



**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: WEDNESDAY, MARCH 4, 2026

SUBJECT: GRANT MODIFICATIONS: MULTIPLE GRANTEES (NONPROFIT) FOR PROVISION OF NUTRITION SERVICES

DS
EE

| | <u>Current</u> | <u>Modification</u> | <u>Revised</u> | <u>Contingency</u> | <u>Total</u> |
|------------------------|---------------------------------|------------------------|------------------------|--------------------|--------------|
| GRANT TERM: | 07/01/25 – 06/30/29 | 03/01/26 – 06/30/29 | 07/01/25 – 06/30/29 | | |
| GRANT AMOUNT: | Please see tables on pages 3-4. | | | | |
| FUNDING SOURCE: | <u>County</u> | <u>State</u> | <u>Federal</u> | <u>Contingency</u> | <u>Total</u> |
| | \$8,320,504 | \$155,654 | \$182,896 | \$865,905 | \$9,524,959 |
| PERCENTAGE: | 96% | 2% | 2% | | 100% |

The San Francisco Department of Disability and Aging Services (DAS) requests authorization to modify the existing grant agreements with multiple providers for the period of March 1, 2026 through June 30, 2029, in the additional amount of \$1,051,557 plus a 10% contingency for a total amount not to exceed \$9,524,959. The purpose of these grants are to support a range of nutrition services, including congregate meals at community dining sites and to-go meal options, across multiple districts and neighborhoods in San Francisco.

Background

The Department of Disability and Aging Services (DAS) serves as state-designated Area Agency on Aging under the Older Americans Act (OAA) and the Older Californians Act (OCA). These acts primarily provide services for individuals 60 years and older, with a focus on supporting those who are socially or



economically disadvantaged. In addition to supporting older adults, DAS also provides community-based services for adults with disabilities.

One of DAS's core services offered under the OAA and OCA is nutrition support, which include congregate and to-go meal programs designed to promote health, independence, and quality of life for older adults and adults with disabilities. These programs are central to DAS's efforts to combat food insecurity.

Congregate nutrition services provide nutritious meals and opportunities for social engagement, which are essential for mental and emotional well-being. To-go meal services ensure that homebound individuals or those who are unable to visit community sites still have access to balanced, nutritious meals that support their independence.

Beyond meeting immediate food needs, these programs connect participants to additional community resources, creating a comprehensive approach to addressing food insecurity. Through continued investment in these services, DAS is committed to building a healthier, more inclusive community for older adults and individuals with disabilities.

DAS is allocating one-time only funds to community partners who are providing services above their current contracted service levels. The funding allocation is based on nutrition partners' service level projections as well as priorities outlined in DAS's Area Plan. In addition, DAS is applying Cost of Doing Business (CODB) and Minimum Compensation (MCO) funds to the grants.

Services to be Provided

Grantees will provide one or both of the following services:

1. Congregate Nutrition Services

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.

2. To-go Nutrition Services

Grantees will provide to-go meals for eligible consumers to pick up 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.

All grantees regardless of program type will provide services in accordance with nutrition and food service standards set forth by California Retail Food Code (CRFC), Title 22 Regulations, California Department of Aging, and DAS Office of Community Partnerships (OCP). Grantees will adhere to

nutritional standards by incorporating the Dietary Guidelines for Americans and ensure meals are culturally appropriate. Grantees will conduct client nutrition risk and food security screenings annually; regularly verify client eligibility; and refer clients as needed to additional or alternative services.

Congregate and to-go nutrition services also include Nutrition Compliance and Quality Assurance (NCQA), which are essential components to ensure program integrity and service quality. NCQA activities include quarterly food safety monitoring, menu certification, nutrition education for clients, and in-service training for food service and program staff.

Modification

Please refer to the Appendix A-1 Scope of Services and B-1 - Budgets for each of the grantees for more details.

Centro Latino de San Francisco – Congregate Nutrition Services for Older Adults

| | FY 25-26 | FY 26-27 | FY 27-28 | FY 28-29 | Total |
|-----------------|-------------|-------------|-------------|-----------|-------------|
| Current | \$950,446 | \$950,446 | \$950,446 | \$950,446 | \$3,801,784 |
| Modification | \$113,370 | \$145,468 | \$145,468 | \$27,853 | \$432,159 |
| Revised | \$1,063,816 | \$1,095,914 | \$1,095,914 | \$978,299 | \$4,233,943 |
| 10% contingency | | | | | \$423,394 |
| Not-to-Exceed | | | | | \$4,657,337 |

Centro Latino de San Francisco – To-Go Meal Nutrition Services for Older Adults

| | FY 25-26 | FY 26-27 | FY 27-28 | FY 28-29 | Total |
|-----------------|-----------|-----------|-----------|-----------|-----------|
| Current | \$148,989 | \$148,989 | \$148,989 | \$148,989 | \$595,956 |
| Modification | \$83,105 | \$5,597 | \$5,597 | \$5,597 | \$99,896 |
| Revised | \$232,094 | \$154,586 | \$154,586 | \$154,586 | \$695,852 |
| 10% contingency | | | | | \$69,585 |
| Not-to-Exceed | | | | | \$765,437 |

Episcopal Community Servies – To-Go Meal Nutrition Services for Adults with Disabilities

| | FY 25-26 | FY 26-27 | FY 27-28 | FY 28-29 | Total |
|-----------------|-----------|-----------|-----------|-----------|-----------|
| Current | \$169,824 | \$168,143 | \$168,143 | \$168,143 | \$674,253 |
| Modification | \$86,502 | \$4,059 | \$4,059 | \$4,059 | \$98,679 |
| Revised | \$256,326 | \$172,202 | \$172,202 | \$172,202 | \$772,932 |
| 10% contingency | | | | | \$77,293 |
| Not-to-Exceed | | | | | \$850,225 |

Kimochi, Inc. – Congregate Nutrition Services for Older Adults

| | FY 25-26 | FY 26-27 | FY 27-28 | FY 28-29 | Total |
|-----------------|-----------|-----------|-----------|-----------|-------------|
| Current | \$633,876 | \$633,876 | \$633,876 | \$633,876 | \$2,535,504 |
| Modification | \$175,009 | \$106,938 | \$106,938 | \$31,938 | \$420,823 |
| Revised | \$808,885 | \$740,814 | \$740,814 | \$665,814 | \$2,956,327 |
| 10% contingency | | | | | \$295,633 |
| Not-to-Exceed | | | | | \$3,251,960 |

Total

| | Modification | Revised | Contingency | Not-to-Exceed |
|--|--------------------|--------------------|------------------|--------------------|
| Centro Latino de San Francisco - Congregate Nutrition Services for Older Adults | \$432,159 | \$4,233,943 | \$423,394 | \$4,657,337 |
| Centro Latino de San Francisco - To-Go Meal Nutrition Services for Older Adults | \$99,896 | \$695,852 | \$69,585 | \$765,437 |
| Episcopal Community Servies - To-Go Meal Nutrition Services for Adults with Disabilities | \$98,679 | \$772,932 | \$77,293 | \$850,225 |
| Kimochi, Inc. - Congregate Nutrition Services for Older Adults | \$420,823 | \$2,956,327 | \$295,633 | \$3,251,960 |
| Total | \$1,051,557 | \$8,659,054 | \$865,905 | \$9,524,959 |

Location

Please refer to the grantee’s site charts for specific locations.

Selection

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

Funding

Funding for these grants are provided through Federal, State, and County General Funds.

ATTACHMENTS

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

Centro Latino de San Francisco

Appendix A-1 – Services to be Provided

Appendix B-1 – Budget

Appendix F-1 – Site Chart

Kimochi, Inc.

Appendix A-1 – Services to be Provided

Appendix B-1 – Budget

Appendix F-1 – Site Chart

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

Centro Latino de San Francisco

Appendix A-1 – Services to be Provided

Appendix B-1 – Budget

Appendix F-1 – Site Chart

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

Episcopal Community Services of San Francisco

Appendix A-1 – Services to be Provided

Appendix B-1 – Budget

Appendix F-1 – Site Chart

**Appendix A-1 - 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

| | |
|---------------------------------|---|
| Grantee | Centro Latino de 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. |

| | |
|---|---|
| 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. |

| | |
|--|---|
| <p>HACCP</p> | <p>Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)</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 nonbinary.</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 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.</p> |
| <p>Menu Planning and Analysis</p> | <p>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)</p> |
| <p>Nutrition Compliance and Quality Assurance (NCQA)</p> | <p>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.</p> |

| | |
|---|--|
| <p>Nutrition Education Session</p> | <p>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)</p> |
| <p>Nutrition Requirements of Meals</p> | <p>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.</p> |
| <p>Nutrition Risk Screening</p> | <p>Completion of the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.</p> |
| <p>OAA</p> | <p>Older Americans Act.</p> |
| <p>OCP</p> | <p>Office of Community Partnerships.</p> |
| <p>Older Adult</p> | <p>A person who is 60 years of age or older, used interchangeably with the term “senior”.</p> |
| <p>Older Californians Nutrition Program Title III C1 and C2 (OCNP)</p> | <p>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).</p> |
| <p>Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)</p> | <p>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.</p> |
| <p>Senior</p> | <p>A person who is 60 years of age or older; used interchangeably with the term “older adult”.</p> |

| | |
|-----------------------------|--|
| 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; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9</i>). |
| 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 LGBTQ+ community
6. Persons at risk of institutionalization

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

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

- 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).

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 |
| Modification 1 | + 50 | 0 | 0 | 0 |
| Modification 2 | 0 | +85 | +85 | 0 |
| Revised | 1,228 | 1,263 | 1,263 | 1,178 |
| Number of Meals | 93,788 | 93,788 | 93,788 | 93,788 |
| Modification 1 | +9,750 | 0 | 0 | 0 |
| Modification 2 | 0 | +11,340 | +11,340 | 0 |
| Revised | 103,538 | 105,128 | 105,128 | 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.

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 |

For assistance with reporting and contract requirements, please contact:

Gary.Hom@sfgov.org
 Contract Manager, Office of Contract Management, SFHSA
 or
 Tiffany.Dang@sfgov.org
 Nutritionist, 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.

| Annual # Meals | Operating Expenses Detail | | | | | | | | | | | | Total |
|----------------|---------------------------|------------------|------------------|----------------------|------------------|------------------|----------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| | COOB/MCO 25-26 + OTO | | | COOB/MCO 25-26 + OTO | | | COOB/MCO 25-26 + OTO | | | COOB/MCO 25-26 | | | |
| | Original | MOD/Revision | Revised | Original | MOD/Revision | Revised | Original | MOD/Revision | Revised | Original | MOD/Revision | Revised | |
| | 7/1/25 - 6/30/26 | 7/1/25 - 6/30/26 | 7/1/25 - 6/30/26 | 7/1/26 - 6/30/27 | 7/1/26 - 6/30/27 | 7/1/26 - 6/30/27 | 7/1/27 - 6/30/28 | 7/1/27 - 6/30/28 | 7/1/27 - 6/30/28 | 7/1/28 - 6/30/29 | 7/1/28 - 6/30/29 | 7/1/28 - 6/30/29 | 7/1/28 - 6/30/29 |
| 93,788 | 9,750 | 103,538 | 93,788 | 11,340 | 105,128 | 93,788 | 11,340 | 105,128 | 93,788 | 0 | 93,788 | 0 | 407,582 |

DAS Operating Expenses

| Expenditure Category | Original | MOD/Revision | Revised | Total |
|--|----------|--------------|----------|----------|--------------|----------|----------|--------------|----------|----------|--------------|----------|----------|
| Rental of Property | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Utilities (Elec, Water, Gas, Phone, Garbage) | \$8,500 | \$5,000 | \$13,500 | \$8,500 | \$8,075 | \$16,575 | \$8,500 | \$8,075 | \$16,575 | \$8,500 | \$8,500 | \$17,000 | \$25,350 |
| Office Supplies, Postage | \$8,050 | \$0 | \$8,050 | \$8,050 | \$1,674 | \$9,724 | \$8,050 | \$1,674 | \$9,724 | \$8,050 | \$8,050 | \$8,050 | \$27,544 |
| Building Maintenance Supplies and Repair | \$10,485 | \$10,485 | \$10,485 | \$1,674 | \$12,159 | \$10,485 | \$1,674 | \$12,159 | \$10,485 | \$1,674 | \$12,159 | \$10,485 | \$45,288 |
| Printing and Reproduction | \$625 | \$625 | \$625 | \$1,675 | \$2,300 | \$625 | \$1,675 | \$2,300 | \$625 | \$625 | \$625 | \$625 | \$5,850 |
| Insurance | \$5,100 | \$5,100 | \$5,100 | \$5,100 | \$5,100 | \$5,100 | \$5,100 | \$5,100 | \$5,100 | \$5,100 | \$5,100 | \$5,100 | \$20,400 |
| Staff Training | \$1,000 | \$1,000 | \$1,000 | \$1,000 | \$1,000 | \$1,000 | \$1,000 | \$1,000 | \$1,000 | \$1,000 | \$1,000 | \$1,000 | \$4,000 |
| Staff Travel-(Local & Out of Town) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Rental of Equipment | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |

| Food Costs | FY 25/26 | FY 26/27 | FY 27/28 | FY 28/29 | Original | MOD/Revision | Revised | Original | MOD/Revision | Revised | Original | MOD/Revision | Revised | Total |
|-----------------------|----------|----------|----------|----------|-----------|--------------|-----------|----------|--------------|-----------|----------|--------------|-----------|-------------|
| Raw Food | \$2.48 | \$2.48 | \$2.48 | \$2.74 | \$256,510 | \$0 | \$256,510 | \$4,207 | \$280,717 | \$256,510 | \$4,207 | \$280,717 | \$256,510 | \$1,034,454 |
| MDM Food Svc Supplies | \$0.44 | \$0.44 | \$0.44 | \$0.49 | \$45,491 | \$0 | \$45,491 | \$765 | \$46,256 | \$45,491 | \$765 | \$46,256 | \$45,491 | \$183,498 |
| Catered Meals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| per meal | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| per meal | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| per meal | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| per meal | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| per meal | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| per meal | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| per meal | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| per meal | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |

| Consulting/Professional Services | Original | MOD/Revision | Revised | Total |
|----------------------------------|----------|--------------|---------|----------|--------------|---------|----------|--------------|---------|----------|--------------|---------|-------|
| Your Part Time Controller | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |

Other

| Vehicle Maintenance | Original | MOD/Revision | Revised | Total |
|---------------------|----------|--------------|----------|----------|--------------|----------|----------|--------------|----------|----------|--------------|----------|----------|
| Vehicle Maintenance | \$7,000 | \$4,500 | \$11,500 | \$7,000 | \$5,000 | \$12,000 | \$7,000 | \$5,000 | \$12,000 | \$7,000 | \$7,000 | \$14,000 | \$42,500 |
| Payroll Service | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |

Total DAS Operating Expense

| | | | | | | | | | | | | | |
|-----------|---------|-----------|-----------|----------|-----------|-----------|----------|-----------|-----------|-----|-----------|-----|-------------|
| \$340,761 | \$9,500 | \$350,261 | \$340,761 | \$21,670 | \$362,431 | \$340,761 | \$21,670 | \$362,431 | \$340,761 | \$0 | \$340,761 | \$0 | \$1,415,884 |
|-----------|---------|-----------|-----------|----------|-----------|-----------|----------|-----------|-----------|-----|-----------|-----|-------------|

NON-DAS Operating Expenses

| Expenditure Category | Original | MOD/Revision | Revised | Total |
|--|----------|--------------|---------|----------|--------------|---------|----------|--------------|---------|----------|--------------|---------|-------|
| Rental of Property | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Utilities (Elec, Water, Gas, Phone, Garbage) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Office Supplies, Postage | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Building Maintenance Supplies and Repair | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Printing and Reproduction | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Insurance | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Staff Training | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Staff Travel-(Local & Out of Town) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Rental of Equipment | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |

| Food Costs | FY 25/26 | FY 26/27 | FY 27/28 | FY 28/29 | Original | MOD/Revision | Revised | Original | MOD/Revision | Revised | Original | MOD/Revision | Revised | Total |
|-----------------------|----------|----------|----------|----------|----------|--------------|----------|----------|--------------|----------|----------|--------------|----------|----------|
| Raw Food | \$0.14 | \$0.14 | \$0.14 | \$0.14 | \$13,130 | \$1,868 | \$14,998 | \$13,130 | \$1,988 | \$15,118 | \$13,130 | \$1,868 | \$15,000 | \$57,060 |
| MDM Food Svc Supplies | \$0.05 | \$0.05 | \$0.05 | \$0.05 | \$5,032 | \$0 | \$5,032 | \$5,032 | \$0 | \$5,032 | \$5,032 | \$0 | \$5,032 | \$2,161 |
| Catered Meals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| per meal | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| per meal | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| per meal | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| per meal | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| per meal | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| per meal | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| per meal | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| per meal | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |

| Consulting/Professional Services | Original | MOD/Revision | Revised | Total |
|----------------------------------|----------|--------------|---------|----------|--------------|---------|----------|--------------|---------|----------|--------------|---------|-------|
| Consultant A | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subcontractor A | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |

Other

| Other A | Original | MOD/Revision | Revised | Total |
|---------|----------|--------------|---------|----------|--------------|---------|----------|--------------|---------|----------|--------------|---------|-------|
| Other A | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Other B | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |

Total NON-DAS Operating Expense

| | | | | | | | | | | | | | |
|----------|---------|----------|----------|---------|----------|----------|---------|----------|----------|-----|----------|-----|----------|
| \$18,162 | \$1,868 | \$20,030 | \$18,162 | \$2,196 | \$20,358 | \$18,162 | \$2,196 | \$20,358 | \$18,162 | \$0 | \$18,162 | \$0 | \$78,928 |
|----------|---------|----------|----------|---------|----------|----------|---------|----------|----------|-----|----------|-----|----------|

Total DAS & NON-DAS Operating Expense

| | | | | | |
|-----------|----------|-----------|-----------|----------|-------|
| \$358,923 | \$11,368 | \$370,311 | \$358,923 | \$23,866 | \$382 |
|-----------|----------|-----------|-----------|----------|-------|

Grantee/Contractor: Centro Latino de San Francisco
 Program: DINE-IN Congregate meals for (X) older adults or () adults with disabilities

NCQA Expenditure Detail

| DAS NCQA Expenditure | Unit price | Unit | Original | CODB/MCO 25-26 + OTO | Revised | Unit price | Unit | Original | CODB/MCO 25-26 + OTO | Revised | Unit price | Unit | Original | CODB/MCO 25-26 + OTO | Revised | Unit price | Unit | Original | CODB/MCO 25-26 + OTO | Revised | 7/1/25 - 6/30/29 | |
|---|--------------------|-------|------------------|----------------------|------------------|--------------------|-------|------------------|----------------------|------------------|--------------------|-------|------------------|----------------------|------------------|--------------------|-------|------------------|----------------------|------------------|------------------|------------------|
| | | | 7/1/25 - 6/30/26 | 7/1/25 - 6/30/26 | 7/1/25 - 6/30/26 | | | 7/1/26 - 6/30/27 | 7/1/26 - 6/30/27 | 7/1/26 - 6/30/27 | | | 7/1/27 - 6/30/28 | 7/1/27 - 6/30/28 | 7/1/27 - 6/30/28 | | | 7/1/28 - 6/30/29 | 7/1/28 - 6/30/29 | 7/1/28 - 6/30/29 | | |
| Menu planning and nutrition analysis | \$900.00 /set | 1.00 | \$900 | \$0 | \$900 | \$900.00 /set | 1.00 | \$900 | \$0 | \$900 | \$900.00 /set | 1.00 | \$900 | \$0 | \$900 | \$900.00 /set | 1.00 | \$900 | \$0 | \$900 | | \$3,600 |
| Kitchen and food service monitoring | \$700.00 | 4.00 | \$2,800 | \$0 | \$2,800 | \$700.00 | 4.00 | \$2,800 | \$0 | \$2,800 | \$700.00 | 4.00 | \$2,800 | \$0 | \$2,800 | \$700.00 | 4.00 | \$2,800 | \$0 | \$2,800 | | \$11,200 |
| Congregate site monitoring | \$400.00 | 39.00 | \$14,400 | \$1,200 | \$15,600 | \$400.00 | 40.00 | \$14,400 | \$1,600 | \$16,000 | \$400.00 | 40.00 | \$14,400 | \$1,600 | \$16,000 | \$400.00 | 36.00 | \$14,400 | \$0 | \$14,400 | | \$62,000 |
| Nutrition education | \$200.00 | 39.00 | \$7,200 | \$600 | \$7,800 | \$200.00 | 40.00 | \$7,200 | \$800 | \$8,000 | \$200.00 | 40.00 | \$7,200 | \$800 | \$8,000 | \$200.00 | 36.00 | \$7,200 | \$0 | \$7,200 | | \$31,000 |
| Nutrition counseling (optional) | \$0.00 /hour | 0.00 | \$0 | \$0 | \$0 | \$0.00 /hour | 0.00 | \$0 | \$0 | \$0 | \$0.00 /hour | 0.00 | \$0 | \$0 | \$0 | \$0.00 /hour | 0.00 | \$0 | \$0 | \$0 | | \$0 |
| In-service training | \$200.00 /training | 2.00 | \$400 | \$0 | \$400 | \$200.00 /training | 2.00 | \$400 | \$0 | \$400 | \$200.00 /training | 2.00 | \$400 | \$0 | \$400 | \$200.00 /training | 2.00 | \$400 | \$0 | \$400 | | \$1,600 |
| HDM Assessment for ENP/C2 nutrition program | /assessment | | \$0 | \$0 | \$0 | /assessment | | \$0 | \$0 | \$0 | /assessment | | \$0 | \$0 | \$0 | /assessment | | \$0 | \$0 | \$0 | | \$0 |
| Annual Assessment for the HDM program for | /annual | | \$0 | \$0 | \$0 | /annual | | \$0 | \$0 | \$0 | /annual | | \$0 | \$0 | \$0 | /annual | | \$0 | \$0 | \$0 | | \$0 |
| Total DAS NCQA Expenditure | | | \$25,700 | \$1,800 | \$27,500 | | | \$25,700 | \$2,400 | \$28,100 | | | \$25,700 | \$2,400 | \$28,100 | | | \$25,700 | \$0 | \$25,700 | | \$109,400 |
| Non DAS NCQA Expenditure | | | | | | | | | | | | | | | | | | | | | | |
| Menu planning and nutrition analysis | \$0.00 /set | 39.00 | \$0 | \$0 | \$0 | \$0.00 /set | 40.00 | \$0 | \$0 | \$0 | \$0.00 /set | 40.00 | \$0 | \$0 | \$0 | \$0.00 /set | 36.00 | \$0 | \$0 | \$0 | | \$0 |
| Kitchen and food service monitoring | \$0.00 | 39.00 | \$0 | \$0 | \$0 | \$0.00 | 40.00 | \$0 | \$0 | \$0 | \$0.00 | 40.00 | \$0 | \$0 | \$0 | \$0.00 | 36.00 | \$0 | \$0 | \$0 | | \$0 |
| HDM Route Monitoring | \$0.00 | | \$0 | \$0 | \$0 | \$0.00 | | \$0 | \$0 | \$0 | \$0.00 | | \$0 | \$0 | \$0 | \$0.00 | | \$0 | \$0 | \$0 | | \$0 |
| Nutrition education | \$0.00 | 2.00 | \$0 | \$0 | \$0 | \$0.00 | 2.00 | \$0 | \$0 | \$0 | \$0.00 | 2.00 | \$0 | \$0 | \$0 | \$0.00 | 2.00 | \$0 | \$0 | \$0 | | \$0 |
| Nutrition counseling (optional) | /hour | 0.00 | \$0 | \$0 | \$0 | /hour | 0.00 | \$0 | \$0 | \$0 | /hour | 0.00 | \$0 | \$0 | \$0 | /hour | 0.00 | \$0 | \$0 | \$0 | | \$0 |
| In-service training | \$0.00 /training | 0.00 | \$0 | \$0 | \$0 | \$0.00 /training | 0.00 | \$0 | \$0 | \$0 | \$0.00 /training | 0.00 | \$0 | \$0 | \$0 | \$0.00 /training | 0.00 | \$0 | \$0 | \$0 | | \$0 |
| HDM Assessment for ENP/C2 nutrition program | /assessment | | \$0 | \$0 | \$0 | /assessment | | \$0 | \$0 | \$0 | /assessment | | \$0 | \$0 | \$0 | /assessment | | \$0 | \$0 | \$0 | | \$0 |
| Annual Assessment for HDM program for Adults | /annual | | \$0 | \$0 | \$0 | /annual | | \$0 | \$0 | \$0 | /annual | | \$0 | \$0 | \$0 | /annual | | \$0 | \$0 | \$0 | | \$0 |
| Total Non DAS NCQA Expenditure | | | \$0 | \$0 | \$0 | | \$0 |
| Total DAS and Non DAS NCQA Expenditure | | | \$25,700 | \$1,800 | \$27,500 | | | \$25,700 | \$2,400 | \$28,100 | | | \$25,700 | \$2,400 | \$28,100 | | | \$25,700 | \$0 | \$25,700 | | \$109,400 |

**Appendix A-1 – 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

| | |
|---------------------------------|---|
| Grantee | Centro Latino de 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. |

| | |
|---|---|
| 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) |

| | |
|---|---|
| <p>Initial Assessment (To-go Meal Nutrition Services)</p> | <p>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)</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 nonbinary.</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 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.</p> |
| <p>Menu Planning and Nutrient Analysis</p> | <p>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)</p> |

| | |
|--|--|
| <p>Nutrition Compliance and Quality Assurance (NCQA)</p> | <p>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.</p> |
| <p>Nutrition Education Session</p> | <p>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)</p> |
| <p>Nutrition Requirements of Meals</p> | <p>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</p> |
| <p>Nutrition Risk Screening</p> | <p>Completion of the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.</p> |
| <p>OAA</p> | <p>Older Americans Act</p> |
| <p>OCP</p> | <p>Office of Community Partnerships.</p> |
| <p>Older Adult</p> | <p>A person who is 60 years or older, used interchangeably with “senior.”</p> |
| <p>Older Californians Nutrition Program Title III C1 and C2 (OCNP)</p> | <p>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).</p> |

| | |
|--|---|
| 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. |

| | |
|-----------------------------|---|
| 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 LGBTQ+ 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

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.

- 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:

- 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

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 |
| Modification 1 | + 100 | 0 | 0 | 0 |
| Revised | 218 | 118 | 118 | 118 |
| Number of Meals | 15,110 | 15,110 | 15,110 | 15,110 |
| Modification 1 | +7,555 | 0 | 0 | 0 |
| Revised | 22,665 | 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.

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 |

For assistance with reporting and contract requirements, please contact:

Gary.Hom@sfgov.org
 Contract Manager, Office of Contract Management, SFHSA
 or
 Tiffany.Dang@sfgov.org
 Nutritionist, 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.

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

| Grantee/Contractor: Centro Latino de San Francisco | | | | | | | | | | | | | Full Term: 7/1/25 - 6/30/29 | | |
|--|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|-----------------------------|------------------|------------------|
| Program: TO-GO Congregate meals for (x) older adults or () adults with disabilities | | | | | | | | | | | | | Effective Date: 3/1/2026 | | |
| New Modification X Revision (Check One) | | | | | | | | | | | | | Modification # 1 | | |
| | Original | MOD/Revision | Revised | Original | MOD/Revision | Revised |
| | 7/1/25 - 6/30/26 | 7/1/25 - 6/30/26 | 7/1/25 - 6/30/26 | 7/1/26 - 6/30/27 | 7/1/26 - 6/30/27 | 7/1/26 - 6/30/27 | 7/1/27 - 6/30/28 | 7/1/27 - 6/30/28 | 7/1/27 - 6/30/28 | 7/1/28 - 6/30/29 | 7/1/28 - 6/30/29 | 7/1/28 - 6/30/29 | 7/1/25 - 6/30/29 | 7/1/25 - 6/30/29 | 7/1/25 - 6/30/29 |
| Annual # Meals | 15,110 | 7,555 | 22,665 | 15,110 | 0 | 15,110 | 15,110 | 0 | 15,110 | 15,110 | 0 | 15,110 | 67,995 | | |
| DAS Expenditures | | | | | | | | | | | | | Total | | |
| Salaries & Benefits | \$95,126 | \$5,165 | \$100,291 | \$95,126 | \$5,600 | \$100,726 | \$95,126 | \$5,600 | \$100,726 | \$95,126 | \$5,600 | \$100,726 | \$402,469 | | |
| Operating Expenses | \$34,430 | \$77,940 | \$112,370 | \$34,430 | -\$3 | \$34,427 | \$34,430 | -\$3 | \$34,427 | \$34,430 | -\$3 | \$34,427 | \$215,651 | | |
| Subtotal | \$129,556 | \$83,105 | \$212,661 | \$129,556 | \$5,597 | \$135,153 | \$129,556 | \$5,597 | \$135,153 | \$129,556 | \$5,597 | \$135,153 | \$618,120 | | |
| Indirect Percentage (%) | 15% | | 9% | 15% | | 14% | 15% | | 14% | 15% | | 14% | 13% | | |
| Indirect Costs (Line 16 X Line 15) | \$19,433 | \$0 | \$19,433 | \$19,433 | \$19,433 | \$19,433 | \$19,433 | \$19,433 | \$19,433 | \$19,433 | \$19,433 | \$19,433 | \$77,732 | | |
| Consultant/Subcontractor | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | | |
| Direct Client Pass-Through | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | | |
| Capital Expenses | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | | |
| NCOA Expenditures | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | | |
| Total DAS Expenses | \$148,989 | \$83,105 | \$232,094 | \$148,989 | \$5,597 | \$154,586 | \$148,989 | \$5,597 | \$154,586 | \$148,989 | \$5,597 | \$154,586 | \$695,852 | | |
| Non-DAS Expenditures | | | | | | | | | | | | | | | |
| Salaries & Benefits | \$27,589 | \$0 | \$27,589 | \$27,589 | \$0 | \$27,589 | \$27,589 | \$0 | \$27,589 | \$27,589 | \$0 | \$27,589 | \$110,356 | | |
| Operating Expenses | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | | |
| Consultant/Subcontractor | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | | |
| Direct Client Pass-Through | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | | |
| Capital Expenses | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | | |
| NCOA Expenditures | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | | |
| Total NON-DAS Expenses | \$27,589 | \$0 | \$27,589 | \$110,356 | | |
| TOTAL DAS AND NON DAS EXPEDITURES | \$176,578 | \$83,105 | \$259,683 | \$176,578 | \$5,597 | \$182,175 | \$176,578 | \$5,597 | \$182,175 | \$176,578 | \$5,597 | \$182,175 | \$806,208 | | |
| HSA / DAS Revenues | | | | | | | | | | | | | | | |
| General Fund | \$148,989 | | \$148,989 | \$148,989 | | \$148,989 | \$148,989 | | \$148,989 | \$148,989 | | \$148,989 | \$595,956 | | |
| State | | | \$0 | | | \$0 | | | \$0 | | | \$0 | \$0 | | |
| Federal | | | \$0 | | | \$0 | | | \$0 | | | \$0 | \$0 | | |
| CODB Eligible 1 | | | \$0 | | | \$0 | | | \$0 | | | \$0 | \$0 | | |
| CODB Eligible 2 | | | \$0 | | | \$0 | | | \$0 | | | \$0 | \$0 | | |
| CODB Eligible 3 | | | \$0 | | | \$0 | | | \$0 | | | \$0 | \$0 | | |
| CODB Eligible 4 | | | \$0 | | | \$0 | | | \$0 | | | \$0 | \$0 | | |
| CODB FY 1 | | \$1,490 | \$1,490 | | \$1,509 | \$1,509 | | \$1,509 | \$1,509 | | \$1,509 | \$1,509 | \$6,017 | | |
| CODB FY 2 | | | \$0 | | \$2,134 | \$2,134 | | \$2,134 | \$2,134 | | \$2,134 | \$2,134 | \$6,402 | | |
| CODB FY 3 | | | \$0 | | | \$0 | | | \$0 | | | \$0 | \$0 | | |
| CODB FY 4 | | | \$0 | | | \$0 | | | \$0 | | | \$0 | \$0 | | |
| MCO | | \$4,251 | \$4,251 | | \$1,954 | \$1,954 | | \$1,954 | \$1,954 | | \$1,954 | \$1,954 | \$10,113 | | |
| OTO | | \$77,364 | \$77,364 | | | \$0 | | | \$0 | | | \$0 | \$77,364 | | |
| Non-CODB Eligible 1 | | | \$0 | | | \$0 | | | \$0 | | | \$0 | \$0 | | |
| Non-CODB Eligible 2 | | | \$0 | | | \$0 | | | \$0 | | | \$0 | \$0 | | |
| Non-CODB Eligible 3 | | | \$0 | | | \$0 | | | \$0 | | | \$0 | \$0 | | |
| Non-CODB Eligible 4 | | | \$0 | | | \$0 | | | \$0 | | | \$0 | \$0 | | |
| Total HSA / DAS Revenues | \$148,989 | \$83,105 | \$232,094 | \$148,989 | \$5,597 | \$154,586 | \$148,989 | \$5,597 | \$154,586 | \$148,989 | \$5,597 | \$154,586 | \$695,852 | | |
| PER MEAL COST, DAS | \$9.86 | \$0.38 | \$10.24 | \$9.86 | \$0.37 | \$10.23 | \$9.86 | \$0.37 | \$10.23 | \$9.86 | \$0.37 | \$10.23 | \$10.23 | | |
| PER MEAL COST (with NCOA), DAS | \$9.86 | \$0.38 | \$10.24 | \$9.86 | \$0.37 | \$10.23 | \$9.86 | \$0.37 | \$10.23 | \$9.86 | \$0.37 | \$10.23 | \$10.23 | | |
| NON HSA / DAS Revenues | | | | | | | | | | | | | | | |
| Project Income | \$0 | | \$0 | \$0 | | \$0 | \$0 | | \$0 | \$0 | | \$0 | \$0 | | |
| Agency Cash- Fundraising | \$0 | | \$0 | \$0 | | \$0 | \$0 | | \$0 | \$0 | | \$0 | \$0 | | |
| Agency In-kind Volunteer | \$27,589 | | \$27,589 | \$27,589 | | \$27,589 | \$27,589 | | \$27,589 | \$27,589 | | \$27,589 | \$110,356 | | |
| | | | \$0 | | | \$0 | | | \$0 | | | \$0 | \$0 | | |
| | | | \$0 | | | \$0 | | | \$0 | | | \$0 | \$0 | | |
| | | | \$0 | | | \$0 | | | \$0 | | | \$0 | \$0 | | |
| Total NON HSA / DAS Revenues | \$27,589 | \$0 | \$27,589 | \$110,356 | | |
| PER MEAL COST, DAS | \$1.83 | -\$0.61 | \$1.22 | \$1.83 | \$0.00 | \$1.83 | \$1.83 | \$0.00 | \$1.83 | \$1.83 | \$0.00 | \$1.83 | \$1.83 | | |
| PER MEAL COST (with NCOA), DAS | \$1.83 | -\$0.61 | \$1.22 | \$1.83 | \$0.00 | \$1.83 | \$1.83 | \$0.00 | \$1.83 | \$1.83 | \$0.00 | \$1.83 | \$1.83 | | |
| TOTAL DAS AND NON DAS REVENUE | \$176,578 | \$83,105 | \$259,683 | \$176,578 | \$5,597 | \$182,175 | \$176,578 | \$5,597 | \$182,175 | \$176,578 | \$5,597 | \$182,175 | \$806,208 | | |
| PER MEAL COST, DAS | \$11.69 | -\$0.23 | \$11.46 | \$11.69 | \$0.37 | \$12.06 | \$11.69 | \$0.37 | \$12.06 | \$11.69 | \$0.37 | \$12.06 | \$11.85 | | |
| PER MEAL COST (with NCOA), DAS | \$11.69 | -\$0.23 | \$11.46 | \$11.69 | \$0.37 | \$12.06 | \$11.69 | \$0.37 | \$12.06 | \$11.69 | \$0.37 | \$12.06 | \$11.85 | | |
| Full Time Equivalent (FTE) | 32.30 | -4.30 | 28.00 | 32.30 | -0.25 | 32.05 | 32.30 | -0.25 | 32.05 | 32.30 | -0.25 | 32.05 | 124.15 | | |

Appendix A-1– 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. |

| | |
|---|---|
| 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) |

| | |
|---|---|
| <p>Initial Assessment (To-go Meal Nutrition Services)</p> | <p>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)</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 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.</p> |
| <p>Menu Planning and Nutrient Analysis</p> | <p>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)</p> |

| | |
|--|--|
| <p>Nutrition Compliance and Quality Assurance (NCQA)</p> | <p>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.</p> |
| <p>Nutrition Education Session</p> | <p>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)</p> |
| <p>Nutrition Requirements of Meals</p> | <p>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</p> |
| <p>Nutrition Risk Screening</p> | <p>Completion of the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.</p> |
| <p>OAA</p> | <p>Older Americans Act</p> |
| <p>OCP</p> | <p>Office of Community Partnerships.</p> |
| <p>Older Adult</p> | <p>A person who is 60 years or older, used interchangeably with “senior.”</p> |
| <p>Older Californians Nutrition Program Title III C1 and C2 (OCNP)</p> | <p>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).</p> |

| | |
|---|---|
| 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.) |
| Supervisory District (District) | There are eleven supervisory 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. |

| | |
|-----------------------------|---|
| 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 LGBTQ+ 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

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.

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.

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.

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 |
| Modification 1 | +190 | | | |
| Revised | 249 | | | |
| Number of Meals | 15,311 | 15,311 | 15,311 | 15,311 |
| Modification 1 | +7,800 | | | |
| Revised | 23,111 | | | |

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.
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
 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.

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

| Grantee/Contractor: Episcopal Community Services | | | | | | | | | | | Full Term: | | 7/1/25 - 6/30/29 |
|---|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|--------------------|
| Program: AWD To-Go Meals | | | | | | | | | | | Effective Date: | | 3/1/2026 |
| New <input type="checkbox"/> Modification <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Check One | | | | | | | | | | | Modification # | | 1 |
| | Budget | MOD/Revision | Revised | Original | MOD/Revision | Budget | Original | MOD/Revision | Budget | Original | MOD/Revision | Budget | |
| | 7/1/25 - 6/30/26 | 7/1/25 - 6/30/26 | 7/1/25 - 6/30/26 | 7/1/26 - 6/30/27 | 7/1/26 - 6/30/27 | 7/1/26 - 6/30/27 | 7/1/27 - 6/30/28 | 7/1/27 - 6/30/28 | 7/1/27 - 6/30/28 | 7/1/28 - 6/30/29 | 7/1/28 - 6/30/29 | 7/1/28 - 6/30/29 | 7/1/25 - 6/30/29 |
| Annual # Meals | 15,311 | 7,800 | 23,111 | 15,311 | | 15,311 | 15,311 | | 15,311 | 15,311 | | 15,311 | 69,044 |
| DAS Expenditures | | | | | | | | | | | | | Total |
| Salaries & Benefits | \$61,167 | | \$61,167 | \$63,183 | -\$2,016 | \$61,167 | \$63,183 | -\$2,016 | \$61,167 | \$63,183 | -\$2,016 | \$61,167 | \$244,668 |
| Operating Expenses | \$86,505 | \$75,219 | \$161,724 | \$83,028 | \$5,545 | \$88,573 | \$83,028 | \$5,545 | \$88,573 | \$83,028 | \$5,545 | \$88,573 | \$427,443 |
| Subtotal | \$147,672 | \$75,219 | \$222,891 | \$146,211 | \$3,529 | \$149,740 | \$146,211 | \$3,529 | \$149,740 | \$146,211 | \$3,529 | \$149,740 | \$672,111 |
| Indirect Percentage (%) | 15% | | 15% | | | 15% | | | 15% | | | 15% | |
| Indirect Costs (Line 16 X Line 15) | \$22,152 | \$11,283 | \$33,435 | \$21,932 | \$530 | \$22,462 | \$21,932 | \$530 | \$22,462 | \$21,932 | \$530 | \$22,462 | \$100,821 |
| Consultant/Subcontractor | | | | | | | | | | | | | |
| Total DAS Expenses | \$169,824 | \$86,502 | \$256,326 | \$168,143 | \$4,059 | \$172,202 | \$168,143 | \$4,059 | \$172,202 | \$168,143 | \$4,059 | \$172,202 | \$772,932 |
| Non-DAS Expenditures | | | | | | | | | | | | | |
| Salaries & Benefits | \$110,488 | | \$110,488 | \$83,868 | \$26,620 | \$110,488 | \$83,868 | \$26,620 | \$110,488 | \$83,868 | \$26,620 | \$110,488 | \$441,952 |
| Operating Expenses | | | | | | | | | | | | | |
| Total NON-DAS Expenses | \$110,488 | | \$110,488 | \$83,868 | \$26,620 | \$110,488 | \$83,868 | \$26,620 | \$110,488 | \$83,868 | \$26,620 | \$110,488 | \$441,952 |
| TOTAL DAS AND NON DAS EXPENDITURES | \$280,312 | \$86,502 | \$366,814 | \$252,011 | \$30,679 | \$282,690 | \$252,011 | \$30,679 | \$282,690 | \$252,011 | \$30,679 | \$282,690 | \$1,214,884 |
| HSA / DAS Revenues | | | | | | | | | | | | | |
| General Fund | \$168,143 | | \$168,143 | \$168,143 | | \$168,143 | \$168,143 | | \$168,143 | \$168,143 | | \$168,143 | \$672,572 |
| State | | | | | | | | | | | | | |
| Federal | | | | | | | | | | | | | |
| COB FY25/26 | \$1,681 | | \$1,681 | | \$1,681 | \$1,681 | | \$1,681 | \$1,681 | | \$1,681 | \$1,681 | \$6,724 |
| OTO | | \$86,502 | \$86,502 | | | | | | | | | | \$86,502 |
| COB FY 26/27 | | | | | \$2,378 | \$2,378 | | \$2,378 | \$2,378 | | \$2,378 | \$2,378 | \$7,134 |
| Total HSA / DAS Revenues | \$169,824 | \$86,502 | \$256,326 | \$168,143 | \$4,059 | \$172,202 | \$168,143 | \$4,059 | \$172,202 | \$168,143 | \$4,059 | \$172,202 | \$772,932 |
| PER MEAL COST, DAS | \$11.09 | | \$11.09 | \$10.98 | \$0.27 | \$11.25 | \$10.98 | \$0.27 | \$11.25 | \$10.98 | \$0.27 | \$11.25 | |
| NON HSA / DAS Revenues | | | | | | | | | | | | | |
| Agency Cash- fundraising | \$83,868 | | \$83,868 | \$83,868 | | \$83,868 | \$83,868 | | \$83,868 | \$83,868 | | \$83,868 | \$335,472 |
| Total NON HSA / DAS Revenues | \$83,868 | | \$83,868 | \$335,472 |
| PER MEAL COST, DAS | \$5.48 | -\$1.85 | \$3.63 | \$5.48 | | \$5.48 | \$5.48 | | \$5.48 | \$5.48 | | \$5.48 | |
| TOTAL DAS AND NON DAS REVENUE | \$253,692 | \$86,502 | \$340,194 | \$252,011 | \$4,059 | \$256,070 | \$252,011 | \$4,059 | \$256,070 | \$252,011 | \$4,059 | \$256,070 | \$1,108,404 |
| PER MEAL COST, DAS | \$16.57 | -\$1.85 | \$14.72 | \$16.46 | \$0.27 | \$16.73 | \$16.46 | \$0.27 | \$16.73 | \$16.46 | \$0.27 | \$16.73 | |
| Full Time Equivalent (FTE) | 1.44 | | 1.44 | 12.00 | -10.56 | 1.44 | 12.00 | -10.56 | 1.44 | 12.00 | -10.56 | 1.44 | |
| Prepared by: | | | | | | | | | | | | | |
| Telephone No. & Email: | | | | | | | | | | | | | |

Grantee/Contractor: Episcopal Community Services
 Program: AWD To-Go Meals

Operating Expenses Detail

| | Budget | MOD/Revision | Revised | Original | MOD/Revision | Budget | Original | MOD/Revision | Budget | Original | MOD/Revision | Budget | 7/1/25 - 6/30/29 Total | | |
|--|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|---------------------------|----------|-----------|
| | 7/1/25 - 6/30/26 | 7/1/25 - 6/30/26 | 7/1/25 - 6/30/26 | 7/1/26 - 6/30/27 | 7/1/26 - 6/30/27 | 7/1/26 - 6/30/27 | 7/1/27 - 6/30/28 | 7/1/27 - 6/30/28 | 7/1/27 - 6/30/28 | 7/1/28 - 6/30/29 | 7/1/28 - 6/30/29 | 7/1/28 - 6/30/29 | | | |
| Annual # Meals | 15,311 | 7,800 | 23,111 | 15,311 | | 15,311 | 15,311 | | 15,311 | 15,311 | | 15,311 | \$69,044 | | |
| DAS Operating Expenses | | | | | | | | | | | | | | | |
| Expenditure Category | | | | | | | | | | | | | | | |
| Rental of Property | | | | | | | | | | | | | | | |
| Utilities(Elec, Water, Gas, Phone, Garbage) | | | | | | | | | | | | | | | |
| Office Supplies, Postage | \$56 | | \$56 | \$56 | | \$56 | \$56 | | \$56 | \$56 | | \$56 | \$224 | | |
| Building Maintenance Supplies and Repair | \$2,251 | | \$2,251 | \$2,251 | | \$2,251 | \$2,251 | | \$2,251 | \$2,251 | | \$2,251 | \$9,004 | | |
| Printing and Reproduction | \$225 | | \$225 | \$225 | | \$225 | \$225 | | \$225 | \$225 | | \$225 | \$900 | | |
| Insurance | \$1,801 | | \$1,801 | \$1,801 | | \$1,801 | \$1,801 | | \$1,801 | \$1,801 | | \$1,801 | \$7,204 | | |
| Staff Training / Recruitment | \$113 | | \$113 | \$113 | | \$113 | \$113 | | \$113 | \$113 | | \$113 | \$452 | | |
| Auto/Gas/Oil Maintenance Van | \$297 | | \$297 | \$297 | | \$297 | \$297 | | \$297 | \$297 | | \$297 | \$1,188 | | |
| Staff Travel | \$34 | | \$34 | \$34 | | \$34 | \$34 | | \$34 | \$34 | | \$34 | \$136 | | |
| Food Costs | | | | | | | | | | | | | | | |
| | | FY 25/26 | FY 26/27 | FY 27/28 | FY 28/29 | | | | | | | | | | |
| Raw Food per meal | \$5.85 | \$4.74 | \$4.74 | \$4.74 | \$4.74 | \$70,441 | \$64,688 | \$135,129 | \$66,964 | \$5,545 | \$72,509 | \$66,964 | \$5,545 | \$72,509 | \$352,656 |
| Food Svc Supplies per meal | \$0.93 | \$0.72 | \$0.72 | \$0.72 | \$0.72 | \$11,015 | \$10,531 | \$21,546 | \$11,015 | | \$11,015 | \$11,015 | | \$11,015 | \$54,591 |
| Consulting/Professional Services | | | | | | | | | | | | | | | |
| Other | | | | | | | | | | | | | | | |
| Equipment Repair | \$272 | | \$272 | \$272 | \$0 | \$272 | \$272 | \$0 | \$272 | \$272 | \$0 | \$272 | \$1,088 | | |
| Total DAS Operating Expense | \$86,505 | \$75,219 | \$161,724 | \$83,028 | \$5,545 | \$88,573 | \$83,028 | \$5,545 | \$88,573 | \$83,028 | \$5,545 | \$88,573 | \$427,443 | | |
| 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 Costs | | | | | | | | | | | | | | | |
| | | FY 25/26 | FY 26/27 | FY 27/28 | FY 28/29 | | | | | | | | | | |
| Raw Food per meal | | | | | | | | | | | | | | | |
| HDM Food Svc Supplies per meal | | | | | | | | | | | | | | | |
| Consulting/Professional Services | | | | | | | | | | | | | | | |
| Other | | | | | | | | | | | | | | | |
| Total NON-DAS Operating Expense | | | | | | | | | | | | | | | |
| Total DAS & NON-DAS Operating Expense | \$86,505 | \$75,219 | \$161,724 | \$83,028 | \$5,545 | \$88,573 | \$83,028 | \$5,545 | \$88,573 | \$83,028 | \$5,545 | \$88,573 | \$427,443 | | |

Appendix F-1 ANNUAL SITE CHART - To-Go AWD NUTRITION SERVICES OFFICE OF COMMUNITY PARTNERSHIPS FY 2025-26

| | | | |
|-------------------------|---|-------------------|--|
| AGENCY: | Episcopal Community Services of San Francisco (ECS) | | |
| MAILING ADDRESS: | 165 18th Street, 3rd Floor, San Francisco, CA 94103 | | |
| DIRECTOR: | Chris Callandrillo | EMAIL: | ccallandrillo@ecs-sf.org |
| PROGRAM MANAGER: | Teresa Tan | EMAIL: | mtan@ecs-sf.org |
| | | PHONE NO.: | (415) 867-4000 |
| | | PHONE NO.: | 415-487-3300 x6213 |

| | To-go meals | To-go meals | To-go meals | | | | | | Total ALL Sites |
|--|---|--------------------------------------|--|---|---|---|---|--|-----------------|
| Congregate Nutrition Services: | To-go meals | To-go meals | To-go meals | | | | | | |
| Dine-in meals or To-go meals | | | | | | | | | |
| Population Served: Older Adults or Adults with Disabilities | Adults with Disabilities | Adults with Disabilities | Adults with Disabilities | | | | | | |
| Site Name | Canon Kip Senior Center (CKSC) | The Granada Hotel | Mission Street | | | | | | |
| Address and Zip | 705 Natoma Street San Francisco, CA 94103 | 1000 Sutter Street SF, CA 94109 | 1064 Mission Street San Francisco, CA 94103 | | | | | | |
| Phone Number | (415) 487-3300 | (415) 487-3300 | (415) 487-3300 | | | | | | |
| Alternate Phone Number | | | | | | | | | |
| Neighborhood | SOMA | Lower Nob Hill | SOMA | | | | | | |
| Supervisorial District No. | 6 | 3 | 6 | | | | | | |
| Bus Line # | 19 | 19 | 14 | | | | | | |
| Site Manager/Coordinator | Teresa Tan | Courtney Blake | Courtney Blake | | | | | | |
| Site Hours Open | 8:30 AM - 5:00 PM | 8:30 AM - 5:00 PM | 8:30 AM - 5:00 PM | | | | | | |
| Brief description of other programming offered at site if applicable | Case Management, Community Services, Hot Meals, Translation, ADRC | Case Management | Case Management | | | | | | |
| Hours of Scheduled Programming | 9:00 AM - 3:00 PM | 10 AM - 3 PM | 10 AM - 3 PM | | | | | | |
| Days Open for Meal Service | Mon, Tues, Wed, Thurs, Fri | Mon, Tues, Wed, Thurs, Fri, Sat, Sun | Mon, Tues, Wed, Thurs, Fri, Sat, Sun | | | | | | |
| Hours of Meal Service | 11 AM - 12:30 PM | 12:30 PM - 1:30 PM | 11:30 AM - 12:30 PM | | | | | | |
| Vegetarian meal option available: (Yes or No) | Yes | Yes | Yes | | | | | | |
| Cuisine Type | Multicultural/Other | Multicultural/Other | Multicultural/Other | | | | | | |
| Annual # Unduplicated Consumers | 80 | 25 | 144 | | | | | | 249 |
| Annual Number of Meals | 3928 | 7628 | 11555 | | | | | | 23,111 |
| Annual # Service Days per FY | 262 | 365 | 365 | | | | | | |
| Average # meals per day | 15 | 21 | 32 | 0 | 0 | 0 | 0 | | 68 |
| Observed holidays | None | | | | | | | | |
| ADA Accessible | Yes | Yes | Yes | | | | | | |
| Site Status Note: (start date for a new site , closure date, or temp closure, etc.) | | | | | | | | | |

| | |
|---|-----|
| Nutrition Education | |
| Annual # Nutrition Education Sessions (4 required) | 4 |
| Annual # of Participants (average # of meals x # of nutrition education sessions) | 270 |

**Appendix A-1 - 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. |

| | |
|--|--|
| <p>Congregate Nutrition Services</p> | <p>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.</p> |
| <p>CRFC</p> | <p>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)</p> |
| <p>DAS</p> | <p>Department of Disability and Aging Services.</p> |
| <p>DAS Benefits and Resources Hub</p> | <p>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</p> |
| <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 congregate, to-go, and home-delivered nutrition services program participants.</p> |
| <p>DGA/Dietary Guidelines for Americans</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>DRI/ Dietary Reference Intakes</p> | <p>Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.</p> |
| <p>Disability</p> | <p>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)</p> |
| <p>Food Security Screening</p> | <p>A two-question validated screening tool designed to assess an individual’s food security status.</p> |

| | |
|---|--|
| 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) |
| LGBTQ+ | An acronym/term used to refer to persons who self-identify as non -heterosexual and/or whose gender identity does not correspond to their sex assigned at birth. 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) |
| 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. |

| | |
|---|--|
| <p>Nutrition Education Session</p> | <p>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)</p> |
| <p>Nutrition Requirements of Meals</p> | <p>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.</p> |
| <p>Nutrition Risk Screening</p> | <p>Completion of the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.</p> |
| <p>OAA</p> | <p>Older Americans Act.</p> |
| <p>OCP</p> | <p>Office of Community Partnerships.</p> |
| <p>Older Adult</p> | <p>A person who is 60 years of age or older, used interchangeably with the term “senior”.</p> |
| <p>Older Californians Nutrition Program Title III C1 and C2 (OCNP)</p> | <p>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).</p> |
| <p>Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)</p> | <p>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.</p> |
| <p>Senior</p> | <p>A person who is 60 years of age or older; used interchangeably with the term “older adult”.</p> |

| | |
|-----------------------------|--|
| 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; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9</i>). |
| 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 LGBTQ+ community
6. Persons at risk of institutionalization

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

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

- 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).

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 |
| Modification 1 | +300 | +150 | +150 | |
| Revised | 1,600 | 1,450 | 1,450 | |
| Number of Meals (UOS) | 60,000 | 60,000 | 60,000 | 60,000 |
| Modification 1 | +14,580 | +6,824 | +6,824 | |
| Revised | 74,580 | 66,824 | 66,824 | |

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 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
 or
 leah.walton@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.

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

| | | | | | | | | | | | | | | |
|---|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|-----------------------------|--|
| Grantee/Contractor: Kimochi | | | | | | | | | | | | | Full Term: 7/1/25 - 6/30/29 | |
| Program: Congregate Meals for Older Adults | | | | | | | | | | | | | Effective Date: 3/1/2026 | |
| New <input type="checkbox"/> Modification <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Check One | | | | | | | | | | | | | Modification # 1 | |
| | | | | | | | | | | | | | FSP ID# 1000036293 | |
| | 7/1/25 - 6/30/26 | 7/1/25 - 6/30/26 | 7/1/25 - 6/30/26 | 7/1/26 - 6/30/27 | 7/1/26 - 6/30/27 | 7/1/26 - 6/30/27 | 7/1/27 - 6/30/28 | 7/1/27 - 6/30/28 | 7/1/27 - 6/30/28 | 7/1/28 - 6/30/29 | 7/1/28 - 6/30/29 | 7/1/28 - 6/30/29 | 7/1/25 - 6/30/29 | |
| Annual # Meals | 60,000 | 14,580 | 74,580 | 60,000 | 6,824 | 66,824 | 60,000 | 6,824 | 66,824 | 60,000 | - | 60,000 | 268,228 | |
| DAS Expenditures | Original | MOD/Revision | Revised | Total | |
| Salaries & Benefits | \$171,565 | \$45,847 | \$217,412 | \$171,565 | \$45,847 | \$217,412 | \$171,565 | \$45,847 | \$217,412 | \$171,565 | \$25,405 | \$196,970 | \$849,206 | |
| Operating Expenses | \$374,018 | \$106,209 | \$480,227 | \$374,018 | \$47,017 | \$421,035 | \$374,018 | \$47,017 | \$421,035 | \$374,018 | \$2,241 | \$376,259 | \$1,698,556 | |
| Subtotal | \$545,583 | \$152,056 | \$697,639 | \$545,583 | \$92,864 | \$638,447 | \$545,583 | \$92,864 | \$638,447 | \$545,583 | \$27,646 | \$573,229 | \$2,547,762 | |
| Indirect Percentage (%) | 15% | | 15% | 15% | | 15% | 15% | | 15% | 15% | | 15% | 15% | |
| Indirect Costs (Line 16 X Line 15) | \$81,693 | \$22,953 | \$104,646 | \$81,693 | \$14,074 | \$95,767 | \$81,693 | \$14,074 | \$95,767 | \$81,693 | \$4,292 | \$85,985 | \$382,165 | |
| Consultant/Subcontractor | | | | | | | | | | | | | | |
| Capital Expenses | | | | | | | | | | | | | | |
| NCQA Expenses | \$6,600 | | \$6,600 | \$6,600 | | \$6,600 | \$6,600 | | \$6,600 | \$6,600 | | \$6,600 | \$26,400 | |
| Total DAS Expenses | \$633,876 | \$175,009 | \$808,885 | \$633,876 | \$106,938 | \$740,814 | \$633,876 | \$106,938 | \$740,814 | \$633,876 | \$31,938 | \$665,814 | \$2,956,327 | |
| Non-DAS Expenditures | | | | | | | | | | | | | | |
| Salaries & Benefits | \$113,239 | -\$16,747 | \$96,492 | \$113,239 | -\$16,747 | \$96,492 | \$113,239 | -\$16,747 | \$96,492 | \$113,239 | \$3,695 | \$116,934 | \$406,410 | |
| Operating Expenses | \$61,348 | \$349 | \$61,697 | \$61,348 | \$21,345 | \$82,693 | \$61,348 | \$21,345 | \$82,693 | \$61,348 | \$30,068 | \$91,416 | \$318,499 | |
| Consultant/Subcontractor | | | | | | | | | | | | | | |
| Capital Expenses | | | | | | | | | | | | | | |
| NCQA Expenses | | | | | | | | | | | | | | |
| Total Non-DAS Expenses | \$174,587 | -\$16,398 | \$158,189 | \$174,587 | \$4,598 | \$179,185 | \$174,587 | \$4,598 | \$179,185 | \$174,587 | \$33,763 | \$208,350 | \$724,909 | |
| TOTAL DAS AND NON DAS EXPENDITURES | \$808,463 | \$158,611 | \$967,074 | \$808,463 | \$111,536 | \$919,999 | \$808,463 | \$111,536 | \$919,999 | \$808,463 | \$65,701 | \$874,164 | \$3,681,236 | |
| HSA / DAS Revenues | | | | | | | | | | | | | | |
| General Fund | \$623,976 | | \$623,976 | \$623,976 | | \$623,976 | \$623,976 | | \$623,976 | \$623,976 | | \$623,976 | \$2,495,904 | |
| State | | | | | | | | | | | | | | |
| Federal | \$3,300 | | \$3,300 | \$3,300 | | \$3,300 | \$3,300 | | \$3,300 | \$3,300 | | \$3,300 | \$13,200 | |
| NCQA | \$6,600 | | \$6,600 | \$6,600 | | \$6,600 | \$6,600 | | \$6,600 | \$6,600 | | \$6,600 | \$26,400 | |
| COB FY 25/26 | | \$6,339 | \$6,339 | | \$6,501 | \$6,501 | | \$6,501 | \$6,501 | | \$6,501 | \$6,501 | \$25,842 | |
| COB FY 26/27 | | | | | \$9,193 | \$9,193 | | \$9,193 | \$9,193 | | \$9,193 | \$9,193 | \$27,579 | |
| MCO | | \$11,789 | \$11,789 | | \$16,244 | \$16,244 | | \$16,244 | \$16,244 | | \$16,244 | \$16,244 | \$60,521 | |
| OTO | | \$156,881 | \$156,881 | | \$75,000 | \$75,000 | | \$75,000 | \$75,000 | | \$75,000 | \$75,000 | \$306,881 | |
| Total HSA / DAS Revenues | \$633,876 | \$175,009 | \$808,885 | \$633,876 | \$106,938 | \$740,814 | \$633,876 | \$106,938 | \$740,814 | \$633,876 | \$31,938 | \$665,814 | \$2,956,327 | |
| PER MEAL COST, DAS | \$10.45 | 0.31 | \$10.76 | \$10.45 | 0.54 | \$10.99 | \$10.45 | 0.54 | \$10.99 | \$10.45 | 0.54 | \$10.99 | | |
| PER MEAL COST, DAS (with NCQA) | \$10.56 | 0.29 | \$10.85 | \$10.56 | 0.53 | \$11.09 | \$10.56 | 0.53 | \$11.09 | \$10.56 | 0.54 | \$11.10 | | |
| NON HSA / DAS Revenues | | | | | | | | | | | | | | |
| Project Income | \$40,000 | | \$40,000 | \$40,000 | | \$40,000 | \$40,000 | | \$40,000 | \$40,000 | | \$40,000 | \$160,000 | |
| Agency Cash- Fundraising | \$66,879 | -\$16,398 | \$50,481 | \$66,879 | \$4,598 | \$71,477 | \$66,879 | \$4,598 | \$71,477 | \$66,879 | \$33,763 | \$100,642 | \$294,077 | |
| Agency In-kind Volunteer | \$65,000 | | \$65,000 | \$65,000 | | \$65,000 | \$65,000 | | \$65,000 | \$65,000 | | \$65,000 | \$260,000 | |
| Agency In-kind Food | \$2,708 | | \$2,708 | \$2,708 | | \$2,708 | \$2,708 | | \$2,708 | \$2,708 | | \$2,708 | \$10,832 | |
| Total NON HSA / DAS Revenues | \$174,587 | -\$16,398 | \$158,189 | \$174,587 | \$4,598 | \$179,185 | \$174,587 | \$4,598 | \$179,185 | \$174,587 | \$33,763 | \$208,350 | \$724,909 | |
| PER MEAL COST, NON-DAS | \$2.91 | -\$1.12 | \$2.12 | \$2.91 | -0.23 | \$2.68 | \$2.91 | -0.23 | \$2.68 | \$2.91 | 0.56 | \$3.47 | | |
| PER MEAL COST, NON-DAS (with NCQA) | \$2.91 | -\$1.12 | \$2.12 | \$2.91 | -0.23 | \$2.68 | \$2.91 | -0.23 | \$2.68 | \$2.91 | 0.56 | \$3.47 | | |
| TOTAL DAS AND NON DAS REVENUE | \$808,463 | \$158,611 | \$967,074 | \$808,463 | \$111,536 | \$919,999 | \$808,463 | \$111,536 | \$919,999 | \$808,463 | \$65,701 | \$874,164 | \$3,681,236 | |
| PER MEAL COST, DAS & Non-DAS | \$13.36 | -\$16,397.69 | \$12.88 | \$13.36 | \$4,598.54 | \$13.67 | \$13.36 | \$4,598.54 | \$13.67 | \$13.36 | \$33,763.54 | \$14.46 | | |
| PER MEAL COST, DAS & Non-DAS (with NCQA) | \$13.47 | -\$0.83 | \$12.97 | \$13.47 | \$0.30 | \$13.77 | \$13.47 | \$0.30 | \$13.77 | \$13.47 | \$1.10 | \$14.57 | | |

Prepared by: Rod Valdepenas

Telephone No. & Email:

HSA Budget Form (3/24)

Grantee/Contractor: Kimoch Program: Congregate Meals for Older Adults Appendix B-1, Page 2

Salaries & Benefits Detail

| DAS Salaries & Benefits | Agency Totals | | | HSA Program | | | 7/1/25 - 6/30/26 | 7/1/25 - 6/30/26 | 7/1/25 - 6/30/26 | Agency Totals | | | HSA Program | | | 7/1/27 - 6/30/27 | 7/1/27 - 6/30/27 | 7/1/27 - 6/30/27 | Agency Totals | | | HSA Program | | | 7/1/27 - 6/30/28 | 7/1/27 - 6/30/28 | 7/1/27 - 6/30/28 | Agency Totals | | | HSA Program | | | 7/1/28 - 6/30/29 | 7/1/28 - 6/30/29 | 7/1/28 - 6/30/29 | 7/1/28 - 6/30/29 | | | | | |
|--|---------------------------------|-------------|--------------------------------|------------------|------------------|------------------|------------------|---------------------------------|------------------|--------------------------------|------------------|------------------|------------------|------------------|---------------------------------|------------------|--------------------------------|------------------|------------------|------------------|------------------|---------------------------------|------------------|--------------------------------|------------------|------------------|------------------|------------------|---------------------------------|------------------|--------------------------------|--------------|------------------|------------------|------------------|------------------|------------------|--|--|--|--|--|
| | Annual Full Time Salary for FTE | Total FTE | % FTE funded by HSA (Max 100%) | Adjusted FTE | Original | MOD/Revision | Revised | Annual Full Time Salary for FTE | Total FTE | % FTE funded by HSA (Max 100%) | Adjusted FTE | Original | MOD/Revision | Revised | Annual Full Time Salary for FTE | Total FTE | % FTE funded by HSA (Max 100%) | Adjusted FTE | Original | MOD/Revision | Revised | Annual Full Time Salary for FTE | Total FTE | % FTE funded by HSA (Max 100%) | Adjusted FTE | Original | MOD/Revision | Revised | Annual Full Time Salary for FTE | Total FTE | % FTE funded by HSA (Max 100%) | Adjusted FTE | Original | MOD/Revision | Revised | Total | | | | | | |
| PotWasher 2 | \$47,840 | 0.53 | 100% | 0.53 | \$22,113 | \$3,003 | \$25,116 | \$47,840 | 0.53 | 100% | 0.53 | \$22,113 | \$3,003 | \$25,116 | \$47,840 | 0.53 | 100% | 0.53 | \$22,113 | \$3,003 | \$25,116 | \$47,840 | 0.53 | 100% | 0.53 | \$22,113 | \$3,003 | \$25,116 | \$47,840 | 0.53 | 100% | 0.53 | \$22,113 | \$3,003 | \$25,116 | \$100,464 | | | | | | |
| PotWasher 1 | \$47,840 | 0.53 | 100% | 0.53 | \$22,113 | \$3,003 | \$25,116 | \$47,840 | 0.53 | 100% | 0.53 | \$22,113 | \$3,003 | \$25,116 | \$47,840 | 0.53 | 100% | 0.53 | \$22,113 | \$3,003 | \$25,116 | \$47,840 | 0.53 | 100% | 0.53 | \$22,113 | \$3,003 | \$25,116 | \$47,840 | 0.53 | 100% | 0.53 | \$22,113 | \$3,003 | \$25,116 | \$100,464 | | | | | | |
| Head Cook | \$54,080 | 0.70 | 100% | 0.70 | \$32,760 | \$5,096 | \$37,856 | \$54,080 | 0.70 | 100% | 0.70 | \$32,760 | \$5,096 | \$37,856 | \$54,080 | 0.70 | 100% | 0.70 | \$32,760 | \$5,096 | \$37,856 | \$54,080 | 0.70 | 100% | 0.70 | \$32,760 | \$5,096 | \$37,856 | \$54,080 | 0.70 | 100% | 0.70 | \$32,760 | \$5,096 | \$37,856 | \$151,424 | | | | | | |
| Asst. Cook 1 | \$47,840 | 0.44 | 100% | 0.44 | \$18,428 | \$2,502 | \$20,930 | \$47,840 | 0.44 | 100% | 0.44 | \$18,428 | \$2,502 | \$20,930 | \$47,840 | 0.44 | 100% | 0.44 | \$18,428 | \$2,502 | \$20,930 | \$47,840 | 0.44 | 100% | 0.44 | \$18,428 | \$2,502 | \$20,930 | \$47,840 | 0.44 | 100% | 0.44 | \$18,428 | \$2,502 | \$20,930 | \$83,720 | | | | | | |
| Senior Center Asst. | \$48,880 | 0.70 | 100% | 0.70 | \$29,484 | \$4,732 | \$34,216 | \$48,880 | 0.70 | 100% | 0.70 | \$29,484 | \$4,732 | \$34,216 | \$48,880 | 0.70 | 100% | 0.70 | \$29,484 | \$4,732 | \$34,216 | \$48,880 | 0.70 | 100% | 0.70 | \$29,484 | \$4,732 | \$34,216 | \$48,880 | 0.70 | 100% | 0.70 | \$29,484 | \$4,732 | \$34,216 | \$136,864 | | | | | | |
| Asst. Cook 2 | \$47,840 | 0.53 | 100% | 0.53 | \$22,113 | \$3,003 | \$25,116 | \$47,840 | 0.53 | 100% | 0.53 | \$22,113 | \$3,003 | \$25,116 | \$47,840 | 0.53 | 100% | 0.53 | \$22,113 | \$3,003 | \$25,116 | \$47,840 | 0.53 | 100% | 0.53 | \$22,113 | \$3,003 | \$25,116 | \$47,840 | 0.53 | 100% | 0.53 | \$22,113 | \$3,003 | \$25,116 | \$100,464 | | | | | | |
| Senior Center Coordinator | \$49,920 | 0.35 | 100% | 0.35 | \$17,472 | \$17,472 | \$17,472 | \$49,920 | 0.35 | 100% | 0.35 | \$17,472 | \$17,472 | \$17,472 | \$49,920 | 0.35 | 100% | 0.35 | \$17,472 | \$17,472 | \$17,472 | \$49,920 | 0.35 | 100% | 0.35 | \$17,472 | \$17,472 | \$17,472 | \$49,920 | 0.35 | 100% | 0.35 | \$17,472 | \$17,472 | \$17,472 | \$52,416 | | | | | | |
| TOTALS | \$344,240 | 3.76 | 7.00 | 3.76 | \$147,011 | \$38,811 | \$185,822 | \$344,240 | 3.76 | 7.00% | 3.76 | \$147,011 | \$38,811 | \$185,822 | \$344,240 | 3.76 | 7.00% | 3.76 | \$147,011 | \$38,811 | \$185,822 | \$294,320 | 3.41 | 6.00% | 3.41 | \$147,011 | \$21,339 | \$168,350 | \$294,320 | 3.41 | 6.00% | 3.41 | \$147,011 | \$21,339 | \$168,350 | \$725,816 | | | | | | |
| FRINGE BENEFIT RATE | 17% | | | | | | 17% | | | | | | 17% | | | | | | 17% | | | | | | 17% | | | | | | 17% | | | | | | 17% | | | | | |
| EMPLOYEE FRINGE BENEFITS | | | | | | | \$24,554 | \$7,036 | \$31,590 | | | | \$24,554 | \$7,036 | \$31,590 | | | | \$24,554 | \$7,036 | \$31,590 | | | | \$24,554 | \$7,036 | \$31,590 | | | | \$24,554 | \$4,066 | \$28,620 | \$123,380 | | | | | | | | |
| TOTAL DAS SALARIES & BENEFITS | | | | \$171,565 | \$45,847 | \$217,412 | | | | \$171,565 | \$45,847 | \$217,412 | | | | \$171,565 | \$45,847 | \$217,412 | | | | \$171,565 | \$45,847 | \$217,412 | | | | \$171,565 | \$25,405 | \$196,970 | \$849,206 | | | | | | | | | | | |
| NON-DAS Salaries & Benefits | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Agency Totals | | | HSA Program | | | 7/1/25 - 6/30/26 | 7/1/25 - 6/30/26 | 7/1/25 - 6/30/26 | Agency Totals | | | HSA Program | | | 7/1/27 - 6/30/27 | 7/1/27 - 6/30/27 | 7/1/27 - 6/30/27 | Agency Totals | | | HSA Program | | | 7/1/27 - 6/30/28 | 7/1/27 - 6/30/28 | 7/1/27 - 6/30/28 | Agency Totals | | | HSA Program | | | 7/1/28 - 6/30/29 | 7/1/28 - 6/30/29 | 7/1/28 - 6/30/29 | 7/1/28 - 6/30/29 | | | | | |
| POSITION TITLE | Annual Full Time Salary for FTE | Total FTE | % FTE funded by HSA (Max 100%) | Adjusted FTE | Original | MOD/Revision | Revised | Annual Full Time Salary for FTE | Total FTE | % FTE funded by HSA (Max 100%) | Adjusted FTE | Original | MOD/Revision | Revised | Annual Full Time Salary for FTE | Total FTE | % FTE funded by HSA (Max 100%) | Adjusted FTE | Original | MOD/Revision | Revised | Annual Full Time Salary for FTE | Total FTE | % FTE funded by HSA (Max 100%) | Adjusted FTE | Original | MOD/Revision | Revised | Annual Full Time Salary for FTE | Total FTE | % FTE funded by HSA (Max 100%) | Adjusted FTE | Original | MOD/Revision | Revised | Total | | | | | | |
| Volunteer | \$65,000 | 1.00 | 100% | 1.00 | \$65,000 | | \$65,000 | \$65,000 | 1.00 | 100% | 1.00 | \$65,000 | | \$65,000 | \$65,000 | 1.00 | 100% | 1.00 | \$65,000 | | \$65,000 | \$65,000 | 1.00 | 100% | 1.00 | \$65,000 | | \$65,000 | \$65,000 | 1.00 | 100% | 1.00 | \$65,000 | | \$65,000 | \$65,000 | \$260,000 | | | | | |
| Senior Center Coordinator | \$49,920 | 0.35 | 100% | 0.35 | \$32,032 | -\$14,560 | \$17,472 | \$49,920 | 0.35 | 100% | 0.35 | \$32,032 | -\$14,560 | \$17,472 | \$49,920 | 0.35 | 100% | 0.35 | \$32,032 | -\$14,560 | \$17,472 | \$49,920 | 0.70 | 100% | 0.70 | \$32,032 | -\$2,912 | \$29,120 | \$49,920 | 0.70 | 100% | 0.70 | \$32,032 | -\$2,912 | \$29,120 | \$34,944 | \$87,360 | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOTALS | \$114,920 | 1.35 | 2.00 | 1.35 | \$97,032 | -\$14,560 | \$82,472 | \$114,920 | 1.35 | 200% | 1.35 | \$97,032 | -\$14,560 | \$82,472 | \$114,920 | 1.35 | 200% | 1.35 | \$97,032 | -\$14,560 | \$82,472 | \$114,920 | 1.70 | 200% | 1.70 | \$97,032 | -\$2,912 | \$94,120 | \$114,920 | 1.70 | 200% | 1.70 | \$97,032 | -\$2,912 | \$94,120 | \$347,360 | | | | | | |
| FRINGE BENEFIT RATE | 17% | | | | | | 17% | | | | | | 17% | | | | | | 17% | | | | | | 17% | | | | | | 17% | | | | | | 17% | | | | | |
| EMPLOYEE FRINGE BENEFITS | | | | | | | \$16,207 | -\$2,187 | \$14,020 | | | | \$16,207 | -\$2,187 | \$14,020 | | | | \$16,207 | -\$2,187 | \$14,020 | | | | \$16,207 | -\$2,187 | \$14,020 | | | | \$16,207 | \$783 | \$16,990 | \$59,050 | | | | | | | | |
| TOTAL NON-DAS SALARIES & BENEFITS | | | | \$113,239 | -\$16,747 | \$96,492 | | | | \$113,239 | -\$16,747 | \$96,492 | | | | \$113,239 | -\$16,747 | \$96,492 | | | | \$113,239 | -\$16,747 | \$96,492 | | | | \$113,239 | \$3,695 | \$116,934 | \$406,410 | | | | | | | | | | | |
| Total DAS and NON-DAS Salaries and Benefits | | | | \$284,804 | \$29,100 | \$313,904 | | | | \$284,804 | \$29,100 | \$313,904 | | | | \$284,804 | \$29,100 | \$313,904 | | | | \$284,804 | \$29,100 | \$313,904 | | | | \$284,804 | \$29,100 | \$313,904 | | | | | | | | | | | | |

| Operating Expenses Detail | | | | | | | | | | | | Appendix B-1, Page 3 | |
|--|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|----------------------|------------------|
| Annual # Meals | | | | | | | | | | | | | Total |
| 7/1/25 - 6/30/26 | 7/1/25 - 6/30/26 | 7/1/25 - 6/30/26 | 7/1/26 - 6/30/27 | 7/1/26 - 6/30/27 | 7/1/26 - 6/30/27 | 7/1/27 - 6/30/28 | 7/1/27 - 6/30/28 | 7/1/27 - 6/30/28 | 7/1/28 - 6/30/29 | 7/1/28 - 6/30/29 | 7/1/28 - 6/30/29 | 7/1/28 - 6/30/29 | 7/1/25 - 6/30/29 |
| Original | MOD/Revision | Revised | Original | MOD/Revision | Revised | Original | MOD/Revision | Revised | Original | MOD/Revision | Revised | Original | 5/19/24 |
| 60000 | 14580 | 74580 | 60000 | 6824 | 66824 | 60000 | 6824 | 66824 | 60000 | | 60000 | | 5/19/24 |
| DAS Operating Expenses | | | | | | | | | | | | | |
| Expenditure Category | | | | | | | | | | | | | |
| Rental of Property | \$8,000 | \$800 | \$8,800 | \$8,000 | \$800 | \$8,800 | \$8,000 | \$800 | \$8,800 | \$8,000 | \$800 | \$8,800 | \$35,200 |
| Utilities(Elec, Water, Gas, Phone, Garbage) | \$47,898 | \$2,889 | \$50,787 | \$47,898 | -\$16,204 | \$31,694 | \$47,898 | -\$16,204 | \$31,694 | \$47,898 | -\$25,221 | \$22,677 | \$136,852 |
| Office Supplies, Postage | \$4,158 | \$1,785 | \$5,943 | \$4,158 | \$1,842 | \$6,000 | \$4,158 | \$1,842 | \$6,000 | \$4,158 | \$1,412 | \$5,570 | \$23,513 |
| Building Maintenance Supplies and Repair | \$8,000 | \$1,680 | \$9,680 | \$8,000 | \$1,680 | \$9,680 | \$8,000 | \$1,680 | \$9,680 | \$8,000 | \$1,680 | \$9,680 | \$38,720 |
| Printing and Reproduction | \$2,200 | \$462 | \$2,662 | \$2,200 | \$462 | \$2,662 | \$2,200 | \$462 | \$2,662 | \$2,200 | \$462 | \$2,662 | \$10,648 |
| Insurance | \$8,000 | \$1,680 | \$9,680 | \$8,000 | \$1,680 | \$9,680 | \$8,000 | \$1,680 | \$9,680 | \$8,000 | \$1,680 | \$9,680 | \$38,720 |
| Staff Training | \$500 | | \$500 | \$500 | | \$500 | \$500 | | \$500 | \$500 | | \$500 | \$2,000 |
| Staff Travel-(Local & Out of Town) | | | | | | | | | | | | | |
| Rental of Equipment | \$5,000 | \$1,050 | \$6,050 | \$5,000 | \$1,050 | \$6,050 | \$5,000 | \$1,050 | \$6,050 | \$5,000 | \$1,050 | \$6,050 | \$24,200 |
| Food Cost | | | | | | | | | | | | | |
| Raw Food <i>per meal</i> | \$4.32 | \$4.32 | \$4.32 | \$4.32 | \$4.32 | \$4.32 | \$4.32 | \$4.32 | \$4.32 | \$4.32 | \$4.32 | \$4.32 | \$1,160.048 |
| Cong Food Svc Supplies <i>per meal</i> | \$0.85 | \$0.85 | \$0.85 | \$0.85 | \$0.85 | \$0.85 | \$0.85 | \$0.85 | \$0.85 | \$0.85 | \$0.85 | \$0.85 | \$228.655 |
| Consulting/Professional/Subcontracting Services | | | | | | | | | | | | | |
| Other | | | | | | | | | | | | | |
| Total DAS Operating Expense | | | | | | | | | | | | | |
| | \$374,018 | \$106,209 | \$480,227 | \$374,018 | \$47,017 | \$421,035 | \$374,018 | \$47,017 | \$421,035 | \$374,018 | \$2,241 | \$376,259 | \$1,698,556 |
| NON-DAS Operating Expenses | | | | | | | | | | | | | |
| Expenditure Category | | | | | | | | | | | | | |
| Rental of Property | \$50,000 | | \$50,000 | \$50,000 | | \$50,000 | \$50,000 | | \$50,000 | \$50,000 | | \$50,000 | \$200,000 |
| Utilities(Elec, Water, Gas, Phone, Garbage) | \$8,640 | \$349 | \$8,989 | \$8,640 | \$21,345 | \$29,985 | \$8,640 | \$21,345 | \$29,985 | \$8,640 | \$30,345 | \$38,985 | \$107,944 |
| Food Cost | | | | | | | | | | | | | |
| Raw Food - in kind <i>per meal</i> | \$0.04 | \$0.04 | \$0.04 | \$0.04 | \$0.04 | \$0.04 | \$0.04 | \$0.04 | \$0.04 | \$0.04 | \$0.04 | \$0.04 | \$10.555 |
| Total NON-DAS Operating Expense | | | | | | | | | | | | | |
| | \$61,348 | \$349 | \$61,697 | \$61,348 | \$21,345 | \$82,693 | \$61,348 | \$21,345 | \$82,693 | \$61,348 | \$30,068 | \$91,416 | \$318,499 |
| Total DAS & NON-DAS Operating Expense | | | | | | | | | | | | | |
| | \$435,366 | \$106,558 | \$541,924 | \$435,366 | \$68,362 | \$503,728 | \$435,366 | \$68,362 | \$503,728 | \$435,366 | \$32,309 | \$467,675 | \$2,017,055 |

| APPENDIX F-1 ANNUAL SITE CHART - CONGREGATE NUTRITION SERVICES | | OFFICE OF COMMUNITY | 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: mlnihei@kimochi-inc.org | PHONE NO.: 415-931-2294 |

| Congregate Nutrition Services: | | | | | | | | Total ALL Sites |
|---|---|---|---|---|--|---|--------|-----------------|
| Dine-in meals or To-go meals | Dine-in meals | Dine-in meals | | | | | | |
| Population Served: Older Adults or Adults with Disabilities | Older Adults | Older Adults | | | | | | |
| Site Name | Kimochi Senior Center | Kimochi Home | | | | | | |
| Address and Zip | 1840 Sutter St. San Francisco, CA 94115 | 1531 Sutter St. San Francisco, CA 94109 | | | | | | |
| Phone Number | 415-931-2294 | 415-922-9972 | | | | | | |
| Alternate Phone Number | 415-931-2294 | 415-931-2294 | | | | | | |
| Neighborhood | Japantown/Western Addition | Japantown/Western Addition | | | | | | |
| Supervisorial District No. | 5 | 5 | | | | | | |
| Bus Line # | 2, 22, 38 | 2, 22, 38 | | | | | | |
| Site Manager/Coordinator | Jarrod Miller | Linda Ishii | | | | | | |
| Site Hours Open | 9:00-5:00 | 9:00-5:00 | | | | | | |
| Brief description of other programming offered at site if applicable | Congregate, HDM, Community Services, Transportation | Congregate, Adult Day Program, Res. Care | | | | | | |
| Hours of Scheduled Programming | 9:00AM-1:00PM | 10:00AM-3:00PM | | | | | | |
| Days Open for Meal Service | <input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday | <input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday | <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday | <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday | <input type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday | <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday | | |
| Hours of Meal Service | 10:00AM-1:00PM | 11:30AM-12:30PM | | | | | | |
| Vegetarian meal option available: (Yes or No) | No | No | | | | | | |
| Cuisine Type | Japanese | Japanese | | | | | | |
| Annual # Unduplicated Consumers | 1,540 | 60 | | | | | 1,600 | |
| Annual Number of Meals | 66,780 | 7,800 | | | | | 74,580 | |
| Annual # Service Days per FY | 249 | 249 | | | | | | |
| Average # meals per day | 268 | 31 | | | | | 300 | |
| Observed holidays | Saturdays, Sundays, 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. | | | | | | | |
| ADA Accessible | Yes | Yes | | | | | | |
| Site Status Note: (start date for a new site, closure date, or temp closure, etc.) | | | | | | | | |

| | |
|--|------|
| Nutrition Education | |
| Annual # Nutrition Education Sessions (4 required) | 4 |
| Annual # of Participants (average # of meals x # of nutrition education sessions) | 1198 |