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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 DS
Date:	June 3, 2026
Subject:	New Grant: **Project Open Hand** (Nonprofit) For Provision of Nutrition and Supportive Services for Healthy Outcomes

	Full Term	Contingency	Total
Grant Term:	7/1/26- 6/30/30		
Grant Amount:	$2,476,256	$247,626	$2,723,882

	FY 26-27	FY 27-28	FY 28-29	FY 29-30
Annual Amount:	$619,064	$619,064	$619,064	$619,064

	County	State	Federal	Contingency	Total
Funding Source:	$2,476,256			$247,626	$2,723,882
Percentage:	100%				100%

The Department of Disability and Aging Services (DAS) requests authorization to enter into a new grant agreement with **Project Open Hand** for the period of July 1, 2026, to June 30, 2030, in the amount of $2,476,256 plus a 10% contingency for a total amount not to exceed $2,723,882. The purpose of this grant is to provide medically tailored nutrition support coupled with nutrition counseling and nutrition education for older adults and adults with disabilities living in the community who have a chronic disease diagnosis.

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Background

Older adults and adults with disabilities are at higher risk for food insecurity than the general population. Food insecurity can result in poor nutritional status, exacerbate chronic illnesses, and lead to negative health outcomes. Access to affordable, nutritious food in sufficient quantity is essential in maintaining and improving health, especially for individuals living with chronic health conditions.

Beginning in FY 2017-2018, DAS has allocated funding focused on the critical linkage between positive nutritional status and health outcomes for individuals living with a chronic health condition. The program, along with similar food as medicine programs throughout the state and country, has demonstrated meals and education tailored to a client's needs improves client satisfaction and health outcomes.

Services to be Provided

Grantee will provide a medically tailored nutrition support program for eligible older adults and adults with disabilities who have a diagnosis of one or more of the following conditions: heart disease (coronary artery disease), congestive heart failure, chronic obstructive pulmonary disease, uncontrolled diabetes, or end-stage renal disease. Referral from a primary care provider is required prior to enrollment and at six-month intervals to confirm continued eligibility and current health status. The program will include medically tailored meals, medically tailored bags of groceries, and supportive services (i.e. nutrition education and counseling services). The food and nutrition education provided to consumers will comply with the dietary recommendations for their eligible chronic health condition(s) and the nutrition counseling services provided will be individualized based on the consumer's health goals and personal circumstances.

Location

Refer to Appendix C, Site Chart for locations of services.

Selection

The grantees were selected through RFP #1223 issued on November 24, 2025.

Funding

Funding for this grant is provided through County General Funds.

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Attachments

Appendix A, Scope of Services
Appendix B, Budget
Appendix C, Site Chart

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SAN FRANCISCO
HUMAN SERVICES AGENCY

Appendix A – Scope of Services

Project Open Hand
Nutrition and Supportive Services for Healthy Outcomes
July 1, 2026 – June 30, 2030

I. Purpose of Grant

The purpose of this grant is to provide a medically tailored nutrition support program for older adults and adults with disabilities living in the City and County of San Francisco who are food insecure and have altered nutritional needs due to a chronic health condition. The program offers evidence-based meal and food support coupled with nutrition education and nutrition counseling. The program mitigates the risks of negative health outcomes associated with food insecurity and optimizes the nutritional health of individuals with a chronic health condition by providing nutrition support overseen by a registered dietitian (RD/RDN).

II. Definitions

Adult with a Disability	A person 18 to 59 years of age with a disability
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CARBON	SFHSA's web-based Contracts Administration, Reporting, and Billing On-line System

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Chronic Disease	The U.S. National Center for Health Statistics defines chronic disease as one lasting three (3) months or more. For the purpose of this grant, chronic diseases include heart disease (coronary artery disease), congestive heart failure, end-stage renal disease, chronic obstructive pulmonary disease, and uncontrolled diabetes (HgA1c >7%).
CFRC	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)
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.
Controller	Controller of the City and County of San Francisco or designated agent.
DAS	Department of Disability and Aging Services
DAS Benefits and Resources Hub	A unit within DAS that is equipped to receive calls from the community and provide information, referrals, and assistance for older adults and adults with disabilities, caregivers, and community-based organizations. https://www.sfhsa.org/contact-us/locations/das-benefits-and-resources-hub
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments,

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	that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: activities of daily living (ADL), and instrumental activities of daily living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
Food Security Screening	A two-question validated screening tool designed to assess an individual's food security status.
Grantee	Project Open Hand
HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards.
HgA1c	The Hemoglobin A1c (HgA1c) test is a blood test that measures average blood sugar levels over the past two to three months, aiding in the diagnosis and management of prediabetes and diabetes. The target for most adults with diabetes is below 7%
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 300% of the federal poverty line defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for program enrollment and/or participation is not means tested. Consumers self-report income status.
Malnutrition Screening Tool (MST)	A simple, quick, valid, and reliable tool used to identify patients at risk for malnutrition in many developed

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	countries. It consists of two questions: decreased intake due to poor appetite and amount of recent unintentional weight loss. The sum of these parameters is obtained to result in a score between zero and five. Patients are considered at risk for malnutrition if they receive a score of two or more (Ferguson et al, 1999) https://www.andeal.org/topic.cfm?menu=5382&cat=5925
Medically Tailored Groceries	A bag/box of food that is designed and approved by a Registered Dietitian Nutritionist (RD/RDN) and complies with the dietary guidelines for one or more of the qualifying chronic diseases. The bag/box of groceries will consist of food items in sufficient quantity and variety to prepare at least seven (7) meals per week. The foods in the bag/box of groceries will provide a minimum of one-third the individual's weekly dietary needs.
Medically Tailored Meal	A meal that is designed and approved by a RD/RDN and complies with the dietary guidelines for one or more of the qualifying chronic diseases.
Medically Tailored Nutrition Support	Medically tailored nutrition support is the provision of prepared meals or groceries to consumers who have altered nutritional needs due to a chronic health condition. Medically tailored nutrition support is evidenced-based and overseen by a registered dietitian (RD/RDN).
Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code.
Nutrition Education	An intervention targeting participants and caregivers that uses information dissemination, instruction, or training with the intent to support food, nutrition, and physical activity choices and behaviors (related to nutritional

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	status) to maintain or improve health and address nutrition-related conditions. Content is consistent with the DGA and/or the client's health condition(s); accurate, culturally sensitive, regionally appropriate, and considers personal preferences; is overseen by a registered dietitian (RD/RDN); and is provided in a group setting.
OCP	Office of Community Partnerships
Older Adult	A person who is 60 years of age or older; used interchangeably with the term "senior".
PCP	Primary care provider or primary care physician is a health care professional who practices general medicine and includes doctors, nurse practitioners, and physician assistants.
Registered Dietitian/Registered Dietitian Nutritionist (RD/RDN)	Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration. A Registered Dietitian shall be covered by professional liability insurance either individually (if a consultant) or through the grantee.
Senior	A person who is 60 years of age or older; used interchangeably with the term "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 units, run reports, etc.
SFHSA	San Francisco Human Services Agency
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).*

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Supportive Services	Supportive services include nutrition education and nutrition counseling
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.
Service Units:	
Unduplicated Consumer (UDC)	One unit is a consumer receiving medically tailored nutrition support (i.e. meals and/or groceries), with their participation documented by the grantee in SF DAS GetCare.
Unit of Service (UOS): Medically Tailored Bag of Groceries	One unit is one bag of medically tailored groceries provided to an eligible consumer; the bag of groceries must contain a sufficient quantity and variety to prepare at least seven (7) meals per week.
Unit of Service (UOS): Medically Tailored Meal	One unit is one complete, medically tailored meal provided to an eligible consumer.
Unit of Service (UOS): Supportive Service Hours	One unit is one hour of nutrition education provided to one or more consumers or one hour of individualized nutrition counseling provided to a consumer.

III. Target Population

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

A. Persons with low to moderate income
B. Persons who are socially isolated
C. Persons with limited English-speaking proficiency
D. Persons from communities of color or historically underserved communities that have historically been under-served
E. Members of the LGBTQIA+ community
F. Persons at risk of institutionalization

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IV. Eligibility

To be eligible for Nutrition and Supportive Services for Healthy Outcomes, a participant must be:

A. A person who is sixty (60) years of age or older (older adult) or an adult who is eighteen to fifty-nine (18-59) years of age with a disability (adult with a disability); and

B. A resident of San Francisco; and

C. Has a diagnosis of one or more of the following qualifying chronic diseases: heart disease (coronary artery disease), congestive heart failure, chronic obstructive pulmonary disease, uncontrolled diabetes (with HbA1c ≥ 7%), or end stage renal disease, and

D. Is not currently enrolled in a DAS OCP-funded Home-Delivered Meal (HDM), Home-Delivered Grocery (HDG), or equivalent program.

V. Description of Services

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

A. Grantee will provide a medically tailored nutrition support program for eligible older adults and adults with disabilities. The program will include all the following:

1. Medically tailored meals: Medically tailored meals will comply with the dietary guidelines for individuals with the eligible chronic health condition(s), offer a minimum of one-third the individual's daily dietary needs, and contain culturally responsive quality foods. The provision of medically tailored meals will consist of one (1) meal per day, five (5) or more days per week. The meals must be prepared and ready to eat. Meals may be hot or cold.
2. Medically tailored bags/boxes of groceries: Medically tailored bags/boxes of groceries will consist of food items in sufficient quantity and variety to prepare seven (7) meals per week. The foods in the grocery bag will comply with the dietary guidelines for individuals with an eligible chronic health condition(s), collectively offer a minimum of one-third the individual's weekly dietary needs and contain culturally responsive quality foods.
3. Supportive services: Support services will include nutrition education and nutrition counseling. Nutrition education and nutrition counseling may be in person, over the phone, and through virtual platforms. The grantee will ensure that the supportive services provided are accessible to the program participants

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B. Grantee, in consultation with the consumer, will determine which medically tailored food and supportive service options meet the consumer's needs. The grantee will ensure food and cultural preferences are considered.

C. Grantee will offer program participants nutrition education and nutrition counseling that is specific to their qualifying chronic health condition(s). The grantee will offer program participants individualized nutrition counseling at least once every six months. The grantee will ensure that supportive services are accessible and provided by culturally and linguistically appropriate staff.

D. Grantee will verify consumer eligibility through an intake process that includes receiving documentation from a consumer's PCP confirming their qualifying chronic disease diagnosis prior to the consumer's program enrollment. The enrollment term is 6 months. Enrollment may be extended, in six (6) month increments, for up to 24 months (two years) in total, if the consumer continues to meet eligibility criteria and demonstrates need for services due to chronic disease status, food insecurity, and need for additional supportive services (i.e., nutrition education and/or nutrition counseling). The grantee will reconfirm a consumer's eligibility with the PCP prior to re-enrolling at each 6-month check point.

E. Grantee will disenroll any consumer who is no longer eligible to participate in the program or whose enrollment is ending. Prior to disenrollment, the grantee will refer consumers to other nutrition support services in the community such as congregate meals, home delivered meals, food pantries, and/or home delivered groceries as well as the DAS Benefits and Resource Hub.

F. Grantee will obtain consumer demographics required by DAS OCP and document the responses in SF DAS GetCare within one month of obtaining them.

G. Grantee will conduct an annual food security screening for each consumer and document the individual responses in SF DAS GetCare within one month of obtaining them.

H. Grantee will provide delivery consumers with the following information at minimum during the enrollment process:

1. Delivery schedule
2. Sample menu
3. Safe food handling instructions for the meal(s) including reheating instructions if applicable
4. Grievance policy
5. Information on how to request assistance from the grantee when needed

I. Grantee will have written policies and procedures in place for accepting and handling program income, such as voluntary client contributions, in accordance with DAS OCP Policy Memorandum No. 5.

J. Grantee will manage all aspects of food service, including the procurement, preparation, transport, and delivery of food and meals to program participants.

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The grantee will ensure compliance with the standards established by the California Retail Food Code (CRFC), and the San Francisco Department of Public Health (SFDPH) Environmental Health Branch. This includes but is not limited to the following:

1. A Food Facility Permit, also known as a Health Permit, is required for each facility involved in the preparation, handling, and/or serving of food to the public. In addition, the facility must provide a current health inspection report with a "pass" facility rating status, as issued by the Environmental Health Branch of SFDPH.
2. A certified Food Safety Manager must be on staff to oversee and manage the day-to-day operations of food service.
3. All staff involved in the preparation, storage, service, or handling of food and/or meals must engage in approved food safety training.

K. Grantee will submit to DAS OCP for review and approval menus for medically tailored meals and medically tailored groceries that have been developed and approved by the grantee's Registered Dietitian and correspond with each of the eligible chronic diseases. The grantee will submit the menus at least one month in advance with a corresponding nutrient analysis. All menu substitutions must also be reviewed and approved by the grantee's Registered Dietitian.

L. Grantee will provide 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).

M. Grantee will ensure that a qualified manager is on staff to conduct the day-to-day management and administrative functions of the program. The grantee will ensure there is sufficient and qualified staff, paid and/or volunteer, with the appropriate education, experience, and cultural competency to carry out the requirements of the program and deliver quality services to meet the needs of the consumers.

N. Grantee will conduct HACCP central kitchen and food distribution monitoring at least once per quarter and a minimum of four (4) times during the fiscal year. Additionally, grantee will conduct delivery route temperature checks at least two (2) times for each route during the fiscal year. Temperature checks should evaluate, identify, and address time and temperature control or other food safety issues on each route to ensure food safety.

O. Grantee will have procedures in place to obtain views of program participants about the services received. At minimum, the grantee will develop and administer an annual consumer satisfaction survey to capture feedback on program outcomes and service quality. The survey will be reviewed and approved by DAS OCP. The results will be shared with DAS OCP by March 15 each grant year, or on a mutually agreed-upon date.

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P. Grantee will provide orientation and training to all new program staff, both paid and volunteer, to ensure they can perform their assigned responsibilities. All staff must complete food safety training before handling food for distribution to consumers. Additionally, the grantee will conduct in-service training for program staff at least twice per year, with one session focused on food safety to prevent foodborne illness and ensure food is safe for consumption. An annual in-service training schedule must be created and submitted to DAS at the start of each fiscal year. The grantee will maintain attendance records with signatures or proof of completion of these training sessions.

Q. 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).

R. 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.

S. Grantee will ensure that DAS funding information is prominently displayed on its websites and publications related to the DAS-funded nutrition program, in accordance with DAS OCP Policy Memorandum No.47.

T. Grantee 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.

U. Grantee will attend meetings with DAS OCP as needed, with meetings coordinated by DAS at mutually agreed-upon times.

V. Grantee will arrange for the availability of meals and/or food to participants during a major disaster where feasible and appropriate.

VI. Location and Time of Services

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

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VII. Service Objectives

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

Table A	FY 26/27	FY 27/28	FY 28/29	FY 29/30
Number of Unduplicated Consumers	300	300	300	300
Number of Medically Tailored Meals	37,085	37,085	37,085	37,085
Number of Medically Tailored Bags of Groceries	8,238	8,238	8,238	8,238
Number of Support Service Hours	496	496	496	496

VIII. Outcome Objectives

On an annual basis during the grant term, Grantee will meet the following outcome objectives:

A. Consumers rate the quality of the food they receive as excellent or good. Target: 85%

B. Consumers report the supportive services they receive are accessible and beneficial. Target: 75%

C. Consumers report they improved or maintained their overall health due to program participation. Target: 75%

D. Consumers with uncontrolled diabetes (HbA1c ≥ 7%) maintain or improve their HbA1c. Target: 65%

E. Consumers identified as being at elevated risk of malnutrition – defined by a Malnutrition Screening Tool (MST) score of ≥ 2 – will maintain or improve (reduce) their MST score. Target: 65%

Outcomes A through C shall be based on a consumer satisfaction survey with a response rate of at least 40% of the consumers enrolled in the program at the time the grantee administers the survey.

Outcomes D and E shall be based on the consumer data collected by the grantee at the time of enrollment and each re-enrollment, with complete baseline and follow-up data collected from at least 40% of individuals who meet the outcome criteria.

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IX. Data Collection and Reporting Requirements

A. Grantee will provide a monthly report of activities, referencing the tasks as described in Section VII & VIII – Service and Outcome Objectives. Grantee shall enter all service objectives into the SF DAS GetCare Service Unit section by the 5th working day of the month for the preceding month.

B. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month. Each report must include:

a. The total number of unduplicated consumers served

b. The total units of service provided

C. Grantee will provide an annual report summarizing the grant/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 of the month following the end of the program year.

D. Grantee will provide Ad Hoc reports as required by the Department.

E. Quarterly and Annual Reports will be entered into the Contracts Administration, Reporting, and Billing Online (CARBON) system.

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

emmy.miller@sfgov.org
Contract Manager, Office of Contract Management, SFHSA

or

leah.walton@sfgov.org
Nutritionist/Program Manager, Office of Community Partnerships, SFHSA

X. Monitoring Activities

A. Program Monitoring will include review of client eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives; compliance to specific program standards or requirements; how consumer records are collected and maintained; reporting performance including monthly service unit reports on SF DAS GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting, evidence that program staff have completed Security Awareness Training; program operation, which includes a review of a written policies and procedures manual of all DAS funded programs, written project income policies if

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applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current; a board of director list and whether services are provided appropriately according to Sections III through IX.

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

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HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM

Grantee/Contractor: Project Open Hand				Full Term:	7/1/26 - 6/30/30
Program: Nutrition & Supportive Services for Healthy Outcomes				Effective Date:	7/1/2026
New ☑ Modification ☐ Revision ☐ (Check One)				Modification #	
	7/1/26 - 6/30/27	**7/1/27- 6/30/28**	**7/1/28 - 6/30/29**	**7/1/29 - 6/30/30**	**7/1/26 - 6/30/30**
Annual # Meals	**37,085**	**37,085**	**37,085**	**37,085**	**148,340**
Annual # Grocery Bags	**8,238**	**8,238**	**8,238**	**8,238**	**32,952**
Annual # Supportive Service Hours	**496**	**496**	**496**	**496**	**1,984**
DAS Expenditures	**Original**	**Original**	**Original**	**Original**	**Total**
Salaries & Benefits	$277,517	$279,251	$281,037	$281,117	$1,118,922
Operating Expenses	$260,800	$259,066	$257,280	$257,200	$1,034,346
Subtotal	$538,317	$538,317	$538,317	$538,317	$2,153,268
Indirect Percentage (%)	15%	15%	15%	15%	
Indirect Costs (Line 16 X Line 15)	$80,747	$80,747	$80,747	$80,747	$322,988
Consultant/Subcontractor					
Capital Expenses					
Total DAS Expenses	**$619,064**	**$619,064**	**$619,064**	**$619,064**	**$2,476,256**
Non-DAS Expenditures					
Salaries & Benefits	$173,331	$174,208	$175,110	$175,170	$697,819
Operating Expenses	$75,647	$77,235	$78,875	$78,945	$310,702
Consultant/Subcontractor					
Capital Expenses					
Total NON-DAS Expenses	$248,978	$251,443	$253,985	$254,115	$1,008,521
TOTAL DAS AND NON DAS EXPENDITURES	$868,042	$870,507	$873,049	$873,179	$3,484,777
HSA / DAS Revenues					
General Fund	**$619,064**	**$619,064**	**$619,064**	**$619,064**	**$2,476,256**
State					
Federal					
Total HSA / DAS Revenues	**$619,064**	**$619,064**	**$619,064**	**$619,064**	**$2,476,256**
Meals program budgeted amount	**$408,514**	**$408,514**	**$408,514**	**$408,514**	$1,634,056
PER MEAL COST, DAS	**$11.02**	**$11.02**	**$11.02**	**$11.02**	
Grocery Bag Program budgeted amount	**$156,507**	**$156,507**	**$156,507**	**$156,507**	$626,028
PER GROCERY BAG COST, DAS	**$19.00**	**$19.00**	**$19.00**	**$19.00**	
Supportive Services budgeted amount	**$54,043**	**$54,043**	**$54,043**	**$54,043**	$216,172
PER SUPPORTIVE SERVICE HOUR, DAS	**$108.96**	**$108.96**	**$108.96**	**$108.96**	
NON HSA/DAS Revenues					
Project Income					
Agency Cash - Fundraising					
Agency In-Kind Volunteer	$68,049	$68,049	$68,049	$68,049	$272,196
Agency Property (Occupancy)	$40,665	$40,665	$40,665	$40,665	$162,660
Total NON HSA/DAS Revenues	**$108,714**	**$108,714**	**$108,714**	**$108,714**	**$434,856**
TOTAL DAS AND NON DAS REVENUE	**$727,778**	**$727,778**	**$727,778**	**$727,778**	**$2,911,112**

Prepared by:

Telephone No. & Email:

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Salaries & Benefits Detail

DAS Salaries & Benefits	Agency Totals		HSA Program		7/1/26 - 6/30/27	Agency Totals		HSA Program		7/1/27- 6/30/28	Agency Totals		HSA Program		7/1/28 - 6/30/29	Agency Totals		HSA Program		7/1/29 - 6/30/30	7/1/26 - 6/30/30
POSITION TITLE	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Original	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Original	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Original	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Original	Total
Program Staff																					
Senior Director, Programs	$108,180	0.10	100%	0.10	$10,818	$108,180	0.10	1.00	0.10	$10,818	$108,180	0.10	1.00	0.10	$10,818	$108,180	0.10	1.00	0.10	$10,818	$43,272
Manager, Wellness Program, San Francisco	$86,052	0.21	100%	0.21	$18,467	$86,052	0.21	1.00	0.21	$18,467	$86,052	0.21	1.00	0.21	$18,467	$86,052	0.21	1.00	0.21	$18,467	$73,868
Wellness Program Coordinator	$61,818	0.21	100%	0.21	$12,982	$61,818	0.21	1.00	0.21	$12,982	$61,818	0.21	1.00	0.21	$12,982	$61,818	0.21	1.00	0.21	$12,982	$51,928
Wellness Program Coordinator	$61,818	0.21	100%	0.21	$12,982	$61,818	0.21	1.00	0.21	$12,982	$61,818	0.21	1.00	0.21	$12,982	$61,818	0.21	1.00	0.21	$12,982	$51,928
Healthcare & Community Partnership Liaison	$68,640	0.10	100%	0.10	$6,699	$68,640	0.10	1.00	0.10	$6,699	$68,640	0.10	1.00	0.10	$6,699	$68,640	0.10	1.00	0.10	$6,699	$26,796
Client Engagement Specialist	$55,369	0.13	100%	0.13	$7,267	$57,030	0.13	1.00	0.13	$7,485	$58,741	0.13	1.00	0.13	$7,710	$58,741	0.13	1.00	0.13	$7,710	$30,172
Client Engagement Specialist	$55,369	0.12	100%	0.12	$6,540	$57,030	0.12	1.00	0.12	$6,737	$58,741	0.12	1.00	0.12	$6,939	$58,741	0.12	1.00	0.12	$6,939	$27,155
Nutrition Staff																					
Director, Nutrition Services	$104,368	0.21	100%	0.21	$21,782	$104,368	0.21	1.00	0.21	$21,782	$104,368	0.21	1.00	0.21	$21,782	$104,368	0.21	1.00	0.21	$21,782	$87,128
Registered Dietitian	$75,296	0.21	100%	0.21	$15,714	$75,296	0.21	1.00	0.21	$15,714	$75,296	0.21	1.00	0.21	$15,714	$75,296	0.21	1.00	0.21	$15,714	$62,856
Nutrition Assistant	$55,369	0.21	100%	0.21	$11,556	$55,369	0.21	1.00	0.21	$11,556	$55,369	0.21	1.00	0.21	$11,556	$55,369	0.21	1.00	0.21	$11,556	$46,224
Kitchen Staff																					
Cook II	$52,728	0.06	57%	0.03	$1,833	$54,310	0.06	0.57	0.03	$1,888	$55,939	0.06	0.57	0.03	$1,945	$55,939	0.06	0.57	0.03	$1,945	$7,611
Cook I	$50,232	0.06	57%	0.03	$1,747	$51,739	0.06	0.57	0.03	$1,799	$53,291	0.06	0.57	0.03	$1,853	$53,291	0.06	0.57	0.03	$1,853	$7,252
Lead Cook	$55,370	0.06	57%	0.03	$1,925	$57,031	0.06	0.57	0.03	$1,983	$58,742	0.06	0.57	0.03	$2,042	$58,742	0.06	0.57	0.03	$2,042	$7,992
Sous Chef	$61,360	0.06	57%	0.03	$2,133	$61,360	0.06	0.57	0.03	$2,133	$61,360	0.06	0.57	0.03	$2,133	$61,360	0.06	0.57	0.03	$2,133	$8,532
Porter I	$47,840	0.06	57%	0.03	$1,663	$49,275	0.06	0.57	0.03	$1,713	$50,753	0.06	0.57	0.03	$1,765	$50,753	0.06	0.57	0.03	$1,765	$6,906
Executive Chef	$107,081	0.06	57%	0.03	$3,723	$107,081	0.06	0.57	0.03	$3,723	$107,081	0.06	0.57	0.03	$3,723	$107,081	0.06	0.57	0.03	$3,723	$14,892
Senior Director, Culinary Services	$121,414	0.06	57%	0.03	$4,222	$121,414	0.06	0.57	0.03	$4,222	$121,414	0.06	0.57	0.03	$4,222	$121,414	0.06	0.57	0.03	$4,222	$16,888
Culinary Services Quality Manager	$72,100	0.06	57%	0.03	$2,507	$72,100	0.06	0.57	0.03	$2,507	$72,100	0.06	0.57	0.03	$2,507	$72,100	0.06	0.57	0.03	$2,507	$10,028
Inventory Operations Coordinator II	$52,728	0.06	57%	0.03	$1,833	$54,310	0.06	0.57	0.03	$1,888	$55,939	0.06	0.57	0.03	$1,945	$57,617	0.06	0.57	0.03	$2,003	$7,669
Culinary Nutritionist	$75,504	0.06	57%	0.03	$2,625	$75,504	0.06	0.57	0.03	$2,625	$75,504	0.06	0.57	0.03	$2,625	$75,504	0.06	0.57	0.03	$2,625	$10,500
Manager, Inventory Operations	$73,202	0.06	57%	0.03	$2,545	$73,202	0.06	0.57	0.03	$2,545	$73,202	0.06	0.57	0.03	$2,545	$73,202	0.06	0.57	0.03	$2,545	$10,180
Grocery Center Staff																					
Grocery Center Inventory Operations Coordinator	$53,768	0.11	57%	0.06	$3,433	$55,381	0.11	0.57	0.06	$3,536	$57,042	0.11	0.57	0.06	$3,642	$57,042	0.11	0.57	0.06	$3,642	$14,253
Grocery Center Operations Coordinator II	$53,768	0.11	57%	0.06	$3,433	$55,381	0.11	0.57	0.06	$3,536	$57,042	0.11	0.57	0.06	$3,642	$57,042	0.11	0.57	0.06	$3,642	$14,253
Grocery Operations Lead	$58,136	0.11	57%	0.06	$3,711	$59,880	0.11	0.57	0.06	$3,823	$61,676	0.11	0.57	0.06	$3,937	$61,676	0.11	0.57	0.06	$3,937	$15,408
Manager, Food Operations	$79,168	0.11	57%	0.06	$5,054	$79,168	0.11	0.57	0.06	$5,054	$79,168	0.11	0.57	0.06	$5,054	$79,168	0.11	0.57	0.06	$5,054	$20,216
Senior Dir., Volunteer & Grocery Operations	$118,000	0.10	57%	0.06	$6,726	$118,000	0.10	0.57	0.06	$6,726	$118,000	0.10	0.57	0.06	$6,726	$118,000	0.10	0.57	0.06	$6,726	$26,904
Distribution Staff																					
Driver	$50,232	0.09	57%	0.05	$2,477	$51,739	0.09	0.57	0.05	$2,551	$53,291	0.09	0.57	0.05	$2,628	$53,291	0.09	0.57	0.05	$2,628	$10,284
Dispatcher	$60,133	0.09	57%	0.05	$2,965	$61,937	0.09	0.57	0.05	$3,054	$63,795	0.09	0.57	0.05	$3,145	$63,795	0.09	0.57	0.05	$3,145	$12,309
Manager, Distribution	$76,385	0.09	57%	0.05	$3,766	$76,385	0.09	0.57	0.05	$3,766	$76,385	0.09	0.57	0.05	$3,766	$76,385	0.09	0.57	0.05	$3,766	$15,064
Director Distribution and Inventory Operations	$103,931	0.09	57%	0.05	$5,124	$103,931	0.09	0.57	0.05	$5,124	$103,931	0.09	0.57	0.05	$5,124	$103,931	0.09	0.57	0.05	$5,124	$20,496
Operations Staff																					
Manager, Procurement	$85,000	0.09	57%	0.05	$4,361	$85,000	0.09	0.57	0.05	$4,361	$85,000	0.09	0.57	0.05	$4,361	$85,000	0.09	0.57	0.05	$4,361	$17,444
Senior Director, Business Operations	$120,000	0.02	57%	0.01	$1,368	$120,000	0.02	0.57	0.01	$1,368	$120,000	0.02	0.57	0.01	$1,368	$120,000	0.02	0.57	0.01	$1,368	$5,472
Manager, Volunteer Services	$79,567	0.09	57%	0.05	$4,082	$79,567	0.09	0.57	0.05	$4,082	$79,567	0.09	0.57	0.05	$4,082	$79,567	0.09	0.57	0.05	$4,082	$16,328
Volunteer Coordinator	$59,176	0.09	57%	0.05	$3,036	$60,951	0.09	0.57	0.05	$3,127	$62,780	0.09	0.57	0.05	$3,221	$62,780	0.09	0.57	0.05	$3,221	$12,605
TOTALS	$2,499,101	3.56		2.77	$201,099	$2,520,247	3.56		2.77	$202,356	$2,542,027	3.56		2.77	$203,650	$2,543,705	3.56		2.77	$203,708	$810,813
FRINGE BENEFIT RATE	38%			-		38%					38%					38%					
EMPLOYEE FRINGE BENEFITS					$76,418					$76,895					$77,387					$77,409	$308,109
TOTAL DAS SALARIES & BENEFITS					$277,517					$279,251					$281,037					$281,117	$1,118,922

NON-DAS Salaries & Benefits	Agency Totals		HSA Program		7/1/26 - 6/30/27	Agency Totals		HSA Program		7/1/27- 6/30/28	Agency Totals		HSA Program		7/1/28 - 6/30/29	Agency Totals		HSA Program		7/1/29 - 6/30/30	7/1/26 - 6/30/30
POSITION TITLE	Annual Full Time Salary for FTE	Total FTE	% FTE funded by grantee (Max 100%)	Adjusted FTE	Original	Annual Full Time Salary for FTE	Total FTE	% FTE funded by grantee (Max 100%)	Adjusted FTE	Original	Annual Full Time Salary for FTE	Total FTE	% FTE funded by grantee (Max 100%)	Adjusted FTE	Original	Annual Full Time Salary for FTE	Total FTE	% FTE funded by grantee (Max 100%)	Adjusted FTE	Original	Total
Cook II	$52,728	0.06	43%	0.03	$1,383	$54,310	0.06	43%	0.03	$1,425	$55,939	0.06	43%	0.03	$1,467	$55,939	0.06	43%	0.03	$1,467	$5,742
Cook I	$50,232	0.06	43%	0.03	$1,318	$51,739	0.06	43%	0.03	$1,357	$53,291	0.06	43%	0.03	$1,398	$53,291	0.06	43%	0.03	$1,398	$5,471
Lead Cook	$55,370	0.06	43%	0.03	$1,452	$57,031	0.06	43%	0.03	$1,496	$58,742	0.06	43%	0.03	$1,541	$58,742	0.06	43%	0.03	$1,541	$6,030
Sous Chef	$61,360	0.06	43%	0.03	$1,609	$61,360	0.06	43%	0.03	$1,609	$61,360	0.06	43%	0.03	$1,609	$61,360	0.06	43%	0.03	$1,609	$6,436
Porter I	$47,840	0.06	43%	0.03	$1,255	$49,275	0.06	43%	0.03	$1,292	$50,753	0.06	43%	0.03	$1,331	$50,753	0.06	43%	0.03	$1,331	$5,209
Executive Chef	$107,081	0.06	43%	0.03	$2,809	$107,081	0.06	43%	0.03	$2,809	$107,081	0.06	43%	0.03	$2,809	$107,081	0.06	43%	0.03	$2,809	$11,236
Senior Director, Culinary Services	$121,414	0.06	43%	0.03	$3,185	$121,414	0.06	43%	0.03	$3,185	$121,414	0.06	43%	0.03	$3,185	$121,414	0.06	43%	0.03	$3,185	$12,740
Culinary Services Quality Manager	$72,100	0.06	43%	0.03	$1,891	$72,100	0.06	43%	0.03	$1,891	$72,100	0.06	43%	0.03	$1,891	$72,100	0.06	43%	0.03	$1,891	$7,564
Inventory Operations Coordinator II	$52,728	0.06	43%	0.03	$1,383	$54,310	0.06	43%	0.03	$1,425	$55,939	0.06	43%	0.03	$1,467	$57,617	0.06	43%	0.03	$1,511	$5,786
Culinary Nutritionist	$75,504	0.06	43%	0.03	$1,980	$75,504	0.06	43%	0.03	$1,980	$75,504	0.06	43%	0.03	$1,980	$75,504	0.06	43%	0.03	$1,980	$7,920
Manager, Inventory Operations	$73,202	0.06	43%	0.03	$1,920	$73,202	0.06	43%	0.03	$1,920	$73,202	0.06	43%	0.03	$1,920	$73,202	0.06	43%	0.03	$1,920	$7,680
Grocery Center Inventory Operations Coordinator	$53,768	0.11	43%	0.05	$2,589	$55,381	0.11	43%	0.05	$2,667	$57,042	0.11	43%	0.05	$2,747	$57,042	0.11	43%	0.05	$2,747	$10,750
Grocery Center Operations Coordinator II	$53,768	0.11	43%	0.05	$2,589	$55,381	0.11	43%	0.05	$2,667	$57,042	0.11	43%	0.05	$2,747	$57,042	0.11	43%	0.05	$2,747	$10,750
Grocery Operations Lead	$58,136	0.11	43%	0.05	$2,800	$59,880	0.11	43%	0.05	$2,884	$61,676	0.11	43%	0.05	$2,970	$61,676	0.11	43%	0.05	$2,970	$11,624
Manager, Food Operations	$79,168	0.11	43%	0.05	$3,813	$79,168	0.11	43%	0.05	$3,813	$79,168	0.11	43%	0.05	$3,813	$79,168	0.11	43%	0.05	$3,813	$15,252
Senior Dir., Volunteer & Grocery Operations	$118,000	0.10	43%	0.04	$5,074	$118,000	0.10	43%	0.04	$5,074	$118,000	0.10	43%	0.04	$5,074	$118,000	0.10	43%	0.04	$5,074	$20,296
Driver	$50,232	0.09	43%	0.04	$1,868	$51,739	0.09	43%	0.04	$1,924	$53,291	0.09	43%	0.04	$1,982	$53,291	0.09	43%	0.04	$1,982	$7,756
Dispatcher	$60,133	0.09	43%	0.04	$2,237	$61,937	0.09	43%	0.04	$2,304	$63,795	0.09	43%	0.04	$2,373	$63,795	0.09	43%	0.04	$2,373	$9,287
Manager, Distribution	$76,385	0.09	43%	0.04	$2,841	$76,385	0.09	43%	0.04	$2,841	$76,385	0.09	43%	0.04	$2,841	$76,385	0.09	43%	0.04	$2,841	$11,364
Director Distribution and Inventory Operations	$103,931	0.09	43%	0.04	$3,866	$103,931	0.09	43%	0.04	$3,866	$103,931	0.09	43%	0.04	$3,866	$103,931	0.09	43%	0.04	$3,866	$15,464
Manager, Procurement	$85,000	0.09	43%	0.04	$3,290	$85,000	0.09	43%	0.04	$3,290	$85,000	0.09	43%	0.04	$3,290	$85,000	0.09	43%	0.04	$3,290	$13,160
Senior Director, Business Operations	$120,000	0.02	43%	0.01	$1,032	$120,000	0.02	43%	0.01	$1,032	$120,000	0.02	43%	0.01	$1,032	$120,000	0.02	43%	0.01	$1,032	$4,128
Manager, Volunteer Services	$79,567	0.09	43%	0.04	$3,079	$79,567	0.09	43%	0.04	$3,079	$79,567	0.09	43%	0.04	$3,079	$79,567	0.09	43%	0.04	$3,079	$12,316
Volunteer Coordinator	$59,176	0.09	43%	0.04	$2,290	$60,951	0.09	43%	0.04	$2,359	$62,780	0.09	43%	0.04	$2,430	$62,780	0.09	43%	0.04	$2,430	$9,509
Kitchen & Grocery Center Volunteers	$80,309	0.85	100%	0.85	$68,049	$80,309	0.85	100%	0.85	$68,049	$80,309	0.85	100%	0.85	$68,049	$80,309	0.85	100%	0.85	$68,049	$272,196
TOTALS	$1,847,131	2.70		1.64	$125,602	$1,864,955	2.70		1.64	$126,238	$1,883,313	2.70		1.64	$126,891	$1,884,991	2.70		1.64	$126,935	$505,666
FRINGE BENEFIT RATE	38%					38%					38%					38%					
EMPLOYEE FRINGE BENEFITS					$47,729					$47,970					$48,219					$48,235	$192,153
TOTAL NON-DAS SALARIES & BENEFITS					$173,331					$174,208					$175,110					$175,170	$697,819
Total DAS and NON-DAS Salaries and Benefits					$450,848					$453,459					$456,147					$456,287	$1,816,741

Docusign Envelope ID: 6646AD36-1F62-4C49-B682-267C1CF4786D

Grantee/Contractor: Project Open Hand
Program: Nutrition & Supportive Services for Healthy Outcomes

Operating Expenses Detail

	7/1/26 - 6/30/27 Original	7/1/27- 6/30/28 Original	7/1/28 - 6/30/29 Original	7/1/29 - 6/30/30 Original	7/1/26 - 6/30/30 Total
DAS Operating Expenses					
Expenditure Category					
Rental of Property					
Utilities(Elec, Water, Gas, Phone, Garbage)	$13,653	$11,919	$10,133	$10,053	$45,758
Office Supplies, Postage	$2,613	$2,613	$2,613	$2,613	$10,452
Building Maintenance Supplies and Repair	$5,959	$5,959	$5,959	$5,959	$23,836
Printing and Reproduction					
Insurance	$5,454	$5,454	$5,454	$5,454	$21,816
Staff Training	$1,425	$1,425	$1,425	$1,425	$5,700
Staff Travel-(Local & Out of Town)	$614	$614	$614	$614	$2,456
Rental of Equipment					
Food Cost					
Raw Food *per meal* $2.90 *per grocery* $13.50	$218,760	$218,760	$218,760	$218,760	$875,040
Consulting/Professional/Subcontracting Services					
Other					
Data Communication, Licenses, Dues	$7,034	$7,034	$7,034	$7,034	$28,136
Vehicle Expense	$5,288	$5,288	$5,288	$5,288	$21,152
Total DAS Operating Expense	$260,800	$259,066	$257,280	$257,200	$1,034,346
NON-DAS Operating Expenses					
Expenditure Category					
Rental of Property	$40,665	$40,665	$40,665	$40,665	$162,660
Utilities(Elec, Water, Gas, Phone, Garbage)	$11,605	$13,193	$14,833	$14,903	$54,534
Office Supplies, Postage	$950	$950	$950	$950	$3,800
Building Maintenance Supplies and Repair	$2,166	$2,166	$2,166	$2,166	$8,664
Printing and Reproduction					
Insurance	$1,982	$1,982	$1,982	$1,982	$7,928
Staff Training	$518	$518	$518	$518	$2,072
Staff Travel-(Local & Out of Town)	$223	$223	$223	$223	$892
Rental of Equipment					
Food Cost					
Raw Food *per meal* $0.15 *per grocery* $0.91	$13,059	$13,059	$13,059	$13,059	$52,236
Consulting/Professional/Subcontracting Services					
Other					
Data Communication, Licenses, Dues	$2,557	$2,557	$2,557	$2,557	$10,228
Vehicle Expense	$1,922	$1,922	$1,922	$1,922	$7,688
Total NON-DAS Operating Expense	$75,647	$77,235	$78,875	$78,945	$310,702
Total DAS & NON-DAS Operating Expense	$336,447	$336,301	$336,155	$336,145	$1,345,048

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7/1/2026	**Appendix C SITE CHART**				FY: 7/1/26-6/30/27
AGENCY: Project Open Hand					
CONTRACT MAILING ADDRESS: 730 Polk Street, San Francisco, CA 94109			Agency's web site:	www.openhand.org	
DIRECTOR:	Ana Ayala		PHONE NO.:		415-447-2330
Nutrition and Supportive Services For Healthy Outcomes					**TOTAL**
SITES: **Name of Site**	Project Open Hand	Mobile Van - Excelsior	Mobile Van - Bayview	Mobile Van - Mission	
Address and Zip	730 Polk Street San Francisco, CA 94109	4836 Mission St, San Francisco, CA 94112	2401 Keith St., San Francisco, CA 94124	2865 16th St., San Francisco, CA 94103	
Phone Number	(415) 447-2326	(415) 447-2326	(415) 447-2326	(415) 447-2326	
Fax Number	(415) 429-3852	(415) 429-3852	(415) 429-3852	(415) 429-3852	
Neighborhood	Tenderloin	Excelsior	Bayview	Mission	
Supervisorial District No.	6	11	10	9	
Bus Line #	19, 47, 49	14, 14L, 14X, 44, 49, 52, 92	29, 54, 91, T	12, 14, 14L, 22, 33, 49, 53	
Site Manager/Coordinator	Isabel Eskin Shapson	Elke Schoen	Elke Schoen	Elke Schoen	
Other Programs Offered at Site and/or by Contractor	Wellness Program, Community Nutrition Program	Wellness Program	Wellness Program	Wellness Program	
Days Open	___Mon __X_Tues _X_Wed _X_Thurs _X_ Fri ___ Sat ____ Sun	___Mon ___Tues _X_Wed ___Thurs ___ Fri ___ Sat ____ Sun	___Mon ___Tues _X_Wed ___Thurs ___ Fri ___ Sat ____ Sun	___Mon __X_Tues ___Wed ___Thurs ___ Fri ___ Sat ____ Sun	
Hours Open	9am-4pm (Tues); 11am-4pm (Weds-Fri)	1:45pm-2:45pm	12:15pm-1pm	3:30pm-5pm	
Total Number of Service Days	4	1	1	1	
Total Annual # of UDC	255	20	10	15	300
Annual Number of Nutrition Support Units-Meals	33,081	1,820	728	1,456	37,085
Annual Number of Nutrition Support Units-Groceries	5,898	1,040	520	780	8,238
Annual Number of Supportive Service Hours	496				496
Days Closed (list holidays closed)	We close in observance of the following holidays if they fall on a day we are normally open: Thanksgiving and the day after Thanksgiving, Christmas Eve and Day, New Years Eve and Day, 4th of July, Juneteenth.	We close in observance of the following holidays if they fall on a day we are normally open: Thanksgiving and the day after Thanksgiving, Christmas Eve and Day, New Years Eve and Day, 4th of July, Juneteenth.	We close in observance of the following holidays if they fall on a day we are normally open: Thanksgiving and the day after Thanksgiving, Christmas Eve and Day, New Years Eve and Day, 4th of July, Juneteenth.	We close in observance of the following holidays if they fall on a day we are normally open: Thanksgiving and the day after Thanksgiving, Christmas Eve and Day, New Years Eve and Day, 4th of July, Juneteenth.	
ADA Accessible	_X_Yes _____No	__X_Yes _____No	__X_Yes _____No	__X_Yes _____No	

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7/1/2026	**Appendix C SITE CHART**				FY: 7/1/27-6/30/28
AGENCY: Project Open Hand					
CONTRACT MAILING ADDRESS: 730 Polk Street, San Francisco, CA 94109			Agency's web site:	www.openhand.org	
DIRECTOR:	Ana Ayala		PHONE NO.:		415-447-2330
Nutrition and Supportive Services For Healthy Outcomes					**TOTAL**
SITES: **Name of Site**	Project Open Hand	Mobile Van - Excelsior	Mobile Van - Bayview	Mobile Van - Mission	
Address and Zip	730 Polk Street San Francisco, CA 94109	4836 Mission St, San Francisco, CA 94112	2401 Keith St., San Francisco, CA 94124	2865 16th St., San Francisco, CA 94103	
Phone Number	(415) 447-2326	(415) 447-2326	(415) 447-2326	(415) 447-2326	
Fax Number	(415) 429-3852	(415) 429-3852	(415) 429-3852	(415) 429-3852	
Neighborhood	Tenderloin	Excelsior	Bayview	Mission	
Supervisorial District No.	6	11	10	9	
Bus Line #	19, 47, 49	14, 14L, 14X, 44, 49, 52, 92	29, 54, 91, T	12, 14, 14L, 22, 33, 49, 53	
Site Manager/Coordinator	Isabel Eskin Shapson	Elke Schoen	Elke Schoen	Elke Schoen	
Other Programs Offered at Site and/or by Contractor	Wellness Program, Community Nutrition Program	Wellness Program	Wellness Program	Wellness Program	
Days Open	___Mon __X_Tues _X_Wed _X_Thurs _X_ Fri ___ Sat ____ Sun	___Mon ___Tues _X_Wed ___Thurs ___ Fri ___ Sat ____ Sun	___Mon ___Tues _X_Wed ___Thurs ___ Fri ___ Sat ____ Sun	___Mon __X_Tues ___Wed ___Thurs ___ Fri ___ Sat ____ Sun	
Hours Open	9am-4pm (Tues); 11am-4pm (Weds-Fri)	1:45pm-2:45pm	12:15pm-1pm	3:30pm-5pm	
Total Number of Service Days	4	1	1	1	
Total Annual # of UDC	255	20	10	15	300
Annual Number of Nutrition Support Units-Meals	33,081	1,820	728	1,456	37,085
Annual Number of Nutrition Support Units-Groceries	5,898	1,040	520	780	8,238
Annual Number of Supportive Service Hours	496				496
Days Closed (list holidays closed)	We close in observance of the following holidays if they fall on a day we are normally open: Thanksgiving and the day after Thanksgiving, Christmas Eve and Day, New Years Eve and Day, 4th of July, Juneteenth.	We close in observance of the following holidays if they fall on a day we are normally open: Thanksgiving and the day after Thanksgiving, Christmas Eve and Day, New Years Eve and Day, 4th of July, Juneteenth.	We close in observance of the following holidays if they fall on a day we are normally open: Thanksgiving and the day after Thanksgiving, Christmas Eve and Day, New Years Eve and Day, 4th of July, Juneteenth.	We close in observance of the following holidays if they fall on a day we are normally open: Thanksgiving and the day after Thanksgiving, Christmas Eve and Day, New Years Eve and Day, 4th of July, Juneteenth.	
ADA Accessible	_X_Yes _____No	__X_Yes _____No	__X_Yes _____No	__X_Yes _____No	

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7/1/2026	**Appendix C SITE CHART**				FY: 7/1/28-6/30/29
AGENCY: Project Open Hand					
CONTRACT MAILING ADDRESS: 730 Polk Street, San Francisco, CA 94109			Agency's web site:	www.openhand.org	
DIRECTOR:	Ana Ayala		PHONE NO.:		415-447-2330
Nutrition and Supportive Services For Healthy Outcomes					**TOTAL**
SITES: **Name of Site**	Project Open Hand	Mobile Van - Excelsior	Mobile Van - Bayview	Mobile Van - Mission	
Address and Zip	730 Polk Street San Francisco, CA 94109	4836 Mission St, San Francisco, CA 94112	2401 Keith St., San Francisco, CA 94124	2865 16th St., San Francisco, CA 94103	
Phone Number	(415) 447-2326	(415) 447-2326	(415) 447-2326	(415) 447-2326	
Fax Number	(415) 429-3852	(415) 429-3852	(415) 429-3852	(415) 429-3852	
Neighborhood	Tenderloin	Excelsior	Bayview	Mission	
Supervisorial District No.	6	11	10	9	
Bus Line #	19, 47, 49	14, 14L, 14X, 44, 49, 52, 92	29, 54, 91, T	12, 14, 14L, 22, 33, 49, 53	
Site Manager/Coordinator	Isabel Eskin Shapson	Elke Schoen	Elke Schoen	Elke Schoen	
Other Programs Offered at Site and/or by Contractor	Wellness Program, Community Nutrition Program	Wellness Program	Wellness Program	Wellness Program	
Days Open	___Mon __X_Tues _X_Wed _X_Thurs _X_ Fri ___ Sat ____ Sun	___Mon ___Tues _X_Wed ___Thurs ___ Fri ___ Sat ____ Sun	___Mon ___Tues _X_Wed ___Thurs ___ Fri ___ Sat ____ Sun	___Mon __X_Tues ___Wed ___Thurs ___ Fri ___ Sat ____ Sun	
Hours Open	9am-4pm (Tues); 11am-4pm (Weds-Fri)	1:45pm-2:45pm	12:15pm-1pm	3:30pm-5pm	
Total Number of Service Days	4	1	1	1	
Total Annual # of UDC	255	20	10	15	300
Annual Number of Nutrition Support Units-Meals	33,081	1,820	728	1,456	37,085
Annual Number of Nutrition Support Units-Groceries	5,898	1,040	520	780	8,238
Annual Number of Supportive Service Hours	496				496
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ADA Accessible	_X_Yes _____No	__X_Yes _____No	__X_Yes _____No	__X_Yes _____No	

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7/1/2026	**Appendix C SITE CHART**				FY: 7/1/29-6/30/30
AGENCY: Project Open Hand					
CONTRACT MAILING ADDRESS: 730 Polk Street, San Francisco, CA 94109			Agency's web site:	www.openhand.org	
DIRECTOR:	Ana Ayala		PHONE NO.:		415-447-2330
Nutrition and Supportive Services For Healthy Outcomes					**TOTAL**
SITES: **Name of Site**	Project Open Hand	Mobile Van - Excelsior	Mobile Van - Bayview	Mobile Van - Mission	
Address and Zip	730 Polk Street San Francisco, CA 94109	4836 Mission St, San Francisco, CA 94112	2401 Keith St., San Francisco, CA 94124	2865 16th St., San Francisco, CA 94103	
Phone Number	(415) 447-2326	(415) 447-2326	(415) 447-2326	(415) 447-2326	
Fax Number	(415) 429-3852	(415) 429-3852	(415) 429-3852	(415) 429-3852	
Neighborhood	Tenderloin	Excelsior	Bayview	Mission	
Supervisorial District No.	6	11	10	9	
Bus Line #	19, 47, 49	14, 14L, 14X, 44, 49, 52, 92	29, 54, 91, T	12, 14, 14L, 22, 33, 49, 53	
Site Manager/Coordinator	Isabel Eskin Shapson	Elke Schoen	Elke Schoen	Elke Schoen	
Other Programs Offered at Site and/or by Contractor	Wellness Program, Community Nutrition Program	Wellness Program	Wellness Program	Wellness Program	
Days Open	___Mon __X_Tues _X_Wed _X_Thurs _X_ Fri ___ Sat ____ Sun	___Mon ___Tues _X_Wed ___Thurs ___ Fri ___ Sat ____ Sun	___Mon ___Tues _X_Wed ___Thurs ___ Fri ___ Sat ____ Sun	___Mon __X_Tues ___Wed ___Thurs ___ Fri ___ Sat ____ Sun	
Hours Open	9am-4pm (Tues); 11am-4pm (Weds-Fri)	1:45pm-2:45pm	12:15pm-1pm	3:30pm-5pm	
Total Number of Service Days	4	1	1	1	
Total Annual # of UDC	255	20	10	15	300
Annual Number of Nutrition Support Units-Meals	33,081	1,820	728	1,456	37,085
Annual Number of Nutrition Support Units-Groceries	5,898	1,040	520	780	8,238
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Days Closed (list holidays closed)	We close in observance of the following holidays if they fall on a day we are normally open: Thanksgiving and the day after Thanksgiving, Christmas Eve and Day, New Years Eve and Day, 4th of July, Juneteenth.	We close in observance of the following holidays if they fall on a day we are normally open: Thanksgiving and the day after Thanksgiving, Christmas Eve and Day, New Years Eve and Day, 4th of July, Juneteenth.	We close in observance of the following holidays if they fall on a day we are normally open: Thanksgiving and the day after Thanksgiving, Christmas Eve and Day, New Years Eve and Day, 4th of July, Juneteenth.	We close in observance of the following holidays if they fall on a day we are normally open: Thanksgiving and the day after Thanksgiving, Christmas Eve and Day, New Years Eve and Day, 4th of July, Juneteenth.	
ADA Accessible	_X_Yes _____No	__X_Yes _____No	__X_Yes _____No	__X_Yes _____No	