



**SAN FRANCISCO
HUMAN SERVICES AGENCY**

MEMORANDUM

TO: DISABILITY AND AGING SERVICES COMMISSION

THROUGH: KELLY DEARMAN, EXECUTIVE DIRECTOR

FROM: CINDY KAUFFMAN, DEPUTY DIRECTOR
ESPERANZA ZAPIEN, DIRECTOR OF CONTRACTS

DATE: MARCH 5, 2025

SUBJECT: GRANT MODIFICATION: **SAN FRANCISCO-MARIN FOOD BANK**
(NONPROFIT) FOR PROVISION OF HOME DELIVERED GROCERY PROGRAM

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EE

	<u>Current</u>	<u>Mod</u>	<u>Revised</u>	<u>Contingency</u>	<u>Total</u>
GRANT TERM:	7/1/2021 6/30/2025	3/1/2025- 6/30/2025	7/1/2021- 6/30/2025		
GRANT AMOUNT:	\$4,324,406	\$116,213	\$4,440,619	\$444,062	\$4,884,681
MODIFIED ANNUAL AMOUNT:	<u>FY 21-252</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	
	\$1,272,222	\$1,347,640	\$853,025	\$967,732	
FUNDING SOURCE:	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
	\$4,440,619			\$444,062	\$4,884,681
PERCENTAGE:	100%				100%

The San Francisco Department of Disability and Aging Services (DAS) requests authorization to modify the existing grant with San Francisco-Marin Food Bank for the



period of March 1, 2025 through June 30, 2025, in the additional amount of \$116,213 plus a 10% contingency for a total amount not to exceed \$4,884,681. The purpose of this modification is to add funding to support the delivery of 77,002 bags of supplemental groceries to 1,746 more eligible older adults and adults with disabilities in fiscal year 24/25. The additional funding also includes the fiscal year 24/25 cost of doing business (CODB) increases.

Background

San Francisco's Department of Disability and Aging Services (DAS) plays a vital role in addressing food insecurity among older adults and individuals with disabilities by offering nutrition and wellness services through community partnerships. This population faces heightened risks of food insecurity due to various interrelated factors such as limited income, mobility challenges, and reduced access to affordable, nutritious food. Food insecurity is linked to malnutrition, chronic disease, and poor health outcomes, making it a significant concern for DAS consumers.

The Home-Delivered Grocery program is a cornerstone of DAS's strategy to combat food insecurity. By delivering essential groceries directly to participants' homes, the program enables individuals to prepare balanced meals while addressing barriers to accessing nutritious foods. In addition to meeting immediate nutritional needs, the program connects participants to broader community resources, offering a more comprehensive, holistic approach to addressing food insecurity.

Services to be Provided

The San Francisco Marin Food Bank (SFMFB) provides eligible consumers with regularly scheduled weekly delivery of groceries to their homes. The groceries include a variety of items from the USDA-defined food groups and aligns with the healthy dietary patterns outlined in the most recent Dietary Guidelines for Americans (DGA). Each week, they ensure there is sufficient quantity and diversity to enable individuals to prepare at least seven distinct and culturally relevant meals.

This grant modification will support 77,002 more grocery deliveries to 1,746 more older adults and adults with disabilities.

Selection

The grantee was selected through RFP #938 issued APRIL 1, 2021.

Funding

Funding for this grant is provided through County General Funds.

ATTACHMENTS

Appendix A-2, Scope of Services

Appendix B-2, Budget

**Appendix A-2 – Services to be Provided
San Francisco-Marin Food Bank
Home Delivered Grocery (HDG) Program**

July 1, 2021 to June 30, 2025

I. Purpose of Grant

The purpose of this grant is to provide a Home-Delivered Grocery (HDG) program for older adults and adults with disabilities living in the City and County of San Francisco. An HDG program facilitates the delivery of supplemental groceries to the home of eligible individuals. The program mitigates the risk of food insecurity, promotes the consumption of healthy foods, and provides access to additional nutrition and wellness services that enhance the wellbeing and safety of older adults and adults with disabilities living in the community.

II. Definitions

Grantee	San Francisco-Marin Food Bank
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	SFHSA’s web-based Contracts Administration, Reporting and Billing On-line System.
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.

<p>DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist</p>	<p>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 HDG program participants. http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf</p>
<p>Dietary Guidelines for Americans (DGA)</p>	<p>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).</p>
<p>Disability</p>	<p>Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)</p>
<p>Food Assistance Program (FAP)</p>	<p>A nutrition program funded by DAS that provides food support from USDA-defined food groups, offering sufficient quantities and variety to allow an eligible consumer to prepare at least one meal per day.</p>
<p>Food Security Screening</p>	<p>A two-question validated screening tool designed to assess an individual’s food security status.</p>
<p>HDG Volunteer</p>	<p>An adult volunteer screened and trained by the grantee to deliver groceries to consumer enrolled in HDG program.</p>
<p>LGBTQ+</p>	<p>An acronym/term used to refer to persons who self-identify as non- heterosexual and/or whose gender identity does not correspond to their sex assigned at birth. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.</p>
<p>Limited English-Speaking Proficiency</p>	<p>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.</p>
<p>Low Income</p>	<p>Having income at or below 200% of the federal poverty line defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services.</p>
<p>Nutrition Screening</p>	<p>Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging</p>

	Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
OCM	Office of Contract Management, Human Services Agency.
OCP	Office of Community Partnerships, a unit within the Department of Disability and Aging Services.
Older Adult	Person who is 60 years of age or older; used interchangeably with “senior”.
Outreach	A required component of the HDG program. One unit of outreach is one hour dedicated to conducting formal outreach efforts and/or providing services to engage consumers. Examples of this may include working with a community collaborative group, designing and implementing an outreach plan for an underserved area, problem-solving certain barriers to service, e.g. safety issues, transportation needs, etc.
Senior	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).
Unduplicated Consumer (UDC)	An eligible individual who participates in the HDG program, with their participation documented by the grantee in SF DAS GetCare.

III. Target Population

This program is designed to serve all ethnicities and populations, with focused expertise to promote the unique cultural needs which have been identified as demonstrating the greatest economic and social need:

1. Persons with low income
2. Persons who are socially isolated

3. Persons with limited English-speaking proficiency
4. Persons from communities of color
5. Persons who identify as LGBTQ+
6. Persons at risk of institutionalization

Eligibility For Services

1. A resident of San Francisco, **and**
2. A person who is an older adult or an adult with a disability, **and**
3. A person who reports having an income at or below 200% of the federal poverty line, **and**
4. A person who reports having a condition that prevents the individual from standing in a food pantry line, **and**
5. A person who has demonstrated the need for supplemental groceries due to food insecurity, **and**
6. A person not receiving two (2) home-delivered meals from a DAS-funded nutrition partner, **and**
7. A person who has the capacity or help to store and handle delivered groceries, **and**
8. A person able to prepare meals at home or has a caregiver who can prepare meals.

IV. Description of Services

Grantee shall provide the following services during the term of this grant:

1. Grantee will provide eligible consumers with regularly scheduled grocery deliveries to their homes. The groceries will be supplied by the DAS Food Assistance Program contractor at no cost to the grantee and include a variety of items from the USDA-defined food groups, offered in sufficient quantities and diversity to enable individuals to prepare at least seven distinct meals, following the healthy dietary patterns outlined in the most current version of the Dietary Guidelines for Americans (DGA). The standard delivery frequency will be weekly. The standard delivery frequency will be weekly. If the grantee wishes to implement an alternative delivery schedule, the quantity of groceries delivered must be adjusted accordingly to still provide at least one meal per day. A delivery schedule other than weekly, however, must be approved in advance by DAS OCP.
2. Grantee will establish an agreement with the DAS Food Assistance Program (FAP) contractor to receive groceries for their HDG program. Grantee will have a designated drop site for receiving the groceries and preparing them for distribution to consumers. All drop sites must be reviewed and approved by the FAP contractor prior to use.
3. Grantee will establish and maintain an annual consumer enrollment process that includes eligibility verification, collection of required consumer data, and completion of food security screening and nutrition risk screening. The grantee will document consumer enrollment in their HDG program within SF DAS GetCare, ensuring that all collected data is accurately recorded.

4. Grantee will comply with the California Retail Food Code (CRFC) in all aspects of the home-delivered grocery program. The grantee must ensure that food received from DAS's Food Assistance Program contractor is handled properly at the drop site(s) and distributed to consumers by volunteers or staff in accordance with federal, state, and local food safety regulations. This includes ensuring that food is safely stored, transported, and delivered to consumers' homes.
5. Grantee will ensure that all the staff, both paid and volunteer, receive required food safety training before handling food and making deliveries and will provide in-service training, at least twice per fiscal year thereafter, with one session dedicated to food safety practices to prevent foodborne illness and ensure food safety.
6. Grantee will conduct citywide and neighborhood-targeted outreach to community stakeholders across San Francisco to support the citywide HDG program through deliveries. The grantee will administer and manage all aspects of the subcontract performance agreements and/or memorandums of understanding (MOUs) with these delivery partners. The grantee will also monitor delivery partners at least once every two years to ensure safe food handling practices are followed throughout all stages of program operations, from the receipt of food to its delivery to the consumer.
7. Grantee will be the main point of contact and administrator for handling all referrals for the citywide HDG program. The grantee will serve as repository for HDG referrals for DAS consumers, acting as the central entity responsible for receiving, managing, and coordinating referrals for the citywide HDG program. The grantee will screen referrals to assess consumer eligibility, create a tracking system for referrals, and establish and maintain a waitlist for the program.
8. Grantee will monitor the HDG waitlist and coordinate quarterly meetings with all DAS funded HDG contractors to facilitate connections to their program when appropriate and to provide technical assistance as needed. For consumers on the waitlist for sixty (60) days or longer, the grantee will conduct check-in calls to confirm continued interest in receiving services. The grantee will provide DAS with a waitlist status report upon request.
9. Grantee will conduct program outreach and marketing for HDG services to the target population. Outreach strategies may include activities such as disseminating materials at community meetings and other group settings or special events/fairs, announcements in bulletins, electronic bulletins, and other mass media.
10. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15 each grant year or on a mutually agreed upon date between OCP and the grantee. At minimum, the completed number of surveys shall be a sample size of at least forty percent (40%) of the unduplicated consumer enrollment at the time the survey is conducted.
11. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training annually. Within 30 days of their start date, any new employee, subcontractor, or volunteer must also complete this training. The grantee will maintain records of staff completion. The grantee shall comply with

the applicable privacy and security rules of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

12. 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.
13. 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. This process must ensure that consumers have clearly established rights and due process for timely resolution of their concerns.
14. Grantee shall have written policies and procedures in place for accepting and handling program income, in accordance with DAS OCP Policy Memorandum.
15. Grantee will ensure that DAS funding information is prominently displayed on its websites and publications related to the DAS-funded home-delivered grocery program, in accordance with DAS OCP Policy Memorandum.
16. Grantee will arrange for the availability of food to participants during a major disaster where feasible and appropriate.
17. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP and share the information with appropriate staff and partners.

V. Location and Time of Services

The grantee will provide a citywide home-delivered grocery program in the City and County of San Francisco. Deliveries will be made in all Supervisorial Districts. The grantee will establish a schedule of delivery days and times, and the schedule will be submitted to DAS OCP in advance for review and approval.

VI. Service Objectives

During the grant term, the grantee shall meet the following service objectives:

Table A	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	3,856	3,196	3,196	3,196
Revision 1	n/a	+952	0	0
Revision 2	n/a	0	0	0
Revision 3	n/a	n/a	0	0
Revision 4	n/a	n/a	3,196	+1,746
Revised UDC	3856	4148	3,196	4,942
Number of HDG bags delivered (UOS)	139,665	102,385	102,385	102,385
Revision 1	n/a	+51,126	0	0
Revision 2	n/a	+11,904	0	0
Revision 3	n/a	n/a	+168	0
Revision 4	n/a	n/a	n/a	+77,002
Revised UOS	139,665	165,415	102,553	179,387
Number of Outreach Hours	520	520	520	520
Revision 1	n/a	0	0	0
Revision 2	n/a	0	0	0
Revision 3	n/a	n/a	0	0
Revision 4	n/a	n/a	n/a	0
Revised Number of Outreach Hours	520	520	520	520

VII. Outcome Objectives

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

1. Consumers report feeling less worried about getting enough food to meet their needs. Target: 85%.
2. Consumers report feeling healthier. Target:85%
3. Consumers report increased consumption of fruits, vegetables, and/or whole grains. Target: 75%.
4. Consumers rate the quality of services they received as excellent or good. Target: 80%.

Based on a consumer survey and a sample size of at least forty percent (40%) of the unduplicated consumer enrollment at the time the survey is conducted.

VIII. Data Collection and Reporting Requirements

1. Grantee shall enter all service objectives into the SF DAS GetCare Service Unit section by the 5th working day of the month for the preceding month.
2. Grantee shall enter monthly reports and metrics into the CARBON database system by the 15th of the following month, ensuring the accuracy and timeliness of these entries. Each report must include:
 - The number of unduplicated consumers served
 - The total units of service provided
3. Grantee shall enter the annual outcome objective metrics into the CARBON database by the 15th of the month following the end of the program year.
4. Grantee shall issue a Fiscal Closeout Report at the end of each fiscal year. This report is due to SFHSA no later than July 31 of each grant year and must be submitted through the CARBON system.
5. Grantee shall provide DAS OCP with summary reports of Sexual Orientation and Gender Identity (SOGI) data collected during the year, to be submitted two times per year. The due dates for these reports are July 10 and January 10.
6. Grantee shall develop and deliver ad hoc reports as requested by SFHSA and DAS.

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

Emmy.Miller@sfgov.org

Contract Manager, Office of Contract Management, SFHSA

or

Tiffany.Kearney@sfgov.org

Lead Nutritionist and Program Analyst, Department of Disability and Aging Services, Office of Community Partnerships

IX. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of client eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives; compliance to specific program standards and requirements; how participant records are collected and maintained; reporting performance including monthly service unit reports on SF DAS GetCare; maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff and volunteers regarding the Elder Abuse Reporting; evidence of provision of the California Department of Aging (CDA) Security Awareness training 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 IV through VIII.

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

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Name SF-Marin Food Bank										
(Check One) New <input type="checkbox"/> Modification <input checked="" type="checkbox"/>										
If modification, Effective Date of Mod. 3/1/2025 No. of Mod. 2										
Program: Home-delivered groceries										
Budget Reference Page No.(s)	FY 21-22	FY 22-23	FY 23-24	FY 24-25				FY 21-25		
							Modification			
Program Term	Budget FY21-22	Budget FY22-23	Budget FY23-24	Original Budget FY 24/25	COB FY23/24	Budget FY24-25	24-25 OTO	24-25 COB	Revised Budget FY24-25	Total
Annual # Bags Contracted	139,665	165,415	102,553	102,385		102,385	77,002		179,387	587,020
DAS Expenditures										
Salaries & Benefits	\$357,196	\$371,504	\$400,569	\$356,615	\$20,301	\$467,959		\$11,699	\$479,658	\$1,608,927
Operating Expenses	\$65,049	\$33,189	\$35,788	\$30,081	\$1,832	\$35,788		\$895	\$36,683	\$170,709
Subtotal	\$422,245	\$404,693	\$436,357	\$386,696	\$22,133	\$503,747		\$12,594	\$516,341	\$1,779,636
Indirect Percentage (%)				10.00%						10.00%
Indirect Cost	\$42,114	\$40,492	\$43,658	\$38,670	\$2,235	\$50,397		\$ 1,260	\$51,657	\$177,921
Capital/Subcontractor Expenditures	\$807,863	\$902,455	\$373,011	\$373,011	\$19,991	\$297,374	\$94,925	\$7,434	\$399,733	\$2,483,062
Total DAS Expenditures	\$1,272,222	\$1,347,640	\$853,026	\$798,377	\$44,359	\$851,518	\$94,925	\$21,288	\$967,731	\$4,440,619
Non DAS Expenditures										
Salaries & Benefits	\$1,002,144	\$1,002,144	\$1,002,144	\$1,002,144		\$1,002,144	\$753,695		\$1,755,839	\$4,762,271
Operating Expenses	\$5,540,790	\$6,562,344	\$4,068,483	\$4,061,818	\$3,054,823	\$4,061,818	\$3,054,823		\$14,233,282	\$30,404,899
Capital/Subcontractor Expenditures										
Total Non DAS Expenditures	\$6,542,934	\$7,564,488	\$5,070,627	\$5,063,962	\$3,054,823	\$5,063,962	\$3,808,519		\$15,989,122	\$35,167,171
TOTAL DAS AND NON DAS EXPEDITURES	\$7,815,156	\$8,912,128	\$5,923,653	\$5,862,339	\$3,099,182	\$5,915,480	\$3,903,444	\$21,288	\$16,956,853	\$39,607,790
DAS Revenues										
General Fund	\$1,272,222	\$1,347,640	\$853,026	\$798,377	\$44,359	\$851,518	\$94,925	\$21,288	\$967,731	\$4,440,619
Total DAS Revenue	\$1,272,222	\$1,347,640	\$853,026	\$798,377	\$44,359	\$851,518	\$94,925	\$21,288	\$967,731	\$4,440,619
PER BAG COST, DAS		\$8	\$8	\$8					\$5	\$8
Non DAS Revenues										
Project Income										
Agency Cash- Fundraising										
Agency In-kind Volunteer	\$1,002,144	\$1,002,144	\$1,002,144	\$1,002,144		\$1,002,144	\$753,695		\$1,755,839	\$4,762,271
In-Kind Food	\$5,540,790	\$6,562,344	\$4,068,483	\$4,061,818	\$3,054,823	\$4,061,818	\$3,054,823		\$14,233,282	\$30,404,899
Total Non DAS Revenue	\$6,542,934	\$7,564,488	\$5,070,627	\$5,063,962	\$3,054,823	\$5,063,962	\$3,808,519		\$15,989,122	\$35,167,171
PER MEAL COST, Non DAS				\$49						\$60
TOTAL DAS AND NON DAS REVENUE	\$7,815,156	\$8,912,128	\$5,923,653	\$5,862,339	\$3,099,182	\$5,915,480	\$3,903,444	\$21,288	\$16,956,853	\$39,607,790
PER MEAL COST, Total				\$57						\$67
Full Time Equivalent (FTE)				29.36						117.44
Prepared by: Trish Moyce										Date: 2/18/25
HSA-CO Review Signature:										
HSA #1										10/25/2016

Program: Home-delivered groceries
(Same as Line 11 on HSA #1)

Salaries & Benefits Detail

DAS Salaries & Benefits		Agency Totals		HSA Program		FY 21 / 22	FY 22 / 23	FY 23/24	FY 24/25			Total	
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Salary Budget	Salary Budget	Salary Budget	Budget Salary	Modification		Budgeted Salary	
										OTO 24-25	CODB FY24-25		
Director of Program		\$103,000	1.00	30.00%	0.30	\$32,707	\$ 34,072	\$ 36,738	\$ 36,738	\$ -	\$ 918	\$ 37,656	\$141,173
Manager		\$82,152	1.00	100.00%	1.00	\$86,956	\$ 90,586	\$ 97,673	\$ 97,673	\$ -	\$ 2,442	\$ 100,115	\$375,330
Program Associate		\$56,139	1.00	100.00%	1.00	\$59,422	\$ 61,903	\$ 66,745	\$ 66,745	\$ -	\$ 1,669	\$ 68,414	\$256,484
Program Associate		\$50,170	1.00	100.00%	1.00	\$53,104	\$ 55,321	\$ 59,649	\$ 59,649	\$ -	\$ 1,491	\$ 61,140	\$229,214
Program Associate		\$50,170	1.00	100.00%	1.00	\$53,104	\$ 55,321	\$ 59,649	\$ 59,649	\$ -	\$ 1,491	\$ 61,140	\$229,214
Neighborhood Rep		\$57,960	1.00	0.76%	0.01	\$465	\$ -			\$ -	\$ -	\$ -	\$465
Delivery Driver									\$53,913	\$ -	\$ 1,348	\$ 55,261	\$55,261
Totals		\$399,591	6.00	430.76%	4.31	\$285,756	\$ 297,203	\$ 320,454	\$374,367	\$ -	\$ 9,359	\$ 383,726	\$1,287,139
Fringe Benefits Rate		25.00%											
Employee Fringe Benefits		\$99,898				\$71,439	\$74,301	\$80,114	\$93,592		\$2,340	\$95,932	\$321,785
Total DAS Salaries and Benefits		\$499,489				\$357,195	\$ 371,504	\$ 400,568	\$467,959		\$11,699	\$479,658	\$1,608,924
Non DAS Salaries & Benefits		Agency Totals		HSA Program		FY 21 / 22	FY 22 / 23	FY 23/24	FY 24/25			Total	
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Revised Budget Salary			Budget Salary	OTO	FY24/25 CODB	Revised Salary	Budgeted Salary
Warehouse Volunteers		\$34,320	4.59	100.00%	4.59	\$157,529	\$157,529	\$157,529	\$157,529	\$118,475		\$276,004	\$748,591
HDG Delivery Volunteers		\$34,320	18.77	100.00%	18.77	\$644,186	\$644,186	\$644,186	\$644,186	\$484,481		\$1,128,667	\$3,061,225
Totals		\$68,640	23.36	200.00%	23.36	\$801,715	\$801,715	\$801,715	\$801,715	\$602,956		\$1,404,671	\$3,809,816
Fringe Benefits Rate		25.00%											
Employee Fringe Benefits		\$17,160				\$200,429	\$200,429	\$200,429	\$200,429	\$150,739		\$351,168	\$952,455
Total Non DAS Salaries and Benefits		\$85,800				\$1,002,144	\$1,002,144	\$1,002,144	\$1,002,144	\$753,695		\$1,755,839	\$4,762,271
Total DAS and Non DAS Salaries and Benefits		\$585,289				\$1,359,339	\$1,373,648	\$1,402,712	\$1,470,103	\$753,695	\$11,699	\$2,235,497	\$6,371,197

HSA #2

10/25/2016

Program: Home-delivered groceries (Same as Line 11 on HSA #1)		Appendix B2, Page 3 Document Date: January 2025							
Operating Expense Detail		FY 21/22	FY 22/23	FY 23/24	FY 24/25			TOTAL	
					Modification				
		BUDGET	BUDGET	BUDGET	Budget	OTO	CODB		BUDGET
Annual # Meals Contracted		139,665	165,415	102,553	102,385	77,002		179,387	587,020
DAS Operating Expenses									
<u>Expenditure Category</u>									
Bags		\$16,394	\$10,185	\$10,982	\$10,982	-	\$ 274.55	\$11,257	\$48,818
Car Magnets		\$5,289				-	\$ -		\$5,289
Rolling Carts		\$3,808	\$1,103	\$1,190	\$1,190	-	\$ 29.75	\$1,220	\$7,321
Recertification		\$5,712	\$6,454	\$6,960	\$6,960	-	\$ 174.00	\$7,134	\$26,260
Marketing & Outreach		\$7,404	\$7,723	\$8,327	\$8,327	-	\$ 208.18	\$8,535	\$31,989
Background Check		\$25,385	\$6,620	\$7,138	\$7,138	-	\$ 178.45	\$7,316	\$46,459
Translation Costs		\$1,057	\$1,104	\$1,191	\$1,191	-	\$ 29.78	\$1,221	\$4,573
Total DAS Operating Expenses		\$65,049	\$33,189	\$35,788	\$35,788	-	895	\$36,683	\$170,709
Non DAS Operating Expenses									
<u>Expenditure Category</u>									
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									
<u>Supplemental grocery Cost</u>									
Donated Food (22.8lbs x \$1.74/lb) <i>per bag \$39.67</i>		\$5,540,790	\$6,562,344	\$4,068,483	\$4,061,818	3,054,823		\$7,116,641	\$23,288,258
<u>Consultant</u>									
<u>Other</u>									
Total Non DAS Operating Expenses		\$5,540,790			\$4,061,818	\$3,054,823		\$7,116,641	\$12,657,431
Total DAS and Non DAS Operating Expenses		\$5,605,839			\$4,097,606	\$3,054,823	\$895	\$7,153,324	\$12,825,570
HSA #3									10/25/2016

Program: Home-delivered groceries
(Same as Line 11 on HSA #1)

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Document Date: January 2025

Capital & Subcontractor Expenditure Detail

	FY 21/22	FY 22/23	FY 23/24	FY 24/25				FY 21/25
				Modification				
	BUDGET	BUDGET	BUDGET	Budget	OTO	CODB	BUDGET	Total
<u>Equipment (Qty)</u>								
Total Equipment Cost								
<u>Remodeling</u>								Total
Total Remodeling Cost								
<u>Subcontractor</u>								Total
MOW	\$230,562	\$240,594	\$249,616	\$249,616	\$ -	\$ 6,240.41	\$255,857	\$976,629
SHE	\$18,538	\$19,307	\$20,031	\$20,031	\$ -	\$ 500.78	\$20,532	\$78,408
RACS	\$23,478	\$24,471	\$25,389	\$25,389	\$ -	\$ 634.72	\$26,023	\$99,361
Other Delivery Subcontractors	\$535,285	\$618,083	\$77,975		\$ -	\$ -		\$1,231,343
Food Connect				\$2,338	\$ 94,925.00	\$ 58.45	\$97,321	\$97,321
Total Subcontractor Cost	\$807,863	\$902,455	\$373,011	\$297,374	\$ 94,925.00	\$ 7,434.00	\$399,733	\$2,483,062
Total DAS Capital & Subcontractor Expenditure	\$807,863	\$902,455	\$373,011	\$297,374	\$94,925	\$7,434	\$399,733	\$2,483,062

Non DAS Capital Expenditure								
<u>Equipment (Qty)</u>								Total
Total Equipment Cost								
<u>Remodeling</u>								Total
Total Remodeling Cost								
<u>Subcontractor</u>								Total
Total Subcontractor Cost								
Total Non DAS Capital & Subcontractor Expenditure								
Total DAS and Non DAS Capital & Subcontractor Expenditure	\$807,863	\$902,455	\$373,011	\$297,374	\$94,925	\$7,434	\$399,733	\$2,483,062
HSA #4								