focal Points" which are designed to help older adults and adults with disabilities connect to services throughout the City. These Focal Points are:

Name	Address	Phone
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-822-1444 x1200
Canon Kip Senior Center	705 Natoma, St San Francisco, 94103	415-487-3300
Chi Sing Community Center	3133 Taraval St, San Francisco, 94116	415-533-6859
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700
Downtown SF Senior Center	481 O'Farrell St, San Francisco, 94102	415-202-2982
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
Geneva Community Center	5050 Mission St., Suite C, San Francisco 94112	
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415-405-4672
Self-Help for the Elderly Social Services Department	829 Kearney St, San Francisco, 94133	415-677-7585
Toolworks	22 Battery St. Suite 300, San Francisco, 94111	415-733-0990
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

For assistance with reporting and contract requirements, please contact:

Gary.Hom@sfgov.org
Contract Manager, Office of Contract Management, SFHSA
or
Marina.Kan@sfgov.org
Program Analyst, DAS OCP

X. Monitoring Activities

1. Program Monitoring: Program monitoring will include review of consumer eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives; compliance with specific program standards and requirements; participant record collection and maintenance; reporting performance including monthly service unit reports on SF DAS GetCare; maintenance of service unit logs; agency and organization standards, including current organizational chart; evidence of annual Elder Abuse Reporting training provided to staff and volunteers; evidence of annual California Department of Aging (CDA) Security Awareness training provided to staff and volunteers; program operations, which includes a review of a written policies and procedures manual of all DAS OCP-funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation current and consistent with the site chart; a board of directors list and whether services are provided appropriately according to Sections III through VIII.

2. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, 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 the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster, and selected board minutes for compliance with the Sunshine Ordinance.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM

Name
Centro Latino de San Francisco

(Check One) New __X__ Renewal ____ Modification ____
If modification, Effective Date of Mod. No. of Mod.

Program: DINE-IN Congregate meals for (X) older adults or **( ) adults with disabilities**

Budget Reference Page No.(s)					
Program Term	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted	93,788	93,788	93,788	93,788	375,152
DAS Expenditures					
Salaries & Benefits	$463,366	$463,366	$463,366	$463,366	$1,853,464
Operating Expenses	$340,761	$340,761	$340,761	$340,761	$1,363,044
Subtotal	$804,127	$804,127	$804,127	$804,127	$3,216,508
Indirect Percentage (%)	15.00%	15.00%	15.00%	15.00%	15.00%
Indirect Cost	$120,619	$120,619	$120,619	$120,619	$482,476
Capital/Subcontractor Expenditures	$0	$0	$0	$0	$0
NCQA Expenditures	$25,700	$25,700	$25,700	$25,700	$102,800
Total DAS Expenditures	**$950,446**	**$950,446**	**$950,446**	**$950,446**	**$3,801,784**
Non DAS Expenditures					
Salaries & Benefits	$27,589	$27,589	$27,589	$27,589	$110,356
Operating Expenses	$18,162	$18,162	$18,162	$18,162	$72,648
Capital/Subcontractor Expenditures	$0.00	$0.00	$0.00	$0.00	$0.00
NCQA Expenditures	$0.00	$0.00	$0.00	$0.00	$0.00
Total Non DAS Expenditures	**$45,751**	**$45,751**	**$45,751**	**$45,751**	**$183,004**
TOTAL DAS AND NON DAS EXPENDITURES	**$996,197**	**$996,197**	**$996,197**	**$996,197**	**$3,984,788**
DAS Revenues					
Meals- General Fund	$924,746	$924,746	$924,746	$924,746	$3,698,984
Meals- State Fund	$0	$0	$0	$0	$0
Meals- Federal Fund	$0	$0	$0	$0	$0
					$0
					$0
					$0
NCQA Fund	$25,700	$25,700	$25,700	$25,700	$102,800
Total DAS Revenue	**$950,446**	**$950,446**	**$950,446**	**$950,446**	**$3,801,784**
PER MEAL COST, DAS	$9.86	$9.86	$9.86	$9.86	$9.86
PER MEAL COST (with NCQA), DAS	$10.13	$10.13	$10.13	$10.13	$10.13
Non DAS Revenues					
Project Income	$18,162	$18,162	$18,162	$18,162	$72,648
Agency Cash- Fundraising	$0	$0	$0	$0	$0
Agency In-kind Volunteer	$27,589	$4,144	$4,144	$4,144	$40,020
					$0
					$0
					$0
NCQA Revenue					$0
Total Non DAS Revenue	**$45,751**	**$22,306**	**$22,306**	**$22,306**	**$112,668**
PER MEAL COST, Non DAS	$0.49	$0.24	$0.24	$0.24	$0.30
PER MEAL COST (with NCQA), Non DAS	$0.49	$0.24	$0.24	$0.24	$0.30
TOTAL DAS AND NON DAS REVENUE	**$996,197**	**$972,752**	**$972,752**	**$972,752**	**$3,914,452**
PER MEAL COST, Total	$10.35	$10.10	$10.10	$10.10	$10.16
PER MEAL COST (with NCQA), Total	$10.62	$10.37	$10.37	$10.37	$10.43
Full Time Equivalent (FTE)	31.30	31.30	31.30	31.30	125.20

Prepared by: Date:

HSA-CO Review Signature: _____

HSA #1 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

(Same as Line 11 on HSA #1)

Document Date:

Salaries & Benefits Detail

DAS Salaries & Benefits		Agency Totals		HSA Program		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Executive Director	Gloria Bonilla	$93,600	1.00	0.00%	0.00	$0	$0	$0	$0	$0
Accountant/HR	Olivia Riano	$65,499	1.00	0.00%	0.00	$0	$0	$0	$0	$0
Associate Director & Naturalization M	Jacob Simons	$83,200	0.00	0.00%	0.00	$0	$0	$0	$0	$0
Nutrition Program Manager	Jose Omar Romero	$66,560	1.00	38.17%	0.38	$25,403	$25,403	$25,403	$25,403	$101,612
Executive Cook	TBD	$56,160	1.00	38.93%	0.39	$21,863	$21,863	$21,863	$21,863	$87,452
Cook	Cruz Mercado	$52,000	1.00	52.99%	0.53	$27,555	$27,555	$27,555	$27,555	$110,220
Cook	Ana Rodriguez	$52,000	1.00	52.99%	0.53	$27,555	$27,555	$27,555	$27,555	$110,220
HDM Driver II	Procorro Rodriguez	$35,880	1.00	25.83%	0.26	$9,268	$9,268	$9,268	$9,268	$37,072
HDM Driver II	Joaquin Olivar	$35,880	1.00	25.83%	0.26	$9,268	$9,268	$9,268	$9,268	$37,072
Driver III/Site Manager Ed Lee	Sandro Garcia	$49,920	1.00	16.18%	0.16	$8,077	$8,077	$8,077	$8,077	$32,308
Driver Site Manager Veterans Acader	TBD	$35,880	1.00	33.33%	0.33	$11,959	$11,959	$11,959	$11,959	$47,836
Dishwasher/Janitor I	Domingo Castaned	$43,680	1.00	38.50%	0.39	$16,817	$16,817	$16,817	$16,817	$67,268
Dishwasher/Janitor II	Juan Irias	$34,944	1.00	50.00%	0.50	$17,472	$17,472	$17,472	$17,472	$69,888
CLSF Food Server/Prep	Gloria Esperanza A	$47,840	1.00	37.50%	0.38	$17,940	$17,940	$17,940	$17,940	$71,760
Site Manager MNC	Juana Ivonne Olm	$52,000	1.00	38.95%	0.39	$20,254	$20,254	$20,254	$20,254	$81,016
Server MNC & Prep/Janitor	Yensi Molina	$45,760	1.00	35.50%	0.36	$16,245	$16,245	$16,245	$16,245	$64,980
Site Manager STAR Hotel	Gisela Venegas	$25,116	1.00	68.92%	0.69	$17,310	$17,310	$17,310	$17,310	$69,240
Server STAR & Prep	Zoila Palacios	$21,840	1.00	33.48%	0.33	$7,312	$7,312	$7,312	$7,312	$29,248
Site Manager Minna Lee/V.C.C.	Roger Martinez	$36,608	1.00	33.33%	0.33	$12,201	$12,201	$12,201	$12,201	$48,804
Site Manager Veterans Commons	Jessi Arguello	$43,680	1.00	44.78%	0.45	$19,560	$19,560	$19,560	$19,560	$78,240
Server JWP/Food Prep	Maria Hernandez	$32,760	1.00	33.33%	0.33	$10,919	$10,919	$10,919	$10,919	$43,676
Server Ed Lee & Prep	Carolina Cervantes	$28,392	1.00	28.44%	0.28	$8,075	$8,075	$8,075	$8,075	$32,300
Site Manager Maceo May	Norland Estrada	$47,840	1.00	25.83%	0.26	$12,357	$12,357	$12,357	$12,357	$49,428
Server Maceo May and Prep	Juana Maria Lopez	$45,760	1.00	28.44%	0.28	$13,014	$13,014	$13,014	$13,014	$52,056
Social Worker & Activities Facilitator	Mabrisa Rodriguez	$60,320	1.00	33.33%	0.33	$20,105	$20,105	$20,105	$20,105	$80,420
Social Worker Assist/Intake	TBD	$39,000	1.00	22.00%	0.22	$8,580	$8,580	$8,580	$8,580	$34,320
Social Worker/HDM Coordinator	Veronica Lacayo	$60,450	1.00	27.58%	0.28	$16,672	$16,672	$16,672	$16,672	$66,688
Nutritionist	TBD	$15,600	1.00	50.00%	0.50	$7,800	$7,800	$7,800	$7,800	$31,200
Totals		$1,308,169	27.00	914.16%	9.14	$383,581	$383,581	$383,581	$383,581	$1,534,324
Fringe Benefits Rate		20.80%								
Employee Fringe Benefits		$272,099				$79,785	$79,785	$79,785	$79,785	$319,140
Total DAS Salaries and Benefits		$1,580,268				**$463,366**	**$463,366**	**$463,366**	**$463,366**	**$1,853,464**

Non DAS Salaries & Benefits		Agency Totals		HSA Program		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Food Packing		$41,704	0.63	17%	0.10	$4,344	$4,344	$4,344	$4,344	$17,376
Food Packing		$41,704	0.63	17%	0.10	$4,344	$4,344	$4,344	$4,344	$17,376
Food Service		$41,704	0.20	8%	0.02	$696	$696	$696	$696	$2,784
Food Service		$41,704	0.20	8%	0.02	$696	$696	$696	$696	$2,784
Food Service		$38,833	0.70	17%	0.12	$4,530	$4,530	$4,530	$4,530	$18,120
Food Service		$38,833	0.70	17%	0.12	$4,530	$4,530	$4,530	$4,530	$18,120
Office Admin		$41,704	0.75	17%	0.13	$5,213	$5,213	$5,213	$5,213	$20,852
Office Admin		$38,833	0.50	17%	0.08	$3,236	$3,236	$3,236	$3,236	$12,944
					0.00	$0	$0	$0	$0	$0
					0.00	$0	$0	$0	$0	$0
Totals		$325,019	4.30	116.70%	0.68	$27,589	$27,589	$27,589	$27,589	$110,356
Fringe Benefits Rate		0.00%								
Employee Fringe Benefits		$0				$0	$0	$0	$0	$0
Total Non DAS Salaries and Benefits		$325,019				**$27,589**	**$27,589**	**$27,589**	**$27,589**	**$110,356**
Total DAS and Non DAS Salaries and Benefits		$1,905,287				**$490,955**	**$490,955**	**$490,955**	**$490,955**	**$1,963,820**

HSA #2 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Operating Expense Detail

			FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted			93,788	93,788	93,788	93,788	375,152
DAS Operating Expenses							
Expenditure Category							
Rental of Property			$0	$0	$0	$0	$0
Utilities (Elec, Water, Gas, Phone, Garbage)			$8,500	$8,500	$8,500	$8,500	$34,000
Office Supplies, Postage			$6,050	$6,050	$6,050	$6,050	$24,200
Building Maintenance Supplies and Repair			$10,485	$10,485	$10,485	$10,485	$41,940
Printing and Reproduction			$625	$625	$625	$625	$2,500
Insurance			$5,100	$5,100	$5,100	$5,100	$20,400
Staff Training			$1,000	$1,000	$1,000	$1,000	$4,000
Staff Travel-(Local & Out of Town)			$0	$0	$0	$0	$0
Rental of Equipment			$0	$0	$0	$0	$0
Food Cost							
Raw Food	*per meal*	*$2.74*	$256,510	$256,510	$256,510	$256,510	$1,026,040
Cong Food Svc Supplies	*per meal*	*$0.49*	$45,491	$45,491	$45,491	$45,491	$181,964
Catered Meals	*per meal*	*$0.00*	$0	$0	$0	$0	$0
							$0
							$0
Consultant							
Your Part Time Controller							$0
							$0
							$0
Other							
Vehicle Cost			$7,000	$7,000	$7,000	$7,000	$28,000
Payroll Service							
Stipends							$0
							$0
							$0
							$0
Total DAS Operating Expenses			**$340,761**	**$340,761**	**$340,761**	**$340,761**	**$1,363,044**
Non DAS Operating Expenses							
Expenditure Category							
Rental of Property							$0
Utilities (Elec, Water, Gas, Phone, Garbage)							$0
Office Supplies, Postage							$0
Building Maintenance Supplies and Repair							$0
Printing and Reproduction							$0
Insurance							$0
Staff Training							$0
Staff Travel-(Local & Out of Town)							$0
Rental of Equipment							$0
Food Cost							
Raw Food	*per meal*	*$0.14*	$13,130	$13,130	$13,130	$13,130	$52,520
Cong Food Svc Supplies	*per meal*	*$0.05*	$5,032	$5,032	$5,032	$5,032	$20,128
Catered Meals	*per meal*	*$0.00*	$0	$0	$0	$0	$0
							$0
							$0
Consultant							
Consultant A							$0
							$0
							$0
Other							
							$0
							$0
							$0
							$0
							$0
							$0
Total Non DAS Operating Expenses			**$18,162**	**$18,162**	**$18,162**	**$18,162**	**$72,648**
Total DAS and Non DAS Operating Expenses			**$358,923**	**$358,923**	**$358,923**	**$358,923**	**$1,435,692**

HSA #3 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Program: DINE-IN Congregate meals for (X) older adults or ( ) adults with disabilities
(Same as Line 11 on HSA #1)

Document Date:

NCQA Expenditure Detail

DAS NCQA Expenditure	Unit price	Unit	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Menu planning and nutrition analysis	$900.00 /set	1.00	$900	$900	$900	$900	$3,600
Kitchen and food service monitoring	$700.00	4.00	$2,800	$2,800	$2,800	$2,800	$11,200
Congregate site monitoring	$400.00	36.00	$14,400	$14,400	$14,400	$14,400	$57,600
Nutrition education	$200.00	36.00	$7,200	$7,200	$7,200	$7,200	$28,800
Nutrition counseling (optional)	$0.00 /hour	0.00	$0	$0	$0	$0	$0
In-service training	$200.00 /training	2.00	$400	$400	$400	$400	$1,600
Total DAS NCQA Expenditure			**$25,700**	**$25,700**	**$25,700**	**$25,700**	**$102,800**

Non DAS NCQA Expenditure	Unit price	Unit	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Menu planning and nutrition analysis	$0.00 /set	1.00	$0	$0	$0	$0	$0
Kitchen and food service monitoring	$0.00	4.00	$0	$0	$0	$0	$0
Congregate site monitoring	$0.00		$0	$0	$0	$0	$0
Nutrition education	$0.00	36.00	$0	$0	$0	$0	$0
Nutrition counseling (optional)	/hour	0.00					
In-service training	$0.00 /training	2.00	$0	$0	$0	$0	$0
Total Non DAS NCQA Expenditure			**$0**	**$0**	**$0**	**$0**	**$0**

Total DAS and Non DAS NCQA Expenditure	**$25,700**	**$25,700**	**$25,700**	**$25,700**	**$102,800**

HSA #4 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Appendix A - Services to be Provided
Episcopal Community Services of San Francisco
Congregate Nutrition Services for Older Adults
July 1, 2025 – June 30, 2029

I. Purpose

The purpose of this grant is to provide congregate nutrition services to older adults in an in-person congregate setting. Services include meals, nutrition education, nutrition risk screening, and opportunities for socialization. Congregate nutrition services support individuals to live independently in their own homes and communities, help ensure health and well-being through improved nutrition and reduced isolation and serve as an access point for other home and community-based services.

II. Definitions

Grantee	Episcopal Community Services of San Francisco
Adult with a Disability	A person 18-59 years of age with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Congregate Nutrition Services	In-person nutrition services provided to eligible individuals in a group setting. This includes the procurement, preparation, transporting and serving of meals that meet nutrition requirements, as well as nutrition education, nutrition risk screening, and opportunities for socialization.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DAS Benefits and Resources Hub	A unit within DAS that is equipped to receive calls from the community and provide information, referrals, and assistance for older adults and adults with disabilities, caregivers, and community-based organizations. https://www.sfhsa.org/contact-us/locations/das-benefits-and-resources-hub
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: activities of daily living (ADL), and instrumental activities of daily living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
Food Security Screening	A two-question validated screening tool designed to assess an individual's food security status.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)
LGBTQIA+	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.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for enrollment and/or participation is not means tested. Consumers self-report income status.
Menu Planning and Analysis	The development of a menu cycle that complies with the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP) and California Department of Aging (CDA) menu standards, as well as the nutrition requirements of meals. A Registered Dietitian must conduct a nutrient analysis to verify that the menu meets these standards and requirements. (CDA Program Memo 12-17, as amended; California Code of Regulations, Title 22, Section 7638.5)
NCQA	Nutrition Compliance and Quality Assurance are the required components of congregate, to-go, and home-delivered nutrition services that ensure program integrity and quality. These components include but are not limited to ensuring food safety; certifying menu compliance; providing nutrition education; confirming consumer eligibility; and assessing consumers' physiological, socioeconomic, and psychological well-being, as well as their need for nutrition and other supportive services. NCQA also includes nutrition counseling provided by a registered dietitian, when feasible and appropriate.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Nutrition Education Session	An intervention targeting participants and caregivers that involves the dissemination of information, instruction, or training to support food, nutrition, and physical activity choices and behaviors aimed at maintaining or improving health and addressing nutrition-related conditions. The content is consistent with the Dietary Guidelines for Americans (DGA), accurate, culturally sensitive, regionally appropriate, and takes personal preferences into account. Nutrition education sessions are overseen by a Registered Dietitian. Grantees are required to provide an education session at least quarterly for program participants and to record the provision of each session, including an estimated number of participants reached, in SF DAS GetCare. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate, to-go, and home-delivered nutrition services shall comply with the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI), as specified in California Code of Regulations, Title 22, Section 7638.5.
Nutrition Risk Screening	Completion of the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
OAA	Older Americans Act.
OCP	Office of Community Partnerships.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term “senior”.
Older Californians Nutrition Program Title III C1 and C2 (OCNP)	A program that provides nutrition services as authorized by the Older Americans Act of 1965, as amended, and is administered in accordance with the provisions of California Code of Regulations (CCR), Title 22, Chapter 4, Article 5, Section 7630, and was formerly known as the Elderly Nutrition Program (ENP).
Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	An individual who meets both of the following criteria: 1) Qualified as specified in Sections 2585 and 2586 of the Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years of age or older; used interchangeably with the term “older adult”.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

SF DAS GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
SFHSA	San Francisco Human Services Agency.
Socially Isolated	Having few social relationships and few people to interact with regularly.
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).*
Volunteer	A volunteer is an individual who offers their time and services willingly and without compensation to assist the grantee in various activities to support nutrition services.
Unduplicated Consumer (UDC)	An eligible individual who receives meals through the congregate nutrition services program and whose participation is documented in SF DAS GetCare by the grantee.
Unit of Service (UOS)	A meal provided to an eligible individual. Each meal shall provide one-third (1/3) of the DRI and comply with the most current Dietary Guidelines for Americans. (22 CCR 7638.5, 22 CCR 7638.7)

III. Target Populations

This program is designed to serve all people who can benefit from the services outlined in this Appendix, and particularly those demonstrating the greatest economic and social need. To ensure that the most vulnerable people are aware of and can benefit from this program, grantee shall ensure that program services are accessible to:

1. Persons with low to moderate income
2. Persons who are socially isolated
3. Persons with limited English-speaking proficiency
4. Persons from communities of color or communities that have historically been under-served
5. Members of the LGBTQIA+ community
6. Persons at risk of institutionalization

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

IV. Eligibility for Services

1. A person who is sixty (60) years of age or older (older adult).
2. The spouse or domestic partner of an older adult, regardless of age.
3. A person with a disability, under the age of sixty (60) who resides in housing facilities occupied primarily by older adults at which congregate nutrition services are provided.
4. A disabled individual who resides at home with and accompanies an older adult who participates in the program.
5. A volunteer under the age of sixty (60), if doing so will not deprive an older adult age sixty (60) or older of a meal.

V. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that comply with the nutrition and food service standards set forth by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, the California Department of Aging (CDA), the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP), and the requirements described in this Appendix A.
2. Grantee will provide meals to eligible individuals in a congregate group setting at designated meal site(s), which must be submitted to and pre-approved by DAS OCP. The grantee will ensure that all meal sites comply with applicable federal, state, and local regulations, including those related to restrooms, lighting, and ventilation. Congregate meal sites must be equipped with sturdy tables and chairs suitable for the target population, with tables arranged to promote accessibility and encourage socialization.
3. Grantee shall provide meals that comply with the California Department of Aging's (CDA) Older Californians Nutrition Program (OCNP) Menu Planning Guidance. Each meal must provide a minimum of one-third of the Dietary Reference Intakes (DRIs) and align with the current Dietary Guidelines for Americans. Meals shall be culturally appropriate for the target population(s) served and ready to consume. The grantee shall implement an offer versus serve (OVS) model for congregate meal service, allowing participants to select the food items they wish to eat, to reduce food waste.
4. Grantee will provide at least one (1) meal, five (5) days per week, at each DAS-approved congregate meal site and ensure that sites remain open for nutrition services for a minimum of one (1) hour, unless a lesser frequency or duration is approved by DAS OCP. The grantee will follow their DAS-approved site chart when operating congregate meal sites.
5. Grantee will implement a forecasting system to closely estimate demand and adjust meal production, accordingly, minimizing meal waste through regular reviews and adaptations based on actual consumption patterns. The grantee may introduce a consumer reservation system to help manage meal distribution and ensure sufficient availability. The reservation system must include a written policy and process to accommodate a specified number of walk-in consumers, and both the policy and process are subject to DAS OCP approval.
6. Grantee will serve meals in environmentally friendly containers that are reusable, biodegradable, compostable, and/or recyclable. The grantee will comply with the

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

City's Food Service Waste Reduction Ordinance (2007) and the Single-Use Food Ware Plastics Toxics and Litter Reduction Ordinance (2019).

7. Grantee will ensure that each congregate nutrition site has sufficient staff (paid or volunteer) with the appropriate education, experience, and cultural competency designated to oversee the day-to-day operations, with at least one staff member physically present on-site during meal service hours.
8. Grantee will manage all aspects of food service, including the procurement, preparation, transportation, delivery, and serving of food and meals. The grantee will ensure compliance with the standards established by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, and the San Francisco Department of Public Health (SFDPH) Environmental Health Branch. This includes but is not limited to the following:
    a. A food facility permit, also known as a health permit, is required for each facility involved in the preparation, handling, and/or serving of food to the public. In addition, the facility must provide a current health inspection report with a "pass" facility rating status, as issued by the Environmental Health Branch of the San Francisco Department of Public Health.
    b. A certified food safety manager must be on staff to oversee and manage the day-to-day operations of food service.
    c. All staff involved in the preparation, storage, serving, or handling of food and/or meals must engage in approved food safety training.
9. Grantee will ensure all program staff are oriented and trained to perform their assigned responsibilities and tasks. Training at minimum will include:
    a. Food safety, prevention of foodborne illness, and HACCP principles.
    b. Instructions on accident prevention, fire safety, first aid, choking, earthquake preparedness, and additional emergency procedures as relevant.
10. Grantee will provide a minimum of four (4) hours of annual training for paid and volunteer food service staff, including congregate and home-delivered meal staff. The grantee must develop, implement, and maintain a yearly training plan on file. The plan should include the individuals to be trained, the trainer(s), the training content, and the schedule. The content of the training must be reviewed and approved by a Registered Dietitian Nutritionist (RD/RDN). Training sessions will be evaluated by staff, and documentation, including evaluations and attendance records, must be kept on file by the grantee.
11. Grantee will provide the following NCQA activities:
    a. Menu planning and meal analysis shall be conducted twice per year and in accordance with CDA's OCNP Menu Planning Guidance. The grantee must submit the menu cycle with the nutrient analysis for review and approval by DAS OCP at least thirty (30) days in advance of use. The grantee will ensure that food substitutions to originally planned meals are documented and approved by Registered Dietitian Nutritionist (RD/RDN).
    b. HACCP central kitchen and food service monitoring at least once per quarter and a minimum of four (4) times during the fiscal year conducted and documented by Registered Dietitian Nutritionist (RD/RDN).
    c. Congregate meal site monitoring must occur at least once per quarter and a minimum of four (4) times during the fiscal year at each DAS OCP-approved congregate meal site. Monitoring must be conducted and documented by a

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

qualified staff member who, at minimum, is trained by either a certified food safety manager or a Registered Dietitian Nutritionist (RD/RDN).

d. Nutrition education sessions at least once per quarter and a minimum of four (4) times during the fiscal year at each DAS OCP approved congregate meal site. The grantee will record the delivery of nutrition education sessions in SF DAS GetCare and include the estimated number of participants.

12. Grantee will establish and maintain a consumer enrollment process that includes eligibility verification, the collection of required consumer data, completion of a nutrition risk screening using the DETERMINE checklist, and a two-question food security screening. The grantee will document consumer enrollment in the appropriate congregate nutrition program in SF DAS GetCare within one month of obtaining the data, ensuring all collected information is accurately recorded. Additionally, the grantee will establish a disenrollment process for consumers who stop participating in the congregate meal program.
13. Grantee will conduct annual nutrition risk and food security screenings for consumers who remain actively enrolled in the congregate nutrition program. These screenings must be completed each fiscal year a consumer is enrolled in the program. In addition to conducting the screenings, the grantee will reverify consumer data annually to ensure it is current and accurate. Screening results, along with verified and updated consumer data, must be documented in SF DAS GetCare within one month of receiving the information.
14. Grantee will offer consumers who receive a meal the opportunity to contribute to the cost of the meal, in accordance with DAS OCP Policy Memorandum No. 5. The grantee will develop a suggested contribution amount that considers the average income range of the consumers accessing the congregate meal program as well as the grantee's other sources of income. A sign will be posted near the contribution collection receptacle indicating the suggested contribution for eligible individuals and the fee for guests. The sign must clearly state that contributions are voluntary, there is no obligation to contribute, and meals will be provided regardless of whether a contribution is made. The contribution process must ensure confidentiality, with a secure container for collecting contributions. The grantee must also have written procedures in place to protect contributions and fees from loss, mishandling, and theft.
15. Grantee will have procedures in place to obtain the views of program participants about services received. At minimum, the grantee will develop and administer an annual consumer satisfaction survey to capture feedback on program outcomes and service quality. Both the survey tool and the administration plan must be reviewed and approved by DAS OCP prior to implementation. Feedback must be collected in a manner that ensures participant anonymity. The results will be shared with DAS OCP by March 15th of each grant year, or on a mutually agreed upon date.
16. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training annually, in accordance with the DAS OCP Policy Memorandum No. 45. Within 30 days of their start date, any new employee, subcontractor, or volunteer must also complete this training. The grantee will maintain records of completion. The grantee shall comply with the applicable privacy and security rules of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

17. Grantee will ensure that all program staff, regardless of position, receive initial training on elder abuse and mandated reporting. Program staff who interact with consumers must complete this training annually, in accordance with the DAS OCP Policy Memorandum No. 35.
18. Grantee shall develop a written grievance process for reviewing and resolving service concerns raised by consumers or their authorized representatives regarding DAS-funded programs and their employees or volunteers, in accordance with DAS OCP Policy Memorandum No. 33. This process must ensure that consumers have clearly established rights and due process for timely resolution of their concerns.
19. Grantee will ensure that DAS funding information is prominently displayed on its websites and publications related to the DAS-funded nutrition program, in accordance with DAS OCP Policy Memorandum No.47.
20. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
21. Grantee will arrange for the availability of food to participants during a major disaster where feasible and appropriate.

VI. Location and Time of Services

The grantee will provide congregate nutrition services in the City and County of San Francisco. The grantee, with approval from DAS OCP, will determine the location(s) and time(s) for the provision of congregate nutrition services.

VII. Service Objectives

On an annual basis, the grantee shall meet the following service objectives:

Table A	FY 25/26	FY 26/27	FY 27/28	FY 28/29
Number of Unduplicated Consumers (UDC)	220	220	220	220
Number of Meals	9,170	9,170	9,170	9,170

VIII. Outcome Objectives

Measured via a consumer survey with a sample size equal to or greater than the grantee's average daily number of meals served.

1. At least 75% of consumers report an increased consumption of fruits, vegetables, and/or whole grains.
2. At least 85% of consumers report feeling less worried about getting enough food to meet their needs.
3. At least 85% of consumers rate the quality of meals they receive as excellent or good.
4. At least 85% of consumers report feeling a greater sense of connection to their community.
5. At least 85% of consumers report that the food support they receive helps them live stably in the community.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

IX. Data Collection and Reporting Requirements

1. Grantee will provide a monthly report of activities, referencing the tasks described in Section VII & VIII- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month. The report will include, at a minimum: the number of consumers served, number of meals prepared and served, number of consumers denied services, and the amount of voluntary consumer contributions received.
2. Grantee will submit a quarterly report, along with supporting documentation, to DAS OCP detailing the HACCP activities conducted. Reports are due on the following dates: October 15th, January 15th, April 15th, and June 15th.
3. Grantee will provide an annual report summarizing the contract activities, referencing the tasks described in Section VII & VIII- Service 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 day of the month following the end of the program year.
4. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SFHSA no later than July 31st each year. The grantee must submit the report in the CARBON system.
5. Grantee will provide Ad Hoc reports as required by the Departments.
6. Pursuant to California Department of Aging requirements, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
7. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies "Focal Points" which are designed to help older adults and adults with disabilities connect to services throughout the City. These Focal Points are:

Name	Address	Phone
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-822-1444 x1200
Canon Kip Senior Center	705 Natoma, St San Francisco, 94103	415-487-3300
Chi Sing Community Center	3133 Taraval St, San Francisco, 94116	415-533-6859
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700
Downtown SF Senior Center	481 O'Farrell St, San Francisco, 94102	415-202-2982
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
Geneva Community Center	5050 Mission St., Suite C, San Francisco 94112	
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415-405-4672
Self-Help for the Elderly Social Services Department	829 Kearney St, San Francisco, 94133	415-677-7585
Toolworks	22 Battery St. Suite 300, San Francisco, 94111	415-733-0990
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

For assistance with reporting and contract requirements, please contact:

Emmy.Miller@sfgov.org
Contract Manager, Office of Contract Management, SFHSA
or
Tiffany.Kearney@sfgov.org
Program Analyst, DAS OCP

X. Monitoring Activities

1. Program Monitoring: Program monitoring will include review of consumer eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives; compliance with specific program standards and requirements; participant record collection and maintenance; reporting performance including monthly service unit reports on SF DAS GetCare; maintenance of service unit logs; agency and organization standards, including current organizational chart; evidence of annual Elder Abuse Reporting training provided to staff and volunteers; evidence of annual California Department of Aging (CDA) Security Awareness training provided to staff and volunteers; program operations, which includes a review of a written policies and procedures manual of all DAS OCP-funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation current and consistent with the site chart; a board of directors list and whether services are provided appropriately according to Sections III through VIII.

2. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, 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 the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster, and selected board minutes for compliance with the Sunshine Ordinance.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Appendix A - Services to be Provided
Glide Foundation
Congregate Nutrition Services for Older Adults
July 1, 2025 – June 30, 2029

I. Purpose

The purpose of this grant is to provide congregate nutrition services to older adults in an in-person congregate setting. Services include meals, nutrition education, nutrition risk screening, and opportunities for socialization. Congregate nutrition services support individuals to live independently in their own homes and communities, help ensure health and well-being through improved nutrition and reduced isolation and serve as an access point for other home and community-based services.

II. Definitions

Adult with a Disability	A person 18-59 years of age with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Congregate Nutrition Services	In-person nutrition services provided to eligible individuals in a group setting. This includes the procurement, preparation, transporting and serving of meals that meet nutrition requirements, as well as nutrition education, nutrition risk screening, and opportunities for socialization.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DAS Benefits and Resources Hub	A unit within DAS that is equipped to receive calls from the community and provide information, referrals, and assistance for older adults and adults with disabilities, caregivers, and community-based organizations. https://www.sfhsa.org/contact-us/locations/das-benefits-and-resources-hub
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: activities of daily living (ADL), and instrumental activities of daily living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
Food Security Screening	A two-question validated screening tool designed to assess an individual's food security status.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)
Grantee	Glide Foundation
LGBTQIA+	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.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for enrollment and/or participation is not means tested. Consumers self-report income status.
Menu Planning and Analysis	The development of a menu cycle that complies with the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP) and California Department of Aging (CDA) menu standards, as well as the nutrition requirements of meals. A Registered Dietitian must conduct a nutrient analysis to verify that the menu meets these standards and requirements. (CDA Program Memo 12-17, as amended; California Code of Regulations, Title 22, Section 7638.5)
NCQA	Nutrition Compliance and Quality Assurance are the required components of congregate, to-go, and home-delivered nutrition services that ensure program integrity and quality. These components include but are not limited to ensuring food safety; certifying menu compliance; providing nutrition education; confirming consumer eligibility; and assessing consumers' physiological, socioeconomic, and psychological well-being, as well as their need for nutrition and other supportive services. NCQA also includes nutrition counseling provided by a registered dietitian, when feasible and appropriate.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Nutrition Education Session	An intervention targeting participants and caregivers that involves the dissemination of information, instruction, or training to support food, nutrition, and physical activity choices and behaviors aimed at maintaining or improving health and addressing nutrition-related conditions. The content is consistent with the Dietary Guidelines for Americans (DGA), accurate, culturally sensitive, regionally appropriate, and takes personal preferences into account. Nutrition education sessions are overseen by a Registered Dietitian. Grantees are required to provide an education session at least quarterly for program participants and to record the provision of each session, including an estimated number of participants reached, in SF DAS GetCare. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate, to-go, and home-delivered nutrition services shall comply with the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI), as specified in California Code of Regulations, Title 22, Section 7638.5.
Nutrition Risk Screening	Completion of the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
OAA	Older Americans Act.
OCP	Office of Community Partnerships.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term “senior”.
Older Californians Nutrition Program Title III C1 and C2 (OCNP)	A program that provides nutrition services as authorized by the Older Americans Act of 1965, as amended, and is administered in accordance with the provisions of California Code of Regulations (CCR), Title 22, Chapter 4, Article 5, Section 7630, and was formerly known as the Elderly Nutrition Program (ENP).
Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	An individual who meets both of the following criteria: 1) Qualified as specified in Sections 2585 and 2586 of the Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years of age or older; used interchangeably with the term “older adult”.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

SF DAS GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
SFHSA	San Francisco Human Services Agency.
Socially Isolated	Having few social relationships and few people to interact with regularly.
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).*
Volunteer	A volunteer is an individual who offers their time and services willingly and without compensation to assist the grantee in various activities to support nutrition services.
Unduplicated Consumer (UDC)	An eligible individual who receives meals through the congregate nutrition services program and whose participation is documented in SF DAS GetCare by the grantee.
Unit of Service (UOS)	A meal provided to an eligible individual. Each meal shall provide one-third (1/3) of the DRI and comply with the most current Dietary Guidelines for Americans. (22 CCR 7638.5, 22 CCR 7638.7)

III. Target Populations

This program is designed to serve all people who can benefit from the services outlined in this Appendix, and particularly those demonstrating the greatest economic and social need. To ensure that the most vulnerable people are aware of and can benefit from this program, grantee shall ensure that program services are accessible to:

1. Persons with low to moderate income
2. Persons who are socially isolated
3. Persons with limited English-speaking proficiency
4. Persons from communities of color or communities that have historically been under-served
5. Members of the LGBTQIA+ community
6. Persons at risk of institutionalization

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

IV. Eligibility for Services

1. A person who is sixty (60) years of age or older (older adult).
2. The spouse or domestic partner of an older adult, regardless of age.
3. A person with a disability, under the age of sixty (60) who resides in housing facilities occupied primarily by older adults at which congregate nutrition services are provided.
4. A disabled individual who resides at home with and accompanies an older adult who participates in the program.
5. A volunteer under the age of sixty (60), if doing so will not deprive an older adult age sixty (60) or older of a meal.

V. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that comply with the nutrition and food service standards set forth by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, the California Department of Aging (CDA), the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP), and the requirements described in this Appendix A.
2. Grantee will provide meals to eligible individuals in a congregate group setting at designated meal site(s), which must be submitted to and pre-approved by DAS OCP. The grantee will ensure that all meal sites comply with applicable federal, state, and local regulations, including those related to restrooms, lighting, and ventilation. Congregate meal sites must be equipped with sturdy tables and chairs suitable for the target population, with tables arranged to promote accessibility and encourage socialization.
3. Grantee shall provide meals that comply with the California Department of Aging's (CDA) Older Californians Nutrition Program (OCNP) Menu Planning Guidance. Each meal must provide a minimum of one-third of the Dietary Reference Intakes (DRIs) and align with the current Dietary Guidelines for Americans. Meals shall be culturally appropriate for the target population(s) served and ready to consume. The grantee shall implement an offer versus serve (OVS) model for congregate meal service, allowing participants to select the food items they wish to eat, to reduce food waste.
4. Grantee will provide at least one (1) meal, five (5) days per week, at each DAS-approved congregate meal site and ensure that sites remain open for nutrition services for a minimum of one (1) hour, unless a lesser frequency or duration is approved by DAS OCP. The grantee will follow their DAS-approved site chart when operating congregate meal sites.
5. Grantee will implement a forecasting system to closely estimate demand and adjust meal production, accordingly, minimizing meal waste through regular reviews and adaptations based on actual consumption patterns. The grantee may introduce a consumer reservation system to help manage meal distribution and ensure sufficient availability. The reservation system must include a written policy and process to accommodate a specified number of walk-in consumers, and both the policy and process are subject to DAS OCP approval.
6. Grantee will serve meals in environmentally friendly containers that are reusable, biodegradable, compostable, and/or recyclable. The grantee will comply with the

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

City's Food Service Waste Reduction Ordinance (2007) and the Single-Use Food Ware Plastics Toxics and Litter Reduction Ordinance (2019).

7. Grantee will ensure that each congregate nutrition site has sufficient staff (paid or volunteer) with the appropriate education, experience, and cultural competency designated to oversee the day-to-day operations, with at least one staff member physically present on-site during meal service hours.
8. Grantee will manage all aspects of food service, including the procurement, preparation, transportation, delivery, and serving of food and meals. The grantee will ensure compliance with the standards established by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, and the San Francisco Department of Public Health (SFDPH) Environmental Health Branch. This includes but is not limited to the following:
    a. A food facility permit, also known as a health permit, is required for each facility involved in the preparation, handling, and/or serving of food to the public. In addition, the facility must provide a current health inspection report with a "pass" facility rating status, as issued by the Environmental Health Branch of the San Francisco Department of Public Health.
    b. A certified food safety manager must be on staff to oversee and manage the day-to-day operations of food service.
    c. All staff involved in the preparation, storage, serving, or handling of food and/or meals must engage in approved food safety training.
9. Grantee will ensure all program staff are oriented and trained to perform their assigned responsibilities and tasks. Training at minimum will include:
    a. Food safety, prevention of foodborne illness, and HACCP principles.
    b. Instructions on accident prevention, fire safety, first aid, choking, earthquake preparedness, and additional emergency procedures as relevant.
10. Grantee will provide a minimum of four (4) hours of annual training for paid and volunteer food service staff, including congregate and home-delivered meal staff. The grantee must develop, implement, and maintain a yearly training plan on file. The plan should include the individuals to be trained, the trainer(s), the training content, and the schedule. The content of the training must be reviewed and approved by a Registered Dietitian Nutritionist (RD/RDN). Training sessions will be evaluated by staff, and documentation, including evaluations and attendance records, must be kept on file by the grantee.
11. Grantee will provide the following NCQA activities:
    a. Menu planning and meal analysis shall be conducted twice per year and in accordance with CDA's OCNP Menu Planning Guidance. The grantee must submit the menu cycle with the nutrient analysis for review and approval by DAS OCP at least thirty (30) days in advance of use. The grantee will ensure that food substitutions to originally planned meals are documented and approved by Registered Dietitian Nutritionist (RD/RDN).
    b. HACCP central kitchen and food service monitoring at least once per quarter and a minimum of four (4) times during the fiscal year conducted and documented by Registered Dietitian Nutritionist (RD/RDN).
    c. Congregate meal site monitoring must occur at least once per quarter and a minimum of four (4) times during the fiscal year at each DAS OCP-approved congregate meal site. Monitoring must be conducted and documented by a

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

qualified staff member who, at minimum, is trained by either a certified food safety manager or a Registered Dietitian Nutritionist (RD/RDN).

d. Nutrition education sessions at least once per quarter and a minimum of four (4) times during the fiscal year at each DAS OCP approved congregate meal site. The grantee will record the delivery of nutrition education sessions in SF DAS GetCare and include the estimated number of participants.

12. Grantee will establish and maintain a consumer enrollment process that includes eligibility verification, the collection of required consumer data, completion of a nutrition risk screening using the DETERMINE checklist, and a two-question food security screening. The grantee will document consumer enrollment in the appropriate congregate nutrition program in SF DAS GetCare within one month of obtaining the data, ensuring all collected information is accurately recorded. Additionally, the grantee will establish a disenrollment process for consumers who stop participating in the congregate meal program.
13. Grantee will conduct annual nutrition risk and food security screenings for consumers who remain actively enrolled in the congregate nutrition program. These screenings must be completed each fiscal year a consumer is enrolled in the program. In addition to conducting the screenings, the grantee will reverify consumer data annually to ensure it is current and accurate. Screening results, along with verified and updated consumer data, must be documented in SF DAS GetCare within one month of receiving the information.
14. Grantee will offer consumers who receive a meal the opportunity to contribute to the cost of the meal, in accordance with DAS OCP Policy Memorandum No. 5. The grantee will develop a suggested contribution amount that considers the average income range of the consumers accessing the congregate meal program as well as the grantee's other sources of income. A sign will be posted near the contribution collection receptacle indicating the suggested contribution for eligible individuals and the fee for guests. The sign must clearly state that contributions are voluntary, there is no obligation to contribute, and meals will be provided regardless of whether a contribution is made. The contribution process must ensure confidentiality, with a secure container for collecting contributions. The grantee must also have written procedures in place to protect contributions and fees from loss, mishandling, and theft.
15. Grantee will have procedures in place to obtain the views of program participants about services received. At minimum, the grantee will develop and administer an annual consumer satisfaction survey to capture feedback on program outcomes and service quality. Both the survey tool and the administration plan must be reviewed and approved by DAS OCP prior to implementation. Feedback must be collected in a manner that ensures participant anonymity. The results will be shared with DAS OCP by March 15th of each grant year, or on a mutually agreed upon date.
16. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training annually, in accordance with the DAS OCP Policy Memorandum No. 45. Within 30 days of their start date, any new employee, subcontractor, or volunteer must also complete this training. The grantee will maintain records of completion. The grantee shall comply with the applicable privacy and security rules of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

17. Grantee will ensure that all program staff, regardless of position, receive initial training on elder abuse and mandated reporting. Program staff who interact with consumers must complete this training annually, in accordance with the DAS OCP Policy Memorandum No. 35.
18. Grantee shall develop a written grievance process for reviewing and resolving service concerns raised by consumers or their authorized representatives regarding DAS-funded programs and their employees or volunteers, in accordance with DAS OCP Policy Memorandum No. 33. This process must ensure that consumers have clearly established rights and due process for timely resolution of their concerns.
19. Grantee will ensure that DAS funding information is prominently displayed on its websites and publications related to the DAS-funded nutrition program, in accordance with DAS OCP Policy Memorandum No.47.
20. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
21. Grantee will arrange for the availability of food to participants during a major disaster where feasible and appropriate.

VI. Location and Time of Services

The grantee will provide congregate nutrition services in the City and County of San Francisco. The grantee, with approval from DAS OCP, will determine the location(s) and time(s) for the provision of congregate nutrition services.

VII. Service Objectives

On an annual basis, the grantee shall meet the following service objectives:

Table A	FY 25/26	FY 26/27	FY 27/28	FY 28/29
Number of Unduplicated Consumers (UDC)	425	425	425	425
Number of Meals	40,000	40,000	40,000	40,000

VIII. Outcome Objectives

Measured via a consumer survey with a sample size equal to or greater than the grantee's average daily number of meals served.

1. At least 75% of consumers report an increased consumption of fruits, vegetables, and/or whole grains.
2. At least 85% of consumers report feeling less worried about getting enough food to meet their needs.
3. At least 85% of consumers rate the quality of meals they receive as excellent or good.
4. At least 85% of consumers report feeling a greater sense of connection to their community.
5. At least 85% of consumers report that the food support they receive helps them live stably in the community.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

IX. Data Collection and Reporting Requirements

1. Grantee will provide a monthly report of activities, referencing the tasks described in Section VII & VIII- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month. The report will include, at a minimum: the number of consumers served, number of meals prepared and served, number of consumers denied services, and the amount of voluntary consumer contributions received.
2. Grantee will submit a quarterly report, along with supporting documentation, to DAS OCP detailing the HACCP activities conducted. Reports are due on the following dates: October 15th, January 15th, April 15th, and June 15th.
3. Grantee will provide an annual report summarizing the contract activities, referencing the tasks described in Section VII & VIII- Service 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 day of the month following the end of the program year.
4. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SFHSA no later than July 31st each year. The grantee must submit the report in the CARBON system.
5. Grantee will provide Ad Hoc reports as required by the Departments.
6. Pursuant to California Department of Aging requirements, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
7. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies "Focal Points" which are designed to help older adults and adults with disabilities connect to services throughout the City. These Focal Points are:

Name	Address	Phone
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-822-1444 x1200
Canon Kip Senior Center	705 Natoma, St San Francisco, 94103	415-487-3300
Chi Sing Community Center	3133 Taraval St, San Francisco, 94116	415-533-6859
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700
Downtown SF Senior Center	481 O'Farrell St, San Francisco, 94102	415-202-2982
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
Geneva Community Center	5050 Mission St., Suite C, San Francisco 94112	
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415-405-4672
Self-Help for the Elderly Social Services Department	829 Kearney St, San Francisco, 94133	415-677-7585
Toolworks	22 Battery St. Suite 300, San Francisco, 94111	415-733-0990
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

For assistance with reporting and contract requirements, please contact:

Gary.Hom@sfgov.org
Contract Manager, Office of Contract Management, SFHSA
or
Marina.Kan@sfgov.org
Program Analyst, DAS OCP

X. Monitoring Activities

1. Program Monitoring: Program monitoring will include review of consumer eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives; compliance with specific program standards and requirements; participant record collection and maintenance; reporting performance including monthly service unit reports on SF DAS GetCare; maintenance of service unit logs; agency and organization standards, including current organizational chart; evidence of annual Elder Abuse Reporting training provided to staff and volunteers; evidence of annual California Department of Aging (CDA) Security Awareness training provided to staff and volunteers; program operations, which includes a review of a written policies and procedures manual of all DAS OCP-funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation current and consistent with the site chart; a board of directors list and whether services are provided appropriately according to Sections III through VIII.

2. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, 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 the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster, and selected board minutes for compliance with the Sunshine Ordinance.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM

Name
GLIDE Foundation

(Check One) New __X__ Renewal ____ Modification ____
If modification, Effective Date of Mod. No. of Mod.

Program: Congregate meals for ( ) older adults or **( ) adults with disabilities**

Budget Reference Page No.(s)					
Program Term	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted	40,000	40,000	40,000	40,000	160,000
DAS Expenditures					
Salaries & Benefits	$192,534	$192,534	$192,534	$192,534	$770,136
Operating Expenses	$125,548	$125,548	$125,548	$125,548	$502,192
Subtotal	$318,082	$318,082	$318,082	$318,082	$1,272,328
Indirect Percentage (%)	15.00%	15.00%	15.00%	15.00%	15.00%
Indirect Cost	$47,712	$47,712	$47,712	$47,712	$190,848
Capital/Subcontractor Expenditures					
NCQA Expenditures	$1,800	$1,800	$1,800	$1,800	$7,200
Total DAS Expenditures	**$367,594**	**$367,594**	**$367,594**	**$367,594**	**$1,470,376**
Non DAS Expenditures					
Salaries & Benefits	$121,440	$121,440	$121,440	$121,440	$485,760
Operating Expenses	$100,500	$100,500	$100,500	$100,500	$402,000
Capital/Subcontractor Expenditures					
NCQA Expenditures	$7,000	$7,000	$7,000	$7,000	$4,200
Total Non DAS Expenditures	**$228,940**	**$228,940**	**$228,940**	**$228,940**	**$915,760**
TOTAL DAS AND NON DAS EXPEDITURES	**$596,534**	**$596,534**	**$596,534**	**$596,534**	**$2,386,136**
DAS Revenues					
Meals- General Fund	$367,594	$367,594	$367,594	$367,594	$1,470,376
Meals- State Fund					
Meals- Federal Fund					
NCQA Fund					
Total DAS Revenue	**$367,594**	**$367,594**	**$367,594**	**$367,594**	**$1,470,376**
PER MEAL COST, DAS	$9.19	$9.19	$9.19	$9.19	$9.19
PER MEAL COST (with NCQA), DAS	$9.19	$9.19	$9.19	$9.19	$9.19
Non DAS Revenues					
Project Income					
Agency Cash- Fundraising	$93,204	$93,204	$93,204	$93,204	$372,816
Agency In-kind Volunteer	$67,236	$67,236	$67,236	$67,236	$268,944
Agency In-kind Volunteer	$68,500	$68,500	$68,500	$68,500	$274,000
NCQA Revenue					
Total Non DAS Revenue	**$228,940**	**$228,940**	**$228,940**	**$228,940**	**$915,760**
PER MEAL COST, Non DAS	$5.72	$5.72	$5.72	$5.72	$5.72
PER MEAL COST (with NCQA), Non DAS	$5.72	$5.72	$5.72	$5.72	$5.72
TOTAL DAS AND NON DAS REVENUE	**$596,534**	**$596,534**	**$596,534**	**$596,534**	**$2,386,136**
PER MEAL COST, Total	$14.91	$14.91	$14.91	$14.91	$14.91
PER MEAL COST (with NCQA), Total	$14.91	$14.91	$14.91	$14.91	$14.91
Full Time Equivalent (FTE)	44.60	44.60	44.60	44.60	178.40

Prepared by: Ivy Silla Date: 5/12/25

HSA-CO Review Signature: _____

HSA #1 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Salaries & Benefits Detail

DAS Salaries & Benefits		Agency Totals		HSA Program		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Director, Dining Services	Marsden, Char	$150,000	1.00	7.25%	0.07	$10,875	$10,875	$10,875	$10,875	$43,500
Manager, Daily Free Meals	Thomas, Leon III	$100,095	1.00	7.25%	0.07	$7,257	$7,257	$7,257	$7,257	$29,028
Asst. Manager, Purchasing and Operations	Brown, Pamela	$68,640	1.00	7.25%	0.07	$4,976	$4,976	$4,976	$4,976	$19,904
Asst. Manager, Food Services	Fennel, Jonathan	$68,640	1.00	7.25%	0.07	$4,976	$4,976	$4,976	$4,976	$19,904
Administrative Manager	TBH	$80,000	1.00	50.00%	0.50	$40,000	$40,000	$40,000	$40,000	$160,000
Meals Shift Lead 1	Sampaga, James	$62,400	1.00	7.25%	0.07	$4,524	$4,524	$4,524	$4,524	$18,096
Program Navigator	Truong, Diane H.	$66,560	1.00	25.00%	0.25	$16,640	$16,640	$16,640	$16,640	$66,560
Cook 1	Mejia Urbina, Yamileth Milagros	$58,254	1.00	7.25%	0.07	$4,223	$4,223	$4,223	$4,223	$16,892
Prep Cook	Ceh Martin, Cristina M	$52,000	1.00	7.25%	0.07	$3,770	$3,770	$3,770	$3,770	$15,080
Steward 1	Holloway, Alonzo L	$55,745	1.00	7.25%	0.07	$4,042	$4,042	$4,042	$4,042	$16,168
Dishwasher 1	Sotelo, Marbellis	$50,835	1.00	7.25%	0.07	$3,686	$3,686	$3,686	$3,686	$14,744
CST Manager	McDade, Gwendolyn	$81,941	1.00	7.25%	0.07	$5,941	$5,941	$5,941	$5,941	$23,764
CST Asst. Manager	Del Rio, Rolando	$70,000	1.00	7.25%	0.07	$5,075	$5,075	$5,075	$5,075	$20,300
CST Shift Lead 1	Tom, Orlanza	$58,240	1.00	7.25%	0.07	$4,222	$4,222	$4,222	$4,222	$16,888
CST Shift Lead 2	Wong, Ricky M	$58,240	1.00	7.25%	0.07	$4,222	$4,222	$4,222	$4,222	$16,888
CST Monitor 1	Driskell, Jeanette	$57,606	1.00	7.25%	0.07	$4,176	$4,176	$4,176	$4,176	$16,704
CST Monitor 2	Gates, David	$52,000	1.00	7.25%	0.07	$3,770	$3,770	$3,770	$3,770	$15,080
CST Monitor 3	Genovea, Anthony	$49,920	1.00	7.25%	0.07	$3,619	$3,619	$3,619	$3,619	$14,476
CST Monitor 4	Love, Eric	$41,221	0.80	7.25%	0.06	$2,391	$2,391	$2,391	$2,391	$9,564
CST Monitor 5	Medina, Christopher	$52,988	1.00	7.25%	0.07	$3,842	$3,842	$3,842	$3,842	$15,368
CST Monitor 6	Randle, Justin	$50,960	1.00	7.25%	0.07	$3,695	$3,695	$3,695	$3,695	$14,780
Volunteer Coordinator	TBH	$62,000	1.00	7.25%	0.07	$4,495	$4,495	$4,495	$4,495	$17,980
Totals		$1,448,285	21.80	220.00%	2.19	$150,417	$150,417	$150,417	$150,417	$601,668
Fringe Benefits Rate		28.00%								
Employee Fringe Benefits		$405,520				$42,117	$42,117	$42,117	$42,117	$168,468
Total DAS Salaries and Benefits		$1,853,805				**$192,534**	**$192,534**	**$192,534**	**$192,534**	**$770,136**

Non DAS Salaries & Benefits		Agency Totals		HSA Program		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Senior Director, Legacy Programs(including Meals)	Henderson, Terrell	$185,000	1.00	5.00%	0.05	$9,250	$9,250	$9,250	$9,250	$37,000
Director - Compliance	Purdy, Kate	$125,000	1.00	5.00%	0.05	$6,250	$6,250	$6,250	$6,250	$25,000
Contracts Fiscal Manager	TBH	$100,000	1.00	5.00%	0.05	$5,000	$5,000	$5,000	$5,000	$20,000
Director, Dining Services	Marsden, Char	$150,000	1.00	5.75%	0.06	$8,625	$8,625	$8,625	$8,625	$34,500
Manager, Daily Free Meals	Thomas, Leon III	$100,095	1.00	5.75%	0.06	$5,755	$5,755	$5,755	$5,755	$23,020
Asst. Manager, Purchasing and Operations	Brown, Pamela	$68,640	1.00	5.75%	0.06	$3,947	$3,947	$3,947	$3,947	$15,788
Asst. Manager, Food Services	Fennel, Jonathan	$68,640	1.00	5.75%	0.06	$3,947	$3,947	$3,947	$3,947	$15,788
Meals Shift Lead 1	Sampaga, James	$62,400	1.00	5.75%	0.06	$3,588	$3,588	$3,588	$3,588	$14,352
Cook 1	Mejia Urbina, Yamileth Milagros	$58,254	1.00	5.75%	0.06	$3,350	$3,350	$3,350	$3,350	$13,400
Prep Cook	Ceh Martin, Cristina M	$52,000	1.00	5.75%	0.06	$2,990	$2,990	$2,990	$2,990	$11,960
Steward 1	Holloway, Alonzo L	$55,745	1.00	5.75%	0.06	$3,205	$3,205	$3,205	$3,205	$12,820
Dishwasher 1	Sotelo, Marbellis	$50,835	1.00	5.75%	0.06	$2,923	$2,923	$2,923	$2,923	$11,692
CST Manager	McDade, Gwendolyn	$81,941	1.00	5.75%	0.06	$4,712	$4,712	$4,712	$4,712	$18,848
CST Asst. Manager	Del Rio, Rolando	$70,000	1.00	5.75%	0.06	$4,025	$4,025	$4,025	$4,025	$16,100
CST Shift Lead 1	Tom, Orlanza	$58,240	1.00	5.75%	0.06	$3,349	$3,349	$3,349	$3,349	$13,396
CST Shift Lead 2	Wong, Ricky M	$58,240	1.00	5.75%	0.06	$3,349	$3,349	$3,349	$3,349	$13,396
CST Monitor 1	Driskell, Jeanette	$57,606	1.00	5.75%	0.06	$3,312	$3,312	$3,312	$3,312	$13,248
CST Monitor 2	Gates, David	$52,000	1.00	5.75%	0.06	$2,990	$2,990	$2,990	$2,990	$11,960
CST Monitor 3	Genovea, Anthony	$49,920	1.00	5.75%	0.06	$2,870	$2,870	$2,870	$2,870	$11,480
CST Monitor 4	Love, Eric	$41,221	0.80	5.75%	0.05	$1,896	$1,896	$1,896	$1,896	$7,584
CST Monitor 5	Medina, Christopher	$52,988	1.00	5.75%	0.06	$3,047	$3,047	$3,047	$3,047	$12,188
CST Monitor 6	Randle, Justin	$50,960	1.00	5.75%	0.06	$2,930	$2,930	$2,930	$2,930	$11,720
Volunteer Coordinator	TBH	$62,000	1.00	5.75%	0.06	$3,565	$3,565	$3,565	$3,565	$14,260
Totals		$1,711,725	22.80	130.00%	1.29	$94,875	$94,875	$94,875	$94,875	$379,500
Fringe Benefits Rate		28.00%								
Employee Fringe Benefits		$479,283				$26,565	$26,565	$26,565	$26,565	$106,260
Total Non DAS Salaries and Benefits		$2,191,008				**$121,440**	**$121,440**	**$121,440**	**$121,440**	**$485,760**
Total DAS and Non DAS Salaries and Benefits		$4,044,813				**$313,974**	**$313,974**	**$313,974**	**$313,974**	**$1,255,896**

HSA #2 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Operating Expense Detail

			FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted			40,000	40,000	40,000	40,000	160,000
DAS Operating Expenses							
Expenditure Category							
Rental of Property							
Utilities (Elec, Water, Gas, Phone, Garbage)			$3,500	$3,500	$3,500	$3,500	$14,000
Office Supplies, Postage			$300	$300	$300	$300	$1,200
Building Maintenance Supplies and Repair			$2,748	$2,748	$2,748	$2,748	$10,992
Printing and Reproduction			$300	$300	$300	$300	$1,200
Insurance			$1,500	$1,500	$1,500	$1,500	$6,000
Staff Training			$2,000	$2,000	$2,000	$2,000	$8,000
Staff Travel-(Local & Out of Town)							
Rental of Equipment/Vehicle			$1,600	$1,600	$1,600	$1,600	$6,400
Food Cost							
Raw Food	*per meal*	*$2.10*	$84,000	$84,000	$84,000	$84,000	$336,000
Cong Food Svc Supplies	*per meal*	*$0.50*	$20,000	$20,000	$20,000	$20,000	$80,000
Catered Meals	*per meal*						
Consultant							
Registered Dietician							
Other							
Uniforms			$500	$500	$500	$500	$2,000
Vehicle Maintenance and Repair			$1,300	$1,300	$1,300	$1,300	$5,200
Janitorial			$7,000	$7,000	$7,000	$7,000	$28,000
Telecommunications			$800	$800	$800	$800	$3,200
Total DAS Operating Expenses			**$125,548**	**$125,548**	**$125,548**	**$125,548**	**$502,192**
Non DAS Operating Expenses							
Expenditure Category							
Rental of Property							
Utilities (Elec, Water, Gas, Phone, Garbage)			$3,000	$3,000	$3,000	$3,000	$12,000
Office Supplies, Postage			$300	$300	$300	$300	$1,200
Building Maintenance Supplies and Repair			$2,500	$2,500	$2,500	$2,500	$10,000
Printing and Reproduction			$300	$300	$300	$300	$1,200
Insurance			$1,200	$1,200	$1,200	$1,200	$4,800
Staff Training			$2,000	$2,000	$2,000	$2,000	$8,000
Staff Travel-(Local & Out of Town)							
Rental of Equipment			$1,600	$1,600	$1,600	$1,600	$6,400
Food Cost							
Raw Food	*per meal*	*$2.00*	$80,000	$80,000	$80,000	$80,000	$320,000
Cong Food Svc Supplies	*per meal*						
Catered Meals	*per meal*						
Consultant							
Registered Dietician							
Other							
Uniforms			$500	$500	$500	$500	$2,000
Vehicle Maintenance and Repair			$1,300	$1,300	$1,300	$1,300	$5,200
Janitorial			$7,000	$7,000	$7,000	$7,000	$28,000
Telecommunications			$800	$800	$800	$800	$3,200
Total Non DAS Operating Expenses			**$100,500**	**$100,500**	**$100,500**	**$100,500**	**$402,000**
Total DAS and Non DAS Operating Expenses			**$226,048**	**$226,048**	**$226,048**	**$226,048**	**$904,192**

HSA #3 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

NCQA Expenditure Detail

DAS NCQA Expenditure	Unit price	Unit	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Menu planning and nutrition analysis	/set						
Kitchen and food service monitoring							
Congregate site monitoring	$300.00	4.00	$1,200	$1,200	$1,200	$1,200	$4,800
Nutrition education	$150.00	4.00	$600	$600	$600	$600	$2,400
Nutrition counseling (optional)	/hour						
In-service training	/training						
Total DAS NCQA Expenditure			**$1,800**	**$1,800**	**$1,800**	**$1,800**	**$7,200**

Non DAS NCQA Expenditure	Unit price	Unit	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Menu planning and nutrition analysis	$2,100.00 /set	2.00	$4,200	$4,200	$4,200	$4,200	$16,800
Kitchen and food service monitoring	$600.00	4.00	$2,400	$2,400	$2,400	$2,400	$9,600
Congregate site monitoring		4.00					
Nutrition education		4.00					
Nutrition counseling (optional)	/hour	4.00					
In-service training	$100.00 /training	4.00	$400	$400	$400	$400	$1,600
Total Non DAS NCQA Expenditure			**$7,000**	**$7,000**	**$7,000**	**$7,000**	**$28,000**

Total DAS and Non DAS NCQA Expenditure	**$8,800**	**$8,800**	**$8,800**	**$8,800**	**$35,200**

HSA #4 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Appendix A - Services to be Provided
Kimochi Inc.
Congregate Nutrition Services for Older Adults
July 1, 2025 – June 30, 2029

I. Purpose

The purpose of this grant is to provide congregate nutrition services to older adults in an in-person congregate setting. Services include meals, nutrition education, nutrition risk screening, and opportunities for socialization. Congregate nutrition services support individuals to live independently in their own homes and communities, help ensure health and well-being through improved nutrition and reduced isolation and serve as an access point for other home and community-based services.

II. Definitions

Grantee	Kimochi Inc.
Adult with a Disability	A person 18-59 years of age with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Congregate Nutrition Services	In-person nutrition services provided to eligible individuals in a group setting. This includes the procurement, preparation, transporting and serving of meals that meet nutrition requirements, as well as nutrition education, nutrition risk screening, and opportunities for socialization.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DAS Benefits and Resources Hub	A unit within DAS that is equipped to receive calls from the community and provide information, referrals, and assistance for older adults and adults with disabilities, caregivers, and community-based organizations. https://www.sfhsa.org/contact-us/locations/das-benefits-and-resources-hub
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: activities of daily living (ADL), and instrumental activities of daily living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
Food Security Screening	A two-question validated screening tool designed to assess an individual's food security status.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)
LGBTQIA+	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.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for enrollment and/or participation is not means tested. Consumers self-report income status.
Menu Planning and Analysis	The development of a menu cycle that complies with the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP) and California Department of Aging (CDA) menu standards, as well as the nutrition requirements of meals. A Registered Dietitian must conduct a nutrient analysis to verify that the menu meets these standards and requirements. (CDA Program Memo 12-17, as amended; California Code of Regulations, Title 22, Section 7638.5)
NCQA	Nutrition Compliance and Quality Assurance are the required components of congregate, to-go, and home-delivered nutrition services that ensure program integrity and quality. These components include but are not limited to ensuring food safety; certifying menu compliance; providing nutrition education; confirming consumer eligibility; and assessing consumers' physiological, socioeconomic, and psychological well-being, as well as their need for nutrition and other supportive services. NCQA also includes nutrition counseling provided by a registered dietitian, when feasible and appropriate.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Nutrition Education Session	An intervention targeting participants and caregivers that involves the dissemination of information, instruction, or training to support food, nutrition, and physical activity choices and behaviors aimed at maintaining or improving health and addressing nutrition-related conditions. The content is consistent with the Dietary Guidelines for Americans (DGA), accurate, culturally sensitive, regionally appropriate, and takes personal preferences into account. Nutrition education sessions are overseen by a Registered Dietitian. Grantees are required to provide an education session at least quarterly for program participants and to record the provision of each session, including an estimated number of participants reached, in SF DAS GetCare. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate, to-go, and home-delivered nutrition services shall comply with the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI), as specified in California Code of Regulations, Title 22, Section 7638.5.
Nutrition Risk Screening	Completion of the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
OAA	Older Americans Act.
OCP	Office of Community Partnerships.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term “senior”.
Older Californians Nutrition Program Title III C1 and C2 (OCNP)	A program that provides nutrition services as authorized by the Older Americans Act of 1965, as amended, and is administered in accordance with the provisions of California Code of Regulations (CCR), Title 22, Chapter 4, Article 5, Section 7630, and was formerly known as the Elderly Nutrition Program (ENP).
Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	An individual who meets both of the following criteria: 1) Qualified as specified in Sections 2585 and 2586 of the Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years of age or older; used interchangeably with the term “older adult”.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

SF DAS GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
SFHSA	San Francisco Human Services Agency.
Socially Isolated	Having few social relationships and few people to interact with regularly.
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).*
Volunteer	A volunteer is an individual who offers their time and services willingly and without compensation to assist the grantee in various activities to support nutrition services.
Unduplicated Consumer (UDC)	An eligible individual who receives meals through the congregate nutrition services program and whose participation is documented in SF DAS GetCare by the grantee.
Unit of Service (UOS)	A meal provided to an eligible individual. Each meal shall provide one-third (1/3) of the DRI and comply with the most current Dietary Guidelines for Americans. (22 CCR 7638.5, 22 CCR 7638.7)

III. Target Populations

This program is designed to serve all people who can benefit from the services outlined in this Appendix, and particularly those demonstrating the greatest economic and social need. To ensure that the most vulnerable people are aware of and can benefit from this program, grantee shall ensure that program services are accessible to:

1. Persons with low to moderate income
2. Persons who are socially isolated
3. Persons with limited English-speaking proficiency
4. Persons from communities of color or communities that have historically been under-served
5. Members of the LGBTQIA+ community
6. Persons at risk of institutionalization

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

IV. Eligibility for Services

1. A person who is sixty (60) years of age or older (older adult).
2. The spouse or domestic partner of an older adult, regardless of age.
3. A person with a disability, under the age of sixty (60) who resides in housing facilities occupied primarily by older adults at which congregate nutrition services are provided.
4. A disabled individual who resides at home with and accompanies an older adult who participates in the program.
5. A volunteer under the age of sixty (60), if doing so will not deprive an older adult age sixty (60) or older of a meal.

V. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that comply with the nutrition and food service standards set forth by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, the California Department of Aging (CDA), the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP), and the requirements described in this Appendix A.
2. Grantee will provide meals to eligible individuals in a congregate group setting at designated meal site(s), which must be submitted to and pre-approved by DAS OCP. The grantee will ensure that all meal sites comply with applicable federal, state, and local regulations, including those related to restrooms, lighting, and ventilation. Congregate meal sites must be equipped with sturdy tables and chairs suitable for the target population, with tables arranged to promote accessibility and encourage socialization.
3. Grantee shall provide meals that comply with the California Department of Aging's (CDA) Older Californians Nutrition Program (OCNP) Menu Planning Guidance. Each meal must provide a minimum of one-third of the Dietary Reference Intakes (DRIs) and align with the current Dietary Guidelines for Americans. Meals shall be culturally appropriate for the target population(s) served and ready to consume. The grantee shall implement an offer versus serve (OVS) model for congregate meal service, allowing participants to select the food items they wish to eat, to reduce food waste.
4. Grantee will provide at least one (1) meal, five (5) days per week, at each DAS-approved congregate meal site and ensure that sites remain open for nutrition services for a minimum of one (1) hour, unless a lesser frequency or duration is approved by DAS OCP. The grantee will follow their DAS-approved site chart when operating congregate meal sites.
5. Grantee will implement a forecasting system to closely estimate demand and adjust meal production, accordingly, minimizing meal waste through regular reviews and adaptations based on actual consumption patterns. The grantee may introduce a consumer reservation system to help manage meal distribution and ensure sufficient availability. The reservation system must include a written policy and process to accommodate a specified number of walk-in consumers, and both the policy and process are subject to DAS OCP approval.
6. Grantee will serve meals in environmentally friendly containers that are reusable, biodegradable, compostable, and/or recyclable. The grantee will comply with the

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

City's Food Service Waste Reduction Ordinance (2007) and the Single-Use Food Ware Plastics Toxics and Litter Reduction Ordinance (2019).

7. Grantee will ensure that each congregate nutrition site has sufficient staff (paid or volunteer) with the appropriate education, experience, and cultural competency designated to oversee the day-to-day operations, with at least one staff member physically present on-site during meal service hours.
8. Grantee will manage all aspects of food service, including the procurement, preparation, transportation, delivery, and serving of food and meals. The grantee will ensure compliance with the standards established by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, and the San Francisco Department of Public Health (SFDPH) Environmental Health Branch. This includes but is not limited to the following:
    a. A food facility permit, also known as a health permit, is required for each facility involved in the preparation, handling, and/or serving of food to the public. In addition, the facility must provide a current health inspection report with a "pass" facility rating status, as issued by the Environmental Health Branch of the San Francisco Department of Public Health.
    b. A certified food safety manager must be on staff to oversee and manage the day-to-day operations of food service.
    c. All staff involved in the preparation, storage, serving, or handling of food and/or meals must engage in approved food safety training.
9. Grantee will ensure all program staff are oriented and trained to perform their assigned responsibilities and tasks. Training at minimum will include:
    a. Food safety, prevention of foodborne illness, and HACCP principles.
    b. Instructions on accident prevention, fire safety, first aid, choking, earthquake preparedness, and additional emergency procedures as relevant.
10. Grantee will provide a minimum of four (4) hours of annual training for paid and volunteer food service staff, including congregate and home-delivered meal staff. The grantee must develop, implement, and maintain a yearly training plan on file. The plan should include the individuals to be trained, the trainer(s), the training content, and the schedule. The content of the training must be reviewed and approved by a Registered Dietitian Nutritionist (RD/RDN). Training sessions will be evaluated by staff, and documentation, including evaluations and attendance records, must be kept on file by the grantee.
11. Grantee will provide the following NCQA activities:
    a. Menu planning and meal analysis shall be conducted twice per year and in accordance with CDA's OCNP Menu Planning Guidance. The grantee must submit the menu cycle with the nutrient analysis for review and approval by DAS OCP at least thirty (30) days in advance of use. The grantee will ensure that food substitutions to originally planned meals are documented and approved by Registered Dietitian Nutritionist (RD/RDN).
    b. HACCP central kitchen and food service monitoring at least once per quarter and a minimum of four (4) times during the fiscal year conducted and documented by Registered Dietitian Nutritionist (RD/RDN).
    c. Congregate meal site monitoring must occur at least once per quarter and a minimum of four (4) times during the fiscal year at each DAS OCP-approved congregate meal site. Monitoring must be conducted and documented by a

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

qualified staff member who, at minimum, is trained by either a certified food safety manager or a Registered Dietitian Nutritionist (RD/RDN).

d. Nutrition education sessions at least once per quarter and a minimum of four (4) times during the fiscal year at each DAS OCP approved congregate meal site. The grantee will record the delivery of nutrition education sessions in SF DAS GetCare and include the estimated number of participants.

12. Grantee will establish and maintain a consumer enrollment process that includes eligibility verification, the collection of required consumer data, completion of a nutrition risk screening using the DETERMINE checklist, and a two-question food security screening. The grantee will document consumer enrollment in the appropriate congregate nutrition program in SF DAS GetCare within one month of obtaining the data, ensuring all collected information is accurately recorded. Additionally, the grantee will establish a disenrollment process for consumers who stop participating in the congregate meal program.
13. Grantee will conduct annual nutrition risk and food security screenings for consumers who remain actively enrolled in the congregate nutrition program. These screenings must be completed each fiscal year a consumer is enrolled in the program. In addition to conducting the screenings, the grantee will reverify consumer data annually to ensure it is current and accurate. Screening results, along with verified and updated consumer data, must be documented in SF DAS GetCare within one month of receiving the information.
14. Grantee will offer consumers who receive a meal the opportunity to contribute to the cost of the meal, in accordance with DAS OCP Policy Memorandum No. 5. The grantee will develop a suggested contribution amount that considers the average income range of the consumers accessing the congregate meal program as well as the grantee's other sources of income. A sign will be posted near the contribution collection receptacle indicating the suggested contribution for eligible individuals and the fee for guests. The sign must clearly state that contributions are voluntary, there is no obligation to contribute, and meals will be provided regardless of whether a contribution is made. The contribution process must ensure confidentiality, with a secure container for collecting contributions. The grantee must also have written procedures in place to protect contributions and fees from loss, mishandling, and theft.
15. Grantee will have procedures in place to obtain the views of program participants about services received. At minimum, the grantee will develop and administer an annual consumer satisfaction survey to capture feedback on program outcomes and service quality. Both the survey tool and the administration plan must be reviewed and approved by DAS OCP prior to implementation. Feedback must be collected in a manner that ensures participant anonymity. The results will be shared with DAS OCP by March 15th of each grant year, or on a mutually agreed upon date.
16. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training annually, in accordance with the DAS OCP Policy Memorandum No. 45. Within 30 days of their start date, any new employee, subcontractor, or volunteer must also complete this training. The grantee will maintain records of completion. The grantee shall comply with the applicable privacy and security rules of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

17. Grantee will ensure that all program staff, regardless of position, receive initial training on elder abuse and mandated reporting. Program staff who interact with consumers must complete this training annually, in accordance with the DAS OCP Policy Memorandum No. 35.
18. Grantee shall develop a written grievance process for reviewing and resolving service concerns raised by consumers or their authorized representatives regarding DAS-funded programs and their employees or volunteers, in accordance with DAS OCP Policy Memorandum No. 33. This process must ensure that consumers have clearly established rights and due process for timely resolution of their concerns.
19. Grantee will ensure that DAS funding information is prominently displayed on its websites and publications related to the DAS-funded nutrition program, in accordance with DAS OCP Policy Memorandum No.47.
20. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
21. Grantee will arrange for the availability of food to participants during a major disaster where feasible and appropriate.

VI. Location and Time of Services

The grantee will provide congregate nutrition services in the City and County of San Francisco. The grantee, with approval from DAS OCP, will determine the location(s) and time(s) for the provision of congregate nutrition services.

VII. Service Objectives

On an annual basis, the grantee shall meet the following service objectives:

Table A	FY 25/26	FY 26/27	FY 27/28	FY 28/29
Number of Unduplicated Consumers (UDC)	1,300	1,300	1,300	1,300
Number of Meals	60,000	60,000	60,000	60,000

VIII. Outcome Objectives

Measured via a consumer survey with a sample size equal to or greater than the grantee's average daily number of meals served.

1. At least 75% of consumers report an increased consumption of fruits, vegetables, and/or whole grains.
2. At least 85% of consumers report feeling less worried about getting enough food to meet their needs.
3. At least 85% of consumers rate the quality of meals they receive as excellent or good.
4. At least 85% of consumers report feeling a greater sense of connection to their community.
5. At least 85% of consumers report that the food support they receive helps them live stably in the community.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

IX. Data Collection and Reporting Requirements

1. Grantee will provide a monthly report of activities, referencing the tasks described in Section VII & VIII- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month. The report will include, at a minimum: the number of consumers served, number of meals prepared and served, number of consumers denied services, and the amount of voluntary consumer contributions received.
2. Grantee will submit a quarterly report, along with supporting documentation, to DAS OCP detailing the HACCP activities conducted. Reports are due on the following dates: October 15th, January 15th, April 15th, and June 15th.
3. Grantee will provide an annual report summarizing the contract activities, referencing the tasks described in Section VII & VIII- Service 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 day of the month following the end of the program year.
4. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SFHSA no later than July 31st each year. The grantee must submit the report in the CARBON system.
5. Grantee will provide Ad Hoc reports as required by the Departments.
6. Pursuant to California Department of Aging requirements, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
7. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies "Focal Points" which are designed to help older adults and adults with disabilities connect to services throughout the City. These Focal Points are:

Name	Address	Phone
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-822-1444 x1200
Canon Kip Senior Center	705 Natoma, St San Francisco, 94103	415-487-3300
Chi Sing Community Center	3133 Taraval St, San Francisco, 94116	415-533-6859
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700
Downtown SF Senior Center	481 O'Farrell St, San Francisco, 94102	415-202-2982
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
Geneva Community Center	5050 Mission St., Suite C, San Francisco 94112	
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415-405-4672
Self-Help for the Elderly Social Services Department	829 Kearney St, San Francisco, 94133	415-677-7585
Toolworks	22 Battery St. Suite 300, San Francisco, 94111	415-733-0990
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

For assistance with reporting and contract requirements, please contact:

emmy.miller@sfgov.org
Contract Manager, Office of Contract Management, SFHSA
or
julie.hibarger@sfgov.org
Program Analyst, DAS OCP

X. Monitoring Activities

1. Program Monitoring: Program monitoring will include review of consumer eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives; compliance with specific program standards and requirements; participant record collection and maintenance; reporting performance including monthly service unit reports on SF DAS GetCare; maintenance of service unit logs; agency and organization standards, including current organizational chart; evidence of annual Elder Abuse Reporting training provided to staff and volunteers; evidence of annual California Department of Aging (CDA) Security Awareness training provided to staff and volunteers; program operations, which includes a review of a written policies and procedures manual of all DAS OCP-funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation current and consistent with the site chart; a board of directors list and whether services are provided appropriately according to Sections III through VIII.

2. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, 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 the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster, and selected board minutes for compliance with the Sunshine Ordinance.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM

Name
Kimochi

(Check One) New __X__ Renewal ____ Modification ____
If modification, Effective Date of Mod. No. of Mod.

Program: Congregate meals for (x) older adults or **( ) adults with disabilities**

Budget Reference Page No.(s)					
Program Term	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted	60,000	60,000	60,000	60,000	240,000
DAS Expenditures					
Salaries & Benefits	$171,565	$171,565	$171,565	$171,565	$686,260
Operating Expenses	$374,018	$374,018	$374,018	$374,018	$1,496,070
Subtotal	$545,583	$545,583	$545,583	$545,583	$2,182,330
Indirect Percentage (%)	14.97%	14.97%	14.97%	14.97%	14.97%
Indirect Cost	$81,693	$81,693	$81,693	$81,693	$326,772
Capital/Subcontractor Expenditures					
NCQA Expenditures	$6,600	$6,600	$6,600	$6,600	$26,400
Total DAS Expenditures	**$633,876**	**$633,876**	**$633,876**	**$633,876**	**$2,535,504**
Non DAS Expenditures					
Salaries & Benefits	$113,239	$113,239	$113,239	$113,239	$452,956
Operating Expenses	$61,348	$61,348	$61,348	$61,348	$245,392
Capital/Subcontractor Expenditures					
NCQA Expenditures					
Total Non DAS Expenditures	**$174,587**	**$174,587**	**$174,587**	**$174,587**	**$698,348**
TOTAL DAS AND NON DAS EXPEDITURES	**$808,463**	**$808,463**	**$808,463**	**$808,463**	**$3,233,852**
DAS Revenues					
Meals- General Fund	$627,276	$627,276	$627,276	$627,276	$2,509,104
Meals- State Fund					
Meals- Federal Fund					
NCQA Fund	$6,600	$6,600	$6,600	$6,600	$26,400
Total DAS Revenue	**$633,876**	**$633,876**	**$633,876**	**$633,876**	**$2,535,504**
PER MEAL COST, DAS	$10.45	$10.45	$10.45	$10.45	$10.45
PER MEAL COST (with NCQA), DAS	$10.56	$10.56	$10.56	$10.56	$10.56
Non DAS Revenues					
Project Income	$40,000	$40,000	$40,000	$40,000	$160,000
Agency Cash- Fundraising	$66,879	$66,879	$66,879	$66,879	$267,516
Agency In-kind Volunteer	$65,000	$65,000	$65,000	$65,000	$260,000
Agency In-kind Food	$2,708	$2,708	$2,708	$2,708	$10,832
Total Non DAS Revenue	**$174,587**	**$174,587**	**$174,587**	**$174,587**	**$698,348**
PER MEAL COST, Non DAS	$2.91	$2.91	$2.91	$2.91	$2.91
PER MEAL COST (with NCQA), Non DAS	$2.91	$2.91	$2.91	$2.91	$2.91
TOTAL DAS AND NON DAS REVENUE	**$808,463**	**$808,463**	**$808,463**	**$808,463**	**$3,233,852**
PER MEAL COST, Total	$13.36	$13.36	$13.36	$13.36	$13.36
PER MEAL COST (with NCQA), Total	$13.47	$13.47	$13.47	$13.47	$13.47
Full Time Equivalent (FTE)	5.11	5.11	5.11	5.11	20.45

Prepared by: Rod Valdepenas Date: 5/12/25

HSA-CO Review Signature: _____

HSA #1 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Salaries & Benefits Detail

DAS Salaries & Benefits		Agency Totals		HSA Program		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
PotWasher 2	Bravo, Miriam	$42,120	0.53	100%	0.53	$22,113	$22,113	$22,113	$22,113	$88,452
Potwasher 1	Cardoza, Gustavo	$42,120	0.53	100%	0.53	$22,113	$22,113	$22,113	$22,113	$88,452
Head Cook	Hamaguchi, Greg	$46,800	0.70	100%	0.70	$32,760	$32,760	$32,760	$32,760	$131,040
Asst. Cook 1	Mo, Xiao Fan	$42,120	0.44	100%	0.44	$18,428	$18,428	$18,428	$18,428	$73,712
Senior Center Asst.	Suwabe, Yoshinari	$42,120	0.70	100%	0.70	$29,484	$29,484	$29,484	$29,484	$117,936
Asst. Cook 2	To, Michelle	$42,120	0.53	100%	0.53	$22,113	$22,113	$22,113	$22,113	$88,452
Totals		$257,400	3.41	600%	3.41	$147,011	$147,011	$147,011	$147,011	$588,044
Fringe Benefits Rate		16.70%								
Employee Fringe Benefits		$42,992				$24,554	$24,554	$24,554	$24,554	$98,216
Total DAS Salaries and Benefits		$300,392				**$171,565**	**$171,565**	**$171,565**	**$171,565**	**$686,260**

Non DAS Salaries & Benefits		Agency Totals		HSA Program		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Volunteer		$65,000	1.00	100%	1.00	$65,000	$65,000	$65,000	$65,000	$260,000
Senior Center Coordinator	Oehlerking, Yoshiko	$45,760	0.70	100%	0.70	$32,032	$32,032	$32,032	$32,032	$128,128
Totals		$110,760	1.70	200%	1.70	$97,032	$97,032	$97,032	$97,032	$388,128
Fringe Benefits Rate		16.70%								
Employee Fringe Benefits		$18,499				$16,207	$16,207	$16,207	$16,207	$64,828
Total Non DAS Salaries and Benefits		$129,259				**$113,239**	**$113,239**	**$113,239**	**$113,239**	**$452,956**
Total DAS and Non DAS Salaries and Benefits		$429,651				**$284,804**	**$284,804**	**$284,804**	**$284,804**	**$1,139,216**

HSA #2 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Operating Expense Detail

			FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted			60,000	60,000	60,000	60,000	240,000
DAS Operating Expenses							
Expenditure Category							
Rental of Property			$8,000	$8,000	$8,000	$8,000	$32,000
Utilities (Elec, Water, Gas, Phone, Garbage)			$47,898	$47,898	$47,898	$47,898	$191,592
Office Supplies, Postage			$4,158	$4,158	$4,158	$4,158	$16,630
Building Maintenance Supplies and Repair			$8,000	$8,000	$8,000	$8,000	$32,000
Printing and Reproduction			$2,200	$2,200	$2,200	$2,200	$8,800
Insurance			$8,000	$8,000	$8,000	$8,000	$32,000
Staff Training			$500	$500	$500	$500	$2,000
Staff Travel-(Local & Out of Town)							
Rental of Equipment			$5,000	$5,000	$5,000	$5,000	$20,000
Food Cost							
Raw Food	*per meal*	*$4.06*	$243,764	$243,764	$243,764	$243,764	$975,056
Cong Food Svc Supplies	*per meal*	*$0.77*	$46,498	$46,498	$46,498	$46,498	$185,992
Catered Meals	*per meal*						
Consultant							
Consultant A							
Other							
Total DAS Operating Expenses			**$374,018**	**$374,018**	**$374,018**	**$374,018**	**$1,496,070**
Non DAS Operating Expenses							
Expenditure Category							
Rental of Property			$50,000	$50,000	$50,000	$50,000	$200,000
Utilities (Elec, Water, Gas, Phone, Garbage)			$8,640	$8,640	$8,640	$8,640	$34,560
Office Supplies, Postage							
Building Maintenance Supplies and Repair							
Printing and Reproduction							
Insurance							
Staff Training							
Staff Travel-(Local & Out of Town)							
Rental of Equipment							
Food Cost							
Raw Food	*per meal*						
Cong Food Svc Supplies	*per meal*						
Catered Meals	*per meal*						
In-Kind Food	*per meal*	$0.05	$2,708	$2,708	$2,708	$2,708	$10,832
Consultant							
Other							
Total Non DAS Operating Expenses			**$61,348**	**$61,348**	**$61,348**	**$61,348**	**$245,392**
Total DAS and Non DAS Operating Expenses			**$435,366**	**$435,366**	**$435,366**	**$435,366**	**$1,741,462**

HSA #3 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Capital & Subcontractor Expenditure Detail

DAS Capital Expenditure

Equipment (Qty)	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Total Equipment Cost					

Remodeling	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Total Remodeling Cost					

Subcontractor	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Total Subcontractor Cost					

Total DAS Capital & Subcontractor Expenditure					

Non DAS Capital Expenditure

Equipment (Qty)	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Total Equipment Cost					

Remodeling	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Total Remodeling Cost					

Subcontractor	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Total Subcontractor Cost					

Total Non DAS Capital & Subcontractor Expenditure					

Total DAS and Non DAS Capital & Subcontractor Expenditure					

HSA #4 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

NCQA Expenditure Detail

DAS NCQA Expenditure	Unit price	Unit	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Menu planning and nutrition analysis	$800.00 /set	1.00	$800	$800	$800	$800	$3,200
Kitchen and food service monitoring	$700.00	2.00	$1,400	$1,400	$1,400	$1,400	$5,600
Congregate site monitoring	$400.00	8.00	$3,200	$3,200	$3,200	$3,200	$12,800
Nutrition education	$200.00	4.00	$800	$800	$800	$800	$3,200
In-service training	$200.00 /training	2.00	$400	$400	$400	$400	$1,600
Total DAS NCQA Expenditure			**$6,600**	**$6,600**	**$6,600**	**$6,600**	**$26,400**

Non DAS NCQA Expenditure	Unit price	Unit	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Menu planning and nutrition analysis	/set						
Kitchen and food service monitoring							
Congregate site monitoring							
Nutrition education							
Nutrition counseling (optional)	/hour						
In-service training	/training						
Total Non DAS NCQA Expenditure							

Total DAS and Non DAS NCQA Expenditure	**$6,600**	**$6,600**	**$6,600**	**$6,600**	**$26,400**

HSA #4 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Appendix A - Services to be Provided
Project Open Hand
Congregate Nutrition Services for Older Adults
July 1, 2025 – June 30, 2029

I. Purpose

The purpose of this grant is to provide congregate nutrition services to older adults in an in-person congregate setting. Services include meals, nutrition education, nutrition risk screening, and opportunities for socialization. Congregate nutrition services support individuals to live independently in their own homes and communities, help ensure health and well-being through improved nutrition and reduced isolation and serve as an access point for other home and community-based services.

II. Definitions

Grantee	Project Open Hand
Adult with a Disability	A person 18-59 years of age with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Congregate Nutrition Services	In-person nutrition services provided to eligible individuals in a group setting. This includes the procurement, preparation, transporting and serving of meals that meet nutrition requirements, as well as nutrition education, nutrition risk screening, and opportunities for socialization.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DAS Benefits and Resources Hub	A unit within DAS that is equipped to receive calls from the community and provide information, referrals, and assistance for older adults and adults with disabilities, caregivers, and community-based organizations. https://www.sfhsa.org/contact-us/locations/das-benefits-and-resources-hub
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: activities of daily living (ADL), and instrumental activities of daily living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
Food Security Screening	A two-question validated screening tool designed to assess an individual's food security status.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)
LGBTQIA+	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.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for enrollment and/or participation is not means tested. Consumers self-report income status.
Menu Planning and Analysis	The development of a menu cycle that complies with the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP) and California Department of Aging (CDA) menu standards, as well as the nutrition requirements of meals. A Registered Dietitian must conduct a nutrient analysis to verify that the menu meets these standards and requirements. (CDA Program Memo 12-17, as amended; California Code of Regulations, Title 22, Section 7638.5)
NCQA	Nutrition Compliance and Quality Assurance are the required components of congregate, to-go, and home-delivered nutrition services that ensure program integrity and quality. These components include but are not limited to ensuring food safety; certifying menu compliance; providing nutrition education; confirming consumer eligibility; and assessing consumers' physiological, socioeconomic, and psychological well-being, as well as their need for nutrition and other supportive services. NCQA also includes nutrition counseling provided by a registered dietitian, when feasible and appropriate.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Nutrition Education Session	An intervention targeting participants and caregivers that involves the dissemination of information, instruction, or training to support food, nutrition, and physical activity choices and behaviors aimed at maintaining or improving health and addressing nutrition-related conditions. The content is consistent with the Dietary Guidelines for Americans (DGA), accurate, culturally sensitive, regionally appropriate, and takes personal preferences into account. Nutrition education sessions are overseen by a Registered Dietitian. Grantees are required to provide an education session at least quarterly for program participants and to record the provision of each session, including an estimated number of participants reached, in SF DAS GetCare. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate, to-go, and home-delivered nutrition services shall comply with the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI), as specified in California Code of Regulations, Title 22, Section 7638.5.
Nutrition Risk Screening	Completion of the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
OAA	Older Americans Act.
OCP	Office of Community Partnerships.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term “senior”.
Older Californians Nutrition Program Title III C1 and C2 (OCNP)	A program that provides nutrition services as authorized by the Older Americans Act of 1965, as amended, and is administered in accordance with the provisions of California Code of Regulations (CCR), Title 22, Chapter 4, Article 5, Section 7630, and was formerly known as the Elderly Nutrition Program (ENP).
Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	An individual who meets both of the following criteria: 1) Qualified as specified in Sections 2585 and 2586 of the Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years of age or older; used interchangeably with the term “older adult”.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

SF DAS GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
SFHSA	San Francisco Human Services Agency.
Socially Isolated	Having few social relationships and few people to interact with regularly.
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).*
Volunteer	A volunteer is an individual who offers their time and services willingly and without compensation to assist the grantee in various activities to support nutrition services.
Unduplicated Consumer (UDC)	An eligible individual who receives meals through the congregate nutrition services program and whose participation is documented in SF DAS GetCare by the grantee.
Unit of Service (UOS)	A meal provided to an eligible individual. Each meal shall provide one-third (1/3) of the DRI and comply with the most current Dietary Guidelines for Americans. (22 CCR 7638.5, 22 CCR 7638.7)

III. Target Populations

This program is designed to serve all people who can benefit from the services outlined in this Appendix, and particularly those demonstrating the greatest economic and social need. To ensure that the most vulnerable people are aware of and can benefit from this program, grantee shall ensure that program services are accessible to:

1. Persons with low to moderate income
2. Persons who are socially isolated
3. Persons with limited English-speaking proficiency
4. Persons from communities of color or communities that have historically been under-served
5. Members of the LGBTQIA+ community
6. Persons at risk of institutionalization

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

IV. Eligibility for Services

1. A person who is sixty (60) years of age or older (older adult).
2. The spouse or domestic partner of an older adult, regardless of age.
3. A person with a disability, under the age of sixty (60) who resides in housing facilities occupied primarily by older adults at which congregate nutrition services are provided.
4. A disabled individual who resides at home with and accompanies an older adult who participates in the program.
5. A volunteer under the age of sixty (60), if doing so will not deprive an older adult age sixty (60) or older of a meal.

V. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that comply with the nutrition and food service standards set forth by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, the California Department of Aging (CDA), the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP), and the requirements described in this Appendix A.
2. Grantee will provide meals to eligible individuals in a congregate group setting at designated meal site(s), which must be submitted to and pre-approved by DAS OCP. The grantee will ensure that all meal sites comply with applicable federal, state, and local regulations, including those related to restrooms, lighting, and ventilation. Congregate meal sites must be equipped with sturdy tables and chairs suitable for the target population, with tables arranged to promote accessibility and encourage socialization.
3. Grantee shall provide meals that comply with the California Department of Aging's (CDA) Older Californians Nutrition Program (OCNP) Menu Planning Guidance. Each meal must provide a minimum of one-third of the Dietary Reference Intakes (DRIs) and align with the current Dietary Guidelines for Americans. Meals shall be culturally appropriate for the target population(s) served and ready to consume. The grantee shall implement an offer versus serve (OVS) model for congregate meal service, allowing participants to select the food items they wish to eat, to reduce food waste.
4. Grantee will provide at least one (1) meal, five (5) days per week, at each DAS-approved congregate meal site and ensure that sites remain open for nutrition services for a minimum of one (1) hour, unless a lesser frequency or duration is approved by DAS OCP. The grantee will follow their DAS-approved site chart when operating congregate meal sites.
5. Grantee will implement a forecasting system to closely estimate demand and adjust meal production, accordingly, minimizing meal waste through regular reviews and adaptations based on actual consumption patterns. The grantee may introduce a consumer reservation system to help manage meal distribution and ensure sufficient availability. The reservation system must include a written policy and process to accommodate a specified number of walk-in consumers, and both the policy and process are subject to DAS OCP approval.
6. Grantee will serve meals in environmentally friendly containers that are reusable, biodegradable, compostable, and/or recyclable. The grantee will comply with the

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

City's Food Service Waste Reduction Ordinance (2007) and the Single-Use Food Ware Plastics Toxics and Litter Reduction Ordinance (2019).

7. Grantee will ensure that each congregate nutrition site has sufficient staff (paid or volunteer) with the appropriate education, experience, and cultural competency designated to oversee the day-to-day operations, with at least one staff member physically present on-site during meal service hours.
8. Grantee will manage all aspects of food service, including the procurement, preparation, transportation, delivery, and serving of food and meals. The grantee will ensure compliance with the standards established by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, and the San Francisco Department of Public Health (SFDPH) Environmental Health Branch. This includes but is not limited to the following:
    a. A food facility permit, also known as a health permit, is required for each facility involved in the preparation, handling, and/or serving of food to the public. In addition, the facility must provide a current health inspection report with a "pass" facility rating status, as issued by the Environmental Health Branch of the San Francisco Department of Public Health.
    b. A certified food safety manager must be on staff to oversee and manage the day-to-day operations of food service.
    c. All staff involved in the preparation, storage, serving, or handling of food and/or meals must engage in approved food safety training.
9. Grantee will ensure all program staff are oriented and trained to perform their assigned responsibilities and tasks. Training at minimum will include:
    a. Food safety, prevention of foodborne illness, and HACCP principles.
    b. Instructions on accident prevention, fire safety, first aid, choking, earthquake preparedness, and additional emergency procedures as relevant.
10. Grantee will provide a minimum of four (4) hours of annual training for paid and volunteer food service staff, including congregate and home-delivered meal staff. The grantee must develop, implement, and maintain a yearly training plan on file. The plan should include the individuals to be trained, the trainer(s), the training content, and the schedule. The content of the training must be reviewed and approved by a Registered Dietitian Nutritionist (RD/RDN). Training sessions will be evaluated by staff, and documentation, including evaluations and attendance records, must be kept on file by the grantee.
11. Grantee will provide the following NCQA activities:
    a. Menu planning and meal analysis shall be conducted twice per year and in accordance with CDA's OCNP Menu Planning Guidance. The grantee must submit the menu cycle with the nutrient analysis for review and approval by DAS OCP at least thirty (30) days in advance of use. The grantee will ensure that food substitutions to originally planned meals are documented and approved by Registered Dietitian Nutritionist (RD/RDN).
    b. HACCP central kitchen and food service monitoring at least once per quarter and a minimum of four (4) times during the fiscal year conducted and documented by Registered Dietitian Nutritionist (RD/RDN).
    c. Congregate meal site monitoring must occur at least once per quarter and a minimum of four (4) times during the fiscal year at each DAS OCP-approved congregate meal site. Monitoring must be conducted and documented by a

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

qualified staff member who, at minimum, is trained by either a certified food safety manager or a Registered Dietitian Nutritionist (RD/RDN).

d. Nutrition education sessions at least once per quarter and a minimum of four (4) times during the fiscal year at each DAS OCP approved congregate meal site. The grantee will record the delivery of nutrition education sessions in SF DAS GetCare and include the estimated number of participants.

12. Grantee will establish and maintain a consumer enrollment process that includes eligibility verification, the collection of required consumer data, completion of a nutrition risk screening using the DETERMINE checklist, and a two-question food security screening. The grantee will document consumer enrollment in the appropriate congregate nutrition program in SF DAS GetCare within one month of obtaining the data, ensuring all collected information is accurately recorded. Additionally, the grantee will establish a disenrollment process for consumers who stop participating in the congregate meal program.
13. Grantee will conduct annual nutrition risk and food security screenings for consumers who remain actively enrolled in the congregate nutrition program. These screenings must be completed each fiscal year a consumer is enrolled in the program. In addition to conducting the screenings, the grantee will reverify consumer data annually to ensure it is current and accurate. Screening results, along with verified and updated consumer data, must be documented in SF DAS GetCare within one month of receiving the information.
14. Grantee will offer consumers who receive a meal the opportunity to contribute to the cost of the meal, in accordance with DAS OCP Policy Memorandum No. 5. The grantee will develop a suggested contribution amount that considers the average income range of the consumers accessing the congregate meal program as well as the grantee's other sources of income. A sign will be posted near the contribution collection receptacle indicating the suggested contribution for eligible individuals and the fee for guests. The sign must clearly state that contributions are voluntary, there is no obligation to contribute, and meals will be provided regardless of whether a contribution is made. The contribution process must ensure confidentiality, with a secure container for collecting contributions. The grantee must also have written procedures in place to protect contributions and fees from loss, mishandling, and theft.
15. Grantee will have procedures in place to obtain the views of program participants about services received. At minimum, the grantee will develop and administer an annual consumer satisfaction survey to capture feedback on program outcomes and service quality. Both the survey tool and the administration plan must be reviewed and approved by DAS OCP prior to implementation. Feedback must be collected in a manner that ensures participant anonymity. The results will be shared with DAS OCP by March 15th of each grant year, or on a mutually agreed upon date.
16. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training annually, in accordance with the DAS OCP Policy Memorandum No. 45. Within 30 days of their start date, any new employee, subcontractor, or volunteer must also complete this training. The grantee will maintain records of completion. The grantee shall comply with the applicable privacy and security rules of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

17. Grantee will ensure that all program staff, regardless of position, receive initial training on elder abuse and mandated reporting. Program staff who interact with consumers must complete this training annually, in accordance with the DAS OCP Policy Memorandum No. 35.
18. Grantee shall develop a written grievance process for reviewing and resolving service concerns raised by consumers or their authorized representatives regarding DAS-funded programs and their employees or volunteers, in accordance with DAS OCP Policy Memorandum No. 33. This process must ensure that consumers have clearly established rights and due process for timely resolution of their concerns.
19. Grantee will ensure that DAS funding information is prominently displayed on its websites and publications related to the DAS-funded nutrition program, in accordance with DAS OCP Policy Memorandum No.47.
20. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
21. Grantee will arrange for the availability of food to participants during a major disaster where feasible and appropriate.

VI. Location and Time of Services

The grantee will provide congregate nutrition services in the City and County of San Francisco. The grantee, with approval from DAS OCP, will determine the location(s) and time(s) for the provision of congregate nutrition services.

VII. Service Objectives

On an annual basis, the grantee shall meet the following service objectives:

Table A - Breakfast	**FY 25/26**	**FY 26/27**	**FY 27/28**	**FY 28/29**
Number of Unduplicated Consumers (UDC)	620	620	620	620
Number of Meals	17,341	17,341	17,341	17,341
Table B - Lunch	**FY 25/26**	**FY 26/27**	**FY 27/28**	**FY 28/29**
Number of Unduplicated Consumers (UDC)	1,930	1,930	1,930	1,930
Number of Meals	120,371	81,732	81,732	81,732

VIII. Outcome Objectives

Measured via a consumer survey with a sample size equal to or greater than the grantee's average daily number of meals served.

1. At least 75% of consumers report an increased consumption of fruits, vegetables, and/or whole grains.
2. At least 85% of consumers report feeling less worried about getting enough food to meet their needs.
3. At least 85% of consumers rate the quality of meals they receive as excellent or good.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

4. At least 85% of consumers report feeling a greater sense of connection to their community.
5. At least 85% of consumers report that the food support they receive helps them live stably in the community.

IX. Data Collection and Reporting Requirements

1. Grantee will provide a monthly report of activities, referencing the tasks described in Section VII & VIII- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month. The report will include, at a minimum: the number of consumers served, number of meals prepared and served, number of consumers denied services, and the amount of voluntary consumer contributions received.
2. Grantee will submit a quarterly report, along with supporting documentation, to DAS OCP detailing the HACCP activities conducted. Reports are due on the following dates: October 15th, January 15th, April 15th, and June 15th.
3. Grantee will provide an annual report summarizing the contract activities, referencing the tasks described in Section VII & VIII- Service 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 day of the month following the end of the program year.
4. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SFHSA no later than July 31st each year. The grantee must submit the report in the CARBON system.
5. Grantee will provide Ad Hoc reports as required by the Departments.
6. Pursuant to California Department of Aging requirements, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
7. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies “Focal Points” which are designed to help older adults and adults with disabilities connect to services throughout the City. These Focal Points are:

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Name	Address	Phone
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-822-1444 x1200
Canon Kip Senior Center	705 Natoma, St San Francisco, 94103	415-487-3300
Chi Sing Community Center	3133 Taraval St, San Francisco, 94116	415-533-6859
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700
Downtown SF Senior Center	481 O'Farrell St, San Francisco, 94102	415-202-2982
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
Geneva Community Center	5050 Mission St., Suite C, San Francisco 94112	
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415-405-4672
Self-Help for the Elderly Social Services Department	829 Kearney St, San Francisco, 94133	415-677-7585
Toolworks	22 Battery St. Suite 300, San Francisco, 94111	415-733-0990
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828

For assistance with reporting and contract requirements, please contact:

Emmy.Miller@sfgov.org
Contract Manager, Office of Contract Management, SFHSA
or
Julie.Hibarger@sfgov.org
Program Analyst, DAS OCP

X. Monitoring Activities

1. Program Monitoring: Program monitoring will include review of consumer eligibility, and back-up documentation for reporting progress towards meeting service and outcome

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

objectives; compliance with specific program standards and requirements; participant record collection and maintenance; reporting performance including monthly service unit reports on SF DAS GetCare; maintenance of service unit logs; agency and organization standards, including current organizational chart; evidence of annual Elder Abuse Reporting training provided to staff and volunteers; evidence of annual California Department of Aging (CDA) Security Awareness training provided to staff and volunteers; program operations, which includes a review of a written policies and procedures manual of all DAS OCP-funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation current and consistent with the site chart; a board of directors list and whether services are provided appropriately according to Sections III through VIII.

2. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, 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 the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster, and selected board minutes for compliance with the Sunshine Ordinance.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM

Name of Agency: PROJECT OPEN HAND
Name of Program: ENP Congregate Meals-Breakfast

(Check One) New __X__ Renewal ____ Modification ____
If modification, Effective Date of Mod. No. of Mod.

Program: Congregate meals for (X) older adults or **( ) adults with disabilities**

Budget Reference Page No.(s)					
Program Term	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted	17,341	17,341	17,341	17,341	69,364
DAS Expenditures					
Salaries & Benefits	$102,954	$105,131	$105,131	$105,131	$418,346
Operating Expenses	$36,529	$34,353	$34,353	$34,353	$139,587
Subtotal	$139,483	$139,483	$139,483	$139,483	$557,933
Indirect Percentage (%)	15.00%	15.00%	15.00%	15.00%	15.00%
Indirect Cost	$20,922	$20,922	$20,922	$20,922	$83,688
Capital/Subcontractor Expenditures					
NCQA Expenditures	$3,934	$3,934	$3,934	$3,934	$15,736
Total DAS Expenditures	**$164,339**	**$164,339**	**$164,339**	**$164,339**	**$657,356**
Non DAS Expenditures					
Salaries & Benefits	$50,505	$74,256	$74,256	$74,256	$273,273
Operating Expenses	$51,696	$62,857	$62,857	$62,857	$240,267
Capital/Subcontractor Expenditures					
NCQA Expenditures	$984	$984	$984	$984	$3,936
Total Non DAS Expenditures	**$103,185**	**$138,097**	**$138,097**	**$138,097**	**$517,476**
TOTAL DAS AND NON DAS EXPEDITURES	**$267,524**	**$302,436**	**$302,436**	**$302,436**	**$1,174,833**
DAS Revenues					
Meals- General Fund	$160,405	$160,405	$160,405	$160,405	$641,621
Meals- State Fund					
Meals- Federal Fund					
NCQA Fund	$3,934	$3,934	$3,934	$3,934	$15,736
Total DAS Revenue	**$164,339**	**$164,339**	**$164,339**	**$164,339**	**$657,357**
PER MEAL COST, DAS	$9.25	$9.25	$9.25	$9.25	$9.25
PER MEAL COST (with NCQA), DAS	$9.48	$9.48	$9.48	$9.48	$9.48
Non DAS Revenues					
Project Income					
Agency Cash- Fundraising	$59,962	$88,270	$88,270	$88,270	$324,773
Agency In-kind Volunteer	$25,712	$29,066	$29,066	$29,066	$112,910
Agency Property (Occupancy)	$16,527	$19,777	$19,777	$19,777	$75,858
NCQA Revenue	$984	$984	$984	$984	$3,936
Total Non DAS Revenue	**$103,185**	**$138,097**	**$138,097**	**$138,097**	**$517,476**
PER MEAL COST, Non DAS	$5.89	$7.91	$7.91	$7.91	$7.40
PER MEAL COST (with NCQA), Non DAS	$5.95	$7.96	$7.96	$7.96	$7.46
TOTAL DAS AND NON DAS REVENUE	**$267,524**	**$302,436**	**$302,436**	**$302,436**	**$1,174,833**
PER MEAL COST, Total	$15.14	$17.16	$17.16	$17.16	$16.65
PER MEAL COST (with NCQA), Total	$15.43	$17.44	$17.44	$17.44	$16.94
Full Time Equivalent (FTE)	82.74	82.74	82.74	82.74	330.97

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Salaries & Benefits Detail

DAS Salaries & Benefits		Agency Totals		HSA Program		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Program Staff:										
Director, Community Nutrition Program		$89,095	1.00	5.18%	0.05	$4,613	$5,215	$5,215	$5,215	$20,257
Manager, Community Nutrition Program, Data		$74,263	1.00	5.18%	0.05	$3,845	$4,347	$4,347	$4,347	$16,885
Manager, Community Nutrition Program		$74,254	1.00	5.36%	0.05	$3,979	$4,715	$4,715	$4,715	$18,124
Manager, Community Nutrition Program		$74,263	1.00	5.36%	0.05	$3,980	$4,716	$4,716	$4,716	$18,127
Senior Director, Programs		$105,029	1.00	2.43%	0.02	$2,549	$2,549	$2,549	$2,549	$10,196
Community Nutrition Site Coordinator		$44,200	0.75	7.35%	0.06	$2,437	$3,886	$3,886	$3,886	$14,095
Community Nutrition Site Coordinator		$44,200	0.75	7.35%	0.06	$2,437	$3,886	$3,886	$3,886	$14,095
Community Nutrition Site Coordinator		$44,200	0.75	7.35%	0.06	$2,437	$3,886	$3,886	$3,886	$14,095
Community Nutrition Site Coordinator		$44,200	0.75	7.35%	0.06	$2,437	$3,886	$3,886	$3,886	$14,095
Community Nutrition Site Coordinator		$44,200	0.63	5.36%	0.03	$1,480	$3,175	$3,175	$3,175	$11,005
Community Nutrition Site Coordinator		$44,200	0.63	5.36%	0.03	$1,480	$3,175	$3,175	$3,175	$11,005
Kitchen Staff:										
Cook II		$44,200	1.00	2.00%	0.02	$884	$668	$668	$668	$2,889
Cook II		$44,200	1.00	2.00%	0.02	$884	$668	$668	$668	$2,889
Cook II		$44,200	1.00	2.00%	0.02	$884	$668	$668	$668	$2,889
Cook I		$44,200	1.00	2.00%	0.02	$884	$668	$668	$668	$2,889
Cook I		$44,200	0.63	2.00%	0.01	$557	$668	$668	$668	$2,562
Lead Cook		$48,000	1.00	2.00%	0.02	$960	$726	$726	$726	$3,137
Lead Cook		$48,000	1.00	2.00%	0.02	$960	$726	$726	$726	$3,137
Sous Chef		$58,000	1.00	2.00%	0.02	$1,160	$877	$877	$877	$3,791
Sous Chef		$58,000	1.00	2.00%	0.02	$1,160	$877	$877	$877	$3,791
Porter I		$42,700	1.00	2.00%	0.02	$854	$646	$646	$646	$2,791
Porter I		$42,700	1.00	2.00%	0.02	$854	$646	$646	$646	$2,791
Porter I		$42,700	1.00	2.00%	0.02	$854	$646	$646	$646	$2,791
Porter I		$42,700	1.00	2.00%	0.02	$854	$646	$646	$646	$2,791
Porter I		$42,700	1.00	2.00%	0.02	$854	$646	$646	$646	$2,791
Porter I		$42,700	1.00	2.00%	0.02	$854	$646	$646	$646	$2,791
Porter I		$42,700	1.00	2.00%	0.02	$854	$646	$646	$646	$2,791
Executive Chef		$103,963	1.00	1.94%	0.02	$2,018	$1,572	$1,572	$1,572	$6,733
Senior Director, Culinary Services		$117,878	1.00	2.00%	0.02	$2,358	$1,782	$1,782	$1,782	$7,705
Culinary Services Quality Manager		$70,000	1.00	2.00%	0.02	$1,400	$1,058	$1,058	$1,058	$4,575
Kitchen Operations Coordinator II		$43,000	1.00	2.00%	0.02	$860	$650	$650	$650	$2,810
Kitchen Operations Coordinator II		$43,000	1.00	2.00%	0.02	$860	$650	$650	$650	$2,810
Kitchen Operations Coordinator II		$43,000	1.00	2.00%	0.02	$860	$650	$650	$650	$2,810
Inventory Operations Coordinator II		$44,500	1.00	2.00%	0.02	$890	$673	$673	$673	$2,908
Inventory Operations Coordinator II		$44,500	1.00	2.00%	0.02	$890	$673	$673	$673	$2,908
Culinary Nutritionist		$67,000	1.00	2.00%	0.02	$1,340	$1,013	$1,013	$1,013	$4,379
Manager, Inventory Operations		$71,000	1.00	2.00%	0.02	$1,420	$1,073	$1,073	$1,073	$4,640
Distribution Staff:										
Driver		$46,000	1.00	2.00%	0.02	$920	$695	$695	$695	$3,006
Driver		$46,000	1.00	2.00%	0.02	$920	$695	$695	$695	$3,006
Driver		$46,000	1.00	2.00%	0.02	$920	$695	$695	$695	$3,006
Manager Distribution		$74,160	1.00	2.00%	0.02	$1,483	$1,121	$1,121	$1,121	$4,847
Director Distribution and Inventory Operation		$100,904	1.00	2.00%	0.02	$2,018	$1,526	$1,526	$1,526	$6,595
Operations Staff:										
Purchasing Manager		$70,000	1.00	2.00%	0.02	$1,400	$1,058	$1,058	$1,058	$4,575
Dir Facilities, Procurement & Business Operations		$110,281	1.00	2.00%	0.02	$2,206	$1,667	$1,667	$1,667	$7,208
Volunteer Services Staff:										
Director, Volunteer and Grocery Operations		$108,313	1.00	2.00%	0.02	$2,166	$1,638	$1,638	$1,638	$7,079
Manager, Volunteer Services		$77,250	1.00	2.00%	0.02	$1,545	$1,168	$1,168	$1,168	$5,049
Volunteer Coordinator		$52,874	1.00	2.00%	0.02	$1,057	$799	$799	$799	$3,455
Volunteer Coordinator		$54,413	1.00	2.00%	0.02	$1,088	$823	$823	$823	$3,556
Totals		$2,848,039	45.88	137.57%	1.25	$74,604	$76,182	$76,182	$76,182	$303,149
Fringe Benefits Rate		38.00%								
Employee Fringe Benefits		$1,082,255				$28,350	$28,949	$28,949	$28,949	$115,197
Total DAS Salaries and Benefits		$3,930,294				**$102,954**	**$105,131**	**$105,131**	**$105,131**	**$418,346**

Non DAS Salaries & Benefits		Agency Totals		HSA Program		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Kitchen Staff:										
Cook II		$44,200	1.00	0.83%	0.008	$368	$668	$668	$668	$2,373
Cook II		$44,200	1.00	0.83%	0.008	$368	$668	$668	$668	$2,373
Cook II		$44,200	1.00	0.83%	0.008	$368	$668	$668	$668	$2,373
Cook I		$44,200	1.00	0.83%	0.008	$368	$668	$668	$668	$2,373
Cook I		$44,200	0.63	0.83%	0.005	$232	$668	$668	$668	$2,237
Lead Cook		$48,000	1.00	0.83%	0.008	$400	$726	$726	$726	$2,577
Lead Cook		$48,000	1.00	0.83%	0.008	$400	$726	$726	$726	$2,577
Sous Chef		$58,000	1.00	0.83%	0.008	$483	$877	$877	$877	$3,114
Sous Chef		$58,000	1.00	0.83%	0.008	$483	$877	$877	$877	$3,114
Porter I		$42,700	1.00	0.83%	0.008	$356	$646	$646	$646	$2,293
Porter I		$42,700	1.00	0.83%	0.008	$356	$646	$646	$646	$2,293
Porter I		$42,700	1.00	0.83%	0.008	$356	$646	$646	$646	$2,293
Porter I		$42,700	1.00	0.83%	0.008	$356	$646	$646	$646	$2,293
Porter I		$42,700	1.00	0.83%	0.008	$356	$646	$646	$646	$2,293
Porter I		$42,700	1.00	0.83%	0.008	$356	$646	$646	$646	$2,293
Porter I		$42,700	1.00	0.83%	0.008	$356	$646	$646	$646	$2,293
Executive Chef		$103,963	1.00	0.89%	0.009	$927	$1,572	$1,572	$1,572	$5,642
Senior Director, Kitchen Operations		$117,878	1.00	0.83%	0.008	$982	$1,782	$1,782	$1,782	$6,329
Culinary Services Quality Manager		$70,000	1.00	0.83%	0.008	$583	$1,058	$1,058	$1,058	$3,758
Kitchen Operations Coordinator II		$43,000	1.00	0.83%	0.008	$358	$650	$650	$650	$2,308
Kitchen Operations Coordinator II		$43,000	1.00	0.83%	0.008	$358	$650	$650	$650	$2,308
Kitchen Operations Coordinator II		$43,000	1.00	0.83%	0.008	$358	$650	$650	$650	$2,308
Inventory Operations Coordinator II		$44,500	1.00	0.83%	0.008	$371	$673	$673	$673	$2,389
Inventory Operations Coordinator II		$44,500	1.00	0.83%	0.008	$371	$673	$673	$673	$2,389
Culinary Nutritionist		$67,000	1.00	0.83%	0.008	$558	$1,013	$1,013	$1,013	$3,597
Manager, Inventory Operations		$71,000	1.00	0.83%	0.008	$591	$1,073	$1,073	$1,073	$3,811
Distribution Staff:										
Driver		$46,000	1.00	0.83%	0.008	$383	$695	$695	$695	$2,469
Driver		$46,000	1.00	0.83%	0.008	$383	$695	$695	$695	$2,469
Driver		$46,000	1.00	0.83%	0.008	$383	$695	$695	$695	$2,469
Manager Distribution		$74,160	1.00	0.83%	0.008	$618	$1,121	$1,121	$1,121	$3,982
Director Distribution and Inventory Operation		$100,904	1.00	0.83%	0.008	$840	$1,526	$1,526	$1,526	$5,417
Operations Staff:										
Purchasing Manager		$70,000	1.00	0.83%	0.008	$583	$1,058	$1,058	$1,058	$3,758
Dir Facilities, Procurement & Business Operations		$110,281	1.00	0.83%	0.008	$919	$1,667	$1,667	$1,667	$5,921
Volunteer Services Staff:										
Director, Volunteer and Grocery Operations		$108,313	1.00	0.83%	0.008	$902	$1,638	$1,638	$1,638	$5,815
Manager, Volunteer Services		$77,250	1.00	0.83%	0.008	$643	$1,168	$1,168	$1,168	$4,147
Volunteer Coordinator		$52,874	1.00	0.83%	0.008	$440	$799	$799	$799	$2,838
Volunteer Coordinator		$54,413	1.00	0.83%	0.008	$453	$823	$823	$823	$2,921
In-Kind										
Volunteers		$80,309	0.23	100.00%	0.232	$18,632	$21,062	$21,062	$21,062	$81,819
Totals		$2,246,243	36.86	130.88%	0.54	$36,598	$53,809	$53,809	$53,809	$198,025
Fringe Benefits Rate		38.00%								
Employee Fringe Benefits		$853,572				$13,907	$20,447	$20,447	$20,447	$75,248
Total Non DAS Salaries and Benefits		$3,099,815				**$50,505**	**$74,256**	**$74,256**	**$74,256**	**$273,273**
Total DAS and Non DAS Salaries and Benefits		$7,030,109				**$153,459**	**$179,387**	**$179,387**	**$179,387**	**$691,619**

HSA #2 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Operating Expense Detail

			FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted			17,341	17,341	17,341	17,341	69,364
DAS Operating Expenses							
Expenditure Category							
Rental of Property							
Utilities (Elec, Water, Gas, Phone, Garbage)			$3,394	$3,646	$3,646	$3,646	$14,332
Supplies, Postage			$1,000	$1,000	$1,000	$1,000	$4,000
Building Maintenance Supplies and Repair			$500	$500	$500	$500	$2,000
Data Communication, Licenses, Dues			$800	$800	$800	$800	$3,200
Insurance			$800	$800	$800	$800	$3,200
Staff Training			$500	$500	$500	$500	$2,000
Staff Travel-(Local & Out of Town)			$329	$329	$329	$329	$1,316
Rental of Equipment							
Food Cost							
Raw Food	*per meal*	*$1.38*	$23,931	$21,676	$21,676	$21,676	$88,960
Cong Food Svc Supplies	*per meal*	*$0.16*	$2,775	$2,601	$2,601	$2,601	$10,578
Catered Meals	*per meal*						
Consultant							
Consultant A							
Other							
Vehicle Expense			$2,500	$2,500	$2,500	$2,500	$10,000
Security at DT, RBMS & VV $3,075/mo @ 0%							
Rent at VV $600/mo @ 0%							
Janitorial & Shared Cost at VV $500/mo @ 0%							
Total DAS Operating Expenses			**$36,529**	**$34,353**	**$34,353**	**$34,353**	**$139,587**
			$9.25	$9.25	$9.25	$9.25	
Non DAS Operating Expenses							
Expenditure Category							
Rental of Property			$16,527	$19,777	$19,777	$19,777	$75,858
Utilities (Elec, Water, Gas, Phone, Garbage)			$6,650	$8,666	$8,666	$8,666	$32,648
Supplies, Postage			$413	$732	$732	$732	$2,609
Building Maintenance Supplies and Repair			$2,723	$3,451	$3,451	$3,451	$13,076
Data Communication, Licenses, Dues			$3,005	$3,864	$3,864	$3,864	$14,597
Insurance			$2,150	$2,816	$2,816	$2,816	$10,598
Staff Training			$270	$445	$445	$445	$1,605
Staff Travel-(Local & Out of Town)			$2	$77	$77	$77	$233
Rental of Equipment							
Food Cost							
Raw Food	*per meal*	*$1.04*	$18,035	$20,289	$20,289	$20,289	$78,902
Cong Food Svc Supplies	*per meal*	*$0.09*	$1,561	$1,734	$1,734	$1,734	$6,763
Catered Meals	*per meal*						
Consultant							
Consultant A							
Other							
Vehicle Expense			$360	$1,006	$1,006	$1,006	$3,378
Security at DT, RBMS & VV $9,600/mo @ 5%							
Rent at VV $600/mo @ 5%							
Janitorial & Shared Cost at VV $1,270/mo @ 5%							
Total Non DAS Operating Expenses			**$51,696**	**$62,857**	**$62,857**	**$62,857**	**$240,267**
Total DAS and Non DAS Operating Expenses			**$88,225**	**$97,210**	**$97,210**	**$97,210**	**$379,854**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Capital & Subcontractor Expenditure Detail

DAS Capital Expenditure

Equipment (Qty)	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Total Equipment Cost					

Remodeling	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Total Remodeling Cost					

Subcontractor	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Total Subcontractor Cost					

Total DAS Capital & Subcontractor Expenditure					

Non DAS Capital Expenditure

Equipment (Qty)	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Total Equipment Cost					

Remodeling	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Total Remodeling Cost					

Subcontractor	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Total Subcontractor Cost					

Total Non DAS Capital & Subcontractor Expenditure					

Total DAS and Non DAS Capital & Subcontractor Expenditure					

HSA #4 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

NCQA Expenditure Detail

DAS NCQA Expenditure	Unit price	Unit	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Menu planning and nutrition analysis	$1,967.03 /set	2.00	$3,934	$3,934	$3,934	$3,934	$15,736
Kitchen and food service monitoring	$616.91						
Congregate site monitoring	$263.67						
Nutrition education	$131.42						
Nutrition counseling (optional)	/hour						
In-service training	$295.05 /training						
Total DAS NCQA Expenditure			**$3,934**	**$3,934**	**$3,934**	**$3,934**	**$15,736**

Non DAS NCQA Expenditure	Unit price	Unit	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Menu planning and nutrition analysis	$491.76 /set	2.00	$984	$984	$984	$984	$3,936
Kitchen and food service monitoring	$154.23						
Congregate site monitoring	$65.92						
Nutrition education	$32.86						
Nutrition counseling (optional)	/hour						
In-service training	$73.76 /training						
Total Non DAS NCQA Expenditure			**$984**	**$984**	**$984**	**$984**	**$3,936**

Total DAS and Non DAS NCQA Expenditure	**$4,918**	**$4,918**	**$4,918**	**$4,918**	**$19,672**

HSA #4 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM

Name of Agency: PROJECT OPEN HAND

Name of Program: ENP Congregate Meals-Lunch

(Check One) New __X__ Renewal ____ Modification ____

If modification, Effective Date of Mod. No. of Mod.

Program: Congregate meals for (X) older adults or ( ) adults with disabilities

Budget Reference Page No.(s)					
Program Term	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted	120,371	81,732	81,732	81,732	365,566
DAS Expenditures					
Salaries & Benefits	$866,572	$718,188	$718,188	$718,188	$3,021,135
Operating Expenses	$487,868	$201,470	$201,470	$201,470	$1,092,277
Subtotal	$1,354,440	$919,657	$919,657	$919,657	$4,113,412
Indirect Percentage (%)	15.00%	15.00%	15.00%	15.00%	15.00%
Indirect Cost	$203,166	$137,949	$137,949	$137,949	$617,013
Capital/Subcontractor Expenditures					
NCQA Expenditures	$26,546	$26,546	$26,546	$26,546	$106,184
Total DAS Expenditures	**$1,584,152**	**$1,084,152**	**$1,084,152**	**$1,084,152**	**$4,836,608**
Non DAS Expenditures					
Salaries & Benefits	$461,776	$520,377	$520,377	$520,377	$2,022,906
Operating Expenses	$333,211	$489,854	$489,854	$489,854	$1,802,772
Capital/Subcontractor Expenditures					
NCQA Expenditures	$6,637	$6,637	$6,637	$6,637	$26,548
Total Non DAS Expenditures	**$801,624**	**$1,016,868**	**$1,016,868**	**$1,016,868**	**$3,852,228**
TOTAL DAS AND NON DAS EXPEDITURES	**$2,385,776**	**$2,101,020**	**$2,101,020**	**$2,101,020**	**$8,688,836**
DAS Revenues					
Meals- General Fund	$1,557,606	$1,057,606	$1,057,606	$1,057,606	$4,730,425
Meals- State Fund					
Meals- Federal Fund					
NCQA Fund	$26,546	$26,546	$26,546	$26,546	$106,184
Total DAS Revenue	**$1,584,152**	**$1,084,152**	**$1,084,152**	**$1,084,152**	**$4,836,608**
PER MEAL COST, DAS	$12.94	$12.94	$12.94	$12.94	$12.94
PER MEAL COST (with NCQA), DAS	$13.16	$13.26	$13.26	$13.26	$13.23
Non DAS Revenues					
Project Income	$21,500	$21,500	$21,500	$21,500	$86,000
Agency Cash- Fundraising	$440,872	$699,678	$699,678	$699,678	$2,539,906
Agency In-kind Volunteer	$178,481	$136,992	$136,992	$136,992	$589,458
Agency Property (Occupancy)	$154,134	$152,061	$152,061	$152,061	$610,316
NCQA Revenue	$6,637	$6,637	$6,637	$6,637	$26,548
Total Non DAS Revenue	**$801,624**	**$1,016,868**	**$1,016,868**	**$1,016,868**	**$3,852,228**
PER MEAL COST, Non DAS	$6.60	$12.36	$12.36	$12.36	$10.47
PER MEAL COST (with NCQA), Non DAS	$6.66	$12.44	$12.44	$12.44	$10.54
TOTAL DAS AND NON DAS REVENUE	**$2,385,776**	**$2,101,020**	**$2,101,020**	**$2,101,020**	**$8,688,837**
PER MEAL COST, Total	$19.54	$25.30	$25.30	$25.30	$23.41
PER MEAL COST (with NCQA), Total	$19.82	$25.70	$25.70	$25.70	$23.77
Full Time Equivalent (FTE)	92.62	92.62	92.62	92.62	370.48

Prepared by: Date:

HSA-CO Review Signature:

HSA #1 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Salaries & Benefits Detail

DAS Salaries & Benefits		Agency Totals		HSA Program		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Program Staff:										
Director, Community Nutrition Program		$89,095	1.00	35.94%	0.36	$32,021	$24,577	$24,577	$24,577	$105,753
Manager, Community Nutrition Program, Data		$74,263	1.00	35.94%	0.36	$26,690	$20,486	$20,486	$20,486	$88,148
Manager, Community Nutrition Program		$74,254	1.00	42.15%	0.42	$31,298	$24,521	$24,521	$24,521	$104,861
Manager, Community Nutrition Program		$74,263	1.00	42.15%	0.42	$31,301	$24,524	$24,524	$24,524	$104,872
Senior Director, Programs		$105,029	1.00	6.41%	0.06	$6,731	$6,731	$6,731	$6,731	$26,924
Community Nutrition Program Assistant		$54,142	1.00	49.35%	0.49	$26,719	$21,557	$21,557	$21,557	$91,389
Community Nutrition Site Coordinator		$44,200	0.50	49.35%	0.25	$10,906	$17,598	$17,598	$17,598	$63,700
Community Nutrition Site Coordinator		$44,200	0.50	49.35%	0.25	$10,906	$17,598	$17,598	$17,598	$63,700
Community Nutrition Site Coordinator		$44,200	0.50	49.35%	0.25	$10,906	$17,598	$17,598	$17,598	$63,700
Community Nutrition Site Coordinator		$44,200	0.50	49.35%	0.25	$10,906	$17,598	$17,598	$17,598	$63,700
Community Nutrition Site Coordinator		$44,200	0.50	49.35%	0.25	$10,906	$17,598	$17,598	$17,598	$63,700
Community Nutrition Site Coordinator		$44,200	0.50	49.35%	0.25	$10,906	$17,598	$17,598	$17,598	$63,700
Community Nutrition Site Coordinator		$44,200	0.50	49.35%	0.25	$10,906	$17,598	$17,598	$17,598	$63,700
Community Nutrition Site Coordinator		$44,200	0.50	49.35%	0.25	$10,906	$17,598	$17,598	$17,598	$63,700
Community Nutrition Site Coordinator		$44,200	0.50	49.35%	0.25	$10,906	$17,598	$17,598	$17,598	$63,700
Community Nutrition Site Coordinator		$44,200	0.50	49.35%	0.25	$10,906	$17,598	$17,598	$17,598	$63,700
Community Nutrition Site Coordinator		$44,200	0.75	51.03%	0.38	$16,917	$18,316	$18,316	$18,316	$71,864
Community Nutrition Site Coordinator		$44,200	0.75	51.03%	0.38	$16,917	$18,316	$18,316	$18,316	$71,864
Community Nutrition Site Coordinator		$44,200	0.75	51.03%	0.38	$16,917	$18,316	$18,316	$18,316	$71,864
Community Nutrition Site Coordinator		$44,200	0.75	51.03%	0.38	$16,917	$18,316	$18,316	$18,316	$71,864
Community Nutrition Site Coordinator		$44,200	0.63	42.98%	0.27	$11,874	$14,964	$14,964	$14,964	$56,767
Community Nutrition Site Coordinator		$44,200	0.63	42.98%	0.27	$11,874	$14,964	$14,964	$14,964	$56,767
Community Nutrition Site Coordinator		$44,200	0.50	49.35%	0.25	$10,906	$17,598	$17,598	$17,598	$63,700
Community Nutrition Site Coordinator		$44,200	0.50	49.35%	0.25	$10,906	$17,598	$17,598	$17,598	$63,700
Community Nutrition Site Coordinator		$44,200	0.50	49.35%	0.25	$10,906	$17,598	$17,598	$17,598	$63,700
Community Nutrition Site Coordinator		$44,200	0.50	49.35%	0.25	$10,906	$17,598	$17,598	$17,598	$63,700
Kitchen Staff:										
Cook II		$44,200	1.00	10.15%	0.10	$4,486	$630	$630	$630	$6,376
Cook II		$44,200	1.00	10.15%	0.10	$4,486	$630	$630	$630	$6,376
Cook II		$44,200	1.00	10.15%	0.10	$4,486	$630	$630	$630	$6,376
Cook I		$44,200	1.00	10.15%	0.10	$4,486	$630	$630	$630	$6,376
Cook I		$44,200	0.63	10.15%	0.06	$2,826	$630	$630	$630	$4,716
Lead Cook		$48,000	1.00	10.15%	0.10	$4,872	$684	$684	$684	$6,924
Lead Cook		$48,000	1.00	10.15%	0.10	$4,872	$684	$684	$684	$6,924
Sous Chef		$58,000	1.00	10.15%	0.10	$5,887	$827	$827	$827	$8,367
Sous Chef		$58,000	1.00	10.15%	0.10	$5,887	$827	$827	$827	$8,367
Porter I		$42,700	1.00	10.15%	0.10	$4,334	$609	$609	$609	$6,160
Porter I		$42,700	1.00	10.15%	0.10	$4,334	$609	$609	$609	$6,160
Porter I		$42,700	1.00	10.15%	0.10	$4,334	$609	$609	$609	$6,160
Porter I		$42,700	1.00	10.15%	0.10	$4,334	$609	$609	$609	$6,160
Porter I		$42,700	1.00	10.15%	0.10	$4,334	$609	$609	$609	$6,160
Porter I		$42,700	1.00	10.15%	0.10	$4,334	$609	$609	$609	$6,160
Porter I		$42,700	1.00	10.15%	0.10	$4,334	$609	$609	$609	$6,160
Executive Chef		$103,963	1.00	10.15%	0.10	$10,552	$1,482	$1,482	$1,482	$14,997
Senior Director, Culinary Services		$117,878	1.00	10.15%	0.10	$11,965	$1,680	$1,680	$1,680	$17,005
Culinary Services Quality Manager		$70,000	1.00	10.15%	0.10	$7,105	$998	$998	$998	$10,098
Kitchen Operations Coordinator II		$43,000	1.00	10.15%	0.10	$4,365	$613	$613	$613	$6,203
Kitchen Operations Coordinator II		$43,000	1.00	10.15%	0.10	$4,365	$613	$613	$613	$6,203
Kitchen Operations Coordinator II		$43,000	1.00	10.15%	0.10	$4,365	$613	$613	$613	$6,203
Inventory Operations Coordinator II		$44,500	1.00	10.15%	0.10	$4,517	$634	$634	$634	$6,420
Inventory Operations Coordinator II		$44,500	1.00	10.15%	0.10	$4,517	$634	$634	$634	$6,420
Culinary Nutritionist		$67,000	1.00	10.15%	0.10	$6,801	$955	$955	$955	$9,666
Manager, Inventory Operations		$71,000	1.00	10.15%	0.10	$7,207	$1,012	$1,012	$1,012	$10,243
Distribution Staff:										
Driver		$46,000	1.00	10.15%	0.10	$4,669	$656	$656	$656	$6,636
Driver		$46,000	1.00	10.15%	0.10	$4,669	$656	$656	$656	$6,636
Driver		$46,000	1.00	10.15%	0.10	$4,669	$656	$656	$656	$6,636
Manager Distribution		$74,160	1.00	10.15%	0.10	$7,527	$1,057	$1,057	$1,057	$10,698
Director Distribution and Inventory Operation		$100,904	1.00	10.15%	0.10	$10,242	$1,438	$1,438	$1,438	$14,556
Operations Staff:										
Purchasing Manager		$70,000	1.00	10.15%	0.10	$7,105	$998	$998	$998	$10,098
Dir Facilities, Procurement & Business Operations		$110,281	1.00	10.15%	0.10	$11,194	$1,572	$1,572	$1,572	$15,909
Volunteer Services Staff:										
Director, Volunteer and Grocery Operations		$108,313	1.00	10.15%	0.10	$10,994	$1,544	$1,544	$1,544	$15,625
Manager, Volunteer Services		$77,250	1.00	10.15%	0.10	$7,841	$1,101	$1,101	$1,101	$11,144
Volunteer Coordinator		$52,874	1.00	10.15%	0.10	$5,367	$754	$754	$754	$7,628
Volunteer Coordinator		$54,413	1.00	10.15%	0.10	$5,523	$775	$775	$775	$7,849
Totals		$3,565,182	54.38	1617.81%	11.61	$627,951	$520,426	$520,426	$520,426	$2,189,228
Fringe Benefits Rate		38.00%								
Employee Fringe Benefits		$1,354,769				$238,621	$197,762	$197,762	$197,762	$831,907
Total DAS Salaries and Benefits		$4,919,951				**$866,572**	**$718,188**	**$718,188**	**$718,188**	**$3,021,135**

Non DAS Salaries & Benefits		Agency Totals		HSA Program		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Kitchen Staff:										
Cook II		$44,200	1.00	9.55%	0.096	$4,221	$5,669	$5,669	$5,669	$21,229
Cook II		$44,200	1.00	9.55%	0.096	$4,221	$5,669	$5,669	$5,669	$21,229
Cook II		$44,200	1.00	9.55%	0.096	$4,221	$5,669	$5,669	$5,669	$21,229
Cook I		$44,200	1.00	9.55%	0.096	$4,221	$5,669	$5,669	$5,669	$21,229
Cook I		$44,200	0.63	9.55%	0.060	$2,659	$5,669	$5,669	$5,669	$19,667
Lead Cook		$48,000	1.00	9.55%	0.096	$4,584	$6,157	$6,157	$6,157	$23,054
Lead Cook		$48,000	1.00	9.55%	0.096	$4,584	$6,157	$6,157	$6,157	$23,054
Sous Chef		$58,000	1.00	9.55%	0.096	$5,539	$7,439	$7,439	$7,439	$27,857
Sous Chef		$58,000	1.00	9.55%	0.096	$5,539	$7,439	$7,439	$7,439	$27,857
Porter I		$42,700	1.00	9.55%	0.096	$4,078	$5,477	$5,477	$5,477	$20,509
Porter I		$42,700	1.00	9.55%	0.096	$4,078	$5,477	$5,477	$5,477	$20,509
Porter I		$42,700	1.00	9.55%	0.096	$4,078	$5,477	$5,477	$5,477	$20,509
Porter I		$42,700	1.00	9.55%	0.096	$4,078	$5,477	$5,477	$5,477	$20,509
Porter I		$42,700	1.00	9.55%	0.096	$4,078	$5,477	$5,477	$5,477	$20,509
Porter I		$42,700	1.00	9.55%	0.096	$4,078	$5,477	$5,477	$5,477	$20,509
Executive Chef		$103,963	1.00	9.55%	0.096	$9,928	$13,335	$13,335	$13,335	$49,932
Senior Director, Culinary Services		$117,878	1.00	9.55%	0.096	$11,257	$15,120	$15,120	$15,120	$56,616
Culinary Services Quality Manager		$70,000	1.00	9.55%	0.096	$6,685	$8,979	$8,979	$8,979	$33,621
Kitchen Operations Coordinator II		$43,000	1.00	9.55%	0.096	$4,107	$5,515	$5,515	$5,515	$20,653
Kitchen Operations Coordinator II		$43,000	1.00	9.55%	0.096	$4,107	$5,515	$5,515	$5,515	$20,653
Kitchen Operations Coordinator II		$43,000	1.00	9.55%	0.096	$4,107	$5,515	$5,515	$5,515	$20,653
Inventory Operations Coordinator II		$44,500	1.00	9.55%	0.096	$4,250	$5,708	$5,708	$5,708	$21,373
Inventory Operations Coordinator II		$44,500	1.00	9.55%	0.096	$4,250	$5,708	$5,708	$5,708	$21,373
Culinary Nutritionist		$67,000	1.00	9.55%	0.096	$6,399	$8,594	$8,594	$8,594	$32,180
Manager, Inventory Operations		$71,000	1.00	9.55%	0.096	$6,781	$9,107	$9,107	$9,107	$34,102
Distribution Staff:										
Driver		$46,000	1.00	9.55%	0.096	$4,393	$5,900	$5,900	$5,900	$22,094
Driver		$46,000	1.00	9.55%	0.096	$4,393	$5,900	$5,900	$5,900	$22,094
Driver		$46,000	1.00	9.55%	0.096	$4,393	$5,900	$5,900	$5,900	$22,094
Manager Distribution		$74,160	1.00	9.55%	0.096	$7,082	$9,512	$9,512	$9,512	$35,619
Director Distribution and Inventory Operation		$100,904	1.00	9.55%	0.096	$9,636	$12,942	$12,942	$12,942	$48,463
Operations Staff:										
Purchasing Manager		$70,000	1.00	9.55%	0.096	$6,685	$8,979	$8,979	$8,979	$33,621
Dir Facilities, Procurement & Business Operations		$110,281	1.00	9.55%	0.096	$10,532	$14,145	$14,145	$14,145	$52,968
Volunteer Services Staff:										
Director, Volunteer and Grocery Operations		$108,313	1.00	9.55%	0.096	$10,344	$13,893	$13,893	$13,893	$52,022
Manager, Volunteer Services		$77,250	1.00	9.55%	0.096	$7,377	$9,909	$9,909	$9,909	$37,103
Volunteer Coordinator		$52,874	1.00	9.55%	0.096	$5,049	$6,782	$6,782	$6,782	$25,395
Volunteer Coordinator		$54,413	1.00	9.55%	0.096	$5,196	$6,979	$6,979	$6,979	$26,134
In-Kind										
Volunteers		$80,309	1.61	100.00%	1.610	$129,334	$99,270	$99,270	$99,270	$427,144
Totals		$2,246,243	38.24	453.35%	5.11	$334,620	$377,085	$377,085	$377,085	$1,465,874
Fringe Benefits Rate		38.00%								
Employee Fringe Benefits		$853,572				$127,156	$143,292	$143,292	$143,292	$557,032
Total Non DAS Salaries and Benefits		$3,099,815				**$461,776**	**$520,377**	**$520,377**	**$520,377**	**$2,022,906**
Total DAS and Non DAS Salaries and Benefits		$8,019,766				**$1,328,348**	**$1,238,564**	**$1,238,564**	**$1,238,564**	**$5,044,041**

HSA #2 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Operating Expense Detail

			FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted			120,371	81,732	81,732	81,732	365,566
DAS Operating Expenses							
Expenditure Category							
Rental of Property							
Utilities (Elec, Water, Gas, Phone, Garbage)			$44,590	$25,172	$25,172	$25,172	$120,106
Supplies, Postage			$7,969	$3,374	$3,374	$3,374	$18,091
Building Maintenance Supplies and Repair			$13,176	$7,596	$7,596	$7,596	$35,963
Data Communication, Licenses, Dues			$21,457	$8,966	$8,966	$8,966	$48,355
Insurance			$16,636	$6,952	$6,952	$6,952	$37,491
Staff Training			$4,347	$1,817	$1,817	$1,817	$9,797
Staff Travel-(Local & Out of Town)			$1,872	$782	$782	$782	$4,218
Rental of Equipment							
Food Cost							
Raw Food	*per meal*	*$2.50*	$300,928	$81,732	$81,732	$81,732	$546,123
Cong Food Svc Supplies	*per meal*	*$0.20*	$24,074	$12,260	$12,260	$12,260	$60,853
Catered Meals	*per meal*						
Consultant							
Consultant A							
Other							
Vehicle Expense			$16,129	$16,129	$16,129	$16,129	$64,516
Security at DT, RBMS & VV $3,075/mo @ 49%			$30,177	$30,177	$30,177	$30,177	$120,708
Rent at VV $600/mo @ 49%			$3,553	$3,553	$3,553	$3,553	$14,212
Janitorial & Shared Cost at VV $500/mo @ 49%			$2,961	$2,961	$2,961	$2,961	$11,844
Total DAS Operating Expenses			**$487,868**	**$201,470**	**$201,470**	**$201,470**	**$1,092,277**
			$12.94	$12.94	$12.94	$12.94	
Non DAS Operating Expenses							
Expenditure Category							
Rental of Property			$154,134	$152,061	$152,061	$152,061	$610,316
Utilities (Elec, Water, Gas, Phone, Garbage)			$51,370	$69,496	$69,496	$69,496	$259,857
Supplies, Postage			$5,532	$9,946	$9,946	$9,946	$35,370
Building Maintenance Supplies and Repair			$17,620	$22,787	$22,787	$22,787	$85,979
Data Communication, Licenses, Dues			$14,897	$26,899	$26,899	$26,899	$95,594
Insurance			$11,550	$20,855	$20,855	$20,855	$74,116
Staff Training			$3,018	$5,450	$5,450	$5,450	$19,366
Staff Travel-(Local & Out of Town)			$1,299	$2,346	$2,346	$2,346	$8,337
Rental of Equipment							
Food Cost							
Raw Food	*per meal*	*$0.47*	$56,574	$161,011	$161,011	$161,011	$539,607
Cong Food Svc Supplies	*per meal*	*$0.05*	$6,019	$8,173	$8,173	$8,173	$30,538
Catered Meals	*per meal*						
Consultant							
Consultant A							
Other							
Vehicle Expense			$11,198	$10,831	$10,831	$10,831	$43,691
Security at DT, RBMS & VV $3,075/mo @ 49%							
Rent at VV $600/mo @ 49%							
Janitorial & Shared Cost at VV $500/mo @ 49%							
Total Non DAS Operating Expenses			**$333,211**	**$489,854**	**$489,854**	**$489,854**	**$1,802,772**
Total DAS and Non DAS Operating Expenses			**$821,079**	**$691,323**	**$691,323**	**$691,323**	**$2,895,048**

HSA #3 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Capital & Subcontractor Expenditure Detail

DAS Capital Expenditure

Equipment (Qty)	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Total Equipment Cost					

Remodeling	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Total Remodeling Cost					

Subcontractor	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Total Subcontractor Cost					

Total DAS Capital & Subcontractor Expenditure					

Non DAS Capital Expenditure

Equipment (Qty)	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Total Equipment Cost					

Remodeling	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Total Remodeling Cost					

Subcontractor	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Total Subcontractor Cost					

Total Non DAS Capital & Subcontractor Expenditure					
Total DAS and Non DAS Capital & Subcontractor Expenditure					

HSA #4 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

NCQA Expenditure Detail

DAS NCQA Expenditure	Unit price	Unit	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Menu planning and nutrition analysis	$1,967.03 /set	2.00	$3,934	$3,934	$3,934	$3,934	$15,736
Kitchen and food service monitoring	$616.91	4.00	$2,468	$2,468	$2,468	$2,468	$9,872
Congregate site monitoring	$263.67	48.00	$12,656	$12,656	$12,656	$12,656	$50,624
Nutrition education	$131.42	48.00	$6,308	$6,308	$6,308	$6,308	$25,232
Nutrition counseling (optional)	/hour						
In-service training	$295.05 /training	4.00	$1,180	$1,180	$1,180	$1,180	$4,720
Total DAS NCQA Expenditure			**$26,546**	**$26,546**	**$26,546**	**$26,546**	**$106,184**

Non DAS NCQA Expenditure	Unit price	Unit	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Menu planning and nutrition analysis	$491.76 /set	2.00	$984	$984	$984	$984	$3,936
Kitchen and food service monitoring	$154.23	4.00	$617	$617	$617	$617	$2,468
Congregate site monitoring	$65.92	48.00	$3,164	$3,164	$3,164	$3,164	$12,656
Nutrition education	$32.86	48.00	$1,577	$1,577	$1,577	$1,577	$6,308
Nutrition counseling (optional)	/hour						
In-service training	$73.76 /training	4.00	$295	$295	$295	$295	$1,180
Total Non DAS NCQA Expenditure			**$6,637**	**$6,637**	**$6,637**	**$6,637**	**$26,548**

Total DAS and Non DAS NCQA Expenditure	**$33,183**	**$33,183**	**$33,183**	**$33,183**	**$132,732**

HSA #4 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Appendix A - Services to be Provided
Russian American Community Services, Inc.
Congregate Nutrition Services for Older Adults
July 1, 2025 – June 30, 2029

I. Purpose

The purpose of this grant is to provide congregate nutrition services to older adults in an in-person congregate setting. Services include meals, nutrition education, nutrition risk screening, and opportunities for socialization. Congregate nutrition services support individuals to live independently in their own homes and communities, help ensure health and well-being through improved nutrition and reduced isolation and serve as an access point for other home and community-based services.

II. Definitions

Adult with a Disability	A person 18-59 years of age with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Congregate Nutrition Services	In-person nutrition services provided to eligible individuals in a group setting. This includes the procurement, preparation, transporting and serving of meals that meet nutrition requirements, as well as nutrition education, nutrition risk screening, and opportunities for socialization.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DAS Benefits and Resources Hub	A unit within DAS that is equipped to receive calls from the community and provide information, referrals, and assistance for older adults and adults with disabilities, caregivers, and community-based organizations. https://www.sfhsa.org/contact-us/locations/das-benefits-and-resources-hub
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: activities of daily living (ADL), and instrumental activities of daily living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
Food Security Screening	A two-question validated screening tool designed to assess an individual's food security status.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Grantee	Russian American Community Services, Inc.
HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)
LGBTQIA+	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.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for enrollment and/or participation is not means tested. Consumers self-report income status.
Menu Planning and Analysis	The development of a menu cycle that complies with the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP) and California Department of Aging (CDA) menu standards, as well as the nutrition requirements of meals. A Registered Dietitian must conduct a nutrient analysis to verify that the menu meets these standards and requirements. (CDA Program Memo 12-17, as amended; California Code of Regulations, Title 22, Section 7638.5)
NCQA	Nutrition Compliance and Quality Assurance are the required components of congregate, to-go, and home-delivered nutrition services that ensure program integrity and quality. These components include but are not limited to ensuring food safety; certifying menu compliance; providing nutrition education; confirming consumer eligibility; and assessing consumers' physiological, socioeconomic, and psychological well-being, as well as their need for nutrition and other supportive services. NCQA also includes nutrition counseling provided by a registered dietitian, when feasible and appropriate.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Nutrition Education Session	An intervention targeting participants and caregivers that involves the dissemination of information, instruction, or training to support food, nutrition, and physical activity choices and behaviors aimed at maintaining or improving health and addressing nutrition-related conditions. The content is consistent with the Dietary Guidelines for Americans (DGA), accurate, culturally sensitive, regionally appropriate, and takes personal preferences into account. Nutrition education sessions are overseen by a Registered Dietitian. Grantees are required to provide an education session at least quarterly for program participants and to record the provision of each session, including an estimated number of participants reached, in SF DAS GetCare. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate, to-go, and home-delivered nutrition services shall comply with the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI), as specified in California Code of Regulations, Title 22, Section 7638.5.
Nutrition Risk Screening	Completion of the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
OAA	Older Americans Act.
OCP	Office of Community Partnerships.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term “senior”.
Older Californians Nutrition Program Title III C1 and C2 (OCNP)	A program that provides nutrition services as authorized by the Older Americans Act of 1965, as amended, and is administered in accordance with the provisions of California Code of Regulations (CCR), Title 22, Chapter 4, Article 5, Section 7630, and was formerly known as the Elderly Nutrition Program (ENP).
Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	An individual who meets both of the following criteria: 1) Qualified as specified in Sections 2585 and 2586 of the Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years of age or older; used interchangeably with the term “older adult”.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

SF DAS GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
SFHSA	San Francisco Human Services Agency.
Socially Isolated	Having few social relationships and few people to interact with regularly.
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).*
Volunteer	A volunteer is an individual who offers their time and services willingly and without compensation to assist the grantee in various activities to support nutrition services.
Unduplicated Consumer (UDC)	An eligible individual who receives meals through the congregate nutrition services program and whose participation is documented in SF DAS GetCare by the grantee.
Unit of Service (UOS)	A meal provided to an eligible individual. Each meal shall provide one-third (1/3) of the DRI and comply with the most current Dietary Guidelines for Americans. (22 CCR 7638.5, 22 CCR 7638.7)

III. Target Populations

This program is designed to serve all people who can benefit from the services outlined in this Appendix, and particularly those demonstrating the greatest economic and social need. To ensure that the most vulnerable people are aware of and can benefit from this program, grantee shall ensure that program services are accessible to:

1. Persons with low to moderate income
2. Persons who are socially isolated
3. Persons with limited English-speaking proficiency
4. Persons from communities of color or communities that have historically been under-served
5. Members of the LGBTQIA+ community
6. Persons at risk of institutionalization

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

IV. Eligibility for Services

1. A person who is sixty (60) years of age or older (older adult).
2. The spouse or domestic partner of an older adult, regardless of age.
3. A person with a disability, under the age of sixty (60) who resides in housing facilities occupied primarily by older adults at which congregate nutrition services are provided.
4. A disabled individual who resides at home with and accompanies an older adult who participates in the program.
5. A volunteer under the age of sixty (60), if doing so will not deprive an older adult age sixty (60) or older of a meal.

V. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that comply with the nutrition and food service standards set forth by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, the California Department of Aging (CDA), the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP), and the requirements described in this Appendix A.
2. Grantee will provide meals to eligible individuals in a congregate group setting at designated meal site(s), which must be submitted to and pre-approved by DAS OCP. The grantee will ensure that all meal sites comply with applicable federal, state, and local regulations, including those related to restrooms, lighting, and ventilation. Congregate meal sites must be equipped with sturdy tables and chairs suitable for the target population, with tables arranged to promote accessibility and encourage socialization.
3. Grantee shall provide meals that comply with the California Department of Aging's (CDA) Older Californians Nutrition Program (OCNP) Menu Planning Guidance. Each meal must provide a minimum of one-third of the Dietary Reference Intakes (DRIs) and align with the current Dietary Guidelines for Americans. Meals shall be culturally appropriate for the target population(s) served and ready to consume. The grantee shall implement an offer versus serve (OVS) model for congregate meal service, allowing participants to select the food items they wish to eat, to reduce food waste.
4. Grantee will provide at least one (1) meal, five (5) days per week, at each DAS-approved congregate meal site and ensure that sites remain open for nutrition services for a minimum of one (1) hour, unless a lesser frequency or duration is approved by DAS OCP. The grantee will follow their DAS-approved site chart when operating congregate meal sites.
5. Grantee will implement a forecasting system to closely estimate demand and adjust meal production, accordingly, minimizing meal waste through regular reviews and adaptations based on actual consumption patterns. The grantee may introduce a consumer reservation system to help manage meal distribution and ensure sufficient availability. The reservation system must include a written policy and process to accommodate a specified number of walk-in consumers, and both the policy and process are subject to DAS OCP approval.
6. Grantee will serve meals in environmentally friendly containers that are reusable, biodegradable, compostable, and/or recyclable. The grantee will comply with the

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

City's Food Service Waste Reduction Ordinance (2007) and the Single-Use Food Ware Plastics Toxics and Litter Reduction Ordinance (2019).

7. Grantee will ensure that each congregate nutrition site has sufficient staff (paid or volunteer) with the appropriate education, experience, and cultural competency designated to oversee the day-to-day operations, with at least one staff member physically present on-site during meal service hours.
8. Grantee will manage all aspects of food service, including the procurement, preparation, transportation, delivery, and serving of food and meals. The grantee will ensure compliance with the standards established by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, and the San Francisco Department of Public Health (SFDPH) Environmental Health Branch. This includes but is not limited to the following:
    a. A food facility permit, also known as a health permit, is required for each facility involved in the preparation, handling, and/or serving of food to the public. In addition, the facility must provide a current health inspection report with a "pass" facility rating status, as issued by the Environmental Health Branch of the San Francisco Department of Public Health.
    b. A certified food safety manager must be on staff to oversee and manage the day-to-day operations of food service.
    c. All staff involved in the preparation, storage, serving, or handling of food and/or meals must engage in approved food safety training.
9. Grantee will ensure all program staff are oriented and trained to perform their assigned responsibilities and tasks. Training at minimum will include:
    a. Food safety, prevention of foodborne illness, and HACCP principles.
    b. Instructions on accident prevention, fire safety, first aid, choking, earthquake preparedness, and additional emergency procedures as relevant.
10. Grantee will provide a minimum of four (4) hours of annual training for paid and volunteer food service staff, including congregate and home-delivered meal staff. The grantee must develop, implement, and maintain a yearly training plan on file. The plan should include the individuals to be trained, the trainer(s), the training content, and the schedule. The content of the training must be reviewed and approved by a Registered Dietitian Nutritionist (RD/RDN). Training sessions will be evaluated by staff, and documentation, including evaluations and attendance records, must be kept on file by the grantee.
11. Grantee will provide the following NCQA activities:
    a. Menu planning and meal analysis shall be conducted twice per year and in accordance with CDA's OCNP Menu Planning Guidance. The grantee must submit the menu cycle with the nutrient analysis for review and approval by DAS OCP at least thirty (30) days in advance of use. The grantee will ensure that food substitutions to originally planned meals are documented and approved by Registered Dietitian Nutritionist (RD/RDN).
    b. HACCP central kitchen and food service monitoring at least once per quarter and a minimum of four (4) times during the fiscal year conducted and documented by Registered Dietitian Nutritionist (RD/RDN).
    c. Congregate meal site monitoring must occur at least once per quarter and a minimum of four (4) times during the fiscal year at each DAS OCP-approved congregate meal site. Monitoring must be conducted and documented by a

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

qualified staff member who, at minimum, is trained by either a certified food safety manager or a Registered Dietitian Nutritionist (RD/RDN).

d. Nutrition education sessions at least once per quarter and a minimum of four (4) times during the fiscal year at each DAS OCP approved congregate meal site. The grantee will record the delivery of nutrition education sessions in SF DAS GetCare and include the estimated number of participants.

12. Grantee will establish and maintain a consumer enrollment process that includes eligibility verification, the collection of required consumer data, completion of a nutrition risk screening using the DETERMINE checklist, and a two-question food security screening. The grantee will document consumer enrollment in the appropriate congregate nutrition program in SF DAS GetCare within one month of obtaining the data, ensuring all collected information is accurately recorded. Additionally, the grantee will establish a disenrollment process for consumers who stop participating in the congregate meal program.
13. Grantee will conduct annual nutrition risk and food security screenings for consumers who remain actively enrolled in the congregate nutrition program. These screenings must be completed each fiscal year a consumer is enrolled in the program. In addition to conducting the screenings, the grantee will reverify consumer data annually to ensure it is current and accurate. Screening results, along with verified and updated consumer data, must be documented in SF DAS GetCare within one month of receiving the information.
14. Grantee will offer consumers who receive a meal the opportunity to contribute to the cost of the meal, in accordance with DAS OCP Policy Memorandum No. 5. The grantee will develop a suggested contribution amount that considers the average income range of the consumers accessing the congregate meal program as well as the grantee's other sources of income. A sign will be posted near the contribution collection receptacle indicating the suggested contribution for eligible individuals and the fee for guests. The sign must clearly state that contributions are voluntary, there is no obligation to contribute, and meals will be provided regardless of whether a contribution is made. The contribution process must ensure confidentiality, with a secure container for collecting contributions. The grantee must also have written procedures in place to protect contributions and fees from loss, mishandling, and theft.
15. Grantee will have procedures in place to obtain the views of program participants about services received. At minimum, the grantee will develop and administer an annual consumer satisfaction survey to capture feedback on program outcomes and service quality. Both the survey tool and the administration plan must be reviewed and approved by DAS OCP prior to implementation. Feedback must be collected in a manner that ensures participant anonymity. The results will be shared with DAS OCP by March 15th of each grant year, or on a mutually agreed upon date.
16. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training annually, in accordance with the DAS OCP Policy Memorandum No. 45. Within 30 days of their start date, any new employee, subcontractor, or volunteer must also complete this training. The grantee will maintain records of completion. The grantee shall comply with the applicable privacy and security rules of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

17. Grantee will ensure that all program staff, regardless of position, receive initial training on elder abuse and mandated reporting. Program staff who interact with consumers must complete this training annually, in accordance with the DAS OCP Policy Memorandum No. 35.
18. Grantee shall develop a written grievance process for reviewing and resolving service concerns raised by consumers or their authorized representatives regarding DAS-funded programs and their employees or volunteers, in accordance with DAS OCP Policy Memorandum No. 33. This process must ensure that consumers have clearly established rights and due process for timely resolution of their concerns.
19. Grantee will ensure that DAS funding information is prominently displayed on its websites and publications related to the DAS-funded nutrition program, in accordance with DAS OCP Policy Memorandum No.47.
20. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
21. Grantee will arrange for the availability of food to participants during a major disaster where feasible and appropriate.

VI. Location and Time of Services

The grantee will provide congregate nutrition services in the City and County of San Francisco. The grantee, with approval from DAS OCP, will determine the location(s) and time(s) for the provision of congregate nutrition services.

VII. Service Objectives

On an annual basis, the grantee shall meet the following service objectives:

Table A	FY 25/26	FY 26/27	FY 27/28	FY 28/29
Number of Unduplicated Consumers (UDC)	200	200	200	200
Number of Meals	22,692	22,692	22,692	22,692

VIII. Outcome Objectives

Measured via a consumer survey with a sample size equal to or greater than the grantee's average daily number of meals served.

1. At least 75% of consumers report an increased consumption of fruits, vegetables, and/or whole grains.
2. At least 85% of consumers report feeling less worried about getting enough food to meet their needs.
3. At least 85% of consumers rate the quality of meals they receive as excellent or good.
4. At least 85% of consumers report feeling a greater sense of connection to their community.
5. At least 85% of consumers report that the food support they receive helps them live stably in the community.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

IX. Data Collection and Reporting Requirements

1. Grantee will provide a monthly report of activities, referencing the tasks described in Section VII & VIII- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month. The report will include, at a minimum: the number of consumers served, number of meals prepared and served, number of consumers denied services, and the amount of voluntary consumer contributions received.
2. Grantee will submit a quarterly report, along with supporting documentation, to DAS OCP detailing the HACCP activities conducted. Reports are due on the following dates: October 15th, January 15th, April 15th, and June 15th.
3. Grantee will provide an annual report summarizing the contract activities, referencing the tasks described in Section VII & VIII- Service 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 day of the month following the end of the program year.
4. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SFHSA no later than July 31st each year. The grantee must submit the report in the CARBON system.
5. Grantee will provide Ad Hoc reports as required by the Departments.
6. Pursuant to California Department of Aging requirements, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
7. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies "Focal Points" which are designed to help older adults and adults with disabilities connect to services throughout the City. These Focal Points are:

Name	Address	Phone
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-822-1444 x1200
Canon Kip Senior Center	705 Natoma, St San Francisco, 94103	415-487-3300
Chi Sing Community Center	3133 Taraval St, San Francisco, 94116	415-533-6859
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700
Downtown SF Senior Center	481 O'Farrell St, San Francisco, 94102	415-202-2982
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
Geneva Community Center	5050 Mission St., Suite C, San Francisco 94112	
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415-405-4672
Self-Help for the Elderly Social Services Department	829 Kearney St, San Francisco, 94133	415-677-7585
Toolworks	22 Battery St. Suite 300, San Francisco, 94111	415-733-0990
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

For assistance with reporting and contract requirements, please contact:

Gary.Hom@sfgov.org
Contract Manager, Office of Contract Management, SFHSA
or
Marina.Kan@sfgov.org
Program Analyst, DAS OCP

X. Monitoring Activities

1. Program Monitoring: Program monitoring will include review of consumer eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives; compliance with specific program standards and requirements; participant record collection and maintenance; reporting performance including monthly service unit reports on SF DAS GetCare; maintenance of service unit logs; agency and organization standards, including current organizational chart; evidence of annual Elder Abuse Reporting training provided to staff and volunteers; evidence of annual California Department of Aging (CDA) Security Awareness training provided to staff and volunteers; program operations, which includes a review of a written policies and procedures manual of all DAS OCP-funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation current and consistent with the site chart; a board of directors list and whether services are provided appropriately according to Sections III through VIII.

2. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, 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 the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster, and selected board minutes for compliance with the Sunshine Ordinance.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM

Name
Russian American Community Services

(Check One) New __X__ Renewal ____ Modification ____
If modification, Effective Date of Mod. No. of Mod.

Program: Congregate meals for (x) older adults or **( ) adults with disabilities**

Budget Reference Page No.(s)					
Program Term	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted	22,692	22,692	22,692	22,692	90,768
DAS Expenditures					
Salaries & Benefits	$185,632	$185,632	$185,632	$185,632	$742,528
Operating Expenses	$110,345	$110,345	$110,345	$110,345	$441,380
Subtotal	$295,977	$295,977	$295,977	$295,977	$1,183,908
Indirect Percentage (%)	15.00%	15.00%	15.00%	15.00%	15.00%
Indirect Cost	$44,396	$44,396	$44,396	$44,396	$177,584
Capital/Subcontractor Expenditures	$0	$0	$0	$0	$0
NCQA Expenditures	$5,500	$5,500	$5,500	$5,500	$22,000
Total DAS Expenditures	**$345,873**	**$345,873**	**$345,873**	**$345,873**	**$1,383,492**
Non DAS Expenditures					
Salaries & Benefits - Volunteers	$38,628	$38,628	$38,628	$38,628	$154,512
Salaries & Benefits	$4,209	$4,209	$4,209	$4,209	$16,836
Operating Expenses	$26,440	$26,440	$26,440	$26,440	$105,761
Indirect Percentage (%)	15.00%	15.00%	15.00%	15.00%	15.00%
Indirect Cost	$4,597	$4,597	$4,597	$4,597	$18,388
Capital/Subcontractor Expenditures	$0	$0	$0	$0	$0
NCQA Expenditures	$0	$0	$0	$0	$0
Total Non DAS Expenditures	**$69,665**	**$69,665**	**$69,665**	**$69,665**	**$278,660**
TOTAL DAS AND NON DAS EXPEDITURES	**$415,538**	**$415,538**	**$415,538**	**$415,538**	**$1,662,152**
DAS Revenues					
Meals- General Fund	$340,373	$340,373	$340,373	$340,373	$1,361,492
Meals- State Fund					$0
Meals- Federal Fund					$0
					$0
					$0
					$0
NCQA Fund	$5,500	$5,500	$5,500	$5,500	$22,000
Total DAS Revenue	**$345,873**	**$345,873**	**$345,873**	**$345,873**	**$1,383,492**
PER MEAL COST, DAS	$15.00	$15.00	$15.00	$15.00	$15.00
PER MEAL COST (with NCQA), DAS	$15.24	$15.24	$15.24	$15.24	$15.24
Non DAS Revenues					
Project Income	$24,960	$24,960	$24,960	$24,960	$99,840
Agency Cash- Fundraising	$6,077	$6,077	$6,077	$6,077	$24,308
Agency In-kind Volunteer	$38,628	$38,628	$38,628	$38,628	$154,512
In Kind rent					$0
					$0
					$0
NCQA Revenue					$0
Total Non DAS Revenue	**$69,665**	**$69,665**	**$69,665**	**$69,665**	**$278,660**
PER MEAL COST, Non DAS	$3.07	$3.07	$3.07	$3.07	$3.07
PER MEAL COST (with NCQA), Non DAS	$3.07	$3.07	$3.07	$3.07	$3.07
TOTAL DAS AND NON DAS REVENUE	**$415,538**	**$415,538**	**$415,538**	**$415,538**	**$1,662,152**
PER MEAL COST, Total	$18.07	$18.07	$18.07	$18.07	$18.07
PER MEAL COST (with NCQA), Total	$18.31	$18.31	$18.31	$18.31	$18.31
Full Time Equivalent (FTE)	1.07	1.07	1.07	1.07	4.29

Prepared by: Date:

HSA-CO Review Signature: _____

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

$44,370

64%

DAS Salaries & Benefits		Agency Totals		HSA Program		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Nutritional Service and Education Coordinat	Anna Possokhova	$58,464	0.0720	100.00%	0	$0	$0	$0	$0	$0
Program Coordinator	Vera DuBois	$50,112	0.224	100.00%	0.224	$11,225	$11,225	$11,225	$11,225	$44,900
Chef	Vladimir Krilov	$58,986	0.24	100.00%	0.24	$14,157	$14,157	$14,157	$14,157	$56,628
Sous-Chef	Deris Dias	$56,898	0.2813	100.00%	0.28	$16,005	$16,005	$16,005	$16,005	$64,020
Cook	Ivan Bogomolov	$52,200	0.282	100.00%	0.282	$14,720	$14,720	$14,720	$14,720	$58,880
Prep Cook, I	Tadevush Usovich	$44,892	0.2813	100.00%	0.2813	$12,628	$12,628	$12,628	$12,628	$50,512
Dish Washer	Maria Miron	$44,370	0.5600	100.00%	0.5600	$24,847	$24,847	$24,847	$24,847	$99,388
Prep Cook, II	Aleksei Mironov	$46,980	0.3	100.00%	0.3	$14,094	$14,094	$14,094	$14,094	$56,376
Kitchen Aid	Ludmila Kulkova	$44,370	0.32	100.00%	0.32	$14,198	$14,198	$14,198	$14,198	$56,792
DR Hostess, Program assistant	Tetiana Domaieva	$51,156	0.544	100.00%	0.544	$27,829	$27,829	$27,829	$27,829	$111,316
					0					
Totals		$508,428	$3.1046		$3.0326	$149,703	$149,703	$149,703	$149,703	$598,812
Fringe Benefits Rate		24.00%								
Employee Fringe Benefits		$122,023				$35,929	$35,929	$35,929	$35,929	$143,716
Total DAS Salaries and Benefits		$630,451				**$185,632**	**$185,632**	**$185,632**	**$185,632**	**$742,528**

Non DAS Salaries & Benefits		Agency Totals		HSA Program		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Congregate program volunteers		$38,628	1.00	100.00%	1.00	$38,628	$38,628	$38,628	$38,628	$154,512
Menu planning	Anna Possokhova	$58,464	0.0720	100.00%	0.07	$4,209	$4,209	$4,209	$4,209	$16,836
					0.00	$0	$0	$0	$0	$0
					0.00	$0	$0	$0	$0	$0
					0.00	$0	$0	$0	$0	$0
					0.00	$0	$0	$0	$0	$0
					0.00	$0	$0	$0	$0	$0
					0.00	$0	$0	$0	$0	$0
					0.00	$0	$0	$0	$0	$0
					0.00	$0	$0	$0	$0	$0
Totals		$97,092	1.07	200.00%	1.07	$42,837	$42,837	$42,837	$42,837	$171,348
Fringe Benefits Rate		0.00%								
Employee Fringe Benefits		$0				$0	$0	$0	$0	$0
Total Non DAS Salaries and Benefits		$97,092				**$42,837**	**$42,837**	**$42,837**	**$42,837**	**$171,348**
Total DAS and Non DAS Salaries and Benefits		$727,543				**$228,469**	**$228,469**	**$228,469**	**$228,469**	**$913,876**

HSA #2 **2/20/2025**

Program: Congregate meals for (x) older adults or ( ) adults with disabilities
(Same as Line 11 on HSA #1)

Operating Expense Detail

			FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted			22,692	22,692	22,692	22,692	90,768
DAS Operating Expenses							
Expenditure Category							
Rental of Property							$0
Utilities (Elec, Water, Gas, Phone, Garbage)							$0
Office Supplies, Postage							$0
Building Maintenance Supplies and Repair							$0
Printing and Reproduction							$0
Insurance							$0
Staff Training							$0
Staff Travel-(Local & Out of Town)							$0
Rental of Equipment							$0
Food Cost							
Raw Food	*per meal*	*$4.38*	$99,300	$99,300	$99,300	$99,300	$397,200
Cong Food Svc Supplies	*per meal*	*$0.49*	$11,045	$11,045	$11,045	$11,045	$44,180
Catered Meals	*per meal*	*$0.00*	$0	$0	$0	$0	$0
							$0
							$0
Consultant							
Consultant A							$0
							$0
							$0
Other							
							$0
							$0
							$0
							$0
							$0
							$0
Total DAS Operating Expenses			**$110,345**	**$110,345**	**$110,345**	**$110,345**	**$441,380**
Non DAS Operating Expenses							
Expenditure Category							
Rental of Property							$0
Utilities (Elec, Water, Gas, Phone, Garbage)			$12,800	$12,800	$12,800	$12,800	$51,200
Office Supplies, Postage			$904	$904	$904	$904	$3,617
Building Maintenance Supplies and Repair			$5,760	$5,760	$5,760	$5,760	$23,040
Equipment Repair & Maint			$1,536	$1,536	$1,536	$1,536	$6,144
Insurance			$5,440	$5,440	$5,440	$5,440	$21,760
Staff Training							$0
Staff Travel-(Local & Out of Town)							$0
Rental of Equipment							$0
Food Cost							
Raw Food	*per meal*	*$0.00*					$0
Cong Food Svc Supplies	*per meal*	*$0.00*					$0
Catered Meals	*per meal*						$0
							$0
							$0
Consultant							
Consultant A							$0
							$0
							$0
Other							
							$0
							$0
							$0
							$0
							$0
							$0
Total Non DAS Operating Expenses			**$26,440**	**$26,440**	**$26,440**	**$26,440**	**$105,761**
Total DAS and Non DAS Operating Expenses			**$136,785**	**$136,785**	**$136,785**	**$136,785**	**$547,141**

HSA #3 **2/20/2025**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

NCQA Expenditure Detail

DAS NCQA Expenditure	Unit price		Unit	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Menu planning and nutrition analysis	$ 900.00	/set	1	$900	$900	$900	$900	$3,600
Kitchen and food service monitoring	$ 700.00		2	$1,400	$1,400	$1,400	$1,400	$5,600
Congregate site monitoring	$ 400.00		4	$1,600	$1,600	$1,600	$1,600	$6,400
Nutrition education	$ 200.00		4	$800	$800	$800	$800	$3,200
Nutrition counseling (optional)		/hour	0	$0	$0	$0	$0	$0
In-service training	$ 200.00	/training	4	$800	$800	$800	$800	$3,200
Total DAS NCQA Expenditure				**$5,500**	**$5,500**	**$5,500**	**$5,500**	**$22,000**

Non DAS NCQA Expenditure	Unit price		Unit	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Menu planning and nutrition analysis	$0.00	/set	0	$0	$0	$0	$0	$0
Kitchen and food service monitoring	$0.00		0	$0	$0	$0	$0	$0
Congregate site monitoring	$0.00		0	$0	$0	$0	$0	$0
Nutrition education	$0.00		0	$0	$0	$0	$0	$0
Nutrition counseling (optional)		/hour	0					
In-service training	$0.00	/training	0.00	$0	$0	$0	$0	$0
Total Non DAS NCQA Expenditure				**$0**	**$0**	**$0**	**$0**	**$0**

Total DAS and Non DAS NCQA Expenditure	**$5,500**	**$5,500**	**$5,500**	**$5,500**	**$22,000**

HSA #4 **2/20/2025**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Nutrition Partner	Meal Site	Population Served	Address	Zip Code	Neighborhood (as described by provider)	Meal Site Phone #	Sup. District #	Days Open (Consumer advised to	Meal Hours (Consumer advised to verify)	Cuisine type (as described by provider)
Bayview Senior Services	Alice Griffith Community	Older Adults and Adults with Disabilities	2700 Arelious St.	94124	Bayview	(415) 841-1086	10	Mon - Fri	12:00pm-1:00pm	American Southern Lunch
Bayview Senior Services	Armstrong Senior Center	Older Adults and Adults with Disabilities	5600 3rd Street	94124	Bayview	(415) 822-1260	10	Mon - Fri	12:00pm-1:00pm	American Southern Lunch
Bayview Senior Services	Dr. Davis Senior Center	Older Adults and Adults with Disabilities	1753 Carroll Ave.	94124	Bayview	(415) 822-1444	10	Mon-Sat	12:00pm-1:30pm	American-Southern Lunch
Bayview Senior Services	Rosa Parks Senior Center	Older Adults and Adults with Disabilities	1111 Buchanan St.	94105	Western Addition	(415) 292-3474	5	Mon-Fri	12:00pm-1:00pm	American-Southern Lunch
Bayview Senior Services	Samoan Community Development Center	Older Adults and Adults with Disabilities	290 Malosi St.	94134	Bayview	(415) 841-1086	10	Tue - Thu	12:00pm-1:00pm	Samoan Lunch
Bayview Senior Services	Western Addition Senior Center	Older Adults and Adults with Disabilities	1390 – 1/2 Turk St.	94105	Western Addition	(415) 921-7805	5	Mon - Fri	12:00pm-1:30pm	American-Southern Lunch
Centro Latino de San Francisco	Centro Latino de San Francisco/Los Mayores	Older Adults and Adults with Disabilities	1656 - 15th St.	94103	Mission	(415) 861-8758	9	Mon-Sat	11:30am-1:00pm	American-Latinx lunch
Centro Latino de San Francisco	Edwin M. Lee Apartments	Older Adults and Adults with Disabilities	1150 3rd Street	94158	Bayview	(415) 655-7250 x 460	6	Mon-Sat	11:30am-12:30pm	American-Latinx lunch
Centro Latino de San Francisco	Maceo May	Older Adults and Adults with Disabilities	55 Cravath Street	94130	Treasure Island	(415)834-0341	6	Mon - Fri	11:30am - 12:30pm	American-Latinx Lunch
Centro Latino de San Francisco	Minna Lee	Older Adults and Adults with Disabilities	149 6th Street	94103	South of Market	(415)487-3300	6	Mon - Fri	11:30am - 12:30pm	American-Latinx Lunch
Centro Latino de San Francisco	Mission Neighborhood Center	Older Adults and Adults with Disabilities	362 Capp St.	94110	Mission	(415) 206-7750	9	Mon-Sat	12:00pm-1:00pm	American-Latinx lunch
Centro Latino de San Francisco	Star Hotel	Older Adults and Adults with Disabilities	2176 Mission Street	94110	Mission	(415) 776-3474 X 101	9	Mon-Fri	11:30am-12:30pm	American-Latinx lunch
Centro Latino de San Francisco	John W. Paulson Veterans Community (Swords to Plowshares)	Older Adults and Adults with Disabilities	1030 Girard Road	94129	Presidio	(415) 561-2610	2	Mon-Sat	4:30pm-5:30pm	American-Latinx dinner
Centro Latino de San Francisco	Veterans Commons (Swords to Plowshares)	Older Adults and Adults with Disabilities	150 Otis Street	94103	Mission	(415) 252-4787	6	Mon-Sat	11:30am-12:30pm	American-Latinx lunch
Centro Latino de San Francisco	Veterans Community Center	Older Adults and Adults with Disabilities	1060 Howard Street	94103	South of Market	(415)252-4788	6	Mon - Sat	2:00pm - 3:00pm	American-Latinx lunch
Episcopal Community Services	Canon Kip Senior Center	Older Adults and Adults with Disabilities	705 Natoma St.	94103	South of Market	(415) 487-3300 x 6211	6	Mon-Fri	11:00am-12:30pm	Multicultural
Episcopal Community Services	1064/1066 Mission	Older Adults and Adults with Disabilities	1064 Mission St.	94103	South of Market	(415) 487-3300 x 6211	6	Mon-Sun	11:30am-12:30pm	Multicultural
Episcopal Community Services	Granada Hotel	Older Adults and Adults with Disabilities	1000 Sutter St.	94109	Lower Nob Hill	(415) 487-3300 x 6211	3	Mon-Sun	12:30pm-1:30pm	Multicultural
Glide Foundation	Glide	Older Adults and Adults with Disabilities	330 Ellis Street	94102	Tenderloin	(415) 674-6042	5	Mon-Sun	7:30am-9:00am	American breakfast
Kimochi	Kimochi Home	Older Adults only	1531 Sutter Street	94115	Western Addition	(415) 922-9972	5	Mon-Fri	11:30am-12:30pm	Japanese lunch
Kimochi	Kimochi Senior Center	Older Adults only	1840 Sutter Street	94115	Western Addition	(415) 931-2294	5	Mon-Fri	11:30am-12:30pm	Japanese lunch
Project Open Hand	Aquatic Park Branch -San Francisco Senior Center	Older Adults and Adults with Disabilities	890 Beach St.	94109	Russian Hill	(415) 528-3068	2	Mon-Fri	11:30am-12:30pm	Multicultural lunch
Project Open Hand	Castro Senior Center	Older Adults and Adults with Disabilities	110 Diamond Street	94114	Castro	(415) 940-4491	8	Mon-Fri	11:30am-12:30pm	Multicultural lunch
Project Open Hand	Curry Senior Center	Breakfast - Older adults only Lunch - Older adults only	333 Turk St.	94102	Tenderloin	(415) 528-3068	5	Mon-Fri	Breakfast 8:30am-9:30am Lunch 10:30am-12:30pm	Multicultural breakfast Multicultural lunch
Project Open Hand	Downtown Branch -San Francisco Senior Center	Breakfast - Older adults only Lunch - Older adults and Adults with Disabilities	481 O'Farrell St.	94102	Tenderloin	(415) 528-3068	5	Mon-Fri	Breakfast 9:00am-10:00am Lunch 11:00am-12:00pm	Multicultural breakfast Multicultural lunch
Project Open Hand	Ruth Brinker / Takeout Center	Older Adults and Adults with Disabilities	730 Polk Street	94109	Tenderloin	(415) 940-4491	5	Mon-Fri	10:30am-12:30pm	Multicultural lunch
Project Open Hand	Richmond Senior Center	Older Adults and Adults with Disabilities	6221 Geary Blvd.,3rd Floor	94121	Richmond	(415) 528-3068	1	Mon-Fri	11:30am-12:30pm	Multicultural lunch
Project Open Hand	Stanford Hotel (Swords to Plowshares)	Older Adults and Adults with Disabilities	250 Kearny Street	94108	Financial District	(415) 528-3068	3	Mon-Fri	11:30am-12:30pm	Multicultural lunch
Project Open Hand	Telegraph Hill Neighborhood Center	Older Adults and Adults with Disabilities	660 Lombard Street	94133	North Beach	(415) 940-4491	3	Mon-Fri	11:30am-12:30pm	Multicultural lunch
Project Open Hand	Visitacion Valley Community Center	Older Adults and Adults with Disabilities	66 Raymond Ave.	94134	Visitacion Valley	(415) 940-4491	10	Mon-Fri	11:30am-12:30pm	Multicultural lunch
Project Open Hand	Pomeroy Recreation and Rehabilitation Center	Older Adults and Adults with Disabilities	207 Skyline Blvd	94132	Lakeshore	(415) 940-4490	7	Mon-Fri	11:30am-12:30pm	Multicultural lunch
Russian American Community Services	Russian American Community Services	Older Adults and Adults with Disabilities	300 Anza St.	94118	Richmond	(415) 387-5336	2	Mon-Fri	10:30am-1:00pm	Russian lunch

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Appendix A - Services to be Provided
Bayview Hunters Point Multipurpose Senior Services
Congregate Nutrition Services for Adults with Disabilities
July 1, 2025 – June 30, 2029

I. Purpose

The purpose of this grant is to provide congregate nutrition services to adults with disabilities living in the City and County of San Francisco in an in-person congregate setting. Services include meals, nutrition education, nutrition risk screening, and opportunities for socialization. Congregate nutrition services support individuals to live independently in their own homes and communities, help ensure health and well-being through improved nutrition and reduced isolation and serve as an access point for other home and community-based services.

II. Definitions

Grantee	Bayview Hunters Point Multipurpose Senior Services
Adult with a Disability	A person 18-59 years of age with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Congregate Nutrition Services	In-person nutrition services provided to eligible individuals in a group setting. This includes the procurement, preparation, transporting and serving of meals that meet nutrition requirements, as well as nutrition education, nutrition risk screening, and opportunities for socialization.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DAS Benefits and Resources Hub	A unit within DAS that is equipped to receive calls from the community and provide information, referrals, and assistance for older adults and adults with disabilities, caregivers, and community-based organizations. https://www.sfhsa.org/contact-us/locations/das-benefits-and-resources-hub
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: activities of daily living (ADL), and instrumental activities of daily living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
Food Security Screening	A two-question validated screening tool designed to assess an individual's food security status.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)
LGBTQIA+	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.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for enrollment and/or participation is not means tested. Consumers self-report income status.
Menu Planning and Analysis	The development of a menu cycle that complies with the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP) and California Department of Aging (CDA) menu standards, as well as the nutrition requirements of meals. A Registered Dietitian must conduct a nutrient analysis to verify that the menu meets these standards and requirements. (CDA Program Memo 12-17, as amended; California Code of Regulations, Title 22, Section 7638.5)
NCQA	Nutrition Compliance and Quality Assurance are the required components of congregate, to-go, and home-delivered nutrition services that ensure program integrity and quality. These components include but are not limited to ensuring food safety; certifying menu compliance; providing nutrition education; confirming consumer eligibility; and assessing consumers' physiological, socioeconomic, and psychological well-being, as well as their need for nutrition and other supportive services. NCQA also includes nutrition counseling provided by a registered dietitian, when feasible and appropriate.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Nutrition Education Session	An intervention targeting participants and caregivers that involves the dissemination of information, instruction, or training to support food, nutrition, and physical activity choices and behaviors aimed at maintaining or improving health and addressing nutrition-related conditions. The content is consistent with the Dietary Guidelines for Americans (DGA), accurate, culturally sensitive, regionally appropriate, and takes personal preferences into account. Nutrition education sessions are overseen by a Registered Dietitian. Grantees are required to provide an education session at least quarterly for program participants and to record the provision of each session(s), including an estimated number of participants reached, in SF DAS GetCare. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate, to-go, and home-delivered nutrition services shall comply with the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI), as specified in California Code of Regulations, Title 22, Section 7638.5.
Nutrition Risk Screening	Completion of the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
OAA	Older Americans Act
OCP	Office of Community Partnerships.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term “senior”.
Older Californians Nutrition Program Title III C1 and C2 (OCNP)	A program that provides nutrition services as authorized by the Older Americans Act of 1965, as amended, and is administered in accordance with the provisions of California Code of Regulations (CCR), Title 22, Chapter 4, Article 5, Section 7630, and was formerly known as the Elderly Nutrition Program (ENP).
Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	An individual who meets both of the following criteria: 1) Qualified as specified in Sections 2585 and 2586 of the Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years of age or older; used interchangeably with the term “older adult”.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

SF DAS GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
SFHSA	San Francisco Human Services Agency
Socially Isolated	Having few social relationships and few people to interact with regularly.
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).*
Volunteer	A volunteer is an individual who offers their time and services willingly and without compensation to assist the grantee in various activities to support nutrition services.
Unduplicated Consumer (UDC)	An eligible individual who receives meals through the congregate nutrition services program and whose participation is documented in SF DAS GetCare by the grantee.
Unit of Service (UOS)	A meal provided to an eligible individual. Each meal shall provide one-third (1/3) of the DRI and comply with the most current Dietary Guidelines for Americans. (22 CCR 7638.5, 22 CCR 7638.7)

III. Target Populations

This program is designed to serve all people who can benefit from the services outlined in this Appendix, and particularly those demonstrating the greatest economic and social need. To ensure that the most vulnerable people are aware of and can benefit from this program, grantee shall ensure that program services are accessible to:

1. Persons with low to moderate income
2. Persons who are socially isolated
3. Persons with limited English-speaking proficiency
4. Persons from communities of color or communities that have historically been under-served
5. Members of the LGBTQIA+ community
6. Persons at risk of institutionalization

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

IV. Eligibility for Services

1. A person 18-59 years of age with a disability, and
2. A resident of San Francisco.
3. A spouse or domestic partner accompanying an eligible adult with a disability at the meal program regardless of age.

V. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that comply with the nutrition and food service standards set forth by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, the California Department of Aging (CDA), the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP), and the requirements described in this Appendix A.
2. Grantee will provide meals to eligible individuals in a congregate group setting at designated meal site(s), which must be submitted to and pre-approved by DAS OCP. The grantee will ensure that all meal sites comply with applicable federal, state, and local regulations, including those related to restrooms, lighting, and ventilation. Congregate meal sites must be equipped with sturdy tables and chairs suitable for the target population, with tables arranged to promote accessibility and encourage socialization.
3. Grantee shall provide meals that comply with the California Department of Aging's (CDA) Older Californians Nutrition Program (OCNP) Menu Planning Guidance. Each meal must provide a minimum of one-third of the Dietary Reference Intakes (DRIs) and align with the current Dietary Guidelines for Americans. Meals shall be culturally appropriate for the target population(s) served and ready to consume. The grantee shall implement an offer versus serve (OVS) model for congregate meal service, allowing participants to select the food items they wish to eat, to reduce food waste.
4. Grantee will provide at least one (1) meal, five (5) days per week, at each DAS-approved congregate meal site and ensure that sites remain open for nutrition services for a minimum of one (1) hour, unless a lesser frequency or duration is approved by DAS OCP. The grantee will follow their DAS-approved site chart when operating congregate meal sites.
5. Grantee will implement a forecasting system to closely estimate demand and adjust meal production, accordingly, minimizing meal waste through regular reviews and adaptations based on actual consumption patterns. The grantee may introduce a consumer reservation system to help manage meal distribution and ensure sufficient availability. The reservation system must include a written policy and process to accommodate a specified number of walk-in consumers, and both the policy and process are subject to DAS OCP approval.
6. Grantee will serve meals in environmentally friendly containers that are reusable, biodegradable, compostable, and/or recyclable. The grantee will comply with the City's Food Service Waste Reduction Ordinance (2007) and the Single-Use Food Ware Plastics Toxics and Litter Reduction Ordinance (2019).
7. Grantee will ensure that each congregate nutrition site has sufficient staff (paid or volunteer) with the appropriate education, experience, and cultural competency

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

designated to oversee the day-to-day operations, with at least one staff member physically present on-site during meal service hours.

8. Grantee will manage all aspects of food service, including the procurement, preparation, transportation, delivery, and serving of food and meals. The grantee will ensure compliance with the standards established by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, and the San Francisco Department of Public Health (SFDPH) Environmental Health Branch. This includes but is not limited to the following:
    a. A food facility permit, also known as a health permit, is required for each facility involved in the preparation, handling, and/or serving of food to the public. In addition, the facility must provide a current health inspection report with a "pass" facility rating status, as issued by the Environmental Health Branch of the San Francisco Department of Public Health.
    b. A certified food safety manager must be on staff to oversee and manage the day-to-day operations of food service.
    c. All staff involved in the preparation, storage, serving or handling of food and/or meals must engage in approved food safety training.
9. Grantee will ensure all program staff are oriented and trained to perform their assigned responsibilities and tasks. Training at minimum will include:
    a. Food safety, prevention of foodborne illness, and HACCP principles.
    b. Instructions on accident prevention, fire safety, first aid, choking, earthquake preparedness, and additional emergency procedures as relevant.
10. Grantee will provide a minimum of four (4) hours of annual training for paid and volunteer food service staff, including congregate and home-delivered meal staff. The grantee must develop, implement, and maintain a yearly training plan on file. The plan should include the individuals to be trained, the trainer(s), the training content, and the schedule. The content of the training must be reviewed and approved by a Registered Dietitian Nutritionist (RD/RDN). Training sessions will be evaluated by staff, and documentation, including evaluations and attendance records, must be kept on file by the grantee.
11. Grantee will provide the following NCQA activities:
    a. Menu planning and meal analysis shall be conducted twice per year and in accordance with CDA's OCNP Menu Planning Guidance. The grantee must submit the menu cycle with the nutrient analysis for review and approval by DAS OCP at least thirty (30) days in advance of use. The grantee will ensure that food substitutions to originally planned meals are documented and approved by Registered Dietitian Nutritionist (RD/RDN).
    b. HACCP central kitchen and food service monitoring at least once per quarter and a minimum of four (4) times during the fiscal year conducted and documented by Registered Dietitian Nutritionist (RD/RDN).
    c. Congregate meal site monitoring must occur at least once per quarter and a minimum of four (4) times during the fiscal year at each DAS OCP-approved congregate meal site. Monitoring must be conducted and documented by a qualified staff member who, at minimum, is trained by either a certified food safety manager or a Registered Dietitian Nutritionist (RD/RDN).

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

d. Nutrition education sessions at least once per quarter and a minimum of four (4) times during the fiscal year at each DAS OCP approved congregate meal site. The grantee will record the delivery of nutrition education sessions in SF DAS GetCare and include the estimated number of participants.

12. Grantee will establish and maintain a consumer enrollment process that includes eligibility verification, the collection of required consumer data, completion of a nutrition risk screening using the DETERMINE checklist, and a two-question food security screening. The grantee will document consumer enrollment in the appropriate congregate nutrition program in SF DAS GetCare within one month of obtaining the data, ensuring all collected information is accurately recorded. Additionally, the grantee will establish a disenrollment process for consumers who stop participating in the congregate meal program.
13. Grantee will conduct annual nutrition risk and food security screenings for consumers who remain actively enrolled in the congregate nutrition program. These screenings must be completed each fiscal year a consumer is enrolled in the program. In addition to conducting the screenings, the grantee will reverify consumer data annually to ensure it is current and accurate. Screening results, along with verified and updated consumer data, must be documented in SF DAS GetCare within one month of receiving the information.
14. Grantee will offer consumers who receive a meal the opportunity to contribute to the cost of the meal, in accordance with DAS OCP Policy Memorandum No. 5. The grantee will develop a suggested contribution amount that considers the average income range of the consumers accessing the congregate meal program as well as the grantee's other sources of income. A sign will be posted near the contribution collection receptacle indicating the suggested contribution for eligible individuals and the fee for guests. The sign must clearly state that contributions are voluntary, there is no obligation to contribute, and meals will be provided regardless of whether a contribution is made. The contribution process must ensure confidentiality, with a secure container for collecting contributions. The grantee must also have written procedures in place to protect contributions and fees from loss, mishandling, and theft.
15. Grantee will have procedures in place to obtain the views of program participants about services received. At minimum, the grantee will develop and administer an annual consumer satisfaction survey to capture feedback on program outcomes and service quality. Both the survey tool and the administration plan must be reviewed and approved by DAS OCP prior to implementation. Feedback must be collected in a manner that ensures participant anonymity. The results will be shared with DAS OCP by March 15th of each grant year, or on a mutually agreed upon date.
16. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training annually, in accordance with the DAS OCP Policy Memorandum No. 45. Within 30 days of their start date, any new employee, subcontractor, or volunteer must also complete this training. The grantee will maintain records of completion. The grantee shall comply with the applicable privacy and security rules of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

17. Grantee will ensure that all program staff, regardless of position, receive initial training on elder abuse and mandated reporting. Program staff who interact with consumers must complete this training annually, in accordance with the DAS OCP Policy Memorandum No. 35.
18. Grantee shall develop a written grievance process for reviewing and resolving service concerns raised by consumers or their authorized representatives regarding DAS-funded programs and their employees or volunteers, in accordance with DAS OCP Policy Memorandum No. 33. This process must ensure that consumers have clearly established rights and due process for timely resolution of their concerns.
19. Grantee will ensure that DAS funding information is prominently displayed on its websites and publications related to the DAS-funded nutrition program, in accordance with DAS OCP Policy Memorandum No.47.
20. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
21. Grantee will arrange for the availability of food to participants during a major disaster where feasible and appropriate.

VI. Location and Time of Services

The grantee will provide congregate nutrition services in the City and County of San Francisco. The grantee, with approval from DAS OCP, will determine the location(s) and time(s) for the provision of congregate nutrition services.

VII. Service Objectives

On an annual basis, the grantee shall meet the following service objectives:

Table A	FY 25/26	FY 26/27	FY 27/28	FY 28/29
Number of Unduplicated Consumers (UDC)	180	180	180	180
Number of Meals	16,109	16,109	16,109	16,109

VIII. Outcome Objectives

Measured via a consumer survey with a sample size equal to or greater than the grantee's average daily number of meals served.

1. At least 75% of consumers report an increased consumption of fruits, vegetables, and/or whole grains.
2. At least 85% of consumers report feeling less worried about getting enough food to meet their needs.
3. At least 85% of consumers rate the quality of meals they receive as excellent or good.
4. At least 85% of consumers report feeling a greater sense of connection to their community.
5. At least 85% of consumers report that the food support they receive helps them live stably in the community.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

IX. Data Collection and Reporting Requirements

1. Grantee will provide a monthly report of activities, referencing the tasks described in Section VII & VIII- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month. The report will include, at a minimum: the number of consumers served, number of meals prepared and served, number of consumers denied services, and the amount of voluntary consumer contributions received.
2. Grantee will submit a quarterly report, along with supporting documentation, to DAS OCP detailing the HACCP activities conducted. Reports are due on the following dates: October 15th, January 15th, April 15th, and June 15th.
3. Grantee will provide an annual report summarizing the contract activities, referencing the tasks described in Section VII & VIII- Service 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 day of the month following the end of the program year.
4. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SFHSA no later than July 31st each year. The grantee must submit the report in the CARBON system.
5. Grantee will provide Ad Hoc reports as required by the Departments.
6. Pursuant to California Department of Aging requirements, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
7. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies “Focal Points” which are designed to help older adults and adults with disabilities connect to services throughout the City. These Focal Points are:

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Name	Address	Phone
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-822-1444 x1200
Canon Kip Senior Center	705 Natoma, St San Francisco, 94103	415-487-3300
Chi Sing Community Center	3133 Taraval St, San Francisco, 94116	415-533-6859
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700
Downtown SF Senior Center	481 O'Farrell St, San Francisco, 94102	415-202-2982
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
Geneva Community Center	5050 Mission St., Suite C, San Francisco 94112	
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415-405-4672
Self-Help for the Elderly Social Services Department	829 Kearney St, San Francisco, 94133	415-677-7585
Toolworks	22 Battery St. Suite 300, San Francisco, 94111	415-733-0990
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828

For assistance with reporting and contract requirements, please contact:

gary.g.hong@sfgov.org
Contract Manager, Office of Contract Management, SFHSA
or
julie.hibarger@sfgov.org
Program Analyst, DAS OCP

X. Monitoring Activities

1. Program Monitoring: Program monitoring will include review of consumer eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives; compliance with specific program standards and requirements; participant record collection and maintenance; reporting performance including monthly service unit reports on SF DAS GetCare; maintenance of service unit logs; agency and organization standards, including current organizational chart; evidence of annual Elder Abuse Reporting training to staff and volunteers; evidence of annual California Department of Aging (CDA) Security Awareness training to staff and volunteers; program operations, which includes a review of a written policies and procedures manual of all DAS OCP-funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation current and consistent with the site chart; a board of directors list and whether services are provided appropriately according to Sections III through VIII.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

2. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, 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 the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster, and selected board minutes for compliance with the Sunshine Ordinance.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM

Budget Reference Page No.(s)
Bayview Senior Services

(Check One) New __X__ Renewal ____ Modification ____
If modification, Effective Date of Mod. No. of Mod.

Program: Congregate meals for (x) older adults or **( ) adults with disabilities**

Budget Reference Page No.(s)						
Program Term	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total	cost/meal
Annual # Meals Contracted	16,109	16,109	16,109	16,109	64,436	
DAS Expenditures						
Salaries & Benefits	$65,521	$64,767	$64,767	$64,767	$259,822	$4.03
Operating Expenses	$111,110	$111,866	$111,866	$111,866	$446,708	$6.93
Subtotal	$176,631	$176,633	$176,633	$176,633	$706,530	$10.96
Indirect Percentage (%)	13.00%	13.00%	13.00%	13.00%	13.00%	
Indirect Cost	$22,959	$22,957	$22,957	$22,957	$91,830	$1.43
Capital/Subcontractor Expenditures						
NCQA Expenditures						
Total DAS Expenditures	**$199,590**	**$199,590**	**$199,590**	**$199,590**	**$798,360**	$12.39
Non DAS Expenditures						
Salaries & Benefits	$5,682	$6,130	$6,130	$6,130	$24,072	$0.37
Operating Expenses	$4,027	$4,027	$4,027	$4,027	$16,108	$0.25
Capital/Subcontractor Expenditures						
NCQA Expenditures						
Total Non DAS Expenditures	**$9,709**	**$10,157**	**$10,157**	**$10,157**	**$40,180**	$0.62
TOTAL DAS AND NON DAS EXPEDITURES	**$209,299**	**$209,747**	**$209,747**	**$209,747**	**$838,540**	$13.01
DAS Revenues						
Meals- General Fund	$199,590	$199,590	$199,590	$199,590	$798,360	$12.39
Meals- State Fund						
Meals- Federal Fund						
NCQA Fund						
Total DAS Revenue	**$199,590**	**$199,590**	**$199,590**	**$199,590**	**$798,360**	$12.39
PER MEAL COST, DAS	$12.39	$12.39	$12.39	$12.39	$12.39	
PER MEAL COST (with NCQA), DAS	$12.39	$12.39	$12.39	$12.39	$12.39	
Non DAS Revenues						
Project Income	$289	$289	$289	$289	$1,156	$0.02
Agency Cash- Fundraising	$1,423	$1,423	$1,423	$1,423	$5,692	$0.09
Agency In-kind Volunteer	$3,970	$3,970	$3,970	$3,970	$15,880	$0.25
Food bank Donation	$4,027	$4,027	$4,027	$4,027	$16,108	$0.25
NCQA Revenue						
Total Non DAS Revenue	**$9,709**	**$9,709**	**$9,709**	**$9,709**	**$38,836**	$0.60
PER MEAL COST, Non DAS	$0.60	$0.60	$0.60	$0.60	$0.60	
PER MEAL COST (with NCQA), Non DAS	$0.60	$0.60	$0.60	$0.60	$0.60	

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

TOTAL DAS AND NON DAS REVENUE	**$209,299**	**$209,299**	**$209,299**	**$209,299**	**$837,196**	$12.99
PER MEAL COST, Total	$12.99	$12.99	$12.99	$12.99	$12.99	
PER MEAL COST (with NCQA), Total	$12.99	$12.99	$12.99	$12.99	$12.99	
Full Time Equivalent (FTE)	13.88	13.88	13.88	13.88	55.50	
Prepared by: Cathy Davis					Date:	
HSA-CO Review Signature:						
HSA #1					**10/25/2016**	

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Salaries & Benefits Detail

DAS Salaries & Benefits		Agency Totals		HSA Program FY25-26		HSA Program FY26-29		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Executive Chef	Charles Adams	$101,670	1.00	7.25%	0.07	7.82%	0.08	$7,371	$7,951	$7,951	$7,951	$31,224
Kitchen Manager	Allen Young	$77,126	1.00	7.25%	0.07	7.82%	0.08	$5,592	$6,031	$6,031	$6,031	$23,685
Cook	Willina Bennett	$49,275	1.00	7.25%	0.07	7.82%	0.08	$3,572	$3,853	$3,853	$3,853	$15,131
Kitchen Assistant	Darinell Collier	$55,099	1.00	7.25%	0.07	7.82%	0.08	$3,995	$4,309	$4,309	$4,309	$16,922
Dr Davis Site Manager	Shantel Lumse	$46,904	1.00	7.25%	0.07	7.82%	0.08	$3,401	$3,668	$3,668	$3,668	$14,405
WASC Site Manager	David Malone	$51,605	1.00	7.25%	0.07	7.82%	0.08	$3,741	$4,036	$4,036	$4,036	$15,849
Cook	Javier Gonzale	$47,715	1.00	7.25%	0.07	7.82%	0.08	$3,459	$3,731	$3,731	$3,731	$14,652
Kitchen Assistant	Manuel Castro	$47,133	1.00	7.25%	0.07	6.00%	0.06	$3,417	$2,828	$2,828	$2,828	$11,901
Food Service Assistant	Nana Lulio	$42,120	1.00	7.25%	0.07	7.82%	0.08	$3,054	$3,294	$3,294	$3,294	$12,936
Food Service Assistant	TBD	$47,133	1.00	7.25%	0.07	7.82%	0.08	$3,417				$3,417
Kitchen Assistant	Iakopo Manu	$47,133	1.00	7.25%	0.07	7.82%	0.08	$3,417	$3,686	$3,686	$3,686	$14,475
Driver	Antoine Porter	$53,934	1.00	7.25%	0.07	7.82%	0.08	$3,910	$4,218	$4,218	$4,218	$16,564
Driver (5hr/day)	Toney Befford	$45,344	0.63	7.25%	0.05	7.82%	0.05	$2,055	$2,216	$2,216	$2,216	$8,703
Totals		$565,780	12.63	72.50%	0.92	1.00	0.97	$50,401	$49,821	$49,821	$49,821	$199,864
Fringe Benefits Rate		30.00%										
Employee Fringe Benefits		$169,734						$15,120	$14,946	$14,946	$14,946	$59,958
Total DAS Salaries and Benefits		$735,514						**$65,521**	**$64,767**	**$64,767**	**$64,767**	**$259,822**

Non DAS Salaries & Benefits		Agency Totals		HSA Program FY 25-26		HSA Program FY26-29		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Volunteer		$42,120	1.00	7.25%	0.07	7.82%	0.08	$3,054	$3,294	$3,294	$3,294	$12,936
Data Management	Dena Madrid	$72,675	0.25	7.25%	0.02	7.82%	0.02	$1,317	$1,421	$1,421	$1,421	$5,580
Totals		$114,795	1.25	14.50%	0.09			$4,371	$4,715	$4,715	$4,715	$18,516
Fringe Benefits Rate		30.00%										
Employee Fringe Benefits		$34,439						$1,311	$1,415	$1,415	$1,415	$5,556
Total Non DAS Salaries and Benefits		$149,234						**$5,682**	**$6,130**	**$6,130**	**$6,130**	**$24,072**
Total DAS and Non DAS Salaries and Benefits		$884,748						**$71,203**	**$70,897**	**$70,897**	**$70,897**	**$283,894**

HSA #2 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Operating Expense Detail

			FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted			16,109	16,109	16,109	16,109	64,436
DAS Operating Expenses							
Expenditure Category							
Rental of Property			$538	$580	$580	$580	$2,278
Utilities (Elec, Water, Gas, Phone, Garbage)			$4,025	$4,341	$4,341	$4,341	$17,048
Office Supplies, Postage			$174	$188	$188	$188	$738
Building Maintenance Supplies and Repair			$2,001	$2,158	$2,158	$2,158	$8,475
Printing and Reproduction							
Insurance							
Staff Training			$174	$188	$188	$188	$738
Staff Travel-(Local & Out of Town)							
Rental of Equipment			$72	$78	$78	$78	$306
Food Cost							
Raw Food	*per meal*	*$5.30*	$85,378	$85,378	$85,378	$85,378	$341,512
Cong Food Svc Supplies	*per meal*	*$1.00*	$16,109	$16,109	$16,109	$16,109	$64,436
Catered Meals	*per meal*						
Consultant							
Consultant A							
Other							
Gas and Car rental			$1,740	$1,876	$1,876	$1,876	$7,368
Small Equipment			$725	$782	$782	$782	$3,071
DMV			$174	$188	$188	$188	$738
Total DAS Operating Expenses			**$111,110**	**$111,866**	**$111,866**	**$111,866**	**$446,708**
Non DAS Operating Expenses							
Expenditure Category							
Rental of Property							
Utilities (Elec, Water, Gas, Phone, Garbage)							
Office Supplies, Postage							
Building Maintenance Supplies and Repair							
Printing and Reproduction							
Insurance							
Staff Training							
Staff Travel-(Local & Out of Town)							
Rental of Equipment							
Food Cost							
Raw Food	*per meal*	*$0.25*	$4,027	$4,027	$4,027	$4,027	$16,108
Cong Food Svc Supplies	*per meal*						
Catered Meals	*per meal*						

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Consultant					
Consultant A					
Other					
Total Non DAS Operating Expenses	**$4,027**	**$4,027**	**$4,027**	**$4,027**	**$16,108**
Total DAS and Non DAS Operating Expenses	**$115,137**	**$115,893**	**$115,893**	**$115,893**	**$462,816**

HSA #3 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Appendix A - Services to be Provided
Centro Latino de San Francisco
Congregate Nutrition Services for Adults with Disabilities
July 1, 2025 – June 30, 2029

I. Purpose

The purpose of this grant is to provide congregate nutrition services to adults with disabilities living in the City and County of San Francisco in an in-person congregate setting. Services include meals, nutrition education, nutrition risk screening, and opportunities for socialization. Congregate nutrition services support individuals to live independently in their own homes and communities, help ensure health and well-being through improved nutrition and reduced isolation and serve as an access point for other home and community-based services.

II. Definitions

Adult with a Disability	A person 18-59 years of age with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Congregate Nutrition Services	In-person nutrition services provided to eligible individuals in a group setting. This includes the procurement, preparation, transporting and serving of meals that meet nutrition requirements, as well as nutrition education, nutrition risk screening, and opportunities for socialization.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DAS Benefits and Resources Hub	A unit within DAS that is equipped to receive calls from the community and provide information, referrals, and assistance for older adults and adults with disabilities, caregivers, and community-based organizations. https://www.sfhsa.org/contact-us/locations/das-benefits-and-resources-hub
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: activities of daily living (ADL), and instrumental activities of daily living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
Food Security Screening	A two-question validated screening tool designed to assess an individual's food security status.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Grantee	Centro Latino de San Francisco
HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)
LGBTQIA+	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.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for enrollment and/or participation is not means tested. Consumers self-report income status.
Menu Planning and Analysis	The development of a menu cycle that complies with the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP) and California Department of Aging (CDA) menu standards, as well as the nutrition requirements of meals. A Registered Dietitian must conduct a nutrient analysis to verify that the menu meets these standards and requirements. (CDA Program Memo 12-17, as amended; California Code of Regulations, Title 22, Section 7638.5)
NCQA	Nutrition Compliance and Quality Assurance are the required components of congregate, to-go, and home-delivered nutrition services that ensure program integrity and quality. These components include but are not limited to ensuring food safety; certifying menu compliance; providing nutrition education; confirming consumer eligibility; and assessing consumers' physiological, socioeconomic, and psychological well-being, as well as their need for nutrition and other supportive services. NCQA also includes nutrition counseling provided by a registered dietitian, when feasible and appropriate.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Nutrition Education Session	An intervention targeting participants and caregivers that involves the dissemination of information, instruction, or training to support food, nutrition, and physical activity choices and behaviors aimed at maintaining or improving health and addressing nutrition-related conditions. The content is consistent with the Dietary Guidelines for Americans (DGA), accurate, culturally sensitive, regionally appropriate, and takes personal preferences into account. Nutrition education sessions are overseen by a Registered Dietitian. Grantees are required to provide an education session at least quarterly for program participants and to record the provision of each session(s), including an estimated number of participants reached, in SF DAS GetCare. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate, to-go, and home-delivered nutrition services shall comply with the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI), as specified in California Code of Regulations, Title 22, Section 7638.5.
Nutrition Risk Screening	Completion of the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
OAA	Older Americans Act
OCP	Office of Community Partnerships.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term “senior”.
Older Californians Nutrition Program Title III C1 and C2 (OCNP)	A program that provides nutrition services as authorized by the Older Americans Act of 1965, as amended, and is administered in accordance with the provisions of California Code of Regulations (CCR), Title 22, Chapter 4, Article 5, Section 7630, and was formerly known as the Elderly Nutrition Program (ENP).
Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	An individual who meets both of the following criteria: 1) Qualified as specified in Sections 2585 and 2586 of the Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years of age or older; used interchangeably with the term “older adult”.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

SF DAS GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
SFHSA	San Francisco Human Services Agency
Socially Isolated	Having few social relationships and few people to interact with regularly.
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).*
Volunteer	A volunteer is an individual who offers their time and services willingly and without compensation to assist the grantee in various activities to support nutrition services.
Unduplicated Consumer (UDC)	An eligible individual who receives meals through the congregate nutrition services program and whose participation is documented in SF DAS GetCare by the grantee.
Unit of Service (UOS)	A meal provided to an eligible individual. Each meal shall provide one-third (1/3) of the DRI and comply with the most current Dietary Guidelines for Americans. (22 CCR 7638.5, 22 CCR 7638.7)

III. Target Populations

This program is designed to serve all people who can benefit from the services outlined in this Appendix, and particularly those demonstrating the greatest economic and social need. To ensure that the most vulnerable people are aware of and can benefit from this program, grantee shall ensure that program services are accessible to:

1. Persons with low to moderate income
2. Persons who are socially isolated
3. Persons with limited English-speaking proficiency
4. Persons from communities of color or communities that have historically been under-served
5. Members of the LGBTQIA+ community
6. Persons at risk of institutionalization

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

IV. Eligibility for Services

1. A person 18-59 years of age with a disability, and
2. A resident of San Francisco.
3. A spouse or domestic partner accompanying an eligible adult with a disability at the meal program regardless of age.

V. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that comply with the nutrition and food service standards set forth by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, the California Department of Aging (CDA), the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP), and the requirements described in this Appendix A.
2. Grantee will provide meals to eligible individuals in a congregate group setting at designated meal site(s), which must be submitted to and pre-approved by DAS OCP. The grantee will ensure that all meal sites comply with applicable federal, state, and local regulations, including those related to restrooms, lighting, and ventilation. Congregate meal sites must be equipped with sturdy tables and chairs suitable for the target population, with tables arranged to promote accessibility and encourage socialization.
3. Grantee shall provide meals that comply with the California Department of Aging's (CDA) Older Californians Nutrition Program (OCNP) Menu Planning Guidance. Each meal must provide a minimum of one-third of the Dietary Reference Intakes (DRIs) and align with the current Dietary Guidelines for Americans. Meals shall be culturally appropriate for the target population(s) served and ready to consume. The grantee shall implement an offer versus serve (OVS) model for congregate meal service, allowing participants to select the food items they wish to eat, to reduce food waste.
4. Grantee will provide at least one (1) meal, five (5) days per week, at each DAS-approved congregate meal site and ensure that sites remain open for nutrition services for a minimum of one (1) hour, unless a lesser frequency or duration is approved by DAS OCP. The grantee will follow their DAS-approved site chart when operating congregate meal sites.
5. Grantee will implement a forecasting system to closely estimate demand and adjust meal production, accordingly, minimizing meal waste through regular reviews and adaptations based on actual consumption patterns. The grantee may introduce a consumer reservation system to help manage meal distribution and ensure sufficient availability. The reservation system must include a written policy and process to accommodate a specified number of walk-in consumers, and both the policy and process are subject to DAS OCP approval.
6. Grantee will serve meals in environmentally friendly containers that are reusable, biodegradable, compostable, and/or recyclable. The grantee will comply with the City's Food Service Waste Reduction Ordinance (2007) and the Single-Use Food Ware Plastics Toxics and Litter Reduction Ordinance (2019).
7. Grantee will ensure that each congregate nutrition site has sufficient staff (paid or volunteer) with the appropriate education, experience, and cultural competency

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

designated to oversee the day-to-day operations, with at least one staff member physically present on-site during meal service hours.

8. Grantee will manage all aspects of food service, including the procurement, preparation, transportation, delivery, and serving of food and meals. The grantee will ensure compliance with the standards established by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, and the San Francisco Department of Public Health (SFDPH) Environmental Health Branch. This includes but is not limited to the following:
    a. A food facility permit, also known as a health permit, is required for each facility involved in the preparation, handling, and/or serving of food to the public. In addition, the facility must provide a current health inspection report with a "pass" facility rating status, as issued by the Environmental Health Branch of the San Francisco Department of Public Health.
    b. A certified food safety manager must be on staff to oversee and manage the day-to-day operations of food service.
    c. All staff involved in the preparation, storage, serving or handling of food and/or meals must engage in approved food safety training.
9. Grantee will ensure all program staff are oriented and trained to perform their assigned responsibilities and tasks. Training at minimum will include:
    a. Food safety, prevention of foodborne illness, and HACCP principles.
    b. Instructions on accident prevention, fire safety, first aid, choking, earthquake preparedness, and additional emergency procedures as relevant.
10. Grantee will provide a minimum of four (4) hours of annual training for paid and volunteer food service staff, including congregate and home-delivered meal staff. The grantee must develop, implement, and maintain a yearly training plan on file. The plan should include the individuals to be trained, the trainer(s), the training content, and the schedule. The content of the training must be reviewed and approved by a Registered Dietitian Nutritionist (RD/RDN). Training sessions will be evaluated by staff, and documentation, including evaluations and attendance records, must be kept on file by the grantee.
11. Grantee will provide the following NCQA activities:
    a. Menu planning and meal analysis shall be conducted twice per year and in accordance with CDA's OCNP Menu Planning Guidance. The grantee must submit the menu cycle with the nutrient analysis for review and approval by DAS OCP at least thirty (30) days in advance of use. The grantee will ensure that food substitutions to originally planned meals are documented and approved by Registered Dietitian Nutritionist (RD/RDN).
    b. HACCP central kitchen and food service monitoring at least once per quarter and a minimum of four (4) times during the fiscal year conducted and documented by Registered Dietitian Nutritionist (RD/RDN).
    c. Congregate meal site monitoring must occur at least once per quarter and a minimum of four (4) times during the fiscal year at each DAS OCP-approved congregate meal site. Monitoring must be conducted and documented by a qualified staff member who, at minimum, is trained by either a certified food safety manager or a Registered Dietitian Nutritionist (RD/RDN).
    d. Nutrition education sessions at least once per quarter and a minimum of four (4) times during the fiscal year at each DAS OCP approved congregate meal site.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

The grantee will record the delivery of nutrition education sessions in SF DAS GetCare and include the estimated number of participants.

12. Grantee will establish and maintain a consumer enrollment process that includes eligibility verification, the collection of required consumer data, completion of a nutrition risk screening using the DETERMINE checklist, and a two-question food security screening. The grantee will document consumer enrollment in the appropriate congregate nutrition program in SF DAS GetCare within one month of obtaining the data, ensuring all collected information is accurately recorded. Additionally, the grantee will establish a disenrollment process for consumers who stop participating in the congregate meal program.
13. Grantee will conduct annual nutrition risk and food security screenings for consumers who remain actively enrolled in the congregate nutrition program. These screenings must be completed each fiscal year a consumer is enrolled in the program. In addition to conducting the screenings, the grantee will reverify consumer data annually to ensure it is current and accurate. Screening results, along with verified and updated consumer data, must be documented in SF DAS GetCare within one month of receiving the information.
14. Grantee will offer consumers who receive a meal the opportunity to contribute to the cost of the meal, in accordance with DAS OCP Policy Memorandum No. 5. The grantee will develop a suggested contribution amount that considers the average income range of the consumers accessing the congregate meal program as well as the grantee's other sources of income. A sign will be posted near the contribution collection receptacle indicating the suggested contribution for eligible individuals and the fee for guests. The sign must clearly state that contributions are voluntary, there is no obligation to contribute, and meals will be provided regardless of whether a contribution is made. The contribution process must ensure confidentiality, with a secure container for collecting contributions. The grantee must also have written procedures in place to protect contributions and fees from loss, mishandling, and theft.
15. Grantee will have procedures in place to obtain the views of program participants about services received. At minimum, the grantee will develop and administer an annual consumer satisfaction survey to capture feedback on program outcomes and service quality. Both the survey tool and the administration plan must be reviewed and approved by DAS OCP prior to implementation. Feedback must be collected in a manner that ensures participant anonymity. The results will be shared with DAS OCP by March 15th of each grant year, or on a mutually agreed upon date.
16. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training annually, in accordance with the DAS OCP Policy Memorandum No. 45. Within 30 days of their start date, any new employee, subcontractor, or volunteer must also complete this training. The grantee will maintain records of completion. The grantee shall comply with the applicable privacy and security rules of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
17. Grantee will ensure that all program staff, regardless of position, receive initial training on elder abuse and mandated reporting. Program staff who interact with consumers must complete this training annually, in accordance with the DAS OCP Policy Memorandum No. 35.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

18. Grantee shall develop a written grievance process for reviewing and resolving service concerns raised by consumers or their authorized representatives regarding DAS-funded programs and their employees or volunteers, in accordance with DAS OCP Policy Memorandum No. 33. This process must ensure that consumers have clearly established rights and due process for timely resolution of their concerns.
19. Grantee will ensure that DAS funding information is prominently displayed on its websites and publications related to the DAS-funded nutrition program, in accordance with DAS OCP Policy Memorandum No.47.
20. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
21. Grantee will arrange for the availability of food to participants during a major disaster where feasible and appropriate.

VI. Location and Time of Services

The grantee will provide congregate nutrition services in the City and County of San Francisco. The grantee, with approval from DAS OCP, will determine the location(s) and time(s) for the provision of congregate nutrition services.

VII. Service Objectives

On an annual basis, the grantee shall meet the following service objectives:

Table A	FY 25/26	FY 26/27	FY 27/28	FY 28/29
Number of Unduplicated Consumers (UDC)	281	281	281	281
Number of Meals	34,258	34,258	34,258	34,258

VIII. Outcome Objectives

Measured via a consumer survey with a sample size equal to or greater than the grantee's average daily number of meals served.

1. At least 75% of consumers report an increased consumption of fruits, vegetables, and/or whole grains.
2. At least 85% of consumers report feeling less worried about getting enough food to meet their needs.
3. At least 85% of consumers rate the quality of meals they receive as excellent or good.
4. At least 85% of consumers report feeling a greater sense of connection to their community.
5. At least 85% of consumers report that the food support they receive helps them live stably in the community.

IX. Data Collection and Reporting Requirements

1. Grantee will provide a monthly report of activities, referencing the tasks described in Section VII & VIII- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month. The report will include, at a minimum: the number of consumers served, number of meals prepared

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

and served, number of consumers denied services, and the amount of voluntary consumer contributions received.

2. Grantee will submit a quarterly report, along with supporting documentation, to DAS OCP detailing the HACCP activities conducted. Reports are due on the following dates: October 15th, January 15th, April 15th, and June 15th.
3. Grantee will provide an annual report summarizing the contract activities, referencing the tasks described in Section VII & VIII- Service 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 day of the month following the end of the program year.
4. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SFHSA no later than July 31st each year. The grantee must submit the report in the CARBON system.
5. Grantee will provide Ad Hoc reports as required by the Departments.
6. Pursuant to California Department of Aging requirements, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
7. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies "Focal Points" which are designed to help older adults and adults with disabilities connect to services throughout the City. These Focal Points are:

Name	Address	Phone
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-822-1444 x1200
Canon Kip Senior Center	705 Natoma, St San Francisco, 94103	415-487-3300
Chi Sing Community Center	3133 Taraval St, San Francisco, 94116	415-533-6859
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700
Downtown SF Senior Center	481 O'Farrell St, San Francisco, 94102	415-202-2982
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
Geneva Community Center	5050 Mission St., Suite C, San Francisco 94112	
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415-405-4672
Self-Help for the Elderly Social Services Department	829 Kearney St, San Francisco, 94133	415-677-7585
Toolworks	22 Battery St. Suite 300, San Francisco, 94111	415-733-0990
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828

For assistance with reporting and contract requirements, please contact:

Gary.Hom@sfgov.org
Contract Manager, Office of Contract Management, SFHSA

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

or
Marina.Kan@sfgov.org
Program Analyst, DAS OCP

X. Monitoring Activities

1. Program Monitoring: Program monitoring will include review of consumer eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives; compliance with specific program standards and requirements; participant record collection and maintenance; reporting performance including monthly service unit reports on SF DAS GetCare; maintenance of service unit logs; agency and organization standards, including current organizational chart; evidence of annual Elder Abuse Reporting training to staff and volunteers; evidence of annual California Department of Aging (CDA) Security Awareness training to staff and volunteers; program operations, which includes a review of a written policies and procedures manual of all DAS OCP-funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation current and consistent with the site chart; a board of directors list and whether services are provided appropriately according to Sections III through VIII.

2. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, 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 the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster, and selected board minutes for compliance with the Sunshine Ordinance.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM

Name
Centro Latino de San Francisco

(Check One) New __X__ Renewal ____ Modification ____
If modification, Effective Date of Mod. No. of Mod.

Program: DINE-IN Congregate meals for ( ) older adults or **(x) adults with disabilities**

Budget Reference Page No.(s)					
Program Term	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted	34,258	34,258	34,258	34,258	137,032
DAS Expenditures					
Salaries & Benefits	$150,349	$150,349	$150,349	$150,349	$601,396
Operating Expenses	$133,249	$133,249	$133,249	$133,249	$532,996
Subtotal	$283,598	$283,598	$283,598	$283,598	$1,134,392
Indirect Percentage (%)	15.00%	15.00%	15.00%	15.00%	15.00%
Indirect Cost	$42,540	$42,540	$42,540	$42,540	$170,160
Capital/Subcontractor Expenditures	$0	$0	$0	$0	$0
NCQA Expenditures	$0	$0	$0	$0	$0
Total DAS Expenditures	**$326,138**	**$326,138**	**$326,138**	**$326,138**	**$1,304,552**
Non DAS Expenditures					
Salaries & Benefits	$27,589	$27,589	$27,589	$27,589	$110,356
Operating Expenses	$1,680	$1,680	$1,680	$1,680	$6,720
Capital/Subcontractor Expenditures	$0	$0	$0	$0	$0
NCQA Expenditures	$0	$0	$0	$0	$0
Total Non DAS Expenditures	**$29,269**	**$29,269**	**$29,269**	**$29,269**	**$117,076**
TOTAL DAS AND NON DAS EXPENDITURES	**$355,407**	**$355,407**	**$355,407**	**$355,407**	**$1,421,628**
DAS Revenues					
Meals- General Fund	$326,138	$326,138	$326,138	$326,138	$1,304,552
Meals- State Fund	$0	$0	$0	$0	$0
Meals- Federal Fund	$0	$0	$0	$0	$0
					$0
					$0
					$0
NCQA Fund					$0
Total DAS Revenue	**$326,138**	**$326,138**	**$326,138**	**$326,138**	**$1,304,552**
PER MEAL COST, DAS	$9.52	$9.52	$9.52	$9.52	$9.52
PER MEAL COST (with NCQA), DAS	$9.52	$9.52	$9.52	$9.52	$9.52
Non DAS Revenues					
Project Income	$1,680	$1,680	$1,680	$1,680	$6,720
Agency Cash- Fundraising					$0
Agency In-kind Volunteer	$27,589	$27,589	$27,589	$27,589	$110,356
					$0
					$0
					$0
NCQA Revenue					$0
Total Non DAS Revenue	**$29,269**	**$29,269**	**$29,269**	**$29,269**	**$117,076**
PER MEAL COST, Non DAS	$0.85	$0.85	$0.85	$0.85	$0.85
PER MEAL COST (with NCQA), Non DAS	$0.85	$0.85	$0.85	$0.85	$0.85
TOTAL DAS AND NON DAS REVENUE	**$355,407**	**$355,407**	**$355,407**	**$355,407**	**$1,421,628**
PER MEAL COST, Total	$10.37	$10.37	$10.37	$10.37	$10.37
PER MEAL COST (with NCQA), Total	$10.37	$10.37	$10.37	$10.37	$10.37
Full Time Equivalent (FTE)	31.30	31.30	31.30	31.30	125.20

Prepared by: Date:

HSA-CO Review Signature: _____

HSA #1 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Salaries & Benefits Detail

DAS Salaries & Benefits		Agency Totals		HSA Program		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Executive Director	Gloria Bonilla	$93,600	1.00	4.73%	0.05	$0	$0	$0	$0	$0
Accountant/HR	Olivia Riano	$65,499	1.00	2.25%	0.02	$0	$0	$0	$0	$0
Associate Director & Naturalization M	Jacob Simons	$83,200	0.00	0.00%	0.00	$0	$0	$0	$0	$0
Nutrition Program Manager	Jose Omar Romero	$66,560	1.00	7.94%	0.08	$5,285	$5,285	$5,285	$5,285	$21,140
Executive Cook	TBD	$56,160	1.00	20.00%	0.20	$11,232	$11,232	$11,232	$11,232	$44,928
Cook	Cruz Mercado	$52,000	1.00	12.89%	0.13	$6,703	$6,703	$6,703	$6,703	$26,812
Cook	Ana Rodriguez	$52,000	1.00	10.36%	0.10	$5,387	$5,387	$5,387	$5,387	$21,548
HDM Driver II	Procorro Rodriguez	$35,880	1.00	7.30%	0.07	$2,619	$2,619	$2,619	$2,619	$10,476
HDM Driver II	Joaquin Olivar	$35,880	1.00	9.79%	0.10	$3,513	$3,513	$3,513	$3,513	$14,052
Driver III/Site Manager Ed Lee	Sandro Garcia	$49,920	1.00	17.50%	0.18	$8,736	$8,736	$8,736	$8,736	$34,944
Driver Site Manager Veterans Acader	TBD	$35,880	1.00	19.66%	0.20	$7,054	$7,054	$7,054	$7,054	$28,216
Dishwasher/Janitor I	Domingo Castaned	$43,680	1.00	9.91%	0.10	$4,329	$4,329	$4,329	$4,329	$17,316
Dishwasher/Janitor II	Juan Irias	$34,944	1.00	10.97%	0.11	$3,833	$3,833	$3,833	$3,833	$15,332
CLSF Food Server/Prep	Gloria Esperanza A	$47,840	1.00	10.54%	0.11	$5,042	$5,042	$5,042	$5,042	$20,168
Site Manager MNC	Juana Ivonne Olm	$52,000	1.00	8.38%	0.08	$4,358	$4,358	$4,358	$4,358	$17,432
Server MNC & Prep/Janitor	Yensi Molina	$45,760	1.00	5.29%	0.05	$2,421	$2,421	$2,421	$2,421	$9,684
Site Manager STAR Hotel	Gisela Venegas	$25,116	1.00	15.61%	0.16	$3,921	$3,921	$3,921	$3,921	$15,684
Server STAR & Prep	Zoila Palacios	$21,840	1.00	50.68%	0.51	$11,069	$11,069	$11,069	$11,069	$44,276
Site Manager Minna Lee/V.C.C.	Roger Martinez	$36,608	1.00	8.38%	0.08	$3,068	$3,068	$3,068	$3,068	$12,272
Site Manager Veterans Commons	Jessi Arguello	$43,680	1.00	21.23%	0.21	$9,273	$9,273	$9,273	$9,273	$37,092
Server JWP/Food Prep	Maria Hernandez	$32,760	1.00	8.38%	0.08	$2,745	$2,745	$2,745	$2,745	$10,980
Server Ed Lee & Prep	Carolina Cervantes	$28,392	1.00	10.84%	0.11	$3,078	$3,078	$3,078	$3,078	$12,312
Site Manager Maceo May	Norland Estrada	$47,840	1.00	9.49%	0.09	$4,540	$4,540	$4,540	$4,540	$18,160
Server Maceo May and Prep	Juana Maria Lopez	$45,760	1.00	10.62%	0.11	$4,860	$4,860	$4,860	$4,860	$19,440
Social Worker & Activities Facilitator	Mabrisa Rodriguez	$60,320	1.00	6.53%	0.07	$3,939	$3,939	$3,939	$3,939	$15,756
Social Worker Assist/Intake	TBD	$39,000	1.00	5.91%	0.06	$2,305	$2,305	$2,305	$2,305	$9,220
Social Worker/HDM Coordinator	Veronica Lacayo	$60,450	1.00	3.18%	0.03	$1,922	$1,922	$1,922	$1,922	$7,688
Nutritionist	TBD	$15,600	1.00	20.70%	0.21	$3,229	$3,229	$3,229	$3,229	$12,916
Totals		$1,308,169	27.00	329.06%	3.29	$124,461	$124,461	$124,461	$124,461	$497,844
Fringe Benefits Rate		20.80%								
Employee Fringe Benefits		$272,099				$25,888	$25,888	$25,888	$25,888	$103,552
Total DAS Salaries and Benefits		$1,580,268				**$150,349**	**$150,349**	**$150,349**	**$150,349**	**$601,396**

Non DAS Salaries & Benefits		Agency Totals		HSA Program		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Food Packing		$41,704	0.63	17%	0.10	$4,344	$4,344	$4,344	$4,344	$17,376
Food Packing		$41,704	0.63	17%	0.10	$4,344	$4,344	$4,344	$4,344	$17,376
Food Service		$41,704	0.20	8%	0.02	$696	$696	$696	$696	$2,784
Food Service		$41,704	0.20	8%	0.02	$696	$696	$696	$696	$2,784
Food Service		$38,833	0.70	17%	0.12	$4,530	$4,530	$4,530	$4,530	$18,120
Food Service		$38,833	0.70	17%	0.12	$4,530	$4,530	$4,530	$4,530	$18,120
Office Admin		$41,704	0.75	17%	0.13	$5,213	$5,213	$5,213	$5,213	$20,852
Office Admin		$38,833	0.50	17%	0.08	$3,236	$3,236	$3,236	$3,236	$12,944
					0.00	$0	$0	$0	$0	$0
					0.00	$0	$0	$0	$0	$0
Totals		$325,019	4.30	116.70%	0.68	$27,589	$27,589	$27,589	$27,589	$110,356
Fringe Benefits Rate		0.00%								
Employee Fringe Benefits		$0				$0	$0	$0	$0	$0
Total Non DAS Salaries and Benefits		$325,019				**$27,589**	**$27,589**	**$27,589**	**$27,589**	**$110,356**
Total DAS and Non DAS Salaries and Benefits		$1,905,287				**$177,938**	**$177,938**	**$177,938**	**$177,938**	**$711,752**

HSA #2 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Operating Expense Detail

			FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted			34,258	34,258	34,258	34,258	137,032
DAS Operating Expenses							
Expenditure Category							
Rental of Property			$0	$0	$0	$0	$0
Utilities (Elec, Water, Gas, Phone, Garbage)			$6,225	$6,225	$6,225	$6,225	$24,900
Office Supplies, Postage			$1,254	$1,254	$1,254	$1,254	$5,016
Building Maintenance Supplies and Repair			$7,499	$7,499	$7,499	$7,499	$29,996
Printing and Reproduction			$1,250	$1,250	$1,250	$1,250	$5,000
Insurance			$2,100	$2,100	$2,100	$2,100	$8,400
Staff Training			$575	$575	$575	$575	$2,300
Staff Travel-(Local & Out of Town)			$250	$250	$250	$250	$1,000
Rental of Equipment			$0	$0	$0	$0	$0
Food Cost							
Raw Food	*per meal*	*$2.54*	$87,015	$87,015	$87,015	$87,015	$348,060
Cong Food Svc Supplies	*per meal*	*$0.54*	$18,499	$18,499	$18,499	$18,499	$73,996
Catered Meals	*per meal*	*$0.00*	$0	$0	$0	$0	$0
							$0
							$0
Consultant							
Your Part Time Controller							$0
							$0
							$0
Other							
Vehicle Cost			$8,582	$8,582	$8,582	$8,582	$34,328
Payroll Service							$0
							$0
							$0
							$0
Total DAS Operating Expenses			**$133,249**	**$133,249**	**$133,249**	**$133,249**	**$532,996**
Non DAS Operating Expenses							
Expenditure Category							
Rental of Property							$0
Utilities (Elec, Water, Gas, Phone, Garbage)							$0
Office Supplies, Postage							$0
Building Maintenance Supplies and Repair							$0
Printing and Reproduction							$0
Insurance							$0
Staff Training							$0
Staff Travel-(Local & Out of Town)							$0
Rental of Equipment							$0
Food Cost							
Raw Food	*per meal*	*$0.04*	$1,268	$1,268	$1,268	$1,268	$5,072
Cong Food Svc Supplies	*per meal*	*$0.01*	$412	$412	$412	$412	$1,648
Catered Meals	*per meal*	*$0.00*	$0	$0	$0	$0	$0
							$0
							$0
Consultant							
Consultant A							$0
							$0
							$0
Other							
							$0
							$0
							$0
							$0
							$0
							$0
Total Non DAS Operating Expenses			**$1,680**	**$1,680**	**$1,680**	**$1,680**	**$6,720**
Total DAS and Non DAS Operating Expenses			**$134,929**	**$134,929**	**$134,929**	**$134,929**	**$539,716**

HSA #3 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Capital & Subcontractor Expenditure Detail

DAS Capital Expenditure

Equipment (Qty)	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
					$0
					$0
					$0
					$0
Total Equipment Cost	**$0**	**$0**	**$0**	**$0**	**$0**

Remodeling	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
					$0
					$0
					$0
					$0
Total Remodeling Cost	**$0**	**$0**	**$0**	**$0**	**$0**

Subcontractor	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
					$0
					$0
					$0
					$0
Total Subcontractor Cost	**$0**	**$0**	**$0**	**$0**	**$0**

Total DAS Capital & Subcontractor Expenditure	**$0**	**$0**	**$0**	**$0**	**$0**

Non DAS Capital Expenditure

Equipment (Qty)	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
					$0
					$0
					$0
					$0
Total Equipment Cost	**$0**	**$0**	**$0**	**$0**	**$0**

Remodeling	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
					$0
					$0
					$0
					$0
Total Remodeling Cost	**$0**	**$0**	**$0**	**$0**	**$0**

Subcontractor	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
					$0
					$0
					$0
					$0
Total Subcontractor Cost	**$0**	**$0**	**$0**	**$0**	**$0**

Total Non DAS Capital & Subcontractor Expenditure	**$0**	**$0**	**$0**	**$0**	**$0**

Total DAS and Non DAS Capital & Subcontractor Expenditure	**$0**	**$0**	**$0**	**$0**	**$0**

HSA #4 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Program: DINE-IN Congregate meals for ( ) older adults or (x) adults with disabilities
(Same as Line 11 on HSA #1)

Document Date:

NCQA Expenditure Detail

DAS NCQA Expenditure	Unit price	Unit	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Menu planning and nutrition analysis	$0.00 /set		$0	$0	$0	$0	$0
Kitchen and food service monitoring	$0.00		$0	$0	$0	$0	$0
Congregate site monitoring	$0.00		$0	$0	$0	$0	$0
Nutrition education	$0.00		$0	$0	$0	$0	$0
Nutrition counseling (optional)	$0.00 /hour		$0	$0	$0	$0	$0
In-service training	$0.00 /training		$0	$0	$0	$0	$0
Total DAS NCQA Expenditure			**$0**	**$0**	**$0**	**$0**	**$0**

Non DAS NCQA Expenditure	Unit price	Unit	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Menu planning and nutrition analysis	$0.00 /set	0.00	$0	$0	$0	$0	$0
Kitchen and food service monitoring	$0.00	0.00	$0	$0	$0	$0	$0
Congregate site monitoring	$0.00	0.00	$0	$0	$0	$0	$0
Nutrition education	$0.00	0.00	$0	$0	$0	$0	$0
Nutrition counseling (optional)	/hour	0.00					
In-service training	$0.00 /training	0.00	$0	$0	$0	$0	$0
Total Non DAS NCQA Expenditure			**$0**	**$0**	**$0**	**$0**	**$0**

Total DAS and Non DAS NCQA Expenditure	**$0**	**$0**	**$0**	**$0**	**$0**

HSA #4 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Appendix A - Services to be Provided
Episcopal Community Services of San Francisco
Congregate Nutrition Services for Older Adults
July 1, 2025 – June 30, 2029

I. Purpose

The purpose of this grant is to provide congregate nutrition services to older adults in an in-person congregate setting. Services include meals, nutrition education, nutrition risk screening, and opportunities for socialization. Congregate nutrition services support individuals to live independently in their own homes and communities, help ensure health and well-being through improved nutrition and reduced isolation and serve as an access point for other home and community-based services.

II. Definitions

Grantee	Episcopal Community Services of San Francisco
Adult with a Disability	A person 18-59 years of age with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Congregate Nutrition Services	In-person nutrition services provided to eligible individuals in a group setting. This includes the procurement, preparation, transporting and serving of meals that meet nutrition requirements, as well as nutrition education, nutrition risk screening, and opportunities for socialization.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DAS Benefits and Resources Hub	A unit within DAS that is equipped to receive calls from the community and provide information, referrals, and assistance for older adults and adults with disabilities, caregivers, and community-based organizations. https://www.sfhsa.org/contact-us/locations/das-benefits-and-resources-hub
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: activities of daily living (ADL), and instrumental activities of daily living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
Food Security Screening	A two-question validated screening tool designed to assess an individual's food security status.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)
LGBTQIA+	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.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for enrollment and/or participation is not means tested. Consumers self-report income status.
Menu Planning and Analysis	The development of a menu cycle that complies with the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP) and California Department of Aging (CDA) menu standards, as well as the nutrition requirements of meals. A Registered Dietitian must conduct a nutrient analysis to verify that the menu meets these standards and requirements. (CDA Program Memo 12-17, as amended; California Code of Regulations, Title 22, Section 7638.5)
NCQA	Nutrition Compliance and Quality Assurance are the required components of congregate, to-go, and home-delivered nutrition services that ensure program integrity and quality. These components include but are not limited to ensuring food safety; certifying menu compliance; providing nutrition education; confirming consumer eligibility; and assessing consumers' physiological, socioeconomic, and psychological well-being, as well as their need for nutrition and other supportive services. NCQA also includes nutrition counseling provided by a registered dietitian, when feasible and appropriate.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Nutrition Education Session	An intervention targeting participants and caregivers that involves the dissemination of information, instruction, or training to support food, nutrition, and physical activity choices and behaviors aimed at maintaining or improving health and addressing nutrition-related conditions. The content is consistent with the Dietary Guidelines for Americans (DGA), accurate, culturally sensitive, regionally appropriate, and takes personal preferences into account. Nutrition education sessions are overseen by a Registered Dietitian. Grantees are required to provide an education session at least quarterly for program participants and to record the provision of each session, including an estimated number of participants reached, in SF DAS GetCare. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate, to-go, and home-delivered nutrition services shall comply with the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI), as specified in California Code of Regulations, Title 22, Section 7638.5.
Nutrition Risk Screening	Completion of the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
OAA	Older Americans Act.
OCP	Office of Community Partnerships.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term “senior”.
Older Californians Nutrition Program Title III C1 and C2 (OCNP)	A program that provides nutrition services as authorized by the Older Americans Act of 1965, as amended, and is administered in accordance with the provisions of California Code of Regulations (CCR), Title 22, Chapter 4, Article 5, Section 7630, and was formerly known as the Elderly Nutrition Program (ENP).
Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	An individual who meets both of the following criteria: 1) Qualified as specified in Sections 2585 and 2586 of the Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years of age or older; used interchangeably with the term “older adult”.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

SF DAS GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
SFHSA	San Francisco Human Services Agency.
Socially Isolated	Having few social relationships and few people to interact with regularly.
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).*
Volunteer	A volunteer is an individual who offers their time and services willingly and without compensation to assist the grantee in various activities to support nutrition services.
Unduplicated Consumer (UDC)	An eligible individual who receives meals through the congregate nutrition services program and whose participation is documented in SF DAS GetCare by the grantee.
Unit of Service (UOS)	A meal provided to an eligible individual. Each meal shall provide one-third (1/3) of the DRI and comply with the most current Dietary Guidelines for Americans. (22 CCR 7638.5, 22 CCR 7638.7)

III. Target Populations

This program is designed to serve all people who can benefit from the services outlined in this Appendix, and particularly those demonstrating the greatest economic and social need. To ensure that the most vulnerable people are aware of and can benefit from this program, grantee shall ensure that program services are accessible to:

1. Persons with low to moderate income
2. Persons who are socially isolated
3. Persons with limited English-speaking proficiency
4. Persons from communities of color or communities that have historically been under-served
5. Members of the LGBTQIA+ community
6. Persons at risk of institutionalization

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

IV. Eligibility for Services

1. A person who is sixty (60) years of age or older (older adult).
2. The spouse or domestic partner of an older adult, regardless of age.
3. A person with a disability, under the age of sixty (60) who resides in housing facilities occupied primarily by older adults at which congregate nutrition services are provided.
4. A disabled individual who resides at home with and accompanies an older adult who participates in the program.
5. A volunteer under the age of sixty (60), if doing so will not deprive an older adult age sixty (60) or older of a meal.

V. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that comply with the nutrition and food service standards set forth by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, the California Department of Aging (CDA), the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP), and the requirements described in this Appendix A.
2. Grantee will provide meals to eligible individuals in a congregate group setting at designated meal site(s), which must be submitted to and pre-approved by DAS OCP. The grantee will ensure that all meal sites comply with applicable federal, state, and local regulations, including those related to restrooms, lighting, and ventilation. Congregate meal sites must be equipped with sturdy tables and chairs suitable for the target population, with tables arranged to promote accessibility and encourage socialization.
3. Grantee shall provide meals that comply with the California Department of Aging's (CDA) Older Californians Nutrition Program (OCNP) Menu Planning Guidance. Each meal must provide a minimum of one-third of the Dietary Reference Intakes (DRIs) and align with the current Dietary Guidelines for Americans. Meals shall be culturally appropriate for the target population(s) served and ready to consume. The grantee shall implement an offer versus serve (OVS) model for congregate meal service, allowing participants to select the food items they wish to eat, to reduce food waste.
4. Grantee will provide at least one (1) meal, five (5) days per week, at each DAS-approved congregate meal site and ensure that sites remain open for nutrition services for a minimum of one (1) hour, unless a lesser frequency or duration is approved by DAS OCP. The grantee will follow their DAS-approved site chart when operating congregate meal sites.
5. Grantee will implement a forecasting system to closely estimate demand and adjust meal production, accordingly, minimizing meal waste through regular reviews and adaptations based on actual consumption patterns. The grantee may introduce a consumer reservation system to help manage meal distribution and ensure sufficient availability. The reservation system must include a written policy and process to accommodate a specified number of walk-in consumers, and both the policy and process are subject to DAS OCP approval.
6. Grantee will serve meals in environmentally friendly containers that are reusable, biodegradable, compostable, and/or recyclable. The grantee will comply with the

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

City's Food Service Waste Reduction Ordinance (2007) and the Single-Use Food Ware Plastics Toxics and Litter Reduction Ordinance (2019).

7. Grantee will ensure that each congregate nutrition site has sufficient staff (paid or volunteer) with the appropriate education, experience, and cultural competency designated to oversee the day-to-day operations, with at least one staff member physically present on-site during meal service hours.
8. Grantee will manage all aspects of food service, including the procurement, preparation, transportation, delivery, and serving of food and meals. The grantee will ensure compliance with the standards established by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, and the San Francisco Department of Public Health (SFDPH) Environmental Health Branch. This includes but is not limited to the following:
    a. A food facility permit, also known as a health permit, is required for each facility involved in the preparation, handling, and/or serving of food to the public. In addition, the facility must provide a current health inspection report with a "pass" facility rating status, as issued by the Environmental Health Branch of the San Francisco Department of Public Health.
    b. A certified food safety manager must be on staff to oversee and manage the day-to-day operations of food service.
    c. All staff involved in the preparation, storage, serving, or handling of food and/or meals must engage in approved food safety training.
9. Grantee will ensure all program staff are oriented and trained to perform their assigned responsibilities and tasks. Training at minimum will include:
    a. Food safety, prevention of foodborne illness, and HACCP principles.
    b. Instructions on accident prevention, fire safety, first aid, choking, earthquake preparedness, and additional emergency procedures as relevant.
10. Grantee will provide a minimum of four (4) hours of annual training for paid and volunteer food service staff, including congregate and home-delivered meal staff. The grantee must develop, implement, and maintain a yearly training plan on file. The plan should include the individuals to be trained, the trainer(s), the training content, and the schedule. The content of the training must be reviewed and approved by a Registered Dietitian Nutritionist (RD/RDN). Training sessions will be evaluated by staff, and documentation, including evaluations and attendance records, must be kept on file by the grantee.
11. Grantee will provide the following NCQA activities:
    a. Menu planning and meal analysis shall be conducted twice per year and in accordance with CDA's OCNP Menu Planning Guidance. The grantee must submit the menu cycle with the nutrient analysis for review and approval by DAS OCP at least thirty (30) days in advance of use. The grantee will ensure that food substitutions to originally planned meals are documented and approved by Registered Dietitian Nutritionist (RD/RDN).
    b. HACCP central kitchen and food service monitoring at least once per quarter and a minimum of four (4) times during the fiscal year conducted and documented by Registered Dietitian Nutritionist (RD/RDN).
    c. Congregate meal site monitoring must occur at least once per quarter and a minimum of four (4) times during the fiscal year at each DAS OCP-approved congregate meal site. Monitoring must be conducted and documented by a

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

qualified staff member who, at minimum, is trained by either a certified food safety manager or a Registered Dietitian Nutritionist (RD/RDN).

d. Nutrition education sessions at least once per quarter and a minimum of four (4) times during the fiscal year at each DAS OCP approved congregate meal site. The grantee will record the delivery of nutrition education sessions in SF DAS GetCare and include the estimated number of participants.

12. Grantee will establish and maintain a consumer enrollment process that includes eligibility verification, the collection of required consumer data, completion of a nutrition risk screening using the DETERMINE checklist, and a two-question food security screening. The grantee will document consumer enrollment in the appropriate congregate nutrition program in SF DAS GetCare within one month of obtaining the data, ensuring all collected information is accurately recorded. Additionally, the grantee will establish a disenrollment process for consumers who stop participating in the congregate meal program.
13. Grantee will conduct annual nutrition risk and food security screenings for consumers who remain actively enrolled in the congregate nutrition program. These screenings must be completed each fiscal year a consumer is enrolled in the program. In addition to conducting the screenings, the grantee will reverify consumer data annually to ensure it is current and accurate. Screening results, along with verified and updated consumer data, must be documented in SF DAS GetCare within one month of receiving the information.
14. Grantee will offer consumers who receive a meal the opportunity to contribute to the cost of the meal, in accordance with DAS OCP Policy Memorandum No. 5. The grantee will develop a suggested contribution amount that considers the average income range of the consumers accessing the congregate meal program as well as the grantee's other sources of income. A sign will be posted near the contribution collection receptacle indicating the suggested contribution for eligible individuals and the fee for guests. The sign must clearly state that contributions are voluntary, there is no obligation to contribute, and meals will be provided regardless of whether a contribution is made. The contribution process must ensure confidentiality, with a secure container for collecting contributions. The grantee must also have written procedures in place to protect contributions and fees from loss, mishandling, and theft.
15. Grantee will have procedures in place to obtain the views of program participants about services received. At minimum, the grantee will develop and administer an annual consumer satisfaction survey to capture feedback on program outcomes and service quality. Both the survey tool and the administration plan must be reviewed and approved by DAS OCP prior to implementation. Feedback must be collected in a manner that ensures participant anonymity. The results will be shared with DAS OCP by March 15th of each grant year, or on a mutually agreed upon date.
16. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training annually, in accordance with the DAS OCP Policy Memorandum No. 45. Within 30 days of their start date, any new employee, subcontractor, or volunteer must also complete this training. The grantee will maintain records of completion. The grantee shall comply with the applicable privacy and security rules of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

17. Grantee will ensure that all program staff, regardless of position, receive initial training on elder abuse and mandated reporting. Program staff who interact with consumers must complete this training annually, in accordance with the DAS OCP Policy Memorandum No. 35.
18. Grantee shall develop a written grievance process for reviewing and resolving service concerns raised by consumers or their authorized representatives regarding DAS-funded programs and their employees or volunteers, in accordance with DAS OCP Policy Memorandum No. 33. This process must ensure that consumers have clearly established rights and due process for timely resolution of their concerns.
19. Grantee will ensure that DAS funding information is prominently displayed on its websites and publications related to the DAS-funded nutrition program, in accordance with DAS OCP Policy Memorandum No.47.
20. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
21. Grantee will arrange for the availability of food to participants during a major disaster where feasible and appropriate.

VI. Location and Time of Services

The grantee will provide congregate nutrition services in the City and County of San Francisco. The grantee, with approval from DAS OCP, will determine the location(s) and time(s) for the provision of congregate nutrition services.

VII. Service Objectives

On an annual basis, the grantee shall meet the following service objectives:

Table A	FY 25/26	FY 26/27	FY 27/28	FY 28/29
Number of Unduplicated Consumers (UDC)	220	220	220	220
Number of Meals	9,170	9,170	9,170	9,170

VIII. Outcome Objectives

Measured via a consumer survey with a sample size equal to or greater than the grantee's average daily number of meals served.

1. At least 75% of consumers report an increased consumption of fruits, vegetables, and/or whole grains.
2. At least 85% of consumers report feeling less worried about getting enough food to meet their needs.
3. At least 85% of consumers rate the quality of meals they receive as excellent or good.
4. At least 85% of consumers report feeling a greater sense of connection to their community.
5. At least 85% of consumers report that the food support they receive helps them live stably in the community.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

IX. Data Collection and Reporting Requirements

1. Grantee will provide a monthly report of activities, referencing the tasks described in Section VII & VIII- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month. The report will include, at a minimum: the number of consumers served, number of meals prepared and served, number of consumers denied services, and the amount of voluntary consumer contributions received.
2. Grantee will submit a quarterly report, along with supporting documentation, to DAS OCP detailing the HACCP activities conducted. Reports are due on the following dates: October 15th, January 15th, April 15th, and June 15th.
3. Grantee will provide an annual report summarizing the contract activities, referencing the tasks described in Section VII & VIII- Service 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 day of the month following the end of the program year.
4. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SFHSA no later than July 31st each year. The grantee must submit the report in the CARBON system.
5. Grantee will provide Ad Hoc reports as required by the Departments.
6. Pursuant to California Department of Aging requirements, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
7. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies "Focal Points" which are designed to help older adults and adults with disabilities connect to services throughout the City. These Focal Points are:

Name	Address	Phone
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-822-1444 x1200
Canon Kip Senior Center	705 Natoma, St San Francisco, 94103	415-487-3300
Chi Sing Community Center	3133 Taraval St, San Francisco, 94116	415-533-6859
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700
Downtown SF Senior Center	481 O'Farrell St, San Francisco, 94102	415-202-2982
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
Geneva Community Center	5050 Mission St., Suite C, San Francisco 94112	
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415-405-4672
Self-Help for the Elderly Social Services Department	829 Kearney St, San Francisco, 94133	415-677-7585
Toolworks	22 Battery St. Suite 300, San Francisco, 94111	415-733-0990
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

For assistance with reporting and contract requirements, please contact:

Emmy.Miller@sfgov.org
Contract Manager, Office of Contract Management, SFHSA
or
Tiffany.Kearney@sfgov.org
Program Analyst, DAS OCP

X. Monitoring Activities

1. Program Monitoring: Program monitoring will include review of consumer eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives; compliance with specific program standards and requirements; participant record collection and maintenance; reporting performance including monthly service unit reports on SF DAS GetCare; maintenance of service unit logs; agency and organization standards, including current organizational chart; evidence of annual Elder Abuse Reporting training provided to staff and volunteers; evidence of annual California Department of Aging (CDA) Security Awareness training provided to staff and volunteers; program operations, which includes a review of a written policies and procedures manual of all DAS OCP-funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation current and consistent with the site chart; a board of directors list and whether services are provided appropriately according to Sections III through VIII.

2. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, 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 the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster, and selected board minutes for compliance with the Sunshine Ordinance.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM

Name
Episcopal Community Services of San Francisco

(Check One) New _X__ Renewal ____ Modification ____
If modification, Effective Date of Mod. No. of Mod.

Program: Congregate meals for (X) older adults or **( ) adults with disabilities**

Budget Reference Page No.(s)					
Program Term	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted	9,170	9,170	9,170	9,170	36,680
DAS Expenditures					
Salaries & Benefits	$37,654	$37,654	$37,654	$37,654	$150,616
Operating Expenses	$50,776	$50,776	$50,776	$50,776	$203,104
Subtotal	$88,430	$88,430	$88,430	$88,430	$353,720
Indirect Percentage (%)	15.00%	15.00%	15.00%	15.00%	15.00%
Indirect Cost	$13,265	$13,265	$13,265	$13,265	$53,060
Capital/Subcontractor Expenditures					
NCQA Expenditures	$13,100	$13,100	$13,100	$13,100	$52,400
Total DAS Expenditures	**$114,795**	**$114,795**	**$114,795**	**$114,795**	**$459,180**
Non DAS Expenditures					
Salaries & Benefits	$50,005	$50,005	$50,005	$50,005	$200,020
Operating Expenses					
Capital/Subcontractor Expenditures					
NCQA Expenditures					
Total Non DAS Expenditures	**$50,005**	**$50,005**	**$50,005**	**$50,005**	**$200,020**
TOTAL DAS AND NON DAS EXPEDITURES	**$164,800**	**$164,800**	**$164,800**	**$164,800**	**$659,200**
DAS Revenues					
Meals- General Fund	$101,695	$101,695	$101,695	$101,695	$406,780
Meals- State Fund					
Meals- Federal Fund					
NCQA Fund	$13,100	$13,100	$13,100	$13,100	$52,400
Total DAS Revenue	**$114,795**	**$114,795**	**$114,795**	**$114,795**	**$459,180**
PER MEAL COST, DAS	$11.09	$11.09	$11.09	$11.09	$11.09
PER MEAL COST (with NCQA), DAS	$12.52	$12.52	$12.52	$12.52	$12.52
Non DAS Revenues					
Project Income					
Agency Cash- Fundraising	$50,005	$50,005	$50,005	$50,005	$200,020
Agency In-kind Volunteer					
NCQA Revenue					
Total Non DAS Revenue	**$50,005**	**$50,005**	**$50,005**	**$50,005**	**$200,020**
PER MEAL COST, Non DAS	$5.45	$5.45	$5.45	$5.45	$5.45
PER MEAL COST (with NCQA), Non DAS	$5.45	$5.45	$5.45	$5.45	$5.45
TOTAL DAS AND NON DAS REVENUE	**$164,800**	**$164,800**	**$164,800**	**$164,800**	**$659,200**
PER MEAL COST, Total	$16.54	$16.54	$16.54	$16.54	$16.54
PER MEAL COST (with NCQA), Total	$17.97	$17.97	$17.97	$17.97	$17.97
Full Time Equivalent (FTE)	0.74	0.74	0.74	0.74	2.95

Prepared by: Nicole Segovia Date: 5/20/25

HSA-CO Review Signature: _____

HSA #1 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Salaries & Benefits Detail

DAS Salaries & Benefits		Agency Totals		HSA Program		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Executive Chef	Open	$ 91,925	0.07	100%	0.07	$6,219	$6,219	$6,219	$6,219	$24,876
Data Analyst	Sonia Lopez	$ 69,943	0.06	100%	0.06	$4,301	$4,301	$4,301	$4,301	$17,204
Cook.	Ricardo Paz	$ 54,503	0.07	100%	0.07	$3,687	$3,687	$3,687	$3,687	$14,748
Delivery Driver	Larry Gorbet	$ 55,297	0.06	100%	0.06	$3,401	$3,401	$3,401	$3,401	$13,604
Director of CHEFS & Social Enterpr	Darcy Sullivan	$ 159,180	0.04	100%	0.04	$7,033	$7,033	$7,033	$7,033	$28,132
Quality Assurance Analyst and Com	TBD	$ 78,332	0.03	100%	0.03	$2,255	$2,255	$2,255	$2,255	$9,020
Totals		$509,180	0.33		0.33	$26,896	$26,896	$26,896	$26,896	$107,584
Fringe Benefits Rate		40.00%								
Employee Fringe Benefits		$203,672				$10,758	$10,758	$10,758	$10,758	$43,032
Total DAS Salaries and Benefits		$712,852				**$37,654**	**$37,654**	**$37,654**	**$37,654**	**$150,616**

Non DAS Salaries & Benefits		Agency Totals		HSA Program		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Executive Chef	Open	$ 91,925	0.06	100%	0.055	$5,088	$5,088	$5,088	$5,088	$20,352
Data Analyst	Sonia Lopez	$ 69,943	0.06	100%	0.061	$4,301	$4,301	$4,301	$4,301	$17,204
Cook.	Ricardo Paz	$ 54,503	0.06	100%	0.055	$3,017	$3,017	$3,017	$3,017	$12,068
Delivery Driver	Larry Gorbet	$ 55,297	0.06	100%	0.061	$3,401	$3,401	$3,401	$3,401	$13,604
Director of CHEFS & Social Enterpr	Darcy Sullivan	$ 159,180	0.08	100%	0.079	$12,531	$12,531	$12,531	$12,531	$50,124
Quality Assurance Analyst and Com	TBD	$ 78,332	0.09	100%	0.094	$7,380	$7,380	$7,380	$7,380	$29,520
Totals		$509,180	0.41		0.41	$35,718	$35,718	$35,718	$35,718	$142,872
Fringe Benefits Rate		40.00%								
Employee Fringe Benefits		$203,672				$14,287	$14,287	$14,287	$14,287	$57,148
Total Non DAS Salaries and Benefits		$712,852				**$50,005**	**$50,005**	**$50,005**	**$50,005**	**$200,020**
Total DAS and Non DAS Salaries and Benefits		$1,425,704				**$87,659**	**$87,659**	**$87,659**	**$87,659**	**$350,636**

HSA #2 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Operating Expense Detail

	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted	9,170	9,170	9,170	9,170	36,680
DAS Operating Expenses					
Expenditure Category					
Rental of Property	$ -				$ -
Utilities (Elec, Water, Gas, Phone, Garbage)	$ -				$ -
Office Supplies, Postage	$ 34	$ 34	$ 34	$ 34	$ 136
Maintenance Supplies and Services	$ 1,341	$ 1,341	$ 1,341	$ 1,341	$ 5,364
Printing and Reproduction	$ 134	$ 134	$ 134	$ 134	$ 536
Insurance	$ 1,073	$ 1,073	$ 1,073	$ 1,073	$ 4,292
Staff Training/ Recruitment	$ 67	$ 67	$ 67	$ 67	$ 268
Auto/Gas/Oil Maintenance: Van	$ 177	$ 177	$ 177	$ 177	$ 708
Staff Travel-(Local & Out of Town)	$ 20	$ 20	$ 20	$ 20	$ 80
IT Equipment	$ -	$ -	$ -	$ -	$ -
Food Cost					
Raw Food *per meal $ 4.40*	$ 40,311	$ 40,311	$ 40,311	$ 40,311	$ 161,244
Cong Food Svc Supplies *per meal $ 0.82*	$ 7,496	$ 7,496	$ 7,496	$ 7,496	$ 29,984
Catered Meals *per meal $ -*	$ -	$ -	$ -	$ -	$ -
					$ -
					$ -
Consultant					
Consultant A					$ -
					$ -
					$ -
Other					
					$ -
Equipment Repair	$ 123	$ 123	$ 123	$ 123	$ 492
Program Supplies	$ -				$ -
					$ -
					$ -
					$ -
Total DAS Operating Expenses	**$ 50,776**	**$ 50,776**	**$ 50,776**	**$ 50,776**	**$ 203,104**
Non DAS Operating Expenses					
Expenditure Category					
Rental of Property					
Utilities (Elec, Water, Gas, Phone, Garbage)					
Office Supplies, Postage					
Building Maintenance Supplies and Repair					
Printing and Reproduction					
Insurance					
Staff Training					
Staff Travel-(Local & Out of Town)					
Rental of Equipment					
Food Cost					
Raw Food *per meal*					
Cong Food Svc Supplies *per meal*					
Catered Meals *per meal*					
Consultant					
Other					
Total Non DAS Operating Expenses					
Total DAS and Non DAS Operating Expenses	**$50,776**	**$50,776**	**$50,776**	**$50,776**	**$203,104**

HSA #3 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Capital & Subcontractor Expenditure Detail

DAS Capital Expenditure

Equipment (Qty)	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Total Equipment Cost					

Remodeling	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Total Remodeling Cost					

Subcontractor	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Total Subcontractor Cost					

Total DAS Capital & Subcontractor Expenditure					

Non DAS Capital Expenditure

Equipment (Qty)	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Total Equipment Cost					

Remodeling	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Total Remodeling Cost					

Subcontractor	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Total Subcontractor Cost					

Total Non DAS Capital & Subcontractor Expenditure					
Total DAS and Non DAS Capital & Subcontractor Expenditure					

HSA #4 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

NCQA Expenditure Detail

DAS NCQA Expenditure	Unit price	Unit	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Menu planning and nutrition analysis	$1,500.00 /set	2.00	$3,000	$3,000	$3,000	$3,000	$12,000
Kitchen and food service monitoring	$650.00	4.00	$2,600	$2,600	$2,600	$2,600	$10,400
Congregate site monitoring	$350.00	16.00	$5,600	$5,600	$5,600	$5,600	$22,400
Nutrition education	$175.00	8.00	$1,400	$1,400	$1,400	$1,400	$5,600
Nutrition counseling (optional)	/hour						
In-service training	$125.00 /training	4.00	$500	$500	$500	$500	$2,000
Total DAS NCQA Expenditure			**$13,100**	**$13,100**	**$13,100**	**$13,100**	**$52,400**

Non DAS NCQA Expenditure	Unit price	Unit	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Menu planning and nutrition analysis	/set						
Kitchen and food service monitoring							
Congregate site monitoring							
Nutrition education							
Nutrition counseling (optional)	/hour						
In-service training	/training						
Total Non DAS NCQA Expenditure							

Total DAS and Non DAS NCQA Expenditure	**$13,100**	**$13,100**	**$13,100**	**$13,100**	**$52,400**

HSA #4 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Appendix A - Services to be Provided
Project Open Hand
Congregate Nutrition Services for Adults with Disabilities
July 1, 2025 – June 30, 2029

I. Purpose

The purpose of this grant is to provide congregate nutrition services to adults with disabilities living in the City and County of San Francisco in an in-person congregate setting. Services include meals, nutrition education, nutrition risk screening, and opportunities for socialization. Congregate nutrition services support individuals to live independently in their own homes and communities, help ensure health and well-being through improved nutrition and reduced isolation and serve as an access point for other home and community-based services.

II. Definitions

Grantee	Project Open Hand
Adult with a Disability	A person 18-59 years of age with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Congregate Nutrition Services	In-person nutrition services provided to eligible individuals in a group setting. This includes the procurement, preparation, transporting and serving of meals that meet nutrition requirements, as well as nutrition education, nutrition risk screening, and opportunities for socialization.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DAS Benefits and Resources Hub	A unit within DAS that is equipped to receive calls from the community and provide information, referrals, and assistance for older adults and adults with disabilities, caregivers, and community-based organizations. https://www.sfhsa.org/contact-us/locations/das-benefits-and-resources-hub
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: activities of daily living (ADL), and instrumental activities of daily living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
Food Security Screening	A two-question validated screening tool designed to assess an individual's food security status.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)
LGBTQIA+	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.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for enrollment and/or participation is not means tested. Consumers self-report income status.
Menu Planning and Analysis	The development of a menu cycle that complies with the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP) and California Department of Aging (CDA) menu standards, as well as the nutrition requirements of meals. A Registered Dietitian must conduct a nutrient analysis to verify that the menu meets these standards and requirements. (CDA Program Memo 12-17, as amended; California Code of Regulations, Title 22, Section 7638.5)
NCQA	Nutrition Compliance and Quality Assurance are the required components of congregate, to-go, and home-delivered nutrition services that ensure program integrity and quality. These components include but are not limited to ensuring food safety; certifying menu compliance; providing nutrition education; confirming consumer eligibility; and assessing consumers' physiological, socioeconomic, and psychological well-being, as well as their need for nutrition and other supportive services. NCQA also includes nutrition counseling provided by a registered dietitian, when feasible and appropriate.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Nutrition Education Session	An intervention targeting participants and caregivers that involves the dissemination of information, instruction, or training to support food, nutrition, and physical activity choices and behaviors aimed at maintaining or improving health and addressing nutrition-related conditions. The content is consistent with the Dietary Guidelines for Americans (DGA), accurate, culturally sensitive, regionally appropriate, and takes personal preferences into account. Nutrition education sessions are overseen by a Registered Dietitian. Grantees are required to provide an education session at least quarterly for program participants and to record the provision of each session(s), including an estimated number of participants reached, in SF DAS GetCare. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate, to-go, and home-delivered nutrition services shall comply with the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI), as specified in California Code of Regulations, Title 22, Section 7638.5.
Nutrition Risk Screening	Completion of the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
OAA	Older Americans Act
OCP	Office of Community Partnerships.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term “senior”.
Older Californians Nutrition Program Title III C1 and C2 (OCNP)	A program that provides nutrition services as authorized by the Older Americans Act of 1965, as amended, and is administered in accordance with the provisions of California Code of Regulations (CCR), Title 22, Chapter 4, Article 5, Section 7630, and was formerly known as the Elderly Nutrition Program (ENP).
Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	An individual who meets both of the following criteria: 1) Qualified as specified in Sections 2585 and 2586 of the Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years of age or older; used interchangeably with the term “older adult”.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

SF DAS GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
SFHSA	San Francisco Human Services Agency
Socially Isolated	Having few social relationships and few people to interact with regularly.
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).*
Volunteer	A volunteer is an individual who offers their time and services willingly and without compensation to assist the grantee in various activities to support nutrition services.
Unduplicated Consumer (UDC)	An eligible individual who receives meals through the congregate nutrition services program and whose participation is documented in SF DAS GetCare by the grantee.
Unit of Service (UOS)	A meal provided to an eligible individual. Each meal shall provide one-third (1/3) of the DRI and comply with the most current Dietary Guidelines for Americans. (22 CCR 7638.5, 22 CCR 7638.7)

III. Target Populations

This program is designed to serve all people who can benefit from the services outlined in this Appendix, and particularly those demonstrating the greatest economic and social need. To ensure that the most vulnerable people are aware of and can benefit from this program, grantee shall ensure that program services are accessible to:

1. Persons with low to moderate income
2. Persons who are socially isolated
3. Persons with limited English-speaking proficiency
4. Persons from communities of color or communities that have historically been under-served
5. Members of the LGBTQIA+ community
6. Persons at risk of institutionalization

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

IV. Eligibility for Services

1. A person 18-59 years of age with a disability, and
2. A resident of San Francisco.
3. A spouse or domestic partner accompanying an eligible adult with a disability at the meal program regardless of age.

V. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that comply with the nutrition and food service standards set forth by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, the California Department of Aging (CDA), the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP), and the requirements described in this Appendix A.
2. Grantee will provide meals to eligible individuals in a congregate group setting at designated meal site(s), which must be submitted to and pre-approved by DAS OCP. The grantee will ensure that all meal sites comply with applicable federal, state, and local regulations, including those related to restrooms, lighting, and ventilation. Congregate meal sites must be equipped with sturdy tables and chairs suitable for the target population, with tables arranged to promote accessibility and encourage socialization.
3. Grantee shall provide meals that comply with the California Department of Aging's (CDA) Older Californians Nutrition Program (OCNP) Menu Planning Guidance. Each meal must provide a minimum of one-third of the Dietary Reference Intakes (DRIs) and align with the current Dietary Guidelines for Americans. Meals shall be culturally appropriate for the target population(s) served and ready to consume. The grantee shall implement an offer versus serve (OVS) model for congregate meal service, allowing participants to select the food items they wish to eat, to reduce food waste.
4. Grantee will provide at least one (1) meal, five (5) days per week, at each DAS-approved congregate meal site and ensure that sites remain open for nutrition services for a minimum of one (1) hour, unless a lesser frequency or duration is approved by DAS OCP. The grantee will follow their DAS-approved site chart when operating congregate meal sites.
5. Grantee will implement a forecasting system to closely estimate demand and adjust meal production, accordingly, minimizing meal waste through regular reviews and adaptations based on actual consumption patterns. The grantee may introduce a consumer reservation system to help manage meal distribution and ensure sufficient availability. The reservation system must include a written policy and process to accommodate a specified number of walk-in consumers, and both the policy and process are subject to DAS OCP approval.
6. Grantee will serve meals in environmentally friendly containers that are reusable, biodegradable, compostable, and/or recyclable. The grantee will comply with the City's Food Service Waste Reduction Ordinance (2007) and the Single-Use Food Ware Plastics Toxics and Litter Reduction Ordinance (2019).
7. Grantee will ensure that each congregate nutrition site has sufficient staff (paid or volunteer) with the appropriate education, experience, and cultural competency

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

designated to oversee the day-to-day operations, with at least one staff member physically present on-site during meal service hours.

8. Grantee will manage all aspects of food service, including the procurement, preparation, transportation, delivery, and serving of food and meals. The grantee will ensure compliance with the standards established by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, and the San Francisco Department of Public Health (SFDPH) Environmental Health Branch. This includes but is not limited to the following:
    a. A food facility permit, also known as a health permit, is required for each facility involved in the preparation, handling, and/or serving of food to the public. In addition, the facility must provide a current health inspection report with a "pass" facility rating status, as issued by the Environmental Health Branch of the San Francisco Department of Public Health.
    b. A certified food safety manager must be on staff to oversee and manage the day-to-day operations of food service.
    c. All staff involved in the preparation, storage, serving or handling of food and/or meals must engage in approved food safety training.
9. Grantee will ensure all program staff are oriented and trained to perform their assigned responsibilities and tasks. Training at minimum will include:
    a. Food safety, prevention of foodborne illness, and HACCP principles.
    b. Instructions on accident prevention, fire safety, first aid, choking, earthquake preparedness, and additional emergency procedures as relevant.
10. Grantee will provide a minimum of four (4) hours of annual training for paid and volunteer food service staff, including congregate and home-delivered meal staff. The grantee must develop, implement, and maintain a yearly training plan on file. The plan should include the individuals to be trained, the trainer(s), the training content, and the schedule. The content of the training must be reviewed and approved by a Registered Dietitian Nutritionist (RD/RDN). Training sessions will be evaluated by staff, and documentation, including evaluations and attendance records, must be kept on file by the grantee.
11. Grantee will provide the following NCQA activities:
    a. Menu planning and meal analysis shall be conducted twice per year and in accordance with CDA's OCNP Menu Planning Guidance. The grantee must submit the menu cycle with the nutrient analysis for review and approval by DAS OCP at least thirty (30) days in advance of use. The grantee will ensure that food substitutions to originally planned meals are documented and approved by Registered Dietitian Nutritionist (RD/RDN).
    b. HACCP central kitchen and food service monitoring at least once per quarter and a minimum of four (4) times during the fiscal year conducted and documented by Registered Dietitian Nutritionist (RD/RDN).
    c. Congregate meal site monitoring must occur at least once per quarter and a minimum of four (4) times during the fiscal year at each DAS OCP-approved congregate meal site. Monitoring must be conducted and documented by a qualified staff member who, at minimum, is trained by either a certified food safety manager or a Registered Dietitian Nutritionist (RD/RDN).
    d. Nutrition education sessions at least once per quarter and a minimum of four (4) times during the fiscal year at each DAS OCP approved congregate meal site.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

The grantee will record the delivery of nutrition education sessions in SF DAS GetCare and include the estimated number of participants.

12. Grantee will establish and maintain a consumer enrollment process that includes eligibility verification, the collection of required consumer data, completion of a nutrition risk screening using the DETERMINE checklist, and a two-question food security screening. The grantee will document consumer enrollment in the appropriate congregate nutrition program in SF DAS GetCare within one month of obtaining the data, ensuring all collected information is accurately recorded. Additionally, the grantee will establish a disenrollment process for consumers who stop participating in the congregate meal program.
13. Grantee will conduct annual nutrition risk and food security screenings for consumers who remain actively enrolled in the congregate nutrition program. These screenings must be completed each fiscal year a consumer is enrolled in the program. In addition to conducting the screenings, the grantee will reverify consumer data annually to ensure it is current and accurate. Screening results, along with verified and updated consumer data, must be documented in SF DAS GetCare within one month of receiving the information.
14. Grantee will offer consumers who receive a meal the opportunity to contribute to the cost of the meal, in accordance with DAS OCP Policy Memorandum No. 5. The grantee will develop a suggested contribution amount that considers the average income range of the consumers accessing the congregate meal program as well as the grantee's other sources of income. A sign will be posted near the contribution collection receptacle indicating the suggested contribution for eligible individuals and the fee for guests. The sign must clearly state that contributions are voluntary, there is no obligation to contribute, and meals will be provided regardless of whether a contribution is made. The contribution process must ensure confidentiality, with a secure container for collecting contributions. The grantee must also have written procedures in place to protect contributions and fees from loss, mishandling, and theft.
15. Grantee will have procedures in place to obtain the views of program participants about services received. At minimum, the grantee will develop and administer an annual consumer satisfaction survey to capture feedback on program outcomes and service quality. Both the survey tool and the administration plan must be reviewed and approved by DAS OCP prior to implementation. Feedback must be collected in a manner that ensures participant anonymity. The results will be shared with DAS OCP by March 15th of each grant year, or on a mutually agreed upon date.
16. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training annually, in accordance with the DAS OCP Policy Memorandum No. 45. Within 30 days of their start date, any new employee, subcontractor, or volunteer must also complete this training. The grantee will maintain records of completion. The grantee shall comply with the applicable privacy and security rules of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
17. Grantee will ensure that all program staff, regardless of position, receive initial training on elder abuse and mandated reporting. Program staff who interact with consumers must complete this training annually, in accordance with the DAS OCP Policy Memorandum No. 35.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

18. Grantee shall develop a written grievance process for reviewing and resolving service concerns raised by consumers or their authorized representatives regarding DAS-funded programs and their employees or volunteers, in accordance with DAS OCP Policy Memorandum No. 33. This process must ensure that consumers have clearly established rights and due process for timely resolution of their concerns.
19. Grantee will ensure that DAS funding information is prominently displayed on its websites and publications related to the DAS-funded nutrition program, in accordance with DAS OCP Policy Memorandum No.47.
20. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
21. Grantee will arrange for the availability of food to participants during a major disaster where feasible and appropriate.

VI. Location and Time of Services

The grantee will provide congregate nutrition services in the City and County of San Francisco. The grantee, with approval from DAS OCP, will determine the location(s) and time(s) for the provision of congregate nutrition services.

VII. Service Objectives

On an annual basis, the grantee shall meet the following service objectives:

Table A	FY 25/26	FY 26/27	FY 27/28	FY 28/29
Number of Unduplicated Consumers (UDC)	335	335	335	335
Number of Meals	23,964	23,964	23,964	23,964

VIII. Outcome Objectives

Measured via a consumer survey with a sample size equal to or greater than the grantee's average daily number of meals served.

1. At least 75% of consumers report an increased consumption of fruits, vegetables, and/or whole grains.
2. At least 85% of consumers report feeling less worried about getting enough food to meet their needs.
3. At least 85% of consumers rate the quality of meals they receive as excellent or good.
4. At least 85% of consumers report feeling a greater sense of connection to their community.
5. At least 85% of consumers report that the food support they receive helps them live stably in the community.

IX. Data Collection and Reporting Requirements

1. Grantee will provide a monthly report of activities, referencing the tasks described in Section VII & VIII- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month. The report will include, at a minimum: the number of consumers served, number of meals prepared

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

and served, number of consumers denied services, and the amount of voluntary consumer contributions received.

2. Grantee will submit a quarterly report, along with supporting documentation, to DAS OCP detailing the HACCP activities conducted. Reports are due on the following dates: October 15th, January 15th, April 15th, and June 15th.
3. Grantee will provide an annual report summarizing the contract activities, referencing the tasks described in Section VII & VIII- Service 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 day of the month following the end of the program year.
4. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SFHSA no later than July 31st each year. The grantee must submit the report in the CARBON system.
5. Grantee will provide Ad Hoc reports as required by the Departments.
6. Pursuant to California Department of Aging requirements, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
7. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies "Focal Points" which are designed to help older adults and adults with disabilities connect to services throughout the City. These Focal Points are:

Name	Address	Phone
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-822-1444 x1200
Canon Kip Senior Center	705 Natoma, St San Francisco, 94103	415-487-3300
Chi Sing Community Center	3133 Taraval St, San Francisco, 94116	415-533-6859
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700
Downtown SF Senior Center	481 O'Farrell St, San Francisco, 94102	415-202-2982
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
Geneva Community Center	5050 Mission St., Suite C, San Francisco 94112	
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415-405-4672
Self-Help for the Elderly Social Services Department	829 Kearney St, San Francisco, 94133	415-677-7585
Toolworks	22 Battery St. Suite 300, San Francisco, 94111	415-733-0990
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828

For assistance with reporting and contract requirements, please contact:

Emmy.Miller@sfgov.org
Contract Manager, Office of Contract Management, SFHSA

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

or
Julie.Hibarger@sfgov.org
Program Analyst, DAS OCP

X. Monitoring Activities

1. Program Monitoring: Program monitoring will include review of consumer eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives; compliance with specific program standards and requirements; participant record collection and maintenance; reporting performance including monthly service unit reports on SF DAS GetCare; maintenance of service unit logs; agency and organization standards, including current organizational chart; evidence of annual Elder Abuse Reporting training to staff and volunteers; evidence of annual California Department of Aging (CDA) Security Awareness training to staff and volunteers; program operations, which includes a review of a written policies and procedures manual of all DAS OCP-funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation current and consistent with the site chart; a board of directors list and whether services are provided appropriately according to Sections III through VIII.

2. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, 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 the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster, and selected board minutes for compliance with the Sunshine Ordinance.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM

Name					
PROJECT OPEN HAND			**AWD Congregate Meals**		
(Check One) New __X__ Renewal ____ Modification ____					
If modification, Effective Date of Mod. No. of Mod.					
Program: Congregate meals for ( ) older adults or **(X) adults with disabilities**					
Budget Reference Page No.(s)					
Program Term	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted	23,964	23,964	23,964	23,964	95,856
DAS Expenditures					
Salaries & Benefits	$151,743	$191,523	$191,523	$191,523	$726,313
Operating Expenses	$117,904	$78,123	$78,123	$78,123	$352,273
Subtotal	$269,647	$269,647	$269,647	$269,647	$1,078,587
Indirect Percentage (%)	15.00%	15.00%	15.00%	15.00%	15.00%
Indirect Cost	$40,447	$40,447	$40,447	$40,447	$161,788
Capital/Subcontractor Expenditures					
NCQA Expenditures					
Total DAS Expenditures	**$310,094**	**$310,094**	**$310,094**	**$310,094**	**$1,240,376**
Non DAS Expenditures					
Salaries & Benefits	$92,082	$147,463	$147,463	$147,463	$534,471
Operating Expenses	$37,739	$109,191	$109,191	$109,191	$365,312
Capital/Subcontractor Expenditures					
NCQA Expenditures					
Total Non DAS Expenditures	**$129,821**	**$256,654**	**$256,654**	**$256,654**	**$899,783**
TOTAL DAS AND NON DAS EXPEDITURES	**$439,915**	**$566,748**	**$566,748**	**$566,748**	**$2,140,159**
DAS Revenues					
Meals- General Fund	$310,094	$310,094	$310,094	$310,094	$1,240,375
Meals- State Fund					
Meals- Federal Fund					
NCQA Fund					
Total DAS Revenue	**$310,094**	**$310,094**	**$310,094**	**$310,094**	**$1,240,376**
PER MEAL COST, DAS	$12.94	$12.94	$12.94	$12.94	$12.94
PER MEAL COST (with NCQA), DAS	$12.94	$12.94	$12.94	$12.94	$12.94
Non DAS Revenues					
Project Income					
Agency Cash- Fundraising	$66,645	$176,536	$176,536	$176,536	$596,254
Agency In-kind Volunteer	$35,532	$40,167	$40,167	$40,167	$156,032
Agency Property (Occupancy)	$27,644	$39,951	$39,951	$39,951	$147,497
NCQA Revenue					
Total Non DAS Revenue	**$129,821**	**$256,654**	**$256,654**	**$256,654**	**$899,783**
PER MEAL COST, Non DAS	$5.42	$10.71	$10.71	$10.71	$9.39
PER MEAL COST (with NCQA), Non DAS	$5.42	$10.71	$10.71	$10.71	$9.39
TOTAL DAS AND NON DAS REVENUE	**$439,915**	**$566,748**	**$566,748**	**$566,748**	**$2,140,158**
PER MEAL COST, Total	$18.36	$23.65	$23.65	$23.65	$22.33
PER MEAL COST (with NCQA), Total	$18.36	$23.65	$23.65	$23.65	$22.33
Full Time Equivalent (FTE)	88.33	88.33	88.33	88.33	353.32
Prepared by: Darin Raffaelli					Date:
HSA-CO Review Signature:					
HSA #1					**10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Program: Congregate meals for ( ) older adults or (X) adults with disabilities
(Same as Line 11 on HSA #1)

Document Date:

Salaries & Benefits Detail

DAS Salaries & Benefits		Agency Totals		HSA Program		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Program Staff:										
Director, Community Nutrition Program		$89,095	1.00	7.16%	0.07	$6,375	$7,206	$7,206	$7,206	$27,993
Manager, Community Nutrition Program, Data		$74,263	1.00	7.16%	0.07	$5,314	$6,007	$6,007	$6,007	$23,334
Manager, Community Nutrition Program		$74,254	1.00	7.72%	0.08	$5,735	$6,752	$6,752	$6,752	$25,992
Manager, Community Nutrition Program		$74,263	1.00	7.72%	0.08	$5,736	$6,753	$6,753	$6,753	$25,995
Senior Director, Programs		$105,029	1.00	1.40%	0.01	$1,473	$1,473	$1,473	$1,473	$5,892
Community Nutrition Program Assistant		$54,142	1.00	9.82%	0.10	$5,319	$6,320	$6,320	$6,320	$24,280
Community Nutrition Site Coordinator		$44,200	0.50	9.82%	0.05	$2,171	$5,160	$5,160	$5,160	$17,650
Community Nutrition Site Coordinator		$44,200	0.50	9.82%	0.05	$2,171	$5,160	$5,160	$5,160	$17,650
Community Nutrition Site Coordinator		$44,200	0.50	9.82%	0.05	$2,171	$5,160	$5,160	$5,160	$17,650
Community Nutrition Site Coordinator		$44,200	0.50	9.82%	0.05	$2,171	$5,160	$5,160	$5,160	$17,650
Community Nutrition Site Coordinator		$44,200	0.50	9.82%	0.05	$2,171	$5,160	$5,160	$5,160	$17,650
Community Nutrition Site Coordinator		$44,200	0.50	9.82%	0.05	$2,171	$5,160	$5,160	$5,160	$17,650
Community Nutrition Site Coordinator		$44,200	0.50	9.82%	0.05	$2,171	$5,160	$5,160	$5,160	$17,650
Community Nutrition Site Coordinator		$44,200	0.50	9.82%	0.05	$2,171	$5,160	$5,160	$5,160	$17,650
Community Nutrition Site Coordinator		$44,200	0.50	9.82%	0.05	$2,171	$5,160	$5,160	$5,160	$17,650
Community Nutrition Site Coordinator		$44,200	0.63	7.72%	0.05	$2,134	$4,388	$4,388	$4,388	$15,297
Community Nutrition Site Coordinator		$44,200	0.63	7.72%	0.05	$2,134	$4,388	$4,388	$4,388	$15,297
Community Nutrition Site Coordinator		$44,200	0.50	9.82%	0.05	$2,171	$5,160	$5,160	$5,160	$17,650
Community Nutrition Site Coordinator		$44,200	0.50	9.82%	0.05	$2,171	$5,160	$5,160	$5,160	$17,650
Community Nutrition Site Coordinator		$44,200	0.50	9.82%	0.05	$2,171	$5,160	$5,160	$5,160	$17,650
Community Nutrition Site Coordinator		$44,200	0.50	9.82%	0.05	$2,171	$5,160	$5,160	$5,160	$17,650
Kitchen Staff:										
Cook II		$44,200	1.00	2.00%	0.02	$884	$369	$369	$369	$1,992
Cook II		$44,200	1.00	2.00%	0.02	$884	$369	$369	$369	$1,992
Cook II		$44,200	1.00	2.00%	0.02	$884	$369	$369	$369	$1,992
Cook I		$44,200	1.00	2.00%	0.02	$884	$369	$369	$369	$1,992
Cook I		$44,200	0.63	2.00%	0.01	$557	$369	$369	$369	$1,665
Lead Cook		$48,000	1.00	2.00%	0.02	$960	$401	$401	$401	$2,163
Lead Cook		$48,000	1.00	2.00%	0.02	$960	$401	$401	$401	$2,163
Sous Chef		$58,000	1.00	2.00%	0.02	$1,160	$485	$485	$485	$2,614
Sous Chef		$58,000	1.00	2.00%	0.02	$1,160	$485	$485	$485	$2,614
Porter I		$42,700	1.00	2.00%	0.02	$854	$357	$357	$357	$1,925
Porter I		$42,700	1.00	2.00%	0.02	$854	$357	$357	$357	$1,925
Porter I		$42,700	1.00	2.00%	0.02	$854	$357	$357	$357	$1,925
Porter I		$42,700	1.00	2.00%	0.02	$854	$357	$357	$357	$1,925
Porter I		$42,700	1.00	2.00%	0.02	$854	$357	$357	$357	$1,925
Porter I		$42,700	1.00	2.00%	0.02	$854	$357	$357	$357	$1,925
Porter I		$42,700	1.00	2.00%	0.02	$854	$357	$357	$357	$1,925
Executive Chef		$103,963	1.00	2.18%	0.02	$2,262	$869	$869	$869	$4,869
Senior Director, Culinary Services		$117,878	1.00	2.00%	0.02	$2,358	$985	$985	$985	$5,313
Culinary Services Quality Manager		$70,000	1.00	2.00%	0.02	$1,400	$585	$585	$585	$3,155
Kitchen Operations Coordinator II		$43,000	1.00	2.00%	0.02	$860	$359	$359	$359	$1,938
Kitchen Operations Coordinator II		$43,000	1.00	2.00%	0.02	$860	$359	$359	$359	$1,938
Kitchen Operations Coordinator II		$43,000	1.00	2.00%	0.02	$860	$359	$359	$359	$1,938
Inventory Operations Coordinator II		$44,500	1.00	2.00%	0.02	$890	$372	$372	$372	$2,006
Inventory Operations Coordinator II		$44,500	1.00	2.00%	0.02	$890	$372	$372	$372	$2,006
Culinary Nutritionist		$67,000	1.00	2.00%	0.02	$1,340	$560	$560	$560	$3,020
Manager, Inventory Operations		$71,000	1.00	2.00%	0.02	$1,420	$593	$593	$593	$3,200
Distribution Staff:										
Driver		$46,000	1.00	2.00%	0.02	$920	$384	$384	$384	$2,073
Driver		$46,000	1.00	2.00%	0.02	$920	$384	$384	$384	$2,073
Driver		$46,000	1.00	2.00%	0.02	$920	$384	$384	$384	$2,073
Manager Distribution		$74,160	1.00	2.00%	0.02	$1,483	$620	$620	$620	$3,342
Director Distribution and Inventory Operation		$100,904	1.00	2.00%	0.02	$2,018	$843	$843	$843	$4,548
Operations Staff:										
Purchasing Manager		$70,000	1.00	2.00%	0.02	$1,400	$585	$585	$585	$3,155
Dir Facilities, Procurement & Business Operations		$110,281	1.00	2.00%	0.02	$2,206	$922	$922	$922	$4,971
Volunteer Services Staff:										
Director, Volunteer and Grocery Operations		$108,313	1.00	2.00%	0.02	$2,166	$905	$905	$905	$4,882
Manager, Volunteer Services		$77,250	1.00	2.00%	0.02	$1,545	$646	$646	$646	$3,482
Volunteer Coordinator		$52,874	1.00	2.00%	0.02	$1,057	$442	$442	$442	$2,383
Volunteer Coordinator		$54,413	1.00	2.00%	0.02	$1,088	$455	$455	$455	$2,452
Totals		$3,388,382	51.38	277.98%	1.98	$109,959	$138,785	$138,785	$138,785	$526,315
Fringe Benefits Rate		38.00%								
Employee Fringe Benefits		$1,287,585				$41,784	$52,738	$52,738	$52,738	$199,998
Total DAS Salaries and Benefits		$4,675,967				**$151,743**	**$191,523**	**$191,523**	**$191,523**	**$726,313**

Non DAS Salaries & Benefits		Agency Totals		HSA Program		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Kitchen Staff:										
Cook II		$44,200	1.00	1.91%	0.019	$846	$1,586.65	$1,586.65	$1,586.65	$5,606
Cook II		$44,200	1.00	1.91%	0.019	$846	$1,586.65	$1,586.65	$1,586.65	$5,606
Cook II		$44,200	1.00	1.91%	0.019	$846	$1,586.65	$1,586.65	$1,586.65	$5,606
Cook I		$44,200	1.00	1.91%	0.019	$846	$1,586.65	$1,586.65	$1,586.65	$5,606
Cook I		$44,200	0.63	1.91%	0.012	$533	$1,586.65	$1,586.65	$1,586.65	$5,293
Lead Cook		$48,000	1.00	1.91%	0.019	$919	$1,723.06	$1,723.06	$1,723.06	$6,088
Lead Cook		$48,000	1.00	1.91%	0.019	$919	$1,723.06	$1,723.06	$1,723.06	$6,088
Sous Chef		$58,000	1.00	1.91%	0.019	$1,111	$2,082.03	$2,082.03	$2,082.03	$7,357
Sous Chef		$58,000	1.00	1.91%	0.019	$1,111	$2,082.03	$2,082.03	$2,082.03	$7,357
Porter I		$42,700	1.00	1.91%	0.019	$818	$1,532.81	$1,532.81	$1,532.81	$5,416
Porter I		$42,700	1.00	1.91%	0.019	$818	$1,532.81	$1,532.81	$1,532.81	$5,416
Porter I		$42,700	1.00	1.91%	0.019	$818	$1,532.81	$1,532.81	$1,532.81	$5,416
Porter I		$42,700	1.00	1.91%	0.019	$818	$1,532.81	$1,532.81	$1,532.81	$5,416
Porter I		$42,700	1.00	1.91%	0.019	$818	$1,532.81	$1,532.81	$1,532.81	$5,416
Porter I		$42,700	1.00	1.91%	0.019	$818	$1,532.81	$1,532.81	$1,532.81	$5,416
Porter I		$42,700	1.00	1.91%	0.019	$818	$1,532.81	$1,532.81	$1,532.81	$5,416
Executive Chef		$103,963	1.00	1.74%	0.017	$1,808	$3,731.96	$3,731.96	$3,731.96	$13,004
Senior Director, Culinary Services		$117,878	1.00	1.91%	0.019	$2,257	$4,231.47	$4,231.47	$4,231.47	$14,951
Culinary Services Quality Manager		$70,000	1.00	1.91%	0.019	$1,340	$2,512.80	$2,512.80	$2,512.80	$8,878
Kitchen Operations Coordinator II		$43,000	1.00	1.91%	0.019	$823	$1,543.58	$1,543.58	$1,543.58	$5,454
Kitchen Operations Coordinator II		$43,000	1.00	1.91%	0.019	$823	$1,543.58	$1,543.58	$1,543.58	$5,454
Kitchen Operations Coordinator II		$43,000	1.00	1.91%	0.019	$823	$1,543.58	$1,543.58	$1,543.58	$5,454
Inventory Operations Coordinator II		$44,500	1.00	1.91%	0.019	$852	$1,597.42	$1,597.42	$1,597.42	$5,644
Inventory Operations Coordinator II		$44,500	1.00	1.91%	0.019	$852	$1,597.42	$1,597.42	$1,597.42	$5,644
Culinary Nutritionist		$67,000	1.00	1.91%	0.019	$1,283	$2,405.11	$2,405.11	$2,405.11	$8,498
Manager, Inventory Operations		$71,000	1.00	1.91%	0.019	$1,360	$2,548.70	$2,548.70	$2,548.70	$9,006
Distribution Staff:										
Driver		$46,000	1.00	1.91%	0.019	$881	$1,651	$1,651	$1,651	$5,835
Driver		$46,000	1.00	1.91%	0.019	$881	$1,651	$1,651	$1,651	$5,835
Driver		$46,000	1.00	1.91%	0.019	$881	$1,651	$1,651	$1,651	$5,835
Manager Distribution		$74,160	1.00	1.91%	0.019	$1,420	$2,662	$2,662	$2,662	$9,406
Director Distribution and Inventory Operation		$100,904	1.00	1.91%	0.019	$1,932	$3,622	$3,622	$3,622	$12,798
Operations Staff:										
Purchasing Manager		$70,000	1.00	1.91%	0.019	$1,340	$2,513	$2,513	$2,513	$8,878
Dir Facilities, Procurement & Business Operations		$110,281	1.00	1.91%	0.019	$2,112	$3,959	$3,959	$3,959	$13,988
Volunteer Services Staff:										
Director, Volunteer and Grocery Operations		$108,313	1.00	1.91%	0.019	$2,074	$3,888	$3,888	$3,888	$13,738
Manager, Volunteer Services		$77,250	1.00	1.91%	0.019	$1,479	$2,773	$2,773	$2,773	$9,798
Volunteer Coordinator		$52,874	1.00	1.91%	0.019	$1,012	$1,898	$1,898	$1,898	$6,706
Volunteer Coordinator		$54,413	1.00	1.91%	0.019	$1,042	$1,953	$1,953	$1,953	$6,902
In-Kind										
Volunteers		$80,309	0.32	100.00%	0.321	$25,748	$29,106	$29,106	$29,106	$113,067
Totals		$2,246,243	36.95	170.67%	1.02	$66,726	$106,857	$106,857	$106,857	$387,297
Fringe Benefits Rate		38.00%								
Employee Fringe Benefits		$853,572				$25,356	$40,606	$40,606	$40,606	$147,174
Total Non DAS Salaries and Benefits		$3,099,815				**$92,082**	**$147,463**	**$147,463**	**$147,463**	**$534,471**
Total DAS and Non DAS Salaries and Benefits		$7,775,782				**$243,825**	**$338,987**	**$338,987**	**$338,987**	**$1,260,785**

HSA #2 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Operating Expense Detail

			FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
	Annual # Meals Contracted		23,964	23,964	23,964	23,964	95,856
DAS Operating Expenses							
Expenditure Category							
Rental of Property							
Utilities (Elec, Water, Gas, Phone, Garbage)			$11,074	$10,834	$10,834	$10,834	$43,577
Supplies, Postage			$2,063	$2,063	$2,063	$2,063	$8,252
Building Maintenance Supplies and Repair			$4,706	$4,706	$4,706	$4,706	$18,826
Data Communication, Licenses, Dues			$5,556	$5,556	$5,556	$5,556	$22,226
Insurance			$4,308	$4,308	$4,308	$4,308	$17,231
Staff Training			$1,125	$1,125	$1,125	$1,125	$4,502
Staff Travel-(Local & Out of Town)			$486	$486	$486	$486	$1,944
Rental of Equipment							
Food Cost							
Raw Food	*per meal*	*$2.97*	$71,173	$35,946	$35,946	$35,946	$179,011
Cong Food Svc Supplies	*per meal*	*$0.25*	$5,991	$1,677	$1,677	$1,677	$11,023
Catered Meals	*per meal*						
Consultant							
Consultant A							
Other							
Vehicle Expense			$4,116	$4,116	$4,116	$4,116	$16,463
Security at DT, RBMS & VV $5,096/mo @ 10%			$6,008	$6,008	$6,008	$6,008	$24,032
Rent at VV $600/mo @ 10%			$707	$707	$707	$707	$2,829
Janitorial & Shared Cost at VV $500/mo @ 10%			$589	$589	$589	$589	$2,358
Total DAS Operating Expenses			**$117,904**	**$78,123**	**$78,123**	**$78,123**	**$352,273**
			$12.94	$12.94	$12.94	$12.94	
Non DAS Operating Expenses							
Expenditure Category							
Rental of Property			$27,644	$39,951	$39,951	$39,951	$147,497
Utilities (Elec, Water, Gas, Phone, Garbage)			$6,136	$14,038	$14,038	$14,038	$48,249
Supplies, Postage			$358	$1,436	$1,436	$1,436	$4,666
Building Maintenance Supplies and Repair			$817	$3,276	$3,276	$3,276	$10,643
Data Communication, Licenses, Dues			$964	$3,866	$3,866	$3,866	$12,560
Insurance			$747	$2,997	$2,997	$2,997	$9,739
Staff Training			$195	$784	$784	$784	$2,545
Staff Travel-(Local & Out of Town)			$82	$336	$336	$336	$1,090
Rental of Equipment							
Food Cost							
Raw Food	*per meal*			$35,227	$35,227	$35,227	$105,681
Cong Food Svc Supplies	*per meal*			$4,314	$4,314	$4,314	$12,942
Catered Meals	*per meal*						
Consultant							
Consultant A							
Other							
Vehicle Expense			$797	$2,967	$2,967	$2,967	$9,699
Security at DT, RBMS & VV $3,075/mo @ 10%			($0)	($0)	($0)	($0)	($0)
Rent at VV $600/mo @ 10%							
Janitorial & Shared Cost at VV $500/mo @ 10%							
Total Non DAS Operating Expenses			**$37,739**	**$109,191**	**$109,191**	**$109,191**	**$365,312**
Total DAS and Non DAS Operating Expenses			**$155,643**	**$187,314**	**$187,314**	**$187,314**	**$717,585**

HSA #3 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Appendix A– Services to be Provided
Bayview Hunters Point Multipurpose Senior Services
To-Go Meal Nutrition Services for Older Adults
July 1, 2025 - June 30, 2029

I. Purpose

The purpose of this grant is to provide to-go meal nutrition services to older adults living in the City and County of San Francisco. Services include meals, nutrition education, and nutrition risk screening. To-go meal nutrition services support individuals to live independently in their own homes and communities, help ensure health and well-being through improved nutrition and reduced isolation and serve as an access point for other home and community-based services.

II. Definitions

Grantee	Bayview Hunters Point Multipurpose Senior Services
Adult with a Disability	A person 18-59 years of age with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging.
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DAS Benefits and Resources Hub	A unit within DAS that is equipped to receive calls from the community and provide information, referrals, and assistance for older adults and adults with disabilities, caregivers, and community-based organizations. https://www.sfhsa.org/contact-us/locations/das-benefits-and-resources-hub
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: activities of daily living (ADL), and instrumental activities of daily living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
Food Security Screening	A two-question validated screening tool designed to assess an individual's food security status.
HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Initial Assessment (To-go Meal Nutrition Services)	An initial assessment conducted by a qualified staff member to determine a consumer's need for to-go meal nutrition services. The assessment must document if the consumer is not comfortable dining in a congregate meal setting. It will also evaluate and document physiological, socioeconomic, and psychological factors that contribute to the individual's need for nutrition and related supportive services. These factors include the presence of acute or chronic diseases, health conditions or syndromes; the adequacy of the participant's family or support system; and the individual's functional status, particularly their ability to perform activities of daily living (ADLs) and instrumental activities of daily living (IADLs). (CCR Title 22 Sec. 7638.3)
LGBTQIA+	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.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for program enrollment and participation is not means tested. Consumers self-report income status.
Menu Planning and Nutrient Analysis	The development of a menu cycle that complies with the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP) and California Department of Aging (CDA) menu standards, as well as the nutrition requirements of meals. A Registered Dietitian must conduct a nutrient analysis to verify that the menu meets these standards and requirements. (CDA Program Memo 12-17, as amended; California Code of Regulations, Title 22, Section 7638.5)

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Nutrition Compliance and Quality Assurance (NCQA)	Nutrition Compliance and Quality Assurance are the required components of congregate, to-go, and home-delivered nutrition services that ensure program integrity and quality. These components include but are not limited to ensuring food safety; certifying menu compliance; providing nutrition education; confirming consumer eligibility; and assessing consumers' physiological, socioeconomic, and psychological well-being, as well as their need for nutrition and other supportive services. NCQA also includes nutrition counseling provided by a registered dietitian, when feasible and appropriate.
Nutrition Education Session	An intervention targeting participants and caregivers that involves the dissemination of information, instruction, or training to support food, nutrition, and physical activity choices and behaviors aimed at maintaining or improving health and addressing nutrition-related conditions. The content is consistent with the Dietary Guidelines for Americans (DGA), accurate, culturally sensitive, regionally appropriate, and takes personal preferences into account. Nutrition education sessions are overseen by a Registered Dietitian. Grantees are required to provide education sessions at least quarterly for program participants and to record the provision of each session, including an estimated number of participants reached, in SF DAS GetCare. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate, to-go, and home-delivered nutrition services shall comply with the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI), as specified in California Code of Regulations, Title 22, Section 7638.5
Nutrition Risk Screening	Completion of the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
OAA	Older Americans Act
OCP	Office of Community Partnerships.
Older Adult	A person who is 60 years or older, used interchangeably with "senior."
Older Californians Nutrition Program Title III C1 and C2 (OCNP)	A program that provides nutrition services as authorized by the Older Americans Act of 1965, as amended, and is administered in accordance with the provisions of California Code of Regulations (CCR), Title 22, Chapter 4, Article 5, Section 7630, and was formerly known as the Elderly Nutrition Program (ENP).

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Reassessment (To-go Meal Nutrition Services)	A reassessment conducted quarterly by qualified staff that documents the need for continued to-go meal nutrition services
Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	An individual who meets both of the following criteria: 1) Qualified as specified in Sections 2585 and 2586 of the Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years or older, used interchangeably with "older adult."
SF DAS GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
SFHSA	San Francisco Human Services Agency
Socially Isolated	Having few social relationships and few people to interact with regularly.
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.)
Supervisorial District (District)	There are eleven supervisorial districts in the City and County of San Francisco. A map of each district can be found at: https://www.sf.gov/maps
To-go Meal Nutrition Services	The provision of meals by a qualified nutrition service provider at designated meal sites that are picked up by eligible consumers or delivered to eligible consumers at their place of residence who are not comfortable dining in a congregate meal setting. Meals must comply with the Dietary Guidelines for Americans and meet the Dietary Reference Intakes (DRIs). In addition to the provision of a meal, services include an initial assessment of each consumer's needs and eligibility and a quarterly reassessment to determine continued eligibility; nutrition education; and nutrition risk screening.
Volunteer	A volunteer is an individual who offers their time and services willingly and without compensation to assist the grantee in various activities to support nutrition services.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Unduplicated Consumer (UDC)	An eligible individual who receives meals through the home-delivered nutrition services program and whose participation is documented in SF DAS GetCare by the grantee.
Unit of Service (UOS)	A meal provided to an eligible individual. Each meal shall provide one-third (1/3) of the DRI and comply with the most current Dietary Guidelines for Americans. (22 CCR 7638.5, 22 CCR 7638.7)

III. Target Populations

This program is designed to serve all people who can benefit from the services outlined in this Appendix, and particularly those demonstrating the greatest economic and social need. To ensure that the most vulnerable people are aware of and can benefit from this program, grantee shall ensure that program services are accessible to:

1. Persons with low to moderate income
2. Persons who are socially isolated
3. Persons with limited English-speaking proficiency
4. Persons from communities of color or communities that have historically been under-served
5. Members of the LGBTQIA+ community
6. Persons at risk of institutionalization

IV. Eligibility for Services

To be eligible for to-go meal nutrition services, an individual must be:

1. A person who is sixty (60) years of age or older (older adult), and
2. An individual who is not comfortable dining in a congregate meal setting as determined by an initial assessment and quarterly reassessments conducted by the grantee, and
3. A resident of San Francisco**.**
4. A spouse or domestic partner of an eligible individual may participate in services if a grantee-conducted assessment determines that such participation is in the best interest of the eligible individual.
5. An individual with a disability who resides at home with an eligible individual may participate in services if an assessment conducted by the grantee determines that such participation is in the best interest of the eligible individual.
6. A volunteer under the age of sixty (60), if doing so will not deprive an older adult sixty (60) years of age or older of meal.

V. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that comply with the nutrition and food service standards set forth by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, the California Department of Aging (CDA), the Department of Disability and Aging Services Office of

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Community Partnerships (DAS OCP), and the requirements described in this Appendix A.

2. Grantee will provide to-go meals to eligible consumers at designated meal site(s) which must be submitted to and pre-approved by DAS OCP. The grantee will ensure that all meal sites comply with applicable federal, state, and local regulations, including those related to restrooms, lighting, and ventilation. Meal sites must also be equipped with sturdy tables and chairs suitable for the target population. With prior approval from DAS OCP, the grantee may deliver to-go meals to consumers' residences. The grantee shall operate to-go meal nutrition services in accordance with their DAS-approved site chart, including adherence to DAS OCP-approved geographic areas within the City and County of San Francisco.
3. Grantee shall provide meals that comply with the California Department of Aging's (CDA) Older Californians Nutrition Program (OCNP) Menu Planning Guidance. Each meal must provide a minimum of one-third of the Dietary Reference Intakes (DRIs) and align with the current Dietary Guidelines for Americans. Meals shall be culturally appropriate for the target population(s) served and ready to consume. Grantees are encouraged to implement an Offer Versus Serve (OVS) approach when possible, allowing participants to select the food items they wish to eat, to reduce food waste.
4. Grantee will implement a forecasting system to closely estimate demand and adjust meal production, accordingly, minimizing meal waste through regular reviews and adaptations based on actual distribution patterns. The grantee may introduce a consumer reservation system to help manage meal distribution and ensure sufficient availability. The reservation system must include a written policy and procedure, both of which are subject to approval by DAS OCP.
5. Grantee will serve meals in environmentally friendly containers that are reusable, biodegradable, compostable, and/or recyclable. The grantee will comply with the City's Food Service Waste Reduction Ordinance (2007) and the Single-Use Food Ware Plastics Toxics and Litter Reduction Ordinance (2019).
6. Grantee will ensure that each meal nutrition site has sufficient staff (paid or volunteer) with the appropriate education, experience, and cultural competency designated to oversee the day-to-day operations, with at least one staff member physically present on-site during to-go meal service hours.
7. Grantee will manage all aspects of food service, including the procurement, preparation, transportation, and distribution of food and meals. The grantee will ensure compliance with the standards established by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, and the San Francisco Department of Public Health (SFDPH) Environmental Health Branch. This includes but is not limited to the following:
    a. A food facility permit, also known as a health permit, is required for each facility involved in the preparation, handling, and/or serving of food to the public. In addition, the facility must provide a current health inspection report with a "pass" facility rating status, as issued by the Environmental Health Branch of the San Francisco Department of Public Health.
    b. A certified food safety manager must be on staff to oversee and manage the day-to-day operations of food service.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

   c. All staff involved in the preparation, storage, serving, or handling of food and/or meals must engage in approved food safety training.
8. Grantee will ensure all program staff are oriented and trained to perform their assigned responsibilities and tasks. Training at minimum will include:
   a. Food safety, prevention of foodborne illness, and HACCP principles.
   b. Instructions on accident prevention, fire safety, first aid, choking, earthquake preparedness, and additional emergency procedures as relevant.
9. Grantee will provide a minimum of four (4) hours of annual training for paid and volunteer food service staff, including to-go meal nutrition services staff. The grantee must develop, implement, and maintain a yearly training plan on file. The plan should include the individuals to be trained, the trainer(s), the training content, and the schedule. The content of the training must be reviewed and approved by a Registered Dietitian Nutritionist (RD/RDN). Training sessions will be evaluated by staff, and documentation, including evaluations and attendance records, must be kept on file by the grantee.
10. Grantee will provide the following NCQA activities:
   a. Menu planning and meal analysis shall be conducted twice per year and in accordance with CDA's OCNP Menu Planning Guidance. The grantee must submit the menu cycle with the nutrient analysis for review and approval by DAS OCP at least thirty (30) days in advance of use. The grantee will ensure that food substitutions to originally planned meals are documented and approved by Registered Dietitian Nutritionist (RD/RDN).
   b. HACCP central kitchen and food service monitoring will be conducted at least once per quarter, with a minimum of four (4) monitoring visits during the fiscal year. The monitoring must be conducted and documented by a Registered Dietitian Nutritionist (RD/RDN). If the grantee delivers to-go meals, food service monitoring must include a review of end-of-route temperature checks, which should be performed every other week for each route to ensure meals are maintained at safe temperatures throughout delivery.
   c. Meal delivery route monitoring if the grantee delivers to-go meals. Route monitoring will include, but is not limited to, observation of the packing, transport, and delivery of meals. Route monitoring may be conducted and documented by a qualified staff member who has been trained by a certified food safety manager or a Registered Dietitian Nutritionist (RD/RDN). Documentation of the monitoring must be completed within two (2) weeks of the observation. Each of the grantee's meal delivery routes must be monitored at least two (2) times per fiscal year.
   d. Nutrition education sessions at least once per quarter and a minimum of four (4) times during the fiscal year for consumers participating in services. The grantee will record the delivery of nutrition education sessions in SF DAS GetCare and include the estimated number of participants.
11. Grantee will establish and maintain a consumer enrollment process that includes conducting an initial assessment prior to the start of meal services. The grantee will document the completion of the assessment and consumer information in SF DAS GetCare within one month of collecting the data, ensuring that all information is accurately recorded. The assessment will:

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

a. Verify the consumer's eligibility for to-go meal nutrition services.
b. Screen functional ability through a series of required questions related to activities of daily living (ADL) and instrumental activities of daily living (IADL).
c. Obtain consumer demographic and other information as required by federal, state, and local government.
d. Include completion of a nutrition risk screening using the DETERMINE checklist and a two-question food security screening.

12. Grantee, at minimum, will provide consumers with the following information during the enrollment process:
    a. Safe food handling instructions for the meal(s) including reheating instructions if applicable.
    b. Voluntary contribution policy.
    c. Grievance policy.
    d. Information on how to request assistance from the grantee when needed.
13. Grantee will conduct and document nutrition service reassessments for program participants on a quarterly basis to confirm continued eligibility for services. Reassessments may be conducted in person or over the phone; however, if meals are being delivered to a consumer, an in-person reassessment must be conducted at least every other quarter. Reassessments may be performed by delivery staff or volunteers who have been trained by qualified staff. The grantee must also establish a disenrollment process for consumers who are no longer eligible or who choose to discontinue services.
14. Grantee will offer consumers who receive a meal the opportunity to contribute to the cost of the meal, in accordance with DAS OCP Policy Memorandum No. 5. The grantee will develop a suggested contribution amount based on the average income range of consumers accessing the to-go meal program, as well as the grantee's other funding sources. During the enrollment process, the grantee will provide consumers with written information explaining voluntary contributions and how to make them if they choose to do so. This notification must clearly state that contributions are voluntary, there is no obligation to contribute, and services will be provided regardless of whether a contribution is made. The grantee will also post a sign near the contribution collection receptacle indicating the suggested contribution for eligible individuals. The contribution process must ensure confidentiality, and the grantee must have written procedures in place to safeguard contributions and fees from loss, mishandling, or theft.
15. Grantee will have procedures in place to obtain the views of program participants about services received. At minimum, the grantee will develop and administer an annual consumer satisfaction survey to capture feedback on program outcomes and service quality. Both the survey tool and the administration plan must be reviewed and approved by DAS OCP prior to implementation. Feedback must be collected in a manner that ensures participant anonymity. The results will be shared with DAS OCP by March 15th of each grant year, or on a mutually agreed upon date.
16. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training annually, in accordance with the DAS OCP Policy Memorandum No. 45. Within 30 days of their start date, any new employee, subcontractor, or volunteer must also complete this training. The grantee will

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

maintain records of completion. The grantee shall comply with the applicable privacy and security rules of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

17. Grantee will ensure that all program staff, regardless of position, receive initial training on elder abuse and mandated reporting. Program staff who interact with consumers must complete this training annually, in accordance with the DAS OCP Policy Memorandum No. 35.
18. Grantee shall develop a written grievance process for reviewing and resolving service concerns raised by consumers or their authorized representatives regarding DAS-funded programs and their employees or volunteers, in accordance with DAS OCP Policy Memorandum No. 33. This process must ensure that consumers have clearly established rights and due process for timely resolution of their concerns.
19. Grantee will ensure that DAS funding information is prominently displayed on its websites and publications related to the DAS-funded nutrition program, in accordance with DAS OCP Policy Memorandum No.47.
20. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
21. Grantee will arrange for the availability of food to participants during a major disaster where feasible and appropriate.

VI. Location and Time of Services

The grantee will provide to-go meal nutrition services in the City and County of San Francisco. The grantee, with approval from DAS OCP, will determine the location(s) and time(s) for the provision of to-go meal nutrition services.

VII. Service Objectives

On an annual basis, the grantee shall meet the following service objectives:

Table A	FY 25/26	FY 26/27	FY 27/28	FY 28/29
Number of Unduplicated Consumers (UDC)	293	293	293	293
Number of Meals	64,979	64,979	64,979	64,979

VIII. Outcome Objectives

Measured via a consumer survey with a sample size equal to or greater than the grantee's average daily number of to-go meals served.

1. At least 75% of consumers report an increased consumption of fruits, vegetables, and/or whole grains.
2. At least 85% of consumers report feeling less worried about getting enough food to meet their needs.
3. At least 85% of consumers rate the quality of meals they receive as excellent or good.
4. At least 85% of consumers report that the food support they receive helps them live stably in the community.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

IX. Data Collection and Reporting Requirements

1. Grantee will provide a monthly report of activities, referencing the tasks described in Section VII & VIII- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month. The report will include, at a minimum: the number of consumers served, number of meals prepared and served, number of consumers denied services, and the amount of voluntary consumer contributions received.
2. Grantee will submit a quarterly report, along with supporting documentation, to DAS OCP detailing the HACCP activities conducted. Reports are due on the following dates: October 15th, January 15th, April 15th, and June 15th.
3. Grantee will provide an annual report summarizing the contract activities, referencing the tasks described in Section VII & VIII- Service 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 day of the month following the end of the program year.
4. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SFHSA no later than July 31st each year. The grantee must submit the report in the CARBON system.
5. Grantee will provide Ad Hoc reports as required by the Departments.
6. Pursuant to California Department of Aging requirements, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
7. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies "Focal Points" which are designed to help older adults and adults with disabilities connect to services throughout the City. These Focal Points are:

Name	Address	Phone
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-822-1444 x1200
Canon Kip Senior Center	705 Natoma, St San Francisco, 94103	415-487-3300
Chi Sing Community Center	3133 Taraval St, San Francisco, 94116	415-533-6859
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700
Downtown SF Senior Center	481 O'Farrell St, San Francisco, 94102	415-202-2982
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
Geneva Community Center	5050 Mission St., Suite C, San Francisco 94112	
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415-405-4672
Self-Help for the Elderly Social Services Department	829 Kearney St, San Francisco, 94133	415-677-7585
Toolworks	22 Battery St. Suite 300, San Francisco, 94111	415-733-0990
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828

For assistance with reporting and contract requirements, please contact:

gary.g.hong@sfgov.org
Contract Manager, Office of Contract Management, SFHSA
or
julie.hibarger@sfgov.org
Program Analyst, DAS OCP

X. Monitoring Activities

1. Program Monitoring: Program monitoring will include review of consumer eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives; compliance with specific program standards and requirements; participant record collection and maintenance; reporting performance including monthly service unit reports on SF DAS GetCare; maintenance of service unit logs; agency and organization standards, including current organizational chart; evidence of annual Elder Abuse Reporting training provided to staff and volunteers; evidence of annual California Department of Aging (CDA) Security Awareness training provided to staff and volunteers; program operation, which includes a review of a written policies and procedures manual of all DAS OCP-funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections III through VIII.

2. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, 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 the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster, and selected board minutes for compliance with the Sunshine Ordinance.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM

Budget Reference Page No.(s)
Bayview Senior Services

(Check One) New __X__ Renewal ____ Modification ____
If modification, Effective Date of Mod. No. of Mod.

Program: Congregate meals for (x) older adults or **( ) adults with disabilities**

Budget Reference Page No.(s)						
Program Term	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total	cost/meal
Annual # Meals Contracted	64,979	64,979	64,979	64,979	259,916	
DAS Expenditures						
Salaries & Benefits	$264,256	$261,190	$261,190	$261,190	$1,047,826	$4.03
Operating Expenses	$448,185	$451,227	$451,227	$451,227	$1,801,866	$6.93
Subtotal	$712,441	$712,417	$712,417	$712,417	$2,849,692	$10.96
Indirect Percentage (%)	13.00%	13.00%	13.00%	13.00%	13.00%	
Indirect Cost	$92,655	$92,679	$92,679	$92,679	$370,692	$1.43
Capital/Subcontractor Expenditures						
NCQA Expenditures						
Total DAS Expenditures	**$805,096**	**$805,096**	**$805,096**	**$805,096**	**$3,220,384**	$12.39
Non DAS Expenditures						
Salaries & Benefits	$22,918	$24,712	$24,712	$24,712	$97,054	$0.37
Operating Expenses	$16,245	$16,245	$16,245	$16,245	$64,980	$0.25
Capital/Subcontractor Expenditures						
NCQA Expenditures						
Total Non DAS Expenditures	**$39,163**	**$40,957**	**$40,957**	**$40,957**	**$162,034**	$0.62
TOTAL DAS AND NON DAS EXPEDITURES	**$844,259**	**$846,053**	**$846,053**	**$846,053**	**$3,382,418**	$13.01
DAS Revenues						
Meals- General Fund	$805,096	$805,096	$805,096	$805,096	$3,220,384	$12.39
Meals- State Fund						
Meals- Federal Fund						
NCQA Fund						
Total DAS Revenue	**$805,096**	**$805,096**	**$805,096**	**$805,096**	**$3,220,384**	$12.39
PER MEAL COST, DAS	$12.39	$12.39	$12.39	$12.39	$12.39	
PER MEAL COST (with NCQA), DAS	$12.39	$12.39	$12.39	$12.39	$12.39	
Non DAS Revenues						
Project Income	$2,193	$2,193	$2,193	$2,193	$8,772	$0.03
Agency Cash- Fundraising	$4,715	$4,715	$4,715	$4,715	$18,860	$0.07
Agency In-kind Volunteer	$16,010	$16,010	$16,010	$16,010	$64,040	$0.25
Food bank Donation	$16,245	$16,245	$16,245	$16,245	$64,980	$0.25
NCQA Revenue						
Total Non DAS Revenue	**$39,163**	**$39,163**	**$39,163**	**$39,163**	**$156,652**	$0.60
PER MEAL COST, Non DAS	$0.60	$0.60	$0.60	$0.60	$0.60	
PER MEAL COST (with NCQA), Non DAS	$0.60	$0.60	$0.60	$0.60	$0.60	

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

TOTAL DAS AND NON DAS REVENUE	**$844,259**	**$844,259**	**$844,259**	**$844,259**	**$3,377,036**	$12.99
PER MEAL COST, Total	$12.99	$12.99	$12.99	$12.99	$12.99	
PER MEAL COST (with NCQA), Total	$12.99	$12.99	$12.99	$12.99	$12.99	
Full Time Equivalent (FTE)	13.88	13.88	13.88	13.88	55.50	
Prepared by: Cathy Davis					Date:	
HSA-CO Review Signature:						
HSA #1					**10/25/2016**	

Program: Congregate meals for (x) older adults or ( ) adults with disabilities
(Same as Line 11 on HSA #1)

Document Date:

Salaries & Benefits Detail

DAS Salaries & Benefits		Agency Totals		HSA Program FY 25-26		HSA Program FY 26-29		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Executive Chef	Charles Adams	$101,670	1.00	29.24%	0.29	31.53%	0.32	$29,728	$32,057	$32,057	$32,057	$125,899
Kitchen Manager	Allen Young	$77,126	1.00	29.24%	0.29	31.53%	0.32	$22,552	$24,318	$24,318	$24,318	$95,506
Cook	Willina Bennett	$49,275	1.00	29.24%	0.29	31.53%	0.32	$14,408	$15,536	$15,536	$15,536	$61,016
Kitchen Assistant	Darinell Collier	$55,099	1.00	29.24%	0.29	31.53%	0.32	$16,111	$17,373	$17,373	$17,373	$68,230
Dr Davis Site Manager	Shantel Lumse	$46,904	1.00	29.24%	0.29	31.53%	0.32	$13,715	$14,789	$14,789	$14,789	$58,082
WASC Site Manager	David Malone	$51,605	1.00	29.24%	0.29	31.53%	0.32	$15,089	$16,271	$16,271	$16,271	$63,902
Cook	Javier Gonzale	$47,715	1.00	29.24%	0.29	31.53%	0.32	$13,952	$15,045	$15,045	$15,045	$59,087
Kitchen Assistant	Manuel Castro	$47,133	1.00	29.24%	0.29	24.28%	0.24	$13,782	$11,444	$11,444	$11,444	$48,114
Food Service Assistant	Nana Lulio	$42,120	1.00	29.24%	0.29	31.53%	0.32	$12,316	$13,280	$13,280	$13,280	$52,156
Food Service Assistant	TBD	$47,133	1.00	29.24%	0.29			$13,782				$13,782
Kitchen Assistant	Iakopo Manu	$47,133	1.00	29.24%	0.29	31.53%	0.32	$13,782	$14,861	$14,861	$14,861	$58,365
Driver	Antoine Porter	$53,934	1.00	29.24%	0.29	31.53%	0.32	$15,770	$17,005	$17,005	$17,005	$66,785
Driver (5hr/day)	Toney Befford	$45,344	0.63	29.24%	0.18	31.53%	0.20	$8,287	$8,936	$8,936	$8,936	$35,095
Totals		$565,780	12.63	292.40%	3.69	3.71	3.59	$203,274	$200,915	$200,915	$200,915	$806,019
Fringe Benefits Rate		30.00%										
Employee Fringe Benefits		$169,734						$60,982	$60,275	$60,275	$60,275	$241,807
Total DAS Salaries and Benefits		$735,514						**$264,256**	**$261,190**	**$261,190**	**$261,190**	**$1,047,826**

Non DAS Salaries & Benefits		Agency Totals		HSA Program FY 25-26		HSA Program FY 26-29		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Volunteer		$42,120	1.00	29.24%	0.29	31.53%	0.32	$12,316	$13,280	$13,280	$13,280	$52,156
Data Management	Dena Madrid	$72,675	0.25	29.24%	0.07	31.53%	0.08	$5,313	$5,729	$5,729	$5,729	$22,500
Totals		$114,795	1.25	58.48%	0.37	0.63	0.39	$17,629	$19,009	$19,009	$19,009	$74,656
Fringe Benefits Rate		30.00%										
Employee Fringe Benefits		$34,439						$5,289	$5,703	$5,703	$5,703	$22,398
Total Non DAS Salaries and Benefits		$149,234						**$22,918**	**$24,712**	**$24,712**	**$24,712**	**$97,054**
Total DAS and Non DAS Salaries and Benefits		$884,748						**$287,174**	**$285,902**	**$285,902**	**$285,902**	**$1,144,880**

HSA #2 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Operating Expense Detail

			FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted			64,979	64,979	64,979	64,979	259,916
DAS Operating Expenses							
Expenditure Category							
Rental of Property			$2,169	$2,339	$2,339	$2,339	$9,186
Utilities (Elec, Water, Gas, Phone, Garbage)			$16,237	$17,509	$17,509	$17,509	$68,764
Office Supplies, Postage			$702	$757	$757	$757	$2,973
Building Maintenance Supplies and Repair			$8,071	$8,704	$8,704	$8,704	$34,183
Printing and Reproduction							
Insurance							
Staff Training			$702	$757	$757	$757	$2,973
Staff Travel-(Local & Out of Town)							
Rental of Equipment			$292	$315	$315	$315	$1,237
Food Cost							
Raw Food	*per meal*	*$5.30*	$344,389	$344,389	$344,389	$344,389	$1,377,556
Cong Food Svc Supplies	*per meal*	*$1.00*	$64,979	$64,979	$64,979	$64,979	$259,916
Catered Meals	*per meal*						
Consultant							
Consultant A							
Other							
Gas and Car rental			$7,018	$7,568	$7,568	$7,568	$29,722
Small Equipment			$2,924	$3,153	$3,153	$3,153	$12,383
DMV			$702	$757	$757	$757	$2,973
Total DAS Operating Expenses			**$448,185**	**$451,227**	**$451,227**	**$451,227**	**$1,801,866**
Non DAS Operating Expenses							
Expenditure Category							
Rental of Property							
Utilities (Elec, Water, Gas, Phone, Garbage)							
Office Supplies, Postage							
Building Maintenance Supplies and Repair							
Printing and Reproduction							
Insurance							
Staff Training							
Staff Travel-(Local & Out of Town)							
Rental of Equipment							
Food Cost							
Raw Food	*per meal*	*$0.25*	$16,245	$16,245	$16,245	$16,245	$64,980
Cong Food Svc Supplies	*per meal*						
Catered Meals	*per meal*						

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Consultant					
Consultant A					
Other					
Total Non DAS Operating Expenses	**$16,245**	**$16,245**	**$16,245**	**$16,245**	**$64,980**
Total DAS and Non DAS Operating Expenses	**$464,430**	**$467,472**	**$467,472**	**$467,472**	**$1,866,846**

HSA #3 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Appendix A– Services to be Provided
Centro Latino de San Francisco
To-Go Meal Nutrition Services for Older Adults
July 1, 2025 - June 30, 2029

I. Purpose

The purpose of this grant is to provide to-go meal nutrition services to older adults living in the City and County of San Francisco. Services include meals, nutrition education, and nutrition risk screening. To-go meal nutrition services support individuals to live independently in their own homes and communities, help ensure health and well-being through improved nutrition and reduced isolation and serve as an access point for other home and community-based services.

II. Definitions

Adult with a Disability	A person 18-59 years of age with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging.
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

DAS	Department of Disability and Aging Services.
DAS Benefits and Resources Hub	A unit within DAS that is equipped to receive calls from the community and provide information, referrals, and assistance for older adults and adults with disabilities, caregivers, and community-based organizations. https://www.sfhsa.org/contact-us/locations/das-benefits-and-resources-hub
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: activities of daily living (ADL), and instrumental activities of daily living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
Food Security Screening	A two-question validated screening tool designed to assess an individual's food security status.
Grantee	Centro Latino de San Francisco
HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Initial Assessment (To-go Meal Nutrition Services)	An initial assessment conducted by a qualified staff member to determine a consumer's need for to-go meal nutrition services. The assessment must document if the consumer is not comfortable dining in a congregate meal setting. It will also evaluate and document physiological, socioeconomic, and psychological factors that contribute to the individual's need for nutrition and related supportive services. These factors include the presence of acute or chronic diseases, health conditions or syndromes; the adequacy of the participant's family or support system; and the individual's functional status, particularly their ability to perform activities of daily living (ADLs) and instrumental activities of daily living (IADLs). (CCR Title 22 Sec. 7638.3)
LGBTQIA+	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.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for program enrollment and participation is not means tested. Consumers self-report income status.
Menu Planning and Nutrient Analysis	The development of a menu cycle that complies with the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP) and California Department of Aging (CDA) menu standards, as well as the nutrition requirements of meals. A Registered Dietitian must conduct a nutrient analysis to verify that the menu meets these standards and requirements. (CDA Program Memo 12-17, as amended; California Code of Regulations, Title 22, Section 7638.5)

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Nutrition Compliance and Quality Assurance (NCQA)	Nutrition Compliance and Quality Assurance are the required components of congregate, to-go, and home-delivered nutrition services that ensure program integrity and quality. These components include but are not limited to ensuring food safety; certifying menu compliance; providing nutrition education; confirming consumer eligibility; and assessing consumers' physiological, socioeconomic, and psychological well-being, as well as their need for nutrition and other supportive services. NCQA also includes nutrition counseling provided by a registered dietitian, when feasible and appropriate.
Nutrition Education Session	An intervention targeting participants and caregivers that involves the dissemination of information, instruction, or training to support food, nutrition, and physical activity choices and behaviors aimed at maintaining or improving health and addressing nutrition-related conditions. The content is consistent with the Dietary Guidelines for Americans (DGA), accurate, culturally sensitive, regionally appropriate, and takes personal preferences into account. Nutrition education sessions are overseen by a Registered Dietitian. Grantees are required to provide education sessions at least quarterly for program participants and to record the provision of each session, including an estimated number of participants reached, in SF DAS GetCare. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate, to-go, and home-delivered nutrition services shall comply with the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI), as specified in California Code of Regulations, Title 22, Section 7638.5
Nutrition Risk Screening	Completion of the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
OAA	Older Americans Act
OCP	Office of Community Partnerships.
Older Adult	A person who is 60 years or older, used interchangeably with "senior."
Older Californians Nutrition Program Title III C1 and C2 (OCNP)	A program that provides nutrition services as authorized by the Older Americans Act of 1965, as amended, and is administered in accordance with the provisions of California Code of Regulations (CCR), Title 22, Chapter 4, Article 5, Section 7630, and was formerly known as the Elderly Nutrition Program (ENP).

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Reassessment (To-go Meal Nutrition Services)	A reassessment conducted quarterly by qualified staff that documents the need for continued to-go meal nutrition services
Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	An individual who meets both of the following criteria: 1) Qualified as specified in Sections 2585 and 2586 of the Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years or older, used interchangeably with "older adult."
SF DAS GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
SFHSA	San Francisco Human Services Agency
Socially Isolated	Having few social relationships and few people to interact with regularly.
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.)
Supervisorial District (District)	There are eleven supervisorial districts in the City and County of San Francisco. A map of each district can be found at: https://www.sf.gov/maps
To-go Meal Nutrition Services	The provision of meals by a qualified nutrition service provider at designated meal sites that are picked up by eligible consumers or delivered to eligible consumers at their place of residence who are not comfortable dining in a congregate meal setting. Meals must comply with the Dietary Guidelines for Americans and meet the Dietary Reference Intakes (DRIs). In addition to the provision of a meal, services include an initial assessment of each consumer's needs and eligibility and a quarterly reassessment to determine continued eligibility; nutrition education; and nutrition risk screening.
Volunteer	A volunteer is an individual who offers their time and services willingly and without compensation to assist the grantee in various activities to support nutrition services.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Unduplicated Consumer (UDC)	An eligible individual who receives meals through the home-delivered nutrition services program and whose participation is documented in SF DAS GetCare by the grantee.
Unit of Service (UOS)	A meal provided to an eligible individual. Each meal shall provide one-third (1/3) of the DRI and comply with the most current Dietary Guidelines for Americans. (22 CCR 7638.5, 22 CCR 7638.7)

III. Target Populations

This program is designed to serve all people who can benefit from the services outlined in this Appendix, and particularly those demonstrating the greatest economic and social need. To ensure that the most vulnerable people are aware of and can benefit from this program, grantee shall ensure that program services are accessible to:

1. Persons with low to moderate income
2. Persons who are socially isolated
3. Persons with limited English-speaking proficiency
4. Persons from communities of color or communities that have historically been under-served
5. Members of the LGBTQIA+ community
6. Persons at risk of institutionalization

IV. Eligibility for Services

To be eligible for to-go meal nutrition services, an individual must be:

1. A person who is sixty (60) years of age or older (older adult), and
2. An individual who is not comfortable dining in a congregate meal setting as determined by an initial assessment and quarterly reassessments conducted by the grantee, and
3. A resident of San Francisco**.**
4. A spouse or domestic partner of an eligible individual may participate in services if a grantee-conducted assessment determines that such participation is in the best interest of the eligible individual.
5. An individual with a disability who resides at home with an eligible individual may participate in services if an assessment conducted by the grantee determines that such participation is in the best interest of the eligible individual.
6. A volunteer under the age of sixty (60), if doing so will not deprive an older adult sixty (60) years of age or older of meal.

V. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that comply with the nutrition and food service standards set forth by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, the California Department of Aging (CDA), the Department of Disability and Aging Services Office of

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Community Partnerships (DAS OCP), and the requirements described in this Appendix A.

2. Grantee will provide to-go meals to eligible consumers at designated meal site(s) which must be submitted to and pre-approved by DAS OCP. The grantee will ensure that all meal sites comply with applicable federal, state, and local regulations, including those related to restrooms, lighting, and ventilation. Meal sites must also be equipped with sturdy tables and chairs suitable for the target population. With prior approval from DAS OCP, the grantee may deliver to-go meals to consumers' residences. The grantee shall operate to-go meal nutrition services in accordance with their DAS-approved site chart, including adherence to DAS OCP-approved geographic areas within the City and County of San Francisco.
3. Grantee shall provide meals that comply with the California Department of Aging's (CDA) Older Californians Nutrition Program (OCNP) Menu Planning Guidance. Each meal must provide a minimum of one-third of the Dietary Reference Intakes (DRIs) and align with the current Dietary Guidelines for Americans. Meals shall be culturally appropriate for the target population(s) served and ready to consume. Grantees are encouraged to implement an Offer Versus Serve (OVS) approach when possible, allowing participants to select the food items they wish to eat, to reduce food waste.
4. Grantee will implement a forecasting system to closely estimate demand and adjust meal production, accordingly, minimizing meal waste through regular reviews and adaptations based on actual distribution patterns. The grantee may introduce a consumer reservation system to help manage meal distribution and ensure sufficient availability. The reservation system must include a written policy and procedure, both of which are subject to approval by DAS OCP.
5. Grantee will serve meals in environmentally friendly containers that are reusable, biodegradable, compostable, and/or recyclable. The grantee will comply with the City's Food Service Waste Reduction Ordinance (2007) and the Single-Use Food Ware Plastics Toxics and Litter Reduction Ordinance (2019).
6. Grantee will ensure that each meal nutrition site has sufficient staff (paid or volunteer) with the appropriate education, experience, and cultural competency designated to oversee the day-to-day operations, with at least one staff member physically present on-site during to-go meal service hours.
7. Grantee will manage all aspects of food service, including the procurement, preparation, transportation, and distribution of food and meals. The grantee will ensure compliance with the standards established by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, and the San Francisco Department of Public Health (SFDPH) Environmental Health Branch. This includes but is not limited to the following:
    a. A food facility permit, also known as a health permit, is required for each facility involved in the preparation, handling, and/or serving of food to the public. In addition, the facility must provide a current health inspection report with a "pass" facility rating status, as issued by the Environmental Health Branch of the San Francisco Department of Public Health.
    b. A certified food safety manager must be on staff to oversee and manage the day-to-day operations of food service.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

   c. All staff involved in the preparation, storage, serving, or handling of food and/or meals must engage in approved food safety training.
8. Grantee will ensure all program staff are oriented and trained to perform their assigned responsibilities and tasks. Training at minimum will include:
   a. Food safety, prevention of foodborne illness, and HACCP principles.
   b. Instructions on accident prevention, fire safety, first aid, choking, earthquake preparedness, and additional emergency procedures as relevant.
9. Grantee will provide a minimum of four (4) hours of annual training for paid and volunteer food service staff, including to-go meal nutrition services staff. The grantee must develop, implement, and maintain a yearly training plan on file. The plan should include the individuals to be trained, the trainer(s), the training content, and the schedule. The content of the training must be reviewed and approved by a Registered Dietitian Nutritionist (RD/RDN). Training sessions will be evaluated by staff, and documentation, including evaluations and attendance records, must be kept on file by the grantee.
10. Grantee will provide the following NCQA activities:
   a. Menu planning and meal analysis shall be conducted twice per year and in accordance with CDA's OCNP Menu Planning Guidance. The grantee must submit the menu cycle with the nutrient analysis for review and approval by DAS OCP at least thirty (30) days in advance of use. The grantee will ensure that food substitutions to originally planned meals are documented and approved by Registered Dietitian Nutritionist (RD/RDN).
   b. HACCP central kitchen and food service monitoring will be conducted at least once per quarter, with a minimum of four (4) monitoring visits during the fiscal year. The monitoring must be conducted and documented by a Registered Dietitian Nutritionist (RD/RDN). If the grantee delivers to-go meals, food service monitoring must include a review of end-of-route temperature checks, which should be performed every other week for each route to ensure meals are maintained at safe temperatures throughout delivery.
   c. Meal delivery route monitoring if the grantee delivers to-go meals. Route monitoring will include, but is not limited to, observation of the packing, transport, and delivery of meals. Route monitoring may be conducted and documented by a qualified staff member who has been trained by a certified food safety manager or a Registered Dietitian Nutritionist (RD/RDN). Documentation of the monitoring must be completed within two (2) weeks of the observation. Each of the grantee's meal delivery routes must be monitored at least two (2) times per fiscal year.
   d. Nutrition education sessions at least once per quarter and a minimum of four (4) times during the fiscal year for consumers participating in services. The grantee will record the delivery of nutrition education sessions in SF DAS GetCare and include the estimated number of participants.
11. Grantee will establish and maintain a consumer enrollment process that includes conducting an initial assessment prior to the start of meal services. The grantee will document the completion of the assessment and consumer information in SF DAS GetCare within one month of collecting the data, ensuring that all information is accurately recorded. The assessment will:

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

a. Verify the consumer's eligibility for to-go meal nutrition services.
b. Screen functional ability through a series of required questions related to activities of daily living (ADL) and instrumental activities of daily living (IADL).
c. Obtain consumer demographic and other information as required by federal, state, and local government.
d. Include completion of a nutrition risk screening using the DETERMINE checklist and a two-question food security screening.

12. Grantee, at minimum, will provide consumers with the following information during the enrollment process:
    a. Safe food handling instructions for the meal(s) including reheating instructions if applicable.
    b. Voluntary contribution policy.
    c. Grievance policy.
    d. Information on how to request assistance from the grantee when needed.
13. Grantee will conduct and document nutrition service reassessments for program participants on a quarterly basis to confirm continued eligibility for services. Reassessments may be conducted in person or over the phone; however, if meals are being delivered to a consumer, an in-person reassessment must be conducted at least every other quarter. Reassessments may be performed by delivery staff or volunteers who have been trained by qualified staff. The grantee must also establish a disenrollment process for consumers who are no longer eligible or who choose to discontinue services.
14. Grantee will offer consumers who receive a meal the opportunity to contribute to the cost of the meal, in accordance with DAS OCP Policy Memorandum No. 5. The grantee will develop a suggested contribution amount based on the average income range of consumers accessing the to-go meal program, as well as the grantee's other funding sources. During the enrollment process, the grantee will provide consumers with written information explaining voluntary contributions and how to make them if they choose to do so. This notification must clearly state that contributions are voluntary, there is no obligation to contribute, and services will be provided regardless of whether a contribution is made. The grantee will also post a sign near the contribution collection receptacle indicating the suggested contribution for eligible individuals. The contribution process must ensure confidentiality, and the grantee must have written procedures in place to safeguard contributions and fees from loss, mishandling, or theft.
15. Grantee will have procedures in place to obtain the views of program participants about services received. At minimum, the grantee will develop and administer an annual consumer satisfaction survey to capture feedback on program outcomes and service quality. Both the survey tool and the administration plan must be reviewed and approved by DAS OCP prior to implementation. Feedback must be collected in a manner that ensures participant anonymity. The results will be shared with DAS OCP by March 15th of each grant year, or on a mutually agreed upon date.
16. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training annually, in accordance with the DAS OCP Policy Memorandum No. 45. Within 30 days of their start date, any new employee, subcontractor, or volunteer must also complete this training. The grantee will

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

maintain records of completion. The grantee shall comply with the applicable privacy and security rules of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

17. Grantee will ensure that all program staff, regardless of position, receive initial training on elder abuse and mandated reporting. Program staff who interact with consumers must complete this training annually, in accordance with the DAS OCP Policy Memorandum No. 35.
18. Grantee shall develop a written grievance process for reviewing and resolving service concerns raised by consumers or their authorized representatives regarding DAS-funded programs and their employees or volunteers, in accordance with DAS OCP Policy Memorandum No. 33. This process must ensure that consumers have clearly established rights and due process for timely resolution of their concerns.
19. Grantee will ensure that DAS funding information is prominently displayed on its websites and publications related to the DAS-funded nutrition program, in accordance with DAS OCP Policy Memorandum No.47.
20. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
21. Grantee will arrange for the availability of food to participants during a major disaster where feasible and appropriate.

VI. Location and Time of Services

The grantee will provide to-go meal nutrition services in the City and County of San Francisco. The grantee, with approval from DAS OCP, will determine the location(s) and time(s) for the provision of to-go meal nutrition services.

VII. Service Objectives

On an annual basis, the grantee shall meet the following service objectives:

Table A	FY 25/26	FY 26/27	FY 27/28	FY 28/29
Number of Unduplicated Consumers (UDC)	118	118	118	118
Number of Meals	15,110	15,110	15,110	15,110

VIII. Outcome Objectives

Measured via a consumer survey with a sample size equal to or greater than the grantee's average daily number of to-go meals served.

1. At least 75% of consumers report an increased consumption of fruits, vegetables, and/or whole grains.
2. At least 85% of consumers report feeling less worried about getting enough food to meet their needs.
3. At least 85% of consumers rate the quality of meals they receive as excellent or good.
4. At least 85% of consumers report that the food support they receive helps them live stably in the community.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

IX. Data Collection and Reporting Requirements

1. Grantee will provide a monthly report of activities, referencing the tasks described in Section VII & VIII- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month. The report will include, at a minimum: the number of consumers served, number of meals prepared and served, number of consumers denied services, and the amount of voluntary consumer contributions received.
2. Grantee will submit a quarterly report, along with supporting documentation, to DAS OCP detailing the HACCP activities conducted. Reports are due on the following dates: October 15th, January 15th, April 15th, and June 15th.
3. Grantee will provide an annual report summarizing the contract activities, referencing the tasks described in Section VII & VIII- Service 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 day of the month following the end of the program year.
4. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SFHSA no later than July 31st each year. The grantee must submit the report in the CARBON system.
5. Grantee will provide Ad Hoc reports as required by the Departments.
6. Pursuant to California Department of Aging requirements, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
7. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies "Focal Points" which are designed to help older adults and adults with disabilities connect to services throughout the City. These Focal Points are:

Name	Address	Phone
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-822-1444 x1200
Canon Kip Senior Center	705 Natoma, St San Francisco, 94103	415-487-3300
Chi Sing Community Center	3133 Taraval St, San Francisco, 94116	415-533-6859
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700
Downtown SF Senior Center	481 O'Farrell St, San Francisco, 94102	415-202-2982
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
Geneva Community Center	5050 Mission St., Suite C, San Francisco 94112	
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415-405-4672
Self-Help for the Elderly Social Services Department	829 Kearney St, San Francisco, 94133	415-677-7585
Toolworks	22 Battery St. Suite 300, San Francisco, 94111	415-733-0990
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828

For assistance with reporting and contract requirements, please contact:

Gary.Hom@sfgov.org
Contract Manager, Office of Contract Management, SFHSA
or
Marina.Kan@sfgov.org
Program Analyst, DAS OCP

X. Monitoring Activities

1. Program Monitoring: Program monitoring will include review of consumer eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives; compliance with specific program standards and requirements; participant record collection and maintenance; reporting performance including monthly service unit reports on SF DAS GetCare; maintenance of service unit logs; agency and organization standards, including current organizational chart; evidence of annual Elder Abuse Reporting training provided to staff and volunteers; evidence of annual California Department of Aging (CDA) Security Awareness training provided to staff and volunteers; program operation, which includes a review of a written policies and procedures manual of all DAS OCP-funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections III through VIII.

2. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, 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 the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster, and selected board minutes for compliance with the Sunshine Ordinance.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM

Name
Centro Latino de San Francisco

(Check One) New __X__ Renewal ____ Modification ____
If modification, Effective Date of Mod. No. of Mod.

Program: TO-GO Congregate meals for (x) older adults or **( ) adults with disabilities**

Budget Reference Page No.(s)					
Program Term	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted	15,110	15,110	15,110	15,110	60,440
DAS Expenditures					
Salaries & Benefits	$95,126	$95,126	$95,126	$95,126	$380,504
Operating Expenses	$34,430	$34,430	$34,430	$34,430	$137,720
Subtotal	$129,556	$129,556	$129,556	$129,556	$518,224
Indirect Percentage (%)	15.00%	15.00%	15.00%	15.00%	15.00%
Indirect Cost	$19,433	$19,433	$19,433	$19,433	$77,732
Capital/Subcontractor Expenditures	$0	$0	$0	$0	$0
NCQA Expenditures	$0	$0	$0	$0	$0
Total DAS Expenditures	**$148,989**	**$148,989**	**$148,989**	**$148,989**	**$595,956**
Non DAS Expenditures					
Salaries & Benefits	$27,589	$27,589	$27,589	$27,589	$110,356
Operating Expenses	$0	$0	$0	$0	$0
Capital/Subcontractor Expenditures	$0	$0	$0	$0	$0
NCQA Expenditures	$0	$0	$0	$0	$0
Total Non DAS Expenditures	**$27,589**	**$27,589**	**$27,589**	**$27,589**	**$110,356**
TOTAL DAS AND NON DAS EXPENDITURES	**$176,578**	**$176,578**	**$176,578**	**$176,578**	**$706,312**
DAS Revenues					
Meals- General Fund	$148,989	$148,989	$148,989	$148,989	$595,956
Meals- State Fund	$0	$0	$0	$0	$0
Meals- Federal Fund	$0	$0	$0	$0	$0
					$0
					$0
					$0
NCQA Fund					$0
Total DAS Revenue	**$148,989**	**$148,989**	**$148,989**	**$148,989**	**$595,956**
PER MEAL COST, DAS	$9.86	$9.86	$9.86	$9.86	$9.86
PER MEAL COST (with NCQA), DAS	$9.86	$9.86	$9.86	$9.86	$9.86
Non DAS Revenues					
Project Income	$0	$0	$0	$0	$0
Agency Cash- Fundraising	$0	$0	$0	$0	$0
Agency In-kind Volunteer	$27,589	$27,589	$27,589	$27,589	$110,356
					$0
					$0
					$0
NCQA Revenue					$0
Total Non DAS Revenue	**$27,589**	**$27,589**	**$27,589**	**$27,589**	**$110,356**
PER MEAL COST, Non DAS	$1.83	$1.83	$1.83	$1.83	$1.83
PER MEAL COST (with NCQA), Non DAS	$1.83	$1.83	$1.83	$1.83	$1.83
TOTAL DAS AND NON DAS REVENUE	**$176,578**	**$176,578**	**$176,578**	**$176,578**	**$706,312**
PER MEAL COST, Total	$11.69	$11.69	$11.69	$11.69	$11.69
PER MEAL COST (with NCQA), Total	$11.69	$11.69	$11.69	$11.69	$11.69
Full Time Equivalent (FTE)	1.00	1.00	1.00	1.00	4.00

Prepared by: Date:

HSA-CO Review Signature: _____

HSA #1 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Salaries & Benefits Detail

DAS Salaries & Benefits		Agency Totals		HSA Program		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Executive Director	Gloria Bonilla	$93,600	1.00	0.00%	0.00	$0	$0	$0	$0	$0
Accountant/HR	Olivia Riano	$65,499	1.00	0.00%	0.00	$0	$0	$0	$0	$0
Associate Director & Naturalization Mn	Jacob Simons	$83,200	1.00	0.00%	0.00	$0	$0	$0	$0	$0
Nutrition Program Manager	Jose Omar Romero	$66,560	1.00	6.90%	0.07	$4,589	$4,589	$4,589	$4,589	$18,356
Executive Cook	TBD	$56,160	1.00	7.03%	0.07	$3,948	$3,948	$3,948	$3,948	$15,792
Cook	Cruz Mercado	$52,000	1.00	9.57%	0.10	$4,976	$4,976	$4,976	$4,976	$19,904
Cook	Ana Rodriguez	$52,000	1.00	9.57%	0.10	$4,976	$4,976	$4,976	$4,976	$19,904
HDM Driver II	Procorro Rodriguez	$35,880	1.00	4.66%	0.05	$1,672	$1,672	$1,672	$1,672	$6,688
HDM Driver II	Joaquin Olivar	$35,880	1.00	6.32%	0.06	$2,268	$2,268	$2,268	$2,268	$9,072
Driver III/Site Manager Ed Lee	Sandro Garcia	$49,920	1.00	10.16%	0.10	$5,072	$5,072	$5,072	$5,072	$20,288
Driver Site Manager Veterans Academ	TBD	$35,880	1.00	11.71%	0.12	$4,202	$4,202	$4,202	$4,202	$16,808
Dishwasher/Janitor I	Domingo Castaned	$43,680	1.00	8.63%	0.09	$3,770	$3,770	$3,770	$3,770	$15,080
Dishwasher/Janitor II	Juan Irias	$34,944	1.00	3.71%	0.04	$1,295	$1,295	$1,295	$1,295	$5,180
CLSF Food Server/Prep	Gloria Esperanza A	$47,840	1.00	10.08%	0.10	$4,822	$4,822	$4,822	$4,822	$19,288
Site Manager MNC	Juana Ivonne Olmo	$52,000	1.00	8.63%	0.09	$4,488	$4,488	$4,488	$4,488	$17,952
Server MNC & Prep/Janitor	Yensi Molina	$45,760	1.00	8.86%	0.09	$4,054	$4,054	$4,054	$4,054	$16,216
Site Manager STAR Hotel	Gisela Venegas	$25,116	1.00	12.45%	0.12	$3,127	$3,127	$3,127	$3,127	$12,508
Server STAR & Prep	Zoila Palacios	$21,840	1.00	6.05%	0.06	$1,321	$1,321	$1,321	$1,321	$5,284
Site Manager Minna Lee/V.C.C.	Roger Martinez	$36,608	1.00	10.33%	0.10	$3,782	$3,782	$3,782	$3,782	$15,128
Site Manager Veterans Commons	Jessi Arguello	$43,680	1.00	7.64%	0.08	$3,337	$3,337	$3,337	$3,337	$13,348
Server JWP/Food Prep	Maria Hernandez	$32,760	1.00	9.82%	0.10	$3,217	$3,217	$3,217	$3,217	$12,868
Server Ed Lee & Prep	Carolina Cervantes	$28,392	1.00	5.14%	0.05	$1,459	$1,459	$1,459	$1,459	$5,836
Site Manager Maceo May	Norland Estrada	$47,840	1.00	5.28%	0.05	$2,526	$2,526	$2,526	$2,526	$10,104
Server Maceo May and Prep	Juana Maria Lopez	$45,760	1.00	8.76%	0.09	$4,009	$4,009	$4,009	$4,009	$16,036
Social Worker & Activities Facilitator	Mabrisa Rodriguez	$60,320	1.00	4.98%	0.05	$3,004	$3,004	$3,004	$3,004	$12,016
Social Worker Assist/Intake	TBD	$39,000	1.00	3.36%	0.03	$1,310	$1,310	$1,310	$1,310	$5,240
Social Worker HDM Coordinator	Veronica Lacayo	$60,450	1.00	2.52%	0.03	$1,523	$1,523	$1,523	$1,523	$6,092
Nutritionist	TBD	$15,600	1.00	0.00%	0.00	$0	$0	$0	$0	$0
Totals		$1,308,169	27.00	182.15%	1.82	$78,747	$78,747	$78,747	$78,747	$314,988
Fringe Benefits Rate		20.80%								
Employee Fringe Benefits		$272,099				$16,379	$16,379	$16,379	$16,379	$65,516
Total DAS Salaries and Benefits		$1,580,268				**$95,126**	**$95,126**	**$95,126**	**$95,126**	**$380,504**

Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Food Packing		$41,704	0.63	17%	0.10	$4,344	$4,344	$4,344	$4,344	$17,376
Food Packing		$41,704	0.63	17%	0.10	$4,344	$4,344	$4,344	$4,344	$17,376
Food Service		$41,704	0.20	8%	0.02	$696	$696	$696	$696	$2,784
Food Service		$41,704	0.20	8%	0.02	$696	$696	$696	$696	$2,784
Food Service		$38,833	0.70	17%	0.12	$4,530	$4,530	$4,530	$4,530	$18,120
Food Service		$38,833	0.70	17%	0.12	$4,530	$4,530	$4,530	$4,530	$18,120
Office Admin		$41,704	0.75	17%	0.13	$5,213	$5,213	$5,213	$5,213	$20,852
Office Admin		$38,833	0.50	17%	0.08	$3,236	$3,236	$3,236	$3,236	$12,944
					0.00	$0	$0	$0	$0	$0
					0.00	$0	$0	$0	$0	$0
Totals		$325,019	4.30	116.70%	0.68	$27,589	$27,589	$27,589	$27,589	$110,356
Fringe Benefits Rate		0.00%								
Employee Fringe Benefits		$0				$0	$0	$0	$0	$0
Total Non DAS Salaries and Benefits		$325,019				**$27,589**	**$27,589**	**$27,589**	**$27,589**	**$110,356**
Total DAS and Non DAS Salaries and Benefits		$1,905,287				$122,715	$122,715	$122,715	$122,715	**$490,860**

HSA #2 **10/25/2016**

Program: TO-GO Congregate meals for (x) older adults or ( ) adults with disabilities
(Same as Line 11 on HSA #1)

Document Date:

Operating Expense Detail

			FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted			15,110	15,110	15,110	15,110	60,440
DAS Operating Expenses							
Expenditure Category							
Rental of Property			$0	$0	$0	$0	$0
Utilities (Elec, Water, Gas, Phone, Garbage)			$2,256	$2,256	$2,256	$2,256	$9,024
Office Supplies, Postage			$469	$469	$469	$469	$1,876
Building Maintenance Supplies and Repair			$180	$180	$180	$180	$720
Printing and Reproduction			$540	$540	$540	$540	$2,160
Insurance			$1,175	$1,175	$1,175	$1,175	$4,700
Staff Training			$385	$385	$385	$385	$1,540
Staff Travel-(Local & Out of Town)			$0	$0	$0	$0	$0
Rental of Equipment			$0	$0	$0	$0	$0
Food Cost							
Raw Food	*per meal*	*$1.69*	$23,605	$23,605	$23,605	$23,605	$94,420
Cong Food Svc Supplies	*per meal*	*$0.24*	$3,126	$3,126	$3,126	$3,126	$12,504
Catered Meals	*per meal*	*$0.00*	$0	$0	$0	$0	$0
							$0
							$0
Consultant							
Your Part Time Controller			$0	$0	$0	$0	$0
							$0
							$0
Other							
Vehicle Cost			$2,694	$2,694	$2,694	$2,694	$10,776
Payroll Service			$0	$0	$0	$0	$0
							$0
							$0
							$0
Total DAS Operating Expenses			**$34,430**	**$34,430**	**$34,430**	**$34,430**	**$137,720**
Non DAS Operating Expenses							
Expenditure Category							
Rental of Property							$0
Utilities (Elec, Water, Gas, Phone, Garbage)							$0
Office Supplies, Postage							$0
Building Maintenance Supplies and Repair							$0
Printing and Reproduction							$0
Insurance							$0
Staff Training							$0
Staff Travel-(Local & Out of Town)							$0
Rental of Equipment							$0
Food Cost							
Raw Food	*per meal*	*$0.00*	$0	$0	$0	$0	$0
Cong Food Svc Supplies	*per meal*	*$0.00*	$0	$0	$0	$0	$0
Catered Meals	*per meal*	*$0.00*	$0	$0	$0	$0	$0
							$0
							$0
Consultant							
Consultant A							$0
							$0
							$0
Other							
							$0
							$0
							$0
							$0
							$0
							$0
Total Non DAS Operating Expenses			**$0**	**$0**	**$0**	**$0**	**$0**
Total DAS and Non DAS Operating Expenses			**$34,430**	**$34,430**	**$34,430**	**$34,430**	**$137,720**

HSA #3 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Appendix A– Services to be Provided
Episcopal Community Services of San Francisco
To-Go Meal Nutrition Services for Older Adults
July 1, 2025 - June 30, 2029

I. Purpose

The purpose of this grant is to provide to-go meal nutrition services to older adults living in the City and County of San Francisco. Services include meals, nutrition education, and nutrition risk screening. To-go meal nutrition services support individuals to live independently in their own homes and communities, help ensure health and well-being through improved nutrition and reduced isolation and serve as an access point for other home and community-based services.

II. Definitions

Grantee	Episcopal Community Services of San Francisco
Adult with a Disability	A person 18-59 years of age with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging.
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DAS Benefits and Resources Hub	A unit within DAS that is equipped to receive calls from the community and provide information, referrals, and assistance for older adults and adults with disabilities, caregivers, and community-based organizations. https://www.sfhsa.org/contact-us/locations/das-benefits-and-resources-hub
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: activities of daily living (ADL), and instrumental activities of daily living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
Food Security Screening	A two-question validated screening tool designed to assess an individual's food security status.
HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Initial Assessment (To-go Meal Nutrition Services)	An initial assessment conducted by a qualified staff member to determine a consumer's need for to-go meal nutrition services. The assessment must document if the consumer is not comfortable dining in a congregate meal setting. It will also evaluate and document physiological, socioeconomic, and psychological factors that contribute to the individual's need for nutrition and related supportive services. These factors include the presence of acute or chronic diseases, health conditions or syndromes; the adequacy of the participant's family or support system; and the individual's functional status, particularly their ability to perform activities of daily living (ADLs) and instrumental activities of daily living (IADLs). (CCR Title 22 Sec. 7638.3)
LGBTQIA+	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.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for program enrollment and participation is not means tested. Consumers self-report income status.
Menu Planning and Nutrient Analysis	The development of a menu cycle that complies with the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP) and California Department of Aging (CDA) menu standards, as well as the nutrition requirements of meals. A Registered Dietitian must conduct a nutrient analysis to verify that the menu meets these standards and requirements. (CDA Program Memo 12-17, as amended; California Code of Regulations, Title 22, Section 7638.5)

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Nutrition Compliance and Quality Assurance (NCQA)	Nutrition Compliance and Quality Assurance are the required components of congregate, to-go, and home-delivered nutrition services that ensure program integrity and quality. These components include but are not limited to ensuring food safety; certifying menu compliance; providing nutrition education; confirming consumer eligibility; and assessing consumers' physiological, socioeconomic, and psychological well-being, as well as their need for nutrition and other supportive services. NCQA also includes nutrition counseling provided by a registered dietitian, when feasible and appropriate.
Nutrition Education Session	An intervention targeting participants and caregivers that involves the dissemination of information, instruction, or training to support food, nutrition, and physical activity choices and behaviors aimed at maintaining or improving health and addressing nutrition-related conditions. The content is consistent with the Dietary Guidelines for Americans (DGA), accurate, culturally sensitive, regionally appropriate, and takes personal preferences into account. Nutrition education sessions are overseen by a Registered Dietitian. Grantees are required to provide education sessions at least quarterly for program participants and to record the provision of each session, including an estimated number of participants reached, in SF DAS GetCare. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate, to-go, and home-delivered nutrition services shall comply with the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI), as specified in California Code of Regulations, Title 22, Section 7638.5
Nutrition Risk Screening	Completion of the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
OAA	Older Americans Act
OCP	Office of Community Partnerships.
Older Adult	A person who is 60 years or older, used interchangeably with "senior."
Older Californians Nutrition Program Title III C1 and C2 (OCNP)	A program that provides nutrition services as authorized by the Older Americans Act of 1965, as amended, and is administered in accordance with the provisions of California Code of Regulations (CCR), Title 22, Chapter 4, Article 5, Section 7630, and was formerly known as the Elderly Nutrition Program (ENP).

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Reassessment (To-go Meal Nutrition Services)	A reassessment conducted quarterly by qualified staff that documents the need for continued to-go meal nutrition services
Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	An individual who meets both of the following criteria: 1) Qualified as specified in Sections 2585 and 2586 of the Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years or older, used interchangeably with "older adult."
SF DAS GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
SFHSA	San Francisco Human Services Agency
Socially Isolated	Having few social relationships and few people to interact with regularly.
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.)
Supervisorial District (District)	There are eleven supervisorial districts in the City and County of San Francisco. A map of each district can be found at: https://www.sf.gov/maps
To-go Meal Nutrition Services	The provision of meals by a qualified nutrition service provider at designated meal sites that are picked up by eligible consumers or delivered to eligible consumers at their place of residence who are not comfortable dining in a congregate meal setting. Meals must comply with the Dietary Guidelines for Americans and meet the Dietary Reference Intakes (DRIs). In addition to the provision of a meal, services include an initial assessment of each consumer's needs and eligibility and a quarterly reassessment to determine continued eligibility; nutrition education; and nutrition risk screening.
Volunteer	A volunteer is an individual who offers their time and services willingly and without compensation to assist the grantee in various activities to support nutrition services.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Unduplicated Consumer (UDC)	An eligible individual who receives meals through the home-delivered nutrition services program and whose participation is documented in SF DAS GetCare by the grantee.
Unit of Service (UOS)	A meal provided to an eligible individual. Each meal shall provide one-third (1/3) of the DRI and comply with the most current Dietary Guidelines for Americans. (22 CCR 7638.5, 22 CCR 7638.7)

III. Target Populations

This program is designed to serve all people who can benefit from the services outlined in this Appendix, and particularly those demonstrating the greatest economic and social need. To ensure that the most vulnerable people are aware of and can benefit from this program, grantee shall ensure that program services are accessible to:

1. Persons with low to moderate income
2. Persons who are socially isolated
3. Persons with limited English-speaking proficiency
4. Persons from communities of color or communities that have historically been under-served
5. Members of the LGBTQIA+ community
6. Persons at risk of institutionalization

IV. Eligibility for Services

To be eligible for to-go meal nutrition services, an individual must be:

1. A person who is sixty (60) years of age or older (older adult), and
2. An individual who is not comfortable dining in a congregate meal setting as determined by an initial assessment and quarterly reassessments conducted by the grantee, and
3. A resident of San Francisco**.**
4. A spouse or domestic partner of an eligible individual may participate in services if a grantee-conducted assessment determines that such participation is in the best interest of the eligible individual.
5. An individual with a disability who resides at home with an eligible individual may participate in services if an assessment conducted by the grantee determines that such participation is in the best interest of the eligible individual.
6. A volunteer under the age of sixty (60), if doing so will not deprive an older adult sixty (60) years of age or older of meal.

V. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that comply with the nutrition and food service standards set forth by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, the California Department of Aging (CDA), the Department of Disability and Aging Services Office of

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Community Partnerships (DAS OCP), and the requirements described in this Appendix A.

2. Grantee will provide to-go meals to eligible consumers at designated meal site(s) which must be submitted to and pre-approved by DAS OCP. The grantee will ensure that all meal sites comply with applicable federal, state, and local regulations, including those related to restrooms, lighting, and ventilation. Meal sites must also be equipped with sturdy tables and chairs suitable for the target population. With prior approval from DAS OCP, the grantee may deliver to-go meals to consumers' residences. The grantee shall operate to-go meal nutrition services in accordance with their DAS-approved site chart, including adherence to DAS OCP-approved geographic areas within the City and County of San Francisco.
3. Grantee shall provide meals that comply with the California Department of Aging's (CDA) Older Californians Nutrition Program (OCNP) Menu Planning Guidance. Each meal must provide a minimum of one-third of the Dietary Reference Intakes (DRIs) and align with the current Dietary Guidelines for Americans. Meals shall be culturally appropriate for the target population(s) served and ready to consume. Grantees are encouraged to implement an Offer Versus Serve (OVS) approach when possible, allowing participants to select the food items they wish to eat, to reduce food waste.
4. Grantee will implement a forecasting system to closely estimate demand and adjust meal production, accordingly, minimizing meal waste through regular reviews and adaptations based on actual distribution patterns. The grantee may introduce a consumer reservation system to help manage meal distribution and ensure sufficient availability. The reservation system must include a written policy and procedure, both of which are subject to approval by DAS OCP.
5. Grantee will serve meals in environmentally friendly containers that are reusable, biodegradable, compostable, and/or recyclable. The grantee will comply with the City's Food Service Waste Reduction Ordinance (2007) and the Single-Use Food Ware Plastics Toxics and Litter Reduction Ordinance (2019).
6. Grantee will ensure that each meal nutrition site has sufficient staff (paid or volunteer) with the appropriate education, experience, and cultural competency designated to oversee the day-to-day operations, with at least one staff member physically present on-site during to-go meal service hours.
7. Grantee will manage all aspects of food service, including the procurement, preparation, transportation, and distribution of food and meals. The grantee will ensure compliance with the standards established by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, and the San Francisco Department of Public Health (SFDPH) Environmental Health Branch. This includes but is not limited to the following:
    a. A food facility permit, also known as a health permit, is required for each facility involved in the preparation, handling, and/or serving of food to the public. In addition, the facility must provide a current health inspection report with a "pass" facility rating status, as issued by the Environmental Health Branch of the San Francisco Department of Public Health.
    b. A certified food safety manager must be on staff to oversee and manage the day-to-day operations of food service.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

   c. All staff involved in the preparation, storage, serving, or handling of food and/or meals must engage in approved food safety training.
8. Grantee will ensure all program staff are oriented and trained to perform their assigned responsibilities and tasks. Training at minimum will include:
   a. Food safety, prevention of foodborne illness, and HACCP principles.
   b. Instructions on accident prevention, fire safety, first aid, choking, earthquake preparedness, and additional emergency procedures as relevant.
9. Grantee will provide a minimum of four (4) hours of annual training for paid and volunteer food service staff, including to-go meal nutrition services staff. The grantee must develop, implement, and maintain a yearly training plan on file. The plan should include the individuals to be trained, the trainer(s), the training content, and the schedule. The content of the training must be reviewed and approved by a Registered Dietitian Nutritionist (RD/RDN). Training sessions will be evaluated by staff, and documentation, including evaluations and attendance records, must be kept on file by the grantee.
10. Grantee will provide the following NCQA activities:
   a. Menu planning and meal analysis shall be conducted twice per year and in accordance with CDA's OCNP Menu Planning Guidance. The grantee must submit the menu cycle with the nutrient analysis for review and approval by DAS OCP at least thirty (30) days in advance of use. The grantee will ensure that food substitutions to originally planned meals are documented and approved by Registered Dietitian Nutritionist (RD/RDN).
   b. HACCP central kitchen and food service monitoring will be conducted at least once per quarter, with a minimum of four (4) monitoring visits during the fiscal year. The monitoring must be conducted and documented by a Registered Dietitian Nutritionist (RD/RDN). If the grantee delivers to-go meals, food service monitoring must include a review of end-of-route temperature checks, which should be performed every other week for each route to ensure meals are maintained at safe temperatures throughout delivery.
   c. Meal delivery route monitoring if the grantee delivers to-go meals. Route monitoring will include, but is not limited to, observation of the packing, transport, and delivery of meals. Route monitoring may be conducted and documented by a qualified staff member who has been trained by a certified food safety manager or a Registered Dietitian Nutritionist (RD/RDN). Documentation of the monitoring must be completed within two (2) weeks of the observation. Each of the grantee's meal delivery routes must be monitored at least two (2) times per fiscal year.
   d. Nutrition education sessions at least once per quarter and a minimum of four (4) times during the fiscal year for consumers participating in services. The grantee will record the delivery of nutrition education sessions in SF DAS GetCare and include the estimated number of participants.
11. Grantee will establish and maintain a consumer enrollment process that includes conducting an initial assessment prior to the start of meal services. The grantee will document the completion of the assessment and consumer information in SF DAS GetCare within one month of collecting the data, ensuring that all information is accurately recorded. The assessment will:

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

a. Verify the consumer's eligibility for to-go meal nutrition services.
b. Screen functional ability through a series of required questions related to activities of daily living (ADL) and instrumental activities of daily living (IADL).
c. Obtain consumer demographic and other information as required by federal, state, and local government.
d. Include completion of a nutrition risk screening using the DETERMINE checklist and a two-question food security screening.

12. Grantee, at minimum, will provide consumers with the following information during the enrollment process:
    a. Safe food handling instructions for the meal(s) including reheating instructions if applicable.
    b. Voluntary contribution policy.
    c. Grievance policy.
    d. Information on how to request assistance from the grantee when needed.
13. Grantee will conduct and document nutrition service reassessments for program participants on a quarterly basis to confirm continued eligibility for services. Reassessments may be conducted in person or over the phone; however, if meals are being delivered to a consumer, an in-person reassessment must be conducted at least every other quarter. Reassessments may be performed by delivery staff or volunteers who have been trained by qualified staff. The grantee must also establish a disenrollment process for consumers who are no longer eligible or who choose to discontinue services.
14. Grantee will offer consumers who receive a meal the opportunity to contribute to the cost of the meal, in accordance with DAS OCP Policy Memorandum No. 5. The grantee will develop a suggested contribution amount based on the average income range of consumers accessing the to-go meal program, as well as the grantee's other funding sources. During the enrollment process, the grantee will provide consumers with written information explaining voluntary contributions and how to make them if they choose to do so. This notification must clearly state that contributions are voluntary, there is no obligation to contribute, and services will be provided regardless of whether a contribution is made. The grantee will also post a sign near the contribution collection receptacle indicating the suggested contribution for eligible individuals. The contribution process must ensure confidentiality, and the grantee must have written procedures in place to safeguard contributions and fees from loss, mishandling, or theft.
15. Grantee will have procedures in place to obtain the views of program participants about services received. At minimum, the grantee will develop and administer an annual consumer satisfaction survey to capture feedback on program outcomes and service quality. Both the survey tool and the administration plan must be reviewed and approved by DAS OCP prior to implementation. Feedback must be collected in a manner that ensures participant anonymity. The results will be shared with DAS OCP by March 15th of each grant year, or on a mutually agreed upon date.
16. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training annually, in accordance with the DAS OCP Policy Memorandum No. 45. Within 30 days of their start date, any new employee, subcontractor, or volunteer must also complete this training. The grantee will

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

maintain records of completion. The grantee shall comply with the applicable privacy and security rules of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

17. Grantee will ensure that all program staff, regardless of position, receive initial training on elder abuse and mandated reporting. Program staff who interact with consumers must complete this training annually, in accordance with the DAS OCP Policy Memorandum No. 35.
18. Grantee shall develop a written grievance process for reviewing and resolving service concerns raised by consumers or their authorized representatives regarding DAS-funded programs and their employees or volunteers, in accordance with DAS OCP Policy Memorandum No. 33. This process must ensure that consumers have clearly established rights and due process for timely resolution of their concerns.
19. Grantee will ensure that DAS funding information is prominently displayed on its websites and publications related to the DAS-funded nutrition program, in accordance with DAS OCP Policy Memorandum No.47.
20. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
21. Grantee will arrange for the availability of food to participants during a major disaster where feasible and appropriate.

VI. Location and Time of Services

The grantee will provide to-go meal nutrition services in the City and County of San Francisco. The grantee, with approval from DAS OCP, will determine the location(s) and time(s) for the provision of to-go meal nutrition services.

VII. Service Objectives

On an annual basis, the grantee shall meet the following service objectives:

Table A	FY 25/26	FY 26/27	FY 27/28	FY 28/29
Number of Unduplicated Consumers (UDC)	530	530	530	530
Number of Meals	43,814	43,814	43,814	43,814

VIII. Outcome Objectives

Measured via a consumer survey with a sample size equal to or greater than the grantee's average daily number of to-go meals served.

1. At least 75% of consumers report an increased consumption of fruits, vegetables, and/or whole grains.
2. At least 85% of consumers report feeling less worried about getting enough food to meet their needs.
3. At least 85% of consumers rate the quality of meals they receive as excellent or good.
4. At least 85% of consumers report that the food support they receive helps them live stably in the community.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

IX. Data Collection and Reporting Requirements

1. Grantee will provide a monthly report of activities, referencing the tasks described in Section VII & VIII- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month. The report will include, at a minimum: the number of consumers served, number of meals prepared and served, number of consumers denied services, and the amount of voluntary consumer contributions received.
2. Grantee will submit a quarterly report, along with supporting documentation, to DAS OCP detailing the HACCP activities conducted. Reports are due on the following dates: October 15th, January 15th, April 15th, and June 15th.
3. Grantee will provide an annual report summarizing the contract activities, referencing the tasks described in Section VII & VIII- Service 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 day of the month following the end of the program year.
4. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SFHSA no later than July 31st each year. The grantee must submit the report in the CARBON system.
5. Grantee will provide Ad Hoc reports as required by the Departments.
6. Pursuant to California Department of Aging requirements, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
7. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies "Focal Points" which are designed to help older adults and adults with disabilities connect to services throughout the City. These Focal Points are:

Name	Address	Phone
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-822-1444 x1200
Canon Kip Senior Center	705 Natoma, St San Francisco, 94103	415-487-3300
Chi Sing Community Center	3133 Taraval St, San Francisco, 94116	415-533-6859
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700
Downtown SF Senior Center	481 O'Farrell St, San Francisco, 94102	415-202-2982
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
Geneva Community Center	5050 Mission St., Suite C, San Francisco 94112	
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415-405-4672
Self-Help for the Elderly Social Services Department	829 Kearney St, San Francisco, 94133	415-677-7585

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Toolworks	22 Battery St. Suite 300, San Francisco, 94111	415-733-0990
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828

For assistance with reporting and contract requirements, please contact:

Emmy.Miller@sfgov.org
Contract Manager, Office of Contract Management, SFHSA
or
Tiffany.Kearney@sfgov.org
Program Analyst, DAS OCP

X. Monitoring Activities

1. Program Monitoring: Program monitoring will include review of consumer eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives; compliance with specific program standards and requirements; participant record collection and maintenance; reporting performance including monthly service unit reports on SF DAS GetCare; maintenance of service unit logs; agency and organization standards, including current organizational chart; evidence of annual Elder Abuse Reporting training provided to staff and volunteers; evidence of annual California Department of Aging (CDA) Security Awareness training provided to staff and volunteers; program operation, which includes a review of a written policies and procedures manual of all DAS OCP-funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections III through VIII.

2. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, 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 the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster, and selected board minutes for compliance with the Sunshine Ordinance.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM

Name
Episcopal Community Services of San Francisco

(Check One) New __X__ Renewal ____ Modification ____
If modification, Effective Date of Mod. No. of Mod.

Program: To-go meals for (X) older adults or **( ) adults with disabilities**

Budget Reference Page No.(s)					
Program Term	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted	43,814	43,814	43,814	43,814	175,256
DAS Expenditures					
Salaries & Benefits	$179,906	$179,906	$179,906	$179,906	$719,624
Operating Expenses	$238,483	$238,483	$238,483	$238,483	$953,931
Subtotal	$418,389	$418,389	$418,389	$418,389	$1,673,555
Indirect Percentage (%)	15.00%	15.00%	15.00%	15.00%	15.00%
Indirect Cost	$62,757	$62,757	$62,757	$62,757	$251,028
Capital/Subcontractor Expenditures					
NCQA Expenditures					
Total DAS Expenditures	**$481,146**	**$481,146**	**$481,146**	**$481,146**	**$1,924,584**
Non DAS Expenditures					
Salaries & Benefits	$238,920	$238,920	$238,920	$238,920	$955,680
Operating Expenses					
Capital/Subcontractor Expenditures					
NCQA Expenditures					
Total Non DAS Expenditures	**$238,920**	**$238,920**	**$238,920**	**$238,920**	**$955,680**
TOTAL DAS AND NON DAS EXPEDITURES	**$720,066**	**$720,066**	**$720,066**	**$720,066**	**$2,880,264**
DAS Revenues					
Meals- General Fund	$481,146	$481,146	$481,146	$481,146	$1,924,584
Meals- State Fund					
Meals- Federal Fund					
NCQA Fund					
Total DAS Revenue	**$481,146**	**$481,146**	**$481,146**	**$481,146**	**$1,924,584**
PER MEAL COST, DAS	$10.98	$10.98	$10.98	$10.98	$10.98
PER MEAL COST (with NCQA), DAS	$10.98	$10.98	$10.98	$10.98	$10.98
Non DAS Revenues					
Project Income					
Agency Cash- Fundraising	$238,920	$238,920	$238,920	$238,920	$955,680
Agency In-kind Volunteer					
Total Non DAS Revenue	**$238,920**	**$238,920**	**$238,920**	**$238,920**	**$955,680**
PER MEAL COST, Non DAS	$5.45	$5.45	$5.45	$5.45	$5.45
PER MEAL COST (with NCQA), Non DAS	$5.45	$5.45	$5.45	$5.45	$5.45
TOTAL DAS AND NON DAS REVENUE	**$720,066**	**$720,066**	**$720,066**	**$720,066**	**$2,880,264**
PER MEAL COST, Total	$16.43	$16.43	$16.43	$16.43	$16.43
PER MEAL COST (with NCQA), Total	$16.43	$16.43	$16.43	$16.43	$16.43
Full Time Equivalent (FTE)	3.53	3.53	3.53	3.53	14.10

Prepared by: Nicole Segovia Date: 5/20/25

HSA-CO Review Signature: _____

HSA #1 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Salaries & Benefits Detail

DAS Salaries & Benefits		Agency Totals		HSA Program		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Executive Chef	Open	$91,925	0.32	100%	0.32	$29,712	$29,712	$29,712	$29,712	$118,848
Data Analyst	Sonia Lopez	$69,943	0.29	100%	0.29	$20,552	$20,552	$20,552	$20,552	$82,208
Cook.	Ricardo Paz	$54,503	0.32	100%	0.32	$17,616	$17,616	$17,616	$17,616	$70,464
Delivery Driver	Larry Gorbet	$55,297	0.29	100%	0.29	$16,248	$16,248	$16,248	$16,248	$64,992
Director of CHEFS & Social Enterprise	Darcy Sullivan	$159,180	0.21	100%	0.21	$33,603	$33,603	$33,603	$33,603	$134,412
Quality Assurance Analyst and Compliance Specialist	TBD	$78,332	0.14	100%	0.14	$10,773	$10,773	$10,773	$10,773	$43,092
Totals		$509,180	1.58	600%	1.58	$128,504	$128,504	$128,504	$128,504	$514,016
Fringe Benefits Rate		40.00%								
Employee Fringe Benefits		$203,672				$51,402	$51,402	$51,402	$51,402	$205,608
Total DAS Salaries and Benefits		$712,852				**$179,906**	**$179,906**	**$179,906**	**$179,906**	**$719,624**

Non DAS Salaries & Benefits		Agency Totals		HSA Program		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Executive Chef	Open	$91,925	0.26	100%	0.26	$24,310	$24,310	$24,310	$24,310	$97,240
Data Analyst	Sonia Lopez	$69,943	0.29	100%	0.29	$20,552	$20,552	$20,552	$20,552	$82,208
Cook.	Ricardo Paz	$54,503	0.26	100%	0.26	$14,413	$14,413	$14,413	$14,413	$57,652
Delivery Driver	Larry Gorbet	$55,297	0.29	100%	0.29	$16,248	$16,248	$16,248	$16,248	$64,992
Director of CHEFS & Social Enterprise	Darcy Sullivan	$159,180	0.38	100%	0.38	$59,872	$59,872	$59,872	$59,872	$239,488
Quality Assurance Analyst and Compliance Specialist	TBD	$78,332	0.45	100%	0.45	$35,262	$35,262	$35,262	$35,262	$141,048
Totals		$509,180	1.94	600%	1.94	$170,657	$170,657	$170,657	$170,657	$682,628
Fringe Benefits Rate		40.00%								
Employee Fringe Benefits		$203,672				$68,263	$68,263	$68,263	$68,263	$273,052
Total Non DAS Salaries and Benefits		$712,852				**$238,920**	**$238,920**	**$238,920**	**$238,920**	**$955,680**
Total DAS and Non DAS Salaries and Benefits		$1,425,704				**$418,826**	**$418,826**	**$418,826**	**$418,826**	**$1,675,304**

HSA #2 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Operating Expense Detail

				FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted				43,814	43,814	43,814	43,814	175,256
DAS Operating Expenses								
Expenditure Category								
Rental of Property								
Utilities (Elec, Water, Gas, Phone, Garbage)								
Office Supplies, Postage				$160	$160	$160	$160	$640
Maintenance Supplies and Services				$6,406	$6,406	$6,406	$6,406	$25,624
Printing and Reproduction				$641	$641	$641	$641	$2,564
Insurance				$5,125	$5,125	$5,125	$5,125	$20,500
Staff Training/ Recruitment				$320	$320	$320	$320	$1,280
Auto/Gas/Oil Maintenance: Van				$845	$845	$845	$845	$3,380
Staff Travel-(Local & Out of Town)				$96	$96	$96	$96	$384
Food Cost								
Raw Food	*per meal*	*$*	*4.40*	$192,782	$192,782	$192,782	$192,782	$771,128
Cong Food Svc Supplies	*per meal*	*$*	*0.72*	$31,520	$31,520	$31,520	$31,520	$126,080
Catered Meals	*per meal*	*$*	*-*					
Consultant								
Other								
Equipment Repair				$588	$588	$588	$588	$2,351
Program Supplies								
Total DAS Operating Expenses				**$238,483**	**$238,483**	**$238,483**	**$238,483**	**$953,931**
Non DAS Operating Expenses								
Total Non DAS Operating Expenses								
Total DAS and Non DAS Operating Expenses				**$238,483**	**$238,483**	**$238,483**	**$238,483**	**$953,931**

HSA #3 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Appendix A– Services to be Provided
Project Open Hand
To-Go Meal Nutrition Services for Older Adults
July 1, 2025 - June 30, 2029

I. Purpose

The purpose of this grant is to provide to-go meal nutrition services to older adults living in the City and County of San Francisco. Services include meals, nutrition education, and nutrition risk screening. To-go meal nutrition services support individuals to live independently in their own homes and communities, help ensure health and well-being through improved nutrition and reduced isolation and serve as an access point for other home and community-based services.

II. Definitions

Grantee	Project Open Hand
Adult with a Disability	A person 18-59 years of age with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging.
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DAS Benefits and Resources Hub	A unit within DAS that is equipped to receive calls from the community and provide information, referrals, and assistance for older adults and adults with disabilities, caregivers, and community-based organizations. https://www.sfhsa.org/contact-us/locations/das-benefits-and-resources-hub
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: activities of daily living (ADL), and instrumental activities of daily living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
Food Security Screening	A two-question validated screening tool designed to assess an individual's food security status.
HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Initial Assessment (To-go Meal Nutrition Services)	An initial assessment conducted by a qualified staff member to determine a consumer's need for to-go meal nutrition services. The assessment must document if the consumer is not comfortable dining in a congregate meal setting. It will also evaluate and document physiological, socioeconomic, and psychological factors that contribute to the individual's need for nutrition and related supportive services. These factors include the presence of acute or chronic diseases, health conditions or syndromes; the adequacy of the participant's family or support system; and the individual's functional status, particularly their ability to perform activities of daily living (ADLs) and instrumental activities of daily living (IADLs). (CCR Title 22 Sec. 7638.3)
LGBTQIA+	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.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for program enrollment and participation is not means tested. Consumers self-report income status.
Menu Planning and Nutrient Analysis	The development of a menu cycle that complies with the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP) and California Department of Aging (CDA) menu standards, as well as the nutrition requirements of meals. A Registered Dietitian must conduct a nutrient analysis to verify that the menu meets these standards and requirements. (CDA Program Memo 12-17, as amended; California Code of Regulations, Title 22, Section 7638.5)

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Nutrition Compliance and Quality Assurance (NCQA)	Nutrition Compliance and Quality Assurance are the required components of congregate, to-go, and home-delivered nutrition services that ensure program integrity and quality. These components include but are not limited to ensuring food safety; certifying menu compliance; providing nutrition education; confirming consumer eligibility; and assessing consumers' physiological, socioeconomic, and psychological well-being, as well as their need for nutrition and other supportive services. NCQA also includes nutrition counseling provided by a registered dietitian, when feasible and appropriate.
Nutrition Education Session	An intervention targeting participants and caregivers that involves the dissemination of information, instruction, or training to support food, nutrition, and physical activity choices and behaviors aimed at maintaining or improving health and addressing nutrition-related conditions. The content is consistent with the Dietary Guidelines for Americans (DGA), accurate, culturally sensitive, regionally appropriate, and takes personal preferences into account. Nutrition education sessions are overseen by a Registered Dietitian. Grantees are required to provide education sessions at least quarterly for program participants and to record the provision of each session, including an estimated number of participants reached, in SF DAS GetCare. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate, to-go, and home-delivered nutrition services shall comply with the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI), as specified in California Code of Regulations, Title 22, Section 7638.5
Nutrition Risk Screening	Completion of the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
OAA	Older Americans Act
OCP	Office of Community Partnerships.
Older Adult	A person who is 60 years or older, used interchangeably with "senior."
Older Californians Nutrition Program Title III C1 and C2 (OCNP)	A program that provides nutrition services as authorized by the Older Americans Act of 1965, as amended, and is administered in accordance with the provisions of California Code of Regulations (CCR), Title 22, Chapter 4, Article 5, Section 7630, and was formerly known as the Elderly Nutrition Program (ENP).

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Reassessment (To-go Meal Nutrition Services)	A reassessment conducted quarterly by qualified staff that documents the need for continued to-go meal nutrition services
Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	An individual who meets both of the following criteria: 1) Qualified as specified in Sections 2585 and 2586 of the Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years or older, used interchangeably with "older adult."
SF DAS GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
SFHSA	San Francisco Human Services Agency
Socially Isolated	Having few social relationships and few people to interact with regularly.
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.)
Supervisorial District (District)	There are eleven supervisorial districts in the City and County of San Francisco. A map of each district can be found at: https://www.sf.gov/maps
To-go Meal Nutrition Services	The provision of meals by a qualified nutrition service provider at designated meal sites that are picked up by eligible consumers or delivered to eligible consumers at their place of residence who are not comfortable dining in a congregate meal setting. Meals must comply with the Dietary Guidelines for Americans and meet the Dietary Reference Intakes (DRIs). In addition to the provision of a meal, services include an initial assessment of each consumer's needs and eligibility and a quarterly reassessment to determine continued eligibility; nutrition education; and nutrition risk screening.
Volunteer	A volunteer is an individual who offers their time and services willingly and without compensation to assist the grantee in various activities to support nutrition services.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Unduplicated Consumer (UDC)	An eligible individual who receives meals through the home-delivered nutrition services program and whose participation is documented in SF DAS GetCare by the grantee.
Unit of Service (UOS)	A meal provided to an eligible individual. Each meal shall provide one-third (1/3) of the DRI and comply with the most current Dietary Guidelines for Americans. (22 CCR 7638.5, 22 CCR 7638.7)

III. Target Populations

This program is designed to serve all people who can benefit from the services outlined in this Appendix, and particularly those demonstrating the greatest economic and social need. To ensure that the most vulnerable people are aware of and can benefit from this program, grantee shall ensure that program services are accessible to:

1. Persons with low to moderate income
2. Persons who are socially isolated
3. Persons with limited English-speaking proficiency
4. Persons from communities of color or communities that have historically been under-served
5. Members of the LGBTQIA+ community
6. Persons at risk of institutionalization

IV. Eligibility for Services

To be eligible for to-go meal nutrition services, an individual must be:

1. A person who is sixty (60) years of age or older (older adult), and
2. An individual who is not comfortable dining in a congregate meal setting as determined by an initial assessment and quarterly reassessments conducted by the grantee, and
3. A resident of San Francisco**.**
4. A spouse or domestic partner of an eligible individual may participate in services if a grantee-conducted assessment determines that such participation is in the best interest of the eligible individual.
5. An individual with a disability who resides at home with an eligible individual may participate in services if an assessment conducted by the grantee determines that such participation is in the best interest of the eligible individual.
6. A volunteer under the age of sixty (60), if doing so will not deprive an older adult sixty (60) years of age or older of meal.

V. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that comply with the nutrition and food service standards set forth by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, the California Department of Aging (CDA), the Department of Disability and Aging Services Office of

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Community Partnerships (DAS OCP), and the requirements described in this Appendix A.

2. Grantee will provide to-go meals to eligible consumers at designated meal site(s) which must be submitted to and pre-approved by DAS OCP. The grantee will ensure that all meal sites comply with applicable federal, state, and local regulations, including those related to restrooms, lighting, and ventilation. Meal sites must also be equipped with sturdy tables and chairs suitable for the target population. With prior approval from DAS OCP, the grantee may deliver to-go meals to consumers' residences. The grantee shall operate to-go meal nutrition services in accordance with their DAS-approved site chart, including adherence to DAS OCP-approved geographic areas within the City and County of San Francisco.
3. Grantee shall provide meals that comply with the California Department of Aging's (CDA) Older Californians Nutrition Program (OCNP) Menu Planning Guidance. Each meal must provide a minimum of one-third of the Dietary Reference Intakes (DRIs) and align with the current Dietary Guidelines for Americans. Meals shall be culturally appropriate for the target population(s) served and ready to consume. Grantees are encouraged to implement an Offer Versus Serve (OVS) approach when possible, allowing participants to select the food items they wish to eat, to reduce food waste.
4. Grantee will implement a forecasting system to closely estimate demand and adjust meal production, accordingly, minimizing meal waste through regular reviews and adaptations based on actual distribution patterns. The grantee may introduce a consumer reservation system to help manage meal distribution and ensure sufficient availability. The reservation system must include a written policy and procedure, both of which are subject to approval by DAS OCP.
5. Grantee will serve meals in environmentally friendly containers that are reusable, biodegradable, compostable, and/or recyclable. The grantee will comply with the City's Food Service Waste Reduction Ordinance (2007) and the Single-Use Food Ware Plastics Toxics and Litter Reduction Ordinance (2019).
6. Grantee will ensure that each meal nutrition site has sufficient staff (paid or volunteer) with the appropriate education, experience, and cultural competency designated to oversee the day-to-day operations, with at least one staff member physically present on-site during to-go meal service hours.
7. Grantee will manage all aspects of food service, including the procurement, preparation, transportation, and distribution of food and meals. The grantee will ensure compliance with the standards established by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, and the San Francisco Department of Public Health (SFDPH) Environmental Health Branch. This includes but is not limited to the following:
    a. A food facility permit, also known as a health permit, is required for each facility involved in the preparation, handling, and/or serving of food to the public. In addition, the facility must provide a current health inspection report with a "pass" facility rating status, as issued by the Environmental Health Branch of the San Francisco Department of Public Health.
    b. A certified food safety manager must be on staff to oversee and manage the day-to-day operations of food service.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

   c. All staff involved in the preparation, storage, serving, or handling of food and/or meals must engage in approved food safety training.
8. Grantee will ensure all program staff are oriented and trained to perform their assigned responsibilities and tasks. Training at minimum will include:
   a. Food safety, prevention of foodborne illness, and HACCP principles.
   b. Instructions on accident prevention, fire safety, first aid, choking, earthquake preparedness, and additional emergency procedures as relevant.
9. Grantee will provide a minimum of four (4) hours of annual training for paid and volunteer food service staff, including to-go meal nutrition services staff. The grantee must develop, implement, and maintain a yearly training plan on file. The plan should include the individuals to be trained, the trainer(s), the training content, and the schedule. The content of the training must be reviewed and approved by a Registered Dietitian Nutritionist (RD/RDN). Training sessions will be evaluated by staff, and documentation, including evaluations and attendance records, must be kept on file by the grantee.
10. Grantee will provide the following NCQA activities:
   a. Menu planning and meal analysis shall be conducted twice per year and in accordance with CDA's OCNP Menu Planning Guidance. The grantee must submit the menu cycle with the nutrient analysis for review and approval by DAS OCP at least thirty (30) days in advance of use. The grantee will ensure that food substitutions to originally planned meals are documented and approved by Registered Dietitian Nutritionist (RD/RDN).
   b. HACCP central kitchen and food service monitoring will be conducted at least once per quarter, with a minimum of four (4) monitoring visits during the fiscal year. The monitoring must be conducted and documented by a Registered Dietitian Nutritionist (RD/RDN). If the grantee delivers to-go meals, food service monitoring must include a review of end-of-route temperature checks, which should be performed every other week for each route to ensure meals are maintained at safe temperatures throughout delivery.
   c. Meal delivery route monitoring if the grantee delivers to-go meals. Route monitoring will include, but is not limited to, observation of the packing, transport, and delivery of meals. Route monitoring may be conducted and documented by a qualified staff member who has been trained by a certified food safety manager or a Registered Dietitian Nutritionist (RD/RDN). Documentation of the monitoring must be completed within two (2) weeks of the observation. Each of the grantee's meal delivery routes must be monitored at least two (2) times per fiscal year.
   d. Nutrition education sessions at least once per quarter and a minimum of four (4) times during the fiscal year for consumers participating in services. The grantee will record the delivery of nutrition education sessions in SF DAS GetCare and include the estimated number of participants.
11. Grantee will establish and maintain a consumer enrollment process that includes conducting an initial assessment prior to the start of meal services. The grantee will document the completion of the assessment and consumer information in SF DAS GetCare within one month of collecting the data, ensuring that all information is accurately recorded. The assessment will:

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

a. Verify the consumer's eligibility for to-go meal nutrition services.
b. Screen functional ability through a series of required questions related to activities of daily living (ADL) and instrumental activities of daily living (IADL).
c. Obtain consumer demographic and other information as required by federal, state, and local government.
d. Include completion of a nutrition risk screening using the DETERMINE checklist and a two-question food security screening.

12. Grantee, at minimum, will provide consumers with the following information during the enrollment process:
    a. Safe food handling instructions for the meal(s) including reheating instructions if applicable.
    b. Voluntary contribution policy.
    c. Grievance policy.
    d. Information on how to request assistance from the grantee when needed.
13. Grantee will conduct and document nutrition service reassessments for program participants on a quarterly basis to confirm continued eligibility for services. Reassessments may be conducted in person or over the phone; however, if meals are being delivered to a consumer, an in-person reassessment must be conducted at least every other quarter. Reassessments may be performed by delivery staff or volunteers who have been trained by qualified staff. The grantee must also establish a disenrollment process for consumers who are no longer eligible or who choose to discontinue services.
14. Grantee will offer consumers who receive a meal the opportunity to contribute to the cost of the meal, in accordance with DAS OCP Policy Memorandum No. 5. The grantee will develop a suggested contribution amount based on the average income range of consumers accessing the to-go meal program, as well as the grantee's other funding sources. During the enrollment process, the grantee will provide consumers with written information explaining voluntary contributions and how to make them if they choose to do so. This notification must clearly state that contributions are voluntary, there is no obligation to contribute, and services will be provided regardless of whether a contribution is made. The grantee will also post a sign near the contribution collection receptacle indicating the suggested contribution for eligible individuals. The contribution process must ensure confidentiality, and the grantee must have written procedures in place to safeguard contributions and fees from loss, mishandling, or theft.
15. Grantee will have procedures in place to obtain the views of program participants about services received. At minimum, the grantee will develop and administer an annual consumer satisfaction survey to capture feedback on program outcomes and service quality. Both the survey tool and the administration plan must be reviewed and approved by DAS OCP prior to implementation. Feedback must be collected in a manner that ensures participant anonymity. The results will be shared with DAS OCP by March 15th of each grant year, or on a mutually agreed upon date.
16. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training annually, in accordance with the DAS OCP Policy Memorandum No. 45. Within 30 days of their start date, any new employee, subcontractor, or volunteer must also complete this training. The grantee will

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

maintain records of completion. The grantee shall comply with the applicable privacy and security rules of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

17. Grantee will ensure that all program staff, regardless of position, receive initial training on elder abuse and mandated reporting. Program staff who interact with consumers must complete this training annually, in accordance with the DAS OCP Policy Memorandum No. 35.
18. Grantee shall develop a written grievance process for reviewing and resolving service concerns raised by consumers or their authorized representatives regarding DAS-funded programs and their employees or volunteers, in accordance with DAS OCP Policy Memorandum No. 33. This process must ensure that consumers have clearly established rights and due process for timely resolution of their concerns.
19. Grantee will ensure that DAS funding information is prominently displayed on its websites and publications related to the DAS-funded nutrition program, in accordance with DAS OCP Policy Memorandum No.47.
20. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
21. Grantee will arrange for the availability of food to participants during a major disaster where feasible and appropriate.

VI. Location and Time of Services

The grantee will provide to-go meal nutrition services in the City and County of San Francisco. The grantee, with approval from DAS OCP, will determine the location(s) and time(s) for the provision of to-go meal nutrition services.

VII. Service Objectives

On an annual basis, the grantee shall meet the following service objectives:

Table A - Breakfast	**FY 25/26**	**FY 26/27**	**FY 27/28**	**FY 28/29**
Number of Unduplicated Consumers (UDC)	575	575	575	575
Number of Meals	18,786	18,786	18,786	18,786
Table B - Lunch	**FY 25/26**	**FY 26/27**	**FY 27/28**	**FY 28/29**
Number of Unduplicated Consumers (UDC)	2,400	2,400	2,400	2,400
Number of Meals	79,380	79,380	79,380	79,380

VIII. Outcome Objectives

Measured via a consumer survey with a sample size equal to or greater than the grantee's average daily number of to-go meals served.

1. At least 75% of consumers report an increased consumption of fruits, vegetables, and/or whole grains.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

2. At least 85% of consumers report feeling less worried about getting enough food to meet their needs.
3. At least 85% of consumers rate the quality of meals they receive as excellent or good.
4. At least 85% of consumers report that the food support they receive helps them live stably in the community.

IX. Data Collection and Reporting Requirements

1. Grantee will provide a monthly report of activities, referencing the tasks described in Section VII & VIII- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month. The report will include, at a minimum: the number of consumers served, number of meals prepared and served, number of consumers denied services, and the amount of voluntary consumer contributions received.
2. Grantee will submit a quarterly report, along with supporting documentation, to DAS OCP detailing the HACCP activities conducted. Reports are due on the following dates: October 15th, January 15th, April 15th, and June 15th.
3. Grantee will provide an annual report summarizing the contract activities, referencing the tasks described in Section VII & VIII- Service 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 day of the month following the end of the program year.
4. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SFHSA no later than July 31st each year. The grantee must submit the report in the CARBON system.
5. Grantee will provide Ad Hoc reports as required by the Departments.
6. Pursuant to California Department of Aging requirements, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
7. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies "Focal Points" which are designed to help older adults and adults with disabilities connect to services throughout the City. These Focal Points are:

Name	Address	Phone
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-822-1444 x1200
Canon Kip Senior Center	705 Natoma, St San Francisco, 94103	415-487-3300
Chi Sing Community Center	3133 Taraval St, San Francisco, 94116	415-533-6859
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700
Downtown SF Senior Center	481 O'Farrell St, San Francisco, 94102	415-202-2982
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
Geneva Community Center	5050 Mission St., Suite C, San Francisco 94112	
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415-405-4672
Self-Help for the Elderly Social Services Department	829 Kearney St, San Francisco, 94133	415-677-7585
Toolworks	22 Battery St. Suite 300, San Francisco, 94111	415-733-0990
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828

For assistance with reporting and contract requirements, please contact:

Emmy.Miller@sfgov.org
Contract Manager, Office of Contract Management, SFHSA
or
Julie.Hibarger@sfgov.org
Program Analyst, DAS OCP

X. Monitoring Activities

1. Program Monitoring: Program monitoring will include review of consumer eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives; compliance with specific program standards and requirements; participant record collection and maintenance; reporting performance including monthly service unit reports on SF DAS GetCare; maintenance of service unit logs; agency and organization standards, including current organizational chart; evidence of annual Elder Abuse Reporting training provided to staff and volunteers; evidence of annual California Department of Aging (CDA) Security Awareness training provided to staff and volunteers; program operation, which includes a review of a written policies and procedures manual of all DAS OCP-funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections III through VIII.

2. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, 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 the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster, and selected board minutes for compliance with the Sunshine Ordinance.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM

Name of Agency: PROJECT OPEN HAND

Program Name: ENP To Go Meals-Breakfast

(Check One) New __X__ Renewal ____ Modification ____
If modification, Effective Date of Mod. No. of Mod.

Program: Congregate meals for (X) older adults or **( ) adults with disabilities**

Budget Reference Page No.(s)					
Program Term	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted	18,786	18,786	18,786	18,786	75,144
DAS Expenditures					
Salaries & Benefits	$113,440	$113,058	$113,058	$113,058	$452,614
Operating Expenses	$37,666	$38,048	$38,048	$38,048	$151,809
Subtotal	$151,106	$151,106	$151,106	$151,106	$604,423
Indirect Percentage (%)	15.00%	15.00%	15.00%	15.00%	15.00%
Indirect Cost	$22,666	$22,666	$22,666	$22,666	$90,664
Capital/Subcontractor Expenditures					
NCQA Expenditures					
Total DAS Expenditures	**$173,772**	**$173,772**	**$173,772**	**$173,772**	**$695,088**
Non DAS Expenditures					
Salaries & Benefits	$53,631	$81,424	$81,424	$81,424	$297,902
Operating Expenses	$58,236	$67,452	$67,452	$67,452	$260,591
Capital/Subcontractor Expenditures					
NCQA Expenditures					
Total Non DAS Expenditures	**$111,867**	**$148,876**	**$148,876**	**$148,876**	**$558,495**
TOTAL DAS AND NON DAS EXPEDITURES	**$285,639**	**$322,648**	**$322,648**	**$322,648**	**$1,253,583**
DAS Revenues					
Meals- General Fund	$173,772	$173,772	$173,772	$173,772	$695,088
Meals- State Fund					
Meals- Federal Fund					
NCQA Fund					
Total DAS Revenue	**$173,772**	**$173,772**	**$173,772**	**$173,772**	**$695,088**
PER MEAL COST, DAS	$9.25	$9.25	$9.25	$9.25	$9.25
PER MEAL COST (with NCQA), DAS	$9.25	$9.25	$9.25	$9.25	$9.25
Non DAS Revenues					
Project Income					
Agency Cash- Fundraising	$66,327	$95,950	$95,950	$95,950	$354,177
Agency In-kind Volunteer	$27,855	$31,488	$31,488	$31,488	$122,319
Agency Property (Occupancy)	$17,685	$21,438	$21,438	$21,438	$81,999
NCQA Revenue					
Total Non DAS Revenue	**$111,867**	**$148,876**	**$148,876**	**$148,876**	**$558,495**
PER MEAL COST, Non DAS	$5.95	$7.92	$7.92	$7.92	$7.43
PER MEAL COST (with NCQA), Non DAS	$5.95	$7.92	$7.92	$7.92	$7.43
TOTAL DAS AND NON DAS REVENUE	**$285,639**	**$322,648**	**$322,648**	**$322,648**	**$1,253,583**
PER MEAL COST, Total	$15.20	$17.17	$17.17	$17.17	$16.68
PER MEAL COST (with NCQA), Total	$15.20	$17.17	$17.17	$17.17	$16.68
Full Time Equivalent (FTE)	82.76	82.76	82.76	82.76	331.05

Prepared by: Date:

HSA-CO Review Signature: _____

HSA #1 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Salaries & Benefits Detail

DAS Salaries & Benefits		Agency Totals		HSA Program		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Program Staff:										
Director, Community Nutrition Program		$89,095	1.00	5.61%	0.06	$4,997	$5,649	$5,649	$5,649	$21,944
Manager, Community Nutrition Program, Data		$74,263	1.00	5.61%	0.06	$4,165	$4,709	$4,709	$4,709	$18,291
Manager, Community Nutrition Program		$74,254	1.00	5.87%	0.06	$4,362	$5,160	$5,160	$5,160	$19,841
Manager, Community Nutrition Program		$74,263	1.00	5.87%	0.06	$4,363	$5,160	$5,160	$5,160	$19,844
Senior Director, Programs		$105,029	1.00	2.63%	0.03	$2,763	$2,763	$2,763	$2,763	$11,053
Community Nutrition Site Coordinator		$44,200	0.75	7.96%	0.06	$2,640	$4,210	$4,210	$4,210	$15,270
Community Nutrition Site Coordinator		$44,200	0.75	7.96%	0.06	$2,640	$4,210	$4,210	$4,210	$15,270
Community Nutrition Site Coordinator		$44,200	0.75	7.96%	0.06	$2,640	$4,210	$4,210	$4,210	$15,270
Community Nutrition Site Coordinator		$44,200	0.75	7.96%	0.06	$2,640	$4,210	$4,210	$4,210	$15,270
Community Nutrition Site Coordinator		$44,200	0.63	6.71%	0.04	$1,853	$3,440	$3,440	$3,440	$12,172
Community Nutrition Site Coordinator		$44,200	0.63	6.71%	0.04	$1,853	$3,440	$3,440	$3,440	$12,172
Kitchen Staff:										
Cook II		$44,200	1.00	2.20%	0.02	$972	$709	$709	$709	$3,100
Cook II		$44,200	1.00	2.20%	0.02	$972	$709	$709	$709	$3,100
Cook II		$44,200	1.00	2.20%	0.02	$972	$709	$709	$709	$3,100
Cook I		$44,200	1.00	2.20%	0.02	$972	$709	$709	$709	$3,100
Cook I		$44,200	0.63	2.20%	0.01	$613	$709	$709	$709	$2,741
Lead Cook		$48,000	1.00	2.20%	0.02	$1,056	$770	$770	$770	$3,367
Lead Cook		$48,000	1.00	2.20%	0.02	$1,056	$770	$770	$770	$3,367
Sous Chef		$58,000	1.00	2.20%	0.02	$1,276	$931	$931	$931	$4,069
Sous Chef		$58,000	1.00	2.20%	0.02	$1,276	$931	$931	$931	$4,069
Porter I		$42,700	1.00	2.20%	0.02	$939	$685	$685	$685	$2,995
Porter I		$42,700	1.00	2.20%	0.02	$939	$685	$685	$685	$2,995
Porter I		$42,700	1.00	2.20%	0.02	$939	$685	$685	$685	$2,995
Porter I		$42,700	1.00	2.20%	0.02	$939	$685	$685	$685	$2,995
Porter I		$42,700	1.00	2.20%	0.02	$939	$685	$685	$685	$2,995
Porter I		$42,700	1.00	2.20%	0.02	$939	$685	$685	$685	$2,995
Executive Chef		$103,963	1.00	2.20%	0.02	$2,287	$1,669	$1,669	$1,669	$7,293
Senior Director, Culinary Services		$117,878	1.00	2.20%	0.02	$2,593	$1,892	$1,892	$1,892	$8,269
Culinary Services Quality Manager		$70,000	1.00	2.20%	0.02	$1,540	$1,124	$1,124	$1,124	$4,911
Kitchen Operations Coordinator II		$43,000	1.00	2.20%	0.02	$946	$690	$690	$690	$3,017
Kitchen Operations Coordinator II		$43,000	1.00	2.20%	0.02	$946	$690	$690	$690	$3,017
Kitchen Operations Coordinator II		$43,000	1.00	2.20%	0.02	$946	$690	$690	$690	$3,017
Inventory Operations Coordinator II		$44,500	1.00	2.20%	0.02	$979	$714	$714	$714	$3,122
Inventory Operations Coordinator II		$44,500	1.00	2.20%	0.02	$979	$714	$714	$714	$3,122
Culinary Nutritionist		$67,000	1.00	2.20%	0.02	$1,474	$1,075	$1,075	$1,075	$4,700
Manager, Inventory Operations		$71,000	1.00	2.20%	0.02	$1,562	$1,140	$1,140	$1,140	$4,981
Distribution Staff:										
Driver		$46,000	1.00	2.20%	0.02	$1,012	$738	$738	$738	$3,227
Driver		$46,000	1.00	2.20%	0.02	$1,012	$738	$738	$738	$3,227
Driver		$46,000	1.00	2.20%	0.02	$1,012	$738	$738	$738	$3,227
Manager Distribution		$74,160	1.00	2.20%	0.02	$1,632	$1,190	$1,190	$1,190	$5,203
Director Distribution and Inventory Operation		$100,904	1.00	2.20%	0.02	$2,220	$1,620	$1,620	$1,620	$7,079
Operations Staff:										
Purchasing Manager		$70,000	1.00	2.20%	0.02	$1,540	$1,124	$1,124	$1,124	$4,911
Dir Facilities, Procurement & Business Operations		$110,281	1.00	2.20%	0.02	$2,426	$1,770	$1,770	$1,770	$7,736
Volunteer Services Staff:										
Director, Volunteer and Grocery Operations		$108,313	1.00	2.20%	0.02	$2,383	$1,739	$1,739	$1,739	$7,599
Manager, Volunteer Services		$77,250	1.00	2.20%	0.02	$1,700	$1,240	$1,240	$1,240	$5,420
Volunteer Coordinator		$52,874	1.00	2.20%	0.02	$1,163	$849	$849	$849	$3,709
Volunteer Coordinator		$54,413	1.00	2.20%	0.02	$1,197	$873	$873	$873	$3,817
Totals		$2,848,039	45.88	152.27%	1.38	$82,203	$81,926	$81,926	$81,926	$327,981
Fringe Benefits Rate		38.00%								
Employee Fringe Benefits		$1,082,255				$31,237	$31,132	$31,132	$31,132	$124,633
Total DAS Salaries and Benefits		$3,930,294				**$113,440**	**$113,058**	**$113,058**	**$113,058**	**$452,614**

Non DAS Salaries & Benefits		Agency Totals		HSA Program		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Kitchen Staff:										
Cook II		$44,200	1.00	0.87%	0.009	$384	$738	$738	$738	$2,599
Cook II		$44,200	1.00	0.87%	0.009	$384	$738	$738	$738	$2,599
Cook II		$44,200	1.00	0.87%	0.009	$384	$738	$738	$738	$2,599
Cook I		$44,200	1.00	0.87%	0.009	$384	$738	$738	$738	$2,599
Cook I		$44,200	0.63	0.87%	0.005	$242	$738	$738	$738	$2,457
Lead Cook		$48,000	1.00	0.87%	0.009	$417	$802	$802	$802	$2,823
Lead Cook		$48,000	1.00	0.87%	0.009	$417	$802	$802	$802	$2,823
Sous Chef		$58,000	1.00	0.87%	0.009	$504	$969	$969	$969	$3,411
Sous Chef		$58,000	1.00	0.87%	0.009	$504	$969	$969	$969	$3,411
Porter I		$42,700	1.00	0.87%	0.009	$371	$713	$713	$713	$2,511
Porter I		$42,700	1.00	0.87%	0.009	$371	$713	$713	$713	$2,511
Porter I		$42,700	1.00	0.87%	0.009	$371	$713	$713	$713	$2,511
Porter I		$42,700	1.00	0.87%	0.009	$371	$713	$713	$713	$2,511
Porter I		$42,700	1.00	0.87%	0.009	$371	$713	$713	$713	$2,511
Porter I		$42,700	1.00	0.87%	0.009	$371	$713	$713	$713	$2,511
Executive Chef		$103,963	1.00	0.87%	0.009	$903	$1,737	$1,737	$1,737	$6,114
Senior Director, Culinary Services		$117,878	1.00	0.87%	0.009	$1,024	$1,969	$1,969	$1,969	$6,932
Culinary Services Quality Manager		$70,000	1.00	0.87%	0.009	$608	$1,169	$1,169	$1,169	$4,116
Kitchen Operations Coordinator II		$43,000	1.00	0.87%	0.009	$374	$718	$718	$718	$2,529
Kitchen Operations Coordinator II		$43,000	1.00	0.87%	0.009	$374	$718	$718	$718	$2,529
Kitchen Operations Coordinator II		$43,000	1.00	0.87%	0.009	$374	$718	$718	$718	$2,529
Inventory Operations Coordinator II		$44,500	1.00	0.87%	0.009	$387	$743	$743	$743	$2,617
Inventory Operations Coordinator II		$44,500	1.00	0.87%	0.009	$387	$743	$743	$743	$2,617
Culinary Nutritionist		$67,000	1.00	0.87%	0.009	$582	$1,119	$1,119	$1,119	$3,940
Manager, Inventory Operations		$71,000	1.00	0.87%	0.009	$617	$1,186	$1,186	$1,186	$4,175
Distribution Staff:										
Driver		$46,000	1.00	0.87%	0.009	$400	$769	$769	$769	$2,706
Driver		$46,000	1.00	0.87%	0.009	$400	$769	$769	$769	$2,706
Driver		$46,000	1.00	0.87%	0.009	$400	$769	$769	$769	$2,706
Manager Distribution		$74,160	1.00	0.87%	0.009	$644	$1,239	$1,239	$1,239	$4,361
Director Distribution and Inventory Operation		$100,904	1.00	0.87%	0.009	$877	$1,686	$1,686	$1,686	$5,934
Operations Staff:										
Purchasing Manager		$70,000	1.00	0.87%	0.009	$608	$1,169	$1,169	$1,169	$4,116
Dir Facilities, Procurement & Business Operations		$110,281	1.00	0.87%	0.009	$958	$1,842	$1,842	$1,842	$6,485
Volunteer Services Staff:										
Director, Volunteer and Grocery Operations		$108,313	1.00	0.87%	0.009	$941	$1,810	$1,810	$1,810	$6,370
Manager, Volunteer Services		$77,250	1.00	0.87%	0.009	$671	$1,291	$1,291	$1,291	$4,543
Volunteer Coordinator		$52,874	1.00	0.87%	0.009	$459	$883	$883	$883	$3,109
Volunteer Coordinator		$54,413	1.00	0.87%	0.009	$473	$909	$909	$909	$3,200
In-Kind										
Volunteers		$80,309	0.25	100.00%	0.251	$20,185	$22,817	$22,817	$22,817	$88,637
Totals		$2,246,243	36.88	132.15%	0.57	$38,863	$59,003	$59,003	$59,003	$215,871
Fringe Benefits Rate		38.00%								
Employee Fringe Benefits		$853,572				$14,768	$22,421	$22,421	$22,421	$82,031
Total Non DAS Salaries and Benefits		$3,099,815				**$53,631**	**$81,424**	**$81,424**	**$81,424**	**$297,902**
Total DAS and Non DAS Salaries and Benefits		$7,030,109				**$167,071**	**$194,482**	**$194,482**	**$194,482**	**$750,516**

HSA #2 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Operating Expense Detail

			FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted			18,786	18,786	18,786	18,786	75,144
DAS Operating Expenses							
Expenditure Category							
Rental of Property							
Utilities (Elec, Water, Gas, Phone, Garbage)			$3,991	$4,373	$4,373	$4,373	$17,110
Supplies, Postage			$1,000	$1,000	$1,000	$1,000	$4,000
Building Maintenance Supplies and Repair			$2,000	$2,000	$2,000	$2,000	$8,000
Data Communication, Licenses, Dues			$2,000	$2,000	$2,000	$2,000	$8,000
Insurance			$500	$500	$500	$500	$2,000
Staff Training			$500	$500	$500	$500	$2,000
Staff Travel-(Local & Out of Town)			$314	$314	$314	$314	$1,254
Rental of Equipment							
Food Cost							
Raw Food	*per meal*	*$1.25*	$23,483	$23,483	$23,483	$23,483	$93,931
Cong Food Svc Supplies	*per meal*	*$0.10*	$1,879	$1,879	$1,879	$1,879	$7,515
Catered Meals	*per meal*						
Consultant							
Consultant A							
Other							
Vehicle Expense			$2,000	$2,000	$2,000	$2,000	$8,000
Security at RBMS $3,075/mo @ 0%							
Rent at VV $600/mo @ 0%							
Janitorial & Shared Cost at VV $500/mo @ 0%							
Total DAS Operating Expenses			**$37,666**	**$38,048**	**$38,048**	**$38,048**	**$151,809**
			$9.25	$9.25	$9.25	$9.25	
Non DAS Operating Expenses							
Expenditure Category							
Rental of Property			$17,685	$21,438	$21,438	$21,438	$81,999
Utilities (Elec, Water, Gas, Phone, Garbage)			$7,106	$9,034	$9,034	$9,034	$34,208
Supplies, Postage			$561	$886	$886	$886	$3,219
Building Maintenance Supplies and Repair			$1,561	$2,302	$2,302	$2,302	$8,467
Data Communication, Licenses, Dues			$2,203	$3,079	$3,079	$3,079	$11,440
Insurance			$2,759	$3,438	$3,438	$3,438	$13,073
Staff Training			$351	$529	$529	$529	$1,938
Staff Travel-(Local & Out of Town)			$53	$130	$130	$130	$441
Rental of Equipment							
Food Cost							
Raw Food	*per meal*	*$1.17*	$21,980	$21,980	$21,980	$21,980	$87,920
Cong Food Svc Supplies	*per meal*	*$0.15*	$2,818	$2,818	$2,818	$2,818	$11,272
Catered Meals	*per meal*						
Consultant							
Consultant A							
Other							
Vehicle Expense			$1,160	$1,818	$1,818	$1,818	$6,614
Security at RBMS $3,075/mo @ 0%							
Rent at VV $600/mo @ 0%							
Janitorial & Shared Cost at VV $500/mo @ 0%							
Total Non DAS Operating Expenses			**$58,236**	**$67,452**	**$67,452**	**$67,452**	**$260,591**
Total DAS and Non DAS Operating Expenses			**$95,902**	**$105,499**	**$105,499**	**$105,499**	**$412,399**

HSA #3 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM

Name of Agency: PROJECT OPEN HAND

Name of Program: ENP To Go Meals-Lunch

(Check One) New __X__ Renewal ____ Modification ____

If modification, Effective Date of Mod. No. of Mod.

Program: Congregate meals for (X) older adults or ( ) adults with disabilities

Budget Reference Page No.(s)					
Program Term	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted	79,380	79,380	79,380	79,380	317,520
DAS Expenditures					
Salaries & Benefits	$562,732	$696,039	$696,039	$696,039	$2,650,848
Operating Expenses	$330,470	$197,164	$197,164	$197,164	$921,961
Subtotal	$893,202	$893,202	$893,202	$893,202	$3,572,809
Indirect Percentage (%)	15.00%	15.00%	15.00%	15.00%	15.00%
Indirect Cost	$133,980	$133,980	$133,980	$133,980	$535,920
Capital/Subcontractor Expenditures					
NCQA Expenditures					
Total DAS Expenditures	**$1,027,182**	**$1,027,182**	**$1,027,182**	**$1,027,182**	**$4,108,728**
Non DAS Expenditures					
Salaries & Benefits	$314,171	$505,598	$505,598	$505,598	$1,830,966
Operating Expenses	$209,290	$460,768	$460,768	$460,768	$1,591,593
Capital/Subcontractor Expenditures					
NCQA Expenditures					
Total Non DAS Expenditures	**$523,461**	**$966,366**	**$966,366**	**$966,366**	**$3,422,559**
TOTAL DAS AND NON DAS EXPEDITURES	**$1,550,643**	**$1,993,548**	**$1,993,548**	**$1,993,548**	**$7,531,287**
DAS Revenues					
Meals- General Fund	$1,027,182	$1,027,182	$1,027,182	$1,027,182	$4,108,728
Meals- State Fund					
Meals- Federal Fund					
NCQA Fund					
Total DAS Revenue	**$1,027,182**	**$1,027,182**	**$1,027,182**	**$1,027,182**	**$4,108,728**
PER MEAL COST, DAS	$12.94	$12.94	$12.94	$12.94	$12.94
PER MEAL COST (with NCQA), DAS	$12.94	$12.94	$12.94	$12.94	$12.94
Non DAS Revenues					
Project Income					
Agency Cash- Fundraising	$304,777	$686,429	$686,429	$686,429	$2,364,065
Agency In-kind Volunteer	$117,702	$133,052	$133,052	$133,052	$516,856
Agency Property (Occupancy)	$100,982	$146,885	$146,885	$146,885	$541,637
NCQA Revenue					
Total Non DAS Revenue	**$523,461**	**$966,366**	**$966,366**	**$966,366**	**$3,422,559**
PER MEAL COST, Non DAS	$6.59	$12.17	$12.17	$12.17	$10.78
PER MEAL COST (with NCQA), Non DAS	$6.59	$12.17	$12.17	$12.17	$10.78
TOTAL DAS AND NON DAS REVENUE	**$1,550,643**	**$1,993,548**	**$1,993,548**	**$1,993,548**	**$7,531,287**
PER MEAL COST, Total	$19.53	$25.11	$25.11	$25.11	$23.72
PER MEAL COST (with NCQA), Total	$19.53	$25.11	$25.11	$25.11	$23.72
Full Time Equivalent (FTE)	90.07	90.07	90.07	90.07	360.29

Prepared by: Date:

HSA-CO Review Signature:

HSA #1 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Salaries & Benefits Detail

DAS Salaries & Benefits		Agency Totals		HSA Program		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Program Staff:										
Director, Community Nutrition Program		$89,095	1.00	23.70%	0.24	$21,116	$23,870	$23,870	$23,870	$92,727
Manager, Community Nutrition Program, Data		$74,263	1.00	23.70%	0.24	$17,601	$19,897	$19,897	$19,897	$77,291
Manager, Community Nutrition Program		$74,254	1.00	27.51%	0.28	$20,429	$23,798	$23,798	$23,798	$91,822
Manager, Community Nutrition Program		$74,263	1.00	27.51%	0.28	$20,431	$23,801	$23,801	$23,801	$91,833
Senior Director, Programs		$105,029	1.00	11.42%	0.11	$11,999	$11,999	$11,999	$11,999	$47,997
Community Nutrition Program Assistant		$54,142	1.00	32.54%	0.33	$17,620	$20,936	$20,936	$20,936	$80,429
Community Nutrition Site Coordinator		$44,200	0.50	32.54%	0.16	$7,192	$17,092	$17,092	$17,092	$58,467
Community Nutrition Site Coordinator		$44,200	0.50	32.54%	0.16	$7,192	$17,092	$17,092	$17,092	$58,467
Community Nutrition Site Coordinator		$44,200	0.50	32.54%	0.16	$7,192	$17,092	$17,092	$17,092	$58,467
Community Nutrition Site Coordinator		$44,200	0.50	32.54%	0.16	$7,192	$17,092	$17,092	$17,092	$58,467
Community Nutrition Site Coordinator		$44,200	0.50	32.54%	0.16	$7,192	$17,092	$17,092	$17,092	$58,467
Community Nutrition Site Coordinator		$44,200	0.50	32.54%	0.16	$7,192	$17,092	$17,092	$17,092	$58,467
Community Nutrition Site Coordinator		$44,200	0.50	32.54%	0.16	$7,192	$17,092	$17,092	$17,092	$58,467
Community Nutrition Site Coordinator		$44,200	0.50	32.54%	0.16	$7,192	$17,092	$17,092	$17,092	$58,467
Community Nutrition Site Coordinator		$44,200	0.50	32.54%	0.16	$7,192	$17,092	$17,092	$17,092	$58,467
Community Nutrition Site Coordinator		$44,200	0.75	33.65%	0.25	$11,156	$17,789	$17,789	$17,789	$64,522
Community Nutrition Site Coordinator		$44,200	0.75	33.65%	0.25	$11,156	$17,789	$17,789	$17,789	$64,522
Community Nutrition Site Coordinator		$44,200	0.75	33.65%	0.25	$11,156	$17,789	$17,789	$17,789	$64,522
Community Nutrition Site Coordinator		$44,200	0.63	28.35%	0.18	$7,830	$14,534	$14,534	$14,534	$51,432
Community Nutrition Site Coordinator		$44,200	0.63	28.35%	0.18	$7,830	$14,534	$14,534	$14,534	$51,432
Community Nutrition Site Coordinator		$44,200	0.50	32.54%	0.16	$7,192	$17,092	$17,092	$17,092	$58,467
Community Nutrition Site Coordinator		$44,200	0.50	32.54%	0.16	$7,192	$17,092	$17,092	$17,092	$58,467
Community Nutrition Site Coordinator		$44,200	0.50	32.54%	0.16	$7,192	$17,092	$17,092	$17,092	$58,467
Community Nutrition Site Coordinator		$44,200	0.50	32.54%	0.16	$7,192	$17,092	$17,092	$17,092	$58,467
Kitchen Staff:										
Cook II		$44,200	1.00	6.20%	0.06	$2,740	$489	$489	$489	$4,208
Cook II		$44,200	1.00	6.20%	0.06	$2,740	$489	$489	$489	$4,208
Cook II		$44,200	1.00	6.20%	0.06	$2,740	$489	$489	$489	$4,208
Cook I		$44,200	1.00	6.20%	0.06	$2,740	$489	$489	$489	$4,208
Cook I		$44,200	0.63	6.20%	0.04	$1,726	$489	$489	$489	$3,194
Lead Cook		$48,000	1.00	6.20%	0.06	$2,976	$532	$532	$532	$4,571
Lead Cook		$48,000	1.00	6.20%	0.06	$2,976	$532	$532	$532	$4,571
Sous Chef		$58,000	1.00	6.20%	0.06	$3,596	$642	$642	$642	$5,523
Sous Chef		$58,000	1.00	6.20%	0.06	$3,596	$642	$642	$642	$5,523
Porter I		$42,700	1.00	6.20%	0.06	$2,647	$473	$473	$473	$4,066
Porter I		$42,700	1.00	6.20%	0.06	$2,647	$473	$473	$473	$4,066
Porter I		$42,700	1.00	6.20%	0.06	$2,647	$473	$473	$473	$4,066
Porter I		$42,700	1.00	6.20%	0.06	$2,647	$473	$473	$473	$4,066
Porter I		$42,700	1.00	6.20%	0.06	$2,647	$473	$473	$473	$4,066
Porter I		$42,700	1.00	6.20%	0.06	$2,647	$473	$473	$473	$4,066
Executive Chef		$103,963	1.00	6.20%	0.06	$6,446	$1,151	$1,151	$1,151	$9,900
Senior Director, Culinary Services		$117,878	1.00	6.20%	0.06	$7,308	$1,305	$1,305	$1,305	$11,224
Culinary Services Quality Manager		$70,000	1.00	6.20%	0.06	$4,340	$775	$775	$775	$6,665
Kitchen Operations Coordinator II		$43,000	1.00	6.20%	0.06	$2,666	$476	$476	$476	$4,094
Kitchen Operations Coordinator II		$43,000	1.00	6.20%	0.06	$2,666	$476	$476	$476	$4,094
Kitchen Operations Coordinator II		$43,000	1.00	6.20%	0.06	$2,666	$476	$476	$476	$4,094
Inventory Operations Coordinator II		$44,500	1.00	6.20%	0.06	$2,759	$493	$493	$493	$4,237
Inventory Operations Coordinator II		$44,500	1.00	6.20%	0.06	$2,759	$493	$493	$493	$4,237
Culinary Nutritionist		$67,000	1.00	6.20%	0.06	$4,154	$742	$742	$742	$6,380
Manager, Inventory Operations		$71,000	1.00	6.20%	0.06	$4,402	$786	$786	$786	$6,761
Distribution Staff:										
Driver		$46,000	1.00	6.20%	0.06	$2,852	$509	$509	$509	$4,380
Driver		$46,000	1.00	6.20%	0.06	$2,852	$509	$509	$509	$4,380
Manager Distribution		$74,160	1.00	6.20%	0.06	$4,598	$821	$821	$821	$7,062
Director Distribution and Inventory Operation		$100,904	1.00	6.20%	0.06	$6,256	$1,117	$1,117	$1,117	$9,608
Operations Staff:										
Purchasing Manager		$70,000	1.00	6.20%	0.06	$4,340	$775	$775	$775	$6,665
Dir Facilities, Procurement & Business Operations		$110,281	1.00	6.20%	0.06	$6,837	$1,221	$1,221	$1,221	$10,501
Volunteer Services Staff:										
Director, Volunteer and Grocery Operations		$108,313	1.00	6.20%	0.06	$6,715	$1,199	$1,199	$1,199	$10,313
Manager, Volunteer Services		$77,250	1.00	6.20%	0.06	$4,790	$855	$855	$855	$7,356
Volunteer Coordinator		$52,874	1.00	6.20%	0.06	$3,278	$585	$585	$585	$5,034
Volunteer Coordinator		$54,413	1.00	6.20%	0.06	$3,374	$603	$603	$603	$5,182
Totals		$3,519,182	53.38	1049.05%	7.48	$407,777	$504,376	$504,376	$504,376	$1,920,904
Fringe Benefits Rate		38.00%								
Employee Fringe Benefits		$1,337,289				$154,955	$191,663	$191,663	$191,663	$729,944
Total DAS Salaries and Benefits		$4,856,471				**$562,732**	**$696,039**	**$696,039**	**$696,039**	**$2,650,848**

Non DAS Salaries & Benefits		Agency Totals		HSA Program		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Kitchen Staff:										
Cook II		$44,200	1.00	6.77%	0.068	$2,991	$5,629	$5,629	$5,629	$19,877
Cook II		$44,200	1.00	6.77%	0.068	$2,991	$5,629	$5,629	$5,629	$19,877
Cook II		$44,200	1.00	6.77%	0.068	$2,991	$5,629	$5,629	$5,629	$19,877
Cook I		$44,200	1.00	6.77%	0.068	$2,991	$5,629	$5,629	$5,629	$19,877
Cook I		$44,200	0.63	6.77%	0.043	$1,885	$5,629	$5,629	$5,629	$18,771
Lead Cook		$48,000	1.00	6.77%	0.068	$3,249	$6,113	$6,113	$6,113	$21,587
Lead Cook		$48,000	1.00	6.77%	0.068	$3,249	$6,113	$6,113	$6,113	$21,587
Sous Chef		$58,000	1.00	6.77%	0.068	$3,925	$7,386	$7,386	$7,386	$26,083
Sous Chef		$58,000	1.00	6.77%	0.068	$3,925	$7,386	$7,386	$7,386	$26,083
Porter I		$42,700	1.00	6.77%	0.068	$2,890	$5,438	$5,438	$5,438	$19,203
Porter I		$42,700	1.00	6.77%	0.068	$2,890	$5,438	$5,438	$5,438	$19,203
Porter I		$42,700	1.00	6.77%	0.068	$2,890	$5,438	$5,438	$5,438	$19,203
Porter I		$42,700	1.00	6.77%	0.068	$2,890	$5,438	$5,438	$5,438	$19,203
Porter I		$42,700	1.00	6.77%	0.068	$2,890	$5,438	$5,438	$5,438	$19,203
Porter I		$42,700	1.00	6.77%	0.068	$2,890	$5,438	$5,438	$5,438	$19,203
Executive Chef		$103,963	1.00	6.77%	0.068	$7,036	$13,239	$13,239	$13,239	$46,753
Senior Director, Culinary Services		$117,878	1.00	6.77%	0.068	$7,978	$15,011	$15,011	$15,011	$53,011
Culinary Services Quality Manager		$70,000	1.00	6.77%	0.068	$4,738	$8,914	$8,914	$8,914	$31,480
Kitchen Operations Coordinator II		$43,000	1.00	6.77%	0.068	$2,910	$5,476	$5,476	$5,476	$19,337
Kitchen Operations Coordinator II		$43,000	1.00	6.77%	0.068	$2,910	$5,476	$5,476	$5,476	$19,337
Kitchen Operations Coordinator II		$43,000	1.00	6.77%	0.068	$2,910	$5,476	$5,476	$5,476	$19,337
Inventory Operations Coordinator II		$44,500	1.00	6.77%	0.068	$3,012	$5,667	$5,667	$5,667	$20,012
Inventory Operations Coordinator II		$44,500	1.00	6.77%	0.068	$3,012	$5,667	$5,667	$5,667	$20,012
Culinary Nutritionist		$67,000	1.00	6.77%	0.068	$4,535	$8,532	$8,532	$8,532	$30,131
Manager, Inventory Operations		$71,000	1.00	6.77%	0.068	$4,805	$9,041	$9,041	$9,041	$31,929
Distribution Staff:										
Driver		$46,000	1.00	6.77%	0.068	$3,113	$5,858	$5,858	$5,858	$20,686
Driver		$46,000	1.00	6.77%	0.068	$3,113	$5,858	$5,858	$5,858	$20,686
Manager Distribution		$74,160	1.00	6.77%	0.068	$5,019	$9,444	$9,444	$9,444	$33,351
Director Distribution and Inventory Operation		$100,904	1.00	6.77%	0.068	$6,829	$12,850	$12,850	$12,850	$45,378
Operations Staff:										
Purchasing Manager		$70,000	1.00	6.77%	0.068	$4,738	$8,914	$8,914	$8,914	$31,480
Dir Facilities, Procurement & Business Operations		$110,281	1.00	6.77%	0.068	$7,464	$14,044	$14,044	$14,044	$49,595
Volunteer Services Staff:										
Director, Volunteer and Grocery Operations		$108,313	1.00	6.77%	0.068	$7,331	$13,793	$13,793	$13,793	$48,710
Manager, Volunteer Services		$77,250	1.00	6.77%	0.068	$5,228	$9,837	$9,837	$9,837	$34,740
Volunteer Coordinator		$52,874	1.00	6.77%	0.068	$3,578	$6,733	$6,733	$6,733	$23,777
Volunteer Coordinator		$54,413	1.00	6.77%	0.068	$3,683	$6,929	$6,929	$6,929	$24,470
In-Kind										
Volunteers		$80,309	1.06	100.00%	1.062	$85,291	$96,414	$96,414	$96,414	$374,534
Totals		$2,200,243	36.69	343.65%	3.47	$227,660	$366,375	$366,375	$366,375	$1,326,786
Fringe Benefits Rate		38.00%								
Employee Fringe Benefits		$836,092				$86,511	$139,223	$139,223	$139,223	$504,180
Total Non DAS Salaries and Benefits		$3,036,335				**$314,171**	**$505,598**	**$505,598**	**$505,598**	**$1,830,966**
Total DAS and Non DAS Salaries and Benefits		$7,892,806				**$876,903**	**$1,201,637**	**$1,201,637**	**$1,201,637**	**$4,481,814**

HSA #2 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Operating Expense Detail

			FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted			79,380	79,380	79,380	79,380	317,520
DAS Operating Expenses							
Expenditure Category							
Rental of Property							
Utilities (Elec, Water, Gas, Phone, Garbage)			$57,115	$29,711	$29,711	$29,711	$146,248
Supplies, Postage			$8,000	$6,000	$6,000	$6,000	$26,000
Building Maintenance Supplies and Repair			$20,000	$10,000	$10,000	$10,000	$50,000
Data Communication, Licenses, Dues			$11,522	$8,000	$8,000	$8,000	$35,522
Insurance			$15,000	$10,000	$10,000	$10,000	$45,000
Staff Training			$3,000	$3,000	$3,000	$3,000	$12,000
Staff Travel-(Local & Out of Town)			$1,000	$1,000	$1,000	$1,000	$4,000
Rental of Equipment							
Food Cost							
Raw Food	*per meal*	*$2.00*	$158,760	$87,318	$87,318	$87,318	$420,714
Cong Food Svc Supplies	*per meal*	*$0.20*	$15,876	$7,938	$7,938	$7,938	$39,690
Catered Meals	*per meal*						
Consultant							
Consultant A							
Other							
Vehicle Expense			$16,000	$10,000	$10,000	$10,000	$46,000
Security at DT, RBMS & VV $3,075/mo @ 33%			$19,901	$19,901	$19,901	$19,901	$79,604
Rent at VV $600/mo @ 33%			$2,343	$2,343	$2,343	$2,343	$9,373
Janitorial & Shared Cost at VV $500/mo @ 33%			$1,953	$1,953	$1,953	$1,953	$7,810
Total DAS Operating Expenses			**$330,470**	**$197,164**	**$197,164**	**$197,164**	**$921,961**
			$12.94	$12.94	$12.94	$12.94	
Non DAS Operating Expenses							
Expenditure Category							
Rental of Property			$100,982	$146,885	$146,885	$146,885	$541,637
Utilities (Elec, Water, Gas, Phone, Garbage)			$5,753	$61,735	$61,735	$61,735	$190,958
Supplies, Postage			$845	$6,866	$6,866	$6,866	$21,443
Building Maintenance Supplies and Repair			$176	$19,348	$19,348	$19,348	$58,220
Data Communication, Licenses, Dues			$12,295	$26,644	$26,644	$26,644	$92,227
Insurance			$3,466	$16,860	$16,860	$16,860	$54,046
Staff Training			$1,825	$4,018	$4,018	$4,018	$13,879
Staff Travel-(Local & Out of Town)			$1,077	$2,022	$2,022	$2,022	$7,143
Rental of Equipment							
Food Cost							
Raw Food	*per meal*	*$0.97*	$76,999	$148,441	$148,441	$148,441	$522,321
Cong Food Svc Supplies	*per meal*	*$0.05*	$3,969	$11,907	$11,907	$11,907	$39,690
Catered Meals	*per meal*						
Consultant							
Consultant A							
Other							
Vehicle Expense			$1,903	$16,042	$16,042	$16,042	$50,029
Security at DT, RBMS & VV $3,075/mo @ 33%							
Rent at VV $600/mo @ 33%							
Janitorial & Shared Cost at VV $500/mo @ 33%							
Total Non DAS Operating Expenses			**$209,290**	**$460,768**	**$460,768**	**$460,768**	**$1,591,593**
Total DAS and Non DAS Operating Expenses			**$539,760**	**$657,931**	**$657,931**	**$657,931**	**$2,513,554**

HSA #3 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Appendix A– Services to be Provided
Russian American Community Services, Inc.
To-Go Meal Nutrition Services for Older Adults
July 1, 2025 - June 30, 2029

I. Purpose

The purpose of this grant is to provide to-go meal nutrition services to older adults living in the City and County of San Francisco. Services include meals, nutrition education, and nutrition risk screening. To-go meal nutrition services support individuals to live independently in their own homes and communities, help ensure health and well-being through improved nutrition and reduced isolation and serve as an access point for other home and community-based services.

II. Definitions

Adult with a Disability	A person 18-59 years of age with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging.
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

DAS	Department of Disability and Aging Services.
DAS Benefits and Resources Hub	A unit within DAS that is equipped to receive calls from the community and provide information, referrals, and assistance for older adults and adults with disabilities, caregivers, and community-based organizations. https://www.sfhsa.org/contact-us/locations/das-benefits-and-resources-hub
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: activities of daily living (ADL), and instrumental activities of daily living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
Food Security Screening	A two-question validated screening tool designed to assess an individual's food security status.
Grantee	Russian American Community Services, Inc.
HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Initial Assessment (To-go Meal Nutrition Services)	An initial assessment conducted by a qualified staff member to determine a consumer's need for to-go meal nutrition services. The assessment must document if the consumer is not comfortable dining in a congregate meal setting. It will also evaluate and document physiological, socioeconomic, and psychological factors that contribute to the individual's need for nutrition and related supportive services. These factors include the presence of acute or chronic diseases, health conditions or syndromes; the adequacy of the participant's family or support system; and the individual's functional status, particularly their ability to perform activities of daily living (ADLs) and instrumental activities of daily living (IADLs). (CCR Title 22 Sec. 7638.3)
LGBTQIA+	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.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for program enrollment and participation is not means tested. Consumers self-report income status.
Menu Planning and Nutrient Analysis	The development of a menu cycle that complies with the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP) and California Department of Aging (CDA) menu standards, as well as the nutrition requirements of meals. A Registered Dietitian must conduct a nutrient analysis to verify that the menu meets these standards and requirements. (CDA Program Memo 12-17, as amended; California Code of Regulations, Title 22, Section 7638.5)

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Nutrition Compliance and Quality Assurance (NCQA)	Nutrition Compliance and Quality Assurance are the required components of congregate, to-go, and home-delivered nutrition services that ensure program integrity and quality. These components include but are not limited to ensuring food safety; certifying menu compliance; providing nutrition education; confirming consumer eligibility; and assessing consumers' physiological, socioeconomic, and psychological well-being, as well as their need for nutrition and other supportive services. NCQA also includes nutrition counseling provided by a registered dietitian, when feasible and appropriate.
Nutrition Education Session	An intervention targeting participants and caregivers that involves the dissemination of information, instruction, or training to support food, nutrition, and physical activity choices and behaviors aimed at maintaining or improving health and addressing nutrition-related conditions. The content is consistent with the Dietary Guidelines for Americans (DGA), accurate, culturally sensitive, regionally appropriate, and takes personal preferences into account. Nutrition education sessions are overseen by a Registered Dietitian. Grantees are required to provide education sessions at least quarterly for program participants and to record the provision of each session, including an estimated number of participants reached, in SF DAS GetCare. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate, to-go, and home-delivered nutrition services shall comply with the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI), as specified in California Code of Regulations, Title 22, Section 7638.5
Nutrition Risk Screening	Completion of the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
OAA	Older Americans Act
OCP	Office of Community Partnerships.
Older Adult	A person who is 60 years or older, used interchangeably with "senior."
Older Californians Nutrition Program Title III C1 and C2 (OCNP)	A program that provides nutrition services as authorized by the Older Americans Act of 1965, as amended, and is administered in accordance with the provisions of California Code of Regulations (CCR), Title 22, Chapter 4, Article 5, Section 7630, and was formerly known as the Elderly Nutrition Program (ENP).

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Reassessment (To-go Meal Nutrition Services)	A reassessment conducted quarterly by qualified staff that documents the need for continued to-go meal nutrition services
Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	An individual who meets both of the following criteria: 1) Qualified as specified in Sections 2585 and 2586 of the Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years or older, used interchangeably with "older adult."
SF DAS GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
SFHSA	San Francisco Human Services Agency
Socially Isolated	Having few social relationships and few people to interact with regularly.
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.)
Supervisorial District (District)	There are eleven supervisorial districts in the City and County of San Francisco. A map of each district can be found at: https://www.sf.gov/maps
To-go Meal Nutrition Services	The provision of meals by a qualified nutrition service provider at designated meal sites that are picked up by eligible consumers or delivered to eligible consumers at their place of residence who are not comfortable dining in a congregate meal setting. Meals must comply with the Dietary Guidelines for Americans and meet the Dietary Reference Intakes (DRIs). In addition to the provision of a meal, services include an initial assessment of each consumer's needs and eligibility and a quarterly reassessment to determine continued eligibility; nutrition education; and nutrition risk screening.
Volunteer	A volunteer is an individual who offers their time and services willingly and without compensation to assist the grantee in various activities to support nutrition services.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Unduplicated Consumer (UDC)	An eligible individual who receives meals through the home-delivered nutrition services program and whose participation is documented in SF DAS GetCare by the grantee.
Unit of Service (UOS)	A meal provided to an eligible individual. Each meal shall provide one-third (1/3) of the DRI and comply with the most current Dietary Guidelines for Americans. (22 CCR 7638.5, 22 CCR 7638.7)

III. Target Populations

This program is designed to serve all people who can benefit from the services outlined in this Appendix, and particularly those demonstrating the greatest economic and social need. To ensure that the most vulnerable people are aware of and can benefit from this program, grantee shall ensure that program services are accessible to:

1. Persons with low to moderate income
2. Persons who are socially isolated
3. Persons with limited English-speaking proficiency
4. Persons from communities of color or communities that have historically been under-served
5. Members of the LGBTQIA+ community
6. Persons at risk of institutionalization

IV. Eligibility for Services

To be eligible for to-go meal nutrition services, an individual must be:

1. A person who is sixty (60) years of age or older (older adult), and
2. An individual who is not comfortable dining in a congregate meal setting as determined by an initial assessment and quarterly reassessments conducted by the grantee, and
3. A resident of San Francisco**.**
4. A spouse or domestic partner of an eligible individual may participate in services if a grantee-conducted assessment determines that such participation is in the best interest of the eligible individual.
5. An individual with a disability who resides at home with an eligible individual may participate in services if an assessment conducted by the grantee determines that such participation is in the best interest of the eligible individual.
6. A volunteer under the age of sixty (60), if doing so will not deprive an older adult sixty (60) years of age or older of meal.

V. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that comply with the nutrition and food service standards set forth by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, the California Department of Aging (CDA), the Department of Disability and Aging Services Office of

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Community Partnerships (DAS OCP), and the requirements described in this Appendix A.

2. Grantee will provide to-go meals to eligible consumers at designated meal site(s) which must be submitted to and pre-approved by DAS OCP. The grantee will ensure that all meal sites comply with applicable federal, state, and local regulations, including those related to restrooms, lighting, and ventilation. Meal sites must also be equipped with sturdy tables and chairs suitable for the target population. With prior approval from DAS OCP, the grantee may deliver to-go meals to consumers' residences. The grantee shall operate to-go meal nutrition services in accordance with their DAS-approved site chart, including adherence to DAS OCP-approved geographic areas within the City and County of San Francisco.
3. Grantee shall provide meals that comply with the California Department of Aging's (CDA) Older Californians Nutrition Program (OCNP) Menu Planning Guidance. Each meal must provide a minimum of one-third of the Dietary Reference Intakes (DRIs) and align with the current Dietary Guidelines for Americans. Meals shall be culturally appropriate for the target population(s) served and ready to consume. Grantees are encouraged to implement an Offer Versus Serve (OVS) approach when possible, allowing participants to select the food items they wish to eat, to reduce food waste.
4. Grantee will implement a forecasting system to closely estimate demand and adjust meal production, accordingly, minimizing meal waste through regular reviews and adaptations based on actual distribution patterns. The grantee may introduce a consumer reservation system to help manage meal distribution and ensure sufficient availability. The reservation system must include a written policy and procedure, both of which are subject to approval by DAS OCP.
5. Grantee will serve meals in environmentally friendly containers that are reusable, biodegradable, compostable, and/or recyclable. The grantee will comply with the City's Food Service Waste Reduction Ordinance (2007) and the Single-Use Food Ware Plastics Toxics and Litter Reduction Ordinance (2019).
6. Grantee will ensure that each meal nutrition site has sufficient staff (paid or volunteer) with the appropriate education, experience, and cultural competency designated to oversee the day-to-day operations, with at least one staff member physically present on-site during to-go meal service hours.
7. Grantee will manage all aspects of food service, including the procurement, preparation, transportation, and distribution of food and meals. The grantee will ensure compliance with the standards established by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, and the San Francisco Department of Public Health (SFDPH) Environmental Health Branch. This includes but is not limited to the following:
    a. A food facility permit, also known as a health permit, is required for each facility involved in the preparation, handling, and/or serving of food to the public. In addition, the facility must provide a current health inspection report with a "pass" facility rating status, as issued by the Environmental Health Branch of the San Francisco Department of Public Health.
    b. A certified food safety manager must be on staff to oversee and manage the day-to-day operations of food service.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

   c. All staff involved in the preparation, storage, serving, or handling of food and/or meals must engage in approved food safety training.
8. Grantee will ensure all program staff are oriented and trained to perform their assigned responsibilities and tasks. Training at minimum will include:
   a. Food safety, prevention of foodborne illness, and HACCP principles.
   b. Instructions on accident prevention, fire safety, first aid, choking, earthquake preparedness, and additional emergency procedures as relevant.
9. Grantee will provide a minimum of four (4) hours of annual training for paid and volunteer food service staff, including to-go meal nutrition services staff. The grantee must develop, implement, and maintain a yearly training plan on file. The plan should include the individuals to be trained, the trainer(s), the training content, and the schedule. The content of the training must be reviewed and approved by a Registered Dietitian Nutritionist (RD/RDN). Training sessions will be evaluated by staff, and documentation, including evaluations and attendance records, must be kept on file by the grantee.
10. Grantee will provide the following NCQA activities:
   a. Menu planning and meal analysis shall be conducted twice per year and in accordance with CDA's OCNP Menu Planning Guidance. The grantee must submit the menu cycle with the nutrient analysis for review and approval by DAS OCP at least thirty (30) days in advance of use. The grantee will ensure that food substitutions to originally planned meals are documented and approved by Registered Dietitian Nutritionist (RD/RDN).
   b. HACCP central kitchen and food service monitoring will be conducted at least once per quarter, with a minimum of four (4) monitoring visits during the fiscal year. The monitoring must be conducted and documented by a Registered Dietitian Nutritionist (RD/RDN). If the grantee delivers to-go meals, food service monitoring must include a review of end-of-route temperature checks, which should be performed every other week for each route to ensure meals are maintained at safe temperatures throughout delivery.
   c. Meal delivery route monitoring if the grantee delivers to-go meals. Route monitoring will include, but is not limited to, observation of the packing, transport, and delivery of meals. Route monitoring may be conducted and documented by a qualified staff member who has been trained by a certified food safety manager or a Registered Dietitian Nutritionist (RD/RDN). Documentation of the monitoring must be completed within two (2) weeks of the observation. Each of the grantee's meal delivery routes must be monitored at least two (2) times per fiscal year.
   d. Nutrition education sessions at least once per quarter and a minimum of four (4) times during the fiscal year for consumers participating in services. The grantee will record the delivery of nutrition education sessions in SF DAS GetCare and include the estimated number of participants.
11. Grantee will establish and maintain a consumer enrollment process that includes conducting an initial assessment prior to the start of meal services. The grantee will document the completion of the assessment and consumer information in SF DAS GetCare within one month of collecting the data, ensuring that all information is accurately recorded. The assessment will:

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

a. Verify the consumer's eligibility for to-go meal nutrition services.
b. Screen functional ability through a series of required questions related to activities of daily living (ADL) and instrumental activities of daily living (IADL).
c. Obtain consumer demographic and other information as required by federal, state, and local government.
d. Include completion of a nutrition risk screening using the DETERMINE checklist and a two-question food security screening.

12. Grantee, at minimum, will provide consumers with the following information during the enrollment process:
    a. Safe food handling instructions for the meal(s) including reheating instructions if applicable.
    b. Voluntary contribution policy.
    c. Grievance policy.
    d. Information on how to request assistance from the grantee when needed.
13. Grantee will conduct and document nutrition service reassessments for program participants on a quarterly basis to confirm continued eligibility for services. Reassessments may be conducted in person or over the phone; however, if meals are being delivered to a consumer, an in-person reassessment must be conducted at least every other quarter. Reassessments may be performed by delivery staff or volunteers who have been trained by qualified staff. The grantee must also establish a disenrollment process for consumers who are no longer eligible or who choose to discontinue services.
14. Grantee will offer consumers who receive a meal the opportunity to contribute to the cost of the meal, in accordance with DAS OCP Policy Memorandum No. 5. The grantee will develop a suggested contribution amount based on the average income range of consumers accessing the to-go meal program, as well as the grantee's other funding sources. During the enrollment process, the grantee will provide consumers with written information explaining voluntary contributions and how to make them if they choose to do so. This notification must clearly state that contributions are voluntary, there is no obligation to contribute, and services will be provided regardless of whether a contribution is made. The grantee will also post a sign near the contribution collection receptacle indicating the suggested contribution for eligible individuals. The contribution process must ensure confidentiality, and the grantee must have written procedures in place to safeguard contributions and fees from loss, mishandling, or theft.
15. Grantee will have procedures in place to obtain the views of program participants about services received. At minimum, the grantee will develop and administer an annual consumer satisfaction survey to capture feedback on program outcomes and service quality. Both the survey tool and the administration plan must be reviewed and approved by DAS OCP prior to implementation. Feedback must be collected in a manner that ensures participant anonymity. The results will be shared with DAS OCP by March 15th of each grant year, or on a mutually agreed upon date.
16. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training annually, in accordance with the DAS OCP Policy Memorandum No. 45. Within 30 days of their start date, any new employee, subcontractor, or volunteer must also complete this training. The grantee will

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

maintain records of completion. The grantee shall comply with the applicable privacy and security rules of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

17. Grantee will ensure that all program staff, regardless of position, receive initial training on elder abuse and mandated reporting. Program staff who interact with consumers must complete this training annually, in accordance with the DAS OCP Policy Memorandum No. 35.
18. Grantee shall develop a written grievance process for reviewing and resolving service concerns raised by consumers or their authorized representatives regarding DAS-funded programs and their employees or volunteers, in accordance with DAS OCP Policy Memorandum No. 33. This process must ensure that consumers have clearly established rights and due process for timely resolution of their concerns.
19. Grantee will ensure that DAS funding information is prominently displayed on its websites and publications related to the DAS-funded nutrition program, in accordance with DAS OCP Policy Memorandum No.47.
20. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
21. Grantee will arrange for the availability of food to participants during a major disaster where feasible and appropriate.

VI. Location and Time of Services

The grantee will provide to-go meal nutrition services in the City and County of San Francisco. The grantee, with approval from DAS OCP, will determine the location(s) and time(s) for the provision of to-go meal nutrition services.

VII. Service Objectives

On an annual basis, the grantee shall meet the following service objectives:

Table A	FY 25/26	FY 26/27	FY 27/28	FY 28/29
Number of Unduplicated Consumers (UDC)	50	50	50	50
Number of Meals	12,764	12,764	12,764	12,764

VIII. Outcome Objectives

Measured via a consumer survey with a sample size equal to or greater than the grantee's average daily number of to-go meals served.

1. At least 75% of consumers report an increased consumption of fruits, vegetables, and/or whole grains.
2. At least 85% of consumers report feeling less worried about getting enough food to meet their needs.
3. At least 85% of consumers rate the quality of meals they receive as excellent or good.
4. At least 85% of consumers report that the food support they receive helps them live stably in the community.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

IX. Data Collection and Reporting Requirements

1. Grantee will provide a monthly report of activities, referencing the tasks described in Section VII & VIII- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month. The report will include, at a minimum: the number of consumers served, number of meals prepared and served, number of consumers denied services, and the amount of voluntary consumer contributions received.
2. Grantee will submit a quarterly report, along with supporting documentation, to DAS OCP detailing the HACCP activities conducted. Reports are due on the following dates: October 15th, January 15th, April 15th, and June 15th.
3. Grantee will provide an annual report summarizing the contract activities, referencing the tasks described in Section VII & VIII- Service 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 day of the month following the end of the program year.
4. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SFHSA no later than July 31st each year. The grantee must submit the report in the CARBON system.
5. Grantee will provide Ad Hoc reports as required by the Departments.
6. Pursuant to California Department of Aging requirements, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
7. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies "Focal Points" which are designed to help older adults and adults with disabilities connect to services throughout the City. These Focal Points are:

Name	Address	Phone
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-822-1444 x1200
Canon Kip Senior Center	705 Natoma, St San Francisco, 94103	415-487-3300
Chi Sing Community Center	3133 Taraval St, San Francisco, 94116	415-533-6859
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700
Downtown SF Senior Center	481 O'Farrell St, San Francisco, 94102	415-202-2982
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
Geneva Community Center	5050 Mission St., Suite C, San Francisco 94112	
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415-405-4672
Self-Help for the Elderly Social Services Department	829 Kearney St, San Francisco, 94133	415-677-7585
Toolworks	22 Battery St. Suite 300, San Francisco, 94111	415-733-0990
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828

For assistance with reporting and contract requirements, please contact:

Gary.Hom@sfgov.org
Contract Manager, Office of Contract Management, SFHSA
or
Marina.Kan@sfgov.org
Program Analyst, DAS OCP

X. Monitoring Activities

1. Program Monitoring: Program monitoring will include review of consumer eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives; compliance with specific program standards and requirements; participant record collection and maintenance; reporting performance including monthly service unit reports on SF DAS GetCare; maintenance of service unit logs; agency and organization standards, including current organizational chart; evidence of annual Elder Abuse Reporting training provided to staff and volunteers; evidence of annual California Department of Aging (CDA) Security Awareness training provided to staff and volunteers; program operation, which includes a review of a written policies and procedures manual of all DAS OCP-funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections III through VIII.

2. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, 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 the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster, and selected board minutes for compliance with the Sunshine Ordinance.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM

Name
Russian American Community Services

(Check One) New __X__ Renewal ____ Modification ____
If modification, Effective Date of Mod. No. of Mod.

Program: To GO meals for (x) older adults or **( ) adults with disabilities**

Budget Reference Page No.(s)					
Program Term	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted	12,764	12,764	12,764	12,764	51,056
DAS Expenditures					
Salaries & Benefits	$103,308	$103,308	$103,308	$103,308	$413,232
Operating Expenses	$63,179	$63,179	$63,179	$63,179	$252,716
Subtotal	$166,487	$166,487	$166,487	$166,487	$665,948
Indirect Percentage (%)	15.00%	15.00%	15.00%	15.00%	15.00%
Indirect Cost	$24,973	$24,973	$24,973	$24,973	$99,892
Capital/Subcontractor Expenditures	$0	$0	$0	$0	$0
NCQA Expenditures	$0	$0	$0	$0	$0
Total DAS Expenditures	**$191,460**	**$191,460**	**$191,460**	**$191,460**	**$765,840**
Non DAS Expenditures					
Salaries & Benefits - Volunteers	$19,314	$19,314	$19,314	$19,314	$77,256
Salaries & Benefits	$2,397	$2,397	$2,397	$2,397	$9,588
Operating Expenses	$12,414	$12,414	$12,414	$12,414	$49,655
Indirect Percentage (%)	15.00%	15.00%	15.00%	15.00%	15.00%
Indirect Cost	$2,222	$2,222	$2,222	$2,222	$8,888
Capital/Subcontractor Expenditures	$0	$0	$0	$0	$0
NCQA Expenditures	$0	$0	$0	$0	$0
Total Non DAS Expenditures	**$33,950**	**$33,950**	**$33,950**	**$33,950**	**$135,800**
TOTAL DAS AND NON DAS EXPEDITURES	**$225,410**	**$225,410**	**$225,410**	**$225,410**	**$901,640**
DAS Revenues					
Meals- General Fund	$191,460	$191,460	$191,460	$191,460	$765,840
Meals- State Fund					$0
Meals- Federal Fund					$0
					$0
					$0
					$0
NCQA Fund					$0
Total DAS Revenue	**$191,460**	**$191,460**	**$191,460**	**$191,460**	**$765,840**
PER MEAL COST, DAS	$15.00	$15.00	$15.00	$15.00	$15.00
PER MEAL COST (with NCQA), DAS	$15.00	$15.00	$15.00	$15.00	$15.00
Non DAS Revenues					
Project Income	$14,040	$14,040	$14,040	$14,040	$56,160
Agency Cash- Fundraising	$596	$596	$596	$596	$2,384
Agency In-kind Volunteer	$19,314	$19,314	$19,314	$19,314	$77,256
					$0
					$0
					$0
NCQA Revenue					$0
Total Non DAS Revenue	**$33,950**	**$33,950**	**$33,950**	**$33,950**	**$135,800**
PER MEAL COST, Non DAS	$2.66	$2.66	$2.66	$2.66	$2.66
PER MEAL COST (with NCQA), Non DAS	$2.66	$2.66	$2.66	$2.66	$2.66
TOTAL DAS AND NON DAS REVENUE	**$225,410**	**$225,410**	**$225,410**	**$225,410**	**$901,640**
PER MEAL COST, Total	$17.66	$17.66	$17.66	$17.66	$17.66
PER MEAL COST (with NCQA), Total	$17.66	$17.66	$17.66	$17.66	$17.66
Full Time Equivalent (FTE)	0.54	0.54	0.54	0.54	2.16

Prepared by: Date:

HSA-CO Review Signature: _____

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

64%

DAS Salaries & Benefits		Agency Totals		HSA Program		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Nutritional Service and Education Coo	Anna Possokhova	$58,464	0.0410	100.00%	0.00	$0	$0	$0	$0	$0
Program Coordinator	Vera DuBois	$50,112	0.1260	100.00%	0.1260	$6,314	$6,314	$6,314	$6,314	$25,256
Chef	Vladimir Krilov	$58,986	0.1320	100.00%	0.1320	$7,786	$7,786	$7,786	$7,786	$31,144
Sous-Chef	Deris Dias	$56,898	0.1547	100.00%	0.1547	$8,802	$8,802	$8,802	$8,802	$35,208
Cook	Ivan Bogomolov	$52,200	0.1551	100.00%	0.1551	$8,096	$8,096	$8,096	$8,096	$32,384
Prep Cook, I	Tadevush Usovich	$44,892	0.1547	100.00%	0.1547	$6,945	$6,945	$6,945	$6,945	$27,780
Dish Washer	Maria Miron	$44,370	0.3150	100.00%	0.3150	$13,977	$13,977	$13,977	$13,977	$55,908
Prep Cook, II	Aleksei Mironov	$46,980	0.1650	100.00%	0.1650	$7,752	$7,752	$7,752	$7,752	$31,008
Kitchen Aid	Ludmila Kulkova	$44,370	0.1800	100.00%	0.1800	$7,987	$7,987	$7,987	$7,987	$31,948
DR Hostess, Program assistant	Tetiana Domaieva	$51,156	0.3060	100.00%	0.3060	$15,654	$15,654	$15,654	$15,654	$62,616
					0					
Totals		$508,428	1.7295		1.6885	$83,313	$83,313	$83,313	$83,313	$333,252
Fringe Benefits Rate		24.00%								
Employee Fringe Benefits						$19,995	$19,995	$19,995	$19,995	$79,980
Total DAS Salaries and Benefits		$0				**$103,308**	**$103,308**	**$103,308**	**$103,308**	**$413,232**

Non DAS Salaries & Benefits		Agency Totals		HSA Program		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
To-go program volunteers		$38,628	0.50	100.00%	0.50	$19,314	$19,314	$19,314	$19,314	$77,256
Menu planning	Anna Possokhova	$58,464	0.0410	100.00%	0.04	$2,397	$2,397	$2,397	$2,397	$9,588
					0.00	$0	$0	$0	$0	$0
					0.00	$0	$0	$0	$0	$0
					0.00	$0	$0	$0	$0	$0
					0.00	$0	$0	$0	$0	$0
					0.00	$0	$0	$0	$0	$0
					0.00	$0	$0	$0	$0	$0
					0.00	$0	$0	$0	$0	$0
					0.00	$0	$0	$0	$0	$0
Totals		$97,092	0.54	200.00%	0.54	$21,711	$21,711	$21,711	$21,711	$86,844
Fringe Benefits Rate		0.00%								
Employee Fringe Benefits		$0				$0	$0	$0	$0	$0
Total Non DAS Salaries and Benefits		$97,092				**$21,711**	**$21,711**	**$21,711**	**$21,711**	**$86,844**
Total DAS and Non DAS Salaries and Benefits		$97,092				**$125,019**	**$125,019**	**$125,019**	**$125,019**	**$500,076**

HSA #2 **2/20/2025**

Program: To GO meals for (x) older adults or ( ) adults with disabilities
(Same as Line 11 on HSA #1)

Operating Expense Detail

			FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted			12,764	12,764	12,764	12,764	51,056
DAS Operating Expenses							
Expenditure Category							
Rental of Property							$0
Utilities (Elec, Water, Gas, Phone, Garbage)							$0
Office Supplies, Postage							$0
Building Maintenance Supplies and Repair			$2,459	$2,459	$2,459	$2,459	$9,836
Equipment Repair & Maint							$0
Insurance							$0
Staff Training							$0
Staff Travel-(Local & Out of Town)							$0
Rental of Equipment							$0
Food Cost							
Raw Food	*per meal*	*$4.28*	$54,615	$54,615	$54,615	$54,615	$218,460
Cong Food Svc Supplies	*per meal*	*$0.49*	$6,105	$6,105	$6,105	$6,105	$24,420
Catered Meals	*per meal*	*$0.00*	$0	$0	$0	$0	$0
							$0
							$0
Consultant							
Consultant A							$0
							$0
							$0
Other							
							$0
							$0
							$0
							$0
							$0
							$0
Total DAS Operating Expenses			**$63,179**	**$63,179**	**$63,179**	**$63,179**	**$252,716**
Non DAS Operating Expenses							
Expenditure Category							
Rental of Property							$0
Utilities (Elec, Water, Gas, Phone, Garbage)			$7,200	$7,200	$7,200	$7,200	$28,800
Office Supplies, Postage			$509	$509	$509	$509	$2,035
Building Maintenance Supplies and Repair			$781	$781	$781	$781	$3,124
Equipment Repair & Maint			$864	$864	$864	$864	$3,456
Insurance			$3,060	$3,060	$3,060	$3,060	$12,240
Staff Training							$0
Staff Travel-(Local & Out of Town)							$0
Rental of Equipment							$0
Food Cost							
Raw Food	*per meal*	*$0.00*	$0	$0	$0	$0	$0
Cong Food Svc Supplies	*per meal*	*$0.00*	$0	$0	$0	$0	$0
Catered Meals	*per meal*	*$0.00*	$0	$0	$0	$0	$0
							$0
							$0
Consultant							
Consultant A							$0
							$0
							$0
Other							
							$0
							$0
							$0
							$0
							$0
							$0
Total Non DAS Operating Expenses			**$12,414**	**$12,414**	**$12,414**	**$12,414**	**$49,655**
Total DAS and Non DAS Operating Expenses			**$75,593**	**$75,593**	**$75,593**	**$75,593**	**$302,371**

HSA #3 **2/20/2025**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Appendix A– Services to be Provided
Bayview Hunters Point Multipurpose Senior Services
To-Go Meal Nutrition Services for Adults with Disabilities
July 1, 2025 - June 30, 2029

I. Purpose

The purpose of this grant is to provide to-go meal nutrition services to adults with disabilities living in the City and County of San Francisco. Services include meals, nutrition education, and nutrition risk screening. To-go meal nutrition services support individuals to live independently in their own homes and communities, help ensure health and well-being through improved nutrition and reduced isolation and serve as an access point for other home and community-based services.

II. Definitions

Grantee	Bayview Hunters Point Multipurpose Senior Services
Adult with a Disability	A person 18-59 years of age with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging.
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DAS Benefits and Resources Hub	A unit within DAS that is equipped to receive calls from the community and provide information, referrals, and assistance for older adults and adults with disabilities, caregivers, and community-based organizations. https://www.sfhsa.org/contact-us/locations/das-benefits-and-resources-hub
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: activities of daily living (ADL), and instrumental activities of daily living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
Food Security Screening	A two-question validated screening tool designed to assess an individual's food security status.
HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Initial Assessment (To-go Meal Nutrition Services)	An initial assessment conducted by a qualified staff member to determine a consumer's need for to-go meal nutrition services. The assessment must document if the consumer is not comfortable dining in a congregate meal setting. It will also evaluate and document physiological, socioeconomic, and psychological factors that contribute to the individual's need for nutrition and related supportive services. These factors include the presence of acute or chronic diseases, health conditions or syndromes; the adequacy of the participant's family or support system; and the individual's functional status, particularly their ability to perform activities of daily living (ADLs) and instrumental activities of daily living (IADLs). (CCR Title 22 Sec. 7638.3)
LGBTQIA+	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.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for program enrollment and participation is not means tested. Consumers self-report income status.
Menu Planning and Nutrient Analysis	The development of a menu cycle that complies with the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP) and California Department of Aging (CDA) menu standards, as well as the nutrition requirements of meals. A Registered Dietitian must conduct a nutrient analysis to verify that the menu meets these standards and requirements. (CDA Program Memo 12-17, as amended; California Code of Regulations, Title 22, Section 7638.5)

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Nutrition Compliance and Quality Assurance (NCQA)	Nutrition Compliance and Quality Assurance are the required components of congregate, to-go, and home-delivered nutrition services that ensure program integrity and quality. These components include but are not limited to ensuring food safety; certifying menu compliance; providing nutrition education; confirming consumer eligibility; and assessing consumers' physiological, socioeconomic, and psychological well-being, as well as their need for nutrition and other supportive services. NCQA also includes nutrition counseling provided by a registered dietitian, when feasible and appropriate.
Nutrition Education Session	An intervention targeting participants and caregivers that involves the dissemination of information, instruction, or training to support food, nutrition, and physical activity choices and behaviors aimed at maintaining or improving health and addressing nutrition-related conditions. The content is consistent with the Dietary Guidelines for Americans (DGA), accurate, culturally sensitive, regionally appropriate, and takes personal preferences into account. Nutrition education sessions are overseen by a Registered Dietitian. Grantees are required to provide education sessions at least quarterly for program participants and to record the provision of each session, including an estimated number of participants reached, in SF DAS GetCare. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate, to-go, and home-delivered nutrition services shall comply with the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI), as specified in California Code of Regulations, Title 22, Section 7638.5
Nutrition Risk Screening	Completion of the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
OAA	Older Americans Act
OCP	Office of Community Partnerships.
Older Adult	A person who is 60 years or older, used interchangeably with "senior."
Older Californians Nutrition Program Title III C1 and C2 (OCNP)	A program that provides nutrition services as authorized by the Older Americans Act of 1965, as amended, and is administered in accordance with the provisions of California Code of Regulations (CCR), Title 22, Chapter 4, Article 5, Section 7630, and was formerly known as the Elderly Nutrition Program (ENP).

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Reassessment (To-go Meal Nutrition Services)	A reassessment conducted quarterly by qualified staff that documents the need for continued to-go meal nutrition services
Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	An individual who meets both of the following criteria: 1) Qualified as specified in Sections 2585 and 2586 of the Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years or older, used interchangeably with "older adult."
SF DAS GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
SFHSA	San Francisco Human Services Agency
Socially Isolated	Having few social relationships and few people to interact with regularly.
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.)
Supervisorial District (District)	There are eleven supervisorial districts in the City and County of San Francisco. A map of each district can be found at: https://www.sf.gov/maps
To-go Meal Nutrition Services	The provision of meals by a qualified nutrition service provider at designated meal sites that are picked up by eligible consumers or delivered to eligible consumers at their place of residence who are not comfortable dining in a congregate meal setting. Meals must comply with the Dietary Guidelines for Americans and meet the Dietary Reference Intakes (DRIs). In addition to the provision of a meal, services include an initial assessment of each consumer's needs and eligibility and a quarterly reassessment to determine continued eligibility; nutrition education; and nutrition risk screening.
Volunteer	A volunteer is an individual who offers their time and services willingly and without compensation to assist the grantee in various activities to support nutrition services.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Unduplicated Consumer (UDC)	An eligible individual who receives meals through the home-delivered nutrition services program and whose participation is documented in SF DAS GetCare by the grantee.
Unit of Service (UOS)	A meal provided to an eligible individual. Each meal shall provide one-third (1/3) of the DRI and comply with the most current Dietary Guidelines for Americans. (22 CCR 7638.5, 22 CCR 7638.7)

III. Target Populations

This program is designed to serve all people who can benefit from the services outlined in this Appendix, and particularly those demonstrating the greatest economic and social need. To ensure that the most vulnerable people are aware of and can benefit from this program, grantee shall ensure that program services are accessible to:

1. Persons with low to moderate income
2. Persons who are socially isolated
3. Persons with limited English-speaking proficiency
4. Persons from communities of color or communities that have historically been under-served
5. Members of the LGBTQIA+ community
6. Persons at risk of institutionalization

IV. Eligibility for Services

To be eligible for to-go meal nutrition services, an individual must be:

1. A person 18-59 years of age with a disability, and
2. An individual who is not comfortable dining in a congregate meal setting as determined by an initial assessment and quarterly reassessments conducted by the grantee, and
3. A resident of San Francisco**.**
4. A spouse or domestic partner of an eligible individual may participate in services if a grantee-conducted assessment determines that such participation is in the best interest of the eligible individual.

V. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that comply with the nutrition and food service standards set forth by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, the California Department of Aging (CDA), the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP), and the requirements described in this Appendix A.
2. Grantee will provide to-go meals to eligible consumers at designated meal site(s) which must be submitted to and pre-approved by DAS OCP. The grantee will ensure that all meal sites comply with applicable federal, state, and local regulations, including those related to restrooms, lighting, and ventilation. Meal sites must also be equipped with sturdy tables and chairs suitable for the target population. With prior

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

approval from DAS OCP, the grantee may deliver to-go meals to consumers' residences. The grantee shall operate to-go meal nutrition services in accordance with their DAS-approved site chart, including adherence to DAS OCP-approved geographic areas within the City and County of San Francisco.

3. Grantee shall provide meals that comply with the California Department of Aging's (CDA) Older Californians Nutrition Program (OCNP) Menu Planning Guidance. Each meal must provide a minimum of one-third of the Dietary Reference Intakes (DRIs) and align with the current Dietary Guidelines for Americans. Meals shall be culturally appropriate for the target population(s) served and ready to consume. Grantees are encouraged to implement an Offer Versus Serve (OVS) approach when possible, allowing participants to select the food items they wish to eat, to reduce food waste.
4. Grantee will implement a forecasting system to closely estimate demand and adjust meal production, accordingly, minimizing meal waste through regular reviews and adaptations based on actual distribution patterns. The grantee may introduce a consumer reservation system to help manage meal distribution and ensure sufficient availability. The reservation system must include a written policy and procedure, both of which are subject to approval by DAS OCP.
5. Grantee will serve meals in environmentally friendly containers that are reusable, biodegradable, compostable, and/or recyclable. The grantee will comply with the City's Food Service Waste Reduction Ordinance (2007) and the Single-Use Food Ware Plastics Toxics and Litter Reduction Ordinance (2019).
6. Grantee will ensure that each meal nutrition site has sufficient staff (paid or volunteer) with the appropriate education, experience, and cultural competency designated to oversee the day-to-day operations, with at least one staff member physically present on-site during to-go meal service hours.
7. Grantee will manage all aspects of food service, including the procurement, preparation, transportation, and distribution of food and meals. The grantee will ensure compliance with the standards established by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, and the San Francisco Department of Public Health (SFDPH) Environmental Health Branch. This includes but is not limited to the following:
    a. A food facility permit, also known as a health permit, is required for each facility involved in the preparation, handling, and/or serving of food to the public. In addition, the facility must provide a current health inspection report with a "pass" facility rating status, as issued by the Environmental Health Branch of the San Francisco Department of Public Health.
    b. A certified food safety manager must be on staff to oversee and manage the day-to-day operations of food service.
    c. All staff involved in the preparation, storage, serving, or handling of food and/or meals must engage in approved food safety training.
8. Grantee will ensure all program staff are oriented and trained to perform their assigned responsibilities and tasks. Training at minimum will include:
    a. Food safety, prevention of foodborne illness, and HACCP principles.
    b. Instructions on accident prevention, fire safety, first aid, choking, earthquake preparedness, and additional emergency procedures as relevant.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

9. Grantee will provide a minimum of four (4) hours of annual training for paid and volunteer food service staff, including to-go meal nutrition services staff. The grantee must develop, implement, and maintain a yearly training plan on file. The plan should include the individuals to be trained, the trainer(s), the training content, and the schedule. The content of the training must be reviewed and approved by a Registered Dietitian Nutritionist (RD/RDN). Training sessions will be evaluated by staff, and documentation, including evaluations and attendance records, must be kept on file by the grantee.
10. Grantee will provide the following NCQA activities:
    a. Menu planning and meal analysis shall be conducted twice per year and in accordance with CDA's OCNP Menu Planning Guidance. The grantee must submit the menu cycle with the nutrient analysis for review and approval by DAS OCP at least thirty (30) days in advance of use. The grantee will ensure that food substitutions to originally planned meals are documented and approved by Registered Dietitian Nutritionist (RD/RDN).
    b. HACCP central kitchen and food service monitoring will be conducted at least once per quarter, with a minimum of four (4) monitoring visits during the fiscal year. The monitoring must be conducted and documented by a Registered Dietitian Nutritionist (RD/RDN). If the grantee delivers to-go meals, food service monitoring must include a review of end-of-route temperature checks, which should be performed every other week for each route to ensure meals are maintained at safe temperatures throughout delivery.
    c. Meal delivery route monitoring if the grantee delivers to-go meals. Route monitoring will include, but is not limited to, observation of the packing, transport, and delivery of meals. Route monitoring may be conducted and documented by a qualified staff member who has been trained by a certified food safety manager or a Registered Dietitian Nutritionist (RD/RDN). Documentation of the monitoring must be completed within two (2) weeks of the observation. Each of the grantee's meal delivery routes must be monitored at least two (2) times per fiscal year.
    d. Nutrition education sessions at least once per quarter and a minimum of four (4) times during the fiscal year for consumers participating in services. The grantee will record the delivery of nutrition education sessions in SF DAS GetCare and include the estimated number of participants.
11. Grantee will establish and maintain a consumer enrollment process that includes conducting an initial assessment prior to the start of meal services. The grantee will document the completion of the assessment and consumer information in SF DAS GetCare within one month of collecting the data, ensuring that all information is accurately recorded. The assessment will:
    a. Verify the consumer's eligibility for to-go meal nutrition services.
    b. Screen functional ability through a series of required questions related to activities of daily living (ADL) and instrumental activities of daily living (IADL).
    c. Obtain consumer demographic and other information as required by federal, state, and local government.
    d. Include completion of a nutrition risk screening using the DETERMINE checklist and a two-question food security screening.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

12. Grantee, at minimum, will provide consumers with the following information during the enrollment process:
    a. Safe food handling instructions for the meal(s) including reheating instructions if applicable.
    b. Voluntary contribution policy.
    c. Grievance policy.
    d. Information on how to request assistance from the grantee when needed.
13. Grantee will conduct and document nutrition service reassessments for program participants on a quarterly basis to confirm continued eligibility for services. Reassessments may be conducted in person or over the phone; however, if meals are being delivered to a consumer, an in-person reassessment must be conducted at least every other quarter. Reassessments may be performed by delivery staff or volunteers who have been trained by qualified staff. The grantee must also establish a disenrollment process for consumers who are no longer eligible or who choose to discontinue services.
14. Grantee will offer consumers who receive a meal the opportunity to contribute to the cost of the meal, in accordance with DAS OCP Policy Memorandum No. 5. The grantee will develop a suggested contribution amount based on the average income range of consumers accessing the to-go meal program, as well as the grantee's other funding sources. During the enrollment process, the grantee will provide consumers with written information explaining voluntary contributions and how to make them if they choose to do so. This notification must clearly state that contributions are voluntary, there is no obligation to contribute, and services will be provided regardless of whether a contribution is made. The grantee will also post a sign near the contribution collection receptacle indicating the suggested contribution for eligible individuals. The contribution process must ensure confidentiality, and the grantee must have written procedures in place to safeguard contributions and fees from loss, mishandling, or theft.
15. Grantee will have procedures in place to obtain the views of program participants about services received. At minimum, the grantee will develop and administer an annual consumer satisfaction survey to capture feedback on program outcomes and service quality. Both the survey tool and the administration plan must be reviewed and approved by DAS OCP prior to implementation. Feedback must be collected in a manner that ensures participant anonymity. The results will be shared with DAS OCP by March 15th of each grant year, or on a mutually agreed upon date.
16. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training annually, in accordance with the DAS OCP Policy Memorandum No. 45. Within 30 days of their start date, any new employee, subcontractor, or volunteer must also complete this training. The grantee will maintain records of completion. The grantee shall comply with the applicable privacy and security rules of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
17. Grantee will ensure that all program staff, regardless of position, receive initial training on elder abuse and mandated reporting. Program staff who interact with consumers must complete this training annually, in accordance with the DAS OCP Policy Memorandum No. 35.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

18. Grantee shall develop a written grievance process for reviewing and resolving service concerns raised by consumers or their authorized representatives regarding DAS-funded programs and their employees or volunteers, in accordance with DAS OCP Policy Memorandum No. 33. This process must ensure that consumers have clearly established rights and due process for timely resolution of their concerns.
19. Grantee will ensure that DAS funding information is prominently displayed on its websites and publications related to the DAS-funded nutrition program, in accordance with DAS OCP Policy Memorandum No.47.
20. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
21. Grantee will arrange for the availability of food to participants during a major disaster where feasible and appropriate.

VI. Location and Time of Services

The grantee will provide to-go meal nutrition services in the City and County of San Francisco. The grantee, with approval from DAS OCP, will determine the location(s) and time(s) for the provision of to-go meal nutrition services.

VII. Service Objectives

On an annual basis, the grantee shall meet the following service objectives:

Table A	FY 25/26	FY 26/27	FY 27/28	FY 28/29
Number of Unduplicated Consumers (UDC)	176	176	176	176
Number of Meals	8,550	8,550	8,550	8,550

VIII. Outcome Objectives

Measured via a consumer survey with a sample size equal to or greater than the grantee's average daily number of to-go meals served.

1. At least 75% of consumers report an increased consumption of fruits, vegetables, and/or whole grains.
2. At least 85% of consumers report feeling less worried about getting enough food to meet their needs.
3. At least 85% of consumers rate the quality of meals they receive as excellent or good.
4. At least 85% of consumers report that the food support they receive helps them live stably in the community.

IX. Data Collection and Reporting Requirements

1. Grantee will provide a monthly report of activities, referencing the tasks described in Section VII & VIII- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month. The report will include, at a minimum: the number of consumers served, number of meals prepared and served, number of consumers denied services, and the amount of voluntary consumer contributions received.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

2. Grantee will submit a quarterly report, along with supporting documentation, to DAS OCP detailing the HACCP activities conducted. Reports are due on the following dates: October 15th, January 15th, April 15th, and June 15th.
3. Grantee will provide an annual report summarizing the contract activities, referencing the tasks described in Section VII & VIII- Service 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 day of the month following the end of the program year.
4. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SFHSA no later than July 31st each year. The grantee must submit the report in the CARBON system.
5. Grantee will provide Ad Hoc reports as required by the Departments.
6. Pursuant to California Department of Aging requirements, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
7. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies "Focal Points" which are designed to help older adults and adults with disabilities connect to services throughout the City. These Focal Points are:

Name	Address	Phone
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-822-1444 x1200
Canon Kip Senior Center	705 Natoma, St San Francisco, 94103	415-487-3300
Chi Sing Community Center	3133 Taraval St, San Francisco, 94116	415-533-6859
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700
Downtown SF Senior Center	481 O'Farrell St, San Francisco, 94102	415-202-2982
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
Geneva Community Center	5050 Mission St., Suite C, San Francisco 94112	
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415-405-4672
Self-Help for the Elderly Social Services Department	829 Kearney St, San Francisco, 94133	415-677-7585
Toolworks	22 Battery St. Suite 300, San Francisco, 94111	415-733-0990
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828

For assistance with reporting and contract requirements, please contact:

gary.g.hong@sfgov.org
Contract Manager, Office of Contract Management, SFHSA
or

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

julie.hibarger@sfgov.org
Program Analyst, DAS OCP

X. Monitoring Activities

1. Program Monitoring: Program monitoring will include review of consumer eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives; compliance with specific program standards and requirements; participant record collection and maintenance; reporting performance including monthly service unit reports on SF DAS GetCare; maintenance of service unit logs; agency and organization standards, including current organizational chart; evidence of annual Elder Abuse Reporting training provided to staff and volunteers; evidence of annual California Department of Aging (CDA) Security Awareness training provided to staff and volunteers; program operations, which includes a review of a written policies and procedures manual of all DAS OCP-funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation current and consistent with the site chart; a board of directors list and whether services are provided appropriately according to Sections III through VIII.

2. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, 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 the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster, and selected board minutes for compliance with the Sunshine Ordinance.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM

Budget Reference Page No.(s)
Bayview Senior Services

(Check One) New __X__ Renewal ____ Modification ____
If modification, Effective Date of Mod. No. of Mod.

Program: Congregate meals for (x) older adults or **( ) adults with disabilities**

Budget Reference Page No.(s)						
Program Term	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total	cost/meal
Annual # Meals Contracted	8,550	8,550	8,550	8,550	34,200	
DAS Expenditures						
Salaries & Benefits	$34,795	$34,369	$34,369	$34,369	$137,902	$4.03
Operating Expenses	$58,971	$59,374	$59,374	$59,374	$237,093	$6.93
Subtotal	$93,766	$93,743	$93,743	$93,743	$374,995	$10.96
Indirect Percentage (%)	13.00%	13.00%	13.00%	13.00%	13.00%	
Indirect Cost	$12,179	$12,202	$12,202	$12,202	$48,785	$1.43
Capital/Subcontractor Expenditures						
NCQA Expenditures						
Total DAS Expenditures	**$105,945**	**$105,945**	**$105,945**	**$105,945**	**$423,780**	$12.39
Non DAS Expenditures						
Salaries & Benefits	$3,017	$3,253	$3,253	$3,253	$12,776	$0.37
Operating Expenses	$2,138	$2,138	$2,138	$2,138	$8,552	$0.25
Capital/Subcontractor Expenditures						
NCQA Expenditures						
Total Non DAS Expenditures	**$5,155**	**$5,391**	**$5,391**	**$5,391**	**$21,328**	$0.62
TOTAL DAS AND NON DAS EXPEDITURES	**$111,100**	**$111,336**	**$111,336**	**$111,336**	**$445,108**	$13.01
DAS Revenues						
Meals- General Fund	$105,945	$105,945	$105,945	$105,945	$423,780	$12.39
Meals- State Fund						
Meals- Federal Fund						
NCQA Fund						
Total DAS Revenue	**$105,945**	**$105,945**	**$105,945**	**$105,945**	**$423,780**	$12.39
PER MEAL COST, DAS	$12.39	$12.39	$12.39	$12.39	$12.39	
PER MEAL COST (with NCQA), DAS	$12.39	$12.39	$12.39	$12.39	$12.39	
Non DAS Revenues						
Project Income	$288	$288	$288	$288	$1,152	$0.03
Agency Cash- Fundraising	$620	$620	$620	$620	$2,480	$0.07
Agency In-kind Volunteer	$2,109	$2,109	$2,109	$2,109	$8,436	$0.25
Food bank Donation	$2,138	$2,138	$2,138	$2,138	$8,552	$0.25
NCQA Revenue						
Total Non DAS Revenue	**$5,155**	**$5,155**	**$5,155**	**$5,155**	**$20,620**	$0.60
PER MEAL COST, Non DAS	$0.60	$0.60	$0.60	$0.60	$0.60	
PER MEAL COST (with NCQA), Non DAS	$0.60	$0.60	$0.60	$0.60	$0.60	

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

TOTAL DAS AND NON DAS REVENUE	**$111,100**	**$111,100**	**$111,100**	**$111,100**	**$444,400**	$12.99
PER MEAL COST, Total	$12.99	$12.99	$12.99	$12.99	$12.99	
PER MEAL COST (with NCQA), Total	$12.99	$12.99	$12.99	$12.99	$12.99	
Full Time Equivalent (FTE)	13.88	13.88	13.88	13.88	55.50	
Prepared by: Cathy Davis					Date:	
HSA-CO Review Signature:						
HSA #1					**10/25/2016**	

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Salaries & Benefits Detail

DAS Salaries & Benefits		Agency Totals		HSA Program FY 25-26		HSA Program FY 26-29		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Executive Chef	Charles Adam	$101,670	1.00	3.85%	0.04	4.15%	0.04	$3,914	$4,219	$4,219	$4,219	$16,571
Kitchen Manager	Allen Young	$77,126	1.00	3.85%	0.04	4.15%	0.04	$2,969	$3,201	$3,201	$3,201	$12,572
Cook	Willina Bennet	$49,275	1.00	3.85%	0.04	4.15%	0.04	$1,897	$2,045	$2,045	$2,045	$8,032
Kitchen Assistant	Darinell Collier	$55,099	1.00	3.85%	0.04	4.15%	0.04	$2,121	$2,287	$2,287	$2,287	$8,982
Dr Davis Site Manager	Shantel Lumse	$46,904	1.00	3.85%	0.04	4.15%	0.04	$1,806	$1,947	$1,947	$1,947	$7,647
WASC Site Manager	David Malone	$51,605	1.00	3.85%	0.04	4.15%	0.04	$1,987	$2,142	$2,142	$2,142	$8,413
Cook	Javier Gonzale	$47,715	1.00	3.85%	0.04	4.15%	0.04	$1,837	$1,980	$1,980	$1,980	$7,777
Kitchen Assistant	Manuel Castro	$47,133	1.00	3.85%	0.04	3.18%	0.03	$1,815	$1,499	$1,499	$1,499	$6,312
Food Service Assistant	Nana Lulio	$42,120	1.00	3.85%	0.04	4.15%	0.04	$1,622	$1,748	$1,748	$1,748	$6,866
Food Service Assistant	TBD	$47,133	1.00	3.85%	0.04	4.15%	0.04	$1,815				$1,815
Kitchen Assistant	Iakopo Manu	$47,133	1.00	3.85%	0.04	4.15%	0.04	$1,815	$1,956	$1,956	$1,956	$7,683
Driver	Antoine Porter	$53,934	1.00	3.85%	0.04	4.15%	0.04	$2,076	$2,238	$2,238	$2,238	$8,790
Driver (5hr/day)	Toney Befford	$45,344	0.63	3.85%	0.02	4.15%	0.03	$1,091	$1,176	$1,176	$1,176	$4,619
Totals		$565,780	12.63	38.50%	0.49			$26,765	$26,438	$26,438	$26,438	$106,079
Fringe Benefits Rate		30.00%										
Employee Fringe Benefits		$169,734						$8,030	$7,931	$7,931	$7,931	$31,823
Total DAS Salaries and Benefits		$735,514						**$34,795**	**$34,369**	**$34,369**	**$34,369**	**$137,902**

Non DAS Salaries & Benefits		Agency Totals		HSA Program Fy25-26		HSA Program FY 26-29		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Volunteer		$42,120	1.00	3.85%	0.04	4.15%	0.04	$1,622	$1,748	$1,748	$1,748	$6,866
Data Management	Dena Madrid	$72,675	0.25	3.85%	0.01	4.15%	0.01	$699	$754	$754	$754	$2,961
Totals		$114,795	1.25	7.70%	0.05			$2,321	$2,502	$2,502	$2,502	$9,827
Fringe Benefits Rate		30.00%										
Employee Fringe Benefits		$34,439						$696	$751	$751	$751	$2,949
Total Non DAS Salaries and Benefits		$149,234						**$3,017**	**$3,253**	**$3,253**	**$3,253**	**$12,776**
Total DAS and Non DAS Salaries and Benefits		$884,748						**$37,812**	**$37,622**	**$37,622**	**$37,622**	**$150,678**

HSA #2 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Operating Expense Detail

			FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted			8,550	8,550	8,550	8,550	34,200
DAS Operating Expenses							
Expenditure Category							
Rental of Property			$285	$308	$308	$308	$1,209
Utilities (Elec, Water, Gas, Phone, Garbage)			$2,137	$2,304	$2,304	$2,304	$9,049
Office Supplies, Postage			$92	$100	$100	$100	$392
Building Maintenance Supplies and Repair			$1,062	$1,145	$1,145	$1,145	$4,497
Printing and Reproduction							
Insurance							
Staff Training			$92	$100	$100	$100	$392
Staff Travel-(Local & Out of Town)							
Rental of Equipment			$38	$41	$41	$41	$161
Food Cost							
Raw Food	*per meal*	*$5.30*	$45,315	$45,315	$45,315	$45,315	$181,260
Cong Food Svc Supplies	*per meal*	*$1.00*	$8,550	$8,550	$8,550	$8,550	$34,200
Catered Meals	*per meal*						
Consultant							
Consultant A							
Other							
Gas and Car rental			$923	$996	$996	$996	$3,911
Small Equipment			$385	$415	$415	$415	$1,630
DMV			$92	$100	$100	$100	$392
Total DAS Operating Expenses			**$58,971**	**$59,374**	**$59,374**	**$59,374**	**$237,093**
Non DAS Operating Expenses							
Expenditure Category							
Rental of Property							
Utilities (Elec, Water, Gas, Phone, Garbage)							
Office Supplies, Postage							
Building Maintenance Supplies and Repair							
Printing and Reproduction							
Insurance							
Staff Training							
Staff Travel-(Local & Out of Town)							
Rental of Equipment							
Food Cost							
Raw Food	*per meal*	*$0.25*	$2,138	$2,138	$2,138	$2,138	$8,552
Cong Food Svc Supplies	*per meal*						
Catered Meals	*per meal*						

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Consultant					
Consultant A					
Other					
Total Non DAS Operating Expenses	**$2,138**	**$2,138**	**$2,138**	**$2,138**	**$8,552**
Total DAS and Non DAS Operating Expenses	**$61,109**	**$61,512**	**$61,512**	**$61,512**	**$245,645**

HSA #3 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Appendix A– Services to be Provided
Centro Latino de San Francisco
To-Go Meal Nutrition Services for Adults with Disabilities
July 1, 2025 - June 30, 2029

I. Purpose

The purpose of this grant is to provide to-go meal nutrition services to adults with disabilities living in the City and County of San Francisco. Services include meals, nutrition education, and nutrition risk screening. To-go meal nutrition services support individuals to live independently in their own homes and communities, help ensure health and well-being through improved nutrition and reduced isolation and serve as an access point for other home and community-based services.

II. Definitions

Adult with a Disability	A person 18-59 years of age with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging.
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

DAS Benefits and Resources Hub	A unit within DAS that is equipped to receive calls from the community and provide information, referrals, and assistance for older adults and adults with disabilities, caregivers, and community-based organizations. https://www.sfhsa.org/contact-us/locations/das-benefits-and-resources-hub
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: activities of daily living (ADL), and instrumental activities of daily living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
Food Security Screening	A two-question validated screening tool designed to assess an individual's food security status.
Grantee	Centro Latino de San Francisco
HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Initial Assessment (To-go Meal Nutrition Services)	An initial assessment conducted by a qualified staff member to determine a consumer's need for to-go meal nutrition services. The assessment must document if the consumer is not comfortable dining in a congregate meal setting. It will also evaluate and document physiological, socioeconomic, and psychological factors that contribute to the individual's need for nutrition and related supportive services. These factors include the presence of acute or chronic diseases, health conditions or syndromes; the adequacy of the participant's family or support system; and the individual's functional status, particularly their ability to perform activities of daily living (ADLs) and instrumental activities of daily living (IADLs). (CCR Title 22 Sec. 7638.3)
LGBTQIA+	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.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for program enrollment and participation is not means tested. Consumers self-report income status.
Menu Planning and Nutrient Analysis	The development of a menu cycle that complies with the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP) and California Department of Aging (CDA) menu standards, as well as the nutrition requirements of meals. A Registered Dietitian must conduct a nutrient analysis to verify that the menu meets these standards and requirements. (CDA Program Memo 12-17, as amended; California Code of Regulations, Title 22, Section 7638.5)

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Nutrition Compliance and Quality Assurance (NCQA)	Nutrition Compliance and Quality Assurance are the required components of congregate, to-go, and home-delivered nutrition services that ensure program integrity and quality. These components include but are not limited to ensuring food safety; certifying menu compliance; providing nutrition education; confirming consumer eligibility; and assessing consumers' physiological, socioeconomic, and psychological well-being, as well as their need for nutrition and other supportive services. NCQA also includes nutrition counseling provided by a registered dietitian, when feasible and appropriate.
Nutrition Education Session	An intervention targeting participants and caregivers that involves the dissemination of information, instruction, or training to support food, nutrition, and physical activity choices and behaviors aimed at maintaining or improving health and addressing nutrition-related conditions. The content is consistent with the Dietary Guidelines for Americans (DGA), accurate, culturally sensitive, regionally appropriate, and takes personal preferences into account. Nutrition education sessions are overseen by a Registered Dietitian. Grantees are required to provide education sessions at least quarterly for program participants and to record the provision of each session, including an estimated number of participants reached, in SF DAS GetCare. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate, to-go, and home-delivered nutrition services shall comply with the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI), as specified in California Code of Regulations, Title 22, Section 7638.5
Nutrition Risk Screening	Completion of the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
OAA	Older Americans Act
OCP	Office of Community Partnerships.
Older Adult	A person who is 60 years or older, used interchangeably with "senior."
Older Californians Nutrition Program Title III C1 and C2 (OCNP)	A program that provides nutrition services as authorized by the Older Americans Act of 1965, as amended, and is administered in accordance with the provisions of California Code of Regulations (CCR), Title 22, Chapter 4, Article 5, Section 7630, and was formerly known as the Elderly Nutrition Program (ENP).

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Reassessment (To-go Meal Nutrition Services)	A reassessment conducted quarterly by qualified staff that documents the need for continued to-go meal nutrition services
Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	An individual who meets both of the following criteria: 1) Qualified as specified in Sections 2585 and 2586 of the Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years or older, used interchangeably with "older adult."
SF DAS GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
SFHSA	San Francisco Human Services Agency
Socially Isolated	Having few social relationships and few people to interact with regularly.
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.)
Supervisorial District (District)	There are eleven supervisorial districts in the City and County of San Francisco. A map of each district can be found at: https://www.sf.gov/maps
To-go Meal Nutrition Services	The provision of meals by a qualified nutrition service provider at designated meal sites that are picked up by eligible consumers or delivered to eligible consumers at their place of residence who are not comfortable dining in a congregate meal setting. Meals must comply with the Dietary Guidelines for Americans and meet the Dietary Reference Intakes (DRIs). In addition to the provision of a meal, services include an initial assessment of each consumer's needs and eligibility and a quarterly reassessment to determine continued eligibility; nutrition education; and nutrition risk screening.
Volunteer	A volunteer is an individual who offers their time and services willingly and without compensation to assist the grantee in various activities to support nutrition services.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Unduplicated Consumer (UDC)	An eligible individual who receives meals through the home-delivered nutrition services program and whose participation is documented in SF DAS GetCare by the grantee.
Unit of Service (UOS)	A meal provided to an eligible individual. Each meal shall provide one-third (1/3) of the DRI and comply with the most current Dietary Guidelines for Americans. (22 CCR 7638.5, 22 CCR 7638.7)

III. Target Populations

This program is designed to serve all people who can benefit from the services outlined in this Appendix, and particularly those demonstrating the greatest economic and social need. To ensure that the most vulnerable people are aware of and can benefit from this program, grantee shall ensure that program services are accessible to:

1. Persons with low to moderate income
2. Persons who are socially isolated
3. Persons with limited English-speaking proficiency
4. Persons from communities of color or communities that have historically been under-served
5. Members of the LGBTQIA+ community
6. Persons at risk of institutionalization

IV. Eligibility for Services

To be eligible for to-go meal nutrition services, an individual must be:

1. A person 18-59 years of age with a disability, and
2. An individual who is not comfortable dining in a congregate meal setting as determined by an initial assessment and quarterly reassessments conducted by the grantee, and
3. A resident of San Francisco**.**
4. A spouse or domestic partner of an eligible individual may participate in services if a grantee-conducted assessment determines that such participation is in the best interest of the eligible individual.

V. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that comply with the nutrition and food service standards set forth by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, the California Department of Aging (CDA), the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP), and the requirements described in this Appendix A.
2. Grantee will provide to-go meals to eligible consumers at designated meal site(s) which must be submitted to and pre-approved by DAS OCP. The grantee will ensure that all meal sites comply with applicable federal, state, and local regulations, including those related to restrooms, lighting, and ventilation. Meal sites must also be equipped with sturdy tables and chairs suitable for the target population. With prior

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

approval from DAS OCP, the grantee may deliver to-go meals to consumers' residences. The grantee shall operate to-go meal nutrition services in accordance with their DAS-approved site chart, including adherence to DAS OCP-approved geographic areas within the City and County of San Francisco.

3. Grantee shall provide meals that comply with the California Department of Aging's (CDA) Older Californians Nutrition Program (OCNP) Menu Planning Guidance. Each meal must provide a minimum of one-third of the Dietary Reference Intakes (DRIs) and align with the current Dietary Guidelines for Americans. Meals shall be culturally appropriate for the target population(s) served and ready to consume. Grantees are encouraged to implement an Offer Versus Serve (OVS) approach when possible, allowing participants to select the food items they wish to eat, to reduce food waste.
4. Grantee will implement a forecasting system to closely estimate demand and adjust meal production, accordingly, minimizing meal waste through regular reviews and adaptations based on actual distribution patterns. The grantee may introduce a consumer reservation system to help manage meal distribution and ensure sufficient availability. The reservation system must include a written policy and procedure, both of which are subject to approval by DAS OCP.
5. Grantee will serve meals in environmentally friendly containers that are reusable, biodegradable, compostable, and/or recyclable. The grantee will comply with the City's Food Service Waste Reduction Ordinance (2007) and the Single-Use Food Ware Plastics Toxics and Litter Reduction Ordinance (2019).
6. Grantee will ensure that each meal nutrition site has sufficient staff (paid or volunteer) with the appropriate education, experience, and cultural competency designated to oversee the day-to-day operations, with at least one staff member physically present on-site during to-go meal service hours.
7. Grantee will manage all aspects of food service, including the procurement, preparation, transportation, and distribution of food and meals. The grantee will ensure compliance with the standards established by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, and the San Francisco Department of Public Health (SFDPH) Environmental Health Branch. This includes but is not limited to the following:
    a. A food facility permit, also known as a health permit, is required for each facility involved in the preparation, handling, and/or serving of food to the public. In addition, the facility must provide a current health inspection report with a "pass" facility rating status, as issued by the Environmental Health Branch of the San Francisco Department of Public Health.
    b. A certified food safety manager must be on staff to oversee and manage the day-to-day operations of food service.
    c. All staff involved in the preparation, storage, serving, or handling of food and/or meals must engage in approved food safety training.
8. Grantee will ensure all program staff are oriented and trained to perform their assigned responsibilities and tasks. Training at minimum will include:
    a. Food safety, prevention of foodborne illness, and HACCP principles.
    b. Instructions on accident prevention, fire safety, first aid, choking, earthquake preparedness, and additional emergency procedures as relevant.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

9. Grantee will provide a minimum of four (4) hours of annual training for paid and volunteer food service staff, including to-go meal nutrition services staff. The grantee must develop, implement, and maintain a yearly training plan on file. The plan should include the individuals to be trained, the trainer(s), the training content, and the schedule. The content of the training must be reviewed and approved by a Registered Dietitian Nutritionist (RD/RDN). Training sessions will be evaluated by staff, and documentation, including evaluations and attendance records, must be kept on file by the grantee.
10. Grantee will provide the following NCQA activities:
    a. Menu planning and meal analysis shall be conducted twice per year and in accordance with CDA's OCNP Menu Planning Guidance. The grantee must submit the menu cycle with the nutrient analysis for review and approval by DAS OCP at least thirty (30) days in advance of use. The grantee will ensure that food substitutions to originally planned meals are documented and approved by Registered Dietitian Nutritionist (RD/RDN).
    b. HACCP central kitchen and food service monitoring will be conducted at least once per quarter, with a minimum of four (4) monitoring visits during the fiscal year. The monitoring must be conducted and documented by a Registered Dietitian Nutritionist (RD/RDN). If the grantee delivers to-go meals, food service monitoring must include a review of end-of-route temperature checks, which should be performed every other week for each route to ensure meals are maintained at safe temperatures throughout delivery.
    c. Meal delivery route monitoring if the grantee delivers to-go meals. Route monitoring will include, but is not limited to, observation of the packing, transport, and delivery of meals. Route monitoring may be conducted and documented by a qualified staff member who has been trained by a certified food safety manager or a Registered Dietitian Nutritionist (RD/RDN). Documentation of the monitoring must be completed within two (2) weeks of the observation. Each of the grantee's meal delivery routes must be monitored at least two (2) times per fiscal year.
    d. Nutrition education sessions at least once per quarter and a minimum of four (4) times during the fiscal year for consumers participating in services. The grantee will record the delivery of nutrition education sessions in SF DAS GetCare and include the estimated number of participants.
11. Grantee will establish and maintain a consumer enrollment process that includes conducting an initial assessment prior to the start of meal services. The grantee will document the completion of the assessment and consumer information in SF DAS GetCare within one month of collecting the data, ensuring that all information is accurately recorded. The assessment will:
    a. Verify the consumer's eligibility for to-go meal nutrition services.
    b. Screen functional ability through a series of required questions related to activities of daily living (ADL) and instrumental activities of daily living (IADL).
    c. Obtain consumer demographic and other information as required by federal, state, and local government.
    d. Include completion of a nutrition risk screening using the DETERMINE checklist and a two-question food security screening.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

12. Grantee, at minimum, will provide consumers with the following information during the enrollment process:
    a. Safe food handling instructions for the meal(s) including reheating instructions if applicable.
    b. Voluntary contribution policy.
    c. Grievance policy.
    d. Information on how to request assistance from the grantee when needed.
13. Grantee will conduct and document nutrition service reassessments for program participants on a quarterly basis to confirm continued eligibility for services. Reassessments may be conducted in person or over the phone; however, if meals are being delivered to a consumer, an in-person reassessment must be conducted at least every other quarter. Reassessments may be performed by delivery staff or volunteers who have been trained by qualified staff. The grantee must also establish a disenrollment process for consumers who are no longer eligible or who choose to discontinue services.
14. Grantee will offer consumers who receive a meal the opportunity to contribute to the cost of the meal, in accordance with DAS OCP Policy Memorandum No. 5. The grantee will develop a suggested contribution amount based on the average income range of consumers accessing the to-go meal program, as well as the grantee's other funding sources. During the enrollment process, the grantee will provide consumers with written information explaining voluntary contributions and how to make them if they choose to do so. This notification must clearly state that contributions are voluntary, there is no obligation to contribute, and services will be provided regardless of whether a contribution is made. The grantee will also post a sign near the contribution collection receptacle indicating the suggested contribution for eligible individuals. The contribution process must ensure confidentiality, and the grantee must have written procedures in place to safeguard contributions and fees from loss, mishandling, or theft.
15. Grantee will have procedures in place to obtain the views of program participants about services received. At minimum, the grantee will develop and administer an annual consumer satisfaction survey to capture feedback on program outcomes and service quality. Both the survey tool and the administration plan must be reviewed and approved by DAS OCP prior to implementation. Feedback must be collected in a manner that ensures participant anonymity. The results will be shared with DAS OCP by March 15th of each grant year, or on a mutually agreed upon date.
16. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training annually, in accordance with the DAS OCP Policy Memorandum No. 45. Within 30 days of their start date, any new employee, subcontractor, or volunteer must also complete this training. The grantee will maintain records of completion. The grantee shall comply with the applicable privacy and security rules of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
17. Grantee will ensure that all program staff, regardless of position, receive initial training on elder abuse and mandated reporting. Program staff who interact with consumers must complete this training annually, in accordance with the DAS OCP Policy Memorandum No. 35.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

18. Grantee shall develop a written grievance process for reviewing and resolving service concerns raised by consumers or their authorized representatives regarding DAS-funded programs and their employees or volunteers, in accordance with DAS OCP Policy Memorandum No. 33. This process must ensure that consumers have clearly established rights and due process for timely resolution of their concerns.
19. Grantee will ensure that DAS funding information is prominently displayed on its websites and publications related to the DAS-funded nutrition program, in accordance with DAS OCP Policy Memorandum No.47.
20. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
21. Grantee will arrange for the availability of food to participants during a major disaster where feasible and appropriate.

VI. Location and Time of Services

The grantee will provide to-go meal nutrition services in the City and County of San Francisco. The grantee, with approval from DAS OCP, will determine the location(s) and time(s) for the provision of to-go meal nutrition services.

VII. Service Objectives

On an annual basis, the grantee shall meet the following service objectives:

Table A	FY 25/26	FY 26/27	FY 27/28	FY 28/29
Number of Unduplicated Consumers (UDC)	49	49	49	49
Number of Meals	6,620	6,620	6,620	6,620

VIII. Outcome Objectives

Measured via a consumer survey with a sample size equal to or greater than the grantee's average daily number of to-go meals served.

1. At least 75% of consumers report an increased consumption of fruits, vegetables, and/or whole grains.
2. At least 85% of consumers report feeling less worried about getting enough food to meet their needs.
3. At least 85% of consumers rate the quality of meals they receive as excellent or good.
4. At least 85% of consumers report that the food support they receive helps them live stably in the community.

IX. Data Collection and Reporting Requirements

1. Grantee will provide a monthly report of activities, referencing the tasks described in Section VII & VIII- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month. The report will include, at a minimum: the number of consumers served, number of meals prepared and served, number of consumers denied services, and the amount of voluntary consumer contributions received.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

2. Grantee will submit a quarterly report, along with supporting documentation, to DAS OCP detailing the HACCP activities conducted. Reports are due on the following dates: October 15th, January 15th, April 15th, and June 15th.
3. Grantee will provide an annual report summarizing the contract activities, referencing the tasks described in Section VII & VIII- Service 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 day of the month following the end of the program year.
4. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SFHSA no later than July 31st each year. The grantee must submit the report in the CARBON system.
5. Grantee will provide Ad Hoc reports as required by the Departments.
6. Pursuant to California Department of Aging requirements, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
7. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies "Focal Points" which are designed to help older adults and adults with disabilities connect to services throughout the City. These Focal Points are:

Name	Address	Phone
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-822-1444 x1200
Canon Kip Senior Center	705 Natoma, St San Francisco, 94103	415-487-3300
Chi Sing Community Center	3133 Taraval St, San Francisco, 94116	415-533-6859
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700
Downtown SF Senior Center	481 O'Farrell St, San Francisco, 94102	415-202-2982
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
Geneva Community Center	5050 Mission St., Suite C, San Francisco 94112	
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415-405-4672
Self-Help for the Elderly Social Services Department	829 Kearney St, San Francisco, 94133	415-677-7585
Toolworks	22 Battery St. Suite 300, San Francisco, 94111	415-733-0990
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828

For assistance with reporting and contract requirements, please contact:

Gary.Hom@sfgov.org
Contract Manager, Office of Contract Management, SFHSA
or

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Marina.Kan@sfgov.org
Program Analyst, DAS OCP

X. Monitoring Activities

1. Program Monitoring: Program monitoring will include review of consumer eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives; compliance with specific program standards and requirements; participant record collection and maintenance; reporting performance including monthly service unit reports on SF DAS GetCare; maintenance of service unit logs; agency and organization standards, including current organizational chart; evidence of annual Elder Abuse Reporting training provided to staff and volunteers; evidence of annual California Department of Aging (CDA) Security Awareness training provided to staff and volunteers; program operations, which includes a review of a written policies and procedures manual of all DAS OCP-funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation current and consistent with the site chart; a board of directors list and whether services are provided appropriately according to Sections III through VIII.

2. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, 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 the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster, and selected board minutes for compliance with the Sunshine Ordinance.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM

Name
Centro Latino de San Francisco

(Check One) New __X__ Renewal ____ Modification ____
If modification, Effective Date of Mod. No. of Mod.

Program: TO-GO Congregate meals for ( ) older adults or **(x) adults with disabilities**

Budget Reference Page No.(s)					
Program Term	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted	6,620	6,620	6,620	6,620	26,480
DAS Expenditures					
Salaries & Benefits	$27,679	$27,679	$27,679	$27,679	$110,716
Operating Expenses	$27,124	$27,124	$27,124	$27,124	$108,496
Subtotal	$54,803	$54,803	$54,803	$54,803	$219,212
Indirect Percentage (%)	15.00%	15.00%	15.00%	15.00%	15.00%
Indirect Cost	$8,220	$8,220	$8,220	$8,220	$32,880
Capital/Subcontractor Expenditures	$0	$0	$0	$0	$0
NCQA Expenditures	$0	$0	$0	$0	$0
Total DAS Expenditures	**$63,023**	**$63,023**	**$63,023**	**$63,023**	**$252,092**
Non DAS Expenditures					
Salaries & Benefits	$27,589	$27,589	$27,589	$27,589	$110,356
Operating Expenses	$0	$0	$0	$0	$0
Capital/Subcontractor Expenditures	$0	$0	$0	$0	$0
NCQA Expenditures	$0	$0	$0	$0	$0
Total Non DAS Expenditures	**$27,589**	**$27,589**	**$27,589**	**$27,589**	**$110,356**
TOTAL DAS AND NON DAS EXPENDITURES	**$90,612**	**$90,612**	**$90,612**	**$90,612**	**$362,448**
DAS Revenues					
Meals- General Fund	$63,023	$63,023	$63,023	$63,023	$252,092
Meals- State Fund	$0	$0	$0	$0	$0
Meals- Federal Fund	$0	$0	$0	$0	$0
					$0
					$0
					$0
NCQA Fund					$0
Total DAS Revenue	**$63,023**	**$63,023**	**$63,023**	**$63,023**	**$252,092**
PER MEAL COST, DAS	$9.52	$9.52	$9.52	$9.52	$9.52
PER MEAL COST (with NCQA), DAS	$9.52	$9.52	$9.52	$9.52	$9.52
Non DAS Revenues					
Project Income	$0	$0	$0	$0	$0
Agency Cash- Fundraising	$0	$0	$0	$0	$0
Agency In-kind Volunteer	$27,589	$27,589	$27,589	$27,589	$110,356
					$0
					$0
					$0
NCQA Revenue					$0
Total Non DAS Revenue	**$27,589**	**$27,589**	**$27,589**	**$27,589**	**$110,356**
PER MEAL COST, Non DAS	$4.17	$4.17	$4.17	$4.17	$4.17
PER MEAL COST (with NCQA), Non DAS	$4.17	$4.17	$4.17	$4.17	$4.17
TOTAL DAS AND NON DAS REVENUE	**$90,612**	**$90,612**	**$90,612**	**$90,612**	**$362,448**
PER MEAL COST, Total	$13.69	$13.69	$13.69	$13.69	$13.69
PER MEAL COST (with NCQA), Total	$13.69	$13.69	$13.69	$13.69	$13.69
Full Time Equivalent (FTE)	31.30	31.30	31.30	31.30	125.20

Prepared by: Date:

HSA-CO Review Signature: _____

HSA #1 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Salaries & Benefits Detail

DAS Salaries & Benefits		Agency Totals		HSA Program		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Executive Director	Gloria Bonilla	$93,600	1.00	0.00%	0.00	$0	$0	$0	$0	$0
Accountant/HR	Olivia Riano	$65,499	1.00	0.00%	0.00	$0	$0	$0	$0	$0
Associate Director & Naturalizatio	Jacob Simons	$83,200	0.00	0.00%	0.00	$0	$0	$0	$0	
Nutrition Program Manager	Jose Omar Romero	$66,560	1.00	1.54%	0.02	$1,025	$1,025	$1,025	$1,025	$4,100
Executive Cook	TBD	$56,160	1.00	1.84%	0.02	$1,033	$1,033	$1,033	$1,033	$4,132
Cook	Cruz Mercado	$52,000	1.00	2.49%	0.02	$1,295	$1,295	$1,295	$1,295	$5,180
Cook	Ana Rodriguez	$52,000	1.00	2.00%	0.02	$1,040	$1,040	$1,040	$1,040	$4,160
HDM Driver II	Procorro Rodriguez	$35,880	1.00	1.41%	0.01	$506	$506	$506	$506	$2,024
HDM Driver II	Joaquin Olivar	$35,880	1.00	1.89%	0.02	$678	$678	$678	$678	$2,712
Driver III/Site Manager Ed Lee	Sandro Garcia	$49,920	1.00	3.38%	0.03	$1,687	$1,687	$1,687	$1,687	$6,748
Driver Site Manager Veterans Acade	TBD	$35,880	1.00	3.80%	0.04	$1,363	$1,363	$1,363	$1,363	$5,452
Dishwasher/Janitor I	Domingo Castaned	$43,680	1.00	1.92%	0.02	$839	$839	$839	$839	$3,356
Dishwasher/Janitor II	Juan Irias	$34,944	1.00	2.12%	0.02	$741	$741	$741	$741	$2,964
CLSF Food Server/Prep	Gloria Esperanza A	$47,840	1.00	2.04%	0.02	$976	$976	$976	$976	$3,904
Site Manager MNC	Juana Ivonne Olm	$52,000	1.00	1.62%	0.02	$842	$842	$842	$842	$3,368
Server MNC & Prep/Janitor	Yensi Molina	$45,760	1.00	1.02%	0.01	$467	$467	$467	$467	$1,868
Site Manager STAR Hotel	Gisela Venegas	$25,116	1.00	3.02%	0.03	$759	$759	$759	$759	$3,036
Server STAR & Prep	Zoila Palacios	$21,840	1.00	9.80%	0.10	$2,140	$2,140	$2,140	$2,140	$8,560
Site Manager Minna Lee/V.C.C.	Roger Martinez	$36,608	1.00	1.62%	0.02	$593	$593	$593	$593	$2,372
Site Manager Veterans Commons	Jessi Arguello	$43,680	1.00	4.10%	0.04	$1,791	$1,791	$1,791	$1,791	$7,164
Server JWP/Food Prep	Maria Hernandez	$32,760	1.00	1.62%	0.02	$531	$531	$531	$531	$2,124
Server Ed Lee & Prep	Carolina Cervantes	$28,392	1.00	2.10%	0.02	$596	$596	$596	$596	$2,384
Site Manager Maceo May	Norland Estrada	$47,840	1.00	1.83%	0.02	$875	$875	$875	$875	$3,500
Server Maceo May and Prep	Juana Maria Lopez	$45,760	1.00	2.05%	0.02	$938	$938	$938	$938	$3,752
Social Worker & Activities Facilitator	Mabrisa Rodriguez	$60,320	1.00	1.26%	0.01	$760	$760	$760	$760	$3,040
Social Worker Assist/Intake	TBD	$39,000	1.00	1.14%	0.01	$445	$445	$445	$445	$1,780
Social Worker/HDM Coordinator	Veronica Lacayo	$60,450	1.00	0.61%	0.01	$369	$369	$369	$369	$1,476
Nutritionist	TBD	$15,600	1.00	4.00%	0.04	$624	$624	$624	$624	$2,496
Totals		$1,308,169	27.00	60.22%	0.60	$22,913	$22,913	$22,913	$22,913	$91,652
Fringe Benefits Rate		20.80%								
Employee Fringe Benefits		$272,099				$4,766	$4,766	$4,766	$4,766	$19,064
Total DAS Salaries and Benefits		$1,580,268				**$27,679**	**$27,679**	**$27,679**	**$27,679**	**$110,716**

Non DAS Salaries & Benefits		Agency Totals		HSA Program		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Food Packing		$41,704	0.63	17%	0.10	$4,344	$4,344	$4,344	$4,344	$17,376
Food Packing		$41,704	0.63	17%	0.10	$4,344	$4,344	$4,344	$4,344	$17,376
Food Service		$41,704	0.20	8%	0.02	$696	$696	$696	$696	$2,784
Food Service		$41,704	0.20	8%	0.02	$696	$696	$696	$696	$2,784
Food Service		$38,833	0.70	17%	0.12	$4,530	$4,530	$4,530	$4,530	$18,120
Food Service		$38,833	0.70	17%	0.12	$4,530	$4,530	$4,530	$4,530	$18,120
Office Admin		$41,704	0.75	17%	0.13	$5,213	$5,213	$5,213	$5,213	$20,852
Office Admin		$38,833	0.50	17%	0.08	$3,236	$3,236	$3,236	$3,236	$12,944
					0.00	$0	$0	$0	$0	$0
					0.00	$0	$0	$0	$0	$0
Totals		$325,019	4.30	116.70%	0.68	$27,589	$27,589	$27,589	$27,589	$110,356
Fringe Benefits Rate		0.00%								
Employee Fringe Benefits		$0				$0	$0	$0	$0	$0
Total Non DAS Salaries and Benefits		$325,019				**$27,589**	**$27,589**	**$27,589**	**$27,589**	**$110,356**
Total DAS and Non DAS Salaries and Benefits		$1,905,287				**$55,268**	**$55,268**	**$55,268**	**$55,268**	**$221,072**

HSA #2 **10/25/2016**

Program: TO-GO Congregate meals for ( ) older adults or (x) adults with disabilities
(Same as Line 11 on HSA #1)

Document Date:

Operating Expense Detail

			FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted			6,620	6,620	6,620	6,620	26,480
DAS Operating Expenses							
Expenditure Category							
Rental of Property			$0	$0	$0	$0	$0
Utilities (Elec, Water, Gas, Phone, Garbage)			$1,374	$1,374	$1,374	$1,374	$5,496
Office Supplies, Postage			$2,000	$2,000	$2,000	$2,000	$8,000
Building Maintenance Supplies and Repair			$2,100	$2,100	$2,100	$2,100	$8,400
Printing and Reproduction			$150	$150	$150	$150	$600
Insurance			$435	$435	$435	$435	$1,740
Staff Training			$0	$0	$0	$0	$0
Staff Travel-(Local & Out of Town)			$0	$0	$0	$0	$0
Rental of Equipment			$0	$0	$0	$0	$0
Food Cost							
Raw Food	*per meal*	*$2.54*	$16,815	$16,815	$16,815	$16,815	$67,260
Cong Food Svc Supplies	*per meal*	*$0.54*	$3,575	$3,575	$3,575	$3,575	$14,300
Catered Meals	*per meal*	*$0.00*	$0	$0	$0	$0	$0
							$0
							$0
Consultant							
Your Part Time Controller							$0
							$0
							$0
Other							
Vehicle Cost			$675	$675	$675	$675	$2,700
Payroll Service							$0
							$0
							$0
							$0
Total DAS Operating Expenses			**$27,124**	**$27,124**	**$27,124**	**$27,124**	**$108,496**
Non DAS Operating Expenses							
Expenditure Category							
Rental of Property							$0
Utilities (Elec, Water, Gas, Phone, Garbage)							$0
Office Supplies, Postage							$0
Building Maintenance Supplies and Repair							$0
Printing and Reproduction							$0
Insurance							$0
Staff Training							$0
Staff Travel-(Local & Out of Town)							$0
Rental of Equipment							$0
Food Cost							
Raw Food	*per meal*	*$0.00*	$0	$0	$0	$0	$0
Cong Food Svc Supplies	*per meal*	*$0.00*	$0	$0	$0	$0	$0
Catered Meals	*per meal*	*$0.00*	$0	$0	$0	$0	$0
							$0
							$0
Consultant							
Consultant A							$0
							$0
							$0
Other							
							$0
							$0
							$0
							$0
							$0
							$0
Total Non DAS Operating Expenses			**$0**	**$0**	**$0**	**$0**	**$0**
Total DAS and Non DAS Operating Expenses			**$27,124**	**$27,124**	**$27,124**	**$27,124**	**$108,496**

HSA #3 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Appendix A– Services to be Provided
Episcopal Community Services of San Francisco
To-Go Meal Nutrition Services for Adults with Disabilities
July 1, 2025 - June 30, 2029

I. Purpose

The purpose of this grant is to provide to-go meal nutrition services to adults with disabilities living in the City and County of San Francisco. Services include meals, nutrition education, and nutrition risk screening. To-go meal nutrition services support individuals to live independently in their own homes and communities, help ensure health and well-being through improved nutrition and reduced isolation and serve as an access point for other home and community-based services.

II. Definitions

Grantee	Episcopal Community Services of San Francisco
Adult with a Disability	A person 18-59 years of age with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging.
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DAS Benefits and Resources Hub	A unit within DAS that is equipped to receive calls from the community and provide information, referrals, and assistance for older adults and adults with disabilities, caregivers, and community-based organizations. https://www.sfhsa.org/contact-us/locations/das-benefits-and-resources-hub
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: activities of daily living (ADL), and instrumental activities of daily living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
Food Security Screening	A two-question validated screening tool designed to assess an individual's food security status.
HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Initial Assessment (To-go Meal Nutrition Services)	An initial assessment conducted by a qualified staff member to determine a consumer's need for to-go meal nutrition services. The assessment must document if the consumer is not comfortable dining in a congregate meal setting. It will also evaluate and document physiological, socioeconomic, and psychological factors that contribute to the individual's need for nutrition and related supportive services. These factors include the presence of acute or chronic diseases, health conditions or syndromes; the adequacy of the participant's family or support system; and the individual's functional status, particularly their ability to perform activities of daily living (ADLs) and instrumental activities of daily living (IADLs). (CCR Title 22 Sec. 7638.3)
LGBTQIA+	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.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for program enrollment and participation is not means tested. Consumers self-report income status.
Menu Planning and Nutrient Analysis	The development of a menu cycle that complies with the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP) and California Department of Aging (CDA) menu standards, as well as the nutrition requirements of meals. A Registered Dietitian must conduct a nutrient analysis to verify that the menu meets these standards and requirements. (CDA Program Memo 12-17, as amended; California Code of Regulations, Title 22, Section 7638.5)

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Nutrition Compliance and Quality Assurance (NCQA)	Nutrition Compliance and Quality Assurance are the required components of congregate, to-go, and home-delivered nutrition services that ensure program integrity and quality. These components include but are not limited to ensuring food safety; certifying menu compliance; providing nutrition education; confirming consumer eligibility; and assessing consumers' physiological, socioeconomic, and psychological well-being, as well as their need for nutrition and other supportive services. NCQA also includes nutrition counseling provided by a registered dietitian, when feasible and appropriate.
Nutrition Education Session	An intervention targeting participants and caregivers that involves the dissemination of information, instruction, or training to support food, nutrition, and physical activity choices and behaviors aimed at maintaining or improving health and addressing nutrition-related conditions. The content is consistent with the Dietary Guidelines for Americans (DGA), accurate, culturally sensitive, regionally appropriate, and takes personal preferences into account. Nutrition education sessions are overseen by a Registered Dietitian. Grantees are required to provide education sessions at least quarterly for program participants and to record the provision of each session, including an estimated number of participants reached, in SF DAS GetCare. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate, to-go, and home-delivered nutrition services shall comply with the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI), as specified in California Code of Regulations, Title 22, Section 7638.5
Nutrition Risk Screening	Completion of the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
OAA	Older Americans Act
OCP	Office of Community Partnerships.
Older Adult	A person who is 60 years or older, used interchangeably with "senior."
Older Californians Nutrition Program Title III C1 and C2 (OCNP)	A program that provides nutrition services as authorized by the Older Americans Act of 1965, as amended, and is administered in accordance with the provisions of California Code of Regulations (CCR), Title 22, Chapter 4, Article 5, Section 7630, and was formerly known as the Elderly Nutrition Program (ENP).

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Reassessment (To-go Meal Nutrition Services)	A reassessment conducted quarterly by qualified staff that documents the need for continued to-go meal nutrition services
Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	An individual who meets both of the following criteria: 1) Qualified as specified in Sections 2585 and 2586 of the Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years or older, used interchangeably with "older adult."
SF DAS GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
SFHSA	San Francisco Human Services Agency
Socially Isolated	Having few social relationships and few people to interact with regularly.
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.)
Supervisorial District (District)	There are eleven supervisorial districts in the City and County of San Francisco. A map of each district can be found at: https://www.sf.gov/maps
To-go Meal Nutrition Services	The provision of meals by a qualified nutrition service provider at designated meal sites that are picked up by eligible consumers or delivered to eligible consumers at their place of residence who are not comfortable dining in a congregate meal setting. Meals must comply with the Dietary Guidelines for Americans and meet the Dietary Reference Intakes (DRIs). In addition to the provision of a meal, services include an initial assessment of each consumer's needs and eligibility and a quarterly reassessment to determine continued eligibility; nutrition education; and nutrition risk screening.
Volunteer	A volunteer is an individual who offers their time and services willingly and without compensation to assist the grantee in various activities to support nutrition services.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Unduplicated Consumer (UDC)	An eligible individual who receives meals through the home-delivered nutrition services program and whose participation is documented in SF DAS GetCare by the grantee.
Unit of Service (UOS)	A meal provided to an eligible individual. Each meal shall provide one-third (1/3) of the DRI and comply with the most current Dietary Guidelines for Americans. (22 CCR 7638.5, 22 CCR 7638.7)

III. Target Populations

This program is designed to serve all people who can benefit from the services outlined in this Appendix, and particularly those demonstrating the greatest economic and social need. To ensure that the most vulnerable people are aware of and can benefit from this program, grantee shall ensure that program services are accessible to:

1. Persons with low to moderate income
2. Persons who are socially isolated
3. Persons with limited English-speaking proficiency
4. Persons from communities of color or communities that have historically been under-served
5. Members of the LGBTQIA+ community
6. Persons at risk of institutionalization

IV. Eligibility for Services

To be eligible for to-go meal nutrition services, an individual must be:

1. A person 18-59 years of age with a disability, and
2. An individual who is not comfortable dining in a congregate meal setting as determined by an initial assessment and quarterly reassessments conducted by the grantee, and
3. A resident of San Francisco**.**
4. A spouse or domestic partner of an eligible individual may participate in services if a grantee-conducted assessment determines that such participation is in the best interest of the eligible individual.

V. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that comply with the nutrition and food service standards set forth by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, the California Department of Aging (CDA), the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP), and the requirements described in this Appendix A.
2. Grantee will provide to-go meals to eligible consumers at designated meal site(s) which must be submitted to and pre-approved by DAS OCP. The grantee will ensure that all meal sites comply with applicable federal, state, and local regulations, including those related to restrooms, lighting, and ventilation. Meal sites must also be equipped with sturdy tables and chairs suitable for the target population. With prior

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

approval from DAS OCP, the grantee may deliver to-go meals to consumers' residences. The grantee shall operate to-go meal nutrition services in accordance with their DAS-approved site chart, including adherence to DAS OCP-approved geographic areas within the City and County of San Francisco.

3. Grantee shall provide meals that comply with the California Department of Aging's (CDA) Older Californians Nutrition Program (OCNP) Menu Planning Guidance. Each meal must provide a minimum of one-third of the Dietary Reference Intakes (DRIs) and align with the current Dietary Guidelines for Americans. Meals shall be culturally appropriate for the target population(s) served and ready to consume. Grantees are encouraged to implement an Offer Versus Serve (OVS) approach when possible, allowing participants to select the food items they wish to eat, to reduce food waste.
4. Grantee will implement a forecasting system to closely estimate demand and adjust meal production, accordingly, minimizing meal waste through regular reviews and adaptations based on actual distribution patterns. The grantee may introduce a consumer reservation system to help manage meal distribution and ensure sufficient availability. The reservation system must include a written policy and procedure, both of which are subject to approval by DAS OCP.
5. Grantee will serve meals in environmentally friendly containers that are reusable, biodegradable, compostable, and/or recyclable. The grantee will comply with the City's Food Service Waste Reduction Ordinance (2007) and the Single-Use Food Ware Plastics Toxics and Litter Reduction Ordinance (2019).
6. Grantee will ensure that each meal nutrition site has sufficient staff (paid or volunteer) with the appropriate education, experience, and cultural competency designated to oversee the day-to-day operations, with at least one staff member physically present on-site during to-go meal service hours.
7. Grantee will manage all aspects of food service, including the procurement, preparation, transportation, and distribution of food and meals. The grantee will ensure compliance with the standards established by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, and the San Francisco Department of Public Health (SFDPH) Environmental Health Branch. This includes but is not limited to the following:
    a. A food facility permit, also known as a health permit, is required for each facility involved in the preparation, handling, and/or serving of food to the public. In addition, the facility must provide a current health inspection report with a "pass" facility rating status, as issued by the Environmental Health Branch of the San Francisco Department of Public Health.
    b. A certified food safety manager must be on staff to oversee and manage the day-to-day operations of food service.
    c. All staff involved in the preparation, storage, serving, or handling of food and/or meals must engage in approved food safety training.
8. Grantee will ensure all program staff are oriented and trained to perform their assigned responsibilities and tasks. Training at minimum will include:
    a. Food safety, prevention of foodborne illness, and HACCP principles.
    b. Instructions on accident prevention, fire safety, first aid, choking, earthquake preparedness, and additional emergency procedures as relevant.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

9. Grantee will provide a minimum of four (4) hours of annual training for paid and volunteer food service staff, including to-go meal nutrition services staff. The grantee must develop, implement, and maintain a yearly training plan on file. The plan should include the individuals to be trained, the trainer(s), the training content, and the schedule. The content of the training must be reviewed and approved by a Registered Dietitian Nutritionist (RD/RDN). Training sessions will be evaluated by staff, and documentation, including evaluations and attendance records, must be kept on file by the grantee.
10. Grantee will provide the following NCQA activities:
    a. Menu planning and meal analysis shall be conducted twice per year and in accordance with CDA's OCNP Menu Planning Guidance. The grantee must submit the menu cycle with the nutrient analysis for review and approval by DAS OCP at least thirty (30) days in advance of use. The grantee will ensure that food substitutions to originally planned meals are documented and approved by Registered Dietitian Nutritionist (RD/RDN).
    b. HACCP central kitchen and food service monitoring will be conducted at least once per quarter, with a minimum of four (4) monitoring visits during the fiscal year. The monitoring must be conducted and documented by a Registered Dietitian Nutritionist (RD/RDN). If the grantee delivers to-go meals, food service monitoring must include a review of end-of-route temperature checks, which should be performed every other week for each route to ensure meals are maintained at safe temperatures throughout delivery.
    c. Meal delivery route monitoring if the grantee delivers to-go meals. Route monitoring will include, but is not limited to, observation of the packing, transport, and delivery of meals. Route monitoring may be conducted and documented by a qualified staff member who has been trained by a certified food safety manager or a Registered Dietitian Nutritionist (RD/RDN). Documentation of the monitoring must be completed within two (2) weeks of the observation. Each of the grantee's meal delivery routes must be monitored at least two (2) times per fiscal year.
    d. Nutrition education sessions at least once per quarter and a minimum of four (4) times during the fiscal year for consumers participating in services. The grantee will record the delivery of nutrition education sessions in SF DAS GetCare and include the estimated number of participants.
11. Grantee will establish and maintain a consumer enrollment process that includes conducting an initial assessment prior to the start of meal services. The grantee will document the completion of the assessment and consumer information in SF DAS GetCare within one month of collecting the data, ensuring that all information is accurately recorded. The assessment will:
    a. Verify the consumer's eligibility for to-go meal nutrition services.
    b. Screen functional ability through a series of required questions related to activities of daily living (ADL) and instrumental activities of daily living (IADL).
    c. Obtain consumer demographic and other information as required by federal, state, and local government.
    d. Include completion of a nutrition risk screening using the DETERMINE checklist and a two-question food security screening.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

12. Grantee, at minimum, will provide consumers with the following information during the enrollment process:
    a. Safe food handling instructions for the meal(s) including reheating instructions if applicable.
    b. Voluntary contribution policy.
    c. Grievance policy.
    d. Information on how to request assistance from the grantee when needed.
13. Grantee will conduct and document nutrition service reassessments for program participants on a quarterly basis to confirm continued eligibility for services. Reassessments may be conducted in person or over the phone; however, if meals are being delivered to a consumer, an in-person reassessment must be conducted at least every other quarter. Reassessments may be performed by delivery staff or volunteers who have been trained by qualified staff. The grantee must also establish a disenrollment process for consumers who are no longer eligible or who choose to discontinue services.
14. Grantee will offer consumers who receive a meal the opportunity to contribute to the cost of the meal, in accordance with DAS OCP Policy Memorandum No. 5. The grantee will develop a suggested contribution amount based on the average income range of consumers accessing the to-go meal program, as well as the grantee's other funding sources. During the enrollment process, the grantee will provide consumers with written information explaining voluntary contributions and how to make them if they choose to do so. This notification must clearly state that contributions are voluntary, there is no obligation to contribute, and services will be provided regardless of whether a contribution is made. The grantee will also post a sign near the contribution collection receptacle indicating the suggested contribution for eligible individuals. The contribution process must ensure confidentiality, and the grantee must have written procedures in place to safeguard contributions and fees from loss, mishandling, or theft.
15. Grantee will have procedures in place to obtain the views of program participants about services received. At minimum, the grantee will develop and administer an annual consumer satisfaction survey to capture feedback on program outcomes and service quality. Both the survey tool and the administration plan must be reviewed and approved by DAS OCP prior to implementation. Feedback must be collected in a manner that ensures participant anonymity. The results will be shared with DAS OCP by March 15th of each grant year, or on a mutually agreed upon date.
16. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training annually, in accordance with the DAS OCP Policy Memorandum No. 45. Within 30 days of their start date, any new employee, subcontractor, or volunteer must also complete this training. The grantee will maintain records of completion. The grantee shall comply with the applicable privacy and security rules of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
17. Grantee will ensure that all program staff, regardless of position, receive initial training on elder abuse and mandated reporting. Program staff who interact with consumers must complete this training annually, in accordance with the DAS OCP Policy Memorandum No. 35.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

18. Grantee shall develop a written grievance process for reviewing and resolving service concerns raised by consumers or their authorized representatives regarding DAS-funded programs and their employees or volunteers, in accordance with DAS OCP Policy Memorandum No. 33. This process must ensure that consumers have clearly established rights and due process for timely resolution of their concerns.
19. Grantee will ensure that DAS funding information is prominently displayed on its websites and publications related to the DAS-funded nutrition program, in accordance with DAS OCP Policy Memorandum No.47.
20. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
21. Grantee will arrange for the availability of food to participants during a major disaster where feasible and appropriate.

VI. Location and Time of Services

The grantee will provide to-go meal nutrition services in the City and County of San Francisco. The grantee, with approval from DAS OCP, will determine the location(s) and time(s) for the provision of to-go meal nutrition services.

VII. Service Objectives

On an annual basis, the grantee shall meet the following service objectives:

Table A	FY 25/26	FY 26/27	FY 27/28	FY 28/29
Number of Unduplicated Consumers (UDC)	59	59	59	59
Number of Meals	15,311	15,311	15,311	15,311

VIII. Outcome Objectives

Measured via a consumer survey with a sample size equal to or greater than the grantee's average daily number of to-go meals served.

1. At least 75% of consumers report an increased consumption of fruits, vegetables, and/or whole grains.
2. At least 85% of consumers report feeling less worried about getting enough food to meet their needs.
3. At least 85% of consumers rate the quality of meals they receive as excellent or good.
4. At least 85% of consumers report that the food support they receive helps them live stably in the community.

IX. Data Collection and Reporting Requirements

1. Grantee will provide a monthly report of activities, referencing the tasks described in Section VII & VIII- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month. The report will include, at a minimum: the number of consumers served, number of meals prepared and served, number of consumers denied services, and the amount of voluntary consumer contributions received.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

2. Grantee will submit a quarterly report, along with supporting documentation, to DAS OCP detailing the HACCP activities conducted. Reports are due on the following dates: October 15th, January 15th, April 15th, and June 15th.
3. Grantee will provide an annual report summarizing the contract activities, referencing the tasks described in Section VII & VIII- Service 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 day of the month following the end of the program year.
4. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SFHSA no later than July 31st each year. The grantee must submit the report in the CARBON system.
5. Grantee will provide Ad Hoc reports as required by the Departments.
6. Pursuant to California Department of Aging requirements, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
7. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies "Focal Points" which are designed to help older adults and adults with disabilities connect to services throughout the City. These Focal Points are:

Name	Address	Phone
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-822-1444 x1200
Canon Kip Senior Center	705 Natoma, St San Francisco, 94103	415-487-3300
Chi Sing Community Center	3133 Taraval St, San Francisco, 94116	415-533-6859
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700
Downtown SF Senior Center	481 O'Farrell St, San Francisco, 94102	415-202-2982
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
Geneva Community Center	5050 Mission St., Suite C, San Francisco 94112	
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415-405-4672
Self-Help for the Elderly Social Services Department	829 Kearney St, San Francisco, 94133	415-677-7585
Toolworks	22 Battery St. Suite 300, San Francisco, 94111	415-733-0990
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

For assistance with reporting and contract requirements, please contact:

Emmy.Miller@sfgov.org
Contract Manager, Office of Contract Management, SFHSA
or
Tiffany.Kearney@sfgov.org
Program Analyst, DAS OCP

X. Monitoring Activities

1. Program Monitoring: Program monitoring will include review of consumer eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives; compliance with specific program standards and requirements; participant record collection and maintenance; reporting performance including monthly service unit reports on SF DAS GetCare; maintenance of service unit logs; agency and organization standards, including current organizational chart; evidence of annual Elder Abuse Reporting training provided to staff and volunteers; evidence of annual California Department of Aging (CDA) Security Awareness training provided to staff and volunteers; program operations, which includes a review of a written policies and procedures manual of all DAS OCP-funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation current and consistent with the site chart; a board of directors list and whether services are provided appropriately according to Sections III through VIII.

2. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, 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 the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster, and selected board minutes for compliance with the Sunshine Ordinance.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM

Name
Episcopal Community Services of San Francisco

(Check One) New __X__ Renewal ____ Modification ____
If modification, Effective Date of Mod. No. of Mod.

Program: To-go meals for ( ) older adults or **(X) adults with disabilities**

Budget Reference Page No.(s)					
Program Term	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted	15,311	15,311	15,311	15,311	61,244
DAS Expenditures					
Salaries & Benefits	$63,183	$63,183	$63,183	$63,183	$252,732
Operating Expenses	$83,028	$83,028	$83,028	$83,028	$332,111
Subtotal	$146,211	$146,211	$146,211	$146,211	$584,843
Indirect Percentage (%)	15.00%	15.00%	15.00%	15.00%	15.00%
Indirect Cost	$21,932	$21,932	$21,932	$21,932	$87,728
Capital/Subcontractor Expenditures					
NCQA Expenditures					
Total DAS Expenditures	**$168,143**	**$168,143**	**$168,143**	**$168,143**	**$672,572**
Non DAS Expenditures					
Salaries & Benefits	$83,868	$83,868	$83,868	$83,868	$335,472
Operating Expenses					
Capital/Subcontractor Expenditures					
NCQA Expenditures					
Total Non DAS Expenditures	**$83,868**	**$83,868**	**$83,868**	**$83,868**	**$335,472**
TOTAL DAS AND NON DAS EXPEDITURES	**$252,011**	**$252,011**	**$252,011**	**$252,011**	**$1,008,044**
DAS Revenues					
Meals- General Fund	$168,143	$168,143	$168,143	$168,143	$672,572
Meals- State Fund					
Meals- Federal Fund					
NCQA Fund					
Total DAS Revenue	**$168,143**	**$168,143**	**$168,143**	**$168,143**	**$672,572**
PER MEAL COST, DAS	10.98	10.98	10.98	10.98	10.98
PER MEAL COST (with NCQA), DAS	10.98	10.98	10.98	10.98	10.98
Non DAS Revenues					
Project Income					
Agency Cash- Fundraising	$83,868	$83,868	$83,868	$83,868	$335,472
Agency In-kind Volunteer					
Total Non DAS Revenue	**$83,868**	**$83,868**	**$83,868**	**$83,868**	**$335,472**
PER MEAL COST, Non DAS	5.48	5.48	5.48	5.48	5.48
PER MEAL COST (with NCQA), Non DAS	5.48	5.48	5.48	5.48	5.48
TOTAL DAS AND NON DAS REVENUE	**$252,011**	**$252,011**	**$252,011**	**$252,011**	**$1,008,044**
PER MEAL COST, Total	16.46	16.46	16.46	16.46	16.46
PER MEAL COST (with NCQA), Total	16.46	16.46	16.46	16.46	16.46
Full Time Equivalent (FTE)	1.63	1.63	1.63	1.63	6.52

Prepared by: Nicole Segovia Date: 5/20/25

HSA-CO Review Signature: _____

HSA #1 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Salaries & Benefits Detail

DAS Salaries & Benefits		Agency Totals		HSA Program		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	FY26 Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Executive Chef	Open	$91,925	0.15	100%	0.11	$10,479	$10,479	$10,479	$10,479	$41,916
Data Analyst	Sonia Lopez	$69,943	0.14	100%	0.10	$7,204	$7,204	$7,204	$7,204	$28,816
Cook.	Ricardo Paz	$54,503	0.15	100%	0.11	$6,213	$6,213	$6,213	$6,213	$24,852
Delivery Driver	Larry Gorbet	$55,297	0.14	100%	0.10	$5,696	$5,696	$5,696	$5,696	$22,784
Director of CHEFS & Social Enterpr	Darcy Sullivan	$159,180	0.10	100%	0.07	$11,779	$11,779	$11,779	$11,779	$47,116
Quality Assurance Analyst and Com	TBD	$78,332	0.06	100%	0.05	$3,760	$3,760	$3,760	$3,760	$15,040
Totals		$509,180	0.73	600%	0.56	$45,131	$45,131	$45,131	$45,131	$180,524
Fringe Benefits Rate		40.00%								
Employee Fringe Benefits		$203,672				$18,052	$18,052	$18,052	$18,052	$72,208
Total DAS Salaries and Benefits		$712,852				**$63,183**	**$63,183**	**$63,183**	**$63,183**	**$252,732**

Non DAS Salaries & Benefits		Agency Totals		HSA Program		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Executive Chef	Open	$91,925	0.12	100%	0.09	$8,549	$8,549	$8,549	$8,549	$34,196
Data Analyst	Sonia Lopez	$69,943	0.14	100%	0.10	$7,204	$7,204	$7,204	$7,204	$28,816
Cook.	Ricardo Paz	$54,503	0.12	100%	0.09	$5,069	$5,069	$5,069	$5,069	$20,276
Delivery Driver	Larry Gorbet	$55,297	0.14	100%	0.10	$5,696	$5,696	$5,696	$5,696	$22,784
Director of CHEFS & Social Enterpr	Darcy Sullivan	$159,180	0.17	100%	0.13	$21,012	$21,012	$21,012	$21,012	$84,048
Quality Assurance Analyst and Com	TBD	$78,332	0.21	100%	0.16	$12,376	$12,376	$12,376	$12,376	$49,504
Totals		$509,180	0.90	600%	0.68	$59,906	$59,906	$59,906	$59,906	$239,624
Fringe Benefits Rate		40.00%								
Employee Fringe Benefits		$203,672				$23,962	$23,962	$23,962	$23,962	$95,848
Total Non DAS Salaries and Benefits		$712,852				**$83,868**	**$83,868**	**$83,868**	**$83,868**	**$335,472**
Total DAS and Non DAS Salaries and Benefits		$1,425,704				**$147,051**	**$147,051**	**$147,051**	**$147,051**	**$588,204**

HSA #2 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Operating Expense Detail

		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted		15,311	15,311	15,311	15,311	61,244
DAS Operating Expenses						
Expenditure Category						
Rental of Property						
Utilities (Elec, Water, Gas, Phone, Garbage)						
Office Supplies, Postage		$56	$56	$56	$56	$224
Maintenance Supplies and Services		$2,251	$2,251	$2,251	$2,251	$9,004
Printing and Reproduction		$225	$225	$225	$225	$900
Insurance		$1,801	$1,801	$1,801	$1,801	$7,204
Staff Training/ Recruitment		$113	$113	$113	$113	$452
Auto/Gas/Oil Maintenance: Van		$297	$297	$297	$297	
Staff Travel-(Local & Out of Town)		$34	$34	$34	$34	$136
IT Equipment						
Food Cost						
Raw Food	*per meal $ 4.37*	$66,964	$66,964	$66,964	$66,964	$267,856
Cong Food Svc Supplies	*per meal $ 0.72*	$11,015	$11,015	$11,015	$11,015	$44,060
Catered Meals	*per meal*					
Consultant						
Other						
Equipment Repair		$272	$272	$272	$272	$1,087
Program Supplies						
Total DAS Operating Expenses		**$83,028**	**$83,028**	**$83,028**	**$83,028**	**$332,111**
Non DAS Operating Expenses						
Expenditure Category						
Food Cost						
Consultant						
Other						
Total Non DAS Operating Expenses						
Total DAS and Non DAS Operating Expenses		**$83,028**	**$83,028**	**$83,028**	**$83,028**	**$332,111**

HSA #3 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Appendix A– Services to be Provided
Project Open Hand
To-Go Meal Nutrition Services for Adults with Disabilities
July 1, 2025 - June 30, 2029

I. Purpose

The purpose of this grant is to provide to-go meal nutrition services to adults with disabilities living in the City and County of San Francisco. Services include meals, nutrition education, and nutrition risk screening. To-go meal nutrition services support individuals to live independently in their own homes and communities, help ensure health and well-being through improved nutrition and reduced isolation and serve as an access point for other home and community-based services.

II. Definitions

Grantee	Project Open Hand
Adult with a Disability	A person 18-59 years of age with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging.
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DAS Benefits and Resources Hub	A unit within DAS that is equipped to receive calls from the community and provide information, referrals, and assistance for older adults and adults with disabilities, caregivers, and community-based organizations. https://www.sfhsa.org/contact-us/locations/das-benefits-and-resources-hub
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: activities of daily living (ADL), and instrumental activities of daily living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
Food Security Screening	A two-question validated screening tool designed to assess an individual's food security status.
HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Initial Assessment (To-go Meal Nutrition Services)	An initial assessment conducted by a qualified staff member to determine a consumer's need for to-go meal nutrition services. The assessment must document if the consumer is not comfortable dining in a congregate meal setting. It will also evaluate and document physiological, socioeconomic, and psychological factors that contribute to the individual's need for nutrition and related supportive services. These factors include the presence of acute or chronic diseases, health conditions or syndromes; the adequacy of the participant's family or support system; and the individual's functional status, particularly their ability to perform activities of daily living (ADLs) and instrumental activities of daily living (IADLs). (CCR Title 22 Sec. 7638.3)
LGBTQIA+	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.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for program enrollment and participation is not means tested. Consumers self-report income status.
Menu Planning and Nutrient Analysis	The development of a menu cycle that complies with the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP) and California Department of Aging (CDA) menu standards, as well as the nutrition requirements of meals. A Registered Dietitian must conduct a nutrient analysis to verify that the menu meets these standards and requirements. (CDA Program Memo 12-17, as amended; California Code of Regulations, Title 22, Section 7638.5)

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Nutrition Compliance and Quality Assurance (NCQA)	Nutrition Compliance and Quality Assurance are the required components of congregate, to-go, and home-delivered nutrition services that ensure program integrity and quality. These components include but are not limited to ensuring food safety; certifying menu compliance; providing nutrition education; confirming consumer eligibility; and assessing consumers' physiological, socioeconomic, and psychological well-being, as well as their need for nutrition and other supportive services. NCQA also includes nutrition counseling provided by a registered dietitian, when feasible and appropriate.
Nutrition Education Session	An intervention targeting participants and caregivers that involves the dissemination of information, instruction, or training to support food, nutrition, and physical activity choices and behaviors aimed at maintaining or improving health and addressing nutrition-related conditions. The content is consistent with the Dietary Guidelines for Americans (DGA), accurate, culturally sensitive, regionally appropriate, and takes personal preferences into account. Nutrition education sessions are overseen by a Registered Dietitian. Grantees are required to provide education sessions at least quarterly for program participants and to record the provision of each session, including an estimated number of participants reached, in SF DAS GetCare. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate, to-go, and home-delivered nutrition services shall comply with the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI), as specified in California Code of Regulations, Title 22, Section 7638.5
Nutrition Risk Screening	Completion of the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
OAA	Older Americans Act
OCP	Office of Community Partnerships.
Older Adult	A person who is 60 years or older, used interchangeably with "senior."
Older Californians Nutrition Program Title III C1 and C2 (OCNP)	A program that provides nutrition services as authorized by the Older Americans Act of 1965, as amended, and is administered in accordance with the provisions of California Code of Regulations (CCR), Title 22, Chapter 4, Article 5, Section 7630, and was formerly known as the Elderly Nutrition Program (ENP).

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Reassessment (To-go Meal Nutrition Services)	A reassessment conducted quarterly by qualified staff that documents the need for continued to-go meal nutrition services
Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	An individual who meets both of the following criteria: 1) Qualified as specified in Sections 2585 and 2586 of the Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years or older, used interchangeably with "older adult."
SF DAS GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
SFHSA	San Francisco Human Services Agency
Socially Isolated	Having few social relationships and few people to interact with regularly.
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.)
Supervisorial District (District)	There are eleven supervisorial districts in the City and County of San Francisco. A map of each district can be found at: https://www.sf.gov/maps
To-go Meal Nutrition Services	The provision of meals by a qualified nutrition service provider at designated meal sites that are picked up by eligible consumers or delivered to eligible consumers at their place of residence who are not comfortable dining in a congregate meal setting. Meals must comply with the Dietary Guidelines for Americans and meet the Dietary Reference Intakes (DRIs). In addition to the provision of a meal, services include an initial assessment of each consumer's needs and eligibility and a quarterly reassessment to determine continued eligibility; nutrition education; and nutrition risk screening.
Volunteer	A volunteer is an individual who offers their time and services willingly and without compensation to assist the grantee in various activities to support nutrition services.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Unduplicated Consumer (UDC)	An eligible individual who receives meals through the home-delivered nutrition services program and whose participation is documented in SF DAS GetCare by the grantee.
Unit of Service (UOS)	A meal provided to an eligible individual. Each meal shall provide one-third (1/3) of the DRI and comply with the most current Dietary Guidelines for Americans. (22 CCR 7638.5, 22 CCR 7638.7)

III. Target Populations

This program is designed to serve all people who can benefit from the services outlined in this Appendix, and particularly those demonstrating the greatest economic and social need. To ensure that the most vulnerable people are aware of and can benefit from this program, grantee shall ensure that program services are accessible to:

1. Persons with low to moderate income
2. Persons who are socially isolated
3. Persons with limited English-speaking proficiency
4. Persons from communities of color or communities that have historically been under-served
5. Members of the LGBTQIA+ community
6. Persons at risk of institutionalization

IV. Eligibility for Services

To be eligible for to-go meal nutrition services, an individual must be:

1. A person 18-59 years of age with a disability, and
2. An individual who is not comfortable dining in a congregate meal setting as determined by an initial assessment and quarterly reassessments conducted by the grantee, and
3. A resident of San Francisco**.**
4. A spouse or domestic partner of an eligible individual may participate in services if a grantee-conducted assessment determines that such participation is in the best interest of the eligible individual.

V. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that comply with the nutrition and food service standards set forth by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, the California Department of Aging (CDA), the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP), and the requirements described in this Appendix A.
2. Grantee will provide to-go meals to eligible consumers at designated meal site(s) which must be submitted to and pre-approved by DAS OCP. The grantee will ensure that all meal sites comply with applicable federal, state, and local regulations, including those related to restrooms, lighting, and ventilation. Meal sites must also be equipped with sturdy tables and chairs suitable for the target population. With prior

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

approval from DAS OCP, the grantee may deliver to-go meals to consumers' residences. The grantee shall operate to-go meal nutrition services in accordance with their DAS-approved site chart, including adherence to DAS OCP-approved geographic areas within the City and County of San Francisco.

3. Grantee shall provide meals that comply with the California Department of Aging's (CDA) Older Californians Nutrition Program (OCNP) Menu Planning Guidance. Each meal must provide a minimum of one-third of the Dietary Reference Intakes (DRIs) and align with the current Dietary Guidelines for Americans. Meals shall be culturally appropriate for the target population(s) served and ready to consume. Grantees are encouraged to implement an Offer Versus Serve (OVS) approach when possible, allowing participants to select the food items they wish to eat, to reduce food waste.
4. Grantee will implement a forecasting system to closely estimate demand and adjust meal production, accordingly, minimizing meal waste through regular reviews and adaptations based on actual distribution patterns. The grantee may introduce a consumer reservation system to help manage meal distribution and ensure sufficient availability. The reservation system must include a written policy and procedure, both of which are subject to approval by DAS OCP.
5. Grantee will serve meals in environmentally friendly containers that are reusable, biodegradable, compostable, and/or recyclable. The grantee will comply with the City's Food Service Waste Reduction Ordinance (2007) and the Single-Use Food Ware Plastics Toxics and Litter Reduction Ordinance (2019).
6. Grantee will ensure that each meal nutrition site has sufficient staff (paid or volunteer) with the appropriate education, experience, and cultural competency designated to oversee the day-to-day operations, with at least one staff member physically present on-site during to-go meal service hours.
7. Grantee will manage all aspects of food service, including the procurement, preparation, transportation, and distribution of food and meals. The grantee will ensure compliance with the standards established by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, and the San Francisco Department of Public Health (SFDPH) Environmental Health Branch. This includes but is not limited to the following:
    a. A food facility permit, also known as a health permit, is required for each facility involved in the preparation, handling, and/or serving of food to the public. In addition, the facility must provide a current health inspection report with a "pass" facility rating status, as issued by the Environmental Health Branch of the San Francisco Department of Public Health.
    b. A certified food safety manager must be on staff to oversee and manage the day-to-day operations of food service.
    c. All staff involved in the preparation, storage, serving, or handling of food and/or meals must engage in approved food safety training.
8. Grantee will ensure all program staff are oriented and trained to perform their assigned responsibilities and tasks. Training at minimum will include:
    a. Food safety, prevention of foodborne illness, and HACCP principles.
    b. Instructions on accident prevention, fire safety, first aid, choking, earthquake preparedness, and additional emergency procedures as relevant.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

9. Grantee will provide a minimum of four (4) hours of annual training for paid and volunteer food service staff, including to-go meal nutrition services staff. The grantee must develop, implement, and maintain a yearly training plan on file. The plan should include the individuals to be trained, the trainer(s), the training content, and the schedule. The content of the training must be reviewed and approved by a Registered Dietitian Nutritionist (RD/RDN). Training sessions will be evaluated by staff, and documentation, including evaluations and attendance records, must be kept on file by the grantee.
10. Grantee will provide the following NCQA activities:
    a. Menu planning and meal analysis shall be conducted twice per year and in accordance with CDA's OCNP Menu Planning Guidance. The grantee must submit the menu cycle with the nutrient analysis for review and approval by DAS OCP at least thirty (30) days in advance of use. The grantee will ensure that food substitutions to originally planned meals are documented and approved by Registered Dietitian Nutritionist (RD/RDN).
    b. HACCP central kitchen and food service monitoring will be conducted at least once per quarter, with a minimum of four (4) monitoring visits during the fiscal year. The monitoring must be conducted and documented by a Registered Dietitian Nutritionist (RD/RDN). If the grantee delivers to-go meals, food service monitoring must include a review of end-of-route temperature checks, which should be performed every other week for each route to ensure meals are maintained at safe temperatures throughout delivery.
    c. Meal delivery route monitoring if the grantee delivers to-go meals. Route monitoring will include, but is not limited to, observation of the packing, transport, and delivery of meals. Route monitoring may be conducted and documented by a qualified staff member who has been trained by a certified food safety manager or a Registered Dietitian Nutritionist (RD/RDN). Documentation of the monitoring must be completed within two (2) weeks of the observation. Each of the grantee's meal delivery routes must be monitored at least two (2) times per fiscal year.
    d. Nutrition education sessions at least once per quarter and a minimum of four (4) times during the fiscal year for consumers participating in services. The grantee will record the delivery of nutrition education sessions in SF DAS GetCare and include the estimated number of participants.
11. Grantee will establish and maintain a consumer enrollment process that includes conducting an initial assessment prior to the start of meal services. The grantee will document the completion of the assessment and consumer information in SF DAS GetCare within one month of collecting the data, ensuring that all information is accurately recorded. The assessment will:
    a. Verify the consumer's eligibility for to-go meal nutrition services.
    b. Screen functional ability through a series of required questions related to activities of daily living (ADL) and instrumental activities of daily living (IADL).
    c. Obtain consumer demographic and other information as required by federal, state, and local government.
    d. Include completion of a nutrition risk screening using the DETERMINE checklist and a two-question food security screening.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

12. Grantee, at minimum, will provide consumers with the following information during the enrollment process:
    a. Safe food handling instructions for the meal(s) including reheating instructions if applicable.
    b. Voluntary contribution policy.
    c. Grievance policy.
    d. Information on how to request assistance from the grantee when needed.
13. Grantee will conduct and document nutrition service reassessments for program participants on a quarterly basis to confirm continued eligibility for services. Reassessments may be conducted in person or over the phone; however, if meals are being delivered to a consumer, an in-person reassessment must be conducted at least every other quarter. Reassessments may be performed by delivery staff or volunteers who have been trained by qualified staff. The grantee must also establish a disenrollment process for consumers who are no longer eligible or who choose to discontinue services.
14. Grantee will offer consumers who receive a meal the opportunity to contribute to the cost of the meal, in accordance with DAS OCP Policy Memorandum No. 5. The grantee will develop a suggested contribution amount based on the average income range of consumers accessing the to-go meal program, as well as the grantee's other funding sources. During the enrollment process, the grantee will provide consumers with written information explaining voluntary contributions and how to make them if they choose to do so. This notification must clearly state that contributions are voluntary, there is no obligation to contribute, and services will be provided regardless of whether a contribution is made. The grantee will also post a sign near the contribution collection receptacle indicating the suggested contribution for eligible individuals. The contribution process must ensure confidentiality, and the grantee must have written procedures in place to safeguard contributions and fees from loss, mishandling, or theft.
15. Grantee will have procedures in place to obtain the views of program participants about services received. At minimum, the grantee will develop and administer an annual consumer satisfaction survey to capture feedback on program outcomes and service quality. Both the survey tool and the administration plan must be reviewed and approved by DAS OCP prior to implementation. Feedback must be collected in a manner that ensures participant anonymity. The results will be shared with DAS OCP by March 15th of each grant year, or on a mutually agreed upon date.
16. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training annually, in accordance with the DAS OCP Policy Memorandum No. 45. Within 30 days of their start date, any new employee, subcontractor, or volunteer must also complete this training. The grantee will maintain records of completion. The grantee shall comply with the applicable privacy and security rules of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
17. Grantee will ensure that all program staff, regardless of position, receive initial training on elder abuse and mandated reporting. Program staff who interact with consumers must complete this training annually, in accordance with the DAS OCP Policy Memorandum No. 35.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

18. Grantee shall develop a written grievance process for reviewing and resolving service concerns raised by consumers or their authorized representatives regarding DAS-funded programs and their employees or volunteers, in accordance with DAS OCP Policy Memorandum No. 33. This process must ensure that consumers have clearly established rights and due process for timely resolution of their concerns.
19. Grantee will ensure that DAS funding information is prominently displayed on its websites and publications related to the DAS-funded nutrition program, in accordance with DAS OCP Policy Memorandum No.47.
20. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
21. Grantee will arrange for the availability of food to participants during a major disaster where feasible and appropriate.

VI. Location and Time of Services

The grantee will provide to-go meal nutrition services in the City and County of San Francisco. The grantee, with approval from DAS OCP, will determine the location(s) and time(s) for the provision of to-go meal nutrition services.

VII. Service Objectives

On an annual basis, the grantee shall meet the following service objectives:

Table A	FY 25/26	FY 26/27	FY 27/28	FY 28/29
Number of Unduplicated Consumers (UDC)	350	350	350	350
Number of Meals	20,204	20,204	20,204	20,204

VIII. Outcome Objectives

Measured via a consumer survey with a sample size equal to or greater than the grantee's average daily number of to-go meals served.

1. At least 75% of consumers report an increased consumption of fruits, vegetables, and/or whole grains.
2. At least 85% of consumers report feeling less worried about getting enough food to meet their needs.
3. At least 85% of consumers rate the quality of meals they receive as excellent or good.
4. At least 85% of consumers report that the food support they receive helps them live stably in the community.

IX. Data Collection and Reporting Requirements

1. Grantee will provide a monthly report of activities, referencing the tasks described in Section VII & VIII- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month. The report will include, at a minimum: the number of consumers served, number of meals prepared and served, number of consumers denied services, and the amount of voluntary consumer contributions received.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

2. Grantee will submit a quarterly report, along with supporting documentation, to DAS OCP detailing the HACCP activities conducted. Reports are due on the following dates: October 15th, January 15th, April 15th, and June 15th.
3. Grantee will provide an annual report summarizing the contract activities, referencing the tasks described in Section VII & VIII- Service 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 day of the month following the end of the program year.
4. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SFHSA no later than July 31st each year. The grantee must submit the report in the CARBON system.
5. Grantee will provide Ad Hoc reports as required by the Departments.
6. Pursuant to California Department of Aging requirements, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
7. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies "Focal Points" which are designed to help older adults and adults with disabilities connect to services throughout the City. These Focal Points are:

Name	Address	Phone
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-822-1444 x1200
Canon Kip Senior Center	705 Natoma, St San Francisco, 94103	415-487-3300
Chi Sing Community Center	3133 Taraval St, San Francisco, 94116	415-533-6859
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700
Downtown SF Senior Center	481 O'Farrell St, San Francisco, 94102	415-202-2982
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
Geneva Community Center	5050 Mission St., Suite C, San Francisco 94112	
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415-405-4672
Self-Help for the Elderly Social Services Department	829 Kearney St, San Francisco, 94133	415-677-7585
Toolworks	22 Battery St. Suite 300, San Francisco, 94111	415-733-0990
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828

For assistance with reporting and contract requirements, please contact:

Emmy.Miller@sfgov.org
Contract Manager, Office of Contract Management, SFHSA
or

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Julie.Hibarger@sfgov.org
Program Analyst, DAS OCP

X. Monitoring Activities

1. Program Monitoring: Program monitoring will include review of consumer eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives; compliance with specific program standards and requirements; participant record collection and maintenance; reporting performance including monthly service unit reports on SF DAS GetCare; maintenance of service unit logs; agency and organization standards, including current organizational chart; evidence of annual Elder Abuse Reporting training provided to staff and volunteers; evidence of annual California Department of Aging (CDA) Security Awareness training provided to staff and volunteers; program operations, which includes a review of a written policies and procedures manual of all DAS OCP-funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation current and consistent with the site chart; a board of directors list and whether services are provided appropriately according to Sections III through VIII.

2. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, 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 the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster, and selected board minutes for compliance with the Sunshine Ordinance.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM

Name					
PROJECT OPEN HAND			AWD To Go Meals		
(Check One) New __X__ Renewal ____ Modification ____					
If modification, Effective Date of Mod. No. of Mod.					
Program: Congregate To-Go Meals for ( ) older adults or (X) adults with disabilities					
Budget Reference Page No.(s)					
Program Term	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted	20,204	20,204	20,204	20,204	80,816
DAS Expenditures					
Salaries & Benefits	$163,178	$174,467	$174,467	$174,467	$686,580
Operating Expenses	$64,165	$52,876	$52,876	$52,876	$222,791
Subtotal	$227,343	$227,343	$227,343	$227,343	$909,371
Indirect Percentage (%)	15.00%	15.00%	15.00%	15.00%	15.00%
Indirect Cost	$34,101	$34,101	$34,101	$34,101	$136,404
Capital/Subcontractor Expenditures					
NCQA Expenditures					
Total DAS Expenditures	**$261,444**	**$261,444**	**$261,444**	**$261,444**	**$1,045,776**
Non DAS Expenditures					
Salaries & Benefits	$54,005	$107,578	$107,578	$107,578	$376,739
Operating Expenses	$69,754	$105,432	$105,432	$105,432	$386,051
Capital/Subcontractor Expenditures					
NCQA Expenditures					
Total Non DAS Expenditures	**$123,759**	**$213,010**	**$213,010**	**$213,010**	**$762,791**
TOTAL DAS AND NON DAS EXPEDITURES	**$385,203**	**$474,454**	**$474,454**	**$474,454**	**$1,808,567**
DAS Revenues					
Meals- General Fund	$261,444	$261,444	$261,444	$261,444	$1,045,776
Meals- State Fund					
Meals- Federal Fund					
NCQA Fund					
Total DAS Revenue	**$261,444**	**$261,444**	**$261,444**	**$261,444**	**$1,045,776**
PER MEAL COST, DAS	$12.94	$12.94	$12.94	$12.94	$12.94
PER MEAL COST (with NCQA), DAS	$12.94	$12.94	$12.94	$12.94	$12.94
Non DAS Revenues					
Project Income					
Agency Cash- Fundraising	$69,442	$145,313	$145,313	$145,313	$505,381
Agency In-kind Volunteer	$29,958	$33,865	$33,865	$33,865	$131,553
Agency Property (Occupancy)	$24,359	$33,832	$33,832	$33,832	$125,856
NCQA Revenue					
Total Non DAS Revenue	**$123,759**	**$213,010**	**$213,010**	**$213,010**	**$762,791**
PER MEAL COST, Non DAS	$6.13	$10.54	$10.54	$10.54	$9.44
PER MEAL COST (with NCQA), Non DAS	$6.13	$10.54	$10.54	$10.54	$9.44
TOTAL DAS AND NON DAS REVENUE	**$385,203**	**$474,454**	**$474,454**	**$474,454**	**$1,808,567**
PER MEAL COST, Total	$19.07	$23.48	$23.48	$23.48	$22.38
PER MEAL COST (with NCQA), Total	$19.07	$23.48	$23.48	$23.48	$22.38
Full Time Equivalent (FTE)	88.28	88.28	88.28	88.28	353.12
Prepared by:					Date:
HSA-CO Review Signature:					
HSA #1					**10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Salaries & Benefits Detail

DAS Salaries & Benefits		Agency Totals		HSA Program		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Program Staff:										
Director, Community Nutrition Program		$89,095	1.00	6.03%	0.06	$5,375	$6,076	$6,076	$6,076	$23,602
Manager, Community Nutrition Program, Data		$74,263	1.00	6.03%	0.06	$4,480	$5,064	$5,064	$5,064	$19,673
Manager, Community Nutrition Program		$74,254	1.00	6.38%	0.06	$4,738	$5,596	$5,596	$5,596	$21,526
Manager, Community Nutrition Program		$74,263	1.00	6.38%	0.06	$4,739	$5,597	$5,597	$5,597	$21,529
Senior Director, Programs		$105,029	1.00	3.06%	0.03	$3,219	$3,219	$3,219	$3,219	$12,876
Community Nutrition Program Assistant		$54,142	1.00	8.28%	0.08	$4,485	$5,329	$5,329	$5,329	$20,472
Community Nutrition Site Coordinator		$44,200	0.50	8.28%	0.04	$1,831	$4,350	$4,350	$4,350	$14,882
Community Nutrition Site Coordinator		$44,200	0.50	8.28%	0.04	$1,831	$4,350	$4,350	$4,350	$14,882
Community Nutrition Site Coordinator		$44,200	0.50	8.28%	0.04	$1,831	$4,350	$4,350	$4,350	$14,882
Community Nutrition Site Coordinator		$44,200	0.50	8.28%	0.04	$1,831	$4,350	$4,350	$4,350	$14,882
Community Nutrition Site Coordinator		$44,200	0.50	8.28%	0.04	$1,831	$4,350	$4,350	$4,350	$14,882
Community Nutrition Site Coordinator		$44,200	0.50	8.28%	0.04	$1,831	$4,350	$4,350	$4,350	$14,882
Community Nutrition Site Coordinator		$44,200	0.50	8.28%	0.04	$1,831	$4,350	$4,350	$4,350	$14,882
Community Nutrition Site Coordinator		$44,200	0.50	8.28%	0.04	$1,831	$4,350	$4,350	$4,350	$14,882
Community Nutrition Site Coordinator		$44,200	0.50	8.28%	0.04	$1,831	$4,350	$4,350	$4,350	$14,882
Community Nutrition Site Coordinator		$44,200	0.50	8.28%	0.04	$1,831	$4,350	$4,350	$4,350	$14,882
Community Nutrition Site Coordinator		$44,200	0.63	7.21%	0.05	$1,993	$3,699	$3,699	$3,699	$13,091
Community Nutrition Site Coordinator		$44,200	0.63	7.21%	0.05	$1,993	$3,699	$3,699	$3,699	$13,091
Community Nutrition Site Coordinator		$44,200	0.50	8.28%	0.04	$1,831	$4,350	$4,350	$4,350	$14,882
Community Nutrition Site Coordinator		$44,200	0.50	8.28%	0.04	$1,831	$4,350	$4,350	$4,350	$14,882
Community Nutrition Site Coordinator		$44,200	0.50	8.28%	0.04	$1,831	$4,350	$4,350	$4,350	$14,882
Community Nutrition Site Coordinator		$44,200	0.50	8.28%	0.04	$1,831	$4,350	$4,350	$4,350	$14,882
Kitchen Staff:										
Cook II		$44,200	1.00	2.78%	0.03	$1,229	$467	$467	$467	$2,630
Cook II		$44,200	1.00	2.78%	0.03	$1,229	$467	$467	$467	$2,630
Cook II		$44,200	1.00	2.78%	0.03	$1,229	$467	$467	$467	$2,630
Cook I		$44,200	1.00	2.78%	0.03	$1,229	$467	$467	$467	$2,630
Cook I		$44,200	0.63	2.78%	0.02	$774	$467	$467	$467	$2,175
Lead Cook		$48,000	1.00	2.78%	0.03	$1,334	$507	$507	$507	$2,856
Lead Cook		$48,000	1.00	2.78%	0.03	$1,334	$507	$507	$507	$2,856
Sous Chef		$58,000	1.00	2.78%	0.03	$1,612	$613	$613	$613	$3,451
Sous Chef		$58,000	1.00	2.78%	0.03	$1,612	$613	$613	$613	$3,451
Porter I		$42,700	1.00	2.78%	0.03	$1,187	$451	$451	$451	$2,541
Porter I		$42,700	1.00	2.78%	0.03	$1,187	$451	$451	$451	$2,541
Porter I		$42,700	1.00	2.78%	0.03	$1,187	$451	$451	$451	$2,541
Porter I		$42,700	1.00	2.78%	0.03	$1,187	$451	$451	$451	$2,541
Porter I		$42,700	1.00	2.78%	0.03	$1,187	$451	$451	$451	$2,541
Porter I		$42,700	1.00	2.78%	0.03	$1,187	$451	$451	$451	$2,541
Porter I		$42,700	1.00	2.78%	0.03	$1,187	$451	$451	$451	$2,541
Executive Chef		$103,963	1.00	2.78%	0.03	$2,890	$1,099	$1,099	$1,099	$6,186
Senior Director, Culinary Services		$117,878	1.00	2.78%	0.03	$3,277	$1,246	$1,246	$1,246	$7,015
Culinary Services Quality Manager		$70,000	1.00	2.78%	0.03	$1,946	$740	$740	$740	$4,166
Kitchen Operations Coordinator II		$43,000	1.00	2.78%	0.03	$1,195	$454	$454	$454	$2,558
Kitchen Operations Coordinator II		$43,000	1.00	2.78%	0.03	$1,195	$454	$454	$454	$2,558
Kitchen Operations Coordinator II		$43,000	1.00	2.78%	0.03	$1,195	$454	$454	$454	$2,558
Inventory Operations Coordinator II		$44,500	1.00	2.78%	0.03	$1,237	$470	$470	$470	$2,648
Inventory Operations Coordinator II		$44,500	1.00	2.78%	0.03	$1,237	$470	$470	$470	$2,648
Culinary Nutritionist		$67,000	1.00	2.78%	0.03	$1,863	$708	$708	$708	$3,987
Manager, Inventory Operations		$71,000	1.00	2.78%	0.03	$1,974	$750	$750	$750	$4,225
Distribution Staff:										
Driver		$46,000	1.00	2.78%	0.03	$1,279	$486	$486	$486	$2,738
Driver		$46,000	1.00	2.78%	0.03	$1,279	$486	$486	$486	$2,738
Driver		$46,000	1.00	2.78%	0.03	$1,279	$486	$486	$486	$2,738
Manager Distribution		$74,160	1.00	2.78%	0.03	$2,062	$784	$784	$784	$4,413
Director Distribution and Inventory Operation		$100,904	1.00	2.78%	0.03	$2,805	$1,066	$1,066	$1,066	$6,004
Operations Staff:										
Purchasing Manager		$70,000	1.00	2.78%	0.03	$1,946	$740	$740	$740	$4,166
Dir Facilities, Procurement & Business Operations		$110,281	1.00	2.78%	0.03	$3,066	$1,166	$1,166	$1,166	$6,563
Volunteer Services Staff:										
Director, Volunteer and Grocery Operations		$108,313	1.00	2.78%	0.03	$3,011	$1,145	$1,145	$1,145	$6,445
Manager, Volunteer Services		$77,250	1.00	2.78%	0.03	$2,148	$816	$816	$816	$4,597
Volunteer Coordinator		$52,874	1.00	2.78%	0.03	$1,470	$559	$559	$559	$3,147
Volunteer Coordinator		$54,413	1.00	2.78%	0.03	$1,513	$575	$575	$575	$3,238
Totals		$3,388,382	51.38	277.71%	2.09	$118,245	$126,425	$126,425	$126,425	$497,521
Fringe Benefits Rate		38.00%								
Employee Fringe Benefits		$1,287,585				$44,933	$48,042	$48,042	$48,042	$189,059
Total DAS Salaries and Benefits		$4,675,967				**$163,178**	**$174,467**	**$174,467**	**$174,467**	**$686,580**

Non DAS Salaries & Benefits		Agency Totals		HSA Program		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Kitchen Staff:										
Cook II		$44,200	1.00	0.52%	0.005	$230	$1,090	$1,090	$1,090	$3,500
Cook II		$44,200	1.00	0.52%	0.005	$230	$1,090	$1,090	$1,090	$3,500
Cook II		$44,200	1.00	0.52%	0.005	$230	$1,090	$1,090	$1,090	$3,500
Cook I		$44,200	1.00	0.52%	0.005	$230	$1,090	$1,090	$1,090	$3,500

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Salaries & Benefits Detail

DAS Salaries & Benefits		Agency Totals		HSA Program		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Cook I		$44,200	0.63	0.52%	0.003	$145	$1,090	$1,090	$1,090	$3,415
Lead Cook		$48,000	1.00	0.52%	0.005	$250	$1,184	$1,184	$1,184	$3,801
Lead Cook		$48,000	1.00	0.52%	0.005	$250	$1,184	$1,184	$1,184	$3,801
Sous Chef		$58,000	1.00	0.52%	0.005	$302	$1,430	$1,430	$1,430	$4,593
Sous Chef		$58,000	1.00	0.52%	0.005	$302	$1,430	$1,430	$1,430	$4,593
Porter I		$42,700	1.00	0.52%	0.005	$222	$1,053	$1,053	$1,053	$3,381
Porter I		$42,700	1.00	0.52%	0.005	$222	$1,053	$1,053	$1,053	$3,381
Porter I		$42,700	1.00	0.52%	0.005	$222	$1,053	$1,053	$1,053	$3,381
Porter I		$42,700	1.00	0.52%	0.005	$222	$1,053	$1,053	$1,053	$3,381
Porter I		$42,700	1.00	0.52%	0.005	$222	$1,053	$1,053	$1,053	$3,381
Porter I		$42,700	1.00	0.52%	0.005	$222	$1,053	$1,053	$1,053	$3,381
Porter I		$42,700	1.00	0.52%	0.005	$222	$1,053	$1,053	$1,053	$3,381
Executive Chef		$103,963	1.00	0.52%	0.005	$541	$2,564	$2,564	$2,564	$8,233
Senior Director, Culinary Services		$117,878	1.00	0.52%	0.005	$614	$2,907	$2,907	$2,907	$9,335
Culinary Services Quality Manager		$70,000	1.00	0.52%	0.005	$364	$1,726	$1,726	$1,726	$5,543
Kitchen Operations Coordinator II		$43,000	1.00	0.52%	0.005	$224	$1,060	$1,060	$1,060	$3,405
Kitchen Operations Coordinator II		$43,000	1.00	0.52%	0.005	$224	$1,060	$1,060	$1,060	$3,405
Kitchen Operations Coordinator II		$43,000	1.00	0.52%	0.005	$224	$1,060	$1,060	$1,060	$3,405
Inventory Operations Coordinator II		$44,500	1.00	0.52%	0.005	$232	$1,097	$1,097	$1,097	$3,524
Inventory Operations Coordinator II		$44,500	1.00	0.52%	0.005	$232	$1,097	$1,097	$1,097	$3,524
Culinary Nutritionist		$67,000	1.00	0.52%	0.005	$349	$1,652	$1,652	$1,652	$5,306
Manager, Inventory Operations		$71,000	1.00	0.52%	0.005	$370	$1,751	$1,751	$1,751	$5,623
Distribution Staff:										
Driver		$46,000	1.00	3.30%	0.033	$1,518	$1,134	$1,134	$1,134	$4,921
Driver		$46,000	1.00	0.52%	0.005	$240	$1,134	$1,134	$1,134	$3,643
Driver		$46,000	1.00	0.52%	0.005	$240	$1,134	$1,134	$1,134	$3,643
Manager Distribution		$74,160	1.00	0.52%	0.005	$386	$1,829	$1,829	$1,829	$5,873
Director Distribution and Inventory Operation		$100,904	1.00	0.52%	0.005	$525	$2,488	$2,488	$2,488	$7,990
Operations Staff:										
Purchasing Manager		$70,000	1.00	3.30%	0.033	$2,310	$1,726	$1,726	$1,726	$7,489
Dir Facilities, Procurement & Business Operations		$110,281	1.00	0.52%	0.005	$574	$2,720	$2,720	$2,720	$8,733
Volunteer Services Staff:										
Director, Volunteer and Grocery Operations		$108,313	1.00	3.30%	0.033	$3,575	$2,671	$2,671	$2,671	$11,588
Manager, Volunteer Services		$77,250	1.00	0.52%	0.005	$402	$1,905	$1,905	$1,905	$6,117
Volunteer Coordinator		$52,874	1.00	0.52%	0.005	$275	$1,304	$1,304	$1,304	$4,187
Volunteer Coordinator		$54,413	1.00	0.52%	0.005	$283	$1,342	$1,342	$1,342	$4,309
In-Kind										
Volunteers		$80,309	0.27	100.00%	0.270	$21,709	$24,540	$24,540	$24,540	$95,329
Totals		$2,246,243	36.90	127.61%	0.54	$39,134	$77,955	$77,955	$77,955	$272,999
Fringe Benefits Rate		38.00%								
Employee Fringe Benefits		$853,572				$14,871	$29,623	$29,623	$29,623	$103,740
Total Non DAS Salaries and Benefits		$3,099,815				**$54,005**	**$107,578**	**$107,578**	**$107,578**	**$376,739**
Total DAS and Non DAS Salaries and Benefits		$7,775,782				**$217,183**	**$282,045**	**$282,045**	**$282,045**	**$1,063,319**

HSA #2 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Appendix A– Services to be Provided
Russian American Community Services, Inc.
To-Go Meal Nutrition Services for Adults with Disabilities
July 1, 2025 - June 30, 2029

I. Purpose

The purpose of this grant is to provide to-go meal nutrition services to adults with disabilities living in the City and County of San Francisco. Services include meals, nutrition education, and nutrition risk screening. To-go meal nutrition services support individuals to live independently in their own homes and communities, help ensure health and well-being through improved nutrition and reduced isolation and serve as an access point for other home and community-based services.

II. Definitions

Adult with a Disability	A person 18-59 years of age with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging.
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

DAS	Department of Disability and Aging Services.
DAS Benefits and Resources Hub	A unit within DAS that is equipped to receive calls from the community and provide information, referrals, and assistance for older adults and adults with disabilities, caregivers, and community-based organizations. https://www.sfhsa.org/contact-us/locations/das-benefits-and-resources-hub
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: activities of daily living (ADL), and instrumental activities of daily living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
Food Security Screening	A two-question validated screening tool designed to assess an individual's food security status.
Grantee	Russian American Community Services, Inc.
HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Initial Assessment (To-go Meal Nutrition Services)	An initial assessment conducted by a qualified staff member to determine a consumer's need for to-go meal nutrition services. The assessment must document if the consumer is not comfortable dining in a congregate meal setting. It will also evaluate and document physiological, socioeconomic, and psychological factors that contribute to the individual's need for nutrition and related supportive services. These factors include the presence of acute or chronic diseases, health conditions or syndromes; the adequacy of the participant's family or support system; and the individual's functional status, particularly their ability to perform activities of daily living (ADLs) and instrumental activities of daily living (IADLs). (CCR Title 22 Sec. 7638.3)
LGBTQIA+	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.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for program enrollment and participation is not means tested. Consumers self-report income status.
Menu Planning and Nutrient Analysis	The development of a menu cycle that complies with the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP) and California Department of Aging (CDA) menu standards, as well as the nutrition requirements of meals. A Registered Dietitian must conduct a nutrient analysis to verify that the menu meets these standards and requirements. (CDA Program Memo 12-17, as amended; California Code of Regulations, Title 22, Section 7638.5)

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Nutrition Compliance and Quality Assurance (NCQA)	Nutrition Compliance and Quality Assurance are the required components of congregate, to-go, and home-delivered nutrition services that ensure program integrity and quality. These components include but are not limited to ensuring food safety; certifying menu compliance; providing nutrition education; confirming consumer eligibility; and assessing consumers' physiological, socioeconomic, and psychological well-being, as well as their need for nutrition and other supportive services. NCQA also includes nutrition counseling provided by a registered dietitian, when feasible and appropriate.
Nutrition Education Session	An intervention targeting participants and caregivers that involves the dissemination of information, instruction, or training to support food, nutrition, and physical activity choices and behaviors aimed at maintaining or improving health and addressing nutrition-related conditions. The content is consistent with the Dietary Guidelines for Americans (DGA), accurate, culturally sensitive, regionally appropriate, and takes personal preferences into account. Nutrition education sessions are overseen by a Registered Dietitian. Grantees are required to provide education sessions at least quarterly for program participants and to record the provision of each session, including an estimated number of participants reached, in SF DAS GetCare. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate, to-go, and home-delivered nutrition services shall comply with the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI), as specified in California Code of Regulations, Title 22, Section 7638.5
Nutrition Risk Screening	Completion of the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
OAA	Older Americans Act
OCP	Office of Community Partnerships.
Older Adult	A person who is 60 years or older, used interchangeably with "senior."
Older Californians Nutrition Program Title III C1 and C2 (OCNP)	A program that provides nutrition services as authorized by the Older Americans Act of 1965, as amended, and is administered in accordance with the provisions of California Code of Regulations (CCR), Title 22, Chapter 4, Article 5, Section 7630, and was formerly known as the Elderly Nutrition Program (ENP).

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Reassessment (To-go Meal Nutrition Services)	A reassessment conducted quarterly by qualified staff that documents the need for continued to-go meal nutrition services
Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	An individual who meets both of the following criteria: 1) Qualified as specified in Sections 2585 and 2586 of the Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years or older, used interchangeably with "older adult."
SF DAS GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
SFHSA	San Francisco Human Services Agency
Socially Isolated	Having few social relationships and few people to interact with regularly.
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.)
Supervisorial District (District)	There are eleven supervisorial districts in the City and County of San Francisco. A map of each district can be found at: https://www.sf.gov/maps
To-go Meal Nutrition Services	The provision of meals by a qualified nutrition service provider at designated meal sites that are picked up by eligible consumers or delivered to eligible consumers at their place of residence who are not comfortable dining in a congregate meal setting. Meals must comply with the Dietary Guidelines for Americans and meet the Dietary Reference Intakes (DRIs). In addition to the provision of a meal, services include an initial assessment of each consumer's needs and eligibility and a quarterly reassessment to determine continued eligibility; nutrition education; and nutrition risk screening.
Volunteer	A volunteer is an individual who offers their time and services willingly and without compensation to assist the grantee in various activities to support nutrition services.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Unduplicated Consumer (UDC)	An eligible individual who receives meals through the home-delivered nutrition services program and whose participation is documented in SF DAS GetCare by the grantee.
Unit of Service (UOS)	A meal provided to an eligible individual. Each meal shall provide one-third (1/3) of the DRI and comply with the most current Dietary Guidelines for Americans. (22 CCR 7638.5, 22 CCR 7638.7)

III. Target Populations

This program is designed to serve all people who can benefit from the services outlined in this Appendix, and particularly those demonstrating the greatest economic and social need. To ensure that the most vulnerable people are aware of and can benefit from this program, grantee shall ensure that program services are accessible to:

1. Persons with low to moderate income
2. Persons who are socially isolated
3. Persons with limited English-speaking proficiency
4. Persons from communities of color or communities that have historically been under-served
5. Members of the LGBTQIA+ community
6. Persons at risk of institutionalization

IV. Eligibility for Services

To be eligible for to-go meal nutrition services, an individual must be:

1. A person 18-59 years of age with a disability, and
2. An individual who is not comfortable dining in a congregate meal setting as determined by an initial assessment and quarterly reassessments conducted by the grantee, and
3. A resident of San Francisco**.**
4. A spouse or domestic partner of an eligible individual may participate in services if a grantee-conducted assessment determines that such participation is in the best interest of the eligible individual.

V. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that comply with the nutrition and food service standards set forth by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, the California Department of Aging (CDA), the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP), and the requirements described in this Appendix A.
2. Grantee will provide to-go meals to eligible consumers at designated meal site(s) which must be submitted to and pre-approved by DAS OCP. The grantee will ensure that all meal sites comply with applicable federal, state, and local regulations, including those related to restrooms, lighting, and ventilation. Meal sites must also be equipped with sturdy tables and chairs suitable for the target population. With prior

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

approval from DAS OCP, the grantee may deliver to-go meals to consumers' residences. The grantee shall operate to-go meal nutrition services in accordance with their DAS-approved site chart, including adherence to DAS OCP-approved geographic areas within the City and County of San Francisco.

3. Grantee shall provide meals that comply with the California Department of Aging's (CDA) Older Californians Nutrition Program (OCNP) Menu Planning Guidance. Each meal must provide a minimum of one-third of the Dietary Reference Intakes (DRIs) and align with the current Dietary Guidelines for Americans. Meals shall be culturally appropriate for the target population(s) served and ready to consume. Grantees are encouraged to implement an Offer Versus Serve (OVS) approach when possible, allowing participants to select the food items they wish to eat, to reduce food waste.
4. Grantee will implement a forecasting system to closely estimate demand and adjust meal production, accordingly, minimizing meal waste through regular reviews and adaptations based on actual distribution patterns. The grantee may introduce a consumer reservation system to help manage meal distribution and ensure sufficient availability. The reservation system must include a written policy and procedure, both of which are subject to approval by DAS OCP.
5. Grantee will serve meals in environmentally friendly containers that are reusable, biodegradable, compostable, and/or recyclable. The grantee will comply with the City's Food Service Waste Reduction Ordinance (2007) and the Single-Use Food Ware Plastics Toxics and Litter Reduction Ordinance (2019).
6. Grantee will ensure that each meal nutrition site has sufficient staff (paid or volunteer) with the appropriate education, experience, and cultural competency designated to oversee the day-to-day operations, with at least one staff member physically present on-site during to-go meal service hours.
7. Grantee will manage all aspects of food service, including the procurement, preparation, transportation, and distribution of food and meals. The grantee will ensure compliance with the standards established by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, and the San Francisco Department of Public Health (SFDPH) Environmental Health Branch. This includes but is not limited to the following:
    a. A food facility permit, also known as a health permit, is required for each facility involved in the preparation, handling, and/or serving of food to the public. In addition, the facility must provide a current health inspection report with a "pass" facility rating status, as issued by the Environmental Health Branch of the San Francisco Department of Public Health.
    b. A certified food safety manager must be on staff to oversee and manage the day-to-day operations of food service.
    c. All staff involved in the preparation, storage, serving, or handling of food and/or meals must engage in approved food safety training.
8. Grantee will ensure all program staff are oriented and trained to perform their assigned responsibilities and tasks. Training at minimum will include:
    a. Food safety, prevention of foodborne illness, and HACCP principles.
    b. Instructions on accident prevention, fire safety, first aid, choking, earthquake preparedness, and additional emergency procedures as relevant.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

9. Grantee will provide a minimum of four (4) hours of annual training for paid and volunteer food service staff, including to-go meal nutrition services staff. The grantee must develop, implement, and maintain a yearly training plan on file. The plan should include the individuals to be trained, the trainer(s), the training content, and the schedule. The content of the training must be reviewed and approved by a Registered Dietitian Nutritionist (RD/RDN). Training sessions will be evaluated by staff, and documentation, including evaluations and attendance records, must be kept on file by the grantee.
10. Grantee will provide the following NCQA activities:
    a. Menu planning and meal analysis shall be conducted twice per year and in accordance with CDA's OCNP Menu Planning Guidance. The grantee must submit the menu cycle with the nutrient analysis for review and approval by DAS OCP at least thirty (30) days in advance of use. The grantee will ensure that food substitutions to originally planned meals are documented and approved by Registered Dietitian Nutritionist (RD/RDN).
    b. HACCP central kitchen and food service monitoring will be conducted at least once per quarter, with a minimum of four (4) monitoring visits during the fiscal year. The monitoring must be conducted and documented by a Registered Dietitian Nutritionist (RD/RDN). If the grantee delivers to-go meals, food service monitoring must include a review of end-of-route temperature checks, which should be performed every other week for each route to ensure meals are maintained at safe temperatures throughout delivery.
    c. Meal delivery route monitoring if the grantee delivers to-go meals. Route monitoring will include, but is not limited to, observation of the packing, transport, and delivery of meals. Route monitoring may be conducted and documented by a qualified staff member who has been trained by a certified food safety manager or a Registered Dietitian Nutritionist (RD/RDN). Documentation of the monitoring must be completed within two (2) weeks of the observation. Each of the grantee's meal delivery routes must be monitored at least two (2) times per fiscal year.
    d. Nutrition education sessions at least once per quarter and a minimum of four (4) times during the fiscal year for consumers participating in services. The grantee will record the delivery of nutrition education sessions in SF DAS GetCare and include the estimated number of participants.
11. Grantee will establish and maintain a consumer enrollment process that includes conducting an initial assessment prior to the start of meal services. The grantee will document the completion of the assessment and consumer information in SF DAS GetCare within one month of collecting the data, ensuring that all information is accurately recorded. The assessment will:
    a. Verify the consumer's eligibility for to-go meal nutrition services.
    b. Screen functional ability through a series of required questions related to activities of daily living (ADL) and instrumental activities of daily living (IADL).
    c. Obtain consumer demographic and other information as required by federal, state, and local government.
    d. Include completion of a nutrition risk screening using the DETERMINE checklist and a two-question food security screening.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

12. Grantee, at minimum, will provide consumers with the following information during the enrollment process:
    a. Safe food handling instructions for the meal(s) including reheating instructions if applicable.
    b. Voluntary contribution policy.
    c. Grievance policy.
    d. Information on how to request assistance from the grantee when needed.
13. Grantee will conduct and document nutrition service reassessments for program participants on a quarterly basis to confirm continued eligibility for services. Reassessments may be conducted in person or over the phone; however, if meals are being delivered to a consumer, an in-person reassessment must be conducted at least every other quarter. Reassessments may be performed by delivery staff or volunteers who have been trained by qualified staff. The grantee must also establish a disenrollment process for consumers who are no longer eligible or who choose to discontinue services.
14. Grantee will offer consumers who receive a meal the opportunity to contribute to the cost of the meal, in accordance with DAS OCP Policy Memorandum No. 5. The grantee will develop a suggested contribution amount based on the average income range of consumers accessing the to-go meal program, as well as the grantee's other funding sources. During the enrollment process, the grantee will provide consumers with written information explaining voluntary contributions and how to make them if they choose to do so. This notification must clearly state that contributions are voluntary, there is no obligation to contribute, and services will be provided regardless of whether a contribution is made. The grantee will also post a sign near the contribution collection receptacle indicating the suggested contribution for eligible individuals. The contribution process must ensure confidentiality, and the grantee must have written procedures in place to safeguard contributions and fees from loss, mishandling, or theft.
15. Grantee will have procedures in place to obtain the views of program participants about services received. At minimum, the grantee will develop and administer an annual consumer satisfaction survey to capture feedback on program outcomes and service quality. Both the survey tool and the administration plan must be reviewed and approved by DAS OCP prior to implementation. Feedback must be collected in a manner that ensures participant anonymity. The results will be shared with DAS OCP by March 15th of each grant year, or on a mutually agreed upon date.
16. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training annually, in accordance with the DAS OCP Policy Memorandum No. 45. Within 30 days of their start date, any new employee, subcontractor, or volunteer must also complete this training. The grantee will maintain records of completion. The grantee shall comply with the applicable privacy and security rules of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
17. Grantee will ensure that all program staff, regardless of position, receive initial training on elder abuse and mandated reporting. Program staff who interact with consumers must complete this training annually, in accordance with the DAS OCP Policy Memorandum No. 35.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

18. Grantee shall develop a written grievance process for reviewing and resolving service concerns raised by consumers or their authorized representatives regarding DAS-funded programs and their employees or volunteers, in accordance with DAS OCP Policy Memorandum No. 33. This process must ensure that consumers have clearly established rights and due process for timely resolution of their concerns.
19. Grantee will ensure that DAS funding information is prominently displayed on its websites and publications related to the DAS-funded nutrition program, in accordance with DAS OCP Policy Memorandum No.47.
20. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
21. Grantee will arrange for the availability of food to participants during a major disaster where feasible and appropriate.

VI. Location and Time of Services

The grantee will provide to-go meal nutrition services in the City and County of San Francisco. The grantee, with approval from DAS OCP, will determine the location(s) and time(s) for the provision of to-go meal nutrition services.

VII. Service Objectives

On an annual basis, the grantee shall meet the following service objectives:

Table A	FY 25/26	FY 26/27	FY 27/28	FY 28/29
Number of Unduplicated Consumers (UDC)	12	12	12	12
Number of Meals	2,635	2,635	2,635	2,635

VIII. Outcome Objectives

Measured via a consumer survey with a sample size equal to or greater than the grantee's average daily number of to-go meals served.

1. At least 75% of consumers report an increased consumption of fruits, vegetables, and/or whole grains.
2. At least 85% of consumers report feeling less worried about getting enough food to meet their needs.
3. At least 85% of consumers rate the quality of meals they receive as excellent or good.
4. At least 85% of consumers report that the food support they receive helps them live stably in the community.

IX. Data Collection and Reporting Requirements

1. Grantee will provide a monthly report of activities, referencing the tasks described in Section VII & VIII- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month. The report will include, at a minimum: the number of consumers served, number of meals prepared and served, number of consumers denied services, and the amount of voluntary consumer contributions received.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

2. Grantee will submit a quarterly report, along with supporting documentation, to DAS OCP detailing the HACCP activities conducted. Reports are due on the following dates: October 15th, January 15th, April 15th, and June 15th.
3. Grantee will provide an annual report summarizing the contract activities, referencing the tasks described in Section VII & VIII- Service 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 day of the month following the end of the program year.
4. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SFHSA no later than July 31st each year. The grantee must submit the report in the CARBON system.
5. Grantee will provide Ad Hoc reports as required by the Departments.
6. Pursuant to California Department of Aging requirements, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
7. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies "Focal Points" which are designed to help older adults and adults with disabilities connect to services throughout the City. These Focal Points are:

Name	Address	Phone
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-822-1444 x1200
Canon Kip Senior Center	705 Natoma, St San Francisco, 94103	415-487-3300
Chi Sing Community Center	3133 Taraval St, San Francisco, 94116	415-533-6859
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700
Downtown SF Senior Center	481 O'Farrell St, San Francisco, 94102	415-202-2982
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
Geneva Community Center	5050 Mission St., Suite C, San Francisco 94112	
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415-405-4672
Self-Help for the Elderly Social Services Department	829 Kearney St, San Francisco, 94133	415-677-7585
Toolworks	22 Battery St. Suite 300, San Francisco, 94111	415-733-0990
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828

For assistance with reporting and contract requirements, please contact:

Gary.Hom@sfgov.org
Contract Manager, Office of Contract Management, SFHSA
or

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Marina.Kan@sfgov.org
Program Analyst, DAS OCP

X. Monitoring Activities

1. Program Monitoring: Program monitoring will include review of consumer eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives; compliance with specific program standards and requirements; participant record collection and maintenance; reporting performance including monthly service unit reports on SF DAS GetCare; maintenance of service unit logs; agency and organization standards, including current organizational chart; evidence of annual Elder Abuse Reporting training provided to staff and volunteers; evidence of annual California Department of Aging (CDA) Security Awareness training provided to staff and volunteers; program operations, which includes a review of a written policies and procedures manual of all DAS OCP-funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation current and consistent with the site chart; a board of directors list and whether services are provided appropriately according to Sections III through VIII.

2. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, 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 the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster, and selected board minutes for compliance with the Sunshine Ordinance.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM

Name
Russian American Community Services

(Check One) New __X__ Renewal ____ Modification ____
If modification, Effective Date of Mod. No. of Mod.

Program: Congregate meals for ( ) older adults or **(x)adults with disabilities**

Budget Reference Page No.(s)					
Program Term	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted	2,635	2,635	2,635	2,635	10,540
DAS Expenditures					
Salaries & Benefits	$21,262	$21,262	$21,262	$21,262	$85,048
Operating Expenses	$13,109	$13,109	$13,109	$13,109	$52,436
Subtotal	$34,371	$34,371	$34,371	$34,371	$137,484
Indirect Percentage (%)	15.00%	15.00%	15.00%	15.00%	15.00%
Indirect Cost	$5,156	$5,156	$5,156	$5,156	$20,624
Capital/Subcontractor Expenditures	$0	$0	$0	$0	$0
NCQA Expenditures	$0	$0	$0	$0	$0
Total DAS Expenditures	**$39,527**	**$39,527**	**$39,527**	**$39,527**	**$158,108**
Non DAS Expenditures					
Salaries & Benefits	$0	$0	$0	$0	$0
Operating Expenses	$0	$0	$0	$0	$0
Capital/Subcontractor Expenditures	$0	$0	$0	$0	$0
NCQA Expenditures	$0	$0	$0	$0	$0
Total Non DAS Expenditures	**$0**	**$0**	**$0**	**$0**	**$0**
TOTAL DAS AND NON DAS EXPEDITURES	**$39,527**	**$39,527**	**$39,527**	**$39,527**	**$158,108**
DAS Revenues					
Meals- General Fund	$39,527	$39,527	$39,527	$39,527	$158,108
Meals- State Fund					$0
Meals- Federal Fund					$0
					$0
					$0
					$0
NCQA Fund					$0
Total DAS Revenue	**$39,527**	**$39,527**	**$39,527**	**$39,527**	**$158,108**
PER MEAL COST, DAS	$15.00	$15.00	$15.00	$15.00	$15.00
PER MEAL COST (with NCQA), DAS	$15.00	$15.00	$15.00	$15.00	$15.00
Non DAS Revenues					
Project Income					$0
Agency Cash- Fundraising					$0
Agency In-kind Volunteer					$0
					$0
					$0
					$0
NCQA Revenue					$0
Total Non DAS Revenue	**$0**	**$0**	**$0**	**$0**	**$0**
PER MEAL COST, Non DAS	$0	$0	$0	$0	$0
PER MEAL COST (with NCQA), Non DAS	$0	$0	$0	$0	$0
TOTAL DAS AND NON DAS REVENUE	**$39,527**	**$39,527**	**$39,527**	**$39,527**	**$158,108**
PER MEAL COST, Total	$15.00	$15.00	$15.00	$15.00	$15.00
PER MEAL COST (with NCQA), Total	$15.00	$15.00	$15.00	$15.00	$15.00
Full Time Equivalent (FTE)	0.34	0.34	0.34	0.34	1.35

Prepared by: Date:

HSA-CO Review Signature: _____

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Salaries & Benefits Detail

DAS Salaries & Benefits		Agency Totals		HSA Program		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Program Coordinator	Vera DuBois	$50,112	0.150	100.00%	0.15	$7,517	$7,517	$7,517	$7,517	$30,068
Chef	Vladimir Krilov	$58,986	0.028	100.00%	0.03	$1,652	$1,652	$1,652	$1,652	$6,608
Sous-Chef	Deris Dias	$56,898	0.033	100.00%	0.03	$1,866	$1,866	$1,866	$1,866	$7,464
Cook	Ivan Bogomolov	$52,200	0.033	100.00%	0.03	$1,717	$1,717	$1,717	$1,717	$6,868
Prep Cook, I	Tadevush Usovich	$44,892	0.033	100.00%	0.03	$1,472	$1,472	$1,472	$1,472	$5,888
Prep Cook, II	Aleksei Mironov	$46,980	0.035	100.00%	0.04	$1,644	$1,644	$1,644	$1,644	$6,576
DR Hostess, Program assistant	Tetiana Domaieva	$51,156	0.025	100.00%	0.03	$1,279	$1,279	$1,279	$1,279	$5,116
					0.00	$0	$0	$0	$0	$0
0					0.00	$0	$0	$0	$0	$0
Totals		$361,224	0.337		0.34	$17,147	$17,147	$17,147	$17,147	$68,588
Fringe Benefits Rate		24.00%								
Employee Fringe Benefits		$86,694				$4,115	$4,115	$4,115	$4,115	$16,460
Total DAS Salaries and Benefits		$447,918				**$21,262**	**$21,262**	**$21,262**	**$21,262**	**$85,048**

Non DAS Salaries & Benefits		Agency Totals		HSA Program		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
					0.00	$0	$0	$0	$0	$0
					0.00	$0	$0	$0	$0	$0
					0.00	$0	$0	$0	$0	$0
					0.00	$0	$0	$0	$0	$0
					0.00	$0	$0	$0	$0	$0
					0.00	$0	$0	$0	$0	$0
					0.00	$0	$0	$0	$0	$0
					0.00	$0	$0	$0	$0	$0
					0.00	$0	$0	$0	$0	$0
					0.00	$0	$0	$0	$0	$0
Totals		$0	0.000	0.00%	0.00	$0	$0	$0	$0	$0
Fringe Benefits Rate		0.00%								
Employee Fringe Benefits		$0				$0	$0	$0	$0	$0
Total Non DAS Salaries and Benefits		$0				**$0**	**$0**	**$0**	**$0**	**$0**
Total DAS and Non DAS Salaries and Benefits		$447,918				**$21,262**	**$21,262**	**$21,262**	**$21,262**	**$85,048**

HSA #2 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Operating Expense Detail

			FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted			2,635	2,635	2,635	2,635	10,540
DAS Operating Expenses							
Expenditure Category							
Rental of Property							$0
Utilities (Elec, Water, Gas, Phone, Garbage)							$0
Office Supplies, Postage							$0
Building Maintenance Supplies and Repair							$0
Kitchen equipment repairs & maint			$200	$200	$200	$200	$800
Insurance							$0
Staff Training							$0
Staff Travel-(Local & Out of Town)							$0
Rental of Equipment							$0
Food Cost							
Raw Food	*per meal*	*$4.40*	$11,585	$11,585	$11,585	$11,585	$46,340
Cong Food Svc Supplies	*per meal*	*$0.50*	$1,324	$1,324	$1,324	$1,324	$5,296
Catered Meals	*per meal*	*$0.00*	$0	$0	$0	$0	$0
							$0
							$0
Consultant							
Consultant A							$0
							$0
							$0
Other							
							$0
							$0
							$0
							$0
							$0
							$0
Total DAS Operating Expenses			**$13,109**	**$13,109**	**$13,109**	**$13,109**	**$52,436**
Non DAS Operating Expenses							
Expenditure Category							
Rental of Property							$0
Utilities (Elec, Water, Gas, Phone, Garbage)							$0
Office Supplies, Postage							$0
Building Maintenance Supplies and Repair							$0
Printing and Reproduction							$0
Insurance							$0
Staff Training							$0
Staff Travel-(Local & Out of Town)							$0
Kitchen equipment repairs & maint							$0
Food Cost							
Raw Food	*per meal*	*$0.00*	$0	$0	$0	$0	$0
Cong Food Svc Supplies	*per meal*	*$0.00*	$0	$0	$0	$0	$0
Catered Meals	*per meal*	*$0.00*	$0	$0	$0	$0	$0
							$0
							$0
Consultant							
Consultant A							$0
							$0
							$0
Other							
							$0
							$0
							$0
							$0
							$0
							$0
Total Non DAS Operating Expenses			**$0**	**$0**	**$0**	**$0**	**$0**
Total DAS and Non DAS Operating Expenses			**$13,109**	**$13,109**	**$13,109**	**$13,109**	**$52,436**

HSA #3 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Appendix A– Services to be Provided
Centro Latino de San Francisco
Home-Delivered Nutrition Services for Older Adults
July 1, 2025 - June 30, 2029

I. Purpose

The purpose of this grant is to provide home-delivered nutrition services to older adults living in the City and County of San Francisco. Services include meals, nutrition education, and nutrition risk screening. Home-delivered nutrition services support individuals to live independently in their own homes and communities, help ensure health and well-being through improved nutrition and reduced isolation, and serve as an access point for other home and community-based services.

II. Definitions

Adult with a Disability	A person 18-59 years of age with a disability.
Assessment (Home-Delivered Nutrition Services)	An assessment conducted by a qualified staff member in the home of an individual within two weeks of beginning meal service and annually thereafter to document the participant's need for service and determine the appropriate type of meal within their living environment. The assessment evaluates physiological, socioeconomic, and psychological factors, including acute or chronic disease, health conditions or syndromes, the presence and adequacy of family/support system, and the individual's functional ability- specifically their capacity to perform activities of daily living (ADLs) and instrumental activities of daily living (IADLs)- which contribute to their need for nutrition and related supportive services. (22 CCR 7638.3)
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CARBON	Contracts Administration, Reporting, and Billing On-line System.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging.
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DAS Benefits and Resources Hub	A unit within DAS that is equipped to receive calls from the community and provide information, referrals, and assistance for older adults and adults with disabilities, caregivers, and community-based organizations. https://www.sfhsa.org/contact-us/locations/das-benefits-and-resources-hub
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: activities of daily living (ADL), and instrumental activities of daily living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
Food Security Screening	A two-question validated screening tool designed to assess an individual's food security status.
Grantee	Centro Latino de San Francisco
HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)
Home-Delivered Nutrition Services	The delivery of meals by a qualified nutrition service provider to eligible individuals at their place of residence. Meals must comply with the Dietary Guidelines for Americans and meet the Dietary Reference Intakes (DRIs). In addition to meal delivery, services include an initial and annual assessment of each consumer's needs and eligibility; quarterly reassessment to determine continued eligibility; nutrition education; and nutrition risk screening.
LGBTQIA+	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.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for program enrollment and participation is not means tested. Consumers self-report income status.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Menu Planning and Nutrient Analysis	The development of a menu cycle that complies with the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP) and California Department of Aging (CDA) menu standards, as well as the nutrition requirements of meals. A Registered Dietitian must conduct a nutrient analysis to verify that the menu meets these standards and requirements. (CDA Program Memo 12-17, as amended; California Code of Regulations, Title 22, Section 7638.5)
Nutrition Compliance and Quality Assurance (NCQA)	Nutrition Compliance and Quality Assurance are the required components of congregate, to-go, and home-delivered nutrition services that ensure program integrity and quality. These components include but are not limited to ensuring food safety; certifying menu compliance; providing nutrition education; confirming consumer eligibility; and assessing consumers' physiological, socioeconomic, and psychological well-being, as well as their need for nutrition and other supportive services. NCQA also includes nutrition counseling provided by a registered dietitian, when feasible and appropriate.
Nutrition Education Session	An intervention targeting participants and caregivers that involves the dissemination of information, instruction, or training to support food, nutrition, and physical activity choices and behaviors aimed at maintaining or improving health and addressing nutrition-related conditions. The content is consistent with the Dietary Guidelines for Americans (DGA), accurate, culturally sensitive, regionally appropriate, and takes personal preferences into account. Nutrition education sessions are overseen by a Registered Dietitian. Grantees are required to provide education sessions at least quarterly for program participants and to record the provision of each session, including an estimated number of participants reached, in SF DAS GetCare. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate, to-go, and home-delivered nutrition services shall comply with the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI), as specified in California Code of Regulations, Title 22, Section 7638.5
Nutrition Risk Screening	Completion of the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
OAA	Older Americans Act
OCP	Office of Community Partnerships.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Older Adult	A person who is 60 years or older, used interchangeably with "senior."
Older Californians Nutrition Program Title III C1 and C2 (OCNP)	A program that provides nutrition services as authorized by the Older Americans Act of 1965, as amended, and is administered in accordance with the provisions of California Code of Regulations (CCR), Title 22, Chapter 4, Article 5, Section 7630, and was formerly known as the Elderly Nutrition Program (ENP).
Reassessment (Home-Delivered Nutrition Services)	A reassessment conducted quarterly by qualified staff that documents the need for service. Such reassessment shall be done in the home of the participant at least every six months. (CCR Title 22 Sec. 7638.3) Initial and annual assessments conducted in the program participant's home count towards the quarterly reassessment requirement.
Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	An individual who meets both of the following criteria: 1) Qualified as specified in Sections 2585 and 2586 of the Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years or older, used interchangeably with "older adult."
SF DAS GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
SFHSA	San Francisco Human Services Agency
Socially Isolated	Having few social relationships and few people to interact with regularly.
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.)
Supervisorial District (District)	There are eleven supervisorial districts in the City and County of San Francisco. A map of each district can be found at: https://www.sf.gov/maps

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Volunteer	A volunteer is an individual who offers their time and services willingly and without compensation to assist the grantee in various activities to support nutrition services.
Unduplicated Consumer (UDC)	An eligible individual who receives meals through the home-delivered nutrition services program and whose participation is documented in SF DAS GetCare by the grantee.
Unit of Service (UOS)	A meal provided to an eligible individual. Each meal shall provide one-third (1/3) of the DRI and comply with the most current Dietary Guidelines for Americans. (22 CCR 7638.5, 22 CCR 7638.7)

III. Target Populations

This program is designed to serve all people who can benefit from the services outlined in this Appendix, and particularly those demonstrating the greatest economic and social need. To ensure that the most vulnerable people are aware of and can benefit from this program, grantee shall ensure that program services are accessible to:

1. Persons with low to moderate income
2. Persons who are socially isolated
3. Persons with limited English-speaking proficiency
4. Persons from communities of color or communities that have historically been under-served
5. Members of the LGBTQIA+ community
6. Persons at risk of institutionalization

IV. Eligibility for Services

To be eligible for home-delivered nutrition services, an individual must be:

1. A person who is sixty (60) years of age or older (older adult), and
2. A resident of San Francisco, and
3. In need of home-delivered nutrition services as determined by initial and annual assessments and quarterly reassessments conducted by the grantee.
4. A spouse or domestic partner of an eligible individual may participate in services if a grantee-conducted assessment determines that such participation is in the best interest of the eligible individual.
5. An individual with a disability who resides at home with an eligible individual may participate in services if an assessment conducted by the grantee determines that such participation is in the best interest of the eligible individual.

V. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that comply with the nutrition and food service standards set forth by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, the California Department of Aging (CDA), the Department of Disability and Aging Services Office of

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Community Partnerships (DAS OCP), and the requirements described in this Appendix A.

2. Grantee will provide and deliver meals to eligible consumers at their place of residence. Meal delivery must occur within designated geographic areas in the City and County of San Francisco, which must be submitted to and pre-approved by DAS OCP. The grantee's home-delivered nutrition services program must provide consumers with five (5) meals per week. The grantee may offer more than five (5) meals per week—such as seven (7) meals per week or two (2) meals per day—when there is a demonstrated need and the grantee's program model has been reviewed and approved by DAS OCP. The grantee is entitled to invoice for all meals delivered, even if a consumer receives fewer than five (5) meals in a given week due to a missed delivery or because services were temporarily placed on hold.
3. Grantee shall provide meals that comply with the California Department of Aging's (CDA) Older Californians Nutrition Program (OCNP) Menu Planning Guidance. Each meal must provide a minimum of one-third of the Dietary Reference Intakes (DRIs) and align with the current Dietary Guidelines for Americans. Meals shall be culturally appropriate for the target population(s) served. Meals may be provided in hot, chilled, or frozen form. In determining the appropriate meal format, the grantee will consider each consumer's ability to safely store and reheat food, as well as their overall nutrition support needs. Texture-modified meals, such as dental-soft options, may also be provided for consumers with chewing difficulties.
4. Grantee will serve meals in environmentally friendly containers that are reusable, biodegradable, compostable, and/or recyclable. The grantee will comply with the City's Food Service Waste Reduction Ordinance (2007) and the Single-Use Food Ware Plastics Toxics and Litter Reduction Ordinance (2019).
5. Grantee will employ a qualified manager to oversee the daily management and administrative functions of the home-delivered nutrition services program. The grantee will ensure there is sufficient staff (paid or volunteer) with the necessary education, experience, and cultural competency designated to support the daily operations of the program.
6. Grantee will manage all aspects of food service, including the procurement, preparation, transportation, and delivery of food and meals. The grantee will ensure compliance with the standards established by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, and the San Francisco Department of Public Health (SFDPH) Environmental Health Branch. This includes but is not limited to the following:
    a. A food facility permit, also known as a health permit, is required for each facility involved in the preparation, handling, and/or serving of food to the public. In addition, the facility must provide a current health inspection report with a "pass" facility rating status, as issued by the Environmental Health Branch of the San Francisco Department of Public Health.
    b. A certified food safety manager must be on staff to oversee and manage the day-to-day operations of food service.
    c. All staff involved in the preparation, storage, serving, or handling of food and/or meals must engage in approved food safety training.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

7. Grantee will ensure all program staff are oriented and trained to perform their assigned responsibilities and tasks. Training at minimum will include:
    a. Food safety, prevention of foodborne illness, and HACCP principles.
    b. Instructions on accident prevention, fire safety, first aid, choking, earthquake preparedness, and additional emergency procedures as relevant.
8. Grantee will provide a minimum of four (4) hours of annual training for paid and volunteer food service staff, including congregate and home-delivered meal staff. The grantee must develop, implement, and maintain a yearly training plan on file. The plan should include the individuals to be trained, the trainer(s), the training content, and the schedule. The content of the training must be reviewed and approved by a Registered Dietitian Nutritionist (RD/RDN). Training sessions will be evaluated by staff, and documentation, including evaluations and attendance records, must be kept on file by the grantee.
9. Grantee will provide the following NCQA activities:
    a. Menu planning and meal analysis shall be conducted twice per year and in accordance with CDA's OCNP Menu Planning Guidance. The grantee must submit the menu cycle with the nutrient analysis for review and approval by DAS OCP at least thirty (30) days in advance of use. The grantee will ensure that food substitutions to originally planned meals are documented and approved by Registered Dietitian Nutritionist (RD/RDN).
    b. HACCP central kitchen and food service monitoring will be conducted at least once per quarter, with a minimum of four (4) monitoring visits during the fiscal year. The monitoring must be conducted and documented by a Registered Dietitian Nutritionist (RD/RDN). Food service monitoring must include the review of end-of-route temperature checks, which should be performed every other week for each route to ensure meals are maintained at safe temperatures throughout delivery.
    c. Home-Delivered Meal (HDM) route monitoring will include, but is not limited to, observation of the packing, transport, and delivery of meals. HDM route monitoring may be conducted and documented by a qualified staff member who has been trained by a certified food safety manager or a Registered Dietitian Nutritionist (RD/RDN). Documentation of the monitoring must be completed within two (2) weeks of the observation. Each of the grantee's HDM routes must be monitored at least two (2) times per fiscal year.
    d. Nutrition education sessions at least once per quarter and a minimum of four (4) times during the fiscal year for consumers participating in services. The grantee will record the delivery of nutrition education sessions in SF DAS GetCare and include the estimated number of participants.
10. Grantee will utilize the DAS OCP centralized waiting list on SF DAS GetCare to identify and enroll eligible consumers. Initial eligibility will be determined by the DAS Benefits and Resources Hub through a telephone screening process. The grantee will prioritize selection and enrollment of consumers from the waiting list based on the following criteria:
    a. Cuisine preference: Matching the consumer's preferred cuisine with the options the grantee is funded to provide.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

b. Grantee delivery capacity: Availability of delivery in the designated service area, which may include a supervisorial district, specific zip code, or established delivery route.
c. Once the cuisine and delivery capacity are met, the grantee will select the consumer with the highest numeric priority score for enrollment from the waiting list.

11. Grantee will establish and maintain a consumer enrollment process that includes conducting a home-delivered nutrition services assessment within two weeks of the consumer receiving their first home-delivered meal and annually thereafter. The grantee may begin meal service based on DAS Benefits and Resources Hub's initial determination of eligibility; however, the in-home assessment must be completed within two weeks of the consumer receiving their first meal. Grantees also have the option to conduct the in-home assessment prior to the start of meal services. The grantee will document the home-delivered nutrition services assessment and consumer information in SF DAS GetCare within one month of collecting the data, ensuring that all information is accurately recorded. The assessment will:
    a. Verify the consumer's need for home-delivered nutrition services.
    b. Screen functional ability through a series of required questions related to activities of daily living (ADL) and instrumental activities of daily living (IADL).
    c. Confirm the appropriateness of the type of meal being provided.
    d. Evaluate the consumer's need for additional nutrition-related or other supportive services.
    e. Obtain consumer demographic and other information as required by federal, state, and local government.
    f. Include completion of a nutrition risk screening using the DETERMINE checklist and a two-question food security screening.
12. Grantee, at minimum, will provide consumers with the following information during the enrollment process:
    a. Delivery schedule for meals.
    b. Copy of the current monthly menu.
    c. Safe food handling instructions for the meal(s) including reheating instructions if applicable.
    d. Voluntary contribution policy.
    e. Grievance policy.
    f. Information on how to request assistance from the grantee when needed.
13. Grantee will conduct and document nutrition service reassessments for program participants on a quarterly basis to confirm continued eligibility for services. Reassessments may be conducted in person or over the phone, however consumers must be assessed in person every other quarter. Reassessments may be conducted by delivery staff or volunteers who have been trained by qualified staff. Initial and annual assessments count towards the quarterly reassessment requirement. The grantee will also establish a disenrollment process for consumers who are no longer eligible or who choose to discontinue services.
14. Grantee will offer consumers who receive a meal the opportunity to contribute to the cost of the meal, in accordance with DAS OCP Policy Memorandum No. 5. The Grantee will develop a suggested contribution amount based on the average income

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

range of consumers accessing the home-delivered meal program, as well as the grantee's other funding sources. During the enrollment process, the grantee will provide consumers with written information explaining voluntary contributions and how to make them if they choose to do so. This notification must clearly state that contributions are voluntary, there is no obligation to contribute, and services will be provided regardless of whether a contribution is made. The contribution process must ensure confidentiality, and the grantee must have written procedures in place to safeguard contributions and fees from loss, mishandling, or theft.

15. Grantee will have procedures in place to obtain the views of program participants about services received. At minimum, the grantee will develop and administer an annual consumer satisfaction survey to capture feedback on program outcomes and service quality. Both the survey tool and the administration plan must be reviewed and approved by DAS OCP prior to implementation. Feedback must be collected in a manner that ensures participant anonymity. The results will be shared with DAS OCP by March 15th of each grant year, or on a mutually agreed upon date.
16. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training annually, in accordance with the DAS OCP Policy Memorandum No. 45. Within 30 days of their start date, any new employee, subcontractor, or volunteer must also complete this training. The grantee will maintain records of completion. The grantee shall comply with the applicable privacy and security rules of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
17. Grantee will ensure that all program staff, regardless of position, receive initial training on elder abuse and mandated reporting. Program staff who interact with consumers must complete this training annually, in accordance with the DAS OCP Policy Memorandum No. 35.
18. Grantee shall develop a written grievance process for reviewing and resolving service concerns raised by consumers or their authorized representatives regarding DAS-funded programs and their employees or volunteers, in accordance with DAS OCP Policy Memorandum No. 33. This process must ensure that consumers have clearly established rights and due process for timely resolution of their concerns.
19. Grantee will ensure that DAS funding information is prominently displayed on its websites and publications related to the DAS-funded nutrition program, in accordance with DAS OCP Policy Memorandum No.47.
20. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
21. Grantee will arrange for the availability of food to participants during a major disaster where feasible and appropriate.

VI. Location and Time of Services

The grantee will provide home-delivered nutrition services in the City and County of San Francisco. The grantee, with approval from DAS OCP, will determine the location(s) and time(s) for the provision of home-delivered nutrition services.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

VII. Service Objectives

On an annual basis, the grantee shall meet the following service objectives:

Table A	FY 25/26	FY 26/27	FY 27/28	FY 28/29
Number of Unduplicated Consumers (UDC)	143	143	143	143
Number of Meals	40,358	40,358	40,358	40,358

VIII. Outcome Objectives

Measured via a consumer survey with a sample size equal to or greater than forty percent (40%) of the consumer enrollment at the time of distribution.

1. At least 75% of consumers report an increased consumption of fruits, vegetables, and/or whole grains.
2. At least 85% of consumers report feeling less worried about getting enough food to meet their needs.
3. At least 85% of consumers rate the quality of meals they receive as excellent or good.
4. At least 85% of consumers report that the food support they receive helps them live stably in the community.

IX. Data Collection and Reporting Requirements

1. Grantee will provide a monthly report of activities, referencing the tasks described in Section VII & VIII- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month. The report will include, at a minimum: the number of consumers served, number of meals prepared and served, number of consumers denied services, and the amount of voluntary consumer contributions received.
2. Grantee will submit a quarterly report, along with supporting documentation, to DAS OCP detailing the HACCP activities conducted. Reports are due on the following dates: October 15th, January 15th, April 15th, and June 15th.
3. Grantee will provide an annual report summarizing the contract activities, referencing the tasks described in Section VII & VIII- Service 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 day of the month following the end of the program year.
4. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SFHSA no later than July 31st each year. The grantee must submit the report in the CARBON system.
5. Grantee will provide Ad Hoc reports as required by the Departments.
6. Pursuant to California Department of Aging requirements, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
7. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies “Focal Points” which are designed to help older adults and adults with disabilities connect to services throughout the City. These Focal Points are:

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Name	Address	Phone
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-822-1444 x1200
Canon Kip Senior Center	705 Natoma, St San Francisco, 94103	415-487-3300
Chi Sing Community Center	3133 Taraval St, San Francisco, 94116	415-533-6859
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700
Downtown SF Senior Center	481 O'Farrell St, San Francisco, 94102	415-202-2982
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
Geneva Community Center	5050 Mission St., Suite C, San Francisco 94112	
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415-405-4672
Self-Help for the Elderly Social Services Department	829 Kearney St, San Francisco, 94133	415-677-7585
Toolworks	22 Battery St. Suite 300, San Francisco, 94111	415-733-0990
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828

For assistance with reporting and contract requirements, please contact:

Gary.Hom@sfgov.org
Contract Manager, Office of Contract Management, SFHSA
or
Marina.Kan@sfgov.org
Program Analyst, DAS OCP

X. Monitoring Activities

1. Program Monitoring: Program monitoring will include review of consumer eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives; compliance with specific program standards and requirements; participant record collection and maintenance; reporting performance including monthly service unit reports on SF DAS GetCare; maintenance of service unit logs; agency and organization standards, including current organizational chart; evidence of annual Elder Abuse Reporting training provided to staff and volunteers; evidence of annual California Department of Aging (CDA) Security Awareness training provided to staff and volunteers; program operations, which includes a review of a written policies and procedures manual of all DAS OCP-funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation current and consistent with the site chart; a board of directors list and whether services are provided appropriately according to Sections III through VIII.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

2. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, 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 the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster, and selected board minutes for compliance with the Sunshine Ordinance.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM

Name
Centro Latino de San Francisco

(Check One) New __X__ Renewal ____ Modification ____
If modification, Effective Date of Mod. No. of Mod.

Program: Home-Delivered Meals for (x) older adults or **( ) adults with disabilities**

Budget Reference Page No.(s)					
Program Term	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted	40,358	40,358	40,358	40,358	161,432
DAS Expenditures					
Salaries & Benefits	$196,725	$196,725	$196,725	$196,725	$786,900
Operating Expenses	$158,425	$158,425	$158,425	$158,425	$633,700
Subtotal	$355,150	$355,150	$355,150	$355,150	$1,420,600
Indirect Percentage (%)	15.00%	15.00%	15.00%	15.00%	15.00%
Indirect Cost	$53,273	$53,273	$53,273	$53,273	$213,092
Capital/Subcontractor Expenditures	$0	$0	$0	$0	$0
NCQA Expenditures	$41,848	$41,848	$41,848	$41,848	$167,392
Total DAS Expenditures	**$450,271**	**$450,271**	**$450,271**	**$450,271**	**$1,801,084**
Non DAS Expenditures					
Salaries & Benefits	$27,589	$27,589	$27,589	$27,589	$110,356
Operating Expenses	$8,482	$8,485	$8,485	$8,485	$33,937
Capital/Subcontractor Expenditures	$0	$0	$0	$0	$0
NCQA Expenditures	$0	$0	$0	$0	$0
Total Non DAS Expenditures	**$36,071**	**$36,074**	**$36,074**	**$36,074**	**$144,293**
TOTAL DAS AND NON DAS EXPENDITURES	**$486,342**	**$486,345**	**$486,345**	**$486,345**	**$1,945,377**
DAS Revenues					
Meals- General Fund	$408,423	$408,423	$408,423	$408,423	$1,633,692
Meals- State Fund	$0	$0	$0	$0	$0
Meals- Federal Fund	$0	$0	$0	$0	$0
					$0
					$0
					$0
NCQA Fund	$41,848	$41,848	$41,848	$41,848	$167,392
Total DAS Revenue	**$450,271**	**$450,271**	**$450,271**	**$450,271**	**$1,801,084**
PER MEAL COST, DAS	$10.12	$10.12	$10.12	$10.12	$10.12
PER MEAL COST (with NCQA), DAS	$11.16	$11.16	$11.16	$11.16	$11.16
Non DAS Revenues					
Project Income	$8,482	$8,482	$8,482	$8,482	$33,928
Agency Cash- Fundraising	$0	$0	$0	$0	$0
Agency In-kind Volunteer	$27,589	$27,589	$27,589	$27,589	$110,356
					$0
					$0
					$0
NCQA Revenue					$0
Total Non DAS Revenue	**$36,071**	**$36,071**	**$36,071**	**$36,071**	**$144,284**
PER MEAL COST, Non DAS	$0.89	$0.89	$0.89	$0.89	$0.89
PER MEAL COST (with NCQA), Non DAS	$0.89	$0.89	$0.89	$0.89	$0.89
TOTAL DAS AND NON DAS REVENUE	**$486,342**	**$486,342**	**$486,342**	**$486,342**	**$1,945,368**
PER MEAL COST, Total	$11.01	$11.01	$11.01	$11.01	$11.01
PER MEAL COST (with NCQA), Total	$12.05	$12.05	$12.05	$12.05	$12.05
Full Time Equivalent (FTE)	31.30	31.30	31.30	31.30	125.20

Prepared by: Date:

HSA-CO Review Signature: _____

HSA #1 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Salaries & Benefits Detail

DAS Salaries & Benefits		Agency Totals		HSA Program		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Executive Director	Gloria Bonilla	$93,600	1.00	8.22%	0.08	$0	$0	$0	$0	$0
Accountant/HR	Olivia Riano	$65,499	1.00	3.77%	0.04	$0	$0	$0	$0	$0
Associate Director & Naturalizatio	Jacob Simons	$83,200	0.00	0.00%	0.00	$0	$0	$0	$0	$0
Nutrition Program Manager	Jose Omar Romero	$66,560	1.00	9.45%	0.09	$6,290	$6,290	$6,290	$6,290	$25,160
Executive Cook	TBD	$56,160	1.00	9.87%	0.10	$5,543	$5,543	$5,543	$5,543	$22,172
Cook	Cruz Mercado	$52,000	1.00	12.55%	0.18	$9,360	$9,360	$9,360	$9,360	$37,440
Cook	Ana Rodriguez	$52,000	1.00	12.45%	0.18	$9,360	$9,360	$9,360	$9,360	$37,440
HDM Driver I	Procorro Rodriguez	$35,880	1.00	23.00%	0.23	$8,252	$8,252	$8,252	$8,252	$33,008
HDM Driver II	Joaquin Olivar	$35,880	1.00	23.00%	0.23	$8,252	$8,252	$8,252	$8,252	$33,008
Driver III/Site Manager Ed Lee	Sandro Garcia	$49,920	1.00	17.01%	0.17	$8,491	$8,491	$8,491	$8,491	$33,964
Driver Site Manager Veterans Acade	TBD	$35,880	1.00	18.45%	0.18	$6,620	$6,620	$6,620	$6,620	$26,480
Dishwasher/Janitor I	Domingo Castaned	$43,680	1.00	14.56%	0.15	$6,360	$6,360	$6,360	$6,360	$25,440
Dishwasher/Janitor II	Juan Irias	$34,944	1.00	9.00%	0.09	$3,145	$3,145	$3,145	$3,145	$12,580
Food Server/Prep - Los Mayores	Gloria Esperanza A	$47,840	1.00	15.04%	0.15	$7,195	$7,195	$7,195	$7,195	$28,780
Site Manager MNC	Juana Ivonne Olm	$52,000	1.00	12.45%	0.18	$9,360	$9,360	$9,360	$9,360	$37,440
Server MNC & Prep/Janitor	Yensi Molina	$45,760	1.00	17.02%	0.17	$7,788	$7,788	$7,788	$7,788	$31,152
Site Manager STAR Hotel	Gisela Venegas	$25,116	1.00	0.00%	0.00	$0	$0	$0	$0	$0
Server STAR & Prep	Zoila Palacios	$21,840	1.00	0.00%	0.00	$0	$0	$0	$0	$0
Site Manager Minna Lee/VCC	Roger Martinez	$36,608	1.00	17.00%	0.17	$6,223	$6,223	$6,223	$6,223	$24,892
Site Manager Veterans Commons	Jessi Arguello	$43,680	1.00	12.25%	0.12	$5,351	$5,351	$5,351	$5,351	$21,404
Server John W. Paulson & Prep/Vet A	Maria Hernandez	$32,760	1.00	21.00%	0.21	$6,880	$6,880	$6,880	$6,880	$27,520
Server Ed Lee & Prep	Carolina Cervantes	$28,392	1.00	12.25%	0.12	$3,478	$3,478	$3,478	$3,478	$13,912
Site Manager Maceo May	Norland Estrada	$47,840	1.00	10.50%	0.11	$5,023	$5,023	$5,023	$5,023	$20,092
Server Maceo May and Prep	Juana Maria Lopez	$45,760	1.00	12.50%	0.13	$5,720	$5,720	$5,720	$5,720	$22,880
Social Worker & Activities Facilitator	Mabrisa Rodriguez	$60,320	1.00	8.58%	0.09	$5,175	$5,175	$5,175	$5,175	$20,700
Social Worker Assist/Intake	TBD	$39,000	1.00	7.21%	0.07	$2,811	$2,811	$2,811	$2,811	$11,244
Social Worker/HDM Coordinator	Veronica Lacayo	$60,450	1.00	43.30%	0.43	$26,175	$26,175	$26,175	$26,175	$104,700
Nutritionist	TBD	$15,600	1.00	8.13%	0.08	$1,268	$1,268	$1,268	$1,268	$5,072
Totals		$1,308,169	27.00	358.56%	3.67	$162,852	$162,852	$162,852	$162,852	$651,408
Fringe Benefits Rate		20.80%								
Employee Fringe Benefits		$272,099				$33,873	$33,873	$33,873	$33,873	$135,492
Total DAS Salaries and Benefits		$1,580,268				**$196,725**	**$196,725**	**$196,725**	**$196,725**	**$786,900**

				HSA Program		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Food Packing		$41,704	0.63	17%	0.10	$4,344	$4,344	$4,344	$4,344	$17,376
Food Packing		$41,704	0.63	17%	0.10	$4,344	$4,344	$4,344	$4,344	$17,376
Food Service		$41,704	0.20	8%	0.02	$696	$696	$696	$696	$2,784
Food Service		$41,704	0.20	8%	0.02	$696	$696	$696	$696	$2,784
Food Service		$38,833	0.70	17%	0.12	$4,530	$4,530	$4,530	$4,530	$18,120
Food Service		$38,833	0.70	17%	0.12	$4,530	$4,530	$4,530	$4,530	$18,120
Office Admin		$41,704	0.75	17%	0.13	$5,213	$5,213	$5,213	$5,213	$20,852
Office Admin		$38,833	0.50	17%	0.08	$3,236	$3,236	$3,236	$3,236	$12,944
					0.00	$0	$0	$0	$0	$0
					0.00	$0	$0	$0	$0	$0
Totals		$325,019	4.30	116.70%	0.68	$27,589	$27,589	$27,589	$27,589	$110,356
Fringe Benefits Rate										
Employee Fringe Benefits						$0	$0	$0	$0	$0
Total Non DAS Salaries and Benefits		$325,019				**$27,589**	**$27,589**	**$27,589**	**$27,589**	**$110,356**
Total DAS and Non DAS Salaries and Benefits		$325,019				**$27,589**	**$27,589**	**$27,589**	**$27,589**	**$110,356**

HSA #2 **10/25/2016**

Program: Home-Delivered Meals for (x) older adults or ( ) adults with disabilities
(Same as Line 11 on HSA #1)

Appendix B, Page 3
Document Date:

Operating Expense Detail

			FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted			40,358	40,358	40,358	40,358	161,432
DAS Operating Expenses							
Expenditure Category							
Rental of Property			$0	$0	$0	$0	$0
Utilities (Elec, Water, Gas, Phone, Garbage)			$5,329	$5,329	$5,329	$5,329	$21,316
Office Supplies, Postage			$3,822	$3,822	$3,822	$3,822	$15,288
Building Maintenance Supplies and Repair			$9,990	$9,990	$9,990	$9,990	$39,960
Printing and Reproduction			$217	$217	$217	$217	$868
Insurance			$2,000	$2,000	$2,000	$2,000	$8,000
Staff Training			$0				$0
Staff Travel-(Local & Out of Town)			$0				$0
Rental of Equipment							$0
Food Cost							
Raw Food	*per meal*	*$2.54*	$102,509	$102,509	$102,509	$102,509	$410,036
Cong Food Svc Supplies	*per meal*	*$0.42*	$16,950	$16,950	$16,950	$16,950	$67,800
Catered Meals	*per meal*	*$0.00*	$0	$0	$0	$0	$0
							$0
							$0
Consultant							
Your Part Time Controller							$0
							$0
							$0
Other							
Vehicle Costs			$17,608	$17,608	$17,608	$17,608	$70,432
Payroll Service							$0
Stipends							$0
							$0
							$0
							$0
Total DAS Operating Expenses			**$158,425**	**$158,425**	**$158,425**	**$158,425**	**$633,700**
Non DAS Operating Expenses							
Expenditure Category							
Rental of Property							$0
Utilities (Elec, Water, Gas, Phone, Garbage)							$0
Office Supplies, Postage							$0
Building Maintenance Supplies and Repair							$0
Printing and Reproduction							$0
Insurance							$0
Staff Training							$0
Staff Travel-(Local & Out of Town)							$0
Rental of Equipment							$0
Food Cost							
Raw Food	*per meal*	*$0.16*	$6,457	$6,457	$6,457	$6,457	$25,828
Cong Food Svc Supplies	*per meal*	*$0.05*	$2,028	$2,028	$2,028	$2,028	$8,112
Catered Meals	*per meal*	*$0.00*	$0	$0	$0	$0	$0
							$0
							$0
Consultant							
Consultant A							$0
							$0
							$0
Other							
							$0
							$0
							$0
							$0
							$0
							$0
Total Non DAS Operating Expenses			**$8,485**	**$8,485**	**$8,485**	**$8,485**	**$33,940**
Total DAS and Non DAS Operating Expenses			**$166,910**	**$166,910**	**$166,910**	**$166,910**	**$667,640**

HSA #3 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

NCQA Expenditure Detail

DAS NCQA Expenditure	Unit price	Unit	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Menu planning and nutrition analysis	$900.00 /set	1.00	$900	$900	$900	$900	$3,600
Kitchen and food service monitoring	$700.00	4.00	$2,800	$2,800	$2,800	$2,800	$11,200
HDM Route Monitoring	$400.00	8.00	$3,200	$3,200	$3,200	$3,200	$12,800
Nutrition education	$200.00	4.00	$800	$800	$800	$800	$3,200
Nutrition counseling (optional)	$0.00 /hour		$0	$0	$0	$0	$0
In-service training	$200.00 /training	2.00	$400	$400	$400	$400	$1,600
HDM Assessment (Initial and Annual)	$236.00	143	$33,748	$33,748	$33,748	$33,748	$134,992
Total DAS NCQA Expenditure			**$41,848**	**$41,848**	**$41,848**	**$41,848**	**$167,392**

Non DAS NCQA Expenditure	Unit price	Unit	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Menu planning and nutrition analysis	$0.00 /set		$0	$0	$0	$0	$0
Kitchen and food service monitoring	$0.00		$0	$0	$0	$0	$0
Congregate site monitoring	$0.00		$0	$0	$0	$0	$0
Nutrition education	$0.00		$0	$0	$0	$0	$0
Nutrition counseling (optional)	/hour	0.00					
In-service training	$0.00 /training		$0	$0	$0	$0	$0
Total Non DAS NCQA Expenditure			**$0**	**$0**	**$0**	**$0**	**$0**

Total DAS and Non DAS NCQA Expenditure	**$41,848**	**$41,848**	**$41,848**	**$41,848**	**$167,392**

HSA #4 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

APPENDIX F - ANNUAL SITE CHART - HOME DELIVERED NUTRITION SERVICES					OFFICE OF COMMUNITY PARTNERSHIPS		FY 2025-26	
AGENCY:	Centro Latino de San Francisco							
MAILING ADDRESS:	1656 15th St. San Francisco, CA 94103							
DIRECTOR:	Gloria Bonilla			**EMAIL:**	gloria@centrolatinodesf.org		**PHONE NO.:**	415-286-0883
PROGRAM MANAGER:	Omar Romero			**EMAIL:**	omar@centrolatinodesf.org		**PHONE NO.:**	415-861-8758
Population Served: Older Adults or	Older Adults	Older Adults	Older Adults	Older Adults				**Total ALL Sites**
Delivery Route Name	Procoro Rodriguez	Joaquin Olivar	Norland Espinoza	Yulissa Molina				
Address of HDM Program Operation	1656 15th St., SF,CA 94103	1656 15th St., SF,CA 94103	1656 15th St., SF,CA 94103	1656 15th St., SF,CA 94103				
Hours of Operation	09:00 am-2:00 pm	09:00 am-2:00 pm	09:00 am-2:00 pm	09:00 am-2:00 pm				
Phone Number	(415)861-8758	(415)861-8758	(415)861-8758	(415)861-8758				
Alternate Phone Number	(415) 861-8761	(415)861-8761	(415)861-8761	(415)861-8761				
HDM Manager/Coordinator	Veronica Lacayo	Veronica Lacayo	Veronica Lacayo	Veronica Lacayo				
Service Area Description	District 10 & 11	District 10 & 11	District 6 & 9	District 6 & 9				
Service Area Description	Bernal Heights, Outer	Bernal Heights, Outer	Inner Mission & Valencia	Inner Mission, Valencia &				
Service Area Description	94110, 94103	94132, 94112	94103	94103, 94131				
Meal Delivery Days	X Mon X Tues	X Mon X Tues	X Mon X Tues	X Mon X Tues				
	X Wed X Thurs	X Wed X Thurs	X Wed X Thurs	X Wed X Thurs				
	X Fri __ Sat	X Fri __ Sat	X Fri __ Sat	X Fri __ Sat				
	__ Sun	__ Sun	__ Sun	__ Sun				
Type of Meal	Hot & Chilled	Hot & Chilled	Hot & Chilled	Hot & Chilled				
Texture Modification:	No	No	No	No				
Cuisine Type	American-Latino	American-Latino	American-Latino	American-Latino				
Annual # Unduplicated Consumers	50	52	21	20				**143**
Maximum # UDC	40	42	16	15				113
Annual Number of Meals	14,297	14,994	5,712	5,355				**40,358**
Annual # Service Days	357	357	357	357				
Average # meals per day	40	42	16	15				113
Annual Number of Nutrition Assessments	50	52	21	20				**143**
Hours of Nutrition Counseling	N/A	N/A	N/A	N/A				
Observed holidays	**Independence Day, Labor Day, Thanksgiving, Christmas Day, New Year, President's Day, Cesar Chavez, Memorial Day**							
Nutrition Education								
Annual # Nutrition Education Sessions (4	4							
Annual # of Participants	452							

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Appendix A– Services to be Provided
Kimochi Inc.
Home-Delivered Nutrition Services for Older Adults
July 1, 2025 - June 30, 2029

I. Purpose

The purpose of this grant is to provide home-delivered nutrition services to older adults living in the City and County of San Francisco. Services include meals, nutrition education, and nutrition risk screening. Home-delivered nutrition services support individuals to live independently in their own homes and communities, help ensure health and well-being through improved nutrition and reduced isolation, and serve as an access point for other home and community-based services.

II. Definitions

Grantee	Kimochi Inc.
Adult with a Disability	A person 18-59 years of age with a disability.
Assessment (Home-Delivered Nutrition Services)	An assessment conducted by a qualified staff member in the home of an individual within two weeks of beginning meal service and annually thereafter to document the participant's need for service and determine the appropriate type of meal within their living environment. The assessment evaluates physiological, socioeconomic, and psychological factors, including acute or chronic disease, health conditions or syndromes, the presence and adequacy of family/support system, and the individual's functional ability- specifically their capacity to perform activities of daily living (ADLs) and instrumental activities of daily living (IADLs)- which contribute to their need for nutrition and related supportive services. (22 CCR 7638.3)
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CARBON	Contracts Administration, Reporting, and Billing On-line System.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging.
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DAS Benefits and Resources Hub	A unit within DAS that is equipped to receive calls from the community and provide information, referrals, and assistance for older adults and adults with disabilities, caregivers, and community-based organizations. https://www.sfhsa.org/contact-us/locations/das-benefits-and-resources-hub
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: activities of daily living (ADL), and instrumental activities of daily living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
Food Security Screening	A two-question validated screening tool designed to assess an individual's food security status.
HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)
Home-Delivered Nutrition Services	The delivery of meals by a qualified nutrition service provider to eligible individuals at their place of residence. Meals must comply with the Dietary Guidelines for Americans and meet the Dietary Reference Intakes (DRIs). In addition to meal delivery, services include an initial and annual assessment of each consumer's needs and eligibility; quarterly reassessment to determine continued eligibility; nutrition education; and nutrition risk screening.
LGBTQIA+	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.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for program enrollment and participation is not means tested. Consumers self-report income status.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Menu Planning and Nutrient Analysis	The development of a menu cycle that complies with the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP) and California Department of Aging (CDA) menu standards, as well as the nutrition requirements of meals. A Registered Dietitian must conduct a nutrient analysis to verify that the menu meets these standards and requirements. (CDA Program Memo 12-17, as amended; California Code of Regulations, Title 22, Section 7638.5)
Nutrition Compliance and Quality Assurance (NCQA)	Nutrition Compliance and Quality Assurance are the required components of congregate, to-go, and home-delivered nutrition services that ensure program integrity and quality. These components include but are not limited to ensuring food safety; certifying menu compliance; providing nutrition education; confirming consumer eligibility; and assessing consumers' physiological, socioeconomic, and psychological well-being, as well as their need for nutrition and other supportive services. NCQA also includes nutrition counseling provided by a registered dietitian, when feasible and appropriate.
Nutrition Education Session	An intervention targeting participants and caregivers that involves the dissemination of information, instruction, or training to support food, nutrition, and physical activity choices and behaviors aimed at maintaining or improving health and addressing nutrition-related conditions. The content is consistent with the Dietary Guidelines for Americans (DGA), accurate, culturally sensitive, regionally appropriate, and takes personal preferences into account. Nutrition education sessions are overseen by a Registered Dietitian. Grantees are required to provide education sessions at least quarterly for program participants and to record the provision of each session, including an estimated number of participants reached, in SF DAS GetCare. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate, to-go, and home-delivered nutrition services shall comply with the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI), as specified in California Code of Regulations, Title 22, Section 7638.5
Nutrition Risk Screening	Completion of the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
OAA	Older Americans Act
OCP	Office of Community Partnerships.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Older Adult	A person who is 60 years or older, used interchangeably with "senior."
Older Californians Nutrition Program Title III C1 and C2 (OCNP)	A program that provides nutrition services as authorized by the Older Americans Act of 1965, as amended, and is administered in accordance with the provisions of California Code of Regulations (CCR), Title 22, Chapter 4, Article 5, Section 7630, and was formerly known as the Elderly Nutrition Program (ENP).
Reassessment (Home-Delivered Nutrition Services)	A reassessment conducted quarterly by qualified staff that documents the need for service. Such reassessment shall be done in the home of the participant at least every six months. (CCR Title 22 Sec. 7638.3) Initial and annual assessments conducted in the program participant's home count towards the quarterly reassessment requirement.
Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	An individual who meets both of the following criteria: 1) Qualified as specified in Sections 2585 and 2586 of the Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years or older, used interchangeably with "older adult."
SF DAS GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
SFHSA	San Francisco Human Services Agency
Socially Isolated	Having few social relationships and few people to interact with regularly.
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.)
Supervisorial District (District)	There are eleven supervisorial districts in the City and County of San Francisco. A map of each district can be found at: https://www.sf.gov/maps

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Volunteer	A volunteer is an individual who offers their time and services willingly and without compensation to assist the grantee in various activities to support nutrition services.
Unduplicated Consumer (UDC)	An eligible individual who receives meals through the home-delivered nutrition services program and whose participation is documented in SF DAS GetCare by the grantee.
Unit of Service (UOS)	A meal provided to an eligible individual. Each meal shall provide one-third (1/3) of the DRI and comply with the most current Dietary Guidelines for Americans. (22 CCR 7638.5, 22 CCR 7638.7)

III. Target Populations

This program is designed to serve all people who can benefit from the services outlined in this Appendix, and particularly those demonstrating the greatest economic and social need. To ensure that the most vulnerable people are aware of and can benefit from this program, grantee shall ensure that program services are accessible to:

1. Persons with low to moderate income
2. Persons who are socially isolated
3. Persons with limited English-speaking proficiency
4. Persons from communities of color or communities that have historically been under-served
5. Members of the LGBTQIA+ community
6. Persons at risk of institutionalization

IV. Eligibility for Services

To be eligible for home-delivered nutrition services, an individual must be:

1. A person who is sixty (60) years of age or older (older adult), and
2. A resident of San Francisco, and
3. In need of home-delivered nutrition services as determined by initial and annual assessments and quarterly reassessments conducted by the grantee.
4. A spouse or domestic partner of an eligible individual may participate in services if a grantee-conducted assessment determines that such participation is in the best interest of the eligible individual.
5. An individual with a disability who resides at home with an eligible individual may participate in services if an assessment conducted by the grantee determines that such participation is in the best interest of the eligible individual.

V. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that comply with the nutrition and food service standards set forth by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, the California Department of Aging (CDA), the Department of Disability and Aging Services Office of

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Community Partnerships (DAS OCP), and the requirements described in this Appendix A.

2. Grantee will provide and deliver meals to eligible consumers at their place of residence. Meal delivery must occur within designated geographic areas in the City and County of San Francisco, which must be submitted to and pre-approved by DAS OCP. The grantee's home-delivered nutrition services program must provide consumers with five (5) meals per week. The grantee may offer more than five (5) meals per week—such as seven (7) meals per week or two (2) meals per day—when there is a demonstrated need and the grantee's program model has been reviewed and approved by DAS OCP. The grantee is entitled to invoice for all meals delivered, even if a consumer receives fewer than five (5) meals in a given week due to a missed delivery or because services were temporarily placed on hold.
3. Grantee shall provide meals that comply with the California Department of Aging's (CDA) Older Californians Nutrition Program (OCNP) Menu Planning Guidance. Each meal must provide a minimum of one-third of the Dietary Reference Intakes (DRIs) and align with the current Dietary Guidelines for Americans. Meals shall be culturally appropriate for the target population(s) served. Meals may be provided in hot, chilled, or frozen form. In determining the appropriate meal format, the grantee will consider each consumer's ability to safely store and reheat food, as well as their overall nutrition support needs. Texture-modified meals, such as dental-soft options, may also be provided for consumers with chewing difficulties.
4. Grantee will serve meals in environmentally friendly containers that are reusable, biodegradable, compostable, and/or recyclable. The grantee will comply with the City's Food Service Waste Reduction Ordinance (2007) and the Single-Use Food Ware Plastics Toxics and Litter Reduction Ordinance (2019).
5. Grantee will employ a qualified manager to oversee the daily management and administrative functions of the home-delivered nutrition services program. The grantee will ensure there is sufficient staff (paid or volunteer) with the necessary education, experience, and cultural competency designated to support the daily operations of the program.
6. Grantee will manage all aspects of food service, including the procurement, preparation, transportation, and delivery of food and meals. The grantee will ensure compliance with the standards established by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, and the San Francisco Department of Public Health (SFDPH) Environmental Health Branch. This includes but is not limited to the following:
    a. A food facility permit, also known as a health permit, is required for each facility involved in the preparation, handling, and/or serving of food to the public. In addition, the facility must provide a current health inspection report with a "pass" facility rating status, as issued by the Environmental Health Branch of the San Francisco Department of Public Health.
    b. A certified food safety manager must be on staff to oversee and manage the day-to-day operations of food service.
    c. All staff involved in the preparation, storage, serving, or handling of food and/or meals must engage in approved food safety training.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

7. Grantee will ensure all program staff are oriented and trained to perform their assigned responsibilities and tasks. Training at minimum will include:
    a. Food safety, prevention of foodborne illness, and HACCP principles.
    b. Instructions on accident prevention, fire safety, first aid, choking, earthquake preparedness, and additional emergency procedures as relevant.
8. Grantee will provide a minimum of four (4) hours of annual training for paid and volunteer food service staff, including congregate and home-delivered meal staff. The grantee must develop, implement, and maintain a yearly training plan on file. The plan should include the individuals to be trained, the trainer(s), the training content, and the schedule. The content of the training must be reviewed and approved by a Registered Dietitian Nutritionist (RD/RDN). Training sessions will be evaluated by staff, and documentation, including evaluations and attendance records, must be kept on file by the grantee.
9. Grantee will provide the following NCQA activities:
    a. Menu planning and meal analysis shall be conducted twice per year and in accordance with CDA's OCNP Menu Planning Guidance. The grantee must submit the menu cycle with the nutrient analysis for review and approval by DAS OCP at least thirty (30) days in advance of use. The grantee will ensure that food substitutions to originally planned meals are documented and approved by Registered Dietitian Nutritionist (RD/RDN).
    b. HACCP central kitchen and food service monitoring will be conducted at least once per quarter, with a minimum of four (4) monitoring visits during the fiscal year. The monitoring must be conducted and documented by a Registered Dietitian Nutritionist (RD/RDN). Food service monitoring must include the review of end-of-route temperature checks, which should be performed every other week for each route to ensure meals are maintained at safe temperatures throughout delivery.
    c. Home-Delivered Meal (HDM) route monitoring will include, but is not limited to, observation of the packing, transport, and delivery of meals. HDM route monitoring may be conducted and documented by a qualified staff member who has been trained by a certified food safety manager or a Registered Dietitian Nutritionist (RD/RDN). Documentation of the monitoring must be completed within two (2) weeks of the observation. Each of the grantee's HDM routes must be monitored at least two (2) times per fiscal year.
    d. Nutrition education sessions at least once per quarter and a minimum of four (4) times during the fiscal year for consumers participating in services. The grantee will record the delivery of nutrition education sessions in SF DAS GetCare and include the estimated number of participants.
10. Grantee will utilize the DAS OCP centralized waiting list on SF DAS GetCare to identify and enroll eligible consumers. Initial eligibility will be determined by the DAS Benefits and Resources Hub through a telephone screening process. The grantee will prioritize selection and enrollment of consumers from the waiting list based on the following criteria:
    a. Cuisine preference: Matching the consumer's preferred cuisine with the options the grantee is funded to provide.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

b. Grantee delivery capacity: Availability of delivery in the designated service area, which may include a supervisorial district, specific zip code, or established delivery route.
c. Once the cuisine and delivery capacity are met, the grantee will select the consumer with the highest numeric priority score for enrollment from the waiting list.

11. Grantee will establish and maintain a consumer enrollment process that includes conducting a home-delivered nutrition services assessment within two weeks of the consumer receiving their first home-delivered meal and annually thereafter. The grantee may begin meal service based on DAS Benefits and Resources Hub's initial determination of eligibility; however, the in-home assessment must be completed within two weeks of the consumer receiving their first meal. Grantees also have the option to conduct the in-home assessment prior to the start of meal services. The grantee will document the home-delivered nutrition services assessment and consumer information in SF DAS GetCare within one month of collecting the data, ensuring that all information is accurately recorded. The assessment will:
    a. Verify the consumer's need for home-delivered nutrition services.
    b. Screen functional ability through a series of required questions related to activities of daily living (ADL) and instrumental activities of daily living (IADL).
    c. Confirm the appropriateness of the type of meal being provided.
    d. Evaluate the consumer's need for additional nutrition-related or other supportive services.
    e. Obtain consumer demographic and other information as required by federal, state, and local government.
    f. Include completion of a nutrition risk screening using the DETERMINE checklist and a two-question food security screening.
12. Grantee, at minimum, will provide consumers with the following information during the enrollment process:
    a. Delivery schedule for meals.
    b. Copy of the current monthly menu.
    c. Safe food handling instructions for the meal(s) including reheating instructions if applicable.
    d. Voluntary contribution policy.
    e. Grievance policy.
    f. Information on how to request assistance from the grantee when needed.
13. Grantee will conduct and document nutrition service reassessments for program participants on a quarterly basis to confirm continued eligibility for services. Reassessments may be conducted in person or over the phone, however consumers must be assessed in person every other quarter. Reassessments may be conducted by delivery staff or volunteers who have been trained by qualified staff. Initial and annual assessments count towards the quarterly reassessment requirement. The grantee will also establish a disenrollment process for consumers who are no longer eligible or who choose to discontinue services.
14. Grantee will offer consumers who receive a meal the opportunity to contribute to the cost of the meal, in accordance with DAS OCP Policy Memorandum No. 5. The Grantee will develop a suggested contribution amount based on the average income

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

range of consumers accessing the home-delivered meal program, as well as the grantee's other funding sources. During the enrollment process, the grantee will provide consumers with written information explaining voluntary contributions and how to make them if they choose to do so. This notification must clearly state that contributions are voluntary, there is no obligation to contribute, and services will be provided regardless of whether a contribution is made. The contribution process must ensure confidentiality, and the grantee must have written procedures in place to safeguard contributions and fees from loss, mishandling, or theft.

15. Grantee will have procedures in place to obtain the views of program participants about services received. At minimum, the grantee will develop and administer an annual consumer satisfaction survey to capture feedback on program outcomes and service quality. Both the survey tool and the administration plan must be reviewed and approved by DAS OCP prior to implementation. Feedback must be collected in a manner that ensures participant anonymity. The results will be shared with DAS OCP by March 15th of each grant year, or on a mutually agreed upon date.
16. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training annually, in accordance with the DAS OCP Policy Memorandum No. 45. Within 30 days of their start date, any new employee, subcontractor, or volunteer must also complete this training. The grantee will maintain records of completion. The grantee shall comply with the applicable privacy and security rules of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
17. Grantee will ensure that all program staff, regardless of position, receive initial training on elder abuse and mandated reporting. Program staff who interact with consumers must complete this training annually, in accordance with the DAS OCP Policy Memorandum No. 35.
18. Grantee shall develop a written grievance process for reviewing and resolving service concerns raised by consumers or their authorized representatives regarding DAS-funded programs and their employees or volunteers, in accordance with DAS OCP Policy Memorandum No. 33. This process must ensure that consumers have clearly established rights and due process for timely resolution of their concerns.
19. Grantee will ensure that DAS funding information is prominently displayed on its websites and publications related to the DAS-funded nutrition program, in accordance with DAS OCP Policy Memorandum No.47.
20. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
21. Grantee will arrange for the availability of food to participants during a major disaster where feasible and appropriate.

VI. Location and Time of Services

The grantee will provide home delivered nutrition services in the City and County of San Francisco. The grantee, with approval from DAS OCP, will determine the location(s) and time(s) for the provision of home delivered nutrition services.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

VII. Service Objectives

On an annual basis, the grantee shall meet the following service objectives:

Table A	FY 25/26	FY 26/27	FY 27/28	FY 28/29
Number of Unduplicated Consumers (UDC)	165	165	165	165
Number of Meals	48,000	48,000	48,000	48,000

VIII. Outcome Objectives

Measured via a consumer survey with a sample size equal to or greater than forty percent (40%) of the consumer enrollment at the time of distribution.

1. At least 75% of consumers report an increased consumption of fruits, vegetables, and/or whole grains.
2. At least 85% of consumers report feeling less worried about getting enough food to meet their needs.
3. At least 85% of consumers rate the quality of meals they receive as excellent or good.
4. At least 85% of consumers report that the food support they receive helps them live stably in the community.

IX. Data Collection and Reporting Requirements

1. Grantee will provide a monthly report of activities, referencing the tasks described in Section VII & VIII- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month. The report will include, at a minimum: the number of consumers served, number of meals prepared and served, number of consumers denied services, and the amount of voluntary consumer contributions received.
2. Grantee will submit a quarterly report, along with supporting documentation, to DAS OCP detailing the HACCP activities conducted. Reports are due on the following dates: October 15th, January 15th, April 15th, and June 15th.
3. Grantee will provide an annual report summarizing the contract activities, referencing the tasks described in Section VII & VIII- Service 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 day of the month following the end of the program year.
4. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SFHSA no later than July 31st each year. The grantee must submit the report in the CARBON system.
5. Grantee will provide Ad Hoc reports as required by the Departments.
6. Pursuant to California Department of Aging requirements, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
7. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies “Focal Points” which are designed to help older adults and adults with disabilities connect to services throughout the City. These Focal Points are:

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Name	Address	Phone
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-822-1444 x1200
Canon Kip Senior Center	705 Natoma, St San Francisco, 94103	415-487-3300
Chi Sing Community Center	3133 Taraval St, San Francisco, 94116	415-533-6859
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700
Downtown SF Senior Center	481 O'Farrell St, San Francisco, 94102	415-202-2982
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
Geneva Community Center	5050 Mission St., Suite C, San Francisco 94112	
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415-405-4672
Self-Help for the Elderly Social Services Department	829 Kearney St, San Francisco, 94133	415-677-7585
Toolworks	22 Battery St. Suite 300, San Francisco, 94111	415-733-0990
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828

For assistance with reporting and contract requirements, please contact:

Emmy.Miller@sfgov.org
Contract Manager, Office of Contract Management, SFHSA
or
Julie.Hibarger@sfgov.org
Program Analyst, DAS OCP

X. Monitoring Activities

1. Program Monitoring: Program monitoring will include review of consumer eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives; compliance with specific program standards and requirements; participant record collection and maintenance; reporting performance including monthly service unit reports on SF DAS GetCare; maintenance of service unit logs; agency and organization standards, including current organizational chart; evidence of annual Elder Abuse Reporting training provided to staff and volunteers; evidence of annual California Department of Aging (CDA) Security Awareness training provided to staff and volunteers; program operations, which includes a review of a written policies and procedures manual of all DAS OCP-funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation current and consistent with the site

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

chart; a board of directors list and whether services are provided appropriately according to Sections III through VIII.

2. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, 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 the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster, and selected board minutes for compliance with the Sunshine Ordinance.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM

Name
Kimochi

(Check One) New __X__ Renewal ____ Modification ____
If modification, Effective Date of Mod. No. of Mod.

Program: Home-Delivered Meal Nutrition Services, Older Adults

Budget Reference Page No.(s)					
Program Term	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted	48,000	48,000	48,000	48,000	192,000
DAS Expenditures					
Salaries & Benefits	$195,682	$195,682	$195,682	$195,682	$782,728
Operating Expenses	$278,805	$278,805	$278,805	$278,805	$1,115,220
Subtotal	$474,487	$474,487	$474,487	$474,487	$1,897,948
Indirect Percentage (%)	8.47%	8.47%	8.47%	8.47%	8.47%
Indirect Cost	$40,189	$40,189	$40,189	$40,189	$160,756
Capital/Subcontractor Expenditures					
NCQA Expenditures	$43,000	$43,000	$43,000	$43,000	$172,000
Total DAS Expenditures	**$557,676**	**$557,676**	**$557,676**	**$557,676**	**$2,230,704**
Non DAS Expenditures					
Salaries & Benefits	$155,432	$155,432	$155,432	$155,432	$621,728
Operating Expenses	$61,288	$61,288	$61,288	$61,288	$245,152
Capital/Subcontractor Expenditures					
NCQA Expenditures					
Total Non DAS Expenditures	**$216,720**	**$216,720**	**$216,720**	**$216,720**	**$866,880**
TOTAL DAS AND NON DAS EXPEDITURES	**$774,396**	**$774,396**	**$774,396**	**$774,396**	**$3,097,584**
DAS Revenues					
Meals- General Fund	$465,597	$465,597	$465,597	$465,597	$1,862,388
Meals- State Fund					
Meals- Federal Fund					
Meals - OTO	$51,030	$51,030	$51,030	$51,030	$204,120
NCQA Fund	$41,049	$41,049	$41,049	$41,049	$164,196
Total DAS Revenue	**$557,676**	**$557,676**	**$557,676**	**$557,676**	**$2,230,704**
PER MEAL COST, DAS	$10.76	$10.76	$10.76	$10.76	$10.76
PER MEAL COST (with NCQA), DAS	$11.62	$11.62	$11.62	$11.62	$11.62
Non DAS Revenues					
Project Income	$40,000	$40,000	$40,000	$40,000	$160,000
Agency Cash- Fundraising	$154,832	$154,832	$154,832	$154,832	$619,328
Agency In-kind Volunteer	$20,000	$20,000	$20,000	$20,000	$80,000
Agency In-kind Food	$1,888	$1,888	$1,888	$1,888	$7,552
Total Non DAS Revenue	**$216,720**	**$216,720**	**$216,720**	**$216,720**	**$866,880**
PER MEAL COST, Non DAS	$4.52	$4.52	$4.52	$4.52	$4.52
PER MEAL COST (with NCQA), Non DAS	$4.52	$4.52	$4.52	$4.52	$4.52
TOTAL DAS AND NON DAS REVENUE	**$774,396**	**$774,396**	**$774,396**	**$774,396**	**$3,097,584**
PER MEAL COST, Total	$15.28	$15.28	$15.28	$15.28	$15.28
PER MEAL COST (with NCQA), Total	$16.14	$16.14	$16.14	$16.14	$16.14
Full Time Equivalent (FTE)	7.66	7.66	7.66	7.66	30.65

Prepared by: Rod Valdepenas Date: 5/21/2025

HSA-CO Review Signature: _____

HSA #1 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Salaries & Benefits Detail

DAS Salaries & Benefits		Agency Totals		HSA Program		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
PotWasher 2	Bravo, Miriam	$42,120	0.23	100%	0.23	$9,477	$9,477	$9,477	$9,477	$37,908
Potwasher 1	Cardoza, Gustavo	$42,120	0.23	100%	0.23	$9,477	$9,477	$9,477	$9,477	$37,908
Head Cook	Hamaguchi, Greg	$46,800	0.30	100%	0.30	$14,040	$14,040	$14,040	$14,040	$56,160
Asst. Cook 1	Mo, Xiao Fan	$42,120	0.19	100%	0.19	$7,898	$7,898	$7,898	$7,898	$31,592
Senior Center Coordinator	Oehlerking, Yoshiko	$45,760	0.30	100%	0.30	$13,728	$13,728	$13,728	$13,728	$54,912
Senior Center Asst.	Suwabe, Yoshinari	$42,120	0.30	100%	0.30	$12,636	$12,636	$12,636	$12,636	$50,544
Asst. Cook 2	To, Michelle	$42,120	0.23	100%	0.23	$9,477	$9,477	$9,477	$9,477	$37,908
Driver HD 4	Behrens, Emerald	$42,120	0.50	100%	0.50	$21,060	$21,060	$21,060	$21,060	$84,240
Transportation Coor.	Ikuma, Craig	$50,960	0.50	100%	0.50	$25,480	$25,480	$25,480	$25,480	$101,920
Case Manager HD	Nakamura, Kyoko	$42,120	0.40	100%	0.40	$16,848	$16,848	$16,848	$16,848	$67,392
Driver HD 1	Sugaya, David	$42,120	0.75	100%	0.75	$31,590	$31,590	$31,590	$31,590	$126,360
Totals		$480,480	3.91	1100%	3.91	$171,711	$171,711	$171,711	$171,711	$686,844
Fringe Benefits Rate		13.96%								
Employee Fringe Benefits		$67,075				$23,971	$23,971	$23,971	$23,971	$95,884
Total DAS Salaries and Benefits		$547,555				**$195,682**	**$195,682**	**$195,682**	**$195,682**	**$782,728**

Non DAS Salaries & Benefits		Agency Totals		HSA Program		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Driver HD 2	Osorio, Edwin	$42,120	1.00	100%	1.00	$42,120	$42,120	$42,120	$42,120	$168,480
Driver PTC 1	Osorio, Carlos	$42,682	1.00	100%	1.00	$42,682	$42,682	$42,682	$42,682	$170,728
Driver HD 3	Mendez, Hector	$42,120	0.75	100%	0.75	$31,590	$31,590	$31,590	$31,590	$126,360
Volunteer		$20,000	1.00	100%	1.00	$20,000	$20,000	$20,000	$20,000	$80,000
Totals		$146,922	3.75	400%	3.75	$136,392	$136,392	$136,392	$136,392	$545,568
Fringe Benefits Rate		13.96%								
Employee Fringe Benefits		$20,510				$19,040	$19,040	$19,040	$19,040	$76,160
Total Non DAS Salaries and Benefits		$167,432				**$155,432**	**$155,432**	**$155,432**	**$155,432**	**$621,728**
Total DAS and Non DAS Salaries and Benefits		$714,987				**$351,114**	**$351,114**	**$351,114**	**$351,114**	**$1,404,456**

HSA #2 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Operating Expense Detail

			FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted			48,000	48,000	48,000	48,000	192,000
DAS Operating Expenses							
Expenditure Category							
Rental of Property			$13,000	$13,000	$13,000	$13,000	$52,000
Utilities (Elec, Water, Gas, Phone, Garbage)			$4,000	$4,000	$4,000	$4,000	$16,000
Office Supplies, Postage			$1,000	$1,000	$1,000	$1,000	$4,000
Building Maintenance Supplies and Repair							
Printing and Reproduction							
Insurance							
Staff Training							
Staff Travel-(Local & Out of Town)							
Rental of Equipment							
Food Cost							
Raw Food	*per meal*	*$3.90*	$187,109	$187,109	$187,109	$187,109	$748,436
Cong Food Svc Supplies	*per meal*	*$0.72*	$34,696	$34,696	$34,696	$34,696	$138,784
Catered Meals	*per meal*						
Consultant							
Consultant A							
Other							
Auto - Fuel			$7,500	$7,500	$7,500	$7,500	$30,000
Auto-Repairs/Maintenance			$7,500	$7,500	$7,500	$7,500	$30,000
Auto - License			$5,000	$5,000	$5,000	$5,000	$20,000
Outside Services			$2,000	$2,000	$2,000	$2,000	$8,000
Rental - Parking			$17,000	$17,000	$17,000	$17,000	$68,000
Total DAS Operating Expenses			**$278,805**	**$278,805**	**$278,805**	**$278,805**	**$1,115,220**
Non DAS Operating Expenses							
Expenditure Category							
Rental of Property							
Utilities (Elec, Water, Gas, Phone, Garbage)			$25,000	$25,000	$25,000	$25,000	$100,000
Office Supplies, Postage							
Building Maintenance Supplies and Repair							
Printing and Reproduction							
Insurance							
Staff Training							
Staff Travel-(Local & Out of Town)							
Rental of Equipment							
Food Cost							
Raw Food	*per meal*						
Cong Food Svc Supplies	*per meal*						
Catered Meals	*per meal*						
In-Kind Food	*per meal*	$0	$1,888	$1,888	$1,888	$1,888	$7,552
Consultant							
Registered Dietician			$9,400	$9,400	$9,400	$9,400	$37,600
Other							
Auto Insurance			$25,000	$25,000	$25,000	$25,000	$100,000
Total Non DAS Operating Expenses			**$61,288**	**$61,288**	**$61,288**	**$61,288**	**$245,152**
Total DAS and Non DAS Operating Expenses			**$340,093**	**$340,093**	**$340,093**	**$340,093**	**$1,360,372**

HSA #3 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Capital & Subcontractor Expenditure Detail

DAS Capital Expenditure

Equipment (Qty)	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Total Equipment Cost					

Remodeling	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Total Remodeling Cost					

Subcontractor	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Total Subcontractor Cost					

Total DAS Capital & Subcontractor Expenditure					

Non DAS Capital Expenditure

Equipment (Qty)	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Total Equipment Cost					

Remodeling	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Total Remodeling Cost					

Subcontractor	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Total Subcontractor Cost					

Total Non DAS Capital & Subcontractor Expenditure					

Total DAS and Non DAS Capital & Subcontractor Expenditure					

HSA #4 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

NCQA Expenditure Detail

DAS NCQA Expenditure	Unit price	Unit	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Menu planning and nutrition analysis	$800.00 /set	1.00	$800	$800	$800	$800	$3,200
Kitchen and food service monitoring	$700.00	2.00	$1,400	$1,400	$1,400	$1,400	$5,600
Home Delivery site monitoring	$400.00	14.00	$5,600	$5,600	$5,600	$5,600	$22,400
Nutrition education	$200.00	4.00	$800	$800	$800	$800	$3,200
HDM Assessment for ENP/C2 nutrition program	$250.00 /assessment	136.00	$34,000	$34,000	$34,000	$34,000	$136,000
In-service training	$200.00 /training	2.00	$400	$400	$400	$400	$1,600
Total DAS NCQA Expenditure			**$43,000**	**$43,000**	**$43,000**	**$43,000**	**$172,000**

Non DAS NCQA Expenditure	Unit price	Unit	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Menu planning and nutrition analysis	/set						
Kitchen and food service monitoring							
Congregate site monitoring							
Nutrition education							
Nutrition counseling (optional)	/hour						
In-service training	$200.00 /training						
Total Non DAS NCQA Expenditure							

Total DAS and Non DAS NCQA Expenditure	**$43,000**	**$43,000**	**$43,000**	**$43,000**	**$172,000**

HSA #4 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

ANNUAL SITE CHART - HOME DELIVERED NUTRITION SERVICES			OFFICE OF COMMUNITY PARTNERSHIPS	FY 2025-26
AGENCY:	Kimochi, Inc.			
MAILING ADDRESS:	1715 Buchanan St. San Francisco, CA 94115			
DIRECTOR:	Steve Ishii	**EMAIL:** sishii@kimochi-inc.org	**PHONE NO.:**	415-931-2294
PROGRAM MANAGER:	Melissa Nihei	**EMAIL:** mnihei@kimochi-inc.org	**PHONE NO.:**	415-931-2294

Population Served: Older Adults or Adults with Disabilities	Older Adults							**Total ALL Sites**
Delivery Route Name	Route 1A	Route 1B	Route 1C	Route 1C2	Route 1D	Route 2AB	Route 3	
Address of HDM Program Operation	1840 Sutter St. San Francisco, CA 94115	1840 Sutter St. San Francisco, CA 94115	1840 Sutter St. San Francisco, CA 94115	1840 Sutter St. San Francisco, CA 94115	1840 Sutter St. San Francisco, CA 94115	1840 Sutter St. San Francisco, CA 94115	1840 Sutter St. San Francisco, CA 94115	
Hours of Operation	9:00AM-5:00PM	9:00AM-5:00PM	9:00AM-5:00PM	9:00AM-5:00PM	9:00AM-5:00PM	9:00AM-5:00PM	9:00AM-5:00PM	
Phone Number	415-931-2287	415-931-2287	415-931-2287	415-931-2287	415-931-2287	415-931-2287	415-931-2287	
Alternate Phone Number								
HDM Manager/Coordinator								
Service Area Descirption Supervisorial District No.	5	1	1, 5	4, 7	4, 7	5	5	
Service Area Descirption Neighborhood(s) Served	Western Addition, Pacific Heights	Richmond	Japantown, Western Addition, Panhandle, Inner Richmond	Forest Hill, Sunset	Sunset	Japantown, Western Addition	Japantown, Western Addition	
Service Area Description Zip Codes Served	94115, 94117	94118, 94123	94115, 94117	94116, 94122	94116, 94122	94115	94115	
Meal Delivery Days	☑ Monday ☑ Tuesday ☑ Wednesday ☑ Thursday ☑ Friday ☐ Saturday ☐ Sunday	☑ Monday ☑ Tuesday ☑ Wednesday ☑ Thursday ☑ Friday ☐ Saturday ☐ Sunday	☑ Monday ☑ Tuesday ☑ Wednesday ☐ Thursday ☑ Friday ☐ Saturday ☐ Sunday	☑ Monday ☑ Tuesday ☑ Wednesday ☑ Thursday ☑ Friday ☐ Saturday ☐ Sunday	☑ Monday ☑ Tuesday ☑ Wednesday ☑ Thursday ☑ Friday ☐ Saturday ☐ Sunday	☑ Monday ☑ Tuesday ☑ Wednesday ☑ Thursday ☑ Friday ☐ Saturday ☐ Sunday	☑ Monday ☑ Tuesday ☑ Wednesday ☑ Thursday ☑ Friday ☐ Saturday ☐ Sunday	
Type of Meal (hot, chilled, frozen, etc.)	Hot, Frozen	Hot, Frozen	Hot, Frozen	Hot, Frozen	Hot, Frozen	Hot, Frozen	Hot, Frozen	
Texture Modification: (Yes or No)	No	No	No	No	No	No	No	
Cuisine Type	Japanese	Japanese	Japanese	Japanese	Japanese	Japanese	Japanese	
Annual # Unduplicated Consumers	10	30	25	30	40	20	20	**165**
Maximum # UDC per route/delivery day	8	25	20	25	35	15	10	
Annual Number of Meals Delivered on Route	3,500	9,500	9,000	9,500	9,750	3,375	3,375	**48,000**
Annual # Service Days	354	354	354	354	354	354	354	
Average # meals per day	10	27	25	27	28	10	10	136
Annual Number of Nutrition Assessments	10	27	25	27	28	10	10	136
Observed holidays	Agency Holidays: New Year's Day, Indigenous People's Day, President's Day, Memorial Day, Labor Day, Independence Day, MLK Day, Veteran's Day, Thanksgiving and Black Friday, Christmas Day.							

Nutrition Education	
Annual # Nutrition Education Sessions (4 required)	**4**
Annual # of Participants (average # of meals x # of nutrition education sessions)	542

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Appendix A – Services to be Provided
Meals On Wheels San Francisco
Home-Delivered Nutrition Services for Older Adults
July 1, 2025 - June 30, 2029

I. Purpose

The purpose of this grant is to provide home-delivered nutrition services to older adults living in the City and County of San Francisco. Services include meals, nutrition education, and nutrition risk screening. Home-delivered nutrition services support individuals to live independently in their own homes and communities, help ensure health and well-being through improved nutrition and reduced isolation, and serve as an access point for other home and community-based services.

II. Definitions

Adult with a Disability	A person 18-59 years of age with a disability.
Assessment (Home-Delivered Nutrition Services)	An assessment conducted by a qualified staff member in the home of an individual within two weeks of beginning meal service and annually thereafter to document the participant's need for service and determine the appropriate type of meal within their living environment. The assessment evaluates physiological, socioeconomic, and psychological factors, including acute or chronic disease, health conditions or syndromes, the presence and adequacy of family/support system, and the individual's functional ability- specifically their capacity to perform activities of daily living (ADLs) and instrumental activities of daily living (IADLs)- which contribute to their need for nutrition and related supportive services. (22 CCR 7638.3)
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CARBON	Contracts Administration, Reporting, and Billing On-line System.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging.
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DAS Benefits and Resources Hub	A unit within DAS that is equipped to receive calls from the community and provide information, referrals, and assistance for older adults and adults with disabilities, caregivers, and community-based organizations. https://www.sfhsa.org/contact-us/locations/das-benefits-and-resources-hub
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: activities of daily living (ADL), and instrumental activities of daily living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Food Security Screening	A two-question validated screening tool designed to assess an individual's food security status.
Grantee	Meals on Wheels San Francisco
HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)
Home-Delivered Nutrition Services	The delivery of meals by a qualified nutrition service provider to eligible individuals at their place of residence. Meals must comply with the Dietary Guidelines for Americans and meet the Dietary Reference Intakes (DRIs). In addition to meal delivery, services include an initial and annual assessment of each consumer's needs and eligibility; quarterly reassessment to determine continued eligibility; nutrition education; and nutrition risk screening.
LGBTQIA+	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.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for program enrollment and participation is not means tested. Consumers self-report income status.
Menu Planning and Nutrient Analysis	The development of a menu cycle that complies with the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP) and California Department of Aging (CDA) menu standards, as well as the nutrition requirements of meals. A Registered Dietitian must conduct a nutrient analysis to verify that the menu meets these standards and requirements. (CDA Program Memo 12-17, as amended; California Code of Regulations, Title 22, Section 7638.5)

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Nutrition Compliance and Quality Assurance (NCQA)	Nutrition Compliance and Quality Assurance are the required components of congregate, to-go, and home-delivered nutrition services that ensure program integrity and quality. These components include but are not limited to ensuring food safety; certifying menu compliance; providing nutrition education; confirming consumer eligibility; and assessing consumers' physiological, socioeconomic, and psychological well-being, as well as their need for nutrition and other supportive services. NCQA also includes nutrition counseling provided by a registered dietitian, when feasible and appropriate.
Nutrition Education Session	An intervention targeting participants and caregivers that involves the dissemination of information, instruction, or training to support food, nutrition, and physical activity choices and behaviors aimed at maintaining or improving health and addressing nutrition-related conditions. The content is consistent with the Dietary Guidelines for Americans (DGA), accurate, culturally sensitive, regionally appropriate, and takes personal preferences into account. Nutrition education sessions are overseen by a Registered Dietitian. Grantees are required to provide education sessions at least quarterly for program participants and to record the provision of each session, including an estimated number of participants reached, in SF DAS GetCare. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate, to-go, and home-delivered nutrition services shall comply with the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI), as specified in California Code of Regulations, Title 22, Section 7638.5
Nutrition Risk Screening	Completion of the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
OAA	Older Americans Act
OCP	Office of Community Partnerships.
Older Adult	A person who is 60 years or older, used interchangeably with "senior."
Older Californians Nutrition Program Title III C1 and C2 (OCNP)	A program that provides nutrition services as authorized by the Older Americans Act of 1965, as amended, and is administered in accordance with the provisions of California Code of Regulations (CCR), Title 22, Chapter 4, Article 5, Section 7630, and was formerly known as the Elderly Nutrition Program (ENP).

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Reassessment (Home-Delivered Nutrition Services)	A reassessment conducted quarterly by qualified staff that documents the need for service. Such reassessment shall be done in the home of the participant at least every six months. (CCR Title 22 Sec. 7638.3) Initial and annual assessments conducted in the program participant's home count towards the quarterly reassessment requirement.
Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	An individual who meets both of the following criteria: 1) Qualified as specified in Sections 2585 and 2586 of the Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years or older, used interchangeably with "older adult."
SF DAS GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
SFHSA	San Francisco Human Services Agency
Socially Isolated	Having few social relationships and few people to interact with regularly.
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.)
Supervisorial District (District)	There are eleven supervisorial districts in the City and County of San Francisco. A map of each district can be found at: https://www.sf.gov/maps
Volunteer	A volunteer is an individual who offers their time and services willingly and without compensation to assist the grantee in various activities to support nutrition services.
Unduplicated Consumer (UDC)	An eligible individual who receives meals through the home-delivered nutrition services program and whose participation is documented in SF DAS GetCare by the grantee.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Unit of Service (UOS)	A meal provided to an eligible individual. Each meal shall provide one-third (1/3) of the DRI and comply with the most current Dietary Guidelines for Americans. (22 CCR 7638.5, 22 CCR 7638.7)

III. Target Population

This program is designed to serve all people who can benefit from the services outlined in this Appendix, and particularly those demonstrating the greatest economic and social need. To ensure that the most vulnerable people are aware of and can benefit from this program, grantee shall ensure that program services are accessible to:

A. Persons with low to moderate income
B. Persons who are socially isolated
C. Persons with limited English-speaking proficiency
D. Persons from communities of color or historically underserved communities
E. Members of the LGBTQIA+ community
F. Persons at risk of institutionalization

IV. Eligibility for Services

To be eligible for home-delivered nutrition services, an individual must be:

A. A person who is sixty (60) years of age or older (older adult), and
B. A resident of San Francisco, and
C. In need of home-delivered nutrition services as determined by initial and annual assessments and quarterly reassessments conducted by the grantee.
D. A spouse or domestic partner of an eligible individual may participate in services if a grantee-conducted assessment determines that such participation is in the best interest of the eligible individual.
E. An individual with a disability who resides at home with an eligible individual may participate in services if an assessment conducted by the grantee determines that such participation is in the best interest of the eligible individual.

V. Description of Services and Program Requirements

A. Grantee will develop and maintain nutrition policies and procedures that comply with the nutrition and food service standards set forth by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, the California Department of Aging (CDA), the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP), and the requirements described in this Appendix A.
B. Grantee will provide and deliver meals to eligible consumers at their place of residence. Meal delivery must occur within designated geographic areas in the City and County of San Francisco, which must be submitted to and pre-approved by DAS OCP. The grantee's home-delivered nutrition services program must provide consumers with five (5) meals per week. The grantee may offer more than five (5) meals per week—such as seven (7) meals per week or two (2) meals per day—when there is a demonstrated need and the grantee's program model has been reviewed and approved by DAS OCP. The grantee is entitled to invoice for all meals delivered,

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

even if a consumer receives fewer than five (5) meals in a given week due to a missed delivery or because services were temporarily placed on hold.

C. Grantee shall provide meals that comply with the California Department of Aging's (CDA) Older Californians Nutrition Program (OCNP) Menu Planning Guidance. Each meal must provide a minimum of one-third of the Dietary Reference Intakes (DRIs) and align with the current Dietary Guidelines for Americans. Meals shall be culturally appropriate for the target population(s) served. Meals may be provided in hot, chilled, or frozen form. In determining the appropriate meal format, the grantee will consider each consumer's ability to safely store and reheat food, as well as their overall nutrition support needs. Texture-modified meals, such as dental-soft options, may also be provided for consumers with chewing difficulties.

D. Grantee will serve meals in environmentally friendly containers that are reusable, biodegradable, compostable, and/or recyclable. The grantee will comply with the City's Food Service Waste Reduction Ordinance (2007) and the Single-Use Food Ware Plastics Toxics and Litter Reduction Ordinance (2019).

E. Grantee will employ a qualified manager to oversee the daily management and administrative functions of the home-delivered nutrition services program. The grantee will ensure there is sufficient staff (paid or volunteer) with the necessary education, experience, and cultural competency designated to support the daily operations of the program.

F. Grantee will manage all aspects of food service, including the procurement, preparation, transportation, and delivery of food and meals. The grantee will ensure compliance with the standards established by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, and the San Francisco Department of Public Health (SFDPH) Environmental Health Branch. This includes but is not limited to the following:

1. A food facility permit, also known as a health permit, is required for each facility involved in the preparation, handling, and/or serving of food to the public. In addition, the facility must provide a current health inspection report with a "pass" facility rating status, as issued by the Environmental Health Branch of the San Francisco Department of Public Health.
2. A certified food safety manager must be on staff to oversee and manage the day-to-day operations of food service.
3. All staff involved in the preparation, storage, serving, or handling of food and/or meals must engage in approved food safety training.

G. Grantee will ensure all program staff are oriented and trained to perform their assigned responsibilities and tasks. Training at minimum will include:

1. Food safety, prevention of foodborne illness, and HACCP principles.
2. Instructions on accident prevention, fire safety, first aid, choking, earthquake preparedness, and additional emergency procedures as relevant.

H. Grantee will provide a minimum of four (4) hours of annual training for paid and volunteer food service staff, including congregate and home-delivered meal staff. The grantee must develop, implement, and maintain a yearly training plan on file. The plan should include the individuals to be trained, the trainer(s), the training content, and the schedule. The content of the training must be reviewed and approved by a Registered Dietitian Nutritionist (RD/RDN). Training sessions will be evaluated by

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

staff, and documentation, including evaluations and attendance records, must be kept on file by the grantee.

I. Grantee will provide the following NCQA activities:

1. Menu planning and meal analysis shall be conducted twice per year and in accordance with CDA's OCNP Menu Planning Guidance. The grantee must submit the menu cycle with the nutrient analysis for review and approval by DAS OCP at least thirty (30) days in advance of use. The grantee will ensure that food substitutions to originally planned meals are documented and approved by Registered Dietitian Nutritionist (RD/RDN).

2. HACCP central kitchen and food service monitoring will be conducted at least once per quarter, with a minimum of four (4) monitoring visits during the fiscal year. The monitoring must be conducted and documented by a Registered Dietitian Nutritionist (RD/RDN). Food service monitoring must include the review of end-of-route temperature checks, which should be performed every other week for each route to ensure meals are maintained at safe temperatures throughout delivery.

3. Home-Delivered Meal (HDM) route monitoring will include, but is not limited to, observation of the packing, transport, and delivery of meals. HDM route monitoring may be conducted and documented by a qualified staff member who has been trained by a certified food safety manager or a Registered Dietitian Nutritionist (RD/RDN). Documentation of the monitoring must be completed within two (2) weeks of the observation. Each of the grantee's HDM routes must be monitored at least two (2) times per fiscal year.

4. Nutrition education sessions at least once per quarter and a minimum of four (4) times during the fiscal year for consumers participating in services. The grantee will record the delivery of nutrition education sessions in SF DAS GetCare and include the estimated number of participants.

J. Grantee will utilize the DAS OCP centralized waiting list on SF DAS GetCare to identify and enroll eligible consumers. Initial eligibility will be determined by the DAS Benefits and Resources Hub through a telephone screening process. The grantee will prioritize selection and enrollment of consumers from the waiting list based on the following criteria:

1. Cuisine preference: Matching the consumer's preferred cuisine with the options the grantee is funded to provide.

2. Grantee delivery capacity: Availability of delivery in the designated service area, which may include a supervisorial district, specific zip code, or established delivery route.

3. Once the cuisine and delivery capacity are met, the grantee will select the consumer with the highest numeric priority score for enrollment from the waiting list.

K. Grantee will establish and maintain a consumer enrollment process that includes conducting a home-delivered nutrition services assessment within two weeks of the consumer receiving their first home-delivered meal and annually thereafter. The grantee may begin meal service based on DAS Benefits and Resources Hub's initial determination of eligibility; however, the in-home assessment must be completed within two weeks of the consumer receiving their first meal. Grantees also have the

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

option to conduct the in-home assessment prior to the start of meal services. The grantee will document the home-delivered nutrition services assessment and consumer information in SF DAS GetCare within one month of collecting the data, ensuring that all information is accurately recorded. The assessment will:

1. Verify the consumer's need for home-delivered nutrition services.
2. Screen functional ability through a series of required questions related to activities of daily living (ADL) and instrumental activities of daily living (IADL).
3. Confirm the appropriateness of the type of meal being provided.
4. Evaluate the consumer's need for additional nutrition-related or other supportive services.
5. Obtain consumer demographic and other information as required by federal, state, and local government.
6. Include completion of a nutrition risk screening using the DETERMINE checklist and a two-question food security screening.

L. Grantee, at minimum, will provide consumers with the following information during the enrollment process:

1. Delivery schedule for meals.
2. Copy of the current monthly menu.
3. Safe food handling instructions for the meal(s) including reheating instructions if applicable.
4. Voluntary contribution policy.
5. Grievance policy.
6. Information on how to request assistance from the grantee when needed.

M. Grantee will conduct and document nutrition service reassessments for program participants on a quarterly basis to confirm continued eligibility for services. Reassessments may be conducted in person or over the phone, however consumers must be assessed in person every other quarter. Reassessments may be conducted by delivery staff or volunteers who have been trained by qualified staff. Initial and annual assessments count towards the quarterly reassessment requirement. The grantee will also establish a disenrollment process for consumers who are no longer eligible or who choose to discontinue services.

N. Grantee will offer consumers who receive a meal the opportunity to contribute to the cost of the meal, in accordance with DAS OCP Policy Memorandum No. 5. The Grantee will develop a suggested contribution amount based on the average income range of consumers accessing the home-delivered meal program, as well as the grantee's other funding sources. During the enrollment process, the grantee will provide consumers with written information explaining voluntary contributions and how to make them if they choose to do so. This notification must clearly state that contributions are voluntary, there is no obligation to contribute, and services will be provided regardless of whether a contribution is made. The contribution process must ensure confidentiality, and the grantee must have written procedures in place to safeguard contributions and fees from loss, mishandling, or theft.

O. Grantee will have procedures in place to obtain the views of program participants about services received. At minimum, the grantee will develop and administer an annual consumer satisfaction survey to capture feedback on program outcomes and service quality. Both the survey tool and the administration plan must be reviewed

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

and approved by DAS OCP prior to implementation. Feedback must be collected in a manner that ensures participant anonymity. The results will be shared with DAS OCP by March 15th of each grant year, or on a mutually agreed upon date.

P. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training annually, in accordance with the DAS OCP Policy Memorandum No. 45. Within 30 days of their start date, any new employee, subcontractor, or volunteer must also complete this training. The grantee will maintain records of completion. The grantee shall comply with the applicable privacy and security rules of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Q. Grantee will ensure that all program staff, regardless of position, receive initial training on elder abuse and mandated reporting. Program staff who interact with consumers must complete this training annually, in accordance with the DAS OCP Policy Memorandum No. 35.

R. Grantee shall develop a written grievance process for reviewing and resolving service concerns raised by consumers or their authorized representatives regarding DAS-funded programs and their employees or volunteers, in accordance with DAS OCP Policy Memorandum No. 33. This process must ensure that consumers have clearly established rights and due process for timely resolution of their concerns.

S. Grantee will ensure that DAS funding information is prominently displayed on its websites and publications related to the DAS-funded nutrition program, in accordance with DAS OCP Policy Memorandum No.47.

T. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.

U. Grantee will arrange for the availability of food to participants during a major disaster where feasible and appropriate.

VI. Location and Time of Services

The grantee will provide home-delivered nutrition services in the City and County of San Francisco. The grantee, with approval from DAS OCP, will determine the location(s) and time(s) for the provision of home-delivered nutrition services.

VII. Service Objectives

On an annual basis, the grantee shall meet the following service objectives:

Table A	FY 25/26	FY 26/27	FY 27/28	FY 28/29
Number of Unduplicated Consumers (UDC)	3,700	3,700	3,700	3,700
Number of Meals	1,062,507	1,062,507	1,062,507	1,062,507

VIII. Outcome Objectives

Measured via a consumer survey with a sample size equal to or greater than forty percent (40%) of the consumer enrollment at the time of distribution.

A. At least 75% of consumers report an increased consumption of fruits, vegetables, and/or whole grains.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

B. At least 85% of consumers report feeling less worried about getting enough food to meet their needs.
C. At least 85% of consumers rate the quality of meals they receive as excellent or good.
D. At least 85% of consumers report that the food support they receive helps them live stably in the community.

IX. Data Collection and Reporting Requirements

A. Grantee will provide a monthly report of activities, referencing the tasks described in Section VII & VIII- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month. The report will include, at a minimum: the number of consumers served, number of meals prepared and served, number of consumers denied services, and the amount of voluntary consumer contributions received.
B. Grantee will submit a quarterly report, along with supporting documentation, to DAS OCP detailing the HACCP activities conducted. Reports are due on the following dates: October 15th, January 15th, April 15th, and June 15th.
C. Grantee will provide an annual report summarizing the contract activities, referencing the tasks described in Section VII & VIII- Service 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 day of the month following the end of the program year.
D. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SFHSA no later than July 31st each year. The grantee must submit the report in the CARBON system.
E. Grantee will provide Ad Hoc reports as required by the Departments.
F. Pursuant to California Department of Aging requirements, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
G. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies "Focal Points" which are designed to help older adults and adults with disabilities connect to services throughout the City. These Focal Points are:

Name	Address	Phone
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-822-1444 x1200
Canon Kip Senior Center	705 Natoma, St San Francisco, 94103	415-487-3300
Chi Sing Community Center	3133 Taraval St, San Francisco, 94116	415-533-6859
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700
Downtown SF Senior Center	481 O'Farrell St, San Francisco, 94102	415-202-2982
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
Geneva Community Center	5050 Mission St., Suite C, San Francisco 94112	
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415-405-4672
Self-Help for the Elderly Social Services Department	829 Kearney St, San Francisco, 94133	415-677-7585
Toolworks	22 Battery St. Suite 300, San Francisco, 94111	415-733-0990
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828

For assistance with reporting and contract requirements, please contact:

Jennifer.Grant@sfgov.org
Contract Manager, Office of Contract Management, SFHSA
or
Tiffany.Kearney@sfgov.org
Program Analyst, DAS OCP

X. Monitoring Activities

A. Program Monitoring: Program monitoring will include review of consumer eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives; compliance with specific program standards and requirements; participant record collection and maintenance; reporting performance including monthly service unit reports on SF DAS GetCare; maintenance of service unit logs; agency and organization standards, including current organizational chart; evidence of annual Elder Abuse Reporting training provided to staff and volunteers; evidence of annual California Department of Aging (CDA) Security Awareness training provided to staff and volunteers; program operations, which includes a review of a written policies and procedures manual of all DAS OCP-funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation current and consistent with the site chart; a board of directors list and whether services are provided appropriately according to Sections III through VIII.

B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, 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 the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster, and selected board minutes for compliance with the Sunshine Ordinance.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM

Grantee/Contractor: Meals On Wheels SF				Full Term:	7/1/25 - 6/30/29
Program: Home Delivered Meals for Older Adults				Effective Date:	7/1/2025
New☑ Modificatio☐ Revisio☐ (Check One)				Modification #	
	7/1/25 - 6/30/26	**7/1/26 - 6/30/27**	**7/1/27 - 6/30/28**	**7/1/28 - 6/30/29**	**7/1/25 - 6/30/29**
Annual # Meals	**1,062,507**	**1,062,507**	**1,062,507**	**1,062,507**	**4,250,028**
DAS Expenditures	**Original**	**Original**	**Original**	**Original**	**Total**
Salaries & Benefits	$4,051,050	$4,051,050	$4,051,050	$4,051,050	$16,204,200
Operating Expenses	$2,416,385	$2,416,385	$2,416,385	$2,416,385	$9,665,540
Subtotal	**$6,467,435**	**$6,467,435**	**$6,467,435**	**$6,467,435**	**$25,869,740**
Indirect Percentage (%)	15%	15%	15%	15%	15%
Indirect Costs (Line 16 X Line 15)	$970,115	$970,115	$970,115	$970,115	$3,880,460
Consultant/Subcontractor					
Direct Client Pass-Through					
Capital Expenses					
NCQA Expenditures	$1,000,458	$1,000,458	$1,000,458	$1,000,458	$4,001,832
Total DAS Expenses	**$8,438,008**	**$8,438,008**	**$8,438,008**	**$8,438,008**	**$33,752,032**
Non-DAS Expenditures					
Salaries & Benefits	$494,334	$494,334	$494,334	$494,334	$1,977,336
Operating Expenses	$3,312,203	$3,312,203	$3,312,203	$3,312,203	$13,248,811
Consultant/Subcontractor					
Direct Client Pass-Through					
Capital Expenses	$45,946				$45,946
NCQA Expenditures	$478,500	$478,500	$478,500	$478,500	$1,914,000
Total NON-DAS Expenses	**$4,330,983**	**$4,285,037**	**$4,285,037**	**$4,285,037**	**$17,186,093**
TOTAL DAS AND NON DAS EXPEDITURES	$12,768,991	$12,723,045	$12,723,045	$12,723,045	$50,938,125
HSA / DAS Revenues					
General Fund	$5,344,500	$5,344,500	$5,344,500	$5,344,500	$21,378,000
State	$1,766,121	$1,766,121	$1,766,121	$1,766,121	$7,064,484
Federal	$1,327,387	$1,327,387	$1,327,387	$1,327,387	$5,309,548
Total HSA / DAS Revenues	**$8,438,008**	**$8,438,008**	**$8,438,008**	**$8,438,008**	**$33,752,032**
PER MEAL COST, DAS	**$7.94**	**$7.94**	**$7.94**	**$7.94**	**$7.94**
NON HSA / DAS Revenues					
Project Income	$140,983	$140,983	$140,983	$140,983	$563,931
Agency Cash - Fundraising	$4,190,000	$4,144,054	$4,144,054	$4,144,054	$16,622,162
Agency In-Kind/Volunteer					
Total NON HSA / DAS Revenues	**$4,330,982.85**	**$4,285,036.85**	**$4,285,036.85**	**$4,285,036.85**	**$17,186,093.40**
PER MEAL COST, NON-DAS	**$4.08**	**$4.03**	**$4.03**	**$4.03**	**$4.04**
TOTAL DAS AND NON DAS REVENUE	**$12,768,991**	**$12,723,045**	**$12,723,045**	**$12,723,045**	**$50,938,125**
PER MEAL COST, DAS	**$12.02**	**$11.97**	**$11.97**	**$11.97**	**$11.98**
Prepared by:	Danielle Knight, CFO				
Telephone No. & Email:	415-343-1270	dknight@mowsf.org			***HSA Budget Form (3/24)***

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Salaries & Benefits Detail

DAS Salaries & Benefits	Agency Totals		HSA Program		7/1/25 - 6/30/26	Agency Totals		HSA Program		7/1/26 - 6/30/27	Agency Totals		HSA Program		7/1/27 - 6/30/28	Agency Totals		HSA Program		7/1/28 - 6/30/29	7/1/25 - 6/30/29
POSITION TITLE	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	**Original**	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	**Original**	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	**Original**	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	**Original**	**Total**
Drivers (33)	$46,579	33.00	31.00%	10.23	$476,503	$46,579	33.00	31.00%	10.23	$476,503	$46,579	33.00	31.00%	10.23	$476,503	$46,579	33.00	31.00%	10.23	$476,503	$1,906,012
Kitchen (55)	$48,449	55.00	51.00%	28.05	$1,358,994	$48,449	55.00	51.00%	28.05	$1,358,994	$48,449	55.00	51.00%	28.05	$1,358,994	$48,449	55.00	51.00%	28.05	$1,358,994	$5,435,976
Chief of Programs and Operations	$181,000	1.00	45.00%	0.45	$81,450	$181,000	1.00	45.00%	0.45	$81,450	$181,000	1.00	45.00%	0.45	$81,450	$181,000	1.00	45.00%	0.45	$81,450	$325,800
Director of Home Delivered Meals (HDM)	$125,000	1.00	45.00%	0.45	$56,250	$125,000	1.00	45.00%	0.45	$56,250	$125,000	1.00	45.00%	0.45	$56,250	$125,000	1.00	45.00%	0.45	$56,250	$225,000
HDM Client Program Specialist	$60,320	1.00	45.00%	0.45	$27,144	$60,320	1.00	45.00%	0.45	$27,144	$60,320	1.00	45.00%	0.45	$27,144	$60,320	1.00	45.00%	0.45	$27,144	$108,576
HDM Client Support Associate	$58,912	1.00	45.00%	0.45	$26,510	$58,912	1.00	45.00%	0.45	$26,510	$58,912	1.00	45.00%	0.45	$26,510	$58,912	1.00	45.00%	0.45	$26,510	$106,040
HDM Client Waitlist Manager	$85,280	1.00	45.00%	0.45	$38,376	$85,280	1.00	45.00%	0.45	$38,376	$85,280	1.00	45.00%	0.45	$38,376	$85,280	1.00	45.00%	0.45	$38,376	$153,504
HDM Customer Service Lead	$75,094	0.80	45.00%	0.36	$27,034	$75,094	0.80	45.00%	0.36	$27,034	$75,094	0.80	45.00%	0.36	$27,034	$75,094	0.80	45.00%	0.36	$27,034	$108,136
HDM Manager	$85,280	1.00	45.00%	0.45	$38,376	$85,280	1.00	45.00%	0.45	$38,376	$85,280	1.00	45.00%	0.45	$38,376	$85,280	1.00	45.00%	0.45	$38,376	$153,504
HDM Manager 2	$66,560	1.00	45.00%	0.45	$29,952	$66,560	1.00	45.00%	0.45	$29,952	$66,560	1.00	45.00%	0.45	$29,952	$66,560	1.00	45.00%	0.45	$29,952	$119,808
HDM Onsite Coordinator	$52,000	1.00	45.00%	0.45	$23,400	$52,000	1.00	45.00%	0.45	$23,400	$52,000	1.00	45.00%	0.45	$23,400	$52,000	1.00	45.00%	0.45	$23,400	$93,600
HDM Senior Intake Coordinator	$66,600	1.00	45.00%	0.45	$29,970	$66,600	1.00	45.00%	0.45	$29,970	$66,600	1.00	45.00%	0.45	$29,970	$66,600	1.00	45.00%	0.45	$29,970	$119,880
Home Delivered Meals (HDM) Safety Board	$60,573	1.00	45.00%	0.45	$27,258	$60,573	1.00	45.00%	0.45	$27,258	$60,573	1.00	45.00%	0.45	$27,258	$60,573	1.00	45.00%	0.45	$27,258	$109,032
Home Delivered Meals Intake Coordinator	$56,160	1.00	45.00%	0.45	$25,272	$56,160	1.00	45.00%	0.45	$25,272	$56,160	1.00	45.00%	0.45	$25,272	$56,160	1.00	45.00%	0.45	$25,272	$101,088
Executive Assistant to the COO	$82,880	1.00	30.00%	0.30	$24,864	$82,880	1.00	30.00%	0.30	$24,864	$82,880	1.00	30.00%	0.30	$24,864	$82,880	1.00	30.00%	0.30	$24,864	$99,456
Executive Chef	$129,449	1.00	50.00%	0.50	$64,725	$129,449	1.00	50.00%	0.50	$64,725	$129,449	1.00	50.00%	0.50	$64,725	$129,449	1.00	50.00%	0.50	$64,725	$258,900
Procurement/Purchasing Manager	$122,245	1.00	50.00%	0.50	$61,123	$122,245	1.00	50.00%	0.50	$61,123	$122,245	1.00	50.00%	0.50	$61,123	$122,245	1.00	50.00%	0.50	$61,123	$244,492
Receiving Warehouse Associate	$47,840	1.00	50.00%	0.50	$23,920	$47,840	1.00	50.00%	0.50	$23,920	$47,840	1.00	50.00%	0.50	$23,920	$47,840	1.00	50.00%	0.50	$23,920	$95,680
Receiving Warehouse Associate	$49,538	1.00	50.00%	0.50	$24,769	$49,538	1.00	50.00%	0.50	$24,769	$49,538	1.00	50.00%	0.50	$24,769	$49,538	1.00	50.00%	0.50	$24,769	$99,076
Receiving Warehouse Associate	$51,520	1.00	50.00%	0.50	$25,760	$51,520	1.00	50.00%	0.50	$25,760	$51,520	1.00	50.00%	0.50	$25,760	$51,520	1.00	50.00%	0.50	$25,760	$103,040
Receiving Warehouse Associate	$51,124	1.00	50.00%	0.50	$25,562	$51,124	1.00	50.00%	0.50	$25,562	$51,124	1.00	50.00%	0.50	$25,562	$51,124	1.00	50.00%	0.50	$25,562	$102,248
Receiving Warehouse Associate	$53,658	1.00	50.00%	0.50	$26,829	$53,658	1.00	50.00%	0.50	$26,829	$53,658	1.00	50.00%	0.50	$26,829	$53,658	1.00	50.00%	0.50	$26,829	$107,316
Receiving Warehouse Associate	$53,452	1.00	50.00%	0.50	$26,726	$53,452	1.00	50.00%	0.50	$26,726	$53,452	1.00	50.00%	0.50	$26,726	$53,452	1.00	50.00%	0.50	$26,726	$106,904
Sr. Warehouse and Receiving Manager	$90,000	1.00	50.00%	0.50	$45,000	$90,000	1.00	50.00%	0.50	$45,000	$90,000	1.00	50.00%	0.50	$45,000	$90,000	1.00	50.00%	0.50	$45,000	$180,000
Warehouse Lead	$52,000	1.00	50.00%	0.50	$26,000	$52,000	1.00	50.00%	0.50	$26,000	$52,000	1.00	50.00%	0.50	$26,000	$52,000	1.00	50.00%	0.50	$26,000	$104,000
Director of Fleet & Facilities	$129,677	1.00	45.00%	0.45	$58,355	$129,677	1.00	45.00%	0.45	$58,355	$129,677	1.00	45.00%	0.45	$58,355	$129,677	1.00	45.00%	0.45	$58,355	$233,420
General Kitchen Sanitation	$42,120	1.00	50.00%	0.50	$21,060	$42,120	1.00	50.00%	0.50	$21,060	$42,120	1.00	50.00%	0.50	$21,060	$42,120	1.00	50.00%	0.50	$21,060	$84,240
General Kitchen Sanitation	$42,417	1.00	50.00%	0.50	$21,209	$42,417	1.00	50.00%	0.50	$21,209	$42,417	1.00	50.00%	0.50	$21,209	$42,417	1.00	50.00%	0.50	$21,209	$84,836
General Kitchen Sanitation	$42,120	1.00	50.00%	0.50	$21,060	$42,120	1.00	50.00%	0.50	$21,060	$42,120	1.00	50.00%	0.50	$21,060	$42,120	1.00	50.00%	0.50	$21,060	$84,240
General Kitchen Sanitation	$42,120	1.00	50.00%	0.50	$21,060	$42,120	1.00	50.00%	0.50	$21,060	$42,120	1.00	50.00%	0.50	$21,060	$42,120	1.00	50.00%	0.50	$21,060	$84,240
Maintenance Technician Supervisor	$79,900	1.00	50.00%	0.50	$39,950	$79,900	1.00	50.00%	0.50	$39,950	$79,900	1.00	50.00%	0.50	$39,950	$79,900	1.00	50.00%	0.50	$39,950	$159,800
Junior Salesforce Administrator	$83,120	1.00	45.00%	0.45	$37,404	$83,120	1.00	45.00%	0.45	$37,404	$83,120	1.00	45.00%	0.45	$37,404	$83,120	1.00	45.00%	0.45	$37,404	$149,616
Salesforce Administrator	$120,533	0.80	45.00%	0.36	$43,392	$120,533	0.80	45.00%	0.36	$43,392	$120,533	0.80	45.00%	0.36	$43,392	$120,533	0.80	45.00%	0.36	$43,392	$173,568
Director of Programs and Partnerships	$125,000	1.00	14.00%	0.14	$17,500	$125,000	1.00	14.00%	0.14	$17,500	$125,000	1.00	14.00%	0.14	$17,500	$125,000	1.00	14.00%	0.14	$17,500	$70,000
Director of Social Work	$123,283	0.80	12.00%	0.10	$11,835	$123,283	0.80	12.00%	0.10	$11,835	$123,283	0.80	12.00%	0.10	$11,835	$123,283	0.80	12.00%	0.10	$11,835	$47,340
Senior Dietitian	$94,760	1.00	50.00%	0.50	$47,380	$94,760	1.00	50.00%	0.50	$47,380	$94,760	1.00	50.00%	0.50	$47,380	$94,760	1.00	50.00%	0.50	$47,380	$189,520
Dietitian	$82,400	1.00	50.00%	0.50	$41,200	$82,400	1.00	50.00%	0.50	$41,200	$82,400	1.00	50.00%	0.50	$41,200	$82,400	1.00	50.00%	0.50	$41,200	$164,800
				-					-					-					-		
				-					-					-					-		
				-					-					-					-		
TOTALS	$2,858,963	122.40	1663%	53.89	$3,023,172	$2,858,963	122.40	1663%	53.89	$3,023,172	$2,858,963	122.40	1663%	53.89	$3,023,172	$2,858,963	122.40	1663%	53.89	$3,023,172	$12,092,688
FRINGE BENEFIT RATE	34%					34%					34%					34%					
EMPLOYEE FRINGE BENEFITS	34%				$1,027,878					$1,027,878					$1,027,878					$1,027,878	$4,111,512
TOTAL DAS SALARIES & BENEFITS					$4,051,050					$4,051,050					$4,051,050					$4,051,050	$16,204,200

NON-DAS Salaries & Benefits	Agency Totals		HSA Program		7/1/25 - 6/30/26	Agency Totals		HSA Program		7/1/26 - 6/30/27	Agency Totals		HSA Program		7/1/27 - 6/30/28	Agency Totals		HSA Program		7/1/28 - 6/30/29	7/1/25 - 6/30/29
POSITION TITLE	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	**Original**	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	**Original**	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	**Original**	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	**Original**	**Total**
Drivers (33)	$46,579	33.00	24%	7.92	$368,906	$46,579	33.00	24%	7.92	$368,906	$46,579	33.00	24%	7.92	$368,906	$46,579	33.00	24%	7.92	$368,906	$1,475,624
				-					-					-					-		
				-					-					-					-		
				-					-					-					-		
				-					-					-					-		
				-					-					-					-		
				-					-					-					-		
				-					-					-					-		
				-					-					-					-		
				-					-					-					-		
TOTALS	$46,579	33.00	0.24	7.92	$368,906	$46,579	33.00	24%	7.92	$368,906	$46,579	33.00	24%	7.92	$368,906	$46,579	33.00	24%	7.92	$368,906	$1,475,624
FRINGE BENEFIT RATE	34%					34%					34%					34%					
EMPLOYEE FRINGE BENEFITS					$125,428					$125,428					$125,428					$125,428	$501,712
TOTAL NON-DAS SALARIES & BENEFITS					$494,334					$494,334					$494,334					$494,334	$1,977,336
Total DAS and NON-DAS Salaries and Benefits					$619,762					$619,762					$619,762					$619,762	$2,479,048

HSA Budget Form (3/24)

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Operating Expenses Detail

	7/1/25 - 6/30/26 Original	7/1/26 - 6/30/27 Original	7/1/27 - 6/30/28 Original	7/1/28 - 6/30/29 Original	7/1/25 - 6/30/29 Total
Annual # Meals	**1,062,507**	**1,062,507**	**1,062,507**	**1,062,507**	**4,250,028**
DAS Operating Expenses					
Expenditure Category					
Rental of Property	$1,054,109	$1,054,109	$1,054,109	$1,054,109	$4,216,437
Utilities(Elec, Water, Gas, Phone, Garbage, IT Services)	$382,315	$382,315	$382,315	$382,315	$1,529,258
Office Supplies, Postage	$121,446	$121,446	$121,446	$121,446	$485,786
Building Maintenance Supplies, Repair, Security, Sanitation, Janitorial	$373,359	$373,359	$373,359	$373,359	$1,493,438
Printing and Reproduction	$3,536	$3,536	$3,536	$3,536	$14,146
Insurance	$84,648	$84,648	$84,648	$84,648	$338,593
Staff Training	$24,234	$24,234	$24,234	$24,234	$96,935
Staff Travel-(Local & Out of Town)					
Rental of Equipment					
Food Cost					
Raw Food & Packaging *per meal* ##### # *(remaining non-DAS)*	$191,251	$191,251	$191,251	$191,251	$765,005
Cong Food Svc Supplies *per meal*					
Catered Meals *per meal*					
Consulting/Professional/Subcontracting Services					
Temporary staffing (drivers/kitchen staff)	$65,410	$65,410	$65,410	$65,410	$261,639
Route routing consultant	$5,663	$5,663	$5,663	$5,663	$22,652
Other					
Delivery Costs (vehicle maintenance, repair, fees, gasoline)	$98,323	$98,323	$98,323	$98,323	$393,292
Language Translation Services	$12,090	$12,090	$12,090	$12,090	$48,360
Uniforms, laundry					
Total DAS Operating Expense	$2,416,385	$2,416,385	$2,416,385	$2,416,385	$9,665,540
NON-DAS Operating Expenses					
Expenditure Category					
Rental of Property					
Utilities(Elec, Water, Gas, Phone, Garbage)					
Office Supplies, Postage					
Building Maintenance Supplies and Repair					
Printing and Reproduction					
Insurance					
Staff Training					
Staff Travel-(Local & Out of Town)					
Rental of Equipment					
Food Cost					
Raw Food & Packaging *per meal* ##### #	$3,304,397	$3,304,397	$3,304,397	$3,304,397	$13,217,587
Cong Food Svc Supplies *per meal*					
Catered Meals *per meal*					
Consulting/Professional Services					
Consultant A					
Subcontractor A					
Other					
Client Needs - 44 microwaves at $78.32	$3,446	$3,446	$3,446	$3,446	$13,784
Client Needs - 40 refrigerators at $109.00	$4,360	$4,360	$4,360	$4,360	$17,440
Total NON-DAS Operating Expense	$3,312,203	$3,312,203	$3,312,203	$3,312,203	$13,248,811
Total DAS & NON-DAS Operating Expense	$5,728,588	$5,728,588	$5,728,588	$5,728,588	$22,914,351

HSA Budget Form (3/24)

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Capital Expenses Detail

	7/1/25 - 6/30/26 Original	7/1/26 - 6/30/27 Original	7/1/27 - 6/30/28 Original	7/1/28 - 6/30/29 Original	7/1/25 - 6/30/29 Total
DAS Equipment					
DAS Remodeling					
Remodeling A					
Remodeling B					
Total DAS Equipment and Remodeling					
NON-DAS Equipment					
Nutrient Analysis Software	$45,946				$45,946
NON-DAS Remodeling					
Remodeling A					
Remodeling B					
Total NON-DAS Equipment and Remodeling	$45,946				$45,946
Total DAS & NON-DAS Equipment and Remodeling	$45,946				$45,946

HSA Budget Form (3/24)

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

NCQA Expenditure Detail

DAS NCQA Expenditure	Unit price	Unit	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Menu planning and nutrition analysis	$715.00 /set	2.00	$1,430	$1,430	$1,430	$1,430	$5,720
Kitchen and food service monitoring	$795.00	4.00	$3,180	$3,180	$3,180	$3,180	$12,720
HDM route monitoring	$245.00	84.00	$20,580	$20,580	$20,580	$20,580	$82,320
Nutrition education	$217.00	4.00	$868	$868	$868	$868	$3,472
Nutrition counseling (optional)	/hour						
HDM Assessment for ENP/C2 Nutrition Program (Initial and Annual)	$336.00	2900.00	$974,400	$974,400	$974,400	$974,400	$3,897,600
In-service training	/training						
Total DAS NCQA Expenditure			**$1,000,458**	**$1,000,458**	**$1,000,458**	**$1,000,458**	**$4,001,832**

Non DAS NCQA Expenditure	Unit price	Unit	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Menu planning and nutrition analysis	/set	2.00					
Kitchen and food service monitoring		4.00					
Congregate site monitoring		84.00					
Nutrition education		4.00					
Nutrition counseling (optional)	/hour						
HDM Assessment for ENP/C2 Nutrition Program (Initial and Annual)	$165.00	2900.00	$478,500	$478,500	$478,500	$478,500	$1,914,000
In-service training	/training						
Total Non DAS NCQA Expenditure			**$478,500**	**$478,500**	**$478,500**	**$478,500**	**$1,914,000**

Total DAS and Non DAS NCQA Expenditure			**$1,478,958**	**$1,478,958**	**$1,478,958**	**$1,478,958**	**$5,915,832**

HSA #4 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Appendix F: ANNUAL SITE CHART - HOME DELIVERED NUTRITION SERVICES	OFFICE OF COMMUNITY PARTNERSHIPS	FY 2025-26

AGENCY:	Meals on Wheels San Francisco		
MAILING ADDRESS:	2142 Jerrold Avenue, San Francisco, CA 94124		
DIRECTOR:	Jennifer Steele	**EMAIL:** jsteele@mowsf.org	**PHONE NO.:** 415-920-1111
PROGRAM MANAGER:	Phil Duarte	**EMAIL:** pduarte@mowsf.org	**PHONE NO.:** 415-920-1111

Population Served: Older Adults or Adults with Disabilities	Older Adults	Adults with Disabilities	ER					**Total ALL Sites**
Delivery Route Name	1-12 AM & PM, 30-31 AM & PM, Hot 3-6, BLD 1-5	Route 13 AM & PM, Hot 1-2, BLD 6	Route 29 AM & PM					
Address of HDM Program Operation	2230 Jerrold Avenue SF, CA 94121	2230 Jerrold Avenue SF, CA 94121	2230 Jerrold Avenue SF, CA 94121					
Hours of Operation	Monday-Friday 8:30 am - 4:30 pm	Monday-Friday 8:30 am - 4:30 pm	Monday-Friday 8:30 am - 4:30 pm					
Phone Number	415-920-1111	415-920-1111	415-920-1111					
Alternate Phone Number	415-343-1287	415-343-1287	415-343-1287					
HDM Manager/Coordinator	James Goodwin	James Goodwin	James Goodwin					
Service Area Descirption Supervisorial District No.	All districts service	All districts service	All districts service					
Service Area Descirption Neighborhood(s) Served	Citywide	Citywide	Citywide					
Service Area Description Zip Codes Served	All zip codes served	All zip codes served	All zip codes served					
Meal Delivery Days	☑ Monday ☑ Tuesday ☑ Wednesday ☑ Thursday ☑ Friday ☑ Saturday ☐ Sunday	☑ Monday ☑ Tuesday ☑ Wednesday ☑ Thursday ☑ Friday ☑ Saturday ☐ Sunday	☑ Monday ☑ Tuesday ☑ Wednesday ☑ Thursday ☑ Friday ☑ Saturday ☐ Sunday	☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday	☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday	☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday	☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday	
Type of Meal (hot, chilled, frozen, etc.)	Frozen, Hot	Frozen, Hot	Frozen, Hot					
Texture Modification: (Yes or No)	Yes	Yes	Yes					
Cuisine Type	American	American	American					
Annual # Unduplicated Consumers	3,700	650	400					**4,750**
Maximum # UDC per route/delivery day	46	5	4					
Annual Number of Meals Delivered on Route	1,062,507	151,364	27,151					**1,241,022**
Annual # Service Days	365	365	365					
Average # meals per day	2,911	415	74	0	0	0	0	3,400
Annual Number of Nutrition Assessments	2900	450	0					**3,350**
Hours of Nutrition Counseling	0	0	0					
Observed holidays	MOWSF is closed on all major hoildays, except for Thanksgiving Day. Clients receive meals in advance of all holidays that Meals on Wheels is closed.							

Nutrition Education	
Annual # Nutrition Education Sessions (4 required)	**4**
Annual # of Participants (average # of meals x # of nutrition education sessions)	13600

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Appendix A– Services to be Provided
Russian American Community Services, Inc.
Home-Delivered Nutrition Services for Older Adults
July 1, 2025 - June 30, 2029

I. Purpose

The purpose of this grant is to provide home-delivered nutrition services to older adults living in the City and County of San Francisco. Services include meals, nutrition education, and nutrition risk screening. Home-delivered nutrition services support individuals to live independently in their own homes and communities, help ensure health and well-being through improved nutrition and reduced isolation, and serve as an access point for other home and community-based services.

II. Definitions

Adult with a Disability	A person 18-59 years of age with a disability.
Assessment (Home-Delivered Nutrition Services)	An assessment conducted by a qualified staff member in the home of an individual within two weeks of beginning meal service and annually thereafter to document the participant's need for service and determine the appropriate type of meal within their living environment. The assessment evaluates physiological, socioeconomic, and psychological factors, including acute or chronic disease, health conditions or syndromes, the presence and adequacy of family/support system, and the individual's functional ability- specifically their capacity to perform activities of daily living (ADLs) and instrumental activities of daily living (IADLs)- which contribute to their need for nutrition and related supportive services. (22 CCR 7638.3)
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CARBON	Contracts Administration, Reporting, and Billing On-line System.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging.
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DAS Benefits and Resources Hub	A unit within DAS that is equipped to receive calls from the community and provide information, referrals, and assistance for older adults and adults with disabilities, caregivers, and community-based organizations. https://www.sfhsa.org/contact-us/locations/das-benefits-and-resources-hub
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: activities of daily living (ADL), and instrumental activities of daily living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
Food Security Screening	A two-question validated screening tool designed to assess an individual's food security status.
Grantee	Russian American Community Services, Inc.
HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)
Home-Delivered Nutrition Services	The delivery of meals by a qualified nutrition service provider to eligible individuals at their place of residence. Meals must comply with the Dietary Guidelines for Americans and meet the Dietary Reference Intakes (DRIs). In addition to meal delivery, services include an initial and annual assessment of each consumer's needs and eligibility; quarterly reassessment to determine continued eligibility; nutrition education; and nutrition risk screening.
LGBTQIA+	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.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for program enrollment and participation is not means tested. Consumers self-report income status.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Menu Planning and Nutrient Analysis	The development of a menu cycle that complies with the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP) and California Department of Aging (CDA) menu standards, as well as the nutrition requirements of meals. A Registered Dietitian must conduct a nutrient analysis to verify that the menu meets these standards and requirements. (CDA Program Memo 12-17, as amended; California Code of Regulations, Title 22, Section 7638.5)
Nutrition Compliance and Quality Assurance (NCQA)	Nutrition Compliance and Quality Assurance are the required components of congregate, to-go, and home-delivered nutrition services that ensure program integrity and quality. These components include but are not limited to ensuring food safety; certifying menu compliance; providing nutrition education; confirming consumer eligibility; and assessing consumers' physiological, socioeconomic, and psychological well-being, as well as their need for nutrition and other supportive services. NCQA also includes nutrition counseling provided by a registered dietitian, when feasible and appropriate.
Nutrition Education Session	An intervention targeting participants and caregivers that involves the dissemination of information, instruction, or training to support food, nutrition, and physical activity choices and behaviors aimed at maintaining or improving health and addressing nutrition-related conditions. The content is consistent with the Dietary Guidelines for Americans (DGA), accurate, culturally sensitive, regionally appropriate, and takes personal preferences into account. Nutrition education sessions are overseen by a Registered Dietitian. Grantees are required to provide education sessions at least quarterly for program participants and to record the provision of each session, including an estimated number of participants reached, in SF DAS GetCare. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate, to-go, and home-delivered nutrition services shall comply with the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI), as specified in California Code of Regulations, Title 22, Section 7638.5
Nutrition Risk Screening	Completion of the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
OAA	Older Americans Act
OCP	Office of Community Partnerships.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Older Adult	A person who is 60 years or older, used interchangeably with "senior."
Older Californians Nutrition Program Title III C1 and C2 (OCNP)	A program that provides nutrition services as authorized by the Older Americans Act of 1965, as amended, and is administered in accordance with the provisions of California Code of Regulations (CCR), Title 22, Chapter 4, Article 5, Section 7630, and was formerly known as the Elderly Nutrition Program (ENP).
Reassessment (Home-Delivered Nutrition Services)	A reassessment conducted quarterly by qualified staff that documents the need for service. Such reassessment shall be done in the home of the participant at least every six months. (CCR Title 22 Sec. 7638.3) Initial and annual assessments conducted in the program participant's home count towards the quarterly reassessment requirement.
Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	An individual who meets both of the following criteria: 1) Qualified as specified in Sections 2585 and 2586 of the Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years or older, used interchangeably with "older adult."
SF DAS GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
SFHSA	San Francisco Human Services Agency
Socially Isolated	Having few social relationships and few people to interact with regularly.
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.)
Supervisorial District (District)	There are eleven supervisorial districts in the City and County of San Francisco. A map of each district can be found at: https://www.sf.gov/maps

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Volunteer	A volunteer is an individual who offers their time and services willingly and without compensation to assist the grantee in various activities to support nutrition services.
Unduplicated Consumer (UDC)	An eligible individual who receives meals through the home-delivered nutrition services program and whose participation is documented in SF DAS GetCare by the grantee.
Unit of Service (UOS)	A meal provided to an eligible individual. Each meal shall provide one-third (1/3) of the DRI and comply with the most current Dietary Guidelines for Americans. (22 CCR 7638.5, 22 CCR 7638.7)

III. Target Populations

This program is designed to serve all people who can benefit from the services outlined in this Appendix, and particularly those demonstrating the greatest economic and social need. To ensure that the most vulnerable people are aware of and can benefit from this program, grantee shall ensure that program services are accessible to:

1. Persons with low to moderate income
2. Persons who are socially isolated
3. Persons with limited English-speaking proficiency
4. Persons from communities of color or communities that have historically been under-served
5. Members of the LGBTQIA+ community
6. Persons at risk of institutionalization

IV. Eligibility for Services

To be eligible for home-delivered nutrition services, an individual must be:

1. A person who is sixty (60) years of age or older (older adult), and
2. A resident of San Francisco, and
3. In need of home-delivered nutrition services as determined by initial and annual assessments and quarterly reassessments conducted by the grantee.
4. A spouse or domestic partner of an eligible individual may participate in services if a grantee-conducted assessment determines that such participation is in the best interest of the eligible individual.
5. An individual with a disability who resides at home with an eligible individual may participate in services if an assessment conducted by the grantee determines that such participation is in the best interest of the eligible individual.

V. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that comply with the nutrition and food service standards set forth by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, the California Department of Aging (CDA), the Department of Disability and Aging Services Office of

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Community Partnerships (DAS OCP), and the requirements described in this Appendix A.

2. Grantee will provide and deliver meals to eligible consumers at their place of residence. Meal delivery must occur within designated geographic areas in the City and County of San Francisco, which must be submitted to and pre-approved by DAS OCP. The grantee's home-delivered nutrition services program must provide consumers with five (5) meals per week. The grantee may offer more than five (5) meals per week—such as seven (7) meals per week or two (2) meals per day—when there is a demonstrated need and the grantee's program model has been reviewed and approved by DAS OCP. The grantee is entitled to invoice for all meals delivered, even if a consumer receives fewer than five (5) meals in a given week due to a missed delivery or because services were temporarily placed on hold.
3. Grantee shall provide meals that comply with the California Department of Aging's (CDA) Older Californians Nutrition Program (OCNP) Menu Planning Guidance. Each meal must provide a minimum of one-third of the Dietary Reference Intakes (DRIs) and align with the current Dietary Guidelines for Americans. Meals shall be culturally appropriate for the target population(s) served. Meals may be provided in hot, chilled, or frozen form. In determining the appropriate meal format, the grantee will consider each consumer's ability to safely store and reheat food, as well as their overall nutrition support needs. Texture-modified meals, such as dental-soft options, may also be provided for consumers with chewing difficulties.
4. Grantee will serve meals in environmentally friendly containers that are reusable, biodegradable, compostable, and/or recyclable. The grantee will comply with the City's Food Service Waste Reduction Ordinance (2007) and the Single-Use Food Ware Plastics Toxics and Litter Reduction Ordinance (2019).
5. Grantee will employ a qualified manager to oversee the daily management and administrative functions of the home-delivered nutrition services program. The grantee will ensure there is sufficient staff (paid or volunteer) with the necessary education, experience, and cultural competency designated to support the daily operations of the program.
6. Grantee will manage all aspects of food service, including the procurement, preparation, transportation, and delivery of food and meals. The grantee will ensure compliance with the standards established by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, and the San Francisco Department of Public Health (SFDPH) Environmental Health Branch. This includes but is not limited to the following:
    a. A food facility permit, also known as a health permit, is required for each facility involved in the preparation, handling, and/or serving of food to the public. In addition, the facility must provide a current health inspection report with a "pass" facility rating status, as issued by the Environmental Health Branch of the San Francisco Department of Public Health.
    b. A certified food safety manager must be on staff to oversee and manage the day-to-day operations of food service.
    c. All staff involved in the preparation, storage, serving, or handling of food and/or meals must engage in approved food safety training.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

7. Grantee will ensure all program staff are oriented and trained to perform their assigned responsibilities and tasks. Training at minimum will include:
    a. Food safety, prevention of foodborne illness, and HACCP principles.
    b. Instructions on accident prevention, fire safety, first aid, choking, earthquake preparedness, and additional emergency procedures as relevant.
8. Grantee will provide a minimum of four (4) hours of annual training for paid and volunteer food service staff, including congregate and home-delivered meal staff. The grantee must develop, implement, and maintain a yearly training plan on file. The plan should include the individuals to be trained, the trainer(s), the training content, and the schedule. The content of the training must be reviewed and approved by a Registered Dietitian Nutritionist (RD/RDN). Training sessions will be evaluated by staff, and documentation, including evaluations and attendance records, must be kept on file by the grantee.
9. Grantee will provide the following NCQA activities:
    a. Menu planning and meal analysis shall be conducted twice per year and in accordance with CDA's OCNP Menu Planning Guidance. The grantee must submit the menu cycle with the nutrient analysis for review and approval by DAS OCP at least thirty (30) days in advance of use. The grantee will ensure that food substitutions to originally planned meals are documented and approved by Registered Dietitian Nutritionist (RD/RDN).
    b. HACCP central kitchen and food service monitoring will be conducted at least once per quarter, with a minimum of four (4) monitoring visits during the fiscal year. The monitoring must be conducted and documented by a Registered Dietitian Nutritionist (RD/RDN). Food service monitoring must include the review of end-of-route temperature checks, which should be performed every other week for each route to ensure meals are maintained at safe temperatures throughout delivery.
    c. Home-Delivered Meal (HDM) route monitoring will include, but is not limited to, observation of the packing, transport, and delivery of meals. HDM route monitoring may be conducted and documented by a qualified staff member who has been trained by a certified food safety manager or a Registered Dietitian Nutritionist (RD/RDN). Documentation of the monitoring must be completed within two (2) weeks of the observation. Each of the grantee's HDM routes must be monitored at least two (2) times per fiscal year.
    d. Nutrition education sessions at least once per quarter and a minimum of four (4) times during the fiscal year for consumers participating in services. The grantee will record the delivery of nutrition education sessions in SF DAS GetCare and include the estimated number of participants.
10. Grantee will utilize the DAS OCP centralized waiting list on SF DAS GetCare to identify and enroll eligible consumers. Initial eligibility will be determined by the DAS Benefits and Resources Hub through a telephone screening process. The grantee will prioritize selection and enrollment of consumers from the waiting list based on the following criteria:
    a. Cuisine preference: Matching the consumer's preferred cuisine with the options the grantee is funded to provide.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

b. Grantee delivery capacity: Availability of delivery in the designated service area, which may include a supervisorial district, specific zip code, or established delivery route.
c. Once the cuisine and delivery capacity are met, the grantee will select the consumer with the highest numeric priority score for enrollment from the waiting list.

11. Grantee will establish and maintain a consumer enrollment process that includes conducting a home-delivered nutrition services assessment within two weeks of the consumer receiving their first home-delivered meal and annually thereafter. The grantee may begin meal service based on DAS Benefits and Resources Hub's initial determination of eligibility; however, the in-home assessment must be completed within two weeks of the consumer receiving their first meal. Grantees also have the option to conduct the in-home assessment prior to the start of meal services. The grantee will document the home-delivered nutrition services assessment and consumer information in SF DAS GetCare within one month of collecting the data, ensuring that all information is accurately recorded. The assessment will:
    a. Verify the consumer's need for home-delivered nutrition services.
    b. Screen functional ability through a series of required questions related to activities of daily living (ADL) and instrumental activities of daily living (IADL).
    c. Confirm the appropriateness of the type of meal being provided.
    d. Evaluate the consumer's need for additional nutrition-related or other supportive services.
    e. Obtain consumer demographic and other information as required by federal, state, and local government.
    f. Include completion of a nutrition risk screening using the DETERMINE checklist and a two-question food security screening.
12. Grantee, at minimum, will provide consumers with the following information during the enrollment process:
    a. Delivery schedule for meals.
    b. Copy of the current monthly menu.
    c. Safe food handling instructions for the meal(s) including reheating instructions if applicable.
    d. Voluntary contribution policy.
    e. Grievance policy.
    f. Information on how to request assistance from the grantee when needed.
13. Grantee will conduct and document nutrition service reassessments for program participants on a quarterly basis to confirm continued eligibility for services. Reassessments may be conducted in person or over the phone, however consumers must be assessed in person every other quarter. Reassessments may be conducted by delivery staff or volunteers who have been trained by qualified staff. Initial and annual assessments count towards the quarterly reassessment requirement. The grantee will also establish a disenrollment process for consumers who are no longer eligible or who choose to discontinue services.
14. Grantee will offer consumers who receive a meal the opportunity to contribute to the cost of the meal, in accordance with DAS OCP Policy Memorandum No. 5. The Grantee will develop a suggested contribution amount based on the average income

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

range of consumers accessing the home-delivered meal program, as well as the grantee's other funding sources. During the enrollment process, the grantee will provide consumers with written information explaining voluntary contributions and how to make them if they choose to do so. This notification must clearly state that contributions are voluntary, there is no obligation to contribute, and services will be provided regardless of whether a contribution is made. The contribution process must ensure confidentiality, and the grantee must have written procedures in place to safeguard contributions and fees from loss, mishandling, or theft.

15. Grantee will have procedures in place to obtain the views of program participants about services received. At minimum, the grantee will develop and administer an annual consumer satisfaction survey to capture feedback on program outcomes and service quality. Both the survey tool and the administration plan must be reviewed and approved by DAS OCP prior to implementation. Feedback must be collected in a manner that ensures participant anonymity. The results will be shared with DAS OCP by March 15th of each grant year, or on a mutually agreed upon date.
16. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training annually, in accordance with the DAS OCP Policy Memorandum No. 45. Within 30 days of their start date, any new employee, subcontractor, or volunteer must also complete this training. The grantee will maintain records of completion. The grantee shall comply with the applicable privacy and security rules of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
17. Grantee will ensure that all program staff, regardless of position, receive initial training on elder abuse and mandated reporting. Program staff who interact with consumers must complete this training annually, in accordance with the DAS OCP Policy Memorandum No. 35.
18. Grantee shall develop a written grievance process for reviewing and resolving service concerns raised by consumers or their authorized representatives regarding DAS-funded programs and their employees or volunteers, in accordance with DAS OCP Policy Memorandum No. 33. This process must ensure that consumers have clearly established rights and due process for timely resolution of their concerns.
19. Grantee will ensure that DAS funding information is prominently displayed on its websites and publications related to the DAS-funded nutrition program, in accordance with DAS OCP Policy Memorandum No.47.
20. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
21. Grantee will arrange for the availability of food to participants during a major disaster where feasible and appropriate.

VI. Location and Time of Services

The grantee will provide home-delivered nutrition services in the City and County of San Francisco. The grantee, with approval from DAS OCP, will determine the location(s) and time(s) for the provision of home-delivered nutrition services.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

VII. Service Objectives

On an annual basis, the grantee shall meet the following service objectives:

Table A	FY 25/26	FY 26/27	FY 27/28	FY 28/29
Number of Unduplicated Consumers (UDC)	150	150	150	150
Number of Meals	37,500	37,500	37,500	37,500

VIII. Outcome Objectives

Measured via a consumer survey with a sample size equal to or greater than forty percent (40%) of the consumer enrollment at the time of distribution.

1. At least 75% of consumers report an increased consumption of fruits, vegetables, and/or whole grains.
2. At least 85% of consumers report feeling less worried about getting enough food to meet their needs.
3. At least 85% of consumers rate the quality of meals they receive as excellent or good.
4. At least 85% of consumers report that the food support they receive helps them live stably in the community.

IX. Data Collection and Reporting Requirements

1. Grantee will provide a monthly report of activities, referencing the tasks described in Section VII & VIII- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month. The report will include, at a minimum: the number of consumers served, number of meals prepared and served, number of consumers denied services, and the amount of voluntary consumer contributions received.
2. Grantee will submit a quarterly report, along with supporting documentation, to DAS OCP detailing the HACCP activities conducted. Reports are due on the following dates: October 15th, January 15th, April 15th, and June 15th.
3. Grantee will provide an annual report summarizing the contract activities, referencing the tasks described in Section VII & VIII- Service 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 day of the month following the end of the program year.
4. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SFHSA no later than July 31st each year. The grantee must submit the report in the CARBON system.
5. Grantee will provide Ad Hoc reports as required by the Departments.
6. Pursuant to California Department of Aging requirements, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
7. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies “Focal Points” which are designed to help older adults and adults with disabilities connect to services throughout the City. These Focal Points are:

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Name	Address	Phone
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-822-1444 x1200
Canon Kip Senior Center	705 Natoma, St San Francisco, 94103	415-487-3300
Chi Sing Community Center	3133 Taraval St, San Francisco, 94116	415-533-6859
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700
Downtown SF Senior Center	481 O'Farrell St, San Francisco, 94102	415-202-2982
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
Geneva Community Center	5050 Mission St., Suite C, San Francisco 94112	
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415-405-4672
Self-Help for the Elderly Social Services Department	829 Kearney St, San Francisco, 94133	415-677-7585
Toolworks	22 Battery St. Suite 300, San Francisco, 94111	415-733-0990
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828

For assistance with reporting and contract requirements, please contact:

Gary.Hom@sfgov.org
Contract Manager, Office of Contract Management, SFHSA
or
Marina.Kan@sfgov.org
Program Analyst, DAS OCP

X. Monitoring Activities

1. Program Monitoring: Program monitoring will include review of consumer eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives; compliance with specific program standards and requirements; participant record collection and maintenance; reporting performance including monthly service unit reports on SF DAS GetCare; maintenance of service unit logs; agency and organization standards, including current organizational chart; evidence of annual Elder Abuse Reporting training provided to staff and volunteers; evidence of annual California Department of Aging (CDA) Security Awareness training provided to staff and volunteers; program operations, which includes a review of a written policies and procedures manual of all DAS OCP-funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation current and consistent with the site chart; a board of directors list and whether services are provided appropriately according to Sections III through VIII.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

2. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, 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 the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster, and selected board minutes for compliance with the Sunshine Ordinance.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM

Name
Russian American Community Services

(Check One) New __X__ Renewal ____ Modification ____
If modification, Effective Date of Mod. No. of Mod.

Program: HDM meals for (x) older adults or **( ) adults with disabilities**

Budget Reference Page No.(s)					
Program Term	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted	37,500	37,500	37,500	37,500	150,000
DAS Expenditures					
Salaries & Benefits	$324,017	$324,017	$324,017	$324,017	$1,296,068
Operating Expenses	$165,113	$165,113	$165,113	$165,113	$660,452
Subtotal	$489,130	$489,130	$489,130	$489,130	$1,956,520
Indirect Percentage (%)	15.00%	15.00%	15.00%	15.00%	15.00%
Indirect Cost	$73,370	$73,370	$73,370	$73,370	$293,480
Capital/Subcontractor Expenditures	$0	$0	$0	$0	$0
NCQA Expenditures	$52,000	$52,000	$52,000	$52,000	$208,000
Total DAS Expenditures	**$614,500**	**$614,500**	**$614,500**	**$614,500**	**$2,458,000**
Non DAS Expenditures					
Salaries & Benefits	$12,202	$12,202	$12,202	$12,202	$48,808
Operating Expenses	$63,113	$63,113	$63,113	$63,113	$252,452
Indirect Percentage (%)	15%	15%	15%	15%	15%
Indirect Cost	$11,298	$11,298	$11,298	$11,298	$45,193
Capital/Subcontractor Expenditures	$0	$0	$0	$0	$0
NCQA Expenditures	$0	$0	$0	$0	$0
Total Non DAS Expenditures	**$86,613**	**$86,613**	**$86,613**	**$86,613**	**$346,453**
TOTAL DAS AND NON DAS EXPEDITURES	**$701,113**	**$701,113**	**$701,113**	**$701,113**	**$2,804,453**
DAS Revenues					
Meals- General Fund	$562,500	$562,500	$562,500	$562,500	$2,250,000
Meals- State Fund					$0
Meals- Federal Fund					$0
					$0
					$0
					$0
NCQA Fund	$52,000	$52,000	$52,000	$52,000	$208,000
Total DAS Revenue	**$614,500**	**$614,500**	**$614,500**	**$614,500**	**$2,458,000**
PER MEAL COST, DAS	$15.00	$15.00	$15.00	$15.00	$15.00
PER MEAL COST (with NCQA), DAS	$16.39	$16.39	$16.39	$16.39	$16.39
Non DAS Revenues					
Project Income	$61,000	$61,000	$61,000	$61,000	$244,000
Agency Cash- Fundraising	$25,613	$25,613	$25,613	$25,613	$102,452
Agency In-kind Volunteer					$0
					$0
					$0
					$0
NCQA Revenue					$0
Total Non DAS Revenue	**$86,613**	**$86,613**	**$86,613**	**$86,613**	**$346,452**
PER MEAL COST, Non DAS	$2.31	$2.31	$2.31	$2.31	$2.31
PER MEAL COST (with NCQA), Non DAS	$2.31	$2.31	$2.31	$2.31	$2.31
TOTAL DAS AND NON DAS REVENUE	**$701,113**	**$701,113**	**$701,113**	**$701,113**	**$2,804,452**
PER MEAL COST, Total	$17.31	$17.31	$17.31	$17.31	$17.31
PER MEAL COST (with NCQA), Total	$18.70	$18.70	$18.70	$18.70	$18.70
Full Time Equivalent (FTE)	0.18	0.18	0.18	0.18	0.70

Prepared by: Date:

HSA-CO Review Signature: _____

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

DAS Salaries & Benefits		Agency Totals		HSA Program		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Homebound Service Manager	Tatiana Lysenko	$60,009	0.8	100.00%	0.8	$48,007	$48,007	$48,007	$48,007	$192,028
Chef	Vladimir Krilov	$58,986	0.4	100.00%	0.4	$23,594	$23,594	$23,594	$23,594	$94,376
Sous-Chef	Deris Dias	$56,898	0.4688	100.00%	0.4688	$26,674	$26,674	$26,674	$26,674	$106,696
Cook/Subst Driver	Ivan Bogomolov	$52,200	0.47	100.00%	0.47	$24,534	$24,534	$24,534	$24,534	$98,136
Prep Cook, I	Tadevush Usovich	$44,892	0.4688	100.00%	0.4688	$21,045	$21,045	$21,045	$21,045	$84,180
Prep Cook, II	Aleksei Mironov	$46,980	0.5	100.00%	0.5	$23,490	$23,490	$23,490	$23,490	$93,960
Driver II	Luis Cevallos	$46,980	1	100.00%	1	$46,980	$46,980	$46,980	$46,980	$187,920
Driver I	Yesika Marin	$46,980	1	100.00%	1	$46,980	$46,980	$46,980	$46,980	$187,920
Nutritional Service and Education Coordinator	Anna Possokhova	$58,464	0.1125	100.00%	0	$0	$0	$0	$0	$0
					0					
Totals		$353,394	5.2201	900.00%	5.1076	$261,304	$261,304	$261,304	$261,304	$1,045,216
Fringe Benefits Rate		24.00%								
Employee Fringe Benefits						$62,713	$62,713	$62,713	$62,713	$250,852
Total DAS Salaries and Benefits		$0				**$324,017**	**$324,017**	**$324,017**	**$324,017**	**$1,296,068**

Non DAS Salaries & Benefits		Agency Totals		HSA Program		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Menu planning	Anna Possokhova	$58,464	0.1125	100.00%	0.11	$6,577	$6,577	$6,577	$6,577	$26,308
Subst. Driver	Ivan Bogomolov	$52,200	0.0625	100.00%	0.0625	$3,263	$3,263	$3,263	$3,263	$13,052
					0.00	$0	$0	$0	$0	$0
					0.00	$0	$0	$0	$0	$0
					0.00	$0	$0	$0	$0	$0
					0.00	$0	$0	$0	$0	$0
					0.00	$0	$0	$0	$0	$0
					0.00	$0	$0	$0	$0	$0
					0.00	$0	$0	$0	$0	$0
					0.00	$0	$0	$0	$0	$0
Totals		$110,664	0.18	200.00%	0.18	$9,840	$9,840	$9,840	$9,840	$39,360
Fringe Benefits Rate		24.00%								
Employee Fringe Benefits		$26,559				$2,362	$2,362	$2,362	$2,362	$9,448
Total Non DAS Salaries and Benefits		$137,223				**$12,202**	**$12,202**	**$12,202**	**$12,202**	**$48,808**
Total DAS and Non DAS Salaries and Benefits		$137,223				**$336,219**	**$336,219**	**$336,219**	**$336,219**	**$1,344,876**

HSA #2 **2/20/2025**

Program: HDM meals for (x) older adults or ( ) adults with disabilities
(Same as Line 11 on HSA #1)

Operating Expense Detail

			FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted			37,500	37,500	37,500	37,500	150,000
DAS Operating Expenses							
Expenditure Category							
Rental of Property							$0
Utilities (Elec, Water, Gas, Phone, Garbage)							$0
Office Supplies, Postage							$0
Building Maintenance Supplies and Repair							$0
Vehicles Operation, Repairs and Maintenance							$0
Insurance							$0
Staff Training							$0
Staff Travel-(local & out of town)							$0
Rental of Equipment							$0
Food Cost							
Raw Food	*per meal*	*$3.91*	$146,613	$146,613	$146,613	$146,613	$586,452
Cong Food Svc Supplies	*per meal*	*$0.49*	$18,500	$18,500	$18,500	$18,500	$74,000
Catered Meals	*per meal*	*$0.00*	$0	$0	$0	$0	$0
							$0
							$0
Consultant							
							$0
							$0
							$0
Other							
							$0
							$0
							$0
							$0
							$0
							$0
Total DAS Operating Expenses			**$165,113**	**$165,113**	**$165,113**	**$165,113**	**$660,452**
Non DAS Operating Expenses							
Expenditure Category							
Rental of Property							$0
Utilities (Elec, Water, Gas, Phone, Garbage)							$0
Equipment Repair & Maint			$2,400	$2,400	$2,400	$2,400	$9,600
Building Maintenance Supplies and Repair							$0
Vehicles Operation, Repairs and Maintenance			$41,826	$41,826	$41,826	$41,826	$167,304
Insurance							$0
Staff Training							$0
Staff Travel-(Local & Out of Town)							$0
Rental of Equipment							$0
Food Cost							
Raw Food	*per meal*	*$0.50*	$18,887	$18,887	$18,887	$18,887	$75,548
Cong Food Svc Supplies	*per meal*	*$0.00*	$0	$0	$0	$0	$0
Catered Meals	*per meal*	*$0.00*	$0	$0	$0	$0	$0
							$0
							$0
Consultant							
Consultant A							$0
							$0
							$0
Other							
							$0
							$0
							$0
							$0
							$0
							$0
Total Non DAS Operating Expenses			**$63,113**	**$63,113**	**$63,113**	**$63,113**	**$252,452**
Total DAS and Non DAS Operating Expenses			**$228,226**	**$228,226**	**$228,226**	**$228,226**	**$912,904**

HSA #3 **2/20/2025**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

NCQA Expenditure Detail

DAS NCQA Expenditure	Unit price	Unit	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Menu planning and nutrition analysis	$900.00 /set	1.00	$900	$900	$900	$900	$3,600
Kitchen and food service monitoring	$700.00	2.00	$1,400	$1,400	$1,400	$1,400	$5,600
HDM Route assessment	$400.00	4.00	$1,600	$1,600	$1,600	$1,600	$6,400
Nutrition education	$200.00	4.00	$800	$800	$800	$800	$3,200
HDM Assessment for ENP Nutrition Program (Initia	$300.00	155.00	$46,500	$46,500	$46,500	$46,500	$186,000
In-service training	$200.00 /training	4.00	$800	$800	$800	$800	$3,200
Total DAS NCQA Expenditure			**$52,000**	**$52,000**	**$52,000**	**$52,000**	**$208,000**

Non DAS NCQA Expenditure	Unit price	Unit	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Menu planning and nutrition analysis	$0.00 /set	0.00	$0	$0	$0	$0	$0
Kitchen and food service monitoring	$0.00	0.00	$0	$0	$0	$0	$0
Congregate site monitoring	$0.00	0.00	$0	$0	$0	$0	$0
Nutrition education	$0.00	0.00	$0	$0	$0	$0	$0
Nutrition counseling (optional)	/hour	0.00					
In-service training	$0.00 /training	0.00	$0	$0	$0	$0	$0
Total Non DAS NCQA Expenditure			**$0**	**$0**	**$0**	**$0**	**$0**

Total DAS and Non DAS NCQA Expenditure	**$52,000**	**$52,000**	**$52,000**	**$52,000**	**$208,000**

HSA #4 **2/20/2025**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

APPENDIX F - ANNUAL SITE CHART - HOME DELIVERED NUTRITION SERVICES								OFFICE OF COMMUNITY	FY 2025-26
AGENCY:	Russian American Community Services, INC								
MAILING ADDRESS:	300 Anza St. San Francisco, CA 94118								
DIRECTOR:	Olga Medvedko			**EMAIL:**	olga.medvedko@racssf.org		**PHONE NO.:**	415-387-5336	
PROGRAM MANAGER:	Anna Possokhova			**EMAIL:**	apossokhova@yahoo.com		**PHONE NO.:**	415-387-5336	

Population Served: Older Adults or Adults with Disabilities	Older Adults	Older Adults	Older Adults					**Total ALL Sites**
Delivery Route Name	Route 1	Route 2	Route 3					
Address of HDM Program Operation	300 Anza St SF, CA 94118	300 Anza St SF, CA 94118	300 Anza St SF, CA 94118					
Hours of Operation								
Phone Number	415-387-5336	415-387-5336	415-387-5336					
Alternate Phone Number								
HDM Manager/Coordinator								
Service Area Descirption Supervisorial District No.	1,4	2,4,5,7	1,2,4,5					
Service Area Descirption Neighborhood(s) Served	Richmond, Sunset	Sunset, Pacific Hights, Twin Peaks, Parkside	Richmond, Sunset, Pacific Hights					
Service Area Description Zip Codes Served	118,121,122,127,116	115,109,122,117,116	118, 121, 122, 115,109					
Meal Delivery Days	☑ Monday ☑ Tuesday ☑ Wednesday ☑ Thursday ☑ Friday ☐ Saturday ☐ Sunday	☑ Monday ☑ Tuesday ☑ Wednesday ☑ Thursday ☑ Friday ☐ Saturday ☐ Sunday	☑ **Monday** ☑ **Tuesday** ☑ **Wednesday** ☑ **Thursday** ☑ **Friday** ☐ **Saturday** ☐ **Sunday**	☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday	☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday	☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday	☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday	
Type of Meal (hot, chilled, frozen, etc.)	M-F hot, weekend frozen	M-F hot, weekend frozen	M-F hot, weekend frozen					
Texture Modification: (Yes or No)	No	No	No					
Cuisine Type	Russian	Russian	Russian					
Annual # Unduplicated Consumers	65	55	30					**150**
Maximum # UDC per route/delivery day	65	55	30					**150**
Annual Number of Meals Delivered on Route	16,250	13,750	7,500					**37,500**
Annual # Service Days	365	365	365					
Average # meals per day	45	38	21					82
Annual Number of Nutrition Assessments	67	57	31					**155**
Hours of Nutrition Counseling								
Observed holidays	All meals for Holidays are delivered day before							

Nutrition Education	
Annual # Nutrition Education Sessions (4 required)	**4**
Annual # of Participants (average # of meals x # of nutrition education sessions)	329

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Appendix A– Services to be Provided
Self Help for the Elderly
Home-Delivered Nutrition Services for Older Adults
July 1, 2025 - June 30, 2029

I. Purpose

The purpose of this grant is to provide home-delivered nutrition services to older adults living in the City and County of San Francisco. Services include meals, nutrition education, and nutrition risk screening. Home-delivered nutrition services support individuals to live independently in their own homes and communities, help ensure health and well-being through improved nutrition and reduced isolation, and serve as an access point for other home and community-based services.

II. Definitions

Grantee	Self Help for the Elderly
Adult with a Disability	A person 18-59 years of age with a disability.
Assessment (Home-Delivered Nutrition Services)	An assessment conducted by a qualified staff member in the home of an individual within two weeks of beginning meal service and annually thereafter to document the participant's need for service and determine the appropriate type of meal within their living environment. The assessment evaluates physiological, socioeconomic, and psychological factors, including acute or chronic disease, health conditions or syndromes, the presence and adequacy of family/support system, and the individual's functional ability- specifically their capacity to perform activities of daily living (ADLs) and instrumental activities of daily living (IADLs)- which contribute to their need for nutrition and related supportive services. (22 CCR 7638.3)
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CARBON	Contracts Administration, Reporting, and Billing On-line System.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging.
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DAS Benefits and Resources Hub	A unit within DAS that is equipped to receive calls from the community and provide information, referrals, and assistance for older adults and adults with disabilities, caregivers, and community-based organizations. https://www.sfhsa.org/contact-us/locations/das-benefits-and-resources-hub
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: activities of daily living (ADL), and instrumental activities of daily living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
Food Security Screening	A two-question validated screening tool designed to assess an individual's food security status.
HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)
Home-Delivered Nutrition Services	The delivery of meals by a qualified nutrition service provider to eligible individuals at their place of residence. Meals must comply with the Dietary Guidelines for Americans and meet the Dietary Reference Intakes (DRIs). In addition to meal delivery, services include an initial and annual assessment of each consumer's needs and eligibility; quarterly reassessment to determine continued eligibility; nutrition education; and nutrition risk screening.
LGBTQIA+	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.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for program enrollment and participation is not means tested. Consumers self-report income status.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Menu Planning and Nutrient Analysis	The development of a menu cycle that complies with the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP) and California Department of Aging (CDA) menu standards, as well as the nutrition requirements of meals. A Registered Dietitian must conduct a nutrient analysis to verify that the menu meets these standards and requirements. (CDA Program Memo 12-17, as amended; California Code of Regulations, Title 22, Section 7638.5)
Nutrition Compliance and Quality Assurance (NCQA)	Nutrition Compliance and Quality Assurance are the required components of congregate, to-go, and home-delivered nutrition services that ensure program integrity and quality. These components include but are not limited to ensuring food safety; certifying menu compliance; providing nutrition education; confirming consumer eligibility; and assessing consumers' physiological, socioeconomic, and psychological well-being, as well as their need for nutrition and other supportive services. NCQA also includes nutrition counseling provided by a registered dietitian, when feasible and appropriate.
Nutrition Education Session	An intervention targeting participants and caregivers that involves the dissemination of information, instruction, or training to support food, nutrition, and physical activity choices and behaviors aimed at maintaining or improving health and addressing nutrition-related conditions. The content is consistent with the Dietary Guidelines for Americans (DGA), accurate, culturally sensitive, regionally appropriate, and takes personal preferences into account. Nutrition education sessions are overseen by a Registered Dietitian. Grantees are required to provide education sessions at least quarterly for program participants and to record the provision of each session, including an estimated number of participants reached, in SF DAS GetCare. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate, to-go, and home-delivered nutrition services shall comply with the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI), as specified in California Code of Regulations, Title 22, Section 7638.5
Nutrition Risk Screening	Completion of the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
OAA	Older Americans Act
OCP	Office of Community Partnerships.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Older Adult	A person who is 60 years or older, used interchangeably with "senior."
Older Californians Nutrition Program Title III C1 and C2 (OCNP)	A program that provides nutrition services as authorized by the Older Americans Act of 1965, as amended, and is administered in accordance with the provisions of California Code of Regulations (CCR), Title 22, Chapter 4, Article 5, Section 7630, and was formerly known as the Elderly Nutrition Program (ENP).
Reassessment (Home-Delivered Nutrition Services)	A reassessment conducted quarterly by qualified staff that documents the need for service. Such reassessment shall be done in the home of the participant at least every six months. (CCR Title 22 Sec. 7638.3) Initial and annual assessments conducted in the program participant's home count towards the quarterly reassessment requirement.
Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	An individual who meets both of the following criteria: 1) Qualified as specified in Sections 2585 and 2586 of the Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years or older, used interchangeably with "older adult."
SF DAS GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
SFHSA	San Francisco Human Services Agency
Socially Isolated	Having few social relationships and few people to interact with regularly.
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.)
Supervisorial District (District)	There are eleven supervisorial districts in the City and County of San Francisco. A map of each district can be found at: https://www.sf.gov/maps

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Volunteer	A volunteer is an individual who offers their time and services willingly and without compensation to assist the grantee in various activities to support nutrition services.
Unduplicated Consumer (UDC)	An eligible individual who receives meals through the home-delivered nutrition services program and whose participation is documented in SF DAS GetCare by the grantee.
Unit of Service (UOS)	A meal provided to an eligible individual. Each meal shall provide one-third (1/3) of the DRI and comply with the most current Dietary Guidelines for Americans. (22 CCR 7638.5, 22 CCR 7638.7)

III. Target Populations

This program is designed to serve all people who can benefit from the services outlined in this Appendix, and particularly those demonstrating the greatest economic and social need. To ensure that the most vulnerable people are aware of and can benefit from this program, grantee shall ensure that program services are accessible to:

1. Persons with low to moderate income
2. Persons who are socially isolated
3. Persons with limited English-speaking proficiency
4. Persons from communities of color or communities that have historically been under-served
5. Members of the LGBTQIA+ community
6. Persons at risk of institutionalization

IV. Eligibility for Services

To be eligible for home-delivered nutrition services, an individual must be:

1. A person who is sixty (60) years of age or older (older adult), and
2. A resident of San Francisco, and
3. In need of home-delivered nutrition services as determined by initial and annual assessments and quarterly reassessments conducted by the grantee.
4. A spouse or domestic partner of an eligible individual may participate in services if a grantee-conducted assessment determines that such participation is in the best interest of the eligible individual.
5. An individual with a disability who resides at home with an eligible individual may participate in services if an assessment conducted by the grantee determines that such participation is in the best interest of the eligible individual.

V. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that comply with the nutrition and food service standards set forth by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, the California Department of Aging (CDA), the Department of Disability and Aging Services Office of

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Community Partnerships (DAS OCP), and the requirements described in this Appendix A.

2. Grantee will provide and deliver meals to eligible consumers at their place of residence. Meal delivery must occur within designated geographic areas in the City and County of San Francisco, which must be submitted to and pre-approved by DAS OCP. The grantee's home-delivered nutrition services program must provide consumers with five (5) meals per week. The grantee may offer more than five (5) meals per week—such as seven (7) meals per week or two (2) meals per day—when there is a demonstrated need and the grantee's program model has been reviewed and approved by DAS OCP. The grantee is entitled to invoice for all meals delivered, even if a consumer receives fewer than five (5) meals in a given week due to a missed delivery or because services were temporarily placed on hold.
3. Grantee shall provide meals that comply with the California Department of Aging's (CDA) Older Californians Nutrition Program (OCNP) Menu Planning Guidance. Each meal must provide a minimum of one-third of the Dietary Reference Intakes (DRIs) and align with the current Dietary Guidelines for Americans. Meals shall be culturally appropriate for the target population(s) served. Meals may be provided in hot, chilled, or frozen form. In determining the appropriate meal format, the grantee will consider each consumer's ability to safely store and reheat food, as well as their overall nutrition support needs. Texture-modified meals, such as dental-soft options, may also be provided for consumers with chewing difficulties.
4. Grantee will serve meals in environmentally friendly containers that are reusable, biodegradable, compostable, and/or recyclable. The grantee will comply with the City's Food Service Waste Reduction Ordinance (2007) and the Single-Use Food Ware Plastics Toxics and Litter Reduction Ordinance (2019).
5. Grantee will employ a qualified manager to oversee the daily management and administrative functions of the home-delivered nutrition services program. The grantee will ensure there is sufficient staff (paid or volunteer) with the necessary education, experience, and cultural competency designated to support the daily operations of the program.
6. Grantee will manage all aspects of food service, including the procurement, preparation, transportation, and delivery of food and meals. The grantee will ensure compliance with the standards established by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, and the San Francisco Department of Public Health (SFDPH) Environmental Health Branch. This includes but is not limited to the following:
    a. A food facility permit, also known as a health permit, is required for each facility involved in the preparation, handling, and/or serving of food to the public. In addition, the facility must provide a current health inspection report with a "pass" facility rating status, as issued by the Environmental Health Branch of the San Francisco Department of Public Health.
    b. A certified food safety manager must be on staff to oversee and manage the day-to-day operations of food service.
    c. All staff involved in the preparation, storage, serving, or handling of food and/or meals must engage in approved food safety training.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

7. Grantee will ensure all program staff are oriented and trained to perform their assigned responsibilities and tasks. Training at minimum will include:
    a. Food safety, prevention of foodborne illness, and HACCP principles.
    b. Instructions on accident prevention, fire safety, first aid, choking, earthquake preparedness, and additional emergency procedures as relevant.
8. Grantee will provide a minimum of four (4) hours of annual training for paid and volunteer food service staff, including congregate and home-delivered meal staff. The grantee must develop, implement, and maintain a yearly training plan on file. The plan should include the individuals to be trained, the trainer(s), the training content, and the schedule. The content of the training must be reviewed and approved by a Registered Dietitian Nutritionist (RD/RDN). Training sessions will be evaluated by staff, and documentation, including evaluations and attendance records, must be kept on file by the grantee.
9. Grantee will provide the following NCQA activities:
    a. Menu planning and meal analysis shall be conducted twice per year and in accordance with CDA's OCNP Menu Planning Guidance. The grantee must submit the menu cycle with the nutrient analysis for review and approval by DAS OCP at least thirty (30) days in advance of use. The grantee will ensure that food substitutions to originally planned meals are documented and approved by Registered Dietitian Nutritionist (RD/RDN).
    b. HACCP central kitchen and food service monitoring will be conducted at least once per quarter, with a minimum of four (4) monitoring visits during the fiscal year. The monitoring must be conducted and documented by a Registered Dietitian Nutritionist (RD/RDN). Food service monitoring must include the review of end-of-route temperature checks, which should be performed every other week for each route to ensure meals are maintained at safe temperatures throughout delivery.
    c. Home-Delivered Meal (HDM) route monitoring will include, but is not limited to, observation of the packing, transport, and delivery of meals. HDM route monitoring may be conducted and documented by a qualified staff member who has been trained by a certified food safety manager or a Registered Dietitian Nutritionist (RD/RDN). Documentation of the monitoring must be completed within two (2) weeks of the observation. Each of the grantee's HDM routes must be monitored at least two (2) times per fiscal year.
    d. Nutrition education sessions at least once per quarter and a minimum of four (4) times during the fiscal year for consumers participating in services. The grantee will record the delivery of nutrition education sessions in SF DAS GetCare and include the estimated number of participants.
10. Grantee will utilize the DAS OCP centralized waiting list on SF DAS GetCare to identify and enroll eligible consumers. Initial eligibility will be determined by the DAS Benefits and Resources Hub through a telephone screening process. The grantee will prioritize selection and enrollment of consumers from the waiting list based on the following criteria:
    a. Cuisine preference: Matching the consumer's preferred cuisine with the options the grantee is funded to provide.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

b. Grantee delivery capacity: Availability of delivery in the designated service area, which may include a supervisorial district, specific zip code, or established delivery route.
c. Once the cuisine and delivery capacity are met, the grantee will select the consumer with the highest numeric priority score for enrollment from the waiting list.

11. Grantee will establish and maintain a consumer enrollment process that includes conducting a home-delivered nutrition services assessment within two weeks of the consumer receiving their first home-delivered meal and annually thereafter. The grantee may begin meal service based on DAS Benefits and Resources Hub's initial determination of eligibility; however, the in-home assessment must be completed within two weeks of the consumer receiving their first meal. Grantees also have the option to conduct the in-home assessment prior to the start of meal services. The grantee will document the home-delivered nutrition services assessment and consumer information in SF DAS GetCare within one month of collecting the data, ensuring that all information is accurately recorded. The assessment will:
    a. Verify the consumer's need for home-delivered nutrition services.
    b. Screen functional ability through a series of required questions related to activities of daily living (ADL) and instrumental activities of daily living (IADL).
    c. Confirm the appropriateness of the type of meal being provided.
    d. Evaluate the consumer's need for additional nutrition-related or other supportive services.
    e. Obtain consumer demographic and other information as required by federal, state, and local government.
    f. Include completion of a nutrition risk screening using the DETERMINE checklist and a two-question food security screening.
12. Grantee, at minimum, will provide consumers with the following information during the enrollment process:
    a. Delivery schedule for meals.
    b. Copy of the current monthly menu.
    c. Safe food handling instructions for the meal(s) including reheating instructions if applicable.
    d. Voluntary contribution policy.
    e. Grievance policy.
    f. Information on how to request assistance from the grantee when needed.
13. Grantee will conduct and document nutrition service reassessments for program participants on a quarterly basis to confirm continued eligibility for services. Reassessments may be conducted in person or over the phone, however consumers must be assessed in person every other quarter. Reassessments may be conducted by delivery staff or volunteers who have been trained by qualified staff. Initial and annual assessments count towards the quarterly reassessment requirement. The grantee will also establish a disenrollment process for consumers who are no longer eligible or who choose to discontinue services.
14. Grantee will offer consumers who receive a meal the opportunity to contribute to the cost of the meal, in accordance with DAS OCP Policy Memorandum No. 5. The Grantee will develop a suggested contribution amount based on the average income

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

range of consumers accessing the home-delivered meal program, as well as the grantee's other funding sources. During the enrollment process, the grantee will provide consumers with written information explaining voluntary contributions and how to make them if they choose to do so. This notification must clearly state that contributions are voluntary, there is no obligation to contribute, and services will be provided regardless of whether a contribution is made. The contribution process must ensure confidentiality, and the grantee must have written procedures in place to safeguard contributions and fees from loss, mishandling, or theft.

15. Grantee will have procedures in place to obtain the views of program participants about services received. At minimum, the grantee will develop and administer an annual consumer satisfaction survey to capture feedback on program outcomes and service quality. Both the survey tool and the administration plan must be reviewed and approved by DAS OCP prior to implementation. Feedback must be collected in a manner that ensures participant anonymity. The results will be shared with DAS OCP by March 15th of each grant year, or on a mutually agreed upon date.
16. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training annually, in accordance with the DAS OCP Policy Memorandum No. 45. Within 30 days of their start date, any new employee, subcontractor, or volunteer must also complete this training. The grantee will maintain records of completion. The grantee shall comply with the applicable privacy and security rules of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
17. Grantee will ensure that all program staff, regardless of position, receive initial training on elder abuse and mandated reporting. Program staff who interact with consumers must complete this training annually, in accordance with the DAS OCP Policy Memorandum No. 35.
18. Grantee shall develop a written grievance process for reviewing and resolving service concerns raised by consumers or their authorized representatives regarding DAS-funded programs and their employees or volunteers, in accordance with DAS OCP Policy Memorandum No. 33. This process must ensure that consumers have clearly established rights and due process for timely resolution of their concerns.
19. Grantee will ensure that DAS funding information is prominently displayed on its websites and publications related to the DAS-funded nutrition program, in accordance with DAS OCP Policy Memorandum No.47.
20. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
21. Grantee will arrange for the availability of food to participants during a major disaster where feasible and appropriate.

VI. Location and Time of Services

The grantee will provide congregate nutrition services in the City and County of San Francisco. The grantee, with approval from DAS OCP, will determine the location(s) and time(s) for the provision of congregate nutrition services.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

VII. Service Objectives

On an annual basis, the grantee shall meet the following service objectives:

Table A	FY 25/26	FY 26/27	FY 27/28	FY 28/29
Number of Unduplicated Consumers (UDC)	**860**	**860**	**860**	**860**
Number of Meals	**194,126**	**194,126**	**194,126**	**194,126**

VIII. Outcome Objectives

Measured via a consumer survey with a sample size equal to or greater than forty percent (40%) of the consumer enrollment at the time of distribution.

1. At least 75% of consumers report an increased consumption of fruits, vegetables, and/or whole grains.
2. At least 85% of consumers report feeling less worried about getting enough food to meet their needs.
3. At least 85% of consumers rate the quality of meals they receive as excellent or good.
4. At least 85% of consumers report that the food support they receive helps them live stably in the community.

IX. Data Collection and Reporting Requirements

1. Grantee will provide a monthly report of activities, referencing the tasks described in Section VII & VIII- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month. The report will include, at a minimum: the number of consumers served, number of meals prepared and served, number of consumers denied services, and the amount of voluntary consumer contributions received.
2. Grantee will submit a quarterly report, along with supporting documentation, to DAS OCP detailing the HACCP activities conducted. Reports are due on the following dates: October 15th, January 15th, April 15th, and June 15th.
3. Grantee will provide an annual report summarizing the contract activities, referencing the tasks described in Section VII & VIII- Service 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 day of the month following the end of the program year.
4. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SFHSA no later than July 31st each year. The grantee must submit the report in the CARBON system.
5. Grantee will provide Ad Hoc reports as required by the Departments.
6. Pursuant to California Department of Aging requirements, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
7. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies “Focal Points” which are designed to help older adults and adults with disabilities connect to services throughout the City. These Focal Points are:

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Name	Address	Phone
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-822-1444 x1200
Canon Kip Senior Center	705 Natoma, St San Francisco, 94103	415-487-3300
Chi Sing Community Center	3133 Taraval St, San Francisco, 94116	415-533-6859
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700
Downtown SF Senior Center	481 O'Farrell St, San Francisco, 94102	415-202-2982
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
Geneva Community Center	5050 Mission St., Suite C, San Francisco 94112	
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415-405-4672
Self-Help for the Elderly Social Services Department	829 Kearney St, San Francisco, 94133	415-677-7585
Toolworks	22 Battery St. Suite 300, San Francisco, 94111	415-733-0990
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828

For assistance with reporting and contract requirements, please contact:

Tahir.Shaikh@sfgov.org
Contract Manager, Office of Contract Management, SFHSA
or
Tiffany.Kearney@sfgov.org
Program Analyst, DAS OCP

X. Monitoring Activities

1. Program Monitoring: Program monitoring will include review of consumer eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives; compliance with specific program standards and requirements; participant record collection and maintenance; reporting performance including monthly service unit reports on SF DAS GetCare; maintenance of service unit logs; agency and organization standards, including current organizational chart; evidence of annual Elder Abuse Reporting training provided to staff and volunteers; evidence of annual California Department of Aging (CDA) Security Awareness training provided to staff and volunteers; program operations, which includes a review of a written policies and procedures manual of all DAS OCP-funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation current and consistent with the site chart; a board of directors list and whether services are provided appropriately according to Sections III through VIII.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

2. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, 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 the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster, and selected board minutes for compliance with the Sunshine Ordinance.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM

Name
SELF-HELP FOR THE ELDERLY

(Check One) New __X__ Renewal ____ Modification ____
If modification, Effective Date of Mod. No. of Mod.

Program: Home Delivered Meals for Older Adults

Budget Reference Page No.(s)					
Program Term	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted	194,126	194,126	194,126	194,126	776,504
DAS Expenditures					
Salaries & Benefits	$909,958	$909,958	$909,958	$909,958	$3,639,832
Operating Expenses	$1,606,928	$1,606,928	$1,606,928	$1,606,928	$6,427,712
Subtotal	$2,516,886	$2,516,886	$2,516,886	$2,516,886	$10,067,544
Indirect Percentage (%)	15.00%	15.00%	15.00%	15.00%	15.00%
Indirect Cost	$377,533	$377,533	$377,533	$377,533	$1,510,132
Capital/Subcontractor Expenditures					
NCQA Expenditures	$258,148	$258,148	$258,148	$258,148	$1,032,592
Total DAS Expenditures	**$3,152,567**	**$3,152,567**	**$3,152,567**	**$3,152,567**	**$12,610,268**
Non DAS Expenditures					
Salaries & Benefits	$310,079	$310,079	$310,079	$310,079	$1,240,316
Operating Expenses	$40,417	$40,417	$40,417	$40,417	$161,668
Capital/Subcontractor Expenditures					
NCQA Expenditures					
Total Non DAS Expenditures	**$350,496**	**$350,496**	**$350,496**	**$350,496**	**$1,401,984**
TOTAL DAS AND NON DAS EXPEDITURES	**$3,503,063**	**$3,503,063**	**$3,503,063**	**$3,503,063**	**$14,012,252**
DAS Revenues					
Meals- General Fund	$2,894,419	$2,894,419	$2,894,419	$2,894,419	$11,577,676
Meals- State Fund					
Meals- Federal Fund					
NCQA Fund	$258,148	$258,148	$258,148	$258,148	$1,032,592
Total DAS Revenue	**$3,152,567**	**$3,152,567**	**$3,152,567**	**$3,152,567**	**$12,610,268**
PER MEAL COST, DAS	$14.91	$14.91	$14.91	$14.91	$14.91
PER MEAL COST (with NCQA), DAS	$16.24	$16.24	$16.24	$16.24	$16.24
Non DAS Revenues					
Project Income	$26,265	$26,265	$26,265	$26,265	$105,060
Agency Cash- Fundraising	$324,231	$324,231	$324,231	$324,231	$1,296,924
Agency In-kind Volunteer					
NCQA Revenue					
Total Non DAS Revenue	**$350,496**	**$350,496**	**$350,496**	**$350,496**	**$1,401,984**

PER MEAL COST, Non DAS	$1.81	$1.81	$1.81	$1.81	$1.81
PER MEAL COST (with NCQA), Non DAS	$1.81	$1.81	$1.81	$1.81	$1.81
TOTAL DAS AND NON DAS REVENUE	**$3,503,063**	**$3,503,063**	**$3,503,063**	**$3,503,063**	**$14,012,252**
PER MEAL COST, Total	$16.72	$16.72	$16.72	$16.72	$16.72
PER MEAL COST (with NCQA), Total	$18.05	$18.05	$18.05	$18.05	$18.05
Full Time Equivalent (FTE)	36.00	36.00	36.00	36.00	144.00
Prepared by: Leny Nair					Date: 5/13/2025
HSA-CO Review Signature: _____					
HSA #1					**10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Salaries & Benefits Detail

DAS Salaries & Benefits		Agency Totals		HSA Program		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
HDM Driver	FU TAK	$44,720	1.00	75.00%	0.75	$33,540	$33,540	$33,540	$33,540	$134,160
HDM Driver	PING P	$44,720	1.00	73.44%	0.73	$32,842	$32,842	$32,842	$32,842	$131,368
HDM Driver	WAYLAND W	$44,720	1.00	70.83%	0.71	$31,751	$31,751	$31,751	$31,751	$127,004
HDM Driver	QIHUI	$44,720	1.00	72.92%	0.73	$32,646	$32,646	$32,646	$32,646	$130,584
HDM Driver	SHI TING	$43,680	1.00	47.92%	0.48	$20,966	$20,966	$20,966	$20,966	$83,864
HDM Driver	KUANG FU	$45,760	1.00	57.81%	0.58	$26,541	$26,541	$26,541	$26,541	$106,164
HDM Driver	RONGDUAN	$43,680	1.00	65.10%	0.65	$28,392	$28,392	$28,392	$28,392	$113,568
HDM Driver	SIEU THE	$44,720	1.00	76.04%	0.76	$33,987	$33,987	$33,987	$33,987	$135,948
HDM Driver	QINGQUAN	$43,680	1.00	63.02%	0.63	$27,518	$27,518	$27,518	$27,518	$110,072
HDM Driver	SHAOJIAN	$43,680	1.00	79.69%	0.80	$34,944	$34,944	$34,944	$34,944	$139,776
HDM Driver	ZHUO YONG	$42,121	1.00	13.02%	0.13	$5,476	$5,476	$5,476	$5,476	$21,904
HDM Driver	LIANGHENG	$43,680	1.00	64.58%	0.65	$28,392	$28,392	$28,392	$28,392	$113,568
HDM Driver	RONG	$44,720	1.00	46.88%	0.47	$21,018	$21,018	$21,018	$21,018	$84,072
HDM Driver	XIAO YAN	$44,720	1.00	71.88%	0.72	$32,198	$32,198	$32,198	$32,198	$128,792
HDM Worker	YINGNA	$42,120	1.00	26.04%	0.26	$10,951	$10,951	$10,951	$10,951	$43,804
HDM Worker	SHUHUA	$42,120	1.00	30.21%	0.30	$12,636	$12,636	$12,636	$12,636	$50,544
HDM Worker	KAM YUEN	$43,680	1.00	68.23%	0.68	$29,702	$29,702	$29,702	$29,702	$118,808
HDM Worker	HUIXIAN	$42,120	1.00	68.23%	0.68	$28,642	$28,642	$28,642	$28,642	$114,568
HDM Worker	WEI CHENG	$42,120	1.00	68.23%	0.68	$28,642	$28,642	$28,642	$28,642	$114,568
HDM Worker	JUFEN	$42,120	1.00	42.71%	0.43	$18,112	$18,112	$18,112	$18,112	$72,448
HDM Worker	QIXIU	$42,120	1.00	42.19%	0.42	$17,691	$17,691	$17,691	$17,691	$70,764
HDM Worker	XING CHUN	$42,120	1.00	68.23%	0.68	$28,642	$28,642	$28,642	$28,642	$114,568
HDM Worker	YANNA	$42,119	1.00	7.22%	0.07	$2,948	$2,948	$2,948	$2,948	$11,792
HDM Worker	JIECHANG	$42,120	1.00	68.23%	0.68	$28,642	$28,642	$28,642	$28,642	$114,568
HDM Worker	LIZHEN	$44,200	1.00	68.23%	0.68	$30,056	$30,056	$30,056	$30,056	$120,224
HDM Worker	CHAU NGO	$42,120	1.00	42.19%	0.42	$17,691	$17,691	$17,691	$17,691	$70,764
HDM Worker	GUOLIANG	$43,680	1.00	17.71%	0.18	$7,862	$7,862	$7,862	$7,862	$31,448
HDM Worker	MEIXIAO	$43,680	1.00	60.94%	0.61	$26,645	$26,645	$26,645	$26,645	$106,580
Totals		$1,215,761	28.00	1556.70%	15.56	$679,073	$679,073	$679,073	$679,073	$2,716,292
Fringe Benefits Rate		34.00%								
Employee Fringe Benefits		$413,359				$230,885	$230,885	$230,885	$230,885	$923,540
Total DAS Salaries and Benefits		$1,629,120				**$909,958**	**$909,958**	**$909,958**	**$909,958**	**$3,639,832**

Non DAS Salaries & Benefits		Agency Totals		HSA Program		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
HDM Manager	STEPHEN	$68,636	1.00	56.00%	0.56	$38,436	$38,436	$38,436	$38,436	$153,744
HDM Supervisor	YEMEI	$49,920	1.00	80.00%	0.80	$39,936	$39,936	$39,936	$39,936	$159,744
HDM Coordinator	JUN BIN	$57,200	1.00	80.00%	0.80	$45,760	$45,760	$45,760	$45,760	$183,040
HDM Program Assistant	ZHAOJI	$48,880	1.00	90.00%	0.90	$43,992	$43,992	$43,992	$43,992	$175,968
Assistant Trasp Coordinator	ALBERT	$53,248	1.00	8.00%	0.08	$4,260	$4,260	$4,260	$4,260	$17,040
HDM Worker	GUOLIANG	$43,680	1.00	17.71%	0.18	$7,862	$7,862	$7,862	$7,862	$31,448
HDM Worker	XIAO LING	$44,200	1.00	68.23%	0.68	$30,056	$30,056	$30,056	$30,056	$120,224
HDM Janitor	JIALI	$42,120	1.00	67.00%	0.67	$28,220	$28,220	$28,220	$28,220	$112,880
Totals		$407,884	8.00	466.94%	4.67	$238,522	$238,522	$238,522	$238,522	$954,088
Fringe Benefits Rate		30.00%								
Employee Fringe Benefits		$122,365				$71,557	$71,557	$71,557	$71,557	$286,228
Total Non DAS Salaries and Benefits		$530,249				**$310,079**	**$310,079**	**$310,079**	**$310,079**	**$1,240,316**
Total DAS and Non DAS Salaries and Benefits		$2,159,370				**$1,220,037**	**$1,220,037**	**$1,220,037**	**$1,220,037**	**$4,880,148**

HSA #2 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Operating Expense Detail

			FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted			194,126	194,126	194,126	194,126	776,504
DAS Operating Expenses							
Expenditure Category							
Rental of Property			$124,837	$124,837	$124,837	$124,837	$499,348
Utilities (Elec, Water, Gas, Phone, Garbage)			$8,385	$8,385	$8,385	$8,385	$33,540
Office Supplies, Postage							
Building Maintenance Supplies and Repair							
Printing and Reproduction							
Insurance			$6,386	$6,386	$6,386	$6,386	$25,544
Staff Training							
Staff Travel-(Local & Out of Town)							
Rental of Equipment							
Food Cost							
Raw Food	*per meal*	*$0.35*	$67,944	$67,944	$67,944	$67,944	$271,776
Cong Food Svc Supplies	*per meal*	*$0.58*	$112,593	$112,593	$112,593	$112,593	$450,372
Catered Meals	*per meal*	*$6.25*	$1,213,288	$1,213,288	$1,213,288	$1,213,288	$4,853,152
Consultant							
Consultant A							
Other							
Vehicle Expenses			$15,000	$15,000	$15,000	$15,000	$60,000
Vehicle Repairs & Maint			$20,000	$20,000	$20,000	$20,000	$80,000
Auto Insurance			$38,495	$38,495	$38,495	$38,495	$153,980
Total DAS Operating Expenses			**$1,606,928**	**$1,606,928**	**$1,606,928**	**$1,606,928**	**$6,427,712**
Non DAS Operating Expenses							
Expenditure Category							
Rental of Property							
Utilities (Elec, Water, Gas, Phone, Garbage)			$16,415	$16,415	$16,415	$16,415	$65,660
Office Supplies, Postage			$1,500	$1,500	$1,500	$1,500	$6,000
Building Maintenance Supplies and Repair			$8,000	$8,000	$8,000	$8,000	$32,000
Printing and Reproduction			$1,000	$1,000	$1,000	$1,000	$4,000
Insurance			$7,350	$7,350	$7,350	$7,350	$29,400
Staff Training			$300	$300	$300	$300	$1,200
Staff Travel-(Local & Out of Town)			$500	$500	$500	$500	$2,000
Rental of Equipment			$1,500	$1,500	$1,500	$1,500	$6,000
Food Cost							
Raw Food	*per meal*						
Cong Food Svc Supplies	*per meal*						
Catered Meals	*per meal*						
Consultant							

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Consultant A					
Other					
Bank Charges	$1,600	$1,600	$1,600	$1,600	$6,400
Taxes, License fee	$2,252	$2,252	$2,252	$2,252	$9,008
Total Non DAS Operating Expenses	**$40,417**	**$40,417**	**$40,417**	**$40,417**	**$161,668**
Total DAS and Non DAS Operating Expenses	**$1,647,345**	**$1,647,345**	**$1,647,345**	**$1,647,345**	**$6,589,380**

HSA #3 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

NCQA Expenditure Detail

DAS NCQA Expenditure	Unit price	Unit	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Menu planning and nutrition analysis	$694.00 /set	1.00	$694	$694	$694	$694	$2,776
Kitchen and food service monitoring	$649.00	4.00	$2,596	$2,596	$2,596	$2,596	$10,384
HDM Route monitoring	$401.00	66.00	$26,466	$26,466	$26,466	$26,466	$105,864
Nutrition education	$41.00	4.00	$164	$164	$164	$164	$656
Nutrition counseling (optional)	/hour						
HDM Assessment for ENP/C2 nutrition program (Initial and annual)	$265.00 /assessm	860.00	$227,900	$227,900	$227,900	$227,900	$911,600
In-service training	$82.00 /training	4.00	$328	$328	$328	$328	$1,312
Total DAS NCQA Expenditure			**$258,148**	**$258,148**	**$258,148**	**$258,148**	**$1,032,592**

Non DAS NCQA Expenditure	Unit price	Unit	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Menu planning and nutrition analysis	/set	1.00					
Kitchen and food service monitoring				4.00			#REF!
Congregate site monitoring		66.00					
Nutrition education		4.00					
Nutrition counseling (optional)	/hour						
In-service training	/training	4.00					
Total Non DAS NCQA Expenditure				**$4**			**$4**

Total DAS and Non DAS NCQA Expenditure	**$258,148**	**$258,152**	**$258,148**	**$258,148**	**$1,032,596**

HSA #4 **10/25/2016**

Appendix F **ANNUAL SITE CHART - HOME-DELIVERED MEALS** OFFICE OF COMMUNITY PARTNERSHIPS

AGENCY: Self-Help for the Elderly
MAILING ADDRESS: 731 Sansome Street, Suite 100, San Francisco, CA 94111
DIRECTOR: Karen Lam EMAIL: karenl@selfhelpelderly.org PHONE NO.: (415) 677-7503
PROGRAM MANAGER: Stephen Ngan EMAIL: stephenn@selfhelpelderly.org PHONE NO.: (415) 677-7580

HDM Program Type (ENP or AWD)	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP
Name of Delivery Route (e.g. Route 1, Route B, Excelsior Route, etc.)	H1, J2	J5, J7	J1, J3	J6	H1, H2	B1, C1	A3, B2, C2	S1, S3, S9	S5, S7	S2, S4, S10
Address and Zip (where meals are produced and/or packed)	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124
Phone Number	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580
Alternate Phone Number	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615
Neighborhood/ Geographic Delivery Service Area	Richmond, Seacliff	Richmond, Seacliff	Richmond, Seacliff, Cole Valley	Richmond, Seacliff	Marina	Chinatown, North Beach, Nob Hill, Russian Hill	Chinatown, North Beach, Nob Hill, Russian Hill	Sunset	Sunset	Sunset
Supervisorial District #	1	1	1	1	2	3	3	4	4	4
Zip Codes Served	94118, 94121	94118, 94121	94117, 94118, 94121	94118, 94121	94109, 94129, 94123	94102, 94103, 94108, 94109, 94111, 94133	94102, 94103, 94108, 94109, 94111, 94133	94116, 94122	94116, 94122	94116, 94122
Meal Delivery Days	x Mon, Tues, Wed, x Thurs, Fri, Sat, Sun	x Mon, Tues, Wed, x Thurs, Fri, Sat, Sun	Mon, x Tues, Wed, Thurs, x Fri, Sat, Sun	Mon, x Tues, Wed, Thurs, x Fri, Sat, Sun	x Mon, x Tues, x Wed, x Thurs, x Fri, Sat, Sun	x Mon, Tues, Wed, x Thurs, Fri, Sat, Sun	Mon, x Tues, Wed, Thurs, x Fri, Sat, Sun	x Mon, Tues, Wed, x Thurs, Fri, Sat, Sun	x Mon, Tues, Wed, x Thurs, Fri, Sat, Sun	Mon, x Tues, Wed, Thurs, x Fri, Sat, Sun
Office Hours	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm
Type of Meal (hot, chill or frozen)	Hot	Frozen	Hot	Frozen	Hot	Hot	Hot	Hot	Frozen	Hot
DIET Type (Regular, Vegetarian, Modified-specify, e.g. Diabetic)	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular
Cuisine Type (Select from list)	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese
# Unduplicated Consumers	55	60	63	22	22	45	45	78	36	100
Maximum # of consumers served on route/delivery day	51	59	61	21	21	43	43	74	31	92
Number of Meals on Route	12,300	13,516	14,010	5,000	5,000	10,000	10,000	18,000	8,100	22,500
Annual # Comprehensive Assessment Units										
Annual # Nutrition Counseling HOURS										
Annual # Nutrition Counseling SESSIONS										
Annual # Unduplicated Nutrition Counseling Consumers										
# Service Days (7/1/2024-6/30/2025)	249	249	249	249	249	249	249	249	249	249
Average # meals per day	48	56	59	19	19	41	41	60	28	88

HDM Program Type (ENP or AWD)	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP
Name of Delivery Route	S6, S8	A1, A3, C6	H2	A1	A2	A4	K2, S1	K5, S7	K1, S2	D
Address and Zip	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124
Phone Number	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580
Alternate Phone Number	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615
Neighborhood/ Geographic Delivery Service Area	Sunset	Tenderloin, Western Addition, Japantown, Haight Ashbury	Tenderloin, Western Addition, Japantown, Haight Ashbury	South of Market, Mission Bay	South of Market, Mission Bay	South of Market, Mission Bay	Inner Sunset, Ingleside, Stonetown	Inner Sunset, Ingleside, Stonetown	Inner Sunset, Ingleside, Stonetown	Inner Sunset, Ingleside, Stonetown
Supervisorial District #	4	5	5	6	6	6	7	7	7	7
Zip Codes Served	94116, 94122	94102, 94109, 94115	94102, 94109, 94115	94103, 94107	94107, 94158	94107, 94158	94122, 94116, 94112, 94132	94122, 94116, 94112	94122, 94116, 94112, 94132	94122, 94116, 94112
Meal Delivery Days	Mon, x Tues, Wed, Thurs, x Fri, Sat, Sun	Mon, x Tues, Wed, Thurs, x Fri, Sat, Sun	x Mon, Tues, Wed, x Thurs, Fri, Sat, Sun	Mon, x Tues, Wed, Thurs, x Fri, Sat, Sun	x Mon, Tues, Wed, x Thurs, Fri, Sat, Sun	Mon, x Tues, Wed, Thurs, x Fri, Sat, Sun	x Mon, Tues, Wed, x Thurs, Fri, Sat, Sun	x Mon, Tues, Wed, x Thurs, Fri, Sat, Sun	Mon, x Tues, Wed, Thurs, x Fri, Sat, Sun	Mon, x Tues, Wed, Thurs, x Fri, Sat, Sun
Office Hours	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm
Type of Meal (hot, chill or frozen)	Frozen	Hot	Hot	Hot	Hot	Frozen	Hot	Frozen	Hot	Frozen
DIET Type	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular
Cuisine Type (Select from list)	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese
# Unduplicated Consumers	45	50	10	10	23	13	31	10	10	5
Maximum # of consumers served on route/delivery day	41	46	9	9	21	11	26	9	9	5
Number of Meals on Route	10,000	11,500	2,300	2,300	5,100	3,000	7,000	2,300	2,300	1,200
Annual # Comprehensive Assessment Units										
Annual # Nutrition Counseling HOURS										
Annual # Nutrition Counseling SESSIONS										
Annual # Unduplicated Nutrition Counseling Consumers										
# Service Days (7/1/2024-6/30/2025)	249	249	249	249	249	249	249	249	249	249
Average # meals per day	38	44	8	8	19	9	24	8	8	5

HDM Program Type (ENP or AWD)	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP	**Total # of Delivery Routes**
Name of Delivery Route	D	K5	L1	D, K6	L1	K6	K2, L	K5	K1	33
Address and Zip	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	
Phone Number	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	
Alternate Phone Number	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	
Neighborhood/ Geographic Delivery Service Area	Noe Valley	Noe Valley	Portola	Portola	Bayview	Bayview	Excelsior	Excelsior	Excelsior	
Supervisorial District #	8	8	9	9	10	10	11	11	11	
Zip Codes Served	94116, 94122	94116, 94122	94134	94110, 94134	94124, 94134	94124, 94134	94112, 94132	94112, 94132	94112, 94132	
Meal Delivery Days	Mon, x Tues, Wed, Thurs, x Fri, Sat, Sun	x Mon, Tues, Wed, x Thurs, Fri, Sat, Sun	x Mon, Tues, Wed, x Thurs, Fri, Sat, Sun	Mon, x Tues, Wed, Thurs, x Fri, Sat, Sun	x Mon, Tues, Wed, x Thurs, Fri, Sat, Sun	Mon, x Tues, Wed, Thurs, x Fri, Sat, Sun	x Mon, Tues, Wed, x Thurs, Fri, Sat, Sun	x Mon, Tues, Wed, x Thurs, Fri, Sat, Sun	Mon, x Tues, Wed, Thurs, x Fri, Sat, Sun	
Office Hours	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	
Type of Meal (hot, chill or frozen)	Frozen	Frozen	Hot	Frozen	Hot	Frozen	Hot	Frozen	Hot	
DIET Type	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	
Cuisine Type (Select from list)	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	
# Unduplicated Consumers	5	5	14	14	10	10	23	23	23	860
Maximum # of consumers served on route/delivery day	5	5	13	13	9	9	21	21	21	799
Number of Meals on Route	1,200	1,200	3,150	3,150	2,200	2,200	5,200	5,200	5,200	194,126
Annual # Comprehensive Assessment Units										0
Annual # Nutrition Counseling HOURS										0
Annual # Nutrition Counseling SESSIONS										0
Annual # Unduplicated Nutrition Counseling Consumers										0
# Service Days (7/1/2024-6/30/2025)	249	249	249	249	249	249	249	249	249	249
Average # meals per day	5	5	11	11	9	9	20	20	20	740

Holidays (list holidays - no delivery between 7/1/2025-6/30/2026): New Year's Day, Martin Luther King, Jr. Day, Chinese New Year, Presidents' Day, Memorial Day, Independence Day, Labor Day, Indigenous Peoples Day, Veterans Day,Thanksgiving Day, Day after Thanksgiving, Christmas Day

Nutrition Education	
Annual # Nutrition Education Sessions (if nutrition partner has both AWD & ENP congregate programs, the # of nutrition education sessions are combined)	4
Annual # of Participants (Average # of UDC x # of nutrition education sessions)	2960

Note: To unprotect the document to add more pages, etc., go to Tools, and select "Protection", "unprotect". No password needed.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

ANNUAL SITE CHART - HOME-DELIVERED MEALS OFFICE OF COMMUNITY PARTNERSHIPS

AGENCY:	Self-Help for the Elderly
MAILING ADDRESS:	731 Sansome Street, Suite 100, San Francisco, CA 94111
DIRECTOR:	Karen Lam; EMAIL: karenl@selfhelpelderly.org; PHONE NO.: (415) 677-7503
PROGRAM MANAGER:	Stephen Ngan; EMAIL: stephenn@selfhelpelderly.org; PHONE NO.: (415) 677-7580

HDM Program Type (ENP or AWD)	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP
Name of Delivery Route (e.g. Route 1, Route B, Excelsior Route, etc.)	H1, J2	J5, J7	J1, J3	J6	H1, H2	B1, C1	A3, B2, C2	S1, S3, S9	S5, S7	S2, S4, S10
Address and Zip (where meals are produced and/or packed)	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124
Phone Number	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580
Alternate Phone Number	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615
Neighborhood/ Geographic Delivery Service Area	Richmond, Seacliff	Richmond, Seacliff	Richmond, Seacliff, Cole Valley	Richmond, Seacliff	Marina	Chinatown, North Beach, Nob Hill, Russian Hill	Chinatown, North Beach, Nob Hill, Russian Hill	Sunset	Sunset	Sunset
Supervisorial District #	1	1	1	1	2	3	3	4	4	4
Zip Codes Served	94118, 94121	94118, 94121	94117, 94118, 94121	94118, 94121	94109, 94129, 94123	94102, 94103, 94108, 94109, 94111, 94133	94102, 94103, 94108, 94109, 94111, 94133	94116, 94122	94116, 94122	94116, 94122
Meal Delivery Days	x Mon Tues Wed x Thurs Fri Sat Sun	x Mon Tues Wed x Thurs Fri Sat Sun	Mon x Tues Wed Thurs x Fri Sat Sun	Mon x Tues Wed Thurs x Fri Sat Sun	x Mon x Tues x Wed x Thurs x Fri Sat Sun	x Mon Tues Wed x Thurs Fri Sat Sun	Mon x Tues Wed Thurs x Fri Sat Sun	x Mon Tues Wed x Thurs Fri Sat Sun	x Mon Tues Wed x Thurs Fri Sat Sun	Mon x Tues Wed Thurs x Fri Sat Sun
Office Hours	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm
Type of Meal (hot, chill or frozen)	Hot	Frozen	Hot	Frozen	Hot	Hot	Hot	Hot	Frozen	Hot
DIET Type (Regular, Vegetarian, Modified-specify, e.g. Diabetic)	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular
Cuisine Type (Select from list)	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese
# Unduplicated Consumers	55	60	63	22	22	45	45	78	36	100
Maximum # of consumers served on route/delivery day	51	59	61	21	21	43	43	74	31	92
Number of Meals on Route	12,300	13,516	14,010	5,000	5,000	10,000	10,000	18,000	8,100	22,500
Annual # Comprehensive Assessment Units										
Annual # Nutrition Counseling HOURS										
Annual # Nutrition Counseling SESSIONS										
Annual # Unduplicated Nutrition Counseling Consumers										
# Service Days (7/1/2024-6/30/2025)	249	249	249	249	249	249	249	249	249	249
Average # meals per day	48	56	59	19	19	41	41	60	28	88

HDM Program Type (ENP or AWD)	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP
Name of Delivery Route (e.g. Route 1, Route B, Excelsior Route, etc.)	S6, S8	A1, A3, C6	H2	A1	A2	A4	K2, S1	K5, S7	K1, S2	D
Address and Zip (where meals are produced and/or packed)	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124
Phone Number	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580
Alternate Phone Number	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615
Neighborhood/ Geographic Delivery Service Area	Sunset	Tenderloin, Western Addition, Japantown, Haight Ashbury	Tenderloin, Western Addition, Japantown, Haight Ashbury	South of Market, Mission Bay	South of Market, Mission Bay	South of Market, Mission Bay	Inner Sunset, Ingleside, Stonetown	Inner Sunset, Ingleside, Stonetown	Inner Sunset, Ingleside, Stonetown	Inner Sunset, Ingleside, Stonetown
Supervisorial District #	4	5	5	6	6	6	7	7	7	7
Zip Codes Served	94116, 94122	94102, 94109, 94115	94102, 94109, 94115	94103, 94107	94107, 94158	94107, 94158	94122, 94116, 94112, 94132	94122, 94116, 94112	94122, 94116, 94112, 94132	94122, 94116, 94112
Meal Delivery Days	Mon x Tues Wed Thurs x Fri Sat Sun	Mon x Tues Wed Thurs x Fri Sat Sun	x Mon Tues Wed x Thurs Fri Sat Sun	Mon x Tues Wed Thurs x Fri Sat Sun	x Mon Tues Wed x Thurs Fri Sat Sun	Mon x Tues Wed Thurs x Fri Sat Sun	x Mon Tues Wed x Thurs Fri Sat Sun	x Mon Tues Wed x Thurs Fri Sat Sun	Mon x Tues Wed Thurs x Fri Sat Sun	Mon x Tues Wed Thurs x Fri Sat Sun
Office Hours	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm
Type of Meal (hot, chill or frozen)	Frozen	Hot	Hot	Hot	Hot	Frozen	Hot	Frozen	Hot	Frozen
DIET Type (Regular, Vegetarian, Modified-specify, e.g. Diabetic)	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular
Cuisine Type (Select from list)	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese
# Unduplicated Consumers	45	50	10	10	23	13	31	10	10	5
Maximum # of consumers served on route/delivery day	41	46	9	9	21	11	26	9	9	5
Number of Meals on Route	10,000	11,500	2,300	2,300	5,100	3,000	7,000	2,300	2,300	1,200
Annual # Comprehensive Assessment Units										
Annual # Nutrition Counseling HOURS										
Annual # Nutrition Counseling SESSIONS										
Annual # Unduplicated Nutrition Counseling Consumers										
# Service Days (7/1/2024-6/30/2025)	249	249	249	249	249	249	249	249	249	249
Average # meals per day	38	44	8	8	19	9	24	8	8	5

HDM Program Type (ENP or AWD)	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP	**Total # of Delivery Routes**
Name of Delivery Route (e.g. Route 1, Route B, Excelsior Route, etc.)	D	K5	L1	D, K6	L1	K6	K2, L	K5	K1	33
Address and Zip (where meals are produced and/or packed)	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	
Phone Number	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	
Alternate Phone Number	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	
Neighborhood/ Geographic Delivery Service Area	Noe Valley	Noe Valley	Portola	Portola	Bayview	Bayview	Excelsior	Excelsior	Excelsior	
Supervisorial District #	8	8	9	9	10	10	11	11	11	
Zip Codes Served	94116, 94122	94116, 94122	94134	94110, 94134	94124, 94134	94124, 94134	94112, 94132	94112, 94132	94112, 94132	
Meal Delivery Days	Mon x Tues Wed Thurs x Fri Sat Sun	x Mon Tues Wed x Thurs Fri Sat Sun	x Mon Tues Wed x Thurs Fri Sat Sun	Mon x Tues Wed Thurs x Fri Sat Sun	x Mon Tues Wed x Thurs Fri Sat Sun	Mon x Tues Wed Thurs x Fri Sat Sun	x Mon Tues Wed x Thurs Fri Sat Sun	x Mon Tues Wed x Thurs Fri Sat Sun	Mon x Tues Wed Thurs x Fri Sat Sun	
Office Hours	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	
Type of Meal (hot, chill or frozen)	Frozen	Frozen	Hot	Frozen	Hot	Frozen	Hot	Frozen	Hot	
DIET Type (Regular, Vegetarian, Modified-specify, e.g. Diabetic)	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	
Cuisine Type (Select from list)	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	
# Unduplicated Consumers	5	5	14	14	10	10	23	23	23	860
Maximum # of consumers served on route/delivery day	5	5	13	13	9	9	21	21	21	799
Number of Meals on Route	1,200	1,200	3,150	3,150	2,200	2,200	5,200	5,200	5,200	194,126
Annual # Comprehensive Assessment Units										0
Annual # Nutrition Counseling HOURS										0
Annual # Nutrition Counseling SESSIONS										0
Annual # Unduplicated Nutrition Counseling Consumers										0
# Service Days (7/1/2024-6/30/2025)	249	249	249	249	249	249	249	249	249	249
Average # meals per day	5	5	11	11	9	9	20	20	20	740

Holidays (list holidays - no delivery between 7/1/2026-6/30/2027): New Year's Day, Martin Luther King, Jr. Day, Chinese New Year, Presidents' Day, Memorial Day, Independence Day, Labor Day, Indigenous Peoples Day, Veterans Day,Thanksgiving Day, Day after Thanksgiving, Christmas Day

Nutrition Education	
Annual # Nutrition Education Sessions (if nutrition partner has both AWD & ENP congregate programs, the # of nutrition education sessions are combined)	4
Annual # of Participants (# of UDC x # of nutrition education sessions)	3440

Note: To unprotect the document to add more pages, etc., go to Tools, and select "Protection", "unprotect". No password needed.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

ANNUAL SITE CHART - HOME-DELIVERED MEALS OFFICE OF COMMUNITY PARTNERSHIPS

AGENCY: Self-Help for the Elderly

MAILING ADDRESS: 731 Sansome Street, Suite 100, San Francisco, CA 94111

DIRECTOR: Karen Lam EMAIL: karenl@selfhelpelderly.org PHONE NO.: (415) 677-7503

PROGRAM MANAGER: Stephen Ngan EMAIL: stephenn@selfhelpelderly.org PHONE NO.: (415) 677-7580

HDM Program Type (ENP or AWD)	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP	**Total # of Delivery Routes**
Name of Delivery Route (e.g. Route 1, Route B, Excelsior Route, etc.)	H1, J2	J5, J7	J1, J3	J6	H1, H2	B1, C1	A3, B2, C2	S1, S3, S9	S5, S7	S2, S4, S10	S6, S8	A1, A3, O6	H2	A1	A2	A4	K2, S1	K5, S7	K1, S2	D	D	K5	L1	D, K6	L1	K6	K2, L	K5	K1	33
Address and Zip (where meals are produced and/or packed)	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	
Phone Number	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	
Alternate Phone Number	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	
Neighborhood/ Geographic Delivery Service Area	Richmond, Seacliff	Richmond, Seacliff	Richmond, Seacliff, Cole Valley	Richmond, Seacliff	Marina	Chinatown, North Beach, Nob Hill, Russian Hill	Chinatown, North Beach, Nob Hill, Russian Hill	Sunset	Sunset	Sunset	Sunset	Tenderloin, Western Addition, Japantown, Haight Ashbury	Tenderloin, Western Addition, Japantown, Haight Ashbury	South of Market, Mission Bay	South of Market, Mission Bay	South of Market, Mission Bay	Inner Sunset, Ingleside, Stonetown	Inner Sunset, Ingleside, Stonetown	Inner Sunset, Ingleside, Stonetown	Inner Sunset, Ingleside, Stonetown	Noe Valley	Noe Valley	Portola	Portola	Bayview	Bayview	Excelsior	Excelsior	Excelsior	
Supervisorial District #	1	1	1	1	2	3	3	4	4	4	4	5	5	6	6	6	7	7	7	7	8	8	9	9	10	10	11	11	11	
Zip Codes Served	94118, 94121	94118, 94121	94117, 94118, 94121	94118, 94121	94109, 94129, 94123	94102, 94103, 94108, 94109, 94111, 94133	94102, 94103, 94108, 94109, 94111, 94133	94116, 94122	94116, 94122	94116, 94122	94116, 94122	94102, 94109, 94115	94102, 94109, 94115	94103, 94107	94107, 94158	94107, 94158	94122, 94116, 94112, 94132	94122, 94116, 94112	94122, 94116, 94112, 94132	94122, 94116, 94112, 94132	94116, 94122	94116, 94122	94134	94110, 94134	94124, 94134	94124, 94134	94112, 94132	94112, 94132	94112, 94132	
Meal Delivery Days	x Mon x Tues Wed x Thurs Fri Sat Sun	x Mon x Tues Wed x Thurs Fri Sat Sun	x Mon x Tues Wed x Thurs Fri Sat Sun	x Mon x Tues Wed x Thurs Fri Sat Sun	x Mon x Tues Wed x Thurs Fri Sat Sun	x Mon x Tues Wed x Thurs Fri Sat Sun	x Mon x Tues Wed x Thurs Fri Sat Sun	x Mon x Tues Wed x Thurs Fri Sat Sun	x Mon x Tues Wed x Thurs Fri Sat Sun	x Mon x Tues Wed x Thurs Fri Sat Sun	x Mon x Tues Wed x Thurs Fri Sat Sun	x Mon x Tues Wed x Thurs Fri Sat Sun	x Mon x Tues Wed x Thurs Fri Sat Sun	x Mon x Tues Wed x Thurs Fri Sat Sun	x Mon x Tues Wed x Thurs Fri Sat Sun	x Mon x Tues Wed x Thurs Fri Sat Sun	x Mon x Tues Wed x Thurs Fri Sat Sun	x Mon x Tues Wed x Thurs Fri Sat Sun	x Mon x Tues Wed x Thurs Fri Sat Sun	x Mon x Tues Wed x Thurs Fri Sat Sun	x Mon x Tues Wed x Thurs Fri Sat Sun	x Mon x Tues Wed x Thurs Fri Sat Sun	x Mon x Tues Wed x Thurs Fri Sat Sun	x Mon x Tues Wed x Thurs Fri Sat Sun	x Mon x Tues Wed x Thurs Fri Sat Sun	x Mon x Tues Wed x Thurs Fri Sat Sun	x Mon x Tues Wed x Thurs Fri Sat Sun	x Mon x Tues Wed x Thurs Fri Sat Sun	
Office Hours	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	
Type of Meal (hot, chill or frozen)	Hot	Frozen	Hot	Frozen	Hot	Hot	Hot	Hot	Frozen	Hot	Frozen	Hot	Hot	Hot	Hot	Frozen	Hot	Frozen	Hot	Frozen	Frozen	Frozen	Hot	Frozen	Hot	Hot	Frozen	Hot	Frozen	Hot	
DIET Type (Regular, Vegetarian, Modified-specify, e.g. Diabetic)	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	
Cuisine Type (Select from list!)	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	
# Unduplicated Consumers	55	60	63	22	22	45	45	78	36	100	45	50	10	10	23	13	11	10	10	5	5	5	14	14	10	10	23	23	23	880
Maximum # of consumers served on route/delivery day	51	59	61	21	21	43	43	74	31	92	41	46	9	9	21	11	26	9	9	5	5	5	13	13	9	9	21	21	21	799
Number of Meals on Route	12,300	13,516	14,010	5,000	5,000	10,000	10,000	18,000	8,100	22,500	10,000	11,500	2,300	2,300	5,100	3,000	7,000	2,300	2,300	1,200	1,200	1,200	3,150	3,150	2,200	2,200	5,200	5,200	5,200	194,126
Annual # Comorehensive Assessment																														0
Annual # Nutrition Counseling HOURS																														0
Annual # Nutrition Counseling SESSIONS																														0
Annual # Unduplicated Nutrition Counseling Consumers																														0
# Service Days (7/1/2024-6/30/2025)	249	249	249	249	249	249	249	249	249	249	249	249	249	249	249	249	249	249	249	249	249	249	249	249	249	249	249	249	249	249
Average # meals per day	48	56	59	19	19	41	41	60	28	88	38	44	8	8	19	9	24	8	8	5	5	5	11	11	9	9	20	20	20	740

Holidays (list holidays - no delivery between 7/1/2027-6/30/2029): New Year's Day, Martin Luther King, Jr. Day, Chinese New Year, Presidents' Day, Memorial Day, Independence Day, Labor Day, Indigenous Peoples Day, Veterans Day,Thanksgiving Day, Day after Thanksgiving, Christmas Day

Nutrition Education	
Annual # Nutrition Education Sessions (if nutrition partner has both AWD & ENP congregate programs, the # of nutrition education sessions are combined)	4
Annual # of Participants (# of UDC x # of nutrition education sessions)	2960

Note: To unprotect the document to add more pages, etc., go to Tools, and select "Protection", "unprotect". No password needed.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

ANNUAL SITE CHART - HOME-DELIVERED MEALS OFFICE OF COMMUNITY PARTNERSHIPS

AGENCY: Self-Help for the Elderly

MAILING ADDRESS: 731 Sansome Street, Suite 100, San Francisco, CA 94111

DIRECTOR: Karen Lam EMAIL: karenl@selfhelpelderly.org PHONE NO.: (415) 677-7503

PROGRAM MANAGER: Stephen Ngan EMAIL: stephenn@selfhelpelderly.org PHONE NO.: (415) 677-7580

HDM Program Type (ENP or AWD)	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP
Name of Delivery Route (e.g. Route 1, Route B, Excelsior Route, etc.)	H1, J2	J5, J7	J1, J3	J6	H1, H2	B1, C1	A3, B2, C2	S1, S3, S9	S5, S7	S2, S4, S10
Address and Zip (where meals are produced and/or packed)	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124
Phone Number	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580
Alternate Phone Number	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615
Neighborhood/ Geographic Delivery Service Area	Richmond, Seacliff	Richmond, Seacliff	Richmond, Seacliff, Cole Valley	Richmond, Seacliff	Marina	Chinatown, North Beach, Nob Hill, Russian Hill	Chinatown, North Beach, Nob Hill, Russian Hill	Sunset	Sunset	Sunset
Supervisorial District #	1	1	1	1	2	3	3	4	4	4
Zip Codes Served	94118, 94121	94118, 94121	94117, 94118, 94121	94118, 94121	94109, 94129, 94123	94102, 94103, 94108, 94109, 94111, 94133	94102, 94103, 94108, 94109, 94111, 94133	94116, 94122	94116, 94122	94116, 94122
Meal Delivery Days	x Mon Tues Wed x Thurs Fri Sat Sun	x Mon Tues Wed x Thurs Fri Sat Sun	Mon x Tues Wed Thurs x Fri Sat Sun	Mon x Tues Wed Thurs x Fri Sat Sun	x Mon x Tues x Wed x Thurs x Fri Sat Sun	x Mon Tues Wed x Thurs Fri Sat Sun	Mon x Tues Wed Thurs x Fri Sat Sun	x Mon Tues Wed x Thurs Fri Sat Sun	x Mon Tues Wed x Thurs Fri Sat Sun	Mon x Tues Wed Thurs x Fri Sat Sun
Office Hours	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm
Type of Meal (hot, chill or frozen)	Hot	Frozen	Hot	Frozen	Hot	Hot	Hot	Hot	Frozen	Hot
DIET Type (Regular, Vegetarian, Modified-specify, e.g. Diabetic)	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular
Cuisine Type (Select from list)	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese
# Unduplicated Consumers	55	60	63	22	22	45	45	78	36	100
Maximum # of consumers served on route/delivery day	51	59	61	21	21	43	43	74	31	92
Number of Meals on Route	12,300	13,516	14,010	5,000	5,000	10,000	10,000	18,000	8,100	22,500
Annual # Comprehensive Assessment										
Annual # Nutrition Counseling HOURS										
Annual # Nutrition Counseling SESSIONS										
Annual # Unduplicated Nutrition Counseling Consumers										
# Service Days (7/1/2024-6/30/2025)	249	249	249	249	249	249	249	249	249	249
Average # meals per day	48	56	59	19	19	41	41	60	28	88

HDM Program Type (ENP or AWD)	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP
Name of Delivery Route (e.g. Route 1, Route B, Excelsior Route, etc.)	S6, S8	A1, A3, C6	H2	A1	A2	A4	K2, S1	K5, S7	K1, S2	D
Address and Zip (where meals are produced and/or packed)	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124
Phone Number	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580
Alternate Phone Number	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615
Neighborhood/ Geographic Delivery Service Area	Sunset	Tenderloin, Western Addition, Japantown, Haight Ashbury	Tenderloin, Western Addition, Japantown, Haight Ashbury	South of Market, Mission Bay	South of Market, Mission Bay	South of Market, Mission Bay	Inner Sunset, Ingleside, Stonetown	Inner Sunset, Ingleside, Stonetown	Inner Sunset, Ingleside, Stonetown	Inner Sunset, Ingleside, Stonetown
Supervisorial District #	4	5	5	6	6	6	7	7	7	7
Zip Codes Served	94116, 94122	94102, 94109, 94115	94102, 94109, 94115	94103, 94107	94107, 94158	94107, 94158	94122, 94116, 94112, 94132	94122, 94116, 94112	94122, 94116, 94112, 94132	94122, 94116, 94112
Meal Delivery Days	Mon x Tues Wed Thurs x Fri Sat Sun	Mon x Tues Wed Thurs x Fri Sat Sun	x Mon Tues Wed x Thurs Fri Sat Sun	Mon x Tues Wed Thurs x Fri Sat Sun	x Mon Tues Wed x Thurs Fri Sat Sun	Mon x Tues Wed Thurs x Fri Sat Sun	x Mon Tues Wed x Thurs Fri Sat Sun	x Mon Tues Wed x Thurs Fri Sat Sun	Mon x Tues Wed Thurs x Fri Sat Sun	Mon x Tues Wed Thurs x Fri Sat Sun
Office Hours	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm
Type of Meal (hot, chill or frozen)	Frozen	Hot	Hot	Hot	Hot	Frozen	Hot	Frozen	Hot	Frozen
DIET Type (Regular, Vegetarian, Modified-specify, e.g. Diabetic)	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular
Cuisine Type (Select from list)	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese
# Unduplicated Consumers	45	50	10	10	23	13	31	10	10	5
Maximum # of consumers served on route/delivery day	41	46	9	9	21	11	26	9	9	5
Number of Meals on Route	10,000	11,500	2,300	2,300	5,100	3,000	7,000	2,300	2,300	1,200
Annual # Comprehensive Assessment										
Annual # Nutrition Counseling HOURS										
Annual # Nutrition Counseling SESSIONS										
Annual # Unduplicated Nutrition Counseling Consumers										
# Service Days (7/1/2024-6/30/2025)	249	249	249	249	249	249	249	249	249	249
Average # meals per day	38	44	8	8	19	9	24	8	8	5

HDM Program Type (ENP or AWD)	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP	ENP	**Total # of Delivery Routes**
Name of Delivery Route (e.g. Route 1, Route B, Excelsior Route, etc.)	D	K5	L1	D, K6	L1	K6	K2, L	K5	K1	33
Address and Zip (where meals are produced and/or packed)	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	1555 Burke Ave, Unit D SF, CA 94124	
Phone Number	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	(415) 677-7580	
Alternate Phone Number	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	(415) 677-7578 (415) 677-7582 (415) 677-7615	
Neighborhood/ Geographic Delivery Service Area	Noe Valley	Noe Valley	Portola	Portola	Bayview	Bayview	Excelsior	Excelsior	Excelsior	
Supervisorial District #	8	8	9	9	10	10	11	11	11	
Zip Codes Served	94116, 94122	94116, 94122	94134	94110, 94134	94124, 94134	94124, 94134	94112, 94132	94112, 94132	94112, 94132	
Meal Delivery Days	Mon x Tues Wed Thurs x Fri Sat Sun	x Mon Tues Wed x Thurs Fri Sat Sun	x Mon Tues Wed x Thurs Fri Sat Sun	Mon x Tues Wed Thurs x Fri Sat Sun	x Mon Tues Wed x Thurs Fri Sat Sun	Mon x Tues Wed Thurs x Fri Sat Sun	x Mon Tues Wed x Thurs Fri Sat Sun	x Mon Tues Wed x Thurs Fri Sat Sun	Mon x Tues Wed Thurs x Fri Sat Sun	
Office Hours	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm	
Type of Meal (hot, chill or frozen)	Frozen	Frozen	Hot	Frozen	Hot	Frozen	Hot	Frozen	Hot	
DIET Type (Regular, Vegetarian, Modified-specify, e.g. Diabetic)	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	
Cuisine Type (Select from list)	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	
# Unduplicated Consumers	5	5	14	14	10	10	23	23	23	860
Maximum # of consumers served on route/delivery day	5	5	13	13	9	9	21	21	21	799
Number of Meals on Route	1,200	1,200	3,150	3,150	2,200	2,200	5,200	5,200	5,200	194,126
Annual # Comprehensive Assessment										0
Annual # Nutrition Counseling HOURS										0
Annual # Nutrition Counseling SESSIONS										0
Annual # Unduplicated Nutrition Counseling Consumers										0
# Service Days (7/1/2024-6/30/2025)	249	249	249	249	249	249	249	249	249	249
Average # meals per day	5	5	11	11	9	9	20	20	20	740

Holidays (list holidays - no delivery between 7/1/2028-6/30/2029): New Year's Day, Martin Luther King, Jr. Day, Chinese New Year, Presidents' Day, Memorial Day, Independence Day, Labor Day, Indigenous Peoples Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day

Nutrition Education	
Annual # Nutrition Education Sessions (if nutrition partner has both AWD & ENP congregate programs, the # of nutrition education sessions are combined)	4
Annual # of Participants (# of UDC x # of nutrition education sessions)	2960

Note: To unprotect the document to add more pages, etc., go to Tools, and select "Protection", "unprotect". No password needed.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Appendix A – Services to be Provided
Meals On Wheels San Francisco
Home-Delivered Nutrition Services for Adults with Disabilities
July 1, 2025 - June 30, 2029

I. Purpose

The purpose of this grant is to provide home-delivered nutrition services to adults with disabilities living in the City and County of San Francisco. Services include meals, nutrition education, and nutrition risk screening. Home-delivered nutrition services support individuals to live independently in their own homes and communities, help ensure health and well-being through improved nutrition and reduced isolation, and serve as an access point for other home and community-based services.

II. Definitions

Adult with a Disability	A person 18-59 years of age with a disability.
Assessment (Home-Delivered Nutrition Services)	An assessment conducted by a qualified staff member in the home of an individual within two weeks of beginning meal service and annually thereafter to document the participant's need for service and determine the appropriate type of meal within their living environment. The assessment evaluates physiological, socioeconomic, and psychological factors, including acute or chronic disease, health conditions or syndromes, the presence and adequacy of family/support system, and the individual's functional ability- specifically their capacity to perform activities of daily living (ADLs) and instrumental activities of daily living (IADLs)- which contribute to their need for nutrition and related supportive services. (22 CCR 7638.3)
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CARBON	Contracts Administration, Reporting, and Billing On-line System.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging.
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DAS Benefits and Resources Hub	A unit within DAS that is equipped to receive calls from the community and provide information, referrals, and assistance for older adults and adults with disabilities, caregivers, and community-based organizations. https://www.sfhsa.org/contact-us/locations/das-benefits-and-resources-hub
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: activities of daily living (ADL), and instrumental activities of daily living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Food Security Screening	A two-question validated screening tool designed to assess an individual's food security status.
Grantee	Meals on Wheels San Francisco
HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)
Home-Delivered Nutrition Services	The delivery of meals by a qualified nutrition service provider to eligible individuals at their place of residence. Meals must comply with the Dietary Guidelines for Americans and meet the Dietary Reference Intakes (DRIs). In addition to meal delivery, services include an initial and annual assessment of each consumer's needs and eligibility; quarterly reassessment to determine continued eligibility; nutrition education; and nutrition risk screening.
LGBTQIA+	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.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for program enrollment and participation is not means tested. Consumers self-report income status.
Menu Planning and Nutrient Analysis	The development of a menu cycle that complies with the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP) and California Department of Aging (CDA) menu standards, as well as the nutrition requirements of meals. A Registered Dietitian must conduct a nutrient analysis to verify that the menu meets these standards and requirements. (CDA Program Memo 12-17, as amended; California Code of Regulations, Title 22, Section 7638.5)

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Nutrition Compliance and Quality Assurance (NCQA)	Nutrition Compliance and Quality Assurance are the required components of congregate, to-go, and home-delivered nutrition services that ensure program integrity and quality. These components include but are not limited to ensuring food safety; certifying menu compliance; providing nutrition education; confirming consumer eligibility; and assessing consumers' physiological, socioeconomic, and psychological well-being, as well as their need for nutrition and other supportive services. NCQA also includes nutrition counseling provided by a registered dietitian, when feasible and appropriate.
Nutrition Education Session	An intervention targeting participants and caregivers that involves the dissemination of information, instruction, or training to support food, nutrition, and physical activity choices and behaviors aimed at maintaining or improving health and addressing nutrition-related conditions. The content is consistent with the Dietary Guidelines for Americans (DGA), accurate, culturally sensitive, regionally appropriate, and takes personal preferences into account. Nutrition education sessions are overseen by a Registered Dietitian. Grantees are required to provide education sessions at least quarterly for program participants and to record the provision of each session, including an estimated number of participants reached, in SF DAS GetCare. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate, to-go, and home-delivered nutrition services shall comply with the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI), as specified in California Code of Regulations, Title 22, Section 7638.5
Nutrition Risk Screening	Completion of the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
OAA	Older Americans Act
OCP	Office of Community Partnerships.
Older Adult	A person who is 60 years or older, used interchangeably with "senior."
Older Californians Nutrition Program Title III C1 and C2 (OCNP)	A program that provides nutrition services as authorized by the Older Americans Act of 1965, as amended, and is administered in accordance with the provisions of California Code of Regulations (CCR), Title 22, Chapter 4, Article 5, Section 7630, and was formerly known as the Elderly Nutrition Program (ENP).

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Reassessment (Home-Delivered Nutrition Services)	A reassessment conducted quarterly by qualified staff that documents the need for service. Such reassessment shall be done in the home of the participant at least every six months. (CCR Title 22 Sec. 7638.3) Initial and annual assessments conducted in the program participant's home count towards the quarterly reassessment requirement.
Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	An individual who meets both of the following criteria: 1) Qualified as specified in Sections 2585 and 2586 of the Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years or older, used interchangeably with "older adult."
SF DAS GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
SFHSA	San Francisco Human Services Agency
Socially Isolated	Having few social relationships and few people to interact with regularly.
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.)
Supervisorial District (District)	There are eleven supervisorial districts in the City and County of San Francisco. A map of each district can be found at: https://www.sf.gov/maps
Volunteer	A volunteer is an individual who offers their time and services willingly and without compensation to assist the grantee in various activities to support nutrition services.
Unduplicated Consumer (UDC)	An eligible individual who receives meals through the home-delivered nutrition services program and whose participation is documented in SF DAS GetCare by the grantee.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Unit of Service (UOS)	A meal provided to an eligible individual. Each meal shall provide one-third (1/3) of the DRI and comply with the most current Dietary Guidelines for Americans. (22 CCR 7638.5, 22 CCR 7638.7)

III. Target Populations

This program is designed to serve all people who can benefit from the services outlined in this Appendix, and particularly those demonstrating the greatest economic and social need. To ensure that the most vulnerable people are aware of and can benefit from this program, grantee shall ensure that program services are accessible to:

A. Persons with low to moderate income
B. Persons who are socially isolated
C. Persons with limited English-speaking proficiency
D. Persons from communities of color or historically underserved communities
E. Members of the LGBTQIA+ community
F. Persons at risk of institutionalization

IV. Eligibility for Services

To be eligible for home-delivered nutrition services, an individual must be:

A. A person who is 18 to 59 years of age with a disability, and
B. A resident of San Francisco, and
C. In need of home-delivered nutrition services as determined by initial and annual assessments and quarterly reassessments conducted by the grantee.
D. A spouse or domestic partner of an eligible individual may participate in services if an assessment conducted by the grantee determines that such participation is in the best interest of the eligible individual.

V. Description of Services and Program Requirements

A. Grantee will develop and maintain nutrition policies and procedures that comply with the nutrition and food service standards set forth by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, the California Department of Aging (CDA), the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP), and the requirements described in this Appendix A.
B. Grantee will provide and deliver meals to eligible consumers at their place of residence. Meal delivery must occur within designated geographic areas in the City and County of San Francisco, which must be submitted to and pre-approved by DAS OCP. The grantee's home-delivered nutrition services program must provide consumers with five (5) meals per week. The grantee may offer more than five (5) meals per week—such as seven (7) meals per week or two (2) meals per day—when there is a demonstrated need and the grantee's program model has been reviewed and approved by DAS OCP. The grantee is entitled to invoice for all meals delivered, even if a consumer receives fewer than five (5) meals in a given week due to a missed delivery or because services were temporarily placed on hold.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

C. Grantee shall provide meals that comply with the California Department of Aging's (CDA) Older Californians Nutrition Program (OCNP) Menu Planning Guidance. Each meal must provide a minimum of one-third of the Dietary Reference Intakes (DRIs) and align with the current Dietary Guidelines for Americans. Meals shall be culturally appropriate for the target population(s) served. Meals may be provided in hot, chilled, or frozen form. In determining the appropriate meal format, the grantee will consider each consumer's ability to safely store and reheat food, as well as their overall nutrition support needs. Texture-modified meals, such as dental-soft options, may also be provided for consumers with chewing difficulties.

D. Grantee will serve meals in environmentally friendly containers that are reusable, biodegradable, compostable, and/or recyclable. The grantee will comply with the City's Food Service Waste Reduction Ordinance (2007) and the Single-Use Food Ware Plastics Toxics and Litter Reduction Ordinance (2019).

E. Grantee will employ a qualified manager to oversee the daily management and administrative functions of the home-delivered nutrition services program. The grantee will ensure there is sufficient staff (paid or volunteer) with the necessary education, experience, and cultural competency designated to support the daily operations of the program.

F. Grantee will manage all aspects of food service, including the procurement, preparation, transportation, and delivery of food and meals. The grantee will ensure compliance with the standards established by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, and the San Francisco Department of Public Health (SFDPH) Environmental Health Branch. This includes but is not limited to the following:

1. A food facility permit, also known as a health permit, is required for each facility involved in the preparation, handling, and/or serving of food to the public. In addition, the facility must provide a current health inspection report with a "pass" facility rating status, as issued by the Environmental Health Branch of the San Francisco Department of Public Health.
2. A certified food safety manager must be on staff to oversee and manage the day-to-day operations of food service.
3. All staff involved in the preparation, storage, serving or handling of food and/or meals must engage in approved food safety training.

G. Grantee will ensure all program staff are oriented and trained to perform their assigned responsibilities and tasks. Training at minimum will include:

1. Food safety, prevention of foodborne illness, and HACCP principles.
2. Instructions on accident prevention, fire safety, first aid, choking, earthquake preparedness, and additional emergency procedures as relevant.

H. Grantee will provide a minimum of four (4) hours of annual training for paid and volunteer food service staff, including congregate and home-delivered meal staff. The grantee must develop, implement, and maintain a yearly training plan on file. The plan should include the individuals to be trained, the trainer(s), the training content, and the schedule. The content of the training must be reviewed and approved by a Registered Dietitian Nutritionist (RD/RDN). Training sessions will be evaluated by staff, and documentation, including evaluations and attendance records, must be kept on file by the grantee.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

I. Grantee will provide the following NCQA activities:

1. Menu planning and meal analysis shall be conducted twice per year and in accordance with CDA's OCNP Menu Planning Guidance. The grantee must submit the menu cycle with the nutrient analysis for review and approval by DAS OCP at least thirty (30) days in advance of use. The grantee will ensure that food substitutions to originally planned meals are documented and approved by Registered Dietitian Nutritionist (RD/RDN).

2. HACCP central kitchen and food service monitoring will be conducted at least once per quarter, with a minimum of four (4) monitoring visits during the fiscal year. The monitoring must be conducted and documented by a Registered Dietitian Nutritionist (RD/RDN). Food service monitoring must include the review of end-of-route temperature checks, which should be performed every other week for each route to ensure meals are maintained at safe temperatures throughout delivery.

3. Home-Delivered Meal (HDM) route monitoring will include, but is not limited to, observation of the packing, transport, and delivery of meals. HDM route monitoring may be conducted and documented by a qualified staff member who has been trained by a certified food safety manager or a Registered Dietitian Nutritionist (RD/RDN). Documentation of the monitoring must be completed within two (2) weeks of the observation. Each of the grantee's HDM routes must be monitored at least two (2) times per fiscal year.

4. Nutrition education sessions at least once per quarter and a minimum of four (4) times during the fiscal year for consumers participating in services. The grantee will record the delivery of nutrition education sessions in SF DAS GetCare and include the estimated number of participants.

J. Grantee will utilize the DAS OCP centralized waiting list on SF DAS GetCare to identify and enroll eligible consumers. Initial eligibility will be determined by the DAS Benefits and Resources Hub through a telephone screening process. The grantee will prioritize selection and enrollment of consumers from the waiting list based on the following criteria:

1. Cuisine preference: Matching the consumer's preferred cuisine with the options the grantee is funded to provide.

2. Grantee delivery capacity: Availability of delivery in the designated service area, which may include a supervisorial district, specific zip code, or established delivery route.

3. Once the cuisine and delivery capacity are met, the grantee will select the consumer with the highest numeric priority score for enrollment from the waiting list.

K. Grantee will establish and maintain a consumer enrollment process that includes conducting a home-delivered nutrition services assessment within two weeks of the consumer receiving their first home-delivered meal and annually thereafter. The grantee may begin meal service based on DAS Benefits and Resources Hub's initial determination of eligibility; however, the in-home assessment must be completed within two weeks of the consumer receiving their first meal. Grantees also have the option to conduct the in-home assessment prior to the start of meal services. The grantee will document the home-delivered nutrition services assessment and

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

consumer information in SF DAS GetCare within one month of collecting the data, ensuring that all information is accurately recorded. The assessment will:

1. Verify the consumer's need for home-delivered nutrition services.
2. Screen functional ability through a series of required questions related to activities of daily living (ADL) and instrumental activities of daily living (IADL).
3. Confirm the appropriateness of the type of meal being provided.
4. Evaluate the consumer's need for additional nutrition-related or other supportive services.
5. Obtain consumer demographic and other information as required by federal, state, and local government.
6. Include completion of a nutrition risk screening using the DETERMINE checklist and a two-question food security screening.

L. Grantee, at minimum, will provide consumers with the following information during the enrollment process:

1. Delivery schedule for meals.
2. Copy of the current monthly menu.
3. Safe food handling instructions for the meal(s) including reheating instructions if applicable.
4. Voluntary contribution policy.
5. Grievance policy.
6. Information on how to request assistance from the grantee when needed.

M. Grantee will conduct and document nutrition service reassessments for program participants on a quarterly basis to confirm continued eligibility for services. Reassessments may be conducted in person or over the phone, however consumers must be assessed in person every other quarter. Reassessments may be conducted by delivery staff or volunteers who have been trained by qualified staff. Initial and annual assessments count towards the quarterly reassessment requirement. The grantee will also establish a disenrollment process for consumers who are no longer eligible or who choose to discontinue services.

N. Grantee will offer consumers who receive a meal the opportunity to contribute to the cost of the meal, in accordance with DAS OCP Policy Memorandum No. 5. The Grantee will develop a suggested contribution amount based on the average income range of consumers accessing the home-delivered meal program, as well as the grantee's other funding sources. During the enrollment process, the grantee will provide consumers with written information explaining voluntary contributions and how to make them if they choose to do so. This notification must clearly state that contributions are voluntary, there is no obligation to contribute, and services will be provided regardless of whether a contribution is made. The contribution process must ensure confidentiality, and the grantee must have written procedures in place to safeguard contributions and fees from loss, mishandling, or theft.

O. Grantee will have procedures in place to obtain the views of program participants about services received. At minimum, the grantee will develop and administer an annual consumer satisfaction survey to capture feedback on program outcomes and service quality. Both the survey tool and the administration plan must be reviewed and approved by DAS OCP prior to implementation. Feedback must be collected in a

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

manner that ensures participant anonymity. The results will be shared with DAS OCP by March 15th of each grant year, or on a mutually agreed upon date.

P. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training annually, in accordance with the DAS OCP Policy Memorandum No. 45. Within 30 days of their start date, any new employee, subcontractor, or volunteer must also complete this training. The grantee will maintain records of completion. The grantee shall comply with the applicable privacy and security rules of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Q. Grantee will ensure that all program staff, regardless of position, receive initial training on elder abuse and mandated reporting. Program staff who interact with consumers must complete this training annually, in accordance with the DAS OCP Policy Memorandum No. 35.

R. Grantee shall develop a written grievance process for reviewing and resolving service concerns raised by consumers or their authorized representatives regarding DAS-funded programs and their employees or volunteers, in accordance with DAS OCP Policy Memorandum No. 33. This process must ensure that consumers have clearly established rights and due process for timely resolution of their concerns.

S. Grantee will ensure that DAS funding information is prominently displayed on its websites and publications related to the DAS-funded nutrition program, in accordance with DAS OCP Policy Memorandum No.47.

T. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.

U. Grantee will arrange for the availability of food to participants during a major disaster where feasible and appropriate.

VI. Location and Time of Services

The grantee will provide home-delivered nutrition services in the City and County of San Francisco. The grantee, with approval from DAS OCP, will determine the location(s) and time(s) for the provision of home-delivered nutrition services.

VII. Service Objectives

On an annual basis, the grantee shall meet the following service objectives:

Table A	FY 25/26	FY 26/27	FY 27/28	FY 28/29
Number of Unduplicated Consumers (UDC)	650	650	650	650
Number of Meals	151,364	151,364	151,364	151,364

VIII. Outcome Objectives

Measured via a consumer survey with a sample size equal to or greater than forty percent (40%) of the consumer enrollment at the time of distribution.

A. At least 75% of consumers report an increased consumption of fruits, vegetables, and/or whole grains.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

B. At least 85% of consumers report feeling less worried about getting enough food to meet their needs.
C. At least 85% of consumers rate the quality of meals they receive as excellent or good.
D. At least 85% of consumers report that the food support they receive helps them live stably in the community.

IX. Data Collection and Reporting Requirements

A. Grantee will provide a monthly report of activities, referencing the tasks described in Section VII & VIII- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month. The report will include, at a minimum: the number of consumers served, number of meals prepared and served, number of consumers denied services, and the amount of voluntary consumer contributions received.
B. Grantee will submit a quarterly report, along with supporting documentation, to DAS OCP detailing the HACCP activities conducted. Reports are due on the following dates: October 15th, January 15th, April 15th, and June 15th.
C. Grantee will provide an annual report summarizing the contract activities, referencing the tasks described in Section VII & VIII- Service 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 day of the month following the end of the program year.
D. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SFHSA no later than July 31st each year. The grantee must submit the report in the CARBON system.
E. Grantee will provide Ad Hoc reports as required by the Departments.
F. Pursuant to California Department of Aging requirements, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
G. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies "Focal Points" which are designed to help older adults and adults with disabilities connect to services throughout the City. These Focal Points are:

Name	Address	Phone
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-822-1444 x1200
Canon Kip Senior Center	705 Natoma, St San Francisco, 94103	415-487-3300
Chi Sing Community Center	3133 Taraval St, San Francisco, 94116	415-533-6859
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700
Downtown SF Senior Center	481 O'Farrell St, San Francisco, 94102	415-202-2982
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
Geneva Community Center	5050 Mission St., Suite C, San Francisco 94112	
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415-405-4672
Self-Help for the Elderly Social Services Department	829 Kearney St, San Francisco, 94133	415-677-7585
Toolworks	22 Battery St. Suite 300, San Francisco, 94111	415-733-0990
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828

For assistance with reporting and contract requirements, please contact:

Jennifer.Grant@sfgov.org
Contract Manager, Office of Contract Management, SFHSA
or
Tiffany.Kearney@sfgov.org
Program Analyst, DAS OCP

X. Monitoring Activities

A. Program Monitoring: Program monitoring will include review of consumer eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives; compliance with specific program standards and requirements; participant record collection and maintenance; reporting performance including monthly service unit reports on SF DAS GetCare; maintenance of service unit logs; agency and organization standards, including current organizational chart; evidence of annual Elder Abuse Reporting training provided to staff and volunteers; evidence of annual California Department of Aging (CDA) Security Awareness training provided to staff and volunteers; program operations, which includes a review of a written policies and procedures manual of all DAS OCP-funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation current and consistent with the site chart; a board of directors list and whether services are provided appropriately according to Sections III through VIII.

B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, 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 the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster, and selected board minutes for compliance with the Sunshine Ordinance.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM

Grantee/Contractor: Meals On Wheels SF				Full Term:	7/1/25 - 6/30/29
Program: Home Delivered Meals for Adults With Disabilities				Effective Date:	7/1/2025
New☑ Modificatio☐ Revisio☐ (Check One)				Modification #	
	7/1/25 - 6/30/26	**7/1/26 - 6/30/27**	**7/1/27 - 6/30/28**	**7/1/28 - 6/30/29**	**7/1/25 - 6/30/29**
Annual # Meals	**151,364**	**151,364**	**151,364**	**151,364**	**605,456**
DAS Expenditures	**Original**	**Original**	**Original**	**Original**	**Total**
Salaries & Benefits	$542,338	$542,338	$542,338	$542,338	$2,169,352
Operating Expenses	$733,944	$733,944	$733,944	$733,944	$2,935,776
Subtotal	$1,276,282	$1,276,282	$1,276,282	$1,276,282	$5,105,128
Indirect Percentage (%)	15%	15%	15%	15%	15%
Indirect Costs (Line 16 X Line 15)	$191,442	$191,442	$191,442	$191,442	$765,768
Consultant/Subcontractor					
Direct Client Pass-Through					
Capital Expenses					
Total DAS Expenses	**$1,467,724**	**$1,467,724**	**$1,467,724**	**$1,467,724**	**$5,870,896**
Non-DAS Expenditures					
Salaries & Benefits					
Operating Expenses	$5,124.40	$5,124.40	$5,124.40	$5,124.40	$20,497.60
Consultant/Subcontractor					
Direct Client Pass-Through					
Capital Expenses					
Total NON-DAS Expenses	$5,124.40	$5,124.40	$5,124.40	$5,124.40	$20,497.60
TOTAL DAS AND NON DAS EXPEDITURES	$1,472,848	$1,472,848	$1,472,848	$1,472,848	$5,891,394
HSA / DAS Revenues					
General Fund	$1,467,724	$1,467,724	$1,467,724	$1,467,724	$5,870,894
State					
Federal					
Total HSA / DAS Revenues	**$1,467,724**	**$1,467,724**	**$1,467,724**	**$1,467,724**	**$5,870,894**
PER MEAL COST, DAS	**$9.70**	**$9.70**	**$9.70**	**$9.70**	**$9.70**
NON HSA / DAS Revenues					
Project Income	$5,124.40	$5,124.40	$5,124.40	$5,124.40	$20,497.60
Agency Cash - Fundraising					
Agency In-Kind/Volunteer					
Total NON HSA / DAS Revenues	**$5,124.40**	**$5,124.40**	**$5,124.40**	**$5,124.40**	**$20,497.60**
PER MEAL COST, NON-DAS	**$0.03**	**$0.03**	**$0.03**	**$0.03**	**$0.03**
TOTAL DAS AND NON DAS REVENUE	**$1,472,848**	**$1,472,848**	**$1,472,848**	**$1,472,848**	**$5,891,392**
PER MEAL COST, DAS	**$9.73**	**$9.73**	**$9.73**	**$9.73**	**$9.73**
Prepared by:	Danielle Knight, CFO				
Telephone No. & Email:	415-343-1270	dknight@mowsf.org			***HSA Budget Form (3/24)***

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Salaries & Benefits Detail

DAS Salaries & Benefits	Agency Totals		HSA Program		7/1/25 - 6/30/26	Agency Totals		HSA Program		7/1/26 - 6/30/27	Agency Totals		HSA Program		7/1/27 - 6/30/28	Agency Totals		HSA Program		7/1/28 - 6/30/29	7/1/25 - 6/30/29
POSITION TITLE	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	**Original**	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	**Original**	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	**Original**	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	**Original**	**Total**
Drivers (33)	$46,579	33.00	4.91%	1.62	$75,538	$46,579	33.00	4.91%	1.62	$75,538	$46,579	33.00	4.91%	1.62	$75,538	$46,579	33.00	4.91%	1.62	$75,538	$302,152
Kitchen (55)	$48,449	55.00	4.91%	2.70	$130,950	$48,449	55.00	4.91%	2.70	$130,950	$48,449	55.00	4.91%	2.70	$130,950	$48,449	55.00	4.91%	2.70	$130,950	$523,800
Chief of Programs and Operations	$181,000	1.00	4.91%	0.05	$8,895	$181,000	1.00	4.91%	0.05	$8,895	$181,000	1.00	4.91%	0.05	$8,895	$181,000	1.00	4.91%	0.05	$8,895	$35,580
Director of Home Delivered Meals (HDM)	$125,000	1.00	4.91%	0.05	$6,143	$125,000	1.00	4.91%	0.05	$6,143	$125,000	1.00	4.91%	0.05	$6,143	$125,000	1.00	4.91%	0.05	$6,143	$24,572
HDM Client Program Specialist	$60,320	1.00	4.91%	0.05	$2,964	$60,320	1.00	4.91%	0.05	$2,964	$60,320	1.00	4.91%	0.05	$2,964	$60,320	1.00	4.91%	0.05	$2,964	$11,856
HDM Client Support Associate	$58,912	1.00	4.91%	0.05	$2,895	$58,912	1.00	4.91%	0.05	$2,895	$58,912	1.00	4.91%	0.05	$2,895	$58,912	1.00	4.91%	0.05	$2,895	$11,580
HDM Client Waitlist Manager	$85,280	1.00	4.91%	0.05	$4,191	$85,280	1.00	4.91%	0.05	$4,191	$85,280	1.00	4.91%	0.05	$4,191	$85,280	1.00	4.91%	0.05	$4,191	$16,764
HDM Customer Service Lead	$75,094	0.80	4.91%	0.04	$2,952	$75,094	0.80	4.91%	0.04	$2,952	$75,094	0.80	4.91%	0.04	$2,952	$75,094	0.80	4.91%	0.04	$2,952	$11,808
HDM Manager	$85,280	1.00	4.91%	0.05	$4,191	$85,280	1.00	4.91%	0.05	$4,191	$85,280	1.00	4.91%	0.05	$4,191	$85,280	1.00	4.91%	0.05	$4,191	$16,764
HDM Manager 2	$66,560	1.00	4.91%	0.05	$3,271	$66,560	1.00	4.91%	0.05	$3,271	$66,560	1.00	4.91%	0.05	$3,271	$66,560	1.00	4.91%	0.05	$3,271	$13,084
HDM Onsite Coordinator	$52,000	1.00	4.91%	0.05	$2,555	$52,000	1.00	4.91%	0.05	$2,555	$52,000	1.00	4.91%	0.05	$2,555	$52,000	1.00	4.91%	0.05	$2,555	$10,220
HDM Senior Intake Coordinator	$66,600	1.00	4.91%	0.05	$3,273	$66,600	1.00	4.91%	0.05	$3,273	$66,600	1.00	4.91%	0.05	$3,273	$66,600	1.00	4.91%	0.05	$3,273	$13,092
Home Delivered Meals (HDM) Safety Board	$60,573	1.00	4.91%	0.05	$2,977	$60,573	1.00	4.91%	0.05	$2,977	$60,573	1.00	4.91%	0.05	$2,977	$60,573	1.00	4.91%	0.05	$2,977	$11,908
Home Delivered Meals Intake Coordinator	$56,160	1.00	4.91%	0.05	$2,760	$56,160	1.00	4.91%	0.05	$2,760	$56,160	1.00	4.91%	0.05	$2,760	$56,160	1.00	4.91%	0.05	$2,760	$11,040
Executive Assistant to the COO	$82,880	1.00	4.91%	0.05	$4,073	$82,880	1.00	4.91%	0.05	$4,073	$82,880	1.00	4.91%	0.05	$4,073	$82,880	1.00	4.91%	0.05	$4,073	$16,292
Executive Chef	$129,449	1.00	4.91%	0.05	$6,361	$129,449	1.00	4.91%	0.05	$6,361	$129,449	1.00	4.91%	0.05	$6,361	$129,449	1.00	4.91%	0.05	$6,361	$25,444
Procurement/Purchasing Manager	$122,245	1.00	4.91%	0.05	$6,007	$122,245	1.00	4.91%	0.05	$6,007	$122,245	1.00	4.91%	0.05	$6,007	$122,245	1.00	4.91%	0.05	$6,007	$24,028
Receiving Warehouse Associate	$47,840	1.00	4.91%	0.05	$2,351	$47,840	1.00	4.91%	0.05	$2,351	$47,840	1.00	4.91%	0.05	$2,351	$47,840	1.00	4.91%	0.05	$2,351	$9,404
Receiving Warehouse Associate	$49,538	1.00	4.91%	0.05	$2,434	$49,538	1.00	4.91%	0.05	$2,434	$49,538	1.00	4.91%	0.05	$2,434	$49,538	1.00	4.91%	0.05	$2,434	$9,736
Receiving Warehouse Associate	$51,520	1.00	4.91%	0.05	$2,532	$51,520	1.00	4.91%	0.05	$2,532	$51,520	1.00	4.91%	0.05	$2,532	$51,520	1.00	4.91%	0.05	$2,532	$10,128
Receiving Warehouse Associate	$51,124	1.00	4.91%	0.05	$2,512	$51,124	1.00	4.91%	0.05	$2,512	$51,124	1.00	4.91%	0.05	$2,512	$51,124	1.00	4.91%	0.05	$2,512	$10,048
Receiving Warehouse Associate	$53,658	1.00	4.91%	0.05	$2,637	$53,658	1.00	4.91%	0.05	$2,637	$53,658	1.00	4.91%	0.05	$2,637	$53,658	1.00	4.91%	0.05	$2,637	$10,548
Receiving Warehouse Associate	$53,452	1.00	4.91%	0.05	$2,627	$53,452	1.00	4.91%	0.05	$2,627	$53,452	1.00	4.91%	0.05	$2,627	$53,452	1.00	4.91%	0.05	$2,627	$10,508
Sr. Warehouse and Receiving Manager	$90,000	1.00	4.91%	0.05	$4,423	$90,000	1.00	4.91%	0.05	$4,423	$90,000	1.00	4.91%	0.05	$4,423	$90,000	1.00	4.91%	0.05	$4,423	$17,692
Warehouse Lead	$52,000	1.00	4.91%	0.05	$2,555	$52,000	1.00	4.91%	0.05	$2,555	$52,000	1.00	4.91%	0.05	$2,555	$52,000	1.00	4.91%	0.05	$2,555	$10,220
Director of Fleet & Facilities	$129,677	1.00	4.91%	0.05	$6,373	$129,677	1.00	4.91%	0.05	$6,373	$129,677	1.00	4.91%	0.05	$6,373	$129,677	1.00	4.91%	0.05	$6,373	$25,492
General Kitchen Sanitation	$42,120	1.00	4.91%	0.05	$2,070	$42,120	1.00	4.91%	0.05	$2,070	$42,120	1.00	4.91%	0.05	$2,070	$42,120	1.00	4.91%	0.05	$2,070	$8,280
General Kitchen Sanitation	$42,417	1.00	4.91%	0.05	$2,084	$42,417	1.00	4.91%	0.05	$2,084	$42,417	1.00	4.91%	0.05	$2,084	$42,417	1.00	4.91%	0.05	$2,084	$8,336
General Kitchen Sanitation	$42,120	1.00	4.91%	0.05	$2,070	$42,120	1.00	4.91%	0.05	$2,070	$42,120	1.00	4.91%	0.05	$2,070	$42,120	1.00	4.91%	0.05	$2,070	$8,280
General Kitchen Sanitation	$42,120	1.00	4.91%	0.05	$2,070	$42,120	1.00	4.91%	0.05	$2,070	$42,120	1.00	4.91%	0.05	$2,070	$42,120	1.00	4.91%	0.05	$2,070	$8,280
Maintenance Technician Supervisor	$79,900	1.00	4.91%	0.05	$3,926	$79,900	1.00	4.91%	0.05	$3,926	$79,900	1.00	4.91%	0.05	$3,926	$79,900	1.00	4.91%	0.05	$3,926	$15,704
Junior Salesforce Administrator	$83,120	1.00	4.91%	0.05	$4,085	$83,120	1.00	4.91%	0.05	$4,085	$83,120	1.00	4.91%	0.05	$4,085	$83,120	1.00	4.91%	0.05	$4,085	$16,340
Salesforce Administrator	$120,533	0.80	4.91%	0.04	$4,739	$120,533	0.80	4.91%	0.04	$4,739	$120,533	0.80	4.91%	0.04	$4,739	$120,533	0.80	4.91%	0.04	$4,739	$18,956
Director of Programs and Partnerships	$125,000	1.00	1.51%	0.02	$1,894	$125,000	1.00	1.51%	0.02	$1,894	$125,000	1.00	1.51%	0.02	$1,894	$125,000	1.00	1.51%	0.02	$1,894	$7,576
Assessment Specialist/Social Worker	$62,400	1.00	60.00%	0.60	$37,440	$62,400	1.00	60.00%	0.60	$37,440	$62,400	1.00	60.00%	0.60	$37,440	$62,400	1.00	60.00%	0.60	$37,440	$149,760
Assessment Specialist/Social Worker	$66,560	1.00	60.00%	0.60	$39,936	$66,560	1.00	60.00%	0.60	$39,936	$66,560	1.00	60.00%	0.60	$39,936	$66,560	1.00	60.00%	0.60	$39,936	$159,744
Director of Social Work	$123,283	0.80	6.06%	0.05	$5,976	$123,283	0.80	6.06%	0.05	$5,976	$123,283	0.80	6.06%	0.05	$5,976	$123,283	0.80	6.06%	0.05	$5,976	$23,904
				-					-					-					-		
				-					-					-					-		
				-					-					-					-		
				-					-					-					-		
TOTALS	$2,810,763	122.40	290%	7.09	$404,730	$2,810,763	122.40	290%	7.09	$404,730	$2,810,763	122.40	290%	7.09	$404,730	$2,810,763	122.40	290%	7.09	$404,730	$1,618,920
FRINGE BENEFIT RATE	34%					34%					34%					34%					
EMPLOYEE FRINGE BENEFITS	34%				$137,608					$137,608					$137,608					$137,608	$550,432
TOTAL DAS SALARIES & BENEFITS					$542,338					$542,338					$542,338					$542,338	$2,169,352

NON-DAS Salaries & Benefits	Agency Totals		HSA Program		7/1/25 - 6/30/26	Agency Totals		HSA Program		7/1/26 - 6/30/27	Agency Totals		HSA Program		7/1/27 - 6/30/28	Agency Totals		HSA Program		7/1/28 - 6/30/29	7/1/25 - 6/30/29
POSITION TITLE	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	**Original**	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	**Original**	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	**Original**	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	**Original**	**Total**
Employee A (example)				-					-					-					-		
Employee B (example)				-					-					-					-		
Employee C (example)				-					-					-					-		
				-					-					-					-		
				-					-					-					-		
				-					-					-					-		
				-					-					-					-		
				-					-					-					-		
				-					-					-					-		
				-					-					-					-		
TOTALS		-	-	-					-					-					-		
FRINGE BENEFIT RATE	34%					34%					34%					34%					
EMPLOYEE FRINGE BENEFITS																					
TOTAL NON-DAS SALARIES & BENEFITS																					
Total DAS and NON-DAS Salaries and Benefits																					

HSA Budget Form (3/24)

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Operating Expenses Detail

	7/1/25 - 6/30/26 Original	7/1/26 - 6/30/27 Original	7/1/27 - 6/30/28 Original	7/1/28 - 6/30/29 Original	7/1/25 - 6/30/29 Total
Annual # Meals	**151,364**	**151,364**	**151,364**	**151,364**	**605,456**
DAS Operating Expenses					
Expenditure Category					
Rental of Property	$104,078	$104,078	$104,078	$104,078	$416,314
Utilities(Elec, Water, Gas, Phone, Garbage, IT Services)	$40,785	$40,785	$40,785	$40,785	$163,140
Office Supplies, Postage	$14,989	$14,989	$14,989	$14,989	$59,954
Building Maintenance Supplies, Repair, Security, Sanitation, Janitorial	$42,516	$42,516	$42,516	$42,516	$170,064
Printing and Reproduction	$436	$436	$436	$436	$1,745
Insurance	$10,447	$10,447	$10,447	$10,447	$41,789
Staff Training	$2,991	$2,991	$2,991	$2,991	$11,964
Staff Travel-(Local & Out of Town)					
Rental of Equipment					
Food Cost					
Raw Food & Packaging *per meal* ##### #	$482,851	$482,851	$482,851	$482,851	$1,931,405
Cong Food Svc Supplies *per meal*					
Catered Meals *per meal*					
Consulting/Professional/Subcontracting Services					
Temporary staffing (drivers/kitchen staff)	$10,136	$10,136	$10,136	$10,136	$40,544
Route routing consultant	$1,875	$1,875	$1,875	$1,875	$7,500
Other					
Delivery Costs (vehicle maintenance, repair, fees, gasoline)	$17,826	$17,826	$17,826	$17,826	$71,304
Language Translation Services	$3,799	$3,799	$3,799	$3,799	$15,196
Uniforms, laundry	$1,214	$1,214	$1,214	$1,214	$4,856
Total DAS Operating Expense	$733,944	$733,944	$733,944	$733,944	$2,935,774
NON-DAS Operating Expenses					
Expenditure Category					
Rental of Property					
Utilities(Elec, Water, Gas, Phone, Garbage)					
Office Supplies, Postage					
Building Maintenance Supplies and Repair					
Printing and Reproduction					
Insurance					
Staff Training					
Staff Travel-(Local & Out of Town)					
Rental of Equipment					
Consulting/Professional Services					
Consultant A					
Subcontractor A					
Other					
30 microwaves at $79.98	$2,399.40	$2,399.40	$2,399.40	$2,399.40	$9,597.60
25 refrigerators at $109.00	$2,725.00	$2,725.00	$2,725.00	$2,725.00	$10,900.00
Total NON-DAS Operating Expense	$5,124.40	$5,124.40	$5,124.40	$5,124.40	$20,497.60
Total DAS & NON-DAS Operating Expense	$739,068	$739,068	$739,068	$739,068	$2,956,272

HSA Budget Form (3/24)

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Appendix F: ANNUAL SITE CHART - HOME DELIVERED NUTRITION SERVICES	OFFICE OF COMMUNITY PARTNERSHIPS	FY 2025-26

AGENCY:	Meals on Wheels San Francisco		
MAILING ADDRESS:	2142 Jerrold Avenue, San Francisco, CA 94124		
DIRECTOR:	Jennifer Steele	**EMAIL:** jsteele@mowsf.org	**PHONE NO.:** 415-920-1111
PROGRAM MANAGER:	Phil Duarte	**EMAIL:** pduarte@mowsf.org	**PHONE NO.:** 415-920-1111

Population Served: Older Adults or Adults with Disabilities	Older Adults	Adults with Disabilities	ER					**Total ALL Sites**
Delivery Route Name	1-12 AM & PM, 30-31 AM & PM, Hot 3-6, BLD 1-5	Route 13 AM & PM, Hot 1-2, BLD 6	Route 29 AM & PM					
Address of HDM Program Operation	2230 Jerrold Avenue SF, CA 94121	2230 Jerrold Avenue SF, CA 94121	2230 Jerrold Avenue SF, CA 94121					
Hours of Operation	Monday-Friday 8:30 am - 4:30 pm	Monday-Friday 8:30 am - 4:30 pm	Monday-Friday 8:30 am - 4:30 pm					
Phone Number	415-920-1111	415-920-1111	415-920-1111					
Alternate Phone Number	415-343-1287	415-343-1287	415-343-1287					
HDM Manager/Coordinator	James Goodwin	James Goodwin	James Goodwin					
Service Area Descirption Supervisorial District No.	All districts service	All districts service	All districts service					
Service Area Descirption Neighborhood(s) Served	Citywide	Citywide	Citywide					
Service Area Description Zip Codes Served	All zip codes served	All zip codes served	All zip codes served					
Meal Delivery Days	☑ Monday ☑ Tuesday ☑ Wednesday ☑ Thursday ☑ Friday ☑ Saturday ☐ Sunday	☑ Monday ☑ Tuesday ☑ Wednesday ☑ Thursday ☑ Friday ☑ Saturday ☐ Sunday	☑ Monday ☑ Tuesday ☑ Wednesday ☑ Thursday ☑ Friday ☑ Saturday ☐ Sunday	☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday	☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday	☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday	☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday	
Type of Meal (hot, chilled, frozen, etc.)	Frozen, Hot	Frozen, Hot	Frozen, Hot					
Texture Modification: (Yes or No)	Yes	Yes	Yes					
Cuisine Type	American	American	American					
Annual # Unduplicated Consumers	3,700	650	400					**4,750**
Maximum # UDC per route/delivery day	46	5	4					
Annual Number of Meals Delivered on Route	1,062,507	151,364	27,151					**1,241,022**
Annual # Service Days	365	365	365					
Average # meals per day	2,911	415	74	0	0	0	0	3,400
Annual Number of Nutrition Assessments	2900	450	0					**3,350**
Hours of Nutrition Counseling	0	0	0					
Observed holidays	MOWSF is closed on all major hoildays, except for Thanksgiving Day. Clients receive meals in advance of all holidays that Meals on Wheels is closed.							

Nutrition Education	
Annual # Nutrition Education Sessions (4 required)	**4**
Annual # of Participants (average # of meals x # of nutrition education sessions)	13600

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Appendix A– Services to be Provided
Project Open Hand
Home-Delivered Nutrition Services for Adults with Disabilities
July 1, 2025 - June 30, 2029

I. Purpose

The purpose of this grant is to provide home-delivered nutrition services to adults with disabilities living in the City and County of San Francisco. Services include meals, nutrition education, and nutrition risk screening. Home-delivered nutrition services support individuals to live independently in their own homes and communities, help ensure health and well-being through improved nutrition and reduced isolation, and serve as an access point for other home and community-based services.

II. Definitions

Grantee	Project Open Hand
Adult with a Disability	A person 18-59 years of age with a disability.
Assessment (Home-Delivered Nutrition Services)	An assessment conducted by a qualified staff member in the home of an individual within two weeks of beginning meal service and annually thereafter to document the participant's need for service and determine the appropriate type of meal within their living environment. The assessment evaluates physiological, socioeconomic, and psychological factors, including acute or chronic disease, health conditions or syndromes, the presence and adequacy of family/support system, and the individual's functional ability- specifically their capacity to perform activities of daily living (ADLs) and instrumental activities of daily living (IADLs)- which contribute to their need for nutrition and related supportive services. (22 CCR 7638.3)
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CARBON	Contracts Administration, Reporting, and Billing On-line System.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging.
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DAS Benefits and Resources Hub	A unit within DAS that is equipped to receive calls from the community and provide information, referrals, and assistance for older adults and adults with disabilities, caregivers, and community-based organizations. https://www.sfhsa.org/contact-us/locations/das-benefits-and-resources-hub
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: activities of daily living (ADL), and instrumental activities of daily living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
Food Security Screening	A two-question validated screening tool designed to assess an individual's food security status.
HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)
Home-Delivered Nutrition Services	The delivery of meals by a qualified nutrition service provider to eligible individuals at their place of residence. Meals must comply with the Dietary Guidelines for Americans and meet the Dietary Reference Intakes (DRIs). In addition to meal delivery, services include an initial and annual assessment of each consumer's needs and eligibility; quarterly reassessment to determine continued eligibility; nutrition education; and nutrition risk screening.
LGBTQIA+	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.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for program enrollment and participation is not means tested. Consumers self-report income status.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Menu Planning and Nutrient Analysis	The development of a menu cycle that complies with the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP) and California Department of Aging (CDA) menu standards, as well as the nutrition requirements of meals. A Registered Dietitian must conduct a nutrient analysis to verify that the menu meets these standards and requirements. (CDA Program Memo 12-17, as amended; California Code of Regulations, Title 22, Section 7638.5)
Nutrition Compliance and Quality Assurance (NCQA)	Nutrition Compliance and Quality Assurance are the required components of congregate, to-go, and home-delivered nutrition services that ensure program integrity and quality. These components include but are not limited to ensuring food safety; certifying menu compliance; providing nutrition education; confirming consumer eligibility; and assessing consumers' physiological, socioeconomic, and psychological well-being, as well as their need for nutrition and other supportive services. NCQA also includes nutrition counseling provided by a registered dietitian, when feasible and appropriate.
Nutrition Education Session	An intervention targeting participants and caregivers that involves the dissemination of information, instruction, or training to support food, nutrition, and physical activity choices and behaviors aimed at maintaining or improving health and addressing nutrition-related conditions. The content is consistent with the Dietary Guidelines for Americans (DGA), accurate, culturally sensitive, regionally appropriate, and takes personal preferences into account. Nutrition education sessions are overseen by a Registered Dietitian. Grantees are required to provide education sessions at least quarterly for program participants and to record the provision of each session, including an estimated number of participants reached, in SF DAS GetCare. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate, to-go, and home-delivered nutrition services shall comply with the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI), as specified in California Code of Regulations, Title 22, Section 7638.5
Nutrition Risk Screening	Completion of the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
OAA	Older Americans Act
OCP	Office of Community Partnerships.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Older Adult	A person who is 60 years or older, used interchangeably with "senior."
Older Californians Nutrition Program Title III C1 and C2 (OCNP)	A program that provides nutrition services as authorized by the Older Americans Act of 1965, as amended, and is administered in accordance with the provisions of California Code of Regulations (CCR), Title 22, Chapter 4, Article 5, Section 7630, and was formerly known as the Elderly Nutrition Program (ENP).
Reassessment (Home-Delivered Nutrition Services)	A reassessment conducted quarterly by qualified staff that documents the need for service. Such reassessment shall be done in the home of the participant at least every six months. (CCR Title 22 Sec. 7638.3) Initial and annual assessments conducted in the program participant's home count towards the quarterly reassessment requirement.
Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	An individual who meets both of the following criteria: 1) Qualified as specified in Sections 2585 and 2586 of the Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years or older, used interchangeably with "older adult."
SF DAS GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
SFHSA	San Francisco Human Services Agency
Socially Isolated	Having few social relationships and few people to interact with regularly.
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.)
Supervisorial District (District)	There are eleven supervisorial districts in the City and County of San Francisco. A map of each district can be found at: https://www.sf.gov/maps

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Volunteer	A volunteer is an individual who offers their time and services willingly and without compensation to assist the grantee in various activities to support nutrition services.
Unduplicated Consumer (UDC)	An eligible individual who receives meals through the home-delivered nutrition services program and whose participation is documented in SF DAS GetCare by the grantee.
Unit of Service (UOS)	A meal provided to an eligible individual. Each meal shall provide one-third (1/3) of the DRI and comply with the most current Dietary Guidelines for Americans. (22 CCR 7638.5, 22 CCR 7638.7)

III. Target Populations

This program is designed to serve all people who can benefit from the services outlined in this Appendix, and particularly those demonstrating the greatest economic and social need. To ensure that the most vulnerable people are aware of and can benefit from this program, grantee shall ensure that program services are accessible to:

1. Persons with low to moderate income
2. Persons who are socially isolated
3. Persons with limited English-speaking proficiency
4. Persons from communities of color or communities that have historically been under-served
5. Members of the LGBTQIA+ community
6. Persons at risk of institutionalization

IV. Eligibility for Services

To be eligible for home-delivered nutrition services, an individual must be:

1. A person who is 18 to 59 years of age with a disability, or
2. A person who is sixty (60) years of age or older (older adult) and requires a vegetarian meal, or
3. A person who is sixty (60) years of age or older (older adult), requires a multicultural meal and who, due to outstanding circumstances, would otherwise not receive or have access to HDM services, and has been approved by DAS OCP, and
4. A resident of San Francisco, and
5. In need of home-delivered nutrition services as determined by initial and annual assessments and quarterly reassessments conducted by the grantee.
6. A spouse or domestic partner of an eligible individual may participate in services if an assessment conducted by the grantee determines that such participation is in the best interest of the eligible individual.

V. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that comply with the nutrition and food service standards set forth by the California Retail Food Code

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

(CRFC), California Code of Regulations (CCR) Title 22, the California Department of Aging (CDA), the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP), and the requirements described in this Appendix A.

2. Grantee will provide and deliver meals to eligible consumers at their place of residence. Meal delivery must occur within designated geographic areas in the City and County of San Francisco, which must be submitted to and pre-approved by DAS OCP. The grantee's home-delivered nutrition services program must provide consumers with five (5) meals per week. The grantee may offer more than five (5) meals per week—such as seven (7) meals per week or two (2) meals per day—when there is a demonstrated need and the grantee's program model has been reviewed and approved by DAS OCP. The grantee is entitled to invoice for all meals delivered, even if a consumer receives fewer than five (5) meals in a given week due to a missed delivery or because services were temporarily placed on hold.
3. Grantee shall provide meals that comply with the California Department of Aging's (CDA) Older Californians Nutrition Program (OCNP) Menu Planning Guidance. Each meal must provide a minimum of one-third of the Dietary Reference Intakes (DRIs) and align with the current Dietary Guidelines for Americans. Meals shall be culturally appropriate for the target population(s) served. Meals may be provided in hot, chilled, or frozen form. In determining the appropriate meal format, the grantee will consider each consumer's ability to safely store and reheat food, as well as their overall nutrition support needs. Texture-modified meals, such as dental-soft options, may also be provided for consumers with chewing difficulties.
4. Grantee will serve meals in environmentally friendly containers that are reusable, biodegradable, compostable, and/or recyclable. The grantee will comply with the City's Food Service Waste Reduction Ordinance (2007) and the Single-Use Food Ware Plastics Toxics and Litter Reduction Ordinance (2019).
5. Grantee will employ a qualified manager to oversee the daily management and administrative functions of the home-delivered nutrition services program. The grantee will ensure there is sufficient staff (paid or volunteer) with the necessary education, experience, and cultural competency designated to support the daily operations of the program.
6. Grantee will manage all aspects of food service, including the procurement, preparation, transportation, and delivery of food and meals. The grantee will ensure compliance with the standards established by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, and the San Francisco Department of Public Health (SFDPH) Environmental Health Branch. This includes but is not limited to the following:
    a. A food facility permit, also known as a health permit, is required for each facility involved in the preparation, handling, and/or serving of food to the public. In addition, the facility must provide a current health inspection report with a "pass" facility rating status, as issued by the Environmental Health Branch of the San Francisco Department of Public Health.
    b. A certified food safety manager must be on staff to oversee and manage the day-to-day operations of food service.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

c. All staff involved in the preparation, storage, serving or handling of food and/or meals must engage in approved food safety training.

7. Grantee will ensure all program staff are oriented and trained to perform their assigned responsibilities and tasks. Training at minimum will include:
   a. Food safety, prevention of foodborne illness, and HACCP principles.
   b. Instructions on accident prevention, fire safety, first aid, choking, earthquake preparedness, and additional emergency procedures as relevant.
8. Grantee will provide a minimum of four (4) hours of annual training for paid and volunteer food service staff, including congregate and home-delivered meal staff. The grantee must develop, implement, and maintain a yearly training plan on file. The plan should include the individuals to be trained, the trainer(s), the training content, and the schedule. The content of the training must be reviewed and approved by a Registered Dietitian Nutritionist (RD/RDN). Training sessions will be evaluated by staff, and documentation, including evaluations and attendance records, must be kept on file by the grantee.
9. Grantee will provide the following NCQA activities:
   a. Menu planning and meal analysis shall be conducted twice per year and in accordance with CDA's OCNP Menu Planning Guidance. The grantee must submit the menu cycle with the nutrient analysis for review and approval by DAS OCP at least thirty (30) days in advance of use. The grantee will ensure that food substitutions to originally planned meals are documented and approved by Registered Dietitian Nutritionist (RD/RDN).
   b. HACCP central kitchen and food service monitoring will be conducted at least once per quarter, with a minimum of four (4) monitoring visits during the fiscal year. The monitoring must be conducted and documented by a Registered Dietitian Nutritionist (RD/RDN). Food service monitoring must include the review of end-of-route temperature checks, which should be performed every other week for each route to ensure meals are maintained at safe temperatures throughout delivery.
   c. Home-Delivered Meal (HDM) route monitoring will include, but is not limited to, observation of the packing, transport, and delivery of meals. HDM route monitoring may be conducted and documented by a qualified staff member who has been trained by a certified food safety manager or a Registered Dietitian Nutritionist (RD/RDN). Documentation of the monitoring must be completed within two (2) weeks of the observation. Each of the grantee's HDM routes must be monitored at least two (2) times per fiscal year.
   d. Nutrition education sessions at least once per quarter and a minimum of four (4) times during the fiscal year for consumers participating in services. The grantee will record the delivery of nutrition education sessions in SF DAS GetCare and include the estimated number of participants.
10. Grantee will utilize the DAS OCP centralized waiting list on SF DAS GetCare to identify and enroll eligible consumers. Initial eligibility will be determined by the DAS Benefits and Resources Hub through a telephone screening process. The grantee will prioritize selection and enrollment of consumers from the waiting list based on the following criteria:

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

a. Cuisine preference: Matching the consumer's preferred cuisine with the options the grantee is funded to provide.
b. Grantee delivery capacity: Availability of delivery in the designated service area, which may include a supervisorial district, specific zip code, or established delivery route.
c. Once the cuisine and delivery capacity are met, the grantee will select the consumer with the highest numeric priority score for enrollment from the waiting list.

11. Grantee will establish and maintain a consumer enrollment process that includes conducting a home-delivered nutrition services assessment within two weeks of the consumer receiving their first home-delivered meal and annually thereafter. The grantee may begin meal service based on DAS Benefits and Resources Hub's initial determination of eligibility; however, the in-home assessment must be completed within two weeks of the consumer receiving their first meal. Grantees also have the option to conduct the in-home assessment prior to the start of meal services. The grantee will document the home-delivered nutrition services assessment and consumer information in SF DAS GetCare within one month of collecting the data, ensuring that all information is accurately recorded. The assessment will:
    a. Verify the consumer's need for home-delivered nutrition services.
    b. Screen functional ability through a series of required questions related to activities of daily living (ADL) and instrumental activities of daily living (IADL).
    c. Confirm the appropriateness of the type of meal being provided.
    d. Evaluate the consumer's need for additional nutrition-related or other supportive services.
    e. Obtain consumer demographic and other information as required by federal, state, and local government.
    f. Include completion of a nutrition risk screening using the DETERMINE checklist and a two-question food security screening.
12. Grantee, at minimum, will provide consumers with the following information during the enrollment process:
    a. Delivery schedule for meals.
    b. Copy of the current monthly menu.
    c. Safe food handling instructions for the meal(s) including reheating instructions if applicable.
    d. Voluntary contribution policy.
    e. Grievance policy.
    f. Information on how to request assistance from the grantee when needed.
13. Grantee will conduct and document nutrition service reassessments for program participants on a quarterly basis to confirm continued eligibility for services. Reassessments may be conducted in person or over the phone, however consumers must be assessed in person every other quarter. Reassessments may be conducted by delivery staff or volunteers who have been trained by qualified staff. Initial and annual assessments count towards the quarterly reassessment requirement. The grantee will also establish a disenrollment process for consumers who are no longer eligible or who choose to discontinue services.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

14. Grantee will offer consumers who receive a meal the opportunity to contribute to the cost of the meal, in accordance with DAS OCP Policy Memorandum No. 5. The Grantee will develop a suggested contribution amount based on the average income range of consumers accessing the home-delivered meal program, as well as the grantee's other funding sources. During the enrollment process, the grantee will provide consumers with written information explaining voluntary contributions and how to make them if they choose to do so. This notification must clearly state that contributions are voluntary, there is no obligation to contribute, and services will be provided regardless of whether a contribution is made. The contribution process must ensure confidentiality, and the grantee must have written procedures in place to safeguard contributions and fees from loss, mishandling, or theft.
15. Grantee will have procedures in place to obtain the views of program participants about services received. At minimum, the grantee will develop and administer an annual consumer satisfaction survey to capture feedback on program outcomes and service quality. Both the survey tool and the administration plan must be reviewed and approved by DAS OCP prior to implementation. Feedback must be collected in a manner that ensures participant anonymity. The results will be shared with DAS OCP by March 15th of each grant year, or on a mutually agreed upon date.
16. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training annually, in accordance with the DAS OCP Policy Memorandum No. 45. Within 30 days of their start date, any new employee, subcontractor, or volunteer must also complete this training. The grantee will maintain records of completion. The grantee shall comply with the applicable privacy and security rules of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
17. Grantee will ensure that all program staff, regardless of position, receive initial training on elder abuse and mandated reporting. Program staff who interact with consumers must complete this training annually, in accordance with the DAS OCP Policy Memorandum No. 35.
18. Grantee shall develop a written grievance process for reviewing and resolving service concerns raised by consumers or their authorized representatives regarding DAS-funded programs and their employees or volunteers, in accordance with DAS OCP Policy Memorandum No. 33. This process must ensure that consumers have clearly established rights and due process for timely resolution of their concerns.
19. Grantee will ensure that DAS funding information is prominently displayed on its websites and publications related to the DAS-funded nutrition program, in accordance with DAS OCP Policy Memorandum No.47.
20. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
21. Grantee will arrange for the availability of food to participants during a major disaster where feasible and appropriate.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

VI. Location and Time of Services

The grantee will provide home-delivered nutrition services in the City and County of San Francisco. The grantee, with approval from DAS OCP, will determine the location(s) and time(s) for the provision of home-delivered nutrition services.

VII. Service Objectives

On an annual basis, the grantee shall meet the following service objectives:

Table A	FY 25/26	FY 26/27	FY 27/28	FY 28/29
Number of Unduplicated Consumers (UDC)	160	160	160	160
Number of Meals	54,877	54,877	54,877	54,877

VIII. Outcome Objectives

Measured via a consumer survey with a sample size equal to or greater than forty percent (40%) of the consumer enrollment at the time of distribution.

1. At least 75% of consumers report an increased consumption of fruits, vegetables, and/or whole grains.
2. At least 85% of consumers report feeling less worried about getting enough food to meet their needs.
3. At least 85% of consumers rate the quality of meals they receive as excellent or good.
4. At least 85% of consumers report that the food support they receive helps them live stably in the community.

IX. Data Collection and Reporting Requirements

1. Grantee will provide a monthly report of activities, referencing the tasks described in Section VII & VIII- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month. The report will include, at a minimum: the number of consumers served, number of meals prepared and served, number of consumers denied services, and the amount of voluntary consumer contributions received.
2. Grantee will submit a quarterly report, along with supporting documentation, to DAS OCP detailing the HACCP activities conducted. Reports are due on the following dates: October 15th, January 15th, April 15th, and June 15th.
3. Grantee will provide an annual report summarizing the contract activities, referencing the tasks described in Section VII & VIII- Service 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 day of the month following the end of the program year.
4. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SFHSA no later than July 31st each year. The grantee must submit the report in the CARBON system.
5. Grantee will provide Ad Hoc reports as required by the Departments.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

6. Pursuant to California Department of Aging requirements, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
7. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies "Focal Points" which are designed to help older adults and adults with disabilities connect to services throughout the City. These Focal Points are:

Name	Address	Phone
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-822-1444 x1200
Canon Kip Senior Center	705 Natoma, St San Francisco, 94103	415-487-3300
Chi Sing Community Center	3133 Taraval St, San Francisco, 94116	415-533-6859
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700
Downtown SF Senior Center	481 O'Farrell St, San Francisco, 94102	415-202-2982
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
Geneva Community Center	5050 Mission St., Suite C, San Francisco 94112	
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415-405-4672
Self-Help for the Elderly Social Services Department	829 Kearney St, San Francisco, 94133	415-677-7585
Toolworks	22 Battery St. Suite 300, San Francisco, 94111	415-733-0990
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828

For assistance with reporting and contract requirements, please contact:

Emmy.Miller@sfgov.org
Contract Manager, Office of Contract Management, SFHSA
or
Julie.Hibarger@sfgov.org
Program Analyst, DAS OCP

X. Monitoring Activities

1. Program Monitoring: Program monitoring will include review of consumer eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives; compliance with specific program standards and requirements; participant record collection and maintenance; reporting performance including monthly service unit reports on SF DAS GetCare; maintenance of service unit logs; agency and organization standards, including current organizational chart; evidence of annual Elder

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Abuse Reporting training provided to staff and volunteers; evidence of annual California Department of Aging (CDA) Security Awareness training provided to staff and volunteers; program operations, which includes a review of a written policies and procedures manual of all DAS OCP-funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation current and consistent with the site chart; a board of directors list and whether services are provided appropriately according to Sections III through VIII.

2. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, 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 the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster, and selected board minutes for compliance with the Sunshine Ordinance.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM

Name of Agency: PROJECT OPEN HAND

Name of Program: AWD Home Delivered Meals

(Check One) New __X__ Renewal ____ Modification ____

If modification, Effective Date of Mod. No. of Mod.

Program: Home Delivered Meals for ( ) older adults or (X) adults with disabilities

Budget Reference Page No.(s)					
Program Term	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted	54,877	54,877	54,877	54,877	219,507
DAS Expenditures					
Salaries & Benefits	$377,150	$422,089	$422,089	$422,089	$1,643,416
Operating Expenses	$240,332	$195,394	$195,394	$195,394	$826,513
Subtotal	$617,482	$617,482	$617,482	$617,482	$2,469,929
Indirect Percentage (%)	15.00%	15.00%	15.00%	15.00%	15.00%
Indirect Cost	$92,622	$92,622	$92,622	$92,622	$370,488
Capital/Subcontractor Expenditures					
NCQA Expenditures	$14,153	$14,153	$14,153	$14,153	$56,612
Total DAS Expenditures	**$724,257**	**$724,257**	**$724,257**	**$724,257**	**$2,897,028**
Non DAS Expenditures					
Salaries & Benefits	$109,994	$100,561	$100,561	$100,561	$411,677
Operating Expenses	$94,493	$104,545	$104,545	$104,545	$408,127
Capital/Subcontractor Expenditures					
NCQA Expenditures	$3,538	$3,538	$3,538	$3,538	$14,152
Total Non DAS Expenditures	**$208,025**	**$208,644**	**$208,644**	**$208,644**	**$833,957**
TOTAL DAS AND NON DAS EXPEDITURES	**$932,282**	**$932,901**	**$932,901**	**$932,901**	**$3,730,985**
DAS Revenues					
Meals- General Fund	$710,104	$710,104	$710,104	$710,104	$2,840,417
Meals- State Fund					
Meals- Federal Fund					
NCQA Fund	$14,153	$14,153	$14,153	$14,153	$56,612
Total DAS Revenue	**$724,257**	**$724,257**	**$724,257**	**$724,257**	**$2,897,028**
PER MEAL COST, DAS	$12.94	$12.94	$12.94	$12.94	$12.94
PER MEAL COST (with NCQA), DAS	$13.20	$13.20	$13.20	$13.20	$13.20
Non DAS Revenues					
Project Income					
Agency Cash- Fundraising	$73,482	$59,668	$59,668	$59,668	$252,486
Agency In-kind Volunteer	$81,369	$91,980	$91,980	$91,980	$357,310
Agency Property (Occupancy)	$49,636	$53,458	$53,458	$53,458	$210,009
NCQA Revenue	$3,538	$3,538	$3,538	$3,538	$14,152
Total Non DAS Revenue	**$208,025**	**$208,644**	**$208,644**	**$208,644**	**$833,957**
PER MEAL COST, Non DAS	$3.73	$3.74	$3.74	$3.74	$3.73
PER MEAL COST (with NCQA), Non DAS	$3.79	$3.80	$3.80	$3.80	$3.80
TOTAL DAS AND NON DAS REVENUE	**$932,282**	**$932,901**	**$932,901**	**$932,901**	**$3,730,985**
PER MEAL COST, Total	$16.67	$16.68	$16.68	$16.68	$16.67
PER MEAL COST (with NCQA), Total	$16.99	$17.00	$17.00	$17.00	$17.00
Full Time Equivalent (FTE)	78.11	78.11	78.11	78.11	312.43

Prepared by: Date:

HSA-CO Review Signature: _____

HSA #1 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Salaries & Benefits Detail

DAS Salaries & Benefits		Agency Totals		HSA Program		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Program Staff:										
Director, Community Nutrition Program		$89,095	1.00	16.38%	0.16	$14,598	$16,502	$16,502	$16,502	$64,104
Manager, Community Nutrition Program, Data		$74,263	1.00	16.38%	0.16	$12,168	$13,755	$13,755	$13,755	$53,432
Home Delivered Meals Outreach Specialist		$68,640	1.00	100.00%	1.00	$68,640	$68,640	$68,640	$68,640	$274,560
Senior Director, Programs		$105,029	1.00	5.64%	0.06	$5,925	$5,925	$5,925	$5,925	$23,700
Kitchen Staff:										
Cook II		$44,200	1.00	8.00%	0.08	$3,536	$4,103	$4,103	$4,103	$15,844
Cook II		$44,200	1.00	8.00%	0.08	$3,536	$4,103	$4,103	$4,103	$15,844
Cook II		$44,200	1.00	8.00%	0.08	$3,536	$4,103	$4,103	$4,103	$15,844
Cook I		$44,200	1.00	8.00%	0.08	$3,536	$4,103	$4,103	$4,103	$15,844
Cook I		$44,200	0.63	8.00%	0.05	$2,228	$4,103	$4,103	$4,103	$14,536
Lead Cook		$48,000	1.00	8.00%	0.08	$3,840	$4,455	$4,455	$4,455	$17,206
Lead Cook		$48,000	1.00	8.00%	0.08	$3,840	$4,455	$4,455	$4,455	$17,206
Sous Chef		$58,000	1.00	8.00%	0.08	$4,640	$5,384	$5,384	$5,384	$20,791
Sous Chef		$58,000	1.00	8.00%	0.08	$4,640	$5,384	$5,384	$5,384	$20,791
Porter I		$42,700	1.00	8.00%	0.08	$3,416	$3,963	$3,963	$3,963	$15,306
Porter I		$42,700	1.00	8.00%	0.08	$3,416	$3,963	$3,963	$3,963	$15,306
Porter I		$42,700	1.00	8.00%	0.08	$3,416	$3,963	$3,963	$3,963	$15,306
Porter I		$42,700	1.00	8.00%	0.08	$3,416	$3,963	$3,963	$3,963	$15,306
Porter I		$42,700	1.00	8.00%	0.08	$3,416	$3,963	$3,963	$3,963	$15,306
Porter I		$42,700	1.00	8.00%	0.08	$3,416	$3,963	$3,963	$3,963	$15,306
Porter I		$42,700	1.00	8.00%	0.08	$3,416	$3,963	$3,963	$3,963	$15,306
Executive Chef		$103,963	1.00	8.00%	0.08	$8,317	$9,650	$9,650	$9,650	$37,266
Senior Director, Culinary Services		$117,878	1.00	8.00%	0.08	$9,430	$10,941	$10,941	$10,941	$42,254
Culinary Services Quality Manager		$70,000	1.00	8.00%	0.08	$5,600	$6,497	$6,497	$6,497	$25,092
Kitchen Operations Coordinator II		$43,000	1.00	8.00%	0.08	$3,440	$3,991	$3,991	$3,991	$15,414
Kitchen Operations Coordinator II		$43,000	1.00	8.00%	0.08	$3,440	$3,991	$3,991	$3,991	$15,414
Kitchen Operations Coordinator II		$43,000	1.00	8.00%	0.08	$3,440	$3,991	$3,991	$3,991	$15,414
Inventory Operations Coordinator II		$44,500	1.00	8.00%	0.08	$3,560	$4,130	$4,130	$4,130	$15,951
Inventory Operations Coordinator II		$44,500	1.00	8.00%	0.08	$3,560	$4,130	$4,130	$4,130	$15,951
Culinary Nutritionist		$67,000	1.00	8.00%	0.08	$5,360	$6,219	$6,219	$6,219	$24,017
Manager, Inventory Operations		$71,000	1.00	8.00%	0.08	$5,680	$6,590	$6,590	$6,590	$25,450
Distribution Staff:										
Driver		$46,000	1.00	8.00%	0.08	$3,680	$4,270	$4,270	$4,270	$16,489
Driver		$46,000	1.00	8.00%	0.08	$3,680	$4,270	$4,270	$4,270	$16,489
Driver		$46,000	1.00	8.00%	0.08	$3,680	$4,270	$4,270	$4,270	$16,489
Manager Distribution		$74,160	1.00	8.00%	0.08	$5,933	$6,883	$6,883	$6,883	$26,583
Director Distribution and Inventory Operation		$100,904	1.00	8.00%	0.08	$8,072	$9,366	$9,366	$9,366	$36,169
Operations Staff:										
Purchasing Manager		$70,000	1.00	8.00%	0.08	$5,600	$6,497	$6,497	$6,497	$25,092
Dir Facilities, Procurement & Business Operations		$110,281	1.00	8.00%	0.08	$8,822	$10,236	$10,236	$10,236	$39,530
Volunteer Services Staff:										
Director, Volunteer and Grocery Operations		$108,313	1.00	8.00%	0.08	$8,665	$10,054	$10,054	$10,054	$38,826
Manager, Volunteer Services		$77,250	1.00	8.00%	0.08	$6,180	$7,170	$7,170	$7,170	$27,691
Volunteer Coordinator		$52,874	1.00	8.00%	0.08	$4,230	$4,908	$4,908	$4,908	$18,953
Volunteer Coordinator		$54,413	1.00	8.00%	0.08	$4,353	$5,051	$5,051	$5,051	$19,505
Totals		$2,502,962	40.63	434.41%	4.31	$273,297	$305,862	$305,862	$305,862	$1,190,882
Fringe Benefits Rate		38.00%								
Employee Fringe Benefits		$951,125				$103,853	$116,227	$116,227	$116,227	$452,534
Total DAS Salaries and Benefits		$3,454,087				**$377,150**	**$422,089**	**$422,089**	**$422,089**	**$1,643,416**

Non DAS Salaries & Benefits		Agency Totals		HSA Program		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Kitchen Staff:										
Cook II		$44,200	1.00	0.96%	0.010	$427	$127	$127	$127	$808
Cook II		$44,200	1.00	0.96%	0.010	$427	$127	$127	$127	$808
Cook II		$44,200	1.00	0.96%	0.010	$427	$127	$127	$127	$808
Cook I		$44,200	1.00	0.96%	0.010	$427	$127	$127	$127	$808
Cook I		$44,200	0.63	0.96%	0.006	$269	$127	$127	$127	$650
Lead Cook		$48,000	1.00	0.96%	0.010	$463	$138	$138	$138	$876
Lead Cook		$48,000	1.00	0.96%	0.010	$463	$138	$138	$138	$876
Sous Chef		$58,000	1.00	0.96%	0.010	$560	$167	$167	$167	$1,060
Sous Chef		$58,000	1.00	0.96%	0.010	$560	$167	$167	$167	$1,060
Porter I		$42,700	1.00	0.96%	0.010	$412	$123	$123	$123	$780
Porter I		$42,700	1.00	0.96%	0.010	$412	$123	$123	$123	$780
Porter I		$42,700	1.00	0.96%	0.010	$412	$123	$123	$123	$780
Porter I		$42,700	1.00	0.96%	0.010	$412	$123	$123	$123	$780
Porter I		$42,700	1.00	0.96%	0.010	$412	$123	$123	$123	$780
Porter I		$42,700	1.00	0.96%	0.010	$412	$123	$123	$123	$780
Porter I		$42,700	1.00	0.96%	0.010	$412	$123	$123	$123	$780
Executive Chef		$103,963	1.00	0.96%	0.010	$1,003	$298	$298	$298	$1,898
Senior Director, Culinary Services		$117,878	1.00	0.96%	0.010	$1,137	$338	$338	$338	$2,152
Culinary Services Quality Manager		$70,000	1.00	0.96%	0.010	$675	$201	$201	$201	$1,278
Kitchen Operations Coordinator II		$43,000	1.00	0.96%	0.010	$415	$123	$123	$123	$785
Kitchen Operations Coordinator II		$43,000	1.00	0.96%	0.010	$415	$123	$123	$123	$785
Kitchen Operations Coordinator II		$43,000	1.00	0.96%	0.010	$415	$123	$123	$123	$785
Inventory Operations Coordinator II		$44,500	1.00	0.96%	0.010	$429	$128	$128	$128	$812
Inventory Operations Coordinator II		$44,500	1.00	0.96%	0.010	$429	$128	$128	$128	$812
Culinary Nutritionist		$67,000	1.00	0.96%	0.010	$647	$192	$192	$192	$1,224
Manager, Inventory Operations		$71,000	1.00	0.96%	0.010	$685	$204	$204	$204	$1,296
Distribution Staff:										
Driver		$46,000	1.00	0.96%	0.010	$444	$132	$132	$132	$840
Driver		$46,000	1.00	0.96%	0.010	$444	$132	$132	$132	$840
Driver		$46,000	1.00	0.96%	0.010	$444	$132	$132	$132	$840
Manager Distribution		$74,160	1.00	0.96%	0.010	$716	$213	$213	$213	$1,355
Director Distribution and Inventory Operation		$100,904	1.00	0.96%	0.010	$974	$290	$290	$290	$1,843
Operations Staff:										
Purchasing Manager		$70,000	1.00	0.96%	0.010	$675	$201	$201	$201	$1,278
Dir Facilities, Procurement & Business Operations		$110,281	1.00	0.96%	0.010	$1,064	$317	$317	$317	$2,014
Volunteer Services Staff:										
Director, Volunteer and Grocery Operations		$108,313	1.00	0.96%	0.010	$1,045	$311	$311	$311	$1,978
Manager, Volunteer Services		$77,250	1.00	0.96%	0.010	$745	$222	$222	$222	$1,410
Volunteer Coordinator		$52,874	1.00	0.96%	0.010	$510	$152	$152	$152	$965
Volunteer Coordinator		$54,413	1.00	0.96%	0.010	$525	$156	$156	$156	$994
In-Kind										
Volunteers		$80,309	0.85	100.00%	0.734	$58,963	$66,652	$66,652	$66,652	$258,920
Totals		$2,246,243	37.48	135.70%	1.09	$79,706	$72,870	$72,870	$72,870	$298,316
Fringe Benefits Rate		38.00%								
Employee Fringe Benefits		$853,572				$30,288	$27,691	$27,691	$27,691	$113,361
Total Non DAS Salaries and Benefits		$3,099,815				**$109,994**	**$100,561**	**$100,561**	**$100,561**	**$411,677**
Total DAS and Non DAS Salaries and Benefits		$6,553,902				**$487,144**	**$522,650**	**$522,650**	**$522,650**	**$2,055,093**

HSA #2 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Operating Expense Detail

			FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted			54,877	54,877	54,877	54,877	219,507
DAS Operating Expenses							
Expenditure Category							
Rental of Property							
Utilities (Elec, Water, Gas, Phone, Garbage)			$25,407	$26,000	$26,000	$26,000	$103,407
Supplies/Booklets			$3,500	$3,600	$3,600	$3,600	$14,300
Building Maintenance Supplies and Repair			$6,000	$6,400	$6,400	$6,400	$25,200
Data Communication, Licenses, Dues			$9,000	$9,065	$9,065	$9,065	$36,195
Insurance			$5,000	$5,000	$5,000	$5,000	$20,000
Staff Training			$2,100	$2,100	$2,100	$2,100	$8,400
Staff Travel $50 RT x 200 clients x 2 visits per year			$15,000	$15,000	$15,000	$15,000	$60,000
Rental of Equipment							
Food Cost							
Raw Food	*per meal*	*$2.84*	$155,850	$109,753	$109,753	$109,753	$485,110
Home Delivered Meal Packaging	*per meal*	*$0.20*	$10,975	$10,975	$10,975	$10,975	$43,901
Catered Meals	*per meal*						
Consultant							
Consultant A							
Other							
Vehicle Expense			$7,500	$7,500	$7,500	$7,500	$30,000
Total DAS Operating Expenses			**$240,332**	**$195,394**	**$195,394**	**$195,394**	**$826,513**
			$12.94	$12.94	$12.94	$12.94	
Non DAS Operating Expenses							
Expenditure Category							
Rental of Property			$49,636	$53,458	$53,458	$53,458	$210,009
Utilities (Elec, Water, Gas, Phone, Garbage)			$5,495	$7,281	$7,281	$7,281	$27,338
Supplies, Postage			$848	$1,082	$1,082	$1,082	$4,094
Building Maintenance Supplies and Repair			$3,917	$4,281	$4,281	$4,281	$16,760
Data Communication, Licenses, Dues			$2,707	$3,543	$3,543	$3,543	$13,336
Insurance			$4,076	$4,775	$4,775	$4,775	$18,401
Staff Training			$271	$454	$454	$454	$1,633
Staff Travel-(Local & Out of Town)			$1,000	$1,000	$1,000	$1,000	$4,000
Rental of Equipment							
Food Cost							
Raw Food	*per meal*	*$0.41*	$22,499	$22,499	$22,499	$22,499	$89,996
Cong Food Svc Supplies	*per meal*	*$0.05*	$2,744	$2,744	$2,744	$2,744	$10,976
Catered Meals	*per meal*						
Consultant							
Consultant A							
Other							
Vehicle Expense			$1,300	$3,428	$3,428	$3,428	$11,584
Total Non DAS Operating Expenses			**$94,493**	**$104,545**	**$104,545**	**$104,545**	**$408,127**
Total DAS and Non DAS Operating Expenses			**$334,825**	**$299,938**	**$299,938**	**$299,938**	**$1,234,640**

HSA #3 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Capital & Subcontractor Expenditure Detail

DAS Capital Expenditure

Equipment (Qty)	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Total Equipment Cost					

Remodeling	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Total Remodeling Cost					

Subcontractor	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Total Subcontractor Cost					

Total DAS Capital & Subcontractor Expenditure					

Non DAS Capital Expenditure

Equipment (Qty)	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Total Equipment Cost					

Remodeling	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Total Remodeling Cost					

Subcontractor	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Total Subcontractor Cost					

Total Non DAS Capital & Subcontractor Expenditure					

Total DAS and Non DAS Capital & Subcontractor Expenditure					

HSA #4 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

NCQA Expenditure Detail

DAS NCQA Expenditure	Unit price	Unit	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Menu planning and nutrition analysis	$1,967.03 /set	4.00	$7,868	$7,868	$7,868	$7,868	$31,472
Kitchen and food service monitoring	$616.91	4.00	$2,468	$2,468	$2,468	$2,468	$9,872
HDM route monitoring	$263.67	10.00	$2,637	$2,637	$2,637	$2,637	$10,548
Nutrition education	$131.42						
Nutrition counseling (optional)	/hour						
In-service training	$295.05 /training	4.00	$1,180	$1,180	$1,180	$1,180	$4,720
Total DAS NCQA Expenditure			**$14,153**	**$14,153**	**$14,153**	**$14,153**	**$56,612**

Non DAS NCQA Expenditure	Unit price	Unit	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Menu planning and nutrition analysis	$491.76 /set	4.00	$1,967	$1,967	$1,967	$1,967	$7,868
Kitchen and food service monitoring	$154.23	4.00	$617	$617	$617	$617	$2,468
Congregate site monitoring	$65.92	10.00	$659	$659	$659	$659	$2,636
Nutrition education	$32.86						
Nutrition counseling (optional)	/hour						
In-service training	$73.76 /training	4.00	$295	$295	$295	$295	$1,180
Total Non DAS NCQA Expenditure			**$3,538**	**$3,538**	**$3,538**	**$3,538**	**$14,152**

Total DAS and Non DAS NCQA Expenditure			**$17,691**	**$17,691**	**$17,691**	**$17,691**	**$70,764**

HSA #4 **10/25/2016**

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

ANNUAL SITE CHART - HOME DELIVERED NUTRITION SERVICES				OFFICE OF COMMUNITY PARTNERSHIPS	FY 2025-26
AGENCY:	Project Open Hand				
MAILING ADDRESS:	730 Polk Street, San Francisco, CA 94109				
DIRECTOR:	Erika Wong	**EMAIL:**	ewong@openhand.org	**PHONE NO.:**	(415) 447-2347
PROGRAM MANAGER:	Miriam Aguilar	**EMAIL:**	maguilar@openhand.org	**PHONE NO.:**	(415) 447-2482

Population Served: Older Adults or Adults with Disabilities	Adults with Disabilities	Adults with Disabilities	Adults with Disabilities	Adults with Disabilities	Adults with Disabilities	**Total ALL Sites**
Delivery Route Name	Route 1	Route 2	Route 3	Route 4	Route 5	
Address of HDM Program Operation	730 Polk Street San Francisco 94109	730 Polk Street San Francisco 94109	730 Polk Street San Francisco 94109	730 Polk Street San Francisco 94109	730 Polk Street San Francisco 94109	
Hours of Operation	8am - 4pm	8am - 4pm	8am - 4pm	8am - 4pm	8am - 4pm	
Phone Number	(415) 655-1361	(415) 655-1361	(415) 655-1361	(415) 655-1361	(415) 655-1361	
Alternate Phone Number						
HDM Manager/Coordinator	Miriam Aguilar/Sabrina Sin	Miriam Aguilar/Sabrina Sin	Miriam Aguilar/Sabrina Sin	Miriam Aguilar/Sabrina Sin	Miriam Aguilar/Sabrina Sin	
Service Area Descirption Supervisorial District No.	1, 3, 5, 6, 7, 9	2, 6, 8, 9, 10	1, 2, 3, 4, 5, 7, 8, 9, 10, 11	1, 2, 3, 6, 7, 8, 10, 11	2, 3, 5, 6, 9, 10	
Service Area Descirption Neighborhood(s) Served	Civic Center, Tenderloin, Union Square, Soma, Nob Hill, Polk Gulch, Russian Hill, Fort Mason, Mission District, Bernal Heights, Embarcadero, Financial District, Haight Ashbury, Panhandle, Central Richmond, Outer Richmond, Ingleside Terrace, Saint Francis Wood, Miraloma, Westwood Highlands, North Beach, Telegraph Hill, Fisherman's Wharf	Soma, Design District, Clarendon Heights, Bayview, Hunters Point, India Basin, Presidio, Portola, Sunnydale, Visitacion Valley, Castro, Mission Bay, Mission Rock	Civic Center, Tenderloin, Union Square, Financial District, Nob Hill, Chinatown, Polk Gulch, Russian Hill, Fort Mason, Mission District, Bernal Heights, Embarcadero, Excelsior, Oceanview, Balboa Park, Crocker Amazon, Cayuga Terrace, Sunset, Parkside, Forest Hill, Haight Ashbury, Panhandle, Richmond District, Outer Sunset, Golden Gate Heights, Marina, Cow Hollow, Bayview, Hunters Point, India Basin, Glen Park, Forest Knolls, Parkmerced, Lakeshore, North Beach, Telegraph Hill, Fisherman's Wharf	Soma, Financial District, Design District, Union Square, Nob Hill, Chinatown, Oceanview, Balboa Park, Crocker Amazon, Cayuga Terrace, Clarendon Heights, Anza Vista, Japantown, Pacific Heights, Richmond District, Outer Sunset, Golden Gate Heights, Marina, Cow Hollow, Ingleside Terrace, Saint Francis Wood, Miraloma, Westwood Highlands, Presidio, Glen Park, Forest Knolls, North Beach, Telegraph Hill, Fisherman's Wharf	Civic Center, Tenderloin, Union Square, Financial District, Design District, Nob Hill, Chinatown, Polk Gulch, Russian Hill, Fort Mason, Bernal Heights, Mission District, Embarcadero, Anza Vista, Japantown, Pacific Heights, Treasure Island, Portola, Sunnydale, Visitacion Valley, Mission Bay, Mission Rock	
Service Area Description Zip Codes Served	94102, 94103, 94109, 94110, 94111, 94117, 94121, 94127, 94133	94103, 94107, 94114, 94124, 94129, 94134, 94158	94102, 94104, 94108, 94109, 94110, 94111, 94112, 94116, 94117, 94118, 94121, 94122, 94123, 94124, 94131, 94132, 94133	94103, 94105, 94107, 94108, 94112, 94114, 94115, 94118, 94121, 94122, 94123, 94127, 94129, 94131, 94133	94102, 94104, 94105, 94107, 94108, 94109, 94110, 94111, 94115, 94130, 94134, 94158	
Meal Delivery Days	☑ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday	☐ Monday ☑ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday	☐ Monday ☐ Tuesday ☑ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday	☐ Monday ☐ Tuesday ☐ Wednesday ☑ Thursday ☐ Friday ☐ Saturday ☐ Sunday	☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☑ Friday ☐ Saturday ☐ Sunday	
Type of Meal (hot, chilled, frozen, etc.)	Frozen	Frozen	Frozen	Frozen	Frozen	
Texture Modification: (Yes or No)	No	No	No	No	No	
Cuisine Type	Multicultural	Multicultural	Multicultural	Multicultural	Multicultural	
Annual # Unduplicated Consumers	32	32	32	32	32	**160**
Maximum # UDC per route/delivery day	32	32	32	32	32	
Annual Number of Meals Delivered on Route	10,975	10,975	10,976	10,976	10,975	**54,877**
Annual # Service Days	365	365	365	365	365	
Average # meals per day	32	32	32	32	32	160
Annual Number of Nutrition Assessments	64	64	64	64	64	**320**
Hours of Nutrition Counseling	0	0	0	0	0	
Observed holidays	None	None	None	None	None	

Nutrition Education	
Annual # Nutrition Education Sessions (4 required)	**4**
Annual # of Participants (average # of meals x # of nutrition education sessions)	640

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Appendix A – Services to be Provided
Meals On Wheels San Francisco
Citywide Emergency Home-Delivered Nutrition Services
for Older Adults and Adults with Disabilities
July 1, 2025 - June 30, 2029

I. Purpose

The purpose of this grant is to provide emergency home-delivered nutrition services to older adults and adults with disabilities residing in the City and County of San Francisco who have an urgent or temporary need for meal support that cannot be met through other available resources. Services will be limited to sixty days and will include the delivery of nutritious meals to eligible consumers, as approved by the Department of Disability and Aging Services, within two to five days of the request.

II. Definitions

Adult with a Disability	A person 18-59 years of age with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging.
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

DAS	Department of Disability and Aging Services.
DAS Benefits and Resources Hub	A unit within DAS that is equipped to receive calls from the community and provide information, referrals, and assistance for older adults and adults with disabilities, caregivers, and community-based organizations. https://www.sfhsa.org/contact-us/locations/das-benefits-and-resources-hub
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: activities of daily living (ADL), and instrumental activities of daily living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Emergency Home-Delivered Nutrition Services	The delivery of meals by a qualified nutrition service provider to eligible individuals at their place of residence. The need for emergency services is determined by the Department of Disability and Aging Services (DAS) Benefits and Resource Hub. These services begin within two (2) to five (5) days of a request, with meal provision not exceeding sixty (60) days. Meals must adhere to the Dietary Guidelines for Americans and meet the Dietary Reference Intakes (DRIs).
Grantee	Meals on Wheels San Francisco
HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

LGBTQIA+	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.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for program enrollment and participation is not means tested. Consumers self-report income status.
Menu Planning and Nutrient Analysis	The development of a menu cycle that complies with the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP) and California Department of Aging (CDA) menu standards, as well as the nutrition requirements of meals. A Registered Dietitian must conduct a nutrient analysis to verify that the menu meets these standards and requirements. (CDA Program Memo 12-17, as amended; California Code of Regulations, Title 22, Section 7638.5)
Nutrition Compliance and Quality Assurance (NCQA)	Nutrition Compliance and Quality Assurance are the required components of congregate, to-go, and home-delivered nutrition services that ensure program integrity and quality. These components include but are not limited to ensuring food safety; certifying menu compliance; providing nutrition education; confirming consumer eligibility; and assessing consumers' physiological, socioeconomic, and psychological well-being, as well as their need for nutrition and other supportive services. NCQA also includes nutrition counseling provided by a registered dietitian, when feasible and appropriate.
Nutrition Requirements of Meals	Each meal provided through congregate, to-go, and home-delivered nutrition services shall comply with the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI), as specified in California Code of Regulations, Title 22, Section 7638.5
OAA	Older Americans Act
OCP	Office of Community Partnerships.
Older Adult	A person who is 60 years or older, used interchangeably with "senior."

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Older Californians Nutrition Program Title III C1 and C2 (OCNP)	A program that provides nutrition services as authorized by the Older Americans Act of 1965, as amended, and is administered in accordance with the provisions of California Code of Regulations (CCR), Title 22, Chapter 4, Article 5, Section 7630, and was formerly known as the Elderly Nutrition Program (ENP).
Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	An individual who meets both of the following criteria: 1) Qualified as specified in Sections 2585 and 2586 of the Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years or older, used interchangeably with "older adult."
SF DAS GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
SFHSA	San Francisco Human Services Agency
Socially Isolated	Having few social relationships and few people to interact with regularly.
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.)
Supervisorial District (District)	There are eleven supervisorial districts in the City and County of San Francisco. A map of each district can be found at: https://www.sf.gov/maps
Volunteer	A volunteer is an individual who offers their time and services willingly and without compensation to assist the grantee in various activities to support nutrition services.
Unduplicated Consumer (UDC)	An eligible individual who receives meals through the emergency home-delivered nutrition services program and whose participation is documented in SF DAS GetCare by the grantee.
Unit of Service (UOS)	A meal provided to an eligible individual. Each meal shall provide one-third (1/3) of the DRI and comply with the most current Dietary Guidelines for Americans. (22 CCR 7638.5, 22 CCR 7638.7)

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

III. Target Populations

This program is designed to serve all people who can benefit from the services outlined in this Appendix, and particularly those demonstrating the greatest economic and social need. To ensure that the most vulnerable people are aware of and can benefit from this program, grantee shall ensure that program services are accessible to:

A. Persons with low to moderate income
B. Persons who are socially isolated
C. Persons with limited English-speaking proficiency
D. Persons from communities of color or historically underserved communities
E. Members of the LGBTQIA+ community
F. Persons at risk of institutionalization

IV. Eligibility for Services

To be eligible for emergency home-delivered nutrition services, an individual must meet the following criteria:

A. Be a resident of San Francisco.
B. Be an older adult or an adult with a disability.
C. Have an urgent or temporary need for meal support that cannot be met through other available resources.
D. Be screened and approved by Department of Disability and Aging Services (DAS) Benefits and Resource Hub.

V. Description of Services and Program Requirements

A. Grantee will develop and maintain nutrition policies and procedures that comply with the nutrition and food service standards set forth by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, the California Department of Aging (CDA), the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP), and the requirements described in this Appendix A.

B. Grantee will provide and deliver meals to eligible consumers at their place of residence within two (2) to five (5) days of receiving an authorization from the DAS Benefits and Resource Hub. The grantee will deliver meals citywide, across all supervisorial districts and neighborhoods within the City and County of San Francisco. The grantee's emergency home-delivered nutrition services program must provide consumers with one meal per day, totaling seven (7) meals per week. While consumers are entitled to receive seven meals per week, they may opt to receive fewer meals if preferred. The grantee may offer more than seven meals per week—such as two meals per day—if there is a demonstrated need, and the program model has been reviewed and approved by DAS OCP. The grantee is entitled to invoice for all meals delivered, even if a consumer receives fewer than seven meals in a given week due to a missed delivery, consumer preference, or if services are temporarily placed on hold.

C. Grantee shall provide meals that comply with the California Department of Aging's (CDA) Older Californians Nutrition Program (OCNP) Menu Planning Guidance. Each meal must provide a minimum of one-third of the Dietary Reference Intakes (DRIs) and align with the current Dietary Guidelines for Americans. Meals shall be

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

culturally appropriate for the target population(s) served. Meals may be provided in hot, chilled, or frozen form. In determining the appropriate meal format, the grantee will consider each consumer's ability to safely store and reheat food, as well as their overall nutrition support needs. Texture-modified meals, such as dental-soft options, may also be provided for consumers with chewing difficulties.

D. Grantee will serve meals in environmentally friendly containers that are reusable, biodegradable, compostable, and/or recyclable. The grantee will comply with the City's Food Service Waste Reduction Ordinance (2007) and the Single-Use Food Ware Plastics Toxics and Litter Reduction Ordinance (2019).

E. Grantee will employ a qualified manager to oversee the daily management and administrative functions of the home-delivered nutrition services program. The grantee will ensure there is sufficient staff (paid or volunteer) with the necessary education, experience, and cultural competency designated to support the daily operations of the program.

F. Grantee will manage all aspects of food service, including the procurement, preparation, transportation, and delivery of food and meals. The grantee will ensure compliance with the standards established by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, and the San Francisco Department of Public Health (SFDPH) Environmental Health Branch. This includes but is not limited to the following:

1. A food facility permit, also known as a health permit, is required for each facility involved in the preparation, handling, and/or serving of food to the public. In addition, the facility must provide a current health inspection report with a "pass" facility rating status, as issued by the Environmental Health Branch of the San Francisco Department of Public Health.

2. A certified food safety manager must be on staff to oversee and manage the day-to-day operations of food service.

3. All staff involved in the preparation, storage, serving, or handling of food and/or meals must engage in approved food safety training.

G. Grantee will ensure all program staff are oriented and trained to perform their assigned responsibilities and tasks. Training at minimum will include:

1. Food safety, prevention of foodborne illness, and HACCP principles.

2. Instructions on accident prevention, fire safety, first aid, choking, earthquake preparedness, and additional emergency procedures as relevant.

H. Grantee will provide a minimum of four (4) hours of annual training for paid and volunteer food service staff, including congregate and home-delivered meal staff. The grantee must develop, implement, and maintain a yearly training plan on file. The plan should include the individuals to be trained, the trainer(s), the training content, and the schedule. The content of the training must be reviewed and approved by a Registered Dietitian Nutritionist (RD/RDN). Training sessions will be evaluated by staff, and documentation, including evaluations and attendance records, must be kept on file by the grantee.

I. Grantee will provide the following NCQA activities:

1. Menu planning and meal analysis shall be conducted twice per year and in accordance with CDA's OCNP Menu Planning Guidance. The grantee must submit the menu cycle with the nutrient analysis for review and approval by DAS

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

OCP at least thirty (30) days in advance of use. The grantee will ensure that food substitutions to originally planned meals are documented and approved by Registered Dietitian Nutritionist (RD/RDN).

2. HACCP central kitchen and food service monitoring will be conducted at least once per quarter, with a minimum of four (4) monitoring visits during the fiscal year. The monitoring must be conducted and documented by a Registered Dietitian Nutritionist (RD/RDN). Food service monitoring must include the review of end-of-route temperature checks, which should be performed every other week for each route to ensure meals are maintained at safe temperatures throughout delivery.
3. Home-Delivered Meal (HDM) route monitoring will include, but is not limited to, observation of the packing, transport, and delivery of meals. HDM route monitoring may be conducted and documented by a qualified staff member who has been trained by a certified food safety manager or a Registered Dietitian Nutritionist (RD/RDN). Documentation of the monitoring must be completed within two (2) weeks of the observation. Each of the grantee's HDM routes must be monitored at least two (2) times per fiscal year.

J. Grantee will utilize the DAS OCP centralized waiting list on SF DAS GetCare to identify and enroll eligible consumers needing emergency home-delivered nutrition services. Eligibility for emergency home-delivered nutrition services will be determined by the DAS Benefits and Resources Hub. The grantee will prioritize the selection and enrollment of consumers from the emergency waiting list, starting with those who have the highest numeric priority score, followed by the number of days a consumer has been on the emergency waitlist. No consumer should remain on the waitlist for longer than five (5) days.

K. Grantee will establish and maintain a consumer enrollment process that includes obtaining and documenting consumer information in SF DAS GetCare within one month of collecting the data, ensuring that all information is accurately recorded. This process will:

1. Confirm the appropriateness of the type of meal being provided.
2. Obtain consumer demographic and other information as required by federal, state, and local government.

L. Grantee, at minimum, will provide consumers with the following information during the enrollment process:

1. Delivery schedule for meals.
2. Copy of the current monthly menu.
3. Safe food handling instructions for the meal(s) including reheating instructions if applicable.
4. Voluntary contribution policy.
5. Grievance policy.
6. Information on how to request assistance from the grantee when needed.

M. Grantee will establish a process to disenroll or transfer consumers who are no longer eligible or who have exceeded sixty (60) days of emergency nutrition services. The grantee will transfer the consumer's nutrition services either to their own non-emergency home-delivered nutrition services program or to another community-based

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

home-delivered nutrition service program that can enroll and serve the consumer. During this transition, the consumer's nutrition services should not be disrupted.

N. Grantee will offer consumers who receive a meal the opportunity to contribute to the cost of the meal, in accordance with DAS OCP Policy Memorandum No. 5. The Grantee will develop a suggested contribution amount based on the average income range of consumers accessing the home-delivered meal program, as well as the grantee's other funding sources. During the enrollment process, the grantee will provide consumers with written information explaining voluntary contributions and how to make them if they choose to do so. This notification must clearly state that contributions are voluntary, there is no obligation to contribute, and services will be provided regardless of whether a contribution is made. The contribution process must ensure confidentiality, and the grantee must have written procedures in place to safeguard contributions and fees from loss, mishandling, or theft.

O. Grantee will have procedures in place to obtain the views of program participants about services received. At minimum, the grantee will develop and administer an annual consumer satisfaction survey to capture feedback on program outcomes and service quality. Both the survey tool and the administration plan must be reviewed and approved by DAS OCP prior to implementation. Feedback must be collected in a manner that ensures participant anonymity. The results will be shared with DAS OCP by March 15th of each grant year, or on a mutually agreed upon date.

P. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training annually, in accordance with the DAS OCP Policy Memorandum No. 45. Within 30 days of their start date, any new employee, subcontractor, or volunteer must also complete this training. The grantee will maintain records of completion. The grantee shall comply with the applicable privacy and security rules of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Q. Grantee will ensure that all program staff, regardless of position, receive initial training on elder abuse and mandated reporting. Program staff who interact with consumers must complete this training annually, in accordance with the DAS OCP Policy Memorandum No. 35.

R. Grantee shall develop a written grievance process for reviewing and resolving service concerns raised by consumers or their authorized representatives regarding DAS-funded programs and their employees or volunteers, in accordance with DAS OCP Policy Memorandum No. 33. This process must ensure that consumers have clearly established rights and due process for timely resolution of their concerns.

S. Grantee will ensure that DAS funding information is prominently displayed on its websites and publications related to the DAS-funded nutrition program, in accordance with DAS OCP Policy Memorandum No.47.

T. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.

U. Grantee will arrange for the availability of food to participants during a major disaster where feasible and appropriate.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

VI. Location and Time of Services

The grantee will provide home-delivered nutrition services in the City and County of San Francisco. The grantee, with approval from DAS OCP, will determine the location(s) and time(s) for the provision of home-delivered nutrition services.

VII. Service Objectives

On an annual basis, the grantee shall meet the following service objectives:

Table A	FY 25/26	FY 26/27	FY 27/28	FY 28/29
Number of Unduplicated Consumers (UDC)	400	400	400	400
Number of Meals	27,151	27,151	27,151	27,151

VIII. Outcome Objectives

Measured via a consumer survey with a sample size equal to or greater than forty percent (40%) of the consumer enrollment at the time of distribution.

A. At least 75% of consumers report an increased consumption of fruits, vegetables, and/or whole grains.

B. At least 85% of consumers report feeling less worried about getting enough food to meet their needs.

C. At least 85% of consumers rate the quality of meals they receive as excellent or good.

D. At least 85% of consumers report that the food support they receive helps them live stably in the community.

IX. Data Collection and Reporting Requirements

A. Grantee will provide a monthly report of activities, referencing the tasks described in Section VII & VIII- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month. The report will include, at a minimum: the number of consumers served, number of meals prepared and served, number of consumers denied services, and the amount of voluntary consumer contributions received.

B. Grantee will submit a quarterly report, along with supporting documentation, to DAS OCP detailing the HACCP activities conducted. Reports are due on the following dates: October 15th, January 15th, April 15th, and June 15th.

C. Grantee will provide an annual report summarizing the contract activities, referencing the tasks described in Section VII & VIII- Service 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 day of the month following the end of the program year.

D. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SFHSA no later than July 31st each year. The grantee must submit the report in the CARBON system.

E. Grantee will provide ad hoc reports as required by the Departments.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

F. Pursuant to California Department of Aging requirements, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.

G. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies "Focal Points" which are designed to help older adults and adults with disabilities connect to services throughout the City. These Focal Points are:

Name	Address	Phone
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-822-1444 x1200
Canon Kip Senior Center	705 Natoma, St San Francisco, 94103	415-487-3300
Chi Sing Community Center	3133 Taraval St, San Francisco, 94116	415-533-6859
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700
Downtown SF Senior Center	481 O'Farrell St, San Francisco, 94102	415-202-2982
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
Geneva Community Center	5050 Mission St., Suite C, San Francisco 94112	
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415-405-4672
Self-Help for the Elderly Social Services Department	829 Kearney St, San Francisco, 94133	415-677-7585
Toolworks	22 Battery St. Suite 300, San Francisco, 94111	415-733-0990
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828

For assistance with reporting and contract requirements, please contact:

Jennifer.Grant@sfgov.org
Contract Manager, Office of Contract Management, SFHSA
or
Tiffany.Kearney@sfgov.org
Program Analyst, DAS OCP

X. Monitoring Activities

A. Program Monitoring: Program monitoring will include review of consumer eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives; compliance with specific program standards and requirements; participant record collection and maintenance; reporting performance including monthly service unit reports on SF DAS GetCare; maintenance of service unit logs; agency and organization standards, including current organizational chart; evidence of annual Elder Abuse Reporting training provided to staff and volunteers; evidence of annual California Department of Aging (CDA) Security Awareness training

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

provided to staff and volunteers; program operations, which includes a review of a written policies and procedures manual of all DAS OCP-funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation current and consistent with the site chart; a board of directors list and whether services are provided appropriately according to Sections III through VIII.

B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, 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 the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster, and selected board minutes for compliance with the Sunshine Ordinance.

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM

Grantee/Contractor: Meals On Wheels SF				Full Term:	7/1/25 - 6/30/29
Program: Congregate Meals for Older Adults				Effective Date:	7/1/2025
New☑ Modificatio☐ Revisio☐ (Check One)				Modification #	
	7/1/25 - 6/30/26	**7/1/26 - 6/30/27**	**7/1/27 - 6/30/28**	**7/1/28 - 6/30/29**	**7/1/25 - 6/30/29**
Annual # Meals	**27,151**	**27,151**	**27,151**	**27,151**	**108,604**
DAS Expenditures	**Original**	**Original**	**Original**	**Original**	**Total**
Salaries & Benefits	$86,868	$86,868	$86,868	$86,868	$347,471
Operating Expenses	$90,141	$90,141	$90,141	$90,141	$360,565
Subtotal	$177,009	$177,009	$177,009	$177,009	$708,035
Indirect Percentage (%)	15%	15%	15%	15%	15%
Indirect Costs (Line 16 X Line 15)	$26,551	$26,551	$26,551	$26,551	$106,204
Consultant/Subcontractor					
Direct Client Pass-Through					
Capital Expenses					
Total DAS Expenses	**$203,560**	**$203,560**	**$203,560**	**$203,560**	**$814,239**
Non-DAS Expenditures					
Salaries & Benefits					
Operating Expenses	$42,356	$42,356	$42,356	$42,356	$169,422
Consultant/Subcontractor					
Direct Client Pass-Through					
Capital Expenses					
Total NON-DAS Expenses	$42,356	$42,356	$42,356	$42,356	$169,422
TOTAL DAS AND NON DAS EXPEDITURES	$245,915	$ 245,915	$ 245,915	$ 245,915	$ 983,662
HSA / DAS Revenues					
General Fund	$203,560	$203,560	$203,560	$203,560	$ 814,239
State					
Federal					
Total HSA / DAS Revenues	**$203,560**	**$203,560**	**$203,560**	**$203,560**	**$814,239**
PER MEAL COST, DAS	**$7.50**	**$7.50**	**$7.50**	**$7.50**	**$7.50**
NON HSA / DAS Revenues					
Project Income	$42,356	$42,356	$42,356	$42,356	$169,422
Agency Cash - Fundraising					
Agency In-Kind/Volunteer					
Total NON HSA / DAS Revenues	**$42,356**	**$42,356**	**$42,356**	**$42,356**	**$169,422**
PER MEAL COST, NON-DAS	**$1.56**	**$1.56**	**$1.56**	**$1.56**	**$1.56**
TOTAL DAS AND NON DAS REVENUE	**$245,915**	**$245,915**	**$245,915**	**$245,915**	**$983,662**
PER MEAL COST, DAS	**$9.06**	**$9.06**	**$9.06**	**$9.06**	**$9.06**

Prepared by: Danielle Knight, CFO

Telephone No. & Email: 415-343-1270 dknight@mowsf.org ***HSA Budget Form (3/24)***

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Salaries & Benefits Detail

DAS Salaries & Benefits	Agency Totals		HSA Program		7/1/25 - 6/30/26	Agency Totals		HSA Program		7/1/26 - 6/30/27	Agency Totals		HSA Program		7/1/27 - 6/30/28	Agency Totals		HSA Program		7/1/28 - 6/30/29	7/1/25 - 6/30/29
POSITION TITLE	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	**Original**	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	**Original**	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	**Original**	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	**Original**	**Total**
Drivers (33)	$46,579	33.00	0.94%	0.31	$14,448.81	$46,579	33.00	0.94%	0.31	$14,449	$46,579	33.00	0.94%	0.31	$14,449	$46,579	33.00	0.94%	0.31	$14,449	$57,795
Kitchen (55)	$48,449	55.00	0.94%	0.52	$25,048	$48,449	55.00	0.94%	0.52	$25,048	$48,449	55.00	0.94%	0.52	$25,048	$48,449	55.00	0.94%	0.52	$25,048	$100,193
Chief of Programs and Operations	$181,000	1.00	0.94%	0.01	$1,701	$181,000	1.00	0.94%	0.01	$1,701	$181,000	1.00	0.94%	0.01	$1,701	$181,000	1.00	0.94%	0.01	$1,701	$6,806
Director of Home Delivered Meals (HDM)	$125,000	1.00	0.94%	0.01	$1,175	$125,000	1.00	0.94%	0.01	$1,175	$125,000	1.00	0.94%	0.01	$1,175	$125,000	1.00	0.94%	0.01	$1,175	$4,700
HDM Client Program Specialist	$60,320	1.00	0.94%	0.01	$567	$60,320	1.00	0.94%	0.01	$567	$60,320	1.00	0.94%	0.01	$567	$60,320	1.00	0.94%	0.01	$567	$2,268
HDM Client Support Associate	$58,912	1.00	0.94%	0.01	$554	$58,912	1.00	0.94%	0.01	$554	$58,912	1.00	0.94%	0.01	$554	$58,912	1.00	0.94%	0.01	$554	$2,215
HDM Client Waitlist Manager	$85,280	1.00	0.94%	0.01	$802	$85,280	1.00	0.94%	0.01	$802	$85,280	1.00	0.94%	0.01	$802	$85,280	1.00	0.94%	0.01	$802	$3,207
HDM Customer Service Lead	$75,094	0.80	0.94%	0.01	$565	$75,094	0.80	0.94%	0.01	$565	$75,094	0.80	0.94%	0.01	$565	$75,094	0.80	0.94%	0.01	$565	$2,259
HDM Manager	$85,280	1.00	0.94%	0.01	$802	$85,280	1.00	0.94%	0.01	$802	$85,280	1.00	0.94%	0.01	$802	$85,280	1.00	0.94%	0.01	$802	$3,207
HDM Manager 2	$66,560	1.00	0.94%	0.01	$626	$66,560	1.00	0.94%	0.01	$626	$66,560	1.00	0.94%	0.01	$626	$66,560	1.00	0.94%	0.01	$626	$2,503
HDM Onsite Coordinator	$52,000	1.00	0.94%	0.01	$489	$52,000	1.00	0.94%	0.01	$489	$52,000	1.00	0.94%	0.01	$489	$52,000	1.00	0.94%	0.01	$489	$1,955
HDM Senior Intake Coordinator	$66,600	1.00	0.94%	0.01	$626	$66,600	1.00	0.94%	0.01	$626	$66,600	1.00	0.94%	0.01	$626	$66,600	1.00	0.94%	0.01	$626	$2,504
Home Delivered Meals (HDM) Safety Board	$60,573	1.00	0.94%	0.01	$569	$60,573	1.00	0.94%	0.01	$569	$60,573	1.00	0.94%	0.01	$569	$60,573	1.00	0.94%	0.01	$569	$2,278
Home Delivered Meals Intake Coordinator	$56,160	1.00	0.94%	0.01	$528	$56,160	1.00	0.94%	0.01	$528	$56,160	1.00	0.94%	0.01	$528	$56,160	1.00	0.94%	0.01	$528	$2,112
Executive Assistant to the COO	$82,880	1.00	0.94%	0.01	$779	$82,880	1.00	0.94%	0.01	$779	$82,880	1.00	0.94%	0.01	$779	$82,880	1.00	0.94%	0.01	$779	$3,116
Executive Chef	$129,449	1.00	0.94%	0.01	$1,217	$129,449	1.00	0.94%	0.01	$1,217	$129,449	1.00	0.94%	0.01	$1,217	$129,449	1.00	0.94%	0.01	$1,217	$4,867
Procurement/Purchasing Manager	$122,245	1.00	0.94%	0.01	$1,149	$122,245	1.00	0.94%	0.01	$1,149	$122,245	1.00	0.94%	0.01	$1,149	$122,245	1.00	0.94%	0.01	$1,149	$4,596
Receiving Warehouse Associate	$47,840	1.00	0.94%	0.01	$450	$47,840	1.00	0.94%	0.01	$450	$47,840	1.00	0.94%	0.01	$450	$47,840	1.00	0.94%	0.01	$450	$1,799
Receiving Warehouse Associate	$49,538	1.00	0.94%	0.01	$466	$49,538	1.00	0.94%	0.01	$466	$49,538	1.00	0.94%	0.01	$466	$49,538	1.00	0.94%	0.01	$466	$1,863
Receiving Warehouse Associate	$51,520	1.00	0.94%	0.01	$484	$51,520	1.00	0.94%	0.01	$484	$51,520	1.00	0.94%	0.01	$484	$51,520	1.00	0.94%	0.01	$484	$1,937
Receiving Warehouse Associate	$51,124	1.00	0.94%	0.01	$481	$51,124	1.00	0.94%	0.01	$481	$51,124	1.00	0.94%	0.01	$481	$51,124	1.00	0.94%	0.01	$481	$1,922
Receiving Warehouse Associate	$53,658	1.00	0.94%	0.01	$504	$53,658	1.00	0.94%	0.01	$504	$53,658	1.00	0.94%	0.01	$504	$53,658	1.00	0.94%	0.01	$504	$2,018
Receiving Warehouse Associate	$53,452	1.00	0.94%	0.01	$502	$53,452	1.00	0.94%	0.01	$502	$53,452	1.00	0.94%	0.01	$502	$53,452	1.00	0.94%	0.01	$502	$2,010
Sr. Warehouse and Receiving Manager	$90,000	1.00	0.94%	0.01	$846	$90,000	1.00	0.94%	0.01	$846	$90,000	1.00	0.94%	0.01	$846	$90,000	1.00	0.94%	0.01	$846	$3,384
Warehouse Lead	$52,000	1.00	0.94%	0.01	$489	$52,000	1.00	0.94%	0.01	$489	$52,000	1.00	0.94%	0.01	$489	$52,000	1.00	0.94%	0.01	$489	$1,955
Director of Fleet & Facilities	$129,677	1.00	0.94%	0.01	$1,219	$129,677	1.00	0.94%	0.01	$1,219	$129,677	1.00	0.94%	0.01	$1,219	$129,677	1.00	0.94%	0.01	$1,219	$4,876
General Kitchen Sanitation	$42,120	1.00	0.94%	0.01	$396	$42,120	1.00	0.94%	0.01	$396	$42,120	1.00	0.94%	0.01	$396	$42,120	1.00	0.94%	0.01	$396	$1,584
General Kitchen Sanitation	$42,417	1.00	0.94%	0.01	$399	$42,417	1.00	0.94%	0.01	$399	$42,417	1.00	0.94%	0.01	$399	$42,417	1.00	0.94%	0.01	$399	$1,595
General Kitchen Sanitation	$42,120	1.00	0.94%	0.01	$396	$42,120	1.00	0.94%	0.01	$396	$42,120	1.00	0.94%	0.01	$396	$42,120	1.00	0.94%	0.01	$396	$1,584
General Kitchen Sanitation	$42,120	1.00	0.94%	0.01	$396	$42,120	1.00	0.94%	0.01	$396	$42,120	1.00	0.94%	0.01	$396	$42,120	1.00	0.94%	0.01	$396	$1,584
Maintenance Technician Supervisor	$79,900	1.00	0.94%	0.01	$751	$79,900	1.00	0.94%	0.01	$751	$79,900	1.00	0.94%	0.01	$751	$79,900	1.00	0.94%	0.01	$751	$3,004
Junior Salesforce Administrator	$83,120	1.00	0.94%	0.01	$781	$83,120	1.00	0.94%	0.01	$781	$83,120	1.00	0.94%	0.01	$781	$83,120	1.00	0.94%	0.01	$781	$3,125
Salesforce Administrator	$120,533	0.80	0.94%	0.01	$906	$120,533	0.80	0.94%	0.01	$906	$120,533	0.80	0.94%	0.01	$906	$120,533	0.80	0.94%	0.01	$906	$3,626
Director of Programs and Partnerships	$125,000	1.00	1.00%	0.01	$1,250	$125,000	1.00	1.00%	0.01	$1,250	$125,000	1.00	1.00%	0.01	$1,250	$125,000	1.00	1.00%	0.01	$1,250	$5,000
Director of Social Work	$123,283	0.80	2.50%	0.02	$2,466	$123,283	0.80	2.50%	0.02	$2,466	$123,283	0.80	2.50%	0.02	$2,466	$123,283	0.80	2.50%	0.02	$2,466	$9,863
				-					-					-					-		
				-					-					-					-		
				-					-					-					-		
				-					-					-					-		
				-					-					-					-		
				-					-					-					-		
TOTALS	$2,681,803	120.40	35%	1.14	$64,827	$2,681,803	120.40	35%	1.14	$64,827	$2,681,803	120.40	35%	1.14	$64,827	$2,681,803	120.40	35%	1.14	$64,827	$259,307
FRINGE BENEFIT RATE	34%					34%					34%					34%					
EMPLOYEE FRINGE BENEFITS					$22,041					$22,041					$22,041					$22,041	$88,164
TOTAL DAS SALARIES & BENEFITS					$86,868					$86,868					$86,868					$86,868	$347,471

NON-DAS Salaries & Benefits	Agency Totals		HSA Program		7/1/25 - 6/30/26	Agency Totals		HSA Program		7/1/26 - 6/30/27	Agency Totals		HSA Program		7/1/27 - 6/30/28	Agency Totals		HSA Program		7/1/28 - 6/30/29	7/1/25 - 6/30/29
POSITION TITLE	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	**Original**	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	**Original**	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	**Original**	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	**Original**	**Total**
Employee A (example)		1.00	100%	1.00			1.00	100%	1.00			1.00	100%	1.00			1.00	100%	1.00		
Employee B (example)		0.50	80%	0.40			0.50	80%	0.40			0.50	80%	0.40			0.50	80%	0.40		
Employee C (example)		0.50	100%	0.50			0.50	100%	0.50			0.50	100%	0.50			0.50	100%	0.50		
				-					-					-					-		
				-					-					-					-		
				-					-					-					-		
				-					-					-					-		
				-					-					-					-		
				-					-					-					-		
				-					-					-					-		
TOTALS		2.00	2.80	1.90			2.00	280%	1.90			2.00	280%	1.90			2.00	280%	1.90		
FRINGE BENEFIT RATE	34%					34%					34%					34%					
EMPLOYEE FRINGE BENEFITS																					
TOTAL NON-DAS SALARIES & BENEFITS																					
Total DAS and NON-DAS Salaries and Benefits																					

HSA Budget Form (3/24)

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Operating Expenses Detail

	7/1/25 - 6/30/26 Original	7/1/26 - 6/30/27 Original	7/1/27 - 6/30/28 Original	7/1/28 - 6/30/29 Original	7/1/25 - 6/30/29 Total
Annual # Meals	**27,151**	**27,151**	**27,151**	**27,151**	**108,604**
DAS Operating Expenses					
Expenditure Category					
Rental of Property	$19,390	$19,390	$19,390	$19,390	$77,560
Utilities(Elec, Water, Gas, Phone, Garbage, IT services)	$7,515	$7,515	$7,515	$7,515	$30,058
Office Supplies, Postage	$2,793	$2,793	$2,793	$2,793	$11,171
Building Maintenance Supplies, Repair, Sanitation, Security, Janitorial	$8,976	$8,976	$8,976	$8,976	$35,903
Printing and Reproduction	$82	$82	$82	$82	$326
Insurance	$1,946	$1,946	$1,946	$1,946	$7,784
Staff Training	$557	$557	$557	$557	$2,227
Staff Travel-(Local & Out of Town)					
Rental of Equipment					
Food Cost					
Raw Food *per meal* ##### #	$44,256	$44,256	$44,256	$44,256	$177,025
Cong Food Svc Supplies *per meal*					
Catered Meals *per meal*					
Consulting/Professional/Subcontracting Services					
Temporary staffing (drivers/kitchen staff)	$2,110	$2,110	$2,110	$2,110	$8,439
Other					
Language translation services	$442	$442	$442	$442	$1,768
Delivery Costs (vehicle maintenance, repair, fees, gasoline)	$2,076	$2,076	$2,076	$2,076	$8,304
Total DAS Operating Expense	$90,141	$90,141	$90,141	$90,141	$360,565
NON-DAS Operating Expenses					
Expenditure Category					
Rental of Property					
Utilities(Elec, Water, Gas, Phone, Garbage)					
Office Supplies, Postage					
Building Maintenance Supplies and Repair					
Printing and Reproduction					
Insurance					
Staff Training					
Staff Travel-(Local & Out of Town)					
Rental of Equipment					
Food Cost					
Raw Food *per meal* ##### #	$42,356	$42,356	$42,356	$42,356	$169,422
Cong Food Svc Supplies *per meal*					
Catered Meals *per meal*					
Consulting/Professional Services					
Other					
Total NON-DAS Operating Expense	$42,356	$42,356	$42,356	$42,356	$169,422
Total DAS & NON-DAS Operating Expense	$132,497	$132,497	$132,497	$132,497	$529,987

HSA Budget Form (3/24)

Docusign Envelope ID: 7B79DF91-7B02-4EA6-8ED5-F816BEAB1403

Appendix F: ANNUAL SITE CHART - HOME DELIVERED NUTRITION SERVICES	OFFICE OF COMMUNITY PARTNERSHIPS	FY 2025-26

AGENCY:	Meals on Wheels San Francisco		
MAILING ADDRESS:	2142 Jerrold Avenue, San Francisco, CA 94124		
DIRECTOR:	Jennifer Steele	**EMAIL:** jsteele@mowsf.org	**PHONE NO.:** 415-920-1111
PROGRAM MANAGER:	Phil Duarte	**EMAIL:** pduarte@mowsf.org	**PHONE NO.:** 415-920-1111

Population Served: Older Adults or Adults with Disabilities	Older Adults	Adults with Disabilities	ER					**Total ALL Sites**
Delivery Route Name	1-12 AM & PM, 30-31 AM & PM, Hot 3-6, BLD 1-5	Route 13 AM & PM, Hot 1-2, BLD 6	Route 29 AM & PM					
Address of HDM Program Operation	2230 Jerrold Avenue SF, CA 94121	2230 Jerrold Avenue SF, CA 94121	2230 Jerrold Avenue SF, CA 94121					
Hours of Operation	Monday-Friday 8:30 am - 4:30 pm	Monday-Friday 8:30 am - 4:30 pm	Monday-Friday 8:30 am - 4:30 pm					
Phone Number	415-920-1111	415-920-1111	415-920-1111					
Alternate Phone Number	415-343-1287	415-343-1287	415-343-1287					
HDM Manager/Coordinator	James Goodwin	James Goodwin	James Goodwin					
Service Area Descirption Supervisorial District No.	All districts service	All districts service	All districts service					
Service Area Descirption Neighborhood(s) Served	Citywide	Citywide	Citywide					
Service Area Description Zip Codes Served	All zip codes served	All zip codes served	All zip codes served					
Meal Delivery Days	☑ Monday ☑ Tuesday ☑ Wednesday ☑ Thursday ☑ Friday ☑ Saturday ☐ Sunday	☑ Monday ☑ Tuesday ☑ Wednesday ☑ Thursday ☑ Friday ☑ Saturday ☐ Sunday	☑ Monday ☑ Tuesday ☑ Wednesday ☑ Thursday ☑ Friday ☑ Saturday ☐ Sunday	☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday	☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday	☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday	☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday	
Type of Meal (hot, chilled, frozen, etc.)	Frozen, Hot	Frozen, Hot	Frozen, Hot					
Texture Modification: (Yes or No)	Yes	Yes	Yes					
Cuisine Type	American	American	American					
Annual # Unduplicated Consumers	3,700	650	400					**4,750**
Maximum # UDC per route/delivery day	46	5	4					
Annual Number of Meals Delivered on Route	1,062,507	151,364	27,151					**1,241,022**
Annual # Service Days	365	365	365					
Average # meals per day	2,911	415	74	0	0	0	0	3,400
Annual Number of Nutrition Assessments	2900	450	0					**3,350**
Hours of Nutrition Counseling	0	0	0					
Observed holidays	MOWSF is closed on all major hoildays, except for Thanksgiving Day. Clients receive meals in advance of all holidays that Meals on Wheels is closed.							

Nutrition Education	
Annual # Nutrition Education Sessions (4 required)	**4**
Annual # of Participants (average # of meals x # of nutrition education sessions)	13600