



# 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:** October 7, 2026

**Subject:** Modification: **APA Family Support Services** (Nonprofit) For Provision Of CalFresh Outreach

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|                                | <u>Current</u>              | <u>Mod</u>                  | <u>Revised</u>              | <u>Contingency</u>             | <u>Total</u>              |
|--------------------------------|-----------------------------|-----------------------------|-----------------------------|--------------------------------|---------------------------|
| <b>Grant Term:</b>             | 10/1/25-<br>9/30/26         | 10/1/26-<br>9/30/28         | 10/1/25-<br>9/30/28         |                                |                           |
| <b>Grant Amount:</b>           | \$77,144                    | \$110,928                   | \$188,072                   | \$18,807                       | \$206,879                 |
| <b>Modified Annual Amount:</b> | <u>FY 25-26</u><br>\$77,144 | <u>FY 26-27</u><br>\$55,464 | <u>FY 27-28</u><br>\$55,464 |                                |                           |
| <b>Funding Source:</b>         | <u>County</u><br>\$0        | <u>State</u><br>\$132,361   | <u>Federal</u><br>\$55,711  | <u>Contingency</u><br>\$18,807 | <u>Total</u><br>\$206,879 |
| <b>Percentage:</b>             | 0%                          | 70.4%                       | 29.6%                       |                                | 100%                      |

The San Francisco Department of Disability and Aging Services (DAS) requests authorization to modify the existing grant with APA Family Support Services for the period of October 1, 2026 to September 30, 2028, in the additional amount of \$110,928 plus a 10% contingency for a revised total amount not to exceed \$206,879. The purpose of this modification is to extend the grant and increase the amount to continue providing CalFresh outreach activities for older adults.



## Background

Prior to the year 2019, people receiving SSI were ineligible for CalFresh Benefits (federally known as Supplemental Nutrition Assistance Program, or SNAP). In 2019, the eligibility rules for the CalFresh Program changed and benefits expanded to include Californians receiving SSI. Outreach aimed at informing SSI recipients about the change in eligibility has been conducted at the state, county, and local levels; however, more targeted outreach focused on older adults living in San Francisco is needed to help address gaps in enrollment and to support equitable access.

The grantee has been contracted to provide the CalFresh Outreach services focused on older adults, including SSI recipients, since 2025. The RFP anticipated term was one year with the option to extend up to three additional years through September 30, 2029. SFHSA is notified annually about state and federal funding availability, necessitating extensions instead of a full term agreement.

## Services to be Provided

The grantee shall provide CalFresh outreach activities focused on reaching senior SSI recipients in San Francisco not currently accessing CalFresh benefits. Outreach activities include creating, printing, and distributing outreach materials in the community and providing individualized and culturally-appropriate application assistance and follow-up to support application submissions and approvals.

## Selection

The grantee was selected through RFP # 1185 issued on August 1, 2025.

## Funding

Funding for this grant is provided through Federal and State Funds.

## ATTACHMENTS

Appendix A-1, Services to be Provided

Appendix B-1, Budget

**Appendix A-1 – Services to be Provided**  
**APA Family Support Services**  
**CalFresh Outreach**  
**October 1, 2025 to September 30, 2028**

**I. Purpose of Grant**

The purpose of this grant is to conduct outreach and provide application assistance to older adults who receive Supplemental Security Income (SSI) and may not be aware that they are eligible for CalFresh benefits. Outreach and CalFresh application assistance should be focused on San Francisco communities identified as having a lower rate of CalFresh participation among SSI recipients.

**II. Definitions**

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AAA                             | Area Agency on Aging is a public or private agency designated by a state to address the needs and concerns of all older persons at the regional and local levels. DAS is an Area Agency on Aging.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Application Assistance          | The provision of help to clients in completing the CalFresh application and gathering verification documents. It may include delivery of signed applications to the local office. Application assistance provides support to the client during the application phase, which can lead to a more complete application, fewer trips to the local office, and easier processing for the eligibility worker.                                                                                                                                                                                                                                                                                                     |
| At Risk of Institutionalization | To be considered at risk of institutionalization, a person must have, at a minimum, one of the following:<br>1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or<br>2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or<br>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. |
| CalFresh                        | A federal food assistance program, funded by the United States Department of Agriculture (USDA) and known federally as the Supplemental Nutrition Assistance Program (SNAP).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                 | CalFresh is an entitlement that provides low-income families with electronic benefits that can be used to purchase food at participating markets and food stores.                                                                                                                                                                                                                                                                                  |
| CalFresh Applications Submitted | CalFresh applications (both paper and online) submitted on behalf of an older adult by the grantee.                                                                                                                                                                                                                                                                                                                                                |
| CalFresh Outreach Plan          | A data-driven plan for reaching the identified target audience: CalFresh eligible older adults who are SSI recipients and not currently accessing CalFresh benefits.                                                                                                                                                                                                                                                                               |
| CalFresh Partnerships           | Partnering with community-based organizations (CBO) in the City to address barriers of participation and meet the overall goals of the CalFresh outreach plan. This deliverable is defined as the number of collaborative meetings, training and workshops provided to other agencies serving the targeted populations, as well as participation in local collaborative meetings to provide information and education on CalFresh.                 |
| CalFresh Pre-Screening          | The use of a paper or electronic tool to ask a set of targeted eligibility questions to inform potential applicants that they may be eligible.                                                                                                                                                                                                                                                                                                     |
| CARBON                          | SFHSA's web-based Contracts Administration, Reporting, and Billing Online system                                                                                                                                                                                                                                                                                                                                                                   |
| CDA                             | California Department of Aging.                                                                                                                                                                                                                                                                                                                                                                                                                    |
| CDSS                            | California Department of Social Services.                                                                                                                                                                                                                                                                                                                                                                                                          |
| City                            | City and County of San Francisco, a municipal corporation.                                                                                                                                                                                                                                                                                                                                                                                         |
| Civil Rights Training           | A USDA required course that emphasizes the most important civil rights information designed to support the CalFresh program and the communities served. All staff funded by CalFresh, including state and local staff, must complete the Civil Rights training each year.<br><a href="https://cfhlstatewidetraining-leahspantry.talentlms.com/catalog/info/id:304">https://cfhlstatewidetraining-leahspantry.talentlms.com/catalog/info/id:304</a> |
| 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                             | San Francisco Department of Disability and Aging Services.                                                                                                                                                                                                                                                                                                                                                                                         |
| 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Federal Fiscal Year (FFY)            | The period that begins October 1 of one year through September 30 of the following year.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Grantee                              | APA Family Support Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 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 defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. This definition of low income is not to be used as a means test to qualify for CalFresh or this CalFresh outreach program.                                                                                                                                                                                                                                                                                                                                     |
| OCP                                  | Office of Community Partnerships.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Older Adult                          | A person who is 60 years of age or older, used interchangeably with the term "senior".                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Outreach                             | Educational and informational efforts providing information about the nutritional and other benefits of participating in CalFresh, as well as basic information about how to apply, directed to nonparticipating but potentially eligible persons. Outreach activities accomplish the following: 1) inform low-income households about the availability, eligibility requirements, and application procedures, 2) provide information about the nutritional benefits of CalFresh, 3) correct myths and misperceptions about CalFresh, and 4) allow individuals to make an informed decision about whether to apply based on accurate information. |
| Outreach Plan Guidance               | The document that specifies allowable activities <a href="https://www.cdss.ca.gov/Portals/9/CalFreshOutreach/!Outreach_Plan_Guidance2019.pdf?ver=2019-06-03-141658-143">https://www.cdss.ca.gov/Portals/9/CalFreshOutreach/!Outreach_Plan_Guidance2019.pdf?ver=2019-06-03-141658-143</a>                                                                                                                                                                                                                                                                                                                                                          |
| Senior                               | A person who is 60 years of age or older; used interchangeably with the term "older adult".                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Service Units                        | <ul style="list-style-type: none"> <li>• <b>Pre-Screenings:</b> One unit is one client screened for CalFresh eligibility</li> <li>• <b>Applications:</b> One unit is one application for CalFresh benefits submitted by grantee on behalf of a client</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                  |

|                                    |                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                    | <ul style="list-style-type: none"> <li>• <b>Partnerships:</b> One unit is one partnership between grantee and a separate organization to raise awareness of CalFresh and/or provide application assistance. Partnership should result in at least one outreach activity to meet this goal.</li> </ul>                                                                                |
| State Supplemental Payment (SSP)   | The state-funded cash assistance program which augments SSI.                                                                                                                                                                                                                                                                                                                         |
| 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> ). |
| Supplemental Security Income (SSI) | The Federal cash assistance program administered by the Social Security Administration that provides monthly benefits to people with limited income and resources who are disabled, blind, or age 65 or older.                                                                                                                                                                       |
| USDA                               | United States Department of Agriculture.                                                                                                                                                                                                                                                                                                                                             |

### 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:

- Persons with low to moderate income
- Persons who are socially isolated
- Persons with limited English-speaking proficiency
- Persons from communities of color or historically underserved communities that have historically been under-served
- Members of the LGBTQ+ community
- Persons at risk of institutionalization

### IV. Eligibility for Services

A person who is sixty (60) years of age or older (older adult).

### V. Description of Services and Program Requirements

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

A. Conduct CalFresh Outreach Activities:

1. Create a data-driven outreach plan with a particular focus on reaching older adults who are SSI recipients and not currently accessing CalFresh benefits.
2. Customize CalFresh outreach materials with City of San Francisco and Grantee contact information.
3. Print outreach materials for distribution to older adults in the Planning and Service Area (i.e., PSA 6, the City and County of San Francisco)
4. Disseminate outreach materials to older adults at sites where programs and services are provided, at community events, through mailings, and through partners.
5. Post outreach messaging on grantee's website and social media utilized by the grantee such as Facebook, Twitter, and Instagram.
6. Ensure compliance with the CalFresh Outreach Plan Guidance for the development of all materials, including outreach materials.

B. Conduct CalFresh Application Assistance:

1. Provide application assistance through partnerships with organizations that provide services for older adults or locations where older adults are likely to be reached. Examples include meal sites, community centers, senior residential housing, and home-based services for older adults.
2. Provide one-on-one assistance to older adults to complete the CalFresh enrollment process through any of the following methods:
  - Online through CalFresh enrollment portals
  - Paper applications
  - Telephone (with application mailed or emailed to client for signature if the service provider does not have a telephony system with the functionality to record, store, and retrieve telephonic signatures).
3. Review and identify potential income deductions to increase the likelihood of CalFresh eligibility.
4. Assist client with submission of all required paperwork to SFHSA CalFresh eligibility unit.
5. Contact client within two weeks following application submission to ensure client has been contacted for an interview.

C. Comply with Program Requirements:

1. Grantee shall participate in training and technical assistance provided by CDSS and CDA, as deemed necessary by DAS.
2. Grantee will ensure program staff complete the Civil Rights Training annually.

3. 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.
4. 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).
5. 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.
6. Grantee will have procedures in place to annually obtain the views of program participants about services received. At minimum, the grantee will develop and administer a 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 June 15<sup>th</sup> of each grant year, or on a mutually agreed upon date.

#### **VI. Location and Time of Services**

The grantee will provide CalFresh outreach activities in the City and County of San Francisco.

#### **VII. Service Objectives**

Grantee shall meet the following service objectives for each annual grant year, which is defined as the Federal Fiscal Year (October 1 through September 30).

- A. 480 CalFresh pre-screenings completed per annual grant year.
- B. 158 CalFresh applications submitted per annual grant year.
- C. 4 community partnerships per annual grant year.

## **VIII. Outcome Objectives**

Grantee shall meet the following outcome objectives for each annual grant year, which is defined as the Federal Fiscal Year (October 1 to September 30).

- A. Consumers rate the quality of services they received as excellent or good. Target: 85%
- B. Consumers feel safe and welcomed by program staff. Target: 85%.
- C. Consumers develop new knowledge of services available. Target: 85%

*Based on a consumer survey and a sample size of at least twenty-five percent (25%) of consumers who received application assistance resulting in a submitted application.*

## **IX. Data Collection and Reporting Requirements**

- A. Grantee will provide a monthly report of activities, referencing the tasks described in Section VII & VIII- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
- B. Grantee shall certify, on a semi-annual basis, the time and effort of employees working full time on CalFresh, or certify on a monthly basis the time and effort of employees working part-time on CalFresh via a method determined by CDA or DAS, including:
  - 1. Time logs supporting staffing and salary expenses
  - 2. The dollar amount related to hours spent on administrative duties supported by time logs. The dollar amount spent on administrative activities may not exceed 15% of the grant amount per year.
- C. Grantee shall submit a quarterly progress report to DAS OCP that includes challenges encountered, solutions proposed, and progress made in reaching the annual service units. The progress report shall include the following information on the CalFresh applications submitted:
  - 1. Number of CalFresh pre-screenings
  - 2. Number of CalFresh applications submitted
  - 3. Number of CalFresh applications approved
  - 4. Number of CalFresh partnerships
  - 5. Number of CalFresh recertifications (if applicable)
  - 6. Number of households with children under the age of 18
  - 7. Number of older adults (60 years of age and older)
  - 8. Number of working low-income households
  - 9. Number of households receiving SSI/SSP
  - 10. Number of households with language access barriers
  - 11. Number of veterans and military families

Data shall be submitted in a form prescribed by CDA, and may also include additional measures of program effectiveness.

| <b>Quarter</b> | <b>Reporting Period</b> | <b>Due Date</b> |
|----------------|-------------------------|-----------------|
| Quarter 1      | October 1 – December 31 | January 5       |
| Quarter 2      | January 1 – March 31    | April 5         |
| Quarter 3      | April 1 – June 30       | July 5          |
| Quarter 4      | July 1 – September 30   | October 5       |

- D. 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 15th of month following the end of the program year.
- E. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SFHSA no later than October 31 each grant year. Grantee must submit the report in the CARBON system.
- F. Grantee will provide ad hoc reports as required by the Departments.
- G. Pursuant to California Department of Aging requirements, Grantor reserves the right to reduce funding available for this grant in the event that actual costs are below funding levels initially budgeted for the delivery of services.

| 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 |
| 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 | 415-347-7194 |
| Mission Neighborhood Centers                         | 362 Capp St, San Francisco, 94110              | 415-653-5750 |
| Openhouse Bob Ross LGBT Snr Ctr                      | 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 |

H. 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:

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

Jennifer.grant@sfgov.org

Contract Manager, Office of Contract Management, SFHSA

Leah.walton@sfgov.org

Nutritionist, DAS Office of Community Partnerships, SFHSA

**X. Monitoring Activities**

A. Program Monitoring: Program monitoring will include back up documentation for reporting progress towards meeting the service and outcome objectives; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting, evidence of annual California Department of Aging (CDA) Security Awareness training provided to staff and volunteers, a written policies and procedures manual of all 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; and whether services are provided appropriately according to Sections III to IX.

B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the grantee's organizational budget, quarterly balance sheet, cost allocation procedures and plan, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of subcontracts/MOUs, current board roster, and selected board minutes.

### HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM

|                                                                                                                            |                   |                   |                               |                   |
|----------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|-------------------------------|-------------------|
| <b>Grantee: APA Family Support Services</b>                                                                                |                   | Full Term:        | 10/1/25 - 9/30/28             |                   |
| <b>Program: CalFresh Outreach</b>                                                                                          |                   | Effective Date:   | 10/1/2026                     |                   |
| New <input type="checkbox"/> Modification <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Check One) |                   | Modification #    | 1                             |                   |
|                                                                                                                            | 10/1/25 - 9/30/26 | 10/1/26 - 9/30/27 | 10/1/27 - 9/30/28             | 10/1/25 - 9/30/28 |
| <b>Expenses</b>                                                                                                            | <b>Revised</b>    | <b>Revised</b>    | <b>Revised</b>                | <b>Total</b>      |
| Salaries & Benefits                                                                                                        | \$18,376          | \$11,935          | \$11,935                      | \$42,246          |
| Operating-Direct                                                                                                           | \$48,706          | \$36,295          | \$36,295                      | \$121,296         |
| <b>Subtotal</b>                                                                                                            | <b>\$67,082</b>   | <b>\$48,230</b>   | <b>\$48,230</b>               | <b>\$163,542</b>  |
| Indirect Percentage (%)                                                                                                    | 15%               | 15%               | 15%                           | 15%               |
| Indirect Costs (Line 16 X Line 15)                                                                                         | \$10,062          | \$7,234           | \$7,234                       | \$24,530          |
| Consultant/Subcontractor (\$50,000+)                                                                                       |                   |                   |                               |                   |
| Direct Client Pass-Through                                                                                                 |                   |                   |                               |                   |
| Capital Expenses                                                                                                           |                   |                   |                               |                   |
| <b>Total Expenses</b>                                                                                                      | <b>\$77,144</b>   | <b>\$55,464</b>   | <b>\$55,464</b>               | <b>\$188,072</b>  |
| <b>HSA / DAS Revenues</b>                                                                                                  |                   |                   |                               |                   |
| General Fund                                                                                                               |                   |                   |                               |                   |
| State                                                                                                                      | \$43,619          | \$44,371          | \$44,371                      | \$132,361         |
| Federal (ALN #10.561)                                                                                                      | \$33,525          | \$11,093          | \$11,093                      | \$55,711          |
| <b>Total HSA / DAS Revenues</b>                                                                                            | <b>\$77,144</b>   | <b>\$55,464</b>   | <b>\$55,464</b>               | <b>\$188,072</b>  |
| <b>Grantee/Contractor Revenues</b>                                                                                         |                   |                   |                               |                   |
| Venable Foundation                                                                                                         | \$2,000           |                   |                               | \$2,000           |
| GBC International                                                                                                          | \$2,000           |                   |                               | \$2,000           |
| Private donations                                                                                                          | \$1,000           |                   |                               | \$1,000           |
|                                                                                                                            |                   |                   |                               |                   |
| <b>Total Grantee/Contractor Revenues</b>                                                                                   | <b>\$5,000</b>    |                   |                               | <b>\$5,000</b>    |
| <b>Total Revenues</b>                                                                                                      | <b>\$82,144</b>   | <b>\$55,464</b>   | <b>\$55,464</b>               | <b>\$193,072</b>  |
| <b>Prepared by and Date:</b>                                                                                               |                   |                   |                               |                   |
| <b>Telephone No. &amp; Email:</b>                                                                                          |                   |                   | <b>HSA Budget Form (3/24)</b> |                   |

**Grantee: APA Family Support Services**  
**Program: CalFresh Outreach**

**Appendix B-1, Page 2**

**Salaries & Benefits Detail**

|                                                                                                                                                                                 | 10/1/25 - 9/30/26 | 10/1/26 - 9/30/27 | 10/1/27 - 9/30/28 | 10/1/25 - 9/30/28 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|-------------------|-------------------|
| POSITION TITLE                                                                                                                                                                  | Revised           | Revised           | Revised           | Total             |
| <i>Program Coordinator -<br/>Cantonese &amp; Mandarin Bilingual</i>                                                                                                             | \$12,295          | \$9,181           | \$9,181           | \$30,657          |
| <i>Family Advocate -<br/>Lao and Thai Bilingual</i>                                                                                                                             | \$1,840           |                   |                   | \$1,840           |
|                                                                                                                                                                                 |                   |                   |                   |                   |
|                                                                                                                                                                                 |                   |                   |                   |                   |
|                                                                                                                                                                                 |                   |                   |                   |                   |
| <b>TOTALS</b>                                                                                                                                                                   | <b>\$14,135</b>   | <b>\$9,181</b>    | <b>\$9,181</b>    | <b>\$32,497</b>   |
| <b>FRINGE BENEFIT RATE</b><br><br>Salary x 30% -<br>FICA TAX at 7.65%<br>Unemployment (SUI) at 3.10%<br>Workers' Comp at 1.5%<br>Health Insurance at 15.75%<br>Retirement at 2% |                   |                   |                   |                   |
| <b>EMPLOYEE FRINGE BENEFITS</b>                                                                                                                                                 | <b>\$4,241</b>    | <b>\$2,754</b>    | <b>\$2,754</b>    | <b>\$9,749</b>    |
|                                                                                                                                                                                 |                   |                   |                   |                   |
| <b>TOTAL SALARIES &amp; BENEFITS</b>                                                                                                                                            | <b>\$18,376</b>   | <b>\$11,935</b>   | <b>\$11,935</b>   | <b>\$42,246</b>   |

**HSA Budget Form (3/24)**

**Grantee: APA Family Support Services**  
**Program: CalFresh Outreach**

**Appendix B-1, Page 3**

**Operating Expenses Detail**

|                                                | 10/1/25 - 9/30/26<br>Revised | 10/1/26 - 9/30/27<br>Revised | 10/1/27 - 9/30/28<br>Revised | 10/1/25 - 9/30/28<br>Total |
|------------------------------------------------|------------------------------|------------------------------|------------------------------|----------------------------|
| <b><u>Expenditure Category</u></b>             |                              |                              |                              |                            |
| Rental of Property                             | \$5,088                      | \$5,220                      | \$5,220                      | \$15,528                   |
| Utilities(Elec, Water, Gas, Phone, Garbage)    | \$1,440                      | \$1,500                      | \$1,500                      | \$4,440                    |
| Office Supplies, Postage                       | \$4,374                      | \$6,145                      | \$6,145                      | \$16,664                   |
| Building Maintenance Supplies and Repair       | \$1,271                      | \$1,300                      | \$1,300                      | \$3,871                    |
| Printing and Reproduction                      | \$2,900                      | \$3,200                      | \$3,200                      | \$9,300                    |
| Insurance                                      | \$550                        | \$600                        | \$600                        | \$1,750                    |
| Staff Training                                 | \$400                        | \$600                        | \$600                        | \$1,600                    |
| Staff Travel-(Local & Out of Town)             |                              |                              |                              |                            |
| Rental of Equipment                            | \$183                        | \$480                        | \$480                        | \$1,143                    |
| <b><u>Consulting/Professional Services</u></b> |                              |                              |                              |                            |
| Booker T Washington Community Service Center   | \$6,000                      | \$4,000                      | \$4,000                      | \$14,000                   |
| Samoan Community Development Center (SCDC)     | \$6,000                      | \$4,000                      | \$4,000                      | \$14,000                   |
| Filipino Senior Resource Center (PSRC)         | \$8,500                      | \$5,250                      | \$5,250                      | \$19,000                   |
| Cambodian Community Development, Inc           | \$6,000                      | \$4,000                      | \$4,000                      | \$14,000                   |
| YMCA - Bayview                                 | \$6,000                      |                              |                              | \$6,000                    |
|                                                |                              |                              |                              |                            |
| <b><u>Other</u></b>                            |                              |                              |                              |                            |
|                                                |                              |                              |                              |                            |
|                                                |                              |                              |                              |                            |
|                                                |                              |                              |                              |                            |
| <b><u>Total Operating Expense</u></b>          | <b>\$48,706</b>              | <b>\$36,295</b>              | <b>\$36,295</b>              | <b>\$121,296</b>           |

**HSA Budget Form (3/24)**